



**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING RECAP | DECEMBER 14, 2023**

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**DIRECTORS PRESENT**

Don Chadd, Committee Chair  
Glenn Acosta, Committee Member

**STAFF PRESENT**

Michael Perea, Assistant General Manager  
Lorrie Lausten, District Engineer  
Karen Warner, Principal Accountant  
Roseann Lejsek, Administrative Assistant  
Phil Serpas, SCADA/CMMS Administrator

**CONSULTANTS PRESENT**

None

**PUBLIC PRESENT**

None

**CALL MEETING TO ORDER**

Director Chadd called the December 14, 2023 Finance/Audit Committee Meeting to order at 11:00 a.m.

**VISITOR PARTICIPATION**

No visitor participation was received.

**ORAL COMMUNICATION**

No oral communication was received.

**COMMITTEE MEMBER COMMENTS**

None was received.

**REPORT FROM THE GENERAL MANAGER**

Mr. Perea reported on the following matters:

- The General Manager was out of the office attending the Colorado River Water Users Association (CRWUA) Conference and that he would be returning the following week.
- “Dropcountr” Mobile Application – The District is rolling out its new water use efficiency mobile application for active customers and will be advertising the app in its monthly newsletter and social media outlets.
- Holiday Toy Drive – The District is collecting unwrapped, unopened toys for the Spark of Love Toy Drive through the end of the business day.

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

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Mr. Perea presented the Finance/Audit Committee Meeting Recap for Committee review in accordance with the agenda.

- MOTION:** Approve the Finance/Audit Committee Meeting Recap and recommended that the Board receive and file the same as amended (Consent Calendar) – Director Chadd
- SECOND:** Director Acosta
- AYES:** Directors Acosta & Chadd
- NOES:** None
- ABSTAIN:** None
- MOTION PASSED/FAILED:** Passed 2-0

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

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Mr. Perea presented the Directors' Fees and Expenses Report and Tentative Future Meetings/Attendance Report for Committee consideration and review.

- MOTION:** Recommend the Board of Directors ratify the Directors' fees and expenses for November 2023 and tentative future meetings/attendance (Action Calendar) – Director Acosta
- SECOND:** Director Chadd
- AYES:** Directors Acosta & Chadd
- NOES:** None
- ABSTAIN:** None
- MOTION PASSED/FAILED:** Passed 2-0

**ITEM 3: URBAN WATER INSTITUTE 2024 ANNUAL SPONSORSHIP**

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Mr. Perea presented this matter for Committee consideration, and he mentioned that the District is a member of the Urban Water Institute (UWI). Mr. Perea added that UWI has restructured their format of sponsorship opportunities by offering one annual sponsorship rather than one for each semi-annual conference. Mr. Perea recommended an annual sponsorship of the UWI for 2024 in the amount of \$3,000 which reflects the same cumulative level of contribution for the prior two years.

- MOTION:** Recommend the Board of Directors approve an annual sponsorship of the Urban Water Institute for 2024 in the amount of \$3,000 (Action Calendar) – Director Acosta
- SECOND:** Director Chadd
- AYES:** Directors Acosta & Chadd
- NOES:** None
- ABSTAIN:** None
- MOTION PASSED/FAILED:** Passed 2-0

**ITEM 4: OTHER MATTERS**

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Mr. Perea did not present any other matters for consideration.

Director Chadd provided a brief update on matters discussed at the Santiago Aqueduct Commission meeting earlier that day, specifically, the proposed State Water Project allocation reduction from 100% to 10% due to lower-than-expected rainfall levels.

- MOTION:** None

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**ITEM 5: FINANCIAL REPORT**

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Ms. Warner presented the preliminary unaudited financials for October 2023, and she indicated that the format has been updated to show expenses by separate fund. Ms. Warner highlighted the following items:

***WATER FUND***

***Total Operating Revenue***

Ms. Warner reported that this line item was trending as budgeted.

***Total Source of Supply***

Ms. Warner reported that this line item was trending lower than budgeted.

***Total Salaries & Benefits***

Ms. Warner reported that this line item was trending slightly higher than the year-to-date amount due to the UAL payment in full to CalPERS.

***Total Transmission & Distribution***

Ms. Warner reported that this line item was trending higher than the year-to-date amount due to increased water quality testing and a welding repair.

***Total General & Administrative***

Ms. Warner reported that this line item was trending higher than the year-to-date amount.

***Net Total Unrestricted Cash Inflow/(Outflow)***

Ms. Warner reported that this line item trended a positive increase of water reserves.

Director Chadd inquired about the total costs associated with the District Facilities Tour that was held with the public; Mr. Perea reported that the total cost for the event was approximately \$10,000.

**MOTION:** Recommend the Board ratify payment of the bills for consideration for December 14, 2023, as presented (Action Calendar) – Director Acosta

**SECOND:** Director Chadd

**AYES:** Directors Acosta & Chadd

**NOES:** None

**ABSTAIN:** None

**MOTION PASSED/FAILED:** Passed 2-0

**ADJOURNMENT**

Director Chadd adjourned the December 14, 2023, Finance/Audit Committee Meeting at 11:19 a.m.