



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

REGULAR BOARD MEETING

MINUTES

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

Meeting Date:
November 15, 2016 – 6:00 PM

CALL TO ORDER

PLEDGE OF ALLEGIANCE

REMEMBRANCE OF OUR SERVICE MEN AND WOMEN

ROLL CALL

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

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

Note: This meeting was recorded by the District -

CONSENT CALENDAR

All matters in this category are considered to be consistent with the Board/District goals, District Policies and Regulations adopted and/or approved by the Board of Directors, and will be enacted in one motion. There will be no separate discussion of these items. If discussion is required, items may be removed from the consent calendar and will be considered separately.

1. Approval of:

- a. Finance and Audit Committee Meeting Minutes and warrants approved by the committee of October 18, 2016
- b. Regular Board Meeting Minutes and warrants of October 18, 2016
- c. Special Board Meeting Minutes and warrants of October 24, 2016

Motion to approve consent calendar item(s) a.) Finance and Audit Committee Meeting Minutes and warrants approved by the committee of October 18, 2016, b.) Regular Board Meeting Minutes and warrants of October 18, 2016, and c.) Special Board Meeting Minutes and warrants of October 24, 2016, made by Director Israel and 2nd by Director Bui.

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

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

UPDATES

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

OLD BUSINESS

- 1. Discussion/Action: Proposed Fiscal Year (2016-2017) Budget for Approval by the Board – (GM Louie & Cindy Byerrum, MPA, CPA)

Motion to approve the Proposed Fiscal Year 2016-2017 Budget as presented, made by Director Israel and 2nd by Director Davis.

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

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

NEW BUSINESS

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

Chairman Lynk requested that the original meter be reinstalled at the property after it had been tested accurate, if it had not already been re-installed. Due to the high usage, the Board wished to table this item for further investigation, before making a decision.

Motion to table Mr. Murillo’s Cabazon St. customer concern decision made by Director Lynk.

There was no second, nor was there a roll call vote made, but it was made with the consensus of the Board. No objections were voiced by either Board or public.

A ten (10) minute break was taken at 19:10 hr., and the meeting resumed at 19:20 hr.

2. Discussion/Action: **Cabazon Neighborhood Watch 2016 Community Christmas Parade Event**

Request for the District to attend event on December 17, 2016 and pass out candy to children, and/or make a donation towards this event.

It should be noted, the Board was limited in making a decision, since the Cabazon Neighborhood Watch is currently non-profit compliant (they do not possess a 501(c)3 certificate at this time), so the District was not in the position to make monetary donations. However, Ms. Sloan, who was representing the Cabazon Neighborhood Watch, requested that the District store a Christmas Pageant Queen's Scepter in the District's office, to be given to a new Pageant Queen each year.

Motion to approve storage of the Cabazon Neighborhood Watch Pageant Queen's Scepter in the District Office made by Director Bui and 2nd by Director Davis.

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

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))

Emergency Motion to add an urgent item to the Board Agenda for Board consideration and action: Kids Cure Christmas Event, made by Director Bui, 2nd by Director Israel.

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

Director Israel and Director Wargo recused themselves from participating in the following motion:

Motion to donate \$1,000 towards the Kids Cure Christmas Holiday water conservation event, made by Director Bui, 2nd by Director Davis.

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

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 – Tuesday – December 20, 2016, 5:00pm
- b. Regular Board Meeting – Tuesday – December 20, 2016, 6:00 pm
- c. Personnel Committee – None

d. San Gorgonio Pass Regional Water Alliance – Alliance Meeting – Tabled until January.


ADJOURNMENT

Motion to adjourn at 19:50 hr. made by Director Davis and 2nd by Director Israel.

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

Meeting adjourned at 19:50 hr. on Tuesday, November 15, 2016


Robert Lynk, Board Chair
Board of Directors
Cabazon Water District


Elizabeth Lemus, Secretary
Board of Directors
Cabazon Water District

ADA Compliance Issues

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

Cabazon Water District, Proposed Budget, FY 16/17

		Budget 15/16	Actual FY 15/16	Proposed 16/17
REVENUES				
1	41100 · Base Rate - Water Bills	\$ 1,168,000	\$ 978,063	\$ 997,600
2	41220 · Fire Sales - Water Bills	2,880	3,016	3,100
3	41230 · Fire Flow Income	-	150	150
4	41240 · Meter Install and Removal	-	75	80
5	41310 · Penalty Fees - Water Bills	33,000	33,512	40,000
6	41320 · Lien Reinstatement Fees	-	1,001	1,020
7	41330 · New Account Fees - Water Bills	-	1,389	1,420
8	41360 · Incident Fee - Water Bills	-	140	140
9	41370 · Returned Check Fees	-	540	560
10	41400 · Basic Facilities Fee (New Service)	-	1,810	8,020
11	41500 · Stand By Fees - Tax Revenue	100,000	113,639	113,600
12	42100 · Property Taxes			
13	42110 · Ad Valorem - Tax Revenue	46,000	49,702	50,700
14	42120 · Teeter Settlement Income	10,000	9,455	10,000
15	Total 42100 · Property Taxes	56,000	59,157	60,700
16	42210 · Cell Tower Lease Income	23,000	23,139	23,100
17	42310 · Miscellaneous Non-Operating Inc		1,806	-
18	43000 · Interest Income			
19	43110 · Interest Inc - Gen, Trust, Payr	-	16	20
20	43120 · Interest Income LAIF	1,900	2,753	2,800
21	43140 · Interest Income - Water bills	4,000	4,336	6,000
22	43150 · LAIF FMV Adjustment	-	15	20
23	43160 · Interest Income - DWR	-	5	10
24	43170 · Interest Income - Zion's Bank	-	-	-
25	Total 43000 · Interest Income	5,900	7,125	8,850
26	Total Non-Operating Revenues	84,900	91,227	92,650
27	Total Revenues	1,388,780	1,224,561	1,258,330
EXPENSES				
29	51000 · Payroll Expenses			
30	51050 · Directors' Fees	14,200	12,500	18,900
31	51100 · Management and Customer Service			
32	51120 · Customer Accounts	41,400	46,136	39,800
33	51130 · Admin Assistant	42,400	41,846	46,900
34	51131 · Business Admin Manager	-	-	24,600
35	51135 · Office Assistant (Office Assistant)	-	-	7,600
36	51140 · General Manager	88,800	92,020	95,100
37	Total 51100 · Management and Customer Service	172,600	180,002	214,000
38	51200 · Water Operations			
39	51210 · Meter Reader	24,300	20,454	24,300
40	Total 51200 · Water Operations	24,300	20,454	24,300

Cabazon Water District, Proposed Budget, FY 16/17

	Budget 15/16	Actual FY 15/16	Proposed 16/17
41	56200 · Field Operations		
42	-	-	104,400
43	Total 56200 · Field Operations		
44	-	-	104,400
44	Total 51000 · Payroll Summary		
45	211,100	212,956	361,600
45	51300 · Payroll - Employee Ben Expense		
46	51310 · Workers Comp.		
47	9,000	12,997	19,900
47	51320 · Employee Health Care		
48	30,700	30,576	73,600
48	51330 · Pension		
51	35,700	40,565	69,300
51	Total 51300 · Payroll - Employee Ben Expense		
52	75,400	84,138	162,800
52	51400 · Payroll Expenses - Taxes, etc		
53	51410 · FICA and Medicare		
54	16,100	16,133	26,300
54	51420 · SUI and ETT		
55	2,800	2,571	4,000
55	51430 · Medical Testing		
56	920	720	3,000
56	Total 51400 · Payroll Expenses - Taxes, etc		
57	19,820	18,424	33,300
57	Total Payroll Expenses		
59	306,320	316,518	557,700
59	53000 · Facilities, Wells, Transmission, Distribution		
60	53110 · Lab Fees		
61	8,400	7,621	7,800
61	53120 · Site Landscaping & Maintenance		
62	24,000	1,466	1,500
62	53130 · Meters		
63	10,000	5,538	10,000
63	53140 · Generator Service Contractor		
64	3,500	-	3,500
64	53150 · Median Landscape & Maintenance		
65	3,000	11,385	3,000
65	53160 · Utilities - Wells		
66	105,000	105,774	107,900
66	53170 · SCADA (no ongoing contract)		
67	4,800	2,566	4,800
67	53180 · Line Mtn & Rep Contractor		
68	53180 · Line Maint and Repair Construction		
69	150,000	33,440	-
69	53180R · Line Mtn and Repair Equip Rent		
70	-	8,850	-
70	53181 · Line Maint Repair Cont (Emergency Work		
71	-	32,823	80,000
71	5318RE · Line Mtn & Rep Eq Rent Emergency		
72	-	1,900	-
72	Total 5318 · Line Mtn & Rep Contractor		
73	150,000	77,013	80,000
73	53190 · Line Maint and Repair Materials		
74	80,000	37,507	38,300
74	53210 · Well Maintenance		
75	53215 · Chemicals		
76	6,300	2,236	6,000
76	53210 · Well Maintenance - Other		
77	15,000	6,182	15,000
77	Total 53210 · Well Maintenance		
78	21,300	8,417	21,000
78	53300 · Security		
79	53330 · Crime Prevention (PSI & Verizon)		
80	-	1,051	1,070
80	53350 · Alarms		
81	53355 · Alarm Phones		
82	1,350	1,334	1,360
82	53350 · Alarms - Other		
83	550	242	550
83	Total 53350 · Alarms		
84	1,900	1,576	1,910
84	53370 · Training/ Equipment		
85	-	-	-
85	53380 · Materials		
86	500	64	500
86	53390 · Audio Alarm (cont exp xx/xx)		
87	2,700	4,509	7,000
87	53410 · Video Eq Lease (exp xx/xx)		
88	8,900	9,310	9,500
88	Total 53300 · Security		
	14,000	16,510	19,980

Cabazon Water District, Proposed Budget, FY 16/17

	Budget 15/16	Actual FY 15/16	Proposed 16/17	
89	53610 · Engineering Services	24,000	59,743	80,900
90	53620 · Chlorinators	-	594	2,000
91	53000 · Facilities, Wells, Trans, Dist - Other	-	2,613	30,000
92	Total 53000 · Facilities, Wells, Trans, Dist	448,000	336,747	410,680
93	54000 · Utilities - Office			
94	54110 · Electricity	13,000	13,614	13,900
95	54120 · Gas	900	515	520
96	54130 · Telephone	9,000	9,577	9,800
97	54140 · Trash Pickup/Office Cleaning	4,200	4,218	4,300
98	Total 54000 · Utilities - Office	27,100	27,923	28,520
99	55000 · Office Expenses			
100	55220 · Fire Alarm System Servicing	-	574	600
101	55110 · Water Billing System	2,500	3,312	11,500
102	55120 · Supplies & Equipment	9,540	7,238	9,540
103	55130 · Copier and Supplies	7,620	7,780	7,900
104	55140 · Dues & Subscriptions	1,000	1,631	1,700
105	55150 · Postage	9,000	6,315	12,600
106	55160 · Printing & Publications	1,250	4,123	6,000
107	55170 · Leases & Rents	-	-	340
108	55180 · Computer Services	35,964	36,090	34,000
109	55190 · Office/Radio	-	1,262	1,500
110	55200 · Office Storage	6,000	6,000	6,100
111	55210 · Air Conditioning Servicing	2,000	4,233	4,300
112	55000 · Office Expenses - Other	-	-	1,000
113	Total 55000 · Office Expenses	74,874	78,558	97,080
114	56000 · Support Services			
115	56200 · Temporary Labor	-	1,557	2,000
116	56300 · Financial Audit (through 20xx)	21,000	21,278	21,700
117	56400 · Accounting (monthly contract)	21,600	15,694	30,000
118	56500 · Legal Services	87,286		
119	565-00 · Legal - General	-	58,755	80,000
120	565.01 · Legal - Water	-	25,084	25,600
121	565-02 · Legal - Brown Act, Public Recor	-	6,622	6,800
122	565.07 · Legal - Personnel	-	8,075	5,000
123	565-13 · Legal - Grant/Loan Funding	-	5,917	10,000
124	565-40 · Legal - Fees and Charges	-	2,892	2,900
125	Total 56500 · Legal Services	87,286	107,344	130,300
126	56600 · Bank Service Charges	2,400	1,658	1,700
127	56700 · Payroll Service	3,500	3,325	5,000
128	56800 · General Liability Insurance	22,000	21,077	21,500
129	56810 · Fixed Asset Software System	-	498	-
130	Total 56000 · Support Services	157,786	172,431	212,200
131	57000 · Training/Travel			
132	57110 · Seminars/Training	10,300	1,799	8,000
133	57120 · Travel and Meals	5,000	2,601	4,000

Cabazon Water District, Proposed Budget, FY 16/17

	Budget 15/16	Actual FY 15/16	Proposed 16/17
134	Total 57000 · Training/Travel		
	15,300	4,400	12,000
135	58000 · Other Fees		
136	58100 · County Lien Release Fees		
	-	177	180
137	58110 · Riverside County Fees (election costs)		
	500	2,369	2,500
138	58120 · State Water fees		
	6,300	10,340	12,500
139	58000 · Other Fees - Other		
	1,000	591	1,000
140	Total 58000 · Other Fees		
	7,800	13,477	16,180
141	59000. · Service Tools & Equipment		
142	59110 · Shop Supplies and Small Tools		
	650	2,338	6,000
143	59120 · Vehicle Fuel		
	15,000	14,685	15,000
144	59130 · Employee Uniforms		
	1,100	-	2,000
145	59140 · Safety		
			5,000
146	59150 · Tractor Expenses		
	6,900	2,758	6,900
147	59160 · Backhoe Fuel		
	5,300	959	1,000
148	59170 · Equipment Rental		
	-	853	1,200
149	59180 · Service Trucks - Repair and Mtn		
	7,500	13,799	14,100
150	59190 · Water Ops Cell Phone/ Internet		
	2,200	1,949	2,200
151	59210 · Water Ops Computer Internet		
	800	-	-
152	59220 · Communications		
			3,000
153	59000. · Service Tools & Equipment - Other		
	1,100	190	1,100
154	Total 59000. · Service Tools & Equipment		
	40,550	37,531	57,500
157	61150 · Returned Checks		
		-	-
155	61160 · Grant/Loan Processing Fee		
	2,000	1,325	2,000
156	61170 · DWR Interest on Loans		
	13,500	10,366	13,500
157	61180 · DHPO Interest Expense ZION		
	15,500	15,021	12,707
158	61190 · Bad Debt Expense		
	1,200	12,538	1,200
159	61240 · Miscellaneous		
	5,000	10,793	8,000
160	61241 · Website Support		
	7,450	5,599	2,820
161	61250 · Image Consultant		
	-	-	-
162	65110 · Depreciation		
	266,400	281,217	286,800
164	TOTAL EXPENSES		
	1,388,780	1,324,443	1,718,887
165	Total Net Income before Capital & GSA		
		(99,882)	(460,557)
166	61250 New Vehicle purchase		
	-	-	(26,800)
167	61251 GSA/Sigma		
	-	-	(100,000)
168	NET INCOME (LOSS)		
	-	(99,882)	(587,357)
169	Add back depreciation		
	266,400	281,217	286,800
170	PROJECTED CHANGE IN CASH		
	266,400	181,335	(300,557)