



Cabazon Water District

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

BOARD MEETING PACKET

August 16, 2022

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 16, 2022 – 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
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, August 16, 2022 – 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 19, 2022
- b. Regular Board Meeting Minutes and Warrants of July 19, 2022
- c. Special Board Meeting Minutes of July 26, 2022
- d. Special Board Meeting Minutes of August 2, 2022
- e. Reaffirmation of Resolution 04-2021, declaring the continuation of virtual meetings due to COVID-19

2. Warrants – None

3. Awards of Contracts – None

UPDATES

1. Update: San Gorgonio Pass Regional Water Alliance Update
(by Director Morris and Director Davis)
2. Update: Community Action Committee Update
(by Director Morris and Director Davis)
3. Update: CWD Operations Report
(by District Staff)

NEW BUSINESS

1. Discussion/Action: Customer Concern – Ella Ave. – Nand
[TAB 1]
2. Discussion/Action: Interconnection requirements per SB 552
[TAB 2]
3. Discussion/Action: Meter Replacements & Other Capital
[TAB 3]
4. Discussion/Action: Nationwide plan – Amendment to Eligibility Requirements
[TAB 4]

PUBLIC COMMENTS

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CLOSED SESSION

1. Discussion/Action: Public Employee Appointment (Govt Code § 54957)
Title: General Manager

OPEN SESSION

Discussion/Action: Public report of Action Taken in Closed 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. Community Action Committee Meeting at the Community Center – Tuesday, Sep. 13, 2022, 6:00 pm
- b. Finance & Audit Workshop – Tuesday, Sep. 20, 2022, 5:00 pm
- c. Regular Board Meeting – Tuesday, Sep. 20, 2022, 6:00 pm
- d. San Gorgonio Pass Regional Water Alliance Meeting – Wednesday, Sep. 28, 2022, 5:00 pm
- e. Personnel Committee – TBD

ADJOURNMENT

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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, July 19, 2022 – 5:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

Director Tincher - Present
Director Wargo - 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
2. Finance & Audit Committee District Payables Review and Approval/Signing

Main Reports:

- Balance Sheet – depicts what the District owns and what the District owes.
- Profit & Loss – shows monthly revenue and expenses.
- Profit & Loss Budget Performance – shows how the District is performing against the budget, and the condition of the District fiscal year to date.

Balance Sheet:

The District's combined Cash with Chase and LAIF balance was \$1,239,984 at month end. The District's total liabilities were approximately \$868,569 at month end.

Profit and Loss: - Year to date is 100% of the year

- 9. Penalty Fees: This account includes late fees, incident fees, door tag fees and other misc. penalty charges. These fees are hard to predict and can trend under or over budget during the year. This account was not budgeted due to the indefinite suspension of penalty fees due to the pandemic, which have since resumed.
- 10. New Account Fees: This account represents the fees to set up a new utility account. These fees are currently at \$20 for residential accounts and \$65 for construction accounts. These fees are hard to predict and can trend under or over budget. YTD ended at 64% of budget.
- 12. Returned Check Fees: These fees are charged to the customer for a bounced check. The fees are budgeted conservatively due to their unpredictable nature. YTD ended over budget due to more fees collected than anticipated.
- 13. Basic Facilities Fee: These are fees charged for new service connections, meter installations & upgrades. These revenues are budgeted conservatively due to their unpredictable nature. YTD ended over budget due to (2) 3/4" meter installations in July, (1) during August, (1) in December, (1) in January, and (2) in June.
- 14. Standby Fees: This accounts for standby fees accessed to all parcels in the District. The minimum fee is \$5/acre and can be more depending on the location and nature of the parcel. The bulk of these receipts often occur around January and May and can occasionally cause YTD to trend over or under budget. YTD is at 79% of budget due to timing of collections for FY22 which will continue to be collected in July and August.
- 20. Interest Income: This account includes interest earnings in the District's LAIF and other investment accounts, and interest charged on overdue customer balances. YTD ended over budget due to the resumption of changing interest on unpaid water bills.
- 40. Total Payroll: Summarizes the District's total payroll expenses.
- 44. Meters: This account includes the costs of meter repairs & meter testing. YTD ended at 35% of budget due to less meter repairs and testing than anticipated.
- 45. Utilities Wells: This account includes the electricity costs relating to District wells and pumping activity. YTD ended over budget due to more utility expenses than anticipated.
- 46. Line R&M Materials: This account includes the expenses relating to materials for line repair & maintenance. YTD ended at 67% of budget due to less material expenses and maintenance charges than anticipated.
- 50. Facilities, Wells, T&D – Other: This account includes the generator service contract expenses, site landscaping & maintenance, chlorinators, and SCADA. YTD ended over budget due to a \$3.9K tree trimming service performed in November and a \$7.7K chlorinator purchase in May not budgeted for.
- 54. Gas: This account includes the gas costs for the Broadway office. YTD ended at 54% of budget due to decreased usage during the fiscal year.
- 56. Trash Pickup & Office Cleaning: Includes trash service & office cleaning services. YTD ended over budget due to a \$1.8K detail carpet cleaning performed in March and increased janitorial service rates.
- 62. Dues & Subscriptions: This account includes various annual dues and fees. YTD ended at 56% of budget due to less annual dues and fees than anticipated.
- 64. Printing & Publications: This account includes the printing & publication costs for any District notices or reports. YTD ended at 8% of budget due to less costs than anticipated.
- 74. Legal Services: This account includes the costs of legal services for the District. YTD ended at 79% of budget due to less general legal fees than expected.
- 78. General Liability Insurance: This account includes the annual costs of liability insurance for the District. YTD ended over budget due to increased insurance rates.
- 84. Vehicle Fuel: This account includes fuel costs for District vehicles. YTD ended at 86% of budget.
- 86. Safety: This account includes safety equipment purchases. YTD ended at 78% of budget due to less safety equipment purchases than anticipated.

88. Equipment Rental: This account includes equipment rental expenses incurred by the district. YTD ended over budget due to increased traffic control services in November and December due to a leak at Bonita and Broadway, and a \$3.9K charge in May due to a project at 46910 Bonita.

90. Water Ops Phone & Internet: This account includes cell phone & interest costs for water operations. YTD ended at 78% of budget due to less costs than anticipated.

98. Miscellaneous: This account includes other non-operating expenses. YTD includes a withdrawal calculations fee from SEIU and ended at 27% of budget.

100. Total Expenses: Summarizes total District expenses.

104. Meter Replacements & Other Capital: Budget in this account includes meter replacements and fire hydrant relocation project. YTD has no activity.

105. Well & Tank Repairs: Budget in this account includes Well and Tank #1 rehabilitation. YTD ended at 29% of budget.

As of June 30th, the fiscal year-to-date net income is \$374,889.

- Director Wargo asked the Board Secretary to reach out to Eide Bailly to see if some amounts need to be moved to line 104: Meter Replacements & Other Capital, since it shows that there is no activity in that line, even though there has been meter replacements throughout the year.

PUBLIC COMMENT

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ADJOURNMENT

Meeting adjourned at 5:20 PM on Tuesday, July 19, 2022

**Robert Lynk, Board Chair
Board of Directors
Cabazon Water District**

**Evelyn Aguilar, Secretary
Board of Directors
Cabazon Water District**

ADA Compliance Issues

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

REGULAR BOARD MEETING

MINUTES

Meeting Location:

14618 Broadway St.
Cabazon, CA 92230

Teleconference:

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

Meeting Date:

Tuesday, July 19, 2022 – 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

REMEMBRANCE OF OUR SERVICE MEN AND WOMEN

ROLL CALL

Director Alan Davis - Present
Director Terry Tincher - Present
Director Diana Morris - Present
Director Sarah Wargo - Present
Director Robert Lynk - Present

Ellen Koumparis, Customer Accounts Lead - 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 21, 2022
 - b. Regular Board Meeting Minutes and Warrants of June 21, 2022
 - c. Board Director Training Minutes of July 11, 2022
 - d. Reaffirmation of Resolution 04-2021, declaring the continuation of virtual meetings due to COVID-19
2. **Warrants – None**
3. **Awards of Contracts – None**

Motion to approve following consent calendar item(s)

- a. Finance and Audit Committee Meeting Minutes and Warrants of June 21, 2022
- b. Regular Board Meeting Minutes and Warrants of June 21, 2022
- c. Board Director Training Minutes of July 11, 2022
- d. Reaffirmation of Resolution 04-2021, declaring the continuation of virtual meetings due to COVID-19

made by Director Davis and 2nd by Director Tincher

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

1. **Warrants – None**
2. **Awards of Contracts – None**

OLD BUSINESS

1. **Discussion/Action:** **Approval of ARPA Agreement, pending County of Riverside's acceptance of proposed edits, and subject to changes requested by Management and Legal**

- Ms. Aguilar explained that this funding is for the Broadway/Main cluster gate valves and preventative repairs on some tanks. Legal counsel reviewed the agreement and had two proposed edits. The edits were sent to the County for approval, but no response has been heard yet.

Motion to approve the ARPA Agreement, pending County of Riverside's acceptance of proposed edits, and subject to changes requested by Management and Legal made by Director Wargo and 2nd by Director Tincher

**Director Davis - Aye
Director Tincher - Aye
Director Morris - Aye
Director Wargo - Aye
Director Lynk – Aye**

NEW BUSINESS

1. **Discussion/Action:** **Approval of Resolution 01-2022: Fixing water Standby Assessments for Fiscal Year 2022-2023**

- These fees go on each property every year. Notices were sent out to property owners to inform them of this.

Motion to approve Resolution 01-2022: Fixing water Standby Assessments for Fiscal Year 2022-2023 made by Director Wargo and 2nd by Director Tincher

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

2. Discussion/Action: Approval to proceed with Water Rate Study - Last study was conducted in 2020

- Director Lynk explained that with the cost of operations/payroll going up, a rate study may need to be conducted earlier to increase water rates.
- Director Wargo shared that the District is doing fiscally fine, according to recent financial reports. She shared that she did not feel that a rate study needs to be conducted so soon.
- Mrs. Koumparis chimed in that the tier system is very effective in preventing customers from using excessive amounts of water.
- The rest of the board agreed with Director Wargo.

***This item was dropped.**

UPDATES

**1. Update: San Gorgonio Pass Regional Water Alliance Update
(by Director Morris and Director Davis)**

- No update. The next meeting is July 27.

**2. Update: Community Action Committee Update
(by Director Morris and Director Davis)**

- Director Morris and Director Davis explained that there hasn't been much of an update. They said there should be an engineering report by the next CAC meeting.
- They said that there were tests on the soil, and it was decided that septic tanks/seepage pits would be used.
- The next meeting is August 9.

**3. Update: CWD Operations Report
(by District Staff)**

- Mrs. Koumparis shared the operations report from the past month:
 - Existing Projects:
 - Broadway/Main valves
 - Service on Riza
 - Service on Bonita
 - Fire Flow for Chick-Fil-A
 - Completed Projects:
 - Waiting on payment for some services. Approximately \$50,000 incoming.
 - 5 services were completed.
 - Well #1 and Tank #1 are back online.
 - SCADA antenna was fixed by Tesco.

- A few call-outs happened over the weekends.
- Unit #002 and Unit #003 both need to be serviced.
- Due to difficulty with supply & demand, the District is looking at other parts vendors.
- The District will need a water interconnection, according to new laws.

- The Board mentioned that the interconnection requirements would need to be placed on the agenda for the next board meeting.

OLD BUSINESS

**2. Discussion/Action: Unit #001 – Purchase used engine or sell for scraps?
 (by the Board)**

- Mrs. Koumparis shared that 2 rough estimates were received for the repair of Unit #001. One was for ~\$11,000, the other was for ~\$21,000. The board agreed that the vehicle should be sold instead of repaired.

Motion to send Unit #001 to auction made by Director Tincher and 2nd by Director Wargo

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

**3. Discussion/Action: CSDA 2022 Annual Conference & Exhibitor Showcase
 (by the Board)**

- The Board looked over the workshops and decided that this conference would not be necessary.

***This item was dropped.**

PUBLIC COMMENTS

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CLOSED SESSION 6:37 PM

1. Discussion/Action: District Personnel

OPEN SESSION 7:01 PM

Discussion/Action: Public report of Action Taken in Closed Session

- No reportable actions were taken during closed 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.**
- Ms. Aguilar stated that the Nationwide pension plan needs to be restated by the end of the month, so a special board meeting would need to be held. It will be held on July 26, at 6:00 PM.
- **Suggested agenda items from Board Members.**
- Interconnection requirements.
- Meter Replacements & Other Capital.

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)

- Director Tincher was added to the District's bank account. The process will take a couple days to finalize.

3. Board Member Comments

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

- If Director Lynk is unavailable, Director Wargo will be the next contact for District personnel.
- Director Davis stated that he may be absent at the next board meeting, since he'll be out of town.

MISCELLANEOUS

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

- a. **Special Board Meeting – Tuesday, July 26, 2022, 6:00 pm**
- b. **San Gorgonio Pass Regional Water Alliance Meeting – Wednesday, July 27, 2022, 5:00 pm**
- c. **Community Action Committee Meeting at the Community Center – Tuesday, August 9, 2022, 6:00 pm**
- d. **Finance & Audit Workshop – Tuesday, August 16, 2022, 5:00 pm**
- e. **Regular Board Meeting – Tuesday, August 16, 2022, 6:00 pm**
- f. **Personnel Committee – TBD**

ADJOURNMENT

Motion to adjourn at 7:08 PM made by Director Davis and 2nd by Director Tincher

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

Meeting adjourned at 7:08 PM on Tuesday, July 19, 2022

Robert Lynk, Board Chair
Board of Directors
Cabazon Water District

Evelyn Aguilar, Secretary
Board of Directors
Cabazon Water District

ADA Compliance Issues

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SPECIAL BOARD MEETING

MINUTES

Teleconference:

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

Meeting Location:

Cabazon Water District Office
14618 Broadway Street
Cabazon, California 92230

Meeting Date:

Tuesday, July 26, 2022 – 6:00 PM

CALL TO ORDER,
PLEDGE OF ALLEGIANCE,
REMEMBRANCE OF OUR SERVICE MEN AND WOMEN
ROLL CALL

Director Alan Davis - Present
Director Terry Tincher - Present
Director Diana Morris - Present
Director Sarah Wargo - Present
Director Robert Lynk - Present
Evelyn Aguilar, Board Secretary – Present

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CONSENT CALENDAR

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

NEW BUSINESS

CLOSED SESSION at 6:03 PM

1. Discussion/Action: Public Employee Appointment (Govt Code § 54957)
Title: General Manager

OPEN SESSION at 7:21 PM

Discussion/Action: Public report of Action Taken in Closed Session

- No reportable actions were taken during closed session.

1. Discussion/Action: Resolution 02-2022 – Adopting the Restated Cabazon Water District Profit Sharing Plan

- Ms. Safie from Best Best & Krieger explained that BBK reviewed the plan and had a couple of suggested changes. The first is that the trustee be listed as a title, not a specific person. The second comment was that the amount of allowed loans shows 2, when only 1 was previously allowed.
- She further explained that the resolution would allow restatements without going to the whole Board in the future, but any big changes would need to go to the Board.
- She also commented that the plan currently allows any employees holding the position of General Manager or Administrative Assistant to be automatically eligible for the plan and that if this is to be changed in the future, amendment would need to be brought to the Board.

Motion to approve Resolution 02-2022: Adopting the Restated Cabazon Water District Profit Sharing Plan, with the changes to the plan as recommended by legal counsel made by Director Davis and 2nd by Director Tincher

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

PUBLIC COMMENT

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GENERAL MANAGER/BOARD COMMENTS

2. 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.

➤ Amendment to the Nationwide plan regarding eligibility.

3. Management Comments

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4. 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. San Geronio Pass Regional Water Alliance Meeting – Wednesday, July 27, 2022, 5:00 pm
- b. Personnel Committee – Thursday, July 28, 2022, 4:00 pm
- c. Special Board Meeting – Tuesday, August 2, 2022, 4:00 pm
- d. Community Action Committee Meeting at the Community Center – Tuesday, August 9, 2022, 6:00 pm
- e. Finance & Audit Workshop – Tuesday, August 16, 2022, 5:00 pm
- f. Regular Board Meeting – Tuesday, August 16, 2022, 6:00 pm

ADJOURNMENT

Motion to adjourn at 8:00 PM made by Director Wargo and 2nd by Director Tincher

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

Meeting adjourned at 8:00 PM on Tuesday, July 26, 2022

Robert Lynk, Board Chair
Board of Directors
Cabazon Water District

Evelyn Aguilar, Secretary
Board of Directors
Cabazon Water District

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SPECIAL BOARD MEETING

MINUTES

Teleconference:

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Access Code: 117188
Email: info@cabazonwater.org

Meeting Location:

Cabazon Water District Office
14618 Broadway Street
Cabazon, California 92230

Meeting Date:

Tuesday, August 2, 2022 – 4:00 PM

CALL TO ORDER, **PLEDGE OF ALLEGIANCE,** **ROLL CALL**

Director Alan Davis - Present
Director Terry Tincher - Present
Director Diana Morris - Present
Director Sarah Wargo - Present
Director Robert Lynk - Present
Evelyn Aguilar, Board Secretary – Present

Note: This meeting was recorded by the District

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

NEW BUSINESS

CLOSED SESSION at 4:04 PM

1. Discussion/Action: Public Employee Appointment (Govt Code § 54957)
Title: General Manager

OPEN SESSION at 4:50 PM

Discussion/Action: Public report of Action Taken in Closed Session

- No reportable actions were taken during Closed Session.

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))**

- No members of the public were present.

GENERAL MANAGER/BOARD COMMENTS

2. 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.

3. 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)

4. 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. Community Action Committee Meeting at the Community Center – Tuesday, August 9, 2022, 6:00 pm
- b. Finance & Audit Workshop – Tuesday, August 16, 2022, 5:00 pm
- c. Regular Board Meeting – Tuesday, August 16, 2022, 6:00 pm
- d. San Geronio Pass Regional Water Alliance Meeting – Wednesday, September 28, 2022, 5:00 pm
- e. Personnel Committee – TBD

ADJOURNMENT

Motion to adjourn at 4:51 PM made by Director Morris and 2nd by Director Davis.

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

Meeting adjourned at 4:51 PM on Tuesday, August 2, 2022.

Robert Lynk, Board Chair
Board of Directors
Cabazon Water District

Evelyn Aguilar, Secretary
Board of Directors
Cabazon Water District

ADA Compliance Issues

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

RESOLUTION NO. 04-2021

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CABAZON WATER DISTRICT AUTHORIZING VIRTUAL BOARD AND COMMITTEE MEETINGS PURSUANT TO AB 361

WHEREAS, the Cabazon Water District (“District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend and participate in the District’s meetings; and

WHEREAS, starting in March 2020, in response to the spread of COVID-19 in the State of California, the Governor issued a number of executive orders aimed at containing the COVID-19 virus; and

WHEREAS, among other things, these orders waived certain requirements of the Brown Act to allow legislative bodies to meet virtually; and

WHEREAS, pursuant to the Governor’s executive orders, the District has been holding virtual meetings during the pandemic in the interest of protecting the health and safety of the public, District staff and Directors; and

WHEREAS, the Governor’s executive order related to the suspension of certain provisions of the Brown Act expires on September 30, 2021; and

WHEREAS, on September 16, 2021 the Governor signed AB 361 (in effect as of October 1, 2021 – Government Code Section 54953(e)), which allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, a state of emergency has been proclaimed related to COVID-19, state or local officials are recommending measures to promote social distancing, and because of the ongoing threat of COVID-19, meeting in person would present imminent risks to the health and safety of attendees;

NOW, THEREFORE, BE IT RESOLVED THE BOARD OF DIRECTORS OF THE CABAZON WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.


Section 2. Remote Teleconference Meetings: Consistent with the provisions of Government Code Section 54953(e), the Board of Directors finds and determines that (1) a state of emergency related to COVID-19 is currently in effect; (2) state or local officials have recommended measures to promote social distancing in connection with COVID-19; and (3) due to the COVID-19 emergency, meeting in person would present imminent risks to the health and safety of attendees. Based on such facts, findings and determinations, the Board authorizes staff to conduct remote teleconference meetings of the Board of Directors, including Committee meetings, under the provisions of Government Code Section 54953(e).


Section 3. Effective Date of Resolution. This Resolution shall take effect upon adoption and shall be effective for 30 days unless earlier extended by a majority vote of the Board of Directors in accordance with Section 4 of this Resolution.

Section 4. Extension by Motion. The Board of Directors may extend the application of this Resolution by motion and majority vote by up to 30 days at a time, provided that it makes all necessary findings consistent with and pursuant to the requirements of Section 54953(e)(3).

PASSED AND ADOPTED by the Board of Directors of the Cabazon Water District this 16th day of November 2021, by the following vote:

AYES: DIRECTOR SANDERSON, DIRECTOR MORRIS, DIRECTOR TINCHER, DIRECTOR WARGO, DIRECTOR LYNK
NOES: NONE.
ABSENT: NONE.
ABSTAIN: NONE.

BY: 
Sarah Wargo
Vice Board Chair
Cabazon Water District
Board of Directors

ATTEST: 
Evelyn Aguilar
Board Secretary
Cabazon Water District



Cabazon Water District

Balance Sheet

As of July 31, 2022

		July 31, 22	
1	ASSETS		
2	Current Assets		
3	Checking/Savings	\$ 426,702	426,702 Chase
4	Accounts Receivable	274,457	815,681 LAIF
5	LAIF	815,681	\$ 1,242,383 Cash & LAIF
6	Bank of NY Trustee Accounts	69,016	
7	Prepaid Expenses	38,647	
8	Inventory	109,315	
9	Total Current Assets	1,733,818	
10	Fixed Assets		
11	Total Fixed Assets	14,112,350	
12	Accumulated Depreciation	(6,663,221)	
13	Net Fixed Assets	7,449,129	
14	TOTAL ASSETS	\$ 9,182,947	
15	LIABILITIES & EQUITY		
16	Liabilities		
17	Current Liabilities		
18	Accounts Payable	\$ 21,619	
19	Other Current Liabilities		
20	Customer Deposits	7,886	
21	Current Portion DWR-H Loan	43,208	
22	Current Portion Zion's Bank Loan	87,077	
23	Current Portion 2022 Ford	12,590	
24	Accrued Expenses	20,581	
25	Total Current Liabilities	192,961	
26	Long Term Liabilities		
27	DWR-H Loan Payable (2026)	153,019	
28	Ford Long Term	60,728	
29	RCEDA Loan Payable	300,000	
30	Total Long Term Liabilities	513,748	
31	Total Liabilities	706,709	
32	Total Equity	8,476,239	
33	TOTAL LIABILITIES & EQUITY	\$ 9,182,947	

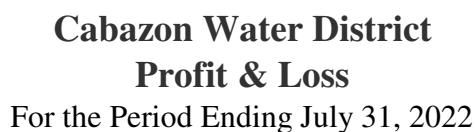
*No assurance provided on these financial statements. These financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States not included.



Cabazon Water District
Profit & Loss
For the Period Ending July 31, 2022

	Jul-22	Current YTD	FY 22/23 Budget	YTD (8%)
1 REVENUES				
2 OPERATING INCOME				
3 Base Rate - Water Bills	\$ 44,741	\$ 44,741	\$ 563,300	8%
4 Commodity Sales	90,787	90,787	757,300	12%
5 DHPO Contract	20,515	20,515	182,500	11%
6 DHPO Capacity Credit	(1,750)	(1,750)	(10,500)	17%
7 Fire Sales - Water Bills	996	996	5,600	18%
8 Fees & Charges	8,820	8,820	51,000	17%
9 Basic Facilities Fee	14,028	14,028	18,600	75%
10 Stand By Fees - Tax Revenue	-	-	105,900	0%
11 TOTAL OPERATING INCOME	178,137	178,137	1,673,700	11%
12 NON-OPERATING INCOME				
13 Property Taxes	-	-	86,700	0%
14 Cell Tower Lease Income	2,725	2,725	26,600	10%
15 Miscellaneous Non-Operating Income	-	-	-	0%
16 Interest Income	1,011	1,011	7,600	13%
17 TOTAL NON-OPERATING INCOME	3,736	3,736	120,900	3%
18 TOTAL REVENUES	181,873	181,873	1,794,600	10%
19 EXPENSES				
20 PAYROLL				
21 Directors Fees	1,000	1,000	25,000	4%
22 Management & Customer Service	9,703	9,703	240,200	4%
23 Field Workers	13,476	13,476	197,700	7%
24 Employee Benefits Expense	9,832	9,832	163,700	6%
25 Payroll Taxes	2,436	2,436	36,600	7%
26 TOTAL PAYROLL	36,447	36,447	663,200	5%
27 OPERATIONAL EXPENSES				
28 Facilities, Wells, T&D				
29 Lab Fees	1,124	1,124	13,100	9%
30 Meters	-	-	5,100	0%
31 Utilities - Wells	6,227	6,227	150,400	4%
32 Line R&M Materials	7,621	7,621	35,600	21%
33 Well Maintenance	3,267	3,267	40,400	8%
34 Security	1,813	1,813	29,500	6%
35 Engineering Services	-	-	80,000	0%
36 Facilities, Wells, T&D - Other	5,513	5,513	16,600	33%
37 Total Facilities, Wells, T&D	25,565	25,565	370,700	7%
38 Office Expenses				
39 Utilities - Office	3,530	3,530	36,800	10%
40 Water Billing System	216	216	2,400	9%
41 Supplies & Equipment	440	440	13,200	3%
42 Copier & Supplies	546	546	5,500	10%

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Cabazon Water District
Capital Detail
For the Period Ending July 31, 2022

				FY 22/23	
	Jul-22	Current YTD	Budget	YTD (8%)	
1 CAPITAL PROJECTS					
2 RESERVE FUNDED					
3 Well & Tank Repairs	\$ -	\$ -	\$ (225,000)	0%	
4 Customer Shut-Off Valves	-	-	(40,000)	0%	
5 Meter Replacement	(922)	(922)	(20,000)	5%	
6 TOTAL RESERVE FUNDED PROJECTS	(922)	(922)	(285,000)	0%	
7 GRANT FUNDED					
8 DWR					
9 Isolation Valves	-	-	(1,243,000)	0%	
10 Grant Funding - DWR	-	-	1,243,000	0%	
11 SWRCB					
12 Groundwater Well Improvements	-	-	(499,000)	0%	
13 Grant Funding - SWRCB	-	-	499,000	0%	
14 ARPA					
15 Broadway & Main St. Gate Valve	-	-	(100,000)	0%	
16 T2, T3, & T4 Recoating	-	-	(500,000)	0%	
17 Grant Funding - ARPA	-	-	600,000	0%	
18 NET GRANT FUNDED PROJECTS	-	-	-	0%	
19 TOTAL NET COST OF CAPITAL PROJECTS	\$ (922)	\$ (922)	\$ (285,000)	0%	

*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.

New Business

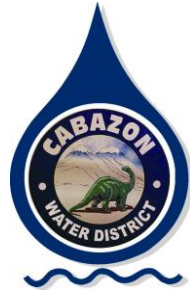
1. Discussion/Action Item:

[TAB 1]

Customer Concern – Ella Ave. – Nand

Attachments:

1. Memo regarding overview of customer account review
2. Customer account review request
3. Response to customer
4. Property owner information



Cabazon Water District

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

MEMO:

08/09/2022

Regarding: Customer Account Review - Nand Avikash/ Whiteman Kerri – Ella Ave. Cabazon, CA

To the Board of Directors:

On July 13th, 2022 the property on Ella Ave. was tagged. We had not received a payment on this property since February 23, 2022. The tag was put out and no response. (The read was 91000 on 7/13/2022 and when we red tagged on 7/25/2022, the property was shut off. At this time, the read was 94200.) I sent Dave back to reread the meter and he said the read was correct, and that the door had been blocked off. I was still not happy with this read, so I sent Clay to check it out and he came with the same results. The usage for those 11 days was 3200. I assumed vandalism and told the guys to keep an eye on it.

The following day, I got a phone call from a Nand Avikash, stating that he needed the water on, and that he owned property. I asked if he just bought it and he said no. He had owned it for a long time. I explained about the shut off for nonpayment and the crazy usage we found. He says that it was impossible to have that kind of usage. In the meantime, I had found out that Ms. Whiteman, the owner (they were married but separated, never divorced) had died and had been in the house for 6 days before discovered (VIA THE HIGH USAGE-CLEAN UP).

Mr. Avikash does not want to pay for the \$336.99 water charge. I offered to put it under an irrigation charge that would charge him a decrease of \$100.72. He thinks you (the Board) should forgive him more. I told him it could go either way - you might give the irrigation rate and take interest and tag fees off, or say no and that he is the owner since 2009 and is responsible for all charges.

I will do whatever you decide. I feel the -\$100.72 is good enough. He did acknowledge that he had seen the yellow and red tag and did nothing about them.

Sincerely,

Ellen Koumparis
Cabazon Water District Employee



Cabazon Water District

P.O. Box 297 - 14618 Broadway Street

Cabazon, California 92230

(951) 849-4442

Customer Account Review Request

Customer Information

Service Address: 5119 Ave Date: 8/2/22

Applicant Name: Avikash Nane

Account Number: 51856 CB Last First M.I. Date of Water Bill Requesting to Review: 7/26/22

Description of the Reason for your Request to have your Water Bill Reviewed (ATTACHED ADDITIONAL PAGES IF REQUIRED, PHOTOS, AND SUPPORTING EVIDENCE)

Average water usage for a single person on this property was 100-200 sqft per month. Some months were zero! The day of Lockout, the reading jumped to 3200 sqft of usage in 1 week. There is no leakage anywhere on the property (inside or outside). My wife lived on the property and was found dead inside the house on 7/6/22. We were separated for 4 years and never divorced.

What is your proposed resolution?

(PLEASE SUBMIT YOUR PROPOSAL TO RESOLVE THIS MATTER)

Please cancel all her debt and start with a fresh connection under my name. We had joint ownership on the property.

Management Response

(SEE ATTACHED COPY OF THE RESPONSE FROM MANAGEMENT TO CUSTOMER)

Date of Response to Customer: SP Response made by: _____

Status and Date of offer made to Customer: ACCEPTED: / /

DECLINED: / /

DECLINED/REQUEST for APPEAL to Water Board: / /



Cabazon Water District

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

August 3, 2022

Nand, Avikash/ Whiteman, Kerri
[REDACTED]

RE: Customer Account Review - APN: [REDACTED] - [REDACTED] Ella Cabazon, CA 92230

Dear Mr. Nand,

First off, we would like to express our condolences for your loss.

After reviewing the documents in file and the County of Riverside records and seeing that you have been the owner of the property since 2009, this makes you responsible for the water bills. According to the Cabazon Water District Rules and Regulations, the property owner is responsible for any unpaid bills (this section of the Rules and Regulations is included with this letter).

We are willing to charge you an irrigation rate of \$6.31 per hundred cubic feet instead of the tiers. This would bring the bill for the 3200 ft³ from \$336.99 down to \$236.27 (-\$100.72). This adjusted amount plus the previous amount of \$298.98 (\$298.98 + \$236.27 = \$535.25) must be paid before new account can be opened.

Thank you,

Evelyn Aguilar
Cabazon Water District
Board Secretary

**ARTICLE 4
APPLICATION FOR REGULAR WATER SERVICE**

4.1 APPLICATION FOR REGULAR WATER SERVICE

The property owner or his agent designated in writing shall make application for regular water service by personally signing an "APPLICATION FOR WATER SERVICE." Tenants may add their names to the application submitted by the owner or agent. A copy of the Application is attached on the following page.

4.2 WATER SERVICE TO CUSTOMERS OTHER THAN PROPERTY OWNER

4.2.1 Property Owner's Signature

Water service accounts are opened in the name of the property owner only. If a property owner rents the premises to a tenant, the tenant may have water service and other services turned on, provided that service to the tenant be furnished on the account of the landlord or property owner and the landlord or property owner so notifies the District. (Gov. Code, § 53064.5.)

4.2.2 Owner Responsibility

Delinquent and unpaid charges for water and other services remain the responsibility of the property owner to pay. (Cal. Wat. Code, § 31701(e), 31701.5.)

4.2.3 Notice of Owner Responsibility

District shall notify the holder of title to land whenever delinquent and unpaid charges for water and other service or either which could become a lien on such property remain delinquent and unpaid for 60 days. (Cal. Wat. Code, § 31701.6.)

[← BACK](#) [VIEW VALUATION INFO](#) [ENROLL PIN FOR E-BILLING](#) [MANAGE E-BILLING SUBSCRIPTIONS](#)

Account Information

PARCEL NUMBER	PROPERTY TYPE	STATUS	LAST UPDATE
[REDACTED]	Real	Active	8/2/2022 3:33 36 PM
Current Owner: NAND AVIKASH			
Tax Rate Area 055-044 BANNING USD			
Class Code Single Family Dwelling			
Legal Description LOT [REDACTED] MB 041/063 CABAZON ESTATES NO 2			

Payment Plan

PLAN NUMBER: 2022NAN-00010425 | PLAN TYPE: IPP-AUMENTUM | PLAN STATUS: ACTIVE

[VIEW](#)

INST #	TOTAL	INTEREST	FEES	AMOUNT PAID	BALANCE DUE	DUE DATE	STATUS
Down Payment	\$1,454.36	\$0.00	\$23.92	\$1,454.36	\$0.00	7/20/2022	Paid
1	\$1,516.28	\$85.83	\$0.00	\$0.00	\$1,516.28	4/10/2024	PAY
2	\$1,430.44	\$0.00	\$0.00	\$0.00	\$1,430.44	4/10/2025	PAY
3	\$1,430.44	\$0.00	\$0.00	\$0.00	\$1,430.44	4/10/2026	PAY
4	\$1,430.44	\$0.00	\$0.00	\$0.00	\$1,430.44	4/12/2027	PAY
Total	\$7,261.96	\$85.83	\$23.92	\$1,454.36	\$5,807.60		

PLEASE NOTE

Please click "PAY" to add unpaid tax bills to your Cart.

If your Assessment has both current and defaulted tax years due, you will need to add each of these to your check out cart individually. All secured defaulted tax years must be paid together (adding one will add all prior year items to your Cart).

Defaulted Secured Property Tax

[Please click here to view all prior year defaulted bills included in the Grand Total.](#)

Total Defaulted Secured Tax

	TAX	OTHER CHARGES	TOTAL PAID	TOTAL	STATUS
Grand Total	\$5,448.60	\$1,813.36	(\$1,454.36)	\$5,807.60	In Plan

Unsecured Property Tax

Please note if your defaulted unsecured assessment has two installments they must be paid together and will be added to the cart at the same time.

If you see multiple tax bills due for your assessment with a different name, you may still be responsible for the payment of the taxes. Please contact our office if you are unsure of your responsibility prior to making any payment.

CABAZON DEV

BILL NUMBER: 006887194 - SUPPLEMENTAL

[VIEW BILL DETAIL](#)

TAX YEAR	TAX	OTHER CHARGES	TOTAL PAID	TOTAL	DUE DATE	STATUS
2006						



☒ 1 Property Address: 51856 ELLA AVE CABAZON CA 92230-5275

Ownership

County: RIVERSIDE, CA
 Assessor: PETER ALDANA, ASSESSOR
 Parcel # (APN): [REDACTED]
 Parcel Status: ACTIVE
 Owner Name: NAND AVIKASH WHITEMAN KERRI
 Mailing Address: [REDACTED] CABAZON CA 92230
 Legal Description: LOT [REDACTED] MB 041/063 CABAZON ESTATES NO 2

Assessment

Total Value:	\$109,034	Use Code:	R1	Use Type:	RESID. SINGLE FAMILY
Land Value:	\$27,256	Tax Rate Area:	055-044	Zoning:	
Impr Value:	\$81,778	Year Assd:	2016	Census Tract:	438.13/3
Other Value:		Property Tax:		Price/SqFt:	\$68.40
% Improved:	75%	Delinquent Yr:	2015		
Exempt Amt:		HO Exempt:	N		

Sale History

	Sale 1	Sale 2	Sale 3	Transfer
Document Date:	08/07/2009	07/09/2009	04/08/2008	02/00/2015
Document Number:	0414162	0353953	0173587	0077199
Document Type:	GRANT DEED	GRANT DEED		
Transfer Amount:	\$100,000			
Seller (Grantor):				

Property Characteristics

Bedrooms:	4	Fireplace:		Units:	
Baths (Full):	2	A/C:	CENTRAL	Stories:	1.0
Baths (Half):		Heating:	CENTRAL	Quality:	
Total Rooms:		Pool:		Building Class:	
Bldg/Liv Area:	1,462	Park Type:	ATTACHED GARAGE	Condition:	
Lot Acres:		Spaces:		Site Influence:	
Lot SqFt:		Garage SqFt:	494	Timber Preserve:	
Year Built:	2006			Ag Preserve:	
Effective Year:					

Riverside, CA LARRY WARD, ASSESSOR		ParcelQuest	
<input type="checkbox"/> Property Address: [REDACTED] ELLA AVE CABAZON CA 92230-5275			
Ownership			
Parcel# (APN): [REDACTED] Parcel Status: ACTIVE Owner Name: NAND AVIKASH WHITEMAN KERRI Mailing Addr: [REDACTED] ELLA AVE CABAZON CA 92230 Legal Description: LOT [REDACTED] MB 041/063 CABAZON ESTATES NO 2			
Assessment			
Total Value:	\$81,000	Use Code:	R1
Land Value:	\$20,000	Tax Rate Area:	055-044
Impr Value:	\$61,000	Year Assd:	2013
Other Value:		Property Tax:	
% Improved:	75%	Delinquent Yr:	
Exempt Amt:		HO Exempt:	N
		Use Type:	RESID. SINGLE FAMILY
		Zoning:	R1
		Census Tract:	438.13/3
		Price/SqFt:	\$68.40
Sale History			
	Sale1	Sale2	Sale3
Recording Date:	08/07/2009	07/09/2009	04/08/2008
Recording Doc:	<u>0414162</u>	<u>0353953</u>	<u>0173587</u>
Rec. Doc Type:			
Transfer Amount:	\$100,000		
Seller (Grantor):			
1st Trust Dd Amt:			
2nd Trust Dd Amt:			
Property Characteristics			
Bedrooms:	4	Fireplace:	
Baths (Full):	2	A/C:	CENTRAL
Baths (Half):		Heating:	CENTRAL
Total Rooms:		Pool:	
Bldg/Liv Area:	1,462	Park Type:	ATTACHED GARAGE
Lot Acres:		Spaces:	
Lot SqFt:		Garage SqFt:	494
Year Built:	2006	Bsmt SqFt:	N/A
Effective Year:			
		Units:	
		Stories:	1.0
		Quality:	6.5
		Building Class:	D
		Condition:	
		Site Influence:	
		Timber Preserve:	
		Ag Preserve:	

**The information provided here is deemed reliable, but is not guaranteed.

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PARCELQUEST www.parcelquest.com
(888) 217-8999

New Business

2. Discussion Item: [TAB 2]

Interconnection requirements per SB 552

Attachments:

1. Senate Bill 552 new requirements summary

- a) *No later than January 1, 2023, implement monitoring systems sufficient to detect production well groundwater levels.*
- b) *Beginning no later than January 1, 2023, maintain membership in the California Water/Wastewater Agency Response Network (CalWARN) or similar mutual aid organization.*
- c) *No later than January 1, 2024, to ensure continuous operations during power failures, provide adequate backup electrical supply.*
- d) *No later than January 1, 2027, have at least one backup source of water supply, or a water system intertie, that meets current water quality requirements and is sufficient to meet average daily demand.*
- e) *No later than January 1, 2032, meter each service connection and monitor for water loss due to leakages.*
- f) *No later than January 1, 2032, have source system capacity, treatment system capacity if necessary, and distribution system capacity to meet fire flow requirements (Water Code §10609.62).*

There are additional requirements that are specific for small water suppliers with different numbers of connections, as described below.

It is noted that these requirements and the ones listed below do not apply to small water suppliers and NTNC water systems that are schools that voluntarily choose to comply with the requirements specified in the Urban Water Management Planning Act (Water Code §10620 et seq.) for urban water suppliers. (Water Code §10609.63).

Suppliers with 15 to 999 connections

These suppliers must incorporate drought planning elements (including, but not limited to, drought-planning contacts and standard water shortage levels) into their Emergency Notification Plan (ENP) or Emergency Response Plan (ERP). The ENP or ERP is to be submitted to the State Water Board and updated every 5 years or when significant changes occur (Water Code §10609.60, subd. (c)).

Health and Safety Code §116460 requires all community water systems to have an ENP approved by the State Water Board that describes process and methods for meeting the public notification requirements specified in §116450 to §116485 when any primary drinking water standard is not complied with, when a monitoring requirement is not performed, or when the conditions of any variance or exemption are not complied with. In addition, America's Water Infrastructure Act of 2018 (Public Law 115-270) §2013(b) requires community water systems serving populations

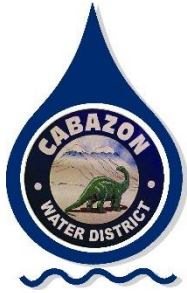
New Business

1. Discussion/Action Item: [TAB 3]

Meter Replacements & Other Capital

Attachments:

1. Memo regarding Meter Replacements & Other Capital activity
2. Updated Profit & Loss report for FY 22



MEMORANDUM

DATE: August 16, 2022
TO: Board of Directors
FROM: Evelyn Aguilar, Board Secretary
SUBJ: RE: Meter Replacements & Other Capital
cc: Board Meeting Packet

- During the FAC Meeting on July 19, 2022, the FAC inquired about the line item "Meter Replacements & Other Capital", since the financial report showed no activity in that line for the entire fiscal year.
- I reached out to the District's accounting consultants at Eide Bailly, and learned that any meter purchases are supposed to be recorded in that expense account, instead of the expense accounts titled "Line R&M Materials" and "Meters" (the latter is designated for meter repairs and meter testing).
- Since then, the meter purchases throughout the year have been moved to the correct account. The attached financial report has been updated in the above mentioned lines. The costs for "Meter Replacements & Other Capital" totaled \$5,952 for the whole fiscal year. This amount was 30% of the budget for FY 21/22.



Cabazon Water District
Profit & Loss
For the Period Ending June 30, 2022

	Jun-22	Current YTD	FY 21/22 Budget	YTD (100%)
1 REVENUES				
2 OPERATING INCOME				
3 Base Rate - Water Bills	\$ 44,230	\$ 540,137	\$ 522,400	103%
4 Commodity Sales	79,399	753,588	800,900	94%
5 DHPO Contract	19,642	190,938	180,800	106%
6 DHPO Capacity Credit	(1,750)	(21,000)	(21,000)	100%
7 Fire Sales - Water Bills	73	5,033	5,600	90%
8 Fire Flow Income	875	4,355	-	0%
9 Penalty Fees - Water Bills	5,512	26,084	-	0%
10 New Account Fees - Water Bills	100	1,530	2,400	64%
11 Incident Fees	-	250	-	0%
12 Returned Check Fees	30	270	200	135%
13 Basic Facilities Fee	18,998	87,207	10,000	872%
14 Stand By Fees - Tax Revenue	-	100,316	126,800	79%
15 TOTAL OPERATING INCOME	167,109	1,688,707	1,628,100	104%
16 NON-OPERATING INCOME				
17 Property Taxes	86	85,857	74,000	116%
18 Cell Tower Lease Income	3,172	29,558	26,100	113%
19 Miscellaneous Non-Operating Income	16,074	24,637	-	0%
20 Interest Income	905	5,509	2,200	250%
21 Grant Revenue	-	46,864	-	0%
22 TOTAL NON-OPERATING INCOME	20,236	192,425	102,300	188%
23 TOTAL REVENUES	187,345	1,881,132	1,730,400	109%
24 EXPENSES				
25 PAYROLL & BENEFITS				
26 Directors Fees	1,800	12,400	15,000	83%
27 Management & Customer Service				
28 Customer Accounts	4,818	62,874	55,900	112%
29 Customer Accounts - Cash Outs	-	2,081	-	0%
30 Business Admin Assistant	2,804	36,226	36,200	100%
31 General Manager	-	106,380	97,800	109%
32 Total Management & Customer Service	7,622	207,562	189,900	109%
33 Field Workers	11,169	143,830	161,400	89%
34 Employee Benefits Expense				
35 Workers Compensation	1,867	7,627	6,200	123%
36 Employee Health Care	3,379	62,496	66,200	94%
37 Pension	4,556	68,215	75,200	91%
38 Total Employee Benefits Expense	9,802	138,338	147,600	94%
39 Payroll Taxes	1,980	29,974	29,000	103%
40 TOTAL PAYROLL & BENEFITS	\$ 32,373	\$ 532,104	\$ 542,900	98%

*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
Profit & Loss
For the Period Ending June 30, 2022

	Jun-22	Current YTD	FY 21/22 Budget	YTD (100%)
41 OPERATIONAL EXPENSES				
42 Facilities, Wells, T&D				
43 Lab Fees	\$ 268	\$ 5,306	\$ 9,100	58%
44 Meters	-	130	4,900	3%
45 Utilities - Wells	24,488	132,121	103,300	128%
46 Line R&M Materials	255	30,544	52,000	59%
47 Well Maintenance	2,010	35,241	38,600	91%
48 Security	1,557	26,717	25,300	106%
49 Engineering Services	12,166	101,393	113,000	90%
50 Facilities, Wells, T&D - Other	995	21,884	11,500	190%
51 Total Facilities, Wells, T&D	41,739	353,335	357,700	99%
52 Utilities - Office				
53 Electricity	1,922	15,970	15,000	106%
54 Gas	15	597	1,100	54%
55 Telephone	211	9,033	10,400	87%
56 Trash Pickup & Office Cleaning	708	7,460	4,700	159%
57 Total Utilities - Office	2,856	33,061	31,200	106%
58 Office Expenses				
59 Water Billing System	216	2,387	2,100	114%
60 Supplies & Equipment	210	11,529	10,300	112%
61 Copier Lease & Printing Supplies	370	5,018	5,000	100%
62 Dues & Subscriptions	42	1,410	2,500	56%
63 Postage	1,280	9,259	8,300	112%
64 Printing & Publications	-	506	6,400	8%
65 Computer Services	2,981	38,515	42,100	91%
66 Office Storage	-	3,500	6,300	56%
67 Air Conditioning Servicing	453	5,238	5,100	103%
68 CA Water Systems Alliance	250	1,750	3,000	58%
69 Office Expenses - Other	-	1,464	2,100	70%
70 Total Office Expenses	5,801	80,575	93,200	86%
71 Support Services				
72 Financial Audit	4,396	19,250	23,500	82%
73 Accounting	-	38,306	40,000	96%
74 Legal Services	3,456	55,916	71,000	79%
75 Temporary Labor	1,121	6,992	-	0%
76 Bank/Payroll Service	389	5,354	5,500	97%
77 Website Support	75	525	500	105%
78 General Liability Insurance	3,141	31,739	26,100	122%
79 Total Support Services	\$ 12,577	\$ 158,082	\$ 166,600	95%

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Cabazon Water District
Profit & Loss
For the Period Ending June 30, 2022

		Jun-22	Current YTD	FY 21/22 Budget	YTD (100%)
80	Training/Travel	\$ 158	\$ 8,756	\$ 10,500	83%
81	Other Fees/SWRCB	-	8,305	8,900	93%
82	Service Tools & Equipment				
83	Shop Supplies and Small Tools	34	1,138	11,900	10%
84	Vehicle Fuel	1,501	14,290	16,600	86%
85	Employee Uniforms	178	1,678	2,000	84%
86	Safety	33	1,474	1,900	78%
87	Tractor Expenses	-	3,464	3,700	94%
88	Equipment Rental	-	14,404	6,900	209%
89	Service Trucks - R&M	-	14,696	14,500	101%
90	Water Ops Phone & Internet	452	3,759	4,800	78%
91	Total Service Tools & Equipment	2,198	54,901	62,300	88%
92	NON-OPERATING EXPENSES				
93	Grant & Loan Processing Fee	-	1,325	1,400	95%
94	DWR Interest Expense	-	6,732	6,700	100%
95	2022 Ford Purchase Interest Expense	369	1,296	-	0%
96	DHPO Interest Expense	-	3,742	3,800	98%
97	Bad Debt Expense	-	-	1,200	0%
98	Miscellaneous	10	880	3,300	27%
99	TOTAL NON-OPERATING EXPENSES	379	13,975	16,400	85%
100	TOTAL EXPENSES	98,081	1,243,096	1,289,700	96%
101	TOTAL INCOME BEFORE CAPITAL & GSA	89,264	638,037	440,700	145%
102	CAPITAL PROJECTS				
103	Main Street Improvements (Icehouse Imp.)	-	(15,087)	(50,000)	30%
104	Meter Replacements & Other Capital	-	(5,952)	(20,000)	30%
105	Well & Tank Repairs	-	(79,274)	(270,000)	29%
106	Fire Hydrants	-	-	(72,500)	0%
107	TOTAL CAPITAL PROJECTS	-	(100,313)	(412,500)	24%
108	DEBT - PRINCIPAL				
109	Debt Service Principal - 2022 Ford	(1,111)	(3,142)	-	0%
110	Debt Service Principal - DWR	-	(41,959)	(42,000)	100%
111	Debt Service Principal - DHPO (Zion)	-	(84,949)	(84,900)	100%
112	TOTAL DEBT - PRINCIPAL	(1,111)	(130,050)	(126,900)	102%
113	SGMA / GSA	-	(32,784)	(35,000)	94%
114	NET INCOME / (LOSS)	\$ 88,153	\$ 374,889	\$ (133,700)	

*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.

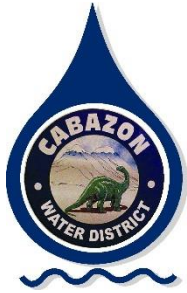
New Business

2. Discussion/Action Item: [TAB 4]

Nationwide plan – Amendment to Eligibility
Requirements

Attachments:

1. Memo regarding amendment to Nationwide plan eligibility
2. Nationwide plan current eligibility requirements



MEMORANDUM

DATE: August 16, 2022
TO: Board of Directors
FROM: Evelyn Aguilar, Board Secretary
SUBJ: RE: Nationwide Eligibility Requirements
cc: Board Meeting Packet

- During the Special Board Meeting on July 26, 2022, the 3rd Cycle Restatement of the District's Nationwide plan was approved. During this meeting, it was noted that currently any employee with the title of General Manager or Administrative Assistant will be automatically eligible to participate in the plan.
- As recommended by legal counsel, the Board expressed that they would like to see the eligibility of participation in the plan be subject to Board approval instead of automatic based on an employee's job title.
- I reached out to the District's Nationwide Specialist, and she explained that usually to amend the plan, the District needs to submit a letter explaining what changes need to be made, although she needs to make sure these changes would be allowed. I did not submit a letter yet since 1. I haven't heard back from the Specialist yet on if this amendment would be allowed, 2. the Board did not officially approve the changes, and 3. I need to make sure that the changes are clear.

Non-Standardized Governmental 401(a)**PRIOR CONTRIBUTIONS**

The Plan used to permit, but no longer does, the following contributions (choose all that apply, if any):

- g. ☐ **Employer matching contributions**
- h. ☐ **Employer contributions other than matching contributions**
- i. ☐ **Rollover contributions**
- j. ☐ **After-tax voluntary Employee contributions**

ELIGIBILITY REQUIREMENTS

12. **ELIGIBLE EMPLOYEES** (Plan Section 1.17) means all Employees (including Leased Employees) EXCEPT those Employees who are excluded below or elsewhere in the Plan: (select a. or b.)
- a. ☐ **No excluded Employees.** There are no additional excluded Employees under the Plan (skip to Question 13).
 - b. ☒ **Exclusions. The following Employees are not Eligible Employees for Plan purposes (select one or more):**
 - 1. ☐ Union Employees (as defined in Plan Section 1.17)
 - 2. ☐ Nonresident aliens (as defined in Plan Section 1.17)
 - 3. ☐ Leased Employees (Plan Section 1.29)
 - 4. ☐ Part-time Employees. A part-time Employee is an Employee whose regularly scheduled service is less than _____ Hours of Service in the relevant eligibility computation period (as defined in Plan Section 1.55).
 - 5. ☐ Temporary Employees. A temporary Employee is an Employee who is categorized as a temporary Employee on the Employer's payroll records.
 - 6. ☐ Seasonal Employees. A seasonal Employee is an Employee who is categorized as a seasonal Employee on the Employer's payroll records.
 - 7. ☒ **Other: All employees except the General Manager and Administrative Assistant. (must be definitely determinable under Regulation §1.401-1(b). Exclusions may be employment title specific but may not be by individual name)**

NOTE: If option 4. - 6. (part-time, temporary and/or seasonal exclusions) is selected, when any such excluded Employee actually completes 1 Year of Service, then such Employee will no longer be part of this excluded class. For this purpose, the Hours of Service method will be used for the 1 Year of Service override regardless of any contrary selection at Question 16.

13. **CONDITIONS OF ELIGIBILITY** (Plan Section 3.1)
- a. ☒ **No age and service required.** No age and service required for all Contribution Types (skip to Question 14).
 - b. ☐ **Eligibility.** An Eligible Employee will be eligible to participate in the Plan upon satisfaction of the following (complete c. and d., select e. and f. if applicable):

Eligibility Requirements

- c. ☐ **Age Requirement**
 - 1. ☐ No age requirement
 - 2. ☐ Age 20 1/2
 - 3. ☐ Age 21
 - 4. ☐ Age _____ (may not exceed 26)
- d. ☐ **Service Requirement**
 - 1. ☐ No service requirement
 - 2. ☐ _____ (not to exceed 60) months of service (elapsed time)
 - 3. ☐ 1 Year of Service
 - 4. ☐ _____ (not to exceed 5) Years of Service
 - 5. ☐ _____ consecutive month period from the Eligible Employee's employment commencement date and during which at least _____ Hours of Service are completed.
 - 6. ☐ _____ consecutive months of employment.
 - 7. ☐ Other: _____ (e.g., date on which 1,000 Hours of Service is completed within the computation period) (must satisfy the Notes below)

NOTE: If c.4. or d.7. is selected, the condition must be an age or service requirement that is definitely determinable and may not exceed age 26 and may not exceed 5 Years of Service.

NOTE: Year of Service means Period of Service if the elapsed time method is chosen.

Waiver of conditions. The service and/or age requirements specified above will be waived in accordance with the following (leave blank if there are no waivers of conditions):

- e. ☐ If employed on _____ the following requirements, and the entry date requirement, will be waived. The waiver applies to any Eligible Employee unless 3. selected below. Such Employees will enter the Plan as of such date (select 1. and/or 2. AND 3. if applicable):
 - 1. ☐ service requirement (may let part-time Eligible Employees into the Plan)
 - 2. ☐ age requirement
 - 3. ☐ waiver is for: _____

Non-Standardized Governmental 401(a)**Amendment or restatement to change eligibility requirements**

- f. ☐ This amendment or restatement (or a prior amendment and restatement) modified the eligibility requirements and the prior eligibility conditions continue to apply to the Eligible Employees specified below. If this option is NOT selected, then all Eligible Employees must satisfy the eligibility conditions set forth above.
1. ☐ The eligibility conditions above only apply to Eligible Employees who were not Participants as of the effective date of the modification.
 2. ☐ The eligibility conditions above only apply to individuals who were hired on or after the effective date of the modification.

14. **EFFECTIVE DATE OF PARTICIPATION (ENTRY DATE) (Plan Section 3.2)**

An Eligible Employee who has satisfied the eligibility requirements will become a Participant in the Plan as of the:

- a. ☐ date such requirements are met
- b. ☒ first day of the month coinciding with or next following the date on which such requirements are met
- c. ☐ first day of the Plan Year quarter coinciding with or next following the date on which such requirements are met
- d. ☐ earlier of the first day of the Plan Year or the first day of the seventh month of the Plan Year coinciding with or next following the date on which such requirements are met
- e. ☐ first day of the Plan Year coinciding with or next following the date on which such requirements are met
- f. ☐ first day of the Plan Year in which such requirements are met
- g. ☐ first day of the Plan Year in which such requirements are met, if such requirements are met in the first 6 months of the Plan Year, or as of the first day of the next succeeding Plan Year if such requirements are met in the last 6 months of the Plan Year.
- h. ☐ other: _____ (must be definitely determinable)

SERVICE15. **RECOGNITION OF SERVICE WITH OTHER EMPLOYERS (Plan Sections 1.40 and 1.55)**

- a. ☒ No service with other employers is recognized except as otherwise required by law (e.g., the Plan already provides for the recognition of service with Employers who have adopted this Plan as well as service with Affiliated Employers and predecessor Employers who maintained this Plan; skip to Question 16).
- b. ☐ Service with the designated employers is recognized as follows (select c. – e. and one or more of columns 1. - 3.; chose other options as applicable) (if more than 3 employers, attach an addendum to the Adoption Agreement or complete option h. under Section B of Appendix A):

	1.	2.	3.
Other Employer	Eligibility	Vesting	Contribution Allocation
c. <input type="checkbox"/> Employer name: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. <input type="checkbox"/> Employer name: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. <input type="checkbox"/> Employer name: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Limitations

- f. ☐ The following provisions or limitations apply with respect to the recognition of prior service: _____
(e.g., credit service with X only on/following 1/1/19)
- g. ☐ The following provisions or limitations apply with respect to the recognition of service with other employers: _____
(e.g., credit service with X only on/following 1/1/19 or credit all service with entities the Employer acquires after 12/31/18)

NOTE: If the other Employer(s) maintained this qualified Plan, then Years (and/or Periods) of Service with such Employer(s) must be recognized pursuant to Plan Sections 1.40 and 1.55 regardless of any selections above.

16. **SERVICE CREDITING METHOD (Plan Sections 1.40 and 1.55)**

NOTE: If any Plan provision is based on a Year of Service, then the provisions set forth in the definition of Year of Service in Plan Section 1.55 will apply, including the following defaults, except as otherwise elected below:

1. A Year of Service means completion of at least 1,000 Hours of Service during the applicable computation period.
2. Hours of Service (Plan Section 1.24) will be based on actual Hours of Service except that for Employees for whom records of actual Hours of Service are not maintained or available (e.g., salaried Employees), the monthly equivalency will be used.
3. For eligibility purposes, the computation period will be as defined in Plan Section 1.55 (i.e., shift to the Plan Year if the eligibility condition is one (1) Year of Service or less).
4. For vesting, allocation, and distribution purposes, the computation period will be the Plan Year.
5. Upon an Employee's rehire, all prior service with the Employer is taken into account for all purposes.