



Cabazon Water District

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

BOARD MEETING PACKET

December 12, 2023

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, December 12, 2023 – 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
Cabazon, California 92230

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, December 12, 2023 – 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

REMEMBRANCE OF OUR SERVICE MEN AND WOMEN

ROLL CALL

NEW BUSINESS

1. **Discussion/Action:** **Reorganization of the Board of Directors**
[TAB 1]

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 November 12, 2023
 - b. Regular Board Meeting Minutes and Warrants of November 12, 2023
2. **Warrants – None**
3. **Awards of Contracts – None**

UPDATES

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

OLD BUSINESS

1. **Discussion:** Discussion/Updates with SGPWA Director(s) regarding various matters
[TAB 2]
2. **Discussion/Action:** Community Involvement
[TAB 3]

PUBLIC COMMENTS

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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. 01/08/2024 (Monday) at 1:30 PM: San Gorgonio Pass Water Agency Meeting
 - b. 01/16/2024 (Tuesday) at 5:00 PM: Finance & Audit Committee Meeting
 - c. 01/16/2024 (Tuesday) at 6:00 PM: Regular Board Meeting
 - d. 01/22/2024 (Monday) at 6:00 PM: San Gorgonio Pass Water Agency Meeting
 - e. 01/24/2024 (Wednesday) at 5:00 PM: San Gorgonio Pass Regional Water Alliance Committee Meeting
 - f. 02/08/2024 (Thursday) at 6:00 PM: West Desert MAC Meeting at the Community Center
 - g. TBD, following the holidays: Community Action Committee at the Cabazon Library
 - h. TBD: Personnel Committee Meeting

ADJOURNMENT

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Cabazon Water District
Balance Sheet
 As of November 30, 2023

		2023
1	ASSETS	
2	Current Assets	
3	Checking/Savings	\$ 559,012
4	Investments - LAIF & CLASS	850,791
5	Total Cash & Investments	1,409,802
6	Accounts Receivable	524,079
7	Bank of New York Trustee Accounts	62,267
8	Inventory	109,238
9	Total Current Assets	2,105,386
10	Fixed Assets	
11	Total Fixed Assets	15,556,108
12	Accumulated Depreciation	(6,987,985)
13	Net Fixed Assets	8,568,123
14	TOTAL ASSETS	\$ 10,673,509
15	LIABILITIES & FUND BALANCE	
16	Liabilities	
17	Current Liabilities	
18	Accounts Payable	\$ 52,558
19	Due to Other Gov't SGPWA	95,746
20	Customer Deposits	11,033
21	Current Portion DWR Loan	44,487
22	Current Portion 2022 Ford	13,358
23	Accrued Expenses	45,424
24	Total Current Liabilities	262,605
25	Long Term Liabilities	
26	DWR Loan Payable	108,532
27	Ford Loan Payable	46,191
28	RCAC Loan Payable	163,894
29	Total Long Term Liabilities	318,618
30	TOTAL LIABILITIES	581,223
31	Total Fund Balance	10,092,287
32	TOTAL LIABILITIES & FUND BALANCE	\$ 10,673,509



Cabazon Water District
Budget to Actual
 For the Period Ended November 30, 2023

	A	B	C	D=B/C
	Nov-23	Current YTD	FY 23/24 Budget	YTD 42%
1 REVENUES				
2 OPERATING INCOME				
3 Base Rate - Water Bills	\$ 49,558	\$ 240,045	\$ 595,900	40%
4 Commodity Sales	78,399	451,551	993,900	45%
5 Fire Sales - Water Bills	274	1,368	4,900	28%
6 Fees & Charges	4,992	29,229	58,600	50%
7 Basic Facilities Fee	-	13,384	9,300	144%
8 Stand By Fees - Tax Revenue	-	8,387	123,600	7%
9 TOTAL OPERATING INCOME	133,222	743,964	1,786,200	42%
10 NON-OPERATING INCOME				
11 Property Taxes	2,573	3,375	102,000	3%
12 Cell Tower Lease Income	2,779	13,897	33,400	42%
13 Insurance Reimbursement	-	27,538	-	N/A
14 Miscellaneous Non-Operating Income	-	371	-	N/A
15 Interest Income	4,771	22,456	35,700	63%
16 TOTAL NON-OPERATING INCOME	10,123	67,638	171,100	40%
17 TOTAL REVENUES	143,346	811,602	1,957,300	41%
18 EXPENSES				
19 PAYROLL				
20 Directors Fees	1,100	6,600	20,000	33%
21 Management & Customer Service	20,778	112,141	277,300	40%
22 Field Workers	14,555	87,468	230,100	38%
23 Employee Benefits Expense	14,026	76,300	184,900	41%
24 Payroll Taxes	2,732	15,500	41,100	38%
25 TOTAL PAYROLL	53,191	298,010	753,400	40%
26 OPERATIONAL EXPENSES				
27 Facilities, Wells, Transmission & Distribution (T&D)				
28 Lab Fees	210	2,228	12,000	19%
29 Meter Testing & Repair	769	769	2,500	31%
30 Utilities - Wells	34,373	69,330	170,000	41%
31 Line R&M Materials	1,104	3,789	65,000	6%
32 Well Maintenance	1,465	5,979	42,000	14%
33 Security	3,610	14,517	25,900	56%
34 Engineering Services -	-	8,622	40,000	22%
35 Facilities, Wells, T&D - Other	2,181	3,826	24,000	16%
36 Total Facilities, Wells, T&D	43,712	109,060	381,400	29%
37 Office Expenses				
38 Utilities - Office	2,024	15,380	35,100	44%
39 Water Billing System	5	2,296	2,800	82%
40 Supplies & Equipment	383	1,354	11,100	12%
41 Copier & Supplies	340	1,940	5,600	35%
42 Dues & Subscriptions	15	1,280	2,400	53%
43 Postage	844	3,598	10,600	34%
44 Printing & Publications	-	184	500	37%
45 Computer Services	2,742	13,660	34,300	40%
46 Air Conditioning Servicing	485	2,425	5,800	42%
47 Office Expenses - Other	187	443	900	49%
48 Total Office Expenses	\$ 7,025	\$ 42,559	\$ 109,100	39%

*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.



Cabazon Water District
Budget to Actual
 For the Period Ended November 30, 2023

	A	B	C	D=B/C
	Nov-23	Current YTD	FY 23/24 Budget	YTD 42%
49 Support Services				
50 Financial Audit	\$ -	\$ 8,412	\$ 15,600	54%
51 Accounting	7,700	19,403	46,200	42%
52 Legal Services	-	5,339	20,000	27%
53 Payroll/Bank Service Charge	437	2,498	5,800	43%
54 Website Support	75	375	1,000	38%
55 Insurance	-	31,792	42,400	75%
56 Total Support Services	8,212	67,819	131,000	52%
57 Training/Travel	142	1,833	5,000	37%
58 Other Fees/State Water Resource Control Board	39	5,098	10,400	49%
59 Service Tools & Equipment				
60 Shop Supplies and Small Tools	1,391	7,934	17,000	47%
61 Vehicle Fuel	117	3,378	9,400	36%
62 Employee Uniforms	-	-	1,950	0%
63 Safety	-	267	2,000	13%
64 Tractor Expenses/ Maintenance	322	357	4,200	9%
65 Equipment Rental	-	-	3,000	0%
66 Service Trucks - Repair & Maintenance	336	2,576	11,900	22%
67 Water Operations On-Call Phones	345	1,742	4,700	37%
68 Total Service Tools & Equipment	2,692	16,255	54,150	30%
69 NON-OPERATING EXPENSES				
70 Loan Interest & Processing Fee	1,866	6,829	12,900	53%
71 Bad Debt Expense	-	-	1,400	0%
72 Miscellaneous	-	148	1,500	10%
73 Damaged Truck/Stolen Tools	-	11,397	-	N/A
74 Grant Application Share of Cost	-	12,115	-	N/A
75 TOTAL NON-OPERATING EXPENSES	1,866	30,490	15,800	193%
76 TOTAL EXPENSES	116,697	571,123	1,460,250	39%
77 INCOME BEFORE CAPITAL	26,649	240,479	497,050	48%
78 Capital Projects - Reserve Funded	-	(148,487)	(272,400)	55%
79 Debt Service - Principal	-	(26,757)	(65,500)	41%
80 RCEDA Loan - Dissolved	-	300,000	-	0%
81 NET INCOME / (LOSS)	\$ 26,649	\$ 365,235	\$ 159,150	



Cabazon Water District
Capital Detail
 For the Period Ended November 30, 2023

	A	B	C	D=B/C
	Nov-23	Current YTD	FY 23/24 Budget	YTD 42%
1 CAPITAL PROJECTS				
2 RESERVE FUNDED				
3 Well & Tank Repairs	\$ -	\$ -	\$ (3,700)	0%
4 Customer Shut-Off Valves	-	-	(10,000)	0%
5 Meter Replacement	-	(4,886)	(23,700)	21%
6 Main Replacements Fire Hydrant & Air Vac	-	-	(145,000)	0%
7 Bonita Vault	-	-	(70,000)	0%
8 New Truck	-	-	(10,000)	0%
9 Utility Billing	-	-	(10,000)	0%
10 Well #1 Emergency Repair	-	(143,601)	-	N/A
11 TOTAL RESERVE FUNDED PROJECTS	-	(148,487)	(272,400)	55%
12 GRANT/DEBT FUNDED				
13 Department of Water Resources (DWR)				
14 Isolation Valves - Completed	-	-	(72,378)	0%
15 Grant Funding - DWR	-	-	72,378	0%
16 State Water Resource Control Board (SWRCB)				
17 Groundwater Well Improvements	(3,346)	(5,003)	(482,095)	1%
18 Grant Funding - SWRCB	-	-	482,095	0%
19 American Rescue Plan Act (ARPA)				
20 Broadway & Main St. Gate Valve - Completed	-	-	(15,064)	0%
21 T2, T3, & T4 Recoating	(2,907)	(282,017)	(473,521)	60%
22 Grant Funding - ARPA	-	-	488,585	0%
23 Well 4				
24 Well 4 Repairs	-	(162,038)	(165,000)	98%
25 Debt Funding	-	162,038	165,000	98%
26 NET GRANT/DEBT FUNDED PROJECTS	(6,252)	(287,019)	-	
27 TOTAL NET COST OF CAPITAL PROJECTS	\$ (6,252)	\$ (435,506)	\$ (272,400)	

Total Project Activity Summary

	Expenses	Funding Received	Total Receivable
Isolation Valves Project			
Total Budget	\$ 1,243,000	\$ 1,243,000	
Isolation Valves - FY 22	(33,118)	33,118	-
Isolation Valves - FY 23	(1,169,143)	1,169,143	-
Isolation Valves - FY 24	-	-	-
Total	\$ (1,202,261)	\$ 1,202,261	\$ -
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	(5,003)	-	5,003
Total	\$ (67,212)	\$ 62,210	\$ 5,002
ARPA Funded Projects			
Total Budget	\$ 488,585	\$ 488,585	
Broadway & Main St. Gate Valve - FY 23	(74,035)	74,035	-
T2, T3, & T4 Recoating - FY 23	(196,968)	196,968	-
T2, T3, & T4 Recoating - FY 24	(282,017)	-	282,017
Total	\$ (553,020)	\$ 271,003	\$ 282,017



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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, November 14, 2023 – 5:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Director Terry Tincher – Present
Director Sarah Wargo – Present
Michael Pollack, General Manager – Present
Evelyn Aguilar, Board Secretary – Present

***Note: This meeting was recorded by the District**

FINANCE & AUDIT COMMITTEE

1. Discussion: Finance & Audit Committee Report
 - Balance Sheet
 - Profit and Loss Budget Comparison
 - 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 \$1,556,818 at month end. The District's total liabilities were approximately \$589,980 at month end.

Profit and Loss: - Year to date (YTD) is 33% 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 around January and May.

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.

13. Miscellaneous Non-Operating Income: This account includes recycling revenues, insurance reimbursements, and other miscellaneous revenues. This account is not budgeted due to unpredictable activity. This account includes \$27K for insurance claim reimbursements relating to vehicles. The insurance reimbursements will likely be re-categorized, since it wasn't technically revenue.

16. Total Revenues: YTD is at 34%.

35. Total Facilities, Wells, T&D: YTD is at 17%.

47. Total Office Expenses: YTD is at 32%.

49. Financial Audit: This account includes the costs for the annual financial audit. YTD is trending over budget at 54% due to the timing of progress billing of the FY 23 audit.

62. Safety: This account includes safety equipment purchases. YTD is trending under budget at 13% due to timing of purchases.

65. Service Trucks Repair & Maintenance (R&M): This account includes repair & maintenance costs for District vehicles. YTD is over budget due to \$8.9k paid to replace locks, handles, and paint on truck that was damaged during theft. The repair costs for the damaged truck will be re-categorized since it was paid with insurance reimbursements.

74. Total Expenses: YTD is at 31%.

As of October 31st, the fiscal year-to-date net income is \$338,750.

Capital Detail:

5. Meter Replacement: This account is for the Water Meter Replacement Program. YTD is trending over budget at 21% due to the timing of expenses.

21. T2, T3, & T4 Recoating: Includes Tank Recoating for T1, T2 & T4, anticipated to be 100% grant funded. YTD is trending over budget at 59% due to timing of expenses.

24. Well 4 Repairs: This account includes Well 4 repairs and is expected to be 100% debt funded. YTD is at 98%.

25. Debt Funding: This account is for debt funding for Well 4 repairs. YTD is at 98%.

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ADJOURNMENT

Meeting adjourned at 5:15 PM on Tuesday, November 14, 2023 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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Tuesday, November 14, 2023 – 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

REMEMBRANCE OF OUR SERVICE MEN AND WOMEN

ROLL CALL

Director Taffy Brock - Present
Director Terry Tincher - Present
Director Diana Morris - Present
Director Alan Davis - Present
Director 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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November 14, 2023 Regular Board Meeting Minutes**1. Approval of:**

- a. Finance and Audit Committee Meeting Minutes and Warrants of October 17, 2023
- b. Regular Board Meeting Minutes and Warrants of October 17, 2023

Motion to approve following consent calendar items (a.) Finance and Audit Committee Meeting Minutes and Warrants of October 17, 2023 and (b.) Regular Board Meeting Minutes and Warrants of October 17, 2023 made by Director Davis and 2nd by Director Tincher

**Director Brock - Aye
Director Tincher - Aye
Director Morris - Aye
Director Davis - Aye
Director Wargo - Aye**

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

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

- Met with and Mohammad, an Engineer from Cal Rural regarding grant funding. The goal is to replace sections of aging pipe throughout the system in phases.
- Met with Art from Banning and Lance from SGPWA regarding the process of current and future grants.
- Well #4 rehab is complete. Title 22 samples are required, which is estimated to cost about \$3,200.
- The Esperanza St. Waterline Improvements project is a grant-funded project in the amount of \$343,700 to replace 900 ft. of pipeline. GM Pollack believes more than 900 ft. can be replaced for that cost.
- 50100 Main St. is the current District storage yard. GM Pollack explained that the property at Well #2 is more secure and larger, making it a better site for District storage. He said that the 2 storage containers at the Main St. yard can be moved, and there is plenty of room to construct a workshop that can also be used to store the vehicles and additional materials.
- Updated quotes were obtained for the Bonita Vault project. The total amount is still expected to remain under budget.
- Attended the MAC meeting on 11/09/23 and discussed water theft and crime with the sheriff.

**2. Update: San Gorgonio Pass Regional Water Alliance Committee Meeting Updates
(by Director Brock)**

- Nothing to report.

OLD BUSINESS**1. Discussion: Discussion/Updates with SGPWA Director(s) regarding various matters**

- SGPWA Director Ron Duncan was present. He apologized for not attending the past couple of meetings and shared that he was on water educational tours. He thanked the District for the repayments of the gap funding for grant projects, and said that the SGPWA will be providing gap funding to other agencies that need it since the process worked so well with the District. He explained that the backbone pipeline project is getting closer, but there is still much to be done before it officially begins. He also mentioned that 2024 is an election year and he plans to run again.

2. Discussion/Action: Community Involvement

- The District donated candy for the Community Center's Halloween event and plans to do the same for their Christmas event.
- Director Wargo said that there is an upcoming movie showing at the Community Center and asked if a flyer could be posted at the District. Evelyn Aguilar said she would also post the flyer on the District website. GM Pollack said a short notice of upcoming events can also be printed on the water bills.
- Director Morris brought up that it might be a good idea to have a safe New Year's event in the park, but that this might be a topic for the MAC and will probably have to wait until next year.

NEW BUSINESS

1. Discussion/Action: IRWM Subgrantee Agreement between the City of Banning and Cabazon Water District – Esperanza St. Waterline Improvements, Phase 1

- This agreement is in the same method/format as the Isolation Valve project. The City of Banning has the grant agreement with DWR with multiple projects for multiple agencies, and the additional agencies have subgrantee agreements with the City of Banning.

Motion to approve the subgrantee agreement between the City of Banning and Cabazon Water District made by Director Tincher and 2nd by Director Brock

**Director Brock - Aye
Director Tincher - Aye
Director Morris - Aye
Director Davis - Aye
Director Wargo - Aye**

2. Discussion/Action: Sell 50100 Main St. Property and Move Storage Yard to Well #2 Site

- GM Pollack reiterated what he said during his operations report. He said some of the money from selling the property could be used for Well #2 site improvements, and the rest can be put into the District's reserves.

Motion to sell 50100 Main St. Property and Move Storage Yard to Well #2 Site made by Director Davis and 2nd by Director Tincher

**Director Brock - Aye
Director Tincher - Aye
Director Morris - Aye
Director Davis - Aye
Director Wargo - Aye**

3. Discussion/Action: Bonita Vault PRV Station Quote for Materials

- GM Pollack showed the location of the future vault, stating that it's far enough from the street and nearby property that it won't cause any issues.

Motion to proceed with the Bonita Vault project made by Director Tincher and 2nd by Director Davis

Director Brock - Aye

Director Tincher - Aye
Director Morris - Aye
Director Davis - Aye
Director Wargo - Aye

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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.**
- The Board will be reorganized next month, since it is the first meeting following an election.
- The next Board meeting was rescheduled for 12/12/23, since it would have been so close to Christmas.
 - **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)

- Director Wargo thanked Director Morris for her time on the Board and welcomed Melissa Carlin as the upcoming new Director.
- Director Morris thanked Melissa Carlin for joining the Board.

MISCELLANEOUS

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

- a. 11/20/2023 (Monday) at 6:00 PM: San Gorgonio Pass Water Agency Meeting
- b. 12/04/2023 (Monday) at 1:30 PM: San Gorgonio Pass Water Agency Meeting
- c. 12/12/2023 (Tuesday) at 5:00 PM: Finance & Audit Committee Meeting

- d. 12/12/2023 (Tuesday) at 6:00 PM: Regular Board Meeting
- e. 01/24/2024 (Wednesday) at 5:00 PM: San Gorgonio Pass Regional Water Alliance Committee Meeting
- f. 02/08/2024 (Thursday) at 6:00 PM: West Desert MAC Meeting at the Community Center
- g. TBD, following the holidays: Community Action Committee at the Cabazon Library
- h. TBD: Personnel Committee Meeting

ADJOURNMENT

Motion to adjourn at 6:43 PM made by Director Morris and 2nd by Director Brock

Director Brock - Aye
Director Tincher - Aye
Director Morris - Aye
Director Davis - No
Director Wargo - Aye

Meeting adjourned at 6:43 PM on Tuesday, November 14, 2023

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.

New Business

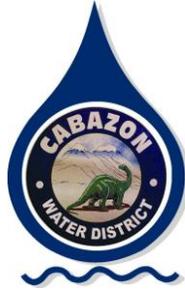
1. Discussion/Action Item:

[TAB 1]

Reorganization of the Board of Directors

Attachments:

1. List 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. 	<ol style="list-style-type: none"> 1. 2. 	
<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. 	<ol style="list-style-type: none"> 1. 2. 	
<p>7. 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. 	<ol style="list-style-type: none"> 1. 2. 	

Updates

CWD Operations Report: [TAB 2]

Attachments:

1. Monthly Operations Report



Cabazon Water District

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

December 12, 2023 CWD Board Meeting Operations Update

- The Cabazon Water District has listed the property of 50100 Main St for \$299,900, with Berkshire Hathaway on November 16, 2023.
- Well 2 Plant Site is undergoing property improvements to accommodate the relocation of the District's Warehouse and future work shop.
- Currently requesting quotes in preparation of purchasing Bonita Vault. Oldcastle Precast (\$25,900) Jensen (\$25,244, Off loading not included) J & R Concrete (\$48,500) Pro Cast (\$45,318) The updated quote from Hillwig & Goodrow Land Survey for 50155 Bonita Ave. \$2,635.
- Bay Alarm completed the installation of new security equipment at the District Office. Only the warehouse remains with Securitas to prevent paying an early cancelation penalty (ends March 28 2027)
- Attended the Best, Best & Krieger / Webb Associates 2023 Fall Conference at Wally's Desert Turtle in Rancho Mirage
- Currently requesting Edison Rates to ensure the Cabazon Water District is on the most cost efficient rate



Business (951) 849-4442 • FAX (951) 849-2519



Old Business

1. Discussion/Action Item: [TAB 3]

Community Involvement

Attachments:

1. Christmas in Cabazon flyer:
The Community Center is asking for candy and toy donations for the event.



Please join us for
our annual Christmas
Festival

16TH DECEMBER
CHRISTMAS
IN
CABAZON
festival

Music / Festive food /
Cookie Decorating /
Santa's Workshop / Toy
Giveaway / Library Station

10:00am - 1:00pm

(951) 922 - 1097

50390 Carmen Ave,
Cabazon, CA
92230