

**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING RECAP
NOVEMBER 7, 2012**

DIRECTORS PRESENT

Jim Haselton, Committee Chair
Stephen Dopudja, Committee Member Alternate

STAFF PRESENT

Hector Ruiz, Acting General Manager/District Engineer
Michael Perea, District Secretary/Administrative Services Manager
Karen Warner, Accounting Supervisor
Bob Beck, Maintenance Superintendent

PUBLIC PRESENT

No members of the public were present.

CALL MEETING TO ORDER

Committee Chair Haselton called the November 7, 2012 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

There were no Committee Member comments.

REPORT FROM THE GENERAL MANAGER

The Acting General Manager, Mr. Hector Ruiz commented that staff has prepared a concrete slab in the rear of the Main Office for the delivery of a steel storage shed for secure storage of equipment located at the District Field House. Mr. Ruiz commented that the District Field House will continue to be used by staff for meter calibration and repair.

**FINANCE/AUDIT COMMITTEE MEETING RECAP
NOVEMBER 7, 2012**

FINANCIAL MATTERS

ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP

The October 3, 2012 Finance/Audit Committee Meeting Recap was presented to the Committee.

Recommendation:

The Committee approved and recommended that the October 3, 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

The Committee reviewed the information presented.

Recommendation:

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

ITEM 3: DISCUSSION AND POSSIBLE ACTION REGARDING REPLACEMENT OF DISTRICT VEHICLES

The Acting General Manager, Mr. Hector Ruiz commented that this matter is a result of the disposal of District Surplus Equipment authorized by the Board at the September 2012 Regular Board Meeting. The Administrative Services Manager, Mr. Michael Perea commented that staff has secured quotes from local vendors for replacement vehicles as described in the District Replacement Vehicle Fleet Quote handout, which was presented to the Committee for review. Discussion occurred concerning the types of vehicles which best suited staff needs, and possible additional vendors for consideration.

Recommendation:

The Committee recommended that the information be forwarded to the Board (Consent Calendar).

ITEM 4: DISCUSSION AND POSSIBLE ACTION REGARDING DISTRICT BANKING SERVICES

The Acting General Manager, Mr. Hector Ruiz commented that staff has discussed the matter of the District's current banking services and the level of service with the District Treasurer Ms. Cindy Navaroli. Mr. Ruiz commented that staff is currently preparing a Request for Proposal (RFP) for banking services. Discussion occurred concerning the types of banking services the District is considering. Mr. Ruiz commented staff will issue the RFP, then will bring back to the Committee next month. Discussion occurred concerning possible response time to the issued RFP.

**FINANCE/AUDIT COMMITTEE MEETING RECAP
NOVEMBER 7, 2012**

Recommendation:

The Committee recommended that staff prepare the Request for Proposal and bring information back to the Committee.

ITEM 5: OTHER MATTERS

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

Recommendation:

No recommendation was made.

ITEM 6: FINANCIAL REPORT

ITEM 6A: PRESENTATION OF SEPTEMBER 2012 UNAUDITED FINANCIAL STATEMENT

The Acting General Manager, Mr. Hector Ruiz presented the September 2012 preliminary unaudited financial statements to Staff and the Committee. Discussion occurred concerning residential and irrigation water revenues.

Recommendation:

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

ITEM 6B: BILLS FOR CONSIDERATION

The Bills for Consideration for November 7, 2012, were presented to the Committee.

Recommendation:

The Committee recommended that the Board ratify payment of bills for consideration for November 7, 2012, as presented. (Consent Calendar).

ADJOURNMENT

Committee Chair Haselton adjourned the November 7, 2012 Finance/Audit Committee Meeting at 7:20 a.m.