

6/16/20

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

**FINANCE & AUDIT COMMITTEE MEETING  
MINUTES**

**Meeting Location:**  
Cabazon Water District Office  
14618 Broadway Street  
Cabazon, California 92230

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

**Meeting Date:**  
Tuesday, May 19, 2020 -- 5:00 PM

CALL TO ORDER,  
PLEDGE OF ALLEGIANCE,  
ROLL CALL

Director Wargo - Present  
Director Sanderson - Present

Calvin Louie (General Manager) - Present  
Elizabeth Lemus, Board Secretary - Present  
Cindy Byerrum, Financial Consultant - Absent

FINANCE & AUDIT COMMITTEE

1. Discussion: Finance & Audit Committee Report
- Balance Sheet
  - Profit and Loss Budget Comparison

Balance Sheet:  
The District's combined Cash with Chase and LAIF balance was \$1,059,685 at month end. The District's total liabilities were approximately \$1,016,670 at month end.

Profit and Loss:

1. DHPO Contract: This is the amount of the variable charge to the Desert Hills Premium Outlets (DHPO), which is segregated until their contract expires in December 2022. YTD is trending at 64% due to lower water consumption by DHPO.
2. Total Revenues: Outlines the combined total of Operating and Non-Operating Revenues.
3. Total Management & Customer Service: Outline the total wage expense attributable to management & customer service employees. YTD is at 90%.
4. Employee Health Care: YTD is over budget due to higher monthly premiums than anticipated in the budget.
5. Total Payroll: Summarizes the districts total payroll expenses. YTD overall is trending at 87% due to items noted in lines 30 & 35.
6. Meters: Costs of meter repairs & meter testing is trending above target at 92% due to timing of meter purchases.
7. Well Maintenance: Includes costs for well maintenance as well as chemical purchases for wells. YTD is over budget due to invoices from Applied Diving for Tank 1 diving inspection & cleaning (\$57.8K) & invoice from Legend Pump & Well Services relating to Well 1 Rehab (\$29.1K).
8. Total Facilities, Wells, T&D: Summarizes total operating expense relating to facilities, wells, transmission & distribution. YTD is trending on target at 82% due to items noted on lines 43 & 46.
9. Total Utilities – Office: Summarizes total utilities expense for the District office. YTD is trending below target at 71%.
10. Total Office Expenses: Summarizes total District office expenses. YTD is trending below target at 73%.
11. Legal Services: YTD is at 90% due to increased legal work related to the following items: Illegal water hookups, Inquiries regarding charitable donation opportunities, Fireflow/fire sprinklers, and a damaged hydrant.
12. Website Support: YTD is at 92% due to timing of website support expenses.
13. Total Support Services: Summarizes total expenses relating to District support services. YTD is at 93% due to items noted on line 75 & 79.
14. Total Service Tools & Equipment: Summarizes total expenses for service tools & equipment. YTD is trending below target at 75%.

As of April 30th, the fiscal year-to-date net income is \$101,753.

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))

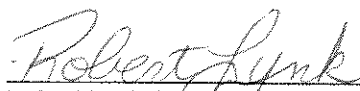
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ADJOURNMENT

Motion to adjourn at 17:15 hr. made by Director Sanderson and 2<sup>nd</sup> by Director Wargo

Director Wargo - Aye  
Director Sanderson - Aye

Meeting adjourned at 17:15 hr. on Tuesday, May 19, 2020

  
Robert Lynk, Board Chair  
Board of Directors  
Cabazon Water District

  
Elizabeth Lemus, Secretary  
Board of Directors  
Cabazon Water District

ADA Compliance Issues

In compliance with the Americans with Disabilities Act & Government Code Section 54954.2, if special assistance is needed to participate in a Board meeting, please contact the Clerk of the Board at (951) 849-4442. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting.