

Cabazon Water District

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

BOARD MEETING PACKET

January 21, 2025

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, January 21, 2025 – 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. Discussion: Miscellaneous District Financial Matters
3. 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.
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Teleconference:

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

Meeting Date:

Tuesday, January 21, 2025 – 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 December 17, 2024
- b. Regular Board Meeting Minutes and Warrants of December 17, 2024

2. Warrants – None

3. Awards of Contracts – None

NEW BUSINESS

1. Discussion/Action: Appointment of New Director to fill vacant seat

2. Discussion/Action: Reorganization of the Board of Directors

[TAB 1](#)

3. Discussion: Well #5: Well Tec Invoices

[\[TAB 2\]](#)

OLD BUSINESS

1. Discussion/Updates: Discussion/Updates with SGPWA Director(s) regarding various matters
2. Discussion/Action: Community Involvement
3. Discussion: Bank Transfer – Transferred \$85,000 from Chase General to CA CLASS

[\[TAB 3\]](#)

UPDATES

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

[\[TAB 4\]](#)

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))

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

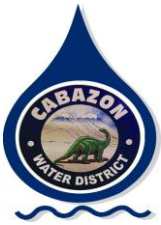
1. Future Board Items/Next Board Meeting Date(s)

- a. 01/22/2025 (Wednesday) at 5:00 PM: San Gorgonio Pass Regional Water Alliance Committee Meeting**
- b. 01/27/2025 (Monday) at 6:00 PM: San Gorgonio Pass Water Agency Meeting**
- c. 02/03/2025 (Monday) at 1:30 PM: San Gorgonio Pass Water Agency Meeting**
- d. 02/13/2025 (Thursday) at 6:00 PM: West Desert MAC Meeting at the Community Center**
- e. 02/18/2025 (Tuesday) at 5:00 PM: Finance & Audit Committee Meeting**
- f. 02/18/2025 (Tuesday) at 6:00 PM: Regular Board Meeting**
- 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 December 31, 2024

			2024
1	ASSETS		
2	Current Assets		
3	Checking/Savings	\$	307,737
4	Investments - LAIF & CLASS		1,973,045
5	Total Cash & Investments		2,280,782
6	Accounts Receivable		419,999
7	Bank of New York Trustee Accounts		65,242
8	Prepaid Expenses		13,577
9	Inventory		92,169
10	Total Current Assets		2,871,769
11	Fixed Assets		
12	Total Fixed Assets		16,229,368
13	Accumulated Depreciation		(7,475,455)
14	Net Fixed Assets		8,753,913
15	Other Assets		
16	Lease Receivable-Cell Towers		907,891
17	Total Other Assets		907,891
18	TOTAL ASSETS		\$ 12,533,573
19	LIABILITIES, DIR & FUND BALANCE		
20	Liabilities		
21	Current Liabilities		
22	Accounts Payable	\$	23,260
23	Due to Other Gov't SGPWA		388,410
24	Customer Deposits		7,686
25	Current Portion DWR Loan		45,825
26	Current RCAC (Well 4) Loan		13,268
27	Current Portion 2022 Ford		14,174
28	Accrued Expenses		44,056
29	Employee Deductions		56
30	Total Current Liabilities		536,735
31	Long Term Liabilities		
32	DWR Loan Payable		62,707
33	Ford Loan Payable		30,766
34	RCAC Loan Payable		147,411
35	Total Long Term Liabilities		240,884
36	TOTAL LIABILITIES		777,619
37	Deferred Inflow of Resources (DIR)		
38	Deferred Lease Inflows		833,081
39	Total Deferred Inflows		833,081
40	Total Fund Balance		10,922,872
41	TOTAL LIABILITIES, DIR & FUND BALANCE		\$ 12,533,573



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

	A	B	C	D=B/C
	Dec-24	Current YTD	FY 24/25 Budget	YTD 50%
1 REVENUES				
2 OPERATING INCOME				
3 Base Rate - Water Bills	\$ 49,453	\$ 299,327	\$ 601,100	50%
4 Commodity Sales	63,278	571,477	900,600	63%
5 Fire Sales - Water Bills	286	1,713	3,500	49%
6 Fees & Charges	5,629	35,006	62,500	56%
7 Basic Facilities Fee	-	42,879	45,400	94%
8 Stand By Fees - Tax Revenue	-	10,580	122,600	9%
9 TOTAL OPERATING INCOME	118,645	960,981	1,735,700	55%
10 NON-OPERATING INCOME				
11 Property Taxes	3,779	4,602	111,600	4%
12 Cell Tower Lease Income	-	22,010	34,100	65%
13 Main St Yard Sale	-	168,098	-	N/A
14 Miscellaneous Non-Operating Income	-	1,084	-	N/A
15 Interest Income - Investment Accounts	7,663	47,415	62,600	76%
16 Interest Income - Water Bills	687	4,294	7,300	59%
17 TOTAL NON-OPERATING INCOME	12,129	247,503	215,600	115%
18 TOTAL REVENUES	130,774	1,208,485	1,951,300	62%
19 EXPENSES				
20 PAYROLL				
21 Directors Fees	800	5,900	20,000	30%
22 Management & Customer Service	26,457	154,294	270,200	57%
23 Field Workers	20,802	129,294	244,000	53%
24 Employee Benefits Expense	19,074	112,072	219,900	51%
25 Payroll Taxes	4,000	22,117	42,100	53%
26 TOTAL PAYROLL	71,133	423,677	796,200	53%
27 OPERATIONAL EXPENSES				
28 Facilities, Wells, Transmission & Distribution (T&D)				
29 Lab Fees	261	6,389	12,000	53%
30 Meter Testing & Repair	50	61	1,000	6%
31 Utilities - Wells	19,313	112,792	195,900	58%
32 Line R&M Materials	74	14,220	50,000	28%
33 Well Maintenance	-	4,969	45,000	11%
34 Security	2,494	9,805	17,800	55%
35 Engineering Services	991	2,716	40,000	7%
36 Facilities, Wells, T&D - Other	4,044	7,224	25,000	29%
37 Total Facilities, Wells, T&D	27,227	158,176	386,700	41%
38 Office Expenses				
39 Utilities - Office	2,282	16,717	37,900	44%
40 Water Billing System	258	1,523	4,100	37%
41 Supplies & Equipment	390	5,459	9,300	59%
42 Copier & Supplies	427	2,758	4,700	59%
43 Dues & Subscriptions	159	334	3,100	11%
44 Postage	110	4,781	10,000	48%
45 Printing & Publications	-	280	500	56%
46 Computer Services	2,995	16,950	34,900	49%
47 Air Conditioning Servicing	500	3,000	6,100	49%
48 Office Expenses - Other	60	507	800	63%
49 Total Office Expenses	\$ 7,182	\$ 52,309	\$ 111,400	47%

*No assurance provided on these financial statements. These financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included. Page 1 of 4



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

		A	B	C	D=B/C
		Dec-24	Current YTD	FY 24/25 Budget	YTD 50%
50	Support Services				
51	Financial Audit	\$ -	\$ 8,327	\$ 15,600	53%
52	Accounting	4,201	25,348	51,000	50%
53	Legal Services	193	1,778	20,000	9%
54	Payroll/Bank Service Charge	981	3,800	6,300	60%
55	Website Support	75	522	1,100	47%
56	Insurance	4,025	24,147	48,300	50%
57	Total Support Services	9,474	63,923	142,300	45%
58	Training/Travel	5	768	5,000	15%
59	Other Fees/State Water Resource Control Board	5,427	10,095	10,900	93%
60	Service Tools & Equipment				
61	Shop Supplies and Small Tools	190	6,818	11,000	62%
62	Vehicle Fuel	674	6,852	13,500	51%
63	Employee Uniforms	-	350	2,000	18%
64	Safety	213	1,193	2,000	60%
65	Tractor Expenses/ Maintenance	-	1,619	4,000	40%
66	Equipment Rental	-	-	3,000	0%
67	Service Trucks - Repair & Maintenance	115	4,691	11,000	43%
68	Water Operations On-Call Phones	320	2,114	4,500	47%
69	Total Service Tools & Equipment	6,944	23,635	51,000	46%
70	NON-OPERATING EXPENSES				
71	Loan Interest & Processing Fee	840	7,134	14,500	49%
72	Bad Debt Expense	-	-	1,400	0%
73	Miscellaneous	140	760	1,500	51%
74	TOTAL NON-OPERATING EXPENSES	980	7,894	17,400	45%
75	TOTAL EXPENSES	122,940	740,477	1,520,900	49%
76	INCOME BEFORE CAPITAL & DEBT SERVICE	7,835	468,008	430,400	109%
77	Capital Projects - Reserve Funded	(22,988)	(112,601)	(620,900)	18%
78	Debt Service - Principal	(2,389)	(36,933)	(74,600)	50%
79	NET INCOME / (LOSS)	\$ (17,542)	\$ 318,473	\$ (265,100)	



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

	A	B	C	D=B/C
	Dec-24	Current YTD	FY 24/25 Budget	YTD 50%
1 CAPITAL PROJECTS				
2 RESERVE FUNDED				
3 Meter Replacement	-	(1,964)	(10,000)	20%
4 Main Replacements Fire Hydrant & Air Vac	-	-	(45,000)	0%
5 Bonita Vault	-	(44,263)	(20,200)	219%
6 New Truck	-	-	(10,000)	0%
7 Utility Billing	-	(12,600)	(30,000)	42%
8 Rate Study	-	-	(40,000)	0%
9 Well #4 Electrical Panel	-	-	(136,000)	0%
10 Well #2 New Facility Building	-	(30,786)	(130,000)	24%
11 Well #5 Emergency Repair	(18,750)	(18,750)	(180,000)	10%
12 Tank Maintenance	(4,238)	(4,238)	(3,700)	115%
13 TOTAL RESERVE FUNDED PROJECTS	(22,988)	(112,601)	(604,900)	19%
14 GRANT/DEBT FUNDED				
15 Department of Water Resources (DWR)				
16 Esperanza Waterline Improvements	(234)	(293,225)	(325,288)	90%
17 Grant Funding - DWR	-	-	309,288	0%
18 State Water Resource Control Board (SWRCB)				
19 Groundwater Well Improvements	(1,683)	(6,510)	(470,963)	1%
20 Grant Funding - SWRCB	4,515	4,515	470,963	1%
21 American Rescue Plan Act (ARPA)				
22 Heli-Hydrants	(120,000)	(120,000)	-	N/A
23 Grant Funding - ARPA	-	-	-	N/A
24 NET GRANT/DEBT FUNDED PROJECTS	(117,402)	(415,219)	(16,000)	
26 TOTAL NET COST OF CAPITAL PROJECTS	\$ (140,390)	\$ (527,821)	\$ (620,900)	

Total Project Activity Summary

	Expenses	Funding Received	Total Receivable
Groundwater Well Improvement Project			
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	(6,510)	4,515	1,995
Total	\$ (80,336)	\$ 74,516	\$ 5,821
Esperanza Waterline Project			
Total Budget			
Esperanza Waterline Improvements - FY 24	\$ (43,014)	\$ -	43,014
Esperanza Waterline Improvements - FY 25	\$ (293,225)	\$ -	293,225
Total	\$ (336,239)	\$ -	\$ 336,239
Heli-Hydrants Project			
Total Budget			
Heli-Hydrants - FY 25	\$ (120,000)	\$ -	120,000
Total	\$ (120,000)	\$ -	\$ 120,000

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Cabazon Water District
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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, December 17, 2024 – 5:00 PM

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL

Director Melissa Carlin – Present
Board Vice Chair Terry Tincher – 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

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 \$2,118,242 at month end. The District's total liabilities were approximately \$496,807 at month end.

Profit and Loss: - Year to date (YTD) is 42% of the year.

- 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 is over budget due to multiple service installations.
- 8. Standby Fees – Tax Revenue: This accounts for standby fees accessed to all parcels in the District. The minimum fee is \$5/acre; rates vary per location and nature of the parcel. The majority of these receipts occur in January and May. YTD is trending under budget at 9%.
- 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 is trending under budget at 1%.
- 12. Cell Tower Lease Income: This accounts for the monthly lease payment for use of District property for cell towers. YTD is trending over budget at 65% due to December tower lease paid in November.
- 15. Interest Income-Investment Accounts: This account includes interest earnings in the District's LAIF and other investment accounts. YTD is trending over budget at 64% due to rising interest rates.
- 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 is trending under budget at 8% due to less legal services than anticipated.
- 61. Shop Supplies & Small Tools: This account includes various shop supply and small tool purchases. YTD is trending over budget at 60% due to a saw and blade purchase in September for \$3.1K and plug locks and more saw blades in November for \$1.8K.
- 62. Vehicle Fuel: This account includes fuel costs for District vehicles. YTD is trending in line with budget.

As of November 30th, the fiscal year-to-date net income is \$340,332.

Capital Detail:

Lines 3-11 Reserve Funded Capital Projects: Projects to be funded by District reserves.

5. Bonita Vault: This account is for new vault and materials. YTD is over budget due to material purchases of \$44.2K in July being higher than anticipated.

7. Utility Billing: This account is budgeted for \$30K for FY 25 and expected to spread over three years. YTD is trending in line with budget due to up-front cost for UB4 billing system upgrade.

Lines 15-19 Grant/Debt Funded Capital Projects: Projects to be funded by grant/debt revenues.

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.

2. Discussion: Miscellaneous District Financial Matters

- A couple of high-cost items are upcoming:
 - The upgrade of UB4, which will take place after the grant-funded upgrade of CWD's servers.
 - The Heli-hydrants, which are \$60,000 up front for each (x2), but will be reimbursed through grant funding.
 - Well #5 had to be pulled due to a "wobble". The initial cost was about \$18k, but more work needs to be done. This item will be discussed in the regular board meeting.

3. Finance & Audit Committee District Payables Review and Approval/Signing

PUBLIC COMMENT

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ADJOURNMENT

Meeting adjourned at 5:14 PM on Tuesday, December 17, 2024 and the FAC proceeded to check signing.

Terry Tincher, Vice 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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Email: info@cabazonwater.org

Meeting Date:

Tuesday, December 17, 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
Michael Pollack, General Manager - Present
Evelyn Aguilar, Board Secretary - Present

Board Chair Sarah Wargo resigned on 12/09/2024, after being elected to the SGPWA Board of Directors.

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 November 19, 2024
- b. Regular Board Meeting Minutes and Warrants of November 19, 2024

Motion to approve following consent calendar items (a.) Finance and Audit Committee Meeting Minutes and Warrants of November 19, 2024 and (b.) Regular Board Meeting Minutes and Warrants of November 19, 2024 made by Director Davis and 2nd by Director Carlin

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

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

OLD BUSINESS

- 1. **Discussion/Action: Customer Concern – Jennifer Barajas, Aloma Dr.**
 - Jennifer Barajas' September bill was much higher than usual, then dropped down to lower than usual the following month. The Customer Accounts Lead had offered to combine then split the bills between the two months so that the majority of the September bill would not be billed at the highest tier rate, but Ms. Barajas did not believe that she used that much water so she did not want to pay for it. GM Pollack said that the old meter was replaced, and had been tested. Ms. Barajas requested a copy of the test results.
 - **The Board did not officially vote on this item, but they all agreed that there would be no reduction of water usage on the customer's account, but the bill would be adjusted to reduce the highest tier rates. The Board also directed the GM to send Jennifer Barajas a copy of the meter test results.**
- 2. **Discussion/Updates: Discussion/Updates with SGPWA Director(s) regarding various matters**
 - No representatives were present. Former CWD Board Chair Sarah Wargo was elected to the SGPWA Board of Directors and informed the Board Secretary that she plans on attending CWD Board Meetings in the future, but she was busy this month.
- 3. **Discussion/Action: Community Involvement**
 - There was a Christmas event at the Community Center over the weekend. CWD donated gifts.
- 4. **Discussion/Action: Quotes for Water Rates Study**
 - **Water Resources Economics**
 - **IB Consulting**
 - **Black & Veatch**
 - Water Resources Economics was the recommended choice by Eide Bailly. Black and Veatch was the lowest bidder, but the scope of work was lacking in some areas, so change orders would likely be needed.

Motion to accept Water Resources Economics to perform the Rate Study made by Director Davis and 2nd by Director Carlin

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

NEW BUSINESS

1. Discussion/Action: **Well #5: Approval to replace pump, up to \$180,000 - Work to be performed by Well Tec**

- This item was incorrectly listed as a discussion item, but was actually an action item.
- Well #5 had to be pulled due to a concerning vibration. The initial cost to pull the well was about \$18,000, but an additional estimate of \$19,000 was received for brush & bail and a video log. There will be additional costs to replace some of the components. The GM asked for approval of up to \$180,000, using a high estimate based off of the work done on Well #1 and Well #4.

Motion to approve replacing the pump on Well #5 up to \$180,000 made by Director Davis and 2nd by Director Brock

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

2. Discussion/Action: **Quote for Air Conditioner Repair and Maintenance Contract by Retrofit Service Company, Inc.**

- Retrofit Service Company gave GM Pollack a quote to service CWD's Air Conditioner for \$1,848/year. The current contract is with Ontario Refrigeration for \$500/month. Retrofit would bill for additional hours and parts outside of the regular maintenance.

Motion to accept Retrofit Service Company, Inc. to service and maintain the air conditioner made by Director Davis and 2nd by Director Brock

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

UPDATES

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

- A Notice of Exemption for CEQA was filed for the Heli-hydrants, which deals with environmental impact evaluation requirements. This project is exempt because the benefits outweigh the impacts. GM Pollack is meeting with SGPWA and the contractor on Thursday.
- A retirement party for Ellen Koumparis will be held in January.
- Cindy Byerrum from Eide Bailly is retiring in April. She has been CWD's accountant for years and has been very helpful. Scott Nelsen from Eide Bailly will be leaving the company as well in December. He has also been a huge help dealing with CWD's financials over the years.

- The Well #2 site building's wind/snow rating is 120 MPH + 20 PSF certified. The plans for the building should be available soon.
- Tanks #1 and #3 were cleaned and inspected on 12/09. There were no urgent concerns. A full report for each site will be provided by Inland Potable Services.
- One of CWD's Water Tech IIs resigned. His last day of employment is 01/02. The vacancy will be posted to CWD's website.
- The well levels are all in good shape.

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))

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.**
- A new Director will need to be appointed at the January meeting, otherwise the County will appoint someone.
 - The Board will be reorganized following the appointment.
 - The GM will provide updates on the heli-hydrants, Well #5, and the Well #2 site building.
- **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)

- A lot of changes are taking place around the office. The Customer Accounts Lead is retiring, the Customer Accounts Representative is going from part-time to full-time, and a Water Operator is resigning.

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. 12/16/2024 (Monday) at 6:00 PM: San Gorgonio Pass Water Agency Meeting
- b. 01/06/2025 (Monday) at 1:30 PM: San Gorgonio Pass Water Agency Meeting
- c. 01/21/2025 (Tuesday) at 5:00 PM: Finance & Audit Committee Meeting
- d. 01/21/2025 (Tuesday) at 6:00 PM: Regular Board Meeting
- e. 01/22/2025 (Wednesday) at 5:00 PM: San Gorgonio Pass Regional Water Alliance Committee Meeting
- f. 01/27/2025 (Monday) at 6:00 PM: San Gorgonio Pass Water Agency Meeting
- g. **Tentative:** 02/13/2025 (Thursday) at 6:00 PM: West Desert MAC Meeting at the Community Center
- h. TBD: Community Action Committee at the Cabazon Library
- i. TBD: Personnel Committee Meeting

ADJOURNMENT

Motion to adjourn at 6:40 PM made by Director Carlin and 2nd by Director Davis

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

Meeting adjourned at 6:41 PM on Tuesday, December 17, 2024

Terry Tincher, 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 access.

New Business

2. Discussion/Action Item:

[TAB 1]

Reorganization of the Board of Directors

Attachments:

1. Summary of Board Positions and Committees



Cabazon Water District

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

Positions and Committees of the Board of Directors

Position/Committee	Description	Directors on Committee	Alternate
1. Board Chair		1.	
2. Board Vice Chair		1.	
3. 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.	
4. 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>5. 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>6. 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>7. 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>8. 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>	

New Business

3. Discussion Item:

[TAB 2]

Well #5: Well Tec Invoices

Attachments:

1. Well Tec Invoice for Inspection: \$18,750.00
2. Well Tec Estimate for Brush & Bail and Video Log: \$19,700.00
3. Well Tec Estimate for Rehabilitation: \$106,068.00

Total Estimate: \$144,518.00



December 4, 2023

*Cabazon Water District
14618 Broadway St.
Cabazon, CA 92230*

*Attention: Michael Pollack (mpollack@cabazonwater.org)
Reference: Repairs at Well #5*

*Dear Sir,
We are pleased to offer our quotation for repairs at Well #5.*

A. Well #5

Mobilize and demobilize to job site, remove approx. 680' of 8"x2-1/2"x1.69" oil lube pump assembly, tear down bowl assembly. Transport all equipment to shop, inspect, and give inspection report.

Total estimated costs: \$18,750.00

INVOICES. Invoices will be submitted once a month with payment due within 30 days of the invoice date. A late charge at the rate of 1½% per month, or the highest rate allowed by applicable law, whichever is lowest, will be added to all amounts outstanding after said 30 days. Purchaser agrees to pay any and all attorneys' fees and court costs should attorneys be utilized or court proceedings initiated to collect any past due amounts.

CHANGED CONDITIONS. The discovery of any hazardous waste, substance, pollutant, contaminant, underground obstruction, condition or utilities on or under the job site which were not brought to the attention of Well Tec Inc. prior to the date of this Work Order will constitute a materially different site condition entitling Well Tec Inc. at its option, to terminate this Work Order (and to receive payment for all work performed up to and including the date of such termination) or to receive an equitable adjustment in the contract price and time for performance. Well Tec Inc., however, shall only have the right to terminate if such different site condition(s) creates additional health and safety risks or requires Well Tec Inc to perform work outside the original scope or beyond its capabilities. In any event, Well Tec Inc. may terminate operations on a site, which it believes presents an unreasonable health or safety risk.

HEALTH AND SAFETY. If Purchaser is to provide health and safety compliance monitoring, such monitoring shall be done at mutually agreed intervals. The monitoring is to be documented and Well Tec Services Inc. ("Well Tec") will be provided with copies of the documentation upon request. If Well Tec Inc. employees observe that the monitoring is not being performed in strict compliance with the site-specific health and safety plan, applicable federal, state or local laws and/or any other agreement between Purchaser and Well Tec Inc., then Well Tec Inc. may cease operations and go on standby until monitoring is resumed. Well Tec Inc. shall be entitled to an equitable adjustment in its time for performance and to payment at its standby rate for any such standby time. In no event will this paragraph relieve Purchaser of its duties and responsibilities to perform all health and safety compliance monitoring required by law or this Work Order.

INFORMATION. It is recognized that Purchaser has superior knowledge of the job site, site history, access routes to the job site, known or suspected contaminants, surface and subsurface conditions, etc., and Purchaser is obligated to advise Well Tec Inc. of all or any conditions that may affect Well Tec's performance hereunder. Purchaser agrees to provide Well Tec Inc. with such specifications, plans, site history information, reports, studies or other information on surface and subsurface conditions as will be reasonably required by Well Tec Inc. for safe, proper and timely performance of the work. Purchaser shall obtain all necessary permits and rights-of-way and indemnify and hold Well Tec Inc. harmless for its failure to do so and for claims of trespass or damage to property, including underground utilities or structures, which arise out of performance of the work.

PERFORMANCE. Well Tec Inc. will exercise reasonable skill and judgment in performing the work. EXCEPT AS EXPRESSLY PROVIDED HEREIN, NO OTHER WARRANTIES (EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE) ARE GIVEN HEREUNDER. Well Tec Inc. does not warrant any specific results of any kind.

LIABILITY. *Neither party shall be liable to the other party for any special, indirect, incidental or consequential damages, whether based on contract, tort (including negligence), and strict liability or otherwise. Further, Purchaser agrees to indemnify and hold Well Tec Inc. harmless from and against any and all claims, demand, cases of action (including third party claims for contribution or indemnification), liability and costs (including attorneys' fees and other costs of defense) which result from (i) any release or threatened release of any substance (whether hazardous or not); (ii) any claim that Well Tec Inc. or any of its subcontractors was a "generator" or "transporter" of hazardous waste or an "operator" of the job site (as such terms are used or defined under local, state or federal laws or regulations); or (iii) any negligent or wrongful act or omission of Purchaser or others under Purchaser's control, except that this indemnification shall not apply to the extent any demand or cause of action results from Well Tec Inc. negligence or intentional misconduct.*

POLLUTION CLAIMS. *Well Tec's total liability to Purchaser resulting from any release or threatened release of any hazardous waste, substance, pollutant or contaminant, whether or not directly or indirectly generated from Well Tec's performance of the work hereunder (including any injury to persons or property or death resulting there from), shall not exceed the amount due Well Tec Inc. for services rendered hereunder. This limitation applies to all liabilities, including indemnification liabilities, whether based on contract, tort (including negligence), and strict liability or otherwise. This limitation of liability does not in any way limit or affect Purchaser's obligations to indemnify and hold Well Tec Inc. harmless. This limitation of liability shall not apply to the extent it is held that the loss or damage arose from Well Tec's gross negligence or intentional misconduct. In addition, Purchaser agrees to limit Well Tec's liability to the same extent that Purchaser's liability is limited pursuant to its contract with its client (if one exists).*

DISPOSAL. Well Tec Inc. is not, and has no authority to act as, a handler, generator, operator, treater, storer, transporter or disposer of hazardous waste, substances, pollutants or contaminants found or identified at the site. Well Tec Inc. shall have no responsibility for the transportation, storage, treatment or disposition of contaminated or potentially contaminated waste materials of any kind that are directly or indirectly generated from Well Tec's performance of the work hereunder. Purchaser or its client shall be responsible for the disposal of any such waste materials.

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 #
12/13/24	120105-1054

Item	Description	Qty/Hrs	Rate	Total
Services	<p>Well #5</p> <p>Mobilize/demobilize two man and crane with service truck to brush and bail. Brushing will be rotational 40-60 feet an hour starting at perforation down to bottom. Installation of 110 gallons of acid while brushing to break down scale on casing and calcium deposits in gravel pack. Installation of soda ash to neutralize water to above 6.0. Video log after well is brushed. Includes 36 hrs of labor.</p> <p>Traffic control to be provided by others.</p> <p>This price is firm for thirty days, after such time it may be subject to review and/or possible change. This price does include applicable sales taxes. This undersigned hereby agrees to all of the terms and conditions set forth in the foregoing agreement. Each individual signing below on behalf of any corporation or other entity represents and warrants that the individual is authorized by the corporation or other entity to enter into this agreement on its behalf.</p> <p>_____ Signature</p>	1	19,700.00	19,700.00
Thank you for Considering Well Tec Services Inc.			Total	\$19,700.00



*P.O. Box 3375
Beaumont, CA 92223
(909) 754-7020
(951) 849-1601 fax
Lic. #802369*

January 8, 2025

*Cabazon Water District
50256 Main Street
Cabazon, Ca. 92230*

*Attention: Mike Pollack
Reference: Pump and equipment estimate #1825MR*

We are pleased to offer our quotation to rehabilitate well #5 for the Cabazon Water District.

A. Pump equipment

- Furnish and installation of one FW11LC 800gpm 13 stage, 4-stages double bolted ductile iron bowl assembly with stainless steel Impellers to produce 800gpm @795' TDH.*
- Furnish and installation of 40' of 8"x2.5"x1-11/16" of new column tube and shaft for a new pump setting of 710'.*
- Furnish and installation of 670' of 2.5"x1-11/16, tube, and shaft assembly, recondition existing stretch assembly, machine new stainless steel head shaft, and 15 new 8" tubing spiders.*

- *Furnish and installation of new 720' of 3/4" flush thread sounding tube and 720' of 1/4" .035" stainless steel sounding tube. Includes stainless steel banding, and oil for tube and shaft.*
- *Sand blast and paint existing discharge head, new discharge bolting and gaskets, Includes start up to insure proper operation.*

Total Well pump equipment.

\$106,068.00

INVOICES. Invoices will be submitted once a month with payment due within 30 days of the invoice date. A late charge at the rate of 1½% per month, or the highest rate allowed by applicable law, whichever is lowest, will be added to all amounts outstanding after said 30 days. Purchaser agrees to pay any and all attorneys' fees and court costs should attorneys be utilized or court proceedings initiated to collect any past due amounts.

CHANGED CONDITIONS. The discovery of any hazardous waste, substance, pollutant, contaminant, underground obstruction, condition or utilities on or under the job site which were not brought to the attention of Well Tec Inc. prior to the date of this Work Order will constitute a materially different site condition entitling Well Tec Inc. at its option, to terminate this Work Order (and to receive payment for all work performed up to and including the date of such termination) or to receive an equitable adjustment in the contract price and time for performance. Well Tec Inc., however, shall only have the right to terminate if such different site condition(s) creates additional health and safety risks or requires Well Tec Inc to perform work outside the original scope or beyond its capabilities. In any event, Well Tec Inc. may terminate operations on a site, which it believes presents an unreasonable health or safety risk.

HEALTH AND SAFETY. If Purchaser is to provide health and safety compliance monitoring, such monitoring shall be done at mutually agreed intervals. The monitoring is to be documented and Well Tec Services Inc. ("Well Tec") will be provided with copies of the documentation upon request. If Well Tec Inc. employees observe that the monitoring is not being performed in strict compliance with the site-specific health and safety plan, applicable federal, state or local laws and/or any other agreement between Purchaser and Well Tec Inc., then Well Tec Inc. may cease operations and go on standby until monitoring is resumed. Well Tec Inc. shall be entitled to an equitable adjustment in its time for performance and to payment at its standby rate for any such standby time. In no event will this paragraph relieve Purchaser of its duties and responsibilities to perform all health and safety compliance monitoring required by law or this Work Order.

INFORMATION. It is recognized that Purchaser has superior knowledge of the job site, site history, access routes to the job site, known or suspected contaminants, surface and subsurface conditions, etc., and Purchaser is obligated to advise Well Tec Inc. of all or any conditions that may affect Well Tec's performance hereunder. Purchaser agrees to provide Well Tec Inc. with such specifications, plans, site history information, reports, studies or other information on surface and subsurface conditions as will be reasonably required by Well Tec Inc. for safe, proper and timely performance of the work. Purchaser shall obtain all necessary permits and rights-of-way and indemnify and hold Well Tec Inc. harmless for its failure to do so and for claims of trespass or damage to property, including underground utilities or structures, which arise out of performance of the work.

PERFORMANCE. Well Tec Inc. will exercise reasonable skill and judgment in performing the work. EXCEPT AS EXPRESSLY PROVIDED HEREIN, NO OTHER WARRANTIES (EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE) ARE GIVEN HEREUNDER. Well Tec Inc. does not warrant any specific results of any kind.

LIABILITY. *Neither party shall be liable to the other party for any special, indirect, incidental or consequential damages, whether based on contract, tort (including negligence), and strict liability or otherwise. Further, Purchaser agrees to indemnify and hold Well Tec Inc. harmless from and against any and all claims, demand, cases of action (including third party claims for contribution or indemnification), liability and costs (including attorneys' fees and other costs of defense) which result from (1) any release or threatened release of any substance (whether*

New Business

4. Discussion Item: [TAB 3]

Bank Transfer – Transferred \$85,000 from Chase General
to CA CLASS

Attachments:

1. Transaction Confirmation

Bank Account Funds Transfer

Transfer requested by: Evelyn Aguilar Date: 12/19/2024

Amount to transfer: \$ 85,000.00

From: General acct #: *****

To: CA CLASS acct #: *****

Tax ID#: **_*****

Chase: _____ LAIF or CA CLASS: X

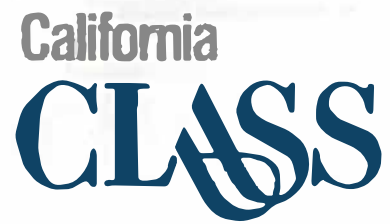
Confirmation #: ****

Date transfer made: 12/19/2024

Time of transfer: 12:30 pm

Board member approval: Melissa Carlin

Comments: To decrease Chase-General balance below \$250K. Current balance minus outstanding checks is \$285,973.64. Will earn more interest in CA CLASS account.



Report Generated: 12-19-2024 12:35:44 PM

Order Details

Confirmation Number: ****
Transaction Status: Pending Processing
From Account: *****
Transaction Type: Contribution
Method: ACH
Amount: \$85,000.00
Internal Memo:
To Account: *****
To Account Name: Capital Reserve - General CACCLASS
To Fund Name:
Trade Date: 12/20/2024
Settlement Date: 12/23/2024
Entered By: Michael Pollack
Approved By: N/A

Updates

CWD Operations Report: [TAB 4]

Attachments:

1. Monthly Operations Report



Cabazon Water District

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

January 21, 2025

CWD Board Meeting
Operations Update

- Heli Hydrant meeting on December 19, 2024 was held at both locations with Emmett Campbell of SGPWA, and Erik Howard of Provost & Prichard Consulting, to providing engineering recommendations prior to installation. Based on the flow rates required, both tank sites will meet the performance standards of filling the tanks under 10 minutes. Tank 1 Site will be able to fill in 1.7 minutes, also, Tank 3 Site will be able to fill in 1.4 minutes.
- The maintenance of the Main St Center divider Olive Trees has been completed by a contracted service for \$3800, the same amount charged 3 years ago. Additional bids submitted were \$5800, and \$8000.
- Well 5 brush and bail was completed on January 10, 2025. The cost of the new equipment and installation is \$106,068, adding an additional 40 feet for a new pump setting of 710 feet. With the initial cost of \$18,750 for mobilization and pulling equipment, and the second cost for brushing, bailing a video log in the amount of \$19,700, the entire cost of the Well 5 rehab is \$144,518.
- The Water Supply Operator II position has been posted on the Cabazon Water District Website on December 17, 2024. James Clark has accepted the position of Water Supply Operator II, and is scheduled to start on January 21, 2025, and currently holds a Water Distribution 3, and Water Treatment 2 License.
- Ellen Koumparis retired January 2, 2025. Kate Nouwels is now the Cabazon Water District Customer Service Representative
- The Cabazon Water District application for the 2024 State and Local Cybersecurity Grant was not selected. Our proposal score was 57.67 out of a possible 180 points, and competed with 406 proposals. The Cabazon Water District will move forward as originally planned to replace both servers @ \$22,742.30.
- The San Geronio Pass Water Agency held a General Managers Meeting on January 14, 2025, attended by Banning, Beaumont, MBMI, and Cabazon Water District General Managers.
- Babcock Laboratories notified the Cabazon Water District that there will be No Price Increases for water samples processed in 2025.

Michael Pollack

From: Babcock Laboratories (CustomerService@babcocklabs.com) <system@sent-via.netsuite.com>
Sent: Thursday, January 9, 2025 10:05 AM
To: Clay Morgan
Subject: [BULK] Babcock Laboratories 2025 Pricing
Importance: Low

[View this email in your browser](#)



Babcock Laboratories' 2025 Pricing

Dear Valued Client,

We hope this message finds you well. Given the current economic uncertainties, Babcock Laboratories fully recognizes the challenges many businesses are facing. To help support our valued clients and partners, we have taken steps to ensure that we do not raise our list pricing in 2025. While we continue to see price increases across the industry, including from our competitors, we believe it is essential to keep our pricing stable to provide you with continued value and consistency. Non-contracted pricing is subject to change with or without notice.

Please note that all services provided under current contracts and agreements are not impacted by this notice and will continue per the terms and conditions stated in the contract.

We have been and continue to be committed to safeguarding public health and the environment with our technical expertise. The employee owners at Babcock Laboratories, Inc. greatly appreciate your continued trust and partnership as we navigate these times together. If you have any questions or need further clarification, please do not hesitate to reach out to your **Project Manager**.

Sincerely,

Urvashi Patel | Vice President of Operations

BABCOCK Laboratories, Inc.

www.babcocklabs.com

Safeguarding the public health and the environment

UCMR 5 has new requirements! Are you ready?

Visit us today at <https://www.babcocklabs.com/ucmr5> to learn more.

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Thank you for your attention to this matter.