

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP
DECEMBER 6, 2013**

DIRECTORS PRESENT

Jim Haselton, Committee Chair
Ed Mandich, Committee Member

STAFF PRESENT

Hector Ruiz, General Manager
Michael Perea, District Secretary

PUBLIC PRESENT

No members of the public were present.

CALL MEETING TO ORDER

Committee Chair Haselton called the December 6, 2013, Executive Committee Meeting to order at 7:08 A.M.

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

No comments were received.

COMMITTEE MEMBER COMMENTS

There were no Committee Member comments received.

REPORT FROM THE GENERAL MANAGER

There were no General Manager comments received.

ITEM 1: EXECUTIVE COMMITTEE MEETING RECAP

The August 5, 2013, Executive Committee Meeting Recap was presented to the Committee.

RECOMMENDED ACTION

The Committee approved and recommended that the August 5, 2013, Executive Committee_Meeting Recap be received and filed by the Board (Consent Calendar).

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ITEM 2: PENDING/FUTURE BOARD AGENDA TOPICS

The General Manager, Mr. Hector Ruiz discussed the Pending/Future Board Agenda Topics through March, 2014. Discussion occurred concerning the following matters:

- Monthly Recurring Matters
 - District Website Upgrade Project Update
 - Baker Regional Water Treatment Facility
 - Alternate Raw Water Transmission Line – PW79
 - Shadow Rock Detention Basin Facility Project
- December, 2013
 - Election of Board Officers
 - Committee Member and Agency Representative Appointments
 - MET Representative Selection Process Guidelines
 - MET & MWDOC Water Rates Update and Discussion
- January, 2014
 - District Treasurer Annual Statement of Investment Policy
 - CalPERS Annual Valuation Report
 - CalPERS Medical Health Benefits
 - Customer Service Administrative Policies and Billing Practices
 - Records Retention Policy
- February, 2014
 - District Mid-Year Budget Financial Review
 - District Personnel and Salary Policy Revision
 - District Strategic/Succession Planning
- March, 2014
 - Fair Political Practices Commission Form 700 Annual Filing
 - Water Awareness Month Preparations

RECOMMENDED ACTION

The Committee received the information. No action taken.

ITEM 3: LEGISLATIVE INFORMATIONAL ITEMS

The General Manager, Mr. Hector Ruiz commented that there were no matters for discussion.

RECOMMENDED ACTION

The Committee received the information. No action taken.

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ITEM 4: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

The General Manager, Mr. Hector Ruiz commented that there were no other reports of comments.

RECOMMENDED ACTION

No action taken.

ADJOURNMENT

Committee Chair Haselton adjourned the December 6, 2013 Executive Committee Meeting at 8:23 A.M.