



Cabazon Water District  
14-618 Broadway Street • P.O. Box 297  
Cabazon, California 92230

## FINANCE & AUDIT COMMITTEE MEETING

### AGENDA

**Meeting Location:**  
Cabazon Water District Office  
14-618 Broadway Street  
Cabazon, California 92230

**Meeting Date:**  
December 14, 2015 – 3:45 PM

CALL TO ORDER,  
PLEDGE OF ALLEGIANCE,  
ROLL CALL

### FINANCE & AUDIT COMMITTEE

1. Discussion: Finance & Audit Committee Report
  - Balance Sheet
  - Profit and Loss Two Month
  - Profit and Loss Budget Comparison
  - Statement of Cash Flows

### 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**  
14-618 Broadway Street • P.O. Box 297  
Cabazon, California 92230

**REGULAR BOARD MEETING**

**AGENDA**

**Meeting Location:**  
Cabazon Water District Office  
14-618 Broadway Street  
Cabazon, California 92230

**Meeting Date:**  
December 14, 2015 – 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 approved by the committee of November 16, 2015, regarding October 2015 Financials
  - b. Regular Board Meeting Minutes and warrants of November 16, 2015
2. Warrants – None
3. Awards of Contracts – None

**UPDATES**

**Update: San Geronio Pass Regional Water Alliance Update**

(by General Manager Louie)

Update: Manager's Operations Report  
(by General Manager Louie)

**NEW BUSINESS**

1. Discussion/Action: Reorganization of the Board: Selection and approval for the following Board positions:
  - a. Board Chair
  - b. Board Vice Chair
  - c. Finance and Audit Ad Hoc Committee (2 Directors)
  - d. Personnel Ad Hoc Committee (2 Directors)
  - e. Real Estate Acquisition Ad Hoc Committee (2 Directors)
  - f. Appoint a Director to represent the Cabazon Water District at the monthly San Gorgonio Pass Regional Water Alliance meetings at the City of Banning Council chambers.
  
2. Discussion/Action: Review and/or Revision of meeting format:
  - a. Continue salutatory in the remembrance of our service men and women, (moment of silence) after the Pledge of Allegiance.
  - b. Director's procedures to place an item on the agenda.
  - c. Public's procedures to suggest to place an item on the agenda.
  - d. Public's procedures to comment on an item not on the agenda.
  - e. Public's procedures to comment on item on the agenda.

Note: Removal, revising, or adding meeting procedures shall not violate the Brown Act or other local, State, or Federal statutes.
  
3. Discussion/Action: RESOLUTION 03-2015: Removal and Revision of Authorized Signers for the District Chase Bank Accounts
  
4. Discussion/Action: Change of Authorizing Officer on District Bank Credit Cards (used for small purchases - \$100 limits each card, two cards total). Request change from previous authorizing officer (former Board Chair) to current Board Chairperson.
  
5. Discussion/Action: Family Service Association – Child Care Center – Director Adriana Salas (General Manager Louie)
  - a. Grant access and park FSA service van in the District's secured employee parking lot from 4:30 PM – 6:30 AM, Monday through Friday.
  
6. Discussion/Action: Water Education Foundation – Approval to pay annual Membership Invoice - \$504.00 (General Manager Louie)

**OLD BUSINESS**

1. Discussion/Action: Rescind Nov. 16, 2015 board motion regarding Ernest Chacon Construction – APN 526-142-027 (14310 Rafael St., Cabazon) – (General Manager Louie)
  
2. Discussion/Action: Approval of the revised Civility Policy (Director Tobias and Director Bui)

**PUBLIC COMMENTS REGARDING CLOSED SESSION**

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 listed on the agenda for Closed Session; 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))

**CLOSED SESSION**

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

Property: 50100 Main Street, Cabazon, CA 92230

Agency Negotiator: Calvin Louie, General Manager

Negotiating Parties (Cabazon Water District, Lucent Real Estate, Inc., and Hadley's)

Under Negotiation: (Price and Terms of Payment)

**OPEN SESSION**

Report to public of action taken, if any.

**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))

**BOARD/GENERAL MANAGER 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. Finance & Audit Workshop January 25 (due to the Holiday on Monday, January 18), 2016, 3:45 pm
- b. Regular Board Meeting – January 25 (due to the Holiday on Monday, January 18), 2016, 6:00 pm
- c. Personnel Committee – None
- d. San Gorgonio Water Task Force – Technical Committee – Banning City Hall  
January 27, 2016 – 4:30 PM
- e. San Gorgonio Water Task Force – General Meeting – Banning City Hall – January 27, 2016 – 6:00 PM

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 access.*



**Cabazon Water District**  
14-618 Broadway Street • P.O. Box 297  
Cabazon, California 92230

**FINANCE & AUDIT COMMITTEE MEETING**

**MINUTES**

**Meeting Location:**

Cabazon Water District Office  
14-618 Broadway Street  
Cabazon, California 92230

**Meeting Date:**

November 16, 2015 – 3:45 PM

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

**Director Sanderson - Present**  
**Director Mariner - Present**

**Calvin Louie (General Manager) - Present**  
**Elizabeth Lemus, Board Secretary - Present**  
**Linda Halley, Financial Consultant - Present**

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

**FINANCE & AUDIT COMMITTEE**

1. Discussion: Finance & Audit Committee Report
  - Balance Sheet
  - Profit and Loss Two Month
  - Profit and Loss Budget Comparison
  - Statement of Cash Flows
  
- ⚡ The District looks at four basic reports each month to get a high level overview of the financial position of the District.
  
- ⚡ These Financial Statements are not Compiled, Reviewed, or Audited, but are created by the contract accountant in her position as Financial Controller of the District.

- ⌵ The District has an independent financial audit each year. The District's year ends on June 30.
- ⌵ The four reports the District reviews are the Balance Sheet, the Profit and Loss Two Months, and the Profit and Loss Budget Performance.
- ⌵ The Balance Sheet shows what the District owns and what the District Owes.
- ⌵ The Profit and Loss Two Months shows whether the District is consistent month to month with revenue and expenses.
- ⌵ The Profit and Loss Budget Performance shows how the District is doing against the budget, and how the District is doing fiscal year to date.
- ⌵ The Statement of Cash Flow gives an overview of the cash that came in and went out during the month.

The first report is the Balance Sheet.

- Total Checking/Savings is about \$11K lower than last month. The District has large payments to the Engineers, the Materials and Line Maintenance Contractor, and the Attorneys.
- Accounts 12011 and 12012 Accounts Receivable are higher this month than last. Receipts from customers were down during October from September.
- Accounts 13022 - Repayment Fund DWR - shows that there was a payment on the DWR loan during October. Each month the District places money into the BNY Trust accounts for this purpose.
- Account 21100 Accounts Payable is about \$50k lower at the end of this month than last. The exceptional items in this account at the end of September were paid out this month, as noted in the Checking/Savings information, above. It is also quite early in the month; at this time the District has not had a chance to receive many of the invoices related to October.
- These are the only items of note on the Balance Sheet.

The Profit and Loss two month shows:

- that Account 41100 Base Rate - Water Bills - is substantially the same this month as last.
- Total 50010 - Payroll All Expenses is a bit higher in October than September due to additional costs for Board members and higher hours worked by the

Customer Accounts Rep. In addition to her regular duties and picking up work during the Administrative Assistant's absence, the District just had the audit fieldwork and she had additional tasks related to that.

- Account 53150- Median Maintenance. There is no ongoing contract to maintain the median, but the District is responsible for the maintenance. This invoice is for weed removal and tree trimming.
- Account 53160- Utilities - Wells -shows that the District is still awaiting one Edison invoice for October.
- Accounts 53180 Materials and Line Maintenance Repair Contractor – the District has not received any invoices for work done in October.
- 56500 Legal. The District has not yet received any invoices for work done in October.
- Account 61170 - DWR Interest on Loans, shows that the District had a loan payment during October. This loan is paid from the BNY Trust accounts, so a reduction in District cash for this is not seen.
- The District ended the month with a preliminary net income of \$16k, but as mentioned, the District is awaiting some invoices.

↓ The Profit & Loss Budget Performance has five columns. The first shows the actual income and expenses for the month. The second column shows the Budget for the month just ended. The middle column shows the year to date actual figures. The fourth column shows the Year to Date Budget. The last column shows the annual budget.

- Account 41100 Base Rate - Water Bills – The District is right on budget with where it anticipated to be year to date.
- Account 41500, Stand By Fees- The District budgets these throughout the year based on when it anticipates receiving them. While this should not affect the total the District receives for the year, the District sees that it has received money earlier than anticipated.
- Total 50010 Payroll All Expenses is just a bit under budget year to date.
- Account 53150 Median Maintenance is substantially over budget for the year. The District budgeted based on last year's actual figures. It appears is has not done very much to maintain the median in the past couple of years, which could be why it took so much to get it up to standard this year.
- Account 53180 Materials and Line Maintenance Contractor is under-budget year to date, but the District has not yet seen expenses for work in October.



- 56500 Legal Service - This is already substantially over budget year to date, and we have not yet seen expenses for work in October.
- Preliminary figures show the District with a year to date loss of \$29k, and an anticipated year to date loss of \$61k.
- The Summary of Cash Flows shows us that cash from Water Service - customers paying their bills - was

Total Cash Receipts were lower this month than last.

The District received some cash from Taxes this past month

The largest expenditures were the bills.

Payroll was a bit higher than in the prior month.

The total expenditures were \$110k

Net cash usage was about \$11k

The District ended the month with cash of \$118459.55.

This ties to the Balance Sheet.

#### 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

Motion to adjourn at 16:07 hr. made by Director Mariner and 2<sup>nd</sup> by Director Sanderson.

Meeting adjourned at 16:07 hr. on November 16, 2015.

---

Janet Mejia, Board Chair  
Board of Directors

---

Elizabeth Lemus, Secretary  
Board of Directors

Cabazon Water District

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.



**Cabazon Water District**  
14-618 Broadway Street • P.O. Box 297  
Cabazon, California 92230

**REGULAR BOARD MEETING**

**MINUTES**

**Meeting Location:**  
Cabazon Water District Office  
14-618 Broadway Street  
Cabazon, California 92230

**Meeting Date:**  
November 16, 2015 – 6:00 PM

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**REMEMBRANCE OF OUR SERVICE MEN AND WOMEN**

**ROLL CALL**

Director Joseph Tobias - Absent  
Director Teresa Bui - Present  
Director Martin Sanderson - Present  
Board Vice Chair Janet Mejia - Present  
Board Chair Kerri Mariner - Present

Calvin Louie, General Manager - Present  
Elizabeth Lemus, Board Secretary - Present  
Linda S. Halley, Financial Consultant - Present  
Steve Anderson, Best Best & Krieger Law Firm - 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 approved by the committee of October 16, 2015, regarding September 2015 Financials
- b. Regular Board Meeting Minutes and warrants of October 19, 2015

Motion to approve consent calendar item(s) a.) Finance and Audit Committee Meeting Minutes and warrants approved by the committee of October 16, 2015, regarding September 2015 Financials And b.) Regular Board Meeting Minutes and warrants of October 19, 2015 made by Director Mariner and 2<sup>nd</sup> by Director Sanderson

Director Tobias - Absent  
Director Bui - Aye  
Director Sanderson - Aye  
Director Mariner - Aye  
Director Mejia - Aye

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

UPDATES

Update: San Gorgonio Pass Regional Water Alliance Update  
(by Director Kerri Mariner)

- Updates on SGPRWA
- Harvest Festival

Update: Manager's Operations Report  
(by General Manager Louie)

- Congrats to newly elected officials to the water board.
- Trunk or Treat

NEW BUSINESS

1. Discussion/Action: Ernest Chacon Construction – APN 526-142-027 (14310 Rafael St., Cabazon) – Service Lateral was never installed – Appeal to Board to correct (by Mr. Chacon and General Manager Louie)

It was explained that there was a proposal from a buyer to purchase both APN's 526-142-027 and -028, which one parcel was owned by Mr. Chacon, and the second parcel was owned by his ex-wife.

Motion that if both parcels (526-142-027 and -028) are sold together for development to the proposed buyer mentioned, the new property owner will pay the New Service Installation Charge (\$8,020 + \$150 fireflow) for the parcel that does not have a meter and leave the other existing meter where it stands (there would be a meter for each parcel, then). If the sale is not made, a meter will be installed at Mr. Ernest Chacon's property (parcel -027). Motion made by Director Sanderson and 2<sup>nd</sup> by Director Bui.

Director Tobias - Absent  
Director Bui - Aye  
Director Sanderson - Aye  
Director Mariner - Aye  
Director Mejia - Aye

**OLD BUSINESS**

1. Discussion/Action: Kids Cure Foundation – Funding & Volunteering for Cabazon Christmas (by Shannon Smith, Executive Director)

Motion to donate \$1,000 towards the Kids Cure Foundation made by Director Sanderson and 2<sup>nd</sup> by Director Bui.

Director Tobias - Absent  
Director Bui - Aye  
Director Sanderson - Aye  
Director Mariner - Aye  
Director Mejia - Abstain

2. Discussion/Action: Approval of the revised Civility Policy (by Director Tobias and Director Bui)

Motion to table this item until the December Regular Board Meeting (due to Director Tobias's absence) made by Director Bui and 2<sup>nd</sup> by Director Mejia.

Director Tobias - Absent  
Director Bui - Aye  
Director Sanderson - Aye  
Director Mariner - Nay  
Director Mejia - Aye

3. Discussion/Action: Revision of Fiscal Year (FY) Budget – July 1, 2015 through June 30, 2016 (by GM Louie and Linda Halley, CPA)

Motion to approve an amendment to the '15-'16 FY Budget to transfer \$20,000 from Account 53190 Line Maintenance and Repair Materials, to Account 53150 Median Maintenance and Landscaping made by Director Sanderson and 2<sup>nd</sup> by Director Mariner.

Director Tobias - Absent  
Director Bui - Aye  
Director Sanderson - Aye  
Director Mariner - Aye  
Director Mejia – Aye

4. Discussion/Action: Approval of Service Employee International Union Local 721 Memorandum of Understanding (by Board)

Motion to approve the Service Employee International Union Local 721 Memorandum of Understanding (MOU) from July 1, 2015 through June 30, 2018 for made by Director Mariner and 2<sup>nd</sup> by Director Sanderson.

Director Tobias - Absent  
Director Bui - Abstain  
Director Sanderson - Aye  
Director Mariner - Aye  
Director Mejia – Aye

#### CLOSED SESSION

#### CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 50100 Main Street, Cabazon, CA 92230  
Agency Negotiator: Calvin Louie, General Manager  
Negotiating Parties (Cabazon Water District, Lucent Real Estate, Inc., and Hadley's)  
Under Negotiation: (Price and Terms of Payment)

#### OPEN SESSION

Report to public of action taken, if any.

No Reportable Action taken.

#### 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))

#### BOARD/GENERAL MANAGER 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. Finance & Audit Workshop – December 21, 2015, 3:45 pm
- b. Regular Board Meeting – December 21, 2015, 6:00 pm
- c. Personnel Committee – None
- d. San Geronio Water Task Force – Technical Committee – Banning City Hall  
January 27, 2016 – 4:30 PM
- e. San Geronio Water Task Force – General Meeting – Banning City Hall – January 27,  
2016 – 6:00 PM

#### ADJOURNMENT

Motion to adjourn at 19:32 hr. announced by Director Mejia.

No roll call vote was made, but no objections were heard, and everyone began to vacate the building.

Meeting adjourned at 19:32 hr. on Monday, November 16, 2015

---

**Janet Mejia, Board Chair**  
**Board of Directors**  
**Cabazon Water District**

---

**Elizabeth Lemus, Secretary**  
**Board of Directors**  
**Cabazon Water District**

ADA Compliance Issues

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



**Cabazon Water District**  
**Balance Sheet**  
 As of November 30, 2015

Nov 30, 15

**ASSETS**

**Current Assets**

**Checking/Savings**

11020 · General Bank Account-Chase	67,892.07
11030 · Payroll Bank Account-Chase	17,390.82
11040 · Trust Account- Chase - Cus Dep	10,331.55
11050 · Local Petty Cash	<u>100.00</u>

**Total Checking/Savings**

95,714.44

**Other Current Assets**

**12000 · Accounts Receivable**

12011 · Accounts Receivable - Co 1	96,218.66
12012 · Accounts Receivable - Co 2	39,496.11
12014 · Allow for Doubtful Accts Co 1	(8,225.34)
12015 · Allow for Doubtful Accts Co 2	(7,872.23)
12025 · Miscellaneous Receivable	<u>(75.00)</u>

**Total 12000 · Accounts Receivable**

119,542.20

**13010 · LAIF**

13011 · LAIF	672,125.90
13012 · LAIF Annual Market Adjustment	<u>252.53</u>

**Total 13010 · LAIF**

672,378.43

**13020 · Bank of NY Trustee Accounts**

13021 · Reserve Fund - DWR-HS 528	49,480.54
13022 · Repayment Fund DWR-HS 525	<u>8,729.35</u>

**Total 13020 · Bank of NY Trustee Accounts**

58,209.89

**13040 · Prepaid Expenses**

14,942.65

**13060 · Inventory Total**

103,052.66

**Total Other Current Assets**

968,125.83

**Total Current Assets**

1,063,840.27

**Fixed Assets**

**14200 · Construction in Process**

14210 · CIP 50100 Main St. Property (50100 Main St. Property - Old Hadley I	1,570.00
14203 · CIP DHPO Expansion	8,087.13
14204 · CIP Cabazon Outlets Expansion (Little Cabazon Mall - expansion)	9,692.35
14206 · Almond Vault Repair 2013	62,872.14
14208 · CIP Board Room	<u>8,611.74</u>

**Total 14200 · Construction in Process**

90,833.36

**14310 · Tools and Equipment**

118,015.94

**14320 · Source of Supply**

14321 · Source of Supply- DHPO Intercon	553,807.23
14320 · Source of Supply - Other	<u>927,753.63</u>

**Total 14320 · Source of Supply**

1,481,560.86

**14330 · Transmission & Distribution**

7,767,650.86

**14340 · Buildings & Structures**

7,513.04

**14350 · Water Treatment**

8,800.00

**14360 · Office Furniture and Equipment**

31,980.75

**Cabazon Water District**  
**Balance Sheet**  
 As of November 30, 2015

	Nov 30, 15
14370 · Intangible Plant	11,032.00
14380 · Vehicles	90,456.71
14400 · Land	409,548.38
14500 · Accumulated Depreciation	(4,430,196.39)
<b>Total Fixed Assets</b>	<b>5,587,195.51</b>
<b>TOTAL ASSETS</b>	<b>6,651,035.78</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
21100 · *Accounts Payable	(3,648.32)
<b>Total Accounts Payable</b>	<b>(3,648.32)</b>
<b>Other Current Liabilities</b>	
21210 · Misc Short Term Liability	
21220 · Jack Pryor	(692.41)
21210 · Misc Short Term Liability - Other	255.30
<b>Total 21210 · Misc Short Term Liability</b>	<b>(437.11)</b>
21300 · Customer Deposits	
21330 · Customer Deposits - Co 1	3,692.05
21340 · Customer Deposits - Co 2	6,347.27
<b>Total 21300 · Customer Deposits</b>	<b>10,039.32</b>
21420 · Accrued Vacation Pay	12,588.93
21440 · DWR-HS Payable - Current	36,184.29
21450 · Current Portion Zion's Bank Ln	73,227.06
<b>Total Other Current Liabilities</b>	<b>131,602.49</b>
<b>Total Current Liabilities</b>	<b>127,954.17</b>
<b>Long Term Liabilities</b>	
22000 · DWR-H Loan Payable (Payoff '26)	409,597.89
22100 · Zion's Bank Long Term (2023)	530,006.38
22200 · RCEDA Loan Payable	300,000.35
<b>Total Long Term Liabilities</b>	<b>1,239,604.62</b>
<b>Total Liabilities</b>	<b>1,367,558.79</b>
<b>Equity</b>	
31010 · Net Investment in Capital Asset	4,188,757.00
31020 · Restricted for Debt Service	233,447.00
<b>31030 · Unrestricted Net Assets</b>	
31041 · Reserved for Almond Vault Refur	50,000.00
31030 · Unrestricted Net Assets - Other	921,429.76
<b>Total 31030 · Unrestricted Net Assets</b>	<b>971,429.76</b>
32000 · Retained Earnings	(39,070.15)
Net Income	(71,086.62)
<b>Total Equity</b>	<b>5,283,476.99</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,651,035.78</b>

**Cabazon Water District**  
**Profit & Loss**  
 October through November 2015

	Oct 15	Nov 15
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>41000 · Operating Income</b>		
41100 · Base Rate - Water Bills	92,020.43	87,552.79
41220 · Fire Sales - Water Bills	240.00	240.00
41240 · Meter Install and Removal	0.00	0.00
41310 · Penalty Fees - Water Bills	3,331.77	2,851.31
41320 · Lien Reinstatement Fees	100.00	0.00
41330 · New Account Fees - Water Bills	180.00	85.00
41360 · Incident Fee - Water Bills	0.00	0.00
41370 · Returned Check Fees	0.00	60.00
41500 · Stand By Fees - Tax Revenue	0.00	16.80
<b>Total 41000 · Operating Income</b>	95,872.20	90,805.90
<b>42000 · Non-Operating Income</b>		
42100 · Property Taxes		
42110 · Ad Valorem - Tax Revenue	260.95	0.00
42120 · Teeter Settlement Income	0.00	0.00
<b>Total 42100 · Property Taxes</b>	260.95	0.00
42210 · Cell Tower Lease Income	1,928.24	1,928.24
42310 · Miscellaneous Non-Operating Inc	1,165.10	0.00
<b>43000 · Interest Income</b>		
43110 · Interest Inc - Gen, Trust, Payr	0.99	1.10
43140 · Interest Income - Water bills	479.50	391.69
43160 · Interest Income - DWR	0.34	0.36
<b>Total 43000 · Interest Income</b>	480.83	393.15
<b>Total 42000 · Non-Operating Income</b>	3,835.12	2,321.39
<b>Total Income</b>	99,707.32	93,127.29
<b>Gross Profit</b>	99,707.32	93,127.29
<b>Expense</b>		
<b>50010 · Payroll - All Expenses</b>		
<b>51000 · Payroll Summary</b>		
51050 · Directors' Fees	1,400.00	900.00
<b>51100 · Management and Customer Service</b>		
51120 · Customer Accounts	4,923.12	3,138.77
51130 · Admin Assistant	0.00	3,274.46
51140 · General Manager	6,341.52	6,341.52
<b>Total 51100 · Management and Customer Service</b>	11,264.64	12,754.75
<b>51200 · Water Operations</b>		
51210 · Meter Reader	1,703.36	1,708.32
<b>Total 51200 · Water Operations</b>	1,703.36	1,708.32
<b>Total 51000 · Payroll Summary</b>	14,368.00	15,363.07
<b>51300 · Payroll - Employee Ben Expense</b>		
51310 · Workers Comp.	1,147.87	1,143.29
51320 · Employee Health Care	2,444.25	2,444.25
51330 · Pension	2,441.31	7,346.08

**Cabazon Water District**  
**Profit & Loss**  
October through November 2015

	<u>Oct 15</u>	<u>Nov 15</u>
51350 · Union Dues	(1.22)	(0.70)
51360 · Aflac Deductions	255.30	0.00
<b>Total 51300 · Payroll - Employee Ben Expense</b>	<b>6,287.51</b>	<b>10,932.92</b>
51400 · Payroll Expenses - Taxes, etc		
51410 · FICA and Medicare	1,104.12	1,160.73
51420 · SUI and ETT	86.80	55.80
<b>Total 51400 · Payroll Expenses - Taxes, etc</b>	<b>1,190.92</b>	<b>1,216.53</b>
<b>Total 50010 · Payroll - All Expenses</b>	<b>21,846.43</b>	<b>27,512.52</b>
52000 · Operational Expenses		
53000 · Facilities, Wells, Trans, Dist		
53110 · Lab Fees	235.00	150.00
53120 · Site Landscaping & Maintenance	45.00	0.00
53130 · Meters	668.30	50.00
53150 · Median Landscape & Maintenance	11,385.00	0.00
53160 · Utilities - Wells	8,982.39	0.00
53170 · SCADA (no ongoing contract)	31.73	0.00
5318 · Line Mtn & Rep Contractor		
53180 · Line Maint and Repair Cont	0.00	14,580.00
53181 · Line Maint Repair Cont. Emergen (Emergency)	0.00	7,685.00
<b>Total 5318 · Line Mtn &amp; Rep Contractor</b>	<b>0.00</b>	<b>22,265.00</b>
53190 · Line Maint and Repair Materials	13.50	12,864.73
53210 · Well Maintenance	588.00	0.00
53300 · Security		
53350 · Alarms		
53355 · Alarm Phones	108.34	108.34
<b>Total 53350 · Alarms</b>	<b>108.34</b>	<b>108.34</b>
53370 · Training/ Equipment	(325.00)	0.00
53390 · Audio Alarm (cont exp xx/xx)	241.12	241.12
53410 · Video Eq Lease (exp xx/xx)	724.00	724.00
<b>Total 53300 · Security</b>	<b>748.46</b>	<b>1,073.46</b>
53610 · Engineering Services	8,652.22	0.00
<b>Total 53000 · Facilities, Wells, Trans, Dist</b>	<b>31,349.60</b>	<b>36,403.19</b>
54000 · Utilities - Office		
54110 · Electricity	1,096.56	693.40
54120 · Gas	21.41	47.81
54130 · Telephone	747.84	763.72
54140 · Sanitation	351.48	351.48
<b>Total 54000 · Utilities - Office</b>	<b>2,217.29</b>	<b>1,856.41</b>
55000 · Office Expenses		
55220 · Fire Alarm System Servicing (Fire Alarm System S	84.00	0.00
55110 · Water Billing System	0.00	519.60
55120 · Supplies & Equipment	946.58	379.08
55130 · Copier and Supplies	554.33	489.25
55150 · Postage	351.31	0.00
55160 · Printing & Publications	0.00	(476.00)

**Cabazon Water District**  
**Profit & Loss**  
 October through November 2015

	<u>Oct 15</u>	<u>Nov 15</u>
55180 · Computer Services	2,997.00	2,997.00
55200 · Office Storage	500.00	500.00
55210 · Air Conditioning Servicing (Air Conditioning Unit)	350.00	350.00
<b>Total 55000 · Office Expenses</b>	<b>5,783.22</b>	<b>4,758.93</b>
56000 · Support Services		
56200 · Temporary Labor	335.38	43.92
56300 · Financial Audit (through 20xx)	4,378.00	0.00
56400 · Accounting (monthly contract)	2,971.25	0.00
56500 · Legal Services		
565-00 · Legal - General	3,197.41	0.00
565.01 · Legal - Water	1,925.13	0.00
565-02 · Legal - Brown Act, Public Record	2,811.00	0.00
<b>Total 56500 · Legal Services</b>	<b>7,933.54</b>	<b>0.00</b>
56600 · Bank Service Charges	170.31	112.00
56700 · Payroll Service	248.40	236.80
56800 · General Liability Insurance	1,711.19	1,711.19
<b>Total 56000 · Support Services</b>	<b>17,748.07</b>	<b>2,103.91</b>
58000 · Other Fees		
58120 · State Water fees	4,426.20	0.00
<b>Total 58000 · Other Fees</b>	<b>4,426.20</b>	<b>0.00</b>
59000 · Service Tools & Equipment		
59110 · Shop Supplies and Small Tools	0.00	181.08
59120 · Vehicle Fuel	132.80	66.93
59160 · Backhoe Fuel	0.00	0.00
59180 · Service Trucks - Repair and Mtn	1,916.20	890.11
59190 · Water Ops Cell Phone/Internet	382.68	0.00
59210 · Water Ops Computer/Internet	0.00	0.00
<b>Total 59000 · Service Tools &amp; Equipment</b>	<b>2,431.68</b>	<b>1,138.12</b>
<b>Total 52000 · Operational Expenses</b>	<b>63,956.06</b>	<b>46,260.56</b>
61000 · Non-Operating Expenses		
61150 · Returned Checks	0.00	0.00
61160 · Grant/Loan Processing Fee	0.00	1,325.00
61170 · DWR Interest on Loans	6,898.97	0.00
61220 · Reconciliation Discrepancies	0.84	(1.09)
61240 · Miscellaneous	1,723.71	4,959.47
61241 · Website Support	299.00	0.00
<b>Total 61000 · Non-Operating Expenses</b>	<b>8,922.52</b>	<b>6,283.38</b>
65000 · Depreciation and Amortization		
65110 · Depreciation	22,189.00	22,189.00
<b>Total 65000 · Depreciation and Amortization</b>	<b>22,189.00</b>	<b>22,189.00</b>
<b>Total Expense</b>	<b>116,914.01</b>	<b>102,245.46</b>
<b>Net Ordinary Income</b>	<b>(17,206.69)</b>	<b>(9,118.17)</b>
<b>Net Income</b>	<b>(17,206.69)</b>	<b>(9,118.17)</b>

## Cabazon Water District Profit & Loss Budget Performance

November 2015

Ordinary Income/Expense	Nov 15	Budget	Jul - Nov 15	YTD Budget	Annual Budget
<b>Income</b>					
<b>41000 · Operating Income</b>					
41100 · Base Rate - Water Bills	87,552.79	97,333.00	472,788.14	486,665.00	1,168,000.00
41220 · Fire Sales - Water Bills	240.00	240.00	1,200.00	1,200.00	2,880.00
41240 · Meter Install and Removal	0.00		0.00		
41310 · Penalty Fees - Water Bills	2,851.31	2,750.00	14,042.78	13,750.00	33,000.00
41320 · Lien Reinstatement Fees	0.00		401.07		
41330 · New Account Fees - Water Bills	85.00		755.00		
41360 · Incident Fee - Water Bills	0.00		0.00		
41370 · Returned Check Fees	60.00		150.00		
41500 · Stand By Fees - Tax Revenue	16.80	0.00	16.80	0.00	100,000.00
<b>Total 41000 · Operating Income</b>	<b>90,805.90</b>	<b>100,323.00</b>	<b>489,353.79</b>	<b>501,615.00</b>	<b>1,303,880.00</b>
<b>42000 · Non-Operating Income</b>					
<b>42100 · Property Taxes</b>					
42110 · Ad Valorem - Tax Revenue	0.00	0.00	496.50	0.00	46,000.00
42120 · Teeter Settlement Income	0.00	0.00	0.00	0.00	10,000.00
<b>Total 42100 · Property Taxes</b>	<b>0.00</b>	<b>0.00</b>	<b>496.50</b>	<b>0.00</b>	<b>56,000.00</b>
42210 · Cell Tower Lease Income	1,928.24	1,917.00	9,641.20	9,585.00	23,000.00
42310 · Miscellaneous Non-Operating Inc	0.00		1,770.21		
<b>43000 · Interest Income</b>					
43110 · Interest Inc - Gen, Trust, Payr	1.10		6.52		
43120 · Interest Income LAIF	0.00	158.00	0.00	790.00	1,900.00
43140 · Interest Income - Water bills	391.69	333.00	1,878.50	1,665.00	4,000.00
43160 · Interest Income - DWR	0.36		1.95		
<b>Total 43000 · Interest Income</b>	<b>393.15</b>	<b>491.00</b>	<b>1,886.97</b>	<b>2,455.00</b>	<b>5,900.00</b>
<b>Total 42000 · Non-Operating Income</b>	<b>2,321.39</b>	<b>2,408.00</b>	<b>13,794.88</b>	<b>12,040.00</b>	<b>84,900.00</b>
<b>Total Income</b>	<b>93,127.29</b>	<b>102,731.00</b>	<b>503,148.67</b>	<b>513,655.00</b>	<b>1,388,780.00</b>
<b>Gross Profit</b>	<b>93,127.29</b>	<b>102,731.00</b>	<b>503,148.67</b>	<b>513,655.00</b>	<b>1,388,780.00</b>
<b>Expense</b>					
<b>50010 · Payroll - All Expenses</b>					
<b>51000 · Payroll Summary</b>					
51050 · Directors' Fees	900.00	1,183.00	4,500.00	5,915.00	14,200.00
<b>51100 · Management and Customer Service</b>					
51120 · Customer Accounts	3,138.77	3,450.00	17,597.62	17,250.00	41,400.00
51130 · Admin Assistant	3,274.46	3,533.00	10,450.48	17,665.00	42,400.00
51140 · General Manager	6,341.52	7,400.00	34,893.59	37,000.00	88,800.00
<b>Total 51100 · Management and Custom</b>	<b>12,754.75</b>	<b>14,383.00</b>	<b>62,941.69</b>	<b>71,915.00</b>	<b>172,600.00</b>
<b>51200 · Water Operations</b>					
51210 · Meter Reader	1,708.32	2,025.00	8,462.47	10,125.00	24,300.00
<b>Total 51200 · Water Operations</b>	<b>1,708.32</b>	<b>2,025.00</b>	<b>8,462.47</b>	<b>10,125.00</b>	<b>24,300.00</b>
<b>Total 51000 · Payroll Summary</b>	<b>15,363.07</b>	<b>17,591.00</b>	<b>75,904.16</b>	<b>87,955.00</b>	<b>211,100.00</b>
<b>51300 · Payroll - Employee Ben Expense</b>					
51310 · Workers Comp.	1,143.29	750.00	7,504.39	3,750.00	9,000.00

## Cabazon Water District Profit & Loss Budget Performance

November 2015

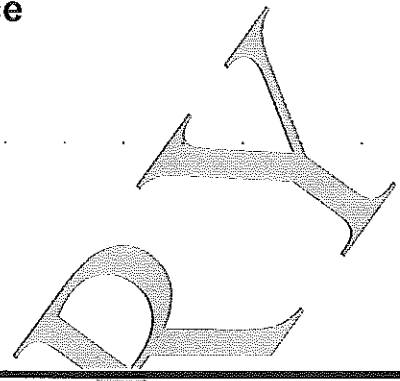
	Nov 15	Budget	Jul - Nov 15	YTD Budget	Annual Budget
51320 · Employee Health Care	2,444.25	2,558.00	12,328.89	12,790.00	30,700.00
51330 · Pension	7,346.08	2,975.00	17,949.05	14,875.00	35,700.00
51350 · Union Dues	(0.70)		(0.84)		
51360 · Aflac Deductions	0.00		445.66		
<b>Total 51300 · Payroll - Employee Ben Exp</b>	<b>10,932.92</b>	<b>6,283.00</b>	<b>38,227.15</b>	<b>31,415.00</b>	<b>75,400.00</b>
51400 · Payroll Expenses - Taxes, etc					
51410 · FICA and Medicare	1,160.73	1,342.00	5,860.44	6,710.00	16,100.00
51420 · SUI and ETT	55.80	233.00	364.25	1,165.00	2,800.00
51430 · Medical Testing	0.00	77.00	635.00	385.00	920.00
<b>Total 51400 · Payroll Expenses - Taxes, et</b>	<b>1,216.53</b>	<b>1,652.00</b>	<b>6,859.69</b>	<b>8,260.00</b>	<b>19,820.00</b>
<b>Total 50010 · Payroll - All Expenses</b>	<b>27,512.52</b>	<b>25,526.00</b>	<b>120,991.00</b>	<b>127,630.00</b>	<b>306,320.00</b>
52000 · Operational Expenses					
53000 · Facilities, Wells, Trans, Dist					
53110 · Lab Fees	150.00	700.00	5,632.12	3,500.00	8,400.00
53120 · Site Landscaping & Maintenance	0.00	2,000.00	1,106.03	10,000.00	24,000.00
53130 · Meters	50.00	833.00	2,322.32	4,165.00	10,000.00
53140 · Generator Service Contractor	0.00	292.00	0.00	1,460.00	3,500.00
53150 · Median Landscape & Maintenance	0.00	1,916.67	11,385.00	9,583.35	23,000.00
53160 · Utilities - Wells	0.00	8,750.00	36,978.64	43,750.00	105,000.00
53170 · SCADA (no ongoing contract)	0.00	400.00	1,124.22	2,000.00	4,800.00
5318 · Line Mtn & Rep Contractor					
53180 · Line Maint and Repair Cont	14,580.00	12,500.00	44,435.00	62,500.00	150,000.00
53181 · Line Maint Repair Cont. Emer	7,685.00		17,982.50		
<b>Total 5318 · Line Mtn &amp; Rep Contractor</b>	<b>22,265.00</b>	<b>12,500.00</b>	<b>62,417.50</b>	<b>62,500.00</b>	<b>150,000.00</b>
53190 · Line Maint and Repair Materials	12,864.73	5,000.00	13,522.48	25,000.00	60,000.00
53210 · Well Maintenance					
53215 · Chemicals	0.00	525.00	256.26	2,625.00	6,300.00
53210 · Well Maintenance - Other	0.00	1,250.00	5,005.80	6,250.00	15,000.00
<b>Total 53210 · Well Maintenance</b>	<b>0.00</b>	<b>1,775.00</b>	<b>5,262.06</b>	<b>8,875.00</b>	<b>21,300.00</b>
53300 · Security					
53330 · Crime Prevention (PSI & Veri	0.00		525.30		
53350 · Alarms					
53355 · Alarm Phones	108.34	113.00	536.74	565.00	1,350.00
53350 · Alarms - Other	0.00	46.00	242.00	230.00	550.00
<b>Total 53350 · Alarms</b>	<b>108.34</b>	<b>159.00</b>	<b>778.74</b>	<b>795.00</b>	<b>1,900.00</b>
53370 · Training/ Equipment	0.00		(325.00)		
53380 · Materials	0.00	42.00	64.00	210.00	500.00
53390 · Audio Alarm (cont exp xx/xx)	241.12	225.00	1,368.60	1,125.00	2,700.00
53410 · Video Eq Lease (exp xx/xx)	724.00	742.00	3,620.00	3,710.00	8,900.00
<b>Total 53300 · Security</b>	<b>1,073.46</b>	<b>1,168.00</b>	<b>6,031.64</b>	<b>5,840.00</b>	<b>14,000.00</b>
53610 · Engineering Services	0.00	2,000.00	24,435.05	10,000.00	24,000.00
<b>Total 53000 · Facilities, Wells, Trans, Dist</b>	<b>36,403.19</b>	<b>37,334.67</b>	<b>170,217.06</b>	<b>186,673.35</b>	<b>448,000.00</b>
54000 · Utilities - Office					
54110 · Electricity	693.40	1,083.00	6,469.42	5,415.00	13,000.00

## Cabazon Water District Profit & Loss Budget Performance November 2015

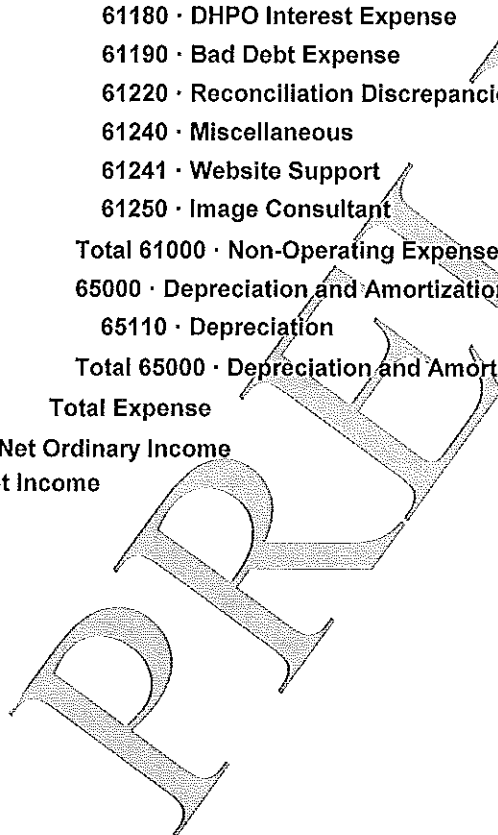
	Nov 15	Budget	Jul - Nov 15	YTD Budget	Annual Budget
54120 · Gas	47.81	75.00	137.27	375.00	900.00
54130 · Telephone	763.72	750.00	4,278.54	3,750.00	9,000.00
54140 · Sanitation	351.48	350.00	1,757.40	1,750.00	4,200.00
<b>Total 54000 · Utilities - Office</b>	<b>1,856.41</b>	<b>2,258.00</b>	<b>12,642.63</b>	<b>11,290.00</b>	<b>27,100.00</b>
<b>55000 · Office Expenses</b>					
55220 · Fire Alarm System Servicing (Fi	0.00		225.50		
55110 · Water Billing System	519.60	208.00	1,296.90	1,040.00	2,500.00
55120 · Supplies & Equipment	379.08	795.00	2,372.20	3,975.00	9,540.00
55130 · Copier and Supplies	489.25	635.00	2,947.49	3,175.00	7,620.00
55140 · Dues & Subscriptions	0.00	83.00	500.00	415.00	1,000.00
55150 · Postage	0.00	750.00	2,187.97	3,750.00	9,000.00
55160 · Printing & Publications	(476.00)	104.00	(251.00)	520.00	1,250.00
55180 · Computer Services	2,997.00	2,997.00	15,008.88	14,985.00	35,964.00
55200 · Office Storage	500.00	500.00	2,500.00	2,500.00	6,000.00
55210 · Air Conditioning Servicing (Air	350.00	167.00	1,750.00	835.00	2,000.00
<b>Total 55000 · Office Expenses</b>	<b>4,758.93</b>	<b>6,239.00</b>	<b>28,537.94</b>	<b>31,195.00</b>	<b>74,874.00</b>
<b>56000 · Support Services</b>					
56200 · Temporary Labor	43.92		1,477.25		
56300 · Financial Audit (through 20xx)	0.00	2,000.00	17,078.00	18,000.00	21,000.00
56400 · Accounting (monthly contract)	0.00	1,800.00	7,682.50	9,000.00	21,600.00
<b>56500 · Legal Services</b>					
565-00 · Legal - General	0.00		27,931.64		
565.01 · Legal - Water	0.00		7,543.84		
565-02 · Legal - Brown Act, Public Re	0.00		6,061.50		
565.07 · Legal - Personnel	0.00		5,849.57		
565-13 · Legal - Grant/Loan Funding	0.00		5,917.00		
565-40 · Legal - Fees and Charges	0.00		2,892.10		
56500 · Legal Services - Other	0.00	7,274.00	0.00	36,370.00	87,286.00
<b>Total 56500 · Legal Services</b>	<b>0.00</b>	<b>7,274.00</b>	<b>56,195.65</b>	<b>36,370.00</b>	<b>87,286.00</b>
56600 · Bank Service Charges	112.00	200.00	737.19	1,000.00	2,400.00
56700 · Payroll Service	236.80	292.00	1,249.40	1,460.00	3,500.00
56800 · General Liability Insurance	1,711.19	1,833.00	8,555.95	9,165.00	22,000.00
56810 · Fixed Asset Software System	0.00		498.33		
<b>Total 56000 · Support Services</b>	<b>2,103.91</b>	<b>13,399.00</b>	<b>93,474.27</b>	<b>74,995.00</b>	<b>157,786.00</b>
<b>57000 · Training/Travel</b>					
57110 · Seminars/Training	0.00	858.00	325.00	4,290.00	10,300.00
57120 · Travel and Meals	0.00	417.00	111.55	2,085.00	5,000.00
<b>Total 57000 · Training/Travel</b>	<b>0.00</b>	<b>1,275.00</b>	<b>436.55</b>	<b>6,375.00</b>	<b>15,300.00</b>
<b>58000 · Other Fees</b>					
58100 · County Lien Release Fees (Fee:	0.00		118.00		
58110 · Riverside County Fees	0.00	42.00	352.80	210.00	500.00
58120 · State Water fees	0.00	525.00	4,640.40	2,625.00	6,300.00
58130 · Election Fees	0.00	83.00	0.00	415.00	1,000.00
<b>Total 58000 · Other Fees</b>	<b>0.00</b>	<b>650.00</b>	<b>5,111.20</b>	<b>3,250.00</b>	<b>7,800.00</b>



**Cabazon Water District**  
**Profit & Loss Budget Performance**  
 November 2015



	<u>Nov 15</u>	<u>Budget</u>	<u>Jul - Nov 15</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
<b>59000. · Service Tools &amp; Equipment</b>					
59110 · Shop Supplies and Small Tools	181.08	54.00	876.96	270.00	650.00
59120 · Vehicle Fuel	66.93	1,250.00	4,940.97	6,250.00	15,000.00
59130 · Employee Uniforms	0.00	92.00	0.00	460.00	1,100.00
59150 · Tractor Expenses	0.00	575.00	0.00	2,875.00	6,900.00
59160 · Backhoe Fuel	0.00	442.00	371.13	2,210.00	5,300.00
59180 · Service Trucks - Repair and Mtr	890.11	625.00	7,394.74	3,125.00	7,500.00
59190 · Water Ops Cell Phone/ Internet	0.00	183.00	382.68	915.00	2,200.00
59210 · Water Ops Computer Internet	0.00	67.00	0.00	335.00	800.00
59220 · Communications	0.00	92.00	0.00	460.00	1,100.00
<b>Total 59000. · Service Tools &amp; Equipment</b>	<u>1,138.12</u>	<u>3,380.00</u>	<u>13,966.48</u>	<u>16,900.00</u>	<u>40,550.00</u>
<b>Total 52000 · Operational Expenses</b>	<u>46,260.56</u>	<u>64,535.67</u>	<u>324,386.13</u>	<u>330,678.35</u>	<u>771,410.00</u>
<b>61000 · Non-Operating Expenses</b>					
61150 · Returned Checks	0.00		0.00		
61160 · Grant/Loan Processing Fee	1,325.00	167.00	1,325.00	835.00	2,000.00
61170 · DWR Interest on Loans	0.00	1,125.00	3,467.49	5,625.00	13,500.00
61180 · DHPO Interest Expense	0.00	1,292.00	3,983.07	6,460.00	15,500.00
61190 · Bad Debt Expense	0.00	100.00	0.00	500.00	1,200.00
61220 · Reconciliation Discrepancies	(1.09)		(0.25)		
61240 · Miscellaneous	4,959.47	417.00	8,838.85	2,085.00	5,000.00
61241 · Website Support	0.00	621.00	299.00	3,105.00	7,450.00
61250 · Image Consultant	0.00	0.00	0.00	0.00	0.00
<b>Total 61000 · Non-Operating Expenses</b>	<u>6,283.38</u>	<u>3,722.00</u>	<u>17,913.16</u>	<u>18,610.00</u>	<u>44,650.00</u>
<b>65000 · Depreciation and Amortization</b>					
65110 · Depreciation	22,189.00	22,200.00	110,945.00	111,000.00	266,400.00
<b>Total 65000 · Depreciation and Amortization</b>	<u>22,189.00</u>	<u>22,200.00</u>	<u>110,945.00</u>	<u>111,000.00</u>	<u>266,400.00</u>
<b>Total Expense</b>	<u>102,245.46</u>	<u>115,983.67</u>	<u>574,235.29</u>	<u>587,918.35</u>	<u>1,388,780.00</u>
<b>Net Ordinary Income</b>	<u>(9,118.17)</u>	<u>(13,252.67)</u>	<u>(71,086.62)</u>	<u>(74,263.35)</u>	<u>0.00</u>
<b>Net Income</b>	<u>(9,118.17)</u>	<u>(13,252.67)</u>	<u>(71,086.62)</u>	<u>(74,263.35)</u>	<u>0.00</u>



Cabazon Water District  
Statement of Cash Flow  
Month Ended November 31, 2015

Beginning Balance	<u>118,459.55</u>
Receipts:	
Water Service	99,283.24
Tax Revenue	16.80
Cell Tower Revenue	1,928.24
Customer Deposits	1,250.00
Interest Income	1.10
Other	551.00
Total Receipts	<u>103,030.38</u>
Expenditures:	
Paid Bills	108,826.32
Payroll Expenses	16,613.54
Debt Repayment	-
Other	335.63
Total Expenditures	<u>125,775.49</u>
Net Receipts/(Expenditures)	<u>(22,745.11)</u>
Ending Cash	<u>95,714.44</u>
Cash Per GL	95,714.44



*Cabazon Water District*

14-618 Broadway Street • P.O. Box 297  
Cabazon, California 92230

**RESOLUTION NO. 03-2015**

**Removal and Revision of Authorized Signers**

Cabazon Water District Board of Directors has concluded that the following individual(s) be removed from all Cabazon Water District (the "District") bank accounts.

1. Ms. Kerri Mariner
2. Ms. Janet Mejia
3. Mr. Martin Sanderson

Cabazon Water District Board of Directors has concluded that the following individual(s) be added to all Cabazon Water District (the "District") bank accounts.

1. Mr. Alan Davis
2. Ms. Maxine Israel
3. Mr. Robert Lynk

Cabazon Water District Board of Directors has concluded that the following specific Chase Bank accounts are to be updated.

- General 098-462-2623
- Payroll 098-462-2631
- Trust 098-462-2673

**PASSED AND ADOPTED** by the Board of Directors of the Cabazon Water District, Riverside County, State of California, this \_\_\_\_ day of \_\_\_\_\_, 2015.

MOTION: Director \_\_\_\_\_

SECOND: Director \_\_\_\_\_

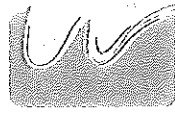
AYE: \_\_\_\_\_

NAY: \_\_\_\_\_

BY: \_\_\_\_\_  
Board Chair  
Board of Directors  
Cabazon Water District

ATTEST: \_\_\_\_\_  
Elizabeth Lemus  
Board Secretary  
Cabazon Water District

1401 21<sup>st</sup> Street, Suite 200  
Sacramento, CA 95811  
Phone: 916-444-6240  
Fax: 916-448-7699



www.watereducation.org

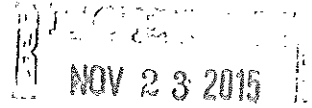
Follow us on



## WATER EDUCATION FOUNDATION

November 17, 2015

Calvin Louie  
Cabazon Water District  
PO Box 297  
Cabazon, CA 92230



Dear Mr. Louie: *Calvin,*

In today's crisis-driven world, you can depend on access to reliable, factual information on water issues through your relationship with the Water Education Foundation. **The Foundation continues to raise awareness of water issues in California and effect changes to ensure clean and reliable water for our future, but we need your help.**

For nearly 40 years, the Water Education Foundation has been the **only organization in California providing comprehensive, unbiased water information** to inform and engage stakeholders and the general public.

Through the years you have helped us tremendously with your **tax-deductible contribution**. Your support helps us maintain our new, user-friendly website at [www.watereducation.org](http://www.watereducation.org) as an up-to-date and relevant resource with **Aquaforia**, which posts the day's top water news, and **Aquapedia**, an online water encyclopedia.

**In 2015**, we posted timely updates on critical issues such as the drought, water-saving measures and a handbook on implementing the Sustainable Groundwater Management Act. **Your ongoing support in 2016** will help us to continue producing and updating our print and digital publications such as the popular *Layperson's Guides* series, the respected Project WET school program and the mentorship training program for young professionals known as **Water Leaders**, and more.

In 2016, we are joining forces with UC Davis to organize an international groundwater conference and expanding our water tour portfolio to include a visit to the **new Carlsbad desalination plant**. Also new in 2016, our flagship *Western Water* magazine, will become a quarterly publication with more regular features and a new look.

**But our work could not be possible without our strong supporters!**

So please continue with your commitment to our mission by renewing your membership today! We have enclosed our *Giving Back Contribution Plans* sheet that outlines the various levels of contributions and shows how you can **increase your benefits and receive even more from the Foundation!**

Sincerely,

  
**Jennifer Bowles**  
**Executive Director**

*Thanks so much Calvin  
for the District's support  
of our mission. We are  
grateful for the help!*

**PRESIDENT**, William R. Mills  
Groundwater Consulting Engineer

**VICE-PRESIDENT**, Scott A. Morris  
Kronick Moskovitz Tiedemann & Girard

**SECRETARY**, Gary Weatherford  
California Public Utilities Commission

**TREASURER**, Michael T. Savage  
Brown and Caldwell

**EXECUTIVE DIRECTOR**  
Jennifer Bowles

**DIRECTORS:**  
John Algots  
Fort Mojave Indian Tribe

Jennifer P. Allen  
Contra Costa Water District

Thomas M. Bedliner  
Duane Morris, LLP

Thaddeus L. Bettner  
Glenn-Colusa Irrigation District

Roberta Borgonovo  
League of Women Voters

Gwendolyn M. Buchholz  
CH2M Hill

Byron M. Buck  
State and Federal Contractors Water Agency

Celeste Cantú  
Santa Ana Watershed Project Authority

JaNell Cook  
MWH

Ari Oster  
Parsons Corporation

Kim Delfino  
Defenders of Wildlife

Phil Dunn  
AECOM

Gary J. Freeman  
Pacific Gas & Electric Company

David J. Guy  
Northern California Water Association

Maurice Hall  
The Nature Conservancy

Thomas Harter  
University of California

Robert W. Johnson  
HDR Engineering, Inc.

Cynthia Koehler  
WaterNow

Mark Larsen  
Kaweah Delta Water Conservation District

Mary Aileen Mathels  
Irvine Ranch Water District

Cannon Michael  
Bowles Family Farming, Inc.

Derek Nguyen  
Christopher Park  
CDM Smith

Jennifer G. Persike  
ACWA

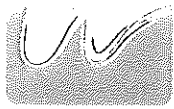
Thomas S. Philp  
MWD of Southern California

Ronald B. Robie  
Court of Appeal, 3rd Appellate District

Peter J. Silva  
Silva-Silva International

Lester Snow  
California Water Foundation

Peter C. Wijsman  
ARCADIS



**WATER EDUCATION**  
FOUNDATION

1401 21<sup>st</sup> Street, Suite 200  
Sacramento, CA 95811  
916-444-6240  
916-448-7699 fax  
www.watereducation.org



**AQUAFORNIA**  
WATER CONSERVATION FROM AROUND THE WORLD  
www.aquaforia.com



**AQUAPEDIA**  
WATER CONSERVATION FROM AROUND THE WORLD  
www.aquapedia.com

*The Water Education  
Foundation is a nonprofit,  
tax-exempt, 501(c)(3)  
organization. Federal tax  
ID #94-2419885.  
Your contribution is  
tax deductible to the fullest  
extent allowable by law.*

# Membership Invoice 2016

Calvin Louie  
Cabazon Water District  
PO Box 297  
Cabazon, CA 92230  
Mailing No. 65

Amount: \$ 504.<sup>00</sup>

### Giving Back Contribution Plans:

- Steward* \$10,000-and above
- Patron* \$7,500-\$9,999
- Supporter* \$5,000-\$7,499
- Sponsor* \$2,500-\$4,999
- Pillar* \$1,000-\$2,499
- Sustainer* \$750-\$999
- Founder* \$500-\$749
- Builder* \$250-\$499
- Individual* \$100 and above

Enclosed is my check for \$ \_\_\_\_\_

Please Invoice

Please charge \$ \_\_\_\_\_ to my credit card: Billing Zip Code \_\_\_\_\_

American Express    Visa    Mastercard

Card number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Authorization Code: \_\_\_\_\_ (3 or 4 digit CW/CVC on card)

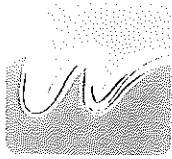
Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone # \_\_\_\_\_

Email: \_\_\_\_\_

Would you like to receive future e-mail announcements?  Yes  No



## WATER EDUCATION FOUNDATION

1401 21<sup>st</sup> Street, Suite 200  
Sacramento, CA 95811  
916-444-6240  
916-448-7699 fax  
[www.watereducation.org](http://www.watereducation.org)



AQUAFORNIA  
WATER EDUCATION FOUNDATION  
[www.aquafornia.com](http://www.aquafornia.com)



AQUAPEDIA  
WATER EDUCATION FOUNDATION  
[www.aquapedia.com](http://www.aquapedia.com)

Follow us on



*The Water Education  
Foundation is a nonprofit,  
tax-exempt, 501(c)(3)  
organization. Federal tax  
ID #94-2419885.*

*Your contribution is  
tax deductible to the fullest  
extent allowable by law.*

## Giving Back Contribution Plan

*\$100 and above*

*With your generous contribution you will receive:*

### *Individual (\$100 – \$249)*

- One *Western Water* magazine subscription for one year
- New and revised *Layperson's Guides*
- Reduced rate for Executive Briefing
- Recognition in Water Education Foundation Annual Report

### *Builder (\$250 – \$499)*

*All the Individual benefits plus . . .*

- One California Water Map
- One Delta Map

### *Founder (\$500 – \$749)*

*All the Individual and Builder benefits plus . . .*

- Five additional subscriptions to *Western Water* magazine
- One Delta Sustainability Map

### *Sustainer (\$750 – \$999)*


*All the Individual, Builder and Founder benefits plus . . .*

- One consultation with our ProjectWET (Water Education for Teachers) coordinator
- One public television water documentary and viewer's guide

*More benefits are available for larger gifts . . .  
please call for details, 916-444-6240*



## MEMORANDUM

DATE: November 17, 2015  
TO: Board of Directors  
FROM: Calvin Louie   
SUBJ: Board Meeting Motion on 11/16/15 – Rescind Motion  
APN 526-142-027/028  
cc: file

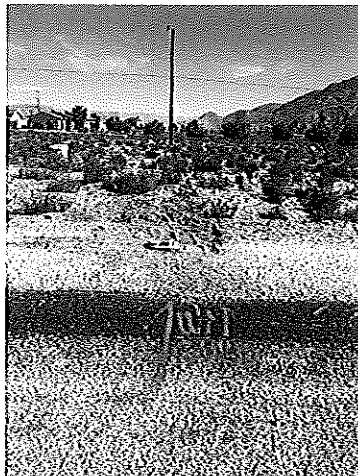
---

During the regular board meeting of November 16, 2015, the Board passed motion to cure Ernest Chacon's concerns regarding his water service lateral connection to his two (2) parcels (APN 526-142-027/028).

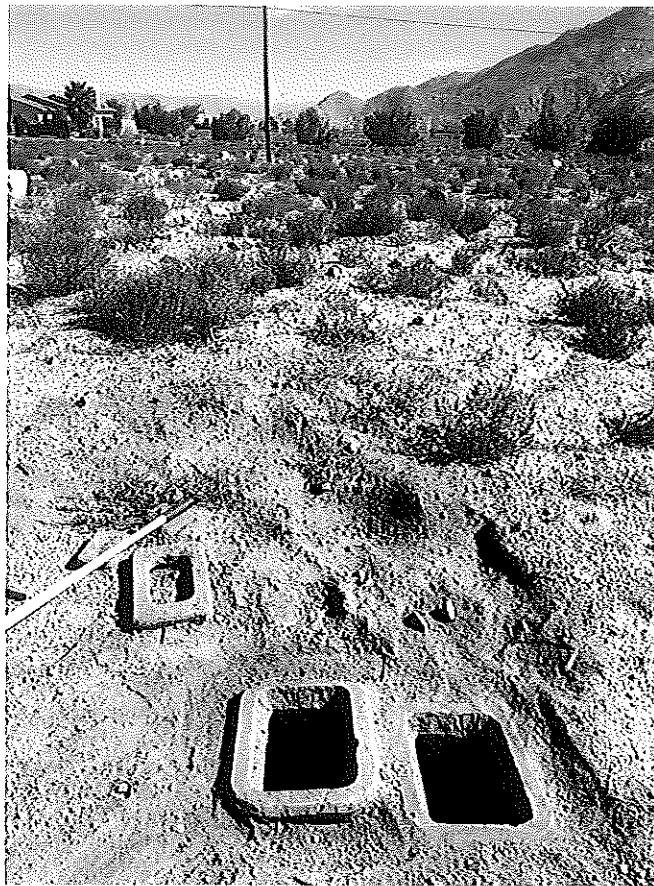
On November 17, 2015, I went to Lot #27 to mark off the water service lateral connection installation and discovered there was in fact a water service lateral connection and meter box installed. It was located on the north property line between Lot #27 and Lot #26. Although the alignment was correct on the property line, it was the distance between the center line of the street and the west property line of the parcels (shoulder of Rafael Street) that was inconsistent.

The water service lateral connection and meter box has been marked with blue paint.

I request the Board to rescind their motion from last night meeting and Mr. Chacon has someone to purchase the other parcel, APN 526-142-028 (Lot #28), they will be required to pay the connection fee of \$8,020.00 (for a 5/8" water meter). Connection charges are subject to change with the appropriate notice per the California Water Code.







Cabazon Water District  
14618 Broadway Street  
P.O. Box 297  
Cabazon, California 92230  
Bus. (951) 849-4442 Fax (951) 849 2519

## Calvin Louie

---

**From:** Calvin Louie  
**Sent:** Friday, December 4, 2015 9:26 AM  
**To:** Ellie Lemus  
**Cc:** Ellen Koumparis  
**Subject:** RE: 14-310 Rafael Meter Issue - Ernest Chacon

Ellie & Ellen,

On 12/04/15, at approximately 0857 hr. I drove to 14310 Rafael Ave. to ensure the marking of "WM" (water meter) sprayed painted in blue on the east shoulder of the street, along with the uncovered water meter boxes serving the address was still visible.

At approximately, 0900 hr. I had a cell phone conversation with Kristen Schultz, Beaumont Realty cell number (760) 805-8293 ensuring her that the "basic facility charges" (connection fees) were paid for that parcel.

I explained to her the upcoming Board meeting was a formality to rescind the Board's motion from the last meeting when Mr. Ernest Chacon (seller) appeared in front of the Board to address his water service concerns prior to the District's staff locating the water meter box at 14310 Rafael Avenue.

Thanks,

Calvin

Calvin Louie  
General Manager

---

**From:** Ellie Lemus  
**Sent:** Thursday, December 3, 2015 3:44 PM  
**To:** Calvin Louie <CLouie@cabazonwater.org>  
**Cc:** Ellen Koumparis <EKoumparis@cabazonwater.org>  
**Subject:** 14-310 Rafael Meter Issue - Ernest Chacon

Hi Calvin,

Ernest Chacon (14-310 Rafael) is trying to close escrow with a gentleman, who came into the office today to find out where the meter was.

According to him, Ernest Chacon informed him that the Board approved to install the water meter wherever he wanted (at either parcel on Rafael – 14-310 or the vacant parcel alongside it). The proposed buyer wanted to make sure he knew where the meter was before closing escrow, because he did not want to purchase the property and find out that the 3,020 was due after the fact.

I told them that this item was up for discussion during the Dec. 14<sup>th</sup> Board meeting, but that I would have you give them a call on Monday at the latest. You can contact Kristen Schultz at (760) 805-8293. She is the Realtor that is working with the buyer.

Thanks,

Elizabeth "Ellie" C. Lemus  
Administrative Assistant  
Cabazon Water District  
(951) 849-4442 Office





*Cabazon Water District*

14816 Broadway Street • P.O. Box 297  
Cabazon, California 92230

November 17, 2015

Ernest Chacon  
P.O. Box 637  
Cabazon, CA 92230

RE: Water Service Connection at APN 526-142-027/028

Dear Mr. Chacon,

Thank you for taking the time to address the Board with your concerns.

Today, I went to Lot #27 to mark off the water service lateral connection installation and discovered there was in fact a water service lateral connection and meter box installed. It was located on the north property line between your Lot #27 and Lot #26. Although the alignment was correct on the property line, it was the distance between the center line of the street and the west property line of the parcels (shoulder of Rafael Street) that was inconsistent.

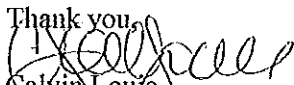
The water service lateral connection and meter box has been marked with blue paint.

I will have the Board rescind their motion from last night meeting and when someone purchases the other parcel, APN 526-142-028 (Lot #28), they will be required to pay the connection fee of \$8,020.00 (for a 5/8" water meter). Connection charges are subject to change with the appropriate notice per the California Water Code.

To summarize, Lot #27 has a service connection, and Lot #28, which has never had a service connection, will require the connection fee of \$8,020.00 (for a 5/8" water meter).

Please feel free to contact me if you have any further questions.

Thank you,

  
Calvin Louie  
General Manager



Business (951) 849-4442 • FAX (951) 849-2519

CABAZON WATER DISTRICT  
 P.O. BOX 297  
 50-256 MAIN SREET  
 CABAZON, CA 92230  
 (951) 849-4442 FAX (951) 849-2519

# INVOICE

INVOICE NO

To:

From: Cabazon Water District  
 P.O. Box 297  
 Cabazon, CA 92230

951-849-4442

SALESPERSON	P.O. NUMBER	DATE	SHIPPED VIA	F.O.B. POINT	TERMS
JRR		11/30/04			

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1 meter	Basic Facilities Charge for 5/8 inch meter service	\$3,650.00	\$3,650.00
	Distribution System Charge	\$3,200.00	\$3,200.00
	Service Facility Installation Charge for a 5/8 inch meter, box, lateral	\$1,170.00	\$1,170.00
	At the following Parcel# <u>526-142-027</u>		

PAYMENT METHOD	Check # <u>2210</u> Cash _____ Money Order # _____	TOTAL	\$8,020.00
		AMOUNT PAID	<u>8,020.00</u>
		TOTAL DUE	\$0.00

Make all checks payable to: Cabazon Water District  
 If you should have any questions please contact our office at 951-849-4442.

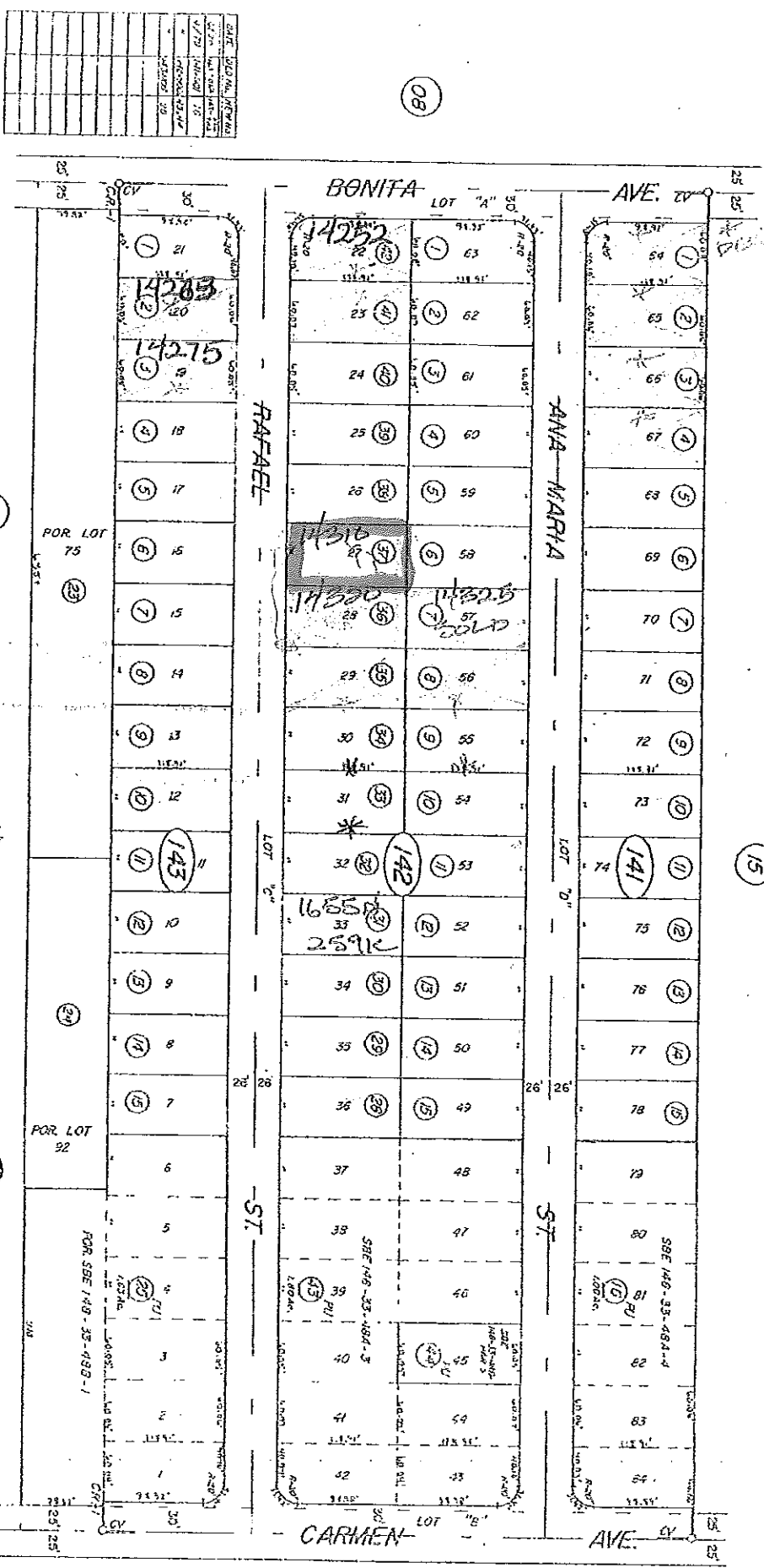
THANK YOU FOR YOUR BUSINESS!

526-14

24-31-5

T.C.A. 5546

THIS MAP SHOULD BE USED FOR REFERENCE PURPOSES ONLY. NO LIABILITY IS ASSUMED FOR THE ACCURACY OF THE DATA SHOWN. PARCELS MAY NOT COMPLY WITH LOCAL SUBDIVISION OR BUILDING ORDINANCES.



MAY 1989

WB 876 CABAZON RANCHO SUB. NO. 1  
 NB 44/88-89 UPPER CABAZON VISTA

LOT # 27  
 PN 526-142-037-6  
 ADDRESS  
 4310 RAFAEL ST.  
 LOT # 28  
 PN 526-142-037-5  
 036-5  
 4320 RAFAEL ST.

LOT # 57  
 PN 526-142-007-9  
 4325 ANA MARIA ST.

Nov. 23/04  
 CMPS  
 20912 OR  
 20912 OR

ASSESSORS MAP BK 526 PG. 14  
 RIVERSIDE COUNTY, CALIF.

DATE	BUREAU	REVISION
11/7/79	PLANNING	1
11/7/79	PLANNING	2
11/7/79	PLANNING	3
11/7/79	PLANNING	4
11/7/79	PLANNING	5
11/7/79	PLANNING	6
11/7/79	PLANNING	7
11/7/79	PLANNING	8
11/7/79	PLANNING	9
11/7/79	PLANNING	10
11/7/79	PLANNING	11
11/7/79	PLANNING	12
11/7/79	PLANNING	13
11/7/79	PLANNING	14
11/7/79	PLANNING	15
11/7/79	PLANNING	16
11/7/79	PLANNING	17
11/7/79	PLANNING	18
11/7/79	PLANNING	19
11/7/79	PLANNING	20
11/7/79	PLANNING	21
11/7/79	PLANNING	22
11/7/79	PLANNING	23
11/7/79	PLANNING	24
11/7/79	PLANNING	25
11/7/79	PLANNING	26
11/7/79	PLANNING	27
11/7/79	PLANNING	28
11/7/79	PLANNING	29
11/7/79	PLANNING	30
11/7/79	PLANNING	31
11/7/79	PLANNING	32
11/7/79	PLANNING	33
11/7/79	PLANNING	34
11/7/79	PLANNING	35
11/7/79	PLANNING	36
11/7/79	PLANNING	37
11/7/79	PLANNING	38
11/7/79	PLANNING	39
11/7/79	PLANNING	40
11/7/79	PLANNING	41
11/7/79	PLANNING	42
11/7/79	PLANNING	43
11/7/79	PLANNING	44
11/7/79	PLANNING	45
11/7/79	PLANNING	46
11/7/79	PLANNING	47
11/7/79	PLANNING	48
11/7/79	PLANNING	49
11/7/79	PLANNING	50
11/7/79	PLANNING	51
11/7/79	PLANNING	52
11/7/79	PLANNING	53
11/7/79	PLANNING	54
11/7/79	PLANNING	55
11/7/79	PLANNING	56
11/7/79	PLANNING	57
11/7/79	PLANNING	58
11/7/79	PLANNING	59
11/7/79	PLANNING	60
11/7/79	PLANNING	61
11/7/79	PLANNING	62
11/7/79	PLANNING	63

08

12

13

14

11

13

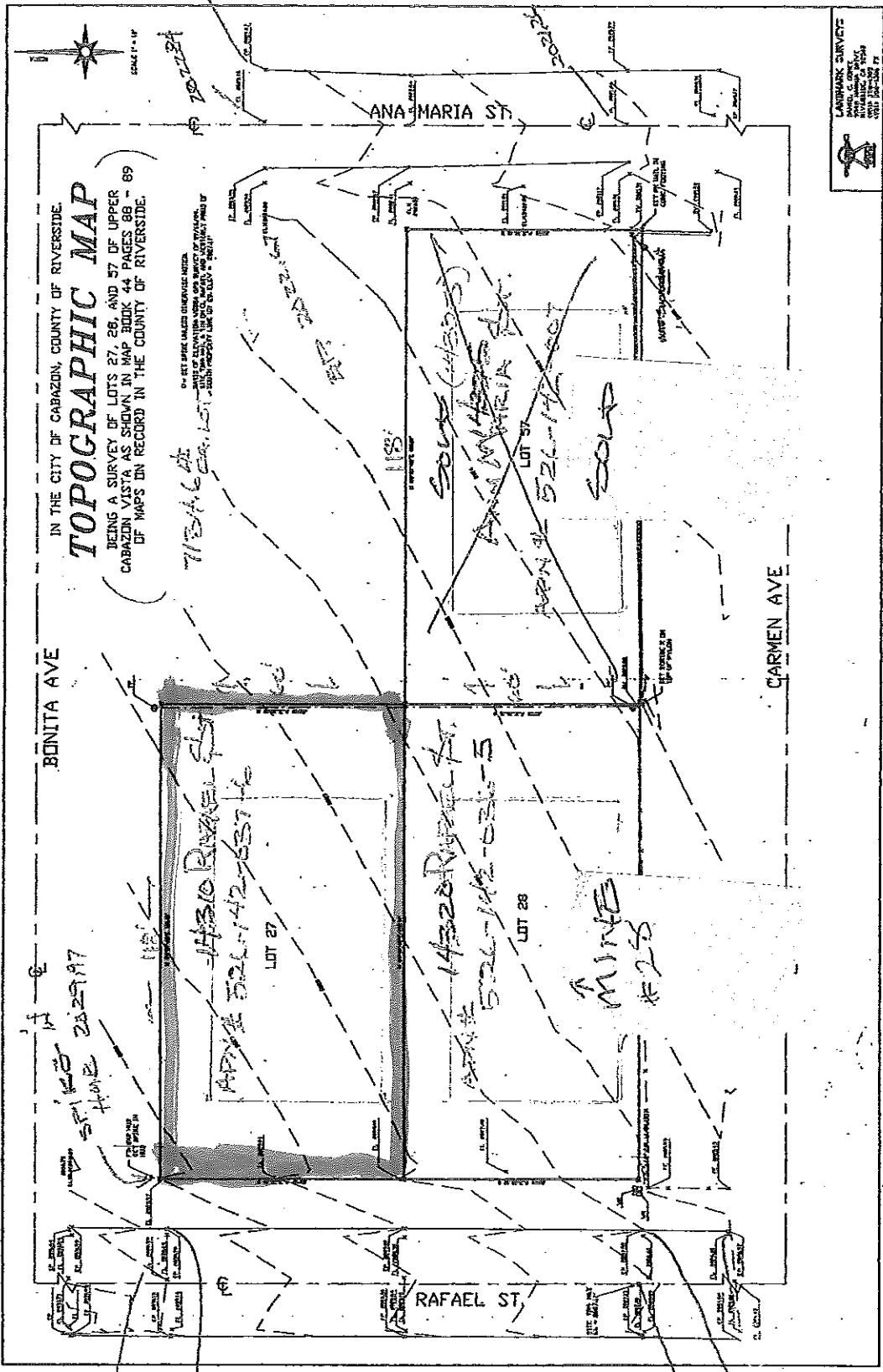
20

15

P.O. # 120

#A

PERMITS IN CABAZON CA. 92230 W/ 87, 88, 89



LOT #	ADDRESS	APN #
LOT 27	14310 RAFAEL ST.	526-142-037
LOT 28	14320 RAFAEL ST.	526-142-036
LOT 27	14325 ANN MARIA ST.	526-142-007





# CABAZON WATER DISTRICT CIVILITY POLICY

## 1. Directors Policies

It is the policy of the Cabazon Water District to maintain the highest standards of ethics from its Board members. The proper operation of the District requires decisions and policy to be made in the proper channels of governmental structure in accordance with the Brown Act and all other applicable laws, that public office not be used for personal gain, and that all individuals associated with the District remain impartial and responsible towards the public. Board members and employees of the Cabazon Water District will maintain the highest standard of personal honesty and fairness in executing their duties. This policy sets forth the minimum ethical standards to be followed by the Board of Directors.

### Governance Objectives Regarding Board/Staff Relationships

- A. Respect the differences of specific style on the board and among staff and ensure the diverse range of views for an information board decision.
- B. Act with dignity, treat everyone with civility and respect, and understand the implications of undermining the integrity of the board or management.
- C. Work with the board of the governance team and assure collective responsibility for building a unity of purpose, communicating common vision in creating a positive organizational culture.
- D. Recognize the board/general manager/governance relationship is supported by the management team.
- E. Understand the distinctions between the board and staff roles, and respect the role of the board as the representative of the community.
- F. Understand that authority rests with the board as a whole, provide guidance to the board, provide leadership to assist in decision-making, and provide leadership based on the direction of the board as a whole.
- G. Communicate openly with trust and integrity, including providing all members of the board with equal access to information and recognize the importance of both.
- H. Accept leadership responsibility and accountability for implementing the vision policies of the district.

## 1.1 Role of the Board of Directors

- A. The District's policies, mission, goals and programs are established by a majority of the Board of Directors at public meetings. The majority of the Board establishes District policy. The Board will not direct District staff on how to implement policy but will hold management responsible if the policy of the District is not implemented.
- B. The General Manager shall recommend programs to implement District policy to the Board at public meetings. The Manager shall carry out the programs approved by the Board without modification.
- C. Individual Board members are encouraged to inquire of the General Manager as to the status of programs.
- The General Manager shall promptly provide information requested by Directors as necessary to assist in decision-making and policy direction.
  - Routine requests orally or in writing for readily available written information or documents related to Board approved programs or subject matters shall not require formal Board approval.
  - Requests that involve other than approved programs or subject matters shall be submitted to the Board by an individual Board member for formal approval.
  - Requests that involve other than the routine collection of data from more than one source, compilation of data from multiple sources, or preparation of written reports, studies, analyses or tabulation requiring more than one (1) hour of staff time shall be submitted to the Board by the individual Board member for formal Board approval.
  - All Directors' requests shall be treated uniformly and responded to in a fair and courteous manner by District Staff. In the event a disagreement arises over such informational requests, the Board shall be consulted. The Board's decision with a majority vote shall be final unless modified by law.
  - Directors requesting information shall not instruct staff as to the manner of responding to such request or the performance of their duties. Nothing herein shall be construed as limiting any Director from making a request pursuant to the California Public Records Act.
- D. An individual Board member has the privilege of inspecting all public records but no greater rights in the day-to-day operation of the District than the public. In respect to the California Public Records Act, all information requests or document requests must be submitted to the District Secretary or his or her designee. All requests for documents

made by members of the public are to be submitted to the District's Secretary or his or her designee. The General Manager or the Manager's designee will respond to such requests.

E. Individual Board members are responsible for obtaining their own Board packages, documents, mails, and any other material relevant to their role as a Board member ("Director Materials") at the Cabazon Water District Administration facility located at 14618 Broadway Street, Cabazon, CA 92230.

- The General Manager or the Manager's designee shall notify the Board that Director Materials are available at the Administrative facility by phone or email.
- The General Manager or Board Secretary shall endeavor to have board packages for regular board meetings ready for pick-up at the Administrative Facility no later than the Tuesday before the third Monday of each month. If the Regular board meeting date is changed, the Board package shall be ready for pick-up at the Administrative facility at least six days prior the Regular board meeting. The General Manager or District Secretary may add new items to the regular board meeting agenda up to seventy-two (72) hours prior to the meeting, provided the new agenda is properly posted. The District Secretary shall use best efforts to contact board members individually to inform them of any such changes to the regular board meeting agenda.
- Board packages for Special board meetings shall be ready for pick-up at the Administrative facility the day before the scheduled Special meeting between 1:30 pm and 4:30 pm.
- Individual Board members shall keep staff apprised of their current phone numbers and email address.
- Individual Board members will be asked to sign a receipt for all Director Materials received.

F. An individual Board member has no greater rights than the public to access secured work areas and water facilities. Many work areas and water facilities have security and safety issues.

- The Cabazon Water District's Administrative facility was designed to provide easy and secured access for district employees and the public.
- The public portion of the facility consists of the following areas:
  - Main entrance, lobby, and a secured transaction window;
  - Community room, patio, and restrooms; and
  - WiFi connectivity upon request.

- The secured work area consists of the following:

- Accounts Receivable (transaction window);
- Administrative Assistant's office
- Accountant's office
- General Manager's office
- Business conference office
- Employee and District vehicle parking lot.

Board members, contractors, vendors, or the public may be invited to conduct business in the secure work area by authorized District staff for the purpose of conducting District business. It is recommended that business be conducted in the Board & Community Room of the administration facility.

Certain contractors and vendors that provide day-to-day services may be granted access by the General Manager to the administrative facility secured work area and water facilities to provide certain authorized service(s) to the District.

- G. District Staff are expected to be helpful and courteous to Board members and the public as the same demeanor is anticipated in return.
- H. Board members are not to disrupt or interfere with the day-to-day operation of the District. All inquiries by Board members are to be directed to the General Manager.
- I. The General Manager compiles a list of qualified legal firms and auditors for the Board's review. The Board hires the District's legal Counsel and Auditor.
- J. The Board employs the General Manager.
  - The Board defines the responsibilities of the General Manager.
  - The Board monitors the progress and redirects, if necessary.
  - In the event a disagreement arises or an allegation is made by a Board member or members against the General Manager, the Board shall review the facts and evidence, and provide an opportunity to the General Manager to respond. The Board's decision with a super majority vote shall be final unless modified by law. (Refer to the General Manager's current employment contract for disciplinary action or termination.)
  - No individual Board member is the General Manager's direct supervisor.
  - The Board provides the General Manager resources needed to carry out the policies and programs of the Board.

- K. The Board adopts the District's Budget.
- L. The Board establishes employee benefits programs, approves pay ranges, all rules and regulations governing employees on the job in conformance of the Memorandum of Understanding between the Cabazon Water District and Service Employee Industry Union.
- M. The Board conveys easements and real property of the District.
- N. The Board approves acquisition and/or purchase of real property.
- O. The Board approves the demand of payment register prior to release of any payment, with the exception of Customer Refunds or other required monthly, quarterly, bi-annual or annual payments as listed in the Board's memorandum titled "*Payables to be Processed and Paid not requiring Board Approval*" issued December 16, 2013, or any amendment to such policy, or the most recent memorandum revised by the Board.
- P. The Board defines the General Manager's "Discretionary Expenditure Authority" through the Board memorandum issued on December 16, 2013 or the most recent memorandum or amendment revised by the Board. The Board shall clearly define the General Manager's authority and dollar limit the General Manager is authorized to spend during the day-to-day operations without prior Board approval.

These areas include:

- Petty cash expenditures (inclusive of the General Manager and the Manager's appointees);
- Daily small purchases up to \$200.00 for supplies, tools, material, and other items required during the operations of the District;
- Office supplies;
- Emergency Repairs;
- Maintenance & Repairs; and
- Preventative Maintenance.

#### 1.2 Instruction to Staff.

- A. All general business of the District, including requests for information and instructions to District personnel are to be conducted through the General Manager or his or her designee.

### 1.3 Compliance with the Ralph M. Brown Act.

- A. The members of the Board of Directors will fully comply with the provisions of the State's open meeting law for public agencies (the Brown Act).

### 1.4 Closed Sessions.

- A. A Director is not authorized to disclose information that qualifies as confidential information under applicable provisions of the law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, (3) is not required to be disclosed under the California Public Records Act, or (4) has not been established and agreed upon by the Board as a whole as appropriate and uniform response to public inquiry.
- B. This section does not prohibit any of the following: (1) making a confidential inquiry or complaint to a District Attorney or Grand Jury concerning a perceived violation of law, including disclosing facts to a District attorney or Grand Jury that are necessary to establish the alleged illegality of an action taken by the District in closed session, (2) expressing an opinion concerning the propriety or legality of actions taken by the District in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board member will first bring the matter to the attention of the Board, in a lawful and appropriate manner, to provide the Board an opportunity to cure any alleged violation.
- C. A Director who willfully and knowingly discloses for pecuniary gain confidential information received by him or her in the course of his or her official duties may be guilty of a misdemeanor under Government Code section 1098.

### 1.5 Personal Opinions.

- A. On occasion, a Director may wish, as a private citizen, to express a personal opinion about District business during a meeting open to the public. In such instances, the Director must make it clear that he or she is expressing his or her personal opinion only and that the statement does not necessarily reflect the Board's position or District policy.

### 1.6 Board Agendas.

- A. The General Manager and Board Secretary shall place items on the Board Agenda as part of the District's normal business process.
- B. All general requests to add items to an agenda shall be made during the Director's Comments on matters not on the Board Agenda prior to the close of a public meeting.
- i. Directors may propose items to add on a future Board Agenda. A minimum of two Director votes is required to have an item placed on a future Board Agenda. Alternatively, two board members may submit a signed request in writing to the General Manager at least ten (10) days in advance of a regular board meeting to have such item placed on the next regular board meeting. A request to direct Staff to perform research, draft a report, or otherwise expend a significant amount of staff time in support of a proposed Board Agenda item (i.e, more than one hour) shall require a majority vote of the Board. If there are sufficient votes to place an item on the Board Agenda, but no majority vote to direct the Staff to research and develop a staff report, the Director making the initial request to agendaize an item shall submit a report and any other relevant documentation to the General Manager or Board Secretary at least eight (8) business days before the Board packages are distributed. Failure to do so will result in the removal of the item from the Board Agenda.
  - ii. The general public may request the Board to place an item on the Board Agenda. The Board may place the requested item on the Board Agenda upon a vote of at least two Directors. The person(s) making the request to place an item on the Board Agenda if approved by the Board, shall submit any reports and relevant documents to the General Manager or Board Secretary at least eight (8) days before the Board packages are distributed. Failure to do so will result in the removal of the item from the Board Agenda.
- C. If possible, when Directors have a question regarding any items on the Consent Calendar, they should contact the General Manager prior the Regular Board meeting or attend the Finance and Audit Committee meeting generally prior to the Regular Board meeting to address any concerns.

#### 1.7 Payment for Attendance or Services (Director Fees).

- A. Refer to Board Resolution on Director Fees

#### 1.8 Conflict of Interest.



A. Board members will not have a financial interest in a contract with the District, or be a purchaser at a sale by the District, or a vendor at a purchase made by the District, unless the Board Member's participation was authorized under Government Code section 1091. A Board Member will not participate in the discussion, deliberation or vote on a matter before the Board of Directors, or in any way attempt to use his or her official position to influence a decision of the Board, if he or she has a prohibited interest with respect to the matter, as defined in the Political Reform Act, Government Code sections 81000, and following, relating to financial conflicts of interest. Generally, a Director has a financial interest in a matter if it is reasonably foreseeable that the Board decision would have a material financial effect (as defined by the Fair Political Practices Commission's regulations) that is distinguishable from the effect on the public generally on (a) a business entity in which the Director has a direct or interest investment in the amount specified in FPPC regulations; (b) real property in which the Director has a direct or interest investment interest, with a worth in the amount specified in FPPC regulations; (c) a source of income of the Director in the amount specified in FPPC regulations, within twelve months before the Board decision; (d) a source of gifts to the Director in the amount specified in FPPC regulations, within twelve months before the Board decision; or (e) a business entity in which the Director holds a position as a director, trustee, officer, partner, manager or employee. An "indirect interest" means any investment or interest owned by the spouse, dependent child of the Director, by an agent on behalf of the Director, or by a business entity or trust in which the Director, or the Director's spouse, dependent child or agent, owns directly, indirectly or beneficially a ten percent interest or greater. Directors will not accept gifts or honoraria that exceed the limitations specified in the Fair Political Practice Act or FPPC regulations. Board members will report all gifts, honoraria, campaign contributions, income and financial information as required under the District's Conflict of Interest Code and the provisions of the Fair Political Practice Act or FPPC Regulations.

B. If a member of the Board believes that he or she may be disqualified from participating in the discussion, deliberation or vote on a particular matter due to a conflict of interest, the following procedure will be followed: (a) if the Director becomes aware of the potential conflict of interest before the Board meeting at which the matter will be discussed or acted on, the Director will notify the District's General Manager of the potential conflict of interest, so that a determination can be made whether it is a disqualifying conflict of interest; (b) if it is not possible for the Director to discuss the potential conflict with the General Manager before the meeting, or if the Director does not become aware of the potential conflict until during the meeting, the Director will immediately disclose the potential conflict during the Board meeting, so there can be a determination whether it is disqualifying conflict of interest; and (c) upon a determination that there is a

disqualifying conflict of interest, the Director (1) will not participate in the discussion, deliberation or vote on the matter for which the conflict of interest exist, which will be so noted in the Board minutes, and (2) leave the room until after the discussion, vote, and any other disposition of the matter is concluded.

- C. A Board Member will not recommend the employment of a relative by the District. In addition, a Board Member will not recommend the employment of relative to any person known by the Board Member to be bidding for or negotiating a contract with the District.
- D. No Director shall willingly and knowingly accept a gift that may cause the impression of conflict of interest, or otherwise violate the disqualification provision of the Political Reform Act of 1974. A Board Member who knowingly ask for, accepts or agrees to receive a gift, reward or promise thereof for doing an official act, except as may be authorized by law, may be guilty of a misdemeanor under Penal Code section 70.

1.9 Employee Relations and Discipline.

- A. All District personnel matters, including employee discipline, have been specifically designated the responsibility of the General Manager by the Board of Directors.
- B. Board Members shall not in the performance of their official functions, discriminate against or harass any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, sex, sexual preference, medical conditions or disability. A Board Member will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group in similar circumstances.
- C. Individual members of the Board of Directors shall not supervise, discipline or attempt to direct District personnel other than through the General Manager or his or her designee, with majority vote or as per any applicable contract of such employee, of the Board of Directors.
- D. Interference with District employee relations or efforts to discipline public employees of the District by individual members of the Board of Directors, without majority vote of the Board of Directors, shall be grounds for public censure and such other administrative and legal penalties as the Board of Directors may deem appropriate or as prescribed by law.

1.10 District Property.

- A. Board Members will not use or permit the use of District-owned vehicles, equipment, telephones, materials or property for personal convenience or profit. A Board member will not ask or require a District employee to perform services for the personal convenience or profit of a Board Member, or employee, during the employee's regular working hours. Each Board Member must protect and properly use any District asset within his or her control, including information recorded on paper or in electronic form. Board Members will safeguard District property, equipment, moneys and assets against unauthorized use of removal, as well from loss due to criminal act or breach of trust.

#### 1.11 News Releases.

- A. All news releases related to, or regarding, an action of the Board of Directors, shall indicate or state the actual "vote" of the Board of Directors. Except in cases of emergency, all news releases must be approved by a majority vote and only the General Manager shall issue District authorized news releases to the media. The General Manager may delegate approved news releases to be written and disseminated by the District's public relations contractor.

#### 1.12 Solicitation of Political Contributions.

- A. Board Members are prohibited from soliciting political funds or contributions at District facilities or from District employees. A Board Member will not accept, solicit or direct a political contribution from District vendors or consultants who have a material financial interest in a contract or other matter while that contract or other matter is pending before the District. A Director will not use the District's seal, trademark, stationery or other indicia of the District's identity, or facsimile thereof, in any solicitation for political contribution contrary to state or federal law.

#### 1.12 Candidate's Statement.

- A. Board Members will not include false or misleading information in a Candidate's Statement for a general District election filed pursuant to section 13307 of the Election Code.
- B. Payment of the cost of a Candidate's Statement shall be borne by the candidate. The Board shall confirm this by minute order along with the adoption of the Notice of General District Election, pursuant to request by the Riverside Registrar of Voters on an annual basis.

#### 1.13 Incompatible Offices.

- A. Any Board Member appointed or elected to a public office or another public entity, the duties of which may require action contradictory or inconsistent with the Board action, will resign from the former Board.

1.14 Reporting of Improper Activities; Protection of "Whistle Blowers."

- A. The Board has a duty to ensure the General Manager is operating the District according to law and policies approved by the Board. Board Members are encouraged to fulfill their obligation to the public and the District by disclosing to the General Manager to the extent not expressly prohibited by law, improper activities within their knowledge. Board Members will not interfere with the General Manager's responsibilities in identifying, investigating and correcting improper activities, unless the Board determines that the General Manager is not properly carrying out these responsibilities by a majority vote or by any more restrictive vote set forth in the General Manager's employment agreement. Nothing in this section affects the responsibility of the Board to oversee the performance of the General Manager.
- B. A Board Member will not directly or indirectly use or attempt to use the authority or influence of his or her position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such as person from acting in good faith to report or otherwise bring to the attention of the General Manager or the Board any information that, if true, would constitute: a work related violation by a Board Member or District employee of any law or regulation, gross waste of District funds, gross abuse of authority, a specified and substantial danger to public health or safety due to an act or omission of a District official or employee, use of a District office or position or of District resources for personal gain, or a conflict of interest of a District Board Member or District employee.
- C. A Board Member will not use or threaten to use any official authority or influence to effect and action as a special reprisal against District Board Members or District employees who report or otherwise brings to the attention of the General Manager any information regarding the subjects described in this section.

1.15 Violation of Policy.

- A. A perceived violation of this policy by a Board Member should be referred to the Board of Directors for investigation, and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of remedies as are available by law to the District, including but not limited to: (a) adoption of a resolution expressing

disapproval of the conduct of the Board member who has violated this policy, (b) injunctive relief, or (c) referral of the violation to the District Attorney and/or the Grand Jury.

DRAFT