

**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING RECAP  
JANUARY 2, 2013**

**DIRECTORS PRESENT**

Jim Haselton, Committee Chair  
Stephen Dopudja, Committee Member

**STAFF PRESENT**

Hector Ruiz, General Manager  
Michael Perea, District Secretary  
Karen Warner, Accounting Supervisor

**PUBLIC PRESENT**

No members of the public were present.

**CALL MEETING TO ORDER**

Committee Chair Haselton called the January 2, 2013 Finance/Audit Committee Meeting to order at 7:00 A.M.

**VISITOR PARTICIPATION**

No comments were received.

**ORAL COMMUNICATION**

No comments were received.

**COMMITTEE MEMBER COMMENTS**

Committee Member Dopudja had no comments.

Committee Chair Haselton had no comments.

**REPORT FROM THE GENERAL MANAGER**

The General Manager, Mr. Hector Ruiz commented on the following matters:

- Mr. Ruiz commented that staff is procuring quotes for the repair of the roofs at the District Administrative Facility and the Sludge Dewatering Press Building at the Robinson Ranch Wastewater Treatment Plant.
- Mr. Ruiz commented that staff is procuring quotes for the video inspection and possible repair of the sewer lateral at the Administrative Facility.
- Mr. Ruiz commented that staff has contacted meter vendors for quotes concerning Automatic Meter Read (AMR) Meters for a pilot project in the Fieldstone development in

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Trabuco Highlands. Mr. Ruiz presented sample AMR meters from Sensus and Neptune for Committee review.

**FINANCIAL MATTERS**

**ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP**

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The December 5, 2012, Finance/Audit Committee Meeting Recap was presented to the Committee.

**Recommendation:**

The Committee approved and recommended that the December 5, 2012, Finance/Audit Committee Meeting Recap be received and filed by the Board. (Consent Calendar).

**ITEM 2: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, TENTATIVE FUTURE MEETINGS AND ATTENDANCE ITEMS**

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The Committee reviewed the information presented. Committee Member Dopudja commented that he would be unavailable for the January 15, 2013, Finance/Audit Committee Check Signing Meeting, and requested that staff coordinate for another Director to attend in his absence.

**Recommendation:**

The Committee recommended that the Directors' expenses and fees for December 2012, and tentative future meetings be forwarded to the Board for ratification, as amended. (Consent Calendar).

**ITEM 3: DISCUSSION REGARDING DISTRICT BANKING SERVICES**

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The General Manager, Mr. Hector Ruiz commented that at the December 19, 2012, Regular Board Meeting, the Board directed staff to engage Bank of the West for the preparation of an Agreement for District Banking Services. Mr. Ruiz commented that Bank of the West had provided staff a standard banking services agreement (agreement) for review; District Legal Counsel has reviewed the agreement and made comments. Staff will meet with the District Treasurer to review the draft agreement in the following days. Discussion occurred concerning draft agreement terms and language.

**Recommendation:**

The Committee directed staff to work with the District Treasurer to bring a final draft banking services agreement to the Board at the next Regular Board Meeting (Action Calendar).

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**ITEM 4: DISCUSSION REGARDING FINANCIAL SOFTWARE SYSTEM UPGRADE**

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The General Manager, Mr. Hector Ruiz provided a status update on this project. Mr. Ruiz commented that staff had procured the software and licenses at the end of December 2012. Discussion occurred concerning the project timeline and possible implementation scenarios.

**Recommendation:**

Received status update, no action taken.

**ITEM 5: OTHER MATTERS**

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The General Manager, Mr. Hector Ruiz commented that the District Treasurer's Annual Investment Policy will be prepared for the January 16, 2013, Regular Board Meeting. Mr. Ruiz commented that this matter is reviewed on an annual basis, and requires adoption by resolution.

**Recommendation:**

No recommendation was made.

**ITEM 6: FINANCIAL REPORT**

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**ITEM 6A: PRESENTATION OF NOVEMBER 2012 UNAUDITED FINANCIAL STATEMENT**

The General Manager, Mr. Hector Ruiz presented the November 2012 preliminary unaudited financial statements to the Committee. Discussion occurred concerning potable and recycled water irrigation revenues and expenditures.

**Recommendation:**

The Committee recommended that the Board receive and file the November 2012 preliminary unaudited financial statement, as presented. (Consent Calendar)

**ITEM 6B: BILLS FOR CONSIDERATION**

The Bills for Consideration for January 2, 2013, were presented to the Committee.

**Recommendation:**

The Committee recommended that the Board ratify payment of bills for consideration for January 2, 2013, as presented. (Consent Calendar).

**ADJOURNMENT**

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Committee Chair Haselton adjourned the January 2, 2013 Finance/Audit Committee Meeting at 7:18 A.M.