



**FINANCE/AUDIT COMMITTEE MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA  
ADMINISTRATIVE FACILITY, BOARD ROOM  
NOVEMBER 8, 2017 AT 6:00 PM**

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**COMMITTEE MEMBERS**

Don Chadd, Committee Chair  
Glenn Acosta, Committee Member

**DISTRICT STAFF**

Hector Ruiz, General Manager  
Michael Perea, District Secretary  
Cindy Byerrum, District Treasurer

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**CALL MEETING TO ORDER**

**VISITOR PARTICIPATION**

*Members of the public wishing to address the Committee regarding a particular item on the agenda are requested to complete a speaker card and submit it to staff. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decisions on matters. The Committee makes recommendations only to the Board of Directors. Members of the public will be given the opportunity to speak prior to the Committee cannot make any decision on the matter. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.*

**ORAL COMMUNICATION**

*Members of the public who wish to make comment on matters not appearing on the agenda are invited to identify themselves and encouraged to make comment at this time. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decision on matters. The Committee makes recommendations only to the Board of Directors. Under the requirements of State Law, Committee Members cannot take action on items not identified on the agenda and will not make decisions on such matters. The Committee Chair may direct District Staff to follow up on issues as may be deemed appropriate. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.*

**COMMITTEE MEMBER COMMENTS**

**REPORT FROM THE GENERAL MANAGER**

**FINANCIAL MATTERS**

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

**RECOMMENDED ACTION:**

*Approve the October 11, 2017 Finance/Audit Committee Meeting Recap, and recommend that the Board receive and file the same. (Consent Calendar)*

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

**RECOMMENDED ACTION:**

*Committee to recommend that the Board ratify the Directors' fees and expenses for October 2017 and tentative future meetings/attendance. (Consent Calendar)*

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**ITEM 3: BAKER WATER TREATMENT PLANT PARTNER AGENCY BILLING**

**RECOMMENDED ACTION:**

*Committee to receive status update, and take action(s) as deemed appropriate.*

**ITEM 4: TRABUCO CANYON WATER DISTRICT ANNUAL FINANCIAL REPORT (AUDIT) FOR FISCAL YEAR 2016/2017**

**RECOMMENDED ACTION:**

*Committee to receive information concerning Trabuco Canyon Water District's Annual Financial Report (Audit) for Fiscal Year 2016/2017, and recommend that the Board receive and file (Action Calendar.)*

**ITEM 5: OTHER FINANCE AND ADMINISTRATION PROJECTS**

1. Utility Billing and Financial Management System Replacement Project
2. Other Projects

**RECOMMENDED ACTION:**

*Committee to receive status update, and take action(s) as deemed appropriate.*

**ITEM 6: OTHER MATTERS**

**RECOMMENDED ACTION:**

*Hear Other Matters from the General Manager or Staff.*

**ITEM 7: FINANCIAL REPORT**

**A) PRESENTATION OF SEPTEMBER 2017 UNAUDITED FINANCIAL STATEMENT**

**RECOMMENDED ACTION:**

*Committee to recommend that the Board receive and file the September 2017 preliminary unaudited financial statements (Consent Calendar).*

**B) BILLS FOR CONSIDERATION**

**RECOMMENDED ACTION:**

*Committee to approve and ratify the bills for consideration and warrant register and recommend that the Board ratify payment of the Bills for Consideration for November 8, 2017, as presented. (Consent Calendar)*

**ADJOURNMENT**

**AVAILABILITY OF AGENDA MATERIALS**

Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Trabuco Canyon Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board of Directors are available for public inspection at the District Administrative/Operational Facility, 32003 Dove Canyon Drive, Trabuco Canyon, California (District Facility). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available in the lobby area of the District Facility at the same time as they are distributed, except that, if such writings are distributed immediately prior to or during the meeting, they will be available in the Boardroom at the District Facility.

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**COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2**

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In compliance with California law and the Americans with Disabilities Act, if you need special disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, or if you need the agenda provided in an alternative format, please contact the District Secretary at (949) 858-0277 at least 48 hours in advance of the scheduled meeting. Notification 48 hours prior to the meeting will assist the District in making reasonable arrangements to accommodate your request. The District office is wheelchair accessible.