



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

BOARD OF DIRECTORS

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

DISTRICT STAFF

Fernando Paludi, General Manager
Michael Perea, District Secretary
Cindy Byerrum, District Treasurer
Hanson Bridgett LLP, District General Legal Counsel

AGENDA NOTE:

Trabuco Canyon Water District (District) will make this Regular Board Meeting available by telephone audio as follows:

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

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

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

VISITOR PARTICIPATION

Members of the public wishing to address the Board regarding a particular item on the agenda are requested to submit public comments by email to the Board at mperea@tcwd.ca.gov. Public comments may also be submitted by teleconference during the meeting. The Board President will call on the visitor following the Board's discussion about the matter. Members of the public will be given the opportunity to speak prior to the Board taking action on that item. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.

ORAL COMMUNICATION

Members of the public who wish to make comment on matters not appearing on the agenda are requested to submit oral communication by email to the Board at mperea@tcwd.ca.gov. Public comments may also be submitted by teleconference during the meeting. Under the requirements of State Law, Directors cannot take action on items not identified on the agenda and will not make decisions on such matters. The Board President may direct District Staff to follow up on issues as may be deemed appropriate. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.

DIRECTORS' COMMENTS AND MEETING REPORTS

REPORT FROM THE GENERAL MANAGER

CONSENT CALENDAR

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

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. September 2, 2021 Special Board Meeting*
- 2. September 16, 2021 Regular Board Meeting*

ITEM 2: TREASURER'S REPORT

a. *FINANCE/AUDIT COMMITTEE MEETING*

RECOMMENDED ACTION:

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

- 1. September 8, 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. August 2021*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

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

ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING

RECOMMENDED ACTION:

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

- 1. September 1, 2021*

ITEM 4: EXECUTIVE COMMITTEE MEETING

RECOMMENDED ACTION:

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

- 1. July 13, 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. September 2021

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

RECOMMENDED ACTION(S):

1. Receive information at the time of the Board meeting.
2. Board of Directors to confirm that its meetings, and the meetings of its standing committees, continue to be held as in-person meetings operating pursuant to the provisions of the Brown Act.

ENGINEERING MATTERS

ITEM 7: APPROVAL OF CONTRACT CHANGE ORDER NO. 2 TO FERREIRA CONSTRUCTION FOR BELL CANYON SEWER LIFT STATION REHABILITATION PROJECT

RECOMMENDED ACTION:

1. Receive information at the time of the Board Meeting.
2. Authorize the General Manager to execute Contract Change Order No. 2 with Ferreira Construction in the amount of \$53,883.

ITEM 8: APPROVAL OF THE COUNTY OF ORANGE JOINT AGREEMENT FOR 800 MHz COUNTYWIDE COORDINATED COMMUNICATIONS SYSTEM

RECOMMENDED ACTION:

1. Receive information at the time of the Board Meeting.
2. Authorize the General Manager to execute the County of Orange Joint Agreement for the County of Orange 800 MHz Countywide Coordinated Communications.

ITEM 9: APPROVAL OF CONTRACT WITH HAZEN SAWYER FOR THE DISTRICT'S 2021 SYSTEMWIDE MASTER PLAN & CONDITION ASSESSMENT

RECOMMENDED ACTION:

Authorize the General Manager to execute an agreement with Hazen Sawyer for the District's 2021 Systemwide Master Plan and Condition Assessment for \$566,520 with a contingency of \$25,000, for a not to exceed amount of \$591,520.



LEGISLATIVE AND OTHER MATTERS

ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) 2021 BYLAWS UPDATE

RECOMMENDED ACTION(S):

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

ITEM 11: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) BOARD OF DIRECTORS ELECTION

RECOMMENDED ACTION(S):

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

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

RECOMMENDED ACTION(S):

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

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

ITEM 13: _____

ITEM 14: _____

OTHER INFORMATION/MATTERS

Reports or comments from the General Manager and/or Staff

ADDITIONAL DIRECTORS' COMMENTS

Additional reports or comments from Directors

END ACTION CALENDAR & ADJOURNMENT

AVAILABILITY OF AGENDA MATERIALS

Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Trabuco Canyon Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board of Directors are available for public inspection at the Trabuco Canyon Water District Administrative Facility, 32003 Dove Canyon Drive, Trabuco Canyon, California (District Administrative Facility) and will be posted online on the District's website located at www.tcwd.ca.gov. If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available online at www.tcwd.ca.gov at the same time as they are distributed to the Board Members, except that, if such writings are distributed immediately prior to or during the meeting, they will be posted online on the District's website located at www.tcwd.ca.gov.



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

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:

November 18, 2021 | December 16, 2021 | January 20, 2022



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

CONSENT CALENDAR

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. September 2, 2021 Special Board Meeting*
- 2. September 16, 2021 Regular Board Meeting*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI



MINUTES OF THE SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | SEPTEMBER 2, 2021

The Special Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on September 2, 2021 was called to order by President Chadd at 6:08 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

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager

DISTRICT CONSULTANTS VIA CONFERENCE CALL

Claire Collins, Hanson Bridgett LLP – District General Counsel

PUBLIC PRESENT ON THE CONFERENCE CALL

None

PLEDGE OF ALLEGIANCE

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

ITEMS TOO LATE TO BE AGENDIZED

None

DIRECTOR'S COMMENTS

Director Safranski reported on an update that he received from the RSM Voice Group concerning the City's Regional Housing Needs Assessment (RHNA) requirements and the potential impacts to residents in the District's service area.

There were no other Director comments received.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Mr. Paludi thanked Mr. Perea in his capacity as Assistant General Manager.
- South Orange County Wastewater Authority (SOCWA) Special Board Meeting – A task force comprised of Santa Margarita Water District (SMWD), Moulton Niguel Water District (MNWD), El Toro Water District (ETWD), and South Coast Water District (SCWD) has been set up to evaluate an alternative organizational structure over the next six months.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | SEPTEMBER 2, 2021**

- SMWD and MNWD held a joint Board Meeting and adopted a letter of intent (LOI) to establish mutual guiding principles and evaluate opportunities for the management, treatment, and reuse of wastewater. Mr. Paludi added that this LOI is not exclusive to the parties and that both Boards expressed a desire to engage and collaborate with local and regional agencies on this matter.
- OC LAFCO has scheduled a Strategic Planning session for September 8, 2021.

ACTION CALENDAR

CLOSED SESSION(S):

The Board of Directors entered closed session in accordance with the agenda at 6:12 p.m. The General Manager and District General Counsel participated in portions of the closed session.

The closed session ended at 6:46 p.m.

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

Action: President Chadd announced there was no action to report.

ADJOURNMENT

President Chadd adjourned the September 2, 2021 Special Board Meeting 6:47 p.m.

DRAFT



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | SEPTEMBER 16, 2021

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on September 16, 2021 was called to order by President Chadd at 7:01 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

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager
Karen Warner, Principal Accountant
Jason Stroud, Maintenance Superintendent
Lisa Marie Sangi, Executive Assistant

STAFF PRESENT VIA CONFERENCE CALL

Lorrie Lausten, District Engineer

DISTRICT CONSULTANTS PRESENT

Claire Collins, Hanson Bridgett LLP – District General Counsel

PUBLIC PRESENT ON THE CONFERENCE CALL

Beth Heard, Resident

PLEDGE OF ALLEGIANCE

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

ITEMS TOO LATE TO BE AGENDIZED

None

VISITOR PARTICIPATION VIA CONFERENCE CALL

Adam Milauskas, Ferguson Waterworks

DIRECTOR'S COMMENTS

Director Mandich reported on his attendance at the Communities Associations of Rancho (CAR) meeting which discussed the City of Rancho Santa Margarita Regional Housing Needs Assessment (RHNA) requirements.

Director Dopudja reported on his attendance at the South Orange County Wastewater Authority (SOCWA) Regular Board Meeting, and he briefly highlighted discussion at the meeting concerning the organizational structure of

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

the authority. Director Dopudja reported on his attendance at the Urban Water Institute (UWI) Annual Conference.

Director Acosta reported on his attendance at the City of Rancho Santa Margarita City Council meeting.

Director Safranski reported on his attendance City of Rancho Santa Margarita City Council meeting, and he commented a presentation by Santa Margarita Water District (SMWD) to the Council highlighting the current drought impacts.

Director Chadd reported on his attendance at the Santiago Aqueduct Commission (SAC) meeting and provided a handout which reviewed the approved repairs to the SAC line. Discussion occurred concerning certain budgetary concerns and the District's proportional share of costs.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- El Toro Water District is hosting the South Orange County Agencies Group Joint Meeting with Municipal Water District (MWDOC) and Orange County Water District (OCWD) on September 23rd
- MWDOC Water Policy Forum and Dinner is scheduled for September 30th and the OC Water Summit is scheduled for October 15th.
- Association of California Water Agencies (ACWA) Fall Conference is scheduled for November 30, 2021 in Pasadena.
- Mr. Paludi recognized and expressed his appreciation to District Wastewater Operations and Maintenance staff for working into the evening the prior Friday installing a backup pump assembly at Golf Club Sewer Lift Station after the failure of wet-end pump.

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 Acosta and seconded by Director Mandich to approve the Consent Calendar.
The motion was approved by a vote of 5 – 0.

ADMINISTRATIVE MATTERS

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

Mr. Paludi presented this matter for Board consideration. Director Dopudja requested District amend his attendance as he did not attend the SOCWA Finance Committee Meeting.

Action: A motion was made by Director Safranski and seconded by Director Acosta to approve of the Directors' Fees and Expenses Report as amended.
The motion was approved by a vote of 5 – 0.

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

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

Mr. Paludi provided a brief update on COVID-19 related matters throughout the County, and he reported on pending open public meeting changes proposed in Assembly Bill 361. Mr. Paludi added that District Legal Counsel will provide an update to the Board at a future meeting.

Action: No action concerning this matter was taken.

ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING AWARDING A CONTRACT WITH FERGUSON WATERWORKS FOR AUTOMATIC METER READING/AUTOMATED METERING INFRASTRUCTURE (AMR/AMI) FOR DISTRICT SERVICE AREA

Mr. Paludi introduced this matter for Board consideration, and he reported that this matter was reviewed with the Executive Committee. Mr. Perea introduced Mr. Milauskas to the Board of Directors, and he provided a brief overview of the proposed AMR/AMI improvements systemwide. Mr. Perea mentioned that District staff issued a Request for Proposals (RFP) for this project to three metering vendors consistent with the Bureau of Reclamation (BOR) competitive bidding requirements, and that Ferguson Waterworks was the only vendor to submit a proposal. Mr. Perea highlighted the benefits of an AMR/AMI Infrastructure system for both the District and its customers, including real time data, an online customer portal, and partially funded with BOR grant funds. Discussion occurred concerning meter technology lifetime and software licensing costs. Director Safranski commended District staff for successfully securing grant funding for this project.

Action: A motion was made by Director Safranski and seconded by Director Acosta to authorize the General Manager to contract with Ferguson Waterworks for the District's Automatic Meter Reading/Automated Metering Infrastructure (AMR/AMI) Project for a not to exceed amount of \$1,700,000.
The motion was approved by a vote of 5 – 0.

FINANCIAL MATTERS

ITEM 7: DISCUSSION CONSIDER AND APPROVE GENERAL MANAGER EMPLOYMENT CONTRACT

Ms. Collins reported out the contract terms for the General Manager's employment contract from the previous closed session as follows:

- Two-year contract effective September 1, 2021
- Salary: \$253,000 per year
- Auto Allowance: \$900 per month

Director Acosta commended Mr. Paludi on his performance. Director Safranski expressed his appreciation to Mr. Paludi for his ability to manage a complex District. Director Mandich commended Mr. Paludi on his performance.

Action: A motion was made by Director Acosta and seconded by Director Safranski to authorize the Board President to execute the General Manager employment contract.
The motion was approved by a vote of 5 – 0.

ITEM 8: ADOPTION DISCUSSION CONCERNING CONTRACTING WITH HIGHROAD IT FOR PROFESSIONAL INFORMATION TECHNOLOGY CONTRACT SERVICES

Mr. Paludi introduced this matter for Board consideration, and he reported this matter was reviewed with the Finance/Audit Committee. Mr. Perea reported that District staff issued an RFP to five firms, including the current consultant, and he mentioned that three firms expressed interest. Mr. Perea reported that only one firm, Highroad IT, submitted a proposal. Mr. Perea reviewed the feedback from the client reference check, and he recommended the Board of Directors authorize the General Manager to contract with Highroad IT for professional information technology services. Discussion occurred concerning the location of the firm's office and proximity of

Action: A motion was made by Director Mandich and seconded by Director Safranski to authorize the General Manager to contract with Highroad IT for professional information technology contract services for a one-year period with standard annual costs not to exceed 70,000.
The motion was approved by a vote of 5 – 0.

ENGINEERING MATTERS

ITEM 9: DISCUSSION AND POSSIBLE ACTION CONCERNING ELECTRICAL IMPROVEMENTS AT EL TORO SEWER LIFT STATION

Mr. Paludi introduced this matter for Board consideration, and he reported this matter was reviewed with the Engineering/Operational Committee. Mr. Perea provided an overview of the recommended improvements at the facility, and he reported that Flo-Services was sole sourced for this work as they performed the mechanical and pump improvements related to these proposed improvements. Mr. Stroud provided additional information related to certain labor costs proposed by Flo-Services.

Action: A motion was made by Director Acosta and seconded by Director Mandich to approve the Flo-Services proposal for Electrical Upgrades in the amount of \$175,698 with a 10% contingency for a total not to exceed amount of \$193,267.
The motion was approved by a vote of 5 – 0.

ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE APPROVAL OF TESCO CONTROLS EMASS PROGRAM CONTRACT

Mr. Paludi introduced this matter for Board consideration, and he reported this matter was reviewed with the Engineering/Operational Committee. Mr. Perea provided an overview of the work proposed by TESCO Controls, and he added that this preventative maintenance work has been provided over the prior four-years. Mr. Stroud added that TESCO Controls serves as an extension of District staff and performs essential work that is outside the scope of assist with identifying issues and provide recommendations. Director Safranski asked if TESCO Controls can provided infrared testing of District facilities and if its required by the District insurer ACWA/JPIA. Mr. Paludi commented that it is not required, but that District staff would further evaluate the matter.

Action A motion was made by Director Safranski and seconded by Director Acosta to approve the TESCO Controls proposal for the EMASS Program Service Contract (3 Years) for a not to exceed amount of \$84,000.
The motion was approved by a vote of 5 – 0.

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

LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS

ITEM 11: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

Mr. Paludi provided an update on the following items:

- MWDOC Member Agency Facilitated Discussions: Mr. Paludi presented a letter MWDOC GM Robert Hunter providing additional information concerning the planned interview schedule.
- Irvine Ranch Water District (IRWD) Water Banking Program: Mr. Paludi provided a brief review of a PowerPoint presentation from IRWD on this water reliability project.

Action: No action concerning this matter was taken.

ITEM 12: STATE LEGISLATIVE UPDATE

Ms. Collins provided an update on the following items:

- AB 361 & AB 39: Ms. Collins provided a brief overview on these companion bills and the potential impact to the District's public meetings.
- SB 323: Ms. Collins reported that this bill was approved by the legislature and that it creates a statute of limitation of 120 days on rates and charges adopted consistent with Proposition 218.
- AB 818: Ms. Collins reported that this bill was approved by the legislature and it requires manufacturers of flushable wipes to label the packaging as non-flushable.

Action: No action concerning this matter was taken.

OTHER INFORMATION/MATTERS

None.

ADDITIONAL DIRECTORS' COMMENTS

Director Dopudja recommended that District staff reach out to the City of Rancho Santa Margarita to provide a presentation on the District's conservation efforts and to coordinate with SMWD on future joint presentations.

Director Chadd provided an update concerning the ACWA Board of Directors 2021 Election and the nominating committee recommended candidate slate.

ADDITIONAL GENERAL MANAGER COMMENTS

None

ADJOURNMENT

President Chadd adjourned the September 16, 2021 Regular Board Meeting 8:45 p.m.

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

CONSENT CALENDAR

ITEM 2: TREASURER'S REPORT

a. *FINANCE/AUDIT COMMITTEE MEETING*

RECOMMENDED ACTION:

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

1. *September 8, 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. *August 2021*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

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

EXHIBITS:

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

CONTACTS (staff responsible): PALUDI/PEREA/WARNER



**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING RECAP | SEPTEMBER 8, 2021**

DIRECTORS PRESENT

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

STAFF PRESENT

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

PUBLIC PRESENT VIA CONFERENCE CALL

None

CALL MEETING TO ORDER

Director Chadd called the September 8, 2021 Finance/Audit Committee Meeting to order at 1:04 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 ASSISTANT GENERAL MANAGER

Mr. Perea reported on the following items:

- General Manager Mr. Paludi was out of the office due to his attendance at the Urban Water Institute Annual Conference.
- Municipal Water District of Orange County (MWDOC) Water Policy Forum and Dinner is scheduled for September 30, 2021.
- The District implemented the approved alternative work schedule (9/80) on August 30, 2021, and that the District's Administration Facility will be closed on Friday, September 10, 2021.

ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP

Mr. Perea 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 | SEPTEMBER 8, 2021**

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

Mr. Perea 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 August 2021 and the Tentative Future Meetings/Attendance Report be forwarded to the Board of Directors for consideration (Action Calendar).

ITEM 3: DISCUSSION CONCERNING CONTRACTING WITH HIGHROAD IT FOR PROFESSIONAL INFORMATION TECHNOLOGY CONTRACT SERVICES

Mr. Perea presented this matter for Committee consideration, and he provided a brief overview of the recent challenges with the current information technology consultant. Mr. Perea reported that District staff issued a Request for Proposal (RFP) to five firms, including the current consultant, and he mentioned that three firms (3) expressed interest. Mr. Perea reported that only one firm, Highroad IT, submitted a proposal. Mr. Perea reviewed the feedback from the client reference check, and he recommended the Board of Directors authorize the General Manager to contract with Highroad IT for professional information technology services.

RECOMMENDED ACTION:

Committee recommends the Board of Directors authorize the General Manager to contract with Highroad IT for professional information technology contract services for a one-year period with standard annual costs not to exceed \$70,000 (Action Calendar).

ITEM 4: OTHER MATTERS

There were no other matters for discussion.

RECOMMENDED ACTION:

No action was taken.

ITEM 5: FINANCIAL REPORT

Ms. Warner presented the preliminary unaudited financials for July 2021, and she highlighted the following items:

Operating Revenue, Residential Water

Ms. Warner reported that water demand for the month was higher than the current year to date due to warmer temperatures.

Operating Revenue, Baker Treatment Plant Sales

Ms. Warner reported that the District did not receive any revenue from the sale of Baker Treatment Plant water from the City of San Clemente as the District utilized its capacity during the Dimension Water Treatment Plant (DWTP) Backwash Tank Replacement Project.

Operating Expenses, Source of Supply

Ms. Warner reported that this line item was higher than the current year to date due to warmer weather purchasing treated water from Santa Margarita Water District (SMWD) due to the DWTP Backwash Tank Replacement Project project.

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | SEPTEMBER 8, 2021**

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 September 8, 2021 as presented (Consent Calendar).

ADJOURNMENT

Director Chadd adjourned the September 8, 2021 Finance/Audit Committee Meeting at 1:16 p.m.

DRAFT



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 09/01/2021 - 09/30/2021

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
09/01/2021		DFT0002250	ADP	Accounts Payable	Outstanding	Bank Draft	-24.68
09/01/2021		DFT0002251	CalPERS	Accounts Payable	Outstanding	Bank Draft	-9,330.68
09/01/2021		DFT0002252	CalPERS	Accounts Payable	Outstanding	Bank Draft	-700.00
09/01/2021		DFT0002253	CalPERS	Accounts Payable	Outstanding	Bank Draft	-5,266.88
09/01/2021		DFT0002254	CalPERS	Accounts Payable	Outstanding	Bank Draft	-43,412.84
09/01/2021		DFT0002255	CalPERS	Accounts Payable	Outstanding	Bank Draft	-13,650.72
09/01/2021		DFT0002256	CalPERS	Accounts Payable	Outstanding	Bank Draft	-4,948.31
09/01/2021		DFT0002257	EPX	Accounts Payable	Outstanding	Bank Draft	-6,344.39
09/01/2021		DFT0002258	Guardian	Accounts Payable	Outstanding	Bank Draft	-4,408.31
09/01/2021		DFT0002259	VSP	Accounts Payable	Outstanding	Bank Draft	-870.08
09/01/2021		DFT0002260	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
09/01/2021		DFT0002265	CalPERS	Accounts Payable	Outstanding	Bank Draft	-9,050.25
09/02/2021		DFT0002247	Cintas	Accounts Payable	Outstanding	Bank Draft	-196.34
09/02/2021		DFT0002248	Cintas	Accounts Payable	Outstanding	Bank Draft	-314.13
09/02/2021		DFT0002249	Cintas	Accounts Payable	Outstanding	Bank Draft	-3,111.05
09/02/2021		DFT0002261	ADP	Accounts Payable	Outstanding	Bank Draft	-109,851.51
09/03/2021		DFT0002266	Santa Margarita Water District	Accounts Payable	Outstanding	Bank Draft	-3,792.10
09/07/2021		DFT0002267	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-2,383.61
09/09/2021		DFT0002268	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-1,723.17
09/09/2021		DFT0002269	ADP	Accounts Payable	Outstanding	Bank Draft	-1,882.61
09/13/2021		DFT0002270	Southern California Edison	Accounts Payable	Outstanding	Bank Draft	-1,847.82
09/13/2021		DFT0002271	Xerox Corporation	Accounts Payable	Outstanding	Bank Draft	-356.17
09/14/2021		DFT0002272	Home Depot	Accounts Payable	Outstanding	Bank Draft	-1,510.56
09/14/2021		DFT0002273	Lowe's	Accounts Payable	Outstanding	Bank Draft	-111.58
09/14/2021		DFT0002274	Umpqua Bank	Accounts Payable	Outstanding	Bank Draft	-10,705.63
09/14/2021		DFT0002275	ADP	Accounts Payable	Outstanding	Bank Draft	-65.38
09/15/2021		DFT0002276	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
09/15/2021		DFT0002278	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-129.37
09/16/2021		DFT0002282	ADP	Accounts Payable	Outstanding	Bank Draft	-101,918.85
09/17/2021		DFT0002277	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-689.96
09/20/2021		DFT0002279	CalPERS	Accounts Payable	Outstanding	Bank Draft	-9,050.25
09/20/2021		DFT0002280	CalPERS	Accounts Payable	Outstanding	Bank Draft	-13,131.85
09/20/2021		DFT0002281	CalPERS	Accounts Payable	Outstanding	Bank Draft	-5,029.50
09/21/2021		DFT0002283	ADP	Accounts Payable	Outstanding	Bank Draft	-40.00
09/23/2021		DFT0002287	Exxon/Mobil	Accounts Payable	Outstanding	Bank Draft	-4,195.97

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
09/24/2021		DFT0002284	Wage Works, Inc.	Accounts Payable	Outstanding	Bank Draft	-75.00
09/24/2021		DFT0002285	Stanley Security Solutions	Accounts Payable	Outstanding	Bank Draft	-1,899.21
09/27/2021		DFT0002286	AT&T Mobility	Accounts Payable	Outstanding	Bank Draft	-2,186.32
09/27/2021		DFT0002288	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
09/27/2021		DFT0002289	Southern California Edison	Accounts Payable	Outstanding	Bank Draft	-930.20
09/29/2021		DFT0002291	Pitney Bowes	Accounts Payable	Outstanding	Bank Draft	-190.02
09/30/2021		DFT0002290	Southern California Edison	Accounts Payable	Outstanding	Bank Draft	-15,340.37
09/30/2021		DFT0002292	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
Bank Draft Total: (43)							-391,225.67

Bank Draft Reversal

09/01/2021		DFT0002251	CalPERS Reversal	Accounts Payable	Outstanding	Bank Draft Reversal	9,330.68
Bank Draft Reversal Total: (1)							9,330.68

Check

09/14/2021		10398	AT&T	Accounts Payable	Outstanding	Check	-2,389.73
09/14/2021		10399	BC Wire Rope & Rigging	Accounts Payable	Outstanding	Check	-236.95
09/14/2021		10400	Butier Engineering, Inc.	Accounts Payable	Outstanding	Check	-33,203.50
09/14/2021		10401	Champion Paving, Inc.	Accounts Payable	Outstanding	Check	-6,575.00
09/14/2021		10402	Duthie Electric Service Corporation	Accounts Payable	Outstanding	Check	-13,637.50
09/14/2021		10403	Eisel Enterprises, Inc.	Accounts Payable	Outstanding	Check	-1,174.48
09/14/2021		10404	Ferguson Waterworks	Accounts Payable	Outstanding	Check	-9,456.88
09/14/2021		10405	GMU Geotechnical, Inc.	Accounts Payable	Outstanding	Check	-1,750.00
09/14/2021		10406	Hydrotech Electric	Accounts Payable	Outstanding	Check	-63,914.00
09/14/2021		10407	Industrial Metal Supply Company	Accounts Payable	Outstanding	Check	-222.55
09/14/2021		10408	Irvine Ranch Water District	Accounts Payable	Outstanding	Check	-359,482.22
09/14/2021		10409	iWater, Inc.	Accounts Payable	Outstanding	Check	-12,550.00
09/14/2021		10410	JIG Consultants	Accounts Payable	Outstanding	Check	-1,120.00
09/14/2021		10411	Kyle Sitzmann	Accounts Payable	Outstanding	Check	-288.00
09/14/2021		10412	McFadden-Dale Industrial Hardware	Accounts Payable	Outstanding	Check	-343.74
09/14/2021		10413	OC Superior Cleaning Services	Accounts Payable	Outstanding	Check	-1,470.00
09/14/2021		10414	Olin Chemicals	Accounts Payable	Outstanding	Check	-4,374.00
09/14/2021		10415	Orange County Pumping, Inc.	Accounts Payable	Outstanding	Check	-3,550.00
09/14/2021		10416	Quinn Company	Accounts Payable	Outstanding	Check	-506.50
09/14/2021		10417	Santa Margarita Water District	Accounts Payable	Outstanding	Check	-242,318.94
09/14/2021		10418	Sierra Analytical	Accounts Payable	Outstanding	Check	-1,672.00
09/14/2021		10419	Sparkletts	Accounts Payable	Outstanding	Check	-123.45
09/14/2021		10420	Stadia Realty, Inc	Accounts Payable	Outstanding	Check	-1,850.00
09/14/2021		10421	Underground Service Alert/SC	Accounts Payable	Outstanding	Check	-216.19
09/14/2021		10422	USA BlueBook	Accounts Payable	Outstanding	Check	-15,371.11
09/14/2021		10423	USA Express Tire & Service	Accounts Payable	Outstanding	Check	-3,830.80
09/14/2021		10424	Weck Laboratories, Inc.	Accounts Payable	Outstanding	Check	-222.68
09/14/2021		10425	Xylem	Accounts Payable	Outstanding	Check	-6,340.63
09/17/2021		10426	Elizabeth Padilla	Accounts Payable	Outstanding	Check	-2,206.89

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount	
							Check Total: (29)	-790,397.78
EFT								
09/14/2021		79	ALS - Truesdail Laboratories	Accounts Payable	Outstanding	EFT	-10,901.00	
09/14/2021		80	Eide Bailly	Accounts Payable	Outstanding	EFT	-9,389.55	
09/14/2021		81	MWDOC	Accounts Payable	Outstanding	EFT	-34,683.12	
09/14/2021		82	Synoptek, LLC	Accounts Payable	Outstanding	EFT	-6,883.30	
							EFT Total: (4)	-61,856.97
							Accounts Payable Total: (77)	-1,234,149.74

General Ledger

Deposit								
09/01/2021		DEP0014696	Receipts - Devine - Fireflow Test	General Ledger	Outstanding	Deposit	250.00	
09/01/2021		DEP0014697	Receipts - SCE - Shadow Rock Reimbursement	General Ledger	Outstanding	Deposit	58.40	
09/03/2021		DEP0014729	Receipts - SA Recycling - Recycling money	General Ledger	Outstanding	Deposit	887.14	
09/09/2021		DEP0014777	Receipts - County of Orange - Property Taxes	General Ledger	Outstanding	Deposit	31,328.95	
09/14/2021		DEP0014818	Receipts - T-Mobile - Cell site rent	General Ledger	Outstanding	Deposit	2,131.72	
09/28/2021		DEP0014973	Receipts - McNeil - Fireflow Test	General Ledger	Outstanding	Deposit	250.00	
09/28/2021		DEP0014974	Receipts - County of Orange - Sewer Services	General Ledger	Outstanding	Deposit	4,270.00	
							Deposit Total: (7)	39,176.21
							General Ledger Total: (7)	39,176.21

Utility Billing

Deposit							
09/01/2021		DEP0014672	Utility Payment Packet UBPKT06372	Utility Billing	Outstanding	Deposit	3,434.24
09/01/2021		DEP0014674	Utility Payment Packet UBPKT06371	Utility Billing	Outstanding	Deposit	3,655.11
09/01/2021		DEP0014680	Utility Payment Packet UBPKT06373	Utility Billing	Outstanding	Deposit	4,794.09
09/01/2021		DEP0014682	Utility Payment Packet UBPKT06374	Utility Billing	Outstanding	Deposit	7,160.78
09/01/2021		DEP0014684	Utility Payment Packet UBPKT06375	Utility Billing	Outstanding	Deposit	3,569.37
09/01/2021		DEP0014686	Utility Payment Packet UBPKT06376	Utility Billing	Outstanding	Deposit	6,198.60
09/01/2021		DEP0014689	Utility Payment Packet UBPKT06377	Utility Billing	Outstanding	Deposit	20,794.96
09/02/2021		DEP0014693	Utility Payment Packet UBPKT06378	Utility Billing	Outstanding	Deposit	2,722.78
09/02/2021		DEP0014695	Utility Payment Packet UBPKT06379	Utility Billing	Outstanding	Deposit	4,947.18
09/02/2021		DEP0014700	Utility Payment Packet UBPKT06401	Utility Billing	Outstanding	Deposit	18,295.77
09/03/2021		DEP0014704	Utility Payment Packet UBPKT06402	Utility Billing	Outstanding	Deposit	2,902.64
09/03/2021		DEP0014707	Utility Payment Packet UBPKT06403	Utility Billing	Outstanding	Deposit	2,522.66
09/03/2021		DEP0014710	Utility Payment Packet UBPKT06405	Utility Billing	Outstanding	Deposit	3,036.67
09/03/2021		DEP0014713	Utility Payment Packet UBPKT06406	Utility Billing	Outstanding	Deposit	10,084.74
09/04/2021		DEP0014720	Utility Payment Packet UBPKT06407	Utility Billing	Outstanding	Deposit	1,378.42
09/05/2021		DEP0014722	Utility Payment Packet UBPKT06408	Utility Billing	Outstanding	Deposit	1,505.77
09/06/2021		DEP0014724	Utility Payment Packet UBPKT06409	Utility Billing	Outstanding	Deposit	1,536.14
09/07/2021		DEP0014726	Utility Payment Packet UBPKT06411	Utility Billing	Outstanding	Deposit	1,617.99
09/07/2021		DEP0014728	Utility Payment Packet UBPKT06412	Utility Billing	Outstanding	Deposit	4,807.26
09/07/2021		DEP0014735	Utility Payment Packet UBPKT06413	Utility Billing	Outstanding	Deposit	5,682.75

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
09/07/2021		DEP0014737	Utility Payment Packet UBPKT06414	Utility Billing	Outstanding	Deposit	4,628.37
09/07/2021		DEP0014739	Utility Payment Packet UBPKT06415	Utility Billing	Outstanding	Deposit	4,794.35
09/07/2021		DEP0014741	Utility Payment Packet UBPKT06416	Utility Billing	Outstanding	Deposit	1,994.77
09/07/2021		DEP0014744	Utility Payment Packet UBPKT06417	Utility Billing	Outstanding	Deposit	22,741.47
09/08/2021		DEP0014748	Utility Payment Packet UBPKT06418	Utility Billing	Outstanding	Deposit	4,981.43
09/08/2021		DEP0014750	Utility Payment Packet UBPKT06419	Utility Billing	Outstanding	Deposit	2,562.38
09/08/2021		DEP0014753	Utility Payment Packet UBPKT06420	Utility Billing	Outstanding	Deposit	3,309.00
09/09/2021		DEP0014757	Utility Payment Packet UBPKT06421	Utility Billing	Outstanding	Deposit	1,169.95
09/09/2021		DEP0014759	Utility Payment Packet UBPKT06422	Utility Billing	Outstanding	Deposit	3,775.78
09/09/2021		DEP0014762	Utility Payment Packet UBPKT06423	Utility Billing	Outstanding	Deposit	4,486.05
09/09/2021		DEP0014765	Utility Payment Packet UBPKT06424	Utility Billing	Outstanding	Deposit	19,285.15
09/10/2021		DEP0014770	Utility Payment Packet UBPKT06426	Utility Billing	Outstanding	Deposit	5,111.26
09/10/2021		DEP0014772	Utility Payment Packet UBPKT06425	Utility Billing	Outstanding	Deposit	4,222.49
09/10/2021		DEP0014774	Utility Payment Packet UBPKT06427	Utility Billing	Outstanding	Deposit	19,534.79
09/11/2021		DEP0014785	Utility Payment Packet UBPKT06428	Utility Billing	Outstanding	Deposit	499.55
09/12/2021		DEP0014787	Utility Payment Packet UBPKT06429	Utility Billing	Outstanding	Deposit	131,062.27
09/13/2021		DEP0014781	Utility Payment Packet UBPKT06430	Utility Billing	Outstanding	Deposit	4,594.56
09/13/2021		DEP0014783	Utility Payment Packet UBPKT06431	Utility Billing	Outstanding	Deposit	4,230.73
09/13/2021		DEP0014790	Utility Reverse Payment Packet UBPKT06432	Utility Billing	Outstanding	Deposit	-81.77
09/13/2021		DEP0014795	Utility Payment Packet UBPKT06433	Utility Billing	Outstanding	Deposit	3,853.65
09/13/2021		DEP0014797	Utility Payment Packet UBPKT06434	Utility Billing	Outstanding	Deposit	8,897.04
09/13/2021		DEP0014799	Utility Payment Packet UBPKT06435	Utility Billing	Outstanding	Deposit	3,479.08
09/13/2021		DEP0014802	Utility Payment Packet UBPKT06437	Utility Billing	Outstanding	Deposit	6,047.65
09/13/2021		DEP0014837	ACH Draft Packet UBPKT06293	Utility Billing	Outstanding	Deposit	175,258.33
09/14/2021		DEP0014806	Utility Payment Packet UBPKT06438	Utility Billing	Outstanding	Deposit	4,730.58
09/14/2021		DEP0014808	Utility Payment Packet UBPKT06439	Utility Billing	Outstanding	Deposit	5,454.89
09/14/2021		DEP0014811	Utility Payment Packet UBPKT06441	Utility Billing	Outstanding	Deposit	2,463.23
09/14/2021		DEP0014814	Utility Payment Packet UBPKT06443	Utility Billing	Outstanding	Deposit	5,760.27
09/15/2021		DEP0014820	Utility Payment Packet UBPKT06444	Utility Billing	Outstanding	Deposit	11,159.02
09/15/2021		DEP0014822	Utility Payment Packet UBPKT06445	Utility Billing	Outstanding	Deposit	5,825.88
09/15/2021		DEP0014824	Deposit Input Packet UBPKT06446	Utility Billing	Outstanding	Deposit	2,000.00
09/15/2021		DEP0014828	Utility Payment Packet UBPKT06448	Utility Billing	Outstanding	Deposit	4,259.88
09/15/2021		DEP0014831	Deposit Input Packet UBPKT06449	Utility Billing	Outstanding	Deposit	2,000.00
09/15/2021		DEP0014834	Utility Payment Packet UBPKT06450	Utility Billing	Outstanding	Deposit	55,673.86
09/16/2021		DEP0014842	Utility Reverse Payment Packet UBPKT06454	Utility Billing	Outstanding	Deposit	-139.19
09/16/2021		DEP0014845	Utility Payment Packet UBPKT06451	Utility Billing	Outstanding	Deposit	277.69
09/16/2021		DEP0014847	Utility Payment Packet UBPKT06452	Utility Billing	Outstanding	Deposit	4,225.74
09/16/2021		DEP0014849	Utility Payment Packet UBPKT06453	Utility Billing	Outstanding	Deposit	532.04
09/16/2021		DEP0014852	Utility Payment Packet UBPKT06466	Utility Billing	Outstanding	Deposit	4,836.00
09/17/2021		DEP0014856	Utility Payment Packet UBPKT06467	Utility Billing	Outstanding	Deposit	512.95
09/17/2021		DEP0014858	Utility Payment Packet UBPKT06468	Utility Billing	Outstanding	Deposit	488.43
09/17/2021		DEP0014861	Utility Payment Packet UBPKT06471	Utility Billing	Outstanding	Deposit	2,749.62
09/18/2021		DEP0014864	Utility Payment Packet UBPKT06472	Utility Billing	Outstanding	Deposit	795.02

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
09/19/2021		DEP0014867	Utility Payment Packet UBPKT06473	Utility Billing	Outstanding	Deposit	553.68
09/20/2021		DEP0014870	Utility Payment Packet UBPKT06474	Utility Billing	Outstanding	Deposit	1,086.05
09/20/2021		DEP0014873	Utility Payment Packet UBPKT06475	Utility Billing	Outstanding	Deposit	1,845.17
09/20/2021		DEP0014882	Utility Payment Packet UBPKT06483	Utility Billing	Outstanding	Deposit	2,545.57
09/21/2021		DEP0014885	Utility Payment Packet UBPKT06484	Utility Billing	Outstanding	Deposit	478.38
09/21/2021		DEP0014888	Utility Payment Packet UBPKT06485	Utility Billing	Outstanding	Deposit	493.85
09/21/2021		DEP0014891	Utility Reverse Payment Packet UBPKT06486	Utility Billing	Outstanding	Deposit	-220.85
09/21/2021		DEP0014894	Utility Reverse Payment Packet UBPKT06488	Utility Billing	Outstanding	Deposit	-124.57
09/21/2021		DEP0014897	Utility Payment Packet UBPKT06491	Utility Billing	Outstanding	Deposit	11,620.43
09/22/2021		DEP0014900	Utility Payment Packet UBPKT06496	Utility Billing	Outstanding	Deposit	313.84
09/22/2021		DEP0014903	Utility Payment Packet UBPKT06497	Utility Billing	Outstanding	Deposit	800.71
09/22/2021		DEP0014906	Utility Payment Packet UBPKT06498	Utility Billing	Outstanding	Deposit	8,986.73
09/23/2021		DEP0014909	Utility Payment Packet UBPKT06500	Utility Billing	Outstanding	Deposit	892.62
09/23/2021		DEP0014912	Utility Payment Packet UBPKT06499	Utility Billing	Outstanding	Deposit	2,781.86
09/23/2021		DEP0014915	Utility Reverse Payment Packet UBPKT06501	Utility Billing	Outstanding	Deposit	-246.35
09/23/2021		DEP0014918	Utility Payment Packet UBPKT06507	Utility Billing	Outstanding	Deposit	21,092.47
09/24/2021		DEP0014921	Utility Payment Packet UBPKT06508	Utility Billing	Outstanding	Deposit	18,364.71
09/24/2021		DEP0014930	Utility Payment Packet UBPKT06513	Utility Billing	Outstanding	Deposit	2,228.97
09/24/2021		DEP0014936	Utility Payment Packet UBPKT06511	Utility Billing	Outstanding	Deposit	4,945.25
09/25/2021		DEP0014924	Utility Payment Packet UBPKT06509	Utility Billing	Outstanding	Deposit	2,195.69
09/26/2021		DEP0014927	Utility Payment Packet UBPKT06510	Utility Billing	Outstanding	Deposit	973.93
09/27/2021		DEP0014933	Utility Payment Packet UBPKT06514	Utility Billing	Outstanding	Deposit	5,580.36
09/27/2021		DEP0014939	Utility Payment Packet UBPKT06512	Utility Billing	Outstanding	Deposit	1,745.43
09/27/2021		DEP0014942	Utility Payment Packet UBPKT06517	Utility Billing	Outstanding	Deposit	19,761.77
09/28/2021		DEP0014945	Utility Payment Packet UBPKT06519	Utility Billing	Outstanding	Deposit	4,693.89
09/28/2021		DEP0014948	Utility Payment Packet UBPKT06518	Utility Billing	Outstanding	Deposit	6,901.78
09/28/2021		DEP0014951	Utility Payment Packet UBPKT06521	Utility Billing	Outstanding	Deposit	4,582.36
09/28/2021		DEP0014954	Utility Payment Packet UBPKT06522	Utility Billing	Outstanding	Deposit	5,070.13
09/28/2021		DEP0014957	Utility Payment Packet UBPKT06523	Utility Billing	Outstanding	Deposit	5,469.83
09/28/2021		DEP0014960	Utility Payment Packet UBPKT06524	Utility Billing	Outstanding	Deposit	27,051.03
09/28/2021		DEP0014966	Utility Payment Packet UBPKT06527	Utility Billing	Outstanding	Deposit	21,109.15
09/29/2021		DEP0014963	Utility Reverse Payment Packet UBPKT06526	Utility Billing	Outstanding	Deposit	-465.89
09/29/2021		DEP0014969	Utility Payment Packet UBPKT06528	Utility Billing	Outstanding	Deposit	8,426.07
09/29/2021		DEP0014972	Utility Payment Packet UBPKT06529	Utility Billing	Outstanding	Deposit	3,434.10
09/29/2021		DEP0014977	Utility Payment Packet UBPKT06537	Utility Billing	Outstanding	Deposit	1,615.96
09/30/2021		DEP0014980	Utility Payment Packet UBPKT06538	Utility Billing	Outstanding	Deposit	5,079.57
09/30/2021		DEP0014983	Utility Payment Packet UBPKT06536	Utility Billing	Outstanding	Deposit	1,311.34
09/30/2021		DEP0014986	Utility Payment Packet UBPKT06542	Utility Billing	Outstanding	Deposit	11,490.38
09/30/2021		DEP0014989	Utility Payment Packet UBPKT06543	Utility Billing	Outstanding	Deposit	5,515.98
09/30/2021		DEP0014998	Utility Reverse Payment Packet UBPKT06546	Utility Billing	Outstanding	Deposit	-39.07
09/30/2021		DEP0015001	Utility Payment Packet UBPKT06547	Utility Billing	Outstanding	Deposit	5,082.03
						Deposit Total: (104)	889,716.50

Bank Transaction Report

	Issued Date Range: -
Utility Billing Total: (104)	<u>889,716.50</u>
Report Total: (188)	<u>-305,257.03</u>

Summary

Bank Account	Count	Amount
030866939 Bank of the West Checking	188	-305,257.03
Report Total:	188	-305,257.03

Cash Account	Count	Amount
99 99-000-1004 Bank of the West Checking (Pooled Cash)	188	-305,257.03
Report Total:	188	-305,257.03

Transaction Type	Count	Amount
Bank Draft	43	-391,225.67
Bank Draft Reversal	1	9,330.68
Check	29	-790,397.78
Deposit	111	928,892.71
EFT	4	-61,856.97
Report Total:	188	-305,257.03



Trabuco Canyon Water District
General Fund Warrant Register
9/8/2021

Summary of Disbursements

Computer Checks	285,436.38
UB Refund Checks	-
Bank Drafts	441,973.26
Bank EFTs	115,800.70
Voided Checks	-
Total Disbursements	843,210.34

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: 9/8/2021
Date:



By: 9/8/2021
Date:



Check Report

By Check Number

Date Range: 08/11/2021 - 09/08/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
TRUE0001	ALS - Truesdail Laboratories	08/31/2021	EFT	0.00	400.00	76
MWDO0001	MWDOC	08/31/2021	EFT	0.00	114,773.74	77
SYNO0001	Synoptek, LLC	08/31/2021	EFT	0.00	626.96	78
ARCO001	ARC	08/16/2021	Regular	0.00	1,826.51	10345
CARS0001	Carstar McLaren Unibody, Inc.	08/16/2021	Regular	0.00	1,757.08	10346
CITY0001	City of Rancho Santa Margarita	08/16/2021	Regular	0.00	396.00	10347
DMCE0001	DMc Engineering	08/16/2021	Regular	0.00	30,157.69	10348
HMSI0001	HMS Industries	08/16/2021	Regular	0.00	390.65	10349
INFO0001	InfoSend, Inc.	08/16/2021	Regular	0.00	2,427.89	10350
JIGC0001	JIG Consultants	08/16/2021	Regular	0.00	960.00	10351
QUIN0002	Juan A. Quinonez	08/16/2021	Regular	0.00	3,045.87	10352
MKN0001	Michael K. Nunley & Associates	08/16/2021	Regular	0.00	3,735.56	10353
OCSU0001	OC Superior Cleaning Services	08/16/2021	Regular	0.00	1,715.00	10354
SAND0001	Sandbox Sign Company	08/16/2021	Regular	0.00	31.62	10355
SOTO0002	Soto Resources	08/16/2021	Regular	0.00	330.00	10356
SOUT0010	Southern California Newsgroup	08/16/2021	Regular	0.00	2,760.00	10357
STRA0001	Stradling Yocca Carlson & Rauth	08/16/2021	Regular	0.00	1,339.24	10358
TETRO001	Tetra Tech, Inc.	08/16/2021	Regular	0.00	2,049.00	10359
XYLE0001	Xylem	08/16/2021	Regular	0.00	247.77	10360
BALD0001	Robert Baldwin	08/24/2021	Regular	0.00	2,607.31	10361
ARC0001	ARC	08/31/2021	Regular	0.00	942.17	10362
ATKI0001	Atkinson, Andelson, Loya, Ruud & Romo	08/31/2021	Regular	0.00	829.00	10363
BZCO0001	B.Z. Construction, Inc.	08/31/2021	Regular	0.00	953.00	10364
BAVC0001	BAVCO Backflow Apparatus & Valve Co.	08/31/2021	Regular	0.00	148.36	10365
BLAI0001	Blairs Towing, Inc.	08/31/2021	Regular	0.00	455.00	10366
BUTI0001	Butier Engineering, Inc.	08/31/2021	Regular	0.00	68,071.00	10367
COMO0001	Comoso	08/31/2021	Regular	0.00	277.30	10368
CUMM0001	Cummins Pacific	08/31/2021	Regular	0.00	288.87	10369
DUTH0001	Duthie Electric Service Corporation	08/31/2021	Regular	0.00	537.29	10370
FERG0001	Ferguson Waterworks	08/31/2021	Regular	0.00	3,854.71	10371
FIELD0001	Fieldman, Rolapp & Assoc.	08/31/2021	Regular	0.00	5,104.00	10372
FLOS0001	Flo-Services, Inc.	08/31/2021	Regular	0.00	14,264.25	10373
GMUG0001	GMU Geotechnical, Inc.	08/31/2021	Regular	0.00	9,974.75	10374
HAAK0001	Haaker Equipment Company	08/31/2021	Regular	0.00	4,891.00	10375
HABI0001	Habitat Restoration	08/31/2021	Regular	0.00	3,467.00	10376
HANS0001	Hanson Bridgett LLP	08/31/2021	Regular	0.00	21,142.50	10377
HARR0001	Harrington Industrial Plastics	08/31/2021	Regular	0.00	1,114.14	10378
JIGC0001	JIG Consultants	08/31/2021	Regular	0.00	20,995.25	10379
LAHA0001	La Habra Fence Co., Inc.	08/31/2021	Regular	0.00	5,997.00	10380
MRCR0001	Mr. Crane	08/31/2021	Regular	0.00	1,161.00	10381
NAPA0001	Napa Auto Parts	08/31/2021	Regular	0.00	77.50	10382
OCWA0001	OC Waste & Recycling	08/31/2021	Regular	0.00	289.36	10383
ORAN0002	Orange County Health Care Agency	08/31/2021	Regular	0.00	514.00	10384
S&JS0001	S & J Supply Company	08/31/2021	Regular	0.00	208.80	10385
SANT0003	Santa Margarita Water District	08/31/2021	Regular	0.00	660.00	10386
SOUT0011	Southwest Toyotalift	08/31/2021	Regular	0.00	29,900.73	10387
SSME0001	SS Mechanical Construction Corp.	08/31/2021	Regular	0.00	16,544.75	10388
TABA0001	TAB AnswerNetwork	08/31/2021	Regular	0.00	161.17	10389
TOUC0001	Touch Tel Mobile	08/31/2021	Regular	0.00	625.00	10390
TRUC0001	TrucParCo	08/31/2021	Regular	0.00	75.96	10391
TYLE0001	Tyler Technologies, Inc.	08/31/2021	Regular	0.00	13,818.41	10392
USAE0001	USA Express Tire & Service	08/31/2021	Regular	0.00	94.47	10393
USAB0001	USA BlueBook	08/31/2021	Regular	0.00	140.33	10394
VORT0001	Vortex Industries, Inc.	08/31/2021	Regular	0.00	435.00	10395

Check Report

Date Range: 08/11/2021 - 09/08/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
WECK0001	Weck Laboratories, Inc.	08/31/2021	Regular	0.00	1,600.35	10396
West0006	West Marine Products Inc.	08/31/2021	Regular	0.00	45.77	10397
UMPQ0001	Umpqua Bank	08/11/2021	Bank Draft	0.00	9,250.42	DFT0002223
TOLL0001	The Toll Roads	08/11/2021	Bank Draft	0.00	140.00	DFT0002224
XERO0001	Xerox Corporation	08/12/2021	Bank Draft	0.00	233.77	DFT0002225
HOME0001	Home Depot	08/16/2021	Bank Draft	0.00	418.85	DFT0002226
LOWE0001	Lowe's	08/16/2021	Bank Draft	0.00	119.31	DFT0002227
COXC0001	Cox Communications	08/16/2021	Bank Draft	0.00	105.91	DFT0002228
SOUT0001	South Coast AQMD	08/16/2021	Bank Draft	0.00	582.74	DFT0002229
ADP0001	ADP	08/19/2021	Bank Draft	0.00	101,648.80	DFT0002230
CALP0001	CalPERS	08/20/2021	Bank Draft	0.00	9,330.68	DFT0002231
CALP0001	CalPERS	08/20/2021	Bank Draft	0.00	13,930.60	DFT0002232
CALP0001	CalPERS	08/20/2021	Bank Draft	0.00	4,948.31	DFT0002233
ADP0001	ADP	08/17/2021	Bank Draft	0.00	65.38	DFT0002234
COXC0001	Cox Communications	08/19/2021	Bank Draft	0.00	689.96	DFT0002235
ADP0001	ADP	08/20/2021	Bank Draft	0.00	1.36	DFT0002236
ADP0001	ADP	08/23/2021	Bank Draft	0.00	120.00	DFT0002237
ADP0001	ADP	08/23/2021	Bank Draft	0.00	0.85	DFT0002238
SOUT0002	Southern California Edison	08/23/2021	Bank Draft	0.00	83,853.75	DFT0002239
WAGE0001	Wage Works, Inc.	08/23/2021	Bank Draft	0.00	75.00	DFT0002240
TOLL0001	The Toll Roads	08/25/2021	Bank Draft	0.00	140.00	DFT0002241
EXXO0001	Exxon/Mobil	08/27/2021	Bank Draft	0.00	3,999.88	DFT0002242
SHEL0001	Shell Fleet Plus	08/27/2021	Bank Draft	0.00	1,093.22	DFT0002243
STAN0001	Stanley Security Solutions	08/27/2021	Bank Draft	0.00	1,899.21	DFT0002244
HOME0001	Home Depot	08/31/2021	Bank Draft	0.00	738.69	DFT0002245
LOWE0001	Lowe's	08/31/2021	Bank Draft	0.00	121.37	DFT0002246
CINTO001	Cintas	09/02/2021	Bank Draft	0.00	196.34	DFT0002247
CINTO001	Cintas	09/02/2021	Bank Draft	0.00	314.13	DFT0002248
CINTO001	Cintas	09/02/2021	Bank Draft	0.00	3,111.05	DFT0002249
ADP0001	ADP	09/01/2021	Bank Draft	0.00	24.68	DFT0002250
CALP0001	CalPERS	09/01/2021	Bank Draft	0.00	9,330.68	DFT0002251
CALP0001	CalPERS	09/01/2021	Bank Draft	0.00	-9,330.68	DFT0002251
CALP0001	CalPERS	09/01/2021	Bank Draft	0.00	700.00	DFT0002252
CALP0001	CalPERS	09/01/2021	Bank Draft	0.00	5,266.88	DFT0002253
CALP0001	CalPERS	09/01/2021	Bank Draft	0.00	43,412.84	DFT0002254
CALP0001	CalPERS	09/01/2021	Bank Draft	0.00	13,650.72	DFT0002255
EPX0001	EPX	09/01/2021	Bank Draft	0.00	4,948.31	DFT0002256
GUAR0001	Guardian	09/01/2021	Bank Draft	0.00	6,344.39	DFT0002257
VSP0001	VSP	09/01/2021	Bank Draft	0.00	4,408.31	DFT0002258
TOLL0001	The Toll Roads	09/01/2021	Bank Draft	0.00	870.08	DFT0002259
ADP0001	ADP	09/01/2021	Bank Draft	0.00	140.00	DFT0002260
CALP0001	CalPERS	09/02/2021	Bank Draft	0.00	109,851.51	DFT0002261
CALP0001	CalPERS	09/01/2021	Bank Draft	0.00	9,050.25	DFT0002265
SANT0003	Santa Margarita Water District	09/03/2021	Bank Draft	0.00	3,792.10	DFT0002266
COXC0001	Cox Communications	09/07/2021	Bank Draft	0.00	2,383.61	DFT0002267

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	76	53	0.00	285,436.38
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	122	43	0.00	441,973.26
EFT's	5	3	0.00	115,800.70
	203	99	0.00	843,210.34

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	76	53	0.00	285,436.38
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	122	43	0.00	441,973.26
EFT's	5	3	0.00	115,800.70
	203	99	0.00	843,210.34

Fund Summary

Fund	Name	Period	Amount
99	Pooled Cash	8/2021	634,745.14
99	Pooled Cash	9/2021	208,465.20
			843,210.34



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

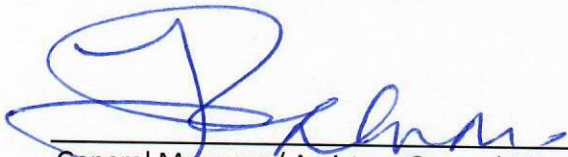
GENERAL FUND PAYROLL WARRANT REGISTER

For the Month of: September 2021

\$ 201,534.57

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.



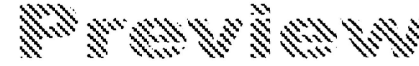
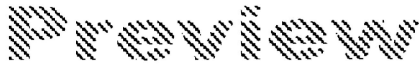
General Manager / Assistant General Manager

 10/13/21

By Date

 10/13/21

By Date



Net Pay	Checks	.00	
	Direct Deposits	68,000.55	
	Subtotal Net Pay		68,000.55
	Adjustments	.00	
	Total Net Pay Liability (Net Cash)		68,000.55

Federal	Agency	Rate	You are responsible for Depositing these amounts		Amount debited from your account		
			EE withheld	ER contrib.	EE withheld	ER contrib.	
	Federal Income Tax				13,134.55		
	Earned Income Credit Advances						
	Social Security				5,449.68	5,449.67	
	Medicare				1,556.71	1,556.71	
	Medicare Surtax						
	Federal Unemployment Tax						
	Subtotal Federal				20,140.94	7,006.38	27,147.32
	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						
	Total Federal				20,140.94	7,006.38	27,147.32
State	CA State Income Tax				5,698.84		
	CA State Unemployment Insurance-ER	3.0000				19.31	
	CA State Disability Insurance-EE				1,052.83		
	Subtotal CA				6,751.67	19.31	6,770.98
	Total Taxes		.00	.00	26,892.61	7,025.69	33,918.30

Amount ADP Debited From Account XXXXX6939 Tran/ABA XXXXXXXXXX 33,918.30

Excludes Taxes That Are Your Responsibility

Other ADP Direct Deposit 68,000.55

26 Employee Transactions

Transfers Amount ADP Debited From Account XXXXX6939 Tran/ABA XXXXXXXXXX 68,000.55

Total Amount ADP Debited From Your Accounts 101,918.85

Net Pay	Checks	228.21			
	Direct Deposits	65,588.25			
	Subtotal Net Pay				65,816.46
	Adjustments	2,206.89			
	Total Net Pay Liability (Net Cash)				68,023.35

Taxes		You are responsible for		Amount debited		
		Depositing these amounts		from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	Federal Income Tax				13,433.80	
	Earned Income Credit Advances					
	Social Security		5,327.55		5,327.60	
	Medicare		1,557.87		1,557.85	
	Medicare Surtax				98.64	
	Federal Unemployment Tax					
	Subtotal Federal		20,417.86		6,885.45	27,303.31
	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					
	Total Federal		20,417.86		6,885.45	27,303.31
State	CA State Income Tax				5,463.10	
	CA State Unemployment Insurance-ER 0000					35.12
	CA State Disability Insurance-EE				997.73	
	Subtotal CA		6,460.83		35.12	6,495.95
	Total Taxes	.00	.00	26,878.69	6,920.57	33,799.26
	Amount ADP Debited From AccountXXXX6939					33,799.26
	Tran/ABA XXXXXXXXXX					Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit	65,588.25				29 Employee Transactions
Transfers	ADP Check	228.21				
	Amount ADP Debited From AccountXXXX6939					65,816.46
	Tran/ABA XXXXXXXXXX					
	Total Amount ADP Debited From Your Accounts					99,615.72



Statistical Summary Detail

TRABUCO CANYON WATER

Region Name : **GKN**
 Company Code : ADP RESOURCE

Batch : **3688**
 Quarter Number : **4**
 Service Center : **580**

Period Ending : **09/30/2021** **Week 40**
 Pay Date : **10/05/2021**
 Current Date : **10/01/2021** Page 2

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

CONSENT CALENDAR

ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING

RECOMMENDED ACTION:

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

- 1. September 1, 2021 Engineering/Operational Meeting*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI



TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | SEPTEMBER 1, 2021

DIRECTORS PRESENT

Ed Mandich, Committee Chair
Don Chadd, Committee Member Alternate

STAFF PRESENT

Michael Perea, Assistant General Manager
Lorrie Lausten, District Engineer
Karen Warner, Principal Accountant
Jason Stroud, Maintenance Superintendent
Oscar Ulloa, Wastewater Chief Plant Operator
Lisa Marie Sangi, Executive Assistant

PUBLIC PRESENT

None

PUBLIC PRESENT VIA CONFERENCE CALL

There were members of the public on the conference call

CALL MEETING TO ORDER

Director Mandich called the September 1, 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

No comments were received.

REPORT FROM THE ASSISTANT GENERAL MANAGER

Mr. Perea reported on the following matters:

- General Manager Mr. Paludi is out of the office today due to a scheduling conflict.
- Water Operations and Maintenance staff responded to domestic water service lateral leak at Orange County Fire Authority (OCFA) Fire Station 18 in the canyon area. Mr. Perea added that an emergency line break occurred after restoring service to the isolated area, and that District staff worked late into the evening and scheduled to complete later that day. Discussion occurred concerning the mitigation of traffic control challenges in the canyon areas.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | SEPTEMBER 1, 2021**

ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

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

RECOMMENDED ACTION

Director Mandich and Mr. Perea recommended that the Engineering/Operational Committee Meeting Recap(s) be forwarded to the Board of Directors for approval (Consent Calendar).

ITEM 2: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING DIMENSION WATER TREATMENT PLANT BACKWASH TANK REPLACEMENT PROJECT

Mr. Perea introduced this matter to the Committee. Ms. Lausten provided a brief project status update, and she reviewed the current project schedule and photos with the Committee. Discussion occurred concerning the project timeline for completion and the startup of the Dimension Water Treatment Plant (DWTP).

RECOMMENDED ACTION:

There was no action taken.

ITEM 3: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING ELECTRICAL IMPROVEMENTS AT EL TORO SEWER LIFT STATION

Mr. Perea provided an update to the Committee, and he reviewed the previous repairs and procurement of equipment for the El Toro Sewer Lift Station. Mr. Perea provided a brief overview of the condition of the existing onsite electrical components. Mr. Stroud added that the purpose of the proposed work is to upgrade the onsite electrical improvements to meet certain standards. Discussion occurred concerning the reason for sole sourcing this proposed work; Mr. Perea reported that Flo-Services, Inc. completed the installation of the onsite pumps for the facility, and that the recommendation would be for the same firm to complete the electrical improvements. Director Mandich requested that District staff provide additional feedback to the Board related to certain costs identified in the proposal.

RECOMMENDED ACTION:

The Committee recommended the Board of Directors approve the Flo-Services, Inc. proposal for Electrical Upgrades at El Toro Sewer Lift Station in the amount of \$175,698 with a 10% contingency for a total not to exceed amount of \$193,267 (Action Calendar).

ITEM 4: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING HERITAGE SEWER LIFT STATION IMPROVEMENT PROJECT

Mr. Perea introduced this matter to the Committee. Ms. Lausten provided a project update to the Committee, and she reported that District staff are evaluating overall improvements to this facility, including gravity line improvements, station bypass improvements, wet well improvements, site security upgrades, and drainage issue remediation. Mr. Perea added that District staff will perform public outreach efforts to the neighboring residents and Homeowners Association, as well as the County of Orange, due to the potential impacts to the Bell View Trail. Discussion occurred concerning the engineer's estimate, project timeline, and aesthetic considerations.

RECOMMENDED ACTION:

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

ITEM 5: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING T-MOBILE CELLULAR SITE LEASE AMENDMENT NO.2

Mr. Perea provided an update on this matter to the Committee, and he mentioned that the second DRAFT Cellular Site Lease Amendment included for review has been reviewed by both District staff and general counsel. Ms. Lausten highlighted certain terms of the Amendment that were outside of the terms of the original agreement. Discussion occurred concerning the potential opportunities for additional cellular sites in the District's service area.

RECOMMENDED ACTION:

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

ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE APPROVAL OF TESCO CONTROLS EMASS PROGRAM CONTRACT

Mr. Perea presented this matter for Committee review, and he reported that the District has worked with TESCO Controls on the EMASS Program for existing District facilities. Mr. Stroud provided a brief description of the program services, and he highlighted the benefits of TESCO Controls serving as an extension of District staff for this type of work. Discussion occurred concerning the timeline for completion of the program work.

RECOMMENDED ACTION:

The Committee recommended the Board of Directors approve the TESCO Controls proposal for the EMASS Program Service Contract (3 Years) for a not to exceed amount of \$84,000 (Action Calendar).

ITEM 7: OTHER ENGINEERING AND OPERATIONS PROJECTS

1. Master Plan and Condition Assessment Update

Ms. Lausten reported that District staff had prepared a Request for Proposals (RFP) for this work, and she had submitted the RFP to four pre-qualified firms. Ms. Lausten reported that this matter would be presented to the Committee for their consideration at the following Committee meeting.

2. Bell Canyon Sewer Lift Station Improvement Project

Ms. Lausten provided a brief project status update to the Committee, and she presented DRAFT renderings of an upgraded security gate at the facility. Ms. Lausten reported that District staff has reviewed this matter with Dove Canyon Master Association (DCMA). Discussion occurred concerning the proposed improvements.

3. Saddleback Meadows Development

Ms. Lausten reported that District staff is working with PSOMAS to complete the Sub-Area Master Plan (SAMP) this month, and will forward the SAMP to the developer for their review.

4. Saddlecrest Development

Mr. Perea mentioned that both he and the General Manager met with the developer on certain outstanding items and project timelines. Discussion occurred concerning the District's adoption of the facilities and domestic water system-related matters.

5. Other Projects

None.

RECOMMENDED ACTION

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

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | SEPTEMBER 1, 2021**

ITEM 8: WATER SYSTEM UPDATES

Mr. Perea reviewed the projects and repairs for August 2021, and he provided the additional highlights:

1. Water Operations staff continued to work with Superior Tank and their subcontractors on the construction of the Backwash Recovery Tank.
2. Water Operations staff replaced a Cla-Val distributor on Booster Pump #1 at the Falcon Pump Station in the Canyon Community.
3. Water Operations staff converted a hydrant from a Wet Barrel to Dry Barrel at the end of Atkinson Lane in the Canyon Community.
4. Water Operations staff painted all steel piping at the Trabuco Creek Ground Water Treatment Facility.
5. Water Operations staff started a new cycle of the Dead-End Flushing Program.

Mr. Perea mentioned that due to month end, there were no updated reports. Mr. Perea provided a brief update concerning the recent loss of a District vehicle due to a brush fire.

RECOMMENDED ACTION

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

ITEM 9: WASTEWATER SYSTEM UPDATES

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

1. Worked with Maintenance Department staff to replace Sequencing Batch Reactor (SBR) waste valve limit switches Robinson Ranch Wastewater Treatment Plant (WWTP).
2. Worked with Maintenance Department staff on the WWTP Headworks Screening equipment.
3. Worked with Brightview Landscape Services to complete weed abatement and grubbing at WWTP Reservoir Dam Face (consistent with DSOD recommendations) and Shadow Rock Detention Basin Facility.
4. Worked with TESCO Controls, Inc. on WWTP SCADA System Improvements.
5. Worked with Hydrotech Electrical to complete WWTP aeration system electrical conduit improvements.

Mr. Perea mentioned that due to month end, there were no updated reports. Mr. Perea introduced Mr. Ulloa, Wastewater Chief Plant Operator to the Committee. Mr. Perea reported that Operations has stopped pumping Dove Lake to the reservoir, and that there had been a slight decrease in demand due to recent milder temperatures. Discussion occurred concerning proposed Dove Lake pump improvements and slide gate repairs.

RECOMMENDED ACTION

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

ITEM 10: MAINTENANCE DEPARTMENT UPDATES

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

1. Maintenance Department staff worked with TESCO Controls on the District SCADA upgrades.
2. Maintenance Department staff scheduled the delivery of a new Toyota forklift, and upcoming training opportunity for District staff.
3. Maintenance Department staff worked with Hydrotech Electric on the conduit repairs and electrical upgrades at the Robinson Ranch Wastewater Treatment Plant.
4. Maintenance Department staff have installed fire extinguisher in the District's fleet vehicles.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | SEPTEMBER 1, 2021**

- 5. Maintenance Department staff finalized a quote and procurement of the new surge tank for the El Toro Sewer Lift Station.

Mr. Stroud provided a brief update concerning facility and vehicle fire extinguishers and employee training.

RECOMMENDED ACTION

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

ITEM 11: OTHER MATTERS/REPORTS

There was a brief discussion on the District's Non-Domestic Water Allocation Policy allocation methodology.

RECOMMENDED ACTION

There was no action taken.

ADJOURNMENT

Director Mandich adjourned the September 1, 2021 Engineering/Operational Committee Meeting at 7:55 AM.

DRAFT

TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 21, 2021

CONSENT CALENDAR

ITEM 4: EXECUTIVE COMMITTEE MEETING

RECOMMENDED ACTION:

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

1. July 13, 2021



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | JULY 13, 2021

DIRECTORS PRESENT

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

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager
Lisa Marie Sangi, Executive Assistant

PUBLIC PRESENT

There were no members of the public present

CALL MEETING TO ORDER

Vice President Dopudja called the July 13, 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

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: DISCUSSION CONCERNING THE APPOINTMENT OF AN ASSISTANT SECRETARY TO THE BOARD OF DIRECTORS

Mr. Paludi introduced this matter for Committee consideration. Mr. Perea reported that Assistant Secretary to the Board of Directors position is currently vacant due, and he recommended Ms. Sangi for the position as she has completed her training for the position. Discussion occurred concerning certain duties and responsibilities of the Assistant Secretary.

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | JULY 13, 2021**

RECOMMENDED ACTION:

The Committee recommended the Board of Directors adopt Resolution No. 2021-1296 – Resolution of the Board of Director of the Trabuco Canyon Water District Confirming Appointment of Assistant Secretary to the Board of Directors (Action Calendar).

ITEM 3: BOARD AGENDA PLANNING CALENDAR

Mr. Paludi presented this matter for Committee consideration, and he reviewed and highlighted the following Board agenda planning calendar with the Committee:

- Consideration of changing the date and time of the Regular Board Meeting.
- District staff is preparing a Request for Proposals (RFP) for an Automatic Meter Reading/Automatic Metering Infrastructure (AMR/AMI) System Integration.
- Special Counsel Services with Atkinson, Andelson, Loya, Ruud, & Romo
- The next South Orange County Agencies Group meeting will be hosted by El Toro Water District.

RECOMMENDED ACTION:

Committee to discuss information at the time of the Executive Committee Meeting and take action(s) as deemed appropriate.

OTHER MATTERS

ITEM 4: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

Mr. Paludi provided a brief update on the proposed alternative work schedule (9/80), and he highlighted the proposed workday/workhour schedule, the planned scheduled Friday off, and impacts to operations standby rotation. Mr. Paludi reported that this matter will be agendized for consideration at the next Regular Board Meeting.

RECOMMENDED ACTION:

Hear other matters from the General Manager and/or Staff.

ADJOURNMENT

Vice President Dopudja adjourned the July 13, 2021 Executive Committee Meeting at 5:03 PM.

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

ACTION CALENDAR

ADMINISTRATIVE MATTERS

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

FEES AND EXPENSES

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

TENTATIVE FUTURE MEETINGS

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

FUNDING SOURCE:

General Fund

FISCAL IMPACT

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

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was reviewed with the Finance/Audit Committee.

RECOMMENDED ACTIONS:

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

1. *September 2021*

EXHIBIT(S):

1. Directors Fees and Expenses Monthly Report for September 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 | SEPTEMBER 2021**

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
DISTRICT MEETINGS					
Engineering/Operational Committee Meeting			09/01/21	09/01/21	
Special Board Meeting	09/02/21	09/02/21	09/02/21	09/02/21	09/02/21
Finance/Audit Committee Meeting		09/08/21		09/08/21	
Individual Meeting with General Manager	09/14/21	09/13/21		09/13/21	09/14/21
Regular Board Meeting	09/16/21	09/16/21	09/16/21	09/16/21	09/16/21
Paloma Square Ad Hoc Meeting			09/20/21		09/20/21
REPRESENTATIVE MEETINGS					
City of Rancho Santa Margarita Council Meeting	09/08/21				
City of Rancho Santa Margarita Council Meeting					09/22/21
City of Rancho Santa Margarita City Planning Commission Meeting					
Independent Special Districts of Orange County Meeting					
MWDOC Water Policy Forum	09/30/21			09/30/21	
Santiago Aqueduct Commission Meeting(SAC)		09/16/21			
South Orange County Agencies Group					09/23/21
South Orange County Wastewater Authority (SOCWA) Regular Board Meeting			09/02/21		
South Orange County Wastewater Authority (SOCWA) Finance Meeting					
South Orange County Integrated Regional Watershed Management Executive Committee					
Water Advisory Committee of Orange County Meeting (WACO)	09/10/21				
NUMBER OF MEETINGS ATTENDED	6	4	4	6	6
FEES (\$125 per each meeting*)	\$750.00	\$500.00	\$500.00	\$750.00	\$750.00
DIRECT REIMBURSABLE EXPENSES					
DIRECT REIMBURSABLE EXPENSES TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INDIRECT REIMBURSABLE EXPENSES					
INDIRECT REIMBURSABLE EXPENSES TOTALS					
TOTAL	\$750.00	\$500.00	\$500.00	\$750.00	\$750.00
<i>* Maximum per diem per day is one; maximum per diems per month is 10</i>					

DIRECTOR SIGNATURE _____

TRABUCO CANYON WATER DISTRICT | 2021 PUBLIC MEETING AND CONFERENCE CALENDAR

2021													
LINE ITEM	MEETING DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DISTRICT PUBLIC MEETINGS													
1	Executive Committee Meeting	TBD			TBD			TBD			TBD		
2	Engineering/Operational Committee Meeting	01/06/21	02/03/21	03/03/21	04/07/21	05/05/21	06/02/21	07/07/21	08/04/21	09/01/21	10/06/21	11/03/21	12/01/21
3	Finance/Audit Committee Meeting	01/13/21	02/10/21	03/10/21	04/14/21	05/12/21	06/09/21	07/14/21	08/11/21	09/08/21	10/13/21	11/10/20	12/08/21
4	Regular Board Meeting	01/20/21	02/17/21	03/17/21	04/21/21	05/19/21	06/16/21	07/21/21	08/18/21	09/15/21	10/20/21	11/17/21	12/15/21
5	District Properties Ad Hoc Committee Meeting	-	-	-	-	-	-	-	-	-	-	-	-
PUBLIC MEETINGS													
6	City of RSM City Council Meeting - Meeting No. 1	01/13/21	02/10/21	03/10/21	04/14/21	05/12/21	06/09/21	07/14/21	08/11/21	09/08/21	10/13/21	11/10/21	12/08/21
7	City of RSM City Council Meeting - Meeting No. 2	01/27/21	02/24/21	03/24/21	04/28/21	05/26/21	06/23/21	07/28/21	08/25/21	09/22/21	10/27/21	11/24/21	12/22/21
8	Independent Special Districts of Orange County Meeting	01/05/21	02/02/21	03/02/21	04/06/21	05/04/21	06/01/21	07/06/21	08/03/21	09/07/21	10/05/21	11/02/21	12/07/21
9	Independent Special Districts of Orange County Meeting	01/28/21	-	-	04/29/21	-	-	07/29/21	-	-	10/28/21	-	-
10	Orange County Local Agency Formation Commission (OC LAFCO)	01/13/21	02/10/21	03/10/21	04/14/21	05/12/21	06/09/21	07/14/21	08/11/21	09/08/21	10/13/21	11/10/21	12/08/21
11	Santiago Aqueduct Commission Meeting	-	-	03/18/21	-	-	06/17/21	-	-	09/16/21	-	-	12/16/21
12	South Orange County 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
CONFERENCES													
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 | OCTOBER 21, 2021**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

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

State of California

10/01/2021 - Governor Newsom announced plans to add the COVID-19 vaccine to the list of vaccinations required to attend school in-person when the vaccine receives full approval from the Food and Drug Administration (FDA) for middle and high school grades, making California the first state in the nation to announce such a measure. Following the other first-in-the-nation school masking and staff vaccination measures, Governor Newsom announced the COVID-19 vaccine will be required for in-person school attendance—just like vaccines for measles, mumps, rubella and more. California continues to maintain the lowest case rate in the entire country and is one of only two states to have advanced out of the CDC’s ‘high’ COVID transmission category.

<https://www.gov.ca.gov/2021/10/01/california-becomes-first-state-in-nation-to-announce-covid-19-vaccine-requirements-for-schools/>

County of Orange

County Health Officer's Orders and Strong Recommendations (*revised 10/12/2021*) includes requirements for self-isolation/self-quarantine of persons with and/or exposed to COVID-19, asymptomatic fully vaccinated or previously infected persons, and students grades TK through 12. Additional information includes certain specific orders related to health care workers and long-term care specialists.

<https://ocovid19.ochealthinfo.com/article/oc-health-officers-orders-recommendations>

District Response Efforts

In September 2021, **AB 361** was enacted and provided that as of October 1, 2021, a local agency may conduct entirely remote virtual/teleconference meetings if the legislative body of that local agency finds that the Governor has declared a state of emergency, and either state or local officials have imposed or recommended measures to promote social distancing or the legislative body determines that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees. AB 361 also puts additional requirements on these meetings while waiving some of the Brown Act’s rules for teleconference meetings. This matter was reviewed with the Board in September, and subsequently, with the Executive Committee on October 11, 2021. The Executive Committee recommended the Board continue its traditional in-person meetings under the pre-COVID-19 processes outlined in the Brown Act as opposed to being conducted via teleconference following the restrictions and rules outlined in AB 361. District staff recommends the Board affirm that meetings of the full Board and the standing Board committees continue to be held as in-person meetings operating pursuant to the provisions of the Brown Act.

FUNDING SOURCE:

Not applicable.

FISCAL IMPACT

Unknown at this time.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This matter was reviewed with the Executive Committee.

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

RECOMMENDED ACTIONS:

1. *Receive information at the time of the Board meeting.*
2. *Board of Directors to confirm that its meetings, and the meetings of its standing committees, continue to be held as in-person meetings operating pursuant to the provisions of the Brown Act.*

EXHIBIT(S):

None

CONTACTS (staff responsible): PALUDI/PEREA/COLLINS

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

**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 7: APPROVAL OF CONTRACT CHANGE ORDER NO. 2 TO FERREIRA CONSTRUCTION FOR 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.

In September 2019 the Station failed and it was rehabilitated/replaced over the course of a year, with substantial completion on July 21, 2021. There is one remaining change order for the project from Ferreira Construction in the amount of \$53,883.95 (Exhibit 1) for additional pump rental and maintenance, along with the retrofit of the swing gate to screen the generator (Exhibit 2). The following is the budget for the project:

REHABILITATION PROJECT COSTS-UPDATED		
ITEM	TASK DESCRIPTION	BUDGET
1	Construction Contract – Ferreira Construction (FINAL)	\$ 1,578,695.00
2	Geotechnical Services/Vibration Monitoring - GMU Geotechnical	\$ 13,250.00
3	Engineering Design/Services During Construction – JIG Consultants	\$ 129,625.00
4	Construction Management/Inspection-Butier	\$ 180,830.00
5	Design Site Survey/Construction Monitoring – DMc Engineering	\$ 12,903.00
6	Easement Procurement - DMc Engineering/CPSI Right-of-Way Services*	\$ 7,500.00
7	Service/Meter Plan/Arc Flash Study - SCE	\$ 4,313.08
Total:		\$ 1,927,116.08

**Estimated*

FUNDING SOURCE:

Emergency Reserves

FISCAL IMPACT:

\$1,928,000.00

ENVIRONMENTAL COMPLIANCE:

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

COMMITTEE STATUS:

This matter was reviewed with the Executive Committee.

RECOMMENDED ACTIONS:

1. *Receive information at the time of the Board Meeting.*
2. *Authorize the General Manager to execute Contract Change Order No. 2 with Ferreira Construction in the amount of \$53,883.*

EXHIBIT(S):

1. Ferreira Construction Change Order No. 2
2. Fence/Gate Retrofit Exhibit

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE

TELEPHONE: (949) 858-0277
FACSIMILE: (949) 858-3025

CONTRACT CHANGE ORDER

Project Title: Bell Canyon Sewer Lift Station
Rehabilitation Project
Project No: 1920-022
C.C.O. #: 2
Date: 09/29/21
Contractor: Ferreira Construction
10370 Commerce Center Drive, Suite B200
Rancho Cucamonga, CA 91730
(909) 606-5900

C.C.O. DESCRIPTION:
Extra work to replace gate and additional bypass pump rental

Attachments: Yes No

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

SCOPE OF WORK AND COSTS:	\$ Additions	\$ Deletions	Days (+/-)
Additional By-Pass Rental	\$15,430.95		
Additional Wrought Iron Fence & Single Swing Gate Replacement	\$38,453.00		
TOTAL =	\$53,883.95	\$0.00	
NET TOTAL/DAYS		\$ 53,883.95	

Contract Change Order Net Amount	\$53,883.95
Total of Previous Change Orders	\$28,583.05
Total of All Change Orders	\$82,467.00
Original Contract Amount	\$1,496,228.00
New Contract Amount	\$1,578,695.00
Percent Original Contract (all changes order to date)	5.51%

Net Change Order \$53,883.95

Schedule Impact Yes No _____ **Calendar Days**

Date: _____

CONTRACTOR/TITLE

CHANGE ORDER REQUESTED BY:

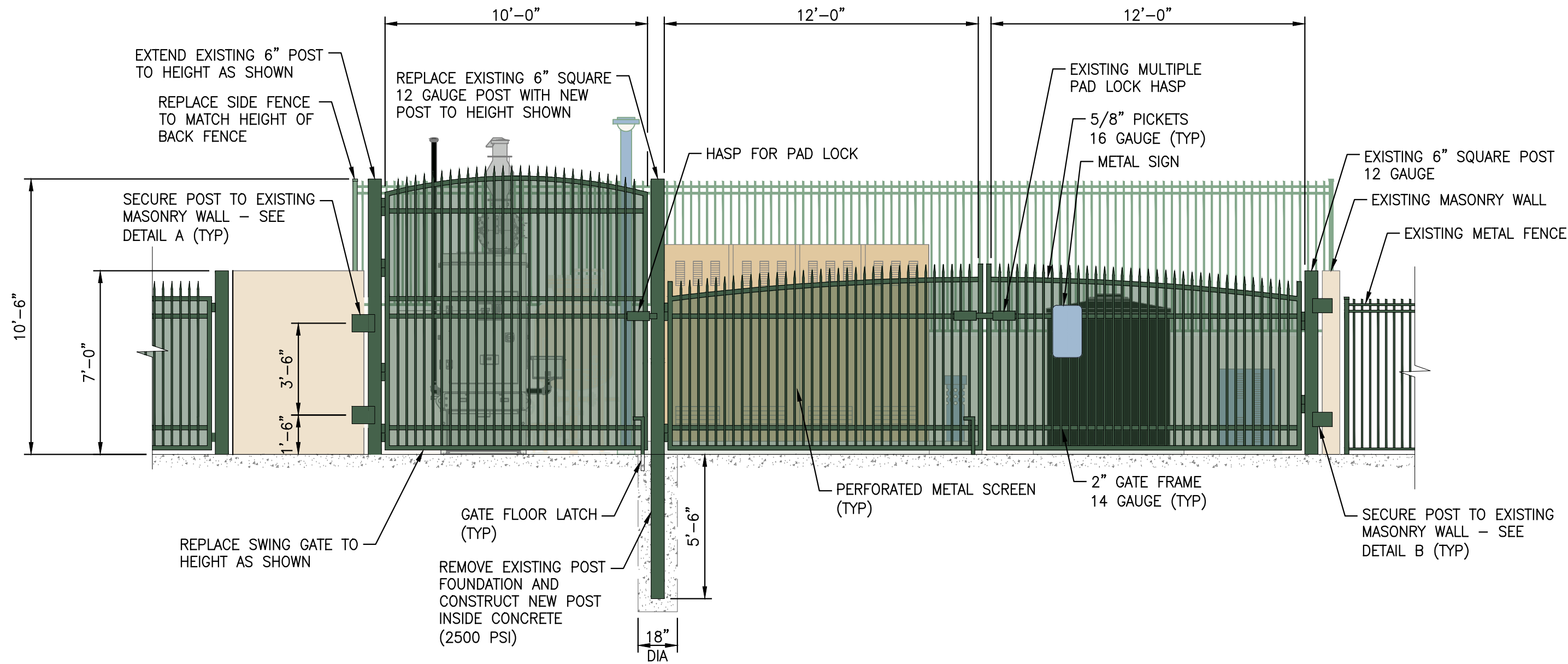
Trabuco Canyon Water District Contractor Other: _____

TRABUCO CANYON WATER DISTRICT

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



FENCE ELEVATION

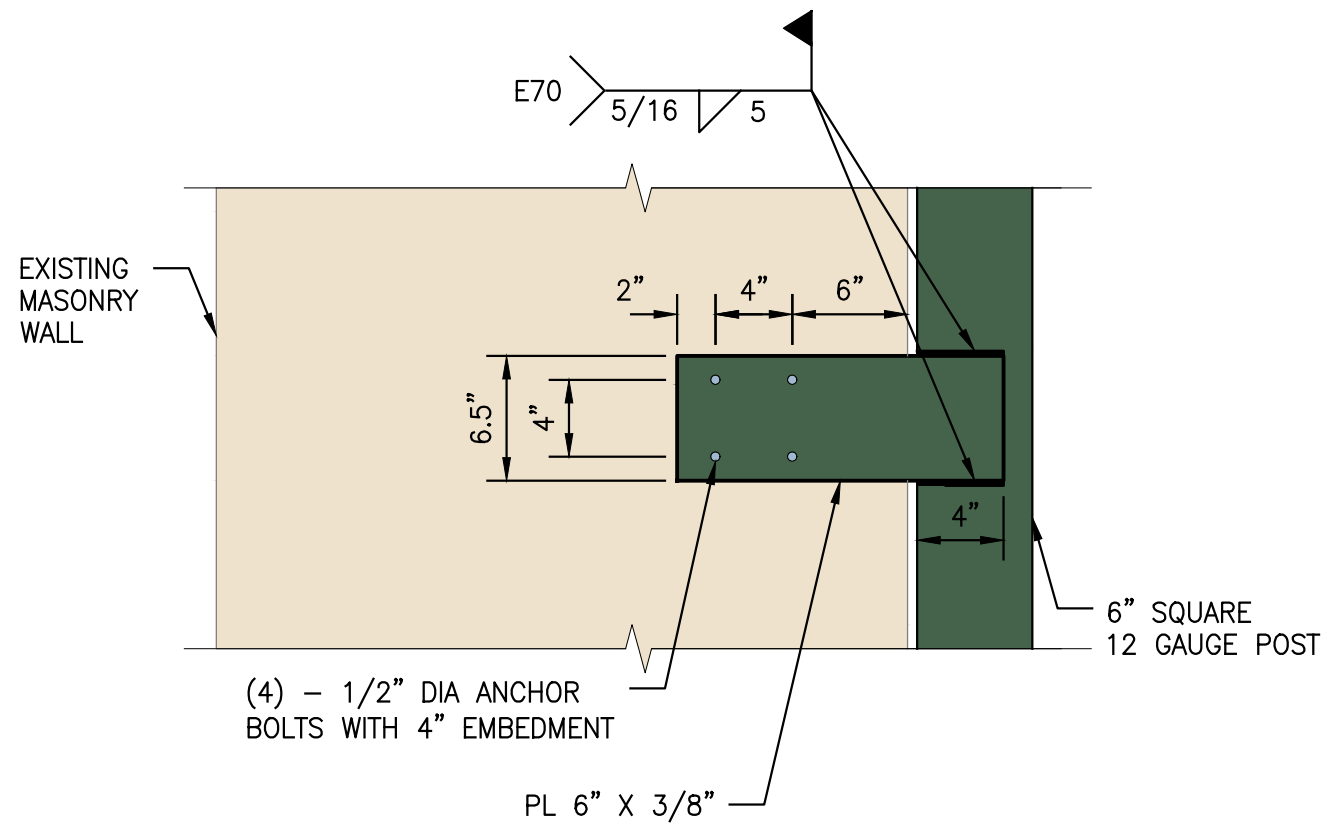
SCALE: 1/4" = 1'-0"



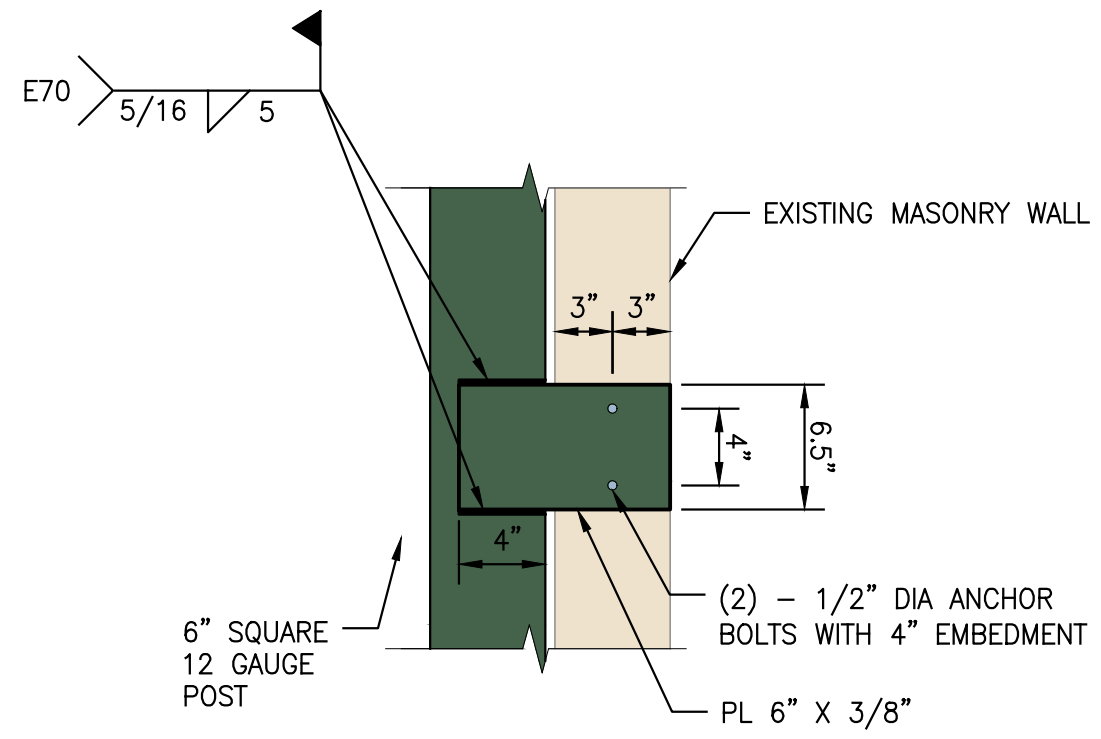
318 W. KATELLA AVE, SUITE A
 ORANGE, CA 92867
 (714) 978-4407
 www.jigconsultants.com

TRABUCO CANYON WATER DISTRICT
BELL CANYON SEWER LIFT STATION REHABILITATION
PROJECT NO. 1920-022

BELL CANYON LIFT STATION
FENCE RETROFIT



DETAIL A
N.T.S



DETAIL B
N.T.S



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

TRABUCO CANYON WATER DISTRICT
BELL CANYON SEWER LIFT STATION REHABILITATION
PROJECT NO. 1920-022

BELL CANYON LIFT STATION
FENCE RETROFIT DETAILS

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

**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 8: APPROVAL OF THE COUNTY OF ORANGE JOINT AGREEMENT FOR 800 MHz COUNTYWIDE COORDINATED COMMUNICATIONS SYSTEM

On February 6, 1996, the County Board of Supervisors approved the original Joint Agreement (Agreement) for the implementation and operation of the County of Orange 800 MHz Countywide Coordinated Communications System (CCCS). The Sheriff-Coroner Department (OCSD) operates and maintains the 800 MHz System, which provides centralized, interoperable voice radio communications for the county and its 34 cities, including all public safety and public service agencies, as well as a number of private, state and federal agencies that provide support to the above agencies and/or have relevant communications requirements.

At the June 21, 2017 Regular Board Meeting, the Board of Directors authorized the District to join the CCCS as a member agency of the Municipal Water District of Orange County (MWDOC) and Water Emergency Response Organization of Orange County (WEROC) which required the following: (1) member agencies to execute the County standard agreement, (2) an annual access rate fee, (3) a flat annual maintenance fee, (4) future cost of parts and/or repairs not included in annual maintenance.

An updated agreement was approved by the County Board of Supervisors June 22, 2021, and the County and OCSD has prepared the following comparison list of the changes from the previous version to the proposed version:

Comparison List			
Subject/Item	Previous	New	Notes
Table of Contents			Section structure modified to improve readability
Administrator of System	Orange County Sheriff-Coroner Department & County	Lead Agency	Simplify terminology and nomenclature
Section 1.2, 14.1	System Backbone section 14.1	System Infrastructure	Simplify terminology and nomenclature
Section 2.2		Addition of two members OCCOPSA & OCFA member	Previously seven members
Section 3.2.2		Addition of Sponsored Agency	Allows Partner Agency to sponsor
Section 15.2, 5.3.1	Cost Sharing Section 15.2	Partner Agency cost allocation based on their radio count	Previously 60/40 percent split of cost allocation between county and Partner Agency
Costs	Backbone Costs Section 15.3	Reserve Fund Section 5.6	Simplify terminology and nomenclature
Budget	Cost Sharing & Future System Enhancements Section 15	Ten-Year Plan Budgeting Section 5.5	Forecast budget for capital improvements
Payments	Annual Payment Section 15.4	Partner Agency Financial Obligation Section 5.2	Simplify terminology and nomenclature
Supporting Document		New Partner Agency Rider document	Previously did not exist
Supporting Document		Bylaws	Previously did not exist

According to the approved Fiscal Year 2021/22 Participant Cost Allocation Breakdown, the District’s annual costs will increase by an approximate 20% from \$500 to \$601 to continue to use the 800 MHz CCCS. District staff recommends the continued participation in the 800 MHz CCCS.

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

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

Current Costs: \$500 per year

Fiscal Year 2021/22 Costs: \$601 [approximate 20% increase]

ENVIRONMENTAL COMPLIANCE:

This project is categorically exempt from the California Environmental Quality Act (CEQA), Class 1, (Existing Facilities) pursuant to CEQA Guidelines, Section 15301.

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee.

RECOMMENDED ACTION:

1. *Receive information at the time of the Board Meeting.*
2. *Authorize the General Manager to execute the County of Orange Joint Agreement for the County of Orange 800 MHz Countywide Coordinated Communications.*

EXHIBIT(S):

1. Orange County Sheriff's Department Letter RE: 800 MHz Countywide Coordinated Communication System
2. OCSD Fiscal Year 2021/22 Cost Allocation Breakdown by Participant
3. Joint Agreement for the Operation, Maintenance, and Financial Management of the Orange County 800 MHz Countywide Coordinated Communications System

CONTACTS (staff responsible): PALUDI/PEREA



ORANGE COUNTY SHERIFF'S DEPARTMENT



800 MHz Countywide Coordinated Communications System (CCCS) Governance Committee

CHAIR, Rob Houston, City Manager, City of Fountain Valley
Jill Ingram, City Manager, City of Seal Beach
Jim Sadro, City Manager, La Habra

VICE CHAIR, Brian Wayt, Executive Director, Sheriff-Coroner Department
Scott Stiles, City Manager, City of Garden Grove
Kevin Onuma, P.E., Deputy Director, OC Public Works
Joel Golub, Chief Information Officer, County Executive Office

August 12, 2021

Trabuco Water District
Jason Stroud
32003 Dove Canyon Dr.
Trabuco Canyon, CA 92679

Dear Mr. Stroud:

As you may know, the 800 MHz Governance Committee has been working on re-drafting the 800 MHz Joint Agreement. After two years of work and input from our project teams and executive stakeholders, the Governance Committee approved the new Joint Agreement, authorizing the Sheriff to present to the Orange County Board of Supervisors for approval.

The newly written Joint Agreement provides improved guidelines for the enhanced operations and fiscal management of the 800 MHz Countywide Coordinated Communication System (CCCS). The new Joint Agreement also establishes Governance Committee Bylaws.

The Orange County Board of Supervisors approved the newly written Joint Agreement on June 22, 2021. The next step is for the Partner Agencies to request approval and adoption of the attached 800 MHz Joint Agreement by the Partner Agency Governing Authorities. Due to a large number of Partner Agencies, the signature page for your City may be separate from the other Partner Agencies. Once all Partner Agencies have signed off and returned their documents to us, the new Joint Agreement will be put into effect.

For your convenience, please see the attached Agenda Staff Report and the supporting documents, that the OC Sheriff's Department provided to the Board providing the background to this project and our recommended actions. If you have questions or concerns, please contact myself or Stephen Barteau at sbarteau@ocsd.org or (714) 704-7969.

As always, thank you for your ongoing support.

Sincerely,

Rob Houston, Chair
800 MHz CCCS Governance Committee

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	800 MHz Backbone Cost Sharing - Cost Allocations based on Radio Counts																
2																	
3	FY 21-22 COST ALLOCATION																
4																	
5																	
		FY 21-22 RADIO COUNT						FY 21-22 Annual Payment									
6	CITY/AGENCY	LAW EQUIP.	FIRE EQUIP.	LIFEGR D EQUIP.	PW EQUIP.	TOTAL	ALLOCATION PERCENT (60/40)	OPERATIONS	BACKBONE INFRASTR. (1)	800 Mhz SUSTAIN. FUND (1)	TOTAL (60/40)	TOTAL Straight Radio Count	FY 20-21 PAYMENT	FY 20-21 Radio Counts	# CHANGE	\$ Change over FY 19-20	
7	ALISO VIEJO	42	0	0	12	54	0.41%	\$12,987	\$2,199	\$1,034	\$16,220	\$18,756	\$ 17,079	54	0	\$ (858)	
8	ANAHEIM	1081	459	0	363	1,903	14.35%	\$457,668	\$77,493	\$36,452	\$571,614	\$660,962	\$ 599,967	1,897	6	\$ (28,353)	
9	BREA	227	87	0	38	352	2.66%	\$84,655	\$14,334	\$6,743	\$105,732	\$122,259	\$ 105,635	334	18	\$ 97	
10	BUENA PARK	232	0	0	59	291	2.19%	\$69,985	\$11,850	\$5,574	\$87,409	\$101,072	\$ 92,035	291	0	\$ (4,626)	
11	COSTA MESA	380	157	0	111	648	4.89%	\$155,843	\$26,388	\$12,413	\$194,643	\$225,067	\$ 204,944	648	0	\$ (10,301)	
12	CYPRESS	144	0	0	33	177	1.34%	\$42,568	\$7,208	\$3,390	\$53,166	\$61,477	\$ 55,664	176	1	\$ (2,497)	
13	DANA POINT	54	0	0	4	58	0.44%	\$13,949	\$2,362	\$1,111	\$17,422	\$20,145	\$ 17,079	54	4	\$ 343	
14	FOUNTAIN VALLEY	127	64	0	63	254	1.92%	\$61,087	\$10,343	\$4,865	\$76,295	\$88,221	\$ 80,017	253	1	\$ (3,721)	
15	FULLERTON	331	144	0	34	509	3.84%	\$122,414	\$20,727	\$9,750	\$152,891	\$176,789	\$ 160,033	506	3	\$ (7,142)	
16	GARDEN GROVE	406	0	0	67	473	3.57%	\$113,756	\$19,261	\$9,060	\$142,077	\$164,285	\$ 149,596	473	0	\$ (7,519)	
17	HUNTINGTON BEACH	518	197	79	164	958	7.23%	\$230,397	\$39,011	\$18,351	\$287,759	\$332,739	\$ 302,672	957	1	\$ (14,912)	
18	IRVINE	570	0	0	165	735	5.54%	\$176,766	\$29,930	\$14,079	\$220,776	\$255,285	\$ 221,390	700	35	\$ (614)	
19	LAGUNA BEACH	155	98	60	68	381	2.87%	\$91,630	\$15,515	\$7,298	\$114,443	\$132,331	\$ 119,551	378	3	\$ (5,108)	
20	LAGUNA HILLS	38	0	0	4	42	0.32%	\$10,101	\$1,710	\$805	\$12,616	\$14,588	\$ 13,283	42	0	\$ (668)	
21	LAGUNA NIGUEL	76	0	0	12	88	0.66%	\$21,164	\$3,584	\$1,686	\$26,433	\$30,565	\$ 27,832	88	0	\$ (1,399)	
22	LAGUNA WOODS	11	0	0	0	11	0.08%	\$2,645	\$448	\$211	\$3,304	\$3,821	\$ 3,479	11	0	\$ (175)	
23	LAKE FOREST	89	0	0	4	93	0.70%	\$22,366	\$3,787	\$1,781	\$27,935	\$32,301	\$ 29,413	93	0	\$ (1,478)	
24	LA HABRA	172	14	0	58	244	1.84%	\$58,682	\$9,936	\$4,674	\$73,292	\$84,748	\$ 77,170	244	0	\$ (3,879)	
25	LA PALMA	61	0	0	11	72	0.54%	\$17,316	\$2,932	\$1,379	\$21,627	\$25,007	\$ 22,772	72	0	\$ (1,145)	
26	LOS ALAMITOS	51	0	0	0	51	0.38%	\$12,265	\$2,077	\$977	\$15,319	\$17,714	\$ 16,130	51	0	\$ (811)	
27	MISSION VIEJO	96	0	0	22	118	0.89%	\$28,379	\$4,805	\$2,260	\$35,444	\$40,984	\$ 36,687	116	2	\$ (1,243)	
28	NEWPORT BEACH	320	122	62	119	623	4.70%	\$149,830	\$25,370	\$11,934	\$187,134	\$216,384	\$ 197,353	624	(1)	\$ (10,220)	
29	ORANGE	340	215	0	104	659	4.97%	\$158,488	\$26,836	\$12,623	\$197,947	\$228,888	\$ 210,004	664	(5)	\$ (12,057)	
30	PLACENTIA	152	48	0	0	200	1.51%	\$48,100	\$8,144	\$3,831	\$60,075	\$69,465	\$ 45,859	145	55	\$ 14,216	
31	RANCHO SANTA MARGARITA	41	0	0	1	42	0.32%	\$10,101	\$1,710	\$805	\$12,616	\$14,588	\$ 13,283	42	0	\$ (668)	
32	SAN CLEMENTE	86	0	15	5	106	0.80%	\$25,493	\$4,317	\$2,030	\$31,840	\$36,817	\$ 33,255	106	0	\$ (1,685)	
33	SAN JUAN CAPISTRANO	39	0	0	2	41	0.31%	\$9,860	\$1,670	\$785	\$12,315	\$14,240	\$ 12,651	40	1	\$ (335)	
34	SANTA ANA	648	0	0	151	799	6.03%	\$192,158	\$32,537	\$15,305	\$240,000	\$277,514	\$ 246,692	780	19	\$ (6,692)	
35	SEAL BEACH	134	0	27	8	169	1.27%	\$40,644	\$6,882	\$3,237	\$50,763	\$58,698	\$ 53,134	168	1	\$ (2,370)	
36	STANTON	57	0	0	23	80	0.60%	\$19,240	\$3,258	\$1,532	\$24,030	\$27,786	\$ 25,302	80	0	\$ (1,272)	
37	TUSTIN	228	0	0	39	267	2.01%	\$64,213	\$10,873	\$5,114	\$80,200	\$92,736	\$ 83,812	265	2	\$ (3,612)	
38	VILLA PARK	5	0	0	2	7	0.05%	\$1,683	\$285	\$134	\$2,103	\$2,431	\$ 2,214	7	0	\$ (111)	
39	WESTMINSTER	196	0	0	59	255	1.92%	\$61,327	\$10,384	\$4,885	\$76,596	\$88,568	\$ 80,333	254	1	\$ (3,737)	
40	YORBA LINDA	53	0	0	48	101	0.76%	\$24,290	\$4,113	\$1,935	\$30,338	\$35,080	\$ 31,627	100	1	\$ (1,289)	
41	METRONET	0	55	0	0	55	0.41%	\$13,227	\$2,240	\$1,054	\$16,521	\$19,103	\$ 17,395	55	0	\$ (874)	
42																\$ -	
43	CITY TOTAL	7,160	1,660	243	1,853	10,916	82.34%	\$2,625,279	\$444,519	\$209,097	\$3,278,895	\$3,791,414	\$ 3,405,609	10,768	148	\$ (126,715)	
44																	
45	OCFA	0	1,916	0	0	1,916	14.45%	\$460,795	\$78,023	\$36,701	\$575,519	\$665,477	\$ 596,804	1,887	29	\$ (21,285)	
46	OCTA	0	0	0	124	124	0.94%	\$29,822	\$5,049	\$2,375	\$37,247	\$43,068	\$ 39,218	124	0	\$ (1,971)	
47	OC LIFE GUARD TOTAL	0	0	54	0	54	0.41%	\$12,987	\$2,199	\$1,034	\$16,220	\$18,756	\$ 17,079	54	0	\$ (859)	
48	COAST COMMUNITY COLLEGE DISTRICT	12	0	0	0	12	0.09%	\$2,886	\$489	\$230	\$3,605	\$4,168	\$ 3,795	12	0	\$ (190)	
49	IRVINE VALLEY COLLEGE POLICE	23	0	0	0	23	0.17%	\$5,531	\$937	\$441	\$6,909	\$7,989	\$ 7,274	23	0	\$ (365)	
50	SADDLEBACK COLLEGE CAMPUS PD	18	0	0	0	18	0.14%	\$4,329	\$733	\$345	\$5,407	\$6,252	\$ 6,009	19	(1)	\$ (602)	
51	CAL STATE FULLERTON	76	0	0	0	76	0.57%	\$18,278	\$3,095	\$1,456	\$22,829	\$26,397	\$ 24,037	76	0	\$ (1,208)	
52	SANTA ANA UNIF. SCH. DIST. POLICE	70	0	0	0	70	0.53%	\$16,835	\$2,851	\$1,341	\$21,026	\$24,313	\$ 22,139	70	0	\$ (1,113)	
53																	
54	COSTA MESA SANITARY DISTRICT	0	0	0	8	8	0.06%	\$1,924	\$326	\$153	\$2,403	\$2,779	\$ 2,530	8	0	\$ (127)	
55	EAST ORANGE COUNTY WATER DISTRICT	0	0	0	7	7	0.05%	\$1,683	\$285	\$134	\$2,103	\$2,431	\$ 2,214	7	0	\$ (111)	
56	EL TORO WATER DISTRICT	0	0	0	2	2	0.02%	\$481	\$81	\$38	\$601	\$695	\$ 633	2	0	\$ (32)	
57	GOLDEN STATE WATER COMPANY	0	0	0	1	1	0.01%	\$240	\$41	\$19	\$300	\$347	\$ 316	1	0	\$ (16)	
58	IRVINE RANCH WATER DISTRICT	0	0	0	4	4	0.03%	\$962	\$163	\$77	\$1,202	\$1,389	\$ 1,265	4	0	\$ (64)	
59	MOULTON NIGUEL WATER DISTRICT	0	0	0	1	1	0.01%	\$240	\$41	\$19	\$300	\$347	\$ 316	1	0	\$ (16)	
60	MIDWAY SANITATION DISTRICT	0	0	0	1	1	0.01%	\$240	\$41	\$19	\$300	\$347	\$ 316	1	0	\$ (16)	
61	MESA WATER DISTRICT	0	0	0	5	5	0.04%	\$1,202	\$204	\$96	\$1,502	\$1,737	\$ 1,581	5	0	\$ (79)	
62	METROPOLITAN WATER DISTRICT OF SO. C.	0	0	0	1	1	0.01%	\$240	\$41	\$19	\$300	\$347	\$ 316	1	0	\$ (16)	
63	ORANGE COUNTY WATER DISTRICT	0	0	0	1	1	0.01%	\$240	\$41	\$19	\$300	\$347	\$ 316	1	0	\$ (16)	
64	SANTA MARGARITA WATER DISTRICT	0	0	0	4	4	0.03%	\$962	\$163	\$77	\$1,202	\$1,389	\$ 1,265	1	3	\$ 885	
65	SOUTH ORANGE COUNTY WATER AUTHORITY	0	0	0	4	4	0.03%	\$962	\$163	\$77	\$1,202	\$1,389	\$ 1,265	4	0	\$ (64)	
66	SERRANO WATER DISTRICT	0	0	0	1	1	0.01%	\$240	\$41	\$19	\$300	\$347	\$ 316	1	0	\$ (16)	
67	TRABUCO CANYON WATER DISTRICT	0	0	0	2	2	0.02%	\$481	\$81	\$38	\$601	\$695	\$ 633	1	1	\$ 284	
68	MUNICIPAL WATER DISTRICT OF OC (WERO)	0	0	0	5	5	0.04%	\$1,202	\$204	\$96	\$1,502	\$1,737	\$ 1,581	5	0	\$ (79)	
69	YORBA LINDA WATER DISTRICT	0	0	0	2	2	0.02%	\$481	\$81	\$38	\$601	\$695	\$ 633	2	0	\$ (32)	
70																	
71	CITY/OCFA/OCTA/OCL/IVC/SCCPD/SAU/WAT	7,359	3,576	297	2,026	13,258	100.00%	\$3,188,526	\$539,889	\$253,959	\$3,982,373	\$4,604,852	\$ 4,136,197	13,008	250	\$ (153,823)	
72																	
73	SHERIFF	2,718	0	0	0	2,718	52.93%	\$1,133,607	\$0	\$139,909	\$1,273,516	\$944,033	\$ 1,318,251	2,655	63	\$ (44,735)	
74	DISTRICT ATTORNEY	236	0	0	0	236	4.60%	\$98,429	\$0	\$12,148	\$110,578	\$81,969	\$ 114,695	231	5	\$ (4,117)	
75	PROBATION	668	0	0	0	668	13.01%	\$278,605	\$0	\$34,385	\$312,991	\$232,014	\$ 333,162	671	(3)	\$ (20,171)	
76	CEO	0	0	0	3	3	0.06%	\$1,251	\$0	\$154	\$1,406	\$1,042	\$ 1,490	3	0	\$ (84)	
77	REGISTRAR OF VOTERS	0	0	0	100	100	1.95%	\$41,707	\$0	\$5,148	\$46,855	\$34,733	\$ 49,652	100	0	\$ (2,797)	
78	HCA/ Environmental Hlth.	0	0	0	25	25	0.49%	\$10,427	\$0	\$1,287	\$11						

JOINT AGREEMENT
FOR THE OPERATION, MAINTENANCE AND FINANCIAL MANAGEMENT OF THE ORANGE
COUNTY
800-MEGAHERTZ COUNTYWIDE COORDINATED COMMUNICATIONS SYSTEM

This agreement is entered into on _____, 2021, by and between the executing Partner agencies. This agreement replaces the 2005 Agreement as amended, and to the extent there is a conflict, this Agreement controls.

RECITALS:

Whereas, the Next Generation installation and implementation of the 800 MHz Countywide Coordinated Communications System (800 MHz CCCS) has been completed; and,

Whereas, the original Joint Agreement for the Operation, Operation Maintenance, and Financial Management of the Orange County 800 MHz Countywide Coordinated Communications System was executed September 19, 1995, and related Amendments Nos. 1, 2, 3, 4, 5, and appropriate change orders thereto followed (the "1995 Joint Agreement"), and;

Whereas, a subsequent Joint Agreement for the Operation, Operation Maintenance, and Financial Management of the Orange County 800 MHz Countywide Coordinated Communications System was executed in November 2005, and related Amendments Nos. 1 and appropriate change orders thereto followed (the "2005 Joint Agreement"), thereby superseding the original 1995 Joint Agreement, and;

Whereas, the Partner agencies now desire to execute a new Joint Agreement (the "2021 Joint Agreement") to supersede all previous Joint Agreements; and,

Now, therefore, in consideration of the mutual covenants, conditions, agreements, and stipulations hereinafter expressed, the Partner agencies hereby agree as follows:

Contents

1.0	GENERAL	4
1.1	System.....	4
1.2	Definition of Terms.....	4
1.3	Amendment Process.....	6
1.4	Liability.....	6
2.0	GOVERNANCE COMMITTEE	7
2.1	Governance Committee Authority.....	7
2.2	Governance Committee Member Appointment.....	7
2.3	Governance Committee Purpose.....	7
3.0	MEMBERS TO THE SYSTEM.....	8
3.1	Lead Agency.....	8
3.2	Partner Agencies	8
3.2.1	New Partner Agencies.....	8
3.2.2	Sponsored Agencies.....	9
3.3	Mutual Aid Agencies	9
3.3.1	Mutual Aid Agency Approval Process:	9
3.3.2	Mutual Aid Agency Access and Limitations	10
3.3.3	Mutual Aid Agency Financial Responsibilities	10
4.0	SYSTEM ADMINISTRATION	10
4.1	System Equipment	10
4.2	System Subscriber Equipment	10
4.3	Dispatch Centers	10
4.3.1	Dispatch Center Equipment	11
4.3.1.1	Dispatch Center Required Equipment Upgrades	11
4.3.1.2	Dispatch Center Non-Required Equipment Upgrades	11
4.4	System Modifications	11
4.4.1	System Modifications requiring Governance Committee Approval.....	11
4.4.2	System Modification by Lead Agency.....	12
4.4.3	System Modifications requested by Partners Agencies	12
4.5	Security	12
4.6	Maintenance & Service Contracts.....	13
4.7	System Standard Operating Procedures	13
4.8	Partner Agency Operational Policies and Procedures.....	13

5.0	FINANCIAL ADMINISTRATION	13
5.1	Governance Committee Financial Authority	13
5.2	Partner Agencies Financial Obligations.....	13
5.2.4	Mutual Aid Agencies	14
5.3	System Operations Budget.....	15
5.3.1	Partner Agency Cost	15
5.3.2	Payment Remittance	15
5.4	Year End Settlement	15
5.5	Ten-Year Plan	15
5.6	Reserve Fund	16
5.6.1.1	Contributions by Partner Agencies	16
5.6.1.2	System Entry Fees.....	16
5.6.1.3	System Operation Budget Surplus	16
5.7	System Modification Cost.....	16

1.0 GENERAL

1.1 System

The 800 MHz Countywide Coordinated Communications System (800 MHz CCCS) will be referred to as the “System.” The System shall be maintained by the Orange County Sheriff-Coroner Department’s Technology Division (hereinafter referred to as “Lead Agency”).

1.2 Definition of Terms

- “System” is defined as a multichannel digital trunked radio communications system enabling interoperability among all participating City and County law, fire, public works, and lifeguard/marine safety departments. The System components also include transmitting /receiving sites, microwave networks, IP networks, dispatch consoles, control stations, and field equipment (mobile and portable radios).
- “Governance Committee” is established by the Board of Supervisors and Partner Agencies to the Joint Agreement to facilitate the operation, maintenance, and financial management of the system. The Governance Committee is comprised of nine (9) members as identified in the Governance Committee Bylaws, attached hereto as Attachment A.
- “Governing Authorities” are the City Councils, the Orange County Board of Supervisors, and the Orange County Fire Authority Board of the Partner Agencies, responsible for approving certain substantive modifications or amendments to this agreement where such approval authority has not been expressly delegated to the Governance Committee.
- “Law Enforcement Agency” is defined as all governmental Law Enforcement Agencies operating primarily within the limits of Orange County, including, but not limited to: Orange County Sheriff-Coroner Department, Orange County City Police Departments, Orange County District Attorney’s Office, and Orange County Probation Department.
- “Lead Agency” is designated to be the Orange County Sheriff’s Department (OCSD) Technology Division that will be responsible to manage, maintain, and enhance the System and its respective Standard Operating Procedures (SOP).
- “Marine Safety” is defined as and shall include all governmental and private lifeguard agencies operating primarily within the limits of Orange County.

- **“Member Agency”** is defined as an agency authorized by the Governance Committee to use the System. Members include the Lead Agency and Partner Agencies.
- **“Mobile Radio”** is defined as two-way radio equipment installed in a vehicle to provide communications for the vehicle operator.
- **“Mutual Aid Provider”** is any governmental organization not otherwise defined in this Agreement that will provide short term assistance across jurisdictional boundaries during an emergency or planned event that exceeds local resources. Mutual aid use of the System will be restricted to the timeframe of the mutual aid incident.
- **“New Partner Agency”** are Partner Agencies added after the adoption of this Joint Agreement.
- **“Parties”** are all those entities that are authorized users of the System and have signed this agreement.
- **“Partner Agency”** are authorized subscribers to the system who agree to share in the System Operational Costs to administer, maintain, and upgrade the technology by providing recurring rate schedule payments.
- **“Portable Radio”** is a two-way radio equipment that is rechargeable, and handheld or belt carried.
- **“Radio Site”** is defined as a location, which consists of a building, systems within the building, and a tower.
- **“Sponsored Agency”** is any agency approved to use the System under sponsorship of a Partner Agency.
- **“Sponsoring Partner Agency”** is a Partner Agency that wishes to sponsor a Sponsored Agency.
- **“Subscriber Unit”** is defined as the subscriber radios and other devices that utilize the System. This includes dispatch operator positions, mobile radios, portable radios, cellular based devices and any other device that allows a user to communicate over the System.
- **“System infrastructure”** is defined as all associated radio and support equipment required to establish a radio network on which user radios can operate to communicate throughout the County of Orange. System infrastructure includes, but is not limited to, servers, switches, routers, data lines, base station radios, microwave technology, and firewalls.
- **“System Operational Costs”** are the expenses required to administer, maintain, and update the System.

- “System Modification” is any change in operational procedure or technology that requires alteration to the System.
- “System Subscriber Equipment” is defined as all equipment used to support user access to the System including Subscriber Units and other supporting equipment such as dispatch center console equipment, antennas, batteries, etc.
- “System User” is defined as an individual or agency authorized to access the System.
- “System Watch Network Operation Center” is a Lead Agency staffed support center responsible for the 24/7 support of the System. This includes but not limited to, live monitoring, notifications, troubleshooting, callouts, and repair.
- “Talkgroups” are used to identify groups of users who communicate together on a trunked radio system.

1.3 Amendment Process

The Governance Committee is authorized to make future updates, amendments, or modifications to the Agreement and its attachments without further action of the Governing Authorities, so long as the updates, amendments, or modifications to the Agreement and its attachments would result in minor, non-substantive changes that do not create or increase the financial obligations of the Partner Agencies. Where the Governance Committee is authorized to make such updates, amendments, or modification, such delegated authority shall be expressly granted in this agreement.

This agreement may also be amended or modified by the consent of all of the Governing Authorities representing the Partner Agencies.

1.4 Liability

Each Party of this Agreement (the “Indemnitor”) shall indemnify, defend, and hold all other Parties, and their agents and employees (the “Indemnitees”) harmless from all claims, liabilities, damages, and losses to the Indemnitees arising out of any acts or omissions of itself and its agents and employees in connection with the performance of this agreement which acts or omissions constitute gross negligence.

1.5 Withdrawal from System

Any Party may withdraw from this Agreement by serving written notice to the Governance Committee of their intent to withdraw. Due to the cost distribution model used to fund the operation of the System, any Party withdrawing from this Agreement will financially impact the remaining Parties. As such, Parties wishing to withdraw from this Agreement shall do the following:

- 1) Withdrawing Party provides written notice twelve months prior of withdrawal after meeting its financial obligations under this agreement.

- 2) Withdrawing Party will attend the Governance Committee meeting following their submittal to discuss withdrawal process.
- 3) Withdrawing Party will work with the Lead Agency to effect the withdrawal.
- 4) Withdrawing Party will make all Operational Cost payment obligations for the full fiscal year of the withdrawal.
- 5) Withdrawing Party will be responsible for all Lead Agency Costs associated with the withdrawal process.

Withdrawing Party will not be responsible for any financial obligations assumed by the other Partner agencies subsequent to withdrawal and upon fulfillment of existing financial obligations. Similarly, it is understood that the County of Orange has ownership of the System and certain sites as well as FCC licenses presently issued to the County, and upon any withdrawal by any Parties to the Agreement, any and all right, title, and interests in the System, those sites and FCC licenses shall remain with the County. Should the County of Orange wish to withdraw, an orderly transition to the remaining Parties must be affected.

2.0 GOVERNANCE COMMITTEE

2.1 Governance Committee Authority

The Governance Committee shall be governed in accordance with the Governance Committee Bylaws attached hereto as Attachment A. Any future updated revisions or amendments to the Governance Committee Bylaws shall be deemed adopted by this agreement without further action of the Governing Authorities.

2.2 Governance Committee Member Appointment

The Governance Committee shall be comprised of nine (9) members, as identified below. It will also be responsible for coordinating with their appropriate associations/agencies on issues involving the appropriate Governing Authorities approvals:

- Four City Managers appointed by the Orange County City Managers' Association
- Orange County Chief Executive Officer, or Designee
- Orange County Sheriff-Coroner, or Designee
- Orange County Public Works Deputy Director, or Designee
- Orange County Chief of Police & Sheriffs Association (OCCOPSA) Chief or Designee not from a city currently represented on the governance committee
- Orange County Fire Chiefs Association (OCFCA) Fire Chief or Designee not from a city currently represented on the governance committee

2.3 Governance Committee Purpose

The Governance Committee oversees all aspects of the implementation, operation, and fiscal management of the system, including but not limited to, the following:

- Approving System operational policies
- Addressing System operational issues

- Resolving operational policy or fiscal matter disputes of Partner Agencies.
- Addressing System facilities development
- Reviewing and approving modification and enhancement plans
- Approving contract pricing changes
- Approving Annual System Operational Budget and Cost Sharing Allocations.
- Approving 10 year capital plans and allocation of Reserve Fund for required upgrades.
- Approving New Partner Agencies.
- Approving Sponsored Agencies.

3.0 MEMBERS TO THE SYSTEM

Members are all agencies authorized by the Governance Committee to use the system and who have signed this agreement.

3.1 Lead Agency

The lead agency is designated to be the Orange County Sheriff's Department Technology Division and will manage, maintain, and enhance the system. Lead Agency is responsible for System Administration as outlined in Section 4 below.

3.2 Partner Agencies

Partner Agencies are authorized subscribers to the System who have signed this Joint Agreement or added as New Partner Agencies via the process outlined in 3.2.1 below. Partner agencies agree to share in the System Operational Costs and System Maintenance Costs as outlined in Section 5 below.

3.2.1 New Partner Agencies

Agencies that wish to become an authorized subscriber to the System may be added as a New Partner Agency via the following steps:

- 1) The prospective New Partner Agency submits an official request, in writing, to the Lead Agency requesting to join as a Partner Agency.
- 2) Lead Agency gathers additional information from requesting New Partner Agency to determine the feasibility of the request and the potential impact on the System operation and the existing Members.
- 3) The Lead Agency processes the request to obtain approval.
- 4) Lead Agency presents the request to the Governance Committee along with previous approvals from appropriate Governing Authorities. Governance Committee will determine final approval or denial of the request.
- 5) Once all approvals have been obtained, requesting New Partner Agency will execute a copy of this agreement along with the associated New Partner Agency forms identified in Attachment B.
- 6) The approved New Partner Agency will purchase necessary radio equipment and arrange to pay associated New Partner Agency costs described in in 5.2 below.

3.2.2 Sponsored Agencies

Partner Agencies may, with Lead Agency review and Governance Committee Approval, sponsor non-partner agencies to participate in the system.

3.2.2.1 Sponsored Agencies Approval Process:

- 1) Sponsoring Partner Agency submits to the Lead Agency an official written request to add a Sponsored Agency.
- 2) Lead Agency gathers relevant information from Sponsoring Partner Agency to determine the feasibility of the request and the potential impact on the System Operation and the existing Members.
- 3) Lead Agency reviews all available information to determine the feasibility of the request to add the Sponsored Agency. Lead Agency shall work with the Sponsoring Partner Agency to determine the additional costs to the Sponsoring Partner Agency.
- 4) Lead Agency presents the request to the Governance Committee at a Governance Committee Meeting. Governance Committee shall approve or deny the addition of the Sponsored Agency.

3.2.2.2 Sponsored Agency Access and Limitations

Sponsored Agencies are only allowed access to use the common talkgroups/channels and select agency specific talkgroups/channels of the sponsoring Partner Agency, as recommended by the Lead Agency and approved by the Governance Committee. Sponsored Agencies do not have a role in defining the operation of the System. The inclusion or exclusion of Sponsored Agencies in the System will be determined by the Governance Committee and will be reviewed annually or as needed. Partner Agencies shall be responsible for any System use by a Sponsored Agency. Sponsored Agencies must use the same common talkgroups as the sponsoring Partner Agency.

3.2.2.3. Sponsored Agency Financial Responsibilities

Sponsored Agency financial responsibilities are outlined in section 5.2.4 below.

3.3 Mutual Aid Agencies

Certain governmental agencies may, with Lead Agency review and Governance Committee Approval, be granted access to the System for the express purpose of providing mutual aid to Partner Agencies. Mutual Aid agencies are limited to and identified within ATTACHMENT C

3.3.1 Mutual Aid Agency Approval Process:

- 1) Any Partner Agency may submit to the Lead Agency an official written request to add a Mutual Aid Agency.

2) Lead Agency gathers relevant information to determine the feasibility of the request and the potential benefit to existing Partner Agencies and overall public safety in Orange County.

4) Lead Agency presents the request to the Governance Committee at a Governance Committee meeting. The Governance Committee shall approve or disapprove the addition of the Mutual Aid Agency.

3.3.2 Mutual Aid Agency Access and Limitations

Mutual Aid Agencies are only allowed access to use the common talkgroups/channels and the mutual aid channels associated with other systems that are included in our radio programming. Mutual Aid Agency use of the System is restricted to the actual duration of a mutual aid incident. Mutual Aid Agencies do not have a role in defining the operation of the System. The inclusion or exclusion of Mutual Aid Agencies in the System will be determined by the Governance Committee and will be reviewed annually or as needed.

3.3.3 Mutual Aid Agency Financial Responsibilities

Mutual Aid Agency financial responsibilities are outlined in section 5.2.5 below.

4.0 SYSTEM ADMINISTRATION

The Lead Agency shall have the authority and responsibility to maintain the proper operation of the System. The Lead Agency shall be responsible for maintaining, managing, and operating the System, which includes staffing the System Watch Network Operations Center on a continual basis (e.g., 24x7x365), assuring the seamless operation of the System.

4.1 System Equipment

The Lead Agency shall approve and evaluate all equipment and new technology for use with the system to ensure that it meets the requisite technical standards and requirements. Approved equipment must meet the standards set by the Federal Communication Commission as well as any Federal, State, and Local Laws.

4.2 System Subscriber Equipment

Each Member Agency is responsible for the maintenance, management, and operation of its System Subscriber Equipment. A Member Agency may establish a System Subscriber Equipment maintenance contract with the Lead Agency.

Prior to making any modifications to System Subscriber Equipment, including but not limited to adding radios or alteration to dispatch center equipment, Member Agencies must request such modifications to be reviewed and approved by the Lead Agency as outlined in section 4.4.

4.3 Dispatch Centers

Member Agencies may operate their own Dispatch Centers at their discretion. Individual Member Agencies that manage their own Dispatch Centers shall be responsible for the day to day maintenance, management, and operation of those Dispatch Centers, equipment and associated facilities. Day to day dispatch operations and protocols shall be left to the individual Members

Agencies. The Lead Agency will not be responsible for the maintenance or management of Members Agencies' individual Dispatch Centers unless a Member User contracts with the Lead Agency for maintenance, management, or operations.

4.3.1 Dispatch Center Equipment

Dispatch Center Equipment must meet the technical standards as outlined in Section 4.1.

4.3.1.1 Dispatch Center Required Equipment Upgrades

The Governance Committee may mandate equipment upgrades for Member Agencies Dispatch Center Equipment. If the Governance Committee mandates an Equipment Upgrade to Members Agencies' Dispatch Center Equipment, then the Members Agencies must upgrade their equipment as directed by the Governance Committee.

4.3.1.2 Dispatch Center Non-Required Equipment Upgrades

Members Agencies may upgrade their Dispatch Center equipment and associated facilities at their own cost without coordination with the Lead Agency so long as the upgrade will not adversely affect the System itself. However, Member Agencies must coordinate with the Lead Agency as outlined in the System Modifications section 4.4, below, when upgrading or modifying any Dispatch Center equipment vital to the operation of the System. Dispatch Center Equipment modification requiring coordination with the Lead Agency includes, but is not limited to: computer equipment, software, consoles, routers, switches, gateways, firewalls, control stations, and antenna systems.

4.4 System Modifications

The System will require occasional routine modifications, which shall be conducted as outlined in this section.

4.4.1 System Modifications requiring Governance Committee Approval

The following System Modifications require the pre-approval of the Governance Committee, as outlined in the Governance Committee By-Laws:

- A. Addition of any New Member Agencies to the System.
- B. Any modification that adds a financial burden shared by the Member Agencies.
- C. Any modification that would affect a System User other than the requesting Member Agency.

The Lead Agency is required to provide a report and recommendation to the Governance Committee on any proposed System Modification that requires Governance Committee approval. The Lead Agency report and recommendation must provide a financial analysis of the System Modification, if appropriate, and an estimated timeline to complete the System Modification.

The Lead Agency is responsible for implementing any Governance Committee approved modification.

4.4.2 System Modification by Lead Agency

The Lead Agency is authorized to perform System Modifications, as necessary. The Lead Agency has the discretion to implement System Modifications without prior Governance Committee Approval, so long as the modification does not require Governance Committee approval as listed in Section 4.4.1 of this agreement, and does not cause unanticipated or unbudgeted costs to Member Agencies.

4.4.3 System Modifications requested by Partners Agencies

Partner Agencies may request system modifications. System Modification requests from Partner Agencies must be submitted in writing to the Lead Agency for review and approval.

If the Lead Agency grants a Partner Agency modification request, and the request does not require Governance Committee Approval as outlined in Section 4.4.1, then the Lead Agency shall provide the Partner Agency with a formal approval, including all costs of the requested modification. If a Member Agency agrees with the official permission, the Member Agency may request the Lead Agency to implement the System Modification. Any and all costs associated with implementing the System Modification will be the sole responsibility of the System User requesting the modification.

If a Member Agency modification request requires Governance Committee approval per Section 4.4.1 above, then the Lead Agency and the Member Agency requesting the modification shall present the modification request to the Governance Committee for approval. The modification request shall include the reason for the modification, the Lead Agency's recommendation and cost analysis of implementing the modification.

4.4.4 Appeal of Modification Request Denial

If the Lead Agency denies a Member Agency's modification request, the Lead Agency shall provide the Member Agency, in writing, the reasons for the denial. Members Agencies may submit a written appeal of the decision of the Lead Agency to the Governance Committee within 90 days of the denial notification. The Lead Agency will ensure the appeal is added to the next Governance Committee meeting agenda for action.

4.4.5 Notification of System Modifications to Governance Committee

Lead agency is required to provide a list of implemented, pending and requested System Modifications at each Governance Committee Meeting.

4.5 Security

The Lead agency has in place a Security Plan for the System (Attached as Attachment D.) Member Agencies and System Users are required to protect the security of the System as set forth in the Security Plan.

System Users are required to contact System Watch for any actual or potential security breach to the System as soon as the actual or potential security threat is known. The Lead Agency must evaluate any reported security breaches and is authorized to implement measures to remediate the

security breach. If appropriate, the Lead Agency shall inform the Governance Committee of any reported breach and steps taken to remediate.

4.6 Maintenance & Service Contracts

Within approved and adopted budget, the Lead Agency is authorized to enter into contracts with vendors as needed for the ongoing execution of this agreement. Such contracts include, but are not limited to, the purchase or lease of equipment, installation of equipment, service and/or maintenance of equipment, and System upgrades. All contracts shall comply with applicable law and purchasing policies and guidelines. Appropriate shared costs will be included in System Operational Costs cost-sharing allocations. The Lead Agency shall negotiate and enter into contracts with vendors as intended in this agreement and shall make payments due and payable under such contracts on behalf of the parties.

The Lead Agency will serve as an administrative liaison between the other Member Agencies and the contracted vendors.

4.7 System Standard Operating Procedures

The Lead Agency is responsible for the development and maintenance of the Standard Operating Procedures ("SOP") (Attachment E) for the system. The Lead Agency shall coordinate with System Users, including but not limited to Law Enforcement, Fire Services, Marine Safety, and Public Works in developing and updating the SOP. The SOP, and any amendments to the SOP, must be approved by the Governance Committee. All Member Agencies must follow the SOP and any amendments to the SOP once approved by the Governance Committee.

4.8 Partner Agency Operational Policies and Procedures

Member Agencies must inform the Lead Agency of any changes to their operational policy or procedures, in writing and prior to any implementation of such changes, if the change of operational policy or procedure affects or may affect the System. The Lead Agency will work with Member Agencies to ensure that operational policies and procedures are compatible with the System. The Lead Agency shall work collaboratively with Member Agencies to settle any disputes regarding Member Agency Operational Policies and Procedures. The Lead Agency shall bring any dispute to Member Agency Operational Policies and Procedures to the Governance Committee for review and resolution if a dispute cannot be resolved between the Lead Agency and the Member Agency.

5.0 FINANCIAL ADMINISTRATION

5.1 Governance Committee Financial Authority

The Governance Committee shall have the authority to allocate available budgeted funds as they deem appropriate for the operation, maintenance, and management of the system. Governance Committee has the authority to approve the System Operations Budget, set rates and fees, and approve use of the Reserve Fund for necessary expenditures and upgrades. Governance Committee has the authority to approve capital expenditure funding and approved sources of the reserve fund.

5.2 Partner Agencies Financial Obligations

Partner Agencies and New Partner Agencies are responsible for certain financial obligations including, but not limited to, the following.

5.2.1 System Operational Costs

All Partner Agencies shall contribute to the System Operational Costs via the Systems Operations Budget and administered as described in section 5.3 below.

5.2.2 System Entry Fees/Upgrade Fees

Some Partner Agencies must pay System Entry Fees when they enter/register a radio into the System for activation based on the System Entry Fee established by the Governance Committee. The Lead Agency shall submit their recommendation of the System Entry Fees for Governance Committee approval at the same time the System Operations Budget (Section 5.3) is submitted for approval annually.

The System Entry Fees are necessary to recoup/offset costs that were required during the previous System upgrade. Partner Agencies that financially contributed to the previous System Upgrade are not required to pay System Entry Fees. Legacy Partner Agencies that are not required to pay System Entry Fees are listed in attachment C. Partner Agencies not listed in attachment C and any New Partner Agencies are required to pay the System Entry Fee for each radio they add to the System.

System Entry Fees are billed on a per radio basis. The Lead Agency shall invoice the Partner Agency or New Partner Agency for any System Entry Fees at the approved per radio rate when a new radio is entered into the System on behalf of that Partner or New Partner.

System Entry fees shall be deposited into the Reserve Fund as outlined in section 5.6 below.

Over-the-air upgrade programming of radio equipment will not be charged and limited to two annually per Member Agency. Any additional upgrades past the two annually will incur a cost.

5.2.3 Miscellaneous Rates and fees

As stated in 5.1 above, the Governance Committee has authority to set rates and fees as necessary. The Lead Agency may charge Partner Agencies and New Partner Agencies via invoice. Partner Agencies shall pay invoice within thirty (60) days of the date of the invoice.

Governance Committee shall set any Miscellaneous Rates and Fees annually. Lead Agency shall submit their recommendation for Miscellaneous Rates and Fees at the same time they submit the System Operations Budget (Section 5.3) for approval.

5.2.4 Mutual Aid Agencies

Mutual Aid Agencies are not authorized to use the System for day-to-day communications but are limited to use of the System only when providing emergency assistance to Partner Agencies. As such, Mutual Aid Agencies are not included in the System Operations cost share calculations or System Entry Fees. Mutual Aid Agency equipment and programming costs will be the responsibility of the Mutual Aid Agency.

5.2.4 Sponsored Agencies

The sponsoring Partner Agency is responsible for the costs, rates, and fees of any Sponsored Agency it sponsors on the System, unless otherwise approved by the Governance Committee. System Entry Fees per 5.2.2 above shall not apply to System Subscriber equipment for a Sponsored Agency.

5.3 System Operations Budget

The Lead Agency will submit the proposed System Operations Budget for approval to the Governance Committee no later than one hundred and twenty (120) days prior to the beginning of the fiscal year. Governance Committee shall be responsible for approving the System Operation Budget no later than ninety (90) days prior to the fiscal year.

5.3.1 Partner Agency Cost

The Lead Agency shall submit the Partner Agency Cost Share to the Governance Committee along with the System Operations Budget in 5.2 above. The Governance Committee shall be responsible for approving the Partner Agency Cost Share, along with the System Operations Budget.

Partner Agency Cost Share shall be calculated based on the number of Subscriber Units each agency operates on the System as a percentage of the total number of Subscriber Units operating on the System. This will determine the agency's share of the annual System Operations Budget.

5.3.2 Payment Remittance

Partner Agencies are required to remit payments to the Lead Agency for their contribution for use of the System. The Lead Agency shall invoice Partner Agencies quarterly. Lead Agency shall issue invoices no later than thirty (30) days after the beginning of each quarter. Partner Agencies shall pay invoice within thirty (30) days of the date of the invoice.

5.4 Year End Settlement

At the end of each fiscal year, the Lead Agency shall submit a financial review with the actual System Operational Costs from the previous fiscal year to the Governance Committee. The findings of the financial review shall be reported in writing to the Partner Agencies on the system. Thereafter, to the extent there have been contributions made by the Partner Agencies which exceed the actual System Operations Costs, the number of said excess contributions shall be deposited into the Reserve Fund (see 5.5), unless the Governance Committee deems otherwise. In the event of a shortfall, each Partner Agency shall be billed its pro-rata share of the shortfall, which shall be paid in the first quarter payment for the next fiscal year following the fiscal year of the shortfall.

5.5 Ten-Year Plan

The Governance Committee, in conjunction with the Lead Agency, will be responsible for evaluating and planning for future upgrades. Doing so will ensure the continued structural

integrity of System equipment and Sites and any necessary maintenance or repairs, and allocating for unforeseen events which may lead to additional expenses outside of the standard operational costs. Such items will be defined within a Ten-Year Plan, which will be presented to and approved annually by the Governance Committee.

The Lead Agency shall submit an updated Ten-Year Plan to the Governance Committee annually for review and approval.

5.6 Reserve Fund

The Governance Committee shall review and approve a long-term financial plan to ensure funds are available for the System's capital needs as defined in the annually updated Ten-Year Plan, as well as for any unforeseen emergency expenses. A Reserve Fund has been established to ensure adequate funds are available for ongoing maintenance, upgrades, and unforeseen expenses which may arise outside of operational costs.

5.6.1 The Reserve Fund shall be funded in the following manner:

5.6.1.1 Contributions by Partner Agencies

The Partner Agencies are responsible for providing funds for deposit to the Reserve Fund. The Lead Agency shall submit the cost of each Partner Agency along with the Fiscal Year Budget described in section 5.3. The Governance Committee shall approve the Reserve Fund contributions as part of the annual budget review and adoption process.

5.6.1.2 System Entry Fees

All System Entry Fees collected per 5.2.2 of this Agreement shall be deposited into the Reserve Fund.

5.6.1.3 System Operation Budget Surplus

In the event of a System Operation Budget Surplus at the Year-End Settlement, that System Operation Budget Surplus shall be deposited into the Reserve Fund.

5.7 System Modification Cost

Any costs associated with System Modifications shall be addressed as outlined in section 4.4 of this agreement.

IN WITNESS WHEREOF, the Partner agencies hereto have set their hands and seals on the date set forth opposite their respective signatures on identical counterparts of this instrument, each which shall for all purposes be deemed an original thereof.

COUNTY OF ORANGE

By: _____

Board of Supervisors

Dated: _____

Approved As to Form:

County Counsel

APPROVED AS TO FORM
[Signature]

COUNTY COUNSEL OF
ORANGE COUNTY, CALIFORNIA

CITY OF: _____

ATTEST:

By: _____

By: _____

City Clerk

Dated: _____

Approved As to Form:

City Attorney

By: _____

Chairman

Dated: _____

ATTEST:

Clerk of the Authority

IN WITNESS WHEREOF, the Partner agencies hereto have set their hands and seals on the date set forth opposite their respective signatures on identical counterparts of this instrument, each which shall for all purposes be deemed an original thereof.

COUNTY OF ORANGE

By: _____
Board of Supervisors

Dated: _____

Approved As to Form:
County Counsel

CITY OF: _____

ATTEST:

By: _____

By: _____

City Clerk

Dated: _____

Approved As to Form:
City Attorney

By: _____

Chairman

Dated: _____

ATTEST:

Clerk of the Authority

ORANGE COUNTY AGENCY

APPROVED AS TO FORM:

By: _____

Authority Counsel

Dated: _____

By: _____

Chairman

Dated: _____

ATTEST:

Clerk of the Authority

ATTEST:

Clerk of the Authority

APPROVED AS TO FORM:

By: _____

Authority Counsel

Dated: _____

APPROVED AS TO FORM:

By: _____

Authority Counsel

Dated: _____

BYLAWS
800 MHz GOVERNANCE COMMITTEE

Page 1

Article 1 Name

Section 1. The name of this body is the 800 MHz GOVERNANCE COMMITTEE, hereinafter referred to as the "Governance Committee."

Article 2. Purpose and Authority

Section 1. It is the purpose of the Committee to oversee implementation and operation of the 800 MHz Countywide Coordinated Communications System (the "System"), including Member Agency compliance with payment schedules, addressing operational issues affecting System operation and site development, reviewing and approving conversion, modification and enhancement plans, approving contract pricing changes, resolving disputes between Member Agencies, operational and fiscal matters necessary for the operation and maintenance of the System, and performing any other responsibilities required to implement the Joint Agreement. The Governance Committee shall be responsible for approving the 800 MHz Project System Operations Budget operating and Reserve Fund that are jointly funded by the Parties to the Joint Agreement.

Section 2. The Governance Committee was established November 23, 2004, and amended June 2, 2015, by the Orange County Board of Supervisors (the "Board") and Parties to the Joint Agreement to facilitate the operation, maintenance and financial management of the 800 MHz CCCS.

Section 3. This Governance Committee will operate under the revised Board authorization of the re-written Joint Agreement to facilitate the operation, maintenance, and financial management of the 800 MHz CCCS established on _____

Article 3. General Operating Mandated Regulations and Statutes

Section 1. The Governance Committee must adhere to all local, state and federal regulations and statutes that may, from time to time, apply.

Section 2. The Committee shall be subject to the provisions of The Brown Act (commencing with Section 54950 of the Government Code) relating to public meetings of local governmental advisory boards.

Section 3. The Governance Committee must comply with the County's non-discrimination and zero tolerance sexual harassment policies.

Section 4. The Governance Committee must comply with the County's Code of Ethics, which outlines the County's clear expectations for behavior in relation to the members' duties as public servants.

BYLAWS
800 MHz GOVERNANCE COMMITTEE

Section 5. The Governance Committee shall operate strictly within its designated purpose.

Article 4. Membership and Term of Office

Section 1. Appointment. The Committee shall be comprised of nine (9) members, as identified below, and will also be responsible for coordinating with their appropriate associations/agencies on issues involving the appropriate Governing Authorities approvals:

- Four City Managers appointed by the Orange County City Managers' Association
- County Executive Officer, County of Orange, or Designee
- Sheriff-Coroner, or Designee
- Orange County Public Works Resources and Development Management Department Director, or Designee
- Orange County Chief of Police & Sheriffs Association (OCCOPSA) Executive Director, or Designee
- Orange County Fire Chiefs Association (OCFCA) Fire Chief or Designee

Each member must designate and name an alternate as a voting member if member cannot attend.

Section 2. Terms. Committee members shall be appointed for a two (2) year term. Members may serve for multiple additional two (2) year terms upon reappointment to each new term in accordance with Article 4, Section 1 above.

Section 3. Removal. The Governance Committee, by majority vote, may remove members of the Committee any time without cause. In addition, if a committee member misses three (3) consecutive Governance Committee meetings (whether regular or special meetings), said Governance Committee member will be deemed automatically removed without further Governance Committee action.

Section 4. Vacancies. A vacancy on the Governance Committee shall be filled by majority vote of the Governance Committee in accordance with Article 4, Section 1 above. Such vacancy should, if possible, be filled within 30 days of vacancy.

Article 5. Meetings

Section 1. Regular meetings shall be held on a quarterly basis. Governance Committee meetings shall be fixed on the first month of each quarter (January, April, July, and

BYLAWS
800 MHz GOVERNANCE COMMITTEE

Page 3

October) on the fourth Wednesday at 1:30 PM unless a majority of the Committee members determine that an alternate fixed meeting day and time within the designated months is required to maximize member attendance. At least 72-hours prior to a regular meeting, an agenda shall be posted that contains a brief general description of each item to be covered in the meeting.

Section 2. Special meetings may be held on 24-hour public notice, including a binding agenda with brief general description of items to be covered at the meeting. Any special meeting notice must be publicly posted in accordance with all applicable laws and must be received by Committee members at least 24 hours in advance (Government Code Section 54956).

Section 3. A majority five (5) of the members shall constitute a quorum to conduct business.

Section 4. Only Governance Committee members may vote on items on the Agenda and each member may have only one vote.

Section 5. Governance Committee meetings may be rescheduled or canceled in accordance with the Brown Act. Orange County Sheriff Technology staff shall act as the Clerk of the Board for meeting rescheduling purposes.

Article 6. Officers

Section 1. The officers shall consist of a Chairperson and Vice Chairperson. The elected Chairperson shall conduct the meetings.

Section 2. The elected Vice Chairperson shall conduct regular Governance Committee meetings in the absence of the Chairperson; and do everything necessary to assist the Chairperson in related duties. In the event that both the Chairperson and the Vice Chairperson are absent from the same committee meeting, the remaining Governance Committee members present may appoint one of them to be the Chairperson for that meeting.

Section 3. Elections for Chairperson and Vice Chairperson shall be conducted by the full Governance Committee and shall occur in April of each year. The Chairperson shall call for nominations from the Governance Committee members and the Chairperson will initiate a vote. A majority vote of the Committee members present is required for each candidate to be elected as Chairperson and Vice Chairperson.

Article 7. Staffing

Section 1. Orange County Sheriff Technology staff secretary will provide secretarial support to the Governance Committee. Orange County Sheriff Technology staff secretary shall prepare and publish the Committee's agenda for each meeting. Orange County

**BYLAWS
800 MHz GOVERNANCE COMMITTEE**

Sheriff Technology staff shall call for attendance at the beginning of each meeting, keep the minutes, and perform other clerical duties as appropriate to the position. He/she shall retain the attendance records including the minutes.

Article 8. Compensation

Section 1. Governance Committee members shall receive no compensation for their service.

Article 9. Amendments, Review, Dissolution and Effective Date

Section 1. This Committee will operate as established by the Board of Supervisors on November 23, 2004 and revised by the Board of Supervisors in _____, 2021

Section 2. These Bylaws shall supersede all previous Bylaws and shall become effective on upon the approval of the Board of Supervisors.

Section 3. These Bylaws shall remain in effect until amended, revised or terminated by the Board of Supervisors and Parties to the Joint Agreement.

Section 4. The Board of Supervisors and Parties to the Joint Agreement may make amendments to the Bylaws at any time.

Section 5. This Governance Committee can be terminated at any time, without cause, by action of the Board of Supervisors and Parties to the Joint Agreement.



Project No:
Project Name:
Project Location:

NEW PARTNER AGENCY RIDER TO JOINT AGREEMENT FOR THE OPERATION, MAINTENANCE AND FINANCIAL MANAGEMENT OF THE ORANGE COUNTY 800 MEGAHERTZ COUNTYWIDE COORDINATED COMMUNICATIONS SYSTEM

This New Partner Agency Rider (“**NPA Rider**”) is entered into on _____, (“**Effective Date**”), by and between _____ (hereinafter referred to as “**NEW PARTNER AGENCY**”) and the Orange County 800 Megahertz Countywide Coordinated Communications System Governance Committee (hereinafter referred to as “**GOVERNANCE COMMITTEE**”). For the purposes of this agreement, the GOVERNANCE COMMITTEE represents the Partners (hereinafter referred to as “**JOINT AGREEMENT PARTNERS**”) of the Joint Agreement for the Operation, Maintenance and Financial Management of the Orange County 800 Megahertz Countywide Coordination Communications System (hereinafter referred to as “**JOINT AGREEMENT**”) (Section 1.4.1 of the JOINT AGREEMENT). GOVERNANCE COMMITTEE and NEW PARTNER AGENCY may be referred to individually herein as a “**Partner**” or collectively as the “**Partners.**”

RECITALS

- I. WHEREAS, JOINT AGREEMENT PARTNERS entered into the JOINT AGREEMENT in 2020; and,
- II. WHEREAS, NEW PARTNER AGENCY, executed a copy of the JOINT AGREEMENT in accordance with Section 3.2.1 of the JOINT AGREEMENT on _____; and,
- III. WHEREAS, NEW PARTNER AGENCY executed a copy of the New Partner Agency Agreement per Section 3.2.1 of the JOINT AGREEMENT on _____; and,
- IV. WHEREAS, Section 2.1, “Governance Committee Authority”, and Section 3.2.1, “Adding New Partner Agencies”, of the JOINT AGREEMENT grants the GOVERNANCE COMMITTEE the authority to enter into a separate agreement with NEW PARTNER AGENCY to establish additional terms, conditions, and costs for entry into the Countywide Coordinated Communications System (the “CCCS”); and,
- V. WHEREAS, the JOINT AGREEMENT in Section 1.4 “Liability” provides for indemnification only between those Partners listed in Exhibit A of the JOINT AGREEMENT (and would not include NEW PARTNER AGENCY); and,
- VI. WHEREAS, Section 1.4.1 of the JOINT AGREEMENT, “New Agency Liability Rider”, grants the GOVERNANCE COMMITTEE the authority to enter into a Liability Rider that shall, for all intents and purposes, make the NEW PARTNER AGENCY, a Partner in Section 1.4.

VII. WHEREAS, the GOVERNANCE COMMITTEE and NEW PARTNER AGENCY now desire to enter into a separate agreement (this NPA Rider) to establish additional terms and conditions by including NEW PARTNER AGENCY in the indemnity provision of the JOINT AGREEMENT per Section 1.4;

NOW THEREFORE, in consideration of the Recitals above, the receipt of which the Partners acknowledge herein, and which are incorporated herein by this reference, and the mutual covenants and agreements hereinafter contained, the GOVERNANCE COMMITTEE and NEW PARTNER AGENCY do hereby agree as follows:

A. NEW PARTNER AGENCY LIABILITY.

NEW PARTNER AGENCY shall now be included as a Partner as stated in Section 1.4 of the JOINT AGREEMENT.

Except as otherwise expressly set forth herein, all terms and conditions contained in the JOINT AGREEMENT, including any amendments/modifications, are hereby incorporated herein by this reference as if fully set forth herein and shall remain in full force and effect.

THE REMAINDER OF THIS PAGE WAS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Partners have executed this New Partner Agency Rider on the day and year first written above.

GOVERNANCE COMMITTEE

NEW PARTNER AGENCY

By: _____

By: _____

Date: _____

Date: _____

A. LEGACY PARTNER AGENCIES – Partner Agencies that financially contributed to the previous System Upgrade:

Aliso Viejo, Anaheim, Brea, Buena Park, Costa Mesa, Cypress, Dana Point, Fountain Valley, Fullerton, Garden Grove, Huntington Beach, Irvine, La Habra, La Palma, Laguna Beach, Laguna Hills, Laguna Niguel, Laguna Woods, Lake Forest, Los Alamitos, Metronet, Mission Viejo, Newport Beach, Orange, Placentia, Rancho Santa Margarita, San Clemente, San Juan Capistrano, Santa Ana, Seal Beach, Stanton, Tustin, Villa Park, West-Comm, Westminster, Yorba Linda, Orange County Fire Authority, CEO, District Attorney, Health Care Agency, John Wayne Airport, Animal Control, OC Lifeguard, OC Parks, OC Waste & Recycling, OC Public Works, Probation, OC Sheriff, Social Services Agency, Orange County Transportation District, Irvine Valley College Police, Santa Ana Unified School District Police, Saddleback College Police

B. MUTUAL AID AGENCIES

ATF, CA State Parks, California Corrections & Rehabilitation, CHP, Downey Fire, Lake Mission Viejo LG, Loaners, Long Beach Fire, Long Beach PD, Los Alamitos Armed Forces Reserve, LA County Fire, LA Sheriff, San Diego Sheriff Aviation, Santa Fe Springs Fire, Signal Hill PD, DOJ, UCI Irvine, US Marshals, USMC Camp Pendleton Fire

**COUNTY OF ORANGE
CALIFORNIA**

800 MHz CCCS

(Countywide Coordinate Communications System)

STANDARD OPERATING PROCEDURES



**PREPARED AND DISTRIBUTED
BY:**

**ORANGE COUNTY
LEAD AGENCY**

January 2021

Table of Contents

January 2021	1
1.0 INTRODUCTION	4
2.0 PURPOSE	4
2.1 Governance	4
2.2 Users Group	5
2.3 800 MHz CCCS Radio System	5
2.4 Eligible Users	5
2.5 Acceptable Usage/Radio Discipline	5
3.0 SCOPE	6
3.1 SOP Approval	6
3.2 SOP Change Process	6
4.0 RADIO SYSTEM MANAGEMENT	7
4.1 Radio System Architecture	7
4.2 Radio System Management	8
4.3 Network Management	9
4.4 Advanced System Keys	10
4.5 Database Management	11
4.6 Subscriber Radio Inventory/Fleetmap	12
4.7 Lost or Stolen Radio Notifications	12
4.8 System Management Access	13
4.9 Requesting System Access	14
4.10 Alias List Standards	15
4.11 Member Agency Operational Policy Changes	15
4.12 Infrastructure Equipment Standards	16
4.13 Subscriber Equipment Standards	18
4.14 System Administrator Standards	18
4.15 Dispatch Center Personnel Training	19
4.16 Incident / Tactical Dispatcher Training	20
4.17 Radio (Subscriber) User Training	21
4.18 Interoperability and non-CCCS Radio Users	22
4.19 System Upgrade Notification	23

4.20	In-building Coverage (Bi-Directional Amplifiers)	23
4.21	Aircraft Radio Installations and Operation	24
4.22	In-building Coverage	26
5.0	CONFIGURATIONS AND ALLOCATION	27
5.1	Zone and Talkgroup Naming Standards	27
5.2	Radio IUID Allocation	28
5.3	Fleetmap Standards	28
5.4	Subscriber Template Management	30
5.5	Talkgroup Assignments	31
5.6	Talkgroup Sharing	32
5.7	Talkgroup and Radio User Priorities	33
5.9	Failsafe Assignments	33
5.10	Scanning	34
5.11	Emergency Button	35
5.12	Encryption	36
6.0	INTEROPERABILITY STANDARDS	37
6.1	Interoperable Communications Requirements	37
6.2	Radio Console Patching of Talkgroups/Channels	38
6.3	Use of the Statewide and National Interoperability Channels	40
6.4	Control Station Usage on Interoperability Channels	41
6.5	Required Monitoring of Interoperability Channels	43
7.0	MAINTENANCE RESPONSIBILITIES	43
7.1	System Maintenance	43
7.3	Maintenance / Repair Notifications	45
7.4	System Coverage	47
7.5	Repair Parts Inventory	48
7.6	Disaster Recovery	48
8.0	SITE AND SYSTEM SECURITY	49
8.1	Site Security	49
8.2	Network Operational Security	50
8.3	Software, Firmware and Document Security	51
9.0	APPENDIX	52

9.1 Lead Agency Contact Information	52
9.2 Glossary – Definitions and Acronyms	53

1.0 INTRODUCTION

The 800 MHz Countywide Coordinated Communications System (CCCS) Standard Operating Procedures (SOP) provides National Incident Management System (NIMS) compliant procedures that are applicable to multi-agency, multi-discipline, all-hazard responses throughout the County of Orange. This SOP ensures consistent protocols and formalizes the operation and usage of the 800 MHz Radio System (System). This SOP will be utilized by CCCS emergency response and support personnel, communications operational and technical personnel, local/State/Federal government representatives, non-governmental organizations, and other System users as authorized by 800 MHz CCCS Governance Committee.

All System users shall comply with this SOP.

2.0 PURPOSE

The System is an 800 MHz trunked simulcast radio communications system designed to meet the needs of Orange County law enforcement, fire, lifeguard and public works responders and any other authorized users who are supporting these services.

This SOP addresses procedural and operational aspects of the System to include:

- Operational guidelines.
- Technology specifications and requirements.
- Usage guidelines.
- Training and exercises.
- Maintenance and repair.

2.1 Governance

The CCCS is governed by the 800 MHz CCCS Governance Committee which was established November 23, 2004 and amended June 2, 2015, by the Orange County Board of Supervisors and Parties to the Joint Agreement to facilitate the operation, maintenance and financial management of the 800 MHz CCCS. The Governance Committee is comprised of nine members including four City Managers, and designees from the County Executive Officer, Sheriff-Coroner, Public Works Director, Orange County Chiefs' of Police & Sheriff's Association and Orange County Fire Chief's Association. The Governance Committee responsibilities include the establishment and enforcement of these Standard Operating Procedures.

Additional information on the 800 MHz CCCS Governance Committee membership and responsibilities are documented in the 800 MHz CCCS Governance Committee Bylaws.

2.2 Users Group

The 800 MHz CCCS Users Group meetings occur once each quarter. The Users Group meetings allow for the sharing of information from the Lead Agency (Orange County Sheriff's Department Technology Division) regarding the System operations and any upgrade or enhancement projects proposed or in progress. These meetings also allow for Partner Agencies to discuss current concerns or provide input regarding future enhancements. All Partner Agencies are welcome to participate in the quarterly 800 MHz Users Group meetings.

2.3 800 MHz CCCS Radio System

The 800 MHz CCCS Radio System (System) is an advanced digital radio communications system built to the Association of Public-Safety Communications Officials (APCO) Project 25 (P25) digital radio standards. The System utilizes radio frequencies in the 800 MHz radio spectrum under the rules and regulations of the Federal Communications Commission (FCC). The System consists of the following major components:

- Radio Communications sites located throughout the County (towers, equipment shelters, generators & site security).
- Radio infrastructure (transmitters, receivers, combiners, antennas, etc).
- Radio spectrum in the 800 MHz frequency band and microwave radio frequency spectrum.
- Microwave radio links between the radio sites and the Loma Ridge Master Site.
- Subscriber Units (mobile radios, portable radios, control stations, dispatch consoles).
- System Watch Network Operations Center (NOC).

The System is designed to provide 95% portable radio coverage, 95% of the time within the Orange County operating area.

2.4 Eligible Users

The primary purpose for the System is to support Orange County public-safety and local government agencies' day-to-day operations by providing dependable, interoperable radio communication. Orange County public safety and local government agencies as well as applicable State and Federal government agencies may be eligible for access to the System. System access will be determined by the 800 MHz CCCS Governance Committee in compliance with the 800 MHz CCCS Joint Agreement and with consideration of System capacity.

2.5 Acceptable Usage/Radio Discipline

All System users shall follow these policies.

The System is to be used for day-to-day operations, emergency response calls, incidents, missions and disasters. The System may also be utilized for planned events, training and exercises with consideration of channel capacity and available talkgroups.

This policy clearly defines the discipline for agencies and individuals to follow when using radios on the System. Each Agency is responsible for ensuring their users adhere to proper radio discipline.

Misuse of the System shall be reported to the Lead Agency Director to handle directly with the Department Head of the agency involved. The reporting party's contact information should be provided in the notification. No profanity, playing music, personal conversations or activities not directly related to agency business will be permitted on the System.

All agencies and individuals shall utilize these communications resources professionally and keep radio conversations as concise as possible.

All agencies and individuals utilizing the System must abide by all FCC regulations as stated in Title 47 Part 90 Land Mobile Communications.

3.0 SCOPE

This SOP applies to the operational, technical and usage aspects of the System. It is therefore applicable to any user of the System, and applies to government agencies at the local, County, State and Federal levels, as well as authorized non-government users.

3.1 SOP Approval

This SOP and subsequent revisions require approval of the 800 MHz CCCS Governance Committee after review by the Lead Agency.

3.2 SOP Change Process

Annual Review Requirement

The SOP will be reviewed on an annual basis to assess the need for updates or revisions. The Lead Agency Director or designee will be assigned the task of reviewing the SOP, identifying applicable updates, and submitting a draft of the revised SOP for Governance Committee approval.

Operational Context

The 800 MHz CCCS Governance Committee is charged with approving standards, protocols and procedures for optimal operations between and among the users of the System.

Submitting Change Requests

Requests to delete, add, and/or change adopted standards, policies and/or procedures may be submitted in writing to the Governance Committee at any time. If the requested change is time critical, the Governance Committee may direct a request for immediate consideration to the Lead Agency Director.

Change Request Contents

A written request for any change to the SOP submitted to the Governance Committee shall include:

- A full description of the deletion, addition, or change including section and subsection references.
- The reason for the change (including the potential consequences if the request is not approved).

- A preliminary assessment of impact on other System users and an estimate of associated costs, if any.

The Governance Committee may direct the Lead Agency Director to conduct an assessment to address:

- Technical impact to current and future System performance including which system or subsystems will be or may be affected.
- Operational impact to current and future system performance including effects on System capacity and determination of those systems or subsystems that will be or may be affected.
- Degree of conformance with Governance Committee approved plans and standards.
- Cost impact to current participants.
- Potential alternatives.

The Lead Agency Director shall forward the completed assessment to the Governance Committee along with recommendations including strategies to mitigate negative impacts, if appropriate.

The Governance Committee shall notify all agencies of all requests along with potential impact and invite their comments.

The Governance Committee will approve, deny, or modify the requested SOP change.

If approved, the Governance Committee will incorporate the applicable SOP modifications and inform System users.

Management of Change Process

The Governance Committee Chair will manage this process.

4.0 RADIO SYSTEM MANAGEMENT

4.1 Radio System Architecture

The System is an advanced digital radio communications system built to the Association of Public-Safety Communications Officials (APCO) Project 25 (P25) digital radio standards. The P25 System is a standards based system, and different vendor subscriber radios may be able to access and use it. Due to manufacturer differences outside of the defined P25 standard, not all manufacturer radio features may work with the System. Some radios may interact differently with the existing infrastructure and can potentially exhibit undesirable operational characteristics.

As a result, the following procedures must be followed:

- All manufacturer's radios must be tested and approved by the Lead Agency prior to being used on the System.
- A listing of tested and approved radio models will be maintained by the Lead Agency.

Operational Context

The System is dedicated primarily to public safety agencies, the agencies that support public safety and public utility and service agencies.

Protocol / Standard

The System utilizes the APCO Project 25 Phase 1 digital radio standard for the voice and control channels. The microwave radio system is a digital system that adheres to Telecommunications Industry Association (TIA) / Electronic Industry Alliance (EIA) standards.

4.2 Radio System Management

The Lead Agency is responsible for System administration and the day-to-day management, operation and oversight of the System and for the maintenance of this SOP. While their specific duties are not detailed in this document, their general duties include:

- Monitoring the System and components for normal operations.
- Diagnosing System performance, problems, and developing corrective action recommendations.
- Dispatching appropriate repair services in the event of a malfunction of System equipment.
- Managing the database elements, including subscriber IDs, talkgroup IDs, and the various parameters that relate to their effective operation.
- Working with all agencies and their technical staff to diagnose and resolve problems that involve radio operations, maintenance or repair of the equipment.
- Serving as the point of contact (POC) with equipment manufacturers for issues related to the radio System.
- Providing timely information to System users on issues that arise, or repair/maintenance issues related to System equipment that would affect normal radio operations.
- Monitoring System databases for normal operations and conducting regular database backups.
- Programming of all subscriber radios and dispatch consoles with System access.
- Encryption management including managing and maintaining encryption keyloaders.

The Lead Agency makes decisions on issues related to the day-to-day operation of the System and addresses urgent or emergency operational, maintenance, or repair decisions.

An urgent or emergency situation is one where immediate decision authority is needed to allow the System as a whole, or any of the subsystem components, to continue supporting normal wide-area voice communications services. It is recognized that Lead Agency may have to obtain authorizations from the CCCS Governance Committee to make longer-term or non-emergency capital or repair expenditure decisions.

Due to the complexity and distributed administration and maintenance of the System, problems can typically occur when changes are made to hardware or software. In order to keep all System users informed of any updates, notifications will be sent to all dispatch centers and designated User Agency contacts when the following actions occur:

- Planned maintenance work is being performed on the System that will impact performance or System operations
- Equipment malfunctions or failures that affect System performance or operation
- Configuration changes in equipment or software by any user agency that may impact operations of any other agency

4.3 Network Management

Purpose or Objective

Defines the responsibilities for network management.

Technical Background

The System is comprised of, but not limited to, channel banks, hubs, switches, routers, servers, local area networks, and wide area network links connecting sites together. The network sites are interconnected by usage of microwave radio equipment, fiber, Ethernet or telecom T1 circuits. The radio network is monitored with network management tools provided by the equipment manufacturers and/or other vendors.

The radio System architecture is primarily constructed around the APCO Project 25 standard. The microwave system is composed of industry standard equipment, which also provides flexibility and a large variety of management and diagnostic tools.

The System network is complex. Unusual problems may be difficult to identify and resolve. System documentation shall be kept up to date or it will lose its value in supporting the System network.

The System is protected from all other agency data networks to manage the security and functionality of the System. If there is a connection to another data network, it shall be through a manufacturer specified and configured firewall, and approved by the Lead Agency.

Operational Context

The components of the System are considered as "owned" by the Partnership with responsibility for maintenance of the sites and equipment delegated to the Lead Agency by the authority of the 800 MHz CCCS Governance Committee and the 800 MHz CCCS Joint Agreement. Any required maintenance contractor agreements will be negotiated by the Lead Agency and presented to the 800 MHz CCCS Governance Committee for approval.

The backbone of the System is structured on an integrated network. Any infrastructure hardware and software upgrades or changes that may impact the System require reasonable discussion, approval and oversight by the Lead Agency, and the 800 MHz CCCS Governance Committee.

All maintenance work being scheduled that may affect System performance is preceded by reasonable and appropriate notification to the user agencies.

The configurations for each of the components of the System are documented primarily for the purpose of maintenance, but also affect future planning. The manufacturer provides the original 'as-built' documentation.

The other defined standards for maintenance, documentation, notification, changes, security, and training also pertain to the network portion of the System.

Procedure

The methods for performing detailed System operations are defined in the technical resource manuals and training documentation for the System. The technical resource manuals are classified as 'Restricted Information' and are not available to the general public except by formal written request approved by the 800 MHz CCCS Governance Committee, the Lead Agency and County Counsel.

Management

The Lead Agency is responsible for managing the System network.

4.4 Advanced System Keys

Purpose or Objective

To outline the procedures for the production, and usage of both the Software and Advanced System Keys (ASK) for the System.

Technical Background

A system key allows for the programming of a radio for use on the System and is used to maintain System security. The System key keeps unauthorized units from gaining access to the System. Most radio equipment manufacturers provide a software based system key unique to each trunked radio system. The System key is required for a radio (subscriber unit) to be programmed so that the radio can be recognized by the System and the user can access the System.

Operational Context

The Lead Agency will maintain and safeguard all Master ASKs, regardless of manufacturer and is responsible for the production and issuing of all secondary keys to authorized users. Manufacturers' radios that do not require a system key will not be approved for operation on the System.

An agency using subscriber radios other than the System manufacturer (Motorola) must acquire and provide to the Lead Agency the manufacturer's Master ASK for the 800 MHz System and all necessary software and key hardware to program secondary keys as needed.

The safeguarding of these keys is paramount and should at all times be treated as restricted, public safety sensitive information with access closely guarded.

Management

The Lead Agency Director is responsible for maintaining the security of and access to the System keys.

4.5 Database Management

Purpose or Objective

Defines the aspects and assignment of responsibilities for managing the System's databases.

Technical Background

The management of the System and subsystem databases is assigned to Lead Agency staff with responsibility for the various aspects of the System operations.

The databases contain information for the System and subsystems defining the operational characteristics of:

- Subscriber Radios
- Radio Users
- Talkgroups
- Profiles for Radio Users and Talkgroups
- System portion of the fleet map programming
- System and Subsystem equipment operational parameters
- Security Group structures
- Login User accounts and privileges

The databases contain the operational personality of the entire System. Because of this critical function, the data must be properly managed for System functionality and archived regularly in case of data loss or corruption.

Operational Context

The System databases are partitioned to facilitate the distributed management of the data contained in them. The database management responsibilities of the Lead Agency include the following:

- The Lead Agency is responsible for maintaining and archiving copies of all radio codeplug data and System databases.
- Database backups are made once per week and are stored "off-site" on a backed-up server in the event of a disaster.
- Database restoration will be performed by trained technical staff and only in the event of System software reloading and version changes, System database corruption, or as defined in the Disaster Recovery Plan.
- Database restoration is performed when a non-critical condition exists and if approved by the Lead Agency Director.
- The Lead Agency notifies agencies of any database issues that adversely impact their normal operations.

Procedure

The methods for performing the database operations are defined in the manufacturer's technical resource manuals. The technical resource manuals are classified as 'Restricted Information' and are not available to the general public except by formal written request to the Lead Agency.

The procedure for this standard is at the discretion of the Lead Agency.

Management

The Lead Agency is responsible for managing the data attributes and is responsible for backing up the System databases.

4.6 Subscriber Radio Inventory/Fleetmap

Purpose or Objective

Establishes the policy to ensure all radios activated on the System are properly accounted for, assigned, and managed.

Technical Background

Each radio operating on the System must be assigned a unique 7-digit IUID number allowing the radio to affiliate and communicate on the System. The System's controller provides individual access to the System for each assigned radio.

Operational Context

The Lead Agency manages the subscriber radio inventory and is responsible for assigning and tracking all IUID numbers. Each 7-digit IUID number can only be used with an individual radio and shall not be duplicated or "cloned" to another radio.

IUID management and subscriber radio inventory are critical to the operational integrity of the System. Accurate subscriber radio inventory is also important as this is the basis for the equitable distribution of the costs associated with System operations and maintenance.

Protocol / Standard

The Lead Agency is the only authorized source for IUID assignment and subscriber radio programming. The Lead Agency establishes and maintains the Fleetmap Inventory database and conducts annual inventory verification with each Partner Agency. This annual inventory is also provided to Lead Agency Financial for use in the various budget and billing calculations for Partner Agencies.

Management

The Lead Agency is responsible for IUID issuance and management of the subscriber radio inventory/Fleetmap.

4.7 Lost or Stolen Radio Notifications

Purpose or Objective

Establishes the policy to ensure the System's operational integrity and security by providing users with a procedure for reacting to incidents of missing, lost or stolen radio units.

Each agency shall develop internal guidelines for dealing with incidents of lost, stolen or missing radio equipment, to include notification to the Lead Agency.

Technical Background

The System's controller provides individual access to the System for each assigned radio. The controller provides the ability to disable the radio altogether with the 'inhibit' feature.

The target radio must be turned on and affiliated with the System for the actions to be processed. If the target radio is not active, the requested action can be put into the passive mode. When the target radio does attempt to affiliate with the System, the pending action is initiated.

Operational Context

All agencies are required to make immediate notification to the Lead Agency upon receiving information, notification, or recognition that an assigned radio is misplaced, lost or stolen. Delay in providing notification could result in unauthorized persons causing interference and/or receiving confidential information.

Protocol/Standard

The Lead Agency shall be immediately notified of the situation by a phone call and submission of a Lost/Stolen Radio Report Form.

The request to inhibit a lost/stolen radio must be specified on the Lost/Stolen Radio Report and must be accompanied by a copy of the Police report.

Lost and stolen radio information will be passed on to user agencies and local radio shops in case the radio is located or turned in.

The Lead Agency will invoice the agency for the replacement cost of the radio if owned by the Lead Agency (ie., a loan pool radio).

Management

The Lead Agency is responsible for managing this policy.

4.8 System Management Access

Purpose or Objective

Defines the types and areas of individual access to the management functions of the System.

Technical Background

Every login user of the System has a minimum of one login account and possibly more if multiple levels of access rights are needed for different purposes, such as administrative or general use. Every account can be individually set with the security and application rights needed to meet the needs of each user. All user account IDs shall be unique as the System's

databases do not permit the use of duplicate IDs. The user login aliases are limited to a specific length.

Operational Context

Personnel who log into the systems to use management applications and support tools are referred to as "Login Users". These are technical support staff such as the System Manager, administrators, technicians, etc. This is different than "Radio User" as referred to in other standards. Every user's login ID on the system is unique. Every login user of the System has a user ID that is only for that specific agency's or individual's use. Based on the types of access required an individual may need more than one login ID.

The types of access fall into the following areas:

- System Management
- Infrastructure Maintenance
- Subscriber Administration
- Dispatch Management
- Asset Management

The areas of access are based on the physical locations of the equipment and individual need.

Access to System, Network, and Asset Management terminals will be limited to Lead Agency staff and approved vendors.

Lead Agency may review personnel with System access at any time to ensure that only the appropriate levels of access have been granted based on their currently assigned business needs.

Protocol

Each Login User account must be requested from and approved by the Lead Agency Director. The account will be assigned a login name and access level based on the requirements of the request. Access will be immediately rescinded for any unauthorized actions or change of employment status.

Management

The Lead Agency is responsible for the creation of administrative accounts, designating the areas of access allowed for each account, and the review of access granted.

4.9 Requesting System Access

Purpose or Objective

To establish the procedure for an eligible agency to apply to participate on the 800 MHz CCCS.

Operational Context

The 800 MHz CCCS Governance Committee has determined the requirements and procedure for potential new applicants desiring access to the 800 MHz CCCS. Those procedures are documented in the 800 MHz CCCS Joint Agreement.

Management

The Lead Agency Director is responsible for managing the process of potential new System User applications in accordance with protocols established by the Governance Committee and documented in the 800 MHz CCCS Joint Agreement.

4.10 Alias List Standards

Purpose or Objective

To establish a standard for the use of Subscriber alias for identifying radio users.

Operational Context

An alias is a common alphanumeric name used to identify a radio, talkgroup, site, etc. rather than referencing the assigned 7-digit IUID number.

The Lead Agency does not maintain alias names for Partner Agencies.

Each Partner Agency shall maintain their own alias database and their alias names will only appear on their local dispatch consoles and subscriber radios.

Management

Each User Agency is responsible for establishing and maintaining any alias lists used by that agency.

4.11 Member Agency Operational Policy Changes

Purpose or Objective

Defines a process to mitigate negative impact to this SOP, other Member Agencies or the overall operation of the System when Member Agencies make changes to their individual Agency operational policies.

Operational Context

The 800 MHz CCCS Governance Committee is charged with approving standards and determining protocols and procedures for optimal operations between and among the users of the System.

Member Agency operational policies must not be contrary to this established SOP nor should they knowingly impact other Member Agencies in a negative manner. There will be occasions or incidents that might result in the need for a Member Agency to make changes to their operational policies. Member Agencies must ensure that any change made to their internal operational policies harmonizes with the established SOP and fellow Member Agencies.

Protocol

Member Agencies are expected to understand the potential for their policies to impact other Agencies on an integrated communications system. As a result, any Member Agency planning to make changes to their operational policy must take into account the impact on the System. If the operational policy change is likely to have an impact on the System and/or on other

Member Agencies, or, if it is unknown whether the change will have such an impact, the Agency planning to make the change shall submit the planned policy change in writing to the Lead Agency for evaluation.

The Lead Agency will address Member Agency policy change notices with respect to their impact on the System and other Agencies. The Lead Agency will inform the Governance Committee Chair of the decision regarding the policy change if it is determined that the change will impact the System or other Member Agencies.

A written notice of any planned operational policy change submitted to the Lead Agency shall include:

- Description of the policy being changed
- Reason for the planned policy change (including the potential consequences if the request is not approved)
- Preliminary assessment of impact to other System users, and an estimate of any associated costs to implement the request

An assessment shall be conducted by the Lead Agency technical and management staff and shall address:

- Technical impact to the current and future System performance including which systems or subsystems are affected
- Operational impact including capacity impact to current and future System performance
- The degree of conformance with established policies and standards
- Cost impact to current participants
- Potential alternative solutions

The Lead Agency Director shall forward the completed assessment to the requesting Member Agency along with recommendations including ways to mitigate negative impact where applicable. If the assessment reveals a negative impact to the System or to other Member Agencies, the Lead Agency will advise the requesting Agency against enacting the change. The requesting Agency may appeal the decision to the Governance Committee for resolution if desired.

The Governance Committee shall then review the requested policy change and approve, deny or modify the request. If approved or modified, the Governance Committee shall set forth operational and/or financial responsibility as appropriate and notify all affected parties of the decision.

Management

The Lead Agency Director, acting on behalf of the Governance Committee, shall manage this process.

4.12 Infrastructure Equipment Standards

Purpose or Objective

Sets the minimum technical and performance standards for infrastructure equipment operating on or interfacing with the System and establishes a policy preventing premature obsolescence of the same.

Technical Background

The 800 MHz CCCS is an APCO P25 standards-based System constructed by Motorola Solutions, Inc. It consists of radio communications sites utilizing 800 MHz radio spectrum. The Master Site is located at the Loma Ridge Facility where the Lead Agency Radio Microwave Unit is collocated along with the County Emergency Operations Center and the OCSD PSAP/Dispatch Center. Microwave links between the Master Site and the radio sites utilize redundant methods in the construction of the System to provide for a public safety grade of service.

Vendors' equipment often utilizes different operating software and may interact differently with the existing infrastructure which can potentially exhibit undesirable operational characteristics.

It is also possible that new, untested radios, equipment and/or software can exhibit performance and functionality characteristics that are destructive to the performance, capacity and/or security of the System.

Operational Context

Participants desiring to connect or interface with the System any type of fixed equipment such as a radio or console product must receive approval from the Lead Agency. Prior to approval, the System manufacturer must prove equipment compatibility. All equipment must be installed in compliance with all rules, regulations and codes applicable to its operation and location. Industry accepted radio site installation and equipment grounding practices, such as R56 or approved equivalent in effect at the time of installation, shall be used.

Protocol

To ensure the reliability of the System, all infrastructure equipment directly interfaced with the System's core must maintain the same level of software revision.

Requests shall be submitted in writing to the Lead Agency signed by the requesting agency director or department head.

Procedure

The request shall provide an outline of plans the requesting agency has developed for equipment integration. The written request shall indicate the name and contact information for the person designated to lead the project.

The Lead Agency Director will review the request and make the final decision.

If a technical use plan is already in place, the agency shall submit the plan to the Lead Agency for review to ensure compliance and compatibility with CCCS policy, standards and procedures. If a technical use plan is not in place, Lead Agency shall assist the requesting agency in developing a plan. Costs associated with the development of a technical plan are borne by the requesting agency. When the plan is complete it is submitted to the Lead Agency Director, who shall review the plan for compliance and compatibility with CCCS policies and procedures.

Management

The Lead Agency is responsible for management of infrastructure equipment standards and integration.

4.13 Subscriber Equipment Standards

Purpose or Objective

Sets the minimum technical and performance standards for subscriber radios operating on the System including:

- Establishing a policy to prevent premature obsolescence of subscriber radios.
- Establishing procedures for Lead Agency to measure, test, certify and publish a list of subscriber radios that are approved for use on the System.
- Ensuring that decommissioned subscriber radios are properly deprogrammed before disposal to prevent interference with public safety communications.

Technical Background

The System utilizes digital communication technology with the primary use being voice communications using the APCO P25 Phase 1 protocol with 9600-baud control channels.

Subscriber radios from various vendors often utilize different operating software providing a variety of services, features, functionality and performance to the users. Many of these radios interact differently with the infrastructure and can potentially exhibit undesirable operational characteristic. It is possible that untested radios and/or software can exhibit performance and/or functionality characteristics that are destructive to the overall performance, capacity and/or security of the System. Users are prohibited from using radios or accessories that may be destructive to the System.

Partner Agencies shall deliver any retired radio subscriber equipment to the Lead Agency for decommissioning and deprogramming. Decommissioned radios that are not properly deprogrammed could pose interference issues with public safety communications. Radios removed from the System for decommissioning purposes shall be deprogrammed so as to remove all System related information, ID's, and conventional channels, leaving only an idle frequency of 851.0000 MHz to prevent potential interference issues with public safety communications.

Management

The Lead Agency is responsible for maintaining all testing, managing radio equipment manufacturer initiated submittals, coordinating activities of the test team, and the proper deprogramming of subscriber radios. Any Agency purchasing new subscriber equipment is encouraged to work with the Lead Agency first to ensure the new equipment meets System standards and is properly equipped to operate on the System.

4.14 System Administrator Standards

Purpose or Objective

Establishes the minimum training standards for System administration and staff. This ensures that System functionality and integrity are maintained by restricting System administrative functions to trained, qualified and authorized personnel only.

Protocol

The Lead Agency is responsible for maintaining System configuration databases for System or subsystem infrastructure, subscriber databases and console configuration databases.

4.15 Dispatch Center Personnel Training

Purpose or Objective

Establishes minimum training standards for the public-safety dispatch center personnel with access to System resources. This ensures that personnel performing communications dispatch operations are properly trained by the Lead Agency.

Operational Context

System functionality and integrity shall be maintained by ensuring that only qualified personnel perform dispatch functions using console equipment connected to the System core.

Protocol/Standard

Public safety dispatch center personnel shall be familiar with all applicable mutual aid requirements, interoperability requirements, trunk system patching and all established SOPs.

Other recommended training that each agency's communications center personnel should have include:

- COML.
- ICS courses 100, 200, 700.B, 800 or others as required by employing agency

Recommended Procedure

This policy does not contain specific training procedures or training modules.

Management

The communications / 9-1-1 center manager within each agency is responsible to ensure personnel with radio console access to resources on the System comply with the following:

- Public safety communications / 9-1-1 center personnel receive the appropriate training before accessing System resources.
- Public safety communications / 9-1-1 center personnel maintain familiarity with features and functions of communications consoles in order to rapidly and effectively

communicate with public safety personnel and are able to identify and establish interoperability solutions when appropriate or directed.

- Only qualified personnel perform dispatch functions on System resources.
- Public safety communications / 9-1-1 center personnel maintain familiarity with all applicable sections of the SOP.

4.16 Incident / Tactical Dispatcher Training

Purpose or Objective

Establishes minimum training standards for those performing incident or tactical dispatch functions with access to System resources. This ensures that System communications incident/tactical dispatcher operations are performed by properly trained dispatch personnel.

Operational Context

System functionality and integrity shall be maintained by ensuring that only qualified personnel perform incident/tactical dispatch functions.

Protocol or Standard

Incident/tactical dispatch personnel shall successfully complete appropriate training on the console system, mobile radios or control stations in the Mobile Command/Communications Units. Appropriate training shall, at a minimum, include formal training either by an incident/tactical dispatch trainer who has completed the training from a qualified instructor or by a qualified radio technical staff member familiar with the Mobile Command/Communications Unit's (MCU) operations.

Incident/tactical dispatch personnel shall be familiar with all applicable mutual aid requirements, interoperability requirements, trunked system patching, gateway and other communications equipment in the MCU as well as all established standard operating procedures.

Other recommended incident/tactical dispatcher training should include:

- COML.
- COMT.
- ICS courses 100, 200, 300, 400, 700.B, 800 or others as required by their employing agency.
- Any other developmental, technical or safety courses deemed necessary by employing agency.

Procedure

This policy does not contain specific training procedures or training modules.

Management

The Communications Center Manager within each agency is responsible to ensure personnel with access to MCU resources on the System comply with the following:

- Incident/tactical dispatch personnel or those acting in that capacity receive the appropriate training before accessing System resources.

- Incident/tactical dispatch personnel maintain familiarity with features and functions of MCU in order to rapidly and effectively communicate with public safety personnel and are also able to identify and establish interoperability solutions when appropriate or directed.
- Only qualified personnel perform incident/tactical dispatch functions on System resources.
- Incident/tactical dispatch personnel maintain familiarity with all applicable sections of the SOP.

4.17 Radio (Subscriber) User Training

Purpose or Objective

Establishes the minimum training standards for radio users, which ensures proper operation of radios on the System.

Operational Context

System functionality and integrity shall be maintained by ensuring that only trained personnel operate radio equipment.

Protocol/Standard

Radio users shall successfully complete appropriate training on assigned radios before being allowed to operate on the System. Appropriate training shall include formal training from a qualified instructor or approved media and, at a minimum, include the following:

- Radio users shall be trained on the technical operation of assigned radios. Training will be required biennial.
- Radio users shall be trained on how to operate the radio within the System along with any special features of the System they will use, e.g., emergency button, call alert, etc.
- Radio users shall be trained on and demonstrate proficiency with all applicable mutual aid and interoperable communications resources and standard operating procedures.
- Radio users shall maintain awareness of the mutual aid, interoperability channels or talkgroups in their radios, as well as how to navigate to them when necessary.
- User agencies will make an effort to conduct ongoing refresher training for radio users periodically following their initial training (e.g., build into in-service training, dispatch centers conduct random tests, roll call training, on-shift training, etc.).

Lead Agency staff assists user agencies in identifying training needs and implementing training programs to meet those needs. The Lead Agency also employs a qualified training officer who is available to provide this training to authorized System users.

Procedure

This SOP does not contain specific training procedures or training modules, however, Lead Agency staff assists with radio user training when requested.

Management

Each User Agency is responsible to ensure that:

- Personnel assigned radios shall receive the appropriate training with emphasis on awareness of and how to navigate to mutual aid and interoperability channels or talkgroups (initial and ongoing refresher training).
- Only trained and qualified personnel shall operate radio equipment.
- Radio users are familiar with sections of the SOP.

4.18 Interoperability and non-CCCS Radio Users

Purpose or Objective

Establishes the minimum training standards for radio users having access to interoperable resources of the System. This ensures the proper operation of radios on the System and safeguards against improper utilization of interoperability resources.

Operational Context

System functionality and operability is maintained by ensuring that only properly trained personnel use the interoperable resources on the System for mutual aid communications. If agencies do not have appropriate training, then communications failure or a degradation of the System resources may occur.

Protocol/Standard

Radio users shall have a demonstrated knowledge of Section 6 Interoperability Standards, and have successfully completed appropriate initial and ongoing refresher training including:

- User training emphasizing:
 - The use of interoperable channels and how to navigate their radio.
 - How a user's radio experiences can be affected by the selected interoperability channel (digital, analog, non-trunked, etc.).
- Dispatch and supervisory training emphasizing:
 - The use of interoperable channels.
 - The use of patching and patch channels.
 - The use of cross band repeaters and gateway devices.
 - The use of RF control stations.
 - How a user's radio experiences can be affected by the selected interoperability channel (digital, analog, non-trunked, etc.).

Radio users with access to interoperable channels must be familiar with all applicable mutual aid and interoperable requirements and procedures.

Procedure

This SOP does not contain specific training procedures or training modules.

Management

The Lead Agency will provide training materials upon request for initial training and ongoing refresher training. Additionally, as resources permit, the Lead Agency will assist user agencies

with developing plans and methods on incorporating ongoing radio refresher training into various activities for the most effective delivery to personnel. The Lead Agency also employs a qualified training officer who is available to provide this training to authorized System users.

Agencies requesting and/or using the interoperable talkgroups are responsible to ensure that:

- The use of mutual aid/interoperability channels and talkgroups is properly coordinated and approved through the Control One.
- Radio users successfully complete appropriate initial and on-going refresher training and demonstrate knowledge of proper communications procedures before being allowed to operate the interoperable resources.
- Radio users are familiar with all applicable interoperable sections of this manual.
- Radio users are familiar with all applicable mutual aid requirements and interoperable SOPs.

4.19 System Upgrade Notification

Purpose or Objective

Establishes notification procedure prior to major System upgrades.

Protocol/Standard

System software upgrades will be performed as needed contingent upon available funding and/or technical requirements. The Lead Agency will be responsible for ensuring that all System user agencies that may be impacted by the upgrade are notified by email and/or other written form.

Recommended Procedure

Planned upgrade procedures will be communicated to all System users as follows:

- At least 30 days prior to a planned major System upgrade that will cause a System or site outage, the Lead Agency will notify all System user agencies that may be impacted by the upgrade.
- The Lead Agency will send an email reminder to all potentially impacted System user agencies a week prior to the System upgrade.
- Control One will communicate upgrade instructions and status to all System users before, during and upon completion of the upgrade.

User agencies must notify the Lead Agency Director in writing if the planned upgrade dates will interfere with any major planned events.

Management

The Lead Agency is responsible for managing System upgrades and the necessary notifications associated with each upgrade.

4.20 In-building Coverage (Bi-Directional Amplifiers)

Purpose or Objective

Establishes policy on usage of Bi-Directional Amplifiers (BDA) and awareness of all locations utilizing BDAs for the purpose of mitigating interference issues.

Technical Background

The System is designed for mobile and portable radio coverage but cannot provide 100% coverage in all places. BDAs are a device that aims to improve radio access within a confined space such as high-density buildings. Although the use of a BDA may improve in-building coverage, it may also create interference issues with the overall System. Tracking the locations of all BDAs will aid in quickly locating offending BDA equipment.

Protocol/Standard

It is not the intent for the Lead Agency or Governance Committee to approve or regulate BDAs. It is important for the Lead Agency to maintain a list of facilities that do have BDAs used with the System.

Any agency or department installing a BDA will provide the Lead Agency with the location of the device prior to installation if possible. This will include the physical address, emergency contact information, building name, location within the building, manufacturer and model number.

It is the responsibility of the equipment/facility owner to comply with all requirements of the FCC, including licensing, location reporting, and interference mitigation.

Recommended Procedure

Agencies installing BDAs will submit to the Lead Agency a list of locations where BDAs are installed that are supplementing the System. BDAs not supplementing the System do not need to be reported. This list will be updated periodically.

Management

The Lead Agency will maintain the list of BDAs supplementing the System. Each agency will maintain a list of BDAs within their jurisdiction along with contact information for the equipment/facility owner to allow access should the BDA interfere with the System.

4.21 Aircraft Radio Installations and Operation

Purpose or Objective

Sets the policy regarding aircraft subscriber radio installation, programming, and operation on the System.

Technical Background

Due to the elevated altitude of operation, aircraft radios have a greater coverage footprint. This allows a radio operated in the air to access sites as far away as 150 to 200 miles, while mobile radios operated in vehicles on the ground typically have ranges limited to 30 to 40 miles. Radios in aircraft operating with the System function slightly different than radios on the ground.

Due to the interference potential from the larger coverage footprint of aircraft operated radios, the FCC rules for operation of these radios limits the output power to help reduce interference, as frequency reuse is applicable in the CCCS and other radio systems.

Installation of aircraft mounted radios is governed by the Federal Aviation Administration (FAA) and permanent installations must be performed by FAA certified personnel.

Operational Context

Subscribers that acquire a large coverage footprint due to high altitude operations need to take into consideration potential interference due to frequency reuse in other systems. This could cause interference to their users. This interference could appear as an interruption, loss of communications, or as tailgating to other talkgroup transmissions on other sites.

Protocol/Standard

All permanently installed aircraft radios shall comply with the FCC 90.423 power output limitation of 10 watts, the Effective Radiated Power (ERP) being no more than 5 watts. Only unity gain antennas will be allowed.

Permanently mounted aircraft radios should be programmed with the following:

- BER threshold of 2.5%

For aircrews that are assigned portable radios, these portable radios should be programmed for the following:

- 2.5% or 2.9% BER threshold

These settings apply for both aircraft installed radios using remote mounted mobile or portable radios and Technisonic-type aircraft control panel mounted avionics packages using internal portable radios.

Procedures for landing zone areas where communications with ground personnel are conducted are recommended on a simplex, non-trunked, channel.

In addition to the SOP training requirement, training for users of aircraft radios shall include a description of the issues surrounding airborne operation of System radios including:

- Issues of potential interference to other systems due to frequency reuse;
- Personnel using portable radios in a limited capacity (observers, guests, etc.) and the potential for FAA and FCC rule violation, and interference.

Recommended Procedure

Installation and programming should be performed as outlined in this section. Operation of Aircraft landing zone coordination should be performed as outlined in this section. In-flight transmissions should be as brief as possible due to the potential interference.

Management

The Lead Agency Director will be responsible for the oversight and compliance of this standard. Due to the potential of interference issues to expand beyond a specific region or into another County, Lead Agency staff should also be notified if any interference is detected and is believed to have originated from a CCCS radio equipped aircraft.

4.22 In-building Coverage

Purpose or Objective

Establishes policy on the approval, usage and regulation of in-building coverage enhancement devices on System frequencies and the tracking of all locations utilizing these devices for the purpose of mitigating interference issues. In-building coverage systems include Emergency Responder Radio Communications Systems (ERRCS), Bi-Directional Amplifiers (BDA), and Distributed Antenna Systems (DAS).

Technical Background

The System is designed for mobile and portable radio coverage but cannot provide 100% coverage in all places. In-building coverage devices aim to improve radio access within a confined space such as high-density buildings. Although the use of in-building coverage devices may improve in-building coverage, it may also create interference issues with the overall System. Tracking the locations of all in-building coverage devices will aid in quickly locating offending equipment.

Protocol/Standard

The Lead Agency must approve and regulate in-building coverage systems on frequencies licensed to the County of Orange. It is important for the Lead Agency to maintain a list of facilities that have in-building coverage devices used with the System.

Any agency or department planning to install an in-building coverage system will submit their plans to the Lead Agency as described in the current OCSD ERRCS Guidelines document. This will include the physical address, emergency contact information, building name, location within the building, manufacturer and model number. The Lead Agency must review and approve operation of the installed in-building coverage system to ensure proper installation and operation and to mitigate any adverse effect on the System.

It is the responsibility of the equipment/facility owner to comply with all requirements of the National Fire Protection Association (NFPA), California Fire Code (CFC) and Federal Communications Commission (FCC) including licensing, location reporting, and interference mitigation.

Recommended Procedure

Agencies planning to install an in-building coverage system shall contact the Lead Agency for guidance and to begin the approval process. All agencies shall submit to the Lead Agency a list of locations where BDA, DAS or other ERRCS systems are installed that are supplementing the System. In-building coverage devices not supplementing the System do not need to be reported. This list will be updated periodically.

Management

The Lead Agency will manage the In-Building Coverage policy and maintain the list of in-building devices supplementing the System. Each agency will maintain a list of in-building coverage devices within their jurisdiction along with contact information for the equipment/facility owner to allow access should the equipment interfere with the System.

5.0 CONFIGURATIONS AND ALLOCATION

5.1 Zone and Talkgroup Naming Standards

Purpose or Objective

A well-defined method of naming radio programming zones and talkgroups/channels aids in user interoperability by allowing all users to understand the designated use of individual talkgroups/channels and how to find those talkgroups/channels in their radio.

Operational Context

In addition to agency-specific zones and talkgroups, all System users have certain talkgroups/channels programmed into their radios that are common to all System users to allow for operational interoperability. The ability to quickly locate these common talkgroups/channels for interoperability requires a uniform programming methodology to place the talkgroups/channels in specific zones in all radio on the System.

Protocol/Standard

The Lead Agency, in conjunction with User Agencies, and with the authority of the Governance Committee has established the zone and talkgroup naming structure used by all System users. The zone/talkgroup/Channel names and radio template structure is provided in the Official Communications Handbook (Radio Code Book) for each System Discipline (Law, Fire, Lifeguard/Marine Safety, Public Works).

Requests for additional zones or talkgroups must be submitted to the Lead Agency for consideration and analysis as to their potential impact on the System.

Management

The Lead Agency shall maintain the Official Communications Handbook and associated records related to zone and talkgroup/channel naming.

5.2 Radio IUID Allocation

Purpose or Objective

Allocates radio Item Unit Identification number (IUID) ranges for the individual agencies. This allows the Lead Agency to manage the pool of IUIDs as radio users and console positions are configured. This simplifies the management of the IUIDs and provides an easier indication of what IUIDs belong to which agency in the event that a radio user alias is not available.

Technical Background

These IUIDs are the same IUIDs that users type in for call alert pages. Also, these are the IUIDs that are displayed on the subscriber radios if the "ID Display" feature is enabled. These IUIDs are also displayed at the console if the console alias feature is not available.

Operational Context

The Lead Agency will allocate radio IUID ranges to agencies based on the number of units the agency will have active on the System and will be shown on the master agency IUID list.

Protocol/Standard

Only radio IUIDs allocated to an individual agency can be used in the programming of that agency's radios and consoles. The Lead Agency is responsible for the programming of all radios on the System.

Procedure

The Lead Agency maintains the master list of IUID distribution and will allocate IUIDs to agencies based on each agency's radio count and need. If an agency requires additional IUIDs beyond the initial allocation, a request shall be made to the Lead Agency. The Lead Agency will evaluate the request and conduct an analysis to determine impact to the System. Upon completion of the analysis, the Lead Agency may approve or deny the request, or ask for additional information.

Management

The Lead Agency manages the IUID ranges for day-to-day activities, and manages the IUID ranges for reserve or future allocation.

5.3 Fleetmap Standards

Purpose or Objective

Defines the process used to document the Fleetmap information for the effective management of the System.

System Fleetmap configuration information is classified as 'Restricted Information' and is not released to the public.

Technical Background

The Fleetmap is parameter information programmed into the System infrastructure and into the subscriber radios to control how those radios perform on the System.

The Fleetmap spreadsheet is a documented matrix of the talkgroups in the System and the departments or agencies that use and control user access to these talkgroups. The Fleetmap contains the following information:

- Talkgroup Name – Name of the talkgroup as it is programmed into the System.
- Talkgroup Alias – Abbreviated naming of the talkgroup to fit within the 8 or 14 character radio display.
- Talkgroup ID – Numerical designation of the talkgroup in decimal and/or hexadecimal.
- Failsoft Channel – The System channel designated for the talkgroup when in the failsoft mode.
- Owner – The primary user agency with access control of the talkgroup.
- Priority – Priority level of the talkgroup.
- On Console – If the talkgroup is available as a console resource.
- Trunked Alternate – A talkgroup to be used when the user's primary system is unavailable.

Operational Context

The Lead Agency will establish and manage the Fleetmap database information for all users of the System.

Protocol/Standard

A detailed matrix is maintained by the Lead Agency on the System database. Each agency's radio representative maintains a Fleetmap spreadsheet containing data on their talkgroups and the users for whom they are responsible.

Procedure

If an individual agency desires to make updates and changes to their Fleetmap standards, the changes shall be requested through the Lead Agency.

- The Lead Agency will evaluate any requests for changes and conduct an analysis to determine its feasibility and impact on the System.
- The Lead Agency will decide if the request will be approved or denied and proceed accordingly with notification to the requesting agency.

The disclosure of the Fleetmap configuration information, including talkgroup IDs, user IDs, user privileges and other related System information could substantially jeopardize the security of the System. This disclosure makes it more susceptible to sabotage and unauthorized access to the contents of confidential voice and data communications. Therefore, the master Fleetmap data shall be classified as 'Restricted Information' and is not available to the general public except by formal written request to the 800 MHz CCCS Governance Committee.

Management

The Lead Agency manages the Fleetmap and System programming for all agencies.

5.4 Subscriber Template Management

Purpose of Objective

Defines the process that is used to document the radio subscriber template information for the effective management of the System. The System contains a large number of talkgroups to support the various agencies that subscribe to the System. Subscriber template configuration information is classified as 'Restricted Information' and is not released to the general public.

Technical Background

The subscriber template is parameter information programmed into the individual subscriber radios to control how those radios perform on the System.

An agency's subscriber template is developed and maintained by the Lead Agency with the input of each agency's radio representative. This is to ensure the agency gets the talkgroups, features, and functionality desired from the radios, while maintaining the overall functionality and integrity of the System.

The radio subscriber template is usually specific to a particular agency, but an agency can elect to have different versions of the template based on the department's needs and operations.

The templates normally contain the following information:

- Radio Configuration – Specific information related to a particular model of radio, including but not limited to: button assignment, display options, menu items, and other radio wide parameters.
- Conventional – Personality information that determines the radio's operation in the conventional mode such as frequencies, tones, and signaling options.
- Trunking – Identifies System and talkgroup specifics that the subscriber radio has access to, as well as System and unit-specific ID numbers relating to the radios operation.
- Scan – Defines the limits and lists of the subscriber radio's scan function, when equipped.
- Zone Assignment – Where talkgroups are combined into specifically labeled 'zones' within the radio that represent or reflect operations of a particular agency or operation. The zone designation reflects an acronym, which should easily identify the zone as belonging to a particular agency.

Operational Context

The Lead Agency creates and manages all subscriber templates to ensure uniformity and proper operation on the System.

Protocol/Standard

User Agencies may have multiple subscriber templates based upon their operational needs. The Lead Agency shall maintain a subscriber template spreadsheet for each of the agency's template versions.

The Lead Agency will work with each user agency to develop the subscriber templates for that agency. All subscriber template creation and modification shall be done by the Lead Agency. The Lead Agency shall maintain all associated documentation for each subscriber template.

Procedure

If individual agencies desire to make updates and/or changes to their subscriber templates, those change requests shall be submitted to the Lead Agency for review. The Lead Agency will approve or deny the request after reviewing impact to the System and other users. If approved, the costs for template change and subsequent reprogramming of subscriber radios will be borne by the requesting agency.

The disclosure of the subscriber template configuration information, including talkgroup IDs, user IDs, user privileges and other related System information could substantially jeopardize the security of the System. This disclosure makes it more susceptible to tampering, sabotage, unauthorized use, jamming, hacking, unauthorized access to the contents of confidential voice and data communications. Therefore, the subscriber template spreadsheets shall be classified as 'Restricted Information' and are not available to the general public except by formal written request to the 800 MHz CCCS Governance Committee.

Management

The Lead Agency manages all subscriber templates and programming for all agencies and maintains records of the process. Access is strictly controlled and is considered 'Restricted Information'.

5.5 Talkgroup Assignments

Purpose or Objective

Defines the assignment/usage of agency-specific, common and interoperable/mutual aid talkgroups and resources, and provides a standard so that the Lead Agency will have a firm guideline on allowing particular talkgroups programmed into radios.

Operational Context

Talkgroups are considered assigned by the agency for which the talkgroup was specifically created. The process for pre-defined sharing authorizations is explained in Section 5.6.

Recommended Protocol/Standard

There are three types of talkgroups that are programmed into the System:

- **Agency-Specific** – Created for, and controlled by, individual agencies for their day-to-day operations. These talkgroups cannot be accessed by other System users without express permission granted by the assigned agency. The process for obtaining this permission is outlined in Section 5.6.
- **Common Resources** – Talkgroups/channels created for common use among discipline specific agencies (law, fire, general) as needed. These talkgroups/channels are not controlled by any individual agency but are available for use by all Partner Agencies and are coordinated by the Control One.

- **Interoperable/Mutual Aid Resources** – These talkgroups/channels are established interoperable or mutual aid resources available to all System users based upon specific discipline (law, fire, general) and allow communications with non-CCCS System agencies as needed. These talkgroups/channels include the ability to be patched to non-800 MHz resources for greater interoperability. These talkgroups/channels are coordinated locally through the Control One.

Procedure

- The Lead Agency will control all talkgroup generation and access parameters. Agencies shall immediately notify the Lead Agency when changes to an agency-specific talkgroup are required or the talkgroup is no longer required.

Management

The Lead Agency is responsible for the management of the Talkgroup Ownership policy.

5.6 Talkgroup Sharing

Purpose or Objective

Defines how System Partner Agencies can permit other agencies to access to their agency-specific talkgroups.

Technical Background

Radios must be P25 compliant and compatible with the System. Refer to Section 4.13 of this SOP for additional details on subscriber equipment standards.

Operational Context

Partner agencies have the authority and control to define who is allowed access to their agency-specific talkgroups/channels. This process is accomplished with a formal written request to the Lead Agency from the requesting agency which is passed to the agency-specific talkgroup owner for approval. The request should include the specific talkgroup name desired and the intended purpose and potential users of the talkgroup.

Protocol/Standard

Agency-specific talkgroups/channels shall not be programmed into any other radios without the written permission from the controlling agency. Documented written approval letters shall be maintained by the Lead Agency for each talkgroup sharing agreement.

Procedure

The Lead Agency working with the talkgroup 'owner' will process the request and, upon approval, make the necessary modifications to the requesting agency template. The Lead Agency will maintain all supporting documentation regarding the requested change. All costs associated with the template change and reprogramming will be borne by the requesting agency.

Management

The Lead Agency is responsible for the management of this procedure.

5.7 Talkgroup and Radio User Priorities

Purpose or Objective

Establishes varying priority levels for talkgroups to assure the most critical talkgroups on the System are granted a channel as quickly as possible when the System is experiencing busy conditions.

Technical Background

The System priorities can be managed both at the radio user level and at the talkgroup level.

Operational Context

Priority levels in the System are managed at the talkgroup level. The goal is to distribute priorities across the System talkgroups in a way that maximizes the ability for critical groups to communicate and minimizes the number of talkgroups with high priority.

5.9 Failsoft Assignments

Purpose or Objective

Creates and assigns System resources in a manner which maximizes System utility to users consistent with each user's mission and needs for radio communications during certain System failure situations.

Technical Background

When the System's main controllers detect certain failure conditions in the radio System, all available channels revert from a trunking mode into a conventional repeater type of operation that is given the term 'failsoft'. During failsoft, talkgroups are assigned to a specific radio channel (frequency) if so programmed, which allows the users to continue voice communication while repairs are made to the System.

There are a limited number of channels available in the System, which results in a number of talkgroups being combined on each channel while in failsoft. This requires the radio users to share those channels between numerous agencies. This congestion of radio traffic happens only during the failsoft condition.

If a talkgroup is not given a failsoft assignment, radios using that talkgroup will hear the low pitched 'out-of-range' tone when the System is in failsoft, and will not be able to communicate on that talkgroup.

Operational Context

The radio programming template failsoft assignments are configured to balance the ability for users to achieve an acceptable level of communications while maintaining the individual agency's privacy when possible. While in the failsoft condition, effected radios will display the

word 'FAILSOFT' on the radio display and emit a short high-pitched tone every 10-15 seconds to indicate to the user that normal trunked operation is unavailable.

Protocol/Standard

It is the policy of the Lead Agency to provide a failsoft assignment for every 'primary' talkgroup on the System to prevent loss of communications for users. Failsoft channel assignments are based on the needs of System users consistent with each user's mission and need for radio communications.

The Lead Agency makes determinations concerning Failsoft channel assignments.

During a Failsoft condition, dispatchers may need to announce instructions to radio users and remind them that operations may be combined among several agencies and to implement radio discipline to reduce radio traffic.

Management

The Lead Agency is the responsible authority for failsoft assignments and management. Agencies desiring additional information on failsoft assignments may request the information from the Lead Agency.

5.10 Scanning

Purpose or Objective

Identifies operational procedures and responsible authorities governing scanning System talkgroups.

Technical Background

The network infrastructure and subscriber units are configured to permit managed user scanning of talkgroups. Including a talkgroup in a non-priority scan list does not necessarily result in the user hearing traffic on that talkgroup. Talkgroups are only active if there is at least one user affiliated who has the talkgroup of interest as their selected channel.

Subscriber units can scan a talkgroup, a talkgroup in another zone, or another trunked radio system if compatible. An entire radio can be set up as receive only.

Operational Context

Scanning by multiple subscriber units can quickly overwhelm a trunked radio system creating system busies. As a result, scanning on the System has been limited to the Fire Services as a legacy feature allowing scanning of their Dispatch Talkgroup and primary tacticals.

Protocol/Standard

Before scanning and/or monitoring of System talkgroups is allowed, permission must be obtained from the Lead Agency and the agency 'owning' the talkgroup. Scanning must also be approved by the requestor's agency in their template design.

Scanning can only be enabled in the programming template by the Lead Agency.

Management

The Lead Agency is responsible for authorizing, programming and managing scanning in subscriber templates.

5.11 Emergency Button

Technical Background

The emergency button feature allows a radio user to send an emergency notification by pressing a button on the radio. The notifications audibly and visually alert dispatch console positions that have the initiating radio's talkgroup in their active configuration. Other subscriber radios on the same talkgroup also receive the emergency notification once the 'emergency' radio is keyed which will display the IUID (or alias if available) of the radio generating the emergency.

Emergency calls are also automatically assigned the highest priority available by the System controller and are the first available from the queue if the System is in a busy situation.

Operational Context

The orange button on a portable or mobile radio will be programmed with the emergency feature for all agencies. Each agency should establish their own policy on how this feature might be used, taking into consideration how it will impact the System and other users including the Control One. The emergency feature can be used to alert dispatch and other users of an emergency situation and simultaneously allow the activated radio to have priority over other subscriber radios on the same talkgroup.

Protocol/Standard

The use of the emergency button as an emergency signaling option shall be available to any agency on the System, subject to certain conditions and provisions including:

- Agencies must provide training to all users to ensure the safe and effective use of this feature. The Lead Agency can also provide training and training materials.
- It is the individual agency's responsibility to determine how an emergency alarm will be deployed for their operation and the subsequent response to the alarm.
- If a user is temporarily assigned a radio other than their normal issued equipment, it is essential that their designated monitoring point be made aware of the radio identification to cross-reference it to the correct user in the event an emergency button activation occurs.
- All agencies implementing the emergency feature shall have a plan in place to respond to emergency button activation.

All emergency button response plans must include the following:

- An established radio monitoring point with the necessary console hardware/software to receive, display and acknowledge the alert.
- Established monitoring point must be capable of identifying which radio user pushed the button and capable of responding to the user in need. (Dispatch Center or Control One)

- In the event that the monitoring point is not the same agency as the radio user, an agreement on policy, monitoring, use, and response, shall be in place among the agencies.
- Established monitoring points shall be available during any/all hours that personnel are using the System, or have an established after-hours arrangement with another monitoring point.
- No dispatcher shall clear an emergency without ascertaining what action is necessary to handle said emergency and taking the appropriate actions to do so.

Control One receives all emergency button activations and will contact originating radio user's agency for follow-up when activations occur on common/interoperable talkgroups that are not assigned specifically to the agency in question.

Management

The Lead Agency will manage the overall Emergency Button policy. Agencies desiring to use the emergency key function shall coordinate with agency resources that receive the emergency calls. The receiving agencies shall have an appropriate plan in place and documented as to the process to handle the emergency calls.

5.12 Encryption

Purpose or Objective

Establishes guidelines for the use of encryption on the System.

Technical Background

Encryption is an option on digital radio equipment that must be specially ordered and manually configured. System users may or may not be capable of encryption depending on their equipment configuration and operational needs. AES is the approved standard for encryption on the System.

Operational Context

The use of encryption in the System is strapped to the specific talkgroups determined by the System users to provide secure communications. Encryption is not a feature that can be enabled or defeated at the user level. Each talkgroup is pre-determined to be either encrypted or clear and is programmed as such in the subscriber template.

Radios transmitting with encryption cannot be heard by non-encrypted radios.

An encrypted talkgroup that is patched to a non-encrypted talkgroup or channel is no longer considered secure communications as the encrypted audio is decrypted when pushed over the patched non-encrypted talkgroup/channel. Likewise, audio fed to an internet streaming application will not be secure.

Protocol/Standard

Only the Lead Agency is authorized to program encryption into radios on the System.

Each agency shall determine if encryption will be used on its own agency-specific talkgroups.

Certain common/interoperable talkgroups allocated to specific disciplines such as law/fire will be encrypted in all System radios. Non-encrypted common/interoperable talkgroups will also be available to System users who do not have encrypted radios.

Care should be taken when assigning encrypted talkgroups to incident communications to ensure all applicable users have encrypted radios.

Management

The Lead Agency manages the encryption policy and the programming of encryption into all radios on the System.

6.0 INTEROPERABILITY STANDARDS

6.1 Interoperable Communications Requirements

Purpose or Objective

Establishes a minimum requirement for interoperable communications resources for all radios using the System.

Technical Background

For the purpose of this document, the terms 'mutual aid' and 'interoperability' will be used interchangeably. The term 'channel' will refer to a conventional resource.

The planners of the System recognized the need to make common interoperable talkgroups available to all subscribers primarily for interagency and incident command communications. Therefore, in addition to agency-specific talkgroups, the System also provides talkgroups that are common to like-disciplined agencies (law, fire, public works, lifeguard) as well as talkgroups that are available to all System users to provide interoperability between disciplines.

In addition to common System talkgroups, subscriber radios will also be programmed with local, state and national conventional interoperable channels. Most of these conventional interoperable channels are not encrypted but there are a few 700MHz encrypted channels available in encryption-capable radios.

Operational Context

Interoperable talkgroups & channels are used when there is a need to coordinate activities between different agencies and/or personnel assigned to work an event. Efforts should be made to utilize the lowest level of interoperable talkgroup/channel first if possible. For example, OC law agencies needing to coordinate with other law agencies should use the CCCS law interoperability talkgroups/channels before considering national level interoperable channels. If the coordination includes agencies that do not have access to the CCCS interoperable law talkgroups, statewide or national interoperable channels would be selected.

Additional information on the operational use of these interoperable talkgroups/channels can be found in the 'Official Communications Handbook' (Radio Code Book).

Protocol/Standard

All radios will be programmed to include the 'general use' interoperable talkgroups and channels located in specific zones in the radio template. These talkgroups and channels will be programmed into predetermined specific zones in all System radios to provide uniformity in programming for ease of locating the talkgroups/channels when needed.

Radio templates will also include discipline-specific interoperable talkgroups (ie. Orange, Gray, Black talkgroups for Law) in templates for all like-discipline agencies (law, fire, lifeguard, public works). These discipline-specific interoperable talkgroups/channels will be programmed into predetermined specific zones in all like-disciplined agency radios to provide uniformity in programming and ease of use.

Additional information on the location of these interoperable talkgroups/channels in the radio programming templates can be found in the 'Official Communications Handbook' (Radio Code Book) for each discipline.

Procedure

Coordination of all interoperable talkgroups and channels in Orange County is managed by the Control One. Any agency requiring interoperable talkgroups or channels should contact Control One for assistance with selecting and reserving these resources to meet their needs.

Management

The Lead Agency is responsible for managing this policy and ensuring interoperable channels are available and operational.

The Countywide Coordinated Communication Center (Control One) is responsible for managing the assignment and use of the interoperable talkgroups and channels in Orange County.

6.2 Radio Console Patching of Talkgroups/Channels

Purpose or Objective

Establishes policy for use of a console patch between System talkgroups and/or other resources on the dispatch console.

Technical Background

Most public safety communications/9-1-1 centers have the capability to initiate a console patch but patches that include a common System resource shall be accomplished on a console at Control One. Console patches can be established between multiple System talkgroups and/or between a System Talkgroup and a non-System resource. The resources can be conventional or trunked but must be an existing radio resource on the dispatch console.

Patches can be established without a radio dispatch console by using a deployable audio gateway, such as an ACU-1000. Approval is required prior to creating any patch. A talkgroup can only be in one patch at a time. A conventional channel can only be in one patch at a time.

Great care must be used in deciding what talkgroups and other resources can be patched together as a patch can have an unexpected consequential impact on other System resources.

The patch shall be monitored for continued coordination through Incident Command and/or dispatch personnel.

Operational Context

Console Patches should only be used when there is an operational need for communications between personnel that cannot be accomplished using common communications resources. Use of conventional resources in a patch must be in compliance with the rules governing mutual aid channel usage. Console patching will only be permitted when approved by agency Watch Commander/Incident Commander and after notification to the Control One supervisor.

A patch involving agency-specific talkgroups/channels can be initiated on the local agency's console with approval by that agency's Watch Commander.

Any patch involving a common System resource should be initiated by Control One.

Protocol/Standard

Each agency must develop written console patch and/or gateway device patch procedures addressing their unique operation and resource capabilities. These procedures shall be consistent with this policy. All communications center personnel shall receive initial and continuing training on the use of this procedure.

Procedure

When an incident requires interagency coordination that is not available on a common talkgroup or channel, a request for a patch can be initiated. If the desired resource to be patched is a local agency resource and their agency-specific talkgroup/channel, the requesting agency can initiate the patch on their local console with their Watch Commander's approval and notification to Control One.

If the desired resource to be patched is a common System resource, the patch request must be directed to Control One after obtaining local agency Watch Commander approval. Control One will then initiate the patch from their console.

Before initiating a System patch, check to make sure the radio resource being patched is not already being used by another agency.

Radio console patches shall be used only if other suitable means for interagency communicating are unavailable or insufficient.

Any time a console patch has been established, someone in the requesting agency's communications center must continually monitor the patch to address and mitigate communications problems.

Management

The Lead Agency is responsible for managing this policy. All agencies electing to use console patching are responsible for establishing and managing internal patch procedures and complying with this policy.

6.3 Use of the Statewide and National Interoperability Channels

Purpose or Objective

Defines the procedures for the use of the conventional Statewide and National interoperable radio channels for communications between radio users of disparate radio systems and/or different frequency bands.

Technical Background

The FCC has designated certain VHF, UHF, 700 MHz & 800 MHz frequency pairs to be used exclusively for conventional interoperable communications between public safety radio users. Each frequency band includes a calling/hailing channel to be used in contacting the coordination center for the local operational area. Additionally, each frequency band includes channels for tactical operations in both repeater and direct "talkaround" modes. In the Orange County Operational Area, these channels are coordinated by the Control One.

All CCCS Partner Agency radios include many of the 700 MHz and 800 MHz interoperability channels in their standard radio programming template. Additional information on these channels, including channel names and general use, can be found in the discipline specific Orange County Official Communications Handbook (Radio Code Book) available to Partner Agencies through the Lead Agency.

The Lead Agency also maintains repeater systems with Interoperable channels in the VHF and UHF frequency bands which are available to CCCS Partner Agency users through a gateway patch on the Control One radio console. This allows CCCS radio users to be patched to a non-800 MHz radio system for interoperable communications with the users of that system.

Operational Context

These designated interoperable communications resources can be used for day-to-day interagency coordination, for urgent or emergency mutual aid situations, and/or for other purposes where coordination between radio users on separate 800 MHz radio systems or non-800 MHz radio systems must communicate to perform assigned duties.

These channels shall not be used for regular communications between radio users with full access to the CCCS, except when authorized and assigned by Incident Command.

Protocol/Standard

The 700 MHz and 800 MHz interoperability channels are programmed into the radio template of all CCCS subscriber radios. These channels may be used when traveling outside the coverage area of the CCCS System and are used to communicate with another 800 MHz radio system with base and/or mobile radios on those channels.

Control One shall monitor the interoperability hailing/calling channels at all times.

Procedure

When an incident requires the use of a Statewide or National 700 MHz or 800 MHz interoperability resource, the requesting unit or agency will contact Control One to request the assignment of an interoperable tactical channel. Control One will assign an appropriate channel and monitor for any issues.

When an incident requires the use of a Statewide or National VHF or UHF interoperability resource, the requesting unit or agency will contact Control One to request the assignment of a tactical radio channel in the appropriate frequency band. Control One will initiate a patch between the requested VHF or UHF resource and the 800 MHz talkgroup/channel used in the patch.

Control One shall monitor all interoperability hailing/calling channels 24/7 to provide immediate assistance when requested.

Management

The Lead Agency will manage this policy and the coordination and maintenance of interoperable radio resources in Orange County.

CCCS agencies are responsible for providing training to their personnel on the proper use of these Statewide and National Interoperable communications resources.

6.4 Control Station Usage on Interoperability Channels

Purpose or Objective

Establishes procedures for the use of control stations for gateway patching.

Technical Background

A control station is a radio that is set up like a portable or mobile radio, typically with a limited number of talkgroups or conventional radio channels. It can be connected to a radio console or used stand alone.

A control station can function on only one talkgroup or conventional channel at a time.

Use of a control station with a radio console to patch System resources can have a wide area impact. This type of patch can be easily accomplished, but may take up multiple trunked radio channels, causing the System to experience busies or possibly create radio interference. Control station usage must comply with parameters listed on the agency's FCC license.

Operational Context

There are a number of uses for control stations including:

- Installed at an agency that does not have a dispatch console to communicate with a conventional repeater or trunked radio system.
- Connected to a dispatch console at a communications center.

- Installed in a Mobile Communications Unit/Vehicle.
- Installed at an Incident Communications Center or Command Post.

Protocol/Standard

Radio control stations are permissible in the following circumstances:

- Connected to a radio console to be used to access the System by non-System user agencies for interoperability purposes.
- Installed in a MCU/MCV.
- Installed temporarily in an Incident Communications Center or Command Post.
- Connected to a radio console to be used to access the System by user agencies for interoperability purposes.
- Used with an audio logger to record transmitted or received audio.

All communications personnel performing the dispatch function shall be trained on the usage and constraints of the control station. They should receive continued training to maintain proficiency and understanding of the procedures.

A radio technician, COMT or other authorized person shall be involved in the configuration, installation and testing of control stations, whether a temporary or permanent installation.

Limitations

- Control stations should not be used to patch a System talkgroup to another System talkgroup except when approved by the Communications Center Supervisor and the Control One Supervisor.
- Control station antennas must not exceed 20' in height. If an antenna requires more height than 20' to access the System or mutual aid repeater, then a FCC license is required.
- No control station antenna may exceed 200' in height.
- Control stations should use Yagi (directional) antennas when possible.
- Antennas should use the lowest gain possible.
- Control station power should be kept as low as possible.

Procedure

Any agency wanting to use one or more control stations at the same location is only permitted to use that configuration if the design is compliant with this SOP. The process for obtaining permission is to submit a written request for control station usage to the Lead Agency Director.

- The request shall describe the location, desired talkgroups/channels, antenna height, power, antenna type, antenna gain and feed line type of each control station.
- The Lead Agency may approve, deny or request modifications to the request.

Management

The Lead Agency will manage this policy.

Each Dispatch Agency Manager will ensure their personnel are properly trained on the use of control stations for gateway patching.

6.5 Required Monitoring of Interoperability Channels

Purpose or Objective

Establishes procedures for monitoring mutual aid/interoperability channels at communications centers and command posts.

Operational Context

Monitoring of mutual aid channels is imperative for the benefit of users needing assistance. Many channels have been identified to use for interoperability but not all of them will be monitored when not in use. Due to the fact that these Statewide and National interoperable channels do not belong to any one agency, there is no channel 'owner' monitoring them. As a result, a designated monitoring center should be established in each Operational Area.

Protocol/Standard

Control One is the designated monitoring center in Orange County for all Statewide and National interoperability calling/hailing channels available. Control One will monitor and respond to any unit requesting assistance on the calling/hailing channel and assign an appropriate tactical channel as necessary.

Dispatch Centers are responsible for monitoring any Statewide or National Interoperable channel assigned to them for an incident. The local Dispatch Center will monitor and respond to any communications traffic on the assigned interoperable channel until the completion of the incident.

Once the incident has been terminated and the interoperable resource is no longer needed, the Dispatch Center will notify Control One and release their responsibility for monitoring the tactical channel.

Management

The Lead Agency will manage this policy. The Emergency Communications Coordinator will work with Control One to identify specific interoperable channels to be monitored 24/7 by Control One.

Each Dispatch Agency Manager will ensure their personnel are properly trained on the use of Statewide and National interoperability resources.

7.0 MAINTENANCE RESPONSIBILITIES

7.1 System Maintenance

Purpose or Objective

Defines the System maintenance responsibilities and roles. The maintenance levels for the 800 MHz Radio System and its subsystems shall be set to a standard to protect the overall functionality and integrity of the System for all users.

Operational Context

The 800 MHz CCCS System is a complex network of radio sites and equipment that require highly trained engineering and technical personnel to constantly monitor the System and intervene as required to prevent System failure and quickly restore the System should any equipment experience failure. The CCCS Governance Committee has designated the Lead Agency as the primary agency responsible for the maintenance of the System. Agreements between the Lead Agency and maintenance contractors are at the Lead Agency's discretion, but the Lead Agency is ultimately responsible for the System maintenance.

Recommended Procedure

Any maintenance issues affecting the System will be addressed and resolved by the Lead Agency. The Lead Agency may, at its discretion, involve contract vendors in the process as necessary

For emergency and urgent repairs, the Lead Agency may request and expect cooperation from support resources (e.g. – support staff and/or parts) from other agencies to restore equipment/systems to normal operation.

For day-to-day maintenance, the Lead Agency or its contract vendor shall maintain the equipment.

Repair of any equipment not normally maintained by the Lead Agency requires the notification and consent of the owning agency.

The Lead Agency and/or their contracted service providers are responsible for:

- FAA registrations, FCC ASR registrations and FCC licenses, ensuring that equipment is properly licensed and copies of the licenses are posted at the sites as required by regulations.
- Maintaining equipment within the limits of County of Orange FCC licenses.
- Notifying the responsible personnel of equipment and location issues that require attention.
- Managing the inventory of the radio subscriber and infrastructure equipment.
- Ensuring that equipment at the tower sites that is not part of the System inventory shall be clearly labeled to indicate agency ownership.
- Routine equipment maintenance logs are kept at the sites.
- Maintaining current copies of all as-built documentation at each site and at the Lead Agency office. Lead Agency is responsible for ensuring the accuracy of all as-built data related to the infrastructure equipment and any changes shall be immediately documented. Lead Agency shall distribute the updated information as required.
- Coordinating, implementing and/or overseeing configuration changes affecting the System infrastructure.

- Any work being scheduled affecting the System and/or subsystems performance and reasonable notification to the System's users of same.
- Ensuring all technicians assigned to work on System equipment have successfully completed appropriate training on the equipment. Training requirements are referenced in the training section of the SOP.
- Following a preventive maintenance plan as defined in the preventative maintenance section of the manufacturers' manuals.
- Maintaining a list of the qualifications and contact information of technical staff in the event of an emergency.
- Maintaining a list of the available spare parts/equipment pertaining to the System and subsystems.
- Ensuring any equipment upgrades or changes affecting normal operations of the System are discussed and approved by the Governance Committee.
- Determining how critical an equipment failure is operationally, determining the appropriate action, and escalating or de-escalating the repair process as needed.

Management

The Lead Agency is responsible for managing the maintenance of the System equipment and sites and managing the repair responsibilities in emergency situations.

7.3 Maintenance / Repair Notifications

Purpose or Objective

Defines the procedure for notifications of scheduled and unanticipated maintenance activities having an impact on normal System operations, System interruptions, and System outages.

It is the policy of the Lead Agency to provide guidelines for user notifications for any maintenance actions having a potential for System interruptions.

Technical Background

Typically, equipment functionality can change when hardware and software configuration alterations or other maintenance activities are performed. Advanced notification of planned maintenance activities that impact the normal operation of the System allows user agencies and subscribers to make preparations as needed. Notification will also be made to user agencies when a catastrophic failure happens.

If the notification process is difficult and lengthy, it can become a barrier to making notification to user agencies.

Failure to make proper notification to user agencies can result in unneeded confusion, disruption or loss of public safety communications, and possible compromise of any special operations communications.

Operational Context

Affected agencies shall be notified of maintenance activities that impact their subscribers on the System. Agency notification of radio maintenance activities to their individual subscribers is at the discretion of the user agency's designated representative.

Protocol / Standard

The Lead Agency is responsible for monitoring the System on a 24-hour basis, through various methods including on-site staff in the System Watch unit. Maintenance activities, planned or unplanned, that could impact the subscribers usage of the System requires notification to the affected agency's radio representatives.

In the event of planned maintenance, all efforts should be made to conduct this type of activity during off-peak hours where radio utilization is as low as possible. If an emergency or high priority incident is in progress at the time of scheduled maintenance, it may be necessary to reschedule or delay the maintenance until the situation has stabilized and can be safely moved to alternate talkgroups or channels.

Procedure

A reasonable advance notice shall precede planned maintenance activities that affect the agencies using the System. The notification methods shall be by phone, e-mail, radio, or any combination of the same. The notification will consist of:

- The type of planned maintenance activity.
- When the maintenance will be conducted.
- The amount of time anticipated to complete the activity.
- The anticipated impact to the System and subsystems.

If a known activity has a significant operational impact upon any specific agency, a confirmation of receipt of notification shall be obtained. It is the responsibility of the Lead Agency to ensure that all affected users are notified will in advance of any such operations. Whenever possible, these operations shall be scheduled when the normal radio traffic is slowest.

Prior to commencing the maintenance operation, personnel from the Lead Agency shall coordinate with Control One to contact each affected dispatch center's supervisor for a last minute situational briefing.

Once maintenance operations begin, if dispatch operations recognize a need to terminate the operation, or if unexpected problems occur, a communications supervisor must call Control One to have the technical staff notified of the situation.

Unanticipated maintenance or equipment failures affect the agencies on the System and require notification to the affected agency's radio representative.

Upon notification of an equipment outage, Lead Agency technical staff is expected to:

- Determine the impact of the impairment to the operation of the System. A minor failure is something that either does not affect or minimally affects user functionality. A major failure is something that seriously affects or risks user functionality of the System.

- Determine if there are internal or external factors that alter the priority of System impairment, such as weather, subscriber loading unique public safety activities or impending events, etc.
- Determine if manual intervention is required. A serious failure requires initiating repair processes regardless of the time of day. Minor failures can wait until normal business hours or other convenient time before repair. The determination is at the discretion of the Lead Agency, and shall be based on internal System functionality and external subscriber needs.
- Determine if additional external resources are required.

Once the operation or repairs are complete, Lead Agency personnel shall contact Control One for an update and user feedback.

When requested by the Governance Committee, the details of the recovery processes may be reviewed for improvements.

Management

The Lead Agency is responsible for maintaining this policy and ensuring representatives from all affected agencies are notified as appropriate. Each agency's radio representatives are responsible for notifications within their respective agencies.

7.4 System Coverage

Purpose or Objective

Establishes the requirements for regular outdoor testing and verification of System signal quality and coverage.

Technical Background

Signal coverage of the System fluctuates constantly and is influenced by many conditions including but not limited to:

- Terrain.
- Weather.
- Vegetation.
- Building Construction.
- Equipment Condition.
- Location.

Regular sampling of signal quality and strength at pre-designated locations will help to confirm adequate coverage, or if a problem might have developed in certain locations due to changes in one of the above conditions.

Operational Context

Periodic coverage testing is a critical component of System operation and maintenance, and will continue toward identifying and mitigating any signal coverage issues, including any potential effects of new building construction and development.

Protocol / Standard

Lead Agency staff performs comprehensive signal coverage test to evaluate the System's signal strength and quality across the service area. The locations and number of individual test points shall be based on the area's building density and known areas of poor coverage.

The results of each test will be compared to previous results and monitored for signal degradation. Test results will be stored on a shared data server for historical comparisons.

Management

The Lead Agency Director oversees the process, evaluates the results, develops remediation strategies, and reports significant findings to the Governance Committee.

7.5 Repair Parts Inventory**Purpose or Objective**

Establishes an inventory control procedure for infrastructure and subscriber repair parts.

It is the policy of the Lead Agency to ensure that planning is in place and available resources identified to expedite the recovery of the System and related components in the case of disaster, catastrophic failure or other major incident that affects operations of the System.

Operational Context

Lead Agency will maintain an inventory of spare parts for regular repairs to the System and subscriber radios.

Protocol / Standard

The spare parts inventory for infrastructure and subscriber units shall be kept at Lead Agency facilities for ready access when needed.

Management

The Lead Agency maintains and manages the repair parts inventory.

7.6 Disaster Recovery**Purpose or Objective**

Establishes the minimum requirements for a System disaster recovery plan.

It is the policy of the Governance Committee and Lead Agency to ensure that planning is in place and resources identified and available to expedite the recovery of the System and related components in the case of disaster, catastrophic failure or other major incident that affects operations of the System.

Operational Context

Lead Agency personnel will maintain a comprehensive plan for restoration of the System during times of disaster. If the Operational Area EOC is activated, the Emergency Communications

Coordinator (ECC) must be notified of any System problem so that it can be logged into WebEOC.

Management

The Lead Agency maintains and manages the Disaster Recovery Plan.

8.0 SITE AND SYSTEM SECURITY

8.1 Site Security

Purpose or Objective

Establishes the minimum requirement to provide site security and protect the integrity of the System's radio towers equipment shelters and equipment.

Technical Background

Security measures have the overall benefit of protecting the functionality, integrity and operation of the System. Details of specific security measures cannot be placed within a public document as this would compromise measures used in monitoring and maintaining security.

Operational Context

The physical security of equipment, facilities, and structures making up the core of the radio System infrastructure is paramount to the reliability and availability of communications carried on the System. Each site is within a fenced, gated and locked compound, with shelter entry monitored and reported to a central monitoring point. A remote controlled camera systems are installed and monitored for any unauthorized entry or security concerns.

Protocol / Standard

Access to the sites are tightly controlled and entry to those sites is granted only to those personnel with proper authorization from the Lead Agency. All personnel requiring site access must be accompanied by Lead Agency staff. Unaccompanied access to any System site is not authorized. Entry alarms for the remote sites are received at Systems Watch and sent immediately to Lead Agency technical support staff.

Procedure

Notification to Lead Agency Technical staff and Systems Watch is required of all agencies and vendors prior to gaining site access. Any person requiring access to the tower sites for any reason shall have full clearance from the Lead Agency and be accompanied and monitored by Lead Agency personnel while on site. Law enforcement personnel will be immediately notified and dispatched to any site with unexpected or unexplained alarms or unidentified personnel viewed remotely from the camera systems.

Any agency or vendor requiring access to any tower site or equipment location shall make immediate notification to the Lead Agency of urgent issues such as discharged employees or cancelled contracts.

When a site has been vandalized or broken into, the jurisdictional law enforcement agency should be notified. The person who discovers the event has the responsibility to preserve the crime scene and not contaminate it. He/she should have Systems Watch log the time when the event was discovered and any other pertinent information relating to the site/scene. Systems Watch should notify the appropriate local law enforcement agency as well as the Orange County Sheriff's Department Watch Commander and Control One. Other agencies may be notified if they own equipment at the site. Lead Agency will notify all affected agencies as soon as possible.

When the site is off the air due to a crime, the technician should refrain from making entry unless permission has been given by the Lead Agency Director due to extreme circumstances taking place that requires coverage from the site.

If a radio technician should arrive at a site and an unauthorized vehicle or person is on the property, they should back off, notify Systems Watch and call 911. The technician should give the 911 call taker the street address and advise them of the situation. If there is no cell service on site, the technician should radio the information to Systems Watch and request law enforcement response. Systems Watch personnel should immediately contact the appropriate law enforcement agency to request response. Systems Watch personnel will also notify Lead Agency supervisors and management. At no time should the technician put themselves at risk of harm.

If a technician has to respond to a vandalized remote site after normal business hours, it is recommended for safety reasons that a minimum of two persons respond to the site. Law enforcement may be requested to go to the site with the technician.

Management

The Lead Agency Director is responsible for managing this procedure.

8.2 Network Operational Security

Purpose or Objective

Establishes the specific security measures for System and subsystem equipment and to define site security policy.

Technical Background

Security measures have the overall benefit of protecting the functionality, integrity and operation of the System. Details of specific security measures cannot be placed within a public document as this would compromise measures used in monitoring and maintaining security.

Protocol / Standard

All items identified as 'Restricted Information' will be maintained in secure areas within the control of the Lead Agency and is not available outside of the Lead Agency except by formal written request.

Technical information that can compromise System security is considered 'Restricted Information'.

The System's network is protected from other data networks by isolation or by using System manufacturer specified and configured firewall with the approval of the Lead Agency.

All remote access points to the System are kept secure and are coordinated with the Lead Agency.

Passwords protect the System and subsystem equipment for the purpose of preventing unauthorized access to equipment. The Lead Agency issues and manages the passwords.

User login accounts are protected with passwords providing an appropriate level of protection. If a password is suspected of being compromised, it must be immediately updated or the user account will be disabled pending resolution.

External devices (computers, modems, routers, data storage, etc.) shall not be connected to the System network, computers, or consoles without the approval of the Lead Agency Director. Any such device must also be supplied, supported, and maintained by the user Agency's Information Technology department or service provider to ensure the most current device security software and virus protection is in place.

At no time will any personally owned device be connected to any port or connector on the System. Any such action may result in the immediate revocation of access privileges for the offender and/or agency.

It is recommended that computers used for programming or maintenance not be connected to the internet to help reduce possibility of virus infection.

A 'Group Policy' shall be implemented on the System to prevent the use of external USB ports on all dispatch consoles.

Procedure

All agencies, contractors, and personnel that require access to Lead Agency controlled sites, equipment or networks must pass a comprehensive background check before access is allowed and must be accompanied by Lead Agency staff while on site.

Violations of System security policy or procedures may jeopardize the System and result in the loss of a technician's, agency's or vendor's privileges to access the System.

System documentation is classified as 'Restricted Information'.

Management

The Lead Agency Director is responsible for the network, equipment, and site security of the System.

8.3 Software, Firmware and Document Security

Purpose or Objective

Establishes the minimum security measures and procedures to protect the integrity of the System software and programming.

Technical Background

The documentation, service and technical manuals, databases, spreadsheets and software of the System contain critical operational and technical information that could compromise the System if obtained by unauthorized personnel and is classified as 'Restricted Information'.

Operational Context

The documentation and software of the System changes as the System evolves. Those changes and revision must be documented and maintained in a central location for quick and easy access for the technical support staff.

Protocol Standard

In the best interest of public safety, all documentation, service and technical manuals, databases, spreadsheets and software of the System are considered 'Restricted Information'.

Software relating to the programming of any System component shall only be installed on authorized government owned computers or Lead Agency authorized contractors' computers.

Procedure

All items identified as 'Restricted Information' will be maintained in secure areas within the control of the Lead Agency Director. These items will only be shared with those who require knowledge of it for operational purposes. This information is not available to anyone outside of the Lead Agency. An exception may be made with a formal written request and approval from the Governance Committee. This information is not to be released to any personnel who do not have a legitimate and appropriate need for it.

Management

The Lead Agency Director is responsible for managing this procedure.

9.0 APPENDIX

9.1 Lead Agency Contact Information

Normal Working Hours – Monday-Friday 7:30AM – 4:30PM

Customer Service – 714-704-7999

- Radio repair request
- Radio programming request
- Radio/accessories purchase request
- Dispatch console repair request

Systems Watch – 714-628-7020

- Lost/Stolen radio notification
- Radio deactivation
- Radio transmission history/statistics

After Normal Working Hours

Systems Watch – 714-628-7020

- Lost/Stolen radio notification
- Radio System coverage issues
- Emergency radio repair requests
- Emergency dispatch console repair requests

Control One – 714-834-7008

- Operational issues
- Request restricted talkgroup assignment
- Interoperability assistance
- Emergency radio or console repair requests

Physical Address:OCSD/Technology Division – Administration & Radio Repair

840 N. Eckhoff St.
Suite 104
Orange, CA 92868

9.2 Glossary – Definitions and Acronyms

Item/Acronym	Definition
700MHz	For Public Safety LMR, digital P25 voice radio channels between 769/775 MHz and 799/805 MHz. Channels have 30 MHz separation between Tx & Rx when repeated. FCC designated low power channels can be used analog voice.
7CALL / 7TAC	Nationwide 700 MHz Calling and Tactical channels
800MHz	For Public Safety LMR, analog or digital voice or data radio channels between 806/816 and 851/860 MHz. Channels have 45 MHz separation between Tx & Rx when repeated.
8CALL / 8TAC	Nationwide 800 MHz Calling and Tactical channels
ACU-1000	An audio gateway device capable of connecting disparate radio systems, channels, or talkgroups together during on-scene operations, similar to a console patch between talkgroups
AES	Advanced Encryption Standard
Alias	A common alphanumeric name used to identify a radio, talkgroup, site, etc. rather than referencing the assigned 6 digit ID number
ANSI	American National Standards Institute
APCO	Association of Public-Safety Communications Officials
APCO P25	A public-safety digital radio standard

Item/Acronym	Definition
ASK	Advanced System Key
BDA	Bi-Directional Amplifier, relays radio signals into and out of a building
BER	Bit Error Rate
CCCS	Countywide Coordinated Communications System
Channel	A pair of frequencies, transmit and receive, that are used for a single communications path
Channel Bank	A device that combines multiple data and/or audio inputs into TDMA format so that it can be transmitted over microwave or T1 circuit and shared between transmitter sites
Code plug	The file containing a specific radio's programming parameters
COMC	Communications Coordinator
COML	Communications Unit Leader
COMT	Incident Communications Technician
Console Patching	Ability to connect channels via dispatch consoles
Consolette	A mobile radio mounted into a case with power supply and converted for desk-top use
Control Station	An installed radio unit, sometimes a mobile radio, normally found at a desk or common work area indoors or directly connected to a console or other fixed transmitting location
DAS	Distributed Antenna System, relays radio signals into and out of a building
Digial radio	Digital radios turns sound (by signal processing) into patterns of digits (numbers) rather than the radio waves which are used for analog transmissions.
Dispatch Console	A fixed radio operator position with multiple radio resources and features that can access any subset of talkgroups and/or conventional channels
ECC	Emergency Communications Coordinator
EIA	Electronic Industry Alliance
EMS	Emergency Medical Services
EOC	Emergency Operations Center
FAA	Federal Aviation Administration
FCC	Federal Communication Commission
Fixed	Radio equipment that is installed at a radio site or dispatch center
Fleetmap	The master spreadsheet plan of the talkgroups, zones, Failsoft assignments, alias information and other pertinent System and radio programming
FM	Frequency Modulation
Gateway	A device that allows two or more radio or voice devices to be connected together
IAP	Incident Action Plan

Item/Acronym	Definition
IC	Incident Command
ICALL	Calling Channel for ITAC
ICC	Incident Communications Center
ICP	Incident Command Post
ICS	Incident Command System
ICS 205	Incident Radio Communications Plan
ICS 217	Communications Resource Availability Worksheet
ID	Identification
Infrastructure	All of the fixed electrical and mechanical equipment, towers and building structures, generators, transmitters, controllers, antennas, microwave and ancillary equipment that comprise the operational backbone of the radio System
Inter-agency	Located or occurring between two or more agencies
Interoperability	The ability of Public Safety responders to share information via voice and data communications systems on demand, in real time, when needed, and as authorized.
Interoperable	Ability of a system to use the parts or equipment of another system
ITAC	Conventional mutual aid channel 800 Mhz
ITS	Information Technology Services
IUID	Item Unit Identification number is a unique number assigned to each individual subscriber radio authorized to have access to the System.
Lead Agency	Agency primarily responsible for maintenance, management, operation and enhancement of the CCCS System. The CCCS Governance Committee has designated the Orange County Sheriff Department Technology Division as the Lead Agency.
LMR	Land Mobile Radio
Logging	The act of recording radio conversations for replay as required
MCC	Mobile Communicaiton Center
MCU	Mobile Communications Unit
MCV	Mobile Communications Vehicle
MHz	Abbreviation for megahertz. 5 MHz = 5,000,000 Hz or 5,000 kHz. A unit of measure for the number of times a frequency makes one complete cycle in one second
Mission Critical	For mission critical applications, users have an expectation of "immediate" communication with their dispatch or command center and little to no end-to-end audio delays.
Mobile Radio	A vehicular mounted radio with an power source and antenna
Mutual Aid	Personnel, equipment, or services provided to another jurisdiction

Item/Acronym	Definition
NECP	National Emergency Communications Plan
NGOs	Non-Governmental Organizations
NIMS	National Incident Management System
OCCOPSA	Orange County Chiefs of Police and Sheriff's Association
OTAP	Over the Air Programming
OTAR	Over the Air Rekeying
P25	A suite of standards for digital radio communications for use by federal, state and local public safety agencies in North America to enable them to communicate with different vendor radio systems using a common platform
Patch	Electrically connecting two or more radio channels or talkgroups so that those users of those separate resources are able to communicate with each other
POC	Point of Contact
Portable	A lightweight, completely self-contained radio unit usually worn on user's belt
Public Safety	An agency, department, or individual directly involved with the health, safety, and/or security of the public including, but not limited to police, fire, emergency management, and medical personnel and responders
Public Service	An agency, department, or individual involved with providing non-emergency type services to the public including, but not limited to utilities, transportation, education, and other governmental services, supporting public safety
Restricted Information	Documentation, service and technical manuals, databases, spreadsheets and software of the System containing critical operational and technical information that could compromise the System if obtained by unauthorized personnel. All items identified as 'Restricted Information' will be maintained in secure areas within the control of the Lead Agency and is not available outside of the Lead Agency except by formal written request.
RF	Radio Frequency
SCIP	Statewide Communications Interoperability Plan
SEOC	State Emergency Operations Center
Simplex	Radio to radio communications on one frequency. Also called Direct
Simulcast	A type of radio communications in which voice communications are transmitted from multiple radio sites and can be received simultaneously by field units to provide wide area coverage
Site	The physical location of an antenna tower, equipment shelter and radio System infrastructure equipment
SOP	Standard Operating Procedure
SOW	Site on Wheels
Subscriber Unit	A mobile, hand held or control station radio used on a trunked radio system
System User	An individual operating a radio authorized to access the System.

Item/Acronym	Definition
System Watch	Lead Agency unit responsible for 24/7 monitoring of CCCS and responding to any System issues. This includes notifications, troubleshooting, callouts, repair, etc., resulting in System restoration.
TAC	Tactical on scene operation
Talk Around	Radio to Radio communications on one frequency, usually the same frequency on which a repeater transmits. Similar to Direct or Simplex
Talkgroup	Term usually used with trunked radio systems. A talkgroup is a predefined list of radios/users assigned a unique ID which allows them to communicate with each other over a trunked radio system.
Talkgroup Alias	Abbreviated naming of the talkgroup to fit within the 8 or 14 character radio display
Talkgroup Failsoft Channel	The system channel designated for a talkgroup when in the failsoft mode
Talkgroup ID	Numerical designation of the talkgroup in decimal and/or hexadecimal
Talkgroup Name	Name of the talkgroup as it is programmed into the system
TIA	Telecommunications Industry Association
Trunking/Trunked	The automatic and dynamic sharing of a number of communications channels between large numbers of radio users
UHF	Ultra High Frequency – Range of 300 to 3,000 MHz for public safety LMR usually refers to two bands. 380 to 460 MHz (low) and 460 to 512 MHz (high).
UPS	Uninterruptible Power Source – a battery back-up device that provides emergency power to connected equipment when utility power is not available.
User Agency	An agency authorized to operate a radio on the System.
VHF	Very High Frequency – For public safety LMR, usually refers to VHF High Band with a range of 136 to 164MHz. VHF Low Band has a frequency range below 100MHz.
Zone	An area in the radio / template containing positions for 16 individual talkgroups or conventional radio channels which is normally labeled by an acronym that closely represents the owner agency

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

**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 9: APPROVAL OF CONTRACT WITH HAZEN SAWYER FOR THE DISTRICT'S 2021 SYSTEMWIDE MASTER PLAN & CONDITION ASSESSMENT

In 1999, Trabuco Canyon Water District (District) approved the Water, Wastewater and Recycled Water Master Plan (Master Plan) developed by Montgomery Watson. Since that time, the District has evolved into a fully developed, and nearly a “buildout” community. Several of the Capital Improvement Projects (CIP) and recommended actions identified in the 1999 Master Plan have been implemented. The District recognizes the need to update the 1999 Master Plan and develop the tools needed to assist in planning, operating, and maintaining District aging water, non-domestic water systems and sewer infrastructure. As the District’s infrastructure ages, it will be crucial to identify the needed system improvements, with particular attention to the condition and operation of existing reservoirs, pump stations, lift stations, and treatment facilities and allowing sufficient time to plan, finance, and construct the improvements.

In September 2021, District Staff received three proposals for engineering services which included a master plan update and condition assessment of the District’s facilities. The firms who proposed on the Project are summarized below:

ENGINEERING CONSULTANTS
Hazen Sawyer
MKN
Woodard and Curran

District staff has reviewed and evaluated the submitted proposals, contacted references, and conducted follow-up interviews. Based on the information received, District staff recommends awarding the project to Hazen Sawyer. More information concerning this matter may be presented at the time of the meeting.

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

FY 2021/22 approved budget: \$600,000

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee.

RECOMMENDED ACTION:

Authorize the General Manager to execute an agreement with Hazen Sawyer for the District’s 2021 Systemwide Master Plan and Condition Assessment for \$566,520 with a contingency of \$25,000, for a not to exceed amount of \$591,520.

EXHIBITS:

1. Consultant Proposals

CONTACTS (staff responsible): PALUDI/PEREA/LAUSTEN

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

ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) 2021 BYLAWS UPDATE

Trabuco Canyon Water District (District) is a member agency of the California Special Districts Association (CSDA). Following the receipt of feedback and suggestions from members, CSDA has conducted a review of the association bylaws and proposes the following necessary updates as well as additions and/or improvements:

- Revised Rights of Regular Membership;
- A new category for Retired Non-Voting Individual Membership;
- A new section on the use of “member” in reference to Associate Members and Business Affiliate Members;
- Updates to the Termination of Membership section and adds a section regarding Procedure for Termination of Membership;
- Clarification on the process for handling a vacancy on the Board of Directors outside of nomination period;
- New Annual Report section added; and
- A new section prohibiting dual directorships with CSDA’s Alliance partner, Special District Risk Management Authority (SDRMA)

A full copy of the CSDA Bylaws, including the tracked changes are available [here](#).

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

Not applicable

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This matter was

RECOMMENDED ACTION(S):

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

CONTACTS (staff responsible): PALUDI/PEREA

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

ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

ITEM 11: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) BOARD OF DIRECTORS ELECTION

Trabuco Canyon Water District (District) is a member agency of the Association of California Water Agencies (ACWA). There will be a General Session Membership Meeting on December 1, 2021, at 12:00 p.m. for the purpose of formally nominating and electing ACWA's President and Vice President for the 2022-2023 term. The ACWA Nominating Committee has announced a 2022-2023 slate that recommends current Vice President Pamela Tobin for ACWA President and current Region 10 Vice Chair Cathy Green for ACWA Vice President. The Nominating Committee's 2022-2023 slate will be presented for the members' consideration and vote at the membership meeting on December 1st.

Consistent with ACWA's bylaws, Article 9, Section 5, "each member of the association shall be entitled to one vote that shall be cast by its authorized representative."

- *Member agencies must indicate their voting representative and alternate on the attached voter designation & information form.*
- *Member agencies must indicate if their voting representative/alternate is attending in person or virtually as well as provide all of the information identified on the form in order for ACWA to facilitate all aspects of the membership meeting and voting processes.*

The deadline for submitting the voter designation & information form is **Wednesday, November 24, 2021**. While this form identifies both a voting delegate and an alternate voting delegate for the ACWA member agency, if for any reason the member agency desires for the alternate voting delegate to vote at the election in place of its designated voting delegate, the member agency must notify ACWA in advance of its exchange of voting delegates.

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

Not applicable

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This matter was not reviewed at the Committee level.

RECOMMENDED ACTION(S):

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

EXHIBITS:

1. Notice of General Session Membership Meeting
2. Membership Meeting & Election Procedures
3. Voter Designation & Information Form
4. Consent to Electronic Transmissions, Meetings & Voting

CONTACTS (staff responsible): PALUDI/PEREA



MEMORANDUM

Via U.S. Mail and Electronic Mail

TO: ACWA Member Agency Board Presidents and General Managers

CC: ACWA Board of Director

FROM: Dave Eggerton, ACWA Executive Director

DATE: October 4, 2021

SUBJECT: Notice of General Session Membership Meeting — December 1, 2021

There will be a General Session Membership Meeting on **December 1, 2021, at 12:00 p.m.** The purpose of this meeting is to formally nominate and elect ACWA's President and Vice President for the 2022-2023 term. At its meeting on September 24, 2021, the ACWA Board of Directors approved procedures whereby ACWA members will be able to participate and vote in the upcoming membership meeting and election in person or virtually. These procedures are in accordance with California Corporations Code Sections 20, 21, 5079 and subsections (a) and (f) of Section 7510, as well as Article 9 of ACWA's Bylaws. The in-person meeting will be held in Ballroom D-H of the Pasadena Convention Center. Virtual voting delegates will participate via Zoom. Staff will provide the Zoom access information to the virtual voting delegates upon receipt of the Voter Designation & Information Form and the member agency's Consent to Electronic Transmissions, Meetings & Voting Form. Members who wish to attend the membership meeting virtually as a non-voting participant can obtain the registration link by contacting Clerk of the Board Donna Pangborn at donnap@acwa.com or 916-441-4545 to confirm their member agency has submitted the requisite Consent to Electronic Transmissions, Meetings & Voting Form.

Election/Voting Process

The ACWA Nominating Committee has announced a 2022-2023 slate that recommends current **Vice President Pamela Tobin for ACWA President** and current **Region 10 Vice Chair Cathy Green for ACWA Vice President**. The Nominating Committee's 2022-2023 slate will be presented for the members' consideration and vote at the membership meeting on December 1.

As provided by ACWA's Bylaws (Article 9, Section 9) nominations from the floor will be accepted prior to the vote on the Nominating Committee's slate. The Bylaws require that floor nominations and seconds be made by a member of the Association and must be supported by a resolution of the governing body of the member making and seconding such nomination. The member agency on whose board the nominee serves must submit a resolution of support if they are not the agency making the floor nomination or second. The resolutions to facilitate floor nominations must be submitted to the Clerk of the Board Donna Pangborn at donnap@acwa.com by **COB Wednesday, November 24, 2021**.

➤ **See attachment for detailed Membership Meeting & Election Procedures.**

ACWA will be using a voting system called Live-Tally, which will allow voters to vote using a handheld keypad OR online keypad (which can be accessed through any modern web browser on a computer, tablet or smart phone). **Voters must be present at the membership meeting, either in person or virtually, to vote.**

Consistent with ACWA's Bylaws, Article 9, Section 5, "each member of the Association shall be entitled to one vote that shall be cast by its authorized representative."

- Member agencies must indicate their voting representative and alternate on the attached Voter Designation & Information Form.
- Member agencies must indicate if their voting representative/alternate is attending in person or virtually as well as provide all of the information identified on the form in order for ACWA to facilitate all aspects of the membership meeting and voting processes.

Members who desire to participate in the membership meeting virtually and vote electronically are required to sign and return the attached Consent to Electronic Transmissions, Meetings & Voting Form by November 24, 2021, consistent with the California Corporations Code.

Deadline & Changes

The deadline for submitting the Voter Designation & Information Form is **Wednesday, November 24, 2021**. While this form identifies both a voting delegate and an alternate voting delegate for the ACWA member agency, if for any reason the member agency desires for the alternate voting delegate to vote at the election in place of its designated voting delegate, the member agency must notify ACWA in advance of its exchange of voting delegates by contacting the Clerk of the Board Donna Pangborn at donnap@acwa.com or 916-441-4545 **no later than Monday, November 29, 2021**. Staff will then provide the member agency's alternate voter with the Zoom and Live-Tally access/participant information if the voter is participating virtually.

ACWA General Session Desk

ACWA staff will be available at the **ACWA General Session Desk**, located in the Ballroom Lobby of the Pasadena Convention Center, on **Wednesday, December 1**, between **9:00 a.m. and 11:45 a.m.** to answer questions about the membership meeting and election process.

In-person voters need to check in at the ACWA General Session Desk on Wednesday, December 1, between 10:30 and 11:45 a.m. to pick up handheld keypads.

If you have any questions regarding this process, please contact Clerk of the Board Donna Pangborn at 916-441-4545 or donnap@acwa.com.

dgp

Attachments:

1. Membership Meeting & Election Procedures
2. Voter Designation & Information Form
3. Consent to Electronic Transmission, Meetings & Voting Form

The following information is provided to inform the ACWA member agency voting delegates of the meeting and election procedures to be used in the upcoming General Session Membership Meeting scheduled for December 1, 2021 at 12:00 p.m. The purpose of the meeting is to formally nominate and elect ACWA's President and Vice President for the 2022-2023 term. The in-person meeting will be held in Ballroom D-H of the Pasadena Convention Center. Virtual voting delegates will participate via Zoom. Staff will provide the Zoom access information to the virtual voting delegates upon receipt of the Voter Designation & Information Form and the member agency's Consent to Electronic Transmissions, Meetings & Voting Form. Members who wish to attend the membership meeting virtually as a non-voting participant can obtain the registration link by contacting Clerk of the Board Donna Pangborn at donnap@acwa.com or 916-441-4545 to confirm their member agency has submitted the requisite Consent to Electronic Transmissions, Meetings & Voting Form.

ELECTION / VOTING PROCESS

ACWA will be using a voting system called Live-Tally, which will allow voters to vote either in person using a handheld keypad OR virtually through an online keypad (which uses any modern web browser on a computer, tablet or smart phone). **Voters must be present at the membership meeting, either in person or virtually, to vote.**

Consistent with ACWA's Bylaws, Article 9, Section 5, "each member of the Association shall be entitled to one vote that shall be cast by its authorized representative."

- Member agencies must indicate their voting representative and alternate on the Voter Designation & Information Form.
- Member agencies must indicate if their voting representative/alternate is attending in person or virtually as well as provide all of the information identified on the form in order for ACWA to facilitate all aspects of the membership meeting and voting processes.

Members who desire to participate in the membership meeting virtually and vote electronically are required to sign and return the Consent to Electronic Transmissions, Meetings & Voting Form by November 24, 2021, consistent with the California Corporations Code.

VIRTUAL ATTENDEES

Virtual attendees need to take the following steps after the member agency has completed and returned the Voter Designation & Information Form and requisite Consent to Electronic Transmissions, Meetings & Voting Form.

1. Voting delegates need to **save the Zoom access/login information** ACWA staff will provide to you. Save the information for the day of the meeting. **Use that information to login to the virtual meeting**, which is how ACWA will identify you as a participant.
2. Voting delegates need to **save the Live-Tally Participant ID information** ACWA staff will provide to you, which is how Live-Tally will identify you as the member agency voter.

IN-PERSON ATTENDEES

In-person attendees need to take the following steps after completing and returning the Voter Designation & Information Form:

1. Check in at the ACWA General Session Desk, located in the Ballroom Lobby of the Pasadena Convention Center, on **Wednesday, December 1**, between **10:30 and 11:45 a.m.** to pick up handheld keypads.
2. Voting delegates **must be present to vote** and **MUST** have the handheld keypad prior to the start of the membership meeting.

DEADLINE & CHANGES

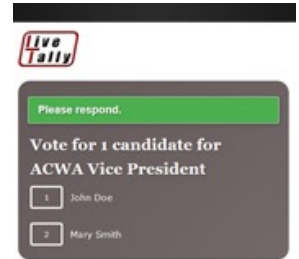
The deadline for submitting the **Voter Designation & Information Form** is Wednesday, **November 24, 2021**. If there is any change of your agency's voting delegate with its designated alternate, you must contact ACWA's Clerk of the Board Donna Pangborn at donnap@acwa.com or 916-441-4545 no later than Monday, November 29, 2021. Staff will provide the alternate voter with the Zoom and Live-Tally access/participant information if the voter is participating virtually.

1. The General Session Membership Meeting will be called to order at 12:00 p.m. and a quorum will be determined. The presence of 50 authorized voting representatives is required to establish a quorum for transacting business.
2. An overview of the Zoom platform will be provided, including demonstration of how the virtual meeting participants can interact throughout the meeting.
3. An overview of the Live-Tally voting system will be provided and a test vote will be conducted.
4. Legal Affairs Committee Chair Jennifer Buckman will provide an overview of the agenda and election procedures.
5. Nominating Committee Chair Brent Hasteley will present the Committee's report and announce the candidate for ACWA President.
6. President Steven LaMar will call for floor nominations for ACWA President.
7. If there are no floor nominations for ACWA President, the election will proceed. President LaMar will close the nominations and delegates will vote following motion/second to elect the Nominating Committee's recommendation using Live-Tally.
8. If there are floor nominations for President, the nomination will follow the procedures established by Article 9 of ACWA's Bylaws, stating that floor nominations and seconds shall be made by a member of the Association and must be supported by a resolution of the governing body of the member making and seconding such nomination. The member agency on whose board the nominee serves shall submit a resolution of support if they are not the agency making the floor nomination or second.
 - a. **Resolutions to facilitate floor nominations must be submitted to the Clerk of the Board Donna Pangborn at donna@acwa.com by COB Wednesday, November 24, 2021.**
 - b. Candidates will be given three minutes to address the membership.
 - c. Staff will create a ballot in the Live-Tally system and then display for the voters' action.
 - d. Voting delegates will vote on one (1) candidate of the candidate options displayed on the screen using the handheld OR online keypad in the Live-Tally voting system. Results will be displayed in real time.
 - e. President LaMar will announce the results of the vote.
9. Nominating Committee Chair Brent Hasteley will announce the candidate for ACWA Vice President.
10. President Steven LaMar will call for floor nominations for ACWA Vice President.
11. If there are no floor nominations for ACWA Vice President, the election will proceed. President LaMar will close the nominations and delegates will vote following motion/second to elect the Nominating Committee's recommendation using Live-Tally.
12. If there are floor nominations for ACWA Vice President, the nominations will follow the procedures described in item 6 above, and the election will proceed according to the steps outlined in 6.a. through 6.e.
13. The ACWA Board of Directors appointed LAC Chair Jennifer Buckman to serve as an election inspector to resolve any challenges or questions in connection with the election consistent with California Corporations Code 7614.

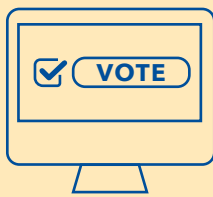
California Corporations Code requires ACWA to maintain a voting record of its membership meetings.

When the members are ready to vote, the President will announce that it is time to vote (instructions will appear on the projection screen).

- **How do I submit my vote?** Press 1, 2, or 3 to cast your vote; then press SEND.
- **What happens if I make a mistake?** Re-submit your vote by pressing 1, 2, or 3 and send before the voting window ends.
- **What if I arrive late?** Your vote will be cast from the time you arrive at the meeting; prior to that your vote will register as "absent."
- **What happens if I am out of the room or have to leave early?** Your vote will be recorded as "absent" for that vote.



Test voting will be conducted at the beginning of the Membership Meeting.



VIRTUAL VOTING

Each voting delegate will be provided access to voting through Live-Tally's voting system. If you are attending the meeting virtually, follow the instructions listed below.

1. Use any modern web browser on a computer, tablet or smart phone to navigate to <https://MyBallot.app>
2. Enter the meeting ID "ACWA" and click the "Connect" button.
3. When prompted, enter the specific voting participant ID that was provided to you.
4. Voting questions will appear on this "virtual keypad" as they are presented.
 - Simply click the numbered button that corresponds to your choice.
 - **To change your vote**, make a different selection before the voting window ends.
5. Hit refresh if your browser or virtual keypad goes to "sleep."



IN-PERSON VOTING

If you are attending the meeting in person, you will be given a handheld keypad. Each handheld keypad is numbered on the back, and that number will be assigned to you as you check in at the ACWA General Session Desk on **Wednesday, December 1 between 10:30 and 11:45 a.m.**

- **Check your device to make sure that it is working properly.** Press any button and it will light up. All devices were tested prior to the meeting.
- **If it does not light up.** Take it back to the ACWA General Session Desk and ask for another keypad and make sure that they make a note of the numeric change.



Return your keypad to the ACWA General Session Desk.

To: Donna Pangborn, Clerk of the Board

Email: donnap@acwa.com

Fax: 916-669-2425

The person designated below will be attending the ACWA General Session Membership Meeting(s) on Wednesday, December 1, 2021 (and December 2, 2021 if necessary) as our voting delegate. Please designate an alternate voting delegate to facilitate any change to your voting representation at the meeting. To change your alternate, however, you must notify Donna Pangborn of the change no later than COB Monday, November 29, 2021.

Member Agency's Name

Agency's Phone No.

Print Member Agency's Authorized Signatory Name

Authorized Signatory Signature

I have signed and returned the Consent to Electronic Transmission, Meetings & Voting Form.

Voting Delegate's Name	How Will Delegate Attend? Will attend the meeting in person in Pasadena. Will attend the meeting virtually.
Voting Delegate's Email	Voting Delegates' Phone No.
Alternate Voting Delegate's Name	How Will Alternate Delegate Attend? Will attend the meeting in person in Pasadena. Will attend the meeting virtually.
Alternate Voting Delegate's Email	Alternate Voting Delegates' Phone No.
Voting Delegate's Affiliation (if different from assigning agency)*	Date

*If your agency designates a delegate from another entity to serve as its authorized voting representative, please indicate the delegate's entity in the appropriate space above.

In accordance with California Corporations Code Sections 20, 21, 5079 and subsections (a) and (f) of Section 7510, and Article 9 of the Bylaws of the Association of California Water Agencies, a California nonprofit mutual benefit corporation ("ACWA"), the undersigned member of ACWA (the "Member") hereby consents and agrees as follows:

1. ACWA may send meeting notices, annual reports, and all other materials to the Member by (a) electronic transmission to the Member's facsimile number or email address; (b) posting on an electronic message board or network which ACWA has designated for those communications, together with separate notice to the Member of the posting; or (c) other means of electronic communication. The Member's initial facsimile number and email address for receiving such notices, annual reports and other materials are listed below.
2. ACWA may conduct meetings of the members by electronic transmission or electronic video screen communication; provided, however, that if fewer than all members of ACWA consent to conduct such meetings by electronic transmission or electronic video screen communication, then such meetings shall be held at a physical location, and the authorized representative(s) of any member that has so consented (and not withdrawn its consent) may participate in such meetings by electronic transmission or electronic video screen communication, be deemed present in person and vote at such meetings.
3. ACWA may rely on communications sent by the Member to ACWA by (a) electronic transmission from the Member's facsimile number or email address; (b) posting on an electronic message board or network which ACWA has designated for those communications; or (c) other means of electronic communication. ACWA may reasonably conclude that the Member is the sender of any electronic transmission that (i) is received from such facsimile number or email address or (ii) is submitted by an authorized representative of the Member with valid registration/login credentials.
4. ACWA may rely on electronic votes (including votes to approve or reject actions) submitted by an authorized representative of the Member to ACWA during meetings conducted in whole or in part by electronic transmission or electronic video screen communication. ACWA may reasonably conclude that the authorized representative of the Member is the sender of any electronic votes submitted pursuant to such authorized representative's meeting participant ID. The Member's initial authorized representative(s) is listed below.

ACWA shall maintain paper records of all communications sent by ACWA to the members and all votes or actions taken at any member meeting. The Member may (i) access such records at ACWA's headquarters during normal business hours or (ii) request in writing for ACWA to send copies of such records to the Member via U.S. Mail or email.

This consent shall remain in full force and effect until the Member revokes it in writing and so notifies ACWA.

Print Member Name

Print Representative Name

Representative Title

Representative Signature

Date

Please provide the facsimile number and email address to which the Member authorizes ACWA to send the electronic communications described above. The Member may change its designated facsimile number and email address at any time by written notice to ACWA.

Please provide the name of the Member's initial authorized representative(s) who will participate in and vote in connection with member meetings. The Member may change its authorized representative(s) at any time by written notice to ACWA.

Facsimile Number

Authorized Representative No. 1

Email

Authorized Representative No. 2

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

ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

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

RECOMMENDED ACTION(S):

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

CONTACTS (staff responsible): PALUDI/PEREA