



**REGULAR BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
VIDEO/AUDIO BROADCAST MEETING
JANUARY 20, 2021 AT 7:00 PM**

BOARD OF DIRECTORS

Don Chadd, President
Stephen Dopudja, Vice President
Glenn Acosta, Director
Edward Mandich, Director
Michael Safranski, Director

DISTRICT STAFF

Fernando Paludi, General Manager
Michael Perea, District Secretary
Cindy Byerrum, District Treasurer
Atkinson, Andelson, Loya, Ruud & Romo
District General Legal Counsel

AGENDA NOTE:

*Due to the spread of COVID-19 and as authorized by the Governor's Executive Order, Trabuco Canyon Water District will be holding this Regular Board Meeting by video broadcast via **Go To Meeting**, and the meeting will be available live by video conference and telephone audio as follows:*

Video Conferencing: You can join the meeting from your computer, tablet, or smartphone by clicking on the following link: <https://global.gotomeeting.com/join/177055533>

Telephone Audio: [1 877 309 2073](tel:18773092073) (Toll Free)

Access Code: 177-055-533

Persons desiring to monitor the Board meeting agenda items may download the Board meeting agenda and documents on the internet at www.tcwd.ca.gov.

You may submit public comments by email to the Board at mperea@tcwd.ca.gov. In order to be part of the record, emailed comments on meeting agenda items must be received by the District, at the referenced e-mail address, not later than 6:00 p.m. (PDT) on the day of the meeting. Public comments may also be submitted by teleconference during the meeting.

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

Determine need and take action on item(s) that arose subsequent to posting the Regular Board Meeting agenda.

VISITOR PARTICIPATION

Members of the public wishing to address the Board regarding a particular item on the agenda are requested to submit public comments by email to the Board at mperea@tcwd.ca.gov. Public comments may also be submitted by teleconference during the meeting. The Board President will call on the visitor following the Board's discussion about the matter. Members of the public will be given the opportunity to speak prior to the Board taking action on that item. 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.

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ORAL COMMUNICATION

Members of the public who wish to make comment on matters not appearing on the agenda are requested to submit oral communication by email to the Board at mperea@tcwd.ca.gov. Public comments may also be submitted by teleconference during the meeting. Under the requirements of State Law, Directors cannot take action on items not identified on the agenda and will not make decisions on such matters. The Board President 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.

DIRECTORS' COMMENTS AND MEETING REPORTS

REPORT FROM THE GENERAL MANAGER

CONSENT CALENDAR

All matters under the Consent Calendar will be approved by one motion unless a Board member or staff member requests a separate action on a specific item.

ITEM 1: APPROVAL OF MINUTES OF BOARD MEETING(S)

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

1. December 16, 2020 Regular Board Meeting

ITEM 2: TREASURER'S REPORT

a. **FINANCE/AUDIT COMMITTEE MEETING**

RECOMMENDED ACTION:

Receive and file the following Finance/Audit Committee Meeting Recap(s):

1. December 9, 2020

b. **PRESENTATION OF FINANCIALS**

RECOMMENDED ACTION:

Receive and file the preliminary statement(s) of revenues and expenses and preliminary unaudited financials for the following month(s):

1. November 2020

c. **PAYMENT OF BILLS FOR CONSIDERATION**

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for December 2020.



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ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING

RECOMMENDED ACTION:

Receive and file the following Engineering/Operational Committee Meeting Recap(s):

1. December 2, 2020

ITEM 4: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, AND TENTATIVE FUTURE MEETINGS/ ATTENDANCE

RECOMMENDED ACTION:

Ratify the Directors' expenses and fees from December 2020 and approve tentative future meetings/attendance.

ACTION CALENDAR

All matters under the Action Calendar have been reviewed by the General Manager and Staff prior to the Board's consideration.

ADMINISTRATIVE MATTERS

ITEM 5: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE CORONAVIRUS, INCLUDING SAFETY OF DISTRICT SERVICES AND EMPLOYEES, AND IMPACT TO BOARD & COMMITTEE MEETINGS

RECOMMENDED ACTION(S):

Receive information at the time of the Board meeting and take action(s) as deemed appropriate.

FINANCIAL MATTERS

ITEM 6: ADOPTION OF DISTRICT TREASURER'S ANNUAL STATEMENT OF INVESTMENT POLICY

RECOMMENDED ACTION:

Adopt Resolution No. 2021-1289 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting District Treasurer's Annual Statement of Investment Policy and delegation of investment Authority.

ITEM 7: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO CALENDAR YEAR 2021 BOARD MEMBER COMMITTEE APPOINTMENTS AND AGENCY REPRESENTATIVE ASSIGNMENTS

RECOMMENDED ACTION(S):

Board President to appoint Board Members and District staff to District committee(s) and make other agency representative assignments pursuant to District Policy and District Rules and Regulations Section 2.4.1.

ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO URBAN WATER INSTITUTE 2021 VIRTUAL SPRING WATER CONFERENCE SPONSORSHIP

RECOMMENDED ACTION(S):

Approve a sponsorship of the Urban Water Institute's 2021 Spring Water Conference in an amount not to exceed \$1,000.



ENGINEERING MATTERS

ITEM 9: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO THE PROPOSED PALOMA SQUARE DEVELOPMENT (DOVE CANYON PLAZA) AND OTHER RELATED MATTERS

RECOMMENDED ACTION:

Receive and file the Parking Demand Study completed by AGA Engineers, Inc.

ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING RECYCLED WATER PUMP STATION PAVING PROJECT

RECOMMENDED ACTION:

Ratify a construction contract with Champion Paving for the Recycled Water Pump Station Paving Project in the amount of \$17,590, with a contingency of \$4,000, for a not to exceed amount of \$21,590.

ITEM 11: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING WASTEWATER TREATMENT PLANT ACCESS ROAD SLURRY SEAL PROJECT

RECOMMENDED ACTION:

Ratify a construction contract with Mission Paving and Sealing, Inc. for the Wastewater Treatment Plant Access Road Slurry Project in the amount of \$17,200, with a contingency of \$2,000, for a not to exceed amount of \$19,200.

ITEM 12: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING DIMENSION WATER TREATMENT PLANT BACKWASH SUMP PUMP REPLACEMENT

RECOMMENDED ACTION:

Approve a Construction Contract with Flo-Services, Inc. for the Dimension Water Treatment Plant Backwash Sump Pump Replacement in the amount of \$43,378.39, with a contingency of \$12,000, for a not-to-exceed amount of \$55,378.39.

ITEM 13: CONSIDERATION AND POSSIBLE ACTION(S) CONCERNING SADDLE CREST DEVELOPMENT PROJECT (TRACT 17388)

RECOMMENDED ACTION(S):

- 1. Provide Consent to Assignment of Development Agreement to Rutter Santiago, L.P.*
- 2. Approve Settlement Agreement (Ridgeline Booster Station construction) with Rutter Santiago, L.P., as to form, subject to non-substantive changes.*
- 3. Approve First Amendment to Development Agreement with Rutter Santiago, L.P., for Reduction in Surety Bond Amount as to form, subject to non-substantive changes.*

LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS

ITEM 14: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

RECOMMENDED ACTION(S):

Review and discuss local government and legislative informational matter(s) and take action(s) as deemed appropriate.



ITEMS RECEIVED TOO LATE TO BE AGENDIZED

ITEM 15: _____

ITEM 16: _____

OTHER INFORMATION/MATTERS

Reports or comments from the General Manager and/or Staff

ADDITIONAL DIRECTORS' COMMENTS

Additional reports or comments from Directors

END ACTION 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 Trabuco Canyon Water District Administrative Facility, 32003 Dove Canyon Drive, Trabuco Canyon, California (District Administrative Facility) and will be posted online on the District's website located at www.tcwd.ca.gov. If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available online at www.tcwd.ca.gov at the same time as they are distributed to the Board Members, except that, if such writings are distributed immediately prior to or during the meeting, they will be posted online on the District's website located at www.tcwd.ca.gov.

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 Board meeting. Notification at least 48 hours prior to the meeting will assist the District in making reasonable arrangements to accommodate your request. The Board Meeting Room is wheelchair accessible.

FUTURE SCHEDULED REGULAR BOARD MEETINGS OF THE BOARD OF DIRECTORS

Upcoming Regular Meetings of the Board are expected to be held at the District Administrative Facility (Board Meeting Room) located at 32003 Dove Canyon Drive, Trabuco Canyon, California 92679 and are currently scheduled as follows:

February 17, 2021 | March 17, 2021 | April 21, 2021

The District may conduct future meetings via teleconferencing and/or video during the current ongoing emergency situation.



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | JANUARY 20, 2021**

CONSENT CALENDAR

ITEM 1: APPROVAL OF MINUTES OF BOARD MEETING(S)

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. December 16, 2020 Regular Board Meeting*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | DECEMBER 16, 2020

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on December 16, 2020 was called to order by President Safranski at 7:00 p.m., via conference call in the Board Room at the District Administrative Facility, located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

DIRECTORS PRESENT

President Michael Safranski
Vice President Don Chadd
Director Stephen Dopudja
Director Edward Mandich
Director Glenn Acosta

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager/District Secretary

STAFF PRESENT ON CONFERENCE CALL

Lisa Marie Sangi, Administrative Assistant

DISTRICT CONSULTANTS PRESENT

Rob Anslow, District General Legal Counsel (Atkinson, Andelson, Loya, Ruud & Romo - AALRR)

DISTRICT CONSULTANTS PRESENT ON CONFERENCE CALL

Cindy Byerrum, District Treasurer (Eide Bailey)
Steve Gagnon, Raftelis Financial Consultants

PUBLIC PRESENT ON THE CONFERENCE CALL

Beth Heard, Resident

PLEDGE OF ALLEGIANCE

Mr. Perea led the Board of Directors, District staff, and audience in the Pledge of Allegiance.

ITEMS TOO LATE TO BE AGENDIZED

None

VISITOR PARTICIPATION VIA CONFERENCE CALL

None

ORAL COMMUNICATION

None

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | DECEMBER 16, 2020**

DIRECTOR'S COMMENTS

Director Acosta reported on his attendance at the Water Advisory Committee of Orange County (WACO) meeting and he mentioned that Mesa Water District's General Manager presented an agency infrastructure assessment.

Director Dopudja reported that the South Orange County Wastewater Authority (SOCWA) meeting was postponed.

Director Mandich had no comments.

Vice President Chadd had no comments.

Director Safranski wished a Merry Christmas and a happy and healthy New Year to his fellow Directors and District staff.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Mr. Paludi reported that Southern California Edison (SCE) has issued a notice for a potential Public Safety Power Shutoff (PSPS) that may impact District facilities at the end of the week.
- Mr. Paludi provided a brief update on the Salary Survey performed by Ralph Anderson & Associates, and he reported that the District Organization Ad Hoc Committee has provided key guidance concerning the preliminary results.
- Mr. Paludi wished everyone a Merry Christmas and a happy new year.

Mr. Perea administered the Oath of Office for Public and Employees consistent with State Constitution for Director Chadd and Director Dopudja.

CONSENT CALENDAR

President Safranski indicated that all matters under the Consent Calendar would be approved by one motion unless a Board member or staff member requests a separate action on a specific item.

Action: A motion was made by Director Mandich and seconded by Director Chadd to approve the Consent Calendar. There was no further discussion.
The motion was approved by a vote of 5 – 0.

ADMINISTRATIVE MATTERS

ITEM 5: PUBLIC HEARING AND ACTION(S) CONCERNING PROPOSED ADJUSTMENTS TO TRABUCO CANYON WATER DISTRICT'S RATES FOR WATER SERVICES, WASTEWATER SERVICES, AND RECYCLED WATER SERVICES AND METER FLAT CHARGES

President Safranski provided a brief review of the rate adoption process in accordance with State law and Proposition 218, and he complimented District staff efforts in preparing the proposed rates and charges. Mr. Paludi provided an overview of the proposed rates and charges, as well as the work performed by staff to date. Mr. Paludi introduced Mr. Steve Gagnon, Raftelis Financial Consultants, to the Board. Mr. Gagnon delivered a PowerPoint presentation which highlighted the proposed water, wastewater, and non-domestic water rates and charges for a five-year period beginning January 1, 2021, and he highlighted to overall utility bill impacts to residential customers.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | DECEMBER 16, 2020**

President Safranski opened the Public Hearing at 7:41 p.m. Mr. Perea reported that the District received four written protests prior to public hearing. There were no verbal protests received.

President Safranski closed the Public Hearing at 7:43 p.m.

Action: A motion was made by Director Mandich and seconded by Director Acosta to receive and file the Trabuco Canyon Water District 2020 Water, Wastewater, and Recycled Water Rate Study Report.
The motion was approved by a vote of 5 – 0.

A motion was made by Director Chadd and seconded by Director Dopudja to adopt Resolution No. 2020-1288 – Resolution of the Trabuco Canyon Water District Board of Directors Determining Compliance with Procedural Requirements, Making Findings and Determinations, Revising Rates for Water Services, Wastewater (Sewer) Services, Recycled Water Services and Meter Flat Rates, Amending the Corresponding Rate and Charge Schedules of the Trabuco Canyon Water District and Taking Related Actions.
The motion was approved by a vote of 5 – 0.

ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE CORONAVIRUS, INCLUDING SAFETY OF DISTRICT SERVICES AND EMPLOYEES, AND IMPACT TO BOARD & COMMITTEE MEETINGS

Mr. Paludi provided a brief update on COVID-19 related matters throughout the County. Discussion occurred concerning ongoing impacts to the District and neighboring agencies. Mr. Paludi expressed his appreciation for the Water Emergency Response Organization of Orange County (WERO) assistance in coordinating member agency response efforts. Mr. Paludi reported that CalOSHA has approved a temporary regulatory requirement in response to the impacts of COVID-19, and he mentioned that District staff are working to update District policies and procedures.

Action: The Board took no action on this matter.

Director Mandich recused himself from discussion on the following matters by leaving the virtual meeting at approximately at 7:48pm

ITEM 7: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO THE PROPOSED PALOMA SQUARE DEVELOPMENT (DOVE CANYON PLAZA) AND OTHER RELATED MATTERS

Mr. Paludi presented this matter for Board consideration, and he reported that District staff has had no interaction or communication with the Developer. Mr. Paludi reported that the preliminary Parking Capacity Study performed by AGA Engineers, Inc. was reviewed with the Engineering/Operational Committee, and he mentioned that final draft report will be reviewed in January 2021. Director Dopudja complimented District staff for their work with the consultant, and he briefly discussed the need to revisit the matter at a later date post-COVID to determine additional impacts like the District’s Annual Water Awareness Day event.

Action: The Board took no action on this matter.

Director Mandich returned to the virtual meeting at approximately 7:52 p.m. and resumed his participation on the remaining business.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | DECEMBER 16, 2020**

ITEM 8: DISCUSSION AND SELECTION OF A DISTRICT REPRESENTATIVE TO THE SOUTH ORANGE COUNTY AGENCIES GROUP NOMINATION COMMITTEE FOR THE OPEN MWDOC/MET DIRECTOR SEAT

Mr. Paludi presented this matter for Board consideration, and he provided a brief update on the South Orange County Agencies Group (SOCAG) discussions and selection process to the Board. Mr. Paludi reported that the Board has been requested to select a member of the Board to serve as a District Representative on the Nomination Committee. Director Chadd briefly commented on the matters discussed at the previous SOCAG meeting which included representatives from Municipal Water District of Orange County (MWDOC) and Orange County Water District (OCWD), and he recommended President Safranski for the District Representative position.

Action: A motion was made by Director Mandich and seconded by Director Dopudja to appoint President Mike Safranski as the District Representative to the South Orange County Agencies Group Nomination Committee for the Open MWDOC/MET Director Seat. The motion was approved by a vote of 5 – 0.

FINANCIAL MATTERS

ITEM 9: TRABUCO CANYON WATER DISTRICT ANNUAL FINANCIAL REPORT (AUDIT) FOR FISCAL YEAR ENDING JUNE 30, 2020

Mr. Paludi introduced this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee by the District’s auditing firm Davis Farr. Mr. Perea provided a brief overview of the annual financial report, and he reported the auditor has provided an unmodified opinion and a clean financial report. Mr. Perea expressed his appreciation to District staff and Davis Farr for their hard work preparing the audit especially due to the impacts of COVID-19.

Action: A motion was made by Director Chadd and seconded by Director Mandich to receive and file the Trabuco Canyon Water District Annual Financial Report (Audit) for Fiscal Year Ending June 30, 2020. The motion was approved by a vote of 5 – 0.

ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE PROPOSED BARNEBURG SEWER LIFT STATION DRY PIT REHABILITATION PROJECT

Mr. Paludi introduced this matter for Board review, and he mentioned that this matter was previously reviewed with both the Engineering/Operational and Finance/Audit Committees. Mr. Perea provided a brief overview of the rehabilitation project with facility photos, and he reviewed the project scope of work with the Board. Mr. Perea reported that District staff requested proposals from three firms, but only two firms responded and that he recommended SS Mechanical Construction Corporation for the facility rehabilitation project.

Action: A motion was made by Director Chadd and seconded by Director Mandich to authorize the General Manager to execute a contract for the Barneburg Sewer Lift Station Dry Pit Upgrades to SS Mechanical Construction Corporation in the not to exceed amount of \$56,925.00. The motion was approved by a vote of 5 – 0.

ITEM 11: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT’S SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) UPGRADE PROJECT

Mr. Paludi introduced this informational matter for Board consideration, and he mentioned this matter was previously discussed with the Engineering/Operational Committee. Discussion occurred concerning the

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | DECEMBER 16, 2020**

replacement of the SCADA-related hardware throughout the District's service area, including the repeater antenna equipment at the onsite reservoir at the County Joplin Youth Camp property. Mr. Paludi reported that District staff and General Legal Counsel are preparing correspondence to provide to the County and other representatives indicating the importance of the site to the District's SCADA system.

Action: The Board took no action on this matter.

LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS

ITEM 12: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

Mr. Paludi reported that the Metropolitan Water District (MET) Board of Directors approved funding for the California Water Fix (Delta) Project, and he added that the District provided a letter of support for project funding.

Mr. Anslow reported that AALRR has provided a Legislative Update for clients, and he highlighted the potential impacts of AB 992 on public official activity on social media under the Brown Act.

Action: The Board took no action on this matter.

ITEM 13: ELECTION OF BOARD OFFICERS

Pursuant to the District's rules and regulations, Mr. Paludi took control of the gavel during the nominations and voting for President of the Board of Directors and requested nominations for the position of President of the TCWD Board of Directors.

Actions: Motion made by Director Safranski and seconded by Director Acosta to elect Director Don Chadd as President of the Board of Directors of TCWD. Following the motion Mr. Paludi requested any other nominations. There were no further nominations and the motion was approved by a vote of 5 – 0.

Motion made by Director Acosta and seconded by Director Safranski to elect Director Stephen Dopudja as Vice President of the Board of Directors of TCWD. There was no further discussion and the motion was approved by a vote of 5 – 0.

OTHER INFORMATION/MATTERS

There were no other information or matters received.

ADDITIONAL DIRECTORS' COMMENTS

President Chadd indicated that Committee Appointments and Agency Representative Assignments would be agendaized for action at the January 20, 2021 Regular Board Meeting.

ADDITIONAL GENERAL MANAGER COMMENTS

Mr. Paludi wished a Merry Christmas to all in attendance.

ADJOURNMENT

President Chadd adjourned the December 18, 2020 Regular Board Meeting at 8:31 p.m.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | JANUARY 20, 2021**

CONSENT CALENDAR

ITEM 2: TREASURER'S REPORT

a. *FINANCE/AUDIT COMMITTEE MEETING*

RECOMMENDED ACTION:

Receive and file the following Finance/Audit Committee Meeting Recap(s):

1. *December 9, 2020*

b. *PRESENTATION OF FINANCIALS*

RECOMMENDED ACTION:

Receive and file the preliminary statement(s) of revenues and expenses and preliminary unaudited financials for the following month(s):

1. *November 2020*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for December 2020.

EXHIBITS:

1. Revenue Report – December 2020
2. Disbursement Report – December 2020
3. Summary of Disbursements - December 2020
4. General Fund Warrant Register - December 2020
5. General Fund Payroll Warrant Register – December 2020

CONTACTS (staff responsible): PALUDI/PEREA/WARNER



**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING RECAP | DECEMBER 9, 2020**

DIRECTORS PRESENT VIA CONFERENCE CALL

Director Don Chadd, Committee Chair
Director Mike Safranski, Committee Member

STAFF PRESENT VIA CONFERENCE CALL

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager/Board Secretary
Lorrie Lausten, District Engineer
Karen Warner, Senior Accountant
Lisa Marie Sangi, Administrative Assistant

PUBLIC PRESENT VIA CONFERENCE CALL

Johnathan Foster, Consultant Davis Farr
Cindy Byerrum, Consultant Eide Bally

CALL MEETING TO ORDER

Director Chadd called the December 9, 2020 Finance/Audit Committee Meeting to order at 1:01 P.M.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

No comments were received.

REPORT FROM THE GENERAL MANAGER

No comments were received.

ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP

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

RECOMMENDED ACTION:

The Committee recommended that the Finance/Audit Committee Meeting Recap be forwarded to the Board of Directors for approval (Consent Calendar).

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

Mr. Paludi presented the Directors' Fees and Expenses Report and Tentative Future Meetings/Attendance Report for Committee consideration and review. Mr. Safranski reported that he had provided schedule changes to Mr. Perea.

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | DECEMBER 9, 2020**

RECOMMENDED ACTION:

The Committee recommended that the Directors' Fees and Expenses Report for November 2020, and the Tentative Future Meetings/Attendance Report be forwarded to the Board of Directors for ratification (Consent Calendar).

ITEM 3: TRABUCO CANYON WATER DISTRICT ANNUAL FINANCIAL REPORT (AUDIT) FOR FISCAL YEAR ENDING JUNE 30, 2020

Mr. Paludi presented this matter for Committee review, and he reported that Mr. Foster had a PowerPoint presentation to deliver to the Committee concerning the District's annual financial report (Audit) for Fiscal Year Ending June 30, 2020. Mr. Foster expressed his appreciation to District staff for their assistance with Davis Farr staff during the audit process. Mr. Foster reported that Davis Farr has provided a clean report with no issues and an unmodified opinion. Discussion occurred concerning District assets and other post-employment benefit costs.

RECOMMENDED ACTION(S):

Committee to receive information concerning Trabuco Canyon Water District's Annual Financial Report (Audit) for Fiscal Year Ending June 30, 2020 and recommend that the Board receive and file the Audit Report (Action Calendar).

ITEM 4: OTHER MATTERS

There were no other matters reported.

RECOMMENDED ACTION:

No action was taken.

ITEM 5: FINANCIAL REPORT

Ms. Warner presented the preliminary unaudited financials for October 2020 for Committee consideration.

STATEMENT OF REVENUES AND EXPENSES

Operating Revenue, Residential Water Revenue

Ms. Warner reported that this line item was slightly lower than the previous month due to lower water demands, but that the year to date was higher than anticipated.

Operating Revenue, Baker Treatment Plant Water Sales

Ms. Warner reported that this line item was lower than the prior month due to decreased water sales to the City of San Clemente.

Operating Revenue, Other Operating Revenue

Ms. Warner reported that this line item was consistent with the prior month, and she mentioned that this the year to date was low due to the District not assessing utility bill late penalties.

Operating Expenses, Total Operating Expenses

Ms. Warner reported that this line item was higher than the prior month, but that the year to date was slightly higher than budgeted.

RESTRICTED ASSETS REPORT & INVESTMENT SCHEDULE

Ms. Warner reviewed the District's reserve account levels and investment schedule for the month of October.

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | DECEMBER 9, 2020**

Director Chadd recommended District staff discuss the impacts of COVID-19 on District financials, including, but not limited to, monthly utility bills and late penalty assessments.

RECOMMENDED ACTION:

The Committee signed the bills for consideration and the warrant register and recommended that the Board ratify payment of the bills for consideration for December 9, 2020 as presented (Consent Calendar).

ADJOURNMENT

Director Chadd adjourned the December 9, 2020 Finance/Audit Committee Meeting at 1:23 PM.

DRAFT



Trabuco Canyon Water District

Statement of Revenues & Expenses

FY 2020-21 (Unaudited)

	November 2020	October 2020	Current YTD	Annual Budget	42% YTD	Prior YTD
1 Operating Revenue						
2 Residential Water	\$ 336,329	\$ 371,868	\$ 1,832,738	\$ 3,497,400	52%	\$ 1,586,619
3 Business & Industrial Water	22,676	14,974	79,175	150,300	53%	63,771
4 Irrigation Water	131,130	63,727	515,381	823,400	63%	379,024
5 Stand-by	3,417	3,417	17,083	41,000	42%	11,708
6 Sanitation Revenue	146,335	145,915	719,431	1,859,400	39%	694,106
7 Recycled & Reclaimed Revenue	79,147	103,569	498,277	725,000	69%	471,870
8 Baker Treatment Plant Water Sales	105,133	106,366	506,538	1,469,100	34%	424,420
9 Other Operating Revenue	378	340	2,639	164,600	2%	100,061
10 Total Operating Revenue	824,545	810,176	4,171,262	8,730,200	48%	3,731,579
11 Non-Operating Revenue						
12 Property Tax Unrestricted	142,283	142,283	711,417	1,707,400	42%	697,500
13 Interest Revenue	350	633	14,470	100,600	14%	36,099
14 Development Services	-	-	-	-	0%	100
15 Sale of Fixed Asset	-	42,952	42,952	50,000	86%	-
16 Other Non-Operating Revenue	2,070	5,762	15,729	70,600	22%	34,678
17 Total Non-Operating Revenue	144,703	191,630	784,567	1,928,600	41%	768,378
18 Total Revenues	969,249	1,001,806	4,955,829	10,658,800	46%	4,499,957
19 Operating Expenses						
20 Source of Supply	346,753	255,167	1,167,203	2,198,100	53%	1,040,276
21 Baker Treatment SOS Costs	83,854	84,837	450,613	1,155,300	39%	354,820
22 Water Related Expense	142,023	208,819	830,392	1,946,900	43%	671,709
23 Sanitation Expense	91,587	192,876	567,009	1,168,400	49%	554,371
24 Recycled Expense	17,570	24,726	106,781	225,300	47%	91,952
25 Reclaimed Expense	15,654	22,821	97,245	221,400	44%	77,166
26 Salaries & Benefits	290,106	283,143	1,467,945	3,684,700	40%	1,405,022
27 OPEB Trust Contributions & Paygo	7,063	7,063	35,640	91,000	39%	37,226
28 Board Expense	8,803	9,083	45,707	114,400	40%	46,336
29 Total Operating Expenses	1,003,413	1,088,536	4,768,535	10,805,500	44%	4,278,880
30 Non-Operating Expenses						
31 Principal and Interest Expense	19,198	19,198	95,992	230,300	42%	95,992
32 Non-Operating Expense	746	849	1,666	3,600	46%	2,620
33 Total Non-Operating Expenses	19,945	20,048	97,659	233,900	42%	98,612
Net Income Before OPEB, Depreciation &						
34 Capital Contributions	(54,109)	(106,778)	89,635	(380,600)		122,465
35 WRES Fees for Capital	68,553	68,491	342,213	834,300	41%	352,646
36 Developer Impact Fees	-	-	-	-	0%	-
37 Other Capital Contributions	-	-	-	-	0%	-
38 Total Capital Contributions	68,553	68,491	342,213	834,300	41%	352,646
39 Net Income	\$ 14,444	\$ (38,287)	\$ 431,848	\$ 453,700	95%	\$ 475,111

**No assurance is provided on these financial statements. The financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the U.S. are not included.*

*** Baker Treatment Plant O&M revenues and expenses are billed quarterly. As a result the % of budget may appear skewed until billing occurs.*



Trabuco Canyon Water District
Balance Sheet - Comparative
As of November 30, 2020
(Unaudited)

	November 2020	October 2020	November 2019
1 Assets			
2 Current Assets			
3 Cash	\$ 510,092	\$ 1,025,394	\$ 811,013
4 Accounts Receivable, Net	2,149,235	2,165,143	2,686,969
5 Property Tax Receivable	1,402,573	1,714,867	1,379,283
6 Prepaid Expenses	321,452	357,687	304,576
7 Total Current Assets	4,383,352	5,263,090	5,181,841
8 Total Restricted Assets (see Schedule A)	8,146,043	8,146,036	6,033,040
9 Utility Plant			
10 Utility Plant, at Cost	115,729,687	115,729,687	114,286,621
11 Accumulated Depreciation	(72,455,575)	(72,158,739)	(69,635,774)
12 Construction in Progress	3,594,460	3,201,513	1,281,224
13 Total Utility Plant	46,868,571	46,772,461	45,932,070
14 Other Assets			
15 Due from BTP	1,309,796	1,341,533	1,683,947
16 Deferred Outflow (Pension Related)	1,179,514	1,179,514	1,126,151
17 Total Other Assets	2,489,310	2,521,047	2,810,098
18 Total Assets	\$ 61,887,277	\$ 62,702,633	\$ 59,957,051
19 Liabilities & Retained Earnings			
20 Current Liabilities			
21 Accounts Payable	\$ 1,407,508	\$ 1,759,558	\$ 1,521,599
22 Due to Internal Financing Fund	1,309,796	1,341,533	1,683,947
23 Accrued Expenses	408,102	381,853	322,065
24 Deferred Property Tax Revenue	1,019,900	1,165,600	992,892
25 Total Current Liabilities	4,145,306	4,648,543	4,520,502
26 Liabilities to be Paid from Restricted Assets			
27 Accrued Bond Interest	22,061	17,648	23,720
28 Current Portion-Long Term Debt	178,449	178,449	172,473
29 Refundable Deposits	13,500	13,500	9,500
30 Developer Deposits	67,763	83,726	448,922
31 Total Liabilities to be Paid from Restricted Assets	281,772	293,323	654,615

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Trabuco Canyon Water District
Balance Sheet - Comparative
As of November 30, 2020
(Unaudited)

	November 2020	October 2020	November 2019
32 Long Term Debt			
33 Accrued Post Employment Benefits	533,587	533,587	570,267
34 Accrued Pension Liability	3,301,860	3,301,860	3,089,532
35 State Revolving Fund Loan	2,140,052	2,140,052	2,320,470
36 Total Long Term Debt	5,975,499	5,975,499	5,980,269
37 Total Liabilities	10,402,576	10,917,365	11,155,387
38 Fund Balance			
39 Invested in Capital Net of Related Debt	44,528,010	44,436,312	43,415,407
40 Restricted for Debt Service	225,143	225,136	201,287
41 Legally Restricted	4,402,679	4,399,129	2,714,785
42 Designated by Board	3,402,609	3,402,609	2,980,582
43 Unrestricted	(1,073,741)	(677,918)	(510,398)
44 Total Fund Balance	51,484,701	51,785,268	48,801,664
45 Total Liabilities and Fund Balance	\$ 61,887,277	\$ 62,702,633	\$ 59,957,051

*No assurance is provided on these financial statements. Substantially all disclosures required by accounting principles generally accepted in the U.S. are not included.



Trabuco Canyon Water District
Restricted Assets Report
As of November 30, 2020
(Unaudited)

	November 2020	October 2020	November 2019
1 LAIF Accounts (at Cost)			
2 Internal Financing	\$ (702,038)	\$ (840,499)	\$ (3,445,302)
3 Capital Improvement Charges	-	-	804,540
4 Water Storage Facilities	1,051,427	1,051,427	1,051,427
5 Sanitation Capital Improvement	154,852	326,587	691,366
6 WRES - Rose Canyon/Lang Wells	1,221,952	1,187,356	1,020,906
7 WRES - Reservoir/Distribution Improvements	2,600,225	2,597,997	2,516,963
8 RD#5	76,261	76,261	74,886
9 Developer Deposits	-	-	384,141
10 LAIF Interim Sewage	115,612	119,162	115,224
11 Water Rate Stabilization Funds	684,080	684,080	607,500
12 Sewer Rate Stabilization Funds	726,160	726,160	265,000
13 Working Capital Funds	1,975,776	1,975,776	1,733,144
14 Market Value Over/(Under) Cost	16,593	16,593	11,960
15 State Revolving Fund			
16 Cash in CB&T Reserved for SRF Loan	225,143	225,136	201,287
17 Total Restricted Assets	\$ 8,146,043	\$ 8,146,036	\$ 6,033,040

*No assurance is provided on these financial statements. Substantially all disclosures required by accounting principles generally accepted in the U.S. are not included.



Trabuco Canyon Water District
Investment Schedule
As of November 30, 2020
(Unaudited)

DESCRIPTION	RATE	COST	MARKET	% OF TOTAL
District Investments in the California Local Agency Investment Fund (LAIF)				
1 Water Storage Fees	0.576%	\$ 1,051,427	1,055,753	13%
2 Sanitation Capital Improvement	0.576%	154,852	155,489	2%
3 Trabuco Creek Wells	0.576%	1,221,952	1,226,980	15%
4 Reservoir/Distribution	0.576%	2,600,225	2,610,924	33%
5 RD#5	0.576%	76,261	76,575	1%
6 LAIF Interim Sewage	0.576%	115,612	116,087	1%
7 Water Rate Stabilization Funds	0.576%	684,080	686,895	9%
8 Sewer Rate Stabilization Funds	0.576%	726,160	729,148	9%
9 Working Capital Funds	0.576%	1,975,776	1,983,905	25%
10 Internal Financing	0.576%	(702,038)	(704,926)	-9%
Total District Investments		\$ 7,904,307	\$ 7,936,829	100%

** A negative number indicates the use of reserves to fund operations.*

*** Market values are adjusted on a quarterly basis and recorded in the District's financials statements at the end of the fiscal year.*

CERTIFICATION

I certify that (1) all investment actions executed since the last report have been made in full compliance with the District's Investment Policy and, (2) the District will meet its expenditure obligations for the next six months as required by California Government Code Sections 53646(b)(2) and (3), respectively.

Cindy Byerrum, CPA

Contract CPA and Treasurer

*No assurance is provided on these financial statements. Substantially all disclosures required by accounting principles generally accepted in the U.S. are not included.



Trabuco Canyon Water District
Checking Account Activity
November 2020
(Unaudited)

Inflows	Current Month	Year to Date
Utility Billing Collections	\$ 690,900	\$ 3,801,768
Tax Receipts	311,548	367,063
Transfer From LAIF	-	1,000,000
FEMA Reimbursement	-	2,528,981
Miscellaneous	133,915	5,109,437
Total Inflows	1,136,363	12,807,249
Outflows		
Vouchers	1,117,220	5,001,156
Payroll	232,391	1,232,448
Transfer to LAIF	-	5,500,000
Miscellaneous & Online Payments	189,769	1,503,348
Total Outflows	1,539,381	13,236,951
Net Change in Checking Account	(403,017)	(429,702)
Beginning Checking Account	1,028,733	1,055,418
 Ending Checking Account	 \$ 625,716	 \$ 625,716

*No assurance is provided on these financial statements. Substantially all disclosures required by accounting principles generally accepted in the U.S. are not included.



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 12/01/2020 - 12/31/2020

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
12/01/2020		DFT0001787	CalPERS	Accounts Payable	Outstanding	Bank Draft	-37,961.35
12/01/2020		DFT0001788	CalPERS	Accounts Payable	Outstanding	Bank Draft	-5,036.61
12/01/2020		DFT0001789	Guardian	Accounts Payable	Outstanding	Bank Draft	-4,345.90
12/01/2020		DFT0001790	VSP	Accounts Payable	Outstanding	Bank Draft	-854.45
12/01/2020		DFT0001791	EPX	Accounts Payable	Outstanding	Bank Draft	-4,144.95
12/02/2020		DFT0001793	CalPERS	Accounts Payable	Outstanding	Bank Draft	-14,467.34
12/02/2020		DFT0001794	CalPERS	Accounts Payable	Outstanding	Bank Draft	-3,454.11
12/02/2020		DFT0001795	CalPERS	Accounts Payable	Outstanding	Bank Draft	-7,604.37
12/02/2020		DFT0001796	Cintas	Accounts Payable	Outstanding	Bank Draft	-84.46
12/02/2020		DFT0001797	Cintas	Accounts Payable	Outstanding	Bank Draft	-84.46
12/02/2020		DFT0001798	Cintas	Accounts Payable	Outstanding	Bank Draft	-84.46
12/02/2020		DFT0001799	Cintas	Accounts Payable	Outstanding	Bank Draft	-84.46
12/02/2020		DFT0001800	Cintas	Accounts Payable	Outstanding	Bank Draft	-35.72
12/02/2020		DFT0001801	Cintas	Accounts Payable	Outstanding	Bank Draft	-36.84
12/02/2020		DFT0001802	Cintas	Accounts Payable	Outstanding	Bank Draft	-35.72
12/02/2020		DFT0001803	Cintas	Accounts Payable	Outstanding	Bank Draft	-35.72
12/02/2020		DFT0001804	Cintas	Accounts Payable	Outstanding	Bank Draft	-35.72
12/03/2020		DFT0001792	ADP	Accounts Payable	Outstanding	Bank Draft	-94,589.65
12/04/2020		DFT0001805	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
12/04/2020		DFT0001806	Santa Margarita Water District	Accounts Payable	Outstanding	Bank Draft	-4,197.72
12/07/2020		DFT0001807	Shell Fleet Plus	Accounts Payable	Outstanding	Bank Draft	-707.92
12/07/2020		DFT0001808	Southern California Edison	Accounts Payable	Outstanding	Bank Draft	-55,504.28
12/08/2020		DFT0001809	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-3,032.14
12/08/2020		DFT0001810	Verizon Wireless	Accounts Payable	Outstanding	Bank Draft	-2,140.85
12/10/2020		DFT0001811	ADP	Accounts Payable	Outstanding	Bank Draft	-1,802.45
12/11/2020		DFT0001812	Shred-it USA LLC	Accounts Payable	Outstanding	Bank Draft	-60.00
12/11/2020		DFT0001813	Home Depot	Accounts Payable	Outstanding	Bank Draft	-616.17
12/11/2020		DFT0001814	Lowe's	Accounts Payable	Outstanding	Bank Draft	-112.40
12/11/2020		DFT0001815	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-1,716.81
12/14/2020		DFT0001816	Umpqua Bank	Accounts Payable	Outstanding	Bank Draft	-9,139.71
12/14/2020		DFT0001817	ADP	Accounts Payable	Outstanding	Bank Draft	-10.00
12/15/2020		DFT0001818	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
12/15/2020		DFT0001819	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-115.02
12/15/2020		DFT0001821	California Bank & Trust	Accounts Payable	Outstanding	Bank Draft	-115,190.52
12/15/2020		DFT0001822	California Bank & Trust	Accounts Payable	Outstanding	Bank Draft	-6,000.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
12/18/2020		DFT0001820	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-686.92
12/18/2020		DFT0001823	CalPERS	Accounts Payable	Outstanding	Bank Draft	-13,304.56
12/18/2020		DFT0001824	CalPERS	Accounts Payable	Outstanding	Bank Draft	-3,364.22
12/18/2020		DFT0001825	CalPERS	Accounts Payable	Outstanding	Bank Draft	-7,486.40
12/18/2020		DFT0001826	ADP	Accounts Payable	Outstanding	Bank Draft	-89,027.63
12/21/2020		DFT0001828	Xerox Corporation	Accounts Payable	Outstanding	Bank Draft	-135.00
12/23/2020		DFT0001827	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
12/29/2020		DFT0001829	Pitney Bowes	Accounts Payable	Outstanding	Bank Draft	-190.02
12/30/2020		DFT0001830	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
Bank Draft Total: (44)							-488,077.03
Check							
12/11/2020		9692	ACWA/JPIA	Accounts Payable	Outstanding	Check	-1,283.00
12/11/2020		9693	Asbury Environmental Services	Accounts Payable	Outstanding	Check	-160.00
12/11/2020		9694	Complete Office of California, Inc	Accounts Payable	Outstanding	Check	-272.31
12/11/2020		9695	Dunn-Edwards Corporation	Accounts Payable	Outstanding	Check	-198.57
12/11/2020		9696	Ferreira Construction Company	Accounts Payable	Outstanding	Check	-363,396.92
12/11/2020		9697	GMU Geotechnical, Inc.	Accounts Payable	Outstanding	Check	-4,865.00
12/11/2020		9698	Grainger	Accounts Payable	Outstanding	Check	-232.95
12/11/2020		9699	MWH Constructors, Inc.	Accounts Payable	Outstanding	Check	-6,540.50
12/11/2020		9700	OC Superior Cleaning Services	Accounts Payable	Outstanding	Check	-1,470.00
12/11/2020		9701	PSOMAS	Accounts Payable	Outstanding	Check	-3,527.50
12/11/2020		9702	Robert Barger	Accounts Payable	Outstanding	Check	-150.00
12/11/2020		9703	Tesco Controls, Inc.	Accounts Payable	Outstanding	Check	-21,740.07
12/11/2020		9704	Touch Tel Mobile	Accounts Payable	Outstanding	Check	-625.00
12/11/2020		9705	USABlueBook	Accounts Payable	Outstanding	Check	-1,160.97
12/11/2020		9706	USDA, Forest Service	Accounts Payable	Outstanding	Check	-603.49
Check Total: (15)							-406,226.28
EFT							
12/01/2020		16	Discount Tire Centers Unit 36	Accounts Payable	Outstanding	EFT	-1,582.79
12/11/2020		17	Eide Bailly	Accounts Payable	Outstanding	EFT	-4,340.00
12/11/2020		18	MWDOC	Accounts Payable	Outstanding	EFT	-203,921.16
12/11/2020		19	United Water Works, Inc.	Accounts Payable	Outstanding	EFT	-1,818.28
EFT Total: (4)							-211,662.23
Accounts Payable Total: (63)							-1,105,965.54
General Ledger							
Deposit							
12/04/2020		DEP0011746	Receipts - County of Orange - Property Taxes	General Ledger	Outstanding	Deposit	1,194.67
12/04/2020		DEP0011777	Receipts - County of Orange - Sewer Services	General Ledger	Outstanding	Deposit	4,270.00
12/04/2020		DEP0011778	Receipts - OC Fire Authority - Sewer Services	General Ledger	Outstanding	Deposit	150.00
12/09/2020		DEP0011800	Receipts - County of Orange - Property Taxes	General Ledger	Outstanding	Deposit	3,646.91
12/11/2020		DEP0011824	Receipts - LAIF - Transfer	General Ledger	Outstanding	Deposit	600,000.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount	
12/14/2020		DEP0011842	Receipts - Lausten - Reimburse TCWD	General Ledger	Outstanding	Deposit	16.26	
12/15/2020		DEP0011891	Receipts - TMobile - Cell site rent	General Ledger	Outstanding	Deposit	2,069.63	
12/23/2020		DEP0011959	Receipts - County of Orange - Property Taxes	General Ledger	Outstanding	Deposit	585,442.32	
12/31/2020		DEP0012019	Receipts - County of Orange - Property Taxes	General Ledger	Outstanding	Deposit	146,618.89	
							Deposit Total: (9)	1,343,408.68
							General Ledger Total: (9)	1,343,408.68

Utility Billing

Deposit

12/01/2020		DEP0011703	Utility Payment Packet UBPKT05041	Utility Billing	Outstanding	Deposit	2,123.89
12/01/2020		DEP0011706	Utility Payment Packet UBPKT05040	Utility Billing	Outstanding	Deposit	6,336.76
12/01/2020		DEP0011709	Utility Payment Packet UBPKT05042	Utility Billing	Outstanding	Deposit	3,034.22
12/02/2020		DEP0011712	Utility Reverse Payment Packet UBPKT05044	Utility Billing	Outstanding	Deposit	-200.00
12/02/2020		DEP0011715	Utility Payment Packet UBPKT05045	Utility Billing	Outstanding	Deposit	5,423.15
12/02/2020		DEP0011718	Utility Payment Packet UBPKT05043	Utility Billing	Outstanding	Deposit	3,663.64
12/02/2020		DEP0011721	Utility Payment Packet UBPKT05049	Utility Billing	Outstanding	Deposit	6,159.83
12/02/2020		DEP0011724	Utility Payment Packet UBPKT05048	Utility Billing	Outstanding	Deposit	6,151.76
12/02/2020		DEP0011727	Utility Payment Packet UBPKT05046	Utility Billing	Outstanding	Deposit	10,829.49
12/02/2020		DEP0011730	Utility Payment Packet UBPKT05047	Utility Billing	Outstanding	Deposit	6,657.56
12/02/2020		DEP0011733	Utility Payment Packet UBPKT05050	Utility Billing	Outstanding	Deposit	6,801.13
12/02/2020		DEP0011736	Utility Payment Packet UBPKT05051	Utility Billing	Outstanding	Deposit	5,843.49
12/02/2020		DEP0011739	Utility Payment Packet UBPKT05052	Utility Billing	Outstanding	Deposit	2,570.11
12/03/2020		DEP0011742	Utility Payment Packet UBPKT05054	Utility Billing	Outstanding	Deposit	5,414.73
12/03/2020		DEP0011745	Utility Payment Packet UBPKT05053	Utility Billing	Outstanding	Deposit	3,037.73
12/03/2020		DEP0011752	Utility Payment Packet UBPKT05055	Utility Billing	Outstanding	Deposit	8,076.28
12/04/2020		DEP0011749	Utility Payment Packet UBPKT05057	Utility Billing	Outstanding	Deposit	4,423.74
12/04/2020		DEP0011755	Utility Payment Packet UBPKT05056	Utility Billing	Outstanding	Deposit	3,627.89
12/04/2020		DEP0011758	Utility Payment Packet UBPKT05058	Utility Billing	Outstanding	Deposit	9,017.53
12/04/2020		DEP0011761	Utility Payment Packet UBPKT05059	Utility Billing	Outstanding	Deposit	7,825.57
12/04/2020		DEP0011764	Utility Payment Packet UBPKT05060	Utility Billing	Outstanding	Deposit	7,719.14
12/05/2020		DEP0011767	Utility Payment Packet UBPKT05061	Utility Billing	Outstanding	Deposit	2,398.31
12/06/2020		DEP0011770	Utility Payment Packet UBPKT05062	Utility Billing	Outstanding	Deposit	1,310.03
12/07/2020		DEP0011773	Utility Payment Packet UBPKT05064	Utility Billing	Outstanding	Deposit	2,815.23
12/07/2020		DEP0011776	Utility Payment Packet UBPKT05063	Utility Billing	Outstanding	Deposit	1,663.70
12/07/2020		DEP0011781	Utility Payment Packet UBPKT05065	Utility Billing	Outstanding	Deposit	2,789.19
12/08/2020		DEP0011784	Utility Payment Packet UBPKT05066	Utility Billing	Outstanding	Deposit	3,937.31
12/08/2020		DEP0011787	Utility Payment Packet UBPKT05067	Utility Billing	Outstanding	Deposit	2,505.48
12/08/2020		DEP0011791	Utility Payment Packet UBPKT05068	Utility Billing	Outstanding	Deposit	6,470.08
12/08/2020		DEP0011793	Utility Payment Packet UBPKT05069	Utility Billing	Outstanding	Deposit	20,448.82
12/08/2020		DEP0011796	Utility Payment Packet UBPKT05071	Utility Billing	Outstanding	Deposit	1,529.26
12/09/2020		DEP0011799	Utility Payment Packet UBPKT05072	Utility Billing	Outstanding	Deposit	4,843.69
12/09/2020		DEP0011803	Utility Payment Packet UBPKT05073	Utility Billing	Outstanding	Deposit	2,134.72
12/09/2020		DEP0011806	Utility Payment Packet UBPKT05070	Utility Billing	Outstanding	Deposit	1,259.04

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
12/10/2020		DEP0011809	Utility Payment Packet UBPKT05074	Utility Billing	Outstanding	Deposit	2,288.90
12/10/2020		DEP0011812	Utility Payment Packet UBPKT05075	Utility Billing	Outstanding	Deposit	3,209.12
12/10/2020		DEP0011816	Utility Payment Packet UBPKT05076	Utility Billing	Outstanding	Deposit	3,724.38
12/11/2020		DEP0011819	Utility Payment Packet UBPKT05078	Utility Billing	Outstanding	Deposit	3,229.36
12/11/2020		DEP0011823	Utility Payment Packet UBPKT05077	Utility Billing	Outstanding	Deposit	9,726.94
12/11/2020		DEP0011827	Utility Payment Packet UBPKT05079	Utility Billing	Outstanding	Deposit	114,207.64
12/12/2020		DEP0011830	Utility Payment Packet UBPKT05080	Utility Billing	Outstanding	Deposit	1,944.08
12/13/2020		DEP0011833	Utility Payment Packet UBPKT05081	Utility Billing	Outstanding	Deposit	2,467.82
12/14/2020		DEP0011836	Utility Payment Packet UBPKT05082	Utility Billing	Outstanding	Deposit	6,773.64
12/14/2020		DEP0011839	Utility Payment Packet UBPKT05083	Utility Billing	Outstanding	Deposit	10,828.53
12/14/2020		DEP0011841	ACH Draft Packet UBPKT04997	Utility Billing	Outstanding	Deposit	141,269.11
12/14/2020		DEP0011845	Utility Payment Packet UBPKT05085	Utility Billing	Outstanding	Deposit	84,445.98
12/15/2020		DEP0011848	Utility Payment Packet UBPKT05087	Utility Billing	Outstanding	Deposit	4,681.91
12/15/2020		DEP0011851	Utility Payment Packet UBPKT05086	Utility Billing	Outstanding	Deposit	2,252.97
12/15/2020		DEP0011854	Utility Payment Packet UBPKT05089	Utility Billing	Outstanding	Deposit	6,520.87
12/15/2020		DEP0011857	Utility Payment Packet UBPKT05090	Utility Billing	Outstanding	Deposit	5,898.34
12/15/2020		DEP0011860	Utility Payment Packet UBPKT05091	Utility Billing	Outstanding	Deposit	16,904.38
12/15/2020		DEP0011867	Utility Payment Packet UBPKT05098	Utility Billing	Outstanding	Deposit	3,945.50
12/16/2020		DEP0011864	Utility Reverse Payment Packet UBPKT05097	Utility Billing	Outstanding	Deposit	-109.72
12/16/2020		DEP0011870	Utility Payment Packet UBPKT05100	Utility Billing	Outstanding	Deposit	1,844.12
12/16/2020		DEP0011873	Utility Reverse Payment Packet UBPKT05101	Utility Billing	Outstanding	Deposit	-62.65
12/16/2020		DEP0011876	Utility Payment Packet UBPKT05102	Utility Billing	Outstanding	Deposit	3,535.66
12/17/2020		DEP0011879	Utility Payment Packet UBPKT05103	Utility Billing	Outstanding	Deposit	424.35
12/17/2020		DEP0011882	Utility Payment Packet UBPKT05104	Utility Billing	Outstanding	Deposit	817.72
12/17/2020		DEP0011894	Utility Reverse Payment Packet UBPKT05110	Utility Billing	Outstanding	Deposit	-84.09
12/17/2020		DEP0011897	Utility Payment Packet UBPKT05111	Utility Billing	Outstanding	Deposit	2,692.59
12/18/2020		DEP0011900	Utility Payment Packet UBPKT05112	Utility Billing	Outstanding	Deposit	85.54
12/18/2020		DEP0011903	Utility Payment Packet UBPKT05113	Utility Billing	Outstanding	Deposit	460.86
12/18/2020		DEP0011906	Utility Payment Packet UBPKT05116	Utility Billing	Outstanding	Deposit	33,339.40
12/19/2020		DEP0011909	Utility Payment Packet UBPKT05117	Utility Billing	Outstanding	Deposit	2,129.15
12/20/2020		DEP0011912	Utility Payment Packet UBPKT05118	Utility Billing	Outstanding	Deposit	1,803.25
12/21/2020		DEP0011915	Utility Payment Packet UBPKT05120	Utility Billing	Outstanding	Deposit	271.22
12/21/2020		DEP0011918	Utility Payment Packet UBPKT05119	Utility Billing	Outstanding	Deposit	1,852.91
12/21/2020		DEP0011921	Utility Payment Packet UBPKT05121	Utility Billing	Outstanding	Deposit	45,590.70
12/22/2020		DEP0011924	Utility Payment Packet UBPKT05123	Utility Billing	Outstanding	Deposit	538.79
12/22/2020		DEP0011927	Utility Payment Packet UBPKT05122	Utility Billing	Outstanding	Deposit	1,171.41
12/22/2020		DEP0011930	Utility Payment Packet UBPKT05124	Utility Billing	Outstanding	Deposit	14,112.84
12/22/2020		DEP0011933	Utility Payment Packet UBPKT05126	Utility Billing	Outstanding	Deposit	4,955.76
12/23/2020		DEP0011936	Utility Payment Packet UBPKT05128	Utility Billing	Outstanding	Deposit	2,051.69
12/23/2020		DEP0011939	Utility Reverse Payment Packet UBPKT05129	Utility Billing	Outstanding	Deposit	-1.00
12/23/2020		DEP0011942	Utility Payment Packet UBPKT05127	Utility Billing	Outstanding	Deposit	6,474.54
12/23/2020		DEP0011945	Utility Payment Packet UBPKT05130	Utility Billing	Outstanding	Deposit	1,977.30
12/23/2020		DEP0011954	Utility Payment Packet UBPKT05133	Utility Billing	Outstanding	Deposit	4,413.46

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
12/24/2020		DEP0011948	Utility Payment Packet UBPKT05131	Utility Billing	Outstanding	Deposit	1,757.97
12/24/2020		DEP0011951	Utility Payment Packet UBPKT05132	Utility Billing	Outstanding	Deposit	3,901.98
12/25/2020		DEP0011964	Utility Payment Packet UBPKT05136	Utility Billing	Outstanding	Deposit	445.95
12/26/2020		DEP0011967	Utility Payment Packet UBPKT05137	Utility Billing	Outstanding	Deposit	1,262.98
12/27/2020		DEP0011970	Utility Payment Packet UBPKT05138	Utility Billing	Outstanding	Deposit	1,513.90
12/28/2020		DEP0011957	Utility Payment Packet UBPKT05134	Utility Billing	Outstanding	Deposit	5,620.92
12/28/2020		DEP0011961	Utility Payment Packet UBPKT05135	Utility Billing	Outstanding	Deposit	1,908.05
12/28/2020		DEP0011973	Utility Payment Packet UBPKT05139	Utility Billing	Outstanding	Deposit	16,172.57
12/29/2020		DEP0011976	Utility Payment Packet UBPKT05140	Utility Billing	Outstanding	Deposit	4,617.71
12/29/2020		DEP0011979	Utility Payment Packet UBPKT05141	Utility Billing	Outstanding	Deposit	3,284.93
12/29/2020		DEP0011982	Utility Payment Packet UBPKT05142	Utility Billing	Outstanding	Deposit	1,436.29
12/30/2020		DEP0011985	Utility Payment Packet UBPKT05143	Utility Billing	Outstanding	Deposit	4,877.39
12/30/2020		DEP0011988	Utility Payment Packet UBPKT05144	Utility Billing	Outstanding	Deposit	1,752.90
12/30/2020		DEP0011991	Utility Reverse Payment Packet UBPKT05145	Utility Billing	Outstanding	Deposit	-225.37
12/30/2020		DEP0011994	Utility Reverse Payment Packet UBPKT05146	Utility Billing	Outstanding	Deposit	-217.00
12/30/2020		DEP0012010	Utility Payment Packet UBPKT05152	Utility Billing	Outstanding	Deposit	3,714.99
12/31/2020		DEP0011997	Utility Payment Packet UBPKT05147	Utility Billing	Outstanding	Deposit	4,064.31
12/31/2020		DEP0012000	Utility Payment Packet UBPKT05148	Utility Billing	Outstanding	Deposit	6,009.76
12/31/2020		DEP0012003	Utility Payment Packet UBPKT05149	Utility Billing	Outstanding	Deposit	4,738.79
12/31/2020		DEP0012006	Utility Payment Packet UBPKT05150	Utility Billing	Outstanding	Deposit	5,158.30
12/31/2020		DEP0012012	Utility Payment Packet UBPKT05151	Utility Billing	Outstanding	Deposit	4,952.58
12/31/2020		DEP0012015	Utility Payment Packet UBPKT05153	Utility Billing	Outstanding	Deposit	2,683.55
12/31/2020		DEP0012018	Utility Payment Packet UBPKT05154	Utility Billing	Outstanding	Deposit	5,391.66
12/31/2020		DEP0012022	Utility Payment Packet UBPKT05156	Utility Billing	Outstanding	Deposit	2,754.91
Deposit Total: (101)							810,827.79
Utility Billing Total: (101)							810,827.79
Report Total: (173)							1,048,270.93

Summary

Bank Account	Count	Amount
030866939 Bank of the West Checking	173	1,048,270.93
Report Total:	173	1,048,270.93

Cash Account	Count	Amount
99 99-000-1004 Bank of the West Checking (Pooled Cash)	173	1,048,270.93
Report Total:	173	1,048,270.93

Transaction Type	Count	Amount
Bank Draft	44	-488,077.03
Check	15	-406,226.28
Deposit	110	2,154,236.47
EFT	4	-211,662.23
Report Total:	173	1,048,270.93




Trabuco Canyon Water District
General Fund Warrant Register
12/9/2020

Summary of Disbursements

Computer Checks	430,291.31
UB Refund Checks	1,088.76
Bank Drafts	374,724.91
Bank EFTs	14,782.45
Voided Checks	(2,598.79)
Total Disbursements	818,288.64

I hereby certify that the claims or demands covered by the above listed warrants have been audited as to accuracy and the availability of funds for payment thereof; and that the said claims or demands are accurate and that the funds are available.

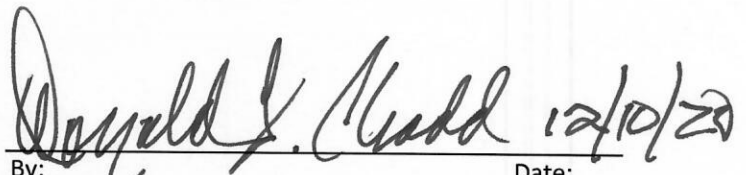


General Manager / Assistant General Manager

This is to certify that claims or demands covered by the above listed warrants have been audited by the Finance/Audit Committee of the Trabuco Canyon Water District and that all of the said warrants are approved for payment.



By: Date: 12/10/20



By: Date: 12/10/20

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | JANUARY 20, 2021**

CONSENT CALENDAR

ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING

RECOMMENDED ACTION:

Receive and file the following Engineering/Operational Committee Meeting Recap(s):

- 1. December 2, 2020*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI



TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | DECEMBER 2, 2020

DIRECTORS PRESENT

Ed Mandich, Committee Chair
Stephen Dopudja, Committee Member

STAFF PRESENT VIA CONFERENCE CALL

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager/District Secretary
Lorrie Lausten, District Engineer
Gary Kessler, Water Department Superintendent
Jason Stroud, Maintenance Department Superintendent
Karen Warner, Senior Accountant

PUBLIC PRESENT VIA CONFERENCE CALL

None

CALL MEETING TO ORDER

Director Mandich called the December 2, 2020 Engineering/Operational Committee Meeting to order at 7:02 AM. Public access to the meeting was made available by video broadcast.

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

No comments were received.

COMMITTEE MEMBER COMMENTS

None

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported the Board President has recommended all future public meetings be held virtually due to the increased spread of COVID-19 in the County.

Mr. Paludi provided a brief update on the impacts of the recent Southern California Edison (SCE) Public Safety Power Shutoff, and he commended the efforts of the Water Emergency Response Organization of Orange County (WEROC) staff for assisting the District with mutual aid for a mobile backup power generator for the Falcon Booster Pump Station.

ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

Mr. Paludi presented the Engineering/Operational Committee Meeting Recap for Committee review in accordance with the agenda.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | DECEMBER 2, 2020**

RECOMMENDED ACTION

The Committee recommended that the Engineering/Operational Committee Meeting Recap be forwarded to the Board of Directors for approval (Consent Calendar).

Director Mandich recused himself from meeting business and exited to the Board Room at approximately 7:05 am.

ITEM 2: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO THE PROPOSED PALOMA SQUARE DEVELOPMENT (DOVE CANYON PLAZA) AND OTHER RELATED MATTERS

Mr. Paludi presented this matter for Committee consideration, and he reported that District staff has not been contacted by any of the parties involved with this matter. Ms. Lausten presented the DRAFT Parking Capacity Study performed by AGA Engineers for Committee review, and she reported that the traffic counts correlate with the number of people. Discussion occurred concerning certain elements of the Study.

RECOMMENDED ACTION:

The Committee received the status update. There was no action taken.

Director Mandich returned to the Board Room at approximately 7:18am and resumed his participation on the remaining business.

ITEM 3: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING PORTER PROPERTY RESERVOIR PLANNING LEVEL CONSTRUCTION COST ESTIMATE

Mr. Paludi presented this matter for Committee consideration, and he reported that District staff is currently working with Tetra Tech Engineering on this project. Ms. Lausten provided a brief review of the schedule with the Committee, and she mentioned that a DRAFT report will be presented to the Committee for review in January 2021.

RECOMMENDED ACTION:

Committee to receive information at the time of the Committee Meeting.

ITEM 4: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING BELL CANYON SEWER LIFT STATION REHABILITATION PROJECT

Ms. Lausten provided a brief project update for the Committee, and she presented an updated project schedule for Committee review. Discussion occurred concerning mobilization timeline and residential traffic impacts and concerns. Ms. Lausten reported that District staff has consulted with Orange County Fire Authority (OCFA) and Dove Canyon Master Association (DCMA)

RECOMMENDED ACTION:

Committee to receive information at the time of the Committee Meeting.

ITEM 5: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING TRABUCO CANYON WATER DISTRICT'S SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM UPGRADE PROJECT

Ms. Lausten provided a brief project status update, and she reviewed an updated project schedule with the Committee. Mr. Paludi reported that District staff has been working with Orange County Public Works (OCPW) to upgrade the existing repeater antenna located on the onsite reservoir tank, and he briefly discussed the associated challenges. Director Mandich recommended forwarding this matter to the Board for further discussion and action.

RECOMMENDED ACTION:

The Committee recommended forwarding this matter to the Board of Directors for further discussion and possible action (Action Calendar).

ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE PROPOSED BARNEBURG SEWER LIFT STATION DRY PIT PIPING REPAIRS AND INSTALLATION

Mr. Paludi introduced this matter for Committee review, and he mentioned that this project was previously reviewed with the Finance/Audit Committee. Mr. Perea provided a brief overview of the planned repairs at the facility, and he reported that District staff have updated the project scope of work and requested updated proposals from the preferred vendors. Mr. Perea recommended the Board of Directors approve a contract with SS Mechanical for the planned facility repairs. Director Mandich recommended forwarding the matter the Board of Directors for further discussion and possible action.

RECOMMENDED ACTION:

The Committee recommended forwarding this matter to the Board of Directors for further discussion and possible action (Action Calendar).

ITEM 7: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE DIMENSION WATER TREATMENT PLANT WASTE TANKS AND BACKWASH SUMP PUMP REPLACEMENT

Mr. Paludi presented this matter for Committee consideration. Ms. Lausten delivered a PowerPoint presentation which provided an overview of the condition of the backwash tanks at Dimension Water Treatment Plant (DWTP). Ms. Lausten reported that District staff has requested proposals from preferred vendors for the replacement of the onsite tanks and associated backwash pumps, and she recommended forwarding this matter to the Board of Directors for further discussion and possible action.

RECOMMENDED ACTION:

The Committee recommended forwarding this matter to the Board of Directors for further discussion and possible action (Action Calendar).

ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE OAKS AT TRABUCO, LLC ENGINEERING STUDY

Mr. Paludi provided a brief update on this matter for Committee review, and he reported that District staff is currently preparing a scope of work for an engineering study on the condition of the onsite wastewater treatment facility at the The Oaks at Trabuco development. Discussion occurred concerning the study scope of work and timeline for completion. Director Mandich recommended to bring this matter back to the Committee at a later date.

RECOMMENDED ACTION:

The Committee took no action on this matter.

ITEM 9: OTHER ENGINEERING AND OPERATIONS PROJECTS

1. Saddle Crest Development

Mr. Paludi introduced this matter for Committee review, and he provided a brief review of the ongoing discussions with the developer. Discussion occurred concerning facility testing/acceptance process and the potential impacts of certain legal changes in ownership.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | DECEMBER 2, 2020**

2. Heritage Lift Station Site and Security Improvements

Ms. Lausten presented this project for Committee review, and she mentioned this project was budgeted for Fiscal Year 2020/2021. Ms. Lausten reported that this project includes grading, paving, and the construction of a security and wall and access gate.

3. Asset Management/Condition Assessment Study

Mr. Paludi provided a brief update on this project, and he mentioned that District staff would like to contract with an independent, third-party consultant to provide a global evaluation of the CMMS, SCADA, GIS, and system modeling software solutions.

4. Silvertree Lane Pipeline Replacement

Ms. Lausten provided a brief update on this project, and she reported that the infrastructure improvements for this project are completed and that only the paving improvements remain. Mr. Paludi complimented District staff for their hard work on this project.

5. Trabuco Creek Bridge Replacement

Ms. Lausten provide a brief update on this OCPW bridge/road alignment project, and she presented a handout with the approved design and impacts for Committee review.

6. Other Projects

There were no other project updates reported.

RECOMMENDED ACTION

Committee to receive project status updates at time of the Committee Meeting.

ITEM 10: WATER SYSTEM UPDATES

Mr. Kessler reviewed the projects and repairs for November 2020, and he provided the additional highlights:

1. Water Operations staff worked with contractor, Southwest Hydrotech and serviced 5 PRV's throughout the District service area.
2. Water Operations staff flushed 19 fire hydrants in the Sky Ridge Community (this completes flushing for this cycle).
3. Water Operations staff repaired a struck air vac on Wood Canyon located in the Santiago Estates Community (again).
4. Water Operations staff worked with contractor, Ferreira Construction to finish the installation of new water main on Silvertree Lane.

Mr. Kessler reviewed the Monthly Water System Operations Summary with the Committee, and he provided a brief update on fire hydrant flushing efforts during the prior month. Mr. Kessler reported that Ridgeline Booster Pump Station experienced shut down/start up issues during the SCE PSPS which resulted in Cooks Reservoir spilling overnight.

RECOMMENDED ACTION

The Committee received the status update.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | DECEMBER 2, 2020**

ITEM 11: WASTEWATER SYSTEM UPDATES

Mr. Perea reviewed the projects and repairs for November 2020, and he provided the additional highlights:

1. Wastewater Operations staff worked with Maintenance Department staff to replace the failed West Sequencing Batch Reactor (SBR) Hoffman Blower.
2. Wastewater Operations staff modified/upgraded the Duckweed Barrier System to improve the aesthetic appearances of Dove Lake.
3. Wastewater Operations staff worked with Maintenance Department to assist Duthie Power Services on repairs to the WWTP Backup Power Generator.
4. Wastewater Operations staff responded to a possible sewer odor issues in the Portola Hills Service Area; Operations cleaned the sewer line and found no issues.

Mr. Perea reviewed the Monthly Wastewater System Operations Summary, and he reported that Mr. Travis Jones, Wastewater Operations Chief Plant Operator, had recently resigned from the District; Mr. Perea reported that Mr. Oscar Ulloa had been promoted to Chief Plant Operator position.

RECOMMENDED ACTION

The Committee received the status update. There was no action taken.

ITEM 12: MAINTENANCE DEPARTMENT UPDATES

Mr. Stroud reviewed the projects and repairs for November 2020, and he provided the additional highlights:

1. Maintenance Department staff assisted Harbor Pointe Air Control with the Air Condition project inside the blower room at the Wastewater Treatment Plant.
2. Maintenance Department staff office remodel partially complete.
3. Maintenance Department staff assisted Duthie Power Services with the standby generator repairs done at the Topanga Booster pump station, Barneburg Sewer lift station, and Wastewater Treatment Plant.
4. Maintenance Department staff assisted Hydrotech Electric with the electrical repairs noted from the EMASS Program

RECOMMENDED ACTION

The Committee received the status update. There was no action taken.

ITEM 13: OTHER MATTERS/REPORTS

There were no other matters or reports provided to the Committee.

RECOMMENDED ACTION

There was no action taken.

ADJOURNMENT

Director Mandich adjourned the December 2, 2020 Engineering/Operational Committee Meeting at 8:09 AM.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | JANUARY 20, 2021**

CONSENT CALENDAR

**ITEM 4: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, AND TENTATIVE FUTURE MEETINGS/
ATTENDANCE**

FEES AND EXPENSES

Consistent with Board policy, Directors are reimbursed for expenses incurred while serving in their capacity as Directors. Additionally, Directors earn a per diem stipend for attendance at meetings or functions in a Director capacity. The attached spreadsheet provides a recap of the meetings, seminars, conferences attended by Directors along with expenses recorded to date.

TENTATIVE FUTURE MEETINGS

The attached spreadsheet provides a schedule of the tentative future meetings and attendance items.

FUNDING SOURCE:

General Fund

FISCAL IMPACT

FY 2020/2021 Budgeted Board Expenses: \$39,600

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was reviewed with the Finance/Audit Committee.

RECOMMENDED ACTIONS:

Ratify the Directors' expenses and fees from December 2020 and approve tentative future meetings/attendance.

EXHIBIT(S):

1. Directors Fees and Expenses Monthly Report for December 2020
2. Directors Future/Tentative Meeting/Attendance Schedule for Calendar Year 2021

CONTACTS (staff responsible): PALUDI/PEREA/SANGI

**TRABUCO CANYON WATER DISTRICT
DIRECTORS' FEES AND EXPENSES MONTHLY REPORT | DECEMBER 2020**

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
DISTRICT MEETINGS					
Engineering/Operational Committee Meeting			12/02/20	12/02/20	
Finance/Audit Committee Meeting		12/09/20			12/09/20
Individual Meeting with General Manager	12/14/20	12/15/20	12/15/20	12/14/20	12/15/20
Regular Board Meeting	12/16/20	12/16/20	12/16/20	12/16/20	12/16/20
REPRESENTATIVE MEETINGS					
City of Rancho Santa Margarita City Council Meeting	12/09/20				
City of Rancho Santa Margarita Planning Commission	12/02/20				
City of Rancho Santa Margarita Special City Council Meeting	12/22/20				
Independent Special Districts of Orange County		12/01/21			
Santiago Aquaduct Commission		12/17/21			
South Orange County Agencies Group Meeting					
South Orange County Wastewater Authority (SOCWA) Regular Board Meeting			12/03/20		
Water Advisory Committee of Orange County Meeting (WACO)	12/04/20				
NUMBER OF MEETINGS ATTENDED	6	5	4	3	3
FEES (\$125 per each meeting*)	\$750.00	\$625.00	\$500.00	\$375.00	\$375.00
DIRECT REIMBURSABLE EXPENSES					
DIRECT REIMBURSABLE EXPENSES TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INDIRECT REIMBURSABLE EXPENSES					
INDIRECT REIMBURSABLE EXPENSES TOTALS					
TOTAL	\$750.00	\$625.00	\$500.00	\$375.00	\$375.00
<i>* Maximum per diem per day is one; maximum per diems per month is 10</i>					

DIRECTOR SIGNATURE

TRABUCO CANYON WATER DISTRICT | 2021 PUBLIC MEETING AND CONFERENCE CALENDAR

2021													
LINE ITEM	MEETING DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DISTRICT PUBLIC MEETINGS													
1	Executive Committee Meeting	TBD			TBD			TBD			TBD		
2	Engineering/Operational Committee Meeting	01/06/21	02/03/21	03/03/21	04/07/21	05/05/21	06/02/21	07/07/21	08/04/21	09/01/21	10/06/21	11/03/21	12/01/21
3	Finance/Audit Committee Meeting	01/13/21	02/10/21	03/10/21	04/14/21	05/12/21	06/09/21	07/14/21	08/11/21	09/08/21	10/13/21	11/10/20	12/08/21
4	Regular Board Meeting	01/20/21	02/17/21	03/17/21	04/21/21	05/19/21	06/16/21	07/21/21	08/18/21	09/15/21	10/20/21	11/17/21	12/15/21
5	District Properties Ad Hoc Committee Meeting	-	-	-	-	-	-	-	-	-	-	-	-
PUBLIC MEETINGS													
6	City of RSM City Council Meeting - Meeting No. 1	01/13/21	02/10/21	03/10/21	04/14/21	05/12/21	06/09/21	07/14/21	08/11/21	09/08/21	10/13/21	11/10/21	12/08/21
7	City of RSM City Council Meeting - Meeting No. 2	01/27/21	02/24/21	03/24/21	04/28/21	05/26/21	06/23/21	07/28/21	08/25/21	09/22/21	10/27/21	11/24/21	12/22/21
8	Independent Special Districts of Orange County Meeting	01/05/21	02/02/21	03/02/21	04/06/21	05/04/21	06/01/21	07/06/21	08/03/21	09/07/21	10/05/21	11/02/21	12/07/21
9	Independent Special Districts of Orange County Meeting	01/28/21	-	-	04/29/21	-	-	07/29/21	-	-	10/28/21	-	-
10	Orange County Local Agency Formation Commission (OC LAFCO)	01/13/21	02/10/21	03/10/21	04/14/21	05/12/21	06/09/21	07/14/21	08/11/21	09/08/21	10/13/21	11/10/21	12/08/21
11	Santiago Aqueduct Commission Meeting	-	-	03/18/21	-	-	06/17/21	-	-	09/16/21	-	-	12/16/21
12	South Orange County Water Agencies Group Meeting*	01/28/21	-	03/25/21	-	05/27/21	-	07/22/21	-	09/23/21	-	11/25/21	-
13	South Orange County Wastewater Authority Regular Board Meeting	01/07/21	02/04/21	03/04/21	04/07/21	05/06/21	06/03/21	07/01/21	08/05/21	09/02/21	10/07/21	11/04/21	12/02/21
14	Water Advisory Committee of Orange County	01/01/21	02/05/21	03/05/21	04/02/21	05/07/21	06/04/21	07/02/21	08/07/21	09/03/21	10/01/21	11/06/21	12/04/21
CONFERENCES													
15	ACWA Spring Conference - Monterey, CA					5/11 - 5/14							
16	ACWA Fall Conference - Pasadena, CA											11/30 12/3	
17	CSDA Annual Conference -Monterey, CA								8/3 - 9/2				
18	CSDA GM Leadership Summit - Olympic Valley, CA						6/27 - 6/29						
19	CSDA SDLA Conference - Lake Tahoe, CA									9/26 - 9/29			

LEGEND

 District Observed Holiday - Reschedule Meeting

*4th Tuesday of the Odd Numbered Month

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | JANUARY 20, 2021**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 5: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE CORONAVIRUS, INCLUDING SAFETY OF DISTRICT SERVICES AND EMPLOYEES, AND IMPACT TO BOARD & COMMITTEE MEETINGS

LOCAL STATUS

Orange County remains is currently in the Purple / “Widespread” tier – the most restrictive tier of the state’s Blueprint for a Safer Economy. Additionally, since December 6, Orange County is included in the state’s “Regional Stay-at-Home Order” based on hospital ICU capacity within an 11-county southern California region. The new Regional Stay-at-Home Order will be effective for at least three weeks, and potentially longer depending on regional ICU capacity. Thereafter, Orange County will return to its Blueprint for a Safer Economy tier based on case rate and test positivity.

DISTRICT RESPONSE EFFORTS

Pursuant to Governor Newsom’s Executive Order N-29-20, and direction from the Board President, effective December 1, 2020 and until further notice, all public meetings involving the Board of Directors will be held remotely, with public participation via the District’s current virtual meeting platform or by phone. District customer service functions continue to be limited to phone and on-line access (no physical access to Administration Facility except for exterior payment drop boxes). District staff understands the potential for the pandemic situation to change negatively and well as positively and is now well-positioned to adapt as necessary to continue ensuring a safe and secure workplace for its employees while providing essential services to its customers. District staff will continue to closely monitor guidance from both the state and the County of Orange and coordinate with Water Emergency Response Organization of Orange County (WEROC). More information may be presented at the time of the meeting.

WATER TRANSMISSION & COVID-19

According to the CDC, “The COVID-19 virus has not been detected in drinking water. Conventional water treatment methods that use filtration and disinfection, such as those in most municipal drinking water systems, should remove and/or inactivate the virus that causes COVID-19.” The District owns and operates the Dimension Water Treatment Plant (DWTP) which uses multi-media filters and disinfects raw surface water with sodium hypochlorite (free chlorine) and therefore meets the CDC’s definition of conventional water treatment methods.

FUNDING SOURCE:

Unknown at this time

FISCAL IMPACT

Unknown at this time

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was not reviewed at the Committee level.

RECOMMENDED ACTIONS:

Receive information at the time of the Board meeting and take action(s) as deemed appropriate.

EXHIBIT(S):

None

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | JANUARY 20, 2021**

**ACTION CALENDAR
FINANCIAL MATTERS**

ITEM 6: ADOPTION OF DISTRICT TREASURER'S ANNUAL STATEMENT OF INVESTMENT POLICY

Effective January 1, 1997, legislation was passed which affected the language of investment policies for local agencies. The changes under the legislative mandates included the addition of Section 2 (Prudence), and Section 3 (Objectives), which specifies that the safety, liquidity, and return on investments shall be primary objectives.

On January 15, 2020, the Board of Directors adopted Resolution No. 2020–1274 in compliance with the legislative mandated annual requirement. The attached resolution has been reviewed by the District Treasurer and District staff.

There are no changes proposed within the existing policy, and Resolution No. 2021–1289 is included for Committee review and consideration.

FUNDING SOURCE:

Not applicable

FISCAL IMPACT:

None

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This matter was reviewed with the Finance/Audit Committee

RECOMMENDED ACTION:

Adopt Resolution No. 2021-1289 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting District Treasurer's Annual Statement of Investment Policy.

EXHIBITS

- 1. Resolution No. 2021-1289 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting District Treasurer's Annual Statement of Investment Policy.*

CONTACTS (staff responsible): PALUDI/PEREA/BYERRUM

RESOLUTION NO. 2021-1289
RESOLUTION OF THE BOARD OF DIRECTORS
OF TRABUCO CANYON WATER DISTRICT ADOPTING
DISTRICT TREASURER’S ANNUAL STATEMENT OF INVESTMENT POLICY

WHEREAS, the Legislature of the State of California (“State” or “California”) has declared that the deposit and investment of public funds by local officials and local agencies is an issue of Statewide concern (California Government Code Section 53600.6); and

WHEREAS, the legislative body of a local agency may invest surplus monies not required for the immediate necessities of such local agency in accordance with the provisions of California Government Code Sections 5920 *et. seq.* and 53600 *et. seq.*; and

WHEREAS, the Treasurer of the Trabuco Canyon Water District (“Treasurer” and “District”) shall annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the Board of Directors (“Board”) at a public meeting (California Government Code Section 53646(a)).

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. Scope of Policy: This Investment Policy (“Policy”) applies to all financial assets of the District. These funds are accounted for in the annual District audited financial statements and include:

- General Fund
- Bond Funds consisting of debt service reserve funds and construction funds
- Reserve Funds

Funds in the deferred compensation plan and funds in California Employers’ Retiree Benefit Trust (CERBT) fund plan for retiree benefits are not included in the scope of this Resolution.

Section 2. Prudence: Investments shall be made with judgment and care, under circumstances then prevailing, including, but not limited to, the general economic conditions and anticipated financial needs of the District, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the “prudent investor” standard (as set out in California Government Code Section 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the Policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Section 3. Objectives: As specified in California Government Code Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

a. **Safety:** Safety of principal is the foremost objective of the Policy. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

b. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements that might be reasonably anticipated.

c. **Return on Investment(s):** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Section 4. Delegation of Authority: Authority to manage the Policy is derived from California Government Code Section 53600, *et. seq.* Management responsibility for the Policy is hereby delegated to the Treasurer. No person may engage in an investment transaction except as provided under the terms of the Policy. The Board shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of the Treasurer or any other subordinate officials. Under the provisions of California Government Code Section 53600.3, in exercising the powers set out in this Resolution and under the Policy the Treasurer is, and shall act as, a trustee and a fiduciary subject to the prudent investor standard.

Section 5. Ethics and Conflicts of Interest: District officers and employees involved in the investment process shall fully comply with the District's current Conflict of Interest Code in the execution of the Policy. District officers and employees involved in the investment process shall refrain from personal business activity that could conflict, or appear to conflict, with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Section 6. Authorized Financial Institutions and Dealers: The Treasurer shall maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list may also be maintained of approved security brokers/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State. No public deposit shall be made except in a qualified public depository as established by State laws.

For brokers/dealers of government securities and other investments, the Treasurer shall select only brokers/dealers who are licensed and in good standing with the California Department

of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from such firm a signed certification form. This certification form shall attest that the individual responsible for the District's account(s) with that firm has reviewed the Policy and that the firm understands the Policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of the Policy.

Where all funds of the District not placed in FDIC insured accounts are invested through the State of California Local Agency Investment Fund ("LAIF"), the District's Authorized Investment Officers shall not be required investigate the qualifications of those financial institutions and broker/dealers with whom LAIF transacts business.

Section 7. Authorized and Suitable Investments:

a. **Permitted Investments:** District funds may be invested as authorized by, and subject to the limitations and special conditions of California Government Code Section 53601 *et. seq.*

b. **Prohibited Investments:** Under the provisions of California Government Code Section 53601.6 and 53631.5, the District shall not invest any funds covered by the Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity.

Section 8. Collateralization: All certificates of deposits must be collateralized by U. S. Treasury obligations. Such collateral must be held by a third-party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required under California Government Code Section 53601(i)(2).

Section 9. Safekeeping and Custody: All security transactions entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book-entry, physical delivery or by third party custodial agreement as required by California Government Code Section 53601.

Section 10. Diversification: The District shall diversify its investments by security type and institution. It is the policy of the District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- a. Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- b. Maturities selected shall provide for stability of income and liquidity.
- c. Disbursement and payroll dates shall be covered through maturities investments, marketable U. S. Treasury Bills or other cash equivalent instruments such as money market mutual funds.

Section 11. Reporting: In accordance with California Government Code Section 53646(b)(1), the Treasurer shall submit to each member of the Board a quarterly investment report. Such report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values on current market values of each component of the portfolio, including funds managed for the District by third party contracted managers, if applicable. The report will also include a certification that: (1) all investment actions executed since the last report have been made in full compliance with the Policy and (2) the District will meet its expenditure obligations for the next six months as required by California Government Code Sections 53646(b)(2) and (3), respectively. The Treasurer shall maintain a complete and timely written record of all investment transactions.

Section 12. Investment Policy Adoption: The Policy shall be adopted by resolution adopted by the Board. The Policy shall be reviewed on at least an annual basis, and modifications thereto must be approved by the Board.

ADOPTED, SIGNED AND APPROVED THIS 20th DAY OF JANUARY, 2021.

TRABUCO CANYON WATER DISTRICT

By: _____
President/Vice President

By: _____
District Secretary

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, do hereby certify that the foregoing resolution was duly adopted by the Board of said District at a meeting of said Board held on the 20th day of January, 2021, of which meeting all of the members of the Board had due notice and at which a quorum thereof were present and acting throughout and for which notice and an agenda was prepared and posted as required by law and that at said meeting such resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

District Secretary
Trabuco Canyon Water District

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2021-1289 of such Board and that the same has not been amended or repealed.

Dated this 20th day of January, 2021.

District Secretary
Trabuco Canyon Water District

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | JANUARY 20, 2021**

**ACTION CALENDAR
FINANCIAL MATTERS**

ITEM 7: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO CALENDAR YEAR 2021 BOARD MEMBER COMMITTEE APPOINTMENTS AND AGENCY REPRESENTATIVE ASSIGNMENTS

The District's Annual Organizational Meeting is normally held at the December Regular Board Meeting for the purpose of determining Committee Member and Agency Representative assignments by the President of the Board of Directors.

A list of the current Committee Members and Agency Representatives has been included for Board review and consideration prior to the Annual Organizational Meeting. If Directors have a preference to serve on specific Committees or as an Agency Representative, they should communicate with the General Manager. A current list of preferences will be provided to the President of the Board of Directors at the time of the Regular Board Meeting, if any.

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

FY 2020/2021 Budgeted Board Expenses: \$39,600

Directors receive \$125.00 per diem, not to exceed ten (10) per diems per month, for meetings approved by the Board.

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption

COMMITTEE STATUS:

This matter was reviewed with the Finance/Audit Committee

RECOMMENDED ACTION(S):

Board President to appoint Board Members and District staff to District committee(s) and make other agency representative assignments pursuant to District Policy and Rules and Regulations Section 2.4.1.

EXHIBIT(S):

1. DRAFT Proposed Board Member Committee Appointments and Agency Representative Assignments, Calendar Year 2021

CONTACTS (staff responsible): PALUDI/PEREA

TRABUCO CANYON WATER DISTRICT

BOARD MEMBER COMMITTEE APPOINTMENTS & AGENCY REPRESENTATIVE ASSIGNMENTS – PROPOSED | CY 2021

DISTRICT STANDING COMMITTEES		CHAIR	MEMBER	ALTERNATE	
Engineering/Operational Committee		Mandich	Dopudja	Safranski	
Executive Committee		Vice President	President		
Finance/Audit Committee		Chadd	LFAV	Mandich	
District Properties Standing Committee - PROPOSED		Mandich	Safranski	Chadd	
AD HOC COMMITTEES		CHAIR	MEMBER	ALTERNATE	
Paloma Square Project Ad Hoc Committee		Dopudja	Safranski	Chadd	
District Organization Ad Hoc Committee		Dopudja	Chadd		
MEMBER AGENCY REPRESENTATIVE ASSIGNMENTS		TITLE	PRIMARY	SECONDARY	THIRD
Association of California Water Agencies		Director	Safranski		
Baker Water Treatment Plant Project Committee		Member	Paludi	Dopudja	
California Special Districts Association		Delegate	Acosta		
Independent Special Districts of Orange County		Member	Acosta	Dopudja	
Santiago Aqueduct Commission		Commissioner	Chadd	Mandich	
South Orange County Wastewater Authority Board		Director	Dopudja	Acosta	Paludi
South Orange County Wastewater Authority Engineering Committee		Staff	Lausten	Paludi	
South Orange County Agencies Group		Liaison	Chadd	Safranski	Paludi
South Orange County Watershed Management Area Executive Committee		Member	Mandich	LFAV	
ORGANIZATION REPRESENTATIVE ASSIGNMENTS		TITLE	PRIMARY	SECONDARY	THIRD
American Water Works Association		Liaison	Paludi	Perea	
City of Santa Margarita City Council Meeting No. 1		Liaison	Safranski	Mandich	
City of Santa Margarita City Council Meeting No. 2		Liaison	Acosta	Mandich	
Local Agency Formation Commission		Liaison	Paludi	Chadd	
Municipal Water District of Orange County Board		Liaison	Dopudja	Chadd	
Water Advisory Committee of Orange County		Member	Acosta	Chadd	

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | JANUARY 20, 2021**

**ACTION CALENDAR
FINANCIAL MATTERS**

ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO URBAN WATER INSTITUTE 2021 VIRTUAL SPRING WATER CONFERENCE SPONSORSHIP

The District became a member of the Urban Water Institute (UWI) in 2020 and the District's General Manager holds a position on the UWI Board of Directors. UWI hosts two water policy conferences annually (February and August) and like other similar conferences is currently implementing a virtual format for its 2021 Spring Water Conference to be held on February 17-18, 2021. A conference sponsorship at the Silver Sponsor level is \$1,000 and includes promotion of District logo and one conference registration valued at \$195. The list of sponsorship opportunities and the UWI Spring Newsletter which includes the conference program, are included as Exhibits.

FUNDING SOURCE:

General Fund

FISCAL IMPACT (PROJECT BUDGET)

\$1,000

ENVIRONMENTAL COMPLIANCE:

Not applicable

RECOMMENDED ACTION(S):

Approve a sponsorship of the Urban Water Institute's 2021 Spring Water Conference in an amount not to exceed \$1,000

EXHIBITS:

1. UWI 2021 Spring Water Conference Premium Sponsorship Opportunities
2. UWI Winter Newsletter (with Conference Program)

CONTACTS (staff responsible): PALUDI/PEREA



2021 Spring Water Conference February 17-18, 2021 – Virtual

PREMIUM SPONSORSHIP OPPORTUNITIES

PLATINUM SPONSOR: \$2,000

- Company logo listed in all promotional materials
- Company logo on program
- Company logo displayed during reception
- Priority position on conference landing page
 - Includes brief company biography
 - Link to website
 - Contact information
 - Video
- Large AD in UWI monthly newsletter
 - includes logo and 150-word small blurb about company
- 4 conference registrations
- 1 complimentary registration for August conference

GOLD SPONSOR: \$1,500

- Company logo listed in all promotional materials
- Company logo on program
- Company logo displayed during reception
- Priority position on conference landing page
 - Includes brief company biography
 - Link to website
 - Contact information
 - Video
- Small AD in UWI monthly newsletter
 - includes logo
- 2 conference registrations

SILVER SPONSOR: \$1,000

- Company logo listed in all promotional materials
- Company logo on program
- Company logo displayed during reception
- Priority position on conference landing page
 - Includes brief company biography
 - Link to website
 - Contact information
- 1 conference registrations



ADDITIONAL SPONSORSHIP OPPORTUNITIES

- **Preconference Tutorial Sponsor – February 17th \$750**
- **Break Question 1: Game Sponsor – February 17th \$500**
- **Break Question 2: Game Sponsor – February 17th \$500**
- **Break Question 3: Game Sponsor – February 17th \$500**
- **Break Question 4: Game Sponsor – February 17th \$500**
- **Break Question 5: Game Sponsor – February 17th \$500**
- **Virtual Wine Tasting, Sharing Reception – February 17th \$750**
- **Break Question 6: Game Sponsor – February 18th \$500**
- **Social Media Sponsor \$750**
- **Marketing Sponsor \$750**
- **Audio Visual Sponsor \$750**

ALL SPONSORSHIP OPPORTUNITIES INCLUDE THE FOLLOWING BENEFITS

- Company logo will be included in conference program agenda
- Company logo will be on our conference landing page
- Company logo will be displayed on Urban Water Institute registration page
- Company logo will appear on the Urban Water Institute website

To sponsor the Urban Water Institute conference, please see the attached registration form or contact the Urban Water Institute at (949) 679-9676 or stacy@urbanwater.com

URBAN WATER INSTITUTE NEWSLETTER



Term: Winter | Issue 9 | Date: January 1, 2021

UWI Virtual Conference - February 17 and 18, 2021

Finally, 2021 is here! As we all take a deep breath and consider how 2021 might shape up one thing to put at the top of your list is the **UWI Virtual Conference - February 17 and 18, 2021**.

In past years we would have held the conference for three days in Palm Springs. But the uncertainties of COVID-related restrictions moved us into the virtual conference world.

We will begin at 1:00 pm on February 17th with speakers and panels, plus game questions that will appear throughout the conference.

The conference opens with a report from the United States Capitol – describing changes and expectations. The recent Water Education Foundation Water Leaders class is one of the panels featured on day 1 – where they will discuss climate change adaptations. Other presentations that day are led by utility General Managers reflecting on COVID impacts. We will end day 1 with a virtual reception with six UWI Board members sharing a favorite wine and telling a story about why it is their favorite. At the end participants will vote on whether these stories are true or a tall tale! You don't want to miss that!



HAPPY NEW YEAR



The second day begins at 9:00 am, concluding at noon. The final two panel presentations are linked – providing a deep dive into the SGMA impacts on California Central Valley farmers.

We have purposefully constructed the conference to reduce Zoom-fatigue and allow participants to create their own side meetings – virtually. We will send out techno-tips a few times before the conference explaining the innovative networking opportunities and ways to maneuver the conference site. Lots of bells and whistles will be revealed so the conference participants can make the most of the event!

Watch for announcements for the conference or check out the UWI website to register and get this conference on your calendar.

UWI Virtual Conference - February 17, (Day One)



Report From Capitol Hill

Eric Sapirstein and **Congressman Ken Calvert** will open the conference with a robust report from the Hill. February news will be timely and provide insights to early changes and other activities underway in Washington, DC. We will learn how the administration changes may affect California water agencies. We are looking forward to what promises to be a scintillating presentation.



Leading The Way With Climate Change Adaptions

Water Leaders Stepping into the Spotlight

On Day 1 the most recent class of the respected Water Education Foundation Water Leaders program will lead a presentation on Climate Change Adaptations – Moving Forward.

Cora Kammeyer from the Pacific Institute will moderate this panel featuring presentations by 3 of her classmates. They will discuss water infrastructure adaptations, regulatory flexibility needs, and data and technology compatibility. The best and the brightest are shining a light for the future of California water management.



Wildfires – Navigating Our New Normal

Following the climate change panel will be a panel on one of the most pressing and pertinent effects – wildfire.

Our panel of experts from CAL FIRE (**Thom Porter**), Sonoma Water Agency, and Cal EPA will be shedding light on the drivers behind the mega fires in the west, impacts on our water supplies, and what's needed to protect our resources and communities.

Virtual Wine Reception – With Some Deception

All conference participants are invited to attend the virtual wine reception. We suggest you have your favorite wine or other adult beverage at hand while several UWI board members share a story about their favorite wine.

We have heard that some of these stories may be more tall tale than factual accounts.

The participants will vote at the end on who is telling the truth and who is quite frankly telling a tale.



For More Information
www.urbanwater.com/webinar

UWI Virtual Conference - February 17, (Day Two)



COVID-Related Water Management

Long time UWI Board member and co-founder, **Kevin Hunt** kicks off the second day moderating a panel of newly appointed General Managers.

Eavesdrop on the conversation that Kevin will navigate with three top utility GMs who began a new position in the pandemic. Being a General Manager in California water is never easy, but COVID may have brought some truly unforeseen impacts. Listen as they share their experiences, adaptations, and vision going forward.



SGMA Realities – Unintended Consequences?

The conference concludes with back-to-back panels and roundtable discussions focused on SGMA. Now that the plans have been submitted and implementation is in the works, what are the realities? Listen to what the experts and media covering Central Valley happenings are saying and writing about.

Up to 1 million acres of productive farmland could be retired. That is up from the 750,000 acres projected in 2019 as the more likely scenario by the Public Policy Institute of California (PPIC). Up to 85,000 jobs will be lost each year, with 45,000 of those being farmers, farmworkers and others agricultural roles. The unemployment rate will increase by 4% for the region, which is already among the highest rates in the state and will rise to as much as 12%. Wages will take a \$2-billion hit.

Annual farm revenue losses will be \$7.1 billion. The valley's lowest-income communities will take a disproportionately large share of these impacts . . . and the worst part is that this will happen every year into perpetuity (reported in the AgriPulse December 2, 2020).

Jason Phillips, CEO of Friant Water Authority and UWI Board member, will moderate these two sessions.



Winner-Winner Chicken Dinner!

Closing out the conference: don't miss Board Chair **John Rossi's** announcement of who won the Water Game.

Chairman Rossi will report on who received the most correct answers to the water related questions sprinkled throughout the conference.

There is a prize!

For more information about the UWI Virtual Conference "A New Way Forward," please contact Urban Water Institute at (949) 679-9676 or stacy@urbanwater.com.

Conference registration is \$195. Sponsorship opportunities available!

This webinar conference will be made available by Zoom. Registered guests will need to additionally obtain a free Zoom account and download all necessary technical components at <https://zoom.us/>.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | JANUARY 20, 2021**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 9: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO THE PROPOSED PALOMA SQUARE DEVELOPMENT (DOVE CANYON PLAZA) AND OTHER RELATED MATTERS

Trabuco Canyon Water District (TCWD or District) owns the Administration Facility and the property upon which it resides; the property is adjacent to the Dove Canyon Plaza commercial center. On July 24, 2019, Dove Canyon Recovery Acquisition, LLC (DCRA), the owner of Dove Canyon Plaza, with their consultant William Lyon Homes (now Taylor Morrison) submitted a proposal to the City of Rancho Santa Margarita (City) for a change in use from commercial to residential. The proposed project is titled "Paloma Square." The initial submittal to the City, and all subsequent submittals, project information, and correspondence between City and William Lyon Homes/Taylor Morrison related to Paloma Square are available on the City's website. The District's website, under the "Community" tab, also includes information and correspondence regarding proposed project.

Due to the potential impacts of the Paloma Square development to the District's Administration Facility, District Staff, working with AGA Engineers, Inc., completed a Parking Capacity Study (Exhibit 1).

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

\$10,000

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee.

RECOMMENDED ACTIONS:

Receive and file the Parking Demand Study completed by AGA Engineers, Inc.

EXHIBIT(S):

1. FINAL DRAFT Parking Capacity Study

CONTACTS (staff responsible): PALUDI/PEREA/LAUSTEN



December 7, 2020

Ms. Lorrie Lausten, P.E.
District Engineer
Trabuco Canyon Water District
32003 Dove Canyon Drive
Trabuco Canyon, California 92679

RE: Parking Demand Study for the Trabuco Canyon Water District and Paloma Square Condominium Project

Dear Ms. Lausten:

AGA Engineers, Inc. (AGA) is pleased to present to you this letter report that provides the results of the parking demand study regarding the proposed Paloma Square Condominium Project adjacent to the Trabuco Canyon Water District (District) facility in the City of Rancho Santa Margarita. The goal of the study was to determine what the parking demand is when there are events at the District facility and if there will be an adequate supply of parking spaces for those events if the Paloma Square Condominium Project were to replace the existing Dove Canyon Plaza shopping center.

Study Area

The District facility is located off Dove Canyon Drive and is adjacent to the shopping center. The District and the shopping center share the only access off Dove Canyon Drive (see **Figure 1**). Based on conversation with District staff, there is an existing reciprocal parking/access agreement between the District and the property owner of the shopping center. Therefore, the District currently utilize the shopping center's parking for events that require additional parking.



Figure 1 – Study Area

AGA Engineers, Inc.

211 E Imperial Hwy., Suite 208, Fullerton, CA 92835
(714) 992-4592 E-Mail: aga@agaengineersinc.com

For the parking demand survey, the parking areas that were utilized during the District event were separated into zones (shown on **Figure 2**). Based on the existing parking configuration for both the District and the shopping center, the District has 35 parking spaces on-site, which includes five spaces (Zone 3) that is shared with the shopping center. Zones 1 and 2 are on the District's property and have a total of 30 parking spaces. Typically, Zone 2 is utilized by office and operations staff and is fully occupied. The parking areas (Zones 4-9) for the shopping center were evaluated based on the proximity to the District. The parking areas outside of these zones were not considered based on the events evaluated, but were checked periodically during the surveys to see if people going to the District would park there. The parking spaces for Zones 4-9 total 124 parking spaces. Therefore, the total available parking for Zones 1-9 are 159 parking spaces. There is also available street parking along Dove Canyon Drive (Zones 20 and 21). For Zones 20 and 21, there are approximately 102 parking spaces available (assuming 20 foot per parking space) and this does not include the temporary parking for the park on the north side of Dove Canyon Drive. During the school year (Pre-COVID-19 conditions), it was observed that students from Santa Margarita High School park along Dove Canyon Drive. During the morning to early afternoon (3:00 pm), this area is heavily parked with only approximately ten available spaces to park on Dove Canyon Drive.

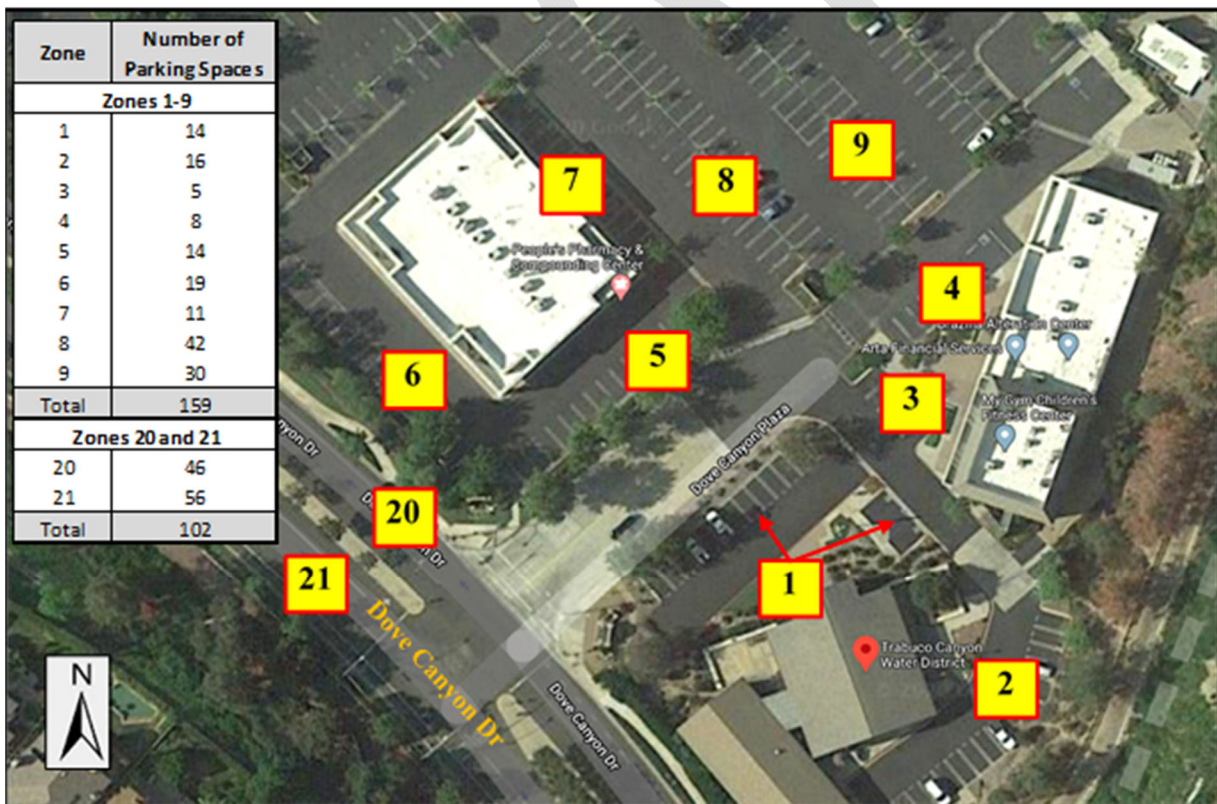


Figure 2 - Parking Zones

The current owner of the shopping center proposes to develop the site into a residential property that will include 120 multifamily units. The proposed project will have gated access and continue to share the existing access with the District. **Figure 3** shows the proposed site plan. Due to the proposed project's layout, the District's available parking will be restricted to the parking spaces on the District's property (existing Zones 1 and 2 = 30 parking spaces), potentially the existing area for Zone 3 (five parking spaces) and the on-street parking along Dove Canyon Drive (Zones 20 and 21). For this evaluation, it will be assumed that the District will be able to continue to use the five parking spaces for Zone 3. Therefore, due to the residential project, the available on-site parking for the District will be limited to 35 parking spaces. During school hours (before 3:00 pm weekdays), there are only approximately ten available parking spaces on Dove Canyon Drive. Therefore, during school hours, the total available parking spaces for the District would be 45 parking spaces for the project scenario.

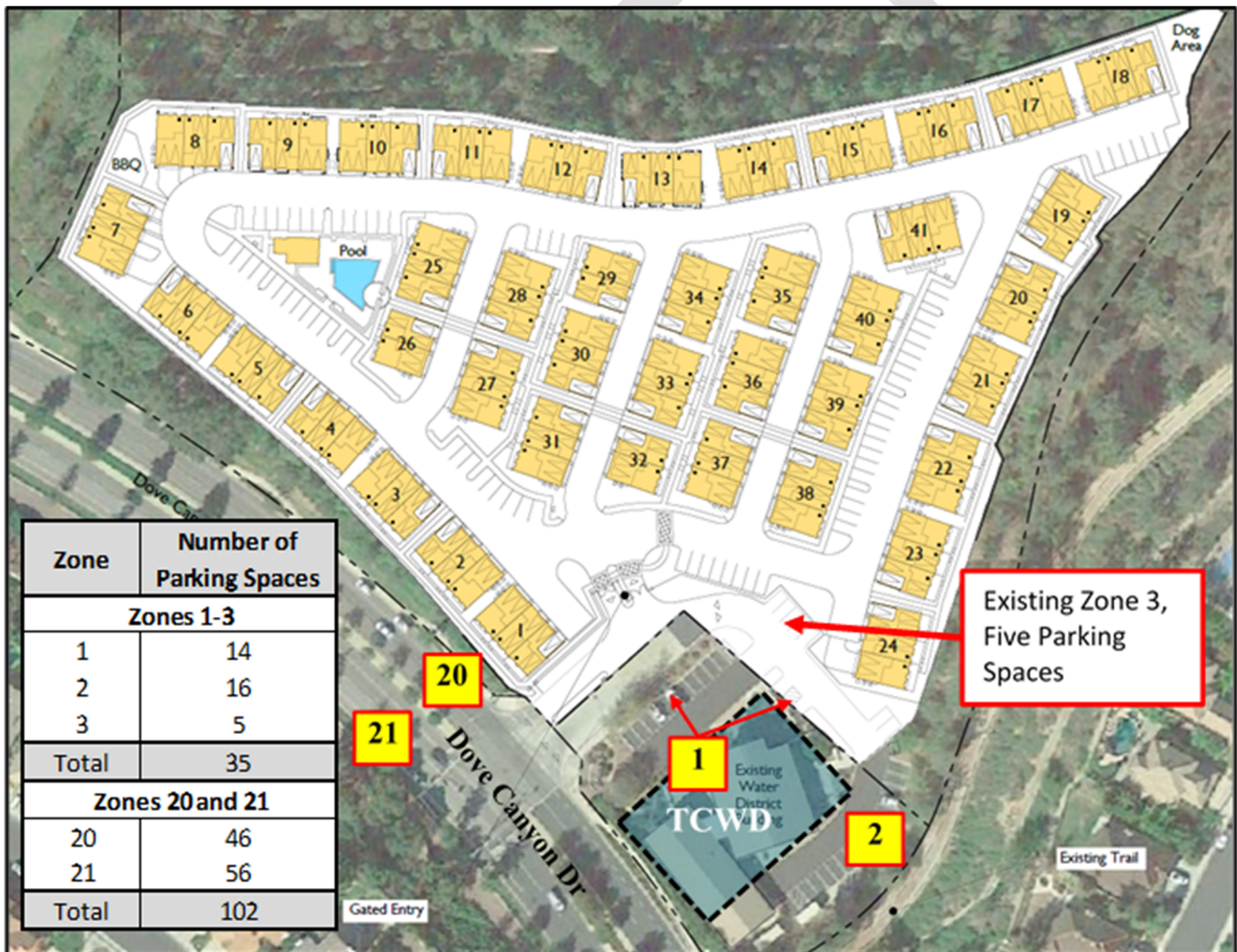


Figure 3 – Proposed Site Plan

Typically, there are monthly meetings held at the District facility. The larger meetings with a typical attendance over 30 are shown below. A complete list of meetings at the District is attached.

Monthly Meeting (Typical Attendance)

- District Board (45)
- District staff (30)
- Bi-Monthly, South Orange County Agencies' Group (50)
- Community Associations of Rancho (CAR) (45)
- Dove Canyon Master Association (30)
- Robinson Ranch Homeowners Association (45)
- Trabuco Highlands Community Association (45)
- Walden Homeowners Association (45)
- Rancho Trabuco Girls Softball (35)
- Santa Margarita/Trabuco Hills Pop Warner (35)

Based on discussions with the District, three events were evaluated to determine what the parking demand for those events are and if there will be available parking for these events if the proposed residential project site is developed. The three events AGA evaluated in 2020 were the **South Orange County Agencies' Group** meeting, the State Primary Election voting day and the Presidential Election voting day. Due to the COVID-19 pandemic, the District had to cancel their most popular annual event, Water Awareness Day. The event generates a significant turn out from the public with activities and food for families and is generally held in early May. For the three surveyed events, since there was ample available parking in the shopping center (probably due to the COVID-19 conditions), only vehicles that parked for the District event were counted. The parking demand not only included demand for the event, but included the typical parking demand for District staff operations at the facility.

Event 1 – **South Orange County Agencies' Group** Meeting (January 28, 2020)

Based on the evaluation, the peak parking demand occurred at 12:30 pm and there were 32 occupied spaces for the District facility (see **Table 1**). This includes members of the meeting as well as the day-to-day District staff. However, the District mentioned that attendance was down for this meeting and it occurred after the holidays which therefore might account for the drop in attendance. AGA could not determine who was going to the District facility for the meeting or work (staff), it is estimated that half of the 32 were for the meeting since approximately half of those arrived at the time for the meeting. Per

the District, typically there are about 50 attendees for this meeting. It was also noticed that there was single occupancy for the vehicles that parked at the time of the meeting. Therefore, if the meeting had the typical demand of 50 attendees, there would be insufficient on-site parking. As mentioned beforehand, during the school year (Pre-COVID-19 conditions), the on-street parking is utilized by Santa Margarita High School students and is generally 90 percent full (ten available parking spaces). Therefore, it is unlikely that there will be adequate parking for a typical South Orange County Agencies' Group meeting with the proposed residential project.

Table 1 – South Orange County Agencies' Group Meeting (Jan, 28, 2020)

Time	Parking Zones		Total TCWD Parking Demand
	1-3	4-9	
11:30 AM	19	0	19
12:00 PM	30	1	31
12:30 PM	31	1	32

Event 2 – Primary Election Voting Day (March 3, 2020)

The second event involved the Primary Election Voting Day on Tuesday, March 3, 2020. The District facility was open for voters prior to this day, but it was estimated that this would be the peak day for the voter turn-out. The District provided the number of voters who electronically checked-in (see below). It does not include the mail-in/drop off ballots.

- Saturday, February 29th : 69 voters
- Sunday, March 1st : 65 voters
- Monday, March 2nd : 158 voters
- Tuesday, March 3rd : 890 voters

Based on the Tuesday, March 3rd survey, the peak parking demand of 68 parking spaces occurred at 3:30 pm (see Table 2). The demand ranged from 50 to the low 60s throughout most of the day. Therefore, there would not be adequate parking for the project scenario during the school hours (before 3:00 pm) as the total parking capacity for the project scenario is 45 parking spaces. After 3:00 pm on a typical school day, there would be adequate parking for such an event, due to the available on-street parking along Dove Canyon Drive.

*Table 2 – Primary Election Voting Day
(Mar 3, 2020)*

Time	Parking Zones		Total TCWD Parking Demand
	1-3	4-9	
7:00 AM	17	7	24
7:30 AM	18	6	24
8:00 AM	21	9	30
8:30 AM	23	11	34
9:00 AM	26	18	44
9:30 AM	27	26	53
10:00 AM	27	24	51
10:30 AM	29	22	51
11:00 AM	26	22	48
11:30 AM	32	22	54
12:00 PM	30	27	57
12:30 PM	27	17	44
1:00 PM	27	13	40
1:30 PM	23	20	43
2:00 PM	20	21	41
2:30 PM	24	27	51
3:00 PM	29	27	56
3:30 PM	33	35	68
4:00 PM	29	38	67
4:30 PM	21	28	49
5:00 PM	26	34	60
5:30 PM	28	33	61
6:00 PM	27	37	64
6:30 PM	22	26	48
7:00 PM	26	26	52
7:30 PM	24	25	49
8:00 PM	13	16	29

Event 3 – Presidential Election Voting Day (November 3, 2020)

The third event involved the Presidential Election Voting Day on Tuesday, November 3, 2020. Similar to the Primary Election Voting Day, the District facility was open for voters prior to this day, but it was again estimated that the peak day for the voter turn-out would be on Tuesday, the day of the election. Below are the number of voters who electronically checked-in (does not include the mail-in/drop off ballots).

- Friday, October 30th : 615 voters
- Saturday, October 31st : 287 voters
- Sunday, November 1st : 343 voters
- Monday, November 2nd : 569 voters
- Tuesday, November 3rd : 720 voters

The data provided by the District shows that Tuesday, November 3rd had the highest turn-out, although there was a high number of voters on Friday, October 30th and Monday, November 2nd. Based on the Tuesday, November 3rd survey, the peak parking demand of 50 parking spaces occurred at 2:00 pm (see **Table 3**). Therefore, there would not be adequate parking for the project scenario during the school hours (before 3:00 pm) as the total parking capacity for the project scenario is 45 parking spaces. After 3:00 pm on a typical school day, there would be adequate parking for such an event, due to the available parking along Dove Canyon Drive. As the voter turn-out was quite large on Friday and Monday of the voting period, the parking demand could have been similar to that on Election Day. The survey spreadsheets for the Primary and Presidential Election days are attached.

*Table 3 – Presidential Election Voting Day
(Nov 3, 2020)*

Time	Parking Zones		Total TCWD Parking Demand
	1-3	4-9	
11:00 AM	26	0	26
11:30 AM	30	9	39
12:00 PM	27	9	36
12:30 PM	30	18	48
1:00 PM	24	14	38
1:30 PM	25	18	43
2:00 PM	31	19	50
2:30 PM	25	18	43
3:00 PM	24	0	24
3:30 PM	29	10	39
4:00 PM	23	24	47
4:30 PM	24	17	41
5:00 PM	26	8	34
5:30 PM	24	13	37
6:00 PM	25	12	37
6:30 PM	24	10	34
7:00 PM	24	8	32
7:30 PM	24	9	33
8:00 PM	23	4	27

Ms. Lorrie Lausten, P.E.

December 7, 2020

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As stated earlier, Zone 2 (16 parking spaces), the parking area behind the District facility, is typically occupied with office and operations staff with little or no available parking for guests. Therefore, the on-site available parking for guests is from Zone 1 and 3, which total 19 parking spaces.

Based on the evaluations of the three events, there would be insufficient available parking (on-site and off-site) at the District facility with the proposed residential project during school hours, before 3:00 pm, on a weekday. For the monthly meetings during school hours, if the typical attendance were to occur, there could be instances where there is not sufficient parking for the meeting. For District meetings after 3:00 pm on a typical weekday and on a weekend where there are no adjacent events nearby (Santa Margarita High School), there would be sufficient parking for those meetings with approximately 102 on-street parking spaces in addition to the 19 on-site parking spaces from Zones 1 and 3.

A large event such as the Water Awareness Day, has activities for guests on-site and therefore no parking is available in Zones 1-3 and all parking (staff and guests) is required in the shopping area and on Dove Canyon Drive. For the project scenario, available parking will only be via Dove Canyon Drive (102 parking spaces). Based on past Water Awareness Day events, the event draws over 300 guests over a four-hour period. Therefore, it could be possible that there were approximately 75-100 vehicles parked (assume three-four people per vehicle occupancy) for only guests at one time. The project scenario will most likely have inadequate parking for such an event and would need additional parking resources. Also, since there is no available parking on-site for this scenario, handicapped parking is also not available, and motorists may also drop off and pick up guests within the site. Based on the proposed site plan's entrance from Dove Canyon Drive, there is not enough room for a drop-off/pick-up area on-site, especially if no parking is allowed. There could be queuing concerns that will impact Dove Canyon Drive which should be evaluated for such an event.

If you have any questions, please feel free to email me at greg@agaengineersinc.com.

Respectfully submitted,



Greg Wong, P.E.

Vice President

Attachments – District Meeting list, Primary Election Voting Data, Presidential Election Voting Data

1 AGA Engineers, Inc. - TCWD Parking Demand Study (REV).docx



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | JANUARY 20, 2021**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING RECYCLED WATER PUMP STATION PAVING PROJECT

The Dove and Robinson Ranch Recycled Water Pump Stations (DCRRPS) provides treated effluent from the Robinson Ranch Wastewater Treatment Plant Reclaimed Water Reservoir to the Dove Canyon, Robinson Ranch, and Trabuco Highlands communities. In August 2020, a major overhaul of the station was completed. At that time, District Staff proposed to remove the trench paving from the electrical contractor (\$20,000 item) and allocate those funds towards paving the entire site with a separate paving contractor. District staff, working with GMU Geotechnical, received two (2) bids for the work as summarized below:

CONSTRUCTION BIDS	
Company	Bid
Champion Paving	\$17,590.00
Mission Paving and Sealing	\$24,550.00

FUNDING SOURCE:

General Fund

FISCAL IMPACT (PROJECT BUDGET):

\$21,590.00

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee.

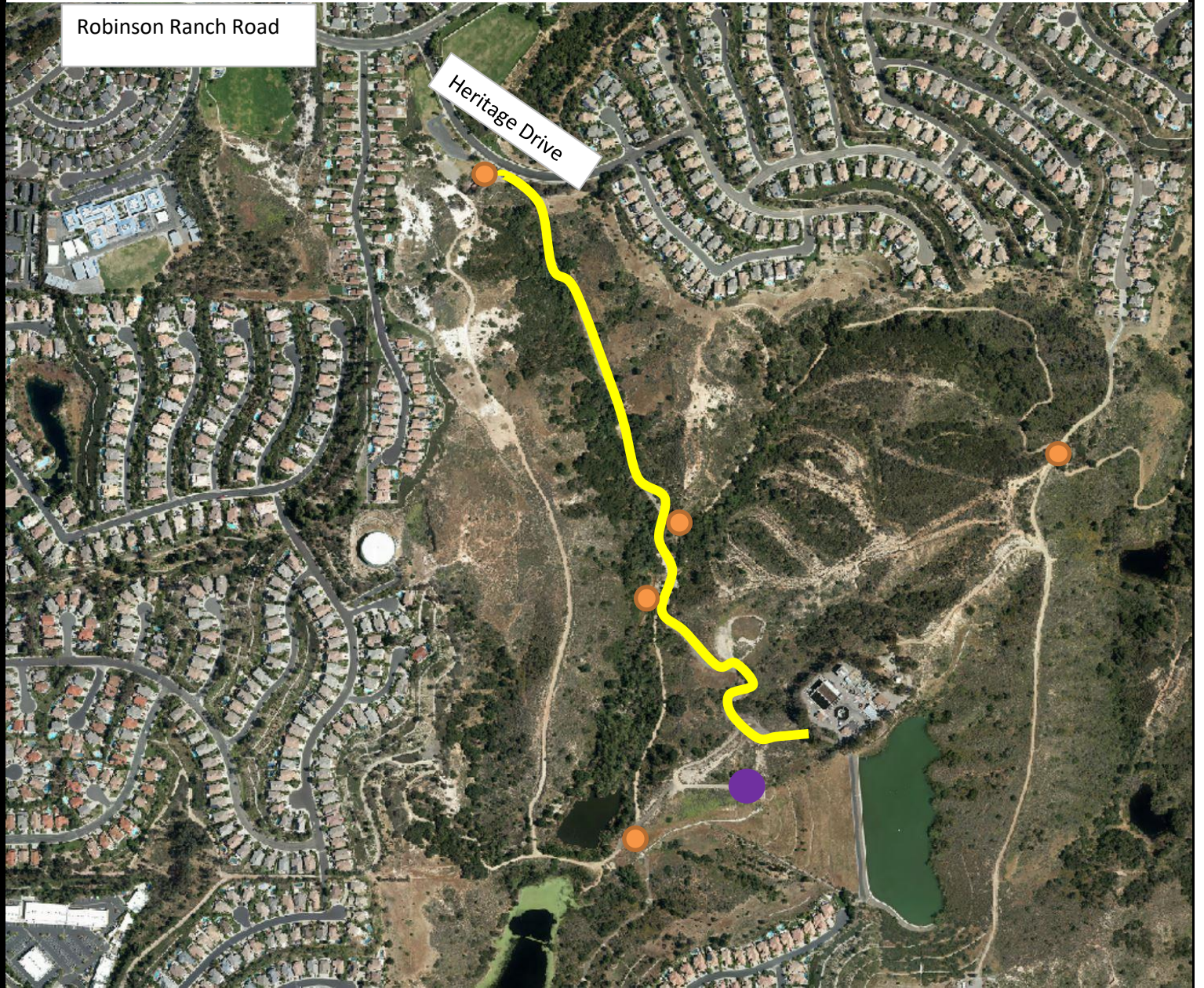
RECOMMENDED ACTION:




Ratify a construction contract with Champion Paving for the Recycled Water Pump Station Paving Project in the amount of \$17,590, with a contingency of \$4,000, for a not to exceed amount of \$21,590.

EXHIBIT(S):

1. Location Map
2. Project Photos

CONTACTS (staff responsible): PALUDI/LAUSTEN



Legend	
	Jan. 11-12: PS Paving-Rd. Closed
	Jan. 16: Slurry-Rd. Closed
	Construction Sign

WWTP Road Slurry and Recycled Pump Station Paving Projects

Address: 21397 Heritage Dr., Trabuco Canyon, CA 92679



Recycled
Pump
Station
Paving
Project



Recycled Pump Station Paving Project



Recycled
Pump
Station
Paving
Project



Recycled
Pump
Station
Paving
Project

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | JANUARY 20, 2021**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 11: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING WASTEWATER TREATMENT PLANT ACCESS ROAD SLURRY SEAL PROJECT

The service road to the Robinson Ranch Wastewater Treatment Plant was rehabilitated in 2018 at a cost of \$284,000.00 via full-depth reclamation (FDR) with cement treatment. It was anticipated at that time that District Staff would come back to slurry seal the road within one-year to extend its service life. Due to the ongoing construction project at the Dove/Robinson Ranch Recycled Pump Station, this work was delayed. District staff, working with GMU Geotechnical, received three (3) bids for the Emulsion Aggregate Slurry Seal (EAS) as summarized below:

CONSTRUCTION BIDS	
Company	Bid
Mission Paving and Sealing	\$17,200.00
Champion Paving	\$19,392.00
Martin Contracting	\$19,380.00

FUNDING SOURCE:

General Fund

FISCAL IMPACT (PROJECT BUDGET):

\$19,200.00

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee.

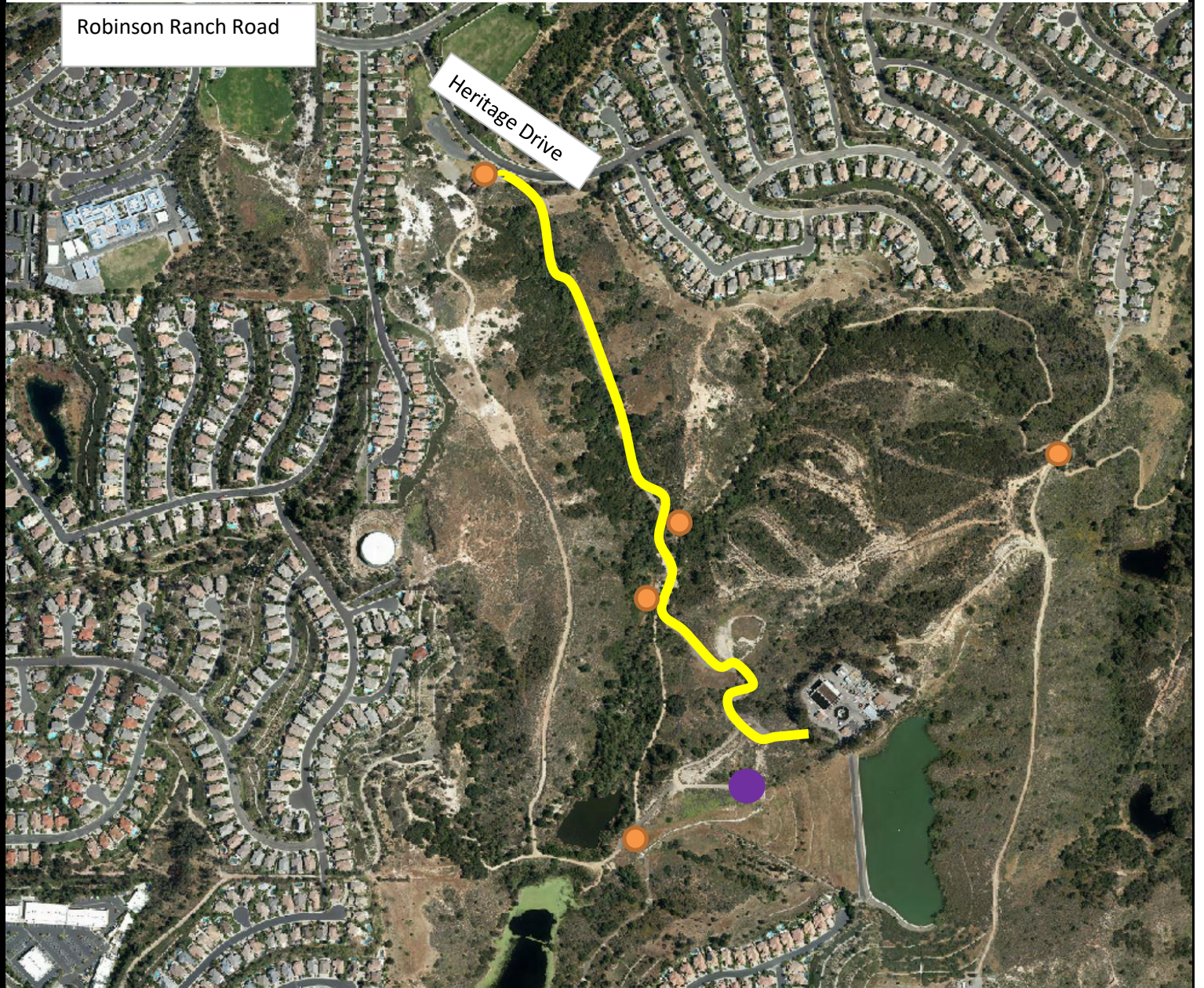
RECOMMENDED ACTION:

Ratify a construction contract with Mission Paving and Sealing, Inc. for the Wastewater Treatment Plant Access Road Slurry Project in the amount of \$17,200, with a contingency of \$2,000, for a not to exceed amount of \$19,200.

EXHIBIT(S):

1. Location Map

CONTACTS (staff responsible): PALUDI/LAUSTEN



Robinson Ranch Road

Heritage Drive



Legend

- Jan. 11-12: PS Paving-Rd. Closed
- Jan. 16: Slurry-Rd. Closed
- Construction Sign

WWTP Road Slurry and Recycled Pump Station Paving Projects

Address: 21397 Heritage Dr., Trabuco Canyon, CA 92679

**TRABUCO CANYON WATER DISTRICT
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ACTION CALENDAR

ENGINEERING MATTERS

**ITEM 12: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING DIMENSION WATER TREATMENT PLANT
BACKWASH SUMP PUMP REPLACEMENT**

Trabuco Canyon Water District (District) owns, operates, and maintains the Dimension Water Treatment Plant (WTP) in the City of Lake Forest. The WTP receives untreated imported water from Metropolitan Water District (MWD), via the Baker Pipeline, and produces a majority of the water distributed to District customers. Within the WTP, is the backwash sump pump which houses two pumps (10 hp and 40 hp) that transfer the backwash filter wastewater to the waste settling tanks. These tanks hold the backwash and flush water and release it to the sewer system at approximately 250 gpm.

The 10 hp pump is not in service and is currently being repaired by Flo-Services; however, the repair is not a long-term solution and staff has procured two quotes for the pump replacement. Staff is recommending Flo-Services to complete the project due to their on-going work on the facility and their ability to complete the installation, start-up and testing services. These services will be billed on a time & material basis, with an estimated cost of \$12,000.

The following quotes were received for the replacement pump and motor (parts only):

BID SUMMARY		
CONTRACTOR	COST	LEAD TIME
Flo-Services, Inc.	\$43,378.39	24 weeks
Tekdraulics	\$39,003.51	20 weeks

FUNDING SOURCE:

General Fund

FISCAL IMPACT (PROJECT BUDGET):

\$55,378.39

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee.

RECOMMENDED ACTION:

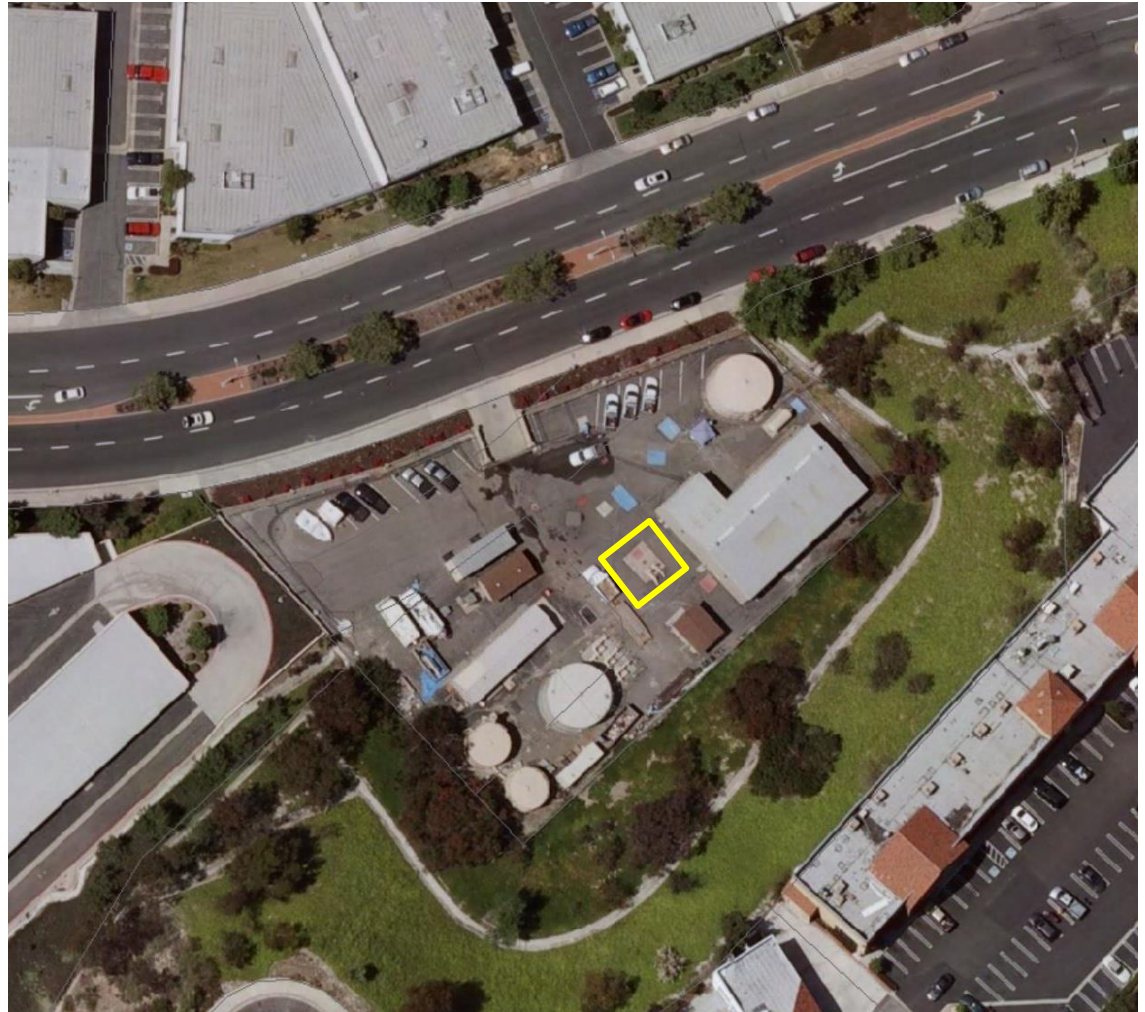
Approve a Construction Contract with Flo-Services, Inc. for the Dimension Water Treatment Plant Backwash Sump Pump Replacement in the amount of \$43,378.39, with a contingency of \$12,000, for a not-to-exceed amount of \$55,378.39.

EXHIBIT(S):

1. Project photos

CONTACTS (staff responsible): PALUDI/LAUSTEN

Dimension
Water
Treatment
Plant
Backwash
Sump Pump
Replacement
Project



Dimension
Water
Treatment
Plant
Backwash
Sump Pump
Replacement
Project



Dimension
Water
Treatment
Plant
Backwash
Sump Pump
Replacement
Project



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | JANUARY 20, 2021**

ACTION CALENDAR

ENGINEERING MATTERS

**ITEM 13: CONSIDERATION AND POSSIBLE ACTION(S) CONCERNING SADDLE CREST DEVELOPMENT PROJECT
(TRACT 17388)**

Trabuco Canyon Water District (District) and Santiago Saddle Crest LLP entered into a Development Agreement for the Santiago Saddle Crest development on Tract 17388 in April 2017. Although most in-tract water and sewer facilities have been completed, as well as a pump station and reservoir serving the upper-most zone of the development, to date no homes or even models have been built. The development also necessitated improvements to the District's Ridgeline Booster Pump Station, partially paid for the developer, which was completed in 2019. Due to a dispute over the cost share of the Ridgeline project, the District and developer negotiated a mutually acceptable developer share of the cost as well as a Settlement Agreement and General Release between the parties. The District's Board of Directors approved the form of the Settlement Agreement, but it has not been executed.

Rutter Development (Rutter) notified the District in October 2020 that the ownership of the Saddle Crest development had changed from Santiago Saddle Crest LLP to Rutter Santiago LP in February 2020, and that the Settlement Agreement could not be executed until it reflected the change in ownership. The District instructed Rutter to change the ownership entity in the 2017 Development Agreement through a "Assignment and Assumption of Development Agreement" and submit to the District for acceptance by the Board in January, together with the Settlement Agreement. The District's receipt of the Assignment and Assumption document is pending.

The District has also tentatively agreed to bring forth for Board consideration a reduction in the developer's surety Bond associated with the Saddle Crest development, now that the water and sewer facilities are completed. Together with a reduction in amount, the Bond would be extended however, to match an extended warranty period since the aforementioned homes have not yet been constructed and the development schedule is still uncertain. The exact amount of the reduced Bond will be adequate to protect the District financially should repair and/or replacement of certain facilities be necessary. The District's General Counsel has drafted a "First Amendment to the Development Agreement" which has been provided to the developer for review and concurrence.

Final drafts of all three agreements associated with this item will be provided to the Board prior to the meeting.

FUNDING SOURCE:

Not applicable

FISCAL IMPACT:

The District will receive payment of \$500,000 from Rutter Santiago LP upon approval of the proposed Settlement Agreement and General Release.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This matter was not reviewed by a Committee.

RECOMMENDED ACTION(S):

1. Provide Consent to Assignment of Development Agreement to Rutter Santiago, L.P.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | JANUARY 20, 2021**

2. *Approve Settlement Agreement (Ridgeline Booster Station construction) with Rutter Santiago, L.P. as to form, subject to non-substantive changes.*
3. *Approve First Amendment to Development Agreement with Rutter Santiago, L.P. for Reduction in Surety Bond Amount as to form, subject to non-substantive changes.*

EXHIBIT(S):

None

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | JANUARY 20, 2021**

ACTION CALENDAR

LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS

ITEM 14: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

RECOMMENDED ACTION(S):

Review and discuss local government and legislative informational matter(s) and take action(s) as deemed appropriate.

EXHIBIT(S):

None

CONTACTS (staff responsible): PALUDI/PEREA