



**REGULAR BOARD MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA  
ADMINISTRATIVE FACILITY, BOARD ROOM  
JULY 21, 2021 AT 7:00 PM**

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**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  
Hanson Bridgett LLP, District General Legal Counsel

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**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 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://zoom.us/j/91386811652>*

**Telephone Audio:** 1 (669) 900-6833 (Toll Free)

**Access Code:** 913-8681-1652

*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](http://www.tcwd.ca.gov).*

*You may submit public comments by email to the Board at [mperea@tcwd.ca.gov](mailto: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](mailto: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.*

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING AGENDA | JULY 21, 2021**

**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](mailto: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. June 16, 2021 Regular Board Meeting*
- 2. June 22, 2021 Special Board Meeting*
- 3. June 24, 2021 Special 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. June 9, 2021*

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. May 2021*

c. **PAYMENT OF BILLS FOR CONSIDERATION**

**RECOMMENDED ACTION:**

*Ratify the payment of bills for consideration, Payroll and Payroll Taxes for June 2021.*



**TRABUCO CANYON WATER DISTRICT  
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**ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING**

**RECOMMENDED ACTION:**

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

1. June 2, 2021

**ITEM 4: EXECUTIVE COMMITTEE MEETING**

**RECOMMENDED ACTION:**

*Receive and file the following Executive Committee Meeting Recap(s):*

1. June 2, 2021

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

**RECOMMENDED ACTION:**

*Approve the tentative future meetings/attendance items and ratify the Directors' expenses and fees from the following period(s):*

1. June 2021

**ITEM 6: PUBLIC HEARING AND ADOPTION OF TRABUCO CANYON WATER DISTRICT'S FISCAL YEAR 2021/2022 UNDEVELOPED LAND/WATER STANDBY CHARGES (ASSESSMENT)**

**RECOMMENDED ACTION:**

1. Receive information at the time of the Board Meeting concerning the proposed Fiscal Year 2021/2022 Undeveloped Land/Water Standby Charges.
2. Conduct Public Hearing to receive public comments relating to the proposed adoption of Trabuco Canyon Water District's Fiscal Year 2021/2022 Undeveloped Land/Water Standby Charges.
3. Adopt Resolution No. 2021-1297 – Resolution of the Board of Directors of Trabuco Canyon Water District Establishing Water Standby Charges for the Fiscal Year 2021/2022; Making Certain Findings and Taking Related Action Connected Therewith.

**ITEM 7: 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.*



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING AGENDA | JULY 21, 2021**

**ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO THE PROPOSED PALOMA SQUARE DEVELOPMENT (DOVE CANYON PLAZA) AND OTHER RELATED MATTERS**

**RECOMMENDED ACTION:**

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

**ITEM 9: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING ALTERNATIVE WORK SCHEDULE FOR DISTRICT EMPLOYEES**

**RECOMMENDED ACTION:**

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

**ITEM 10: DISCUSSION AND ACTION ON APPOINTMENT OF ASSISTANT SECRETARY TO THE BOARD OF DIRECTORS**

**RECOMMENDED ACTION:**

- 1. Receive information at the time of the Board Meeting.*
- 2. Adopt Resolution No. 2021- 1296 – Resolution of the Board of Directors of Trabuco Canyon Water District Confirming Appointment of Assistant Secretary to the Board of Directors.*

**ITEM 11: DISCUSSION AND ADOPTION OF RESOLUTION NO. 2021-1298 CONCERNING THE HOLDING OF REGULAR MEETINGS OF THE BOARD OF DIRECTORS AND AMENDING THE RULES AND REGULATIONS OF THE TRABUCO CANYON WATER DISTRICT**

**RECOMMENDED ACTION:**

- 1. Receive information at the time of the Board Meeting.*
- 2. Adopt Resolution No. 2021-1298 – Resolution of the Board of Directors of the Trabuco Canyon Water District Providing for the Holding of Regular Meetings of the Board of Directors and Amending the Rules and Regulations of the Trabuco Canyon Water District.*

**FINANCIAL MATTERS**

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**ITEM 12: DISCUSSION AND ACTION CONCERNING ESTABLISHING DISTRICT APPROPRIATIONS LIMIT FOR FISCAL YEAR 2021/2022**

**RECOMMENDED ACTION:**

- 1. Receive information at the time of the Board Meeting.*
- 2. Adopt Resolution No. 2021-1295 – Resolution of the Board of Directors of Trabuco Canyon Water District Establishing an Appropriations Limit for Fiscal Year 2021/2022 Pursuant to Article XIIB of the California Constitution.*

**ITEM 13: DISCUSSION AND ACTION CONCERNING AMENDMENT NO. 1 TO GRANT ASSISTANCE SERVICES AGREEMENT WITH SOTO RESOURCES**

**RECOMMENDED ACTION:**

*Authorize the General Manager to execute Amendment No. 1 to Grant Assistance Services Agreement with Soto Resources for an amount not-to-exceed \$30,000.*



**ENGINEERING MATTERS**

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**ITEM 14: DISCUSSION AND ACTION CONCERNING BELL CANYON SEWER LIFT STATION REHABILITATION PROJECT**

**RECOMMENDED ACTION:**

*Authorize the General Manager to execute Contract Change Order No. 1 to Ferreira Construction for the Bell Canyon Lift Station Rehabilitation Project in the amount of \$28,583.05.*

**ITEM 15: DISCUSSION AND ACTION CONCERNING GOLF CLUB SEWER LIFT STATION IMPROVEMENTS**

**RECOMMENDED ACTION:**

*Authorize the General Manager to award a Contract to Ferreira Construction for the Sewer Bypass Installation for Golf Club Sewer Lift Station for \$78,500 with a 10% contingency of \$7,850, for a total not-to-exceed fee of \$86,350.*

**ITEM 16: DISCUSSION AND ACTION CONCERNING ASSET MANAGEMENT SOFTWARE PURCHASE**

**RECOMMENDED ACTION:**

*Authorize the General Manager to award a five-year contract to Cartegraph for Computerized Maintenance - Management System Software for a not-to-exceed fee of \$100,367.*

**ITEM 17: DISCUSSION AND ACTION CONCERNING SCADA UPGRADE PROJECT**

**RECOMMENDED ACTION:**

*Authorize the General Manager to execute a contract for the Fiscal Year 2021-2022 SCADA Upgrades to TESCO Controls, Inc. in the not to exceed amount of \$998,500.*

**LEGISLATIVE AND OTHER MATTERS**

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**ITEM 18: 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.*

**CLOSED SESSION(S):**

**CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATORS** (Gov. Code § 54956.8)

*Property:* Property Rights in Proposed Harris Grade Property Reservoir (18972 Live Oak, Trabuco Canyon, CA 92678)

*Agency negotiator:* Fernando Paludi

*Negotiating parties:* California Quartet, a California Limited Partnership

*Under negotiation:* Price and terms of payment

**ITEM 19: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION(S)**

**RECOMMENDED ACTION(S):**

*Provide announcement(s) of action(s) taken in Closed Session(s), if any.*



**ITEMS RECEIVED TOO LATE TO BE AGENDIZED**

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ITEM 20: \_\_\_\_\_

ITEM 21: \_\_\_\_\_

**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](http://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](http://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](http://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:*

**August 18, 2021 | September 15, 2021 | October 20, 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 | JULY 21, 2021**

**CONSENT CALENDAR**

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

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**RECOMMENDED ACTION**

*Approve the minutes of the following Board Meetings:*

- 1. June 16, 2021 Regular Board Meeting*
- 2. June 22, 2021 Special Board Meeting*
- 3. June 24, 2021 Special Board Meeting*

**CONTACTS (staff responsible): PALUDI/PEREA/SANGI**



## **MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | JUNE 16, 2021**

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on June 16, 2021 was called to order by President Chadd 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 Don Chadd  
Vice President Stephen Dopudja  
Director Glenn Acosta  
Director Edward Mandich  
Director Michael Safranski

### **DIRECTORS PRESENT ON CONFERENCE CALL**

None

### **DIRECTORS ABSENT**

None

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Lorrie Lausten, District Engineer  
Karen Warner, Principal Accountant  
Jason Stroud, Maintenance Superintendent  
Lisa Marie Sangi, Executive Assistant  
Gary Nicotra, Lead Customer Service Field Representative

### **STAFF PRESENT ON CONFERENCE CALL**

None

### **DISTRICT CONSULTANTS PRESENT**

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

### **PUBLIC PRESENT ON THE CONFERENCE CALL**

Beth Heard, Resident

### **PLEDGE OF ALLEGIANCE**

Director Mandich led the Board of Directors, District staff, and audience in the Pledge of Allegiance.

### **ITEMS TOO LATE TO BE AGENDIZED**

None

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JUNE 16, 2021**

**VISITOR PARTICIPATION VIA CONFERENCE CALL**

None

**RECOGNITION OF SERVICE TO THE DISTRICT – MR. GARY NICOTRA, CUSTOMER SERVICE FIELD TECHNICIAN III**

Mr. Perea introduced Mr. Gary Nicotra to the Board of Directors, and he briefly recounted his years of service to the District since January 2010. Mr. Perea expressed his appreciation to Mr. Nicotra for his hard work through the years as the unofficial District ambassador to the public.

Director Chadd commented on Mr. Nicotra's loyalty to the District, and he shared some brief stories working with Mr. Nicotra.

Mr. Nicotra thanked the Board of Directors and District staff for the recognition of his service, and he expressed his satisfaction in finishing his working years at the District.

**DIRECTOR'S COMMENTS**

Director Acosta reported on his attendance at the Water Advisory Committee of Orange County (WACO) meeting and he briefly reviewed the Metropolitan Water District (MET) presentation.

Director Safranski reported on his attendance at the City of RSM Council Meeting on behalf of the District and the Planning Commission meeting on behalf of Trabuco Highlands Community Association, and he briefly reported on certain proposed residential housing updates discussed at both meetings.

Director Mandich had no comments.

Director Dopudja reported on his attendance at the South Orange County Wastewater Authority (SOCWA) Regular Board Meeting, and he provided brief updates concerning the Joint Powers Agreement (JPA) review process.

Director Chadd reported that El Toro Water District (ETWD) Director Jose Vergara chaired the last South Orange County Agencies Group (SOCAG) meeting in his absence on May 27, 2021, and he briefly discussed the proposed host agency responsibility transition to ETWD later this year.

**REPORT FROM THE GENERAL MANAGER**

Mr. Paludi reported on the following matters:

- The Santiago Aqueduct Commission (SAC) Meeting was cancelled.
- The District's Dimension Water Treatment Plant (DWTP) is scheduled to be shutdown for a two-month period beginning June 18<sup>th</sup> due the replacement of the onsite backwash tanks. Mr. Paludi added that the District will be using its 2 cubic feet per second (CFS) capacity from the Baker Water Treatment Plant supplemented with additional water from interties with neighboring agencies to meet overall demand during that period.
- The District has implemented customer late payment fees (penalties) as previously discussed with the Board of Directors, and are currently to provide payment arrangements for customers if needed.

Mr. Perea provided a brief update related to the District's American Water Infrastructure Act of 2018 (AWIA), and he reported that the second phase (Risk of Resiliency Assessment) had been completed.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JUNE 16, 2021**

**CONSENT CALENDAR**

President Chadd 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 Safranski to approve the Consent Calendar.  
The motion was approved by a vote of 5 – 0.

**ADMINISTRATIVE MATTERS**

**ITEM 5: RATIFICATION OF DIRECTORS’ FEES AND EXPENSES, AND TENTATIVE FUTURE MEETINGS/ ATTENDANCE**

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Mr. Paludi presented this matter for Board consideration. There were no requests from the Directors to change or amend the Directors’ Fees and Expenses Report.

**Action:** A motion was made by Director Dopudja and seconded by Director Acosta to approve of the Directors’ Fees and Expenses Report.  
The motion was approved by a vote of 5 – 0.

**ITEM 6: PUBLIC HEARING AND ADOPTION OF TRABUCO CANYON WATER DISTRICT’S 2020 URBAN WATER MANAGEMENT PLAN (UWMP) UPDATE, WATER SHORTAGE CONTINGENCY PLAN, AND 2015 UWMP ADDENDUM**

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Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Paludi delivered a PowerPoint presentation that provided an overview of the Department of Water Resources (DWR) requirements related to the adoption of the 2020 Urban Water Management Plan (UWMP) and the Water Shortage Contingency Plan (WSCP). Discussion occurred concerning certain demand projections presented in the UWMP and proposed provisions of the WSCP.

*President Chadd opened the public hearing at approximately 7:42 p.m.*

Mr. Perea reported that District staff had complied with the notification requirements and had not received any written comments or protests to date. There were no public comments received at the time of the meeting.

*President Chadd closed the public hearing at approximately 7:44 p.m.*

**Action:** A motion was made by Director Acosta and seconded by Director Safranski to approve the following matters.

1. Adopt Resolution No. 2021- 1290 - Resolution of the Board of Directors of Trabuco Canyon Water District Adopting An Addendum to the Trabuco Canyon Water District 2015 Urban Water Management Plan to Add Appendix K – Reduced Delta Reliance Reporting (Appendix C of 2020 UWMP) -
2. Adopt Resolution No. 2021-1291 – Resolution of the Board of Directors of the Trabuco Canyon Water District Adopting the Trabuco Canyon Water District Revised Water Shortage Contingency Plan
3. Adopt Resolution No. 2021-1292 – Resolution of the Board of Directors of the Trabuco Canyon Water District Adopting the Trabuco Canyon Water District 2020 Urban Water Management Plan Update

The motion was approved by a vote of 5 – 0.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JUNE 16, 2021**

**ITEM 7: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE CORONAVIRUS, INCLUDING SAFETY OF DISTRICT SERVICES AND EMPLOYEES, AND IMPACT TO BOARD & COMMITTEE MEETINGS**

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Mr. Paludi provided a brief update on COVID-19 related matters throughout the County, and he reported that Governor Newsom issued Executive Order (EO) N-08-21 that addresses the expiration of various EOs, including ending the moratorium on water service shutoffs for non-payment effective September 30, 2021. Mr. Paludi added that Cal OSHA had scheduled a Special Board Meeting for the following day to evaluate proposed COVID restrictions. Discussion occurred concerning the reopening of the District's Administration Facility to the public and the use of the Board Room for HOAs and non-profit groups in the District's service area.

**Action:** No action concerning this matter was taken.

**ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO THE PROPOSED PALOMA SQUARE DEVELOPMENT (DOVE CANYON PLAZA) AND OTHER RELATED MATTERS**

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Mr. Paludi presented this matter for Board consideration, and he reported that there were no changes or activity as it relates to this matter. Discussion occurred concerning recent events that have occurred in the Dove Canyon Plaza and potential plans for a District event for customers similar to previous Water Awareness Month events.

**Action:** No action concerning this matter was taken.

**ITEM 9: AUTHORIZE ACTIONS FOR TRABUCO CANYON WATER DISTRICT'S FISCAL YEAR 2021/2022 UNDEVELOPED LAND/WATER STANDBY CHARGES (ASSESSMENT) AND SET PUBLIC HEARING**

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Mr. Paludi introduced this matter for Board consideration, and he mentioned that this matter is reviewed the Board on an annual basis. Mr. Perea reported that the standby charges have not increased since the mid-1990s, and that District staff is prepared to publish a Notice of Public Hearing consistent with the notification requirements. Discussion occurred concerning the charge development process the potential to incorporate with water, wastewater, and recycled water rates and charges adoption process.

**Action:** A motion was made by Director Safranski and seconded by Director Acosta to approve of the following matters:

1. Authorize District staff to proceed with actions for setting the Fiscal Year 2021/2022 Undeveloped Land/Water Standby Assessment at \$15.00 per acre or portion thereof; and
2. Agendize Public Hearing and authorize District staff to furnish Notice of Public Hearing on Proposed Fiscal Year 2021/2022 Undeveloped Land/Water Standby Assessments for the July 21, 2021 Regular Board

The motion was approved by a vote of 5 – 0.

**ITEM 10: DISCUSSION AND ACTION CONCERNING TRABUCO CANYON WATER DISTRICT PROPOSED FISCAL YEAR 2021-22 GENERAL FUND AND CAPITAL IMPROVEMENT PROJECT (CIP) BUDGET**

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Mr. Paludi introduced this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Perea provided a brief overview of the minor budgetary changes since the proposed budget was reviewed at the budget workshop, which included a decrease in the salaries and benefits budget by approximately 2% and an increase in the fuel budget by 3%. Discussion occurred concerning the overall budget adoption process.

**Action:** A motion was made Director Acosta and seconded by Director Mandich to approve of the following matters:

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JUNE 16, 2021**

1. Adopt Resolution No. 2021 - 1293– Resolution of the Board of Directors of Trabuco Canyon Water District of the Trabuco Canyon Water District Approving the General Fund District Budget for Fiscal Year 2021/2022 for an amount of \$12,256,900.
  2. Adopt Resolution No. 2021 - 1294 - Resolution of the Board of Directors of Trabuco Canyon Water District of the Trabuco Canyon Water District Approving the Capital Improvement Project, Equipment, and Program Budgets for Fiscal Year 2021/2022 for an amount of \$4,817,500.
- The motion was approved by a vote of 5 – 0.

**ITEM 11: DISCUSSION AND ACTION CONCERNING AN INCREASE IN THE SPENDING LIMIT TO AGREEMENT WITH SPECIAL COUNSEL**

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Mr. Paludi commented on this matter, and he provided a brief overview of the current special legal counsel services provided by Hanson Bridgett to date. Mr. Paludi reported that the authorized spending limit for special counsel services has been met, and he recommended an increase of \$75,000 for ongoing related District legal matters.

**Action:** A motion was made by Director Safranski and seconded by Director Acosta to authorize an increase in the spending limit to Agreement with Hanson Bridgett LLP for Special Counsel Legal Services in an amount of \$75,000 for a total not-to-exceed amount of \$125,000.  
The motion was approved by a vote of 5-0.

**ITEM 12: APPROVAL OF PROFESSIONAL SERVICES CONTRACT WITH FIELDMAN ROLAPP & ASSOCIATES FOR FINANCIAL ADVISORY SERVICES**

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Mr. Paludi presented this matter to the Board, and he mentioned that the adopted water, wastewater, and recycled water rate schedule and funding for the District’s planned capital improvement projects included the use of financial advisory firm to provide guidance to District staff and the Board of Directors. Mr. Paludi recommended engaging with Fieldman Rolapp and Associates for financial advisory services.

**Action:** A motion was made by Director Mandich and seconded by Director Safranski to authorize the General Manager to enter into a professional services agreement with Fieldman Rolapp and Associates for Financial Advisory Services in an amount not-to-exceed \$25,000.  
The motion was approved by a vote of 5-0.

**ITEM 13: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING HERITAGE SEWER LIFT STATION IMPROVEMENTS**

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Mr. Paludi introduced this matter for Board consideration, and he added that this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten delivered a PowerPoint presentation the highlighted the necessary capital improvements at the facility including a station bypass structure and piping improvements. Ms. Lausten recommended JIG Consultants for engineering services related to the station improvements.

**Action:** A motion was made by Director Acosta and seconded by Director Dopudja to authorize the General Manager to ratify a Contract with JIG Consultants for Engineering Services for Heritage Lift Station Bypass and Piping Improvements in the amount of \$43,440.  
The motion was approved by a vote of 5-0

**ITEM 14: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING GOLF CLUB SEWER LIFT STATION IMPROVEMENTS**

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Mr. Paludi introduced this item for Board consideration, and he mentioned that this was previously discussed with the Engineering/Operational Committee. Mr. Perea provided a brief overview of the planned improvements at the facility, including the replacement of the motor control center (MCC) and other electrical improvements. Mr. Perea reviewed additional photos that indicated the current condition of the wet well and piping issues due to previous repairs. Mr. Perea recommended Hydrotech Electric for the replacement of the facility CC. Discussion occurred concerning future improvements at the facility.

**Action:** A motion was made by Director Mandich and seconded by Director Dopudja to authorize the General Manager to ratify a Contract with Hydrotech Electric for Golf Club Lift Station Motor Control Center Replacement in the amount of \$279,340 with a contingency of \$27,934, for a total not-to-exceed amount of \$307,274.  
The motion was approved by a vote of 5 – 0.

**ITEM 15: PURCHASE OF A CUMMINS EMERGENCY PORTABLE 275KW DIESEL GENERATOR**

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Mr. Paludi introduced this matter for Board consideration, and he reported that the District has been awarded grant funding towards the purchase of this equipment. Mr. Stroud provided an overview of the proposed equipment and specifications, and he reported that this specific backup power generator has the capacity to provide emergency support to a majority of the District’s small to medium-sized facilities. Discussion occurred concerning fuel capacity and Air Quality Management District (AQMD) regulatory requirement impacts on this type of equipment. Mr. Stroud added that District staff plan to perform automatic transfer switch improvements at certain facilities. Mr. Paludi reported that the proposed equipment cost in the recommended action was actually \$193,866 with a 10% contingency for a total not to exceed amount of \$212,392.

**Action:** A motion was made by Director Acosta and Director Mandich to ratify the purchase of one Cummins Emergency Portable 275KW Diesel Generator for equipment for \$193,866 plus approximately 10% as contingency for a total not-to-exceed amount of \$212,392.  
The motion was approved by a vote of 5 – 0.

**ITEM 16: PURCHASE APPROVAL OF A TRAILER MOUNTED EMERGENCY BYPASS PUMP FOR WASTEWATER OPERATIONS**

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Mr. Paludi introduced this matter for Board consideration, and he mentioned that it was discussed with the Finance/Audit Committee. Mr. Perea reported that the purchase of this equipment was approved in the Fiscal Year 2020/2021 Capital Improvement Project budget, and that wastewater operations has rented this type of equipment to complete multiple tasks at the wastewater treatment plant and lift stations. Mr. Stroud provided a brief overview of the equipment specifications, and he highlighted the multiple benefits of this equipment. Mr. Perea reviewed the equipment proposals, and he recommended the purchase of the Godwin Dri-Prime pump from Xylem Dewatering Solutions for a not to exceed amount of \$92,070.

**Action:** A motion was made by Director Acosta and seconded by Dopudja approve the purchase of one Godwin NC150 Dri-Prime Pump from Xylem Dewatering Solutions for \$83,700 plus approximately 10% as contingency for a total not-to-exceed amount of \$92,070.  
The motion was approved by a vote of 5 – 0.

**LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS**

**ITEM 17: DISCUSSION AND ACTION CONCERNING CALIFORNIA SPECIAL DISTRICT'S ASSOCIATION (CSDA) 2021 BOARD OF DIRECTORS ELECTION – SOUTHERN NETWORK, SEAT A**

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Mr. Paludi introduced this matter for Board consideration, and he mentioned that the California Special Districts Association (CSDA) has notified member agencies of the 2021 Board of Directors Election for the Southern Network, Seat A. Mr. Perea provided a brief overview of the candidate statements and the online voting process. Discussion occurred concerning the candidate statements. Director Acosta mentioned that he would follow up directly with District staff concerning the vote.

**Action:** The Board of Directors, through President Chadd, authorized Director Acosta to cast the official ballot for the California Special Districts Association 2021 Board of Directors Election on behalf of the District. There was no further discussion.

**ITEM 18: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)**

---

Mr. Paludi provided a brief update on Metropolitan Water District of Southern California (MET) new General Manager and the insight on the agency and service area challenges going forward.

**Action:** No action concerning this matter was taken.

*President Chadd called for a meeting break at approximately 8:33 p.m. The meeting resumed at approximately 8:38 p.m.*

**CLOSED SESSION**

The Board of Directors entered closed session in accordance with the agenda at 8:39 p.m.

The Board of Directors met in closed session to review and discuss confidential information concerning the appointment of a government employee pursuant to Government Code Section 54957(b). The District's General Manager and Assistant General Manager participated in the closed session. This closed session ended at 9:07 p.m.

**ITEM 19: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION**

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**Action:** President Chadd announced that the Board of Directors had provided direction to the General Manager.

**OTHER INFORMATION/MATTERS**

There were no other information or matters received.

**ADDITIONAL DIRECTORS' COMMENTS**

Director Safranski wished everyone a Happy Father's Day and Independence Day holiday.

**ADDITIONAL GENERAL MANAGER COMMENTS**

None

**ADJOURNMENT**

President Chadd adjourned the June 16, 2021 Regular Board Meeting at 9:08 p.m.



## MINUTES OF THE SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | JUNE 22, 2021

The Special Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD) was called to order by President Chadd at 5:00 p.m., 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 Don Chadd  
Vice President Stephen Dopudja  
Director Glenn Acosta  
Director Edward Mandich  
Director Michael Safranski

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager

### **DISTRICT CONSULTANTS PRESENT:**

None

### **PUBLIC PRESENT**

None

### **PLEDGE OF ALLEGIANCE**

Director Safranski led the Board and District staff in the pledge of allegiance.

### **VISITOR PARTICIPATION**

No visitor participation was received.

### **ORAL COMMUNICATION**

No oral communication was received.

### **DIRECTOR'S COMMENTS**

None

### **REPORT FROM THE GENERAL MANAGER**

No comments were received.

### **ACTION CALENDAR**

### **ADMINISTRATIVE MATTERS**

### **CLOSED SESSION(S):**

The Board of Directors, General Manager, and Assistant General Manager entered closed session in accordance with the agenda at approximately 5:15 p.m.

**TRABUCO CANYON WATER DISTRICT  
MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING | JUNE 22, 2021**

**CLOSED SESSION NO. 1: PUBLIC EMPLOYEE APPOINTMENT – Pursuant to Government Code Section 54957(b).**  
Title: General Legal Counsel

The Board of Directors reconvened in open session at 7:58 p.m.

**ITEM 1: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION(S)**

**Action:** There were no announcements.

**END ACTION CALENDAR & ADJOURNMENT**

**ADJOURNMENT**

President Chadd adjourned the June 22, 2021 Special Board Meeting – Budget Workshop at 8:01 p.m.

DRAFT



## **MINUTES OF THE SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | JUNE 24, 2021**

The Special Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD) was called to order by President Chadd at 5:00 p.m., 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 Don Chadd  
Vice President Stephen Dopudja  
Director Glenn Acosta  
Director Edward Mandich  
Director Michael Safranski

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager

### **DISTRICT CONSULTANTS PRESENT:**

None

### **PUBLIC PRESENT**

None

### **PLEDGE OF ALLEGIANCE**

Director Safranski led the Board and District staff in the pledge of allegiance.

### **VISITOR PARTICIPATION**

No visitor participation was received.

### **ORAL COMMUNICATION**

No oral communication was received.

### **DIRECTOR'S COMMENTS**

None

### **REPORT FROM THE GENERAL MANAGER**

No comments were received.

### **ACTION CALENDAR**

### **ADMINISTRATIVE MATTERS**

### **CLOSED SESSION(S):**

The Board of Directors, General Manager, and Assistant General Manager entered closed session in accordance with the agenda at 5:40 p.m.

**TRABUCO CANYON WATER DISTRICT  
MINUTES OF THE SPECIAL BOARD OF DIRECTORS MEETING | JUNE 24, 2021**

**CLOSED SESSION NO. 1: PUBLIC EMPLOYEE APPOINTMENT – Pursuant to Government Code Section 54957(b).**  
Title: General Legal Counsel

The Board of Directors reconvened in open session at 7:59 p.m.

**ITEM 1: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION(S)**

**Action:** There were no announcements.

**END ACTION CALENDAR & ADJOURNMENT**

**ADJOURNMENT**

President Chadd adjourned the June 24, 2021 Special Board Meeting – Budget Workshop at 8:01 p.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

**CONSENT CALENDAR**

**ITEM 2: TREASURER'S REPORT**

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a. *FINANCE/AUDIT COMMITTEE MEETING*

**RECOMMENDED ACTION:**

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

1. *June 9, 2021*

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. *May 2021*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

**RECOMMENDED ACTION:**

*Ratify the payment of bills for consideration, Payroll and Payroll Taxes for June 2021.*

**EXHIBITS:**

1. Revenue Report – June 2021
2. Disbursement Report – June 2021
3. Summary of Disbursements – June 2021
4. General Fund Warrant Register – June 2021
5. General Fund Payroll Warrant Register – June 2021

**CONTACTS (staff responsible): PALUDI/PEREA/WARNER**



**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING RECAP | JUNE 9, 2021**

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**DIRECTORS PRESENT VIA CONFERENCE CALL**

Director Don Chadd, Committee Chair  
Director Ed Mandich, Committee Member

**STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Lorrie Lausten, District Engineer  
Karen Warner, Principal Accountant  
Lisa Marie Sangi, Executive Assistant

**CONSULTANTS**

Ian Berg, Eide Bailly

**PUBLIC PRESENT VIA CONFERENCE CALL**

None

**CALL MEETING TO ORDER**

Director Chadd called the June 9, 2021 Finance/Audit Committee Meeting to order at 1:00 p.m.

**VISITOR PARTICIPATION**

No visitor participation was received.

**ORAL COMMUNICATION**

No oral communication was received.

**COMMITTEE MEMBER COMMENTS**

There were no comments received.

**REPORT FROM THE GENERAL MANAGER**

There were no comments 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).

**TRABUCO CANYON WATER DISTRICT  
FINANCE AUDIT COMMITTEE MEETING RECAP | JUNE 9, 2021**

**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.

**RECOMMENDED ACTION:**

The Committee recommended that the Directors' Fees and Expenses Report for May 2021 and the Tentative Future Meetings/Attendance Report be forwarded to the Board of Directors for consideration (Action Calendar).

**ITEM 3: DISCUSSION AND ACTION CONCERNING TRABUCO CANYON WATER DISTRICT PROPOSED FISCAL YEAR 2020-21 OPERATING AND CAPITAL IMPROVEMENT PROJECT (CIP) BUDGET**

---

Mr. Paludi presented this matter for Committee review, and he reported that District staff has updated the proposed Fiscal Year 2021/2022 Budget and Capital Improvement Program (CIP) to reflect the increase in salaries and benefits due to the results of the salary survey and certain planned contract services. Discussion occurred concerning certain budget assumptions, including the proposed fuel budget adjustment based on current national fuel costs.

**RECOMMENDED ACTION:**

The Committee recommend the Board of Directors approve the proposed Fiscal Year 2021-22 Operating and Capital Improvement Project Budget (Action Calendar)

**ITEM 4: DISCUSSION AND ACTION CONCERNING AN INCREASE IN THE SPENDING LIMIT TO AGREEMENT WITH SPECIAL COUNSEL**

---

Mr. Paludi presented this matter for Committee consideration, and he reported that the current budget for special legal counsel services with Hanson Bridgett has been exhausted. Mr. Paludi recommended the Board approve an increase in the spending limit for special counsel services be increased to \$75,000 for a total not to exceed amount of \$125,000. Discussion occurred concerning the current level and quality of legal counsel services by the firm on special projects.

**RECOMMENDED ACTION(S):**

That the Board of Directors approve an increase in the spending limit for the Agreement with Hanson Bridgett for Special Counsel services in the amount of \$75,000, for a total not-to-exceed amount of \$125,000 (Action Calendar).

**ITEM 5: OTHER MATTERS**

---

The following matters for Committee review and consideration:

- The CalPERS California Employers Pension Prefunding Trust (CEPPT) agreement documents had been prepared for Director Chadd's signature.
- Mr. Paludi reported that District staff has contacted Fieldman Rolapp Municipal Financial Advisory Services concerning financial advisory consulting services related to funding costs for capital improvements.
- Mr. Perea reported that District staff has procured two quotes for a trailer-mounted transfer pump for wastewater operations that had been approved in the Fiscal Year 2020/2021 CIP equipment budget. Mr. Perea provided an overview of the two quotes, and he recommended forwarding this matter to the Board of Directors for their consideration and approval.

**TRABUCO CANYON WATER DISTRICT  
FINANCE AUDIT COMMITTEE MEETING RECAP | JUNE 9, 2021**

- Mr. Paludi reported that District staff reviewed the proposed purchase of a trailer-mounted backup power generator with the Engineering/Operational Committee the prior week. Mr. Paludi added that District staff has successfully received State grant funding in the amount of \$100,000 towards the purchase of the equipment. Mr. Paludi recommended forwarding this matter to the Board of Directors for their consideration and approval.

**RECOMMENDED ACTION:**

The Committee recommended forwarding the information to the Board of Directors for consideration (Action Calendar).

**ITEM 6: FINANCIAL REPORT**

---

Mr. Berg presented the preliminary unaudited financials for April 2021 for Committee consideration and reviewed the following items:

***STATEMENT OF REVENUES AND EXPENSES***

***Operating Revenue, Residential Water***

Mr. Berg reported that this line item was slightly higher than the prior month due to increased water sales.

***Operating Revenue, Irrigation Water***

Mr. Berg reported that this line item was lower than the prior month due to less irrigation water usage.

***Operating Revenue, Baker Treatment Plant Water Sales***

Mr. Berg reported that this line item was lower than the prior month due to decreased water sales to the City of San Clemente. Mr. Perea reminded the Committee that the District would be using its capacity in the Baker Treatment Plant for a two-month period beginning mid-June.

***Operating Expenses, Total Operating Expenses***

Mr. Berg reported that this line item was similar to the prior month, and he provided a brief overview of the certain expenses.

***BALANCE SHEET - COMPARATIVE***

***Utility Plant, at Cost***

Mr. Berg reported that this line item was higher than the prior month due to project costs associated with paving and slurry improvements on the Robinson Ranch Wastewater Treatment Plant access road.

**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 June 9, 2021 as presented (Consent Calendar).

**ADJOURNMENT**

Director Chadd adjourned the June 9, 2021 Finance/Audit Committee Meeting at 1:21 p.m.



# Trabuco Canyon Water District

## Statement of Revenues & Expenses

### FY 2020-21 (Unaudited)

|  | May<br>2021         | April<br>2021     | Current<br>YTD      | Annual<br>Budget  | 92%<br>YTD  | Prior<br>YTD        |
|--|---------------------|-------------------|---------------------|-------------------|-------------|---------------------|
| <b>1 Operating Revenue</b>                         |                     |                   |                     |                   |             |                     |
| 2 Residential Water                                | \$ 293,635          | \$ 241,523        | \$ 3,357,619        | \$ 3,497,400      | 96%         | \$ 2,884,503        |
| 3 Business & Industrial Water                      | 13,580              | 8,403             | 141,009             | 150,300           | 94%         | 112,963             |
| 4 Irrigation Water                                 | 85,766              | 42,581            | 869,932             | 823,400           | 106%        | 650,478             |
| 5 Stand-by   | 1,143               | (5,684)           | 26,210              | 41,000            | 64%         | 48,617              |
| 6 Sanitation Revenue                               | 151,788             | 151,525           | 1,609,517           | 1,859,400         | 87%         | 1,539,767           |
| 7 Recycled & Reclaimed Revenue                     | 88,363              | 45,253            | 759,855             | 725,000           | 105%        | 615,903             |
| 8 Baker Treatment Plant Water Sales *              | 111,647             | 62,438            | 1,180,137           | 1,469,100         | 80%         | 1,149,753           |
| 9 Other Operating Revenue                          | 703                 | 320               | 4,967               | 164,600           | 3%          | 150,419             |
| <b>10 Total Operating Revenue</b>                  | <b>746,626</b>      | <b>546,359</b>    | <b>7,949,245</b>    | <b>8,730,200</b>  | <b>91%</b>  | <b>7,152,402</b>    |
| <b>11 Non-Operating Revenue</b>                    |                     |                   |                     |                   |             |                     |
| 12 Property Tax Unrestricted                       | 179,523             | 553,761           | 2,013,834           | 1,707,400         | 118%        | 1,903,455           |
| 13 Interest Revenue                                | 427                 | 235               | 36,287              | 100,600           | 36%         | 93,922              |
| 14 Development Services                            | -                   | -                 | -                   | -                 | 0%          | 100                 |
| 15 Sale of Fixed Asset                             | -                   | -                 | 46,158              | 50,000            | 92%         | 9,584               |
| 16 Other Non-Operating Revenue                     | 2,141               | 33,969            | 81,850              | 70,600            | 116%        | 61,148              |
| <b>17 Total Non-Operating Revenue</b>              | <b>182,091</b>      | <b>587,965</b>    | <b>2,178,128</b>    | <b>1,928,600</b>  | <b>113%</b> | <b>2,068,208</b>    |
| <b>18 Total Revenues</b>                           | <b>928,717</b>      | <b>1,134,324</b>  | <b>10,127,374</b>   | <b>10,658,800</b> | <b>95%</b>  | <b>9,220,611</b>    |
| <b>19 Operating Expenses</b>                       |                     |                   |                     |                   |             |                     |
| 20 Source of Supply                                | 217,531             | 177,559           | 2,162,212           | 2,198,100         | 98%         | 1,879,110           |
| 21 Baker Treatment SOS Costs                       | 89,562              | -                 | 978,127             | 1,155,300         | 85%         | 958,428             |
| 22 Water Related Expense                           | 146,327             | 125,831           | 1,691,190           | 1,946,900         | 87%         | 1,593,526           |
| 23 Sanitation Expense                              | 100,146             | 128,407           | 1,174,280           | 1,168,400         | 101%        | 1,189,322           |
| 24 Recycled Expense                                | 9,855               | 20,397            | 197,518             | 225,300           | 88%         | 237,668             |
| 25 Reclaimed Expense                               | 9,855               | 20,397            | 197,510             | 221,400           | 89%         | 185,819             |
| 26 Salaries & Benefits                             | 310,222             | 309,447           | 3,326,778           | 3,684,700         | 90%         | 3,147,691           |
| 27 OPEB Trust Contributions & Paygo                | 9,194               | 9,194             | 86,697              | 91,000            | 95%         | 81,318              |
| 28 Board Expense                                   | 12,438              | 6,188             | 100,610             | 114,400           | 88%         | 99,404              |
| <b>29 Total Operating Expenses</b>                 | <b>905,129</b>      | <b>797,420</b>    | <b>9,914,923</b>    | <b>10,805,500</b> | <b>92%</b>  | <b>9,372,286</b>    |
| <b>30 Non-Operating Expenses</b>                   |                     |                   |                     |                   |             |                     |
| 31 Principal and Interest Expense                  | 19,198              | 19,198            | 211,182             | 230,300           | 92%         | 210,357             |
| 32 Non-Operating Expense                           | 134                 | 8,432             | 12,304              | 3,600             | 342%        | 12,593              |
| <b>33 Total Non-Operating Expenses</b>             | <b>19,332</b>       | <b>27,631</b>     | <b>223,486</b>      | <b>233,900</b>    | <b>96%</b>  | <b>222,950</b>      |
| <b>Net Income (Loss) Before OPEB,</b>              |                     |                   |                     |                   |             |                     |
| <b>34 Depreciation &amp; Capital Contributions</b> | <b>4,256</b>        | <b>309,273</b>    | <b>(11,035)</b>     | <b>(380,600)</b>  | <b>3%</b>   | <b>(374,626)</b>    |
| 35 WRES Fees for Capital                           | 68,679              | 68,628            | 753,920             | 834,300           | 90%         | 765,621             |
| 36 Developer Impact Fees                           | -                   | -                 | 19,900              | -                 | 0%          | -                   |
| 37 Other Capital Contributions                     | 1,057,926           | 99,750            | 1,157,676           | -                 | 0%          | 1,400,052           |
| <b>38 Total Capital Contributions</b>              | <b>1,126,605</b>    | <b>168,378</b>    | <b>1,931,495</b>    | <b>834,300</b>    | <b>232%</b> | <b>2,165,674</b>    |
| <b>39 Net Income</b>                               | <b>\$ 1,130,861</b> | <b>\$ 477,651</b> | <b>\$ 1,920,460</b> | <b>\$ 453,700</b> | <b>423%</b> | <b>\$ 1,791,048</b> |

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 May 31, 2021 (Unaudited)

|   | May<br>2021          | April<br>2021        | May<br>2020          |
|---|----------------------|----------------------|----------------------|
| <b>1 Assets</b>   |                      |                      |                      |
| <b>2 Current Assets</b>                                       |                      |                      |                      |
| 3 Cash  | \$ 931,378           | \$ 809,415           | \$ 700,372           |
| 4 Accounts Receivable, Net                                    | 1,277,690            | 1,985,991            | 4,112,239            |
| 5 Prepaid Expenses  | 146,179              | 164,190              | 148,522              |
| <b>6 Total Current Assets</b>                                 | <b>2,355,247</b>     | <b>2,959,596</b>     | <b>4,961,133</b>     |
| <b>7 Total Restricted Assets (see Schedule A)</b>             | <b>7,177,069</b>     | <b>7,177,066</b>     | <b>3,602,777</b>     |
| <b>8 Utility Plant</b>  |                      |                      |                      |
| 9 Utility Plant, at Cost                                      | 119,044,973          | 116,130,580          | 114,526,130          |
| 10 Accumulated Depreciation                                   | (74,224,684)         | (73,913,643)         | (71,286,644)         |
| 11 Construction in Progress                                   | 3,450,154            | 4,731,056            | 3,025,535            |
| <b>12 Total Utility Plant</b>                                 | <b>48,270,443</b>    | <b>46,947,993</b>    | <b>46,265,021</b>    |
| <b>14 Other Assets</b>  |                      |                      |                      |
| 15 Due from BTP   | 1,119,196            | 1,150,991            | 1,496,909            |
| 16 Deferred Outflow (Pension Related)                         | 1,179,514            | 1,179,514            | 1,126,151            |
| <b>17 Total Other Assets</b>                                  | <b>2,298,710</b>     | <b>2,330,505</b>     | <b>2,623,060</b>     |
| <b>18 Total Assets</b>  | <b>\$ 60,101,470</b> | <b>\$ 59,415,159</b> | <b>\$ 57,451,990</b> |
| <b>19 Liabilities &amp; Retained Earnings</b>                 |                      |                      |                      |
| <b>21 Current Liabilities</b>                                 |                      |                      |                      |
| 22 Accounts Payable   | \$ 1,179,331         | \$ 1,299,966         | \$ 900,492           |
| 23 Due to Internal Financing Fund                             | 1,119,196            | 1,150,991            | 1,496,909            |
| 24 Accrued Expenses   | 500,725              | 467,872              | 435,352              |
| <b>25 Total Current Liabilities</b>                           | <b>2,799,253</b>     | <b>2,918,830</b>     | <b>2,832,754</b>     |
| <b>26 Liabilities to be Paid from Restricted Assets</b>       |                      |                      |                      |
| 27 Accrued Bond Interest                                      | 21,216               | 16,973               | 22,895               |
| 28 Current Portion-Long Term Debt                             | 178,449              | 178,449              | 172,473              |
| 29 Refundable Deposits  | 9,500                | 11,500               | 11,500               |
| 30 Developer Deposits   | 76,608               | 74,608               | 121,509              |
| <b>31 Total Liabilities to be Paid from Restricted Assets</b> | <b>285,772</b>       | <b>281,529</b>       | <b>328,378</b>       |

\*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**  
**Balance Sheet - Comparative**  
**As of May 31, 2021**  
**(Unaudited)**

|    |   |                      |                      |                      |
|----|---|----------------------|----------------------|----------------------|
| 32 | <b>Long Term Debt</b>                     |                      |                      |                      |
| 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 | <b>Total Long Term Debt</b>               | <b>5,975,499</b>     | <b>5,975,499</b>     | <b>5,980,269</b>     |
| 37 | <b>Total Liabilities</b>                  | <b>9,060,524</b>     | <b>9,175,858</b>     | <b>9,141,401</b>     |
| 38 | <b>Fund Balance</b>                       |                      |                      |                      |
| 39 | Invested in Capital Net of Related Debt   | 45,930,726           | 44,612,519           | 43,749,182           |
| 40 | Restricted for Debt Service               | 237,051              | 237,048              | 213,229              |
| 41 | Legally Restricted                        | 3,415,956            | 3,424,761            | 1,132,273            |
| 42 | Designated by Board                       | 3,402,609            | 3,402,609            | 1,247,552            |
| 43 | Unrestricted                              | (1,945,397)          | (1,437,636)          | 1,968,354            |
| 44 | <b>Total Fund Balance</b>                 | <b>51,040,946</b>    | <b>50,239,301</b>    | <b>48,310,590</b>    |
| 45 | <b>Total Liabilities and Fund Balance</b> | <b>\$ 60,101,470</b> | <b>\$ 59,415,159</b> | <b>\$ 57,451,990</b> |

\*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 May 31, 2021**  
**(Unaudited)**

|  | May<br>2021         | April<br>2021       | May<br>2020         |
|--|---------------------|---------------------|---------------------|
| <b>1 LAIF Accounts (at Cost)</b>             |                     |                     |                     |
| 2 Internal Financing                         | \$ (1,649,958)      | \$ (1,604,266)      | \$ (4,146,314)      |
| 3 Water Storage Facilities                   | 1,051,427           | 1,051,427           | 1,051,427           |
| 4 Sanitation Capital Improvement             | -                   | -                   | 460,127             |
| 5 WRES - Rose Canyon/Lang Wells              | 1,317,517           | 1,282,862           | 1,124,713           |
| 6 WRES - Reservoir/Distribution Improvements | 2,620,508           | 2,618,275           | 2,566,541           |
| 7 RD#5                                       | 76,463              | 76,463              | 75,779              |
| 8 Developer Deposits                         | -                   | -                   | (482,374)           |
| 9 LAIF Interim Sewage                        | 121,453             | 112,648             | 122,045             |
| 10 Water Rate Stabilization Funds            | 684,080             | 684,080             | 607,500             |
| 11 Sewer Rate Stabilization Funds            | 726,160             | 726,160             | 265,000             |
| 12 Working Capital Funds                     | 1,975,776           | 1,975,776           | 1,733,144           |
| 13 Market Value Over/(Under) Cost            | 16,593              | 16,593              | 11,960              |
| <b>14 State Revolving Fund</b>               |                     |                     |                     |
| 15 Cash in CB&T Reserved for SRF Loan        | 237,051             | 237,048             | 213,228             |
| <b>16 Total Restricted Assets</b>            | <b>\$ 7,177,069</b> | <b>\$ 7,177,066</b> | <b>\$ 3,602,777</b> |

\*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 May 31, 2021**  
**(Unaudited)**

| DESCRIPTION   | RATE   | COST                | MARKET              | % OF<br>TOTAL |
|---|--------|---------------------|---------------------|---------------|
| <b>District Investments in the California Local Agency Investment Fund (LAIF)</b> |        |                     |                     |               |
| 1 Water Storage Fees  | 0.315% | \$ 1,051,427        | \$ 1,052,328        | 15%           |
| 2 Trabuco Creek Wells   | 0.315% | 1,317,517           | 1,318,646           | 19%           |
| 3 Reservoir/Distribution  | 0.315% | 2,620,508           | 2,622,753           | 38%           |
| 4 RD#5  | 0.315% | 76,463              | 76,529              | 1%            |
| 5 LAIF Interim Sewage   | 0.315% | 121,453             | 121,557             | 2%            |
| 6 Water Rate Stabilization Funds  | 0.315% | 684,080             | 684,666             | 10%           |
| 7 Sewer Rate Stabilization Funds  | 0.315% | 726,160             | 726,782             | 10%           |
| 8 Working Capital Funds   | 0.315% | 1,975,776           | 1,977,469           | 29%           |
| 9 Internal Financing  | 0.315% | (1,649,958)         | (1,651,372)         | -24%          |
| <b>Total District Investments</b>   |        | <b>\$ 6,923,425</b> | <b>\$ 6,929,358</b> | <b>100%</b>   |

*\* 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**  
**May 2021**  
**(Unaudited)**

| <b>Inflows</b>                        | <b>Current Month</b> | <b>Year to Date</b> |
|---------------------------------------|----------------------|---------------------|
| Utility Billing Collections           | \$ 489,425           | \$ 7,375,706        |
| Tax Receipts                          | 180,532              | 2,051,478           |
| Transfer From LAIF                    | -                    | 2,000,000           |
| FEMA Reimbursement                    | -                    | 2,528,981           |
| Miscellaneous                         | 632,747              | 6,146,402           |
| <b>Total Inflows</b>                  | <b>1,302,704</b>     | <b>20,102,567</b>   |
| <br>                                  |                      |                     |
| <b>Outflows</b>                       |                      |                     |
| Vouchers                              | 865,792              | 9,427,061           |
| Payroll                               | 229,068              | 2,754,281           |
| Transfer to LAIF                      | -                    | 5,500,000           |
| Transfer/payments for State Loan      | -                    | 121,191             |
| Miscellaneous & Online Payments       | 169,922              | 2,373,927           |
| <b>Total Outflows</b>                 | <b>1,264,781</b>     | <b>20,176,460</b>   |
| <br>                                  |                      |                     |
| <b>Net Change in Checking Account</b> | 37,923               | (73,893)            |
| <b>Beginning Checking Account</b>     | 943,602              | 1,055,418           |
| <br>                                  |                      |                     |
| <b>Ending Checking Account</b>        | <b>\$ 981,525</b>    | <b>\$ 981,525</b>   |

\*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: 06/01/2021 - 06/30/2021

Cleared Date Range: -

| Issued Date             | Cleared Date | Number                     | Description                    | Module           | Status      | Type       | Amount      |
|-------------------------|--------------|----------------------------|--------------------------------|------------------|-------------|------------|-------------|
| <b>Accounts Payable</b> |              |                            |                                |                  |             |            |             |
| <b>Bank Draft</b>       |              |                            |                                |                  |             |            |             |
| 06/01/2021              |              | <a href="#">DFT0002093</a> | EPX                            | Accounts Payable | Outstanding | Bank Draft | -3,394.01   |
| 06/01/2021              |              | <a href="#">DFT0002094</a> | The Toll Roads                 | Accounts Payable | Outstanding | Bank Draft | -140.00     |
| 06/02/2021              |              | <a href="#">DFT0002092</a> | ADP                            | Accounts Payable | Outstanding | Bank Draft | -1.19       |
| 06/02/2021              |              | <a href="#">DFT0002095</a> | Home Depot                     | Accounts Payable | Outstanding | Bank Draft | -588.13     |
| 06/02/2021              |              | <a href="#">DFT0002096</a> | Lowe's                         | Accounts Payable | Outstanding | Bank Draft | -250.28     |
| 06/02/2021              |              | <a href="#">DFT0002098</a> | CalPERS                        | Accounts Payable | Outstanding | Bank Draft | -5,266.36   |
| 06/02/2021              |              | <a href="#">DFT0002099</a> | CalPERS                        | Accounts Payable | Outstanding | Bank Draft | -45,359.01  |
| 06/02/2021              |              | <a href="#">DFT0002100</a> | CalPERS                        | Accounts Payable | Outstanding | Bank Draft | -14,226.35  |
| 06/02/2021              |              | <a href="#">DFT0002101</a> | CalPERS                        | Accounts Payable | Outstanding | Bank Draft | -4,339.90   |
| 06/02/2021              |              | <a href="#">DFT0002102</a> | CalPERS                        | Accounts Payable | Outstanding | Bank Draft | -8,055.68   |
| 06/02/2021              |              | <a href="#">DFT0002103</a> | Guardian                       | Accounts Payable | Outstanding | Bank Draft | -4,470.72   |
| 06/02/2021              |              | <a href="#">DFT0002104</a> | VSP                            | Accounts Payable | Outstanding | Bank Draft | -888.87     |
| 06/03/2021              |              | <a href="#">DFT0002097</a> | ADP                            | Accounts Payable | Outstanding | Bank Draft | -110,711.77 |
| 06/03/2021              |              | <a href="#">DFT0002105</a> | Cintas                         | Accounts Payable | Outstanding | Bank Draft | -248.46     |
| 06/04/2021              |              | <a href="#">DFT0002106</a> | Cintas                         | Accounts Payable | Outstanding | Bank Draft | -1,157.61   |
| 06/04/2021              |              | <a href="#">DFT0002107</a> | Cintas                         | Accounts Payable | Outstanding | Bank Draft | -364.77     |
| 06/04/2021              |              | <a href="#">DFT0002108</a> | Santa Margarita Water District | Accounts Payable | Outstanding | Bank Draft | -3,387.61   |
| 06/07/2021              |              | <a href="#">DFT0002109</a> | Cox Communications             | Accounts Payable | Outstanding | Bank Draft | -2,380.18   |
| 06/07/2021              |              | <a href="#">DFT0002110</a> | Exxon/Mobil                    | Accounts Payable | Outstanding | Bank Draft | -2,935.86   |
| 06/07/2021              |              | <a href="#">DFT0002111</a> | Shell Fleet Plus               | Accounts Payable | Outstanding | Bank Draft | -700.18     |
| 06/09/2021              |              | <a href="#">DFT0002116</a> | Cox Communications             | Accounts Payable | Outstanding | Bank Draft | -1,724.08   |
| 06/10/2021              |              | <a href="#">DFT0002113</a> | ADP                            | Accounts Payable | Outstanding | Bank Draft | -1,882.61   |
| 06/10/2021              |              | <a href="#">DFT0002117</a> | The Toll Roads                 | Accounts Payable | Outstanding | Bank Draft | -140.00     |
| 06/11/2021              |              | <a href="#">DFT0002118</a> | ADP                            | Accounts Payable | Outstanding | Bank Draft | -300.76     |
| 06/14/2021              |              | <a href="#">DFT0002112</a> | Southern California Edison     | Accounts Payable | Outstanding | Bank Draft | -27,038.62  |
| 06/14/2021              |              | <a href="#">DFT0002114</a> | Cox Communications             | Accounts Payable | Outstanding | Bank Draft | -107.96     |
| 06/14/2021              |              | <a href="#">DFT0002119</a> | Umpqua Bank                    | Accounts Payable | Outstanding | Bank Draft | -10,581.09  |
| 06/14/2021              |              | <a href="#">DFT0002121</a> | Shred-it USA LLC               | Accounts Payable | Outstanding | Bank Draft | -60.00      |
| 06/15/2021              |              | <a href="#">DFT0002120</a> | Home Depot                     | Accounts Payable | Outstanding | Bank Draft | -2,542.90   |
| 06/15/2021              |              | <a href="#">DFT0002122</a> | California Bank & Trust        | Accounts Payable | Outstanding | Bank Draft | -115,190.52 |
| 06/15/2021              |              | <a href="#">DFT0002123</a> | ADP                            | Accounts Payable | Outstanding | Bank Draft | -86.33      |
| 06/15/2021              |              | <a href="#">DFT0002161</a> | Cox Communications             | Accounts Payable | Outstanding | Bank Draft | -102.45     |
| 06/16/2021              |              | <a href="#">DFT0002124</a> | Xerox Corporation              | Accounts Payable | Outstanding | Bank Draft | -388.33     |
| 06/17/2021              |              | <a href="#">DFT0002115</a> | Cox Communications             | Accounts Payable | Outstanding | Bank Draft | -689.96     |
| 06/17/2021              |              | <a href="#">DFT0002125</a> | CalPERS                        | Accounts Payable | Outstanding | Bank Draft | -8,580.68   |

**Bank Transaction Report**

Issued Date Range: -

| Issued Date                           | Cleared Date | Number                     | Description                           | Module           | Status      | Type                | Amount             |
|---------------------------------------|--------------|----------------------------|---------------------------------------|------------------|-------------|---------------------|--------------------|
| 06/17/2021                            |              | <a href="#">DFT0002126</a> | CalPERS                               | Accounts Payable | Outstanding | Bank Draft          | -14,226.35         |
| 06/17/2021                            |              | <a href="#">DFT0002127</a> | CalPERS                               | Accounts Payable | Outstanding | Bank Draft          | -4,242.89          |
| 06/17/2021                            |              | <a href="#">DFT0002128</a> | ADP                                   | Accounts Payable | Outstanding | Bank Draft          | -98,689.07         |
| 06/17/2021                            |              | <a href="#">DFT0002129</a> | Stanley Security Solutions            | Accounts Payable | Outstanding | Bank Draft          | -680.25            |
| 06/19/2021                            |              | <a href="#">DFT0002162</a> | Cox Communications                    | Accounts Payable | Outstanding | Bank Draft          | -689.96            |
| 06/21/2021                            |              | <a href="#">DFT0002131</a> | The Toll Roads                        | Accounts Payable | Outstanding | Bank Draft          | -140.00            |
| 06/23/2021                            |              | <a href="#">DFT0002130</a> | AT&T Mobility                         | Accounts Payable | Outstanding | Bank Draft          | -1,071.10          |
| 06/23/2021                            |              | <a href="#">DFT0002132</a> | ADP                                   | Accounts Payable | Outstanding | Bank Draft          | -546.99            |
| 06/24/2021                            |              | <a href="#">DFT0002133</a> | Wage Works, Inc.                      | Accounts Payable | Outstanding | Bank Draft          | -75.00             |
| 06/28/2021                            |              | <a href="#">DFT0002134</a> | The Toll Roads                        | Accounts Payable | Outstanding | Bank Draft          | -140.00            |
| 06/28/2021                            |              | <a href="#">DFT0002138</a> | Pitney Bowes                          | Accounts Payable | Outstanding | Bank Draft          | -190.02            |
| 06/29/2021                            |              | <a href="#">DFT0002135</a> | CalPERS                               | Accounts Payable | Outstanding | Bank Draft          | -226,423.00        |
| 06/29/2021                            |              | <a href="#">DFT0002136</a> | CalPERS                               | Accounts Payable | Outstanding | Bank Draft          | -12,957.00         |
| 06/30/2021                            |              | <a href="#">DFT0002137</a> | CalPERS                               | Accounts Payable | Outstanding | Bank Draft          | -108,754.00        |
| 06/30/2021                            |              | <a href="#">DFT0002139</a> | CalPERS                               | Accounts Payable | Outstanding | Bank Draft          | -57,555.00         |
| <b>Bank Draft Total: (50)</b>         |              |                            |                                       |                  |             |                     | <b>-904,663.86</b> |
| <b>Bank Draft Reversal</b>            |              |                            |                                       |                  |             |                     |                    |
| 06/15/2021                            |              | <a href="#">DFT0002161</a> | Cox Communications Reversal           | Accounts Payable | Outstanding | Bank Draft Reversal | 102.45             |
| 06/19/2021                            |              | <a href="#">DFT0002162</a> | Cox Communications Reversal           | Accounts Payable | Outstanding | Bank Draft Reversal | 689.96             |
| <b>Bank Draft Reversal Total: (2)</b> |              |                            |                                       |                  |             |                     | <b>792.41</b>      |
| <b>Check</b>                          |              |                            |                                       |                  |             |                     |                    |
| 06/02/2021                            |              | <a href="#">10133</a>      | ALS - Truesdail Laboratories          | Accounts Payable | Outstanding | Check               | -7,826.00          |
| 06/02/2021                            |              | <a href="#">10134</a>      | Void Check                            | Accounts Payable | Voided      | Check               | 0.00               |
| 06/02/2021                            |              | <a href="#">10135</a>      | Anthracite Filter Media Company       | Accounts Payable | Outstanding | Check               | -4,013.43          |
| 06/02/2021                            |              | <a href="#">10136</a>      | ASA Manufacturing                     | Accounts Payable | Outstanding | Check               | -820.00            |
| 06/02/2021                            |              | <a href="#">10137</a>      | AT&T                                  | Accounts Payable | Outstanding | Check               | -839.00            |
| 06/02/2021                            |              | <a href="#">10138</a>      | Atkinson, Andelson, Loya, Ruud & Romo | Accounts Payable | Outstanding | Check               | -3,946.00          |
| 06/02/2021                            |              | <a href="#">10139</a>      | BAVCO Backflow Apparatus & Valve Co.  | Accounts Payable | Outstanding | Check               | -1,238.88          |
| 06/02/2021                            |              | <a href="#">10140</a>      | BC Wire Rope & Rigging                | Accounts Payable | Outstanding | Check               | -1,053.84          |
| 06/02/2021                            |              | <a href="#">10141</a>      | Blake Smith                           | Accounts Payable | Outstanding | Check               | -225.00            |
| 06/02/2021                            |              | <a href="#">10142</a>      | Brent Monson                          | Accounts Payable | Outstanding | Check               | -130.00            |
| 06/02/2021                            |              | <a href="#">10143</a>      | Butier Engineering, Inc.              | Accounts Payable | Outstanding | Check               | -12,624.50         |
| 06/02/2021                            |              | <a href="#">10144</a>      | CDW Government                        | Accounts Payable | Outstanding | Check               | -269.36            |
| 06/02/2021                            |              | <a href="#">10145</a>      | Champion Paving, Inc.                 | Accounts Payable | Outstanding | Check               | -6,724.00          |
| 06/02/2021                            |              | <a href="#">10146</a>      | CWEA Membership                       | Accounts Payable | Outstanding | Check               | -96.00             |
| 06/02/2021                            |              | <a href="#">10147</a>      | DirecTV LLC                           | Accounts Payable | Outstanding | Check               | -181.23            |
| 06/02/2021                            |              | <a href="#">10148</a>      | Duthie Electric Service Corporation   | Accounts Payable | Outstanding | Check               | -6,959.69          |
| 06/02/2021                            |              | <a href="#">10149</a>      | FedEx                                 | Accounts Payable | Outstanding | Check               | -63.96             |
| 06/02/2021                            |              | <a href="#">10150</a>      | Ferguson Waterworks                   | Accounts Payable | Outstanding | Check               | -958.50            |
| 06/02/2021                            |              | <a href="#">10151</a>      | Flo-Services, Inc.                    | Accounts Payable | Outstanding | Check               | -74,446.54         |
| 06/02/2021                            |              | <a href="#">10152</a>      | GMU Geotechnical, Inc.                | Accounts Payable | Outstanding | Check               | -4,638.75          |
| 06/02/2021                            |              | <a href="#">10153</a>      | Grainger                              | Accounts Payable | Outstanding | Check               | -94.54             |

**Bank Transaction Report**

**Issued Date Range: -**

| Issued Date | Cleared Date | Number                | Description  | Module           | Status      | Type  | Amount     |
|-------------|--------------|-----------------------|--|------------------|-------------|-------|------------|
| 06/02/2021  |              | <a href="#">10154</a> | Haaker Equipment Company                               | Accounts Payable | Outstanding | Check | -117.75    |
| 06/02/2021  |              | <a href="#">10155</a> | Hanson Bridgett LLP                                    | Accounts Payable | Outstanding | Check | -9,089.50  |
| 06/02/2021  |              | <a href="#">10156</a> | Harbor Pointe Air Conditioning & Control Systems, Inc. | Accounts Payable | Outstanding | Check | -3,059.71  |
| 06/02/2021  |              | <a href="#">10157</a> | InfoSend, Inc.   | Accounts Payable | Outstanding | Check | -2,413.99  |
| 06/02/2021  |              | <a href="#">10158</a> | Interstate Batteries of California                     | Accounts Payable | Outstanding | Check | -134.73    |
| 06/02/2021  |              | <a href="#">10159</a> | Irvine Pipe Supply                                     | Accounts Payable | Outstanding | Check | -872.86    |
| 06/02/2021  |              | <a href="#">10160</a> | Lisa Sangi   | Accounts Payable | Outstanding | Check | -29.98     |
| 06/02/2021  |              | <a href="#">10161</a> | Littlejohn-Reuland Corp.                               | Accounts Payable | Outstanding | Check | -4,210.72  |
| 06/02/2021  |              | <a href="#">10162</a> | Material Specialties Corp.                             | Accounts Payable | Outstanding | Check | -535.42    |
| 06/02/2021  |              | <a href="#">10163</a> | McFadden-Dale Industrial Hardware                      | Accounts Payable | Outstanding | Check | -292.95    |
| 06/02/2021  |              | <a href="#">10164</a> | Mr. Crane  | Accounts Payable | Outstanding | Check | -1,765.80  |
| 06/02/2021  |              | <a href="#">10165</a> | New Dimension General Construction                     | Accounts Payable | Outstanding | Check | -12,734.37 |
| 06/02/2021  |              | <a href="#">10166</a> | OC Superior Cleaning Services                          | Accounts Payable | Outstanding | Check | -2,205.00  |
| 06/02/2021  |              | <a href="#">10167</a> | OC Waste & Recycling                                   | Accounts Payable | Outstanding | Check | -2,264.09  |
| 06/02/2021  |              | <a href="#">10168</a> | Orange County Pumping, Inc.                            | Accounts Payable | Outstanding | Check | -710.00    |
| 06/02/2021  |              | <a href="#">10169</a> | Quinn Company  | Accounts Payable | Outstanding | Check | -146.92    |
| 06/02/2021  |              | <a href="#">10170</a> | Santa Margarita Water District                         | Accounts Payable | Outstanding | Check | -81,921.35 |
| 06/02/2021  |              | <a href="#">10171</a> | State Water Resources Control Board                    | Accounts Payable | Outstanding | Check | -125.00    |
| 06/02/2021  |              | <a href="#">10172</a> | TAB AnswerNetwork                                      | Accounts Payable | Outstanding | Check | -157.19    |
| 06/02/2021  |              | <a href="#">10173</a> | The Shoe Doctor, LLC                                   | Accounts Payable | Outstanding | Check | -152.96    |
| 06/02/2021  |              | <a href="#">10174</a> | Traffic Management                                     | Accounts Payable | Outstanding | Check | -1,108.76  |
| 06/02/2021  |              | <a href="#">10175</a> | USA Express Tire & Service                             | Accounts Payable | Outstanding | Check | -1,579.17  |
| 06/02/2021  |              | <a href="#">10176</a> | USABlueBook  | Accounts Payable | Outstanding | Check | -2,140.24  |
| 06/02/2021  |              | <a href="#">10177</a> | Weck Laboratories, Inc.                                | Accounts Payable | Outstanding | Check | -229.75    |
| 06/15/2021  |              | <a href="#">10178</a> | ARC  | Accounts Payable | Outstanding | Check | -978.06    |
| 06/15/2021  |              | <a href="#">10179</a> | AT&T   | Accounts Payable | Outstanding | Check | -789.12    |
| 06/15/2021  |              | <a href="#">10180</a> | Carquest of Orange County                              | Accounts Payable | Outstanding | Check | -66.23     |
| 06/15/2021  |              | <a href="#">10181</a> | Champion Paving, Inc.                                  | Accounts Payable | Outstanding | Check | -1,798.00  |
| 06/15/2021  |              | <a href="#">10182</a> | CWEA Membership  | Accounts Payable | Outstanding | Check | -192.00    |
| 06/15/2021  |              | <a href="#">10183</a> | DeZURIK, Inc.  | Accounts Payable | Outstanding | Check | -1,753.10  |
| 06/15/2021  |              | <a href="#">10184</a> | DMc Engineering  | Accounts Payable | Outstanding | Check | -17,318.31 |
| 06/15/2021  |              | <a href="#">10185</a> | Don Chadd  | Accounts Payable | Outstanding | Check | -124.64    |
| 06/15/2021  |              | <a href="#">10186</a> | Dudek  | Accounts Payable | Outstanding | Check | -2,925.00  |
| 06/15/2021  |              | <a href="#">10187</a> | FedEx  | Accounts Payable | Outstanding | Check | -67.67     |
| 06/15/2021  |              | <a href="#">10188</a> | Ferguson Waterworks                                    | Accounts Payable | Outstanding | Check | -4,334.14  |
| 06/15/2021  |              | <a href="#">10189</a> | GMU Geotechnical, Inc.                                 | Accounts Payable | Outstanding | Check | -3,020.00  |
| 06/15/2021  |              | <a href="#">10190</a> | Granicus, LLC  | Accounts Payable | Outstanding | Check | -9,301.95  |
| 06/15/2021  |              | <a href="#">10191</a> | Harbor Pointe Air Conditioning & Control Systems, Inc. | Accounts Payable | Outstanding | Check | -20.00     |
| 06/15/2021  |              | <a href="#">10192</a> | Irvine Ranch Water District                            | Accounts Payable | Outstanding | Check | -20,256.79 |
| 06/15/2021  |              | <a href="#">10193</a> | Jon's Flags & Poles Inc.                               | Accounts Payable | Outstanding | Check | -200.88    |
| 06/15/2021  |              | <a href="#">10194</a> | Kessler, Gary  | Accounts Payable | Outstanding | Check | -105.00    |
| 06/15/2021  |              | <a href="#">10195</a> | La Habra Fence Co., Inc.                               | Accounts Payable | Outstanding | Check | -577.00    |
| 06/15/2021  |              | <a href="#">10196</a> | Michael K. Nunley & Associates                         | Accounts Payable | Outstanding | Check | -1,863.53  |

**Bank Transaction Report**

Issued Date Range: -

| Issued Date                          | Cleared Date | Number                     | Description                                   | Module           | Status      | Type    | Amount               |
|--------------------------------------|--------------|----------------------------|---|------------------|-------------|---------|----------------------|
| 06/15/2021                           |              | <a href="#">10197</a>      | OC Superior Cleaning Services                 | Accounts Payable | Outstanding | Check   | -980.00              |
| 06/15/2021                           |              | <a href="#">10198</a>      | Olin Chemicals                                | Accounts Payable | Outstanding | Check   | -3,438.39            |
| 06/15/2021                           |              | <a href="#">10199</a>      | Orange County Pumping, Inc.                   | Accounts Payable | Outstanding | Check   | -2,130.00            |
| 06/15/2021                           |              | <a href="#">10200</a>      | Orkin Commercial Services                     | Accounts Payable | Outstanding | Check   | -2,096.64            |
| 06/15/2021                           |              | <a href="#">10201</a>      | PSOMAS  | Accounts Payable | Outstanding | Check   | -11,040.00           |
| 06/15/2021                           |              | <a href="#">10202</a>      | S & J Supply Company                          | Accounts Payable | Outstanding | Check   | -3,204.23            |
| 06/15/2021                           |              | <a href="#">10203</a>      | Santa Margarita Water District                | Accounts Payable | Outstanding | Check   | -46,567.93           |
| 06/15/2021                           |              | <a href="#">10204</a>      | Serpas, Phil                                  | Accounts Payable | Outstanding | Check   | -105.00              |
| 06/15/2021                           |              | <a href="#">10205</a>      | SouthWest Hydro Tech ACV Systems              | Accounts Payable | Outstanding | Check   | -540.00              |
| 06/15/2021                           |              | <a href="#">10206</a>      | Sparkletts                                    | Accounts Payable | Outstanding | Check   | -20.50               |
| 06/15/2021                           |              | <a href="#">10207</a>      | Stadia Realty, Inc                            | Accounts Payable | Outstanding | Check   | -1,005.08            |
| 06/15/2021                           |              | <a href="#">10208</a>      | Superior Tank Company Inc.                    | Accounts Payable | Outstanding | Check   | -72,283.41           |
| 06/15/2021                           |              | <a href="#">10209</a>      | TAB AnswerNetwork                             | Accounts Payable | Outstanding | Check   | -166.60              |
| 06/15/2021                           |              | <a href="#">10210</a>      | Touch Tel Mobile                              | Accounts Payable | Outstanding | Check   | -625.00              |
| 06/15/2021                           |              | <a href="#">10211</a>      | Tyler Technologies, Inc.                      | Accounts Payable | Outstanding | Check   | -895.09              |
| 06/15/2021                           |              | <a href="#">10212</a>      | Underground Service Alert/SC                  | Accounts Payable | Outstanding | Check   | -105.64              |
| 06/15/2021                           |              | <a href="#">10213</a>      | USABlueBook                                   | Accounts Payable | Outstanding | Check   | -749.10              |
| 06/15/2021                           |              | <a href="#">10214</a>      | Vituity - Urgent Care Services                | Accounts Payable | Outstanding | Check   | -1,797.00            |
| 06/15/2021                           |              | <a href="#">10215</a>      | VWR   | Accounts Payable | Outstanding | Check   | -425.29              |
| 06/15/2021                           |              | <a href="#">10216</a>      | Weck Laboratories, Inc.                       | Accounts Payable | Outstanding | Check   | -664.80              |
| 06/15/2021                           |              | <a href="#">10217</a>      | White Cap, L.P.                               | Accounts Payable | Outstanding | Check   | -852.14              |
| 06/17/2021                           |              | <a href="#">10218</a>      | David Dattola                                 | Accounts Payable | Outstanding | Check   | -100.00              |
| 06/18/2021                           |              | <a href="#">10219</a>      | Duthie Electric Service Corporation           | Accounts Payable | Outstanding | Check   | -193,084.66          |
| 06/30/2021                           |              | <a href="#">10221</a>      | Nicotra, Gary                                 | Accounts Payable | Outstanding | Check   | -1,866.39            |
| 06/30/2021                           |              | <a href="#">10222</a>      | Nicotra, Gary                                 | Accounts Payable | Outstanding | Check   | -2,673.34            |
| <b>Check Total: (89)</b>             |              |                            |   |                  |             |         | <b>-668,255.08</b>   |
| <b>EFT</b>                           |              |                            |   |                  |             |         |                      |
| 06/02/2021                           |              | <a href="#">49</a>         | ACWA/JPIA                                     | Accounts Payable | Outstanding | EFT     | -1,364.23            |
| 06/02/2021                           |              | <a href="#">50</a>         | Eide Bailly                                   | Accounts Payable | Outstanding | EFT     | -4,952.35            |
| 06/02/2021                           |              | <a href="#">51</a>         | MWDOC   | Accounts Payable | Outstanding | EFT     | -154,067.88          |
| 06/02/2021                           |              | <a href="#">52</a>         | Synoptek, LLC                                 | Accounts Payable | Outstanding | EFT     | -5,109.93            |
| 06/15/2021                           |              | <a href="#">53</a>         | ALS - Truesdail Laboratories                  | Accounts Payable | Outstanding | EFT     | -379.00              |
| 06/15/2021                           |              | <a href="#">54</a>         | MWDOC   | Accounts Payable | Outstanding | EFT     | -31.69               |
| 06/15/2021                           |              | <a href="#">55</a>         | Synoptek, LLC                                 | Accounts Payable | Outstanding | EFT     | -3,942.73            |
| <b>EFT Total: (7)</b>                |              |                            |   |                  |             |         | <b>-169,847.81</b>   |
| <b>Accounts Payable Total: (148)</b> |              |                            |   |                  |             |         | <b>-1,741,974.34</b> |
| <b>General Ledger</b>                |              |                            |   |                  |             |         |                      |
| <b>Deposit</b>                       |              |                            |   |                  |             |         |                      |
| 06/01/2021                           |              | <a href="#">DEP0013678</a> | Receipts - OC Fire Authority - Sewer Services | General Ledger   | Outstanding | Deposit | 150.00               |
| 06/04/2021                           |              | <a href="#">DEP0013700</a> | Receipts - County of Orange - Property Taxes  | General Ledger   | Outstanding | Deposit | 1,194.68             |
| 06/04/2021                           |              | <a href="#">DEP0013722</a> | Receipts - Monson - 457 Loan Repayment        | General Ledger   | Outstanding | Deposit | 286.98               |
| 06/04/2021                           |              | <a href="#">DEP0013723</a> | Receipts - City of San Clemente - water sales | General Ledger   | Outstanding | Deposit | 39,721.76            |

**Bank Transaction Report**

Issued Date Range: -

| Issued Date                       | Cleared Date | Number                     | Description                                  | Module         | Status      | Type    | Amount            |
|-----------------------------------|--------------|----------------------------|--|----------------|-------------|---------|-------------------|
| 06/07/2021                        |              | <a href="#">DEP0013730</a> | Receipts - SMWD - DSWR                       | General Ledger | Outstanding | Deposit | 7,007.80          |
| 06/10/2021                        |              | <a href="#">DEP0013749</a> | Receipts - County of Orange - Property Taxes | General Ledger | Outstanding | Deposit | 2,942.50          |
| 06/14/2021                        |              | <a href="#">DEP0013825</a> | Receipts - T-Mobile - Cell site rent         | General Ledger | Outstanding | Deposit | 2,069.63          |
| 06/14/2021                        |              | <a href="#">DEP0013826</a> | Misc AR - County of Orange - Sewer Services  | General Ledger | Outstanding | Deposit | 4,270.00          |
| 06/17/2021                        |              | <a href="#">DEP0013866</a> | Receipts - County of Orange - Property Taxes | General Ledger | Outstanding | Deposit | 652.34            |
| 06/17/2021                        |              | <a href="#">DEP0013867</a> | Receipts - TCWD - Recycling                  | General Ledger | Outstanding | Deposit | 995.00            |
| 06/18/2021                        |              | <a href="#">DEP0013868</a> | Receipts - LAIF - Transfer                   | General Ledger | Outstanding | Deposit | 500,000.00        |
| 06/24/2021                        |              | <a href="#">DEP0013959</a> | Receipts - County of Orange - Property Taxes | General Ledger | Outstanding | Deposit | 8,254.29          |
| 06/29/2021                        |              | <a href="#">DEP0013993</a> | Receipts - Monson - 457 Loan Repayment       | General Ledger | Outstanding | Deposit | 286.98            |
| <b>Deposit Total: (13)</b>        |              |                            |  |                |             |         | <b>567,831.96</b> |
| <b>General Ledger Total: (13)</b> |              |                            |  |                |             |         | <b>567,831.96</b> |

**Utility Billing**

| Check                   | Number                | Description  | Module          | Status      | Type  | Amount           |
|-------------------------|-----------------------|--------------|-----------------|-------------|-------|------------------|
| 06/30/2021              | <a href="#">10220</a> | LENNAR HOMES | Utility Billing | Outstanding | Check | -1,854.68        |
| <b>Check Total: (1)</b> |                       |              |                 |             |       | <b>-1,854.68</b> |

**Deposit**

|            |                            |   |                 |             |         |           |
|------------|----------------------------|---|-----------------|-------------|---------|-----------|
| 06/01/2021 | <a href="#">DEP0013659</a> | Utility Payment Packet UBPKT05849         | Utility Billing | Outstanding | Deposit | 3,469.80  |
| 06/01/2021 | <a href="#">DEP0013662</a> | Utility Payment Packet UBPKT05848         | Utility Billing | Outstanding | Deposit | 4,542.79  |
| 06/01/2021 | <a href="#">DEP0013665</a> | Utility Payment Packet UBPKT05850         | Utility Billing | Outstanding | Deposit | 13,943.61 |
| 06/01/2021 | <a href="#">DEP0013668</a> | Utility Payment Packet UBPKT05851         | Utility Billing | Outstanding | Deposit | 5,171.35  |
| 06/01/2021 | <a href="#">DEP0013671</a> | Utility Payment Packet UBPKT05852         | Utility Billing | Outstanding | Deposit | 4,375.53  |
| 06/01/2021 | <a href="#">DEP0013674</a> | Utility Payment Packet UBPKT05853         | Utility Billing | Outstanding | Deposit | 8,014.41  |
| 06/02/2021 | <a href="#">DEP0013677</a> | Utility Payment Packet UBPKT05854         | Utility Billing | Outstanding | Deposit | 3,734.90  |
| 06/02/2021 | <a href="#">DEP0013681</a> | Utility Payment Packet UBPKT05855         | Utility Billing | Outstanding | Deposit | 1,842.76  |
| 06/02/2021 | <a href="#">DEP0013684</a> | Utility Reverse Payment Packet UBPKT05856 | Utility Billing | Outstanding | Deposit | -95.63    |
| 06/02/2021 | <a href="#">DEP0013687</a> | Utility Payment Packet UBPKT05857         | Utility Billing | Outstanding | Deposit | 2,324.25  |
| 06/03/2021 | <a href="#">DEP0013690</a> | Utility Reverse Payment Packet UBPKT05859 | Utility Billing | Outstanding | Deposit | -41.57    |
| 06/03/2021 | <a href="#">DEP0013693</a> | Utility Payment Packet UBPKT05858         | Utility Billing | Outstanding | Deposit | 2,454.98  |
| 06/03/2021 | <a href="#">DEP0013696</a> | Utility Payment Packet UBPKT05862         | Utility Billing | Outstanding | Deposit | 7,116.91  |
| 06/03/2021 | <a href="#">DEP0013699</a> | Utility Payment Packet UBPKT05865         | Utility Billing | Outstanding | Deposit | 5,747.99  |
| 06/03/2021 | <a href="#">DEP0013703</a> | Utility Payment Packet UBPKT05866         | Utility Billing | Outstanding | Deposit | 2,562.79  |
| 06/04/2021 | <a href="#">DEP0013706</a> | Utility Payment Packet UBPKT05868         | Utility Billing | Outstanding | Deposit | 5,689.72  |
| 06/04/2021 | <a href="#">DEP0013709</a> | Utility Payment Packet UBPKT05867         | Utility Billing | Outstanding | Deposit | 3,213.69  |
| 06/04/2021 | <a href="#">DEP0013712</a> | Utility Payment Packet UBPKT05869         | Utility Billing | Outstanding | Deposit | 7,368.99  |
| 06/04/2021 | <a href="#">DEP0013715</a> | Utility Payment Packet UBPKT05870         | Utility Billing | Outstanding | Deposit | 5,908.13  |
| 06/07/2021 | <a href="#">DEP0013719</a> | Utility Payment Packet UBPKT05872         | Utility Billing | Outstanding | Deposit | 2,598.97  |
| 06/07/2021 | <a href="#">DEP0013721</a> | Utility Payment Packet UBPKT05871         | Utility Billing | Outstanding | Deposit | 2,285.52  |
| 06/07/2021 | <a href="#">DEP0013726</a> | Utility Payment Packet UBPKT05876         | Utility Billing | Outstanding | Deposit | 5,400.00  |
| 06/07/2021 | <a href="#">DEP0013729</a> | Utility Payment Packet UBPKT05877         | Utility Billing | Outstanding | Deposit | 3,910.62  |
| 06/07/2021 | <a href="#">DEP0013733</a> | Utility Payment Packet UBPKT05878         | Utility Billing | Outstanding | Deposit | 2,725.41  |
| 06/08/2021 | <a href="#">DEP0013738</a> | Utility Payment Packet UBPKT05880         | Utility Billing | Outstanding | Deposit | 4,180.17  |
| 06/08/2021 | <a href="#">DEP0013740</a> | Utility Payment Packet UBPKT05879         | Utility Billing | Outstanding | Deposit | 2,328.56  |

**Bank Transaction Report**

**Issued Date Range: -**

| Issued Date | Cleared Date | Number                     | Description                               | Module          | Status      | Type    | Amount     |
|-------------|--------------|----------------------------|---|-----------------|-------------|---------|------------|
| 06/08/2021  |              | <a href="#">DEP0013742</a> | Utility Payment Packet UBPKT05881         | Utility Billing | Outstanding | Deposit | 1,177.29   |
| 06/09/2021  |              | <a href="#">DEP0013746</a> | Utility Payment Packet UBPKT05883         | Utility Billing | Outstanding | Deposit | 2,490.20   |
| 06/09/2021  |              | <a href="#">DEP0013748</a> | Utility Payment Packet UBPKT05882         | Utility Billing | Outstanding | Deposit | 3,150.53   |
| 06/09/2021  |              | <a href="#">DEP0013752</a> | Utility Payment Packet UBPKT05889         | Utility Billing | Outstanding | Deposit | 2,499.35   |
| 06/10/2021  |              | <a href="#">DEP0013756</a> | Utility Payment Packet UBPKT05892         | Utility Billing | Outstanding | Deposit | 3,376.97   |
| 06/10/2021  |              | <a href="#">DEP0013758</a> | Utility Payment Packet UBPKT05891         | Utility Billing | Outstanding | Deposit | 3,353.75   |
| 06/10/2021  |              | <a href="#">DEP0013765</a> | Utility Payment Packet UBPKT05897         | Utility Billing | Outstanding | Deposit | 22,543.85  |
| 06/10/2021  |              | <a href="#">DEP0013767</a> | Utility Payment Packet UBPKT05894         | Utility Billing | Outstanding | Deposit | 1,988.95   |
| 06/10/2021  |              | <a href="#">DEP0013769</a> | Utility Payment Packet UBPKT05895         | Utility Billing | Outstanding | Deposit | 2,107.69   |
| 06/10/2021  |              | <a href="#">DEP0013771</a> | Utility Payment Packet UBPKT05896         | Utility Billing | Outstanding | Deposit | 6,259.17   |
| 06/11/2021  |              | <a href="#">DEP0013775</a> | Utility Payment Packet UBPKT05899         | Utility Billing | Outstanding | Deposit | 7,462.39   |
| 06/11/2021  |              | <a href="#">DEP0013777</a> | Utility Payment Packet UBPKT05898         | Utility Billing | Outstanding | Deposit | 2,406.01   |
| 06/11/2021  |              | <a href="#">DEP0013781</a> | Utility Payment Packet UBPKT05901         | Utility Billing | Outstanding | Deposit | 2,966.73   |
| 06/11/2021  |              | <a href="#">DEP0013783</a> | Utility Payment Packet UBPKT05902         | Utility Billing | Outstanding | Deposit | 11,041.34  |
| 06/11/2021  |              | <a href="#">DEP0013786</a> | Utility Payment Packet UBPKT05903         | Utility Billing | Outstanding | Deposit | 116,850.48 |
| 06/12/2021  |              | <a href="#">DEP0013797</a> | Utility Payment Packet UBPKT05904         | Utility Billing | Outstanding | Deposit | 2,302.00   |
| 06/13/2021  |              | <a href="#">DEP0013794</a> | Utility Payment Packet UBPKT05905         | Utility Billing | Outstanding | Deposit | 2,952.90   |
| 06/14/2021  |              | <a href="#">DEP0013788</a> | ACH Draft Packet UBPKT05794               | Utility Billing | Outstanding | Deposit | 131,438.38 |
| 06/14/2021  |              | <a href="#">DEP0013791</a> | Utility Payment Packet UBPKT05907         | Utility Billing | Outstanding | Deposit | 5,728.21   |
| 06/14/2021  |              | <a href="#">DEP0013800</a> | Utility Reverse Payment Packet UBPKT05908 | Utility Billing | Outstanding | Deposit | -88.15     |
| 06/14/2021  |              | <a href="#">DEP0013803</a> | Utility Reverse Payment Packet UBPKT05909 | Utility Billing | Outstanding | Deposit | -121.07    |
| 06/14/2021  |              | <a href="#">DEP0013806</a> | Utility Payment Packet UBPKT05906         | Utility Billing | Outstanding | Deposit | 9,697.15   |
| 06/14/2021  |              | <a href="#">DEP0013809</a> | Utility Payment Packet UBPKT05919         | Utility Billing | Outstanding | Deposit | 4,599.99   |
| 06/14/2021  |              | <a href="#">DEP0013812</a> | Utility Payment Packet UBPKT05920         | Utility Billing | Outstanding | Deposit | 10,109.63  |
| 06/14/2021  |              | <a href="#">DEP0013815</a> | Utility Payment Packet UBPKT05922         | Utility Billing | Outstanding | Deposit | 77,394.72  |
| 06/15/2021  |              | <a href="#">DEP0013818</a> | Utility Payment Packet UBPKT05923         | Utility Billing | Outstanding | Deposit | 1,003.85   |
| 06/15/2021  |              | <a href="#">DEP0013821</a> | Utility Payment Packet UBPKT05924         | Utility Billing | Outstanding | Deposit | 1,129.70   |
| 06/15/2021  |              | <a href="#">DEP0013824</a> | Utility Payment Packet UBPKT05925         | Utility Billing | Outstanding | Deposit | 5,440.76   |
| 06/15/2021  |              | <a href="#">DEP0013832</a> | Utility Payment Packet UBPKT05943         | Utility Billing | Outstanding | Deposit | 11,995.55  |
| 06/16/2021  |              | <a href="#">DEP0013829</a> | Utility Reverse Payment Packet UBPKT05941 | Utility Billing | Outstanding | Deposit | -172.30    |
| 06/16/2021  |              | <a href="#">DEP0013835</a> | Utility Payment Packet UBPKT05945         | Utility Billing | Outstanding | Deposit | 1,146.57   |
| 06/16/2021  |              | <a href="#">DEP0013838</a> | Utility Payment Packet UBPKT05944         | Utility Billing | Outstanding | Deposit | 380.15     |
| 06/16/2021  |              | <a href="#">DEP0013841</a> | Utility Payment Packet UBPKT05950         | Utility Billing | Outstanding | Deposit | 5,888.61   |
| 06/17/2021  |              | <a href="#">DEP0013844</a> | Utility Payment Packet UBPKT05952         | Utility Billing | Outstanding | Deposit | 230.78     |
| 06/17/2021  |              | <a href="#">DEP0013847</a> | Utility Payment Packet UBPKT05951         | Utility Billing | Outstanding | Deposit | 120.00     |
| 06/17/2021  |              | <a href="#">DEP0013850</a> | Utility Reverse Payment Packet UBPKT05953 | Utility Billing | Outstanding | Deposit | -89.27     |
| 06/17/2021  |              | <a href="#">DEP0013859</a> | Utility Payment Packet UBPKT05961         | Utility Billing | Outstanding | Deposit | 8,171.90   |
| 06/17/2021  |              | <a href="#">DEP0013862</a> | Utility Payment Packet UBPKT05964         | Utility Billing | Outstanding | Deposit | 17,982.38  |
| 06/18/2021  |              | <a href="#">DEP0013865</a> | Utility Payment Packet UBPKT05965         | Utility Billing | Outstanding | Deposit | 2,133.20   |
| 06/18/2021  |              | <a href="#">DEP0013871</a> | Utility Payment Packet UBPKT05973         | Utility Billing | Outstanding | Deposit | 6,382.70   |
| 06/19/2021  |              | <a href="#">DEP0013885</a> | Utility Payment Packet UBPKT05984         | Utility Billing | Outstanding | Deposit | 1,863.13   |
| 06/20/2021  |              | <a href="#">DEP0013887</a> | Utility Payment Packet UBPKT05985         | Utility Billing | Outstanding | Deposit | 1,246.23   |
| 06/21/2021  |              | <a href="#">DEP0013875</a> | Utility Payment Packet UBPKT05976         | Utility Billing | Outstanding | Deposit | 1,014.38   |

Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number                     | Description                       | Module          | Status      | Type                                | Amount             |
|-------------|--------------|----------------------------|-----------------------------------|-----------------|-------------|-------------------------------------|--------------------|
| 06/21/2021  |              | <a href="#">DEP0013877</a> | Utility Payment Packet UBPKT05975 | Utility Billing | Outstanding | Deposit                             | 471.57             |
| 06/21/2021  |              | <a href="#">DEP0013889</a> | Utility Payment Packet UBPKT05986 | Utility Billing | Outstanding | Deposit                             | 4,397.93           |
| 06/21/2021  |              | <a href="#">DEP0013891</a> | Utility Payment Packet UBPKT05981 | Utility Billing | Outstanding | Deposit                             | 2,754.79           |
| 06/21/2021  |              | <a href="#">DEP0013893</a> | Utility Payment Packet UBPKT05982 | Utility Billing | Outstanding | Deposit                             | 3,036.97           |
| 06/21/2021  |              | <a href="#">DEP0013895</a> | Utility Payment Packet UBPKT05983 | Utility Billing | Outstanding | Deposit                             | 3,333.07           |
| 06/22/2021  |              | <a href="#">DEP0013899</a> | Utility Payment Packet UBPKT05988 | Utility Billing | Outstanding | Deposit                             | 6,837.08           |
| 06/22/2021  |              | <a href="#">DEP0013901</a> | Utility Payment Packet UBPKT05987 | Utility Billing | Outstanding | Deposit                             | 3,291.43           |
| 06/22/2021  |              | <a href="#">DEP0013904</a> | Utility Payment Packet UBPKT05991 | Utility Billing | Outstanding | Deposit                             | 246.00             |
| 06/22/2021  |              | <a href="#">DEP0013907</a> | Utility Payment Packet UBPKT05996 | Utility Billing | Outstanding | Deposit                             | 4,568.10           |
| 06/23/2021  |              | <a href="#">DEP0013911</a> | Utility Payment Packet UBPKT05998 | Utility Billing | Outstanding | Deposit                             | 3,198.12           |
| 06/23/2021  |              | <a href="#">DEP0013913</a> | Utility Payment Packet UBPKT05997 | Utility Billing | Outstanding | Deposit                             | 5,850.58           |
| 06/23/2021  |              | <a href="#">DEP0013917</a> | Utility Payment Packet UBPKT05999 | Utility Billing | Outstanding | Deposit                             | 3,787.92           |
| 06/23/2021  |              | <a href="#">DEP0013919</a> | Utility Payment Packet UBPKT06000 | Utility Billing | Outstanding | Deposit                             | 2,983.68           |
| 06/23/2021  |              | <a href="#">DEP0013922</a> | Utility Payment Packet UBPKT06001 | Utility Billing | Outstanding | Deposit                             | 2,378.17           |
| 06/24/2021  |              | <a href="#">DEP0013926</a> | Utility Payment Packet UBPKT06003 | Utility Billing | Outstanding | Deposit                             | 3,054.03           |
| 06/24/2021  |              | <a href="#">DEP0013928</a> | Utility Payment Packet UBPKT06002 | Utility Billing | Outstanding | Deposit                             | 6,711.16           |
| 06/24/2021  |              | <a href="#">DEP0013933</a> | Utility Payment Packet UBPKT06004 | Utility Billing | Outstanding | Deposit                             | 3,717.22           |
| 06/24/2021  |              | <a href="#">DEP0013935</a> | Utility Payment Packet UBPKT06005 | Utility Billing | Outstanding | Deposit                             | 1,254.88           |
| 06/24/2021  |              | <a href="#">DEP0013937</a> | Utility Payment Packet UBPKT06006 | Utility Billing | Outstanding | Deposit                             | 2,908.40           |
| 06/25/2021  |              | <a href="#">DEP0013941</a> | Utility Payment Packet UBPKT06008 | Utility Billing | Outstanding | Deposit                             | 1,411.94           |
| 06/25/2021  |              | <a href="#">DEP0013943</a> | Utility Payment Packet UBPKT06007 | Utility Billing | Outstanding | Deposit                             | 2,879.87           |
| 06/25/2021  |              | <a href="#">DEP0013947</a> | Utility Payment Packet UBPKT06009 | Utility Billing | Outstanding | Deposit                             | 2,390.00           |
| 06/25/2021  |              | <a href="#">DEP0013949</a> | Utility Payment Packet UBPKT06010 | Utility Billing | Outstanding | Deposit                             | 1,691.26           |
| 06/25/2021  |              | <a href="#">DEP0013952</a> | Utility Payment Packet UBPKT06011 | Utility Billing | Outstanding | Deposit                             | 16,341.57          |
| 06/26/2021  |              | <a href="#">DEP0013968</a> | Utility Payment Packet UBPKT06015 | Utility Billing | Outstanding | Deposit                             | 888.64             |
| 06/27/2021  |              | <a href="#">DEP0013971</a> | Utility Payment Packet UBPKT06016 | Utility Billing | Outstanding | Deposit                             | 2,145.24           |
| 06/28/2021  |              | <a href="#">DEP0013955</a> | Utility Payment Packet UBPKT06012 | Utility Billing | Outstanding | Deposit                             | 1,322.41           |
| 06/28/2021  |              | <a href="#">DEP0013958</a> | Utility Payment Packet UBPKT06013 | Utility Billing | Outstanding | Deposit                             | 1,959.98           |
| 06/28/2021  |              | <a href="#">DEP0013974</a> | Utility Payment Packet UBPKT06017 | Utility Billing | Outstanding | Deposit                             | 6,768.13           |
| 06/29/2021  |              | <a href="#">DEP0013962</a> | Utility Payment Packet UBPKT06018 | Utility Billing | Outstanding | Deposit                             | 2,773.72           |
| 06/29/2021  |              | <a href="#">DEP0013965</a> | Utility Payment Packet UBPKT06019 | Utility Billing | Outstanding | Deposit                             | 3,316.58           |
| 06/29/2021  |              | <a href="#">DEP0013977</a> | Utility Payment Packet UBPKT06020 | Utility Billing | Outstanding | Deposit                             | 6,713.34           |
| 06/29/2021  |              | <a href="#">DEP0013980</a> | Utility Payment Packet UBPKT06022 | Utility Billing | Outstanding | Deposit                             | 1,784.05           |
| 06/29/2021  |              | <a href="#">DEP0013983</a> | Utility Payment Packet UBPKT06030 | Utility Billing | Outstanding | Deposit                             | 1,842.19           |
| 06/30/2021  |              | <a href="#">DEP0013986</a> | Utility Payment Packet UBPKT06031 | Utility Billing | Outstanding | Deposit                             | 2,552.00           |
| 06/30/2021  |              | <a href="#">DEP0013989</a> | Utility Payment Packet UBPKT06032 | Utility Billing | Outstanding | Deposit                             | 4,235.31           |
| 06/30/2021  |              | <a href="#">DEP0013996</a> | Utility Payment Packet UBPKT06036 | Utility Billing | Outstanding | Deposit                             | 4,125.11           |
|             |              |                            |                                   |                 |             | <b>Deposit Total: (106)</b>         | <b>740,253.87</b>  |
|             |              |                            |                                   |                 |             | <b>Utility Billing Total: (107)</b> | <b>738,399.19</b>  |
|             |              |                            |                                   |                 |             | <b>Report Total: (268)</b>          | <b>-435,743.19</b> |

**Summary**

| Bank Account  | Count      | Amount             |
|---|------------|--------------------|
| <a href="#">030866939 Bank of the West Checking</a> | 268        | -435,743.19        |
| <b>Report Total:</b>                                | <b>268</b> | <b>-435,743.19</b> |

| Cash Account   | Count      | Amount             |
|--|------------|--------------------|
| <a href="#">**No Cash Account**</a>                                    | 1          | 0.00               |
| <a href="#">99 99-000-1004 Bank of the West Checking (Pooled Cash)</a> | 267        | -435,743.19        |
| <b>Report Total:</b>   | <b>268</b> | <b>-435,743.19</b> |

| Transaction Type     | Count      | Amount             |
|----------------------|------------|--------------------|
| Bank Draft           | 50         | -904,663.86        |
| Bank Draft Reversal  | 2          | 792.41             |
| Check                | 90         | -670,109.76        |
| Deposit              | 119        | 1,308,085.83       |
| EFT                  | 7          | -169,847.81        |
| <b>Report Total:</b> | <b>268</b> | <b>-435,743.19</b> |

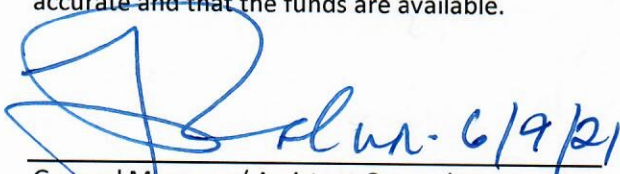


Trabuco Canyon Water District  
General Fund Warrant Register  
6/9/2021

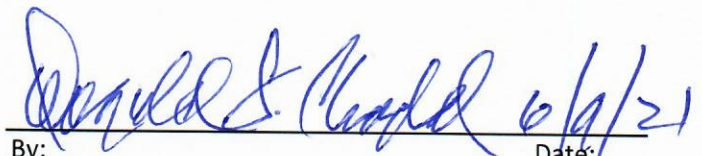
**Summary of Disbursements**


|                            |                   |
|----------------------------|-------------------|
| Computer Checks            | 295,656.12        |
| UB Refund Checks           | 2,788.40          |
| Bank Drafts                | 396,495.54        |
| Bank EFTs                  | 165,494.39        |
| Voided Checks              | -                 |
| <b>Total Disbursements</b> | <b>860,434.45</b> |

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: \_\_\_\_\_

  
\_\_\_\_\_  
By: \_\_\_\_\_ Date: \_\_\_\_\_



Trabuco Canyon Water District, CA

# Check Report

By Check Number

Date Range: 05/13/2021 - 06/07/2021

| Vendor Number                 | Vendor Name                                     | Payment Date | Payment Type | Discount Amount | Payment Amount | Number     |
|-------------------------------|---|--------------|--------------|-----------------|----------------|------------|
| <b>Bank Code: APBNK-APBNK</b> |   |              |              |                 |                |            |
| ACWA0002                      | ACWA/JPIA                                       | 06/02/2021   | EFT          | 0.00            | 1,364.23       | 49         |
| EIDE0001                      | Eide Bailly                                     | 06/02/2021   | EFT          | 0.00            | 4,952.35       | 50         |
| MWDO0001                      | MWDOC   | 06/02/2021   | EFT          | 0.00            | 154,067.88     | 51         |
| SYNO0001                      | Synoptek, LLC                                   | 06/02/2021   | EFT          | 0.00            | 5,109.93       | 52         |
| STAT0001                      | State Water Resources Control Board             | 05/25/2021   | Regular      | 0.00            | 170.00         | 10128      |
| TUTT0001                      | Tuttle-Click Ford                               | 05/25/2021   | Regular      | 0.00            | 40,338.69      | 10129      |
| TRUE0001                      | ALS - Truesdail Laboratories                    | 06/02/2021   | Regular      | 0.00            | 7,826.00       | 10133      |
|                               | **Void**  | 06/02/2021   | Regular      | 0.00            | 0.00           | 10134      |
| ANTH0001                      | Anthracite Filter Media Company                 | 06/02/2021   | Regular      | 0.00            | 4,013.43       | 10135      |
| ASAM0001                      | ASA Manufacturing                               | 06/02/2021   | Regular      | 0.00            | 820.00         | 10136      |
| AT&T0001                      | AT&T  | 06/02/2021   | Regular      | 0.00            | 839.00         | 10137      |
| ATKI0001                      | Atkinson, Andelson, Loya, Ruud & Romo           | 06/02/2021   | Regular      | 0.00            | 3,946.00       | 10138      |
| BAVC0001                      | BAVCO Backflow Apparatus & Valve Co.            | 06/02/2021   | Regular      | 0.00            | 1,238.88       | 10139      |
| BCWI0001                      | BC Wire Rope & Rigging                          | 06/02/2021   | Regular      | 0.00            | 1,053.84       | 10140      |
| SMIT0001                      | Blake Smith                                     | 06/02/2021   | Regular      | 0.00            | 225.00         | 10141      |
| MONS0001                      | Brent Monson                                    | 06/02/2021   | Regular      | 0.00            | 130.00         | 10142      |
| BUTI0001                      | Butier Engineering, Inc.                        | 06/02/2021   | Regular      | 0.00            | 12,624.50      | 10143      |
| CDWG0001                      | CDW Government                                  | 06/02/2021   | Regular      | 0.00            | 269.36         | 10144      |
| CHAM0001                      | Champion Paving, Inc.                           | 06/02/2021   | Regular      | 0.00            | 6,724.00       | 10145      |
| CWEA00001                     | CWEA Membership                                 | 06/02/2021   | Regular      | 0.00            | 96.00          | 10146      |
| DIRE0001                      | DirecTV LLC                                     | 06/02/2021   | Regular      | 0.00            | 181.23         | 10147      |
| DUTH0001                      | Duthie Electric Service Corporation             | 06/02/2021   | Regular      | 0.00            | 6,959.69       | 10148      |
| FEDE0001                      | FedEx   | 06/02/2021   | Regular      | 0.00            | 63.96          | 10149      |
| FERG0001                      | Ferguson Waterworks                             | 06/02/2021   | Regular      | 0.00            | 958.50         | 10150      |
| FLOS0001                      | Flo-Services, Inc.                              | 06/02/2021   | Regular      | 0.00            | 74,446.54      | 10151      |
| GMUG0001                      | GMU Geotechnical, Inc.                          | 06/02/2021   | Regular      | 0.00            | 4,638.75       | 10152      |
| GRAI0001                      | Grainger  | 06/02/2021   | Regular      | 0.00            | 94.54          | 10153      |
| HAAK0001                      | Haaker Equipment Company                        | 06/02/2021   | Regular      | 0.00            | 117.75         | 10154      |
| HANS0001                      | Hanson Bridgett LLP                             | 06/02/2021   | Regular      | 0.00            | 9,089.50       | 10155      |
| HARB0001                      | Harbor Pointe Air Conditioning & Control System | 06/02/2021   | Regular      | 0.00            | 3,059.71       | 10156      |
| INFO0001                      | InfoSend, Inc.                                  | 06/02/2021   | Regular      | 0.00            | 2,413.99       | 10157      |
| INTE0001                      | Interstate Batteries of California              | 06/02/2021   | Regular      | 0.00            | 134.73         | 10158      |
| IRVI0002                      | Irvine Pipe Supply                              | 06/02/2021   | Regular      | 0.00            | 872.86         | 10159      |
| SANG0001                      | Lisa Sangi                                      | 06/02/2021   | Regular      | 0.00            | 29.98          | 10160      |
| litt0001                      | Littlejohn-Reuland Corp.                        | 06/02/2021   | Regular      | 0.00            | 4,210.72       | 10161      |
| MATE0002                      | Material Specialties Corp.                      | 06/02/2021   | Regular      | 0.00            | 535.42         | 10162      |
| MCFA0001                      | McFadden-Dale Industrial Hardware               | 06/02/2021   | Regular      | 0.00            | 292.95         | 10163      |
| MRCR0001                      | Mr. Crane                                       | 06/02/2021   | Regular      | 0.00            | 1,765.80       | 10164      |
| NEWDO001                      | New Dimension General Construction              | 06/02/2021   | Regular      | 0.00            | 12,734.37      | 10165      |
| OCSU0001                      | OC Superior Cleaning Services                   | 06/02/2021   | Regular      | 0.00            | 2,205.00       | 10166      |
| OCWA0001                      | OC Waste & Recycling                            | 06/02/2021   | Regular      | 0.00            | 2,264.09       | 10167      |
| ORAN0004                      | Orange County Pumping, Inc.                     | 06/02/2021   | Regular      | 0.00            | 710.00         | 10168      |
| QUIN0001                      | Quinn Company                                   | 06/02/2021   | Regular      | 0.00            | 146.92         | 10169      |
| SANT0003                      | Santa Margarita Water District                  | 06/02/2021   | Regular      | 0.00            | 81,921.35      | 10170      |
| STAT0001                      | State Water Resources Control Board             | 06/02/2021   | Regular      | 0.00            | 125.00         | 10171      |
| TABA0001                      | TAB AnswerNetwork                               | 06/02/2021   | Regular      | 0.00            | 157.19         | 10172      |
| SHOE0001                      | The Shoe Doctor, LLC                            | 06/02/2021   | Regular      | 0.00            | 152.96         | 10173      |
| TRAF0001                      | Traffic Management                              | 06/02/2021   | Regular      | 0.00            | 1,108.76       | 10174      |
| USAE0001                      | USA Express Tire & Service                      | 06/02/2021   | Regular      | 0.00            | 1,579.17       | 10175      |
| USAB0001                      | USABlueBook                                     | 06/02/2021   | Regular      | 0.00            | 2,140.24       | 10176      |
| WECK0001                      | Weck Laboratories, Inc.                         | 06/02/2021   | Regular      | 0.00            | 229.75         | 10177      |
| COXC0001                      | Cox Communications                              | 05/17/2021   | Bank Draft   | 0.00            | 134.82         | DFT0002079 |
| ADP0001                       | ADP   | 05/18/2021   | Bank Draft   | 0.00            | 310.91         | DFT0002080 |
| ADP0001                       | ADP   | 05/19/2021   | Bank Draft   | 0.00            | 94,942.14      | DFT0002081 |

Check Report

Date Range: 05/13/2021 - 06/07/2021

| Vendor Number | Vendor Name                    | Payment Date | Payment Type | Discount Amount | Payment Amount | Number     |
|---------------|--------------------------------|--------------|--------------|-----------------|----------------|------------|
| CALP0001      | CalPERS                        | 05/19/2021   | Bank Draft   | 0.00            | 8,055.68       | DFT0002082 |
| CALP0001      | CalPERS                        | 05/19/2021   | Bank Draft   | 0.00            | 14,226.35      | DFT0002083 |
| CALP0001      | CalPERS                        | 05/19/2021   | Bank Draft   | 0.00            | 4,004.15       | DFT0002084 |
| TOLLO001      | The Toll Roads                 | 05/19/2021   | Bank Draft   | 0.00            | 140.00         | DFT0002085 |
| COXC0001      | Cox Communications             | 05/20/2021   | Bank Draft   | 0.00            | 689.96         | DFT0002086 |
| AT&T0003      | AT&T Mobility                  | 05/20/2021   | Bank Draft   | 0.00            | 36,118.97      | DFT0002087 |
| SOUT0002      | Southern California Edison     | 05/26/2021   | Bank Draft   | 0.00            | 26,911.70      | DFT0002088 |
| ADP0001       | ADP                            | 05/25/2021   | Bank Draft   | 0.00            | 74.71          | DFT0002089 |
| STAN0001      | Stanley Security Solutions     | 05/27/2021   | Bank Draft   | 0.00            | 1,899.21       | DFT0002090 |
| ADP0001       | ADP                            | 05/28/2021   | Bank Draft   | 0.00            | 120.00         | DFT0002091 |
| ADP0001       | ADP                            | 06/02/2021   | Bank Draft   | 0.00            | 1.19           | DFT0002092 |
| EPX0001       | EPX                            | 06/01/2021   | Bank Draft   | 0.00            | 3,394.01       | DFT0002093 |
| TOLLO001      | The Toll Roads                 | 06/01/2021   | Bank Draft   | 0.00            | 140.00         | DFT0002094 |
| HOME0001      | Home Depot                     | 06/02/2021   | Bank Draft   | 0.00            | 588.13         | DFT0002095 |
| LOWE0001      | Lowe's                         | 06/02/2021   | Bank Draft   | 0.00            | 250.28         | DFT0002096 |
| ADP0001       | ADP                            | 06/03/2021   | Bank Draft   | 0.00            | 110,711.77     | DFT0002097 |
| CALP0001      | CalPERS                        | 06/02/2021   | Bank Draft   | 0.00            | 5,266.36       | DFT0002098 |
| CALP0001      | CalPERS                        | 06/02/2021   | Bank Draft   | 0.00            | 45,359.01      | DFT0002099 |
| CALP0001      | CalPERS                        | 06/02/2021   | Bank Draft   | 0.00            | 14,226.35      | DFT0002100 |
| CALP0001      | CalPERS                        | 06/02/2021   | Bank Draft   | 0.00            | 4,339.90       | DFT0002101 |
| CALP0001      | CalPERS                        | 06/02/2021   | Bank Draft   | 0.00            | 8,055.68       | DFT0002102 |
| GUAR0001      | Guardian                       | 06/02/2021   | Bank Draft   | 0.00            | 4,470.72       | DFT0002103 |
| VSP0001       | VSP                            | 06/02/2021   | Bank Draft   | 0.00            | 888.87         | DFT0002104 |
| CINT0001      | Cintas                         | 06/03/2021   | Bank Draft   | 0.00            | 248.46         | DFT0002105 |
| CINT0001      | Cintas                         | 06/04/2021   | Bank Draft   | 0.00            | 1,157.61       | DFT0002106 |
| CINT0001      | Cintas                         | 06/04/2021   | Bank Draft   | 0.00            | 364.77         | DFT0002107 |
| SANT0003      | Santa Margarita Water District | 06/04/2021   | Bank Draft   | 0.00            | 3,387.61       | DFT0002108 |
| COXC0001      | Cox Communications             | 06/07/2021   | Bank Draft   | 0.00            | 2,380.18       | DFT0002109 |
| EXXO0001      | Exxon/Mobil                    | 06/07/2021   | Bank Draft   | 0.00            | 2,935.86       | DFT0002110 |
| SHELO001      | Shell Fleet Plus               | 06/07/2021   | Bank Draft   | 0.00            | 700.18         | DFT0002111 |

Bank Code APBNK Summary

| Payment Type   | Payable Count | Payment Count | Discount    | Payment           |
|----------------|---------------|---------------|-------------|-------------------|
| Regular Checks | 82            | 46            | 0.00        | 295,656.12        |
| Manual Checks  | 0             | 0             | 0.00        | 0.00              |
| Voided Checks  | 0             | 1             | 0.00        | 0.00              |
| Bank Drafts    | 47            | 33            | 0.00        | 396,495.54        |
| EFT's          | 9             | 4             | 0.00        | 165,494.39        |
| <b>Total</b>   | <b>138</b>    | <b>84</b>     | <b>0.00</b> | <b>857,646.05</b> |

### All Bank Codes Check Summary

| Payment Type   | Payable Count | Payment Count | Discount    | Payment           |
|----------------|---------------|---------------|-------------|-------------------|
| Regular Checks | 82            | 46            | 0.00        | 295,656.12        |
| Manual Checks  | 0             | 0             | 0.00        | 0.00              |
| Voided Checks  | 0             | 1             | 0.00        | 0.00              |
| Bank Drafts    | 47            | 33            | 0.00        | 396,495.54        |
| EFT's          | 9             | 4             | 0.00        | 165,494.39        |
|                | <b>138</b>    | <b>84</b>     | <b>0.00</b> | <b>857,646.05</b> |

### Fund Summary

| Fund | Name        | Period | Amount            |
|------|-------------|--------|-------------------|
| 99   | Pooled Cash | 5/2021 | 228,137.29        |
| 99   | Pooled Cash | 6/2021 | 629,508.76        |
|      |             |        | <b>857,646.05</b> |



Trabuco Canyon Water District, CA

# Refund Check Register

## Refund Check Detail

**UBPKT05793 - Refunds 02 UBPKT05778 Regular**

| Account                 | Name                         | Date      | Check # | Amount                        | Code            | Receipt | Amount  | Type                   |
|-------------------------|------------------------------|-----------|---------|-------------------------------|-----------------|---------|---------|------------------------|
| 200-0550-001            | TEJERAS, ISABEL              | 5/27/2021 | 10130   | 36.33                         |                 |         | 36.33   | Generated From Billing |
| 800-0015-011            | NOBLE, RJ                    | 5/27/2021 | 10131   | 868.51                        |                 |         | 868.51  | Deposit                |
| 800-0015-013            | EXCAVATING, JOSHUA GRADING & | 5/27/2021 | 10132   | 1,883.56                      |                 |         | 1883.56 | Generated From Billing |
| <b>Total Refunds: 3</b> |                              |           |         | <b>Total Refunded Amount:</b> | <b>2,788.40</b> |         |         |                        |

### Revenue Code Summary

| Revenue Code            | Amount         |
|-------------------------|----------------|
| 996 - UNAPPLIED CREDITS | 2788.40        |
| <b>Revenue Total:</b>   | <b>2788.40</b> |

### General Ledger Distribution

Posting Date: 05/27/2021

| Account Number                | Account Name                            | Posting Amount | IFT |
|-------------------------------|---|----------------|-----|
| <b>Fund: 10 - Water Fund</b>  |   |                |     |
| 10-000-1010                   | Claim on Cash                           | -2,788.40      | Yes |
| 10-000-2501                   | Customer Credit                         | 2,788.40       |     |
| <b>10 Total:</b>              |   | <b>0.00</b>    |     |
| <b>Fund: 99 - Pooled Cash</b> |   |                |     |
| 99-000-1004                   | Bank of the West Checking (Pooled Cash) | -2,788.40      |     |
| 99-000-2120                   | Due to Other Fund                       | 2,788.40       | Yes |
| <b>99 Total:</b>              |   | <b>0.00</b>    |     |
| <b>Distribution Total:</b>    |   | <b>0.00</b>    |     |



Warrant Registry  
Trabuco Canyon Water District  
County of Orange  
State of California

GENERAL FUND PAYROLL WARRANT REGISTER

For the Month of: June 2021

\$ 205,234.93

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.

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.

General Manager / Assistant General Manager

By

7/14/21  
Date

By

7/14/21  
Date

|         |   |           |                  |
|---------|---|-----------|------------------|
| Net Pay | Checks                                    | 1,855.17  |                  |
|         | Direct Deposits                           | 62,898.26 |                  |
|         | <b>Subtotal Net Pay</b>                   |           | <b>64,753.43</b> |
|         | Adjustments                               | .00       |                  |
|         | <b>Total Net Pay Liability (Net Cash)</b> |           | <b>64,753.43</b> |

| Taxes   |  | You are responsible for Depositing these amounts |             | Amount debited from your account |                  |                  |
|---------|--|--|-------------|----------------------------------|------------------|------------------|
| Federal | Agency   | Rate   | EE withheld | ER contrib.                      | EE withheld      | ER contrib.      |
|         | Federal Income Tax                               |  |             |                                  | 12,020.61        |                  |
|         | Earned Income Credit Advances                    |  |             |                                  |                  |                  |
|         | Social Security                                  |  |             |                                  | 6,336.69         | 6,336.69         |
|         | Medicare   |  |             |                                  | 1,481.95         | 1,481.97         |
|         | Medicare Surtax                                  |  |             |                                  |                  |                  |
|         | Federal Unemployment Tax                         |  |             |                                  |                  |                  |
|         | <b>Subtotal Federal</b>                          |  |             |                                  | <b>19,839.25</b> | <b>7,818.66</b>  |
|         | FMLA-PSL Payments Credit                         |  |             |                                  |                  |                  |
|         | FMLA-PSL ER FICA Credit                          |  |             |                                  |                  |                  |
|         | FMLA-PSL Health Care Premium Credit              |  |             |                                  |                  |                  |
|         | Employee Retention Qualified Payments Cre        |  |             |                                  |                  |                  |
|         | Employee Retention Qualified Health Care         |  |             |                                  |                  |                  |
|         | Cobra Premium Assistance Payments                |  |             |                                  |                  |                  |
|         | <b>Total Federal</b>                             |  |             |                                  | <b>19,839.25</b> | <b>7,818.66</b>  |
| State   | CA State Income Tax                              |  |             |                                  | 5,103.61         |                  |
|         | CA State Unemployment Insurance-ER               | 3.0000   |             |                                  |                  |                  |
|         | CA State Disability Insurance-EE                 |  |             |                                  | 1,174.12         |                  |
|         | <b>Subtotal CA</b>                               |  |             |                                  | <b>6,277.73</b>  | <b>6,277.73</b>  |
|         | <b>Total Taxes</b>                               |  | <b>.00</b>  | <b>.00</b>                       | <b>26,116.98</b> | <b>7,818.66</b>  |
|         | <b>Amount ADP Debited From Account XXXXX6939</b> |  |             |                                  |                  | <b>33,935.64</b> |

Excludes Taxes That Are Your Responsibility

|  |  |           |                  |
|--|--|-----------|------------------|
| Other  | ADP Direct Deposit                               | 62,898.26 |                  |
| Transfers  | ADP Check  | 1,855.17  |                  |
|  | <b>Amount ADP Debited From Account XXXXX6939</b> |           | <b>64,753.43</b> |
| <b>Total Amount ADP Debited From Your Accounts</b> |  |           | <b>98,689.07</b> |

25 Employee Transactions

|              |  |      |                          |             |                    |             |  |  |
|--------------|--|------|--------------------------|-------------|--------------------|-------------|--|--|
| Net Pay      | <b>Checks</b>                                      |      |                          |             |                    | 330.24      |  |  |
|              | <b>Direct Deposits</b>                             |      |                          |             |                    | 68,306.99   |  |  |
|              | Subtotal Net Pay                                   |      |                          |             |                    |             | 68,637.23  |  |
|              | <b>Adjustments</b>                                 |      |                          |             |                    | 4,539.73    |  |  |
|              | Total Net Pay Liability (Net Cash)                 |      |                          |             |                    |             | 73,176.96  |  |
| <b>Taxes</b> |  |      |                          |             |                    |             |  |  |
|              |  |      | You are responsible for  |             | Amount debited     |             |  |  |
|              |  |      | Depositing these amounts |             | from your account  |             |  |  |
| Federal      | Agency   | Rate | EE withheld              | ER contrib. | EE withheld        | ER contrib. |  |  |
|              | <b>Federal Income Tax</b>                          |      |                          |             |                    | 13,752.60   |  |  |
|              | <b>Earned Income Credit Advances</b>               |      |                          |             |                    |             |  |  |
|              | <b>Social Security</b>                             |      |                          |             | 7,030.93           | 7,030.92    |  |  |
|              | <b>Medicare</b>                                    |      |                          |             | 1,654.30           | 1,654.30    |  |  |
|              | <b>Medicare Surtax</b>                             |      |                          |             |                    |             |  |  |
|              | <b>Federal Unemployment Tax</b>                    |      |                          |             |                    |             |  |  |
|              | <b>Subtotal Federal</b>                            |      |                          |             | 22,437.83          | 8,685.22    | 31,123.05  |  |
|              | <b>FMLA-PSL Payments Credit</b>                    |      |                          |             |                    |             |  |  |
|              | <b>FMLA-PSL ER FICA Credit</b>                     |      |                          |             |                    |             |  |  |
|              | <b>FMLA-PSL Health Care Premium Credit</b>         |      |                          |             |                    |             |  |  |
|              | <b>Employee Retention Qualified Payments Cre</b>   |      |                          |             |                    |             |  |  |
|              | <b>Employee Retention Qualified Health Care</b>    |      |                          |             |                    |             |  |  |
|              | <b>Cobra Premium Assistance Payments</b>           |      |                          |             |                    |             |  |  |
|              | <b>Total Federal</b>                               |      |                          |             | 22,437.83          | 8,685.22    | 31,123.05  |  |
| State        | <b>CA State Income Tax</b>                         |      |                          |             |                    | 5,578.23    |  |  |
|              | <b>CA State Unemployment Insurance-ER 0000</b>     |      |                          |             |                    | 18.75       |  |  |
|              | <b>CA State Disability Insurance-EE</b>            |      |                          |             |                    | 1,188.60    |  |  |
|              | <b>Subtotal CA</b>                                 |      |                          |             |                    | 6,766.83    | 18.75  |  |
|              | <b>Total Taxes</b>                                 |      | .00                      | .00         | 29,204.66          | 8,703.97    | 37,908.63  |  |
|              | Amount ADP Debited From AccountXXXX6939            |      |                          |             | Tran/ABA XXXXXXXXX |             | 37,908.63  |  |
|              |  |      |                          |             |                    |             | <b>Excludes Taxes That Are Your Responsibility</b> |  |
| Other        | <b>ADP Direct Deposit</b>                          |      |                          |             |                    | 68,306.99   | 30 Employee Transactions                           |  |
| Transfers    | <b>ADP Check</b>                                   |      |                          |             |                    | 330.24      |  |  |
|              | Amount ADP Debited From AccountXXXX6939            |      |                          |             | Tran/ABA XXXXXXXXX |             | 68,637.23  |  |
|              | <b>Total Amount ADP Debited From Your Accounts</b> |      |                          |             |                    |             | 106,545.86   |  |



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

**CONSENT CALENDAR**

**ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING**

---

**RECOMMENDED ACTION:**

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

1. *June 2, 2021*

**CONTACTS (staff responsible): PALUDI/PEREA/SANGI**



## TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JUNE 2, 2021

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### **DIRECTORS PRESENT**

Ed Mandich, Committee Chair  
Stephen Dopudja, Committee Member

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Lorrie Lausten, District Engineer  
Karen Warner, Principal Accountant  
Gary Kessler, Water Department Superintendent  
Jason Stroud, Maintenance Superintendent  
Lisa Marie Sangi, Executive Assistant

### **PUBLIC PRESENT VIA CONFERNECE CALL**

None

### **CALL MEETING TO ORDER**

Director Mandich called the June 2, 2021 Engineering/Operational Committee Meeting to order at 7:00 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**

Director Dopudja expressed his hopes that District staff had an enjoyable extended weekend.

Director Mandich echoed Director Dopudja's comment.

### **REPORT FROM THE GENERAL MANAGER**

No comments were received.

### **ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP**

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

### **RECOMMENDED ACTION**

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

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JUNE 2, 2021**

**ITEM 2: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING BELL CANYON SEWER LIFT STATION REHABILITATION PROJECT**

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Ms. Lausten provided brief project status update to the Committee, and she highlighted the project construction report that was included for Committee review. Ms. Lausten reported on project change orders to date, and she delivered a presentation which reviewed the witness inspection and pump colling jacket repair of two new pumps for the station rehabilitation project. Ms. Lausten added that the manufacturer has provided a five-year extended warranty for the full replacement of the pumps in the event of failure.

Mr. Paludi provided a handout that highlighted the updated security fence improvements that incorporated feedback and general input from the neighboring property owner. Discussion occurred concerning site security and aesthetics preservation.

**RECOMMENDED ACTION:**

The Committee received the status update.

**ITEM 3: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING HERITAGE SEWER LIFT STATION IMPROVEMENTS**

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Mr. Paludi introduced this matter to the Committee, and he reported that a budget for facility security improvements was scheduled for Fiscal Year 2020/2021, but that District staff recommends certain critical operational improvements. Ms. Lausten presented a handout which provided an overview of the identified issues, and she reviewed the facility photos. Ms. Lausten recommended contracting with JIG Consultants for engineering services related to improvements to the onsite bypass structure. Discussion occurred concerning certain assumptions in the proposed scope of work and facility characteristics.

**RECOMMENDED ACTION:**

The Committee recommended the Board of Directors authorize the General Manager to ratify a Contract with JIG Consultants for Engineering Services for Heritage Lift Station Bypass and Piping Improvements in the amount of \$43,440 (Action Calendar).

**ITEM 4: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING GOLF CLUB SEWER LIFT STATION IMPROVEMENTS**

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Mr. Paludi introduced this matter for Committee review, and he reported that District staff has completed certain minor improvements at this facility, but that more essential repairs and work is needed. Mr. Perea presented project and equipment photos that demonstrated the condition of the onsite motor control center (MCC), as well as the condition of the wet well coating and appurtenances. Mr. Perea added that the surge tank at this facility and other sewer lift stations will be inspected for repair and/or replacement. Discussion occurred concerning additional electrical work that staff will bring back to the Committee for consideration.

**RECOMMENDED ACTION:**

The Committee recommended the Board of Directors authorize the General Manager to ratify a Contract with Hydrotech Electric for Golf Club Lift Station Motor Control Center Replacement in the amount of \$279,340 with a contingency of \$27,934, for a total not-to-exceed amount of \$307,274 (Action Calendar).

**ITEM 5: PUBLIC HEARING AND ADOPTION OF TRABUCO CANYON WATER DISTRICT'S 2020 URBAN WATER MANAGEMENT PLAN (UWMP), WATER SHORTAGE CONTINGENCY PLAN, AND 2015 UWMP ADDENDUM**

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Mr. Paludi presented this matter to the Committee, and he highlighted the benefits of contracting through the Municipal Water District of Orange County (MWDOC) with the project consultant Arcadis to meet this regulatory requirement. Mr. Paludi briefly reviewed the Department of Water Resources (DWR) requirements for the 2020

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JUNE 2, 2021**

Urban Water Management Plan (UWMP), including the Addendum to the 2015 UWMP and the adoption of an updated Water Shortage Contingency Plan (WSCP). Discussion occurred concerning certain conservation requirements proposed in the WSCP.

**RECOMMENDED ACTION:**

The Committee recommended that the Board of Directors take the following actions at the June 16, 2021 Regular Board Meeting (Action Calendar):

1. Conduct a Public Hearing to receive public comments related to the approval and adoption of the 2020 Urban Water Management Plan (UWMP) Update, Water Shortage Contingency Plan (WSCP), and 2015 UWMP Addendum.
2. Adopt Resolution No. 2021- 1290 - Resolution of the Board of Directors of Trabuco Canyon Water District 3. Adopting the District’s Addendum to the 2015 UWMP to Add Appendix C – Reduced Delta Reliance Reporting.
3. Adopt Resolution No. 2021-1291 – Resolution of the Board of Directors of the Trabuco Canyon Water District Adopting the District’s Revised WSCP.
4. Adopt Resolution No. 2021-1292 – Resolution of the Board of Directors of the Trabuco Canyon Water District Adopting the District’s 2020 UWMP Update.

**ITEM 6: PURCHASE OF A CUMMINS EMERGENCY PORTABLE 275KW DIESEL GENERATOR**

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Mr. Paludi introduced this matter for Committee review, and he reported that the District has received grant funding towards the purchase of a trailer-mounted backup power generator. Mr. Stroud reported that District staff has procured two proposals for an AQMD/CARB Tier 4 compliant generator. Discussion occurred concerning fuel transfer options and potential future grant funding opportunities.

**RECOMMENDED ACTION:**

The Committee recommended that the Board of Directors ratify the purchase of one Cummins Emergency Portable 275KW Diesel Generator for equipment for \$173,981 plus approximately 10% as contingency for a total not-to-exceed amount of \$190,000 (Action Calendar).

**ITEM 7: OTHER ENGINEERING AND OPERATIONS PROJECTS**

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**1. SCADA Project Update**

Ms. Lausten provided a brief project status update, and she reported that TESCO Controls and Hydrotech Electric have scheduled the installation of the SCADA antenna repeater equipment at the Joplin Youth Camp reservoir site. Discussion occurred concerning recent SCADA system communication challenges system-wide that District staff will review with TESCO Controls.

**2. Other Projects**

Ms. Lausten provided an update related to the Silvertree Land pipeline replacement project, and she presented current photos of the street asphalt repairs since the repair was completed approximately six months ago. Ms. Lausten reported the City of Rancho Santa Margarita has scheduled the resurfacing of the street in the near future, and she recommended no further street repairs.

Ms. Lausten provided an update on the District’s GIS mapping system and presented updated system maps for Committee review and comment. Discussion occurred concerning the addition of certain facility information.

Ms. Lausten provide a brief update on the Computerized Maintenance Management System (CMMS) proposal review process, and she reported that District staff has identified a proposer shortlist based on system

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JUNE 2, 2021**

demonstrations and interviews. Ms. Lausten added that more information will be presented at the next Committee meeting.

**RECOMMENDED ACTION**

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

**ITEM 8: WATER SYSTEM UPDATES**

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Mr. Kessler reviewed the projects and repairs for May 2021, and he provided the additional highlights:

1. Water Operations staff worked with DMc Engineering to locate and map all water lines at the intersection of El Toro Road and Ridgeline Road leading to the OC Rescue Mission Double R Ranch.
2. Water Operations staff worked with Water System Optimization, to conduct volumetric testing at the Dimension Water Treatment Plant.
3. Water Operations staff replaced a waste valve on Filter #1 at the Dimension Water Treatment Plant.
4. Water Operations staff replaced a six-inch check valve on the 2 CFS pump at the Plano Trabuco Pump Station.

Mr. Kessler expressed his appreciation for Ms. Warner and Ms. Sangi in assisting in the preparation of the 2020 Annual Report to the State Water Resources Control Board. Mr. Kessler reported that an updated Monthly Water System Operations Summary would be provided to the Committee at a later date as reads were captured on the first of the month.

**RECOMMENDED ACTION**

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

**ITEM 9: WASTEWATER SYSTEM UPDATES**

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Mr. Perea reviewed the projects and repairs for May 2021, and he reported that Wastewater Operations staff had completed the following tasks:

1. Drained and cleaned the Influent Equalization Basin (NEQ) at the Robinson Ranch Wastewater Treatment Plant (WWTP).
2. Drained, cleaned, and performed aeration system repairs on the WWTP East Sequencing Batch Reactor (SBR).
3. Installed a new polymer pump for the Sludge Dewatering Belt Press at the WWTP.
4. Cleaned and removed an old unused filter tank with the assistance of third-party crane company.
5. Assisted Water Operations with V-Ditch cleaning at Dimension Water Treatment Plant.
6. Worked with SS Mechanical on the Barneburg Sewer Lift Station rehabilitation project.
7. Met with the Division of Dam Safety for the annual inspection of the Trabuco Dam/Dove Lake Dam, including emergency drain valve exercise.

Mr. Perea reported that a Monthly Wastewater System Operations Summary would be provided to the Committee at a later date as reads were captured on the first of the month. Mr. Perea reported that Wastewater Operations staff with the assistance of OC Pumping responded to full tanks at the Crystal Canyon WWTP due to the failure of a residential water softener system.

**RECOMMENDED ACTION**

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

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JUNE 2, 2021**

**ITEM 10: MAINTENANCE DEPARTMENT UPDATES**

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Mr. Stroud reviewed the projects and repairs for May 2021, and he provided the additional highlights:

1. Maintenance Department staff worked with Hydrotech Electric on the electrical improvements at the Robinson Ranch Wastewater Treatment Plant.
2. Maintenance Department staff conducted weed abatement at Robinson Ranch Wastewater Treatment Plant and Porter Ranch property.
3. Maintenance Department staff installed new plumbing and a polymer pump for the Filter Belt Press at the Robinson Ranch Wastewater Treatment Plant.
4. Maintenance Department staff finished the upgrade with the Water Operations new District fleet vehicle, Ford F250.
5. Maintenance Department staff assisted Flo-Services with the electric install on the north side of the El Toro Sewer Lift Station, which is now 90% complete.
6. Maintenance Department staff has completed the EMASS program with TESCO Controls.
7. Maintenance Department staff participated in the Interview process for new CMMS program for Asset Management and a GIS program.
8. Maintenance Department staff assisted with office remodel at the Districts Administration Facility.
9. Maintenance Department staff worked with AT&T to repair a damaged phone line at the Falcon Booster/Santiago Lift Station.
10. Maintenance Department staff worked with Hydrotech Electric on the preparations for the upcoming SCADA improvements.

**RECOMMENDED ACTION**

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

**ITEM 11: OTHER MATTERS/REPORTS**

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None.

**RECOMMENDED ACTION**

There was no action taken.

**ADJOURNMENT**

Director Mandich adjourned the June 2, 2021 Engineering/Operational Committee Meeting at 8:16 AM.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

**CONSENT CALENDAR**

**ITEM 4: EXECUTIVE COMMITTEE MEETING**

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**RECOMMENDED ACTION:**

*Receive and file the following Executive Committee Meeting Recap(s):*

1. *June 2, 2021*

**CONTACTS (staff responsible): PALUDI/PEREA**



## TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | JUNE 2, 2021

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### **DIRECTORS PRESENT**

Vice President Stephen Dopudja, Committee Chair  
President Don Chadd, Committee Member

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager

### **PUBLIC PRESENT**

There were no members of the public present

### **CALL MEETING TO ORDER**

Vice President Dopudja called the June 2, 2021 Executive Committee Meeting to order at 4:00 PM.

### **VISITOR PARTICIPATION**

No visitor participation was received.

### **ORAL COMMUNICATION**

No oral communication was received.

### **COMMITTEE MEMBER COMMENTS**

No comments were received.

### **REPORT FROM THE INTERIM GENERAL MANAGER**

Mr. Paludi had no comments.

### **BOARD AGENDA MATTERS**

#### **ITEM 1: EXECUTIVE COMMITTEE MEETING RECAP**

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Mr. Paludi presented the Executive Committee Meeting Recap for Committee review in accordance with the agenda.

#### **RECOMMENDED ACTION:**

The Committee recommended that the meeting recap be forwarded to the Board of Directors for approval (Consent Calendar).

### **DISCUSSION MATTERS**

#### **ITEM 2: BOARD AGENDA PLANNING CALENDAR**

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Mr. Paludi presented a handout which provided an overview of the next three months of agenda matters for Board consideration and possible action. Discussion occurred concerning Board approval of committee assignments and meeting attendance. Director Chadd recommended agenda matters for Director meeting attendance approval for the action calendar as opposed to consent calendar as previously practiced.

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | JUNE 2, 2021**

**RECOMMENDED ACTION:**

There was no action taken by the Committee.

**OTHER MATTERS**

**ITEM 3: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF**

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There were no other matters or comments.

**RECOMMENDED ACTION:**

There was no action taken by the Committee.

**ADJOURNMENT**

Vice President Dopudja adjourned the June 2, 2021 Executive Committee Meeting at 5:04 PM.

DRAFT

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 5: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, AND TENTATIVE FUTURE MEETINGS/  
ATTENDANCE**

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***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:**

*Approve the tentative future meetings/attendance items and ratify the Directors' expenses and fees from the following period(s):*

1. June 2021

**EXHIBIT(S):**

1. Directors Fees and Expenses Monthly Report for June 2021
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 | JUNE 2021**

| <b>MEETING DESCRIPTION</b>   | <b>ACOSTA</b>   | <b>CHADD</b>    | <b>DOPUDJA</b>  | <b>MANDICH</b>  | <b>SAFRANSKI</b> |
|--|-----------------|-----------------|-----------------|-----------------|------------------|
| <b>DISTRICT MEETINGS</b>   |                 |                 |                 |                 |                  |
| Engineering/Operational Committee Meeting  |                 |                 | 06/02/21        | 06/02/21        |                  |
| Executive Committee Meeting  |                 | 06/02/21        | 06/02/21        |                 |                  |
| Finance/Audit Committee Meeting  |                 | 06/09/21        |                 | 06/09/21        |                  |
| Special Engineering/Operational Committee Meeting                                |                 |                 | 06/09/21        |                 | 06/09/21         |
| Individual Meeting with General Manager  | 06/15/21        | 06/14/21        |                 | 06/14/21        | 06/14/21         |
| Regular Board Meeting  | 06/16/21        | 06/16/21        | 06/16/21        | 06/16/21        | 06/16/21         |
| Special Board Meeting  | 06/22/21        | 06/22/21        | 06/22/21        | 06/22/21        | 06/22/21         |
| Special Board Meeting  | 06/24/21        | 06/24/21        | 06/24/21        | 06/24/21        | 06/24/21         |
| District Property Ad Hoc Committee Meeting                                       |                 |                 | 06/30/21        |                 | 06/30/21         |
| <b>REPRESENTATIVE MEETINGS</b>   |                 |                 |                 |                 |                  |
| City of Rancho Santa Margarita Council Meeting                                   | 06/09/21        |                 |                 |                 |                  |
| City of Rancho Santa Margarita Council Meeting                                   |                 |                 |                 |                 |                  |
| City of Rancho Santa Margarita City Planning Commission Meeting                  | 06/02/21        |                 |                 |                 |                  |
| Independent Special Districts of Orange County Meeting                           |                 |                 |                 |                 |                  |
| Santiago Aqueduct Commission Meeting(SAC)  |                 |                 |                 |                 |                  |
| South Orange County Wastewater Authority (SOCWA) Regular Board Meeting           |                 |                 |                 |                 |                  |
| South Orange County Integrated Regional Watershed Management Executive Committee |                 |                 |                 |                 |                  |
| Water Advisory Committee of Orange County Meeting (WACO)                         | 06/04/21        |                 |                 |                 |                  |
| <b>NUMBER OF MEETINGS ATTENDED</b>   | <b>7</b>        | <b>6</b>        | <b>6</b>        | <b>6</b>        | <b>6</b>         |
| <b>FEES (\$125 per each meeting*)</b>  | <b>\$875.00</b> | <b>\$750.00</b> | <b>\$750.00</b> | <b>\$750.00</b> | <b>\$750.00</b>  |
| <b>DIRECT REIMBURSABLE EXPENSES</b>  |                 |                 |                 |                 |                  |
|  |                 |                 |                 |                 |                  |
| <b>DIRECT REIMBURSABLE EXPENSES TOTALS</b>                                       | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>   | <b>\$0.00</b>    |
| <b>INDIRECT REIMBURSABLE EXPENSES</b>  |                 |                 |                 |                 |                  |
|  |                 |                 |                 |                 |                  |
| <b>INDIRECT REIMBURSABLE EXPENSES TOTALS</b>                                     |                 |                 |                 |                 |                  |
| <b>TOTAL</b>   | <b>\$875.00</b> | <b>\$750.00</b> | <b>\$750.00</b> | <b>\$750.00</b> | <b>\$750.00</b>  |
| <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      |
| <b>DISTRICT PUBLIC MEETINGS</b> |  |          |          |          |          |             |             |          |           |             |          |            |          |
| 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                                     | -        | -        | -        | -        | -           | -           | -        | -         | -           | -        | -          | -        |
| <b>PUBLIC MEETINGS</b>          |  |          |          |          |          |             |             |          |           |             |          |            |          |
| 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 Integrated Regional Watershed Management Executive Committee | -        | -        | 03/04/21 | -        | 05/06/21    | -           | -        | 08/05/21  | -           | -        | 11/04/21   | -        |
| 13                              | 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   | -        |
| 14                              | 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 |
| 15                              | 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 |
| <b>CONFERENCES</b>              |  |          |          |          |          |             |             |          |           |             |          |            |          |
| 16                              | ACWA Spring Conference - Monterey, CA  |          |          |          |          | 5/11 - 5/14 |             |          |           |             |          |            |          |
| 17                              | ACWA Fall Conference - Pasadena, CA  |          |          |          |          |             |             |          |           |             |          | 11/30 12/3 |          |
| 18                              | CSDA Annual Conference -Monterey, CA   |          |          |          |          |             |             |          | 8/3 - 9/2 |             |          |            |          |
| 19                              | CSDA GM Leadership Summit - Olympic Valley, CA                                   |          |          |          |          |             | 6/27 - 6/29 |          |           |             |          |            |          |
| 20                              | 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 | JULY 21, 2021**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 6: PUBLIC HEARING AND ADOPTION OF TRABUCO CANYON WATER DISTRICT’S FISCAL YEAR 2021/2022 UNDEVELOPED LAND/WATER STANDBY CHARGES (ASSESSMENT)**

**BACKGROUND**

The Trabuco Canyon Water District (District) annually levies an Undeveloped Land/Water Standby Charge (Standby Charge), currently set at \$15.00 per acre or portion thereof, for undeveloped land within the District’s boundaries. The standby charge is levied to cover the fixed costs of the existing District water system to make water available, when requested, to serve currently undeveloped land.

At the March 18, 1997, Regular Board Meeting, District general legal counsel addressed the standby charge as it related to Proposition 218 (adopted in November, 1996), noting that the District can continue to levy the standby charge if the amount of the charge is not increased over the previously existing rate (\$15.00) and if the standby charge was levied using the same methodology. Under the provisions of Proposition 218, the water standby charges are considered to be “assessments.” Provided that the amount of water standby charges (Assessments) do not increase, they are “grandfathered” under Proposition 218 and do not have to comply with the more extensive assessment proceedings and voting process required for new assessments under Proposition 218.

The procedure for the adoption of the water standby charge (assessment) for Fiscal Year 2021/2022 is shown below:

| DATE           | DESCRIPTION OF ACTION   |
|----------------|---|
| June 16, 2021  | At the Regular Board Meeting, the Board directs District staff to prepare the required written Water Standby Charge (Assessment) Report (“Report”). The Report contains a description of each parcel of real property and the amount of the Water Standby Charges (Assessments) for each parcel for the year. The Board directs District staff to agendize a Public Hearing concerning the proposed Water Standby Charges (Assessments) Report to be held at the July 16, 2021 Regular Board Meeting.       |
| Late June 2021 | The Notice to Property Owners (“Notice”) is published in conformance with the statutory requirements, once a week for two successive weeks in the Orange County Register newspaper. The Notice is mailed <b>not less than fifteen (15) days prior</b> to the public hearing (July 21, 2021) to each effected property owner within the District. The form of the Notice to Property Owners is attached. At the time the Notice is mailed, the Report must be made available for public review upon request. |
| July 21, 2021  | A Public Hearing is held for public comments concerning the proposed Fiscal Year 2021/2022 Water Standby Charges (Assessments). Following the conclusion of the Public Hearing, the Board considers a Resolution to set and collect the Water Standby Charges (Assessments) for Fiscal Year 2021/2022.  |

**FUNDING SOURCE:**

Levy and collection of the annual water standby charges results in an estimated \$45,000 annual credit to the District’s General Fund.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

**FISCAL IMPACT**

The cost of completing the report, publication and mailing of the Notice - *Approximately \$3,500*

**ENVIRONMENTAL COMPLIANCE:**

Not applicable

**ENVIRONMENTAL COMPLIANCE:**

Not applicable

**COMMITTEE STATUS:**

This matter was not reviewed at the Committee level.

**RECOMMENDED ACTION(S):**

1. *Receive information at the time of the Board Meeting concerning the proposed Fiscal Year 2021/2022 Undeveloped Land/Water Standby Charges.*
2. *Conduct Public Hearing to receive public comments relating to the proposed adoption of Trabuco Canyon Water District's Fiscal Year 2021/2022 Undeveloped Land/Water Standby Charges.*
3. *Adopt Resolution No. 2021-1297 – Resolution of the Board of Directors of Trabuco Canyon Water District Establishing Water Standby Charges for the Fiscal Year 2021/2022; Making Certain Findings and Taking Related Action Connected Therewith.*

**EXHIBIT(S):**

1. DRAFT Resolution No. 2021-1297 Fiscal Year 2021/2022 Undeveloped Land/Water Standby Charges.

**CONTACTS (staff responsible): PALUDI/PEREA**

## RESOLUTION NO. 2021-1297

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT ESTABLISHING WATER STANDBY CHARGES FOR THE FISCAL YEAR 2021/2022; MAKING CERTAIN FINDINGS AND TAKING RELATED ACTIONS IN CONNECTION THEREWITH

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**WHEREAS**, the Trabuco Canyon Water District (“TCWD”) is a county water district organized and existing pursuant to California Water Code (“Water Code”) Sections 30000, and following; and

**WHEREAS**, provisions of the Water Code permit county water districts to fix water standby or availability charges in amounts not to exceed thirty dollars (\$30) per acre per year for each acre of land, or each parcel of the land less than one acre, to which such district makes water available whether or not such water is used; and

**WHEREAS**, the TCWD water standby charges were established and imposed prior to the adoption of Proposition 218 in 1996 and the amount of such TCWD water standby charges has not been increased since 1996; and

**WHEREAS**, certain provisions of the California Government Code (“Government Code”) apply to the procedures for the levy of such standby charges; and

**WHEREAS**, the Board of Directors of TCWD (“Board”) has previously directed that notice of a public hearing, to be conducted on July 21, 2021 concerning the continued levy of such water standby charges be mailed and published as required by law; and

**WHEREAS**, notice of such public hearing, including information concerning the continued levy of such water standby charges and the proposed amount thereof, was mailed to affected property owners and was published in a newspaper of general circulation within TCWD and confirmation of such mailing and publication is on file with the District Secretary; and

**WHEREAS**, on July 21, 2021 the Board conducted a public hearing concerning the continued levy of the TCWD water standby charges and a full and fair hearing on such matter was held; and

**WHEREAS**, the Board of Directors of TCWD has considered existing or possible land uses, the degree of availability and the quantity and extent of use of water and water service within TCWD; and

**WHEREAS**, a written report concerning the proposed 2021/2022 TCWD water standby charges (“Report”) has been drafted, has been made available for public inspection, has been made available to members of the Board, is on file with the District Secretary and is incorporated herein by this reference; and

**WHEREAS**, the County of Orange (“County”) is currently imposing certain requirements on the levy and collection of certain charges and assessments, such as the TCWD water standby charges; and

**WHEREAS**, the Board has determined to adopt this Resolution to provide for the findings and matters set forth herein, to continue the levy of the TCWD water standby charges in Fiscal Year 2021/2022 and to take the related actions set forth herein.

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

**Section 1. Recitals.** The foregoing Recitals are true and correct and are hereby incorporated by this reference.

**Section 2. Findings.** With respect to the within-referenced assessments (water standby charges) the Board hereby finds and determines as follows:

- (a) The TCWD water standby charges were initially imposed prior to the adoption of Proposition 218 in 1996. TCWD has complied with the requirements of Water Code Section 31032.1 as it read at the time such water standby charges were initially imposed.
- (b) The TCWD water standby charges rates have not been increased since Proposition 218 was approved in 1996.
- (c) This Resolution is adopted by the Board pursuant to Water Code Section 31032.1 and related law.
- (d) The Report has been prepared, presented to the Board, is on file with the District Secretary and is hereby accepted and approved by the Board as required by Water Code Section 31032.1.
- (e) Notice of the proposed 2021/2022 TCWD water standby charges, and the public hearing thereon, has been provided as required by Water Code Section 31032.2 and confirmation thereof is on file with the District Secretary.
- (f) A noticed public hearing concerning the proposed 2021/2022 TCWD water standby charges was conducted at the Regular Board Meeting held on July 21, 2021 in conformance with Water Code Section 31032.3.
- (g) The continuance of the TCWD water standby charges are not subject to the provisions of Governing Code Section 54954.6.
- (h) The continuance of the TCWD water standby charges are not subject to the provisions of Governing Code Sections 53750, *et seq.* and/or Section 4 of Article XIID of the California Constitution as set forth in such Article of California Constitution and Government Code Section 53753.5(a) & (b).

**Section 3. Water Standby Charges (Fiscal Year 2021/2022).** Pursuant to the applicable provisions of the Water Code, the Board directs that a water standby charge (availability assessment) for the 2021/2022 fiscal year be and the same hereby is fixed for each parcel of property within TCWD, as set forth in the Report, which Report also sets forth the amounts of such water standby charges.

**Section 4. Water Standby Charge Filing, Levy and Collection.** The General Manager, the Secretary, and any Assistant Secretary, shall be, and the same hereby are, directed to take whatever action(s) is required by the Tax Collector and/or the Auditor of the County in regard to the water standby charges (assessments) set forth in the Report to indicate that the water standby charges (assessments), as set forth in the Report, were adopted by this Board on July 21, 2021 and as needed for the levy and collection of such water standby charges (assessments). Such actions include, but are not limited to,

entering into an agreement with the County for the levy and collection of the TCWD water standby charges.

**Section 5.**      **Additional Filing.** The Secretary or Treasurer shall be, and the same hereby are, directed to file a copy of the Report together with a certified copy of this Resolution with the Auditor of the County.

**Section 6.**      **Other Actions.** All actions heretofore taken by officers and consultants of TCWD with respect to determining and setting such water standby charges are hereby approved, confirmed and ratified. TCWD staff, consultants and legal counsel are hereby authorized to take such other and further actions as are necessary or desirable to carry out the intentions and directives of this Resolution.

**Section 7.**      **Effective Date.** This Resolution shall take effect upon adoption by the Board.

[Remainder of page left blank.]

DRAFT

**ADOPTED, SIGNED, and APPROVED** this 21<sup>st</sup> day of July 2021 by the Board of Directors of the Trabuco Canyon Water District.

**TRABUCO CANYON WATER DISTRICT:**

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President/Vice President

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District Secretary

DRAFT

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 21<sup>st</sup> day of July 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 such meeting such resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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District Secretary,  
Trabuco Canyon Water District

DRAFT

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. 2021-1297 of such Board and that the same has not been amended or repealed.

Dated this 21<sup>st</sup> day of July 2021.

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District Secretary,  
Trabuco Canyon Water District

DRAFT

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 7: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE CORONAVIRUS, INCLUDING SAFETY OF DISTRICT SERVICES AND EMPLOYEES, AND IMPACT TO BOARD & COMMITTEE MEETINGS**

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**DISTRICT RESPONSE EFFORTS**

On June 15, 2021, the state will transition to “Beyond the Blueprint” where all industry and business sectors listed in the current Blueprint system may return to usual operations with no capacity limits or physical distancing requirements, with limited exceptions for mega events. However, this is for the general public and the workplace setting is still governed by Cal/OSHA’s COVID-19 Emergency Temporary Standards (ETS). The ETS currently in effect will most likely be revised on June 17 to align better with new State Health Department mask guidelines effective June 15.

The Governor did announce that the Executive Order modifying the Brown Act to allow public meetings to be held remotely will continue for the time being. The Governor will provide notice of the termination of the Executive Order with enough notice so that public entities can make the transition back to in-person only meetings.

The District’s offices remain closed to the public and community groups and staff recommends the Board reassess public accessibility no earlier than the July regular board meeting to account for the adaptation to the June 15 reopening.

**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 | JULY 21, 2021**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO THE PROPOSED PALOMA SQUARE  
DEVELOPMENT (DOVE CANYON PLAZA) AND OTHER RELATED MATTERS**

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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.

**FUNDING SOURCE:**

General Fund.

**FISCAL IMPACT:**

None

**ENVIRONMENTAL COMPLIANCE:**

Not applicable.

**COMMITTEE STATUS:**

This matter was reviewed with the Engineering/Operational Committee.

**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/LAUSTEN**

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 9: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING ALTERNATIVE WORK SCHEDULE FOR DISTRICT EMPLOYEES**

Currently, Trabuco Canyon Water District employees work a traditional 40-hour work week (5/40 schedule). Many employers nationwide in both the public and private sectors, however, are offering alternative work schedules or “flexible working arrangements” (FWA) for their employees, often finding it an important recruitment tool to help compete for human talent. In south Orange County, most water districts and municipalities have implemented an FWA, including but not limited to El Toro Water District, Irvine Ranch Water District, South Coast Water District, Santa Margarita Water District, Moulton Niguel Water District, Laguna Beach County Water District, and the Cities of Lake Forest and Rancho Santa Margarita.

The most common FWAs are 9/80 and 4/10 work schedules. In a 9/80 work schedule provides for participating employees to work a set schedule of nine days every two weeks with five work days the first week and four days the second thus enabling an employee to take one weekday, typically Friday, off work every two weeks. Within the two-week period, there are eight 9-hour work days plus one 8-hour work day to remain consistent with Fair Labor Standard Act (FLSA) requirements.

District staff have evaluated the feasibility of the 9/80 schedule that would apply to both administrative office and field staff (except for three classifications that are considered exempt, or salaried, under FLSA). Staff’s proposal is to assign every other Friday as the day off and have work hours be 6:30am to 4:00pm Monday through Thursday and 6:30am to 3pm on the Friday on. District hours of operation would be 7:00am to 4:00pm Monday through Thursday (same as current), 7:00am to 3:00pm on the Friday on, and closed of the Friday off. Proposed work schedules are hours of operation are summarized in this generic schedule:

|                     | <b>MON</b>   | <b>TUE</b>   | <b>WED</b>   | <b>THU</b>   | <b>FRI</b>   |
|---------------------|--------------|--------------|--------------|--------------|--------------|
| <b>Work Hours</b>   | 6:30am – 4pm | 6:30am – 4pm | 6:30am – 4pm | 6:30am – 4pm | 6:30am – 3pm |
| <b>Office Hours</b> | 7am – 4pm    | 7am – 4pm    | 7am – 4pm    | 7am – 4pm    | 7am – 3pm    |
| <b>Work Hours</b>   | 6:30am – 4pm | 6:30am – 4pm | 6:30am – 4pm | 6:30am – 4pm | <b>OFF</b>   |
| <b>Office Hours</b> | 7:am – 4pm   | 7am – 4pm    | 7am – 4pm    | 7am – 4pm    |              |

On rare occasions when a scheduled Friday off falls on a District holiday, the day off and office closure would shift to the prior workday. The District’s Administrative Facility still remains closed to the public due to the pandemic response. Should the 9/80 be implemented, the District would adequately publicize the office closure schedule to District customers and the general public for when the Facility reopens. Staff proposes to implement the 9/80 schedule with the pay period beginning July 26, 2021. The first Friday off would be August 6, 2021.

**FUNDING SOURCE:**

General Fund.

**FISCAL IMPACT:**

As planned, a “9/80” work schedule would result in operational cost savings (not currently estimated) as well as recurring increased labor costs estimated to be approximately \$11,000 annually.

**ENVIRONMENTAL COMPLIANCE:**

Not applicable.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

**COMMITTEE STATUS:**

This matter was reviewed with the Executive Committee.

**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 | JULY 21, 2021**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 10: DISCUSSION AND ACTION ON APPOINTMENT OF ASSISTANT SECRETARY TO THE BOARD OF DIRECTORS**

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Trabuco Canyon Water District (District) is a county water district organized and operating pursuant to Water Code Sections 30000, and as such, are required to have certain officer positions in place, including General Manager, District Secretary, and District Auditor and/or Treasurer. In the case of the office of District Secretary, that office is charged with certain tasks under the provisions of the County Water District Law, Water Code Sections 30000 and following, and certain other filing requirements as set forth in the California Government Code (such as filing Statement of Facts, Rosters of Public Agencies, and certain information regarding district elections with the County Registrar of Voters).

Pursuant to the provisions of Water Code Section 30544, the Board of Directors (Board) has the authority to appoint Assistant Officers, such as an Assistant Secretary or an Assistant Treasurer. Assistant Officers serve in a capacity when the principal office holder is, for some reason, not present or available to sign a particular document, take a particular action, or complete a particular task for a variety of reasons. An assistant officer may fulfill the functions of the primary office holder in order to complete district business (such as a necessary filing), record or transcribe minutes of Board meetings, and similar functions.

In the past, the Board has appointed various Assistant Secretaries to assist the District in various tasks and responsibilities. At this time, District staff recommends that Ms. Lisa Marie Sangi be appointed to serve as Assistant Secretary to the Board of Directors. The appointment would include the authority to take actions and complete filings in such capacity. The Assistant Secretary would serve without additional compensation or additional benefits and would not be required to post any bond for faithful performance for the performance of such actions.

**FISCAL IMPACT**

None to the District

**ENVIRONMENTAL COMPLIANCE:**

Not applicable

**ENVIRONMENTAL COMPLIANCE:**

Not applicable

**COMMITTEE STATUS:**

This matter was reviewed with the Executive Committee.

**RECOMMENDED ACTION:**

1. *Receive information at the time of the Board Meeting.*
2. *Adopt Resolution No. 2021- 1296 – Resolution of the Board of Directors of Trabuco Canyon Water District Confirming Appointment of Assistant Secretary to the Board of Directors.*

**CONTACTS (staff responsible): PALUDI/PEREA**

**RESOLUTION NO. 2021-1296  
RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TRABUCO CANYON WATER DISTRICT  
CONFIRMING APPOINTMENT OF  
ASSISTANT SECRETARY TO THE BOARD OF DIRECTORS**

---

**WHEREAS**, pursuant to Water Code Section 30540(b), and action previously taken by the Board of Directors in Resolution No. 2012-1177, Mr. Michael Perea was appointed as the Secretary to the Board of Directors (Secretary) of the Trabuco Canyon Water District; and,

**WHEREAS**, the Secretary has the authority, followed by Board confirmation, to appoint Assistant Secretaries; and

**WHEREAS**, the Board and the Secretary wish to rescind all previously adopted Resolutions appointing Assistant Secretaries of the Trabuco Canyon Water District.

**WHEREAS**, Mr. Michael Perea, as Secretary to the Board of Directors, hereby appoints Ms. Lisa Marie Sangi, Executive Assistant, as an Assistant Secretary to the Board of Directors; and

**WHEREAS**, the Secretary hereby requests confirmation of such appointment by the Board of Directors;

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

**Section 1.** The Board of Directors of the Trabuco Canyon Water District hereby rescinds all previously adopted Resolutions appointing Assistant Secretaries of the Trabuco Canyon Water District.

**Section 2.** The Board of Directors of the Trabuco Canyon Water District hereby confirms the appointment of Ms. Lisa Marie Sangi, Executive Assistant, as Assistant Secretary to the Board of Directors of the Trabuco Canyon Water District.

**Section 3.** This Resolution shall take effect immediately upon adoption.

ADOPTED, SIGNED AND APPROVED THIS 21<sup>st</sup> DAY OF JULY, 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 21<sup>ST</sup> day of July 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. 2021-1296 of such Board and that the same has not been amended or repealed.

Dated this 21<sup>st</sup> day of July 2021.

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District Secretary  
Trabuco Canyon Water District

DRAFT

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 11: DISCUSSION AND ADOPTION OF RESOLUTION NO. 2021-1298 CONCERNING THE HOLDING OF REGULAR MEETINGS OF THE BOARD OF DIRECTORS AND AMENDING THE RULES AND REGULATIONS OF THE TRABUCO CANYON WATER DISTRICT**

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Trabuco Canyon Water District (District) is a county water district organized and operating pursuant to Water Code Sections 30000 and following and related California law. The District's Board of Directors are required to provide for the time and place of holding its regular meetings [Section 30521(a)], and as such, adopted Resolution No. 96-803 which established the third Wednesday of each month at 7:00 p.m. for holding a Regular Board Meeting to conduct District business.

At this time, District staff recommends the Board of Directors amend the Rules and Regulations by resolution to change the date and time of the Regular Board Meeting to the third Thursday of each month at 7:00 p.m. to better address District business and to accommodate general legal counsel's schedule.

**FUNDING SOURCE:**

Not applicable

**FISCAL IMPACT:**

None to the District

**ENVIRONMENTAL COMPLIANCE:**

Not applicable.

**COMMITTEE STATUS:**

This matter was reviewed with the Executive Committee.

**RECOMMENDED ACTION:**

1. *Receive information at the time of the Board Meeting.*
2. *Adopt Resolution No. 2021-1298 – Resolution of the Board of Directors of the Trabuco Canyon Water District Providing for the Holding of Regular Meetings of the Board of Directors and Amending the Rules and Regulations of the Trabuco Canyon Water District.*

**EXHIBITS:**

1. Resolution No. 96-803 - Resolution of the Board of Directors of the Trabuco Canyon Water District Providing for the Holding of Regular Meeting of the Board of Directors and Amending the Rules and Regulations of the Trabuco Canyon Water District
2. DRAFT Resolution No. 2021-1298 - Resolution of the Board of Directors of the Trabuco Canyon Water District Providing for the Holding of the Regular Meeting of the Board of Directors and Amending the Rules and Regulations of the Trabuco Canyon Water District

**CONTACTS (staff responsible): PALUDI/PEREA**

RESOLUTION NO. 96-803

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TRABUCO CANYON WATER DISTRICT  
PROVIDING FOR THE HOLDING OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS AND AMENDING THE RULES AND  
REGULATIONS OF THE TRABUCO CANYON WATER DISTRICT

WHEREAS, the Board of Directors ("the Board") of the Trabuco Canyon Water District (the "District") currently holds regular meetings of the Board on the first and third Wednesday of each month at 7:30 p.m. at the District offices; and

WHEREAS, the Board has determined that it is appropriate to provide for one regular meeting of the Board during each month to address District business; and

WHEREAS, it is appropriate to provide for the holding of such meeting by way of a resolution of the Board and to provide for corresponding amendment of the District's rules and regulations.

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

Section 1. Pursuant to Water Code Section 30521(a), the Board of Directors does hereby provide that a regular meeting of the Board of Directors of the Trabuco Canyon Water District shall be held as follows:

(a) Third Wednesday of each month at 7:00 p.m. at the District offices located at 30575 Trabuco Canyon Road, Suite 104, Trabuco Canyon, California 92678.

The new schedule of the District Board meeting shall be effective beginning in the month of July, 1996.

Section 2. Section 7.1(a) of the Trabuco Canyon Water District rules and regulations is hereby amended to read as follows:


- (a) The regular meeting time, day of the month and place is set periodically by the Board of Directors. The regular meeting shall be the third Wednesday of each monthly at 7:00 p.m. at the District offices located at 30575 Trabuco Canyon Road, Suite 104, Trabuco Canyon, California 92678. This is subject to change and interested persons should contact the District office to determine the current time and place for the regular meeting. Any person requesting that an item be placed on the agenda for regular meetings shall make request in writing to the General Manager and provide any supporting written material to the District office prior to 5:00 p.m. on Thursday of the week prior to the week in which such regular meeting is scheduled.

(Amended May 1, 1996)

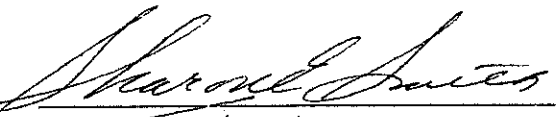
ADOPTED, SIGNED AND APPROVED this 1st day of May, 1996.

TRABUCO CANYON WATER DISTRICT

By:

  
~~President/Vice President~~

By:

  
Secretary/Assistant Secretary

STATE OF CALIFORNIA        )  
                                  )  ss.  
COUNTY OF ORANGE         )

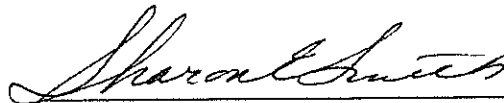
I, Sharon E. Smith, Assistant Secretary of the Board of Directors of the Trabuco Canyon Water District, do hereby certify that the foregoing resolution was duly adopted by the Board of Directors at a meeting of said Board held on the 1st day of May, 1996, and that it was so adopted by the following vote:

AYES: Chadd, Safranski, Bauer, Haselton

NOES: None

ABSTAIN: None

ABSENT: Loskot



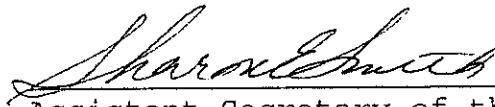
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Assistant Secretary of the Board of Directors  
of the Trabuco Canyon Water District

STATE OF CALIFORNIA            )  
  )  ss.  
COUNTY OF ORANGE            )

I, Sharon E. Smith, Assistant Secretary of the Board of Directors of the Trabuco Canyon Water District, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 96-803 of said Board and that the same has not been amended or repealed.

Dated this 1st day of May, 1996

  
\_\_\_\_\_  
Assistant Secretary of the Board of Directors  
of the Trabuco Canyon Water District

**RESOLUTION NO. 2021-1298**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT  
PROVIDING FOR THE HOLDING OF REGULAR MEETINGS OF THE BOARD OF DIRECTORS  
AND AMENDING THE RULES AND REGULATIONS OF THE TRABUCO CANYON WATER DISTRICT**

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**WHEREAS**, the Trabuco Canyon Water District (District) is a county water district organized and operating pursuant to Water Code Sections 30000 and following and related California law; and

**WHEREAS**, the District's Board of Directors (Board) currently hold regular meetings of the Board on the third Wednesday of each month at 7:00 p.m. at the District's Administration Facility pursuant to its Rules and Regulations, Section 2.5.1 and Appendix C; and

**WHEREAS**, the Board of Directors has considered and reviewed the amendment of the current time and day of the month of regular meetings of the Board of Directors, as established pursuant to Water Code Section 30521; and

**WHEREAS**, it is appropriate to provide for the holding of such meetings by way of a resolution of the Board and to provide for corresponding amendment of the District's Rules and Regulations.

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

**Section 1.** Pursuant to Water Code Section 30521(a), the Board of Directors do hereby provide that a regular meeting of the Board of Directors of the Trabuco Canyon Water District shall be held as follows:

- (a) Third Thursday of each month at 7:00 p.m. at the District Administration Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California 92679.

The new schedule of the Regular Meeting of the Board of Directors of the Trabuco Canyon Water District shall be effective beginning August 1, 2021.

**Section 2.** Section 2.5.1 and Appendix C of the Trabuco Canyon Water District Rules and Regulation is hereby amended to read as follows:

- (a) As of August 1, 2021, the Regular Meeting of the Board of Directors of Trabuco Canyon Water District shall be the third Thursday of each month at 7:00 p.m. at the District Administration Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California 92679. This is subject to change and interested persons should contact the District Administration Facility or visit the District website at [www.tcwd.ca.gov](http://www.tcwd.ca.gov) to determine the current time and place for the regular meeting.

*The remainder of this page is blank.*

ADOPTED, SIGNED, AND APPROVED this 21<sup>st</sup> day of July 2021

**TRABUCO CANYON WATER DISTRICT**

By: \_\_\_\_\_  
President/Vice President

By: \_\_\_\_\_  
District Secretary

DRAFT

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 regular meeting of such Board held on the 21<sup>st</sup> day of July 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

DRAFT

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. 2021-1298 of such Board and that the same has not been amended, rescinded, or repealed.

Dated this 21<sup>st</sup> day of July 2021.

\_\_\_\_\_  
District Secretary,  
Trabuco Canyon Water District

DRAFT

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

**ACTION CALENDAR  
FINANCIAL MATTERS**

**ITEM 12: DISCUSSION CONCERNING ESTABLISHING DISTRICT APPROPRIATIONS LIMIT FOR FISCAL YEAR 2021/2022**

In July 1988, the District’s Board of Directors adopted Resolution No. 88-519 (Resolution of the Board of Directors of the Santa Ana Mountains County Water District Regarding Appropriations Policy) which codified a policy and methodology for establishing a District Appropriations Limit consistent with California Constitution Article XIII B. The State Constitution specifies that appropriations by local governments may increase annually by a factor determined by information provided by the State of California.

The District previously set its appropriations limit for Fiscal Year (FY) 2020/2021 in the amount of **\$3,332,555.90**. The calculation for FY2021/2022 utilizes the County of Orange Overall Population Change Figures, and was calculated as follows:

| <b>FISCAL YEAR 2020/2021 APPROPRIATIONS LIMIT METHODOLOGY</b> |                       |
|---|-----------------------|
| <b>Per Capita Ratio:</b>                                      | 1.0573                |
| <b>Population Ratio:</b>                                      | (1.0080)              |
| <b>Calculation Factor:</b>                                    | 1.0493                |
| <b>FY2021/2022 Limit:</b>                                     | <b>\$3,496,850.91</b> |

|                            |                       |
|----------------------------|-----------------------|
| <b>Population Ratio:</b>   | (1.0080)              |
| <b>Calculation Factor:</b> | 1.0493                |
| <b>FY2021/2022 Limit:</b>  | <b>\$3,496,850.91</b> |

It is the opinion of District staff that the proposed calculated appropriations limit does not appear to impact the District’s overall ability to generate the necessary revenue required to the District’s obligations.

**FUNDING SOURCE:**

Not applicable

**FISCAL IMPACT**

The FY 2021/2022 Appropriations Limit limits certain revenues collected by the District at \$3,496,850.91.

**ENVIRONMENTAL COMPLIANCE:**

Not applicable

**RECOMMENDED ACTION:**

1. *Receive information at the time of the Board Meeting.*
2. *Adopt Resolution No. 2021-1295 – Resolution of the Board of Directors of Trabuco Canyon Water District Establishing an Appropriations Limit for Fiscal Year 2021/2022 Pursuant to Article XIII B of the California Constitution.*

**EXHIBIT(S)**

1. Resolution No. 88-516 – Resolution of the Board of Directors of the Santa Ana Mountains County Water District Regarding Appropriations Policy
2. Fiscal Year 2021/2022 Appropriations Limit Memorandum prepared by AALRR – June 17, 2021
3. Resolution No. 2021-1295 - Resolution of the Board of Directors of Trabuco Canyon Water District Establishing Appropriations Limit for Fiscal Year 2020/2021 Pursuant to Article XIII B of the California Constitution

**CONTACTS (staff responsible): PALUDI/PEREA**

RESOLUTION NO. 88-516

RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SANTA ANA MOUNTAINS COUNTY WATER DISTRICT  
REGARDING APPROPRIATIONS POLICY

WHEREAS, the Santa Ana Mountains County Water District ("SAMCWD") is a county water district formed and operating pursuant to Section 30000, et seq., of the Water Code of the State of California; and

WHEREAS, Article XIII B of the California Constitution concerns appropriations of local agencies from revenues derived from specified sources; and

WHEREAS, SAMCWD is subject to the provisions of Article XIII B of the California Constitution; and

WHEREAS, Article XIII B of the California Constitution provides that certain revenues collected by SAMCWD shall not be subject to appropriations limitations upon satisfaction of certain criteria; and

WHEREAS, under California Constitution Article XIII B, the appropriations limit of the local agency may be adjusted by increases in population within that local agency service area; and

WHEREAS, the Board of Directors of SAMCWD desires to adopt a Resolution expressing a policy on appropriations for SAMCWD.

NOW, THEREFORE, the Board of Directors of the Santa Ana Mountains County Water District DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. California Constitution Article XIII B provides that certain revenues to local agencies are not subject to the appropriations limitation set forward in that Article. Such revenues include the proceeds to an entity of government from regulatory licenses, user charges, and user fees to the extent that such proceeds do not exceed the costs to that agency of providing service for which the fees are imposed. The Board of Directors of SAMCWD hereby adopts the policies that revenues derived from the SAMCWD Capital Improvement Charge, supplemental water fee, water storage fees and sewage fees imposed upon development within SAMCWD shall be used to satisfy the financial obligations of providing water and/or sewer service by SAMCWD, including expenditures for Capital Facilities needed to provide such water and/or sewer service. The Board of Directors of SAMCWD hereby expresses its policy that such revenues are not subject to the appropriations limit established under California Constitution Article XIII B.

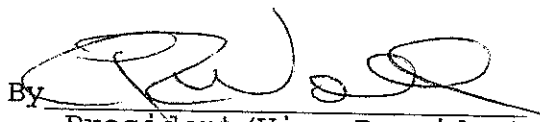
Section 2. Under California Constitution Article XIIIIB, the appropriations limit for local public agencies may be adjusted to reflect changes in populations within the area where such agency provides its service. The Board of Directors of SAMCWD notes that there has been a significant population increase within the service area of SAMCWD within the past two years for which population increased data was not available. It is the policy of the Board of Directors that when population data is made available that the appropriations limit will be adjusted to reflect the actual population within the service area of SAMCWD and will comply with the provisions and requirements of Article XIIIIB.

Section 3. The Board of Directors hereby directs the SAMCWD staff to obtain direct population data for the SAMCWD service area in order to make appropriate calculations to the SAMCWD appropriations limit for future fiscal years and to take all actions necessary to comply with the policy of the Board of Directors.

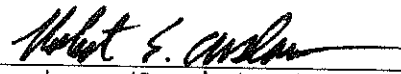
Section 4. The Board of Directors of SAMCWD hereby determines that tax revenues collected by SAMCWD for the 1962 General Obligation Bonded Indebtedness of SAMCWD are not subject to the provisions of California Constitution Article XIIIIB by way of its Section 9(a).

Section 5. The provisions and policies expressed in this Resolution shall become effective immediately.

ADOPTED, SIGNED AND APPROVED this 20th day of July, 1988.

By   
President/Vice President  
SANTA ANA MOUNTAINS COUNTY WATER  
DISTRICT and of the Board of  
Directors thereof

ATTEST:

By   
Secretary/Assistant Secretary  
SANTA ANA MOUNTAINS COUNTY  
WATER DISTRICT and of the  
Board of Directors thereof



STATE OF CALIFORNIA            )  
  ) ss.  
COUNTY OF ORANGE            )

I, ROBERT E. ANSLOW, Assistant Secretary of the Board of Directors of the Santa Ana Mountains County Water District do hereby certify that the above and foregoing is a full, true and correct copy of Resolution No. 88-516 of said Board, and that the same has not been amended or repealed.

DATED: July 22, 1988

  
\_\_\_\_\_  
Assistant Secretary

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

A PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

20 PACIFICA, SUITE 1100  
IRVINE, CALIFORNIA 92618-3371  
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PLEASANTON  
(925) 227-9200

RIVERSIDE  
(951) 683-1122

SACRAMENTO  
(916) 923-1200

SAN DIEGO  
(858) 485-9526

OUR FILE NUMBER:  
006317.00001  
33379754.1

June 17, 2021

**VIA E-MAIL**

**MEMORANDUM**

**TO:** Mr. Fernando Paludi, General Manager  
Trabuco Canyon Water District

**FROM:** Atkinson, Andelson, Loya, Ruud & Romo  
Robert E. Anslow

**RE:** Trabuco Canyon Water District (TCWD) Annual Appropriations Limit -  
Population & Per Capita Change / Calculation for Fiscal Year 2021-2022

---

Below are calculations provided for fiscal year 2021-2022 (utilizing Orange County overall population change figures\*) for TCWD's Annual Appropriations Limit calculations:

|                                       |          |                       |
|---------------------------------------|----------|-----------------------|
| Population Change**                   |          | (0.80%)               |
| Income Change**                       |          | <u>5.73%</u>          |
| 2020/2021 Appropriations Limit        | =        | \$3,332,555.90        |
| 2021/2022 Calculation                 | =        |                       |
| Population Ratio                      |          | (1.0080)              |
| Per Capita Ratio                      |          | 1.0573                |
| Calculation Factor for 2021/2022      | =        | 1.0493                |
| 1.0493 x \$3,332,555.90               | =        | \$3,496,850.91        |
| <b>2021-2022 Appropriations Limit</b> | <b>=</b> | <b>\$3,496,850.91</b> |

\* Please see Page 2

\*\* Figures provided by the State Department of Finance

Mr. Fernando Paludi, General Manager  
Trabuco Canyon Water District  
June 17, 2021  
Page 2

Population Change Information:

Per California Revenue and Taxation Code Section 2228(a)(3), TCWD could utilize either the Orange County (“County”) overall population change for this calculation (-0.80% \*\*) (this reflects the County’s negative population change reported by the State as of May 7, 2021), or use a weighted average of the population changes for (i) the Unincorporated County territory included in TCWD’s boundaries, and (ii) the City (RSM) territory included in TCWD’s boundaries. The estimated greater (least negative) figure of the two figures (County overall average) was used in the calculation on page 1 for this fiscal year’s calculations.

Given the use of the County data for Fiscal Year 2021-2022, updated information for purposes of calculation of the weighted average of the population changes for territory within TCWD was not calculated or obtained (which results in a minor cost savings to TCWD). It should be noted that if TCWD desires to use weighted average figures in the future that such updated population change figures will have to be obtained and/or calculated.

REA:tlb

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\*\* Figures provided by the State Department of Finance.

**RESOLUTION NO. 2021-1295**

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TRABUCO CANYON WATER DISTRICT  
ESTABLISHING APPROPRIATIONS LIMIT FOR FISCAL YEAR 2021/2022  
PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA CONSTITUTION**

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**WHEREAS**, PURSUANT TO Article XIII B of the California Constitution, the Trabuco Canyon Water District is required to establish, by resolution, the limit to which funds derived from ad valorem taxes may be appropriated during fiscal year 2021/2022; and

**WHEREAS**, pursuant to the directives of Resolution No. 88-516 of the Trabuco Canyon Water District, the District staff has obtained from the California Department of Finance an estimate of the percentage change in population factor for the area within the Trabuco Canyon Water District service area; and

**WHEREAS**, the results of the estimate of the percentage change in population factor have been included within the determination of the Trabuco Canyon Water District appropriations limit for fiscal year 2021/2022; and

**WHEREAS**, the Trabuco Canyon Water District has determined that such limit should be established at **\$3,496,850.91**.

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

**Section 1.** The Board of Directors of the Trabuco Canyon Water District hereby establishes the limit to which funds derived from ad valorem taxes may be appropriated during the fiscal year 2021/2022 pursuant to the provisions of Article XIII B of the California constitution as **\$3,496,850.91**.

ADOPTED, SIGNED AND APPROVED this 21<sup>st</sup> day of July 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 is a full, true and correct copy of Resolution No. 2021-1295 of such Board and that the same has not been amended or repealed.

Dated this 21<sup>st</sup> day of July 2021.

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District Secretary,  
Trabuco Canyon Water District

DRAFT

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

**ACTION CALENDAR  
FINANCIAL MATTERS**

**ITEM 13: DISCUSSION AND ACTION CONCERNING AMENDMENT NO. 1 TO GRANT ASSISTANCE SERVICES AGREEMENT WITH SOTO RESOURCES**

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Soto Resources has provided general grant assistance to Trabuco Canyon Water District under an existing professional services agreement initiated in February 2020. With the assistance of Soto Resources, the District was successful in securing a \$500,000 grant award from the U.S. Bureau of Reclamation in early 2021 for the AMR/AMI Implementation Project. Grant applications are typically resource-intensive efforts. Virtually all of the original agreement budget of \$32,000 was used for developing, submitting, and managing grant applications in two funding categories that led to the grant award.

District staff anticipates greater grant opportunities beginning this fiscal year with heightened attention on water and wastewater infrastructure needs and an apparent willingness to provide grant and loan funding at the state and federal level. Under the recommended Amendment, Soto Resources will continue to closely track grant programs and if requested, prepare “go/no-go” analyses for opportunities that are particularly well-suited for District projects and programs. Should the District pursue one or more funding opportunities, staff could seek to further increase the Soto Resources agreement spending limit at a future time.

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT:**

\$30,000 (Amendment No. 1)

**ENVIRONMENTAL COMPLIANCE:**

Not applicable.

**RECOMMENDED ACTION:**

*Authorize the General Manager to execute Amendment No. 1 to Grant Assistance Services Agreement with Soto Resources for an amount not-to-exceed \$30,000.*

**EXHIBITS:**

Proposal for General Grant Assistance and Management Services from Soto Resources

**CONTACTS (staff responsible): PALUDI/PEREA**



**Soto Resources**  
Professional Funding Services  
(949) 370-6079  
Joey@sotoresources.com

June 1, 2021

Fernando Paludi  
General Manager  
Trabuco Canyon Water District  
32003 Dove Canyon Drive  
Trabuco Canyon, CA 92679  
fpaludi@tcwd.ca.org

Subject: Proposal for General Grant Assistance and Management Services for Trabuco Canyon Water District Projects

Dear Fernando:

Thank you for the invitation to submit this proposal for Soto Resources to provide general grant assistance and grant management for Trabuco Canyon Water District's (TCWD) projects. Since 2011, Soto Resources has secured over \$60 million in grant funding and over \$200 million in loan funding for water projects, with a majority of projects located in Orange County. We are excited for this opportunity to continue our success for TCWD. Per TCWD's request, this proposal is to provide general grant assistance services on an as-needed basis for TCWD's projects. Below is the scope of work and fee schedule for providing grant assistance services.

### **Scope of Work**

Soto Resources' general grant assistance services may include, but are not limited to, the following:

- Provide general support and grant management for TCWD's awarded projects, such as assisting with the grant agreement execution and ongoing reporting per the agreement.
- Communicate with funding agencies to clarify application or agreement requirements.
- Prepare and submit documentation required by the grant award;
- Assist with renewing TCWD's registration in the System for Award Management and grants.gov (to ensure eligibility for federal funding)
- Participate in funding related meetings with the TCWD and funding agencies; and
- Make recommendations on whether TCWD should submit a grant or loan application;
- Perform other funding-related tasks, as requested by TCWD.

Soto Resources anticipates focused management support for grant awarded projects, including the Advanced Metering Infrastructure (AMR/AMI Hybrid) Project, which was recently awarded \$500,000 by the U.S. Bureau of Reclamation WaterSMART Grants - Water and Energy Efficiency Grants Program.

Soto Resources' assistance will also support the following TCWD priority projects:

- SCADA System Upgrade Project;
- Domestic Water Storage Tank Structural Improvement Evaluation;
- Domestic Water Main Feeder Structural Evaluation and Improvements;



- Robinson Ranch Urban Runoff Capture Facility;
- Groundwater Opportunities Exploration Study;
- District Facility Backup Power Generators for Emergency Purposes; and
- Electric Vehicle Charging Station.

Soto Resources and team will work closely with TCWD to communicate with funding agencies regarding District projects to identify funding award requirements and funding opportunities for consideration. TCWD will be responsible for providing project information required to complete grant related tasks.

**Fee Schedule**

The table below shows the Soto Resources team, bill rate, and hours required to perform the proposed services. The services will be performed on an hourly basis, for a total cost not to exceed \$29,625. Invoices will be submitted on a monthly basis. Separate proposals will be provided to TCWD to prepare and submit selected grant/loan applications at the District's request and direction to pursue a funding opportunity.

| <b>As-needed general grant services</b> | <b>Principal/ Project Manager</b> | <b>Senior Grant Writer</b> | <b>Technical Editor / Admin Assistant</b> | <b>Total Budget</b> |
|---|-----------------------------------|----------------------------|---|---------------------|
|   | <b>\$165/hr.</b>                  | <b>\$165/hr.</b>           | <b>\$105/hr.</b>                          |                     |
| <b>Total Hours</b>                      | 85                                | 85                         | 15  | <b>185 hrs.</b>     |
| <b>Total Cost</b>                       | \$14,025                          | \$14,025                   | \$1,575                                   | <b>\$29,625</b>     |

*Notes: Other direct costs such as copying, reproduction, delivery, postage, mileage (rates allowed by current IRS guidelines), are not included in the fee estimate and will be billed separately if incurred. Soto Resources reserves the right to adjust its hourly rates at the beginning of the calendar year for all ongoing contracts.*

Please contact me with any questions. I look forward to working together to manage grants awarded to TCWD and to secure additional grant funding for TCWD Projects!

Sincerely,

Ms. Joey Soto, M.S.  
Principal  
Soto Resources  
30767 Gateway Place #505  
Rancho Mission Viejo, CA 92694  
Ph. 949-370-6079  
Email joey@sotoresources.com

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

**ACTION CALENDAR**

**ENGINEERING MATTERS**

**ITEM 14: DISCUSSION AND POSSIBLE ACTION CONCERNING BELL CANYON SEWER LIFT STATION REHABILITATION PROJECT**

Trabuco Canyon Water District (District) owns and operates the Bell Canyon Lift Station (Station) in the Dove Canyon community. The station was built in the late 1980’s as part of the Dove Canyon Development and is located at the end of Bell Canyon Drive. The station lifts sewage from 130 homes via a 4” PVC force main, 4500 LF to a manhole at the intersection of Willowglade and Golf Ridge Dr., which then gravity flows to Golf Club Lift Station.

The station footprint is 30’x15’ and includes a wet well with two sets of submersible pumps working in series, a dry pit/valve vault, electrical/MCC panel, a chlorine tank and a backup diesel generator. On September 2, 2019, a complete failure of the station occurred and required Wastewater Operations and Maintenance Staff to install an emergency bypass system to prevent a Sanitary Sewer Overflow (SSO). Two days later, operations were able to restore service to one set of pumps, removed the bypass system and installed a temporary pumping system to back up the operational pumps.

District staff, along with JIG Consultants, identified areas that required rehabilitation and replacement, and completed a bid package for this work in April 2020. At the May 20, 2020 Regular Board Meeting, the Board of Directors authorized the General Manager to execute a contract with Ferreira Construction for the Bell Canyon Lift Station Rehabilitation in the amount of \$1,496,228, with a \$75,000 contingency, for a not to exceed amount of \$1,571,228. At the June 15, 2020 Regular Board Meeting, the Board of Directors authorized the General Manager to execute a contract with Butier Engineering, Inc. for Construction Management Services in the amount of \$180,830. The construction completion date is July 9, 2021.

The following is the budget for the project:

| <b>BELL CANYON LIFT STATION REHABILITATION PROJECT COSTS-UPDATED</b> |   |                       |
|--|---|-----------------------|
| <b>ITEM</b>  | <b>TASK DESCRIPTION</b>   | <b>BUDGET</b>         |
| 1  | Construction Contract – Ferreira Construction (Includes Contingency)                                      | <b>\$1,571,228.00</b> |
| 2  | Geotechnical Site Investigation, Vibration Monitoring, Video Survey, Additional Boring - GMU Geotechnical | <b>*\$20,958.75</b>   |
| 3  | Engineering Design/Services During Construction – JIG Consultants   | <b>\$129,625.00</b>   |
| 4  | Construction Management/Inspection-Butier   | <b>\$180,830.00</b>   |
| 5  | Design Site Survey/Construction Monitoring – DMc Engineering  | <b>\$20,280.00</b>    |
| 6  | Easement Procurement - DMc Engineering/CPSI Right-of-Way Services   | <b>*\$7,000.00</b>    |
| 7  | Service/Meter Plan/Arc Flash Study - SCE  | <b>*\$3,000.00</b>    |
| Total:   |   | <b>\$1,932,921.75</b> |

*\*Estimated*

**FUNDING SOURCE:**

Emergency Reserves

**FISCAL IMPACT:**

*\$1,933,000.00 (FY19-20 & FY20-21)*

**ENVIRONMENTAL COMPLIANCE:**

Notice of Exemption was filed with the County of Orange on June 16, 2020

**RECOMMENDED ACTION:**

*Authorize the General Manager to execute the Contract Change Order No. 1 to Ferreira Construction for the Bell Canyon Lift Station Rehabilitation Project in the amount of \$28,583.05.*

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

**EXHIBIT(S):**

1. Construction Report- June 2021
2. Summary of Construction Field Orders/Change Orders
3. Ferreira Construction-Change Order No. 1

**CONTACTS (staff responsible): PALUDI/LAUSTEN**

# Bell Canyon Lift Station Rehabilitation Project TCWD Project No. 1920-022

Construction Report  
June 2021



**I. GENERAL PROJECT INFORMATION**

|  |  |
|--|--|
| <i>Contract</i>                            | Bell Canyon Lift Station<br>Rehabilitation Project |
| <i>Contractor</i>                          | FERREIRA Construction                              |
| <i>Contract Time</i>                       |  |
| Original Calendar Days:                    | 180 Calendar Days from<br>Notice to Proceed        |
| Notice of Award:                           | June 15, 2019                                      |
| Notice to Proceed:                         | June 29, 2020                                      |
| Original Contract Completion Date:         | December 26, 2020                                  |
| Allowed Calendar Days via Change Orders:   | <i>187 Days (Pending)</i>                          |
| Revised Completion Date via Change Orders: | <i>July 9, 2021 (Pending)</i>                      |
| Weather-Related Delay Days:                | 5 Days   |
| <br><i>Contract Price</i>                  |  |
| Original Contract Amount:                  | \$1,496,228.00                                     |
| Approved Change Order Amount:              | \$0.00   |
| Revised Contract Amount:                   | \$1,496,228.00                                     |

## II. CONSTRUCTION MANAGER SUMMARY

This report provides a summary of activities for the month of June 2021 for the Bell Canyon Lift Station Project.

Within June 2021, FERREIRA Construction (FERREIRA) and their electrical subcontractor, Halcyon Electrical (Halcyon) continued and completed efforts to pull wire and terminate into the Motor Control Center (MCC). Southern California Edison (SCE) delivered the new Transformer under a separate order, pulled the new wiring from the new Transformer to the MCC and SCE Panel and Meter; and the Lift Station's permanent power was restored and energized.

FERREIRA and their concrete subcontractor, CMC, continued with site improvements, such as form and pour of concrete sidewalk areas and Rolled (or Mountable) Curb. FERREIRA installed the new Gates and Wrought Iron Fence. Also, a new Eye Wash Station and Shower were installed along with water service lateral.

FERREIRA-Halcyon and TESCO performed field testing protocols to the Pumps, MCC Panels, Lighting, Sump Termination Panel, and Surge Tank. TESCO was available to perform to loop checks, and program logic to support the instrumentation and controls.

Through the end of June, FERREIRA continues test features and improvements to the Lift Station in preparation for the Start-Up and anticipated turnover of the facility to TCWD Operations in early July.

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**III. CONSTRUCTION ACTIVITIES FOR THIS REPORTING PERIOD**

The following work activities were performed during this reporting period:

- Completed wiring of features and equipment to the MCC Panel
- SCE completed Transformer and Wiring for the Lift Station
- SCE energized the Lift Station
- Form and poured concrete sidewalk areas and Rolled Curb
- Complete installation Gates and Wrought Iron Fencing
- Testing of equipment from MCC Panel
- Preparation of Start-Up

**IV. ANTICIPATED CONSTRUCTION ACTIVITIES – NEXT REPORTING PERIOD**

The following work activities are anticipated to occur during the next reporting period:

- Perform 48-Hour Start-Up
- Touch-Up of Walls and Paint Piping
- Remove Temporary By-Pass Pumps
- Restore Landscaping and Irrigation
- Remove Temporary Fencing and restore Bell Canyon cul-de-sac
- Final Clean-Up and Demobilization

**V. CONTRACTOR SUBMITTALS**

Through the end of the reporting period, the following submittals have been received:

|                                 | Lift Station |
|---------------------------------|--------------|
| Prior Submittals                | 63           |
| Submittals Received This Period | 0            |
| <hr/>                           |              |
| TOTAL SUBMITTALS                | 63           |

**VI. CONTRACTOR REQUEST FOR INFORMATION (RFIs)**

Through the end of the reporting period, the following RFIs have been received:

|                           | Lift Station |
|---------------------------|--------------|
| Prior RFIs                | 35           |
| RFIs Received This Period | 2            |
| <b>TOTAL RFIs</b>         | <b>37</b>    |

**VII. CHANGE ORDERS**

No approved change orders were issued to FERREIRA during this reporting period. Change Order Requests were issued, and are being reviewed by TCWD and BUTIER Engineering. A formal Change Order will be prepared and issued based on the merit of these Change Order Requests.

It is anticipated that a separate Change Order Request for the extension of the Contract Completion Date will be issued. This is due to the procurement and fabrication delays of materials, and the scheduled time for power Switch Over controlled by SCE. The new Contract Completion Date of July 9, 2021.

**VIII. SCHEDULE**

As currently scheduled the Completion Date for the Lift Station is July 9, 2021. See Appendix A.

**IX. PHOTOS**

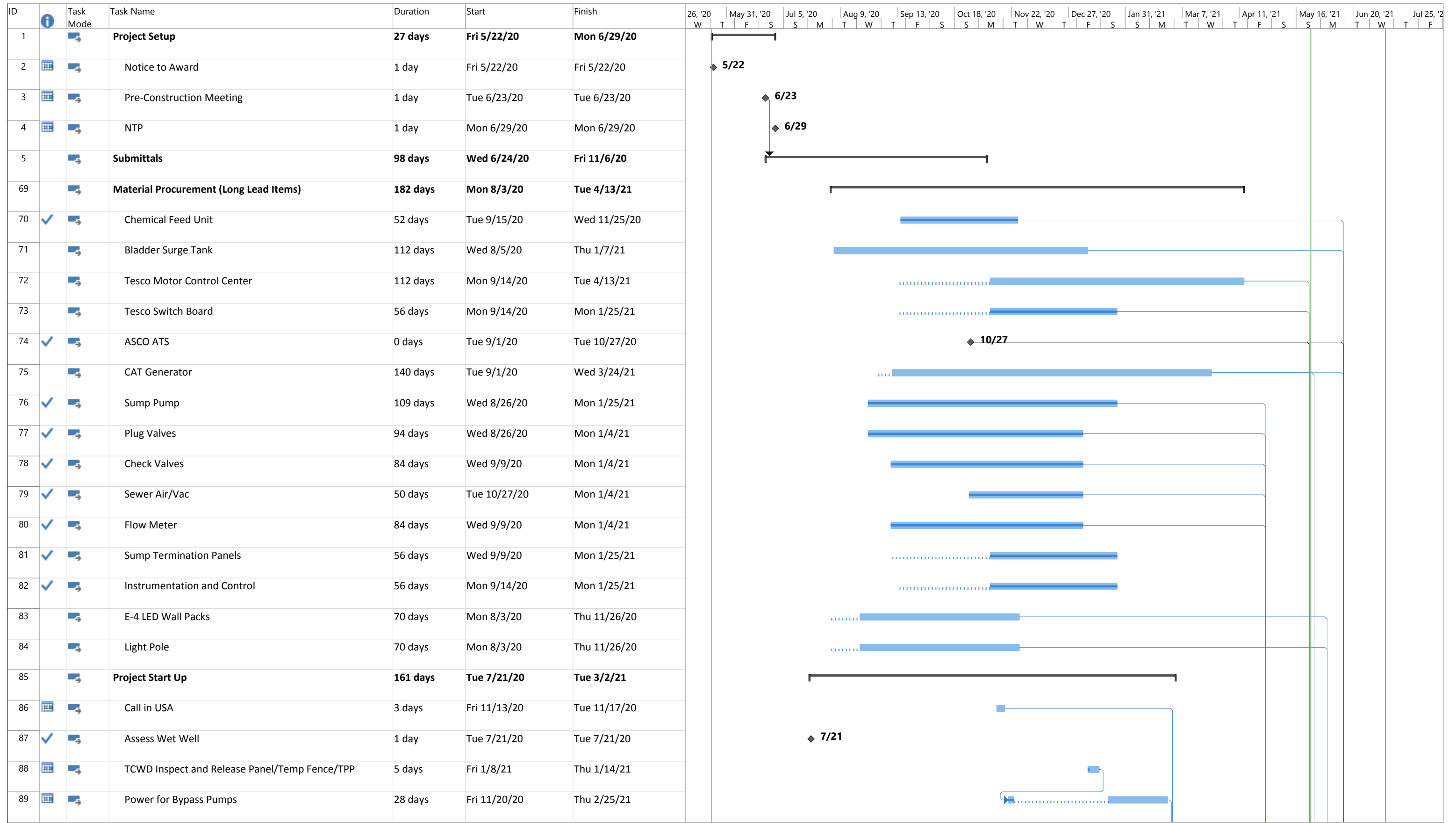
Construction photos documenting the FERREIRA’s activities and progress during this reporting period are provided in Appendix B.

**X. BELL CANYON MONITORING**

Monitoring field surveys are being performed by DMC Engineering on a periodic basis through the duration of the Project. Monitoring surveys were performed on February 26<sup>th</sup>-, March 10<sup>th</sup>-, March 17<sup>th</sup>-, April 14<sup>th</sup>-, and April 23<sup>rd</sup>-2021. The results between these dated Surveys reflected between +0.03-foot and -0.02-foot on established points, and a Monitoring Survey Exhibit is provided in Appendix C.

## APPENDIX A

### Schedule



|                                |           |                 |                    |                       |                |                    |                 |
|--------------------------------|-----------|-----------------|--------------------|-----------------------|----------------|--------------------|-----------------|
| Project: FCC5342 - TCWD Bell C | Task      | Summary         | Inactive Milestone | Duration-only         | Start-only     | External Milestone | Manual Progress |
| Date: Tue 5/25/21              | Split     | Project Summary | Inactive Summary   | Manual Summary Rollup | Finish-only    | Deadline           |                 |
|                                | Milestone | Inactive Task   | Manual Task        | Manual Summary        | External Tasks | Progress           |                 |

| ID  | Task Mode | Task Name  | Duration       | Start             | Finish            | 26, '20 | May 31, '20 | Jul 5, '20 | Aug 9, '20 | Sep 13, '20 | Oct 18, '20 | Nov 22, '20 | Dec 27, '20 | Jan 31, '21 | Mar 7, '21 | Apr 11, '21 | May 16, '21 | Jun 20, '21 | Jul 25, '21 |
|-----|-----------|--|----------------|-------------------|-------------------|---------|-------------|------------|------------|-------------|-------------|-------------|-------------|-------------|------------|-------------|-------------|-------------|-------------|
| 90  |           | Setup Bypass   | 3 days         | Fri 2/26/21       | Tue 3/2/21        |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 91  |           | <b>Project Demo and Installation</b>                             | <b>95 days</b> | <b>Mon 3/1/21</b> | <b>Fri 7/9/21</b> |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 92  |           | Surveying  | 3 days         | Wed 3/3/21        | Fri 3/5/21        |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 93  |           | Demo of Above Ground Structures, Gates, Wall                     | 6 days         | Mon 3/1/21        | Mon 3/8/21        |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 94  |           | Shoring, Footings and Wall                                       | 12 days        | Tue 3/9/21        | Wed 3/24/21       |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 95  |           | Wall Cure/Waterproofing  | 7 days         | Thu 3/25/21       | Fri 4/2/21        |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 96  |           | Pull Shoring, Backfill Wall, Demo and Install Wet Well           | 10 days        | Mon 4/5/21        | Fri 4/16/21       |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 97  |           | Demo and Install Dry Well with CIP Slab                          | 7 days         | Mon 4/19/21       | Tue 4/27/21       |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 98  |           | Install Piping   | 3 days         | Tue 4/27/21       | Fri 4/30/21       |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 99  |           | Trench for Electrical Conduits                                   | 1 day          | Mon 5/3/21        | Mon 5/3/21        |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 100 |           | Site Underground Conduit System                                  | 7 days         | Thu 5/6/21        | Fri 5/14/21       |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 101 |           | Level Transducer/Floats at Well, Cond. Inst at Vault             | 5 days         | Mon 6/28/21       | Fri 7/2/21        |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 102 |           | Form & Pour Concrete Slabs                                       | 3 days         | Wed 5/19/21       | Fri 5/21/21       |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 103 |           | Install MCC & Generator  | 3 days         | Mon 5/24/21       | Wed 5/26/21       |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 104 |           | Wet Well (Elect. Prep/Epoxy/Pipe & Pumps)                        | 3 days         | Wed 6/2/21        | Fri 6/4/21        |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 105 |           | Concrete Sub   | 1 day          | Fri 6/4/21        | Fri 6/4/21        |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 106 |           | Electrical (Wet Well/Sub Panel/Light Pole) & Paint Pipe and Wall | 6 days         | Fri 6/4/21        | Fri 6/11/21       |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 107 |           | Chemical Feed & Surge Tank                                       | 5 days         | Mon 6/14/21       | Fri 6/18/21       |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 108 |           | Conduit Connection at Generator & Dry Well)                      | 2 days         | Thu 5/27/21       | Fri 5/28/21       |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 109 |           | Ornamental Fence   | 4 days         | Tue 7/6/21        | Fri 7/9/21        |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 110 |           | SCE Metering/Cable Install for Power to Switchboard              | 22 days        | Thu 5/27/21       | Fri 6/25/21       |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 111 |           | Testing & Remove Bypass  | 5 days         | Mon 6/28/21       | Fri 7/2/21        |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 112 |           | Substantial Completion   | 1 day          | Fri 7/9/21        | Fri 7/9/21        |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 113 |           | Punch List   | 4 days         | Tue 7/6/21        | Fri 7/9/21        |         |             |            |            |             |             |             |             |             |            |             |             |             |             |
| 114 |           | Project Complete   | 1 day          | Fri 7/9/21        | Fri 7/9/21        |         |             |            |            |             |             |             |             |             |            |             |             |             |             |

Project: FCC5342 - TCWD Bell C  
Date: Tue 5/25/21

|           |                 |                    |                       |                |                    |                 |
|-----------|-----------------|--------------------|-----------------------|----------------|--------------------|-----------------|
| Task      | Summary         | Inactive Milestone | Duration-only         | Start-only     | External Milestone | Manual Progress |
| Split     | Project Summary | Inactive Summary   | Manual Summary Rollup | Finish-only    | Deadline           |                 |
| Milestone | Inactive Task   | Manual Task        | Manual Summary        | External Tasks | Progress           |                 |

## **APPENDIX B**

### **Construction Photos**



**Continuing with wiring in MCC Panel**



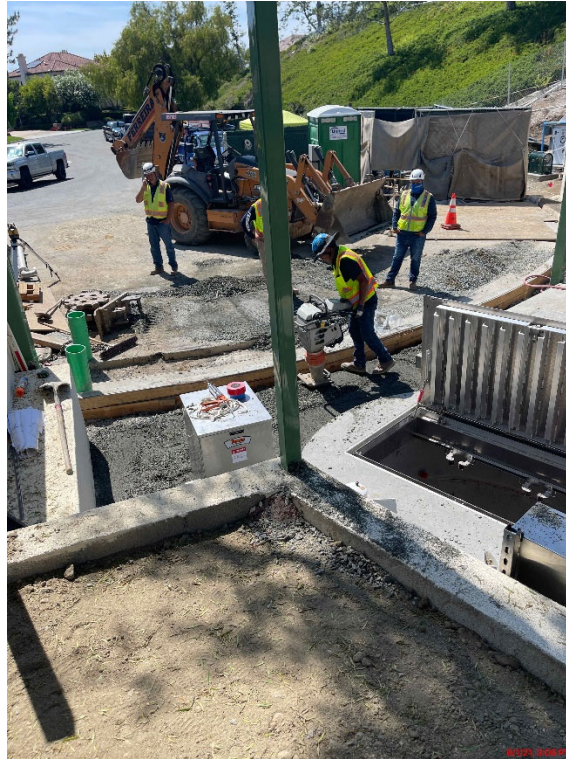
**Base Paving for Sidewalk Areas**



**Base Paving for Sidewalk Areas**



**Base Paving of Sidewalk Areas**



**Base Paving of Sidewalk Areas**



**Form & Pour of Rolled (Mountable) Curb**



**Form & Pour of Rolled (Mountable) Curb**



**Coating of Wet Well**



Wet Well Coated



Reinforcement of Sidewalk Areas



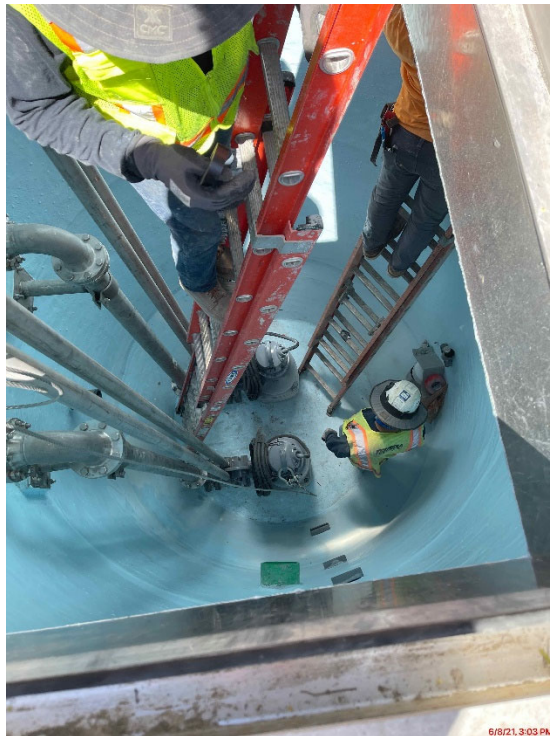
Concrete Pour of Sidewalk Areas



Concrete Pour of Sidewalk Areas



Placement of Pumps



Pump placed in Wet Well



**Surge Tank & Chemical Feed Tank Delivered to Lift Station**



**Surge Tank Delivered to Lift Station**



**SCE Transformer Delivered to Lift Station**



**Former Transformer being disconnected and removed**



**New Transformer Installed**



**SCE Meter Installed and Lift Station Energized**



Gates Installed



Gates Installed



**Wrought Iron Fencing Installed**



**Wrought Iron Fencing Installed**



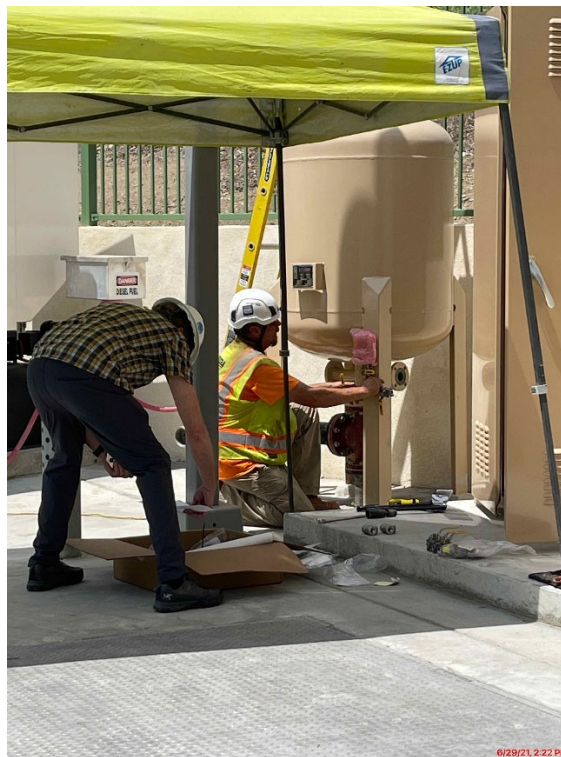
**Testing Pumps**



**Pumps Submerged and Tested**



Surge Tank Being Tested



Surge Tank Being Tested

## APPENDIX C

### Monitoring Survey Exhibit

# EXHIBIT "A"

## BELL CANYON MONITORING POINTS

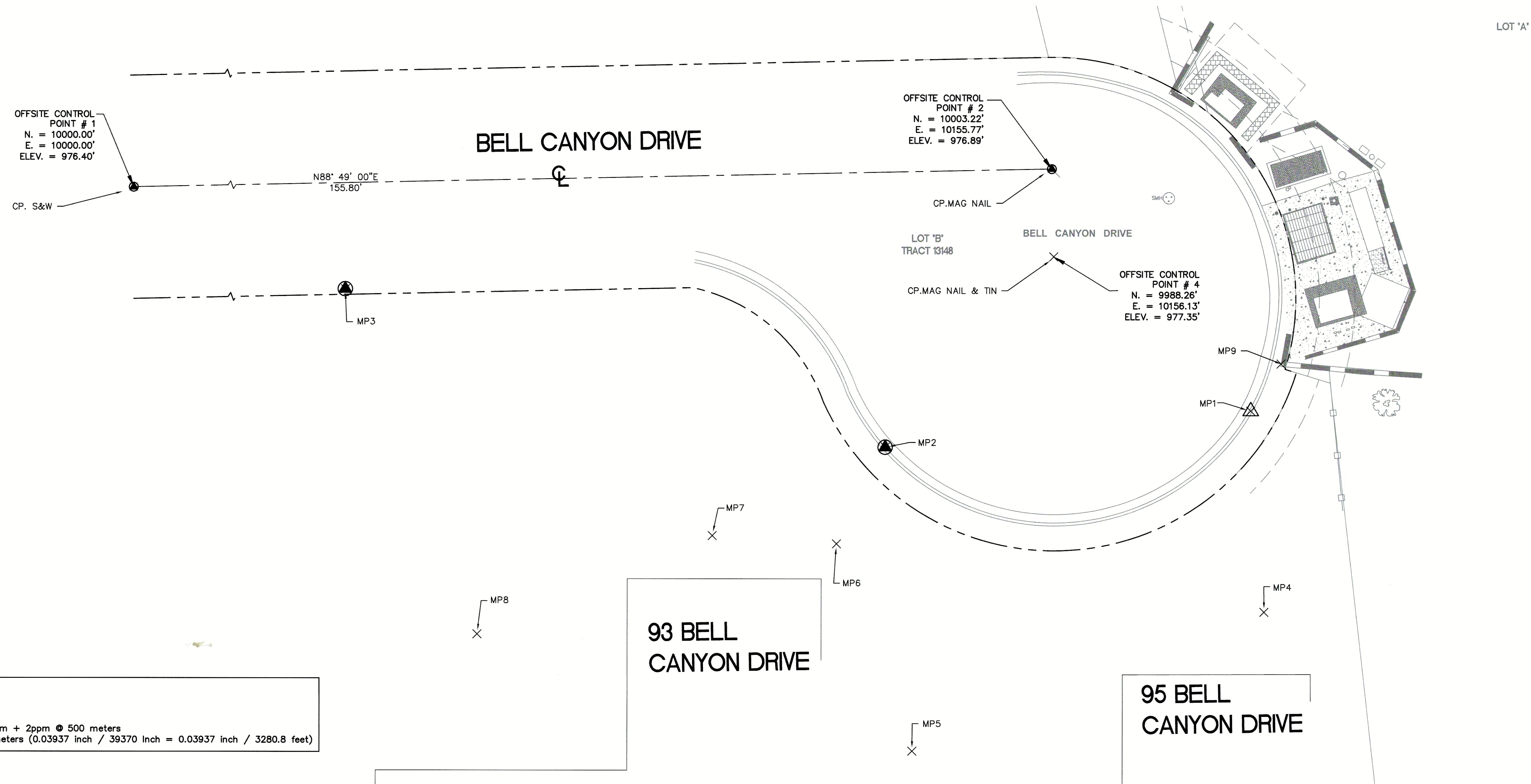
PREPARED FOR:

### TRABUCO CANYON WATER DISTRICT

32003 DOVE CANYON DRIVE  
TRABUCO CANYON, CA 92679

PHONE: (949) 858-0277

FAX: (949) 858-3025



**LEGEND**

**SYMBOLS**

△ SCRIBED "X" IN TC  
● FD "X" IN TC

**LINE TYPES**

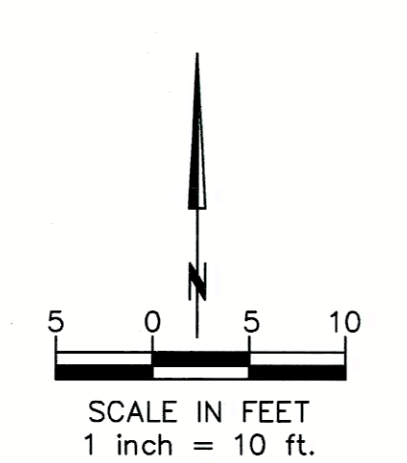
--- PROPERTY LINE  
- - - CENTERLINE

**ABBREVIATIONS**

N. NORTHING  
E. EASTING  
ELEV. ELEVATION  
DIFF. DIFFERENCE  
CN. CONCRETE NAIL

**SURVEY INSTRUMENT USED:**  
LEICA TC1P 1203T R400  
SERIAL NO. 269046  
ACCURACY - std. dev. ISO 17123-4:2mm + 2ppm @ 500 meters  
ppm = parts per million = mm/1000 meters (0.03937 inch / 39370 inch = 0.03937 inch / 3280.8 feet)

| MONITORING POINTS SUMMARY |   |  |  |                       |  |                        |  |                         |  |                         |
|---------------------------|---|--|--|-----------------------|--|------------------------|--|-------------------------|--|-------------------------|
| POINT #                   | DESCRIPTION   | INITIAL SURVEY<br>DATE: 02.26.2021                 | SECOND SURVEY<br>DATE: 03.10.2021                                    | DIFF.<br>+/-          | THIRD SURVEY<br>DATE: 03.17.2021                   | DIFF.<br>+/-           | FORTH SURVEY<br>DATE: 04.14.2021                             | DIFF.<br>+/-            | FIFTH SURVEY<br>DATE: 04.23.2021                   | DIFF.<br>+/-            |
| MP1                       | SCRIBED "X" IN TC   | N. = 9962.05'<br>E. = 10189.60'<br>ELEV. = 977.27' | N. = 9962.05'<br>E. = 10189.60'<br>ELEV. = 977.28'                   | 0.00<br>0.00<br>+0.01 | N. = 9962.05'<br>E. = 10189.59'<br>ELEV. = 977.28' | 0.00<br>-0.01<br>+0.01 | N. = 9962.05'<br>E. = 10189.59'<br>ELEV. = 977.28'           | 0.00<br>-0.01<br>+0.01  | N. = 9962.05'<br>E. = 10189.60'<br>ELEV. = 977.27' | 0.00<br>0.00<br>0.00    |
| MP2                       | FD "X" IN TC  | N. = 9955.84'<br>E. = 10127.56'<br>ELEV. = 976.82' | N. = 9955.84'<br>E. = 10127.57'<br>ELEV. = 976.82'                   | 0.00<br>+0.01<br>0.00 | N. = 9955.84'<br>E. = 10127.57'<br>ELEV. = 976.81' | 0.00<br>+0.01<br>-0.01 | N. = 9955.84'<br>E. = 10127.56'<br>ELEV. = 976.82'           | 0.00<br>0.00<br>0.00    | N. = 9955.84'<br>E. = 10127.57'<br>ELEV. = 976.81' | 0.00<br>+0.01<br>-0.01  |
| MP3                       | FD "X" IN TC  | N. = 9982.69'<br>E. = 10035.89'<br>ELEV. = 975.74' | N. = 9982.70'<br>E. = 10035.89'<br>ELEV. = 975.74'                   | +0.01<br>0.00<br>0.00 | N. = 9982.69'<br>E. = 10035.89'<br>ELEV. = 975.74' | 0.00<br>0.00<br>0.00   | N. = 9982.72'<br>E. = 10035.89'<br>ELEV. = 975.74'           | +0.03<br>0.00<br>0.00   | N. = 9982.69'<br>E. = 10035.89'<br>ELEV. = 975.73' | 0.00<br>0.00<br>-0.01   |
| MP4                       | CORNER OF PILASTER AT NE CORNER OF THE RESIDENCE OF 95 BELL CANYON DR.  | N. = 9927.81'<br>E. = 10191.89'<br>ELEV. = 985.19' | N. = 9927.81'<br>E. = 10191.88'<br>ELEV. = 985.19'                   | 0.00<br>-0.01<br>0.00 | N. = 9927.81'<br>E. = 10191.89'<br>ELEV. = 985.19' | 0.00<br>0.00<br>0.00   | N. = 9927.80'<br>E. = 10191.87'<br>ELEV. = 985.18'           | -0.01<br>-0.02<br>-0.01 | N. = 9927.81'<br>E. = 10191.89'<br>ELEV. = 985.18' | 0.00<br>0.00<br>-0.01   |
| MP5                       | CORNER OF PILASTER AT NW CORNER OF THE RESIDENCE OF 95 BELL CANYON DR.  | N. = 9904.09'<br>E. = 10132.17'<br>ELEV. = 985.92' | N. = 9904.09'<br>E. = 10132.18'<br>ELEV. = 985.92'                   | 0.00<br>+0.01<br>0.00 | N. = 9904.09'<br>E. = 10132.17'<br>ELEV. = 985.92' | 0.00<br>0.00<br>0.00   | N. = 9904.10'<br>E. = 10132.15'<br>ELEV. = 985.92'           | +0.01<br>-0.02<br>0.00  | N. = 9904.09'<br>E. = 10132.17'<br>ELEV. = 985.92' | 0.00<br>0.00<br>0.00    |
| MP6                       | STICK ON SURVEY TARGET (BY OTHERS) ON NLY BRICK WORK 93 BELL CANYON DR. | N. = 9939.36'<br>E. = 10119.31'<br>ELEV. = 985.08' | N. = 9939.35'<br>E. = 10119.31'<br>ELEV. = 985.08'                   | -0.01<br>0.00<br>0.00 | N. = 9939.35'<br>E. = 10119.31'<br>ELEV. = 985.07' | -0.01<br>0.00<br>-0.01 | N. = 9939.37'<br>E. = 10119.30'<br>ELEV. = 985.08'           | +0.01<br>-0.01<br>0.00  | N. = 9939.35'<br>E. = 10119.31'<br>ELEV. = 985.07' | -0.01<br>0.00<br>-0.01  |
| MP7                       | TOP RIGHT CORNER OF EXTERIOR DOOR FRAME 1 IN SIDE OF RESIDENCE          | N. = 9940.75'<br>E. = 10098.25'<br>ELEV. = 985.06' | N. = 9940.74'<br>E. = 10098.25'<br>ELEV. = 985.06'                   | -0.01<br>0.00<br>0.00 | N. = 9940.74'<br>E. = 10098.25'<br>ELEV. = 985.06' | -0.01<br>0.00<br>0.00  | N. = 9940.76'<br>E. = 10098.24'<br>ELEV. = 985.06'           | +0.01<br>-0.01<br>0.00  | N. = 9940.74'<br>E. = 10098.25'<br>ELEV. = 985.06' | -0.01<br>0.00<br>0.00   |
| MP8                       | TOP RIGHT CORNER OF EXTERIOR WINDOW FRAME 1 IN SIDE OF RESIDENCE        | N. = 9923.98'<br>E. = 10058.30'<br>ELEV. = 983.31' | N. = XXXX'<br>E. = XXXX'<br>ELEV. = XXXX'                            | XXX<br>XXX<br>XXX     | N. = 9923.96'<br>E. = 10058.31'<br>ELEV. = 983.31' | -0.02<br>+0.01<br>0.00 | N. = 9923.99'<br>E. = 10058.31'<br>ELEV. = 983.31'           | +0.01<br>+0.01<br>0.00  | N. = 9923.96'<br>E. = 10058.31'<br>ELEV. = 983.30' | -0.02<br>+0.01<br>-0.01 |
| MP9                       | SET MAG NAIL AT TOP WLY FACE OF PILASTER                                | N. = 9940.75'<br>E. = 10194.72'<br>ELEV. = 983.83' | N. = 9940.74'<br>E. = 10194.72'<br>ELEV. = 983.83'                   | -0.01<br>0.00<br>0.00 | N. = 9940.74'<br>E. = 10194.72'<br>ELEV. = 983.83' | -0.01<br>0.00<br>0.00  | N. = 9940.76'<br>E. = 10194.72'<br>ELEV. = 983.83'           | +0.01<br>+0.01<br>0.00  | N. = 9940.74'<br>E. = 10194.72'<br>ELEV. = 983.30' | -0.01<br>+0.01<br>-0.01 |
|                           |   |  | INITIAL SURVEY<br>N. = 9970.10'<br>E. = 10194.72'<br>ELEV. = 983.83' | XXX<br>XXX<br>XXX     | N. = 9970.10'<br>E. = 10194.72'<br>ELEV. = 983.83' | 0.00<br>0.00<br>0.00   | SURVEY MONITORING POINT WAS COMPROMISED BY SITE CONSTRUCTION |                         |  |                         |



PREPARED BY:

**DMC ENGINEERING**  
CIVIL • SURVEYING • PLANNING • CONSTRUCTION  
18 Technology Drive, Suite 100, Irvine, CA 92618  
E-Mail: dmc@dmcceng.com (949) 753-9393

05.25.21  
04.27.21  
04.16.21  
03.15.21  
03.01.21

**Construction Change Orders/Credits**

| <i>Item No.</i> | <i>Description</i>                           | <i>Cost</i>         |
|-----------------|--|---------------------|
| 1               | Temporary Fence Revisions                    | \$12,468.00         |
| 2               | Wet Well-2' Deeper                           | \$10,852.93         |
| 3               | Surge Tank- Bypass POC                       | \$5,369.67          |
| 4               | Item 8-Credit for wet wet rehab              | (\$29,500.00)       |
| 5               | Item 25-Reconcillation for FO                | \$29,500.00         |
| 6               | South Ret.Wall & Irrig. Wiring               | \$6,599.53          |
| 7               | Odor Control-Due to Complaints               | \$11,341.97         |
| 8               | Sewer By-Pass Riser Conflicts                | \$5,911.62          |
| 9               | Wall Sub-Drain Ext.                          | \$2,066.14          |
| 10              | Time Extension due to Equip delay            | TBD                 |
| 11              | Item 26-Credit Paving                        | (\$28,340.00)       |
| 12              | Item 26-Credit Paving                        | \$28,340.00         |
| 13              | Item 8A-Alt Wet Well                         | \$71,600.00         |
| 14              | Sump Termination Panel                       | \$3,489.83          |
| 15              | AT&T -utility conflict -conduit              | \$4,434.53          |
| 16              | Swing Check Valve Switches                   | \$1,247.77          |
| 17              | Backflow Relocation and Eye Wash Add.        | \$11,141.89         |
| 18              | Existing Wall-Sandblast, Stucco& Paint       | \$7,167.86          |
| 19              | Rolled Curb Installation                     | \$4,145.00          |
| 20              | Additional Wrought Iron Fence                | \$5,026.00          |
| 21              | SCE Transformer Swap Out                     | \$2,971.78          |
| 22              | Relocation of Eye Wash                       | \$2,000.00          |
| 23              | DMc Field Surveying (Deductive Change Order) | (\$6,580.00)        |
|                 | <b>Total:</b>                                | <b>\$161,254.52</b> |

|   |                     |
|---|---------------------|
| <i>Field Order Allowance</i>                          | \$75,000.00         |
| <i>Wet Well Credit</i>                                | \$29,500.00         |
| <i>Paving Credit</i>                                  | \$28,340.00         |
| <b>Allowable CREDIT Allowance:</b>                    | <b>\$132,840.00</b> |
| <b>Total Change Order Requests within Allowance:</b>  | <b>\$132,671.47</b> |
| <b>Total Change Order Requests outside Allowance:</b> | <b>\$28,583.05</b>  |



**TRABUCO CANYON WATER DISTRICT**  
**32003 DOVE CANYON DRIVE**  
**TRABUCO CANYON, CA 92679**  
**TELEPHONE: (949) 858-0277**  
**FACSIMILE: (949) 858-3025**

**CONTRACT CHANGE ORDER**

**Project Title:** Bell Canyon Sewer Lift Station Rehabilitation Project      **Contractor:** Ferreira Construction  
**Project No.:** 1920-022      10370 Commerce Center Drive, Suite B200  
**C.C.O. #:** 1      Rancho Cucamonga, CA 91730  
**Date:** 06/29/21      (909) 606-5900

**C.C.O. DESCRIPTION:**

Extra work due to unforeseen conditions - conflicts with existing AT&T utility conduits; additional site improvements; additional wrought iron fencing; installation of Eye Wash; relocation and installation of backflow preventer; and procurement of Swing Check Valves to meet Electrical and Fire Codes. A deductive cost for Field Surveying/Staking where Contractor utilized TCWD's Surveyor, DMc Engineering. Additional contract day request do to Covid-19, SCE and material procurement delays,

**Attachments:**  Yes       No

The following change to the contract, drawings, and specifications is proposed:

| SCOPE OF WORK AND COSTS:   | \$ Additions       | \$ Deletions        | Days (+/-) |
|--|--------------------|---------------------|------------|
| AT&T Utility Conflict & Conduit Installation                           | \$4,434.53         |                     |            |
| Per RFI #034 - Swing Check Valves to be compliant Div.1, Class II      | \$1,247.77         |                     |            |
| Relocate Backflow Preventer per TCWD Standards & Eye Wash Station      | \$11,141.89        |                     |            |
| Improve Existing Walls - Sandblast, Stucco, and Paint                  | \$7,167.86         |                     |            |
| Install Rolled (Mountable) Curb in front of Lift Station               | \$4,145.00         |                     |            |
| Install Additional Wrought Iron Fence between Lift Station & Residence | \$5,026.00         |                     |            |
| Relocate Eye Wash Station adjacent to Chemical Feed Tank               | \$2,000.00         |                     |            |
| DMc Engineering Field Surveying  |                    | (\$6,580.00)        |            |
| <b>TOTAL =</b>   | <b>\$35,163.05</b> | <b>(\$6,580.00)</b> |            |
| <b>NET TOTAL/DAYS</b>  |                    | <b>\$ 28,583.05</b> |            |

|   |                |
|---|----------------|
| Contract Change Order Net Amount                      | \$28,583.05    |
| Total of Previous Change Orders                       | \$0.00         |
| Total of All Change Orders                            | \$28,583.05    |
| Original Contract Amount                              | \$1,496,228.00 |
| New Contract Amount                                   | \$1,524,811.05 |
| Percent Original Contract (all changes order to date) | 1.91%          |

**Net Change Order      \$28,583.05**

**Schedule Impact**       Yes       No      217      **Calendar Days**

**Date:** \_\_\_\_\_

**CONTRACTOR/TITLE**

**CHANGE ORDER REQUESTED BY:**

Trabuco Canyon Water District       Contractor      Other: \_\_\_\_\_

**TRABUCO CANYON WATER DISTRICT**

**Approved By:** Lorrie Lausten, P.E.      **Approved By:** Fernando Paludi  
District Engineer      General Manager

NOTE: The documents supporting this Change Order, including any drawings and estimates of cost, if required are hereto and made a part hereof. This Order shall not be considered as such until it has been signed by the Owner and Contractor. Upon final approval, distribution of copies will be made as required.

CHANGES: All workmanship and materials called for by this Order shall be fully in accordance with the original Contract Documents insofar as the same may be applied without conflict to the conditions set forth by this Order. The time for completing the contract will not be extended unless expressly provided for in this Order.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

**ACTION CALENDAR  
ENGINEERING MATTERS**

**ITEM 15: DISCUSSION AND POSSIBLE ACTION CONCERNING GOLF CLUB SEWER LIFT STATION IMPROVEMENTS**

Trabuco Canyon Water District (District) owns and operates the Golf Club Sewer Lift Station in the Dove Canyon community adjacent to the golf club driving range (Exhibit 1). This station receives wastewater flows from the majority of the community by way of Bell Canyon and Barneburg Sewer Lift Stations and gravity sewer flows, and then conveys the wastewater to the Robinson Ranch Wastewater Treatment Plant via a sewer force main on Hillrise. The station was constructed in the early 1990s and has undergone minor improvements since that time, but there are a series of critical repairs and improvements that Wastewater Operations and Maintenance Department (O/M) staff have identified for the station, some of which has been completed. The station will be fully evaluated during the upcoming condition assessment.

At the June 16, 2021 Regular Board Meeting, the Board of Directors authorized the General Manager to execute a contract with Hydrotech Electrical for Golf Club Lift Station Motor Control Center (MCC) Replacement in the amount of \$279,340 with a contingency of \$27,934, for a total not-to-exceed amount of \$307,274. To support the MCC upgrade and provide an emergency bypass pumping system, staff procured bids for the bypass pumping mechanical work.

| <b>CONSTRUCTION BIDS</b> |                |
|--------------------------|----------------|
| <b>Company</b>           | <b>Bid</b>     |
| Ferreira Construction    | \$78,500.00    |
| S.S. Mechanical          | Non-Responsive |

**FUNDING SOURCE:**  
Emergency Reserves.

**FISCAL IMPACT:**  
FY 21/22 Budget: \$320,000  
FY 21/22 Revised Budget: \$395,000

**ENVIRONMENTAL COMPLIANCE:**  
Notice of Exemption.

**RECOMMENDED ACTION:**  
*Authorize the General Manager award a Contract to Ferreira Construction for the Sewer Bypass Installation for Golf Club Sewer Lift Station for \$78,500 with a 10% contingency of \$7,850, for a total not-to-exceed fee of \$86,350.*

**EXHIBIT(S):**  
1. Project Site Map  
2. Bypass Plan

**CONTACTS (staff responsible): PALUDI/PEREA/LAUSTEN**



**Project Location**



**Location Map**

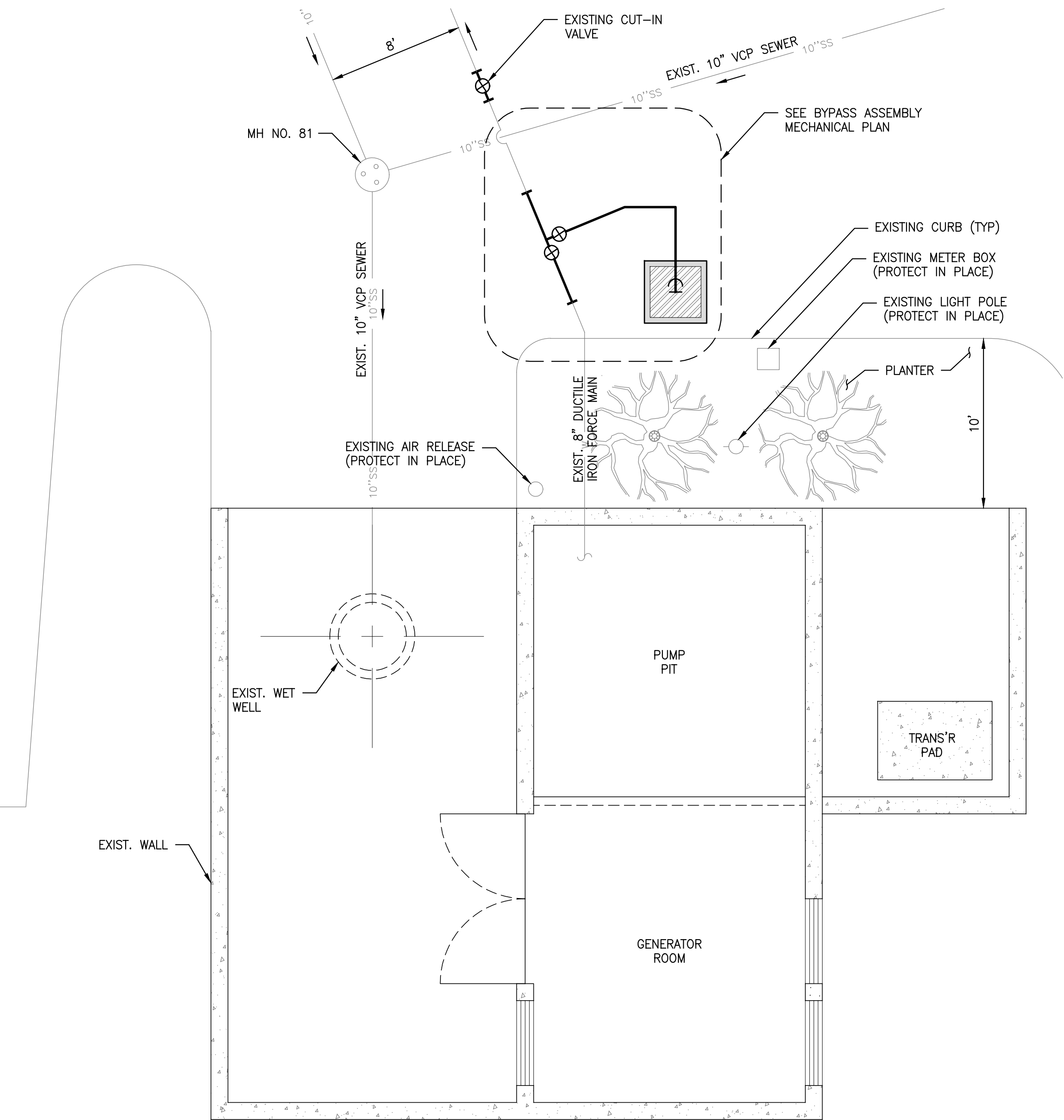
 Area of Work

**Golf Club Sewer Lift Station**

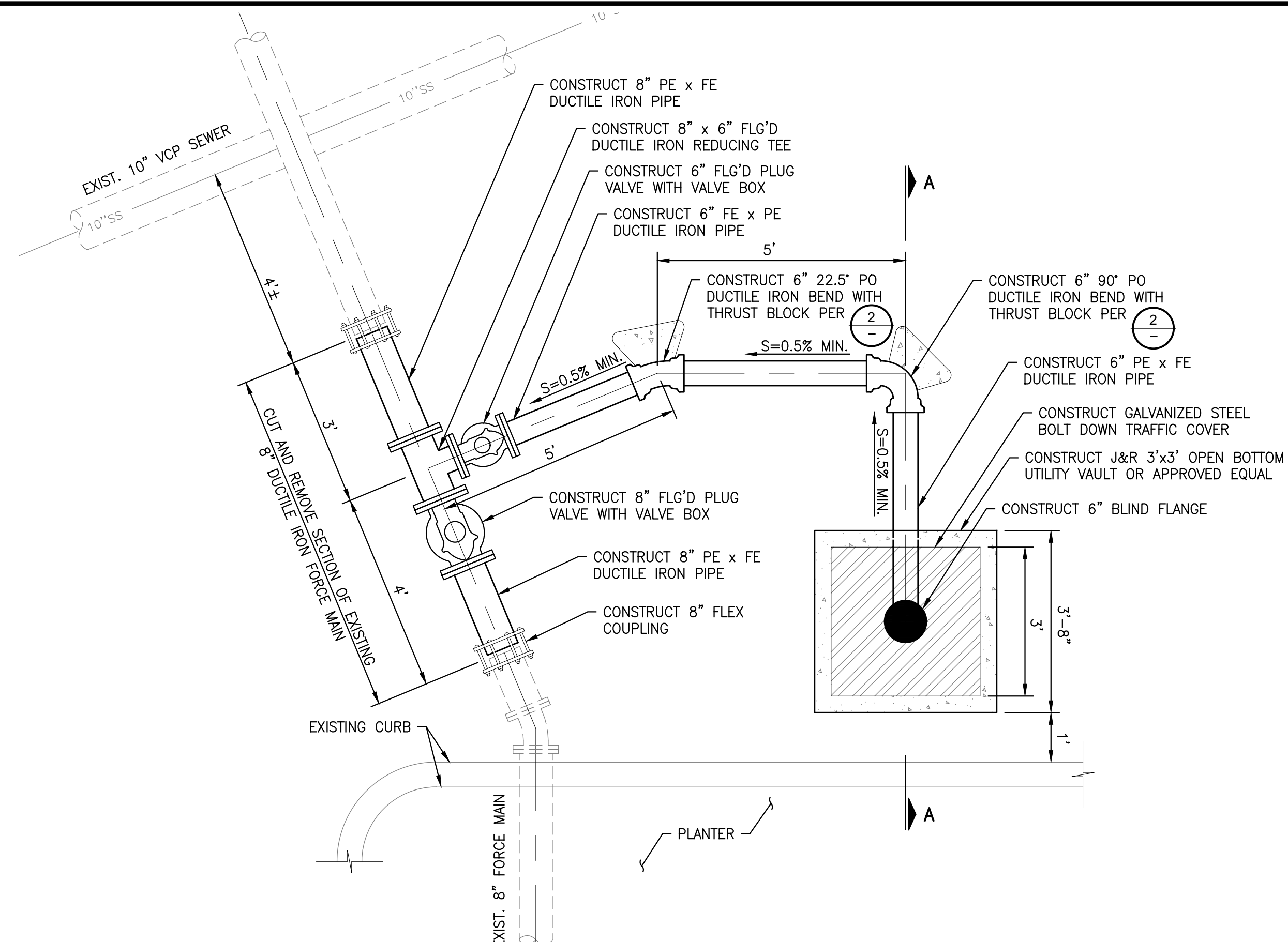
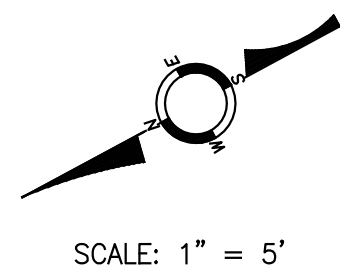
Address: 22881 Golf Club Drive      Trabuco  
Canyon CA 92679

**NOTES:**

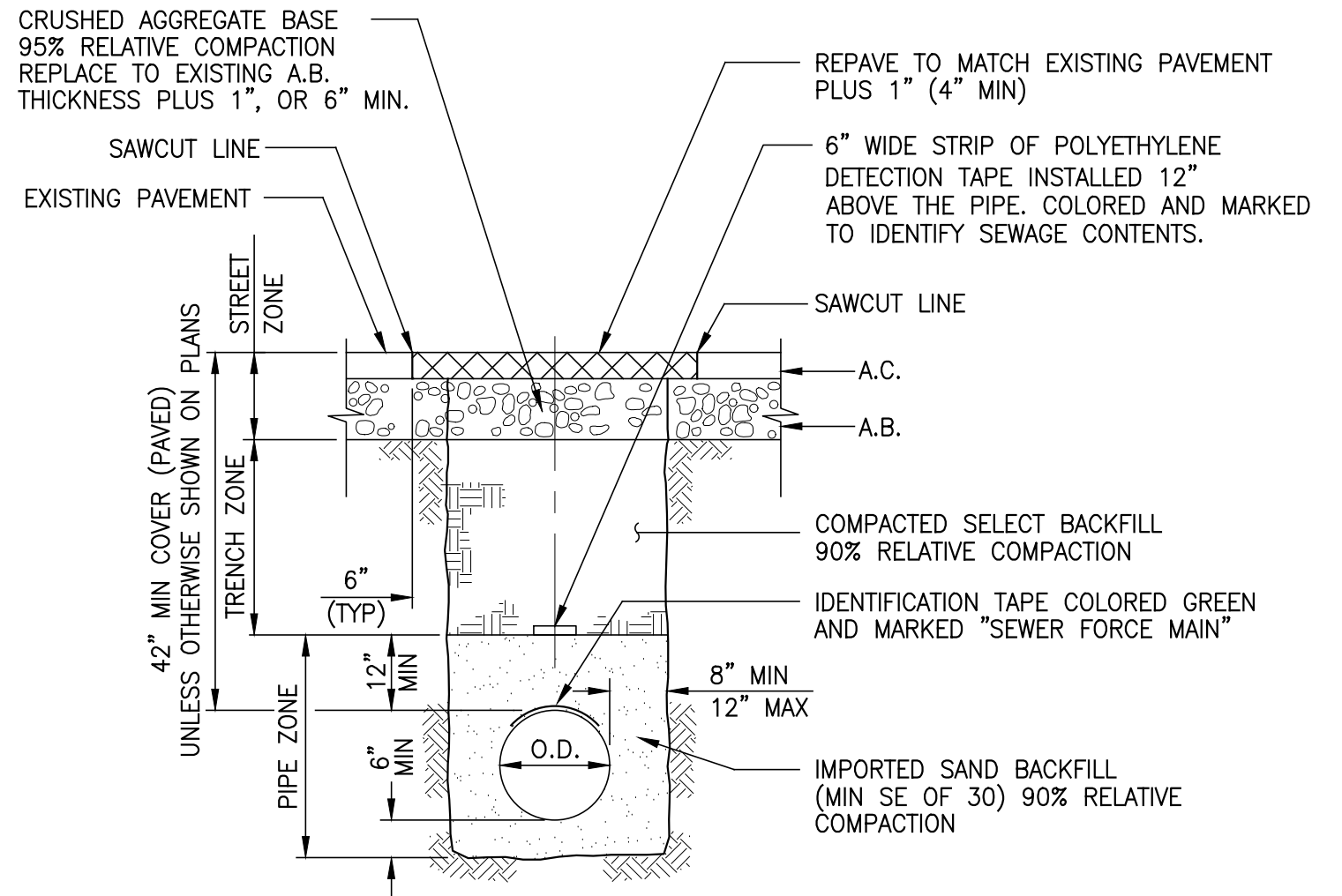
1. CONTRACTOR TO CONSTRUCT 8" DUCTILE IRON PIPE TO MATCH SLOPE OF EXISTING FORCE MAIN.
2. CONTRACTOR TO USE EXISTING CUT-IN VALVE TO ISOLATE AND DRAIN CONTENTS OF FORCE MAIN PRIOR TO CONSTRUCTING BYPASS PIPING ASSEMBLY. DISTRICT OPERATIONS STAFF WILL OPERATE THE CUT-IN VALVE AT CONTRACTORS REQUEST.
3. DUCTILE IRON PIPE SHALL BE CLASS 50 WALL THICKNESS WITH FUSION BONDED OR CERAMIC EPOXY LINING, 1 MIL ASPHALTIC COATING, ENCASED IN TWO LAYERS OF POLYETHYLENE BAGS.
4. ALL PLUG VALVES SHALL BE ECCENTRIC WITH 100% PORT SIZE.
5. ALL NUTS, BOLTS, AND FASTENERS SHALL BE TYPE 316 STAINLESS STEEL.



**GOLF CLUB LIFT STATION  
SITE PLAN**



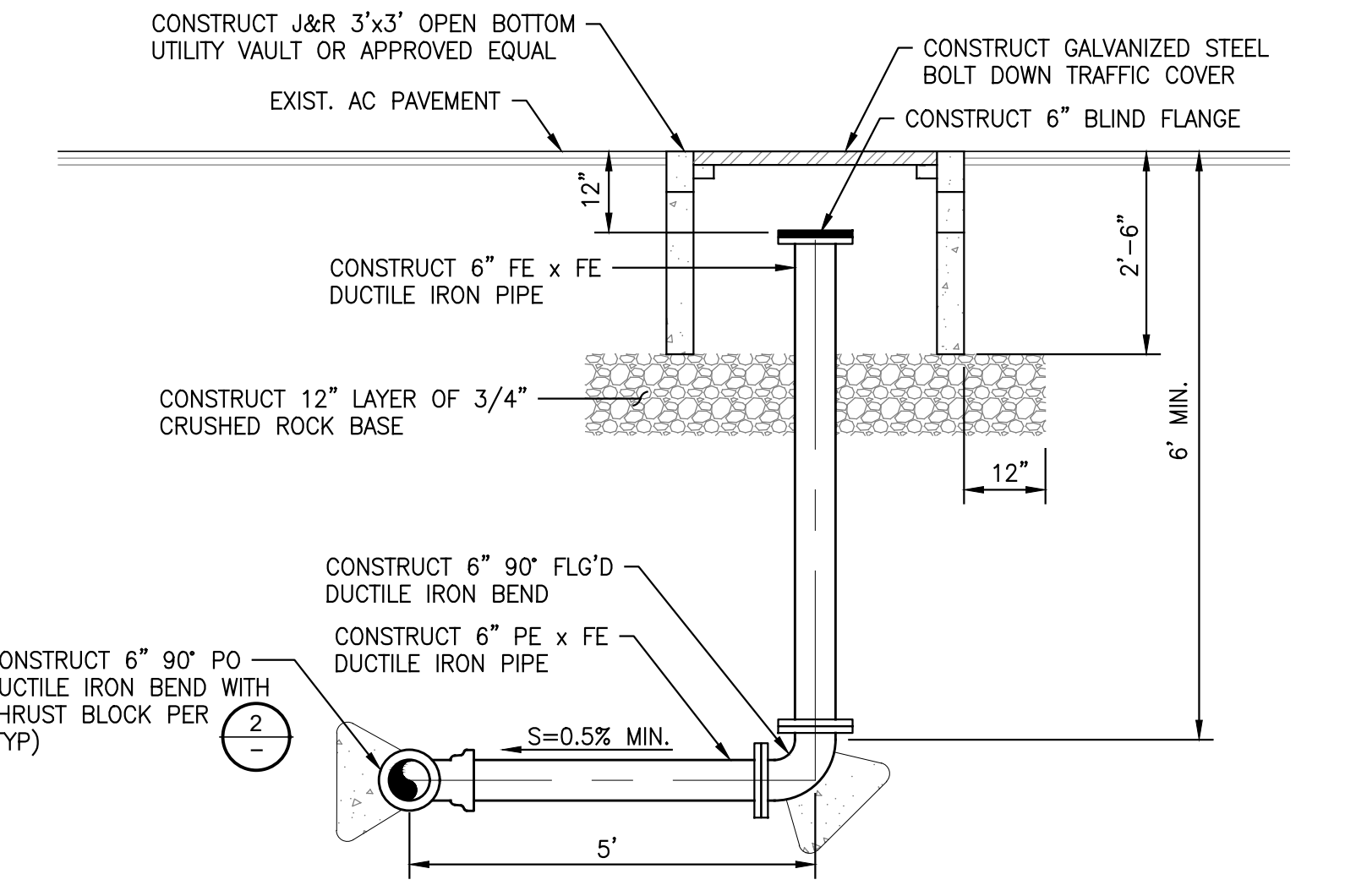
**BYPASS ASSEMBLY  
MECHANICAL PLAN**  
SCALE: 1/2"=1'-0"



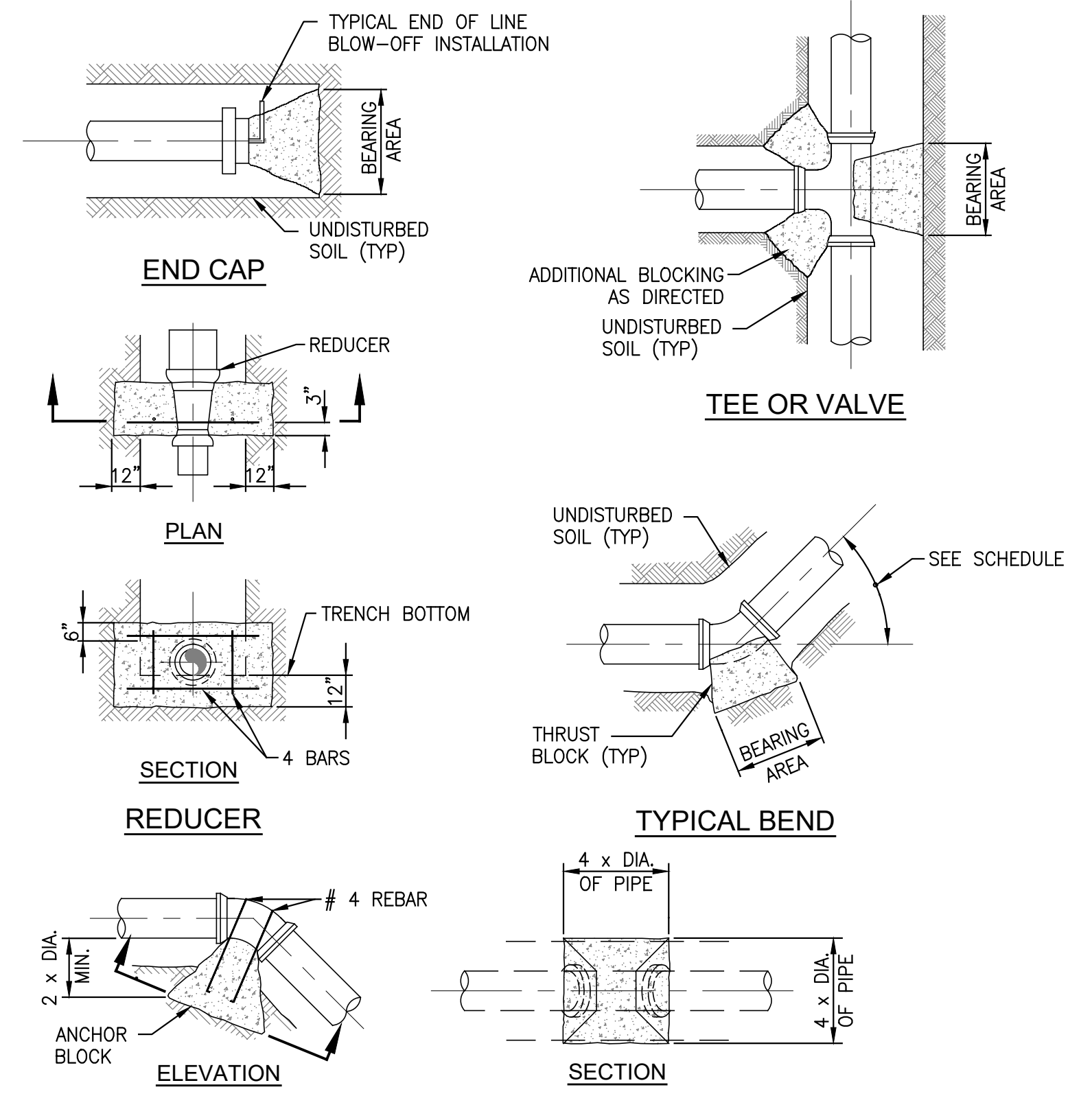
**NOTES:**

1. CONTRACTOR SHALL REPLACE AC TO THE LIMITS SHOWN ON THE TYPICAL TRENCH SECTION SHOWN ABOVE AND TO THE THICKNESS PLUS 1" OF THE EXISTING AC UNLESS OTHERWISE DIRECTED ON THE PLANS.
2. ALL PAVEMENT AND SIDEWALK REMOVAL NECESSARY FOR THE CONSTRUCTION OF THIS PROJECT SHALL BE SAWCUT PRIOR TO REMOVAL. THE OWNER SHALL BE REQUESTED BY CONTRACTOR TO APPROVE EXTENT OF PAVEMENT AND SIDEWALK REMOVAL PRIOR TO STARTING WORK. DISPOSAL OF REMOVED A.C. PAVEMENT AND CONCRETE SHALL BE AT AN APPROVED OFF-SITE DUMP SITE.

**TYPICAL TRENCH SECTION**  
NOT TO SCALE



**SECTION A-A**  
SCALE: 1/2"=1'-0"



**VERTICAL BEND**

| PIPE SIZE                              | MINIMUM THRUST BLOCK AND ANCHOR BLOCK SIZE |  |  |                  |      |           |      |           |   |
|--|--|--|--|------------------|------|-----------|------|-----------|---|
|  | 11 1/4" BEND                               | 22 1/2" BEND                           | 45" BEND                               | 90" BEND         |      |           |      |           |   |
| HORIZ. L <sub>1</sub> X L <sub>2</sub> | HORIZ. L <sub>1</sub> X L <sub>2</sub>     | HORIZ. L <sub>1</sub> X L <sub>2</sub> | HORIZ. L <sub>1</sub> X L <sub>2</sub> | DEAD ENDS & TEES |      |           |      |           |   |
| VERT. C.Y.                             | VERT. C.Y.                                 | VERT. C.Y.                             | VERT. C.Y.                             | VERT. C.Y.       |      |           |      |           |   |
| 6" 22" X 4"                            | 0.04                                       | 22" X 8"                               | 0.08                                   | 22" X 15"        | 0.16 | 20" X 20" | 0.28 | 22" X 19" | - |

**NOTES:**

1. THRUST BLOCK BEARING AREA BASED ON ALLOWABLE SOIL BEARING VALUE OF 1500 psf AND 150 psi LINE PRESSURE. FOR BEARING = 1000 psf, 1.5 x AREA SHOWN. FOR BEARING = 500 psf, 3.0 x AREA SHOWN.
2. ALL THRUST BLOCKS SHALL BE CLASS "B" CONCRETE AND PLACED AGAINST UNDISTURBED SOIL. DESIGN ENGINEER SHALL DETERMINE SIZES NOT SHOWN.
3. REINFORCING STEEL SHALL CONFORM TO ASTM A15 AND A305 INTERMEDIATE GRADE.
4. CONCRETE SHALL NOT EXTEND ONTO FLANGE OR ADJOINING PIPE.

**THRUST BLOCK**  
NOT TO SCALE

**DIGALERT** CALL TOLL FREE 811  
CONTRACTOR SHALL NOTIFY UNDERGROUND SERVICE ALERT A MINIMUM OF 48 HOURS PRIOR TO BEGINNING ANY CONSTRUCTION WORK. SEE GENERAL NOTES FOR FURTHER INFORMATION.

**JIG CONSULTANTS**  
318 W KATELLA AVE, SUITE A ORANGE, CA 92867  
(714) 978-4407  
www.jigconsultants.com

REGISTERED PROFESSIONAL ENGINEER  
JOSEPH I. GUTIERREZ  
No. C 55604  
Exp. 12/31/22  
CIVIL  
STATE OF CALIFORNIA

| NO. | DATE | REVISIONS |
|-----|------|-----------|
|     |      |           |
|     |      |           |
|     |      |           |

DESIGN: MM  
DRAWN: MM  
CHECKED: JG

DATE: \_\_\_\_\_  
ENGINEER: JOSEPH I. GUTIERREZ RCE 55604  
PRINCIPAL ENGINEER: LORRIE LAUSTEN RCE 67027

TRABUCO CANYON WATER DISTRICT  
GOLF CLUB LIFT STATION BYPASS IMPROVEMENTS  
PROJECT NO. XXXX-XX

SITE PLAN / MECHANICAL PLAN AND SECTION

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

**ACTION CALENDAR  
ENGINEERING MATTERS**

**ITEM 16: DISCUSSION AND ACTION CONCERNING ASSET MANAGEMENT SOFTWARE PURCHASE**

The District provides water and recycled water distribution, wastewater collection, and treatment (water and wastewater) to a population of approximately 13,700 people throughout the Cities of Lake Forest, Mission Viejo, Rancho Santa Margarita and the County of Orange. Staff is currently utilizing a Geographical Information System (GIS) that tracks operational work such as line cleaning, fire hydrant flushing, valve turning, storing as-built drawings and tracking leaks. Staff desires to expand this system to schedule and track preventative maintenance (PM) on vertical assets and to support preliminary efforts related to an asset management program. MKN & Associates was retained by the District to provide engineering support, procure proposals from qualified vendors and produce a technical memorandum detailing the selection process (Exhibit 1). The following vendors provided initial proposals:

| <b>PROPOSAL BIDS</b> |                            |
|----------------------|----------------------------|
| <b>Company</b>       | <b>Implementation Cost</b> |
| iWater               | \$56,460                   |
| Mentor APM           | \$160,000                  |
| NexGen               | \$299,500                  |
| Cartegraph           | \$40,400                   |
| Sedaru               | \$122,500                  |

After reviewing the initial proposals, three vendors were selected for a more in-depth evaluation to include Sedaru, iWater, and Cartegraph. Demonstrations with operations/engineering were conducted which resulted in iWater and Cartegraph being shortlisted. The District checked references, asked for multi-year support costs and was provided with final proposals, which are detailed as follows:

| <b>Final AMS Cost Comparisons</b>                  |                          |                  |
|--|--------------------------|------------------|
| <b>Cost Item</b>                                   | <b>Cartegraph</b>        | <b>iWater</b>    |
| <b>Onetime Implementation Cost</b>                 |                          |                  |
| Baseline Implementation <sup>1</sup>               | \$22,350                 | \$33,260         |
| SCADA (rounds form only, no integration to system) | Included in baseline fee | \$1,200          |
| Wachs Integration                                  | \$3,000                  | No Charge        |
| Tokay Integration                                  | Included in baseline fee | \$3,000          |
| 811 Positive Response                              | Included in baseline fee | \$2,000          |
| Subtotal of Items Above                            | \$25,350                 | \$39,460         |
| Recurring Annual Fee                               | \$12,700                 | \$12,000         |
| <b>Total First Year Cost</b>                       | <b>\$38,050</b>          | <b>\$51,460</b>  |
| <b>Project Contingency</b>                         | <b>\$10,000</b>          | <b>\$10,000</b>  |
| <b>Total First Year Cost with Contingency</b>      | <b>\$48,050</b>          | <b>\$61,460</b>  |
| Year 2 Cost  | \$12,850                 | \$12,000         |
| Year 3 Cost  | \$13,002                 | \$12,000         |
| Year 4 Cost  | \$13,155                 | \$12,000         |
| Year 5 Cost  | \$13,310                 | \$12,000         |
| <b>Total 5-Year Cost</b>                           | <b>\$100,367</b>         | <b>\$109,460</b> |
| <b>Schedule</b>                                    |                          |                  |
| Implementation Time                                | 6-9 Months               | 6 weeks          |

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

| <b>Optional Features</b>                      |  |  |
|---|--|--|
| Tyler Billing Integration Implementation      | \$6,000  | \$25,000   |
| GIS updates (provide hourly rates or package) | District or consultant to maintain and provide updates | \$5,760 (12 hours per quarter with total of 48 hrs per year) |
| Additional software training                  | \$175 per hour   | Virtual Training: \$120<br>On-Site Training: \$150           |

Operations staff ranked each software package/vendor on their dashboard customization, flexibility of reports, ability to provide preventative maintenance tasks along with the depth of the implementation team and support staff. To that end, staff is recommending Cartegraph as the GIS/CMMS vendor.

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT:**

First year cost of \$48,050 and five-year total cost of \$101,000.

**ENVIRONMENTAL COMPLIANCE:**

Not Applicable

**RECOMMENDED ACTION:**

*Authorize the General Manager to award a five -year contract to Cartegraph for Computerized Maintenance - Management System Software for a not-to-exceed fee of \$100,367.*

**EXHIBIT(S):**

MKN Technical Memorandum

**CONTACTS (staff responsible): PALUDI/PEREA/LAUSTEN**



# TECHNICAL MEMORANDUM

**To:** Lorrie Lausten, PE, Trabuco Canyon Water District  
**From:** Rob Lepore, GISP, MKN  
**Reviewed:** Ryan Gallagher, PE, MKN  
**Date:** July 1, 2021  
**Re:** Asset Management Procurement

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## INTRODUCTION

MKN & Associates, Inc., (MKN) was retained by Trabuco Canyon Water District (District) to support preliminary efforts related to developing a comprehensive asset management program. In support of this effort, MKN provided the following services for this project:

- Project management and QA/QC
- Project meetings
- Data request and review
- Initial vendor outreach
- Vendor short list and evaluation
- Attendance at vendor software demonstrations
- Preparation of summary letter documenting the selection process

The overall project schedule is summarized in **Table 1** below:

| <b>Item</b>  | <b>Date</b>             |
|--|-------------------------|
| Kickoff Meeting                                      | 02/11/2021              |
| Vendor Data Request Issued                           | 03/01/2021              |
| Vendor Summary Prepared                              | 03/16/2021              |
| Progress Meeting with District                       | 03/30/2021              |
| Vendor Demonstrations                                | 05/25/2021 - 05/27/2021 |
| Vendors Selected for Final Interviews                | 06/01/2021              |
| Final Vendor Interviews                              | 06/11/2021              |
| Draft Summary Letter and Final Proposals to District | 06/18/2021              |
| Proposal Review Meeting                              | 06/21/2021              |
| Final Summary Letter to District                     | 06/25/2021              |
| Engineering Committee Board Packet                   | 6/29/2021               |
| Board Review   | July 2021               |



**BACKGROUND**

The District is seeking to implement an asset management system (AMS). The District provides water and recycled water distribution, wastewater collection, and treatment (water and wastewater) to a population of approximately 13,700 people throughout the communities of Trabuco Canyon, Robinson Ranch, Trabuco Highlands, Walden, Rancho Cielo, Portola hills, Santiago Canyon Estates, and Dove Canyon in Orange County, California. The following provides a summary of existing District systems/facilities:

- Water Distribution System
- Wastewater Collection System
- Water Treatment Plant
- Wastewater Treatment Plant
- Recycled Water System

**OBJECTIVES**

During the project kickoff meeting the District identified the following goals for the implementation of a web-based online AMS:

1. **Goal 1:** Consolidate or integrate existing software packages (see **Table 2** below).

| <b>Table 2: Existing District Software Programs</b> |                      |                     |  |
|---|----------------------|---------------------|--|
| <b>System</b>                                       | <b>Name</b>          | <b>Vendor</b>       | <b>Notes</b>   |
| SCADA   | Wonderware and ifix  | Wonderware and ifix | Function to allow operators to <u>view without control</u> specific SCADA information through AMS. The goal is to allow operators to see this information (pump run time, tank level, etc) as they complete their daily rounds.                                      |
| GIS   | Inframap             | iWater              | It is important to integrate or replace the GIS interface in the new AMS. Currently, the District gives verbal direction for hydrant flushing, manhole inspections/line cleaning, dead end flushing, etc. Data is inputted directly into iWater during field visits. |
| CMMS  | Manager Plus         | Manager Plus        | This is a key function of the new software. It is important to replace this software and translate current assets into new AMS.  |
| Backflow  | Tokay Navigator      | Aquametric          | Integrate where feasible   |
| Billing, Accounting, Meter Reading                  | Incode VX production | Tyler               | Optional. Currently used for billing and work orders. Work orders include potential leaks, meter replacement, etc.   |

2. **Goal 2:** Optimize current processes
3. **Goal 3:** Access for up to twenty (20) users in the following categories:
  - a. Operations (would require mobile capabilities):
    - i. 5 water
    - ii. 5 sanitation



- iii. 4 maintenance
    - iv. 2 extra licenses
  - b. Admin (1 with mobile capability, 3 with NO mobile capabilities): 4 licenses
4. **Goal 4:** Online storage of all GIS data files, with capability to update infrastructure on a quarterly basis
5. **Goal 5:** Provide asset management assignment and tracking for the following infrastructure (**14 current work order processes identified**):
  - a. Fire Hydrant Flushing
  - b. Deadline Flushing
  - c. Valve Exercising
  - d. Sewer Line Cleaning
  - e. Manhole Inspections
  - f. Grease Interceptor Inspection
  - g. Lift Stations/ Pump Stations/ Reservoirs
  - h. Pressure Reducing Valve Vault Inspections (1-year inspection/ 3-year maintenance)
  - i. Pipeline Failure Repair
  - j. Treatment Plants (assume 5)
6. **Goal 6:** Additional features, including:
  - a. Offline capabilities for operations staff in the field
  - b. Wachs valve machine integration

## PROCESS

During the project kickoff meeting, the District worked with MKN to confirm the list of AMS vendors to contact as part of the initial vendor outreach. That list included the following vendors:

- iWater
- MentorAPM
- NexGen
- Cartegraph
- Sedaru
- Asset Works
- CityWorks

MKN prepared a request for qualifications which was then completed by each vendor. The vendor request is included as **Attachment A** at the end of this technical memorandum. The request included questions related to number of installations, time of operation, information on how infrastructure is updated in the program, implementation time from notice to proceed, and estimated annual costs and implementation costs associated with set up. The vendors also provided initial proposals that highlighted any software differentiators. The preliminary implementation and annual costs provided by each AMS vendor is included in **Table 3**.



| Table 3: Initial AMS Vendor Response |                     |             |                       |   |
|--------------------------------------|---------------------|-------------|-----------------------|---|
| Vendor                               | Implementation Cost | Annual Cost | Total First Year Cost | References                                    |
| iWater                               | \$44,460            | \$12,000    | <b>\$56,460</b>       | Santa Ana, La Habra, Big Bear City CSD        |
| MentorAPM                            | \$100,000           | \$60,000    | <b>\$160,000</b>      | West View Water Authority                     |
| NexGen                               | \$249,500           | \$50,000    | <b>\$299,500</b>      | Moulton Niguel Water District                 |
| Cartegraph                           | \$32,600            | \$7,800     | <b>\$40,400</b>       | Santa Barbara, Laguna Beach, City of Industry |
| Sedaru                               | \$86,500            | \$36,000    | <b>\$122,500</b>      | East OCWD, Laguna Beach CWD                   |

Asset Works and CityWorks declined to provide a response for this project. The detailed vendor summary is included as **Attachment B** at the end of this technical memorandum.

After reviewing initial responses and proposals, three vendors (iWater, Cartegraph, and Sedaru) were selected for a more in-depth evaluation. Demonstrations and product discussions were coordinated with each of the three shortlisted, and the District contacted reference agencies for the three vendors shortlisted.

Following these more in-depth interviews and reference reviews, two vendors (iWater and Cartegraph) were selected for final proposals. iWater and Cartegraph provided refined proposals which included additional and modified services based on negotiations including the following critical items:

- Baseline Implementation (including features listed in **Table 4**)
- SCADA Rounds Forms
- Wachs Integration
- Tokay Integration
- 811 Positive Response

| Table 4: Required AMS Functionality |                           |                        |
|-------------------------------------|---------------------------|------------------------|
| Water                               | Wastewater                | Maintenance / Admin.   |
| Facility Rounds                     | Facility Rounds/SSMP      | PM/Work Orders         |
| Hydrant/Dead End Flushing           | Sewer Line Cleaning       | Fleet Management       |
| Valve Exercising                    | FOG Inspections           | Service Schedule (DOT) |
| Pipeline Location/Repairs           | Pipeline Location/Repairs | Asset Tracking         |
| PRV/AV/ClaVal                       | Inventory Management      | CIP Budgeting          |
| Inventory Management                | PRV/AV/ClaVal             | Service Orders         |
| Water Quality Sampling              | Manhole Inspection        | 811 Positive Response  |
| Backflow Device Testing             | Wet Well Cleaning         | -                      |
| 811 Positive Response               | 811 Positive Response     | -                      |

*Notes: Water and wastewater would include all above ground and underground facilities.*

### SHORTLIST FINAL PROPOSAL SUMMARY

**Table 5** provides a breakdown of costs and schedules related to implementing the iWater or Cartegraph AMS platforms, as presented in each vendor's final proposal.



| <b>Table 5: Final AMS Cost Comparisons</b>   |  |   |
|--|--|---|
| <b>Cost Item</b>   | <b>Cartegraph</b>                        | <b>iWater</b>                                       |
| <b>Onetime Implementation Cost</b>   |  |   |
| Baseline Implementation <sup>1</sup>   | \$22,350                                 | \$33,260  |
| SCADA (form only, no SCADA integration)  | Included in baseline                     | \$1,200   |
| Wachs Integration  | \$3,000                                  | No Charge   |
| Tokay Integration  | Included in baseline                     | \$3,000   |
| 811 Positive Response  | Included in baseline                     | \$2,000   |
| <b>Cost Summary</b>  |  |   |
| Subtotal of Items Above  | \$25,350                                 | \$39,460  |
| Recurring Annual Fee   | \$12,700                                 | \$12,000  |
| <b>Total First Year Cost</b>   | <b>\$38,050</b>                          | <b>\$51,460</b>                                     |
| <b>Project Contingency</b>   | <b>\$10,000</b>                          | <b>\$10,000</b>                                     |
| <b>Total First Year Cost with Contingency</b>  | <b>\$48,050</b>                          | <b>\$61,460</b>                                     |
| Year 2 Cost  | \$12,850                                 | \$12,000  |
| Year 3 Cost  | \$13,002                                 | \$12,000  |
| Year 4 Cost  | \$13,155                                 | \$12,000  |
| Year 5 Cost  | \$13,310                                 | \$12,000  |
| <b>Total 5-Year Cost</b>   | <b>\$100,367</b>                         | <b>\$109,460</b>                                    |
| <b>Schedule</b>  |  |   |
| Implementation Time  | 6-9 Months                               | 6 weeks   |
| <b>Optional Features</b>   |  |   |
| Tyler Billing Integration Implementation   | \$6,000                                  | \$25,000  |
| GIS updates (provide hourly rates or package)  | District to maintain/<br>provide updates | \$5,760 (12 hrs/quarter w/<br>total of 48 hrs/year) |
| Additional software training (provide hourly rates or package)   | \$175 per hour                           | Virtual Training: \$120<br>On-Site Training: \$150  |
| <i>Notes: Baseline implementation costs include development of workflows identified in <b>Table 4</b> and noted in AMS vendor final proposals.</i> |  |   |

Based on the final proposals, both AMS vendors can provide the District with the requested functional and features, which includes the following:

- 20 users
- 14 workflows
- Separate configurations for water and wastewater to do USA markings
- Work order for vertical assets
- Customizable dashboards

**Table 6** summarizes observations from the demonstrations and final proposals were made by MKN for comparison of the two shortlisted AMS. In addition, the AMS vendors provided responses to several additional questions from the District.



| <b>Table 6: Firm Response Summary</b> |  |   |
|---------------------------------------|--|---|
| <b>Item</b>                           | <b>Cartegraph</b>  | <b>iWater</b>   |
| Year Established                      | 1994   | 2004  |
| Number of Installations               | 600+   | 138   |
| Office Assigned to Project            | Dubuque, Iowa  | Irvine  |
| Staff Allocation                      | 5  | 5   |
| Hosting Environment                   | Amazon Web Services  | Microsoft Azure with servers are in Los Angeles, Dallas, Orlando, and Chicago   |
| Hosting Security                      | <a href="http://aws.amazon.com/security/">http://aws.amazon.com/security/</a>                                    | <a href="https://azure.microsoft.com/en-us/services/security-center/">https://azure.microsoft.com/en-us/services/security-center/</a>   |
| 5-Year Hosting Fee                    | 2% annual increase   | 0% annual increase  |
| Other Factors                         | GIS data maintenance would require additional GIS and District staff training or supported by outside consultant | - iWater can maintain District data and provide quarterly GIS updates<br>- iWater is currently working with the District to provide GIS updates and desktop software implementation |

**RECOMMENDATIONS**

Based on review of the final proposals, evaluation by District staff and vendor demonstrations, Cartegraph is the recommended AMS vendor. As demonstrated by Table 6, Cartegraph’s qualifications lead in both track record and number of installations. In addition, the user interface for Cartegraph, as experienced during vendor demonstrations, was shown to be more refined and provide superior ease of use. The latter is a significant finding, as the operability of the user interface is critical to ensuring use and integration of the AMS by District staff.



# **Attachment A**

## **Vendor Data Request**



# DATA REQUEST – DUE 3/16

## 1. DEADLINE FOR RESPONSE

Requesting response by Tuesday, March 16<sup>th</sup>.

## 2. BACKGROUND

Trabuco Canyon Water District (District) is seeking to implement an asset management system (AMS). The District provides water and recycled water distribution, wastewater collection, and treatment to a population of approximately 13,700 people throughout the communities of Trabuco Canyon, Robinson Ranch, Trabuco Highlands, Walden, Rancho Cielo, Portola hills, Santiago Canyon Estates, and Dove Canyon in Orange County, California. The following provides a summary of existing District assets:

1. Water Distribution System
  - a. 53 miles of potable water pipeline ranging from 2 to 24 inches in diameter
  - b. 555 fire hydrants
  - c. 1,750 Valves
  - d. 4,000 water meter connections
  - e. Six (6) storage reservoirs
  - f. Eight (8) booster pump stations
  - g. Nine (9) pressure regulating stations
  - h. Two (2) Wells
  
2. Wastewater Collection System
  - a. 36 miles of sewer pipeline ranging from 8 to 15 inches in diameter
  - b. 9 miles of force mains
  - c. Eight (8) Lift Stations
  - d. 794 Manholes
  
3. Water Treatment Plant
  - a. DWTP Filtration Plant
  - b. Trabuco Creek Well Treatment Plant (filter and disinfection)
  
4. Wastewater Treatment Plant
  - a. Digester
  - b. Blower room
  - c. Chlorination room
  - d. Belt press
  - e. 2 SBRs
  - f. Equalization Basin
  
5. Recycled Water
  - a. 5.1 miles of non-potable pipeline
  - b. Two (2) booster pump stations
  - c. One recycled water reservoir
  - d. One urban water runoff reservoir



### 3. OBJECTIVE

The District is seeking to select a web-based online asset management platform with the following capabilities:

1. **Goal 1:** Consolidate or integrate existing software packages (see Table 1 below). The District has contracts with these companies that may not expire until the following year.

| Table 1: District Software Programs |                      |                     |  |
|-------------------------------------|----------------------|---------------------|--|
| System                              | Name                 | Vendor              | Notes  |
| SCADA                               | Wonderware and ifix  | Wonderware and ifix | Optional function to allow operators to <u>view without control</u> specific SCADA information through AMS. The goal is to allow operators to see this information (pump run time, tank level, etc) as they complete their daily rounds.                             |
| GIS                                 | Inframap             | iwater              | It is important to integrate or replace the GIS interface in the new AMS. Currently, the District gives verbal direction for hydrant flushing, manhole inspections/line cleaning, dead end flushing, etc. Data is inputted directly into iWater during field visits. |
| CMMS                                | Manager Plus         | Manager Plus        | This is a key function of the new software. It is important to replace this software and translate current assets into new AMS.  |
| Billing, Accounting, Meter Reading  | Incode VX production | Tyler               | Currently used for billing and work orders. Work orders include potential leaks, meter replacement, etc. <b><i>It would be helpful to assign work orders through new system.</i></b>   |
| Backflow                            | Tokay Navigator      | Aquametric          | Integrate where feasible   |

2. **Goal 2:** Optimize current processes
3. **Goal 3:** Access for up to twenty (20) users in the following categories:
  - a. Operations (would require mobile capabilities):
    - i. 5 water
    - ii. 5 sanitation
    - iii. 4 maintenance
    - iv. 2 extra licenses



- b. Admin (1 with mobile capability, 3 with NO mobile capabilities): 4 licenses
- 4. **Goal 4:** Online storage of all GIS data files, with capability to update infrastructure on a quarterly basis
- 5. **Goal 5:** Provide asset management assignment and tracking for the following infrastructure (**14 current work order processes identified**):
  - a. Fire Hydrant Flushing
  - b. Deadline Flushing
  - c. Valve Exercising
  - d. Sewer Line Cleaning
  - e. Manhole Inspections
  - f. Grease Interceptor Inspection
  - g. Lift Stations/ Pump Stations/ Reservoirs
  - h. Pressure Reducing Valve Vault Inspections (1-year inspection/ 3-year maintenance)
  - i. Pipeline Failure Repair
  - j. Treatment Plants (assume 5)
- 6. **Goal 6:** Additional features, including:
  - a. Offline capabilities for operations staff in the field
  - b. Wachs valve machine integration
  - c. In addition, please provide any other optional capabilities that could benefit the District.

#### 4. PROCESS

The asset management implementation includes the following key actions and milestones:

- 1. Planning
  - a. Procure initial proposals by 3/16
  - b. Conduct demonstrations week of 3/29
  - c. Update/final proposal mid-April
  - d. Bring Final Proposal to mid-May Board Workshop
- 2. Implementation
  - a. Engineering Committee June 2<sup>nd</sup> and Board of Directors June 16<sup>th</sup>
  - b. Notice to Proceed by July 1<sup>st</sup>



5. DATA REQUEST

| QUESTION  | VENDOR RESPONSE |
|---|-----------------|
| 1. Vendor contact information for future inquiries.   |                 |
| 2. Number of Agencies utilizing your software?  |                 |
| 3. How long has your software been in operation?  |                 |
| 4. Based on our size and water/wastewater focus, provide a reference agency with contact information (Orange County or Southern California preference).   |                 |
| 5. Does your company provide any unique or differentiating capabilities?  |                 |
| 6. Of the above District software, which can you consolidate? For the software that cannot be consolidated, which can be integrated into the software interface? Describe how integration would be done.                        |                 |
| 7. Does your software host GIS services? If not, how does your software integrate into GIS?   |                 |
| 8. How does your software manage assets inside a WWTP and WTP?  |                 |
| 9. Based on the stated Objectives, please provide a <b>budgetary</b> quote and a proposal for the startup and annual maintenance cost. Please include a quote for the services from questions 6,7, and 8 as optional additions. |                 |
| 10. How is infrastructure in the model updated? If the District needs to make updates once per quarter, how is this completed and is there additional cost to this?   |                 |



| QUESTION   | VENDOR RESPONSE |
|--|-----------------|
| 11. Please provide any optional costs for training, technical support or additional modules. |                 |
| 12. How long to implement following notice to proceed?                                       |                 |



# **Attachment B**

## **Vendor Summary**

**TRABUCO CANYON WATER DISTRICT**  
**PRELIMINARY VENDOR SUMMARY FOR ASSET MANAGEMENT**



| VENDOR & CONTACT INFO   | INSTALLATIONS | YEAR FOUNDED | SIMILAR REFERENCE   | REFERENCE CONTACT INFORMATION  | GIS UPDATES  | BASELINE IMPLEMENTATION COST                | SCADA IMPLEMENTATION COST                   | TYLER BILLING INTEGRATION IMPLEMENTATION COST | WACHS INTEGRATION COST                      | TOKAY INTEGRATION COST   | TOTAL SET UP AND IMPLEMENTATION COST | ESTIMATED ANNUAL AMS COST |
|---|---------------|--------------|---|--|--|---|---|---|---|--|--------------------------------------|---------------------------|
| <b>iWater</b><br>Adam Hagee,<br>949-584-4093<br>ahagee@iwater.org<br>http://iwater.org/                           | 302           | 2004         | City of Santa Ana, City of La Habra, Big Bear City CSD  | -  | Through iWater software                              | \$8,460                                     | \$8,000                                     | \$25,000                                      | No charge                                   | \$3,000  | \$44,460                             | \$12,000                  |
| <b>MentorAPM</b><br>Jennifer Zach, 480-760-5374<br>jennifer@mentorapm.com<br>https://mentorapm.com/               | 8+            | 2017         | LA County San, City of Riverside, Rancho California Water District                            | Did not provide reference contact information  | Integration to iWater or through map                 | Breakdown of integration costs not included | Breakdown of integration costs not included | Breakdown of integration costs not included   | Breakdown of integration costs not included | Breakdown of integration costs not included  | \$20,000 - \$100,000                 | \$60,000                  |
| <b>NexGen</b><br>Adam Schmidt<br>916-779-7310<br>https://www.nexgenam.com/  | 200+          | 2008         | Moulten Niguel Water District   | Matthew Brown:<br>949-425-3564   | Integration to iWater or through NexGen's map viewer | Breakdown of integration costs not included | Breakdown of integration costs not included | Breakdown of integration costs not included.  | Breakdown of integration costs not included | Breakdown of integration costs not included. However, this feature can be consolidated in NexGen | \$249,500                            | \$50,000                  |
| <b>Cartegraph</b><br>Dalton Gilbert, 909-630-2408,<br>daltongilbert@cartegraph.com<br>https://www.cartegraph.com/ | 600+          | 1994         | City of Santa Barbara, City of Laguna Beach, City of Industry                                 | Did not provide reference contact information  | Ideally through ESRI                                 | Breakdown of integration costs not included | Breakdown of integration costs not included | Breakdown of integration costs not included   | Breakdown of integration costs not included | Breakdown of integration costs not included  | \$17,800-\$32,600                    | \$7,800                   |
| <b>Sedaru</b><br>Aaron Wilberding, 714-348-9018,<br>aaronwilberding@sedaru.com<br>https://sedaru.com/             | 100+          | 2012         | Phelan Pinon Hills CSD, East Orange County Water District, Laguna Beach County Water District | <b>Reference 1:</b> Jerry Mendzer at East Orange County WD<br><b>Phone #:</b> 714-538-5815<br><b>Email:</b> jmendzer@eocwd.com | Sedaru can host - recommends replacing iWater        | \$54,540                                    | \$10,260                                    | \$16,200                                      | \$5,500                                     | No integration costs included  | \$86,500                             | \$36,000                  |

**TRABUCO CANYON WATER DISTRICT**  
**PRELIMINARY VENDOR SUMMARY FOR ASSET MANAGEMENT**



| VENDOR & CONTACT INFO | ADDITIONAL GIS HOSTING REQUIRED   | VERTICAL ASSET SOLUTION   | IMPLEMENTATION TIME | OPTIONAL ITEMS   | DIFFERENTIATORS   |
|-----------------------|---|---|---------------------|--|---|
| <b>iWater</b>         | Cloud-based hosting by iWater - no additional GIS licensing needed  | No solution provided other than to work directly with the District  | 3 weeks             | USA Dig Alert Integration - <b>\$2,000</b><br>SCADA Integration to read alarm/event data, assuming SCADA Historian is available - <b>\$8,000</b><br>Quarterly updates (12 hours) - <b>\$5,760</b> (District already has full access to add/delete items) | Already works with District - most likely easy integration process<br>Low cost option   |
| <b>MentorAPM</b>      | 1 ArcGIS Online log-in needed or ArcGIS Enterprise required<br>District can also provide static copy of GIS data for MentorAPM to use   | Vertical and horizontal assets are interconnected and functionality allows you to manage them in parallel   | 4-12 weeks          | Unsure what is included in base price, as this is a budgetary estimate   | Scalability - unlimited licenses, data storage, etc. included in annual cost<br>Cloud based - reduces IT infrastructure requirements<br>Premium features, including criticality analyzer, risk analysis, condition management, work order management, project management features, lifecycle management, and capital planning |
| <b>NexGen</b>         | 1 ArcGIS Online log-in needed or ArcGIS Enterprise required   | Vertical assets are managed through locations and classes. Locations are organized by locations, systems, and process areas, while classes are organized by lifecycle plans and maintenance plans | Within 6 months     | Everything is included in base price   | Cloud based - reduces IT infrastructure requirements<br>Premium features, including lifecycle plans, funding forecasts, risk analysis, and CIP scenario planning.   |
| <b>Cartegraph</b>     | Multiple ArcGIS Online log-ins needed - District needs to determine how many licenses needed<br><b>OR</b><br>ArcGIS Enterprise required | Connect each treatment structure to related processes in software   | 4-6 months          | Additional training can be purchased   | Built-in CIP Planning tool<br>Single point of contact<br>Ease of use  |
| <b>Sedaru</b>         | Sedaru can host   | Hierarchal relationships between treatment plant assets, i.e. dropdown menu for any child assets to support work orders   | 6-months            | Silver Level Subscription - <b>\$5,600/yr</b><br>Wachs Valve Machine - <b>\$1,400/truck/yr</b><br>DigAlert 811 tickets - <b>\$3,600 - \$12,000/yr depending on number of tickets; Implementation is ~ \$10,000</b>                                       | Wachs valve machine integration - allows remote control and data access of Wachs valve turning machine in Sedaru<br>Hydraulic modeling functionality<br>Turnkey pipeline leak and break response<br>Capital planning features   |

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

**ACTION CALENDAR**

**ENGINEERING MATTERS**

**ITEM 17: DISCUSSION AND ACTION CONCERNING SCADA UPGRADE PROJECT**

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The District's Supervisory Control and Data Acquisition (SCADA) System is a critical system used for the daily operation and monitoring of facilities in the water, wastewater, and recycled water systems. The SCADA system includes alarms, remote monitoring and controls, and data logging of the District's various facilities including the water and wastewater treatment plants, pump stations, sewage lift stations, and reservoirs. The SCADA system consists of various telemetry, programmable logic computers, PCs, radios, controllers, and antennas of various heights and types. The SCADA system continuously monitors the District's facilities and reports alarm conditions to the operators on a twenty-four hour per day basis every day.

At times, the SCADA system requires complex programming of different software, some of which is outdated and not supported by the original software developer. In addition, the programming and applications are custom to water and wastewater systems and an understanding of operations is necessary when working on the SCADA system. In addition, the District's geography, varying elevations, and remote facilities require the use of different methods of communicating within the SCADA system, including low and ultra-frequency radios, licensed and unlicensed frequencies, and the internet. Over the past 25 years or more, the SCADA system has undergone upgrades and replacement of components with several no longer supported or available for replacement. The maintenance of the SCADA system is performed by one of the District's Mechanical Technologists with assistance from both Beavens Systems and TESCO Controls, Inc.

Staff has implemented a phased approach to update the District's SCADA System, as summarized below:

1. Phase 1 - SCADA System Assessment Study (Completed December 2017).
2. Phase 2 - Wide Area Network Improvements and Hardware Replacement (Completed January 2019).
3. Phase 3 - Radio Frequency system Analysis and Field Study (Exhibit 1), Software Platform Evaluation and Selection and Purchasing of the Remote PLC Hardware (Completed June 2020).
4. Phase 4- Consolidation of the existing SCADA platforms, Implementation of a high-speed radio backbone network throughout the water/wastewater system, Upgrade of the existing main control panel PLC and HMI at the Trabuco Creek Groundwater Treatment Facility (TCGWTF) (Completed July 2021).
5. Phase 5 - Upgrade Remote Sites/DWTP and PLC's, Install new SCADA Software and Hardware.
6. Phase 6 - Upgrade Remaining Remote Sites, WWTP and PLC's.

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT (PROJECT BUDGET):**

Phase 1: \$45,000

Phase 2: \$200,000

Phase 3: \$400,000

Phase 4: \$600,000 (FY21/22)

Phase 5: \$1,000,000 (FY21/22)

Phase 6: \$500,000 (FY22/23)

**COSTS TO DATE**

Phase 1: \$ 44,777 - Study (TESCO/Beavens)

Phase 2: \$ 182,520 - WAN Improvements/Hardware/Licensing/Programming/Virtualization (TESCO/Beavens)

Phase 3: \$ 386,840 – Radio Frequency Study, Software Evaluation and Purchase of Remote Site PLC's (TESCO)

Phase 4: \$ 594,708 – Consolidation of SCADA Platforms, Implementation of high-speed backbone and upgrade of TCGWTF (TESCO/Hydrotech Electrical)

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

**ENVIRONMENTAL COMPLIANCE:**

Notice of Exemption

**RECOMMENDED ACTION:**

*Authorize the General Manager to execute a contract for the Fiscal Year 2021-2022 SCADA Upgrades to TESCO Controls, Inc. in the not to exceed amount of \$998,500.*

**EXHIBIT(S):**

1. TESCO Fiscal Year 2021-2022 SCADA Improvements Proposal
2. SCADA Radio Network

**CONTACTS (staff responsible): PALUDI/LAUSTEN**

To: Trabuco Canyon Water District

Quote Date: 7/2/2021

Attn: Lorrie Lausten

Quote No.: 21E121Q03

Re: **Fiscal Year 2021-2022 Improvements**

Dimension WFP Control Upgrades, Subnet Radios, PLC Programming, &  
Engineered Transition Plan

Dear Lorrie:

Thank you for your continued interest in TESCO products, services, and solutions. We are pleased to quote the following scope of work pertaining to the above-referenced project.

### Scope of Work

This quote is inclusive of the Fiscal Year 2021-2022 Improvements and next phase of system-wide upgrades to be implemented for Trabuco Canyon Water District (TCWD). The upgrades will be specific to supplying and configuring the new radios required of the TESCO-designed 450MHz and 900MHz subnetworks, as well as programming and integrating the new Modicon M340 PLCs previously purchased by TCWD. A *Site Index* is provided near the end of this document, which lists the individual sites to be included with these upgrades.

Through prior review of existing site conditions, TESCO has determined that some of the sites will require new enclosures or back-panels to accommodate the new PLCs, radios, and ancillary components to be installed. Where applicable, TESCO will retrofit upgrade equipment within the existing PLC/RTU panel sections at each site.

As part of the newly designed radio system architecture, there are sites that require extended antenna mast heights. Note that the scope quoted herein includes the Electrical Contractor services required of supplying and installing these masts, as well as the trade work involved with installing the new enclosures and back-panels described above.

Prior to integration and commissioning of the new PLCs and radios, TESCO will engineer an appropriate site-by-site transition plan to help reduce downtime of individual sites. The cutover schedule will be based on phasing sites together that share control interdependencies required for local operations.

Upon completion of each site upgrade, TESCO will perform startup and testing services to ensure the new controls and communications function properly. Refer to the *Scope of Supply* below for a detailed list of the materials and services to be provided by TESCO on this project.

**\*\*Additional Scope: Due to recent failures at the Dimension Water Filtration Plant, this has become a priority site for required control upgrades, which will be executed through the 2021/22 fiscal year. In order to fund the costs needed for this facility under the current fiscal year, a few select subnetwork sites (*Canyon Creek PS, Crystal Canyon SBR Plant, O'Neil LS, Plano PS/LS, Rose Canyon PS, Shadow Rock Urban Water PS, & Via Allegre LS*) were removed that had been listed on the prior quote (21E121Q01). Those specific sites will be upgraded through the following 2022/23 fiscal year.\*\***

Scope of Supply

| Item                                      | Qty | Description   |
|---|-----|---|
| <b>MATERIALS &amp; EQUIPMENT UPGRADES</b> |     |   |
| 1   | 1   | <p><b><u>Dimension Water Filtration Plant</u></b><br/> <b><u>Filter PLC Control Panel (Retrofit)</u></b> to include:</p> <ul style="list-style-type: none"> <li>▪ EMI/RFI Line Filter</li> <li>▪ 1500VA Uninterruptable Power Supply</li> <li>▪ (2) 24VDC Power Supplies</li> <li>▪ Modicon M340 PLC                             <ul style="list-style-type: none"> <li>▫ (2) 8-Slot Backplanes</li> <li>▫ Power Supply</li> <li>▫ Processor Module</li> <li>▫ RIO Extension Module</li> <li>▫ (4) 16-Point DI Modules</li> <li>▫ (4) 16-Point DO Modules</li> <li>▫ (1) 8-Channel AI Module</li> <li>▫ (2) 4-Channel AO Modules</li> <li>▫ Screw Terminal Strips &amp; Slot Covers as required</li> </ul> </li> <li>▪ 5-Port Unmanaged Ethernet Switch</li> <li>▪ (4) Red Lion LED Displays (<i>filtration flow</i>)</li> <li>▪ DIN Rails, Terminal Blocks, Distribution Breakers, Fuses, Relays, Wires, Ground Bus Bar, &amp; Nameplates/Labels as required</li> </ul> <p><b><u>Backwash Pump Control Panel (Retrofit)</u></b> to include:</p> <ul style="list-style-type: none"> <li>▪ Removal of Existing Modicon Bridge/Mux Modbus Plus Network Device</li> </ul> <p><b><u>RUGID PLC Control Panel (Retrofit)</u></b> to include:</p> <ul style="list-style-type: none"> <li>▪ EMI/RFI Line Filter</li> <li>▪ 1500VA Uninterruptable Power Supply</li> <li>▪ 24VDC Power Supply</li> <li>▪ Remote I/O M340 PLC Rack                             <ul style="list-style-type: none"> <li>▫ 8-Slot Backplane</li> <li>▫ RIO Extension Module</li> <li>▫ (2) 16-Point DI Modules</li> <li>▫ (2) 8-Channel AI Modules</li> <li>▫ Screw Terminal Strips &amp; Slot Covers as required</li> </ul> </li> <li>▪ 5-Port Unmanaged Ethernet Switch</li> <li>▪ DIN Rails, Terminal Blocks, Distribution Breakers, Fuses, Relays, Wires, Ground Bus Bar, &amp; Nameplates/Labels as required</li> </ul> |
| 2   | 1   | <p><b><u>Barneburg Lift Station PLC/RTU Panel Section (Retrofit)</u></b> to include:</p> <ul style="list-style-type: none"> <li>▪ Preassembled Back-Panel &amp; Door with Pilot Devices</li> <li>▪ Control Power Transformer</li> <li>▪ EMI/RFI Line Filter</li> <li>▪ 1500VA Uninterruptable Power Supply</li> <li>▪ 24VDC Power Supply</li> <li>▪ <u>Space Provisions</u> for Modicon M340 PLC (<i>previously purchased by TCWD under PO No. 200217 // T-46178X5</i>)</li> <li>▪ Siemens 8-Port Managed Ethernet Switch</li> <li>▪ MDS Orbit ECR 450MHz Radio                             <ul style="list-style-type: none"> <li>▫ Yagi Antenna &amp; Coaxial Cable</li> </ul> </li> </ul>  |

| Item | Qty | Description  |
|------|-----|--|
|      |     | <ul style="list-style-type: none"> <li>▫ Lightning Arrestor</li> <li>▫ Pole Mounting Kit</li> <li>▫ Cable Grounding &amp; Weatherproofing</li> </ul> DIN Rails, Terminal Blocks, Distribution Breakers, Fuses, Relays, Wires, Ground Bus Bar, & Nameplates/Labels as required  |
| 3    | 1   | <b>Bell Canyon Lift Station PLC/RTU Panel Section (Retrofit)</b> to include: <ul style="list-style-type: none"> <li>▫ MDS Orbit ECR 450MHz Radio                             <ul style="list-style-type: none"> <li>▫ Yagi Antenna &amp; Coaxial Cable</li> </ul> </li> <li>▫ Lightning Arrestor</li> <li>▫ Pole Mounting Kit</li> <li>▫ Cable Grounding &amp; Weatherproofing</li> </ul>  |
| 4    | 1   | <b>Dove &amp; Robinson Recycled Water Pump Station PLC/RTU Panel Section (Retrofit)</b> to include: <ul style="list-style-type: none"> <li>▫ MDS Orbit ECR 900MHz Radio                             <ul style="list-style-type: none"> <li>▫ Yagi Antenna &amp; Coaxial Cable</li> </ul> </li> <li>▫ Lightning Arrestor</li> <li>▫ Pole Mounting Kit</li> <li>▫ Cable Grounding &amp; Weatherproofing</li> </ul>   |
| 5    | 1   | <b>Dove Canyon Reservoir Radio Panel (Retrofit)</b> to include: <ul style="list-style-type: none"> <li>▫ <u>Space Provisions</u> for Modicon M340 PLC (<i>previously purchased by TCWD under PO No. 200217 // T-46178X5</i>)</li> <li>▫ DIN Rails, Terminal Blocks, Distribution Breakers, Fuses, Relays, Wires, Ground Bus Bar, &amp; Nameplates/Labels as required</li> </ul>  |
| 6    | 1   | <b>Dove Creek Urban Water Pump Station PLC/RTU Panel Section (Retrofit)</b> to include: <ul style="list-style-type: none"> <li>▫ 1500VA Uninterruptable Power Supply</li> <li>▫ 24VDC Power Supply</li> <li>▫ <u>Space Provisions</u> for Modicon M340 PLC (<i>previously purchased by TCWD under PO No. 200217 // T-46178X5</i>)</li> <li>▫ Siemens 8-Port Managed Ethernet Switch</li> <li>▫ MDS Orbit ECR 450MHz Radio                             <ul style="list-style-type: none"> <li>▫ Yagi Antenna &amp; Coaxial Cable</li> <li>▫ Lightning Arrestor</li> <li>▫ Pole Mounting Kit</li> <li>▫ Cable Grounding &amp; Weatherproofing</li> </ul> </li> </ul> |
| 7    | 1   | <b>Dove Lake Urban Runoff Pump Station PLC/RTU Panel Section (Retrofit)</b> to include: <ul style="list-style-type: none"> <li>▫ 1500VA Uninterruptable Power Supply</li> <li>▫ 24VDC Power Supply</li> <li>▫ <u>Space Provisions</u> for Modicon M340 PLC (<i>previously purchased by TCWD under PO No. 200217 // T-46178X5</i>)</li> <li>▫ Siemens 8-Port Managed Ethernet Switch</li> <li>▫ MDS Orbit ECR 900MHz Radio                             <ul style="list-style-type: none"> <li>▫ Yagi Antenna &amp; Coaxial Cable</li> <li>▫ Lightning Arrestor</li> <li>▫ Pole Mounting Kit</li> <li>▫ Cable Grounding &amp; Weatherproofing</li> </ul> </li> </ul> |
| 8    | 1   | <b>El Toro Booster Pump Station PLC/RTU Control Panel (New)</b> to include:  |

| Item | Qty | Description   |
|------|-----|---|
|      |     | <ul style="list-style-type: none"> <li>▪ Wall-Mount NEMA 12 Galvanized Steel Enclosure</li> <li>▪ EMI/RFI Line Filter</li> <li>▪ 1500VA Uninterruptable Power Supply</li> <li>▪ 24VDC Power Supply</li> <li>▪ <u>Space Provisions</u> for Modicon M340 PLC (<i>previously purchased by TCWD under PO No. 200217 // T-46178X5</i>)</li> <li>▪ Siemens 8-Port Managed Ethernet Switch</li> <li>▪ MDS Orbit ECR 900MHz Radio                             <ul style="list-style-type: none"> <li>▫ Omni Antenna &amp; Coaxial Cable</li> <li>▫ Lightning Arrestor</li> <li>▫ Pole Mounting Kit</li> <li>▫ Cable Grounding &amp; Weatherproofing</li> </ul> </li> <li>▪ DIN Rails, Terminal Blocks, Distribution Breakers, Fuses, Relays, Wires, Ground Bus Bar, &amp; Nameplates/Labels as required</li> </ul>  |
| 9    | 1   | <p><b>El Toro Lift Station PLC/RTU Control Panel (New)</b> to include:</p> <ul style="list-style-type: none"> <li>▪ Wall-Mount NEMA 12 Galvanized Steel Enclosure</li> <li>▪ EMI/RFI Line Filter</li> <li>▪ 1500VA Uninterruptable Power Supply</li> <li>▪ 24VDC Power Supply</li> <li>▪ <u>Space Provisions</u> for Modicon M340 PLC (<i>previously purchased by TCWD under PO No. 200217 // T-46178X5</i>)</li> <li>▪ Siemens 8-Port Managed Ethernet Switch</li> <li>▪ MDS Orbit ECR 450MHz Radio                             <ul style="list-style-type: none"> <li>▫ Yagi Antenna &amp; Coaxial Cable</li> <li>▫ Lightning Arrestor</li> <li>▫ Pole Mounting Kit</li> <li>▫ Cable Grounding &amp; Weatherproofing</li> </ul> </li> <li>▪ DIN Rails, Terminal Blocks, Distribution Breakers, Fuses, Relays, Wires, Ground Bus Bar, &amp; Nameplates/Labels as required</li> </ul>   |
| 10   | 1   | <p><b>Falcon Booster Pump Station PLC/RTU Panel Section (Retrofit)</b> to include:</p> <ul style="list-style-type: none"> <li>▪ Preassembled Back-Panel</li> <li>▪ EMI/RFI Line Filter</li> <li>▪ 1500VA Uninterruptable Power Supply</li> <li>▪ 24VDC Power Supply</li> <li>▪ <u>Space Provisions</u> for Modicon M340 PLC (<i>previously purchased by TCWD under PO No. 200217 // T-46178X5</i>)</li> <li>▪ Siemens 8-Port Managed Ethernet Switch</li> <li>▪ MDS Orbit ECR 450MHz Radio                             <ul style="list-style-type: none"> <li>▫ Yagi Antenna &amp; Coaxial Cable</li> <li>▫ Lightning Arrestor</li> <li>▫ Pole Mounting Kit</li> <li>▫ Cable Grounding &amp; Weatherproofing</li> </ul> </li> <li>▪ MDS Orbit ECR 900MHz Radio                             <ul style="list-style-type: none"> <li>▫ Omni Antenna &amp; Coaxial Cable</li> <li>▫ Lightning Arrestor</li> <li>▫ Pole Mounting Kit</li> <li>▫ Cable Grounding &amp; Weatherproofing</li> </ul> </li> <li>▪ DIN Rails, Terminal Blocks, Distribution Breakers, Fuses, Relays, Wires, Ground Bus Bar, &amp; Nameplates/Labels as required</li> </ul> |

| Item | Qty | Description  |
|------|-----|--|
| 11   | 1   | <p><b>Harris Grade Reservoir Radio Panel (Retrofit)</b> to include:</p> <ul style="list-style-type: none"> <li>▪ <u>Space Provisions</u> for Modicon M340 PLC (<i>previously purchased by TCWD under PO No. 200217 // T-46178X5</i>)</li> <li>▪ DIN Rails, Terminal Blocks, Distribution Breakers, Fuses, Relays, Wires, Ground Bus Bar, &amp; Nameplates/Labels as required</li> </ul>  |
| 12   | 1   | <p><b>Heritage Lift Station PLC/RTU Control Panel (New)</b> to include:</p> <ul style="list-style-type: none"> <li>▪ Wall-Mount NEMA 12 Galvanized Steel Enclosure</li> <li>▪ EMI/RFI Line Filter</li> <li>▪ 1500VA Uninterruptable Power Supply</li> <li>▪ 24VDC Power Supply</li> <li>▪ <u>Space Provisions</u> for Modicon M340 PLC (<i>previously purchased by TCWD under PO No. 200217 // T-46178X5</i>)</li> <li>▪ Siemens 8-Port Managed Ethernet Switch</li> <li>▪ MDS Orbit ECR 900MHz Radio                             <ul style="list-style-type: none"> <li>▫ Yagi Antenna &amp; Coaxial Cable</li> <li>▫ Lightning Arrestor</li> <li>▫ Pole Mounting Kit</li> <li>▫ Cable Grounding &amp; Weatherproofing</li> </ul> </li> <li>▪ DIN Rails, Terminal Blocks, Distribution Breakers, Fuses, Relays, Wires, Ground Bus Bar, &amp; Nameplates/Labels as required</li> </ul> |
| 13   | 1   | <p><b>Joplin Reservoir PLC/RTU Control Panel (New)</b> to include:</p> <ul style="list-style-type: none"> <li>▪ Strut-Mount NEMA 3R Galvanized Steel Enclosure</li> <li>▪ EMI/RFI Line Filter</li> <li>▪ 1500VA Uninterruptable Power Supply</li> <li>▪ 24VDC Power Supply</li> <li>▪ <u>Space Provisions</u> for Modicon M340 PLC (<i>previously purchased by TCWD under PO No. 200217 // T-46178X5</i>)</li> <li>▪ DIN Rails, Terminal Blocks, Distribution Breakers, Fuses, Relays, Wires, Ground Bus Bar, &amp; Nameplates/Labels as required</li> </ul>   |
| 14   | 1   | <p><b>Reservoir 1 PLC/RTU Control Panel (New)</b> to include:</p> <ul style="list-style-type: none"> <li>▪ Strut-Mount NEMA 3R Galvanized Steel Enclosure</li> <li>▪ EMI/RFI Line Filter</li> <li>▪ 1500VA Uninterruptable Power Supply</li> <li>▪ 24VDC Power Supply</li> <li>▪ <u>Space Provisions</u> for Modicon M340 PLC (<i>previously purchased by TCWD under PO No. 200217 // T-46178X5</i>)</li> <li>▪ Siemens 8-Port Managed Ethernet Switch</li> <li>▪ MDS Orbit ECR 900MHz Radio                             <ul style="list-style-type: none"> <li>▫ Yagi Antenna &amp; Coaxial Cable</li> <li>▫ Lightning Arrestor</li> <li>▫ Pole Mounting Kit</li> <li>▫ Cable Grounding &amp; Weatherproofing</li> </ul> </li> <li>▪ DIN Rails, Terminal Blocks, Distribution Breakers, Fuses, Relays, Wires, Ground Bus Bar, &amp; Nameplates/Labels as required</li> </ul>          |
| 15   | 1   | <p><b>Ridgeline Booster Pump Station PLC/RTU Panel Section (Retrofit)</b> to include:</p> <ul style="list-style-type: none"> <li>▪ MDS Orbit ECR 900MHz Radio                             <ul style="list-style-type: none"> <li>▫ Yagi Antenna &amp; Coaxial Cable</li> <li>▫ Lightning Arrestor</li> </ul> </li> </ul>   |

| Item | Qty | Description  |
|------|-----|--|
|      |     | <ul style="list-style-type: none"> <li>▫ Pole Mounting Kit</li> <li>▫ Cable Grounding &amp; Weatherproofing</li> </ul>   |
| 16   | 1   | <p><b>Santiago Canyon Lift Station PLC/RTU Panel Section (Retrofit)</b> to include:</p> <ul style="list-style-type: none"> <li>▪ 1500VA Uninterruptable Power Supply</li> <li>▪ 24VDC Power Supply</li> <li>▪ <u>Space Provisions</u> for Modicon M340 PLC (<i>previously purchased by TCWD under PO No. 200217 // T-46178X5</i>)</li> <li>▪ Siemens 8-Port Managed Ethernet Switch</li> <li>▪ MDS Orbit ECR 900MHz Radio                             <ul style="list-style-type: none"> <li>▫ Yagi Antenna &amp; Coaxial Cable</li> <li>▫ Lightning Arrestor</li> <li>▫ Pole Mounting Kit</li> <li>▫ Cable Grounding &amp; Weatherproofing</li> </ul> </li> </ul>   |
| 17   | 1   | <p><b>Tick Creek Urban Water Pump Station PLC/RTU Panel Section (Retrofit)</b> to include:</p> <ul style="list-style-type: none"> <li>▪ 1500VA Uninterruptable Power Supply</li> <li>▪ 24VDC Power Supply</li> <li>▪ <u>Space Provisions</u> for Modicon M340 PLC (<i>previously purchased by TCWD under PO No. 200217 // T-46178X5</i>)</li> <li>▪ Siemens 8-Port Managed Ethernet Switch</li> <li>▪ MDS Orbit ECR 450MHz Radio                             <ul style="list-style-type: none"> <li>▫ Yagi Antenna &amp; Coaxial Cable</li> <li>▫ Lightning Arrestor</li> <li>▫ Pole Mounting Kit</li> <li>▫ Cable Grounding &amp; Weatherproofing</li> </ul> </li> </ul>  |
| 18   | 1   | <p><b>Topanga Booster Pump Station PLC/RTU Panel Section (Retrofit)</b> to include:</p> <ul style="list-style-type: none"> <li>▪ Preassembled Back-Panel</li> <li>▪ EMI/RFI Line Filter</li> <li>▪ 1500VA Uninterruptable Power Supply</li> <li>▪ 24VDC Power Supply</li> <li>▪ <u>Space Provisions</u> for Modicon M340 PLC (<i>previously purchased by TCWD under PO No. 200217 // T-46178X5</i>)</li> <li>▪ Siemens 8-Port Managed Ethernet Switch</li> <li>▪ (2) MDS Orbit ECR 900MHz Radios                             <ul style="list-style-type: none"> <li>▫ Yagi Antennas &amp; Coaxial Cable</li> <li>▫ Lightning Arrestors</li> <li>▫ Pole Mounting Kits</li> <li>▫ Cable Grounding &amp; Weatherproofing</li> </ul> </li> <li>▪ DIN Rails, Terminal Blocks, Distribution Breakers, Fuses, Relays, Wires, Ground Bus Bar, &amp; Nameplates/Labels as required</li> </ul> |
| 19   | 1   | <p><b>Trabuco Reservoir PLC/RTU Control Panel (New)</b> to include:</p> <ul style="list-style-type: none"> <li>▪ Strut-Mount NEMA 3R Galvanized Steel Enclosure</li> <li>▪ EMI/RFI Line Filter</li> <li>▪ 1500VA Uninterruptable Power Supply</li> <li>▪ 24VDC Power Supply</li> <li>▪ <u>Space Provisions</u> for Modicon M340 PLC (<i>previously purchased by TCWD under PO No. 200217 // T-46178X5</i>)</li> </ul>  |

| Item                  | Qty | Description   |
|-----------------------|-----|---|
|                       |     | <ul style="list-style-type: none"> <li>▪ Siemens 8-Port Managed Ethernet Switch</li> <li>▪ MDS Orbit ECR 900MHz Radio                             <ul style="list-style-type: none"> <li>▫ Yagi Antenna &amp; Coaxial Cable</li> <li>▫ Lightning Arrestor</li> <li>▫ Pole Mounting Kit</li> <li>▫ Cable Grounding &amp; Weatherproofing</li> </ul> </li> <li>▪ DIN Rails, Terminal Blocks, Distribution Breakers, Fuses, Relays, Wires, Ground Bus Bar, &amp; Nameplates/Labels as required</li> </ul>  |
| <b>TESCO SERVICES</b> |     |   |
| 20                    | Lot | <p><b>Professional Services</b> to include:</p> <ul style="list-style-type: none"> <li>▪ <u>Project Management</u></li> <li>▪ <u>Engineering</u> <ul style="list-style-type: none"> <li>▫ preliminary field investigation of the sites listed in the <i>Site Index</i> below to identify the dimensional constraints associated with the new panel installs and component retrofits</li> <li>▫ develop a project transition plan to determine the removal, installation, and cutover/commissioning requirements of the new equipment to minimize site shutdown time</li> <li>▫ develop a site upgrade and integration schedule based on control relationships and interdependencies between sites that must be maintained</li> <li>▫ engineered bill of materials, engineered shop drawings, equipment schematics, engineered submittals, technical data, as-built documentation, and project records</li> </ul> </li> <li>▪ <u>Manufacturing</u> <ul style="list-style-type: none"> <li>▫ fabrication, assembly, equipment wiring, and factory testing</li> </ul> </li> <li>▪ <u>PLC Programming</u> <ul style="list-style-type: none"> <li>▫ conduct technical workshops with TCWD as required to define PLC programming standards and the process control requirements of each site upgrade</li> <li>▫ program the new Modicon M340 PLCs according to each site's process control requirements and incorporate any control logic modifications and new standards defined through the technical workshop(s)</li> <li>▫ coordinate with the SCADA Programmer regarding any new PLC register to SCADA tag assignments as the upgraded sites are integrated into TCWD's Wonderware InTouch application</li> <li>▫ verify the new M340 programs for each site are fully functional and properly execute the local process controls before decommissioning the existing RUGID PLCs</li> </ul> </li> <li>▪ <u>SCADA Programming</u> <ul style="list-style-type: none"> <li>▫ redevelop the SCADA tag database as required to integrate the sites upgraded with the new M340 PLCs into the existing Wonderware InTouch application</li> <li>▫ verify communications are maintained between the Wonderware SCADA system and the sites that are migrated to the new radio network</li> </ul> </li> <li>▪ <u>Networking/Communications/Telemetry</u></li> </ul> |

| Item                                      | Qty | Description   |
|---|-----|---|
|   |     | <ul style="list-style-type: none"> <li>▫ configure the new MDS Orbit radios at each site as required of the 450MHz and 900MHz subnetworks</li> <li>▫ configure the new managed Ethernet switches at each site as required of local communications</li> <li>▫ testing and alignment of the new radio antennas to ensure reliable communication links are established</li> <li>▪ <u>Field Service / Product Startup</u> <ul style="list-style-type: none"> <li>▫ retrofit site upgrade components within the existing control panels as listed in the <i>Scope of Supply</i> above; excluding the sites receiving the new enclosures or preassembled back-panels (<i>to be installed by the Electrical Contractor</i>)</li> <li>▫ product quality review, verification of installation, parameter/configuration adjustments as required, software upload/download as required, instrument/device signal spanning, function checks, and startup</li> </ul> </li> <li>▪ <u>Onsite Training</u></li> <li>▪ <u>O&amp;M Manuals</u></li> </ul> |
| <b>ELECTRICAL TRADE INSTALLATION WORK</b> |     |   |
| 21  | Lot | <p><b>Electrical Contractor Services</b> to include:</p> <ul style="list-style-type: none"> <li>▪ removal of existing PLC/RTU enclosures and back-panels to be replaced as listed in the <i>Scope of Supply</i> above</li> <li>▪ installation of the new larger PLC/RTU enclosures and preassembled back-panels at the sites receiving replacements</li> <li>▪ modify conduit runs and strut hardware as required to accommodate the new larger PLC/RTU enclosures</li> <li>▪ re-terminate the field wires to the terminal blocks of the new PLC/RTU enclosures and preassembled back-panels</li> <li>▪ supply and installation at the sites requiring new antenna masts as determined through the TESCO-performed Radio Study (<i>T-46178X3</i>)                             <ul style="list-style-type: none"> <li>▫ 15'-25' tall, 2" diameter steel masts (<i>height requirements identified through TESCO's Radio Study Report</i>)</li> </ul> </li> </ul>  |
|   |     | <b>TOTAL (Items 1-21, including applicable sales tax):</b>  |
|   |     | <b>\$998,500.00</b>   |

Price Schedule

**Hardware**

|   |              |
|---|--------------|
| ▪ PLC Controllers & I/O Modules .....   | \$30,500.00  |
| ▪ Radios, Antennas, & Feedline Cable .....  | \$52,000.00  |
| ▪ Ethernet Switches.....  | \$11,500.00  |
| ▪ Uninterruptable Power Supplies .....  | \$23,000.00  |
| ▪ Enclosures, Preassembled Back-Panels, & Ancillary Components ( <i>includes Manufacturing</i> )..... | \$115,500.00 |

**Professional Services**

|  |              |
|--|--------------|
| ▪ Project Management.....              | \$33,000.00  |
| ▪ Engineering.....                     | \$120,000.00 |
| ▪ PLC Programming .....                | \$162,500.00 |
| ▪ SCADA Programming .....              | \$118,000.00 |
| ▪ Networking & Communications .....    | \$81,000.00  |
| ▪ Field Service & Product Startup..... | \$55,000.00  |

**Electrical Trade Installation**

- Enclosures, Back-Panels, & Antenna Masts.....\$196,500.00

**GRAND TOTAL: \$998,500.00**

Site Index

The following nineteen (19) sites will be addressed under the 2021-2022 Fiscal Improvements project with regard to radio infrastructure upgrades and integration of new PLCs:

| Site Name                                   | Site Location<br>(GPS Coordinates: Degrees° / Minutes' / Seconds'') |                    |
|---|---|--------------------|
|   | Latitude  | Longitude          |
| Barneburg Lift Station                      | 33° 37' 17.11'' N   | 117° 34' 03.28'' W |
| Bell Canyon Lift Station                    | 33° 37' 29.49'' N   | 117° 33' 48.39'' W |
| Dimension Water Filtration Plant            | 33° 39' 41.22'' N   | 117° 40' 10.61'' W |
| Dove & Robinson Recycled Water Pump Station | 33° 39' 11.54'' N   | 117° 34' 06.91'' W |
| Dove Canyon Reservoir                       | 33° 38' 28.97'' N   | 117° 33' 39.07'' W |
| Dove Creek Urban Water Pump Station         | 33° 37' 27.70'' N   | 117° 33' 57.84'' W |
| Dove Lake Urban Runoff Pump Station         | 33° 38' 17.11'' N   | 117° 34' 01.33'' W |
| El Toro Booster Pump Station                | 33° 40' 56.76'' N   | 117° 37' 14.03'' W |
| El Toro Lift Station                        | 33° 39' 38.64'' N   | 117° 39' 05.35'' W |
| Falcon Booster Pump Station                 | 33° 42' 03.53'' N   | 117° 38' 25.44'' W |
| Harris Grade Reservoir                      | 33° 41' 12.37'' N   | 117° 36' 21.43'' W |
| Heritage Lift Station                       | 33° 39' 05.83'' N   | 117° 34' 03.49'' W |
| Joplin Reservoir                            | 33° 40' 43.10'' N   | 117° 34' 17.39'' W |
| Reservoir 1                                 | 33° 40' 55.98'' N   | 117° 37' 04.97'' W |
| Ridgeline Booster Pump Station              | 33° 40' 56.38'' N   | 117° 37' 19.95'' W |
| Santiago Canyon Lift Station                | 33° 42' 01.24'' N   | 117° 38' 23.91'' W |
| Tick Creek Urban Water Pump Station         | 33° 37' 15.76'' N   | 117° 33' 56.34'' W |
| Topanga Booster Pump Station                | 33° 41' 34.65'' N   | 117° 37' 15.27'' W |
| Trabuco Reservoir                           | 33° 39' 21.67'' N   | 117° 33' 16.59'' W |
| <b>Total Site Count: 19</b>                 |   |                    |

Project Clarifications

- Unless otherwise indicated by the Scope of Work above, the following is **not** included within this quotation:
  - Instrumentation mounting components, brackets, stanchions, sunshields, etc.
  - Local control stations and/or field mounted disconnects.
  - Instrumentation, devices, components, or equipment not specifically identified in the above quotation.
  - Fiber optic patch panels, cable, splicing or terminations.
  - Any 3<sup>rd</sup> party testing, harmonic testing/analysis, protective device coordination study, short-circuit analysis, or Arc-Flash Risk Assessment (AFRA) services.
  - Electrical interconnection diagrams for equipment not furnished by TESCO.
  - ISA process control loop diagrams.
  - Signal loop diagrams for equipment not furnished by TESCO.

Terms & Conditions

- Quote is firm for 30 days unless otherwise stated.
- Intellectual Property and Confidentiality Notice: The scope of work and price quotation shall not be construed as a formal design or recommendations on design for the related project. All content contained within this quotation is the intellectual property under the proprietorship of Tesco Controls, Inc. and is subject to

applicable copyright laws. Such intellectual property shall not be duplicated, replicated, copied, or shared without explicit written consent from Tesco Controls, Inc., as it contains confidential information and work product developed exclusively for use by Tesco Controls, Inc.

- Submittals: to be provided approximately **16-20** weeks after receipt of purchase order, written notice of intent, or notice to proceed.
- Delivery: to be scheduled approximately **20-24** weeks after submittal approval.
- Unless otherwise stated above, price does not include any sales tax, use tax, or applicable fees; please apply any taxes and/or fees as appropriate. Please note that all invoices will include sales tax where applicable.
- TESCO price is FOB factory, full freight allowed.
- TESCO warranties against defect in design, workmanship, and materials for a period of one year from date of installation and does not exceed 18 months from the date of shipment from the factory.
- TESCO carries liability insurance, with full workers' compensation coverage.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.
- All merchandise sold is subject to lien laws.
- Final retention to be paid within 10 days after the project notice of completion.

Please feel free to contact us at (916) 395-8800 to discuss any questions or comments you may have regarding this quotation.

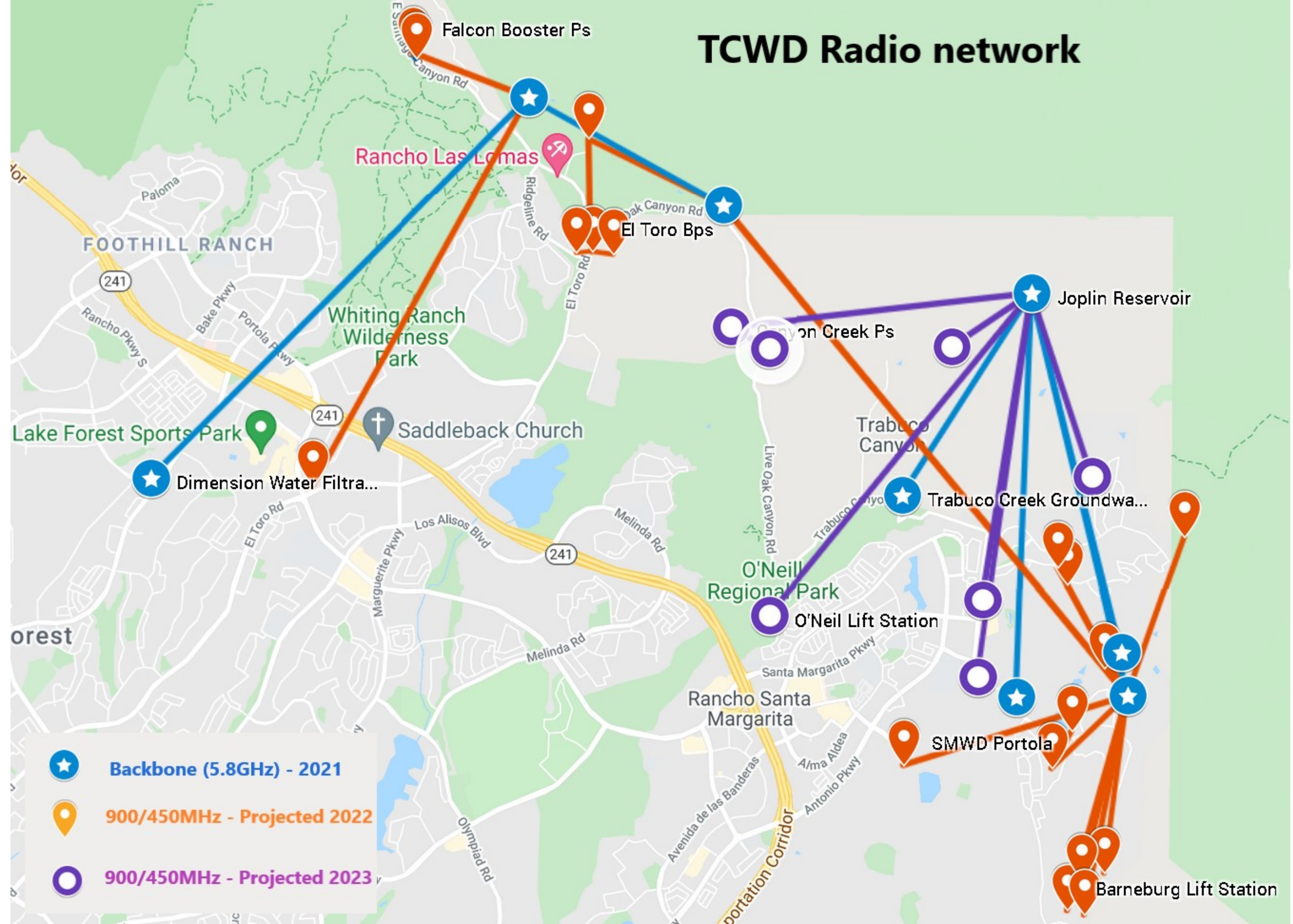
Sincerely,




TESCO CONTROLS, INC.



John Wright  
Technical Sales  
jwright@tescocontrols.com

# TCWD Radio network



-  **Backbone (5.8GHz) - 2021**
-  **900/450MHz - Projected 2022**
-  **900/450MHz - Projected 2023**

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

**ACTION CALENDAR**

**LEGISLATIVE AND OTHER MATTERS**

**ITEM 18: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)**

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**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**

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JULY 21, 2021**

**CLOSED SESSION**

**ITEM 19: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION(S)**

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**RECOMMENDED ACTION(S):**

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

**CONTACTS (staff responsible): PALUDI/PEREA**