



**FINANCE/AUDIT COMMITTEE MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA
ADMINISTRATIVE FACILITY, BOARD ROOM
NOVEMBER 14, 2018 AT 6:00 PM**

COMMITTEE MEMBERS

Don Chadd, Committee Chair
Glenn Acosta, Committee Member

DISTRICT STAFF

Michael Perea, Interim General Manager/District Secretary
Cindy Byerrum, District Treasurer
Karen Warner, Senior Accountant

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 to the Committee prior to making a recommendation 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

ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

Approve the October 10, 2018 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 2018, and tentative future meetings/attendance. (Consent Calendar)

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ITEM 3: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT'S ANNUAL FINANCIAL REPORT (AUDIT) FOR FISCAL YEAR 2017/2018

RECOMMENDED ACTION:

1. *Committee to receive information concerning this matter from District staff.*
2. *Recommend that the Board of Directors receive and file the Trabuco Canyon Water District Annual Financial Report (Audit) for Fiscal Year 2017/2018 (Action Calendar).*

ITEM 4: DISCUSSION CONCERNING UPDATES TO TRABUCO CANYON WATER DISTRICT'S ADMINISTRATIVE FACILITY BOARD ROOM USE POLICY

RECOMMENDED ACTION:

1. *Committee to receive information concerning this matter from District staff and provide recommendations concerning the proposed DRAFT Administrative Facility Board Room Use Policy.*
2. *Recommend that the Board of Directors approve the proposed DRAFT Trabuco Canyon Water District Administrative Facility Board Room Use Policy (Action Calendar).*

ITEM 5: OTHER MATTERS

RECOMMENDED ACTION:

Hear Other Matters from the General Manager or Staff.

ITEM 6: FINANCIAL REPORT

A) PRESENTATION OF UNAUDITED FINANCIAL STATEMENTS

RECOMMENDED ACTION:

Committee to recommend that the Board receive and file the preliminary unaudited financial statements for September 2018 (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 October 10, 2018, 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

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.