



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:**  
January 25, 2016 – 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:**  
January 25, 2016 – 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 14, 2015 regarding November 2015 Financials
  - b. Regular Board Meeting Minutes and warrants of December 14, 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)

- Calls for Service
- Update on acquisition on Hadley parcel.

**NEW BUSINESS**

1. Discussion/Action: Approval of CUSI "Customer Web Portal" and "Turnkey Merchant Services" contract – (General Manager Louie)
2. Discussion/Action: AB54 Ethics Training for the Board of Directors  
(Select several available dates and times to coordinate with BB&K for training).
3. Discussion/Action: Water Rate Study – Request for Staff Report (by Director Davis and Director Israel)

**OLD BUSINESS**

1. Discussion/Action: Review Policy: Posting of Finance & Audit Committee Signing Checks for Payables (by General Manager Louie)
2. Discussion/Action: Determination if mileage reimbursement to former and current member(s) of the water board is within policy. (Director Bui and Director Tobias)
  - September 21, 2015, Regular Board meeting – Mr. Ernie Saldana complained about mileage reimbursement being paid to Director Mariner for transporting District staff to Redlands, Calif. to deliver & pick-up District owned service trucks for maintenance. The agenda item was supported by Director Bui and Director Tobias
  - October 19, 2015, Regular Board meeting – after public comments and reviewed by the Board, no action was taken.

**PUBLIC COMMENTS**

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speaker will be notified that he/she has one (1) minute remaining. AB 1234 ORAL REPORTS (Gov. Code Sec. 53232.3(d))

### GENERAL MANAGER/BOARD COMMENTS

#### 1. Future Agenda Items

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

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

#### 2. Management Comments

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

#### 3. Board Member Comments

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

### MISCELLANEOUS

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

- a. Finance & Audit Workshop February 22, 2016, 3:45 pm, (due to the Holiday on Monday, February 15)
- b. Regular Board Meeting – February 22, 2016, 6:00 pm, (due to the Holiday on Monday, February 15)
- 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

#### 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  
14-618 Broadway Street  
Cabazon, California 92230

**Meeting Date:**

December 14, 2015 – 3:45 PM

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

No directors on the FAC committee present (was formerly Directors Sanderson and Mariner, who no longer serve on the board due to the recent election).

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

\*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 three 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 three 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 \$30K 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 a bit lower this month than last.
- Account 21100 Accounts Payable shows as a negative as the Districts runs these reports. This is because the District must pay certain bills - Health Insurance, Computer Gallery, Aflac - before the first of the month, although the amount the District pays is an expense in that next month. Once the calendar rolls to 12/1 the AR no longer shows as negative. .  
\*\*12/14/15 Update: This figure is no longer negative as the District now has more of the November bills entered. It still would have rolled to positive on 12/1, but it is now positive as of 11/30.
- 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 down a bit in November from October. This is to be expected with the cooler weather.
- Total 50010 - Payroll All Expenses is higher in November than October. The Administrative Assistant is back from her leave. There was also a catch up contribution for the Meter Reader's pension contributions. The District was

supposed to have been paying pension contributions for the Meter Reader once he hit his six month work anniversary. It took the District quite some time to get a hold on the appropriate people to guide us on remitting this money.

- Account 53160- Utilities - Wells -shows that the District has not received the Edison invoices for the month.  
\*\* 12/14/15 Update: The total utilities for the Wells for November is \$9566.
- Accounts 5318 - this has been split into 53180 Materials and Line Maintenance Repair Contractor and 53181 Materials and Line Maintenance Repair Contractor - Emergency Work to give the District more visibility. The District has not received any invoices for work done in October.  
\*\* 12/14/15 Update: This is now \$15334.50 for 53180 and \$7685 for 53181 for November, for a total of just over \$23k. The Materials - 53190, are just under \$13k.
- 56500 Legal. The District has not yet received any invoices for work done in November.  
\*\* 12/14/15 Update: These have now been received and are just over \$6k. These relate to Hadley Property, Doolittle Contractor, Website developer, Stanley Security, Morongo/ Cabazon historic sale (inquiry from the auditors) Brown Act, Public records, MOU Changes, etc.
- The District ended the month with a preliminary net loss of \$9000, but as mentioned, the District is awaiting some invoices.  
\*\* 12/14/15 Update: This is about a \$28k loss now.

✚ 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 about 3% below budget for the year to date, so it is very close to what was anticipated.
- Total 50010 Payroll All Expenses is about 5-1/2% 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 it 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 right on budget year to date, but the District has not yet seen expenses for work in October.  
\*\* 12/14/15 Update: This is only about \$1000 over budget year to date. Materials are at \$14k year to date - well under budget.

- 56500 Legal Service - This is already substantially over budget year to date, and the District has not yet seen expenses for work in November.  
\*\*12/14/15 Update: Year to date through November is \$62k.
- Preliminary figures show the District with a year to date loss of \$71k, which is close to what it had anticipated, but it has not received many of the bills for the month yet.  
\*\*12/14/15 Update: The loss is now at about \$90k year to date.

The Summary of Cash Flows shows that

- Total Cash Receipts were substantially higher this month than last.
- The largest expenditures were the bills.
- Payroll was right on with the prior month.
- The total expenditures were about \$126k
- Net cash usage was about \$23k
- The District ended the month with cash of \$95,714.44.
- This ties to the Balance Sheet.

#### PUBLIC COMMENT

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#### ADJOURNMENT

Meeting adjourned at 16:01 hr. on December 14, 2015.

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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



ADA Compliance Issues

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**REGULAR BOARD MEETING  
MINUTES**

**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**

Director Joseph Tobias - Present  
Director Teresa Bui - Present  
Director Maxine Israel - Present  
Director Alan Davis - Present  
Director Robert Lynk - Present

Calvin Louie, General Manager - Present  
Elizabeth Lemus, Board Secretary - Present  
Steve Anderson, Best Best & Krieger Law Firm - Present

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 16, 2015, regarding October 2015 Financials
- b. Regular Board Meeting Minutes and warrants of November 16, 2015

Motion to approve consent calendar item(s) 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 made by Director Lynk and 2<sup>nd</sup> by Director Israel.

Director Tobias – Abstain  
Director Bui - Aye  
Director Lynk - Aye  
Director Israel - Aye  
Director Davis - Aye

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

UPDATES

Update: San Gorgonio 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.

New Business Item 1, section A: Board Chair:

Motion to appoint Director Robert Lynk as Board Chair made by Director Israel and 2<sup>nd</sup> by Director Davis.

Substitute motion to appoint Director Teresa Bui as Board Chair made by Director Tobias, 2<sup>nd</sup> by none.  
Motion failed.

Original motion: Motion to appoint Director Robert Lynk as Board Chair made by Director Israel and 2<sup>nd</sup> by Director Davis.

Director Tobias - Aye  
Director Bui - Nay  
Director Israel - Aye  
Director Davis - Aye  
Director Lynk - Aye

New Business Item 1, section B: Board Vice Chair:

Motion to appoint Director Teresa Bui as Board Vice Chair made by Director Davis and 2<sup>nd</sup> by Director Tobias.

Substitute motion to appoint Director Alan Davis as Board Vice Chair made by Director Israel, 2<sup>nd</sup> by Director Lynk.

Director Tobias - Nay  
Director Bui - Nay  
Director Israel - Aye  
Director Davis - Aye  
Director Lynk - Aye

New Business Item 1, section C: FAC Committee – 2 Directors:

Motion to appoint Director Bui as one of the two Directors on the Finance and Audit Ad Hoc Committee made by Director Tobias and 2<sup>nd</sup> by Director Davis.

Director Tobias - Aye  
Director Bui - Aye  
Director Israel - Aye  
Director Davis - Aye  
Director Lynk - Aye

Motion to appoint Director Tobias as the second of the two Directors on the Finance and Audit Ad Hoc Committee made by Director Bui and 2<sup>nd</sup> by none. Motion failed.

Motion to appoint Director Israel as the second of the two Directors on the Finance and Audit Ad Hoc Committee made by Director Bui and 2<sup>nd</sup> by Director Davis.

Director Tobias - Aye  
Director Bui - Aye  
Director Israel - Aye  
Director Davis - Aye  
Director Lynk - Aye

**New Business Item 1, section D: Personnel Ad Hoc Committee – 2 Directors:**

Motion to appoint Director Bui as one of the two Directors on the Personnel Ad Hoc Committee made by Director Israel and 2<sup>nd</sup> by Director Davis. Director Bui respectfully declined the position.

Motion to appoint Director Davis and Director Israel as the two Directors on the Personnel Ad Hoc Committee made by Director Bui and 2<sup>nd</sup> by none.

Motion to appoint Director Lynk as one of the two Directors on the Personnel Ad Hoc Committee made by Director Israel and 2<sup>nd</sup> by Director Bui.

Director Tobias - Aye  
Director Bui - Aye  
Director Israel - Aye  
Director Davis - Aye  
Director Lynk - Aye

Motion to appoint Director Davis as the second of the two Directors on the Personnel Ad Hoc Committee made by Director Bui and 2<sup>nd</sup> by Director Israel.

Director Tobias - Aye  
Director Bui - Aye  
Director Israel - Aye  
Director Davis - Aye  
Director Lynk - Aye

**New Business Item 1, section E: Real Estate Acquisition Ad Hoc Committee – 2 Directors:**

Motion to appoint Director Bui as one of the two Real Estate Ad Hoc Committee members made by Director Tobias and 2<sup>nd</sup> by Director Davis.

Director Tobias - Aye  
Director Bui - Aye  
Director Israel - Aye  
Director Davis - Aye  
Director Lynk – Aye

Motion to appoint Director Tobias as the second of the two Real Estate Ad Hoc Committee members made by Director Bui and 2<sup>nd</sup> by Director Davis.

Director Tobias - Aye  
Director Bui - Aye  
Director Israel - Nay  
Director Davis - Aye  
Director Lynk – Nay

**New Business Item 1, section F: CWD SGPWA Taskforce Representative – 1 Director:**

**Motion to appoint Director Israel as CWD SGPWA Taskforce Representative made by Director Lynk and 2<sup>nd</sup> by Director Bui.**

Director Tobias - Aye  
Director Bui - Aye  
Director Israel - Aye  
Director Davis - Aye  
Director Lynk – Aye

**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.

**New Business Item 2, section A: Continue salutatory in the remembrance of our service men and women, (moment of silence) after the Pledge of Allegiance.**

**Motion to continue salutatory in the remembrance of our service men and women, (moment of silence) after the Pledge of Allegiance (no changes to this item) made by Director Bui and 2<sup>nd</sup> by Director Israel.**

Director Tobias - Aye  
Director Bui - Aye  
Director Israel - Aye  
Director Davis - Aye  
Director Lynk – Aye

**New Business Item 2, section B: Director's procedures to place an item on the agenda.**

It was the consensus of the Board to leave this item as it was, and no changes were to be made (continue the current Director's procedures to place an item on the agenda).

**New Business Item 2, section C: Public's procedures to suggest to place an item on the agenda.**

It was the consensus of the Board to leave this item as it was, and no changes were to be made (continue the current Public's procedures to place an item on the agenda).

**New Business Item 2, section D: Public's procedures to comment on an item not on the agenda.**

It was the consensus of the Board to leave this item as it was, and no changes were to be made (continue the current Public's procedures to comment on an items not on the agenda).

**New Business Item 2, section E: Public's procedures to comment on item on the agenda.**

It was the consensus of the Board to leave this item as it was, and no changes were to be made (continue the current Public's procedures to comment on an items on the agenda).

- 3. Discussion/Action: RESOLUTION 03-2015: Removal and Revision of Authorized Signers for the District Chase Bank Accounts**

**Motion to approve RESOLUTION 03-2015 made by Director Israel and 2<sup>nd</sup> by Director Bui**

**Director Tobias - Aye  
Director Bui - Aye  
Director Israel - Aye  
Director Davis - Aye  
Director Lynk - Aye**

- 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.**

**Motion to appoint Director Israel as the authorizing officer on the District Bank Credit Cards made by Director Bui and 2<sup>nd</sup> by Director Lynk.**

**Director Tobias - Aye  
Director Bui - Aye  
Director Israel - Aye  
Director Davis - Aye  
Director Lynk - Aye**

- 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.**

Motion to authorize the FSA to park their vehicle in the District's secured parking lot with the condition that the Cabazon Water District General Manager (Louie) is able to obtain the proper insurance paperwork and documents, etc. beforehand, made by Director Bui and 2<sup>nd</sup> by Director Israel.

Director Tobias - Aye  
Director Bui - Aye  
Director Israel - Aye  
Director Davis - Aye  
Director Lynk - Aye

6. Discussion/Action: Water Education Foundation – Approval to pay annual Membership Invoice - \$504.00 (General Manager Louie)

Motion to approve the annual membership invoice of \$504 for the Water Education Foundation made by Director Bui and 2<sup>nd</sup> by Director Israel

Director Tobias - Aye  
Director Bui - Aye  
Director Israel - Aye  
Director Davis - Aye  
Director Lynk - Aye

#### 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)

Motion to send a certified letter to Mr. Chacon stating that the meter for Lot #27 (APN# 526-142-027) was located made by Director Bui and 2<sup>nd</sup> by Director Lynk.

Director Tobias - Aye  
Director Bui - Aye  
Director Israel - Aye  
Director Davis - Aye  
Director Lynk - Aye

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

Motion to approve adding "Governance Objectives Regarding Board/Staff Relationships Items A through H", along with fixing a small grammatical typo ("information" changed to "informed") on page one of the Cabazon Water District Civility Policy made by Director Bui and 2<sup>nd</sup> by Director Israel.

Director Tobias - Aye  
Director Bui - Aye  
Director Israel - Aye  
Director Davis - Aye  
Director Lynk - Aye



### 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

Meeting reconvened at 21:15 hr. by Lynk and Davis.

Report to public of action taken, if any.

No reportable action.

### PUBLIC COMMENTS

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### 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.

Agenda Item for Discussion/Action: Former Director Mariner to be investigated regarding returning money received for services that were provided, in addition to determining whether she followed proper Brown Rule procedures. (Made by Director Bui and Director Tobias)

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 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 21:50 hr. made by Director Lynk and 2<sup>nd</sup> by Director Israel.

Director Tobias - Aye  
Director Bui - Aye  
Director Israel - Aye  
Director Davis - Aye  
Director Lynk – Aye

Meeting adjourned at 21:50 hr. on Monday, November 16, 2015

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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, 2015

Dec 31, 15

**ASSETS**

**Current Assets**

**Checking/Savings**

11020 · General Bank Account-Chase	19,207.52
11030 · Payroll Bank Account-Chase	7,996.06
11040 · Trust Account- Chase - Cus Dep	9,786.09
11050 · Local Petty Cash	100.00
<b>Total Checking/Savings</b>	<u>37,089.67</u>

**Other Current Assets**

12000 · Accounts Receivable	
12011 · Accounts Receivable - Co 1	96,335.34
12012 · Accounts Receivable - Co 2	42,656.65
12014 · Allow for Doubtful Accts Co 1	(8,225.34)
12015 · Allow for Doubtful Accts Co 2	(7,872.23)
12025 · Miscellaneous Receivable	(75.00)
<b>Total 12000 · Accounts Receivable</b>	<u>122,819.42</u>

13010 · LAIF

13011 · LAIF	672,667.07
13012 · LAIF Annual Market Adjustment	252.53
<b>Total 13010 · LAIF</b>	<u>672,919.60</u>

13020 · Bank of NY Trustee Accounts

13021 · Reserve Fund - DWR-HS 528	49,480.54
13022 · Repayment Fund DWR-HS 525	12,830.73
<b>Total 13020 · Bank of NY Trustee Accounts</b>	<u>62,311.27</u>

13040 · Prepaid Expenses

	11,964.04
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13060 · Inventory Total

	103,052.66
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**Total Other Current Assets**

973,066.99  
1,010,156.66

**Total Current Assets**

**Fixed Assets**

14200 · Construction in Process

14210 · CIP 50100 Main St. Property (50100 Main St. Property - Old Hadley Ice House)	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	8,611.74
<b>Total 14200 · Construction in Process</b>	<u>90,833.36</u>

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	927,753.63
<b>Total 14320 · Source of Supply</b>	<u>1,481,560.86</u>

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 December 31, 2015

	<u>Dec 31, 15</u>
14370 · Intangible Plant	11,032.00
14380 · Vehicles	90,456.71
14400 · Land	409,548.38
14500 · Accumulated Depreciation	<u>(4,452,385.39)</u>
Total Fixed Assets	5,565,006.51
<b>TOTAL ASSETS</b>	<b><u>6,575,163.17</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
21100 · *Accounts Payable	4,205.25
Total Accounts Payable	<u>4,205.25</u>
Other Current Liabilities	
21210 · Misc Short Term Liability	
21220 · Jack Pryor	(692.41)
21210 · Misc Short Term Liability - Other	255.30
Total 21210 · Misc Short Term Liability	<u>(437.11)</u>
21300 · Customer Deposits	
21330 · Customer Deposits - Co 1	3,592.05
21340 · Customer Deposits - Co 2	5,197.27
Total 21300 · Customer Deposits	<u>8,789.32</u>
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
Total Other Current Liabilities	<u>130,352.49</u>
Total Current Liabilities	<u>134,557.74</u>
<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
Total Long Term Liabilities	<u>1,239,604.62</u>
Total Liabilities	1,374,162.36
<b>Equity</b>	
31010 · Net Investment in Capital Asset	4,188,757.00
31020 · Restricted for Debt Service	233,447.00
31030 · Unrestricted Net Assets	
31041 · Reserved for Almond Vault Refur	50,000.00
31030 · Unrestricted Net Assets - Other	921,429.76
Total 31030 · Unrestricted Net Assets	<u>971,429.76</u>
32000 · Retained Earnings	(39,070.15)
Net Income	<u>(153,562.80)</u>
Total Equity	5,201,000.81
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>6,575,163.17</u></b>

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

	Nov 15	Dec 15
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>41000 · Operating Income</b>		
41100 · Base Rate - Water Bills	87,552.79	84,578.89
41220 · Fire Sales - Water Bills	240.00	240.00
41240 · Meter Install and Removal	0.00	0.00
41310 · Penalty Fees - Water Bills	2,851.31	2,639.19
41320 · Lien Reinstatement Fees	0.00	0.00
41330 · New Account Fees - Water Bills	85.00	80.00
41360 · Incident Fee - Water Bills	0.00	0.00
41370 · Returned Check Fees	60.00	60.00
41500 · Stand By Fees - Tax Revenue	16.80	0.00
<b>Total 41000 · Operating Income</b>	90,805.90	87,598.08
<b>42000 · Non-Operating Income</b>		
42100 · Property Taxes		
42110 · Ad Valorem - Tax Revenue	0.00	3,721.56
<b>Total 42100 · Property Taxes</b>	0.00	3,721.56
42210 · Cell Tower Lease Income	1,928.24	1,928.24
43000 · Interest Income		
43110 · Interest Inc - Gen, Trust, Payr	1.10	0.91
43140 · Interest Income - Water bills	391.69	409.36
43160 · Interest Income - DWR	0.36	0.00
<b>Total 43000 · Interest Income</b>	393.15	410.27
<b>Total 42000 · Non-Operating Income</b>	2,321.39	6,060.07
<b>Total Income</b>	93,127.29	93,658.15
<b>Gross Profit</b>	93,127.29	93,658.15
<b>Expense</b>		
50010 · Payroll - All Expenses		
51000 · Payroll Summary		
51050 · Directors' Fees	900.00	800.00
51100 · Management and Customer Service		
51120 · Customer Accounts	3,138.77	4,895.02
51130 · Admin Assistant	3,274.46	6,644.63
51140 · General Manager	6,341.52	9,512.28
<b>Total 51100 · Management and Customer Service</b>	12,754.75	21,051.93
51200 · Water Operations		
51210 · Meter Reader	1,708.32	3,659.04
<b>Total 51200 · Water Operations</b>	1,708.32	3,659.04
<b>Total 51000 · Payroll Summary</b>	15,363.07	25,510.97
51300 · Payroll - Employee Ben Expense		
51310 · Workers Comp.	1,143.29	1,683.25
51320 · Employee Health Care	2,444.25	2,606.70
51330 · Pension	7,346.08	4,508.58
51350 · Union Dues	(0.70)	(27.72)
51360 · Aflac Deductions	0.00	(95.18)

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

	Nov 15	Dec 15
Total 51300 · Payroll - Employee Ben Expense	10,932.92	8,675.63
51400 · Payroll Expenses - Taxes, etc		
51410 · FICA and Medicare	1,160.73	1,929.77
51420 · SUI and ETT	55.80	49.60
Total 51400 · Payroll Expenses - Taxes, etc	<u>1,216.53</u>	<u>1,979.37</u>
Total 50010 · Payroll - All Expenses	<u>27,512.52</u>	<u>36,165.97</u>
52000 · Operational Expenses		
53000 · Facilities, Wells, Trans, Dist		
53110 · Lab Fees	150.00	684.00
53120 · Site Landscaping & Maintenance	45.00	45.00
53130 · Meters	486.00	2,004.91
53160 · Utilities - Wells	9,566.00	8,127.49
53170 · SCADA (no ongoing contract )	29.29	28.32
5318 · Line Mtn & Rep Contractor		
53180 · Line Maint and Repair Cont	15,300.00	0.00
53181 · Line Maint Repair Cont. Emergen (Emergency Work)	41,345.00	27,050.00
Total 5318 · Line Mtn & Rep Contractor	<u>56,645.00</u>	<u>27,050.00</u>
53190 · Line Maint and Repair Materials	12,899.23	4,020.89
53300 · Security		
53350 · Alarms		
53355 · Alarm Phones	108.34	108.34
Total 53350 · Alarms	<u>108.34</u>	<u>108.34</u>
53390 · Audio Alarm (cont exp xx/xx)	241.12	241.12
53410 · Video Eq Lease (exp xx/xx)	724.00	724.00
Total 53300 · Security	<u>1,073.46</u>	<u>1,073.46</u>
53610 · Engineering Services	919.75	0.00
Total 53000 · Facilities, Wells, Trans, Dist	<u>81,813.73</u>	<u>43,034.07</u>
54000 · Utilities - Office		
54110 · Electricity	857.25	887.90
54120 · Gas	47.81	94.61
54130 · Telephone	763.72	765.97
54140 · Sanitation	351.48	351.48
Total 54000 · Utilities - Office	<u>2,020.26</u>	<u>2,099.96</u>
55000 · Office Expenses		
55220 · Fire Alarm System Servicing (Fire Alarm System Servicing)	0.00	60.00
55110 · Water Billing System	519.60	0.00
55120 · Supplies & Equipment	824.23	198.85
55130 · Copier and Supplies	489.25	1,018.54
55140 · Dues & Subscriptions	0.00	592.00
55150 · Postage	355.49	865.90
55160 · Printing & Publications	(476.00)	0.00
55180 · Computer Services	2,997.00	2,997.00
55200 · Office Storage	500.00	500.00
55210 · Air Conditioning Servicing (Air Conditioning Unit Servicing)	350.00	350.00
Total 55000 · Office Expenses	<u>5,559.57</u>	<u>6,582.29</u>

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

	<u>Nov 15</u>	<u>Dec 15</u>
<b>56000 · Support Services</b>		
56200 · Temporary Labor	43.92	0.00
56300 · Financial Audit (through 20xx)	620.00	0.00
56400 · Accounting (monthly contract)	977.50	0.00
<b>56500 · Legal Services</b>		
565-00 · Legal - General	3,629.84	4,140.97
565.01 · Legal - Water	1,084.20	767.17
565-02 · Legal - Brown Act, Public Recor	354.00	0.00
565.07 · Legal - Personnel	1,125.00	0.00
<b>Total 56500 · Legal Services</b>	<u>6,193.04</u>	<u>4,908.14</u>
56600 · Bank Service Charges	112.00	130.15
56700 · Payroll Service	236.80	360.60
56800 · General Liability Insurance	1,711.19	1,711.19
<b>Total 56000 · Support Services</b>	<u>9,894.45</u>	<u>7,110.08</u>
<b>57000 · Training/Travel</b>		
57110 · Seminars/Training	0.00	99.00
57120 · Travel and Meals	0.00	76.85
<b>Total 57000 · Training/Travel</b>	<u>0.00</u>	<u>175.85</u>
<b>58000 · Other Fees</b>		
58100 · County Lien Release Fees (Fees related to lien releases)	13.00	0.00
58000 · Other Fees - Other	0.00	467.98
<b>Total 58000 · Other Fees</b>	<u>13.00</u>	<u>467.98</u>
<b>59000 · Service Tools &amp; Equipment</b>		
59110 · Shop Supplies and Small Tools	181.08	482.32
59120 · Vehicle Fuel	938.03	218.33
59160 · Backhoe Fuel	0.00	492.64
59170 · Equipment Rental	0.00	426.25
59180 · Service Trucks - Repair and Mtn	890.11	0.00
59190 · Water Ops Cell Phone/ Internet	191.34	0.00
59210 · Water Ops Computer Internet	0.00	0.00
<b>Total 59000 · Service Tools &amp; Equipment</b>	<u>2,200.56</u>	<u>1,619.54</u>
<b>Total 52000 · Operational Expenses</b>	<u>101,501.57</u>	<u>61,089.77</u>
<b>61000 · Non-Operating Expenses</b>		
61150 · Returned Checks	0.00	(0.01)
61160 · Grant/Loan Processing Fee	1,325.00	0.00
61220 · Reconciliation Discrepancies	(1.09)	0.01
61240 · Miscellaneous	4,959.47	940.09
<b>Total 61000 · Non-Operating Expenses</b>	<u>6,283.38</u>	<u>940.09</u>
<b>65000 · Depreciation and Amortization</b>		
65110 · Depreciation	22,189.00	22,189.00
<b>Total 65000 · Depreciation and Amortization</b>	<u>22,189.00</u>	<u>22,189.00</u>
<b>Total Expense</b>	<u>157,486.47</u>	<u>120,384.83</u>
<b>Net Ordinary Income</b>	<u>(64,359.18)</u>	<u>(26,726.68)</u>
<b>Net Income</b>	<u>(64,359.18)</u>	<u>(26,726.68)</u>



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

	Dec 15	Budget	Jul - Dec 15	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>41000 · Operating Income</b>					
41100 · Base Rate - Water Bills	84,578.89	97,333.00	557,367.03	583,998.00	1,168,000.00
41220 · Fire Sales - Water Bills	240.00	240.00	1,440.00	1,440.00	2,880.00
41240 · Meter Install and Remov.	0.00		0.00		
41310 · Penalty Fees - Water Bill	2,639.19	2,750.00	16,681.97	16,500.00	33,000.00
41320 · Lien Reinstatement Fees	0.00		401.07		
41330 · New Account Fees - Wat	80.00		835.00		
41360 · Incident Fee - Water Bills	0.00		0.00		
41370 · Returned Check Fees	60.00		210.00		
41500 · Stand By Fees - Tax Rev	0.00	0.00	16.80	0.00	100,000.00
<b>Total 41000 · Operating Income</b>	<b>87,598.08</b>	<b>100,323.00</b>	<b>576,951.87</b>	<b>601,938.00</b>	<b>1,303,880.00</b>
<b>42000 · Non-Operating Income</b>					
<b>42100 · Property Taxes</b>					
42110 · Ad Valorem - Tax Rev	3,721.56	3,800.00	4,218.06	3,800.00	46,000.00
42120 · Teeter Settlement Incc	0.00	0.00	0.00	0.00	10,000.00
<b>Total 42100 · Property Taxes</b>	<b>3,721.56</b>	<b>3,800.00</b>	<b>4,218.06</b>	<b>3,800.00</b>	<b>56,000.00</b>
42210 · Cell Tower Lease Incom	1,928.24	1,917.00	14,569.44	11,502.00	23,000.00
42310 · Miscellaneous Non-Oper	0.00		1,770.21		
<b>43000 · Interest Income</b>					
43110 · Interest Inc - Gen, Tru	0.91		7.43		
43120 · Interest Income LAIF	0.00	158.00	541.17	948.00	1,900.00
43140 · Interest Income - Wate	409.36	333.00	2,287.86	1,998.00	4,000.00
43160 · Interest Income - DWR	0.00		1.95		
<b>Total 43000 · Interest Income</b>	<b>410.27</b>	<b>491.00</b>	<b>2,838.41</b>	<b>2,946.00</b>	<b>5,900.00</b>
<b>Total 42000 · Non-Operating Inco</b>	<b>6,060.07</b>	<b>6,208.00</b>	<b>20,396.12</b>	<b>18,248.00</b>	<b>84,900.00</b>
<b>Total Income</b>	<b>93,658.15</b>	<b>106,531.00</b>	<b>597,347.99</b>	<b>620,186.00</b>	<b>1,388,780.00</b>
<b>Gross Profit</b>	<b>93,658.15</b>	<b>106,531.00</b>	<b>597,347.99</b>	<b>620,186.00</b>	<b>1,388,780.00</b>
<b>Expense</b>					
<b>50010 · Payroll - All Expenses</b>					
<b>51000 · Payroll Summary</b>					
51050 · Directors' Fees	800.00	1,183.00	5,300.00	7,098.00	14,200.00
<b>51100 · Management and Customer Service</b>					
51120 · Customer Accounts	4,895.02	3,450.00	22,492.64	20,700.00	41,400.00
51130 · Admin Assistant	6,644.63	3,533.00	17,095.11	21,198.00	42,400.00
51140 · General Manager	9,512.28	7,400.00	44,405.87	44,400.00	88,800.00
<b>Total 51100 · Management and</b>	<b>21,051.93</b>	<b>14,383.00</b>	<b>83,993.62</b>	<b>86,298.00</b>	<b>172,600.00</b>
<b>51200 · Water Operations</b>					
51210 · Meter Reader	3,659.04	2,025.00	12,121.51	12,150.00	24,300.00
<b>Total 51200 · Water Operation</b>	<b>3,659.04</b>	<b>2,025.00</b>	<b>12,121.51</b>	<b>12,150.00</b>	<b>24,300.00</b>
<b>Total 51000 · Payroll Summary</b>	<b>25,510.97</b>	<b>17,591.00</b>	<b>101,415.13</b>	<b>105,546.00</b>	<b>211,100.00</b>
<b>51300 · Payroll - Employee Ben Expense</b>					
51310 · Workers Comp.	1,683.25	750.00	9,187.64	4,500.00	9,000.00

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

	Dec 15	Budget	Jul - Dec 15	YTD Budget	Annual Budget
51320 · Employee Health Care	2,606.70	2,558.00	14,935.59	15,348.00	30,700.00
51330 · Pension	4,508.58	2,975.00	22,457.63	17,850.00	35,700.00
51350 · Union Dues	(27.72)		(28.56)		
51360 · Aflac Deductions	(95.18)		350.48		
<b>Total 51300 · Payroll - Employee</b>	<b>8,675.63</b>	<b>6,283.00</b>	<b>46,902.78</b>	<b>37,698.00</b>	<b>75,400.00</b>
51400 · Payroll Expenses - Taxes, etc					
51410 · FICA and Medicare	1,929.77	1,342.00	7,790.21	8,052.00	16,100.00
51420 · SUI and ETT	49.60	233.00	413.85	1,398.00	2,800.00
51430 · Medical Testing	0.00	77.00	635.00	462.00	920.00
<b>Total 51400 · Payroll Expenses -</b>	<b>1,979.37</b>	<b>1,652.00</b>	<b>8,839.06</b>	<b>9,912.00</b>	<b>19,820.00</b>
<b>Total 50010 · Payroll - All Expense</b>	<b>36,165.97</b>	<b>25,526.00</b>	<b>157,156.97</b>	<b>153,156.00</b>	<b>306,320.00</b>
52000 · Operational Expenses					
53000 · Facilities, Wells, Trans, Dist					
53110 · Lab Fees	684.00	700.00	6,316.12	4,200.00	8,400.00
53120 · Site Landscaping & M.	45.00	2,000.00	1,196.03	12,000.00	24,000.00
53130 · Meters	2,004.91	833.00	4,763.23	4,998.00	10,000.00
53140 · Generator Service Cor	0.00	292.00	0.00	1,752.00	3,500.00
53150 · Median Landscape & I	0.00	1,916.67	11,385.00	11,500.02	23,000.00
53160 · Utilities - Wells	8,127.49	8,750.00	54,672.13	52,500.00	105,000.00
53170 · SCADA (no ongoing c	28.32	400.00	1,181.83	2,400.00	4,800.00
5318 · Line Mtn & Rep Contractor					
53180 · Line Maint and Repai	0.00	12,500.00	45,155.00	75,000.00	150,000.00
53181 · Line Maint Repair Co	27,050.00		78,692.50		
<b>Total 5318 · Line Mtn &amp; Rep C</b>	<b>27,050.00</b>	<b>12,500.00</b>	<b>123,847.50</b>	<b>75,000.00</b>	<b>150,000.00</b>
53190 · Line Maint and Repair	4,020.89	5,000.00	17,577.87	30,000.00	60,000.00
53210 · Well Maintenance					
53215 · Chemicals	0.00	525.00	256.26	3,150.00	6,300.00
53210 · Well Maintenance - O	0.00	1,250.00	5,005.80	7,500.00	15,000.00
<b>Total 53210 · Well Maintenanc</b>	<b>0.00</b>	<b>1,775.00</b>	<b>5,262.06</b>	<b>10,650.00</b>	<b>21,300.00</b>
53300 · Security					
53330 · Crime Prevention (PE	0.00		525.30		
53350 · Alarms					
53355 · Alarm Phones	108.34	113.00	645.08	678.00	1,350.00
53350 · Alarms - Other	0.00	46.00	242.00	276.00	550.00
<b>Total 53350 · Alarms</b>	<b>108.34</b>	<b>159.00</b>	<b>887.08</b>	<b>954.00</b>	<b>1,900.00</b>
53370 · Training/ Equipment	0.00		(325.00)		
53380 · Materials	0.00	42.00	64.00	252.00	500.00
53390 · Audio Alarm (cont ex	241.12	225.00	1,609.72	1,350.00	2,700.00
53410 · Video Eq Lease (exp	724.00	742.00	4,344.00	4,452.00	8,900.00
<b>Total 53300 · Security</b>	<b>1,073.46</b>	<b>1,168.00</b>	<b>7,105.10</b>	<b>7,008.00</b>	<b>14,000.00</b>
53610 · Engineering Services	0.00	2,000.00	25,354.80	12,000.00	24,000.00
<b>Total 53000 · Facilities, Wells, Tr</b>	<b>43,034.07</b>	<b>37,334.67</b>	<b>258,661.67</b>	<b>224,008.02</b>	<b>448,000.00</b>
54000 · Utilities - Office					
54110 · Electricity	887.90	1,083.00	7,521.17	6,498.00	13,000.00

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

	Dec 15	Budget	Jul - Dec 15	YTD Budget	Annual Budget
54120 · Gas	94.61	75.00	231.88	450.00	900.00
54130 · Telephone	765.97	750.00	5,044.51	4,500.00	9,000.00
54140 · Sanitation	351.48	350.00	2,108.88	2,100.00	4,200.00
<b>Total 54000 · Utilities - Office</b>	<b>2,099.96</b>	<b>2,258.00</b>	<b>14,906.44</b>	<b>13,548.00</b>	<b>27,100.00</b>
<b>55000 · Office Expenses</b>					
55220 · Fire Alarm System Ser	60.00		285.50		
55110 · Water Billing System	0.00	208.00	1,296.90	1,248.00	2,500.00
55120 · Supplies & Equipment	198.85	795.00	3,016.20	4,770.00	9,540.00
55130 · Copier and Supplies	1,018.54	635.00	3,966.03	3,810.00	7,620.00
55140 · Dues & Subscriptions	592.00	83.00	1,092.00	498.00	1,000.00
55150 · Postage	865.90	750.00	3,409.36	4,500.00	9,000.00
55160 · Printing & Publication	0.00	104.00	(251.00)	624.00	1,250.00
55180 · Computer Services	2,997.00	2,997.00	18,005.88	17,982.00	35,964.00
55200 · Office Storage	500.00	500.00	3,000.00	3,000.00	6,000.00
55210 · Air Conditioning Servi	350.00	167.00	2,100.00	1,002.00	2,000.00
<b>Total 55000 · Office Expenses</b>	<b>6,582.29</b>	<b>6,239.00</b>	<b>35,920.87</b>	<b>37,434.00</b>	<b>74,874.00</b>
<b>56000 · Support Services</b>					
56200 · Temporary Labor	0.00		1,477.25		
56300 · Financial Audit (throu	0.00	0.00	17,698.00	18,000.00	21,000.00
56400 · Accounting (monthly c	0.00	1,800.00	8,660.00	10,800.00	21,600.00
<b>56500 · Legal Services</b>					
565-00 · Legal - General	4,140.97		35,702.45		
565.01 · Legal - Water	767.17		9,395.21		
565-02 · Legal - Brown Act, P	0.00		6,415.50		
565.07 · Legal - Personnel	0.00		6,974.57		
565-13 · Legal - Grant/Loan F	0.00		5,917.00		
565-40 · Legal - Fees and Ch	0.00		2,892.10		
56500 · Legal Services - Othe	0.00	7,274.00	0.00	43,644.00	87,286.00
<b>Total 56500 · Legal Services</b>	<b>4,908.14</b>	<b>7,274.00</b>	<b>67,296.83</b>	<b>43,644.00</b>	<b>87,286.00</b>
56600 · Bank Service Charges	130.15	200.00	867.34	1,200.00	2,400.00
56700 · Payroll Service	360.60	292.00	1,610.00	1,752.00	3,500.00
56800 · General Liability Insur	1,711.19	1,833.00	10,267.14	10,998.00	22,000.00
56810 · Fixed Asset Software	0.00		498.33		
<b>Total 56000 · Support Services</b>	<b>7,110.08</b>	<b>11,399.00</b>	<b>108,374.89</b>	<b>86,394.00</b>	<b>157,786.00</b>
<b>57000 · Training/Travel</b>					
57110 · Seminars/Training	99.00	858.00	424.00	5,148.00	10,300.00
57120 · Travel and Meals	76.85	417.00	188.40	2,502.00	5,000.00
<b>Total 57000 · Training/Travel</b>	<b>175.85</b>	<b>1,275.00</b>	<b>612.40</b>	<b>7,650.00</b>	<b>15,300.00</b>
<b>58000 · Other Fees</b>					
58100 · County Lien Release F	0.00		131.00		
58110 · Riverside County Fees	0.00	42.00	352.80	252.00	500.00
58120 · State Water fees	0.00	525.00	4,640.40	3,150.00	6,300.00
58130 · Election Fees	0.00	83.00	0.00	498.00	1,000.00
58000 · Other Fees - Other	467.98		467.98		

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

	Dec 15	Budget	Jul - Dec 15	YTD Budget	Annual Budget
Total 58000 · Other Fees	467.98	650.00	5,592.18	3,900.00	7,800.00
59000 · Service Tools & Equipment					
59110 · Shop Supplies and Sn	482.32	54.00	1,359.28	324.00	650.00
59120 · Vehicle Fuel	218.33	1,250.00	7,080.06	7,500.00	15,000.00
59130 · Employee Uniforms	0.00	92.00	0.00	552.00	1,100.00
59150 · Tractor Expenses	0.00	575.00	0.00	3,450.00	6,900.00
59160 · Backhoe Fuel	492.64	442.00	863.77	2,652.00	5,300.00
59170 · Equipment Rental	426.25		426.25		
59180 · Service Trucks - Repa	0.00	625.00	7,394.74	3,750.00	7,500.00
59190 · Water Ops Cell Phone.	0.00	183.00	574.02	1,098.00	2,200.00
59210 · Water Ops Computer I	0.00	67.00	0.00	402.00	800.00
59220 · Communications	0.00	92.00	0.00	552.00	1,100.00
Total 59000 · Service Tools & E	1,619.54	3,380.00	17,698.12	20,280.00	40,550.00
Total 52000 · Operational Expens	61,089.77	62,535.67	441,766.57	393,214.02	771,410.00
61000 · Non-Operating Expenses					
61150 · Returned Checks	(0.01)		(0.01)		
61160 · Grant/Loan Processing f	0.00	167.00	1,325.00	1,002.00	2,000.00
61170 · DWR Interest on Loans	0.00	1,125.00	3,467.49	6,750.00	13,500.00
61180 · DHPO Interest Expense	0.00	1,292.00	3,983.07	7,752.00	15,500.00
61190 · Bad Debt Expense	0.00	100.00	0.00	600.00	1,200.00
61220 · Reconciliation Discrepai	0.01		(0.24)		
61240 · Miscellaneous	940.09	417.00	9,778.94	2,502.00	5,000.00
61241 · Website Support	0.00	621.00	299.00	3,726.00	7,450.00
61250 · Image Consultant	0.00	0.00	0.00	0.00	0.00
Total 61000 · Non-Operating Expe	940.09	3,722.00	18,853.25	22,332.00	44,650.00
65000 · Depreciation and Amortization					
65110 · Depreciation	22,189.00	22,200.00	133,134.00	133,200.00	266,400.00
Total 65000 · Depreciation and Ar	22,189.00	22,200.00	133,134.00	133,200.00	266,400.00
Total Expense	120,384.83	113,983.67	750,910.79	701,902.02	1,388,780.00
Net Ordinary Income	(26,726.68)	(7,452.67)	(153,562.80)	(81,716.02)	0.00
Net Income	(26,726.68)	(7,452.67)	(153,562.80)	(81,716.02)	0.00

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

Beginning Balance	<u>98,601.15</u>
Receipts:	
Water Service	84,071.78
Tax Revenue	3,721.56
Cell Tower Revenue	1,928.24
Customer Deposits	50.00
Interest Income	0.91
Other	-
Total Receipts	<u>89,772.49</u>
Expenditures:	
Paid Bills	122,749.21
Payroll Expenses	27,763.05
Deposit Refunds	591.55
Debt Repayment	-
Other	180.16
Total Expenditures	<u>151,283.97</u>
Net Receipts/(Expenditures)	<u>(61,511.48)</u>
Ending Cash	<u>37,089.67</u>
Cash Per GL	<u>37,089.67</u>
	-


December 22, 2015


To: General Manager

Request for Agenda Item -- Water Rate Study

Director Maxine Israel and I (Director Alan Davis) would like to have placed on the next agenda for the January 25, 2016 a staff report regarding a Water Rate Study.

Both Director Israel and I campaigned on responsibly studying the water rates versus the District's debts to determine if we are able to lower our water rates.

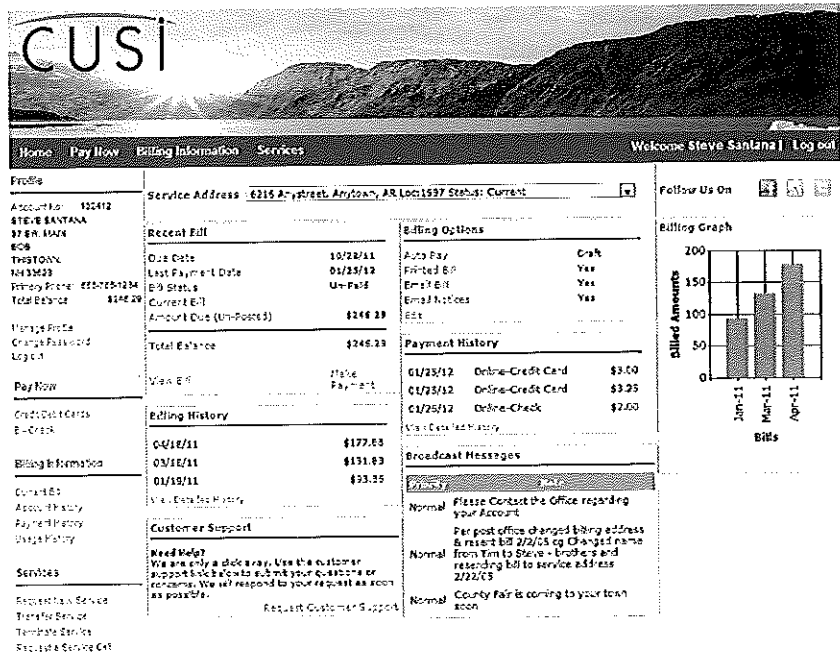
Signed: 

Signed: 

# customer web portal

It's one thing to be able to take payments online. It's another thing entirely to allow your customer to manage their account. The **Customer Web Portal** is a real-time, 2010 SharePoint web based application that presents data directly from the utility billing software database. The customer portal allows residents to perform a litany of services on their account such as:

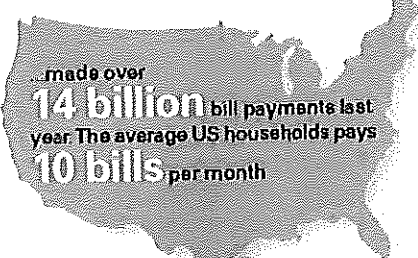
- Customizing Dashboards
- View History and Usage
- Manage their Account
- Make Payments
- Connect with Customer Service
- Submit Service Orders
- Update Phone Numbers
- Update Addresses
- Sign up for Recurring Payments
- Pay multiple accounts
- View utility messages and notes



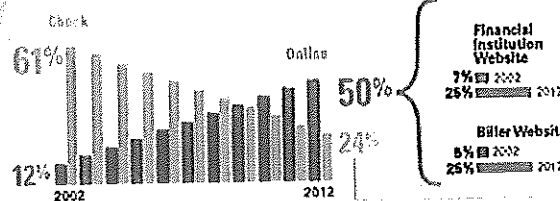
You will have complete control over your Customer Web Portal. For security, the portal is hosted on a Rackspace server outside of your office, and depending on your existing hardware, can either be linked live with your billing system or can interact in an upload/download fashion. You don't even have to have a website in place currently for the Web Portal to operate. If you do have a site already up CUSI could make the Web Portal mimic the look and feel of your existing site.

# What if you never had to touch half of your customer payments ever again?

U.S. Households...



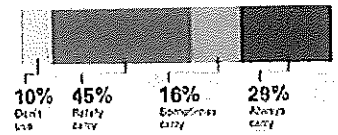
Volume of Bill Payments By Payment Method



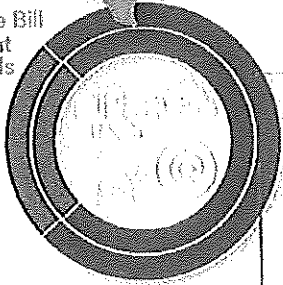
## How Americans Pay Bills

Who Carries Checkbooks?

Over half of consumers don't use or rarely carry checkbooks



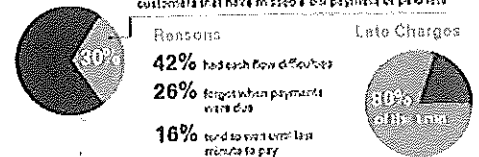
Multiple Bill Payment Methods



**#1** reason consumers visit biller sites:  
To Make a Bill Payment

Late Payments

customers that have missed a bill payment or paid late



Higher Customer Satisfaction

**3/4** of consumers say multiple billing and payment options is important / very important

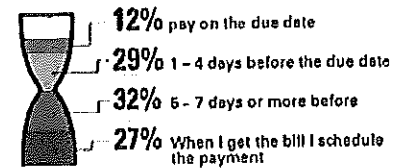
Changing The Way They Pay

**1 in 5** change the way they pay bills each month



And here's why...  
 63% Availability of funds  
 54% Date payment's due  
 41% Depends on amount owed

Bill Payment Timing is Fragmented



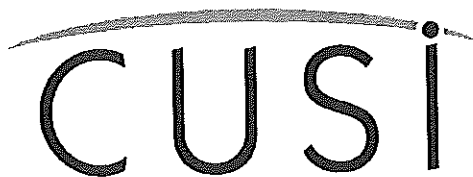
Source: Billing Household Survey, Fiserv 2013

## Bank Check Elimination

- Eliminate Paper Bank Checks
- Cut Posting Time from 7+ Days to 1
- One Daily Batch Deposit
- Automatically Correct Posting Info
- Simple Posting File Import

## Customer Web Portal

- Real Time Payment Posting
- View Bills and Account History
- Sign Up for e-bill and Auto Pay
- Update Contact Information
- Safe, Secure Payment Processing



In addition to these other great payment services:

- Electronic Checks
- Traditional Merchant Services
- Turnkey Merchant Services
- Voice Broadcast Messages
- Remote Retail Payments

- Pay-by Phone
- Pay-by-Text
- Payment Kiosks
- Mini Pay Stations
- Remittance Processing



# CUSI



## Discover a faster, easier way to receive online banking payments with CUSI Bank Check Elimination!



### Bank checks a problem? *We can help!*

If you receive checks from banks or third-parties on behalf of your residents, you know the inefficiencies they can present. Inaccurate account information and labor-intensive processing can delay posting and lead to customer service issues. Fortunately there is a fast, easy, accurate and economical solution for these types of payments.

CUSI Bank Check Elimination powered by Vanco Services streamlines payments made through online banking and other bill pay websites. Rather than allow those actions to become slow moving bank-issued checks, CUSI consolidates the payments and delivers funds and posting data to you electronically. The result is fast, straight-through processing that saves taxpayer dollars.

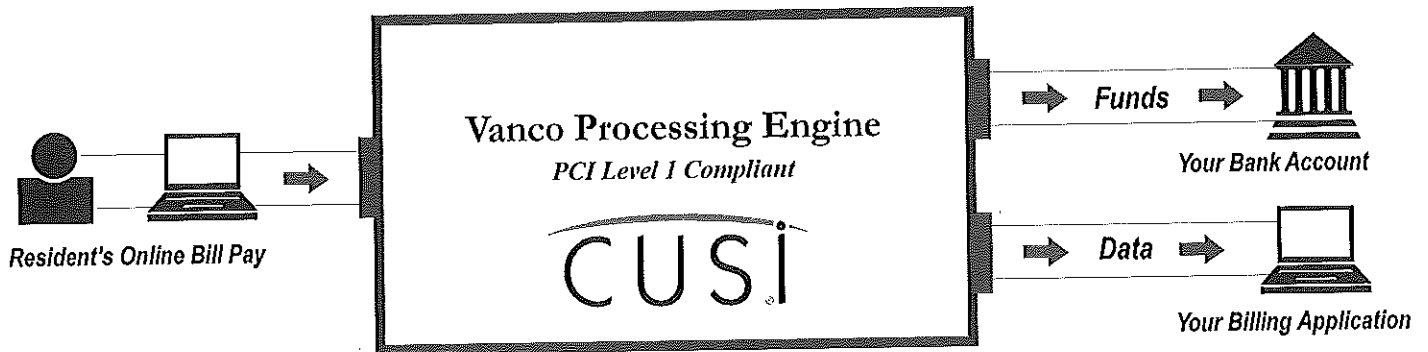
**Fast** — Gives you quicker access to funds. Payments are transferred directly into your municipality's bank account via a single daily ACH deposit.

**Easy** — Allows you to make corrections when inaccurate account information is provided and assign payments to be automatically routed in the future.

**Accurate** — Delivers payment information in your desired format for easy, error-free posting. Easily reject erroneous or duplicate payments.

**Economical** — Provides a more cost-effective solution than manually processing bill pay checks or utilizing a lock box service.

### How does it work?



1

#### Payments initiated

Residents initiate payments through their online banking or other bill pay websites.

2

#### Payments consolidated & routed

Vanco consolidates payments and generates a data file in your desired format. Payments are either routed automatically or pre-processed (see below for more information).

3

#### Payments deposited & data delivered

Funds arrive in your municipality's bank account via a single ACH daily deposit. Data is delivered to you in your desired format for easy, accurate posting.



Corporate Office  
870-336-2200  
sales@cusi.com

800-240-1420

300 South Church Street, Suite 200

Jonesboro, AR 72401  
www.cusi.com



CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Jason Stinnett

P. O. Box 1515  
Jonesboro, AR 72403

www.cusi.com

(800) 240-1420

Quote #: js150428164132

April 28, 2015

## Sales Agreement



Cabazon County Water  
14618 Broadway Avenue  
Cabazon, CA  
92230

Ellie Lemus  
(951) 849-4442  
elemus@cabazonwater.org



### Economic Summary

detailed descriptions attached

Utility Billing Software  
Payment Solutions  
Website Solutions

\$0.00  
\$0.00  
\$0.00

Grand Total \$0.00

### Payment Terms

15 Days From Date of Invoice



### Purchaser Authorization

I certify that as the person signing this form I have purchasing authority for Cabazon County Water.

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_



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elemus@cabazonwater.org

### Utility Billing Software

#### Add-On Interfaces

1 CBSW Website Interface to CUSI Customer Web Portal	\$1,000.00	\$1,000.00
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#### Economic Summary

Utility Billing Software	\$1,000.00
CWP Turnkey Discount	-\$1,000.00
<b>Total</b>	<b>\$0.00</b>



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### Payment Solutions

Turnkey Merchant Services	billed by provider		
1 Turnkey Merchant Services Package - Service fee will be the greater of:		\$2.50 or 3%	per transaction

*Includes Visa, MasterCard, Discover Merchant Services, Payment Gateway Service, and Electronic Check Merchant Services. Figures based on an Average Bill Estimate of \$45 and a High Bill Estimate of \$500. Average bill estimate and service fee subject to annual review.*



### Economic Summary

Turnkey Merchant Services	\$0.00
<b>Total</b>	<b>\$0.00</b>



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elemus@cabazonwater.org

**Website Solutions**

**CUSI Customer Web Portal - Turnkey Merchant Services**

1 CUSI Customer Web Portal	\$1,500.00	\$1,500.00
Includes Design, Setup, Configuration, and Training Services.		
1 CUSI Customer Web Portal Annual Service	\$1,500.00	Included
Includes Hosting at Tier 1 Location, Backups, Updates, Maintenance, and Support.		



**Economic Summary**

CUSI Customer Web Portal	\$1,500.00
CUSI Customer Web Portal Annual Service	Included
CWP Turnkey Discount	-\$1,500.00
<b>Total</b>	<b>\$0.00</b>



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### Terms of Sale

Company has ordered and agrees to purchase from CUSI the products and services defined under this Sales Agreement at the listed quantities and rates. Upon receipt of an executed Sales Agreement CUSI shall ship all products to the Company address and contact defined above and services shall be scheduled and initiated.

Company acknowledges that CUSI's products and services are subject to the terms and conditions of a separate Software License Agreement between Company and CUSI. CUSI hereby disclaims all representations and warranties with respect to any product which is not manufactured or otherwise created by CUSI, whether express, implied or statutory including but not limited to, any warranties of merchantability, fitness for a particular purpose, title or non-infringement.

Payment for products and services shall be made by Company based upon the Payment Terms defined in the Sales Agreement. Company understands and agrees that it is responsible for paying any sales, use, excise or transaction taxes with respect to the products and services under this Sales Agreement. If Company is tax exempt, company shall provide CUSI with such tax exemption documentation. If Company is not tax exempt or does not provide exemption documentation, CUSI shall invoice for such applicable taxes on each invoice. In the event that CUSI does not invoice sales or similar taxes to Company and such taxes are ultimately determined to be due by a government entity or court of law, Company agrees to pay in full all such taxes, including any applicable interest or penalties. In the event the tax exemption documentation provided by the Company is disallowed or deemed invalid, Company agrees to pay in full all such taxes, including any applicable interest or penalties.

### Quotation Terms

This Quote is Valid for 30 Days

### Execution Instructions

Execute each page, date, and fax to 870-336-2234



CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Jason Stinnett

P. O. Box 1515  
Jonesboro, AR 72403

www.cusi.com

(800) 240-1420

Quote #: js150428164349

April 28, 2015

## Sales Agreement



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### Economic Summary

detailed descriptions attached

Utility Billing Software  
Payment Solutions

\$0.00  
\$0.00

Grand Total \$0.00

### Payment Terms

15 Days From Date of Invoice



### Purchaser Authorization

I certify that as the person signing this form I have purchasing authority for Cabazon County Water.

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_



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### Utility Billing Software

#### Add-On Interfaces

1 CBSW Bank Check Elimination Interface	\$1,000.00	\$1,000.00
---	------------	------------



### Economic Summary

Utility Billing Software	\$1,000.00
BCE Turnkey Discount	-\$1,000.00
<b>Total</b>	<b>\$0.00</b>





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Payment Solutions

1 Bank Check Elimination Processing Fees \$0.50 per transaction



Economic Summary

Total \$0.00



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Company acknowledges that CUSI's products and services are subject to the terms and conditions of a separate Software License Agreement between Company and CUSI. CUSI hereby disclaims all representations and warranties with respect to any product which is not manufactured or otherwise created by CUSI, whether express, implied or statutory including but not limited to, any warranties of merchantability, fitness for a particular purpose, title or non-infringement.

Payment for products and services shall be made by Company based upon the Payment Terms defined in the Sales Agreement. Company understands and agrees that it is responsible for paying any sales, use, excise or transaction taxes with respect to the products and services under this Sales Agreement. If Company is tax exempt, company shall provide CUSI with such tax exemption documentation. If Company is not tax exempt or does not provide exemption documentation, CUSI shall invoice for such applicable taxes on each invoice. In the event that CUSI does not invoice sales or similar taxes to Company and such taxes are ultimately determined to be due by a government entity or court of law, Company agrees to pay in full all such taxes, including any applicable interest or penalties. In the event the tax exemption documentation provided by the Company is disallowed or deemed invalid, Company agrees to pay in full all such taxes, including any applicable interest or penalties.

### Quotation Terms

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### Bank Check Elimination Additional Terms

CUSI and Company hereby agree as follows:

1. **BANK CHECK ELIMINATION SERVICES** includes services whereby CUSI receives Company payment data from payments made by customers of Company ("Customer") where Customers have used one of several bill payment services or bill collection agents ("Originators") and Company is able to approve or reject Customer payments prior to receiving data from CUSI. Payments will be held in a preprocessing queue by Vendor. CUSI or vendor will transmit payment data to Company after Company approves payments in the preprocessing queue. By using Bank Check Elimination Services, Company will receive payment data electronically in a data file. Payment funds are transmitted by Vendor via ACH.

2. **COMPANY DUTIES** Company shall have the following duties:

- a. That it will either approve or reject payments in the preprocessing queue on the same day, if possible, but in no event later than 2:00 PM CT one (1) business day after it receives notice of payments.
- b. That it will post payments to Customers account on the day it receives payment data from CUSI, if possible, but in no event later than one (1) business day after it receives notice of payments.
- c. That it will not charge Customer any late fee if a Customer's payment is late by reason of the fact that the payment was not timely posted in accordance with Subparagraph b above;
- d. That it shall notify CUSI of any payment which has not posted within two (2) Business days after it receives notice of payments
- e. That it will not return a payment unless such payment is incorrect, incomplete, not identifiable or the account was blocked or closed prior to the time that the payment was received from CUSI or Vendor.

3. **PROGRAM CHARGES AND TAXES** Company agrees to pay CUSI, via Vendor, monthly for Program Charges for Bank Check Elimination Services by an ACH debit to Company's Account or another account as is designated by Company. Said Program Charges, which Company acknowledges receiving from CUSI, may be modified at any time upon thirty (30) days' notice. Any taxes or fees, except taxes based upon income, imposed by any federal, state, municipal or other governmental authority that may be applicable to the services provided to Company pursuant to this Agreement, shall be paid by Company regardless of whether such taxes or fees are added to the invoice which CUSI provides to Company, and regardless of when such taxes or fees are determined to be due and owing. The Program Charges are small in relation to the amount of the funds processed by CUSI pursuant to this Agreement.

4. **COMPANY LIABILITY AND INDEMNIFICATION.**

Company shall be liable for all damages which CUSI suffers by reason of Company's breach of any of its duties set forth in Paragraph 2 of this Agreement or by reason of any other representation made by it in this Agreement. Company indemnifies CUSI for all amounts which are due CUSI by Company pursuant to Paragraph 3 by reason of any return or Reversal.

Company hereby indemnifies and holds CUSI harmless from all claims, damages, and causes of action (including reasonable attorney's fees and costs) which may be asserted against CUSI by any person by reason of Company's breach of the duties and representations made by this Agreement. In no event shall Company be liable for any consequential, special, punitive or indirect loss or damage.

5. **TERM** This Agreement shall continue in effect unless terminated by either party upon thirty (30) days' notice. Provided, however, that in the event that any of the following occur CUSI shall be entitled to terminate this Agreement immediately and thereafter give notice to Company that this Agreement has been terminated:

- a. CUSI determines that Company has consistently failed to fulfill its obligations to timely post payments and to timely make returns;
- b. CUSI or Vendor attempts to make a debit to Company's Account for a return or Reversal which is later returned because the account has insufficient funds in it to permit the debit transaction;
- c. CUSI or Vendor attempts to make a debit to Company's Account pursuant to Paragraph 3, which is later returned because the account has insufficient funds in it to permit the debit transaction.
- d. Company breaches any of its duties in Paragraph 2.



CONTINENTAL UTILITY SOLUTIONS, INC.

Sales Representative: Jason Stinnett

P. O. Box 1515  
Jonesboro, AR 72403

www.cusi.com  
(800) 240-1420

Quote #: js150428164349

April 28, 2015

**Sales Agreement**



Cabazon County Water  
14618 Broadway Avenue  
Cabazon, CA  
92230

Ellie Lemus  
(951) 849-4442  
elemus@cabazonwater.org

**Bank Check Elimination Service Enrollment Form**

**Company Information**

Legal Name:		Date formed:
DBA:		
Street Address (No P.O. Boxes):		
City:	State:	Zip:
Phone #:	Email address:	
Federal Tax ID:	Website:	

**Contact Information**

Primary Contact: This individual will serve as the primary contact and will administer access to the online service center.

Full name:	Title
Phone #:	Email Address:

**Program Charges**

Monthly Fee:	\$0.00	Per Transaction Fee:	\$0.50
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**Transaction Settlement Information & Authorization**

Name of financial institution:		
Street Address:		
City:	State:	Zip:
Routing #:	Account #:	
Account Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings (Contact your financial institution for the appropriate routing number)	

**IMPORTANT: YOU MUST INCLUDE A VOIDED CHECK AND A COPY OF THE FIRST PAGE OF YOUR BANK STATEMENT WITH THIS ENROLLMENT FORM**

I authorize Vanco Services, LLC to initiate VARIABLE transactions to the account indicated above for the SETTLEMENT OF TRANSACTIONS pursuant to the CUSI SALES AGREEMENT. This authorization will remain in effect until written notice to discontinue is received.

I hereby certify that the information in this application is complete and accurate and I authorize Vanco Services, LLC to verify this information.

	Authorized signature on bank account:	Title:	Date:
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## Elizabeth Lemus

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**Subject:** FW: CUSI Sales Agreement

**From:** Jason Stinnett [mailto:jstinnett@cusi.com]  
**Sent:** Wednesday, December 2, 2015 11:39 AM  
**To:** Ellie Lemus <ELemus@cabazonwater.org>  
**Subject:** RE: CUSI Sales Agreement

Hi Ellie,  
That's great news! If we are just looking at the web portal the only thing that carries maintenance is the website interface. It's calculated at 20% so the only cost the district would incur is \$200 a year. There's no other cost than that.

### Jason Stinnett

Director of Payment Services



direct 800.240.1420 x2249 | fax 870.336.2234  
email [jstinnett@cusi.com](mailto:jstinnett@cusi.com) | web [www.cusi.com](http://www.cusi.com)  
[Check out our reviews on Capterra!](#)

Technology Solutions for Utilities  
GIS/Utility Billing. Accounting. Work Asset Management.



**From:** Ellie Lemus [mailto:ELemus@cabazonwater.org]  
**Sent:** Wednesday, December 02, 2015 1:34 PM  
**To:** Jason Stinnett <jstinnett@cusi.com>  
**Subject:** RE: CUSI Sales Agreement

Hi Jason,

I just wanted to touch basis with you one last time. Our District is interested in the Utility Billing Software, Payment Solutions, and Website Solutions (original estimate/agreement attached), and our Management wanted me to check with you one last time regarding the service agreement; we didn't see anywhere in the agreement regarding an annual maintenance fee, etc., and we were wondering if this would come up and what the amount was. We would like to know all actual costs for services for budgeting purposes.

Also, the we don't think we will be signing on for the Bank Check Elimination service this time around, but it may be something we'd be interested in in the future. Currently, the District is only interested in the online capabilities.

Thank you for your help. I hope you have a very Merry Christmas Season!

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



**From:** Jason Stinnett [<mailto:jstinnett@cusi.com>]  
**Sent:** Tuesday, April 28, 2015 2:51 PM  
**To:** Ellie Lemus <[ELemus@cabazonwater.org](mailto:ELemus@cabazonwater.org)>  
**Subject:** CUSI Sales Agreement

Hi Ellie,

It was nice speaking with you today> Attached are the two proposals we spoke about as well as some information on the two products. To recap what we discussed. Our customer web portal is fully integrated with your billing system. We can also work with any website designer you chose to make sure the transition from website to web portal is seamless for the customer in both design and functionality. There is no cost for the web portal. We will charge your customers a fee of \$2.50 per transaction or 3% whichever is greater and you will receive the full bill payment and we will pay all costs out of the processing fee. The other product we discussed is our bank check elimination service. The attached explain that in depth. The fee for that service is \$.50 per transaction. I would be happy to do a demo of these two products for your manager at his convenience. It would only take me about 30 minutes. I look forward to helping you get all of this set up!

Thanks so much,

Jason

**Jason Stinnett**  
**Director of Payment Services**



direct 800.240.1420 x2249 | fax 870.336.2234  
email [jstinnett@cusi.com](mailto:jstinnett@cusi.com) | web [www.cusi.com](http://www.cusi.com)  
[Check out our reviews on Capterra!](#)

Technology Solutions for Utilities  
CIS/Utility Billing, Accounting, Work Asset Management.



DoubleCheck identified this as **CLEAN**. Give feedback: [This is SPAM](#) • [More](#)

**CABAZON WATER DISTRICT**  
**AMENDED REIMBURSEMENT POLICY (2013)**

**I. PURPOSE**

The Purpose of this Reimbursement Policy ("Policy") is to reimburse members of the Cabazon Water District ("District") Board of Directors ("Board Members") for actual and necessary expenses incurred in the performance of their official duties. (See Water Code, section 30507.)

**II. STIPEND**

- A. Each Board Member shall receive a stipend of one hundred dollars (\$100.00) per day of service for attendance at a:
1. Meeting or committee meeting of the Board or a meeting of an advisory body to the Board ("Meeting"). The District will not reimburse any travel, lodging, or meal expenses incurred in connection with attending any Meetings.
  2. Hearing or meeting in Sacramento for District business as a representative of the Board.
  3. Meeting with representatives of other agencies and entities related to District business or to District adopted or authorized policy positions.
  4. Meeting of a multi-jurisdictional governmental body on which the Board Member serves as the District's designated representative.
  5. Conference and organized educational seminar designed to improve the Board Member's skill and information levels on topics related to District business, together with any expenses incurred in the performance of his or her duties required or authorized by the Board.
  6. The following pre-approved events: (1) Monthly Finance & Audit Committee meetings with the District's Accounts Payable Department; (2) Personnel Committee Meetings with the General Manager or Legal Department specifically to discuss and confer about potential litigation issues regarding personnel matters; (3) grievance hearings related to personnel matters;; (4) Water task force committee meetings; (5) Ad hoc committee meetings; and (6) Biweekly District check signing; (7) ethics, sexual harassment or similar legally minded training programs.
- B. The Board may pre-approve a stipend of one hundred dollars (\$100.00) per day of service for attendance at other community events not listed in Section A above, representation of the District before public agencies when authorized by the Board prior to the occasion or an event in order to further the purposes of the District.
- C. Compensation for all other events will require Board Approval prior to the occasion or event.
- D. Each Board Member's compensation shall not exceed a total of six days of service in any calendar month.

### III. TRANSPORTATION

- A. Use of Personal Vehicle. The District shall reimburse Board Members for mileage incurred when they use their personal vehicles to attend conferences or other meetings in furtherance of the District's affairs. The District will reimburse mileage for travel to and from the destination based upon the approved Internal Revenue Service rate in effect. The District will not reimburse any travel, lodging, or meal expenses incurred in connection with attending any Meeting.
- B. Rentals. The District shall reimburse Board Members for actual and necessary vehicle rental expenses incurred in connection with Board Member attendance at approved out of town activities. The District shall only reimburse economy or compact rate vehicles unless (i) such class of vehicle is unavailable; or (ii) such class of vehicles do not accommodate a disability. When a Board Member rents a vehicle, he or she shall obtain insurance for the vehicle at the District's expense.
- C. Shuttle, Bus, Taxi, and Public Transportation. Shuttle, bus, taxi, and public transportation may be used between an airport, hotel and conference site whenever it is available. Board Members are encouraged to use the most efficient mode of transportation available.
- D. Air Travel or Other Common Carrier Transportation. As necessary for the performance of their official duties, Board Members may use air travel or other mode of common carrier transportation to and from the destination. Board Members are encouraged to use the most efficient means available.

### IV. LODGING

Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available. If a group rate is not available, the government rate of the provider of lodging shall be used. If neither the group nor governments rates are available, the most economical rate shall be obtained.

### V. MEALS

The actual costs of meals incurred while attending conferences or other meetings in furtherance of the District's affairs are reimbursable provided District staff is given a receipt. If no receipt is available, meal costs shall be reimbursed at an amount not exceeding the greater of seventy-five dollars (\$75.00) per day or the applicable Internal Revenue Service per diem rate.



VI. PERSONAL EXPENSES AND OTHER EXPENSES NOT REIMBURSABLE

The District shall not reimburse the cost of transportation, lodging, meals, or other costs of travel when such costs are of a personal nature incurred in conjunction with the performance of District official duties. Personal costs, not reimbursable by the District, shall include, but not be limited, to the following: (i) alcoholic beverages; (ii) parking and traffic violations; (iii) entertainment; (iv) services provided by the provider of lodging; and (v) expenses incurred on behalf of a spouse, dependent, or traveling companion.

VII. CONFERENCES AND OTHER MEETINGS

Board Members shall only receive reimbursement of travel, lodging, and meals for conferences or other meetings in furtherance of the District's affairs. No other occurrence will be reimbursed.

VIII. EXPENSE REPORTS

The District shall not reimburse any expenses until an expense form is submitted to the District's administrative office no later than 45 days after the expenditure. Reimbursable expenses shall be limited to actual and necessary expenses incurred in attending conferences or other meetings in furtherance of the District's affairs. Expense forms shall be accompanied by receipts documenting each expense. If no receipt is available, a written explanation of the expenditure is required. Furthermore, Board members will be required to provide a brief report on the conference or meeting attended at the next regular meeting of the Board.

IX. EXPENSES NOT INCLUDED WITH LIST

Expenses which do not fall within this Policy or the Internal Revenue Service reimbursable rates must be approved by the Board of Directors in a public meeting before the expense is incurred.

X. CANCELLED TRAVEL

If expenses are prepaid by the District and are not used, the District shall require reimbursement unless the reason for not attending was due to personal illness or an event that impeded good faith efforts to attend. The Board of Directors will review all cancelled travel and determine whether reimbursement is due.

XI. MODIFICATIONS

The forgoing provisions may be reviewed and amended by the Board of Directors.

Approved on October 21, 2013 by Director Bittner, and 2<sup>nd</sup> by Director Magness.

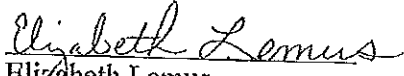
Ayes: Directors: Cash, Mariner, Affsa, Bittner, Magness

Noes: None

Abstains: None



RD Cash  
RD Cash  
Board President  
Cabazon Water District



Elizabeth Lemus  
Elizabeth Lemus  
Secretary to the Board of Directors  
Cabazon Water District



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:**  
September 21, 2015 – 6:00 PM

**CALL TO ORDER**

By Chairperson Janet Mejia at 1803 hr.

**PLEDGE OF ALLEGIANCE**

**REMEMBRANCE OF OUR SERVICE MEN AND WOMEN**

**ROLL CALL**

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

Calvin Louie, General Manager - Present  
Elizabeth C. Lemus, Board Secretary - Absent  
Steve Anderson, Best Best & Krieger Law Firm - Present

Note: This meeting was recorded by the District – 1803 hr.

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

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

- **Member of Public Governing Board Participating in Nonprofit and other Community Organizations**

GM Louie referred to a copy of the opinion written by the legal department. Mr. Anderson of BB&K also provided his input and Board members was given the opportunity to ask questions. In answering Director Tobias's question, Mr. Anderson noted New Business, Item 2 Funding & Volunteering for Cabazon Christmas and stated there are one or more candidates running for seat on the water board. If they are elected, they will need to adhere to Conflict of Interest rules and regulations.

- **Calls for Service**

GM Louie reported there were numerous SCADA alerts and two leaks, one on Bonita and Lols. Director Bui asked the GM Louie about 49317 Dale Court. GM Louie replied when he reports about Calls for Services, they are emergencies and calls during non-business hours.

**NEW BUSINESS**

1. **Discussion/Action:** Board Approval to Adopt Fiscal Year Budget July 1, 2015 – June 30, 2016

Director Tobias stated he was unable to read his Board packet because of his impaired vision.

Director Bui claims the current contractor still owes the District money.

GM Louie noted on page 3 of 5 pages, in the Preliminary Proposed Budget FYE 06/30/2016, Account 53350 Alarms shows a projected annual budget \$550.00 and Account 54120 Gas, shows a projected annual budget \$900.00. During the FAC meeting, Ms. Halley, the District's Financial Advisor stated there was a mistake in those line items. She will adjust the difference of \$500.00 from Account 54120 to 53350.

Motion to approve proposed Fiscal Year Budget July 1, 2015 through June 30, 2016 made by Director Sanderson and 2nd by Director Mariner.

Director Mejia - Aye

2. Discussion/Action: Outsourcing or In-house for Landscaping and Weed Abatement  
(By General Manager Louie)

GM Louie stated the District is unable to afford landscaping and weed abatement. He will utilize the monthly budget of \$12,500.00 and in-house personnel.

Director Bui said she was desirous of volunteering her and her family one time to trim trees and weed abatement for the center median on Main Street. Mr. Anderson informed Director Bui there may be a conflict of a Director volunteering and the District having volunteers (juveniles or adult). Mr. Anderson will check with his law firm's labor attorney, Mr. Ortiz.

3. Discussion/Action: Billboard or large sign to notify the public of Board meetings. (by  
General Manager Louie)

GM Louie reported he had found the same make and model at a lower price. He's awaiting an answer from the vendor to confirm this.

4. Discussion/Action: Tour of Water Facilities for Water Board Candidates and the Public  
(By Director Mariner)

It was consensus of the Board, including the following Water Board Candidates that was present; Alan Davis, Maxine Israel, Robert Lynk, Diana Morris, and Sarah Wargo all agreed to Wednesday, September 30, 2015, at 1:30 PM. The Board instructed GM Louie to contact the other two candidates (Irma Jorquera and Julie Rossiter) who were not present at the meeting.

5. Discussion/Action: A verbal complaint alleging spending public  
funds for employee morale. (by General Manager Louie & Steve  
Anderson, BB&K)

Mr. Anderson explained to the Board that making purchasing meals to boost staff morale with public funds within reasons is acceptable. Unless the Board want to set policy to not allow public funds to be pay for occasion meals or other items to boost Staff morale, it's at the discretion of Management.

No motion was made by the Board.

6. Discussion/Action: Allegations of Janet Mejia's water service serves an unpermitted  
Building or structure. (by General Manager Louie & Steve  
Anderson, BB&K)

Director Mejia recused herself from the dais and sat in the audience. Mr. Anderson stated he reviewed the complaint and the ordinances of the Cabazon Water District (the District). He was unable to find any District ordinance(s) prohibiting the District from serving water to a parcel with or without unpermitted structure(s). Mr. Anderson suggested to Mr. Saldana he should call the County of Riverside Code Enforcement.

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.

Director Tobias supported Mr. Saldana's allegation of the District paying mileage to Director Mariner for transporting staff to Redlands Toyota to service the two (2) Tundra. It was supported by Director Mariner.

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

Director Bui suggested the GM's visit to 49317 Dale Court, Cabazon, California be added to the October 19, 2015 regular meeting. It was supported by Director Tobias.

Director Mariner suggested the GM should call a different Director each week for a brief summary of water district activities. Mr. Anderson warned this could be construed as networking by the GM if he is not careful in discussing the same topics with three (3) or more Directors.

## 2. Management Comments

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

General Manager Louie took this opportunity to respond to Mr. Saldana's allegations, including of never receiving answers to Director Bui's concerns regarding the Doolittle contract. The GM passing out again, to the Board and public a memorandum dated August 13, 2015 addressing the old Doolittle contract.

## 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 – October 19, 2015, 3:45 pm
- b. Regular Board Meeting – October 19, 2015, 6:00 pm
- c. Personnel Committee – None
- d. San Geronio Pass Regional Water Alliance -- Technical Committee -- Banning City Hall  
September 23, 2015 – 4:30 PM
- e. San Geronio Pass Regional Water Alliance – General Meeting – Banning City Hall –  
September 23, 2015 – 6:00 PM



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:**  
October 19, 2015 – 6:00 PM

**CALL TO ORDER**

By Chairperson Janet Mejla at 1803 hr.

**PLEDGE OF ALLEGIANCE**

**REMEMBRANCE OF OUR SERVICE MEN AND WOMEN**

**ROLL CALL**

Director Joseph Tobias - Absent  
Director Teresa Bui - Present  
Director Kerri Mariner - Present  
Board vice Chair Martin Sanderson - Present  
Board Chair Janet Mejla - Present

Calvin Louie, General Manager - Present  
Elizabeth C. Lemus, Board Secretary - Absent  
Steve Anderson, Best Best & Krieger Law Firm - Present

Note: This meeting was recorded by the District -- 1803 hr.

**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

Motion to table the matter and have the Finance & Audit Committee look into the District's financial health to provide the information during the November 16, 2015 meeting for the Board to make a decision made by Director Sanderson and 2nd by Director Mariner.

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

2. Discussion/Action: "Trunk or Treat" Funding and Volunteers (by Cabazon Neighborhood Association)

- Scheduled for Friday, October 30, 2015 from 5:00 – 7:00 PM in the Cabazon Library parking lot.

Motion to authorize General Manager to represent the District, with a District service truck, and purchase a \$100 in candy to give away made by Director Sanderson and 2nd by Director Bul.

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

3. Discussion/Action: RESOLUTION 02-2015: Approval for Prop 1 Funding for Grant (Application Process) and Notice of Exemption for CEQA (by General Manager Loule and Mr. Anderson, BB&K)

Motion to approve Resolution 02-2015 made by Director Mariner and 2nd by Director Sanderson.

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

4. Discussion/Action: Water Conservation Programs (by Director Mariner and Director Tobias)

- Board, Management, and the Public to make water conservation suggestions. This information will be published through the District's website, mailers, and shared with the San Geronimo Regional Water Alliance (Water Task Force).



**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**      1952 hr.

**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**      2012 hr

Report to public of action taken, if any.

No 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.