



**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  
14618 Broadway Street  
Cabazon, California 92230

**Meeting Date:**  
Tuesday, January 17, 2017 – 5:00 PM

**CALL TO ORDER,**  
**PLEDGE OF ALLEGIANCE,**  
**ROLL CALL**  
**FINANCE & AUDIT COMMITTEE**

1. Discussion: Finance & Audit Committee Report
  - Balance Sheet
  - Profit and Loss Two Month Comparison
  - Profit and Loss Budget Comparison
  - Fiscal Year 2016-2017 Budget Comparison
  - Statement of Cash Flows
2. Discussion: Water Rate Study Discussion and Update. Special Meeting Regarding Water Rate Study – to be held on Tuesday, January 31<sup>st</sup>, 2017.
3. Finance & Audit Committee District Payables Review and Approval/Signing

### **PUBLIC COMMENT**

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

**ADJOURNMENT**

**ADA Compliance Issues**

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



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

**REGULAR BOARD MEETING**

**AGENDA**

**Meeting Location:**

Cabazon Water District Office  
14618 Broadway Street  
Cabazon, California 92230

**Meeting Date:**

January 17, 2017 – 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 December 20, 2016
- b. Regular Board Meeting Minutes and warrants of December 20, 2016

**2. Warrants – None**

**3. Awards of Contracts – None**

### UPDATES

1. Update: San Gorgonio Pass Regional Water Alliance Update  
(by Director Israel)
2. Update: Manager's Operations Report  
(by General Manager Louie)

### OLD BUSINESS

1. Discussion: Sustainable Ground Water Update  
(by General Manager Louie & Steve Anderson)
2. Discussion/Action: Customer Concern: Mt. View St. – Mr. Byrer Petition to the Board of Directors to forgive/discount his account balance.

### NEW BUSINESS

1. Discussion: Water Rate Study Discussion and Update. Special Meeting Regarding Water Rate Study – to be held on Tuesday, January 31<sup>st</sup>, 2017.
2. Discussion/Action: Customer Concern: Aloma Dr. – Acct. 7-7051C, Mr. RD Cash Petition to the Board of Directors to forgive/discount his account balance.
3. Discussion/Action: Customer Concern: Tim Bailiff, Bailiff Ranch: Petition to the Board to remove select parcels from the District's annual fixed water Standby Assessments each fiscal year.

#### Parcels in question:

- 519-200-006-5
- 519-200-008-7

### PUBLIC COMMENTS

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### GENERAL MANAGER/BOARD COMMENTS

1. Future Agenda Items

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

- Suggested agenda items from the Public.
- Suggested agenda items from Management.
- 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. Special Water Rate Board Meeting – January 31, 2017, 6:00 pm
- b. Finance & Audit Workshop – Tuesday – February 21, 2017, 5:00 pm
- c. Regular Board Meeting – Tuesday – February 21, 2017, 6:00 pm
- d. Personnel Committee – None
- e. San Geronio Pass Regional Water Alliance – Alliance Meeting - Wednesday – January 25, 2016  
- 5:00 PM to 7:00 PM

ADJOURNMENT

*ADA Compliance Issues*

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**Cabazon Water District**  
14-618 Broadway Street • P.O. Box 297  
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**FINANCE & AUDIT COMMITTEE MEETING**

**MINUTES**

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

**Meeting Date:**  
Tuesday, December 20, 2016 – 5:00 PM

CALL TO ORDER,  
PLEDGE OF ALLEGIANCE,  
ROLL CALL

Director Bui - Present  
Director Israel - Present

Calvin Louie (General Manager) - Present  
Elizabeth Lemus, Board Secretary - Present  
Cindy Byerrum, 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 Comparison
  - Profit and Loss Budget Comparison
  - Fiscal Year 2016-2017 Budget Comparison
  - Statement of Cash Flows

Ms. Byerrum, the District's contract CPA, noted on the Balance Sheet that the LAIF balance as of November 30, 2016 is \$351,523 which is very low, and the low reserve balances will be addressed in the rate study being performed by NBS. She also noted that the District's liabilities exceeded the District's spendable assets by approximately \$500,000, which will also be addressed in the rate study.

Ms. Byerrum noted on the Profit & Loss that the District's revenues are at 41% in total, which is right on target with the budget. The total expenses were at 37% of budget, which is slightly lower than budgeted but that is often due to the uneven timing of certain expenses such as repairs and maintenance.

Overall, the District's year to date loss through November 30, 2016 was \$110,264, which was 23% of budget. Ms. Byerrum noted that the practice of operating at a loss will be addressed in the upcoming rate study.

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

**PUBLIC COMMENT**

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**ADJOURNMENT**

Motion to adjourn at 17:07 hr. made by Director Israel and 2<sup>nd</sup> by Director Bui.

Meeting adjourned at 17:07 hr. on December 20, 2016.

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Robert Lynk, Board Chair  
Board of Directors  
Cabazon Water District

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Elizabeth Lemus, Secretary  
Board of Directors  
Cabazon Water District

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**Cabazon Water District**  
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**REGULAR BOARD MEETING  
MINUTES**

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

**Meeting Date:**  
December 20, 2016 – 6:00 PM

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**REMEMBRANCE OF OUR SERVICE MEN AND WOMEN**

**ROLL CALL**

Director Teresa Bui - Present  
Director Maxine Israel - Present  
Director Sarah Wargo - Absent  
Director Alan Davis - Present  
Director Robert Lynk - Present

Calvin Louie, General Manager - Present  
Elizabeth Lemus, Board Secretary - Present  
Cindy Byerrum, Financial Consultant - Present  
Steve Anderson, Best Best & Krieger Law Firm - Absent

Note: This meeting was recorded by the District -

**CONSENT CALENDAR**

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1. Approval of:

- a. Finance and Audit Committee Meeting Minutes and warrants approved by the committee of November 15, 2016
- b. Regular Board Meeting Minutes and warrants of November 15, 2016

Motion to approve consent calendar item(s) a.) Finance and Audit Committee Meeting Minutes and warrants approved by the committee of November 15, 2016 and b.) Regular Board Meeting Minutes and warrants of November 15, 2016 made by Director Israel and 2<sup>nd</sup> by Director Davis.

Director Bui - Aye  
Director Israel - Aye  
Director Wargo - Absent  
Director Davis - Aye  
Director Lynk - Aye

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

UPDATES

1. Update: San Gorgonio Pass Regional Water Alliance Update  
(by Director Israel)
2. Update: Manager's Operations Report  
(by General Manager Louie)

Escrow was closed on the 50100 Main St. Property. Louie will obtain estimates on building removal and fencing.

OLD BUSINESS

1. Discussion/Action: Customer Concern: Cabazon St. – Mr. Murillo. Petition to the Board of Directors to forgive/discount his account balance.

Motion to deny Mr. Murillo's petition to discount/forgive his account balance (Att. No. 3-192014DM, Cabazon St.)\*, made by Director Davis and 2<sup>nd</sup> by Director Israel.

Director Bui - No  
Director Israel - Aye  
Director Wargo - Absent  
Director Davis - Aye  
Director Lynk – Aye

\*It was the understanding of the Board that Mr. Murillo would be able to make payment arrangements / a payment extension agreement with the District's Customer Account Representative.

2. Discussion: Sustainable Ground Water Update  
(by General Manager Louie & Steve Anderson)

**NEW BUSINESS**

1. Discussion/Action: Presentation and Approval of Fiscal Year 2015-2016 Audited Financial Statements (presented by Andy Beck, Fedak and Brown LLP)

Motion to approve the Fiscal Year 2015-2016 Audited Financial Statements made by Director Bui and 2<sup>nd</sup> by Director Israel.

Director Bui - Aye  
Director Israel - Aye  
Director Wargo - Absent  
Director Davis - Aye  
Director Lynk – Aye

2. Discussion/Action: Customer Concern: Mt. View St. – Mr. Byrer Petition to the Board of Directors to forgive/discount his account balance.

Motion to table\* Mr. Byrer's petition until the January Regular Board Meeting made by Director Bui and 2<sup>nd</sup> by Director Davis.

Director Bui - Aye  
Director Israel - No  
Director Wargo - Absent  
Director Davis - Aye  
Director Lynk – Aye

\*Mr. Byrer was not present during this meeting, hence the Boards' decision to table the item.

3. Discussion/Action: RESOLUTION 06-2016: Authorizing Application to the Director of Industrial Relations, State of California for a Certificate of Consent to self-insure Workers' Comp. liabilities (JPRIMA Workers' Comp. Insurance)

Motion to approve RESOLUTION 06-2016: Authorizing Application to the Director of Industrial Relations, State of California for a Certificate of Consent to self-insure Workers' Comp. liabilities (JPRIMA Workers' Comp. Insurance) made by Director Bui and 2<sup>nd</sup> by Director Israel.

Director Bui - Aye  
Director Israel - Aye  
Director Wargo - Absent  
Director Davis - Aye  
Director Lynk – Aye

**PUBLIC COMMENTS**

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Director Bui mentioned earlier during the meeting that she would no longer be available to hold her seat as one of the two District's Finance and Audit Committee Members after the end of the month. It was agreed that the January Board Meeting would need to include an agenda item regarding selecting a Director to replace her.

### MISCELLANEOUS

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

- a. Finance & Audit Workshop – Tuesday – January 17, 2016, 5:00 pm
- b. Regular Board Meeting – Tuesday – January 17, 2016, 6:00 pm
- c. Personnel Committee – None
- d. San Gorgonio Pass Regional Water Alliance – Alliance Meeting - Wednesday – January 25, 2016 - 5:00 PM to 7:00 PM

### ADJOURNMENT

Motion to adjourn at 18:36 hr. made by Director Bui and 2<sup>nd</sup> by Director Israel

Director Bui - Aye  
Director Israel - Aye  
Director Wargo - Aye

Director Davis - Aye  
Director Lynk - Aye

Meeting adjourned at 18:36 hr. on Tuesday, December 20, 2016

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Robert Lynk, Board Chair  
Board of Directors  
Cabazon Water District

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Elizabeth Lemus, Secretary  
Board of Directors  
Cabazon Water District

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**Cabazon Water District**  
**Balance Sheet**  
As of December 31, 2016

Dec 31, 16

1	<b>ASSETS</b>	
2	<b>Current Assets</b>	
3	<b>Checking/Savings</b>	
4	11020 · General Bank Account-Chase	61,422
5	11030 · Payroll Bank Account-Chase	51,376
6	11040 · Trust Account- Chase - Cus Dep	15,448
7	11050 · Local Petty Cash	100
8	<b>Total Checking/Savings</b>	<u>128,346</u>
9	<b>Accounts Receivable</b>	
10	12021 · Accounts Rec - Special Invoices	9,764
11	<b>Total Accounts Receivable</b>	<u>9,764</u>
12	<b>Other Current Assets</b>	
13	12000 · Accounts Receivable	
14	12011 · Accounts Receivable - Co 1	94,595
15	12012 · Accounts Receivable - Co 2	45,099
16	12013 · Unbilled UB AR	64,725
17	12014 · Allow for Doubtful Accts Co 1	(17,643)
18	12015 · Allow for Doubtful Accts Co 2	(10,993)
19	12023 · Taxes Receivable	688
20	12024 · Taxes Receivable - Stand By	12,518
21	12025 · Miscellaneous Receivable	617
22	<b>Total 12000 · Accounts Receivable</b>	<u>189,606</u>
23	13010 · LAIF	
24	13011 · LAIF	351,523
25	13012 · LAIF Annual Market Adjustment	268
26	<b>Total 13010 · LAIF</b>	<u>351,790</u>
27	13020 · Bank of NY Trustee Accounts	
28	13021 · Reserve Fund - DWR-HS 528	49,485
29	13022 · Repayment Fund DWR-HS 525	5,155
30	<b>Total 13020 · Bank of NY Trustee Accounts</b>	<u>54,640</u>
31	13040 · Prepaid Expenses	20,725
32	13060 · Inventory Total	87,079
33	<b>Total Other Current Assets</b>	<u><u>703,842</u></u>

**Cabazon Water District**  
**Balance Sheet**  
As of December 31, 2016

		<u>Dec 31, 16</u>
34	<b>Total Current Assets</b>	841,951
35	<b>Fixed Assets</b>	
36	<b>14200 · Construction in Process</b>	
37	14204 · CIP Cabazon Outlets Expansion	9,692
38	14209 · CIP Super Map	9,455
39	14210 · CIP 50100 Main St. Property	69,918
40	<b>Total 14200 · Construction in Process</b>	<u>89,066</u>
41	<b>14310 · Tools and Equipment</b>	118,016
42	<b>14320 · Source of Supply</b>	
43	14321 · Source of Supply- DHPO Intercon	709,905
44	14320 · Source of Supply - Other	800,818
45	<b>Total 14320 · Source of Supply</b>	<u>1,510,723</u>
46	<b>14330 · Transmission &amp; Distribution</b>	7,853,270
47	<b>14340 · Buildings &amp; Structures</b>	12,281
48	<b>14350 · Water Treatment</b>	8,800
49	<b>14360 · Office Furniture and Equipment</b>	63,188
50	<b>14370 · Intangible Plant</b>	11,032
51	<b>14380 · Vehicles</b>	106,309
52	<b>14400 · Land</b>	409,331
53	<b>14500 · Accumulated Depreciation</b>	<u>(4,642,470)</u>
54	<b>Total Fixed Assets</b>	<u>5,539,545</u>
55	<b>TOTAL ASSETS</b>	<u><u>6,381,496</u></u>
56	<b>LIABILITIES &amp; EQUITY</b>	
57	<b>Liabilities</b>	
58	<b>Current Liabilities</b>	
59	<b>Accounts Payable</b>	
60	21100 · *Accounts Payable	41,320
61	<b>Total Accounts Payable</b>	<u>41,320</u>
62	<b>Other Current Liabilities</b>	
63	21300 · Customer Deposits	
64	21330 · Customer Deposits - Co 1	4,800
65	21340 · Customer Deposits - Co 2	5,024
66	<b>Total 21300 · Customer Deposits</b>	<u>9,824</u>
67	21420 · Accrued Vacation Pay	18,345

**Cabazon Water District**  
**Balance Sheet**  
As of December 31, 2016

		<u>Dec 31, 16</u>
68	21440 · DWR-HS Payable - Current	36,184
69	21450 · Current Portion Zion's Bank Ln	75,062
70	21460 · Accrued Payroll	4,827
71	21470 · Accrued Payroll Taxes	359
72	21480 · Accrued Interest	3,527
73	21490 · Accrued Expenses	2,830
74	24000 · Payroll Liabilities	80
75	<b>Total Other Current Liabilities</b>	<u>151,038</u>
76	<b>Total Current Liabilities</b>	<u>192,358</u>
77	<b>Long Term Liabilities</b>	
78	22000 · DWR-H Loan Payable (Payoff '26)	374,705
79	22100 · Zion's Bank Long Term (2023)	454,027
80	22200 · RCEDA Loan Payable	300,000
81	<b>Total Long Term Liabilities</b>	<u>1,128,732</u>
82	<b>Total Liabilities</b>	<u>1,321,090</u>
83	<b>Equity</b>	
84	31010 · Net Investment in Capital Asset	4,091,921
85	31020 · Restricted for Debt Service	233,447
86	31030 · Unrestricted Net Assets	
87	31041 · Reserved for Almond Vault Refur	50,000
88	31030 · Unrestricted Net Assets - Other	921,430
89	<b>Total 31030 · Unrestricted Net Assets</b>	<u>971,430</u>
90	32000 · Retained Earnings	12,062
91	32001 · Prior Period Adjustment	(127,546)
92	Net Income	(120,908)
93	<b>Total Equity</b>	<u>5,060,406</u>
94	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>6,381,496</u></u>

# Cabazon Water District

## Profit Loss

December 2016

		Year To			
		Date			
		Dec 16	(YTD)	Budget	% of Budget
1	<b>Ordinary Income/Expense</b>				
2	<b>Income</b>				
3	<b>41000 · Operating Income</b>				
4	41100 · Base Rate - Water Bills	84,576	560,950	997,600	56%
5	41220 · Fire Sales - Water Bills	180	1,380	3,100	45%
6	41230 · Fire Flow Income	0	0	150	0%
7	41240 · Meter Install and Removal	0	0	80	0%
8	41310 · Penalty Fees - Water Bills	2,417	19,290	40,000	48%
9	41320 · Lien Reinstatement Fees	0	0	1,020	0%
10	41330 · New Account Fees - Water Bills	105	645	1,420	45%
11	41360 · Incident Fee - Water Bills	0	0	140	0%
12	41370 · Returned Check Fees	120	210	550	38%
13	41400 · Basic Facilities Fee	0	8,020	8,020	100%
14	41500 · Stand By Fees - Tax Revenue	0	12,518	113,600	11%
15	<b>Total 41000 · Operating Income</b>	<b>87,398</b>	<b>603,013</b>	<b>1,165,680</b>	<b>52%</b>
16	<b>42000 · Non-Operating Income</b>				
17	<b>42100 · Property Taxes</b>				
18	42110 · Ad Valorem - Tax Revenue	3,722	4,936	50,700	10%
19	42120 · Teeter Settlement Income	0	0	10,000	0%
20	<b>Total 42100 · Property Taxes</b>	<b>3,722</b>	<b>4,936</b>	<b>60,700</b>	<b>8%</b>
21	42210 · Cell Tower Lease Income	1,967	11,801	23,100	51%
22	42310 · Miscellaneous Non-Operating Inc	0	30	0	100%
23	<b>43000 · Interest Income</b>				
24	43110 · Interest Inc - Gen, Trust, Payr	0	6	20	30%
25	43120 · Interest Income LAIF	0	644	2,800	23%
26	43140 · Interest Income - Water bills	454	2,767	6,000	46%
27	43150 · LAIF FMV Adjustment	0	0	20	0%
28	43160 · Interest Income - DWR	0	3	10	27%
29	<b>Total 43000 · Interest Income</b>	<b>455</b>	<b>3,420</b>	<b>8,850</b>	<b>39%</b>
30	<b>Total 42000 · Non-Operating Income</b>	<b>6,143</b>	<b>20,186</b>	<b>92,650</b>	<b>22%</b>
31	<b>Total Income</b>	<b>93,542</b>	<b>623,199</b>	<b>1,258,330</b>	<b>50%</b>
32	<b>Gross Profit</b>	<b>93,542</b>	<b>623,199</b>	<b>1,258,330</b>	<b>50%</b>
33	<b>Expense</b>				
34	<b>50010 · Payroll - All Expenses</b>				
35	<b>51000 · Payroll Summary</b>				
36	51050 · Directors Fees	800	7,100	18,900	38%
37	<b>51100 · Management and Customer Service</b>				
38	51120 · Customer Accounts	3,602	23,084	39,800	58%
39	51130 · Admin Assistant	4,050	24,937	46,900	53%
40	51131 · Business Admin Manager	0	0	24,600	0%



**Cabazon Water District**

**Profit Loss**

December 2016

		Dec 16	Year To Date (YTD)	Budget	% of Budget
41	51135 · Office Assistant	578	3,013	7,600	40%
42	51140 · General Manager	6,342	53,901	95,100	57%
43	<b>Total 51100 · Management and Customer Service</b>	<b>14,571</b>	<b>104,935</b>	<b>214,000</b>	<b>49%</b>
44	51200 · Water Operations				
45	51210 · Meter Reader	0	5,306	24,300	22%
46	<b>Total 51200 · Water Operations</b>	<b>0</b>	<b>5,306</b>	<b>24,300</b>	<b>22%</b>
47	56210 · Field Operations				
48	56220 · Field Workers	4,652	23,105	104,400	22%
49	<b>Total 56210 · Field Operations</b>	<b>4,652</b>	<b>23,105</b>	<b>104,400</b>	<b>22%</b>
50	<b>Total 51000 · Payroll Summary</b>	<b>20,024</b>	<b>140,445</b>	<b>361,600</b>	<b>39%</b>
51	51300 · Payroll - Employee Ben Expense				
52	51310 · Workers Comp.	1,007	8,203	19,900	41%
53	51320 · Employee Health Care	4,685	18,718	73,600	25%
54	51330 · Pension	3,712	25,210	69,300	36%
55	<b>Total 51300 · Payroll - Employee Ben Expense</b>	<b>9,403</b>	<b>52,140</b>	<b>162,800</b>	<b>32%</b>
56	51400 · Payroll Expenses - Taxes, etc				
57	51410 · FICA and Medicare	1,529	10,820	26,300	41%
58	51420 · SUI and ETT	36	1,284	4,000	32%
59	51430 · Medical Testing	0	1,600	3,000	53%
60	<b>Total 51400 · Payroll Expenses - Taxes, etc</b>	<b>1,565</b>	<b>13,704</b>	<b>33,300</b>	<b>41%</b>
61	<b>Total 50010 · Payroll - All Expenses</b>	<b>30,991</b>	<b>206,289</b>	<b>557,700</b>	<b>37%</b>
62	<b>Operational Expenses</b>				
63	53000 · Facilities, Wells, Trans, Dist				
64	53110 · Lab Fees	180	2,155	7,800	28%
65	53120 · Site Landscaping & Maintenance	45	270	1,500	18%
66	53130 · Meters	1,069	3,899	10,000	39%
67	53140 · Generator Service Contractor	0	348	3,500	10%
68	53150 · Median Landscape & Maintenance	0	0	3,000	0%
69	53160 · Utilities - Wells	9,772	61,477	107,900	57%
70	53170 · SCADA (no ongoing contract )	28	1,327	4,800	28%
71	5318 · Line Mtn & Rep Contractor				
72	53180 · Line Maint and Repair Cont	0	1,560	0	100%
73	53181 · Line Maint Repair Cont. Emergen	0	21,498	80,000	27%
74	5318RE · Line Mtn & Rep Eq Rent Emerg	0	900	0	100%
75	<b>Total 5318 · Line Mtn &amp; Rep Contractor</b>	<b>0</b>	<b>23,958</b>	<b>80,000</b>	<b>30%</b>
76	53190 · Line Maint and Repair Materials	451	6,910	38,300	18%
77	53210 · Well Maintenance				
78	53215 · Chemicals	0	1,513	6,000	25%
79	53290 · Well Maintenance - Other	3,382	5,608	15,000	37%

## Cabazon Water District

### Profit Loss

December 2016

		Year To			
		Date			
		Dec 16	(YTD)	Budget	% of Budget
80	<b>Total 53210 · Well Maintenance</b>	3,382	7,121	21,000	34%
81	<b>53300 · Security</b>				
82	<b>53330 · Crime Prevention</b>	0	0	1,070	0%
83	<b>53350 · Alarms</b>				
84	<b>53355 · Alarm Phones</b>	105	590	1,360	43%
85	<b>53399 · Alarms - Other</b>	0	0	550	0%
86	<b>Total 53350 · Alarms</b>	105	590	1,910	31%
87	<b>53380 · Materials</b>	64	221	500	44%
88	<b>53390 · Audio Alarm</b>	735	8,000	7,000	114%
89	<b>53410 · Video Eq Lease</b>	724	4,344	9,500	46%
90	<b>Total 53300 · Security</b>	1,629	13,155	19,980	66%
91	<b>53610 · Engineering Services</b>	2,940	32,996	80,900	41%
92	<b>53620 · Chlorinators</b>	963	2,503	2,000	125%
93	<b>53910 · Facilities, Wells, T&amp;D - Other</b>	0	15,755	30,000	53%
94	<b>Total 53000 · Facilities, Wells, Trans, Dist</b>	20,459	171,874	410,680	42%
95	<b>54000 · Utilities - Office</b>				
96	<b>54110 · Electricity</b>	917	7,246	13,900	52%
97	<b>54120 · Gas</b>	111	251	520	48%
	<b>54130 · Telephone</b>	745	4,612	9,800	47%
99	<b>54140 · Trash Pickup&amp;Office Cleaning</b>	355	2,128	4,300	49%
100	<b>Total 54000 · Utilities - Office</b>	2,127	14,236	28,520	50%
101	<b>55000 · Office Expenses</b>				
102	<b>55110 · Water Billing System</b>	177	12,108	11,500	105%
103	<b>55120 · Supplies &amp; Equipment</b>	292	4,067	9,540	43%
104	<b>55130 · Copier and Supplies</b>	792	2,972	7,900	38%
105	<b>55140 · Dues &amp; Subscriptions</b>	84	84	1,700	5%
106	<b>55150 · Postage</b>	676	3,931	12,600	31%
107	<b>55160 · Printing &amp; Publications</b>	59	3,745	6,000	62%
108	<b>55170 · Leases &amp; Rents</b>	0	165	340	49%
109	<b>55180 · Computer Services</b>	2,517	19,546	34,000	57%
110	<b>55190 · Office Radio</b>	0	0	1,500	0%
111	<b>55200 · Office Storage</b>	500	3,000	6,100	49%
112	<b>55210 · Air Conditioning Servicing</b>	361	2,166	4,300	50%
113	<b>55220 · Fire Alarm System Servicing</b>	0	288	600	48%
114	<b>55910 · Office Expenses - Other</b>	0	860	1,000	86%
115	<b>Total 55000 · Office Expenses</b>	5,458	52,933	97,080	55%
116	<b>56000 · Support Services</b>				
117	<b>56200 · Temporary Labor</b>	4,900	6,671	2,000	334%
118	<b>56300 · Financial Audit (through 20xx)</b>	774	11,500	21,700	53%
119	<b>56400 · Accounting (monthly contract)</b>	3,493	21,638	30,000	72%

## Cabazon Water District

### Profit Loss

December 2016

		Year To			
		Date			
		Dec 16	(YTD)	Budget	% of Budget
120	<b>56500 · Legal Services</b>				
121	565-00 · Legal - General	537	19,867	80,000	25%
122	565-01 · Legal - Water	1,415	12,077	25,600	47%
123	565-02 · Legal - Brown Act, Public Recor	0	3,401	6,800	50%
124	565-07 · Legal - Personnel	125	6,441	5,000	129%
125	565-13 · Legal - Grant&Loan Funding	0	0	10,000	0%
126	565-40 · Legal - Fees and Charges	0	0	2,900	0%
127	<b>Total 56500 · Legal Services</b>	<b>2,076</b>	<b>41,786</b>	<b>130,300</b>	<b>32%</b>
128	<b>56600 · Bank Service Charges</b>	44	658	1,700	39%
129	<b>56700 · Payroll Service</b>	260	1,840	5,000	37%
130	<b>56800 · General Liability Insurance</b>	1,932	11,433	21,500	53%
131	<b>Total 56000 · Support Services</b>	<b>13,479</b>	<b>95,525</b>	<b>212,200</b>	<b>45%</b>
132	<b>57000 · Training/Travel</b>				
133	57110 · Seminars & Training	1,891	2,166	8,000	27%
134	57120 · Travel and Meals	277	1,314	4,000	33%
135	<b>Total 57000 · Training/Travel</b>	<b>2,168</b>	<b>3,479</b>	<b>12,000</b>	<b>29%</b>
136	<b>58000 · Other Fees</b>				
137	58100 · County Lien Release Fees	0	46	180	26%
138	58110 · Riverside County Fees	0	2,448	2,500	98%
139	58120 · State Water fees	0	0	12,500	0%
140	58910 · Other Fees - Other	479	479	1,000	48%
141	<b>Total 58000 · Other Fees</b>	<b>479</b>	<b>2,974</b>	<b>16,180</b>	<b>18%</b>
142	<b>59000 · Service Tools &amp; Equipment</b>				
143	59110 · Shop Supplies and Small Tools	2,820	6,973	6,000	116%
144	59120 · Vehicle Fuel	1,182	5,346	15,000	36%
145	59130 · Employee Uniforms	0	1,216	2,000	61%
146	59140 · Safety	0	3,815	5,000	76%
147	59150 · Tractor Expenses	0	3,729	6,900	54%
148	59160 · Backhoe Fuel	0	0	1,000	0%
149	59170 · Equipment Rental	0	646	1,200	54%
150	59180 · Service Trucks - Repair and Mtn	994	8,488	14,100	60%
151	59190 · Water Ops Cell Phone&Internet	123	282	2,200	13%
152	59220 · Communications	0	2,288	3,000	76%
153	59910 · Service Tools & Equip. - Other	0	0	1,100	0%
154	<b>Total 59000 · Service Tools &amp; Equipment</b>	<b>5,119</b>	<b>32,782</b>	<b>57,500</b>	<b>57%</b>
155	<b>Total Operational Expenses</b>	<b>49,290</b>	<b>373,802</b>	<b>834,160</b>	<b>45%</b>
156	<b>61000 · Non-Operating Expenses</b>				
157	61150 · Returned Checks	0	100	0	100%
158	61160 · Grant&Loan Processing Fee	0	1,325	2,000	66%
159	61170 · DWR Interest on Loans	0	6,899	13,500	51%

**Cabazon Water District**

**Profit Loss**

December 2016

		Year To Date		% of Budget	
	Dec 16	(YTD)	Budget		
160	61180 · DHPO Interest Expense	0	7,054	12,707	56%
161	61190 · Bad Debt Expense	0	0	1,200	0%
162	61240 · Miscellaneous	95	4,344	8,000	54%
163	61241 · Website Support	110	660	2,820	23%
164	61260 · DHPO Capacity Fees	1,750	10,500	0	100%
165	<b>Total 61000 · Non-Operating Expenses</b>	<b>1,955</b>	<b>30,882</b>	<b>40,227</b>	<b>77%</b>
166	65000 · Depreciation and Amortization				
167	65110 · Depreciation	22,189	133,134	286,800	46%
168	<b>Total 65000 · Depreciation and Amortization</b>	<b>22,189</b>	<b>133,134</b>	<b>286,800</b>	<b>46%</b>
169	<b>Total Expense</b>	<b>104,425</b>	<b>744,108</b>	<b>1,718,887</b>	<b>43%</b>
170	<b>Net Ordinary Income</b>	<b>-10,883</b>	<b>-120,908</b>	<b>-460,557</b>	<b>26%</b>
	<b>Net Income</b>	<b>-10,883</b>	<b>-120,908</b>	<b>-460,557</b>	<b>26%</b>

Cabazon Water District  
Statement of Cash Flows  
Month Ended December 31, 2016

Beginning Balance	<u>87,014.98</u>
Receipts:	
Water Service	86,992.68
Tax Revenue	3,721.90
Cell Tower Revenue	-
Customer Deposits	1,050.00
Interest Income	0.37
LAIF Transfer	-
Other	<u>2,583.68</u>
Total Receipts	<u>94,348.63</u>
Expenditures:	
Paid Bills	31,486.55
Payroll Expenses	21,162.53
Deposit Refunds	-
Debt Repayment	-
Other	<u>368.42</u>
Total Expenditures	<u>53,017.50</u>
Net Receipts/(Expenditures)	<u>41,331.13</u>
Ending Cash	<u><u>128,346.11</u></u>



## MEMORANDUM

DATE: January 10, 2017  
TO: The Cabazon Water District Board of Directors  
FROM: Ellie Lemus, Business Administration Manager  
SUBJ: Aloma Dr. – Mr. RD Cash, Acct. 7-7051C

---

Dear Board of Directors,

The following is a statement of facts concerning Mr. Cash's account:

- On 10/12/16, during the monthly meter reading, it was discovered that there was exceedingly high water usage at Mr. Cash's residence, as listed above.
- The Customer Account Representative immediately had the field crew reread the meter, to verify the reading. Upon verification, she made multiple phone calls (which none of them were answered), left at least one voicemail message, and blue tagged the property, in hopes of contacting Mr. Cash. Her calls were not returned.
- The District sent two of its field crew workers (Sherwood and Wolny) to Mr. Cash's residence, to attempt to contact Mr. Cash physically, and to investigate the possible cause of the leak. Mr. Cash was contacted, and two leaks were discovered.
- Mr. Cash notified the District at a later date that he had repaired his leaks. The Customer Account Representative notified him that his first bill would be high (about \$300), but that the extent of the leak would not be seen until the following bill. She warned him that it would be close to \$1,000.
- When Mr. Cash repaired his water leaks, he checked his water meter to ensure that it wasn't spinning, and that all leaks had been repaired. On 11/16/16, when Mr. Cash received his water bill around the beginning of November, he had his meter checked with the District's GM, Louie, to ensure that there were no further leaks. Mr. Louie and Mr. Cash inadvertently read the wrong meter.
- When Mr. Cash received the November bill, it was actually the large bill that the Customer Accounts Representative warned he would receive. Due to the timing of meter reading, and the burst pipe leak, the majority of the leak's expense would not be seen until the November bill, as the Customer Account Representative forewarned.

Cabazon Water District  
14618 Broadway Street  
PO Box 297  
Cabazon, CA 92230  
[www.cabazonwater.org](http://www.cabazonwater.org)

Bus. (951) 849-4442

Fax (951) 849 2519

- When Louie had returned to the District office and presented the meter re-read to the Customer Account Representative, she discovered that they had read the wrong meter. She promptly sent the field crew to obtain a meter reading from the correct meter, which the reading came back fine. It appeared that all leaks had been addressed. In other words, even if Mr. Cash and Mr. Louie had read the correct meter the first time around, it would not have affected the water bill. The leaks had already been addressed before that time.
- Mr. Cash is currently on a payment extension with the District in an effort to pay off his account balance caused by the leak.

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Bus. (951) 849-4442

Fax (951) 849 2519

**Customer Transaction Summary**

**Customer Information**

Account No: 7-7051C  
 RD CASH  
 P.O.  
 CABAZON, CA 92230-

**Location Information**

Location No: 7-526102013  
 ALOMA  
 CABAZON, CA 92230

Date	Type	Read Date	Reading	Usage	Prior Balance	Transaction Amount	Balance
01/11/2016	Payment				61.04	-61.04	0.00
01/27/2016	Charge	01/13/2016	102100	900	0.00	52.60	52.60
02/11/2016	Payment				52.60	-52.60	0.00
02/29/2016	Charge	02/11/2016	102900	800	0.00	50.49	50.49
03/07/2016	Payment				50.49	-50.49	0.00
03/30/2016	Charge	03/14/2016	104000	1100	0.00	56.82	56.82
04/06/2016	Payment				56.82	-56.82	0.00
04/28/2016	Charge	04/14/2016	105800	1800	0.00	71.59	71.59
05/10/2016	Payment				71.59	-71.59	0.00
05/31/2016	Charge	05/12/2016	106700	900	0.00	53.00	53.00
06/21/2016	Penalty				53.00	5.30	58.30
06/21/2016	Interest				58.30	0.80	59.10
06/30/2016	Charge	06/13/2016	108400	1700	59.10	70.68	129.78
07/06/2016	Payment				129.78	-129.78	0.00
07/28/2016	Charge	07/13/2016	110100	1700	0.00	70.68	70.68
08/04/2016	Payment				70.68	-70.68	0.00
08/31/2016	Charge	08/12/2016	111300	1200	0.00	59.63	59.63
09/07/2016	Payment				59.63	-59.63	0.00
09/20/2016	Charge	09/09/2016	111300		0.00	44.16	44.16
10/03/2016	Payment				44.16	-44.16	0.00
10/26/2016	Adjustment				0.00	2.20	2.20
10/31/2016	Charge	10/10/2016	118400	7100	2.20	303.41	305.61
11/09/2016	Payment				305.61	-15.00	290.61
11/09/2016	Payment				290.61	-75.00	215.61
11/30/2016	Charge	11/10/2016	141200	22800	215.61	1096.26	1311.87
12/19/2016	Payment				1311.87	-100.00	1211.87
12/28/2016	Charge	12/12/2016	142300	1100	1211.87	57.42	1269.29



WO Number 000000010241

WO Code & Description: O10 RE-READ

**INFORMATION ASSIGNED BY OFFICE**

NAME: RD CASH  
 SERVICE ID: 7-526102013  
 ACCOUNT NO: 7-7051C  
 ROUTE NO: 4 READ SEQ: 00079  
 ADDRESS: ALOMA  
 METER NUMBER: 77348

PHONE NO.: ( ) -  
 ISSUE DATE: 10/12/2016  
 PROCESS DATE: 10/12/2016  
 PROCESS TIME: 04:00 PM  
 REQUESTED BY: ELLEN  
 ASSIGNED TO: DW

**Comments:**

REREAD USAGE HIGH

**INFORMATION FROM THE FIELD**

OLD METER READING: 142300.00000 OLD METER #: 77348 REMOTE METER #: \_\_\_\_\_  
 NEW METER READING: \_\_\_\_\_ NEW METER #: \_\_\_\_\_ SEAL #: \_\_\_\_\_

**Comments:**

HAD HORENDOUS LEAK. TALKED TO OWNER USED THE FIRST INTIAL READ AND INFORMED CUSTOMER THAT NEXT BILL HAD THE BIG READ ON IT READ ON EDIT 1384 REREAD 1389 AND SPIINNING

UTILITY NOTES: \_\_\_\_\_ PREVIOUS READ: 142300.00000 DATE: 12/12/2016

WORK DONE BY: \_\_\_\_\_ DATE COMPLETED: 10/31/2016

Labor Charges			
Position	Rate	Hours	Amount
Total Labor Charges			

Material Charges				
Part #	Item	Qty.	Unit Price	Total
Total Material Charges				

Equipment Charges			
Description	Rate	Hours	Amount
Total Equipment Charges			

Outside Vendor Charges			
Vendor	PO Number	Job Date	Amount
Total Vendor Charges			

Charge Summary	
Labor Charges	
Equipment Charges	
Material Charges	
Vendor Charges	
Total	

Cabazon County Water District

**Usage History**

Previous 12 Months

Service: WATER

**Customer Information**

Account No: 7-7051C

RD CASH

P.O.

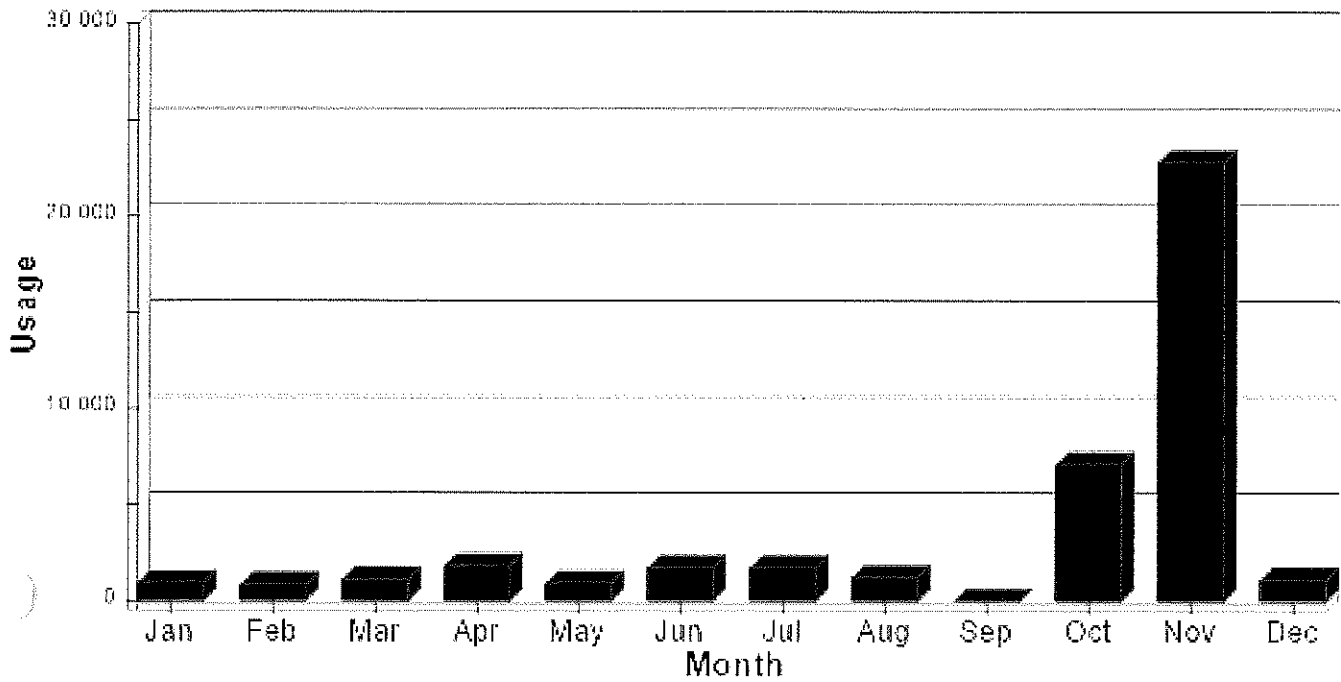
CABAZON, CA 92230-

**Location Information**

Location No: 7-526102013

ALOMA

CABAZON, CA 92230



## Calvin Louie

---

**From:** !@aol.com  
**Sent:** Wednesday, January 4, 2017 12:03 PM  
**To:** Calvin Louie  
**Subject:** Bailiff Ranch Water Standby Fees  
**Attachments:** Appraisal Cover Sheet.ZIP

Good Morning Mr. Louie:

1-4-17

I'm contacting you this morning regarding the Water Standby Fees for the Bailiff Ranch property;  
Parcel Assessment # 519200006-5 9.17 acres  
Parcel Assessment # 519200008-7 29.25 acres

We are once again asking to have the Standby Fees waved from the tax bills, for the two parcels above. Our reasons continue to be; A) We have a well that amply supplies our tenants and their livestock with water. B) The land is primarily flood zone and steep slope. C) The proposed I-10 bypass road will cut through both parcels, leaving us with virtually no usable land. To support our reasons and request, please find attached (in no specific order) the following docs:

- 1) Towers Appraisal Service Cover Sheet
- 2) Flood Zone and Topography page from Appraisal
- 3) Fiscal Year 2016-2017 taxes for 519200006-5
- 4) Fiscal Year 2016-2017 taxes for 519200008-7
- 5) I-10 Bypass Meeting notes, with specified routes and timeline
- 6) Scan showing I-10 routes ALT 5 and ALT 12 location on property

Please note that route 13, as shown on the scan, has now been rejected, per lead engineer Darren Adrian. You may remember I was allowed to listen in, via phone call, to the Public Hearing of the Board of Directors of the Cabazon Water District, last year on 8-2-16 at 3:45 p.m. Bailiff Ranch was making the same request to have the water standby fees waved and had emailed similar documents to those above, to you. At 5:00 p.m. that same day, I received a call back to inform me that the vote by the Directors denied our request to have the standby fees waved, citing "short notice".

Therefore, in an effort to give the Board of Directors ample time to consider our request, I am contacting you now. May I ask please, that you forward said documents and a copy of this letter to the appropriate person or persons? Thank you in advance. Please let me know you received this email and were able to open the attachments. I look forward to hearing back from you at your earliest convenience.

Regards,  
Tim Bailiff  
Secretary, Bailiff Ranch Inc.



## MEMORANDUM

DATE: August 2, 2016  
TO: Board of Directors  
FROM: C. Louie  
SUBJ: Bailiff Ranch, Inc.  
cc:

---

Mr. Tim Bailiff, Secretary for the Bailiff Ranch, Inc. (the "Ranch") called today and is desire to have the Ranch's two parcels removed from the tax roll.

I told him it was my recollection the Board lacks the authority to remove the Ranch's two parcels from the tax roll. I suggested he contact the Riverside Local Agency Formation Commission (LAFCO). See attached letter dated October 22, 2014 to Mr. Bailiff from the District.

Mr. Bailiff stated he did, and LAFCO advised him he would have to deposit a non-refundable fee of \$10,000 for them to consider the matter.

Mr. Bailiff has requested to speak with the Board over the phone during today's Special Meeting, under RESOLUTION 03 – 2016: FIXING WATER STANDBY ASSESSMENTS FOR FISCAL YEAR 2016-2017.

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

#### UPDATES

#### NEW BUSINESS

1. Discussion/Action: RESOLUTION 03 – 2016: FIXING WATER STANDBY ASSESSMENTS FOR FISCAL YEAR 2016-2017 (by Board Secretary Lemus)

Motion to approve RESOLUTION 03 – 2016: FIXING WATER STANDBY ASSESSMENTS FOR FISCAL YEAR 2016-2017: made by Director Israel and 2<sup>nd</sup> by Director Wargo.

Director Bul - Nay  
Director Israel - Yes  
Director Wargo - Yes  
Director Davis - Absent  
Director Lynk - Yes

#### OLD BUSINESS

1. Discussion: Water Rate Study Workshop

After much discussion and input between the Board, public, and District staff, it was decided that further discussions would take place during a Water Rate Study Workshop scheduled for Tuesday, September 6<sup>th</sup>, at 6:00 pm at the District Office.

#### FINANCE & AUDIT COMMITTEE

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

#### PUBLIC COMMENTS

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

#### GENERAL MANAGER/BOARD COMMENTS

1. Future Agenda Items

**RESOLUTION NO. 03-2016**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CABAZON WATER DISTRICT  
FIXING WATER STANDBY ASSESSMENTS FOR FISCAL YEAR 2016-2017**

**WHEREAS**, pursuant to Section 31032.1 of the California Water Code, the Board of Directors of the Cabazon Water District (hereinafter "District") is authorized to annually fix water standby or water availability assessments not to exceed \$30.00 per acre per year for each acre of land, or \$30.00 per year for each parcel of land equal to or less than one acre, to which water is made available for any purpose by the District, whether the water is actually used or not; and

**WHEREAS**, it is hereby found that the very existence of publicly available water through a public agency is of benefit to the lands proposed to be assessed; and

**WHEREAS**, the proposed water standby assessments are hereby dedicated to lawful purposes of the District, and will be available to pay the District's long-term indebtedness and for other lawful purposes; and

**WHEREAS**, pursuant to Sections 31032.1 and 31032.2 the Board of Directors may elect to have the standby or availability assessments collected on the tax rolls after a written report of proposed water standby assessments for fiscal year 2016-2017 is prepared; and

**WHEREAS**, the Board of Directors elects to have the standby and availability assessments collected on the tax rolls, and, therefore, finds it necessary that a written report of the proposed water standby assessments for the 2016-2017 fiscal year be prepared, and that certain criteria be established to assist the General Manager in the preparation of said written report as it pertains to those parcels of property located within the District's boundaries; and

**WHEREAS**, the proposed standby and availability assessments proposed for the 2016-2017 Fiscal Year are exempt from Proposition 218 because they do not exceed the rates levied in the 1996-1997 Fiscal Year and the assessments generate revenue for both 1) the operation and maintenance of a water system and 2) the payment of bonded indebtedness,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Cabazon County Water District as follows:

That the General Manager of this District is hereby ordered to prepare a written report of proposed water standby assessments for fiscal year 2016-2017, pursuant to Sections 31032.1 through 31032.6 of the California Water Code, and that the following criteria be used in the preparation of said report:

Assessments are made without regard to property valuation, and each parcel is hereby classified into one of three zones, with the standby or availability assessment rate for each zone set as follows:

**ZONE A:** The area within the base water service pressure zone as shown by map on file at the District office.

Each parcel that has an active metered service connection shall be assessed a water availability assessment of \$10.00 per parcel for each parcel equal to or less than one acre or \$10.00 per acre for which there is an active metered service capacity unit (for assessment purposes, one active metered service capacity unit is equivalent to one acre; see Exhibit "A", attached) plus \$30.00 per acre or portion thereof for each acre or portion thereof in excess of the acreage represented by active metered service capacity units.

Each parcel that does not have an active metered service connection shall be assessed a water standby assessment of \$30.00 per parcel for each parcel equal to or less than one acre or \$30.00 per acre or portion thereof for each parcel greater than one acre.

**ZONE B:** The area within other water service pressure zones and three Property Types as shown by map on file at District Office. The standby assessment rate for Zone B and each Property Type therein is hereby set as follows:

PROPERTY TYPE 1: Any parcel that is not served by the District through an active meter and has slopes of up to 15% will be assessed \$15.00 per acre or portion thereof within Zone B for that portion of the parcel with described slopes.

PROPERTY TYPE 2: Any parcel that is not served by the District through an active meter and has slopes of between 15% and 25% will be assessed \$10.00 per acre or portion thereof within Zone B for that portion of the parcel with described slopes.

PROPERTY TYPE 3: Any parcel that is not served by the District through an active meter and has slopes greater than 25% will be assessed \$5.00 per acre or portion thereof within Zone B for that portion of the parcel with described slopes.

**ZONE C:** Each parcel within Riverside County Surface Mining Permit No. 162 shall be assessed \$30.00 per acre or portion thereof in accordance with the terms of an Agreement between the District and the holder(s) of Surface Mining Permit No. 162.

**BE IT FURTHER RESOLVED** that it is hereby found that the adoption of this Resolution and the associated collection of water standby assessment monies are exempt from environmental analysis pursuant to Public Resources Code, Section 21080(b)(8).

**PASSED AND ADOPTED** by the Board of Directors of the Cabazon Water District, Riverside County, State of California, this \_\_\_ day of \_\_\_\_\_ 2016.

MOTION:

SECOND:

AYE:

SIGNED:

\_\_\_\_\_  
President of the Board  
of Directors Cabazon  
Water District

ATTEST:

\_\_\_\_\_  
Secretary to the Board of  
Directors Cabazon Water  
District

SEAL



**EXHIBIT A**  
**CABAZON WATER DISTRICT**  
**CAPACITY UNITS**

<u>Service Meter Sizes (Inches)</u>	<u>Capacity Units*</u>
5/8 x 3/4	1.0
3/4	1.5
1	2.5
1 1/2	5.0
2	8.0
3	17.5
4	30.0
6	62.5

\* Note: Capacity units, which are based on American Water Works Association recommended meter capacities, are the basis for the District's Basic Facility Charges. For assessment purposes, each capacity unit is equivalent to one acre.

**To Calvin Louie**

**General Manger of the Cabazon Water  
District:**

**I Teresa Bui will be staying on the FAC.**

**I worked out my times with Ms. Lemus**

**Thank you,**

**Teresa Bui 01/08/2017**

**X**

A handwritten signature in black ink, appearing to read 'Teresa Bui', is written over a horizontal line. The signature is stylized and cursive.



## MEMORANDUM

DATE: January 11, 2017  
TO: The Cabazon Water District Board of Directors  
FROM: Ellie Lemus, Business Administration Manager  
SUBJ: Report of facts regarding Mr. Todd Byrer's customer concern;  
Acct. No. 6-6034S, Mt. View

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Dear Board of Directors,

The following is a statement of facts concerning Mr. Byrer's account:

- Mr. Byrer complained of high water usage in October 2016 (see his attached request).
- On 12/8/2016, Mr. Byrer came into the office and spoke to me. I had been trying to contact him over the phone that day, to determine whether he wished to appeal to the Board. He informed me that he had no leaks at his residence, and did not believe he was the victim of water theft. He stated that he did not believe he could use the amount of water that he was billed for. I informed him that he would be placed on the December 20, 2016 Board Agenda, and strongly encouraged him to attend.
- Last installed meter was February 2006.
- There is a visual trend of high water usage on Mr. Byrer's account each year, beginning around July, and tapering down around December. The usage each year is close to about the same. Attached is a copy of his account history, along with a graph.
- Keep in mind the read dates. For example, when a customer receives their water bill on December 1<sup>st</sup>, that is for water used between October 10<sup>th</sup> and November 10<sup>th</sup>, etc.
- Mr. Byrer's item was tabled for the January 11, 2017 agenda, since Mr. Byrer was not present during the December 20, 2016 Board Meeting.

Cabazon Water District  
14618 Broadway Street  
PO Box 297  
Cabazon, CA 92230  
[www.cabazonwater.org](http://www.cabazonwater.org)

Bus. (951) 849-4442

Fax (951) 849 2519



# Cabazon Water District

P.O. Box 297 - 14618 Broadway Street  
Cabazon, California 92230  
(951) 849-4442

## Customer Account Review Request

### Customer Information

Service Address: Mountain View Ave Date: 10/21/16  
Applicant Name: Byrer Todd E  
Account Number: 6-60345 Last First M.I.  
Date of Water Bill Requesting to Review: 9/16 + 10/16

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

I live alone and I haven't been watering my yard at all for a last month and a half. There is no way 1 person can use that much water by just washing dishes and taking a 10min shower.

### What is your proposed resolution? (PLEASE SUBMIT YOUR PROPOSAL TO RESOLVE THIS MATTER)

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

Date of Response to Customer: SP Response made by: \_\_\_\_\_  
Status and Date of offer made to Customer: ACCEPTED:    /   /     
DECLINED:    /   /     
DECLINED/REQUEST for APPEAL to Water Board:    /   /   

Received 12/05/16  
by Mr. Byrer in office. *EB*

# Customer Transaction Summary

**Customer Information**

Account No: 6-6034S  
 TODD BYRER  
 MT. VIEW  
 CABAZON, CA 92230-

**Location Information**

Location No: 6-519422004  
 MT. VIEW  
 CABAZON, CA 92230

Date	Type	Read Date	Reading	Usage	Prior Balance	Transaction Amount	Balance
08/18/2014	Payment				55.24	-55.24	0.00
08/27/2014	Charge	08/11/2014	218700	1600	0.00	62.16	62.16
09/22/2014	Payment				62.16	-62.16	0.00
09/30/2014	Charge	09/11/2014	220100	1400	0.00	58.14	58.14
10/20/2014	Payment				58.14	-58.14	0.00
10/30/2014	Charge	10/13/2014	221500	1400	0.00	58.14	58.14
11/20/2014	Payment				58.14	-58.14	0.00
11/26/2014	Charge	11/12/2014	222800	1300	0.00	56.13	56.13
12/23/2014	Penalty				56.13	5.61	61.74
12/23/2014	Interest				61.74	0.84	62.58
12/31/2014	Charge	12/11/2014	223800	1000	62.58	50.10	112.68
01/12/2015	Payment				112.68	-112.68	0.00
01/29/2015	Charge	01/12/2015	224800	1000	0.00	52.60	52.60
02/23/2015	Payment				52.60	-40.00	12.60
02/24/2015	Penalty				12.60	1.26	13.86
02/24/2015	Interest				13.86	0.19	14.05
02/26/2015	Charge	02/12/2015	225400	600	14.05	44.16	58.21
03/23/2015	Payment				58.21	-58.21	0.00
03/23/2015	Charge	03/16/2015	225600	200	0.00	42.05	42.05
04/20/2015	Payment				42.05	-42.05	0.00
04/30/2015	Charge	04/15/2015	225700	100	0.00	42.05	42.05
05/20/2015	Payment				42.05	-42.05	0.00
05/28/2015	Charge	05/14/2015	226400	700	0.00	46.27	46.27
06/22/2015	Payment				46.27	-46.27	0.00
06/30/2015	Charge	06/15/2015	227200	800	0.00	48.38	48.38
07/21/2015	Penalty				48.38	4.84	53.22
07/21/2015	Interest				53.22	0.73	53.95
07/22/2015	Payment				53.95	-48.38	5.57
07/30/2015	Charge	07/16/2015	228400	1200	5.57	56.82	62.39
08/01/2015	Charge	08/13/2015	230300	1900	62.39	71.59	133.98
08/19/2015	Payment				133.98	-62.39	71.59
09/16/2015	Payment				71.59	-71.59	0.00
09/30/2015	Charge	09/14/2015	231400	1100	0.00	54.71	54.71
10/20/2015	Payment				54.71	-54.71	0.00
10/29/2015	Charge	10/13/2015	232500	1100	0.00	54.71	54.71
11/24/2015	Penalty				54.71	5.47	60.18
11/24/2015	Interest				60.18	0.82	61.00
11/30/2015	Charge	11/12/2015	232900	400	61.00	42.05	103.05
12/21/2015	Payment				103.05	-103.05	0.00
12/30/2015	Charge	12/14/2015	233000	100	0.00	42.05	42.05
01/20/2016	Payment				42.05	-42.05	0.00
01/27/2016	Charge	01/13/2016	233100	100	0.00	44.16	44.16
01/27/2016	Payment				44.16	-44.16	0.00
02/29/2016	Charge	02/11/2016	233200	100	0.00	44.16	44.16
03/17/2016	Payment				44.16	-44.16	0.00
03/30/2016	Charge	03/14/2016	233400	200	0.00	44.16	44.16

## Customer Transaction Summary

**Customer Information**

Account No: 6-6034S  
 TODD BYRER  
 MT. VIEW  
 CABAZON, CA 92230-

**Location Information**

Location No: 6-519422004  
 MT. VIEW  
 CABAZON, CA 92230

Date	Type	Read Date	Reading	Usage	Prior Balance	Transaction Amount	Balance
04/19/2016	Payment				44.16	-44.16	0.00
04/28/2016	Charge	04/14/2016	233600	200	0.00	44.16	44.16
05/19/2016	Payment				44.16	-44.16	0.00
05/31/2016	Charge	05/12/2016	233900	300	0.00	44.16	44.16
06/21/2016	Penalty				44.16	4.42	48.58
06/21/2016	Interest				48.58	0.66	49.24
06/21/2016	Payment				49.24	-49.24	0.00
06/30/2016	Charge	06/13/2016	234900	1000	0.00	55.21	55.21
07/20/2016	Payment				55.21	-55.21	0.00
07/28/2016	Charge	07/13/2016	236400	1500	0.00	66.26	66.26
08/18/2016	Payment				66.26	-66.26	0.00
08/31/2016	Charge	08/12/2016	237200	800	0.00	50.79	50.79
09/20/2016	Payment				50.79	-50.79	0.00
09/29/2016	Charge	09/09/2016	239000	1800	0.00	72.89	72.89
10/24/2016	Penalty				72.89	7.29	80.18
10/24/2016	Interest				80.18	1.09	81.27
10/26/2016	Adjustment				81.27	3.71	84.98
10/31/2016	Charge	10/10/2016	240500	1500	84.98	66.26	151.24
11/17/2016	Misc - TAG				151.24	10.00	161.24
11/17/2016	Adjustment				161.24	-10.00	151.24
11/21/2016	Penalty				151.24	6.63	157.87
11/21/2016	Interest				157.87	2.14	160.01
11/30/2016	Charge	11/10/2016	241900	1400	160.01	64.05	224.06
12/08/2016	Adjustment				224.06	-17.15	206.91
12/08/2016	Payment				206.91	-88.32	118.59
12/21/2016	Penalty				118.59	6.41	125.00
12/21/2016	Interest				125.00	1.78	126.78
12/28/2016	Charge	12/12/2016	242800	900	126.78	53.00	179.78
01/10/2017	Payment				179.78	-88.32	91.46

Usage History

08/01/2014 through 01/11/2017

Service: WATER

Customer Information

Account No: 6-6034S  
TODD BYRER  
5 MT. VIEW  
CABAZON, CA 92230-

Location Information

Location No: 6-519422004  
MT. VIEW  
CABAZON, CA 92230

