

**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING RECAP  
DECEMBER 5, 2012**

**DIRECTORS PRESENT**

Jim Haselton, Committee Chair  
Stephen Dopudja, Committee Member

**STAFF PRESENT**

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

**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 7:05 a.m.

**VISITOR PARTICIPATION**

No comments were received.

**ORAL COMMUNICATION**

No comments were received.

**COMMITTEE MEMBER COMMENTS**

Committee Member Dopudja commented on his experience in attendance at the Association of California Water Agencies (ACWA) Fall Conference. Discussion occurred concerning the possibility of work opportunities for veterans in the water industry.

Committee Chair Haselton had no comments.

**REPORT FROM THE GENERAL MANAGER**

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

- Mr. Ruiz shared the results of the District Surplus Equipment auction with the General Auction Company.
- Mr. Ruiz commented that the Dove Center Property Management Company had notified the District that there would be improvements made to the concrete paving at the entrance to the shopping center over the course of the next few weeks. Discussion occurred

**FINANCE/AUDIT COMMITTEE MEETING RECAP  
DECEMBER 5, 2012**

concerning the encroachment on the District's property and the Dove Center Property Management Company management of the work.

**FINANCIAL MATTERS**

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

---

The November 7, 2012, Finance/Audit Committee Meeting Recap was presented to the Committee.

**Recommendation:**

The Committee approved and recommended that the November 7, 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. Committee Chair Haselton commented on the need to modify the Future Meeting calendar concerning the City of Rancho Santa Margarita City Council Meeting attendance.

**Recommendation:**

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

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

---

The Acting General Manager, Mr. Hector Ruiz commented that staff had solicited proposals for banking services from seven banks, and received a total of four responses. Staff will review the proposals over the following week, and anticipates bringing a recommendation to the Board of Directors at the December 2012 Regular Board Meeting. Mr. Ruiz commented the banks solicited for a proposal were based upon the District Treasurer's experience with the respective banks, which included local and national-level banks. Discussion occurred concerning the selected banks.

**Recommendation:**

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

**FINANCE/AUDIT COMMITTEE MEETING RECAP  
DECEMBER 5, 2012**

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

---

The Acting General Manager, Mr. Hector Ruiz provided a status update on this project. Mr. Ruiz commented that staff had provided a Notice to Proceed to Beyond Software Solutions (Consultant) to coordinate the purchase of the software and required licenses for this project. Mr. Ruiz commented that the Consultant had informed staff that a new 2013 version of the Great Plains software had been made available, and recommended its implementation for a nominal increase in the price. Mr. Ruiz commented that the project is still within budget, and the implementation of the new software version should not affect the final project cost. Discussion occurred concerning the project timeline and possible implementation scenarios.

**Recommendation:**

Received status update, no action taken.

**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 OCTOBER 2012 UNAUDITED FINANCIAL STATEMENT**

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

**Recommendation:**

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

**ITEM 6B: BILLS FOR CONSIDERATION**

The Bills for Consideration for December 5, 2012, were presented to the Committee.

**Recommendation:**

The Committee recommended that the Board ratify payment of bills for consideration for December 5, 2012, as presented. (Consent Calendar).

**ADJOURNMENT**

---

Committee Chair Haselton adjourned the December 5, 2012 Finance/Audit Committee Meeting at 7:23 A.M.