



**FINANCE/AUDIT COMMITTEE MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA  
ADMINISTRATIVE FACILITY, BOARD ROOM  
JANUARY 11, 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 Chairman 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 recommendation only to the Board of Directors. 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. 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. 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 December 14, 2016 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 ITEMS**

**RECOMMENDED ACTION:**

*Committee to recommend that the Board ratify the Directors' fees and expenses for December, 2016, and tentative future meetings/attendance items. (Consent Calendar)*

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**ITEM 3: DISTRICT TREASURER ANNUAL STATEMENT OF INVESTMENT POLICY**

**RECOMMENDED ACTIONS:**

*Committee to receive information at the time of the Committee Meeting, and recommend the Board adopt Resolution No. 2017-1235 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting Treasurer’s Annual Statement of Investment Policy (Action Calendar).*

**ITEM 4: OTHER FINANCE AND ADMINISTRATION PROJECTS**

1. Network Infrastructure Upgrade/Replacement Project
2. Utility Billing and Financial Management System Replacement Project
3. Baker Water Treatment Plant Partner Agency Billing Letter Memorandum of Understanding (MOU)
4. Other Projects

**RECOMMENDED ACTION:**

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

**ITEM 5: OTHER MATTERS**

**RECOMMENDED ACTION:**

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

**ITEM 6: FINANCIAL REPORT**

**A) PRESENTATION OF NOVEMBER 2016 UNAUDITED FINANCIAL STATEMENT**

**RECOMMENDED ACTION:**

*Committee to recommend that the Board receive and file the November, 2016 preliminary unaudited financial statements (Consent Calendar).*

**B) BILLS FOR CONSIDERATION**

**RECOMMENDED ACTION:**

*Committee to sign the bills for consideration and warrant register and recommend that the Board ratify payment of the Bills for Consideration for January 11, 2017, as presented. (Consent Calendar)*

**ADJOURNMENT**

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**AVAILABILITY OF AGENDA MATERIALS**

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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.

**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.

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