

**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING RECAP
APRIL 3, 2013**

DIRECTORS PRESENT

Jim Haselton, Committee Chair
Stephen Dopudja, Committee Member

STAFF PRESENT

Hector Ruiz, General Manager
Karen Warner, Accounting Supervisor

PUBLIC PRESENT

No members of the public were present.

CALL MEETING TO ORDER

Committee Chair Haselton called the April 3, 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

No comments were received.

REPORT FROM THE GENERAL MANAGER

The General Manager, Mr. Hector Ruiz commented that he will be taking meeting minutes as the District Secretary, Mr. Michael Perea is not in the office.

ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP

The March 6, 2013, Finance/Audit Committee Meeting Recap was presented to the Committee.

RECOMMENDED ACTION

The Committee approved and recommended that the March 6, 2013, Finance/Audit Committee Meeting Recap be received and filed by the Board. (Consent Calendar).

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

The Committee reviewed the information presented.

RECOMMENDED ACTION

The Committee recommended that the Directors' expenses and fees for March, 2013, and tentative future meetings be forwarded to the Board for ratification, as presented. (Consent Calendar).

ITEM 3: DISCUSSION REGARDING DISTRICT BANKING SERVICES

The General Manager, Mr. Hector Ruiz provided a status update on the project, and commented that the District's banking account setup is progressing per schedule. Mr. Ruiz mentioned that the transition to the Bank of the West has progressed well, and commented that staff is coordinating with LAIF for the transfer of funds. Mr. Ruiz commented that the new bank checks are in print and that the local government branch serving the District is located in Irvine.

RECOMMENDED ACTION

Received status update, no action taken.

ITEM 4: FINANCIAL SOFTWARE SYSTEM UPGRADE

The General Manager, Mr. Hector Ruiz provided a status update on the project, and commented that the District's Treasurer and accounting staff has been working on the preparation of a new chart of accounts, and its incorporation with the new financial software. Mr. Ruiz commented that the new chart of accounts will make the accounting process more efficient and easier to understand.

RECOMMENDED ACTION

Received status update, no action taken.

ITEM 5: OTHER MATTERS

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

1. Mr. Ruiz commented that he attended meetings at the Municipal Water District of Orange County (MWDOC) for the purpose of reviewing and commenting MWDOC's proposed Budget for Fiscal Year 2013/14. Mr. Ruiz also commented that he attended a meeting to review and comment on the South Orange County Wastewater Authority's proposed budget for Fiscal Year 2013/14. Mr. Ruiz mentioned that MWDOC's budget will be discussed at the upcoming Forum for elected officials scheduled for Thursday, April 4, 2013. Committee Member Dopudja mentioned that he is planning on attending the forum. Mr. Ruiz commented that the District's portion of the SOCWA budget will be less than previous years for its share of administrative and permitting costs.

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2. Mr. Ruiz commented that staff is continuing to meet with the District Treasurer Cindy Byerrum to review preliminary information in preparation for District Fiscal Year 2013/14 Budget development. To assist with the Budget preparation, staff will be preparing a year end projection of revenue and expenses following the closure of the third quarter's revenue and expenses.

RECOMMENDED ACTION

No action taken.

ITEM 7: FINANCIAL REPORT

ITEM 7A: PRESENTATION OF JANUARY 2013 UNAUDITED FINANCIAL STATEMENT

The General Manager, Mr. Hector Ruiz presented the unaudited financial statement for February, 2013.

RECOMMENDED ACTION

The Committee recommended that the Board receive and file the February, 2013, preliminary unaudited financial statement, as presented (Consent Calendar).

ITEM 7B: BILLS FOR CONSIDERATION

The General Manager, Mr. Hector Ruiz presented the bills for consideration.

RECOMMENDED ACTION

The Committee recommended that the Board ratify payment of bills for consideration for April 3, 2013, as presented (Consent Calendar).

ADJOURNMENT

Committee Chair Haselton adjourned the April 3, 2013 Finance/Audit Committee Meeting at 7:17 A.M.