



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

## FINANCE & AUDIT COMMITTEE MEETING

### AGENDA

#### Meeting Location:

Cabazon Water District Office  
14618 Broadway Street  
Cabazon, California 92230

#### Meeting Date:

Tuesday, November 14, 2017 – 5:00 PM

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

1. Discussion: Finance & Audit Committee Report
  - Balance Sheet
  - Profit and Loss Budget Comparison
2. Finance & Audit Committee District Payables Review and Approval/Signing

### PUBLIC COMMENT

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

### ADJOURNMENT

#### ADA Compliance Issues

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

## November 14, 2017 Regular Board Meeting Agenda



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

**REGULAR BOARD MEETING****AGENDA****Meeting Location:**

Cabazon Water District Office  
 14618 Broadway Street  
 Cabazon, California 92230

**Meeting Date:**

November 14, 2017 – 6:00 PM

**CALL TO ORDER****PLEDGE OF ALLEGIANCE****REMEMBRANCE OF OUR SERVICE MEN AND WOMEN****ROLL CALL****CONSENT CALENDAR**

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

**1. Approval of:**

- a. Finance and Audit Committee Meeting Minutes and warrants approved by the committee of October 17, 2017
- b. Regular Board Meeting Minutes and warrants of October 17, 2017

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

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

**OLD BUSINESS**

1. Discussion: Sustainable Ground Water Update  
(by General Manager Louie & Steve Anderson)
2. Discussion/Action: Customer Concern: Travis Lacy – Misc. charges
3. Discussion/Action: California Rural Water Association (CRWA) Annual Conference/EXPO: April 23-26, 2018 in Tahoe

**NEW BUSINESS**

1. None

**PUBLIC COMMENTS**

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

**GENERAL MANAGER/BOARD COMMENTS**

1. Future Agenda Items

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 19, 2017, 5:00 pm
- b. Regular Board Meeting – Tuesday – December 19, 2017, 6:00 pm
- c. Personnel Committee – None
- d. San Geronio Pass Regional Water Alliance – Alliance Meeting - Wednesday – November 29, 2017 - 5:00 PM to 7:00 PM

**ADJOURNMENT**

ADA Compliance Issues

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



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

**FINANCE & AUDIT COMMITTEE MEETING**

**MINUTES**

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

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

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

**Director Bui - Present**  
**Director Israel - Present**

**Calvin Louie (General Manager) - Present**  
**Elizabeth Lemus, Board Secretary - Present**  
**Cindy Byerrum, Financial Consultant - Absent**

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

**FINANCE & AUDIT COMMITTEE**

1. Discussion: Finance & Audit Committee Report
  - Balance Sheet
  - Profit and Loss Budget Comparison

**Balance Sheet:**

- The District's combined cash and LAIF balance is about \$602,150. The District's total liabilities are approximately \$1.24 million.

**Profit and Loss:**

- Line 13 Basic Facilities Fee: YTD is at 30% due to a new 5/8" service on Main St.

- Line 42 Lab Fees: YTD is at 32% due to lead and copper sampling and various lab fees related to Wells 1, 2, 4, and 5.
  - Line 44 Meters: YTD is at 36% due to the purchase of (30) 5/8" and (3) 3/4" meters.
  - Line 52 Engineering Services: YTD is at 60% due to an increased amount of State Water meetings due to the Sustainable Groundwater Management Act (SGMA) and Integrated Regional Water Management (IRWM).
  - As of September 30th the fiscal year-to-date net loss is about \$(80).
2. Finance & Audit Committee District Payables Review and Approval/Signing

**PUBLIC COMMENT**

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

**ADJOURNMENT**

Motion to adjourn at 17:06 hr. made by Director Israel and 2<sup>nd</sup> by Director Bui.

Meeting adjourned at 17:06 hr. on October 17, 2017

---

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 accessibility at the meeting.



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

**REGULAR BOARD MEETING**

**MINUTES**

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

**Meeting Date:**  
October 17, 2017 – 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 - Absent  
Steve Anderson, Best Best & Krieger Law Firm - Present  
Joseph Ortiz, 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 September 19, 2017
- b. Regular Board Meeting Minutes and warrants of September 19, 2017

**Motion to approve consent calendar item(s) (a.) Finance and Audit Committee Meeting Minutes and warrants approved by the committee of September 19, 2017 and (b.) Regular Board Meeting Minutes and warrants of September 19, 2017 made by Director Israel and 2<sup>nd</sup> by Director Davis.**

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

#### NEW BUSINESS

1. Discussion/Action: Customer Concern: Travis Lacy – Misc. charges

Mr. Lacy was not present during this meeting, although he had been invited to attend. The reason for his absence was not known.

**Motion to table a decision regarding Mr. Lacy's concerns until the November Regular meeting made by Director Bui and 2<sup>nd</sup> by Director Wargo.**

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



2. Discussion/Action: November 2017 FAC and Regular Board Meeting to be scheduled for the 2<sup>nd</sup> Tuesday of the month (November 14<sup>th</sup>) instead of the 3<sup>rd</sup> Tuesday (November 21<sup>st</sup>) due to the timing of Thanksgiving week

Motion to approve rescheduling the November 2017 FAC and Regular Board Meeting from Tuesday, November 21, 2017 to Tuesday, November 14, 2017 made by Director Davis and 2<sup>nd</sup> by Director Bui.

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

3. Discussion/Action: RESOLUTION 04-2017: Adoption of a Section 125 Premium Only Plan (POP) regarding payroll pre-tax health premium deductions (for eligible employees)

Director Wargo recused herself from the Board during this item since she worked for a health insurance company in order to avoid any potential conflict of interests.

Motion to approve RESOLUTION 04-2017: Adoption of a Section 125 Premium Only Plan (POP) regarding payroll pre-tax health premium deductions (for eligible employees) made by Director Israel and 2<sup>nd</sup> by Director Davis.

Director Bui - Aye  
Director Israel - Aye  
Director Wargo – Absent/Abstained (without participation)  
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))

#### 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 – November 14, 2017, 5:00 pm
- b. Regular Board Meeting – Tuesday – November 14, 2017, 6:00 pm
- c. Personnel Committee – None
- d. San Gorgonio Pass Regional Water Alliance – Alliance Meeting - Wednesday – October 25, 2017 - 5:00 PM to 7:00 PM

**ADJOURNMENT**

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

Note: No roll call vote was made, but there were no objections voiced by either Board or public in regards to adjourning the meeting.

Meeting adjourned at 18:36 hr. on Tuesday, October 17, 2017

---

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**

**Profit & Loss**

*October 2017*

		<b>Oct-17</b>	<b>YTD</b>	<b>Budget</b>	<b>YTD 33%</b>
1	<b>Operating Income</b>				
2	Base Rate - Water Bills	\$ 56,792	\$ 225,933	\$ 801,200	28%
3	Commodity Sales	32,690	135,110	252,600	53%
4	DHPO Contract	22,837	78,076	193,800	40%
5	Fire Sales - Water Bills	196	785	2,200	36%
6	Fire Flow Income	-	300	150	200%
7	Meter Install and Removal	-	-	80	0%
8	Penalty Fees - Water Bills	4,272	15,960	34,600	46%
9	Lien Reinstatement Fees	-	-	1,000	0%
10	New Account Fees - Water Bills	180	685	1,500	46%
11	Incident Fee - Water Bills	-	-	140	0%
12	Returned Check Fees	90	180	500	36%
13	Basic Facilities Fee	13,490	23,320	33,200	70%
14	Stand By Fees - Tax Revenue	11,939	14,189	113,600	12%
15	<b>Total Operating Income:</b>	<b>142,485</b>	<b>494,538</b>	<b>1,434,570</b>	<b>34%</b>
16	<b>Non-Operating Income</b>				
17	Property Taxes	236	1,186	60,900	2%
18	Cell Tower Lease Income	-	6,018	23,100	26%
19	Misc. Non-Operating Income	10	728	-	0%
20	Interest Income	1,446	2,882	7,400	39%
21	<b>Total Non-Operating Income</b>	<b>1,456</b>	<b>9,629</b>	<b>30,500</b>	<b>32%</b>
22	<b>Total Income</b>	<b>144,177</b>	<b>505,353</b>	<b>1,525,970</b>	<b>33%</b>
23	<b>Expense</b>				
24	<b>Payroll</b>				
26	Directors Fees	1,200	4,600	20,000	23%
25	<b>Management &amp; Cust. Service:</b>				
27	Customer Accounts	5,430	16,123	43,800	37%
28	Business Admin Manager	6,231	22,586	54,200	42%
29	Office Assistant	521	2,465	8,100	30%
30	General Manager	14,099	33,123	84,900	39%
31	<b>Total Mgmt. &amp; Cust. Service:</b>	<b>26,280</b>	<b>74,297</b>	<b>191,000</b>	<b>39%</b>
32	Field Workers	11,241	33,817	85,000	40%
33	<b>Total Payroll</b>	<b>37,521</b>	<b>108,114</b>	<b>276,000</b>	<b>39%</b>
34	<b>Employee Benefits Expense</b>				
35	Workers Comp.	867	3,468	14,100	25%
35	Employee Health Care	4,352	19,819	62,300	32%
36	Pension	4,544	17,850	54,200	33%
37	<b>Total Employee Benefits Expense</b>	<b>9,763</b>	<b>41,137</b>	<b>130,600</b>	<b>31%</b>
38	Payroll Taxes	2,961	9,429	27,200	35%
39	<b>Total Payroll - All Expenses:</b>	<b>51,445</b>	<b>163,281</b>	<b>453,800</b>	<b>36%</b>

**Cabazon Water District**  
**Profit & Loss**  
*October 2017*

	Oct-17	YTD	Budget	YTD 33%
40 <b>Operational Expenses</b>				
41 <b>Facilities, Wells, T&amp;D</b>				
42 <b>Lab Fees</b>	210	1,675	8,000	21%
43 <b>Site Landscaping &amp; Maint</b>	45	180	700	26%
44 <b>Meters</b>	210	1,993	5,000	40%
45 <b>Generator Service Contractor</b>	-	6	2,400	0%
46 <b>Utilities - Wells</b>	11,506	40,130	117,900	34%
47 <b>SCADA</b>	28	80	4,900	2%
48 <b>Line R&amp;M Contractor</b>	-	-	12,500	0%
49 <b>Line R&amp;M Materials</b>	1,055	5,707	60,000	10%
50 <b>Well Maintenance</b>	11,001	13,781	36,000	38%
51 <b>Security</b>	1,844	6,219	24,410	25%
52 <b>Engineering Services</b>	-	32,657	80,900	40%
53 <b>Chlorinators</b>	-	15	4,180	0%
54 <b>Facilities, Wells, T&amp;D - Other</b>	-	-	10,000	0%
55 <b>Total Facilities, Wells, T&amp;D</b>	25,899	102,443	366,890	28%
56 <b>Utilities - Office</b>				
57 <b>Electricity</b>	3,231	5,261	15,100	35%
58 <b>Gas</b>	27	111	710	16%
59 <b>Telephone</b>	791	3,106	10,500	30%
60 <b>Trash Pickup &amp; Office Cleaning</b>	358	1,431	4,400	33%
61 <b>Total Utilities - Office</b>	4,406	9,908	30,710	32%
62 <b>Office Expenses</b>				
63 <b>Water Billing System</b>	177	709	2,500	28%
64 <b>Supplies &amp; Equipment</b>	389	815	9,700	8%
65 <b>Copier and Supplies</b>	237	1,396	8,100	17%
66 <b>Dues &amp; Subscriptions</b>	-	-	1,700	0%
67 <b>Postage</b>	572	2,140	12,900	17%
68 <b>Printing &amp; Publications</b>	-	240	6,100	4%
69 <b>Leases &amp; Rents</b>	-	82	300	27%
70 <b>Computer Services</b>	2,641	10,595	36,800	29%
71 <b>Office Radio</b>	-	-	500	0%
72 <b>Office Storage</b>	500	2,000	6,100	33%
73 <b>Air Conditioning Servicing</b>	379	1,516	4,500	34%
74 <b>Fire Alarm System Servicing</b>	144	288	600	48%
75 <b>Office Expenses - Other</b>	-	594	1,300	46%
76 <b>Total Office Expenses</b>	5,039	20,376	91,100	22%
77 <b>Support Services</b>				
78 <b>Temporary Labor</b>	3,390	5,010	10,000	50%
79 <b>Financial Audit</b>	2,425	5,355	22,100	24%
80 <b>Accounting</b>	1,300	5,538	30,000	18%

**Cabazon Water District**

**Profit & Loss**

*October 2017*

		<b>Oct-17</b>	<b>YTD</b>	<b>Budget</b>	<b>YTD 33%</b>
81	Legal Services	1,953	20,674	115,100	18%
82	Bank Service Charges	50	199	1,500	13%
83	Payroll Service	430	1,289	5,100	25%
84	General Liability Insurance	943	3,772	21,900	17%
85	<b>Total Support Services</b>	<b>10,490</b>	<b>41,837</b>	<b>205,700</b>	<b>20%</b>
86	Training/Travel	265	3,848	7,000	55%
87	Other Fees/SWRCB	2,025	2,505	19,600	13%
88	<b>Service Tools &amp; Equipment</b>				
89	Shop Supplies and Small Tools	22	405	6,100	7%
90	Vehicle Fuel	1,085	3,997	12,200	33%
91	Employee Uniforms	-	334	1,500	22%
92	Safety	-	-	500	0%
93	Tractor Expenses	-	456	5,500	8%
94	Equipment Rental	-	444	1,000	44%
95	Service Trucks - R&M	38	2,378	14,400	17%
96	Water Ops Phone & Internet	85	255	3,600	7%
97	Communications	-	-	3,300	0%
98	<b>Total Service Tools &amp; Equipment</b>	<b>1,230</b>	<b>8,269</b>	<b>48,100</b>	<b>17%</b>
99	<b>Non-Operating Expenses</b>				
100	Grant & Loan Processing Fee	1,325	1,325	1,600	83%
101	DWR Interest on Loans	5,841	5,841	11,236	52%
102	DHPO Interest Expense	-	6,120	10,802	57%
103	Bad Debt Expense	-	-	1,200	0%
104	Miscellaneous	929	1,206	5,000	24%
105	Website Support	110	740	1,300	57%
106	DHPO Capacity Fees	1,750	7,000	-	0%
107	<b>Total Non-Operating Expenses</b>	<b>9,955</b>	<b>22,233</b>	<b>31,138</b>	<b>71%</b>
108	Depreciation Expense	22,192	88,767	266,300	33%
109	<b>Total Expense</b>	<b>132,947</b>	<b>463,466</b>	<b>1,520,338</b>	<b>30%</b>
110	<b>Net Income</b>	<b>11,229</b>	<b>41,887</b>	<b>5,632</b>	<b>744%</b>

# Cabazon Water District

## Balance Sheet

October 31, 2017

	<u>Oct 31, 17</u>
1 <b>ASSETS</b>	
2 <b>Current Assets</b>	
3 <b>Checking/Savings</b>	
4             11020 · General Bank Account-Chase	164,901
5             11030 · Payroll Bank Account-Chase	45,267
6             11040 · Trust Account- Chase - Cus Dep	18,973
7             11050 · Local Petty Cash	100
8 <b>Total Checking/Savings</b>	<u>229,242</u>
9             12000 · Accounts Receivable	210,491
10            13010 · LAIF	358,089
11            13020 · Bank of NY Trustee Accounts	48,810
12            13040 · Prepaid Expenses	22,170
13            13060 · Inventory Total	80,438
14 <b>Total Other Current Assets</b>	<u>719,998</u>
15 <b>Total Current Assets</b>	966,284
16 <b>Fixed Assets</b>	
17         14200 · Construction in Process	
18             14204 · CIP Cabazon Outlets Expansion	9,692
19             14209 · CIP Super Map	9,455
20             14210 · CIP 50100 Main St. Property	69,701
21 <b>Total 14200 · Construction in Process</b>	<u>88,849</u>
22             14310 · Tools and Equipment	123,319
23             14320 · Source of Supply	1,532,687
24             14330 · Transmission & Distribution	10,173,270
25             14340 · Buildings & Structures	12,281
26             14350 · Water Treatment	8,800
27             14360 · Office Furniture and Equipment	72,691
28             14370 · Intangible Plant	11,032
29             14380 · Vehicles	106,309
30             14400 · Land	689,548
31             14500 · Accumulated Depreciation	(5,118,423)
32 <b>Total Fixed Assets</b>	<u>7,700,363</u>
33 <b>TOTAL ASSETS</b>	<u><u>8,666,646</u></u>
34 <b>LIABILITIES &amp; EQUITY</b>	
35 <b>Liabilities</b>	
36 <b>Current Liabilities</b>	
37                 Accounts Payable	3,652
38 <b>Other Current Liabilities</b>	
39                 21210 · Misc Short Term Liability	17
40                 21250 · Developer Deposits	
41                     21251 · Dollar General	17,547
42 <b>Total 21250 · Developer Deposits</b>	<u>17,547</u>
43                 21300 · Customer Deposits	
44                     21330 · Customer Deposits - Co 1	3,450

# Cabazon Water District

## Balance Sheet

October 31, 2017

		<u>Oct 31, 17</u>
45	21340 · Customer Deposits - Co 2	4,484
46	Total 21300 · Customer Deposits	7,934
47	21420 · Accrued Vacation Pay	10,270
48	21440 · DWR-HS Payable - Current	18,809
49	21450 · Current Portion Zion's Bank Ln	76,943
50	21460 · Accrued Payroll	6,267
51	21470 · Accrued Payroll Taxes	456
52	21480 · Accrued Interest	5,980
53	Total Other Current Liabilities	<u>118,724</u>
54	Total Current Liabilities	147,875
55	Long Term Liabilities	
56	22000 · DWR-H Loan Payable (Payoff '26)	356,925
57	22100 · Zion's Bank Long Term (2023)	376,144
58	22200 · RCEDA Loan Payable	300,000
59	Total Long Term Liabilities	<u>1,033,069</u>
60	Total Liabilities	<u>1,181,236</u>
61	Total Equity	<u>7,485,410</u>
62	TOTAL LIABILITIES & EQUITY	<u><u>8,666,646</u></u>



*Cabazon Water District*

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

October 24, 2017

Mr. Travis Lacy  
P.O. Box  
Adele Ave.  
Cabazon, CA 92230

RE: Acct. # 0041TL – Adele Ave., Cabazon

Dear Mr. Lacy,

During the Regular Cabazon Water District Board of Directors (Board) Meeting, held on Tuesday, October 17, 2017, due to the lack of your presence, the Board decided to table your concern for a final decision during the November 14, 2017 Regular Board Meeting. In lieu of a personal appearance, you may submit your concerns to the Board by way of a detailed letter, including copies of supporting documents for the Board's review. Failure to present your case on the designated date and time will result in your concerns being withdrawn and all current and future related charges will remain in effect.

The November 14, 2017 Board Meeting will be held at the Cabazon Water District administrative office located at 14618 Broadway St., Cabazon CA 92230, at 6:00 pm. While the Board may still take action regarding your account/concerns in your absence, you or a representative are highly encouraged to attend and present your case to the Board of Directors.

If you would like to have your item removed from the agenda, please notify our office on or before Wednesday, November 8, 2017. Please do not hesitate to contact the office during regular business hours (Monday through Thursday, 8:30 am to 4:30 pm) if you have any further questions.

Thank you,

Ellie Lemus  
Business Manager





*Cabazon Water District*

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

August 24, 2017

Travis Lacy  
P.O. Box  
Adele Ave.  
Cabazon, CA 92230

RE: Water Account 0041TL

Dear Mr. Lacy,

On June 11, 2017, at approximately 4:03 PM, you called the Cabazon Water District's (the "District") 24 hour water emergency phone line to report a ruptured water pipeline within your private plumbing. You also admitted that you made several failed attempts to shut-off the water at the customer shut-off valve which caused leaking at the water meter.

During this phone conversation with me, you had claimed that you had addressed the faulty water meter and its apparatuses with the District resulting in a negative response.

I advised you that it would be up to two (2.0) hours before District personnel could arrive. You became upset, used inappropriate language, and stated you were a plumber and threatened to work on District water apparatuses (water meter, meter box, valves, and service lateral) yourself.

Based on the District's ordinance **4.10 Service Connection** stipulates, "*If any of the District's equipment is damaged to an extent requiring replacement, such replacement shall be at the Customer's expense.*" and you were told of this Ordinance by me during our phone conversation.

Upon the arrival of District personnel on June 11, 2017, at approximately 5:18 PM, about 1 hour and 15 minutes after your phone call. Both District personnel, along with photos, observed you had removed the water meter. You made the spontaneous statement that you were working on the ball valve at the water meter in which in your (Lacy) opinion was faulty.

Since then, the District has completed upgrading your service lateral connection, replaced a new water meter, curb stop valve, and customer shut-off valve. **The District is seeking partial reimbursement from you for the amount of \$547.81.** This amount represents mileage, man hours, material, parts, and a non-business hour call-out charge.

#### **7.6 Damage to Water System Facilities**

*The owner shall be liable for any damage to the service facilities when such damage is from causes originating on the premises by an act of owners or their tenants, agents, employees, contractors, licensees, or permittees, including the breaking or destruction of locks by the owner or others on or near a meter, and any damage to a meter that may result from hot water or steam from a boiler or heater on the owner's premises. The District shall be reimbursed by the owner for any such damage on presentation of a bill.*

The above amount is **due within thirty (30) days** from the date of receipt. You may request **payment arrangements** or your water service will **be interrupted for non-payment on Monday, September 25, 2017.**

#### **10.1.14 Termination for Non-payment**

- a) *The District will not terminate residential service on account of nonpayment of a delinquent account unless the District first gives notice of the delinquency and impending termination, at least 10 days prior to the proposed termination, by means of a notice mailed, postage prepaid, to the Customer to whom the service is billed not earlier than 19 days from the date of mailing the District's bill for services, and the 10-day period shall not commence until five days after the mailing of the notice. (Gov. Code, § 60373(a).)*
- b) *The District shall make a reasonable, good faith effort to contact an adult person residing at the premises of the Customer by telephone or in person at least 48 hours prior to any termination of service except that whenever telephone or personal contact cannot be accomplished, District shall give, by mail or by posting in a conspicuous location at the premises, a notice of termination of service, at least 48 hours prior to termination. (Gov. Code, § 60373(b).)*
- c) *Every notice of termination of service pursuant to subdivision (a) shall include all of the following information.*

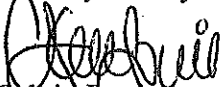
- (1) *The name and address of the Customer whose account is delinquent.*
- (2) *The amount of the delinquency.*
- (3) *The date by which payment or arrangements for payment is required in order to avoid termination.*
- (4) *The procedure by which the Customer may initiate a complaint or request an investigation concerning service or charges, except that if the bill for service contains a description of that procedure, the notice pursuant to subdivision (a) is not required to contain that information.*
- (5) *The procedure by which the Customer may request amortization of the unpaid charges.*
- (6) *The procedure for the Customer to obtain information on the availability of financial assistance, including private, local, state, or federal sources, if applicable.*
- (7) *The telephone number of a representative of the District who can provide additional information or institute arrangements for payment.*

*Every notice of termination of service pursuant to subdivision (b) shall include the items of information in paragraphs (1), (2), (3), (6), and (7). All written notices shall be in a clear and legible format. (Gov. Code, § 60373(c).)*

- d) *If a residential Customer fails to comply with an amortization agreement, the District shall not terminate service without giving notice to the Customer at least 48 hours prior to termination of the conditions the Customer is required to meet to avoid termination, but the notice does not entitle the Customer to further investigation by the District. (Gov. Code, § 60373(d).)*
- e) *No termination of service may be effected without compliance with this section, and any service wrongfully terminated shall be restored without charge for the restoration of service. (Gov. Code, § 60373(e).)*

Please do not hesitate to contact the District if you should have any questions.

Thank you very much,

  
Calvin Louie  
General Manager

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

TRAVIS LACY  
PO BOX  
CARBON, CA 92230



9590 9403 0442 5169 3662 94

2. Article Number (Transfer from service label)

7015 1660 0000 4924 2816

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

x Elizabeth Aust  Agent  
 Addressee

B. Received by (Printed Name)

Elizabeth Aust

C. Date of Delivery

8/29/17

D. Is delivery address different from Item 1?  Yes  
If YES, enter delivery address below:  No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery
- Priority Mail Express®



Cabazon Water District  
14618 Broadway St.  
P.O. Box 297  
Cabazon, CA 92230  
(951) 849-4442

# Invoice

Date	Invoice #
8/7/2017	03232025

Bill To
Travis Lacy 1 Adele Ave. PO Box Cabazon, CA 92230

P.O. No.	Terms	Project
6/11/17 Leak Repair	Due on receipt	

Quantity	Description	Rate	Amount
1	Repair Materials	0.00	0.00
1	Labor Expenses	90.89	90.89
		456.92	456.92
<b>Total</b>			\$547.81

URGENT  
NOTICE

URGENT  
NOTICE

### Cabazon Water District

14618 Broadway Street - P.O. Box 297

Phone (951) 849-4442

Hours: Monday - Thursday (8:30 a.m. to 4:30 p.m.)

DATE: 10/4/17 ACCOUNT # 0041TL

NAME: TRAVIS LACY

ADDRESS: [REDACTED] ADELE

METER #: \_\_\_\_\_

- Returned check
- Came as requested
- Re-read meter
- Meter (service) is ON OFF
- Please call the office ASAP
- Found leak at meter box. Customer side
- Your plumber must do repair
- CWD to repair / repaired leak
- Water will be off due to emergency repairs

On    /    /    from    to   

PLEASE CALL OFFICE (951) 849-4442 ASAP TO CONFIRM APPOINTMENT FOR TOMORROW, 10/5, 10 AM TO MEET & DISCUSS CONCERNS WITH ME. IF THIS DATE/TIME DOES NOT WORK FOR YOU, PLEASE CALL TO ARRANGE TIME. IF YOU DO NOT CALL, WATER SERVICE MAY BE TERMINATED. VOICEMAIL MESSAGES HAVE BEEN LEFT ON YOUR PHONE.

URGENT  
NOTICE

URGENT  
NOTICE

### Cabazon Water District

14618 Broadway Street - P.O. Box 297

Cabazon, CA 92230

Phone (951) 849-4442

Hours: Monday - Thursday (8:30 a.m. to 4:30 p.m.)

## WARNING SHUT OFF NOTICE

DATE: 10/02/17 ACCT: 0041TL

NAME: TRAVIS LACY

ADDRESS: [REDACTED] ADELE AVE.

METER #: \_\_\_\_\_

Service scheduled for shut off if delinquent amount is not paid by date listed below.

Delinquent Amount \$ 547.81

Door Tag Fee \$ 10.00

Please Pay This Amount \$ 547.81  
To avoid disturbance in service.

DUE BY 10/04/17 BEFORE 1 PM (SERVICE WILL BE DISCONNECTED IF PAYMENT/ARRANGEMENT HAS NOT BEEN MADE BEFORE 1 PM ON 10/04/17).  
Total Balance of Account \$ \_\_\_\_\_

In the event water service is disconnected due to non payment, all delinquent charges including a \$50.00 reconnect fee must be paid in full before service can be reconnected.

12:30 pm

## Elizabeth Lemus

---

**From:** Calvin Louie  
**Sent:** Wednesday, October 4, 2017 11:35 AM  
**To:** Elizabeth Lemus  
**Cc:** Ellen Koumparis  
**Subject:** RE: Lacy - Adele Ave.

Today, I called Travis Lacy at 951- . This cell number took me directly to his voice mail.

I advised Mr. Lacy his tentative appointment was tomorrow, Thursday, 10/05/17, at 10:30 AM to provide him an opportunity to present video and evidence he had claimed he possessed supporting his allegations that the District's Field Crew members were intoxicated when they arrived on the water emergency call-out and they were the ones that damaged his water meter and connections.

Mr. Lacy was also advised the courtesy of confirming tomorrow's appointment would be appreciated or he may call to proposed other dates he is available. He was also informed that failure to do so will result in his water service termination.

Calvin Louie  
General Manager  
Cabazon Water District

[clouie@cabazonwater.org](mailto:clouie@cabazonwater.org)

Bus: (951) 849-4442  
FAX: (951) 849-2519

This email sent and any files transmitted with it may contain privileged or otherwise confidential information. If you are not the intended recipient, or believe that you have received this communication in error, please advise the sender via email and delete the email you received.



*Cabazon Water District*

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

October 10, 2017

Travis Lacy  
P.O. Box  
Adele Avenue  
Cabazon, CA 92230

RE: Water Account #0041TL

Sent U.S. Postal Service Registered Mail &  
Blue Tagged with this letter at the service address.

Dear Mr. Lacy,

Thank you very much for taking the time to meet with our Business Manager Ellie Lemus and myself on October 5, 2017, at 10:00 AM at the water district administration facility.

The list below is to memorialize a few of the highlights of that meeting:

1. During the above meeting, you (Lacy) formulated the opinion that the District personnel that answered the non-business hour emergency phone line was intoxicated.
2. During the above meeting, you (Lacy) formulated the opinion that one of District personnel that responded to your residence on June 11, 2017 was the same District personnel that answered your call.
3. During the above meeting, you (Lacy) denied your inappropriate verbal demeanor and use of profanity.



4. During the above meeting, you (Lacy) alleged District personnel had “robbed” you (Lacy) of your parts that you (Lacy) had installed prior to the arrival of the District’s Field Crew (FCW) indicating the FCW had left with your parts.
5. During the above meeting, you (Lacy) alleged the District of charging water customers for upgrades and faulty workmanship.

It was explained to you (Lacy) at the meeting that the original cost to the District was **\$1,401.39** and after subtracting the upgrades, which includes labor, parts, material, back-hoe, and service trucks your cost was **\$547.81**. This amount reflects the emergency response which includes labor, service trucks, parts, material, applicable incident fees and interest that applied to the reparations you are responsible for per ***Cabazon Water District Ordinance 7.6 Damage to Water System Facilities*** as stipulated to the correspondence sent you on August 24, 2017 in which you brought a copy at the meeting.

6. During the meeting of October 5, 2017, I (Louie) requested you (Lacy) download copies of the digital photos and videos shown during the meeting. I (Louie) advised you (Lacy) that I (Louie) would review each photo and video clips to render a decision. A forty-eight hour (48.0 hr.) was suggested and a reimbursement by the District for the cost of the memory stick or DVD was offered. You (Lacy) stated that was too short of a time.
7. You (Lacy) also alleged the challenges you have had with reaching out to District personnel. Your complaint was accusing District administration staff of not providing you with an explanation of your high water bills and water account history. The Business Manager (Lemus) replied she had personally attempted to provide you with copies of your water account history, but you (Lacy) would either leave prior to receiving the copy or decline it.

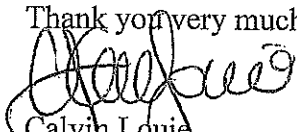
Lemus did leave the meeting to make you copies of your water account history. During her absence, you (Lacy) asked me what I (Louie) thought about the situation. I (Louie) reiterated to please submit electronic copies of the photos and videos for my review and I (Louie) would take them into consideration in rendering a decision on your request to have the charges taken off your water account.

In the presence of Lemus, as she had just returned from the copy machine, you (Lacy), in an agitated manner, arose out of your seat and made the spontaneous statement you were going to the Sheriff’s Station to initiate a crime report against District personnel for “robbing” your water parts. You (Lacy) further stated, “I am not playing your games” and left.

Your matter has been placed on the regular board meeting agenda scheduled for Tuesday, October 17, 2017, at 6:00 PM in the Board/Community Multi-purpose room located at 14618 Broadway Street, Cabazon, CA 92230.

Your failure to appear before the Board shall result in an interruption of water services on Wednesday, October 18, 2017 as stipulated in the Urgent Notice, dated October 2, 2017. Please be prepared to present your case to the Water Board, including, but not limited to creditable witness testimonies, photos, video clips, and supporting documents.

Thank you very much,



Calvin Louie  
General Manager



*Cabazon Water District*

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

PAYMENT EXTENSION AGREEMENT

Date: 10/10/17

Account # 0041 TL

Name: Mr. Travis Lacy

Address: Adele Ave.

Phone# (951)

Total Balance of Account: \$ 603.55 <sup>AS OF</sup> 10/10/17

Monthly Payment Amount: \$ 25.00 + current bill  
monthly

I \_\_\_\_\_, do hereby agree to make monthly payment(s) on my past due account in the amount listed above, **PLUS the CURRENT BILL**, on the following dates:

On or before the <sup>1st each</sup> ~~20th~~ of the month with your current water bill.

I understand that if I fail to make the payment as indicated above **PLUS the CURRENT BILL**, my service will be subject to **DISCONNECTION** without further notice. Penalties and Interest will continue to accrue. Additional charges will be added for Door Tag and Reconnection Fee.

\_\_\_\_\_  
Customer Signature

Ellie Lemus  
Cabazon Water Representative

# RECEIPT

DATE 10/10/2017

No. 561719

RECEIVED FROM MR. TRAVIS LACY

**\$100.00**

ONE HUNDRED DOLLARS & ZERO CENTS DOLLARS

FOR RENT

FOR INVOICE # 03232025

ACCOUNT	
PAYMENT	
BAL. DUE	

CASH

CHECK

MONEY ORDER

CREDIT CARD

\$100  
~~-\$100~~  
FROM Ø CHANGE TO

BY E. LEMUS