

**BOARD OF TRUSTEES MEETING
AGENDA
Wednesday December 21, 2011 1:30 P.M.**

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| I. | CALL TO ORDER AND ROLL CALL OF MEMBERS: | |
| | A. Call Meeting to order | Action |
| | B. Roll call of Members | Action |
| II. | REVIEW OF AGENDA | |
| III. | PUBLIC COMMENTS: | |
| | A. Public comments on items not on the agenda, will be heard at this time. (Limit 3 min. per topic) | Information |
| IV. | MINUTES, EXPENSES, FINANCIAL REPORT: | |
| | A. Minutes of November 16, 2011 Regular Meeting | Action |
| | B. Financial Receipts, Expenditure, Checks for November 2011 | Action |
| | C. Wells Fargo Investments and Committee Report | Discussion/Action |
| V. | MANAGER'S REPORT: | |
| | A. Report of Services for Month and Year-to-Date | Information |
| | B. Report of Projects Started or Completed | Information |
| | C. Staff/Equipment Report | Information |
| VI. | ADMINISTRATIVE ACTION/INFORMATION. | |
| | A. Sign Deeds | Action |
| | B. CAPC Management contract update | Discussion |
| | C. Budget transfer from Utilities to Operational Expenses | Action |
| VII. | NEW BUSINESS, QUESTIONS, SUGGESTIONS: | |
| | A. Employee Handbook by Paychex | Discussion |
| | B. Closing checking account at Bank of America and opening one at Bank of Hemet for monthly check writing. | Action |
| | C. Election of Officers | Action |

Next Board Meeting: January 18, 2012, @ 1:30 P.M.