

BOARD MEETING PACKET

June 17, 2025

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, June 17, 2025 – 5:00 PM

CALL TO ORDER,

PLEDGE OF ALLEGIANCE,

ROLL CALL

FINANCE & AUDIT COMMITTEE

1. Discussion: Review of Proposed FY 25/26 Budget
2. Discussion: Finance & Audit Committee Report
 - Balance Sheet
 - Profit and Loss Budget Comparison
 - Capital Detail
3. Discussion: Miscellaneous District Financial Matters
4. 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
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REGULAR BOARD MEETING

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Meeting Date:

Tuesday, June 17, 2025 – 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 May 20, 2025
- b. Regular Board Meeting Minutes and Warrants of May 20, 2025

2. Warrants – None

3. Awards of Contracts – None

NEW BUSINESS

1. Discussion/Action: Approval of Proposed FY 25/26 Budget
2. Discussion/Action: \$100,000 Offer for Cabazon Water District Listing on Elm St.

OLD BUSINESS

1. Discussion/Updates: Discussion/Updates with SGPWA Director(s) regarding various matters
2. Discussion/Action: Community Involvement

UPDATES

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

PUBLIC COMMENTS

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CLOSED SESSION

1. Discussion/Action **Public Employee Performance Evaluation (Government Code section 54957): (General Manager)**

OPEN 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. 07/07/2025 (Monday) at 1:30 PM: San Gorgonio Pass Water Agency Meeting
 - b. 07/15/2025 (Tuesday) at 5:00 PM: Finance & Audit Committee Meeting
 - c. 07/15/2025 (Tuesday) at 6:00 PM: Regular Board Meeting
 - d. 07/21/2025 (Monday) at 6:00 PM: San Gorgonio Pass Water Agency Meeting
 - e. 07/23/2025 (Wednesday) at 5:00 PM: San Gorgonio Pass Regional Water Alliance Committee Meeting
 - f. 08/14/2025 (Thursday) at 6:00 PM: West Desert MAC Meeting at the Community Center
 - g. TBD: Personnel Committee Meeting

ADJOURNMENT

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Cabazon Water District

Balance Sheet

As of May 31, 2025

	2025
1 ASSETS	
2 Current Assets	
3 Checking/Savings	\$ 317,713
4 Investments - LAIF and CLASS	2,172,475
5 Total Cash and Investments	<u>2,490,188</u>
6 Accounts Receivable	551,581
7 Bank of New York Trustee Accounts	52,774
8 Prepaid Expenses	46,321
9 Inventory	<u>\$ 92,248</u>
10 Total Current Assets	\$ 3,233,112
11 Fixed Assets	
12 Total Fixed Assets	16,229,368
13 Accumulated Depreciation	<u>(7,475,455)</u>
14 Net Fixed Assets	<u>8,753,913</u>
15 Other Assets	
16 Lease Receivable-Cell Towers	<u>907,891</u>
17 Total Other Assets	<u>907,891</u>
18 TOTAL ASSETS	<u>\$ 12,894,916</u>
19 LIABILITIES, DIR and FUND BALANCE	
20 Liabilities	
21 Current Liabilities	
22 Accounts Payable	\$ 120,279
23 Due to Other Government - SGPWA	292,664
24 Customer Deposits	11,586
25 Current Portion DWR Loan	45,825
26 Current RCAC (Well 4) Loan	13,268
27 Current Portion 2022 Ford	14,174
28 Accrued Expenses	<u>48,252</u>
29 Total Current Liabilities	546,049
30 Long Term Liabilities	
31 DWR Loan Payable	62,707
32 Ford Loan Payable	30,766
33 RCAC Loan Payable	<u>147,411</u>
34 Total Long Term Liabilities	<u>240,884</u>
35 TOTAL LIABILITIES	786,933
36 Deferred Inflow of Resources (DIR)	
37 Deferred Lease Inflows	<u>833,081</u>
38 Total Deferred Inflows	833,081
39 Total Fund Balance	<u>11,274,901</u>
40 TOTAL LIABILITIES, DIR and FUND BALANCE	<u>\$ 12,894,916</u>



Cabazon Water District
Budget to Actual
For the Period Ended May 31, 2025

	A	B	C	D=B/C
	May-25	Current YTD	FY 24/25 Budget	YTD 92%
1 REVENUES				
2 OPERATING REVENUES				
3 Base Rate - Water Bills	\$ 52,737	\$ 560,108	\$ 601,100	93%
4 Commodity Sales	73,956	880,904	900,600	98%
5 Fire Sales - Water Bills	294	3,184	3,500	91%
6 Fees and Charges	3,982	61,605	62,500	99%
7 Basic Facilities Fee	-	122,009	45,400	269%
8 Stand By Fees - Tax Revenue	40,871	121,133	122,600	99%
9 TOTAL OPERATING REVENUES	171,840	1,748,944	1,735,700	101%
10 NON-OPERATING REVENUES				
11 Property Taxes	6,223	70,986	111,600	64%
12 Cell Tower Lease Income	5,670	39,020	34,100	114%
13 Miscellaneous Non-Operating Income	-	2,348	-	N/A
14 Main St Yard Sale	-	168,098	-	N/A
15 Interest Income - Investment Accounts	8,128	85,726	62,600	137%
16 Interest Income - Water Bills	442	7,280	7,300	100%
17 TOTAL NON-OPERATING REVENUES	20,463	373,459	215,600	173%
18 TOTAL REVENUES	192,303	2,122,403	1,951,300	109%
19 EXPENSES				
20 PAYROLL				
21 Directors Fees	-	9,800	20,000	49%
22 Management and Customer Service	17,902	240,878	270,200	89%
23 Field Workers	19,324	219,418	244,000	90%
24 Employee Benefits Expense	14,460	194,844	219,900	89%
25 Payroll Taxes	2,785	38,284	42,100	91%
26 TOTAL PAYROLL	54,471	703,225	796,200	88%
27 OPERATING EXPENSES				
28 Facilities, Wells, Transmission and Distribution				
29 Lab Fees	3,893	11,596	12,000	97%
30 Meter Testing and Repair	-	111	1,000	11%
31 Utilities - Wells	19,127	198,217	195,900	101%
32 Line Repair and Maintenance Materials	2,910	22,385	50,000	45%
33 Well Maintenance	289	15,335	45,000	34%
34 Security	1,301	14,806	17,800	83%
35 Engineering Services	181	5,605	40,000	14%
36 Facilities, Wells, Transmission and Distribution - Other	821	13,601	25,000	54%
37 Total Facilities, Wells, Transmission and Distribution	28,523	281,656	386,700	73%
38 Office Expenses				
39 Utilities - Office	3,547	30,179	37,900	80%
40 Water Billing System	-	3,209	4,100	78%
41 Supplies and Equipment	318	7,086	9,300	76%
42 Copier and Supplies	256	4,066	4,700	87%
43 Dues and Subscriptions	15	659	3,100	21%
44 Postage	2,020	10,603	10,000	106%
45 Printing and Publications	-	347	500	69%
46 Computer Services	-	52,816	34,900	151%
47 Air Conditioning Servicing	303	4,258	6,100	70%
48 Office Expenses - Other	60	707	800	88%
49 Total Office Expenses	\$ 6,519	\$ 113,930	\$ 111,400	102%



Cabazon Water District
Budget to Actual
For the Period Ended May 31, 2025

	A	B	C	D=B/C
	May-25	Current YTD	FY 24/25 Budget	YTD 92%
50 Support Services				
51 Financial Audit	\$ -	\$ 9,457	\$ 15,600	61%
52 Accounting	4,197	46,397	51,000	91%
53 Legal Services	96	1,874	20,000	9%
54 Payroll/Bank Service Charge	643	6,559	6,300	104%
55 Website Support	75	897	1,100	82%
56 Insurance	-	49,287	48,300	102%
57 Total Support Services	5,010	114,472	142,300	80%
58 Training/Travel	117	1,830	5,000	37%
59 Other Fees/State Water Resource Control Board	39	10,781	10,900	99%
60 Service Tools and Equipment				
61 Shop Supplies and Small Tools	82	8,054	11,000	73%
62 Vehicle Fuel	1,655	12,356	13,500	92%
63 Employee Uniforms	-	510	2,000	26%
64 Safety	-	1,467	2,000	73%
65 Tractor Expenses/ Maintenance	1,289	2,995	4,000	75%
66 Equipment Rental	-	446	3,000	15%
67 Service Trucks - Repair and Maintenance	3,185	8,739	11,000	79%
68 Water Operations On-Call Phones	293	3,581	4,500	80%
69 Total Service Tools and Equipment	6,505	38,147	51,000	75%
TOTAL OPERATING EXPENSES	46,712	560,816	707,300	79%
70 NON-OPERATING EXPENSES				
71 Loan Interest and Processing Fee	775	13,265	14,500	91%
72 Bad Debt Expense	-	-	1,400	0%
73 Miscellaneous	89	1,618	1,500	108%
74 TOTAL NON-OPERATING EXPENSES	864	14,883	17,400	86%
75 TOTAL EXPENSES	102,047	1,278,924	1,520,900	84%
76 NET INCOME BEFORE CAPITAL and DEBT SERVICE	90,256	843,479	430,400	196%
77 Capital Projects - District Funded	(241,104)	(512,176)	(620,900)	82%
78 Debt Service - Principal	(2,454)	(72,146)	(74,600)	97%
79 NET INCOME / (LOSS)	\$ (153,302)	\$ 259,158	\$ (265,100)	



Cabazon Water District
Capital Detail
For the Period Ended May 31, 2025

	A	B	C	D=B/C
	May-25	Current YTD	FY 24/25 Budget	YTD 92%
1 CAPITAL PROJECTS				
2 DISTRICT FUNDED				
3 Meter Replacement	\$ 2,596	\$ 4,560	\$ 10,000	46%
4 Main Replacements Fire Hydrant and Air Vac	-	-	45,000	0%
5 Bonita Vault	14,470	58,734	20,200	291%
6 New Truck	-	-	10,000	0%
7 Utility Billing	-	12,600	30,000	42%
8 Rate Study	1,738	11,678	40,000	29%
9 Well #4 Electrical Panel	141,851	141,851	136,000	104%
10 Well #2 New Facility Building	80,448	120,235	130,000	92%
11 Well #5 Emergency Repair	-	158,281	180,000	88%
12 Tank Maintenance	-	4,238	3,700	115%
13 TOTAL DISTRICT FUNDED PROJECTS	241,104	512,176	604,900	85%
14 GRANT/DEBT FUNDED				
15 Department of Water Resources (DWR)				
16 Esperanza Waterline Improvements	-	297,015	325,288	91%
17 DWR	-	(294,629)	(309,288)	95%
18 State Water Resource Control Board (SWRCB)				
19 Groundwater Well Improvements	1,568	11,027	470,963	2%
20 SWRCB	(516)	(9,459)	(470,963)	2%
21 American Rescue Plan Act (ARPA)				
22 Heli-Hydrants	120,000	600,000	-	N/A
23 SGWPA	(120,000)	(600,000)	-	N/A
24 NET GRANT/DEBT FUNDED PROJECTS	1,052	3,954	16,000	
25 TOTAL NET COST OF CAPITAL PROJECTS	\$ 242,156	\$ 516,130	\$ 620,900	

Grant/Debt Funded Activity Summary

	Expenses	Funding Received	Total Receivable
Esperanza Waterline Project			
Esperanza Waterline Improvements - FY 24	\$ 51,044	\$ 51,036	\$ 8
Esperanza Waterline Improvements - FY 25	297,015	-	297,015
Total	\$ 348,059	\$ 51,036	\$ 297,023
	Expenses	Funding Received	Total Receivable
Groundwater Well Improvement Project			
Groundwater Well Improvements - FY 22	\$ 42,466	\$ 42,466	\$ -
Groundwater Well Improvements - FY 23	19,744	19,744	-
Groundwater Well Improvements - FY 24	12,935	12,935	-
Groundwater Well Improvements - FY 25	11,027	9,459	1,568
Total	\$ 86,172	\$ 84,604	\$ 1,568
	Expenses	Funding Received	Total Receivable
Heli-Hydrants Project			
Heli-Hydrants - FY 25	\$ 600,000	\$ 600,000	\$ -
Total	\$ 600,000	\$ 600,000	\$ -



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FINANCE & AUDIT COMMITTEE MEETING

MINUTES

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

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

Meeting Date:
Tuesday, May 20, 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
Corey Mize, Financial Consultant – Present
Margarita Lozano, Financial Consultant – Present

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

FINANCE & AUDIT COMMITTEE

1. Discussion: Review of Proposed FY 25/26 Budget
(Prepared by Eide Bailly)
- Corey Mize from Eide Bailly went over the proposed budget for FY25/26, which was prepared in collaboration with GM Pollack and District staff.
2. 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 with Chase Bank, Local Agency Investment Fund (LAIF), and California Cooperative Liquid Assets Securities System (CLASS) balance was \$2,918,725 at month end. The District's total liabilities were approximately \$1,047,829 at month end.

Profit and Loss: - Year to date (YTD) is 83% of the year.

7. Basic Facilities Fee: These are fees charged for new service connections, meter installations, and upgrades. These revenues are budgeted conservatively due to their unpredictable nature. YTD is over budget due to multiple service installations.
8. Standby Fees – Tax Revenue: This accounts for standby fees accessed to all parcels in the District. The minimum fee is \$5/acre; rates vary per location and nature of the parcel. The majority of these receipts occur in January and May. YTD is trending under budget at 65%.
11. Property Taxes: This account includes Ad Valorem tax revenues apportioned by Riverside County. Property Tax receipts are received in January and May when property tax payments are due to the County of Riverside Tax Collector's Office. YTD is trending under budget at 58%.
15. Interest Income-Investment Accounts: This account includes interest earnings in the District's LAIF and other investment accounts. YTD is over budget due to higher than anticipated interest returns.
46. Computer Services: This account includes monthly IT support. YTD is over budget due to the payment for a server replacement not anticipated in budget.
54. Payroll/Bank Service Charge: This account includes payroll processing fees. YTD is trending over budget at 94% due to higher costs than anticipated.
56. Insurance: This account includes the annual costs of liability insurance for the District. YTD is over budget due to higher renewals than anticipated.
59. Other Fees/State Water Resource Control Board: This account includes annual LAFCO fees, State Water Resource Control Board (SWRCB) fees, and other various county fees. YTD is trending over budget at 98% due to the timing of fees.

As of April 30th, net income is \$413,110.

Capital Detail:

Lines 3-11 Reserve Funded Capital Projects: Projects to be funded by District reserves.

5. Bonita Vault: This account is for new vault and materials. YTD is over budget due to material purchases of \$44.2K in July being higher than anticipated.

Lines 15-19 Grant/Debt Funded Capital Projects: Projects to be funded by grant/debt revenues.

16. Esperanza Waterline Improvements: Includes the Esperanza Waterline project which is expected to be primarily grant funded with the project costing \$359,700 and the grant funding being \$343,700.
17. Grant Funding – DWR: Includes grant funding received from the DWR for the Isolation Valves project and Esperanza Waterline improvement project. Grant reimbursements are invoiced and paid quarterly.
19. 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.

20. Grant Funding – SWRCB: Includes grant funding received from SWRCB for Groundwater Well Improvement projects. Grant reimbursements are invoiced and paid quarterly.

22. Heli-Hydrants: Includes the Heli-Hydrant project for the construction of two heli-hydrants costing \$600,000 (\$300,000 each heli-hydrant), expected to be 100% grant funded. YTD activity includes full payment for heli-hydrant for tank #1 and partial purchases for tank #3.

23. Grant Funding – SGWPA: Includes grant funding received from San Geronio Pass Water Agency (SGWPA) for the construction of two heli-hydrants. SGPWA is the lead agency for Heli-Hydrant project and will reimburse money immediately to Cabazon.

3. Discussion: Miscellaneous District Financial Matters

4. Finance & Audit Committee District Payables Review and Approval/Signing

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ADJOURNMENT

Meeting adjourned at 5:37 PM on Tuesday, May 20, 2025 and the FAC proceeded to check signing.

Terry Tincher, Board Chair
Board of Directors
Cabazon Water District

Evelyn Aguilar, Secretary
Board of Directors
Cabazon Water District

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**REGULAR BOARD MEETING
MINUTES**

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Meeting Date:

Tuesday, May 20, 2025 – 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

REMEMBRANCE OF OUR SERVICE MEN AND WOMEN

ROLL CALL

Director Guillermo Perez - Present
Director Melissa Carlin - Present
Director Alan Davis - Present
Board Vice Chair Taffy Brock - Present
Board Chair Terry Tincher - Present
Michael Pollack, General Manager - Present
Evelyn Aguilar, Board Secretary - Present

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1. Approval of:

- a. Finance and Audit Committee Meeting Minutes and Warrants of April 15, 2025
- b. Regular Board Meeting Minutes and Warrants of April 15, 2025

Motion to approve following consent calendar items (a.) Finance and Audit Committee Meeting Minutes and Warrants of April 15, 2025 and (b.) Regular Board Meeting Minutes and Warrants of April 15, 2025 made by Director Davis and 2nd by Director Perez

**Director Perez - Aye
Director Carlin - Aye
Director Davis - Aye
Board Vice Chair Brock - Aye
Board Chair Tincher - Aye**

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

NEW BUSINESS

1. Discussion/Action: Well #2 Treatment Facility – Exemption from CEQA and Permit

- GM Pollack explained that the District is planning on building a 40'x60' structure at the Well #2 site to store the sodium hypochlorite tank and other materials. He had applied for a building permit with Riverside County, but there were issues with the address. Since the Well site is located within the Robertson's plant, the County said that a permit for an industrial site would be needed, which costs \$17k. GM Pollack discussed the matter with the District's lawyers and engineers, and it was determined that the building could be classified as exempt from CEQA and permits, since it is for treatment storage.

Motion to accept the Well #2 Treatment Facility exemption from CEQA and permits made by Director Davis and 2nd by Director Carlin

**Director Perez - Aye
Director Carlin - Aye
Director Davis - Aye
Board Vice Chair Brock - Aye
Board Chair Tincher - Aye**

2. Discussion/Action: \$75,000 Offer for Cabazon Water District Listing on Elm St.

- The property does not have any utilities and half of it is located in the wash. The Board discussed that it could be worth more someday, if development takes place in the area.

Motion to not accept the offer of \$75,000 for the Elm St. property made by Director Perez and 2nd by Director Davis

**Director Perez - Aye
Director Carlin - Aye
Director Davis - Aye
Board Vice Chair Brock - No
Board Chair Tincher - Aye**

3. Discussion/Action: Quote from Visual Edge for IT Services

- VC3 is the District's current IT, which is billed at around \$2,900/month. Visual Edge IT services the District's printer, and provided a quote for IT services. Their quote was around \$1,700/month for the first year, and then \$1,400/month for the following years.

Motion to approve Visual Edge as the District's new IT services made by Director Carlin and 2nd by Director Perez

**Director Perez - Aye
Director Carlin - Aye
Director Davis - Aye
Board Vice Chair Brock - Aye
Board Chair Tincher - Aye**

OLD BUSINESS

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

- There were no SGPWA representatives present, but Director Davis said that at the most recent SGPWA meeting, there was high praise for GM Pollack and staff regarding the progress of the Heli-Hydrants.

2. Discussion/Action: Community Involvement

UPDATES

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

- Heli-Hydrants: The Heli-Hydrant at Tank #1 is fully complete and ready for use. It fills up in 6 ½ minutes. The Heli-Hydrant at Tank #3 is complete, but some adjustments are being made to try to speed up the fill time, which currently takes about 12 minutes. The dedication ceremony was rescheduled to 06/12.
- Well #5: A new soft start was installed at Well #5. The Well is now fully back in operations.
- Well #2 Site: This item was discussed in detail during another agenda item.
- Prop 1 Grant Funding: On 04/17, there was a meeting with the District's engineer and the State regarding the Prop 1 Grant funding, which covers: Bore & jack under the 10 freeway, a new production well (formerly a test well), and the rehab and a new sounding tube for Well #2.
- IRWM Projects Inspection: Representatives from DWR and Banning performed an inspection on the IRWM Grant projects: Isolation Valves, and the Esperanza Waterline.
- ARPA Projects Tour: Representatives from SGPWA and the County took a tour of the Heli-Hydrants.

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GENERAL MANAGER/BOARD COMMENTS

1. Future Agenda Items

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

- Suggested agenda items from the Public.
 - Suggested agenda items from Management.
- The FY26 Budget will be up for approval at the next Board Meeting.
- 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)

- GM Pollack is hoping that the new structure at the Well #2 site will be complete by the next meeting. The Board expressed interest in a tour once the project is complete.

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. 06/02/2025 (Monday) at 1:30 PM: San Geronio Pass Water Agency Meeting
- b. 06/16/2025 (Monday) at 6:00 PM: San Geronio Pass Water Agency Meeting
- c. 05/28/2025 (Wednesday) at 5:00 PM: San Geronio Pass Regional Water Alliance Committee Meeting
- d. 06/12/2025 (Thursday) at 6:00 PM: West Desert MAC Meeting at the Community Center
- e. 06/17/2025 (Tuesday) at 5:00 PM: Finance & Audit Committee Meeting
- f. 06/17/2025 (Tuesday) at 6:00 PM: Regular Board Meeting
- g. TBD: Personnel Committee Meeting

ADJOURNMENT

Motion to adjourn at 6:41 PM made by Director Davis and 2nd by Director Carlin

Director Perez - Aye
Director Carlin - Aye
Director Davis - Aye

Board Vice Chair Brock - Aye
Board Chair Tincher - Aye

Meeting adjourned at 6:41 PM on Tuesday, May 20, 2025

Terry Tincher, Board Chair
Board of Directors
Cabazon Water District

Evelyn Aguilar, Secretary
Board of Directors
Cabazon Water District

ADA Compliance Issues

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

New Business

1. Discussion/Action Item:

[TAB 1]

Approval of Proposed FY 25/26 Budget

Attachments:

1. Proposed FY 25/26 Budget
2. Proposed FY 25/26 Budget Narrative



Cabazon Water District
Proposed Budget
FY 25/26

Schedule A

	A	B	C	D	E
	FY 24/25 Amended Budget	FY 24/25 Projected Year-End	FY 25/26 Proposed Budget	\$ Difference (C - B)	% Difference (D / B)
1 REVENUE					
2 OPERATING REVENUE					
3 Base Rate - Water Bills	\$ 601,100	\$ 609,000	\$ 615,100	\$ 6,100	1%
4 Commodity Sales	900,600	900,200	909,200	9,000	1%
5 Fire Sales - Water Bills	3,500	3,450	3,500	50	1%
6 Fees and Charges	62,500	70,900	73,000	2,100	3%
7 Basic Facility Fees	45,400	117,900	90,760	(27,140)	-23%
8 Standby Fees	122,600	121,800	124,200	2,400	2%
9 TOTAL OPERATING REVENUE	1,735,700	1,823,250	1,815,760	(7,490)	0%
10 NON-OPERATING REVENUE					
11 Property Taxes	111,600	126,300	128,800	2,500	2%
12 Cell Tower Lease Income	34,100	39,000	39,800	800	2%
13 Miscellaneous Income	-	2,300	-	(2,300)	-100%
14 Main St Yard Sale	-	168,100	-	(168,100)	-100%
15 Interest Income - Investment Accounts	62,600	92,800	67,600	(25,200)	-28%
16 Interest Income - Water Bills	7,300	8,300	8,300	-	0%
17 TOTAL NON-OPERATING REVENUE	215,600	436,800	244,500	(192,300)	-44%
18 TOTAL REVENUE	1,951,300	2,260,050	2,060,260	(199,790)	-9%
19 EXPENSES					
20 SALARIES AND BENEFITS					
21 Directors	20,000	12,000	20,000	8,000	67%
22 Management and Customer Service	270,200	266,300	263,300	(3,000)	-1%
23 Field Workers	244,000	236,800	250,300	13,500	6%
24 Employee Benefits	218,500	214,300	209,000	(5,300)	-2%
25 Payroll Taxes	42,100	43,200	44,900	1,700	4%
26 TOTAL SALARIES AND BENEFITS	794,800	772,600	787,500	14,900	2%
27 OPERATING EXPENSES					
28 Facilities, Wells, Transmission and Distribution					
29 Lab Fees	12,000	8,800	13,000	4,200	48%
30 Meter Testing and Repair	1,000	100	1,000	900	900%
31 Utilities - Wells	195,900	216,000	225,000	9,000	4%
32 Line Repair and Maintenance Materials	50,000	39,800	45,000	5,200	13%
33 Well Maintenance	45,000	18,500	34,000	15,500	84%
34 Security	17,800	14,400	18,700	4,300	30%
35 Engineering Services	40,000	10,800	15,000	4,200	39%
36 Facilities, Wells, Transmission and Distribution - Other	25,000	15,200	25,000	9,800	64%
37 Total Facilities, Wells, Transmission and Distribution	386,700	323,600	376,700	53,100	16%
38 Office Expenses					
39 Utilities - Office	37,900	33,500	36,500	3,000	9%
40 Water Billing System	4,100	3,700	13,400	9,700	262%
41 Supplies and Equipment	9,300	9,000	9,400	400	4%
42 Copier and Supplies	4,700	4,700	4,900	200	4%
43 Dues and Subscriptions	3,100	800	2,000	1,200	150%



Cabazon Water District
Proposed Budget
FY 25/26

Schedule A

	A	B	C	D	E
	FY 24/25 Amended Budget	FY 24/25 Projected Year-End	FY 25/26 Proposed Budget	\$ Difference (C - B)	% Difference (D / B)
44 Postage	10,000	11,300	11,800	500	4%
45 Printing and Publications	500	500	500	\$ -	0%
46 Computer Services	34,900	47,800	25,800	(22,000)	-46%
47 Air Conditioning Servicing	6,100	5,300	5,500	200	4%
48 Office Expenses - Other	800	900	900	-	0%
49 Total Office Expenses	111,400	117,500	110,700	(6,800)	-6%
50 Support Services					
51 Financial Audit	15,600	15,400	15,600	200	1%
52 Accounting	51,000	50,400	55,400	5,000	10%
53 Legal Services	20,000	2,400	15,000	12,600	525%
54 Payroll Services	6,300	7,600	7,900	300	4%
55 Website Support	1,100	1,000	1,100	100	10%
56 Medical Testing	1,400	1,100	1,400	300	27%
57 Insurance	48,300	49,400	54,300	4,900	10%
58 Total Support Services	143,700	127,300	150,700	23,400	18%
59 Training and Travel	5,000	2,100	4,000	1,900	90%
60 Other Fees/SWRCB	10,900	10,900	11,300	400	4%
61 Service Tools and Equipment					
62 Shop Supplies and Small Tools	11,000	10,600	9,000	(1,600)	-15%
63 Vehicle Fuel	13,500	13,000	12,500	(500)	-4%
64 Employee Uniforms	2,000	700	2,000	1,300	186%
65 Safety	2,000	2,000	2,000	-	0%
66 Tractor Expenses/Maintenance	4,000	2,300	4,000	1,700	74%
67 Equipment Rental	3,000	-	4,000	4,000	0%
68 Service Trucks - Repair and Maintenance	11,000	6,600	12,000	5,400	82%
69 Water Operations On-Call Phones	4,500	4,000	4,500	500	13%
70 Total Service Tools and Equipment	51,000	39,200	50,000	10,800	28%
TOTAL OPERATING EXPENSES	708,700	620,600	703,400	82,800	13%
71 NON-OPERATING EXPENSES					
72 Loan Interest and Processing Fees	14,500	13,700	11,400	(2,300)	-17%
73 Bad Debt Expense	1,400	1,400	1,400	-	0%
74 Miscellaneous Expenses	1,500	2,000	1,500	(500)	-25%
75 TOTAL NON-OPERATING EXPENSES	17,400	17,100	14,300	(2,800)	-16%
76 TOTAL EXPENSES	1,520,900	1,410,300	1,505,200	94,900	7%
77 INCOME BEFORE CAPITAL and DEBT SERVICE	430,400	849,750	555,060	(294,690)	-35%
78 District Funded Capital Projects (From Schedule B)	(620,900)	(492,600)	(290,300)	202,300	-41%
79 Debt Service - Principal	(74,600)	(74,500)	(77,700)	(3,200)	4%
80 NET INCOME / (LOSS)	\$ (265,100)	\$ 282,650	\$ 187,060	\$ (95,590)	
81 PROJECTED BEGINNING CASH - 7/1/25			\$ 2,567,900		
82 PROJECTED ENDING CASH - 6/30/26			\$ 2,754,960		



**Cabazon Water District
Proposed Capital Budget
FY 25/26**

Schedule B

	A	B	C	D	E	F	G	H
	FY 24/25 Amended Budget	FY 24/25 Projected Year-End	FY 25/26 Proposed Budget	FY 26/27 Projection	FY 27/28 Projection	FY 28/29 Projection	FY 29/30 Projection	FY 30/31 Projection
1 CAPITAL PROJECTS								
2 DISTRICT FUNDED								
3 Meter Replacements	\$ (10,000)	\$ (2,000)	\$ (3,000)	\$ (3,000)	\$ (3,000)	\$ (3,000)	\$ (3,000)	\$ (3,000)
4 Main Replacements Fire Hydrant & Air Vac	(45,000)	-	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)
5 Bonita Vault	(20,200)	(44,300)	-	-	-	-	-	-
6 New Truck	(10,000)	-	-	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
7 Utility Billing	(30,000)	(12,600)	-	-	-	-	-	-
8 Rate Study	(40,000)	(6,700)	(33,300)	-	-	-	-	-
9 Well #4 Electrical Panel	(136,000)	(141,900)	-	-	-	-	-	-
10 Well #2 New Facility Building	(130,000)	(120,200)	(25,000)	-	-	-	-	-
11 Well #5 Emergency Repair	(180,000)	(158,300)	-	-	-	-	-	-
12 Tank Cleaning	(3,700)	(4,200)	(7,000)	-	(10,000)	(10,000)	-	10,000
13 Replace Computer Workstations			(17,000)	-	-	-	-	-
14 Bonita Pipeline Project 3400' 12" C900			(160,000)	-	-	-	-	-
15 Purchase Backhoe			-	(160,000)	-	-	-	-
16 Well 2 Rehab (3 Year Plan)			-	-	(150,000)	-	-	-
17 TOTAL DISTRICT FUNDED PROJECTS	(604,900)	(490,200)	(290,300)	(218,000)	(218,000)	(68,000)	(58,000)	(48,000)
18 GRANT/DEBT FUNDED								
19 Department of Water Resources (DWR)								
20 Esperanza Waterline Improvement	(325,288)	(297,000)	-	-	-	-	-	-
21 Grant Funding - DWR	309,288	294,600	-	-	-	-	-	-
22 State Water Resource Control Board (SWRCB)								
23 Groundwater Well Improvements	(470,963)	(9,500)	(461,500)	-	-	-	-	-
24 Grant Funding - SWRCB	470,963	9,500	461,500	-	-	-	-	-
25 American Rescue Plan Act (ARPA)								
26 Heli-Hydrants		(600,000)	-	-	-	-	-	-
27 Grant Funding - SGWPA		600,000	-	-	-	-	-	-
28								
29 NET GRANT/DEBT FUNDED PROJECTS	(16,000)	(2,400)	-	-	-	-	-	-
30 TOTAL NET COST OF CAPITAL PROJECTS	\$ (620,900)	\$ (492,600)	\$ (290,300)	\$ (218,000)	\$ (218,000)	\$ (68,000)	\$ (58,000)	\$ (48,000)



Cabazon Water District FY 25/26 Proposed Budget

Schedule A: Column (A) is the Amended Budget for FY 25. Column (B) is the Projected Year-End Results for FY 25. Column (C) represents the Proposed Budget for FY 26. Columns (D) through (E) represent the changes for the FY 26 Proposed Budget compared to the Projected FY 25 results.

REVENUE

Line 3 Base Rate: Fixed water charges including residential, commercial and construction connections. Revenue is budgeted for a 1% rate increase over projected year end. A new rate schedule will be effective January 1, 2026.

Line 4 Commodity Sales: Volumetric water sales including residential, commercial and construction water sales. Revenue is budgeted for a 1% rate increase above projected year end. A new rate schedule will be effective January 1, 2026.

Line 5 Fire Sales: A flat, fixed monthly charge is assessed for all private fire service connections. Revenue is budgeted for a 1% rate increase above projected year end. A new rate schedule will be effective January 1, 2026.

Line 6 Fees and Charges: Various fees includes penalty fees, fire flow tests, new account fees, incident fees, and returned check fees. Revenues are budgeted for a 3% rate increase above projected year end.

Line 7 Basic Facility Fees: Fees are charged to connect to the District water system. Receipt of these fees are unpredictable and are budgeted conservatively. The District projects four 5/8" meter installations and four 3/4" meter installations.

Lines 8 Standby Fees: Annual standby fees are assessed via the Riverside County tax roll. Revenue is budgeted for a 2% increase above projected year end.

Lines 11 Property Taxes: Annual property taxes are assessed by Riverside County. Revenue is budgeted for a 2% increase above projected year end.

Line 12 Cell Tower Lease Income: Monthly cell tower lease revenues are budgeted for a 2% contractual increase.

Line 13 Miscellaneous Income: Miscellaneous fees include refunds, reimbursements, recycling revenues, and miscellaneous income not accounted for in other line. Revenue is not budgeted due to their unpredictable nature.

Line 14 Main St Yard Sale: The sale was a one-time event and is not budgeted for FY 26.

Line 15 Interest Income - Investment Accounts: Interest revenue is primarily earned on investments in the State of California Local Agency Investment Fund (LAIF), California Cooperative Liquid Assets Securities System (CLASS), and the Bank of New York Mellon Trust Company (BNY). FY 26 is budgeted at 3% of an estimated average investment balance.

Line 16 Interest Income - Water Bills: Interest is charged on customer account balances. FY 26 is budgeted at FY 25 projected results.

Lines 20 - 26 Salaries and Benefits: Salaries and Benefits include director and employee salaries and wages, paid leave, health and other insurance, pension contributions, payroll taxes and workers' compensation. Assumptions include:

Line 21 Directors: The Board of Directors receive stipend for meeting participation. FY 26 is budgeted at the same rate and anticipated meeting attendance as the FY 25 budget.

Line 22 Management and Customer Service: Salaries and wages include the general manager, administrative officer, and customer accounts lead. The FY 26 budget includes COLA and step increases for employees and a vacation payout.

Line 23 Field Workers: The FY 26 budget includes COLA and step increases for employees.

Line 24 Employee Benefits: Employee benefits includes medical, dental, and vision insurance, pension contributions, and workers' compensation insurance. The FY 26 budget decreases from prior year due to one employee opting out of medical insurance in lieu of \$250 per month.

Line 25 Payroll Taxes: The FY 26 budget increases due to COLA and step increases for employees.

Lines 27 - 37 Facilities, Wells, Transmission and Distribution: Expenses include water quality testing, meter purchases, source of supply, security, facility maintenance, and engineering services. The FY 26 budget includes anticipated repair and maintenance costs for the water system, some of which are unpredictable. Assumptions include:

Line 29 Lab Fees: Fees include lab fees and water quality testing. The next sampling for Title 22 compliance will take place in FY 27.

Line 30 Meter Testing and Repair: Costs include meter repairs and meter testing. FY 26 is budgeted at the same level as FY 25.

Line 31 Utilities – Wells: Costs include electricity relating to pumping at the District well sites. FY 26 is budgeted for a 4% increase above projected year end.

Line 32 Line Repair and Maintenance Materials: Costs include materials for line repair and maintenance. FY 26 budgeted for a 13% increase above projected year end.

Line 33 Well Maintenance: Maintenance includes repairs, maintenance, and chemical expenses for the District wells. FY 26 budget includes normal costs and a contingency for unanticipated maintenance for Well #5 and Well #1. Both wells were down during FY 25.

Line 34 Security: Costs include alarm phones, security alarms, and crime prevention. FY 26 is budgeted for a 30% increase above projected year end due to rising costs and a contract for security at eight locations. This includes a new fire alarm panel and quarterly payments for fire alarm maintenance.

Line 35 Engineering Services: Costs include general engineering services required by the District. FY 26 is budgeted for a 39% decrease from previous year budget due to less services anticipated.



Line 36 Facilities, Wells, Transmission and Distribution – Other: Costs include the generator service contract, site landscaping and maintenance, chlorinators, and SCADA. FY 26 is budgeted at the same level as FY 25.

Lines 38 - 49 Office Expenses: Costs include all activity to operate the District office.

Assumptions include:

Line 39 Utilities – Office: Utilities include electricity, gas, telephones, trash service, and janitorial services. FY 26 is budgeted for a 9% increase over projected year end based on increased electricity and trash/recycling costs.

Line 40 Water Billing System: Costs include annual water billing system maintenance costs. The FY 26 increases due to a new billing system.

Line 41 Supplies and Equipment: Office supplies and noncapitalized equipment are purchases for the District. FY 26 is budgeted for a 4% increase above projected year end due to rising costs.

Line 42 Copier and Supplies: Costs include the copier lease, supplies, and printing. FY 26 is budgeted for a 4% increase above projected year end due to rising costs.

Line 43 Dues and Subscriptions: Costs include annual P.O. box fees, CalMutual dues, contributions to Free Conference Call for use of the conference call center, GoDaddy fees, and the QuickBooks Online subscription.

Line 46 Computer Services: FY 26 is budgeted for a new contract which includes onboarding costs and monthly fees. Monthly fees increase in year two.

Lines 50 - 58 Support Services: Service costs include profession consulting fees, outside services, and insurance. Assumptions include:

Line 51 Financial Audit: An external audit of the financial statements is performed annually. FY 26 is budgeted at the same level as FY 25.

Line 52 Accounting: Accounting services for FY 26 are budgeted at 10% above FY 25 projected year end due to rate increases.

Line 53 Legal Services: Legal costs for FY 26 are budgeted to decrease for less anticipated services.

Line 54 Payroll Services: Costs include bi-weekly payroll processing. FY 26 is budgeted at 4% above FY 25 projected year end due to increased rates.

Line 57 Insurance: Property and liability insurance costs for FY 26 are budgeted at 10% above FY 25 projected year end based on the premium renewal contract received in April 2025.

Line 59 Training and Travel: Costs includes seminar, training, travel, and meal expenses for employees. The FY 26 budget increases to include safety training courses for field workers and operator certificate renewals.



Lines 61 - 70 Service Tools & Equipment: Tools and equipment includes noncapitalized tools, equipment and vehicle repair and maintenance, fuel, and on-call phones for field employees. FY 26 is budgeted at 28% above FY 25 projected year end, but lower than the FY 25 budget.

Lines 71 - 75 Non-Operating Expenses: Non-operating expenses include DWR interest and loan fees, interest expenses for the Well 4 loan, vehicle financing, bad debt expense, and other miscellaneous expenses. FY 26 is budgeted 16% below FY 25 projected year end due to the debt repayment schedules.

Lines 78 District Funded Capital Projects: Capital project details are presented in Schedule B.

Lines 79 Debt – Principal: Debt payments include principal payments for the DWR debt, Well 4 loan, and vehicle financing. FY 26 is budgeted based on the debt repayment schedules.



Schedule B: FY 25/26 Proposed Capital Budget

Column (A) is the Amended Budget for FY 25. Column (B) represents projected year-end balances for FY 25. These amounts are estimates; actual results will vary. Column (C) displays the Proposed Budget for FY 26. Columns (D)-(H) show a 5-year capital plan.

Lines 2-17 Reserve Funded Capital Projects: Projects to be funded by District reserves.

Line 3 Meter Replacement: FY 26 budget includes \$3K for the Water Meter Replacement Program. Almost all meters in the system have been replaced. Meters will be replaced as needed.

Line 4 Main Replacements FH & AV: FY 26 budget includes \$45K for which the District plans to replace 3 fire hydrants at \$15K per hydrant every year. No activity in FY 25 due to other large projects.

Line 5 Bonita Vault: Project completed in FY 25. Project consisted of a new vault and materials for vault box and crane to lift the vault.

Line 6 New Truck: Project budgeted at \$10K every year starting FY 27 for truck replacements.

Line 7 Utility Billing: Project completed in FY 25. Project consisted of the implementation of UB4 billing system.

Line 8 Rate Study: FY 26 budget consists of \$33.3K carryover from FY 25 in order to complete the new rate study.

Line 9 Well #4 Electrical Panel: Project completed in FY 25. Project consists of new electrical panel and claval pump deep well pump control.

Line 10 Well #2 New Facility Building: FY 26 budget consists of \$25K carryover from FY 25 in order to complete the new facility building at Well #2.

Line 11 Well #5 Emergency Repair: Project completed in FY 25. Project consisted of pump replacement at Well #5.

Line 12 Tank Cleaning: FY 26 budget includes \$7K to clean and weld steel portable water Tanks #2 and #4. Project budget at \$10K for FY 28 for Tank #1 and #3, \$10K for FY 29 for Tanks #2 and #4, and \$10K for FY 31. No projected budget for FY 27 and FY 30.

Line 13 Replace Computer Workstations: FY 26 budget includes \$17K for which the District plans to replace computer work stations: desktop computers, UPS backup tower, labor, and installation.

Line 14 Bonita Pipeline Project 3400' 12" C900: FY 26 budget includes \$160K to install a new pipeline to expand the District's service area. This project is still in the planning phase and may carryover to FY 27 although the District is aiming to complete in FY 26.

Line 15 Purchase Backhoe: No budget for FY 26. Project budgeted at \$160K for a purchase of a backhoe in FY 27.



Line 16 Well 2 Rehab: No budget for FY 26. Project budgeted at \$150K for Well #2 rehab in FY 28.

Lines 19-29 Grant/Debt Funded Capital Projects: Projects to be funded by grant/debt revenues.

Line 19-21 DWR Esperanza Waterline Improvement: Project completed in FY 25. Project consisted of the Esperanza Waterline project primarily grant funded with the project costing \$359,700.

Lines 22-24 SWRCB: Includes the Groundwater Well Improvements project, 100% grant funded. Cash flow relating to grant receipts no longer supported by SGPWA Gap Funding and will instead be District paid and reimbursed by SWRCB. FY 26 budget consists of carryover from FY 25.

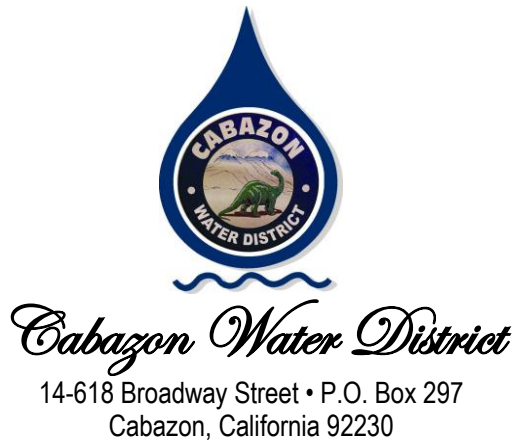
Lines 25-27 ARPA: Project completed in FY 25. Project consisted of \$600K for the construction of two Heli hydrants and was 100% grant funded.

Updates

CWD Operations Report: [TAB 2]

Attachments:

1. Monthly Operations Report



June 17, 2025

CWD Board Meeting
Operations Update

- Heli Hydrant dedication ceremony is scheduled for June 12, 2025 9am to 10:30 am at the gate entrance of the Well 1 site on Seminole Drive
- A Well Efficiency test are scheduled at Well 5 & Well 2 in early July 2025 and should be scheduled every 2 years. Well 1 & Well 4 tests will be performed in 2026. Production Meter costs \$330 Well Efficiency tests cost \$350. Edison use to provide this service for free, but ended the program at the end of 2024.
- The Well 2 New Building concrete has been completed on May 24, with the construction of the building scheduled to start on July 12, 2025.

