

## BOARD MEETING PACKET

December 14, 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:**

Wednesday, December 14, 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](mailto:info@cabazonwater.org)

**Meeting Date:**

Wednesday, December 14, 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 November 15, 2022
- b. Regular Board Meeting Minutes and Warrants of November 15, 2022
- c. Reaffirmation of Resolution 04-2021, declaring the continuation of virtual meetings due to COVID-19

**2. Warrants – None**

**3. Awards of Contracts –**

- a. Isolation Valve Improvement Project – Borden Excavating Inc. (per the November 15, 2022 Board Meeting)

### **UPDATES**

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

### **OLD BUSINESS**

1. Discussion/Action: Bonita Ave PRV Station Replacement Project  
[TAB 1]

### **NEW BUSINESS**

1. Discussion/Action: Change in Community Action Committee Meeting Procedures  
[TAB 2]
2. Discussion/Action: New Vehicle to Replace 2000 GMC Sierra (Unit #003)  
[TAB 3]

### **PUBLIC COMMENTS**

Any person may address the Board of Directors at this time on any matter within the subject matter jurisdiction of the Cabazon Water District that is not listed on the agenda; however, any matter that requires action will be referred to staff for investigation and reported at a subsequent Board of Directors meeting. The Board of Directors is prohibited by law from discussing or taking immediate action on items during this public comment period. To comment on specific agenda items, please advise the Board secretary prior to the meeting. Each public comment will be limited to three (3) minutes. Individuals may not give their time away to another spokesperson. After two (2) minutes, the speaker will be notified that he/she has one (1) minute remaining. AB 1234 ORAL REPORTS (Gov. Code Sec. 53232.3(d))

### **GENERAL MANAGER/BOARD COMMENTS**

#### **1. Future Agenda Items**

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

- Suggested agenda items from the Public.
- Suggested agenda items from Management.
- Suggested agenda items from Board Members.

#### **2. Management Comments**

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

#### **3. Board Member Comments**

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

### **MISCELLANEOUS**

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

- a. Community Water Systems Alliance Meeting – Wednesday, Dec. 28, 2022, 8:30 am
- b. Collaborative Agencies Meeting at Beaumont Unified School District – Jan. 4, 2023, 5:00 pm
- c. Finance & Audit Workshop – Tuesday, Jan. 17, 2022, 5:00 pm
- d. Regular Board Meeting – Tuesday, Jan. 17, 2022, 6:00 pm
- e. San Gorgonio Pass Regional Water Alliance Meeting – Monday, Jan. 23, 2023, 5:00 pm
- f. Community Action Committee Meeting – TBD – 2023
- g. Personnel Committee – TBD

## **ADJOURNMENT**

### ADA Compliance Issues

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# Cabazon Water District

## Balance Sheet

As of November 30, 2022

		Nov 30, 22	
1	<b>ASSETS</b>		
2	Current Assets		
3	Checking/Savings	\$ 638,988	638,988 Chase
4	Accounts Receivable	262,297	818,492 LAIF
5	LAIF	818,492	<b>\$ 1,457,480</b> Cash & LAIF
6	Bank of NY Trustee Accounts	61,091	
7	Prepaid Expenses	22,929	
8	Inventory	109,315	
9	Total Current Assets	1,913,113	
10	Fixed Assets		
11	Total Fixed Assets	14,112,350	
12	Accumulated Depreciation	(6,663,221)	
13	Net Fixed Assets	7,449,129	
14	<b>TOTAL ASSETS</b>	<b>\$ 9,362,242</b>	
15	<b>LIABILITIES &amp; EQUITY</b>		
16	Liabilities		
17	Current Liabilities		
18	Accounts Payable	\$ 25,787	
19	Other Current Liabilities		
20	Dues to Other Gov't SGPWA	60,817	
21	Customer Deposits	8,846	
22	Current Portion DWR-H Loan	43,208	
23	Current Portion Zion's Bank Loan	87,077	
24	Current Portion 2022 Ford	12,590	
25	Accrued Expenses	24,081	
26	Total Current Liabilities	262,407	
27	Long Term Liabilities		
28	DWR-H Loan Payable (2026)	153,019	
29	Ford Long Term	60,728	
30	RCEDA Loan Payable	300,000	
31	Total Long Term Liabilities	513,748	
32	Total Liabilities	776,155	
33	Total Equity	8,586,087	
34	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 9,362,242</b>	



**Cabazon Water District**  
**Profit & Loss**  
For the Period Ended November 30, 2022

	A	B	C	D=B/C
	FY 22/23			
	Amended			
	Nov-22	Current YTD	Budget	YTD (42%)
1 <b>REVENUES</b>				
2 <b>OPERATING INCOME</b>				
3 Base Rate - Water Bills	\$ 44,453	\$ 221,974	\$ 563,300	39%
4 Commodity Sales	66,731	399,709	757,300	53%
5 DHPO Contract	22,346	121,192	182,500	66%
6 DHPO Capacity Credit	(1,750)	(8,750)	(10,500)	83%
7 Fire Sales - Water Bills	342	2,365	5,600	42%
8 Fees & Charges	6,314	31,402	51,000	62%
9 Basic Facilities Fee	-	33,027	75,200	44%
10 Stand By Fees - Tax Revenue	-	10,234	105,900	10%
11 <b>TOTAL OPERATING INCOME</b>	138,437	811,151	1,730,300	47%
12 <b>NON-OPERATING INCOME</b>				
13 Property Taxes	552	1,112	86,700	1%
14 Cell Tower Lease Income	2,725	13,625	26,600	51%
15 Miscellaneous Non-Operating Income	-	4,214	-	0%
16 Interest Income	914	7,106	7,600	93%
17 <b>TOTAL NON-OPERATING INCOME</b>	4,192	26,057	120,900	22%
18 <b>TOTAL REVENUES</b>	142,628	837,208	1,851,200	45%
19 <b>EXPENSES</b>				
20 <b>PAYROLL</b>				
21 Directors Fees	1,000	7,300	25,000	29%
22 Management & Customer Service - As Amended	19,271	81,827	245,600	33%
23 Field Workers - As Amended	17,222	80,703	202,200	40%
24 Employee Benefits Expense - As Amended	15,662	63,038	154,700	41%
25 Payroll Taxes - As Amended	2,913	14,090	37,300	38%
26 <b>TOTAL PAYROLL</b>	56,068	246,958	664,800	37%
27 <b>OPERATIONAL EXPENSES</b>				
28 Facilities, Wells, T&D				
29 Lab Fees	196	2,070	13,100	16%
30 Meter Testing & Repair	-	475	5,100	9%
31 Utilities - Wells	14,669	65,444	150,400	44%
32 Line R&M Materials - As Amended	580	45,833	75,600	61%
33 Well Maintenance	10,563	28,359	40,400	70%
34 Security	1,938	9,564	29,500	32%
35 Engineering Services - As Amended	489	14,980	40,000	37%
36 Facilities, Wells, T&D - Other	7,469	14,919	16,600	90%
37 <b>Total Facilities, Wells, T&amp;D</b>	35,903	181,643	370,700	49%
38 Office Expenses				
39 Utilities - Office	1,815	14,543	36,800	40%
40 Water Billing System	216	1,078	2,400	45%
41 Supplies & Equipment	295	2,853	13,200	22%
42 Copier & Supplies	201	1,884	5,500	34%



**Cabazon Water District**  
**Profit & Loss**  
For the Period Ended November 30, 2022

		FY 22/23			
				Amended	
		Nov-22	Current YTD	Budget	YTD (42%)
43	Dues & Subscriptions	\$ 42	\$ 209	\$ 2,500	8%
44	Postage	864	4,237	10,600	40%
45	Printing & Publications	-	292	600	49%
46	Computer Services	2,503	14,865	38,400	39%
47	Air Conditioning Servicing	453	2,265	5,500	41%
48	Community Water Systems Alliance (CWSA)	-	250	3,000	8%
49	Office Expenses - Other	68	575	2,100	27%
50	Total Office Expenses	4,641	28,508	120,600	24%
51	Support Services				
52	Financial Audit	-	8,484	24,700	34%
53	Accounting	3,895	18,266	42,000	43%
54	Legal Services	-	8,585	63,500	14%
55	Payroll/Bank Service Charge	404	2,208	5,500	40%
56	Website Support - As Amended	204	761	900	85%
57	Insurance	3,141	15,703	37,500	42%
58	Total Support Services	7,643	54,007	174,100	31%
59	Training/Travel	80	3,020	10,500	29%
60	Other Fees/SWRCB	-	1,583	9,700	16%
61	Service Tools & Equipment				
62	Shop Supplies and Small Tools	1,443	3,130	6,300	50%
63	Vehicle Fuel - As Amended	884	2,758	13,050	21%
64	Employee Uniforms	-	650	1,100	59%
65	Safety	119	700	1,800	39%
66	Tractor Expenses/ Maintenance	-	-	3,900	0%
67	Equipment Rental	-	4,720	9,000	52%
68	Service Trucks - R&M	-	3,871	13,800	28%
69	Water Operations On-Call Phones	345	2,073	3,800	55%
70	Total Service Tools & Equipment	2,791	17,903	52,750	34%
71	<b>NON-OPERATING EXPENSES</b>				
72	Loan Interest & Processing Fee	1,649	6,984	12,600	55%
73	Bad Debt Expense	-	-	1,300	0%
74	Miscellaneous	-	-	1,500	0%
75	<b>TOTAL NON-OPERATING EXPENSES</b>	1,649	6,984	15,400	45%
76	<b>TOTAL EXPENSES</b>	110,590	555,149	1,418,550	39%
77	<b>INCOME BEFORE CAPITAL &amp; GSA</b>	<b>32,038</b>	<b>282,059</b>	<b>432,650</b>	<b>65%</b>
78	Capital Projects	(8,648)	(1,374)	(285,000)	0%
79	Debt Service - Principal	(1,155)	(70,701)	(144,000)	49%
80	SGMA / GSA	-	-	(35,000)	0%
81	<b>NET INCOME / (LOSS)</b>	<b>\$ 22,235</b>	<b>\$ 209,983</b>	<b>\$ (31,350)</b>	





# Cabazon Water District

## Capital Detail

For the Period Ended November 30, 2022

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D=B/C</b>
	<b>Nov-22</b>	<b>Current YTD</b>	<b>FY 22/23 Budget</b>	<b>YTD (42%)</b>
<b>CAPITAL PROJECTS</b>				
1 <b>RESERVE FUNDED</b>				
2 Well & Tank Repairs	\$ (166)	\$ (166)	\$ (225,000)	0%
3 Customer Shut-Off Valves	-	(154)	(40,000)	0%
4 Meter Replacement	(1,840)	(9,179)	(20,000)	46%
5 <b>TOTAL RESERVE FUNDED PROJECTS</b>	<b>(2,006)</b>	<b>(9,499)</b>	<b>(285,000)</b>	<b>3%</b>
6 <b>GRANT FUNDED</b>				
7 DWR				
8 Isolation Valves	(5,932)	(28,030)	(1,243,000)	2%
9 Grant Funding - DWR	-	-	1,243,000	0%
10 SWRCB				
11 Groundwater Well Improvements	(710)	(6,311)	(499,000)	1%
12 Grant Funding - SWRCB	-	42,466	499,000	9%
13 ARPA				
14 Broadway & Main St. Gate Valve	-	-	(100,000)	0%
15 T2, T3, & T4 Recoating	-	-	(500,000)	0%
16 Grant Funding - ARPA	-	-	600,000	0%
17 <b>NET GRANT FUNDED PROJECTS</b>	<b>(6,642)</b>	<b>8,125</b>	<b>-</b>	<b>0%</b>
18 <b>TOTAL NET COST OF CAPITAL PROJECTS</b>	<b>\$ (8,648)</b>	<b>\$ (1,374)</b>	<b>\$ (285,000)</b>	

### Total Project Activity Summary

	<b>Expenses</b>	<b>Funding Received</b>	<b>Total Receivable</b>
<b>Groundwater Well Improvement Project</b>			
Total Budget	\$ 499,000	\$ 499,000	
Groundwater Well Improvements - FY 22	(42,466)	42,466	-
Groundwater Well Improvements - FY 23	(6,311)	-	6,311
Total	\$ (48,777)	\$ 42,466	\$ 6,311
<b>Isolation Valves Project</b>			
Total Budget	\$ 1,243,000	\$ 1,243,000	
Isolation Valves - FY 22	(33,118)	-	33,118
Isolation Valves - FY 23	(28,030)	-	28,030
Total	\$ (61,148)	\$ -	\$ 61,148



**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, November 15, 2022 – 5:00 PM

#### **CALL TO ORDER**

#### **PLEDGE OF ALLEGIANCE**

#### **ROLL CALL**

Director Terry Tincher - Present  
Director Sarah Wargo - Absent  
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
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 and LAIF balance was \$1,453,020 at month end. The District's total liabilities were approximately \$804,072 at month end.

Profit and Loss: - Year to date is 33% of the year

- 5. DHPO Contract: This the variable charge to the Desert Hills Premium Outlets (DHPO), which is segregated until their contract expires in December 2022. YTD is trending over budget at 54% due to higher consumption in the summer months.
- 6. DHPO Capacity Credit: This account includes the contractual credit given to DHPO on a monthly basis. This credit is \$1,750 per month and will expire in December 2022. YTD is at 67% of budget and should end in line with budget by the time the credit expires.
- 13. Property Taxes: This account includes Ad Valorem tax revenues apportioned by Riverside County. Property Tax receipts are mainly received after December 10th and May 10th when property tax payments are due to the County of Riverside Tax Collector's Office.
- 16. Interest Income: This account includes interest earnings in the District's LAIF and other investment accounts, and interest charged on overdue customer balances. YTD is trending over budget at 81% due to higher interest collected on customer bills than anticipated and higher interest returns on the BNY Reserve Fund, BNY Repayment Fund and LAIF.
- 29. Lab Fees: This account includes the costs of lab fees & water quality testing. Expenses will vary depending on timing of receipt of bills.
- 32. Line R&M Materials: This account includes the expenses relating to materials for line repair & maintenance. YTD is trending over budget at 60% due to bulk purchases to stock up due to shipping delays.
- 41. Supplies & Equipment: This account includes the supply & equipment purchases for the District office. YTD expenses will vary depending on timing of purchases.
- 43. Dues & Subscriptions: This account includes various annual dues and fees. Expenses will vary depending upon timing of dues renewals.
- 45. Printing & Publications: This account includes the printing & publication costs for any District notices or reports. YTD is trending over budget at 49% of budget due to the timing of stand-by charges meeting notices for FY 22-23.
- 48. CA Water System Alliance: This account includes the monthly membership fees for the Water System Alliance. YTD is at 8% of budget due to the timing of bills.
- 54. Legal Services: This account includes the costs of legal services for the District. YTD will vary depending upon the timing of legal services needed.
- 56. Website Support: This account includes monthly web hosting costs. The District is paying \$75/month for website hosting services not anticipated in budget that will cause account to be over budget by year-end. YTD is over budget due to the addition of Navigator Search Service.
- 64. Employee Uniforms: This account includes employee uniform purchases and reimbursements. YTD will vary depending on timing of bills received.
- 66. Tractor Expenses/Maintenance: This account includes tractor repair & maintenance expense.
- 67. Equipment Rental: This account includes equipment rental expenses incurred by the district. YTD is at 52% due to \$2.1K paid for traffic control on Bonita and the timing of rentals.
- 69. Water Operations On-Call Phones: This account includes cell phone & interest costs for water operations. YTD will vary depending on timing of bills received. YTD is trending over budget at 45%.
- 72. Loan Interest & Processing Fee: This account includes DWR interest expense, DWR loan processing fees, Ford interest expense, and DHPO interest expense. Payments are made in October and December.
- 79. Debt Service Principal: This account includes principal payment on the DWR debt, Zion debt and vehicle financing. Payments are made in October and December. YTD is trending over budget at 48% due to timing of Zion and DWR loan repayments.

As of October 31st, the fiscal year-to-date net income is \$188,081.

### Capital Detail

Lines 2-4 Reserve Funded Capital Projects: Projects to be funded by District reserves.

4. Meter Replacement: This account is for the Water Meter Replacement Program. YTD is at 37% of budget.

Lines 7-16 Reserve Funded Capital Projects: Projects to be funded by grant revenues.

8. Isolation Valves: Includes the Isolation Valves project which is expected to be 100% grant funded. Cash flow relating to grant receipts to be supported by SGPWA Gap Funding. Two reimbursement request have been submitted and are awaiting approval.

11. Groundwater Well Improvements: Includes the Groundwater Well Improvements project, expected to be 100% grant funded. Cash flow relating to grant receipts to be supported by SGPWA Gap Funding. Two reimbursement requests have been submitted. One has been received, the other is awaiting approval.

GM Pollack shared that a spreadsheet containing the Aged Receivables for customers with outstanding balances has been created, and will be tracked each month. All outstanding balances as of the end of October was over \$80,000.

### **PUBLIC COMMENT**

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### ADJOURNMENT

Meeting adjourned at 5:16 PM on Tuesday, November 15, 2022

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Sarah Wargo, Board Chair  
Board of Directors  
Cabazon Water District

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Evelyn Aguilar, Secretary  
Board of Directors  
Cabazon Water District

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**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](mailto:info@cabazonwater.org)

**Meeting Date:**

Tuesday, November 15, 2022 – 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 - Absent

Michael Pollack, General Manager - 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:**

- a. Finance and Audit Committee Meeting Minutes and Warrants of October 18, 2022
- b. Regular Board Meeting Minutes and Warrants of October 18, 2022
- c. Reaffirmation of Resolution 04-2021, declaring the continuation of virtual meetings due to COVID-19

**Motion to approve following consent calendar items: (a) Finance and Audit Committee Meeting Minutes and Warrants of October 18, 2022, (b) Regular Board Meeting Minutes and Warrants of October 18, 2022, and (c) Reaffirmation of Resolution 04-2021, declaring the continuation of virtual meetings due to COVID-19 made by Director Tincher and 2<sup>nd</sup> by Director Brock**

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

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

#### **UPDATES**

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

- GM Pollack explained that preventative maintenance was performed on 7 out of 21 of the District's Clavals this year, and the rest will be done in the next 2 years. All sites will be maintained on a 3-year cycle.
- Well maintenance was performed on all of the District's Wells by Legend Pump.
- GM Pollack met with the SGPWA and CRWA. They will be reaching out to develop a leak audit throughout the system and research grant opportunities.
- The District has 22.25 miles of pipe, and will use the KANEW Model to replace segments of pipe over the next 40 years.
- 3 main leaks were repaired on Blanche, Broadway, and Bonita.
- The timing of the Wells' schedule was adjusted to prevent them from turning on during hours when Edison's Time of Use rates are higher.
- The Aged Receivables for customer's outstanding balances are now being tracked monthly. As of the end of October, the total outstanding balances was around \$86,000, with about \$33,000 of these balances having liens on the properties. Known expected revenue for new services during the current fiscal year is about \$42,000.

#### **NEW BUSINESS**

- 1. Discussion/Action: Award of Contract for Isolation Valve Improvement Project; Borden Excavating INC**

**Motion to Award the Contract for the Isolation Valve Improvement Project to Borden Excavating INC made by Director Tincher and 2<sup>nd</sup> by Director Morris**

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

**2. Discussion/Action: Bonita Ave PRV Station Replacement Project**

- GM Pollack explained that the PRV Station on Bonita is from the 1960s and needs to be upgraded. A quote for the vault from Old Castle is \$16,500, and a quote from Krieger & Stewart for their engineering services is \$19,700. Additional costs, such as piping, is expected to be around \$45,000. That would bring this project's total to under \$100,000.
- GM Pollack pointed out that \$225,000 of the budget is set aside for Well & Tank repairs, but the Tank repairs are covering by grant funding. He mentioned that since all of the money in this category is not expected to be used, he would like to redirect it to purchase a new truck to replace the District's 2000 GMC, which has over 300,000 miles. He said that he would be bringing this particular item up at a future Board Meeting.

**\*The Board tabled this item so that Director Wargo could be involved, since she is part of the Finance & Audit Committee.**

**3. Discussion/Action: Proposal by Krieger & Stewart regarding the ARPA-funded Broadway/Main Cluster Valve Project**

- Krieger & Stewart's proposal includes preparing contract documents, support services during the bidding phase and construction phase, record drawings, and closeout documents. The quote of \$20,000 was already budgeted in the grant agreement.

**Motion to accept the proposal by Krieger & Stewart regarding the ARPA-funded Broadway/Main Cluster Valve Project made by Director Tincher and 2<sup>nd</sup> by Director Morris**

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

**OLD BUSINESS**

**PUBLIC COMMENTS**

Any person may address the Board of Directors at this time on any matter within the subject matter jurisdiction of the Cabazon Water District that is not listed on the agenda; however, any matter that requires action will be referred to staff for investigation and reported at a subsequent Board of Directors meeting. The Board of Directors is prohibited by law from discussing or taking immediate action on items during this public comment period. To comment on specific agenda items, please advise the Board secretary prior to the meeting. Each public comment will be limited to three (3) minutes. Individuals may not give their time away to another spokesperson. After two (2) minutes, the speaker will be notified that he/she has one (1) minute remaining. AB 1234 ORAL REPORTS (Gov. Code Sec. 53232.3(d))

**GENERAL MANAGER/BOARD COMMENTS**

**1. Future Agenda Items**

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

- **Suggested agenda items from the Public.**
  - **Suggested agenda items from Management.**
  - Bonita PRV Station Replacement
  - Replacement vehicle for the 2000 GMC (Unit #003)
  - **Suggested agenda items from Board Members.**
  - Director Morris: Adjustment to frequency of CAC meetings and amount of required Directors.
- 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 Morris shared that during every committee meeting that she attends, someone has something positive to say about GM Pollack.

#### **MISCELLANEOUS**

- 1. Future Board Items/Next Board Meeting Date(s)**
- a. Finance & Audit Workshop – Tuesday, Dec. 13, 2022, 5:00 pm
  - b. Regular Board Meeting – Tuesday, Dec. 13, 2022, 6:00 pm
  - c. Collaborative Agencies Meeting at Beaumont Unified School District – Jan. 4, 2023 – 5:00 pm
  - d. San Geronio Pass Regional Water Alliance Meeting – Monday, Jan. 25, 2023, 5:00 pm
  - e. Community Water Systems Alliance Meeting – TBD – 2023
  - f. Community Action Committee Meeting – TBD – 2023
  - g. Personnel Committee – TBD

#### **ADJOURNMENT**

There was no roll call vote to adjourn, but it was the consensus of the Board to adjourn the meeting.

Meeting adjourned at 6:40 PM on Tuesday, November 15, 2022

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**Sarah Wargo, Board Chair**  
**Board of Directors**  
**Cabazon Water District**

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**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.*



## **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

## Old Business

### 1. Discussion/Action Item: [TAB 1]

#### Bonita Ave PRV Station Replacement Project

#### Attachments:

1. Proposed PRV Vault Location
2. OldCastle Quote for 6' x 12' Utility Vault
3. Krieger & Stewart Engineering Services Quote

## Bonita Avenue PRV Station Replacement Project



## Cabazon Water District Bonita PRV Vault

Old Castle Precast \$16,500.00 (6 week lead time) (909) 428 3700


← → ↻ oldcastleinfrastructure.com/product/6-x-12-utility-vault-shallow-large-cover-me-i-d/ 🔖 ☆ ☰ 👤 ⋮

**Oldcastle Infrastructure**  
A CORN COMPANY

Project Location Locations Specified Products (888) 965-3227 My Quote Generator

Markets + Brands + Support + Resources + About Us + **Design Tools** Find your product now **Search**

# 6' X 12' UTILITY VAULT (SHALLOW, LARGE COVER) – Me.I.D.



**Overview** ▼

**Features & Benefits** ▼

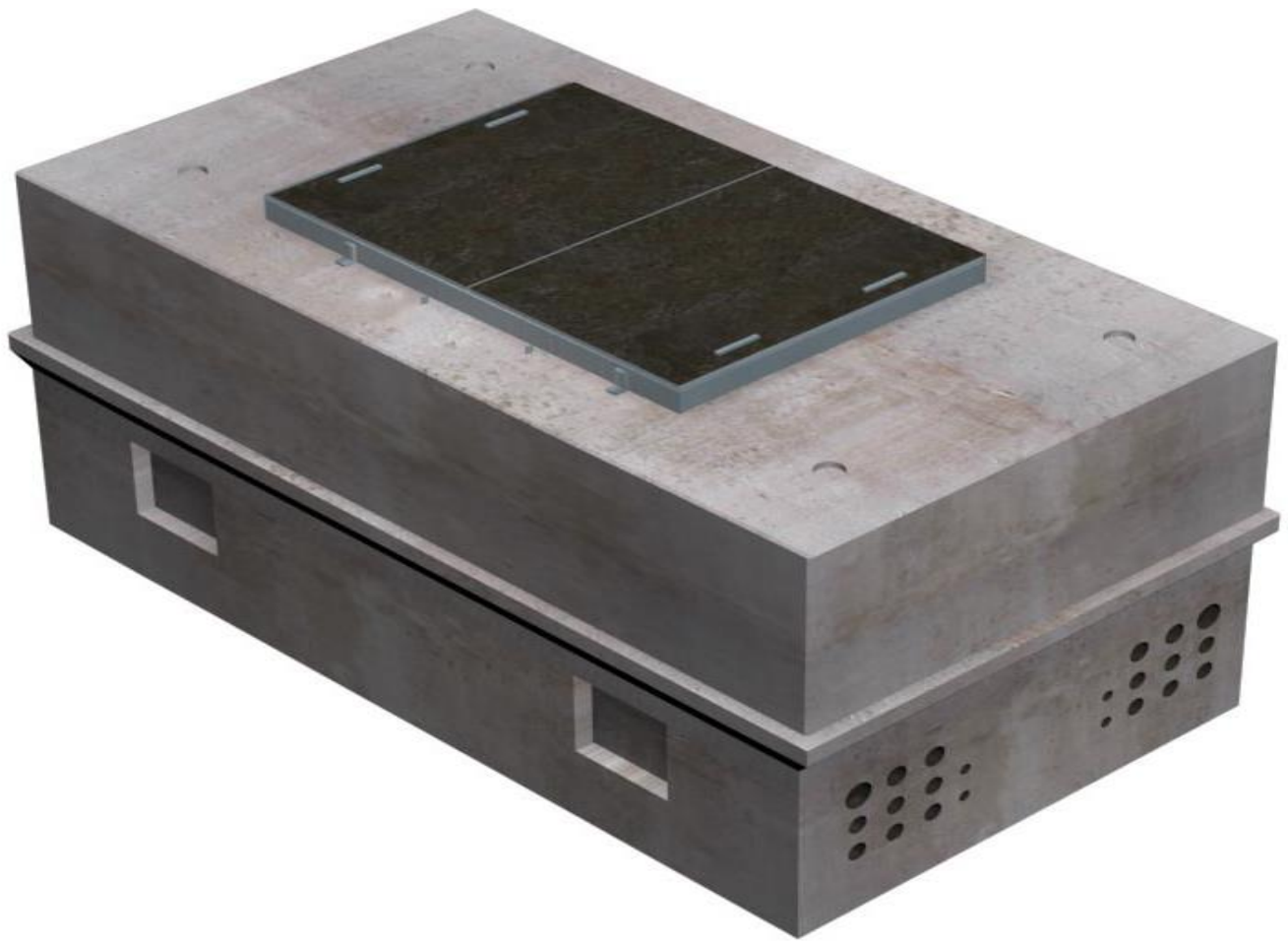
**Specs & Guides** ▲

Material: **Concrete**  
Height: **5'**  
Width: **6'**  
Length: **12' 0"**  
Weight: **22,750 lb**

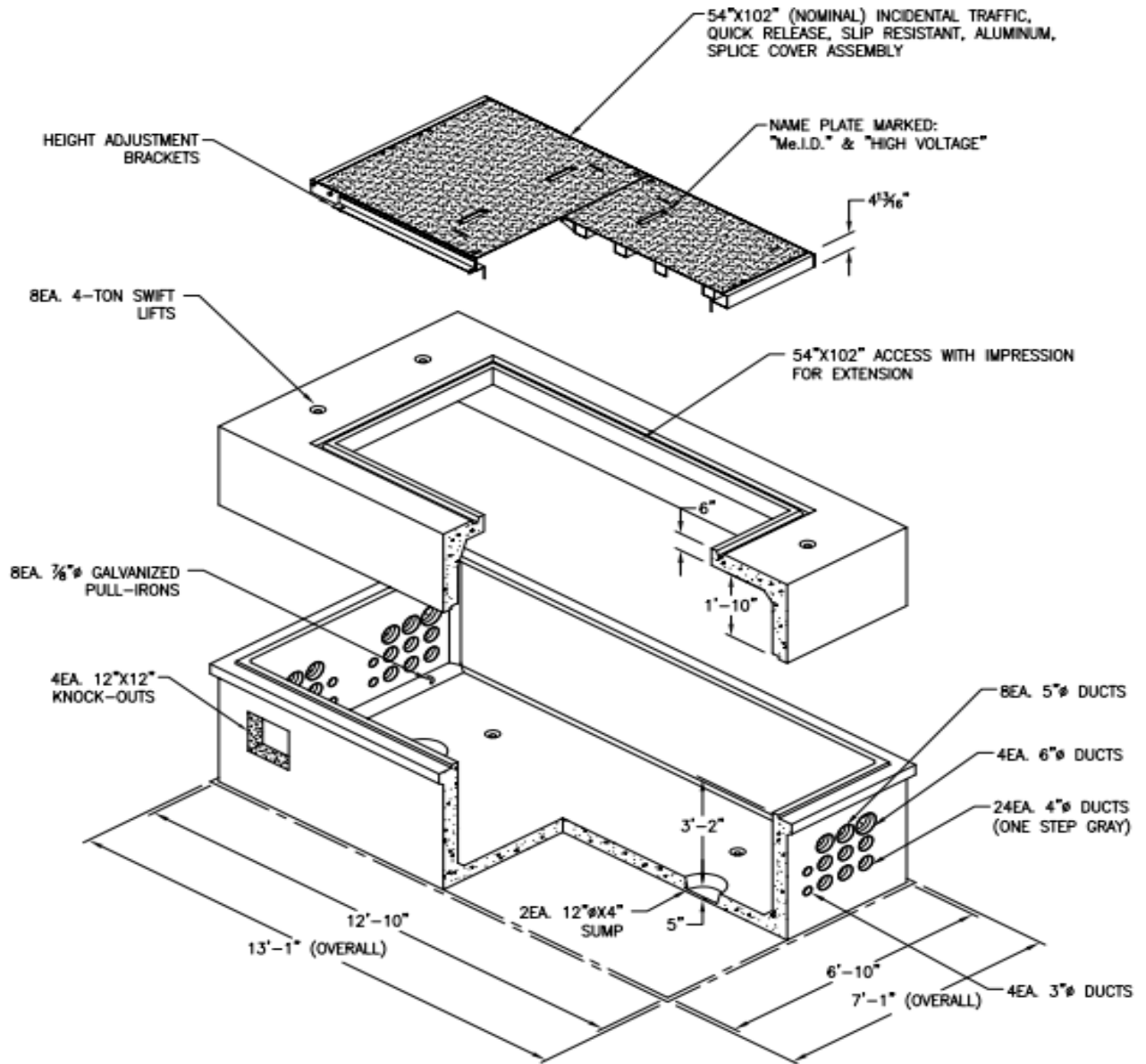
Downloads

PDF: [MeID-7-1.pdf](#)





NOT SHOWN:  
 2EA. 1"Ø GROUND ROD KNOCK-OUTS  
 (LOCATED DIAGONALLY OPPOSING CORNERS)  
 4EA. ½"Ø BRONZE INSERTS  
 WITH ⅜" DEEP DEPRESSION



TOP SECTION WEIGHT: 8,250 LBS.  
 BASE SECTION WEIGHT: 14,500 LBS.

DRAWING MAY NOT CONFORM TO THE  
 MOST CURRENT SPECIFICATION



Northern California  
 Madera • Morgan Hill • Pleasanton • Santa Rosa • Stockton • Tulare  
 Phone: 925-750-6650 Fax: 925-750-6660

MeID-6125

FILE NAME: MEID-7.DWG

REVISED: MARCH 2016

www.oldcastleprecast.com

6'-0" X 12'-0" X 5'-0" (I.D.)  
 ELECTRIC ENCLOSURE  
 Me.I.D.

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**CABAZON WATER DISTRICT  
BONITA AVE PRV STATION REPLACEMENT PROJECT**

**SCOPE OF ENGINEERING SERVICES**

Krieger & Stewart will provide the following engineering services for the design and construction of a new PRV station to replace the existing PRV station on Bonita Avenue:

- Research of easement records to confirm District's right to construct the proposed PRV station.

If the easement rights are confirmed, commence remaining tasks.

- Design surveying, including both office support and field surveying services, for the following items:
  - Horizontal and vertical survey control in Bonita Avenue
  - Utility appurtenance locations
  - Pothole location surveying
  - Right-of-way/easement limit identification

Note: Our scope does not include USA marking or potholing, which we anticipate will be performed by District forces. We anticipate approximately two (2) design potholes will be needed.

- Preparation of two (2) plan sheet showing the proposed location and configuration of the new station. We anticipate the plan sheets will include civil and structural/mechanical plan views, and structural/mechanical cross-section views.
- Assisting the District in the acquisition of necessary encroachment permits.
- Preparation of record drawings following construction.

Construction phase support services (including attending a pre-bid meeting, conducting a bid opening, preparation of award/contract documents, construction management and administration, construction inspection, construction staking/control survey, etc.) are not included in our scope, as we understand the District will be self-performing the work.

TRR/blt  
683-11P21-PRO-R1  
(11/8/2022)



**CABAZON WATER DISTRICT  
BONITA AVENUE PRV STATION REPLACEMENT PROJECT**

**ESTIMATED FEES FOR ENGINEERING SERVICES**

KRIEGER & STEWART													
TASK / COMPONENT	PRINCIPAL IN CHARGE (1)		PROJECT MANAGER (2) / SURVEYOR (3)		PROJECT ENGINEER (4)		CADD SERVICES (5)		SUPPORT SERVICES (6)		SURVEYING SERVICES (7)		TOTAL
	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	HOURS	\$	\$
1. RECORDS SEARCH	1	255	2	424	4	820			8	968			2,467
2. DESIGN SURVEY			4	848			4	652			6	1,368	2,868
3. CONSTRUCTION DRAWINGS	1	255	8	1,696	24	4,920	16	2,608	4	484			9,963
4. COUNTY PERMIT ASSISTANCE			2	424	2	410	2	326	2	326			1,486
5. RECORD DRAWINGS			2	424	4	820	8	1,304					2,548

## New Business

### 1. Discussion/Action Item:

[TAB 2]

### Change in Community Action Committee Meeting Procedures

\*No Attachments:

Current procedure calls for 2 Directors of the CAC to meet once a month with property owners of lots on the undeveloped East side of Bonita Ave.

## New Business

### 2. Discussion/Action Item: [TAB 3]

New Vehicle to Replace 2000 GMC Sierra (Unit #003)

#### Attachments:

1. 2000 GMC Sierra Repair & Maintenance costs since 2019
2. 2023 Toyota Tacoma quote - \$28,988

\*Not attached - Additional Quotes:

- 2023 Ford Ranger - \$33,975
- 2023 Chevy Colorado - \$31,495

Unit #003 - 2000 GMC Sierra Repairs & Maintenance			
Date	Amount	Description	Vendor
5/21/2019	57.34	GMC Chlorine Truck - door handle	Parts Authority Metro LLC
6/25/2019	1,268.72	2000 GMC Sierra - chlorine truck - radiator and other related repairs	Diamond Hill Chevy
7/1/2019	136.62	Battery for chlorine truck	Parts Authority Metro LLC
8/23/2019	23.45	Tailgate Handle - GMC	Parts Authority Metro LLC
10/28/2019	5.41	GMC brakes	Parts Authority Metro LLC
10/28/2019	224.85	GMC brakes - field crew to change themselves	Parts Authority Metro LLC
12/4/2019	2,922.68	2000 GMC Sierra - chlorine truck - oil change, mount, wheel stud replacements, evap purge solenoid, filters, trans tail shaft seal leaking, upper control arms, etc.	Diamond Hill Chevy
4/7/2020	50.28	2000 GMC Sierra - chlorine truck - oil change	Diamond Hill Chevy
8/18/2020	51.75	GMC Sierra '00 - Unit 003 - oil change (oil filter and oil)	Parts Authority Metro LLC
4/18/2021	1,149.83	Chlorine truck oil change, battery test, replace cv axle shaft, replace rear shocks, replace hood release cable w/ handle	Hemet Auto/Transmission
8/16/2021	16.14	Motor oil for Unit #003	Beaumont Do it Best
10/13/2021	295.00	00 GMC (chlorine truck) towed from Cabazon to Hemet Auto. Fuel pump and line damaged.	All American Towing Inc.
10/14/2021	911.27	GMC - Fuel pump and line repair, oil change	Hemet Auto/Transmission
2/3/2022	390.79	Unit #003 - oil and filter replacement, tire rotation and pressure check, emission system leak, gas cap, evap purge solenoid	Hemet Auto/Transmission
4/15/2022	1,235.45	Unit #003: 4 new tires	Dinosaur Tire Inc.
7/21/2022	1,002.68	Unit #003 - Oil change, Charcoal Vapor Cracked/Replaced (12 month warranty), window replaced (would not go up or down)	Hemet Auto/Transmission
8/5/2022	385.96	Unit #003 - Fuel Injector was sticking. Replaced.	Hemet Auto/Transmission
<b>'19-'22 Total</b>	<b>10,128.22</b>		

[← All Vehicles](#) | VIN 3TYRX5GN7PT067904 | MSRP<sup>1</sup> \$27,698

## 2023 Tacoma SR

**\$28,988** Dealer Advertised Price<sup>19</sup> [Unlock Savings](#)

☐ Exterior Ice Cap

☒ Interior Cement Gray Fabric

 20/23 est.mpg<sup>20</sup>

 Access Cab/6-ft. Bed/2.7L 4-Cyl. Engine/ with ZWD

 Utility Package (4-Cyl. Access Cab), Bed... [View All Vehicle Details](#)

 [Window Sticker](#) | Stock 2300117

 ToyotaCare

 Toyota Safety Sense™



1 of 22

