

**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING RECAP
MAY 1, 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 May 1, 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 on vacation.

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 April 3, 2013, Finance/Audit Committee Meeting Recap be received and filed by the Board (Consent Calendar).

FINANCE/AUDIT COMMITTEE MEETING RECAP

May 1, 2013

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

The Committee reviewed the information presented. Committee Member Dopudja requested that the Director's Fees and Expenses table be corrected to note his attendance at the SOCWA Regular Board Meeting and the MWDOC Elected Officials Forum both on April 4, 2013 and as an Alternate Committee Member for the April 9, 2013 Engineering/Operational Committee Meeting.

RECOMMENDED ACTION

The Committee recommended that the Directors' expenses and fees for April, 2013, and tentative future meetings be forwarded to the Board for ratification, as amended (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 transition to the Bank of the West has progressed well, and commented that staff has coordinated with LAIF for the transfer of funds as well as completed training with Bank of the West on various financial modules. Mr. Ruiz commented that this week staff will be undergoing additional training related to ACH deposits. Mr. Ruiz commented that this month's checks for the Committee's signature are from Bank of the West.

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 accounting staff has been undergoing training on the use of the new software and new system setup. Mr. Ruiz presented the Committee with a handout showing the format for the upcoming budget line items and mentioned that staff is on schedule for completing the project by the end of this fiscal year as noted in the staff report.

RECOMMENDED ACTION

Received status update, no action taken.

ITEM 5: FISCAL YEAR 2103/14 BUDGET DEVELOPMENT PROCESS AND REVIEW

The General Manager, Mr. Hector Ruiz presented the Committee with a handout showing the format for the major items of the upcoming fiscal year budget line items. Mr. Ruiz mentioned that staff has performed revenue and expense projections for the current fiscal year and is working on completing the upcoming fiscal year budget. The Committee reviewed the budget line item handout, discussion ensued on the details of the budget items that would be included in the June 1 Budget Workshop.

FINANCE/AUDIT COMMITTEE MEETING RECAP

May 1, 2013

RECOMMENDED ACTION

The Committee received the staff report, no action taken.

ITEM 6: ACTIVITIES FOR WATER AWARENESS MONTH

The General Manager, Mr. Hector Ruiz, provided a status update on this matter and commented that staff has received the river boat kits and that staff has been working on the river boat race exhibit. Mr. Ruiz commented that staff has also brought from storage past displays and will also be reusing some of the most popular past exhibits. Mr. Ruiz mentioned that the Open House signs will also be reused and posted the week before the Open House.

RECOMMENDED ACTION

The Committee received the staff report, no action taken.

ITEM 7: OTHER MATTERS

The General Manager, Mr. Hector Ruiz commented that candidates for the Engineer position have been interviewed.

RECOMMENDED ACTION

No action taken.

ITEM 8: FINANCIAL REPORT

ITEM 8A: PRESENTATION OF MARCH, 2013 UNAUDITED FINANCIAL STATEMENT

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

RECOMMENDED ACTION

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

ITEM 8B: BILLS FOR CONSIDERATION

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

RECOMMENDED ACTION

The Committee signed the bills for consideration and the warrant register and recommended that the Board ratify payment of bills for consideration for May 1, 2013, as presented (Consent Calendar).

ADJOURNMENT

Committee Chair Haselton adjourned the May 1, 2013 Finance/Audit Committee Meeting at 7:36 A.M.