



**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 18, 2025 – 5:00 PM

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

**Director Melissa Carlin – Present**  
**Board Chair Terry Tincher – Present**  
**Michael Pollack, General Manager – Present**  
**Evelyn Aguilar, Board Secretary – Present**

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

**FINANCE & AUDIT COMMITTEE**

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

**Main Reports:**

- Balance Sheet – depicts what the District owns and what the District owes.
- Profit & Loss Budget Performance – shows how the District is performing against the budget, and the condition of the District fiscal year to date.
- Capital Detail – shows activity pertaining to Capital Projects.

Balance Sheet:

The District's combined Cash and Investments with Chase Bank, Local Agency Investment Fund (LAIF), and California Cooperative Liquid Assets Securities System (CLASS) balance was \$2,612,049 at month end. The District's total liabilities were approximately \$374,896 at month end.

Budget to Actual: - Year to date (YTD) is 33% of the year.

Revenue:

7. Basic Facilities Fee: Fees for new service connections, meter installations, and upgrades. These revenues are budgeted conservatively due to their unpredictable nature. YTD is 110% of the annual budget due to three new services requested in July and 4 in October. 7 new 3/4" or 5/8" services were requested and 2 upgrade from 5/8 to 3/4" meter requested.

8. Standby Fees – Tax Revenue: Standby fees assessed to all parcels in the District. The minimum fee is \$5/acre; rates vary per location and nature of the parcel. The majority of these receipts occur in January and May.

11. Property Taxes: Ad Valorem tax revenues apportioned by Riverside County. Property Tax receipts are received in January, May, and June when property tax payments are due to the County of Riverside Tax Collector's Office.

13. Miscellaneous Non-Operating Income: Recycling revenues and other miscellaneous revenues. This account is not budgeted due to unpredictable activity. YTD is at \$38k due to the sale of a truck.

15. Interest Income-Investment Accounts: Interest earnings in the District's LAIF and other investment accounts. YTD is 48% of budget due to budgeting investment income conservatively.

36. Facilities, Wells, T&D – Other: Generator service contract expenses, site landscaping & maintenance, chlorinators, and SCADA. Expenses vary throughout the year. YTD is 73% of annual budget due to \$12.6K to work on Almond PRV and install main valve at Bonita PRV.

41. Supplies & Equipment: Supply and equipment purchases for the District office. YTD is 65% of annual budget due to \$4k for the purchase of bill forms and envelopes.

45. Printing & Publications: Printing and publication costs for any District notices or reports. YTD is 161% for BC water Jobs: GM Job posting

46. Computer Services: Monthly IT support. YTD is 67% Microsoft 365 Email Management

51. Financial Audit: Annual financial audit. YTD is 44% of annual budget due to timing of audit fees.

Preliminary net income as of October 31 is \$171,814.

Capital Detail:

Lines 3-12 District Funded Capital Projects:

Rate Study: Budgeted \$40K for FY 25 for a new rate study to be conducted.

Well #2 New Facility Building: Budgeted \$130K for FY 25 for a new facility building at Well #2.

Tank Maintenance: Budgeted \$3.7K for tank inspections. The District plans to inspect 1 tank per year for the next 4 years with a 1-year gap between cycles.

2. Discussion: Miscellaneous District Financial Matters
3. Finance & Audit Committee District Payables Review and Approval/Signing


**PUBLIC COMMENT**

Any person may address the Board of Directors at this time on any matter within the subject matter jurisdiction of the Cabazon Water District; however, any matter that requires action will be referred to staff for investigation and reported at a subsequent Board of Directors meeting. The Board of Directors is prohibited by law from discussing or taking immediate action on items during this public comment period. To comment on specific agenda items, please advise the Board secretary prior to the meeting. **Each public comment will be limited to three (3) minutes.**

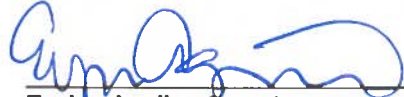
Individuals may not give their time away to another spokesperson. After two (2) minutes, the speaker will be notified that he/she has one (1) minute remaining. AB 1234 ORAL REPORTS (Gov. Code Sec. 53232.3(d))

**ADJOURNMENT**

Meeting adjourned at 5:12 PM on Tuesday, November 18, 2025 and the FAC proceeded to check signing.



Terry Fincher, 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.