



**REGULAR BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
ADMINISTRATIVE FACILITY, CONFERENCE ROOM
NOVEMBER 18, 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. October 5, 2021 Special Board Meeting*
- 2. October 21, 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. October 13, 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. September 2021*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

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

ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING

RECOMMENDED ACTION:

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

- 1. October 6, 2021*
- 2. October 18, 2021*

ITEM 4: EXECUTIVE COMMITTEE MEETING

RECOMMENDED ACTION:

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

- 1. October 11, 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. October 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):

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

ITEM 7: APPROVAL AND ADOPTION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF ORANGE FOR USE OF COUNTYWIDE MASS NOTIFICATION SYSTEM (ALERTOC)

RECOMMENDED ACTION:

Approve and authorize the General Manager to execute the Memorandum of Understanding Between the County of Orange and Participants for Use of Countywide Mass Notification System.

FINANCIAL MATTERS

ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING CERTAIN BUDGETARY REALLOCATIONS OF FISCAL YEAR 2021/2022 CAPITAL IMPROVEMENT PROJECT BUDGET

RECOMMENDED ACTION:

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

ENGINEERING MATTERS

ITEM 9: APPROVAL OF CONTRACT WITH SS MECHANICAL FOR THE EL TORO SEWER LIFT STATION SURGE TANK REHABILITATION PROJECT

RECOMMENDED ACTION:

Approve and authorize the General Manager to execute a contract with SS Mechanical Construction Corp. for the El Toro Sewer Lift Station Surge Tank Rehabilitation Project for \$235,395 with a contingency of \$20,000, for a not to exceed amount of \$255,395.

ITEM 10: DIMENSION WATER TREATMENT PLANT BACKWASH TANK REPLACEMENT PROJECT STATUS UPDATE

RECOMMENDED ACTION:

Receive project status at the time of the Board meeting. No action required.



LEGISLATIVE AND OTHER MATTERS

ITEM 11: WATER SUPPLY AND DROUGHT UPDATES

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 12: _____

ITEM 13: _____

OTHER INFORMATION/MATTERS

Reports or comments from the General Manager and/or Staff

ADDITIONAL DIRECTORS' COMMENTS

Additional reports or comments from Directors

END ACTION CALENDAR & ADJOURNMENT

AVAILABILITY OF AGENDA MATERIALS

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

COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2

In compliance with California law and the Americans with Disabilities Act, if you need special disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, or if you need the agenda provided in an alternative format, please contact the District Secretary at (949) 858-0277, at least 48 hours in advance of the scheduled Board meeting. Notification at least 48 hours prior to the meeting will assist the District in making reasonable arrangements to accommodate your request. The Board Meeting Room is wheelchair accessible.

FUTURE SCHEDULED REGULAR BOARD MEETINGS OF THE BOARD OF DIRECTORS

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

December 16, 2021 | January 20, 2022 | February 17, 2022



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | NOVEMBER 18, 2021**

CONSENT CALENDAR

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. October 5, 2021 Special Board Meeting*
- 2. October 21, 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 | OCTOBER 5, 2021

The Special Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on October 5, 2021 was called to order by President Chadd at 6:00 p.m., via conference call in the Board Room at the District Administrative Facility, located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

DIRECTORS PRESENT

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

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager
Lorrie Lausten, District Engineer

DISTRICT CONSULTANTS VIA CONFERENCE CALL

Claire Collins, Hanson Bridgett LLP – District General Counsel
Cindy Byerrum, Eide Bailly – District Treasurer
Lora Carpenter, Fieldman Rolapp
Robert Porr, Fieldman Rolapp
Brent Scharnberg, Stadia Realty
Cyrus Torabi, Stradling Law

PUBLIC PRESENT

None

PLEDGE OF ALLEGIANCE

Director Safranski 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 Mandich reported on his attendance at the following events:

- Municipal Water District Water Policy Forum and Dinner with new MET General Manager Adel Hagekhalil as the keynote speaker.
- Community Associations of Rancho (CAR) Meeting with the City of Rancho Santa Margarita Chief of Police.

Director Safranski welcomed the guests in the audience.

There were no other Director comments received.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | OCTOBER 5, 2021**

REPORT FROM THE GENERAL MANAGER

Mr. Paludi introduced the District's consultants in attendance and reported they would have a presentation on agenda item no. 2.

Mr. Paludi reported that he would out of office from October 14th to 31st for vacation.

ACTION CALENDAR

ITEM 1: CONSIDERATION AND POSSIBLE ACTION(S) REGARDING FUTURE BOARD MEETINGS DURING THE CURRENT STATE OF EMERGENCY

Mr. Paludi presented this matter for Board consideration, and he reported that due to the impacts of the adoption of Assembly Bill (AB) 361 that the Board may choose to act related to how its future public meetings will be held. Ms. Collins provided a brief review of the Governor's Executive Orders which suspended certain Brown Act requirements, and she reviewed the options available to the Board at this time. Discussion occurred concerning public meeting preparation challenges and the impacts on District staff.

Action: A motion was made by Director Safranski and seconded by Director Mandich to authorize District staff to prepare District public meetings in accordance with the Brown Act and take any and all necessary precautions.
The motion carried 5 – 0.

ITEM 2: CONSIDERATION AND POSSIBLE ACTION(S) REGARDING TRABUCO CANYON WATER DISTRICT FINANCIAL PROJECTIONS BASED ON THE CURRENT RATE STUDY

Mr. Paludi presented this matter for Board consideration, and he provided a brief update on the District's financial standing based on the recently adopted water, wastewater, and recycled water rates and charges. Ms. Byerrum highlighted certain incurred expenses and planned capital improvement projects that have the potential to exceed the stated revenues in the financial plan set in the rate study adopted in December 2020. Ms. Carpenter delivered a PowerPoint presentation which reviewed the current rates and charges in comparison with the anticipated operating expenses and capital improvement project costs which impact the overall reserves. Discussion occurred concerning certain budgeted FY 2021-2022 CIP projects. Ms. Collins commented that the District may choose to use its bonding powers effectively in order to mitigate District fiscal issues. Mr. Paludi recommended bringing additional information on this matter to the Finance/Audit Committee for their review.

Action: There was no action taken.

The Board, through President Chadd, adjourned for a ten-minute break.

CLOSED SESSION

The Board of Directors entered into closed session in accordance with the agenda at 7:16 p.m. The General Manager, Assistant General Manager, General Legal Counsel and Consultants participated in the closed session.

The closed session ended at 8:23 p.m.

ITEM 3: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION

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

ADJOURNMENT

President Chadd adjourned the October 5, 2021 Special Board Meeting 8:25 p.m.



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | OCTOBER 21, 2021

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on October 21, 2021 was called to order by Director Safranski at 7:01 p.m., via conference call in the Conference 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

Director Michael Safranski
Director Glenn Acosta
Director Edward Mandich

DIRECTORS ABSENT

Director Don Chadd
Director Stephen Dopudja

STAFF PRESENT

Michael Perea, Assistant General Manager
Lorrie Lausten, District Engineer
Karen Warner, Principal Accountant
Lisa Marie Sangi, Executive Assistant/Assistant District Secretary
Jason Stroud, Maintenance Superintendent

STAFF PRESENT VIA CONFERENCE CALL

None

DISTRICT CONSULTANTS PRESENT

Tori Yokoyama, Hazen Sawyer

PUBLIC PRESENT ON THE CONFERENCE CALL

None

PLEDGE OF ALLEGIANCE

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

ITEMS TOO LATE TO BE AGENDIZED

None

VISITOR PARTICIPATION VIA CONFERENCE CALL

None

DIRECTOR'S COMMENTS

Director Acosta commented on his attendance at the Orange County Water Summit, and he briefly reviewed the discussion on the State's water supply.

Director Mandich reported that he attended the Orange County Water Summit.

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

Director Safranski reported on his attendance at the South Orange County Agencies Group Meeting, and he mentioned that the group discussed regional drought response messaging. Director Safranski reported on his attendance at the City of Rancho Santa Margarita City Council meeting, and he provided a brief review of the commercial/mixed-use zoned property discussion related to the Regional Housing Needs Assessment (RHNA) mandate.

REPORT FROM THE ASSISTANT GENERAL MANAGER

Mr. Perea reported on the following matters:

- The General Manager was currently out of office as he was on vacation.
- The Board President and Vice President were not in attendance due to scheduling conflicts.
- The District’s website has been updated with news concerning Governor’s Executive Order expansion that includes Orange County in the drought proclamation. Mr. Perea reported that the District’s customers have reduced their residential use by approximately eleven percent from the same time last year.
- The District Administration Facility experienced an emergency flood that has impacted the customer service, kitchen, and Board Room Meeting areas.
- Mr. Perea recommended moving agenda item 9 to the front of the Action Calendar.

ADMINISTRATIVE MATTERS

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

Mr. Perea introduced this matter for Board consideration, and he reported that this matter was reviewed with the Engineering/Operational Committee. Mr. Perea introduced Mr. Yokoyama to the Board, and he delivered a brief PowerPoint presentation for the proposed 2021 Master Plan & Condition Assessment Study. Ms. Lausten reported that District staff issued a Request for Proposals (RFP) for this study as part of the Fiscal Year 2021/2022 Capital Improvement Project (CIP) budget. Ms. Lausten provided a review of District staff efforts during the proposal review process and subsequent value engineering efforts. Discussion occurred concerning the proposed tasks and the goals of the final reports. Mr. Perea commented that the goal of the study is to provide staff the appropriate tools to build comprehensive CIP budgets for the next ten to fifteen years to address critical facility needs and to provide the essential data to develop appropriate rates and charges. Ms. Lausten commented on Hazen Sawyer interactive asset management program and their proven track record working with District staff on previous projects. Mr. Perea recommended Hazen Sawyer for the District’s 2021 Systemwide Master Plan and Condition Assessment for a not to exceed amount of \$591,520.

Action: A motion was made by Director Acosta and seconded by Director Mandich to 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.
The motion was approved by a vote of 3 - 0 - 2 with Directors Chadd and Dopudja absent.

CONSENT CALENDAR

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

Action: A motion was made by Director Acosta and seconded by Director Mandich to approve the Consent Calendar.
The motion was approved by a vote of 3 - 0 - 2 with Directors Chadd and Dopudja absent.

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

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

Mr. Perea presented this matter for Board consideration, and he reported this matter was reviewed with the Finance/Audit Committee.

Action: A motion was made by Director Acosta and seconded by Director Mandich to approve of the Directors' Fees and Expenses Report as presented.
The motion was approved by a vote of 3 - 0 - 2 with Directors Chadd and Dopudja absent.

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

Mr. Perea provided a brief update on COVID-19 related matters throughout the State and Orange County. Mr. Perea reported on proposed open public meeting changes related to Assembly Bill 361 as discussed with the Executive Committee and general legal counsel, and he recommended the Board confirm that District meetings and standing committee meetings continue to be held as in person meetings in accordance with the Brown Act.

Action: A motion was made by Director Acosta and seconded by Director Mandich 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.
The motion was approved by a vote of 3 - 0 - 2 with Directors Chadd and Dopudja absent.

ENGINEERING MATTERS

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

Mr. Perea introduced this matter, and he mentioned that this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten provided a project status update for Board consideration, and she presented an updated proposed fence upgrade exhibit. Discussion occurred regarding certain concerns expressed by neighboring residents related to the height of the onsite backup power generator and fence screening. Ms. Lausten reported that District staff has reviewed the proposed fence upgrade design with Dove Canyon Master Association, and she recommended approval of Contract Change Order No. 2 with Ferreira Construction in the amount of \$53,883.

Action: A motion was made by Director Mandich and seconded by Director Acosta to authorize the General Manager to execute Contract Change Order No. 2 with Ferreira Construction in the amount of \$53,883.
The motion was approved by a vote of 3 - 0 - 2 with Directors Chadd and Dopudja absent.

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

Mr. Perea presented this matter for Board consideration, and he reported this matter was reviewed with the Engineering/Operational Committee. Mr. Perea provided an overview of the 800 MHz Countywide Coordinated Communications System, and he highlighted the benefits as a participant to the agreement with the County of Orange. Mr. Perea recommended the Board authorize the General Manager to execute the Joint Agreement with the County of Orange for continued participation in the 800 MHz Countywide Coordinated Communications System.

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

Action: A motion was made by Director Safranski and seconded by Director Acosta to authorize the General Manager to execute the County of Orange Joint Agreement for the County of Orange 800 MHz Countywide Coordinated Communications.
The motion was approved by a vote of 3 - 0 - 2 with Directors Chadd and Dopudja absent.

LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS

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

Mr. Perea presented this matter for Board consideration, and he reported that Director Acosta is the Board's current CSDA representative. Mr. Perea briefly reviewed the highlighted the proposed changes in the CSDA Bylaws Update, and he recommended the Board approve the updates and authorize District staff to vote online on Director Acosta's behalf.

Action: A motion was made by Director Mandich and seconded by Director Safranski to approve the California Special Districts Association Bylaws Update and to authorize District staff to vote online on behalf of Director Acosta.
The motion was approved by a vote of 3 - 0 - 2 with Directors Chadd and Dopudja absent.

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

Mr. Perea presented this matter for Board consideration, and he reported this matter was reviewed with the Executive Committee. Mr. Perea provided an overview of ACWA's voting requirements for the Fall Conference, including the selection of a primary and alternate voting representative and indication of the respective representative attendance in person or virtually. Mr. Perea added the Board President has authored a letter to Director Cathy Green in support of her candidacy as Board President and the ACWA recommended slate of candidates. Discussion occurred concerning the selection of voting representatives.

Action: A motion was made by Director Acosta and seconded by Director Mandich to designate Director Safranski as the primary voting representative and Director Mandich as the alternate voting representative for the Association of California Water Agencies 2021 Board of Directors election and to direct District staff to notify ACWA as such.
The motion was approved by a vote of 3 - 0 - 2 with Directors Chadd and Dopudja absent.

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

Mr. Perea provided a brief update on items related to Metropolitan Water District of Southern California and Municipal Water District of Orange County, and he highlighted current water supply updates that impact the District.

Action: No action was taken.

OTHER INFORMATION/MATTERS

None

ADDITIONAL DIRECTORS' COMMENTS

None

ADJOURNMENT

Director Safranski adjourned the October 21, 2021 Regular Board Meeting 8:04 p.m.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | NOVEMBER 18, 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. *October 13, 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. *September 2021*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

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

EXHIBITS:

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

CONTACTS (staff responsible): PALUDI/PEREA/WARNER



**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING RECAP | OCTOBER 13, 2021**

DIRECTORS PRESENT

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

STAFF PRESENT

Fernando Paludi, General Manager
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 October 13, 2021 Finance/Audit Committee Meeting to order at 1:05 p.m.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

There were no comments received.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reminded that Committee that he would be on vacation for the second half of the month, and that two Board members would not be in attendance at the Regular Board Meeting.

ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP

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

RECOMMENDED ACTION:

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

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

Mr. Paludi presented the Directors' Fees and Expenses Report and Tentative Future Meetings/Attendance Report for Committee consideration and review. Director Chadd reported certain changes to his Fees & Expenses Report and requested that District amend his reported schedule.

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | OCTOBER 13, 2021**

RECOMMENDED ACTION:

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

ITEM 3: OTHER MATTERS

Mr. Paludi provided a brief report on the planned rates and charges study, and he reported that District staff met with the Executive Committee to review a proposed schedule for adoption and overarching goals, including the use of a new Master Plan and Condition Assessment to guide the process.

RECOMMENDED ACTION:

No action was taken.

ITEM 4: FINANCIAL REPORT

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

Operating Revenue, Residential Water

Ms. Warner reported that water demand for the month was higher than the prior month due to warmer temperatures and increased sales.

Operating Revenue, Recycled & Reclaimed Water

Ms. Warner reported that this line item was higher than the prior month due to warmer temperatures and increased sales. Mr. Perea added that Operations was currently supplementing the recycled water reservoir with domestic water, and that non-domestic water users that exceed their allocation according to the Board-adopted policy would be invoiced for their proportional share.

Operating Revenue, Baker Treatment Plant Sales

Ms. Warner reported that this line item was higher than the prior month as the District resumed the sale of Baker Water Treatment Plant water to the City of San Clemente as the Dimension Water Treatment Plant (DWTP) Backwash Tank Rehabilitation Project has completed.

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.

RECOMMENDED ACTION:

The Committee recommended the Board of Directors receive and file the preliminary unaudited financial statements for August 2021 (Consent Calendar).

The Committee signed the bills for consideration and the warrant register and recommended that the Board ratify payment of the bills for consideration for October 13, 2021 as presented (Consent Calendar).

ADJOURNMENT

Director Chadd adjourned the October 13, 2021 Finance/Audit Committee Meeting at 1:13 p.m.



Trabuco Canyon Water District

Statement of Revenues & Expenses

FY 2021-22 (Unaudited)

| | September 2021 | August 2021 | Current YTD | Annual Budget | 25% YTD | Prior YTD |
|---|--------------------|--------------------|---------------------|-------------------|-------------|-------------------|
| 1 Operating Revenue | | | | | | |
| 2 Residential Water | \$ 363,595 | \$ 386,482 | \$ 1,118,764 | \$ 4,116,200 | 27% | \$ 1,124,441 |
| 3 Business & Industrial Water | 13,147 | 14,130 | 38,225 | 165,600 | 23% | 41,525 |
| 4 Irrigation Water | 146,200 | 139,270 | 422,140 | 1,075,200 | 39% | 320,523 |
| 5 Stand-by | - | - | - | 41,800 | 0% | 10,250 |
| 6 Sanitation Revenue | 151,166 | 151,619 | 456,836 | 1,964,200 | 23% | 427,181 |
| 7 Recycled & Reclaimed Revenue | 121,647 | 125,366 | 366,068 | 999,000 | 37% | 315,560 |
| 8 Baker Treatment Plant Water Sales * | 75,282 | 2,619 | 77,901 | 1,383,500 | 6% | 295,039 |
| 9 Other Operating Revenue | 12,833 | 11,871 | 36,305 | 179,600 | 20% | 1,921 |
| 10 Total Operating Revenue | 883,870 | 831,359 | 2,516,239 | 9,925,100 | 25% | 2,536,441 |
| 11 Non-Operating Revenue | | | | | | |
| 12 Property Tax Unrestricted | 31,407 | 2,973 | 34,380 | 2,006,200 | 2% | 426,850 |
| 13 Interest Revenue | 3,087 | 417 | 3,903 | 35,600 | 11% | 13,486 |
| 14 Other Non-Operating Revenue | 3,077 | 2,174 | 7,783 | 72,400 | 11% | 7,898 |
| 15 Total Non-Operating Revenue | 37,571 | 5,564 | 46,066 | 2,114,200 | 2% | 448,334 |
| 16 Total Revenues | 921,441 | 836,922 | 2,562,305 | 12,039,300 | 21% | 2,984,775 |
| 17 Operating Expenses | | | | | | |
| 18 Source of Supply | 218,945 | 49,747 | 493,356 | 2,262,400 | 22% | 565,283 |
| 19 Baker Treatment SOS Costs | 163,731 | 96,235 | 354,100 | 1,287,700 | 27% | 281,923 |
| 20 Water Related Expense | 184,647 | 255,002 | 545,593 | 2,032,100 | 27% | 479,549 |
| 21 Sanitation Expense | 96,445 | 103,231 | 264,981 | 1,359,200 | 19% | 282,546 |
| 22 Recycled Expense | 24,063 | 33,213 | 80,215 | 234,200 | 34% | 64,485 |
| 23 Reclaimed Expense | 24,063 | 33,215 | 80,217 | 234,100 | 34% | 58,770 |
| 24 Salaries & Benefits | 306,040 | 309,117 | 916,809 | 3,923,000 | 23% | 840,662 |
| 25 Board Expense | 8,869 | 9,562 | 28,494 | 122,600 | 23% | 27,821 |
| 26 Miscellaneous Expense | 78 | 6 | 124 | 5,000 | 2% | 71 |
| 27 Total Operating Expenses | 1,026,880 | 889,328 | 2,763,890 | 11,460,300 | 24% | 2,601,110 |
| Net Income / (Loss) before Contributed Capital, Trust Contributions & Debt Service | (105,439) | (52,405) | (201,585) | 579,000 | | 383,665 |
| 29 WRES Fees for Capital | 68,751 | 68,760 | 206,264 | 822,200 | 25% | 205,168 |
| 30 Other Capital Contributions | - | - | - | 344,000 | 0% | - |
| 31 Debt Principal, Interest & Issuance Costs | (15,126) | (19,198) | (53,523) | (445,300) | 12% | (57,595) |
| 32 CalPERS UAL & Pension Trust Contributions | (19,967) | (19,967) | (59,902) | (590,500) | 10% | (54,033) |
| 33 OPEB Trust Contributions & Paygo | (9,173) | (9,864) | (28,231) | (206,100) | 14% | (76,039) |
| Net Contributed Capital, Trust Contributions & Debt Service | 24,484 | 19,730 | 64,609 | (75,700) | -85% | 17,501 |
| 35 Net Income | \$ (80,955) | \$ (32,675) | \$ (136,976) | \$ 503,300 | | \$ 401,166 |

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

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



Trabuco Canyon Water District
Balance Sheet - Comparative
As of September 30, 2021
(Unaudited)

| | September 2021 | August 2021 | September 2020 |
|---|----------------------|----------------------|----------------------|
| 1 Assets | | | |
| 2 Current Assets | | | |
| 3 Cash | \$ 419,768 | \$ 725,025 | \$ 582,608 |
| 4 Accounts Receivable, Net | 1,590,458 | 1,601,647 | 4,946,769 |
| 5 Property Tax Receivable | - | - | 1,718,981 |
| 6 Prepaid Expenses | 341,897 | 349,609 | 371,873 |
| 7 Total Current Assets | 2,352,122 | 2,676,280 | 7,620,231 |
| 9 Total Restricted Assets (see Schedule A) | 4,166,517 | 4,166,558 | 6,127,690 |
| 11 Utility Plant | | | |
| 12 Utility Plant, at Cost | 123,450,627 | 123,412,244 | 116,126,899 |
| 13 Accumulated Depreciation | (74,488,719) | (74,135,078) | (72,318,615) |
| 14 Construction in Progress | 242,957 | 154,825 | 3,115,934 |
| 15 Total Utility Plant | 49,204,865 | 49,431,992 | 46,924,218 |
| 16 Other Assets | | | |
| 17 Due from BTP | 991,828 | 1,023,656 | 1,373,240 |
| 18 Deferred Outflow (Pension Related) | 1,486,261 | 1,486,261 | 1,277,368 |
| 19 Total Other Assets | 2,478,089 | 2,509,917 | 2,650,608 |
| 20 Total Assets | \$ 58,201,593 | \$ 58,784,747 | \$ 63,322,748 |
| 21 Liabilities & Retained Earnings | | | |
| 22 Current Liabilities | | | |
| 23 Accounts Payable | \$ 1,394,640 | \$ 1,564,143 | \$ 1,752,730 |
| 24 Due to Internal Financing Fund | 991,828 | 1,023,656 | 1,373,240 |
| 25 Accrued Expenses | 411,226 | 362,453 | 349,328 |
| 26 Deferred Property Tax Revenue | - | - | 1,311,300 |
| 27 Total Current Liabilities | 2,797,695 | 2,950,253 | 4,786,599 |
| 28 Liabilities to be Paid from Restricted Assets | | | |
| 29 Accrued Bond Interest | 8,145 | 8,145 | 13,236 |
| 30 Current Portion-Long Term Debt | 182,547 | 182,547 | 178,449 |
| 31 Refundable Deposits | 19,500 | 15,500 | 13,500 |
| 32 Developer Deposits | 114,123 | 114,123 | 110,793 |
| 33 Total Liabilities to be Paid from Restricted Assets | 324,315 | 320,315 | 315,979 |

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



Trabuco Canyon Water District
Balance Sheet - Comparative
As of September 30, 2021
(Unaudited)

| | | | | |
|----|---|----------------------|----------------------|----------------------|
| 34 | Long Term Debt | | | |
| 35 | Accrued Post Employment Benefits | 356,589 | 356,589 | 533,587 |
| 36 | Accrued Pension Liability | 3,652,253 | 3,652,253 | 3,399,715 |
| 37 | State Revolving Fund Loan | 1,957,505 | 1,957,505 | 2,140,052 |
| 38 | Total Long Term Debt | 5,966,347 | 5,966,347 | 6,073,354 |
| 39 | Total Liabilities | 9,088,357 | 9,236,915 | 11,175,931 |
| 40 | Fund Balance | | | |
| 41 | Invested in Capital Net of Related Debt | 47,056,668 | 47,283,794 | 44,592,481 |
| 42 | Restricted for Debt Service | 236,963 | 237,004 | 219,142 |
| 43 | Legally Restricted | 512,516 | 510,386 | 2,395,813 |
| 44 | Designated by Board | 3,301,027 | 3,301,027 | 3,508,677 |
| 45 | Unrestricted | (1,993,937) | (1,784,379) | 1,430,703 |
| 46 | Total Fund Balance | 49,113,236 | 49,547,833 | 52,146,817 |
| 47 | Total Liabilities and Fund Balance | \$ 58,201,593 | \$ 58,784,747 | \$ 63,322,748 |

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



Trabuco Canyon Water District
Restricted Assets Report
As of September 30, 2021
(Unaudited)

| | September 2021 | August 2021 | September 2020 |
|--|---------------------|---------------------|---------------------|
| 1 LAIF Accounts (at Cost) | | | |
| 2 LAIF Unrestricted | \$ (4,589,305) | \$ (4,554,553) | \$ (2,863,970) |
| 3 Water Storage Facilities | 1,051,427 | 1,051,427 | 1,051,427 |
| 4 WRES - Rose Canyon/Lang Wells | 1,342,128 | 1,307,481 | 1,150,394 |
| 5 WRES - Reservoir/Distribution Improvements | 2,631,736 | 2,629,501 | 2,590,340 |
| 6 RD#5 | 76,530 | 76,530 | 76,102 |
| 7 LAIF Interim Sewage | 116,011 | 118,141 | 110,126 |
| 8 Water Rate Stabilization Funds | 792,830 | 792,830 | 684,080 |
| 9 Sewer Rate Stabilization Funds | 547,360 | 547,360 | 726,160 |
| 10 Working Capital Funds | 1,960,304 | 1,960,304 | 1,975,776 |
| 11 Market Value Over/(Under) Cost | 533 | 533 | 16,593 |
| 12 State Revolving Fund | | | |
| 13 Cash in CB&T Reserved for SRF Loan | 236,963 | 237,004 | 219,142 |
| 14 Total Restricted Assets | \$ 4,166,517 | \$ 4,166,558 | \$ 6,127,690 |

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



Trabuco Canyon Water District
Investment Schedule
As of September 30, 2021
(Unaudited)

| DESCRIPTION | RATE | COST | MARKET | % OF TOTAL |
|---|--------|---------------------|---------------------|---------------|
| District Investments in the California Local Agency Investment Fund (LAIF) | | | | |
| 1 Water Storage Fees | 0.206% | \$ 1,051,427 | \$ 1,051,294 | 27% |
| 2 Trabuco Creek Wells | 0.206% | 1,342,128 | 1,341,958 | 34% |
| 3 Reservoir/Distribution | 0.206% | 2,631,736 | 2,631,404 | 67% |
| 4 RD#5 | 0.206% | 76,530 | 76,520 | 2% |
| 5 LAIF Interim Sewage | 0.206% | 116,011 | 115,997 | 3% |
| 6 Water Rate Stabilization Funds | 0.206% | 792,830 | 792,730 | 20% |
| 7 Sewer Rate Stabilization Funds | 0.206% | 547,360 | 547,291 | 14% |
| 8 Working Capital Funds | 0.206% | 1,960,304 | 1,960,056 | 50% |
| 9 LAIF Unrestricted | 0.206% | (4,589,305) | (4,588,725) | -117% |
| Total District Investments | | \$ 3,929,021 | \$ 3,928,525 | 100% |

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

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

CERTIFICATION

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

Cindy Byerrum, CPA

Contract CPA and Treasurer



Trabuco Canyon Water District
Checking Account Activity
September 2021
(Unaudited)

| Inflows | Current Month | Year to Date |
|---------------------------------------|-------------------------|-------------------------|
| Utility Billing Collections | \$ 884,033 | \$ 2,466,073 |
| Tax Receipts | 31,329 | 56,868 |
| Transfer From LAIF | - | 2,500,000 |
| Miscellaneous | 7,847 | 140,607 |
| Total Inflows | 923,209 | 5,163,548 |
| | | |
| Outflows | | |
| Vouchers | 615,775 | 3,051,391 |
| Payroll | 248,661 | 741,598 |
| Transfer to LAIF | - | - |
| Miscellaneous & Online Payments | 134,413 | 852,548 |
| Total Outflows | 998,849 | 4,645,537 |
| | | |
| Net Change in Checking Account | (75,640) | 518,011 |
| Beginning Checking Account | 1,094,429 | 500,779 |
| Ending Checking Account | \$ 1,018,790 | \$ 1,018,790 |

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



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 10/01/2021 - 10/31/2021

Cleared Date Range: -

| Issued Date | Cleared Date | Number | Description | Module | Status | Type | Amount |
|-------------------------|--------------|----------------------------|--------------------------------|------------------|-------------|------------|------------|
| Accounts Payable | | | | | | | |
| Bank Draft | | | | | | | |
| 10/01/2021 | | DFT0002293 | ADP | Accounts Payable | Outstanding | Bank Draft | -120.00 |
| 10/01/2021 | | DFT0002294 | CalPERS | Accounts Payable | Outstanding | Bank Draft | -43,758.99 |
| 10/01/2021 | | DFT0002295 | CalPERS | Accounts Payable | Outstanding | Bank Draft | -5,266.88 |
| 10/01/2021 | | DFT0002296 | CalPERS | Accounts Payable | Outstanding | Bank Draft | -9,115.25 |
| 10/01/2021 | | DFT0002297 | CalPERS | Accounts Payable | Outstanding | Bank Draft | -13,540.10 |
| 10/01/2021 | | DFT0002298 | CalPERS | Accounts Payable | Outstanding | Bank Draft | -4,948.31 |
| 10/01/2021 | | DFT0002299 | EPX | Accounts Payable | Outstanding | Bank Draft | -6,629.81 |
| 10/01/2021 | | DFT0002300 | Guardian | Accounts Payable | Outstanding | Bank Draft | -4,018.19 |
| 10/01/2021 | | DFT0002301 | Southern California Edison | Accounts Payable | Outstanding | Bank Draft | -54,128.88 |
| 10/01/2021 | | DFT0002302 | VSP | Accounts Payable | Outstanding | Bank Draft | -793.88 |
| 10/01/2021 | | DFT0002303 | ADP | Accounts Payable | Outstanding | Bank Draft | -99,615.72 |
| 10/01/2021 | | DFT0002304 | Stanley Security Solutions | Accounts Payable | Outstanding | Bank Draft | -7,616.21 |
| 10/04/2021 | | DFT0002305 | Cintas | Accounts Payable | Outstanding | Bank Draft | -809.68 |
| 10/04/2021 | | DFT0002308 | Santa Margarita Water District | Accounts Payable | Outstanding | Bank Draft | -3,751.36 |
| 10/04/2021 | | DFT0002336 | VSP | Accounts Payable | Outstanding | Bank Draft | -793.38 |
| 10/05/2021 | | DFT0002306 | Cintas | Accounts Payable | Outstanding | Bank Draft | -149.12 |
| 10/05/2021 | | DFT0002307 | Cintas | Accounts Payable | Outstanding | Bank Draft | -283.60 |
| 10/08/2021 | | DFT0002309 | Shell Fleet Plus | Accounts Payable | Outstanding | Bank Draft | -494.20 |
| 10/08/2021 | | DFT0002310 | ADP | Accounts Payable | Outstanding | Bank Draft | -6.95 |
| 10/08/2021 | | DFT0002311 | Cox Communications | Accounts Payable | Outstanding | Bank Draft | -2,386.58 |
| 10/12/2021 | | DFT0002312 | O'Reilly Automotive, Inc. | Accounts Payable | Outstanding | Bank Draft | -644.21 |
| 10/12/2021 | | DFT0002313 | ADP | Accounts Payable | Outstanding | Bank Draft | -1,843.41 |
| 10/12/2021 | | DFT0002314 | The Toll Roads | Accounts Payable | Outstanding | Bank Draft | -140.00 |
| 10/12/2021 | | DFT0002315 | Cox Communications | Accounts Payable | Outstanding | Bank Draft | -1,723.17 |
| 10/12/2021 | | DFT0002316 | Sparkletts | Accounts Payable | Outstanding | Bank Draft | -210.40 |
| 10/12/2021 | | DFT0002317 | Sparkletts | Accounts Payable | Outstanding | Bank Draft | -57.15 |
| 10/12/2021 | | DFT0002318 | Xerox Corporation | Accounts Payable | Outstanding | Bank Draft | -289.96 |
| 10/14/2021 | | DFT0002319 | ADP | Accounts Payable | Outstanding | Bank Draft | -65.38 |
| 10/15/2021 | | DFT0002321 | Cox Communications | Accounts Payable | Outstanding | Bank Draft | -115.01 |
| 10/15/2021 | | DFT0002322 | The Toll Roads | Accounts Payable | Outstanding | Bank Draft | -140.00 |
| 10/15/2021 | | DFT0002323 | Wex Fleet Universal | Accounts Payable | Outstanding | Bank Draft | -3,237.95 |
| 10/18/2021 | | DFT0002324 | ADP | Accounts Payable | Outstanding | Bank Draft | -245.00 |
| 10/18/2021 | | DFT0002325 | CalPERS | Accounts Payable | Outstanding | Bank Draft | -9,015.25 |
| 10/18/2021 | | DFT0002326 | CalPERS | Accounts Payable | Outstanding | Bank Draft | -13,335.97 |
| 10/18/2021 | | DFT0002327 | CalPERS | Accounts Payable | Outstanding | Bank Draft | -4,630.12 |

Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number | Description | Module | Status | Type | Amount |
|-------------------------------|--------------|----------------------------|--------------------|------------------|-------------|------------|--------------------|
| 10/18/2021 | | DFT0002328 | ADP | Accounts Payable | Outstanding | Bank Draft | -101,520.99 |
| 10/18/2021 | | DFT0002329 | Umpqua Bank | Accounts Payable | Outstanding | Bank Draft | -10,695.46 |
| 10/19/2021 | | DFT0002320 | Cox Communications | Accounts Payable | Outstanding | Bank Draft | -689.96 |
| 10/25/2021 | | DFT0002330 | Home Depot | Accounts Payable | Outstanding | Bank Draft | -932.64 |
| 10/25/2021 | | DFT0002331 | Lowe's | Accounts Payable | Outstanding | Bank Draft | -434.77 |
| 10/25/2021 | | DFT0002332 | Wage Works, Inc. | Accounts Payable | Outstanding | Bank Draft | -75.00 |
| 10/25/2021 | | DFT0002333 | AT&T Mobility | Accounts Payable | Outstanding | Bank Draft | -2,193.68 |
| 10/28/2021 | | DFT0002337 | Sparkletts | Accounts Payable | Outstanding | Bank Draft | -186.80 |
| 10/28/2021 | | DFT0002338 | The Toll Roads | Accounts Payable | Outstanding | Bank Draft | -140.00 |
| 10/29/2021 | | DFT0002339 | ADP | Accounts Payable | Outstanding | Bank Draft | -116.00 |
| Bank Draft Total: (45) | | | | | | | -410,905.37 |

Bank Draft Reversal

| | | | | | | | |
|---------------------------------------|--|----------------------------|--------------|------------------|-------------|---------------------|---------------|
| 10/01/2021 | | DFT0002302 | VSP Reversal | Accounts Payable | Outstanding | Bank Draft Reversal | 793.88 |
| Bank Draft Reversal Total: (1) | | | | | | | 793.88 |

Check

| | | | | | | | |
|------------|--|-----------------------|--|------------------|-------------|-------|------------|
| 10/13/2021 | | 10427 | AT&T | Accounts Payable | Outstanding | Check | -127.02 |
| 10/13/2021 | | 10428 | Atkinson, Andelson, Loya, Ruud & Romo | Accounts Payable | Outstanding | Check | -906.00 |
| 10/13/2021 | | 10429 | BAVCO Backflow Apparatus & Valve Co. | Accounts Payable | Outstanding | Check | -225.12 |
| 10/13/2021 | | 10430 | Black Knight Financial Services, LLC | Accounts Payable | Outstanding | Check | -18.00 |
| 10/13/2021 | | 10431 | Bright View Landscape Services, Inc. | Accounts Payable | Outstanding | Check | -14,878.96 |
| 10/13/2021 | | 10432 | Comoso | Accounts Payable | Outstanding | Check | -59.20 |
| 10/13/2021 | | 10433 | Duthie Electric Service Corporation | Accounts Payable | Outstanding | Check | -11,325.00 |
| 10/13/2021 | | 10434 | FedEx | Accounts Payable | Outstanding | Check | -46.70 |
| 10/13/2021 | | 10435 | Ferguson Waterworks | Accounts Payable | Outstanding | Check | -27,702.01 |
| 10/13/2021 | | 10436 | Ferreira Construction Company | Accounts Payable | Outstanding | Check | -42,593.36 |
| 10/13/2021 | | 10437 | Fieldman, Rolapp & Assoc. | Accounts Payable | Outstanding | Check | -5,093.00 |
| 10/13/2021 | | 10438 | Flo-Services, Inc. | Accounts Payable | Outstanding | Check | -64,837.80 |
| 10/13/2021 | | 10439 | GMU Geotechnical, Inc. | Accounts Payable | Outstanding | Check | -3,449.25 |
| 10/13/2021 | | 10440 | Grainger | Accounts Payable | Outstanding | Check | -187.92 |
| 10/13/2021 | | 10441 | Void Check | Accounts Payable | Voided | Check | 0.00 |
| 10/13/2021 | | 10442 | Griswold Industries | Accounts Payable | Outstanding | Check | -6,720.90 |
| 10/13/2021 | | 10443 | Hanson Bridgett LLP | Accounts Payable | Outstanding | Check | -35,915.31 |
| 10/13/2021 | | 10444 | Harbor Pointe Air Conditioning & Control Systems, Inc. | Accounts Payable | Outstanding | Check | -1,930.85 |
| 10/13/2021 | | 10445 | HighRoad Information Technology, LLC. | Accounts Payable | Outstanding | Check | -4,955.00 |
| 10/13/2021 | | 10446 | Hydrotech Electric | Accounts Payable | Outstanding | Check | -5,605.17 |
| 10/13/2021 | | 10447 | Industrial Metal Supply Company | Accounts Payable | Outstanding | Check | -60.52 |
| 10/13/2021 | | 10448 | InfoSend, Inc. | Accounts Payable | Outstanding | Check | -1,771.73 |
| 10/13/2021 | | 10449 | Irvine Ranch Water District | Accounts Payable | Outstanding | Check | -23,679.20 |
| 10/13/2021 | | 10450 | JIG Consultants | Accounts Payable | Outstanding | Check | -15,636.84 |
| 10/13/2021 | | 10451 | Material Specialties Corp. | Accounts Payable | Outstanding | Check | -751.89 |
| 10/13/2021 | | 10452 | Mr. Crane | Accounts Payable | Outstanding | Check | -6,042.60 |
| 10/13/2021 | | 10453 | NBS | Accounts Payable | Outstanding | Check | -885.49 |

Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number | Description | Module | Status | Type | Amount |
|-------------|--------------|-----------------------|---|------------------|-------------|-------|------------|
| 10/13/2021 | | 10454 | OC Waste & Recycling | Accounts Payable | Outstanding | Check | -1,803.44 |
| 10/13/2021 | | 10455 | Olin Chemicals | Accounts Payable | Outstanding | Check | -5,569.34 |
| 10/13/2021 | | 10456 | Orange County Pumping, Inc. | Accounts Payable | Outstanding | Check | -3,975.00 |
| 10/13/2021 | | 10457 | Orkin Commercial Services | Accounts Payable | Outstanding | Check | -1,359.36 |
| 10/13/2021 | | 10458 | Praxair Distribution Inc | Accounts Payable | Outstanding | Check | -85.30 |
| 10/13/2021 | | 10459 | S & J Supply Company | Accounts Payable | Outstanding | Check | -9,089.32 |
| 10/13/2021 | | 10460 | Sandbox Sign Company | Accounts Payable | Outstanding | Check | -64.11 |
| 10/13/2021 | | 10461 | Santa Margarita Water District | Accounts Payable | Outstanding | Check | -660.00 |
| 10/13/2021 | | 10462 | Sierra Analytical | Accounts Payable | Outstanding | Check | -4,994.00 |
| 10/13/2021 | | 10463 | Void Check | Accounts Payable | Voided | Check | 0.00 |
| 10/13/2021 | | 10464 | SOCWA | Accounts Payable | Outstanding | Check | -6,017.00 |
| 10/13/2021 | | 10465 | Soto Resources | Accounts Payable | Outstanding | Check | -1,361.25 |
| 10/13/2021 | | 10466 | Stadia Realty, Inc | Accounts Payable | Outstanding | Check | -117.50 |
| 10/13/2021 | | 10467 | Stradling Yocca Carlson & Rauth | Accounts Payable | Outstanding | Check | -650.00 |
| 10/13/2021 | | 10468 | Sulzer Electro-Mechanical Services Inc. | Accounts Payable | Outstanding | Check | -8,482.08 |
| 10/13/2021 | | 10469 | TAB AnswerNetwork | Accounts Payable | Outstanding | Check | -173.14 |
| 10/13/2021 | | 10470 | Touch Tel Mobile | Accounts Payable | Outstanding | Check | -625.00 |
| 10/13/2021 | | 10471 | Trench Shoring Company | Accounts Payable | Outstanding | Check | -1,163.15 |
| 10/13/2021 | | 10472 | Underground Service Alert/SC | Accounts Payable | Outstanding | Check | -107.29 |
| 10/13/2021 | | 10473 | USA BlueBook | Accounts Payable | Outstanding | Check | -8,630.60 |
| 10/13/2021 | | 10474 | USA Express Tire & Service | Accounts Payable | Outstanding | Check | -1,655.92 |
| 10/13/2021 | | 10475 | Weck Laboratories, Inc. | Accounts Payable | Outstanding | Check | -1,024.70 |
| 10/13/2021 | | 10476 | Xylem | Accounts Payable | Outstanding | Check | -6,055.10 |
| 10/25/2021 | | 10487 | Applied Industrial Technologies | Accounts Payable | Outstanding | Check | -809.51 |
| 10/25/2021 | | 10488 | ARC | Accounts Payable | Outstanding | Check | -61.87 |
| 10/25/2021 | | 10489 | AT&T | Accounts Payable | Outstanding | Check | -48.60 |
| 10/25/2021 | | 10490 | BC Wire Rope & Rigging | Accounts Payable | Outstanding | Check | -70.04 |
| 10/25/2021 | | 10491 | Coastline Equipment | Accounts Payable | Outstanding | Check | -990.97 |
| 10/25/2021 | | 10492 | Commercial Door of Orange County Incorporated | Accounts Payable | Outstanding | Check | -1,305.50 |
| 10/25/2021 | | 10493 | Comoso | Accounts Payable | Outstanding | Check | -362.04 |
| 10/25/2021 | | 10494 | County of Orange | Accounts Payable | Outstanding | Check | -850.46 |
| 10/25/2021 | | 10495 | DMV | Accounts Payable | Outstanding | Check | -20.00 |
| 10/25/2021 | | 10496 | Duthie Electric Service Corporation | Accounts Payable | Outstanding | Check | -6,624.08 |
| 10/25/2021 | | 10497 | FedEx | Accounts Payable | Outstanding | Check | -40.25 |
| 10/25/2021 | | 10498 | Flo-Services, Inc. | Accounts Payable | Outstanding | Check | -21,696.07 |
| 10/25/2021 | | 10499 | Grainger | Accounts Payable | Outstanding | Check | -386.34 |
| 10/25/2021 | | 10500 | Haaker Equipment Company | Accounts Payable | Outstanding | Check | -19.60 |
| 10/25/2021 | | 10501 | Hadronex, Inc. | Accounts Payable | Outstanding | Check | -300.00 |
| 10/25/2021 | | 10502 | Hydrotech Electric | Accounts Payable | Outstanding | Check | -7,265.00 |
| 10/25/2021 | | 10503 | InfoSend, Inc. | Accounts Payable | Outstanding | Check | -2,603.72 |
| 10/25/2021 | | 10504 | Irvine Pipe Supply | Accounts Payable | Outstanding | Check | -1,752.13 |
| 10/25/2021 | | 10505 | La Habra Fence Co., Inc. | Accounts Payable | Outstanding | Check | -9,758.00 |
| 10/25/2021 | | 10506 | McFadden-Dale Industrial Hardware | Accounts Payable | Outstanding | Check | -47.00 |

Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number | Description | Module | Status | Type | Amount |
|--------------------------------------|--------------|-----------------------|---------------------------------------|------------------|-------------|-------|----------------------|
| 10/25/2021 | | 10507 | OC Waste & Recycling | Accounts Payable | Outstanding | Check | -3,108.46 |
| 10/25/2021 | | 10508 | Olin Chemicals | Accounts Payable | Outstanding | Check | -3,422.25 |
| 10/25/2021 | | 10509 | Orange County Pumping, Inc. | Accounts Payable | Outstanding | Check | -2,130.00 |
| 10/25/2021 | | 10510 | O'Reilly Automotive, Inc. | Accounts Payable | Outstanding | Check | -182.21 |
| 10/25/2021 | | 10511 | Parkson Corporation | Accounts Payable | Outstanding | Check | -1,620.00 |
| 10/25/2021 | | 10512 | S & J Supply Company | Accounts Payable | Outstanding | Check | -7,177.21 |
| 10/25/2021 | | 10513 | Serpas, Phil | Accounts Payable | Outstanding | Check | -260.00 |
| 10/25/2021 | | 10514 | Sierra Analytical | Accounts Payable | Outstanding | Check | -3,691.00 |
| 10/25/2021 | | 10515 | Soto Resources | Accounts Payable | Outstanding | Check | -165.00 |
| 10/25/2021 | | 10516 | Southland Water Technologies LLC | Accounts Payable | Outstanding | Check | -660.63 |
| 10/25/2021 | | 10517 | SouthWest Hydro Tech ACV Systems | Accounts Payable | Outstanding | Check | -4,819.07 |
| 10/25/2021 | | 10518 | Superior Tank Company Inc. | Accounts Payable | Outstanding | Check | -211,965.06 |
| 10/25/2021 | | 10519 | Tesco Controls, Inc. | Accounts Payable | Outstanding | Check | -33,225.88 |
| 10/25/2021 | | 10520 | Trench Shoring Company | Accounts Payable | Outstanding | Check | -239.74 |
| 10/25/2021 | | 10521 | Tyler Technologies, Inc. | Accounts Payable | Outstanding | Check | -10.50 |
| 10/25/2021 | | 10522 | United Pumping Service, Inc. | Accounts Payable | Outstanding | Check | -4,004.25 |
| 10/25/2021 | | 10523 | USA BlueBook | Accounts Payable | Outstanding | Check | -691.75 |
| 10/25/2021 | | 10524 | Vaughan's Industrial Repair Co., Inc. | Accounts Payable | Outstanding | Check | -8,384.87 |
| 10/25/2021 | | 10525 | Weck Laboratories, Inc. | Accounts Payable | Outstanding | Check | -110.80 |
| 10/25/2021 | | 10526 | Xylem | Accounts Payable | Outstanding | Check | -4,036.74 |
| Check Total: (90) | | | | | | | -683,984.04 |
| EFT | | | | | | | |
| 10/14/2021 | | 83 | ACWA | Accounts Payable | Outstanding | EFT | -23,705.00 |
| 10/14/2021 | | 84 | ACWA/JPIA - Benefits (WC & Life) | Accounts Payable | Outstanding | EFT | -587.10 |
| 10/14/2021 | | 85 | ALS - Truesdail Laboratories | Accounts Payable | Outstanding | EFT | -1,400.00 |
| 10/14/2021 | | 86 | Eide Bailly | Accounts Payable | Outstanding | EFT | -14,969.20 |
| 10/14/2021 | | 87 | MWDOC | Accounts Payable | Outstanding | EFT | -111,672.99 |
| 10/14/2021 | | 88 | Synoptek, LLC | Accounts Payable | Outstanding | EFT | -3,605.75 |
| 10/14/2021 | | 89 | United Water Works, Inc. | Accounts Payable | Outstanding | EFT | -4,297.79 |
| 10/25/2021 | | 90 | ACWA/JPIA - Benefits (WC & Life) | Accounts Payable | Outstanding | EFT | -11,351.64 |
| 10/25/2021 | | 91 | ACWA/JPIA - Property & Liability | Accounts Payable | Outstanding | EFT | -60,767.00 |
| 10/25/2021 | | 92 | ALS - Truesdail Laboratories | Accounts Payable | Outstanding | EFT | -370.00 |
| EFT Total: (10) | | | | | | | -232,726.47 |
| Accounts Payable Total: (146) | | | | | | | -1,326,822.00 |

General Ledger

| Deposit | | | | | | | |
|----------------|--|----------------------------|--|----------------|-------------|---------|------------|
| 10/05/2021 | | DEP0015033 | Receipts - LAIF - Transfer | General Ledger | Outstanding | Deposit | 250,000.00 |
| 10/05/2021 | | DEP0015052 | Receipts - ACWA JPIA - Insurance Reimbursement | General Ledger | Outstanding | Deposit | 3,616.50 |
| 10/05/2021 | | DEP0015053 | Receipts - County of Orange - Sewer Services | General Ledger | Outstanding | Deposit | 4,270.00 |
| 10/06/2021 | | DEP0015066 | Receipts - Goren - Sewage hauling | General Ledger | Outstanding | Deposit | 12,000.00 |
| 10/07/2021 | | DEP0015070 | Receipts - County of Orange - Property Taxes | General Ledger | Outstanding | Deposit | 4,602.62 |
| 10/15/2021 | | DEP0015171 | Receipts - TMobile - Cell site rent | General Ledger | Outstanding | Deposit | 2,131.72 |

Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number | Description | Module | Status | Type | Amount |
|-----------------------------------|--------------|----------------------------|--|----------------|-------------|---------|-------------------|
| 10/15/2021 | | DEP0015172 | Receipts - Rutter - Fireflow Tests | General Ledger | Outstanding | Deposit | 1,250.00 |
| 10/15/2021 | | DEP0015173 | Receipts-OC Fire Authority-Sewer Services | General Ledger | Outstanding | Deposit | 150.00 |
| 10/15/2021 | | DEP0015174 | Receipts-Verizon-Refund | General Ledger | Outstanding | Deposit | 431.83 |
| 10/15/2021 | | DEP0015175 | Receipts-SMWD-DSWR | General Ledger | Outstanding | Deposit | 974.78 |
| 10/26/2021 | | DEP0015257 | Receipts-LAIF-Transfer | General Ledger | Outstanding | Deposit | 500,000.00 |
| 10/26/2021 | | DEP0015261 | Receipts - SMWD - DSWR | General Ledger | Outstanding | Deposit | 1,277.48 |
| 10/27/2021 | | DEP0015283 | Receipts - County of Orange - Sewer Services | General Ledger | Outstanding | Deposit | 4,270.00 |
| 10/27/2021 | | DEP0015287 | Receipts - Parth Residence - Plan check & admin fees | General Ledger | Outstanding | Deposit | 3,000.00 |
| Deposit Total: (14) | | | | | | | 787,974.93 |
| General Ledger Total: (14) | | | | | | | 787,974.93 |

Utility Billing

| Check | | | | | | | |
|--------------------------|--|-----------------------|--------------------------------|-----------------|-------------|-------|------------------|
| 10/18/2021 | | 10477 | ROBERT WALLSTROM | Utility Billing | Outstanding | Check | -119.38 |
| 10/18/2021 | | 10478 | BETTY BOYD | Utility Billing | Outstanding | Check | -73.37 |
| 10/18/2021 | | 10479 | KELLY CISCONC | Utility Billing | Outstanding | Check | -129.84 |
| 10/18/2021 | | 10480 | LENNAR HOMES | Utility Billing | Outstanding | Check | -145.32 |
| 10/18/2021 | | 10481 | TRABUCO OLD STAGE PARTNERS LLC | Utility Billing | Outstanding | Check | -1,807.07 |
| 10/18/2021 | | 10482 | TRABUCO OLD STAGE PARTNERS LLC | Utility Billing | Outstanding | Check | -1,815.26 |
| 10/18/2021 | | 10483 | BELLFREE CONTRACTORS | Utility Billing | Outstanding | Check | -1,642.80 |
| 10/18/2021 | | 10484 | TRABUCO OLD STAGE PARTNERS LLC | Utility Billing | Outstanding | Check | -1,823.44 |
| 10/18/2021 | | 10485 | CHAMPION PAVING INC | Utility Billing | Outstanding | Check | -1,901.11 |
| 10/20/2021 | | 10486 | TIM WHELAN | Utility Billing | Outstanding | Check | -209.25 |
| Check Total: (10) | | | | | | | -9,666.84 |

| Deposit | | | | | | | |
|----------------|--|----------------------------|-----------------------------------|-----------------|-------------|---------|-----------|
| 10/01/2021 | | DEP0014992 | Utility Payment Packet UBPKT06544 | Utility Billing | Outstanding | Deposit | 3,072.93 |
| 10/01/2021 | | DEP0014995 | Utility Payment Packet UBPKT06545 | Utility Billing | Outstanding | Deposit | 4,218.85 |
| 10/01/2021 | | DEP0015008 | Utility Payment Packet UBPKT06548 | Utility Billing | Outstanding | Deposit | 6,638.31 |
| 10/01/2021 | | DEP0015011 | Utility Payment Packet UBPKT06549 | Utility Billing | Outstanding | Deposit | 28,603.69 |
| 10/02/2021 | | DEP0015014 | Utility Payment Packet UBPKT06550 | Utility Billing | Outstanding | Deposit | 1,182.23 |
| 10/03/2021 | | DEP0015017 | Utility Payment Packet UBPKT06551 | Utility Billing | Outstanding | Deposit | 1,782.82 |
| 10/04/2021 | | DEP0015020 | Utility Payment Packet UBPKT06553 | Utility Billing | Outstanding | Deposit | 2,290.77 |
| 10/04/2021 | | DEP0015023 | Utility Payment Packet UBPKT06552 | Utility Billing | Outstanding | Deposit | 3,795.88 |
| 10/04/2021 | | DEP0015026 | Utility Payment Packet UBPKT06555 | Utility Billing | Outstanding | Deposit | 3,856.90 |
| 10/05/2021 | | DEP0015029 | Utility Payment Packet UBPKT06557 | Utility Billing | Outstanding | Deposit | 4,462.83 |
| 10/05/2021 | | DEP0015032 | Utility Payment Packet UBPKT06556 | Utility Billing | Outstanding | Deposit | 6,921.54 |
| 10/05/2021 | | DEP0015036 | Utility Payment Packet UBPKT06558 | Utility Billing | Outstanding | Deposit | 7,548.18 |
| 10/05/2021 | | DEP0015039 | Utility Payment Packet UBPKT06559 | Utility Billing | Outstanding | Deposit | 3,337.81 |
| 10/05/2021 | | DEP0015042 | Utility Payment Packet UBPKT06560 | Utility Billing | Outstanding | Deposit | 13,205.85 |
| 10/05/2021 | | DEP0015045 | Utility Payment Packet UBPKT06564 | Utility Billing | Outstanding | Deposit | 3,472.71 |
| 10/06/2021 | | DEP0015048 | Utility Payment Packet UBPKT06566 | Utility Billing | Outstanding | Deposit | 8,428.93 |
| 10/06/2021 | | DEP0015051 | Utility Payment Packet UBPKT06565 | Utility Billing | Outstanding | Deposit | 1,089.36 |
| 10/06/2021 | | DEP0015056 | Utility Payment Packet UBPKT06571 | Utility Billing | Outstanding | Deposit | 6,561.90 |

Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number | Description | Module | Status | Type | Amount |
|-------------|--------------|----------------------------|---|-----------------|-------------|---------|------------|
| 10/06/2021 | | DEP0015059 | Utility Payment Packet UBPKT06575 | Utility Billing | Outstanding | Deposit | 4,336.68 |
| 10/07/2021 | | DEP0015062 | Utility Payment Packet UBPKT06577 | Utility Billing | Outstanding | Deposit | 4,791.25 |
| 10/07/2021 | | DEP0015065 | Utility Payment Packet UBPKT06576 | Utility Billing | Outstanding | Deposit | 1,709.76 |
| 10/07/2021 | | DEP0015069 | Utility Payment Packet UBPKT06578 | Utility Billing | Outstanding | Deposit | 3,865.22 |
| 10/07/2021 | | DEP0015073 | Utility Payment Packet UBPKT06579 | Utility Billing | Outstanding | Deposit | 2,766.17 |
| 10/08/2021 | | DEP0015076 | Utility Payment Packet UBPKT06582 | Utility Billing | Outstanding | Deposit | 2,971.78 |
| 10/08/2021 | | DEP0015079 | Utility Payment Packet UBPKT06581 | Utility Billing | Outstanding | Deposit | 5,815.61 |
| 10/08/2021 | | DEP0015082 | Utility Payment Packet UBPKT06583 | Utility Billing | Outstanding | Deposit | 20,916.89 |
| 10/09/2021 | | DEP0015085 | Utility Payment Packet UBPKT06584 | Utility Billing | Outstanding | Deposit | 1,277.83 |
| 10/10/2021 | | DEP0015088 | Utility Payment Packet UBPKT06585 | Utility Billing | Outstanding | Deposit | 1,991.73 |
| 10/11/2021 | | DEP0015091 | Utility Payment Packet UBPKT06587 | Utility Billing | Outstanding | Deposit | 2,752.19 |
| 10/11/2021 | | DEP0015094 | Utility Payment Packet UBPKT06586 | Utility Billing | Outstanding | Deposit | 5,127.57 |
| 10/11/2021 | | DEP0015097 | Utility Reverse Payment Packet UBPKT06588 | Utility Billing | Outstanding | Deposit | -98.81 |
| 10/11/2021 | | DEP0015100 | Utility Payment Packet UBPKT06590 | Utility Billing | Outstanding | Deposit | 138,425.29 |
| 10/12/2021 | | DEP0015104 | Utility Payment Packet UBPKT06591 | Utility Billing | Outstanding | Deposit | 25,660.04 |
| 10/13/2021 | | DEP0015107 | Utility Payment Packet UBPKT06592 | Utility Billing | Outstanding | Deposit | 5,860.67 |
| 10/13/2021 | | DEP0015110 | Utility Payment Packet UBPKT06595 | Utility Billing | Outstanding | Deposit | 3,026.01 |
| 10/13/2021 | | DEP0015118 | Utility Payment Packet UBPKT06597 | Utility Billing | Outstanding | Deposit | 5,825.43 |
| 10/14/2021 | | DEP0015113 | Utility Payment Packet UBPKT06596 | Utility Billing | Outstanding | Deposit | 10,916.44 |
| 10/14/2021 | | DEP0015115 | ACH Draft Packet UBPKT06482 | Utility Billing | Outstanding | Deposit | 165,903.90 |
| 10/14/2021 | | DEP0015121 | Utility Payment Packet UBPKT06598 | Utility Billing | Outstanding | Deposit | 7,283.23 |
| 10/14/2021 | | DEP0015124 | Utility Payment Packet UBPKT06599 | Utility Billing | Outstanding | Deposit | 5,596.14 |
| 10/14/2021 | | DEP0015127 | Utility Payment Packet UBPKT06600 | Utility Billing | Outstanding | Deposit | 5,918.34 |
| 10/14/2021 | | DEP0015130 | Utility Payment Packet UBPKT06601 | Utility Billing | Outstanding | Deposit | 10,267.48 |
| 10/14/2021 | | DEP0015133 | Utility Payment Packet UBPKT06602 | Utility Billing | Outstanding | Deposit | 55,471.32 |
| 10/15/2021 | | DEP0015136 | Utility Payment Packet UBPKT06604 | Utility Billing | Outstanding | Deposit | 5,539.32 |
| 10/15/2021 | | DEP0015139 | Utility Payment Packet UBPKT06603 | Utility Billing | Outstanding | Deposit | 1,843.02 |
| 10/15/2021 | | DEP0015142 | Utility Payment Packet UBPKT06605 | Utility Billing | Outstanding | Deposit | 14,457.83 |
| 10/15/2021 | | DEP0015155 | Utility Payment Packet UBPKT06621 | Utility Billing | Outstanding | Deposit | 5,877.73 |
| 10/16/2021 | | DEP0015158 | Utility Payment Packet UBPKT06622 | Utility Billing | Outstanding | Deposit | 1,787.81 |
| 10/17/2021 | | DEP0015161 | Utility Payment Packet UBPKT06623 | Utility Billing | Outstanding | Deposit | 1,034.29 |
| 10/18/2021 | | DEP0015164 | Utility Payment Packet UBPKT06624 | Utility Billing | Outstanding | Deposit | 261.72 |
| 10/18/2021 | | DEP0015167 | Utility Payment Packet UBPKT06625 | Utility Billing | Outstanding | Deposit | 443.92 |
| 10/18/2021 | | DEP0015178 | Utility Payment Packet UBPKT06627 | Utility Billing | Outstanding | Deposit | 5,319.31 |
| 10/19/2021 | | DEP0015181 | Utility Payment Packet UBPKT06629 | Utility Billing | Outstanding | Deposit | 321.32 |
| 10/19/2021 | | DEP0015184 | Utility Payment Packet UBPKT06628 | Utility Billing | Outstanding | Deposit | 356.45 |
| 10/19/2021 | | DEP0015187 | Utility Reverse Payment Packet UBPKT06631 | Utility Billing | Outstanding | Deposit | -127.11 |
| 10/19/2021 | | DEP0015190 | Utility Reverse Payment Packet UBPKT06632 | Utility Billing | Outstanding | Deposit | -127.11 |
| 10/19/2021 | | DEP0015193 | Utility Payment Packet UBPKT06635 | Utility Billing | Outstanding | Deposit | 13,856.48 |
| 10/20/2021 | | DEP0015196 | Utility Payment Packet UBPKT06636 | Utility Billing | Outstanding | Deposit | 885.20 |
| 10/20/2021 | | DEP0015199 | Utility Payment Packet UBPKT06637 | Utility Billing | Outstanding | Deposit | 2,234.01 |
| 10/20/2021 | | DEP0015208 | Utility Payment Packet UBPKT06644 | Utility Billing | Outstanding | Deposit | 7,358.23 |
| 10/21/2021 | | DEP0015205 | Utility Payment Packet UBPKT06645 | Utility Billing | Outstanding | Deposit | 1,417.24 |

Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number | Description | Module | Status | Type | Amount |
|-------------------------------------|--------------|----------------------------|---|-----------------|-------------|---------|-------------------|
| 10/21/2021 | | DEP0015211 | Utility Payment Packet UBPKT06647 | Utility Billing | Outstanding | Deposit | 6,229.55 |
| 10/21/2021 | | DEP0015214 | Utility Payment Packet UBPKT06648 | Utility Billing | Outstanding | Deposit | 614.71 |
| 10/21/2021 | | DEP0015217 | Utility Payment Packet UBPKT06649 | Utility Billing | Outstanding | Deposit | 3,778.52 |
| 10/22/2021 | | DEP0015220 | Utility Payment Packet UBPKT06651 | Utility Billing | Outstanding | Deposit | 2,381.19 |
| 10/22/2021 | | DEP0015223 | Utility Payment Packet UBPKT06652 | Utility Billing | Outstanding | Deposit | 17,917.60 |
| 10/22/2021 | | DEP0015226 | Utility Payment Packet UBPKT06650 | Utility Billing | Outstanding | Deposit | 5,343.08 |
| 10/23/2021 | | DEP0015229 | Utility Payment Packet UBPKT06653 | Utility Billing | Outstanding | Deposit | 1,664.86 |
| 10/24/2021 | | DEP0015232 | Utility Payment Packet UBPKT06654 | Utility Billing | Outstanding | Deposit | 553.04 |
| 10/25/2021 | | DEP0015235 | Utility Payment Packet UBPKT06656 | Utility Billing | Outstanding | Deposit | 4,821.45 |
| 10/25/2021 | | DEP0015238 | Utility Payment Packet UBPKT06655 | Utility Billing | Outstanding | Deposit | 3,797.07 |
| 10/25/2021 | | DEP0015241 | Utility Payment Packet UBPKT06664 | Utility Billing | Outstanding | Deposit | 16,555.07 |
| 10/26/2021 | | DEP0015244 | Utility Payment Packet UBPKT06665 | Utility Billing | Outstanding | Deposit | 5,628.71 |
| 10/26/2021 | | DEP0015247 | Utility Payment Packet UBPKT06663 | Utility Billing | Outstanding | Deposit | 5,297.53 |
| 10/26/2021 | | DEP0015250 | Utility Payment Packet UBPKT06666 | Utility Billing | Outstanding | Deposit | 4,573.97 |
| 10/26/2021 | | DEP0015253 | Utility Payment Packet UBPKT06667 | Utility Billing | Outstanding | Deposit | 6,425.69 |
| 10/26/2021 | | DEP0015256 | Utility Payment Packet UBPKT06669 | Utility Billing | Outstanding | Deposit | 4,986.24 |
| 10/26/2021 | | DEP0015260 | Utility Payment Packet UBPKT06670 | Utility Billing | Outstanding | Deposit | 2,666.96 |
| 10/27/2021 | | DEP0015264 | Utility Payment Packet UBPKT06672 | Utility Billing | Outstanding | Deposit | 5,177.34 |
| 10/27/2021 | | DEP0015267 | Utility Payment Packet UBPKT06671 | Utility Billing | Outstanding | Deposit | 3,253.39 |
| 10/27/2021 | | DEP0015270 | Utility Reverse Payment Packet UBPKT06673 | Utility Billing | Outstanding | Deposit | -648.25 |
| 10/27/2021 | | DEP0015273 | Utility Payment Packet UBPKT06674 | Utility Billing | Outstanding | Deposit | 3,799.40 |
| 10/27/2021 | | DEP0015276 | Utility Payment Packet UBPKT06675 | Utility Billing | Outstanding | Deposit | 3,287.90 |
| 10/28/2021 | | DEP0015279 | Utility Payment Packet UBPKT06677 | Utility Billing | Outstanding | Deposit | 4,637.65 |
| 10/28/2021 | | DEP0015282 | Utility Payment Packet UBPKT06676 | Utility Billing | Outstanding | Deposit | 2,771.69 |
| 10/28/2021 | | DEP0015286 | Utility Reverse Payment Packet UBPKT06678 | Utility Billing | Outstanding | Deposit | -145.23 |
| 10/28/2021 | | DEP0015293 | Utility Payment Packet UBPKT06681 | Utility Billing | Outstanding | Deposit | 17,940.70 |
| 10/28/2021 | | DEP0015296 | Utility Payment Packet UBPKT06683 | Utility Billing | Outstanding | Deposit | 1,812.05 |
| 10/29/2021 | | DEP0015290 | Utility Payment Packet UBPKT06680 | Utility Billing | Outstanding | Deposit | 1,690.86 |
| 10/29/2021 | | DEP0015299 | Utility Payment Packet UBPKT06684 | Utility Billing | Outstanding | Deposit | 4,451.90 |
| 10/30/2021 | | DEP0015302 | Utility Payment Packet UBPKT06685 | Utility Billing | Outstanding | Deposit | 1,394.24 |
| 10/31/2021 | | DEP0015305 | Utility Payment Packet UBPKT06686 | Utility Billing | Outstanding | Deposit | 2,126.98 |
| Deposit Total: (92) | | | | | | | 816,375.17 |
| Utility Billing Total: (102) | | | | | | | 806,708.33 |
| Report Total: (262) | | | | | | | 267,861.26 |

Summary

| Bank Account | Count | Amount |
|---|------------|-------------------|
| 030866939 Bank of the West Checking | 262 | 267,861.26 |
| Report Total: | 262 | 267,861.26 |

| Cash Account | Count | Amount |
|--|------------|-------------------|
| **No Cash Account** | 2 | 0.00 |
| 99 99-000-1004 Bank of the West Checking (Pooled Cash) | 260 | 267,861.26 |
| Report Total: | 262 | 267,861.26 |

| Transaction Type | Count | Amount |
|----------------------|------------|-------------------|
| Bank Draft | 45 | -410,905.37 |
| Bank Draft Reversal | 1 | 793.88 |
| Check | 100 | -693,650.88 |
| Deposit | 106 | 1,604,350.10 |
| EFT | 10 | -232,726.47 |
| Report Total: | 262 | 267,861.26 |



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

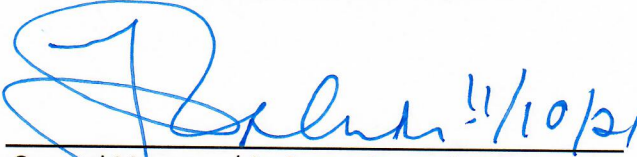
GENERAL FUND PAYROLL WARRANT REGISTER

For the Month of: October 2021

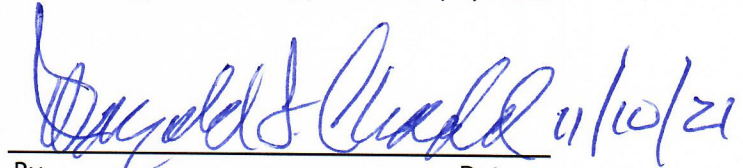
\$ 201,323.52

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 Date



By Date

| | | | | | | |
|------------------------------------|------------------------|--|--|--|--|-----------|
| Net Pay | Checks | | | | | .00 |
| | Direct Deposits | | | | | 67,810.62 |
| Subtotal Net Pay | | | | | | 67,810.62 |
| | Adjustments | | | | | .00 |
| Total Net Pay Liability (Net Cash) | | | | | | 67,810.62 |

| 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 | | | | 13,074.05 | |
| | Earned Income Credit Advances | | | | | |
| | Social Security | | | | 5,349.36 | 5,349.32 |
| | Medicare | | | | 1,549.05 | 1,549.03 |
| | Medicare Surtax | | | | 109.14 | |
| | Federal Unemployment Tax | | | | | |
| Subtotal Federal | | | 20,081.60 | 6,898.35 | | 26,979.95 |
| 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 | | | 20,081.60 | 6,898.35 | | 26,979.95 |
| State | CA State Income Tax | | | | 5,785.63 | |
| | CA State Unemployment Insurance-ER 0000 | | | | | 19.31 |
| | CA State Disability Insurance-EE | | | | 925.48 | |
| Subtotal CA | | | 6,711.11 | 19.31 | | 6,730.42 |
| Total Taxes | | | .00 | .00 | 26,792.71 | 33,710.37 |

Amount ADP Debited From Account XXXX6939 Tran/ABA XXXXXXXXX 33,710.37 Excludes Taxes That Are Your Responsibility

Other ADP Direct Deposit 67,810.62 25 Employee Transactions

Transfers Amount ADP Debited From Account XXXX6939 Tran/ABA XXXXXXXXX 67,810.62

Total Amount ADP Debited From Your Accounts 101,520.99



| | | | | | | |
|---------|------------------------------------|--|--|--|--|-----------|
| Net Pay | <u>Checks</u> | | | | | 228.21 |
| | <u>Direct Deposits</u> | | | | | 66,640.25 |
| | Subtotal Net Pay | | | | | 66,868.46 |
| | <u>Adjustments</u> | | | | | .00 |
| | Total Net Pay Liability (Net Cash) | | | | | 66,868.46 |

| Taxes | | You are responsible for | | Amount debited | | |
|---------|--|--------------------------|-------------|-------------------|-------------|-------------|
| | | Depositing these amounts | | from your account | | |
| Federal | Agency | Rate | EE withheld | ER contrib. | EE withheld | ER contrib. |
| | <u>Federal Income Tax</u> | | | | 13,082.42 | |
| | <u>Earned Income Credit Advances</u> | | | | | |
| | <u>Social Security</u> | | | | 5,252.57 | 5,252.56 |
| | <u>Medicare</u> | | | | 1,526.39 | 1,526.40 |
| | <u>Medicare Surtax</u> | | | | 109.14 | |
| | <u>Federal Unemployment Tax</u> | | | | | |
| | Subtotal Federal | | 19,970.52 | | 6,778.96 | 26,749.48 |
| | <u>FMLA-PSL Payments Credit</u> | | | | | |
| | <u>FMLA-PSL ER FICA Credit</u> | | | | | |
| | <u>FMLA-PSL Health Care Premium Credit</u> | | | | | |
| | <u>Employee Retention Qualified Payments Cre</u> | | | | | |
| | <u>Employee Retention Qualified Health Care</u> | | | | | |
| | <u>Cobra Premium Assistance Payments</u> | | | | | |

| | | | | | | |
|-------|--|-----|-----------|-----------|----------|-----------|
| State | Total Federal | | 19,970.52 | | 6,778.96 | 26,749.48 |
| | <u>CA State Income Tax</u> | | | | 5,379.87 | |
| | <u>CA State Unemployment Insurance-ER 0000</u> | | | | | 31.20 |
| | <u>CA State Disability Insurance-EE</u> | | | | 773.52 | |
| | Subtotal CA | | 6,153.39 | | 31.20 | 6,184.59 |
| | Total Taxes | .00 | .00 | 26,123.91 | 6,810.16 | 32,934.07 |

Amount ADP Debited From Account XXXXX6939 Tran/ABA XXXXXXXXXX 32,934.07 Excludes Taxes That Are Your Responsibility

Other ADP Direct Deposit 66,640.25 29 Employee Transactions

Transfers ADP Check 228.21
 Amount ADP Debited From Account XXXXX6939 Tran/ABA XXXXXXXXXX 66,868.46

Total Amount ADP Debited From Your Accounts 99,802.53






Trabuco Canyon Water District
General Fund Warrant Register
10/13/2021

Summary of Disbursements

| | |
|----------------------------|---------------------|
| Computer Checks | 1,129,465.22 |
| UB Refund Checks | - |
| Bank Drafts | 435,771.80 |
| Bank EFTs | 61,856.97 |
| Voided Checks | - |
| Total Disbursements | 1,627,093.99 |

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



General Manager / Assistant General Manager

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



By: _____ Date: 10/13/21



By: _____ Date: 10/13/21



Trabuco Canyon Water District, CA

Check Report

By Check Number

Date Range: 09/09/2021 - 10/13/2021

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|-------------------------------|---|--------------|--------------|-----------------|----------------|--------|
| Bank Code: APBNK-APBNK | | | | | | |
| TRUE0001 | ALS - Truesdail Laboratories | 09/14/2021 | EFT | 0.00 | 10,901.00 | 79 |
| EIDE0001 | Eide Bailly | 09/14/2021 | EFT | 0.00 | 9,389.55 | 80 |
| MWDO0001 | MWDOC | 09/14/2021 | EFT | 0.00 | 34,683.12 | 81 |
| SYNO0001 | Synoptek, LLC | 09/14/2021 | EFT | 0.00 | 6,883.30 | 82 |
| AT&T0001 | AT&T | 09/14/2021 | Regular | 0.00 | 2,389.73 | 10398 |
| BCWI0001 | BC Wire Rope & Rigging | 09/14/2021 | Regular | 0.00 | 236.95 | 10399 |
| BUTI0001 | Butier Engineering, Inc. | 09/14/2021 | Regular | 0.00 | 33,203.50 | 10400 |
| CHAM0001 | Champion Paving, Inc. | 09/14/2021 | Regular | 0.00 | 6,575.00 | 10401 |
| DUTH0001 | Duthie Electric Service Corporation | 09/14/2021 | Regular | 0.00 | 13,637.50 | 10402 |
| EISE0001 | Eisel Enterprises, Inc. | 09/14/2021 | Regular | 0.00 | 1,174.48 | 10403 |
| FERG0001 | Ferguson Waterworks | 09/14/2021 | Regular | 0.00 | 9,456.88 | 10404 |
| GMUG0001 | GMU Geotechnical, Inc. | 09/14/2021 | Regular | 0.00 | 1,750.00 | 10405 |
| HYDR0002 | Hydrotech Electric | 09/14/2021 | Regular | 0.00 | 63,914.00 | 10406 |
| INDU0002 | Industrial Metal Supply Company | 09/14/2021 | Regular | 0.00 | 222.55 | 10407 |
| IRVI0001 | Irvine Ranch Water District | 09/14/2021 | Regular | 0.00 | 359,482.22 | 10408 |
| IWAT0001 | iWater, Inc. | 09/14/2021 | Regular | 0.00 | 12,550.00 | 10409 |
| JIGC0001 | JIG Consultants | 09/14/2021 | Regular | 0.00 | 1,120.00 | 10410 |
| SITZ0001 | Kyle Sitzmann | 09/14/2021 | Regular | 0.00 | 288.00 | 10411 |
| MCFA0001 | McFadden-Dale Industrial Hardware | 09/14/2021 | Regular | 0.00 | 343.74 | 10412 |
| OCSU0001 | OC Superior Cleaning Services | 09/14/2021 | Regular | 0.00 | 1,470.00 | 10413 |
| OLIN0001 | Olin Chemicals | 09/14/2021 | Regular | 0.00 | 4,374.04 | 10414 |
| ORAN0004 | Orange County Pumping, Inc. | 09/14/2021 | Regular | 0.00 | 3,550.00 | 10415 |
| QUIN0001 | Quinn Company | 09/14/2021 | Regular | 0.00 | 506.50 | 10416 |
| SANT0003 | Santa Margarita Water District | 09/14/2021 | Regular | 0.00 | 242,318.94 | 10417 |
| SIER0002 | Sierra Analytical | 09/14/2021 | Regular | 0.00 | 1,672.00 | 10418 |
| SPAR0001 | Sparkletts | 09/14/2021 | Regular | 0.00 | 123.45 | 10419 |
| Stad0001 | Stadia Realty, Inc | 09/14/2021 | Regular | 0.00 | 1,850.00 | 10420 |
| UNDE0001 | Underground Service Alert/SC | 09/14/2021 | Regular | 0.00 | 216.19 | 10421 |
| USAB0001 | USA BlueBook | 09/14/2021 | Regular | 0.00 | 15,371.11 | 10422 |
| USAE0001 | USA Express Tire & Service | 09/14/2021 | Regular | 0.00 | 3,830.80 | 10423 |
| WECK0001 | Weck Laboratories, Inc. | 09/14/2021 | Regular | 0.00 | 222.68 | 10424 |
| XYLE0001 | Xylem | 09/14/2021 | Regular | 0.00 | 6,340.63 | 10425 |
| PADI0001 | Elizabeth Padilla | 09/17/2021 | Regular | 0.00 | 2,206.89 | 10426 |
| AT&T0001 | AT&T | 10/13/2021 | Regular | 0.00 | 127.02 | 10427 |
| ATKI0001 | Atkinson, Andelson, Loya, Ruud & Romo | 10/13/2021 | Regular | 0.00 | 906.00 | 10428 |
| BAVCO001 | BAVCO Backflow Apparatus & Valve Co. | 10/13/2021 | Regular | 0.00 | 225.12 | 10429 |
| BLAC0001 | Black Knight Financial Services, LLC | 10/13/2021 | Regular | 0.00 | 18.00 | 10430 |
| BRIG0001 | Bright View Landscape Services, Inc. | 10/13/2021 | Regular | 0.00 | 14,878.96 | 10431 |
| COMO0001 | Comoso | 10/13/2021 | Regular | 0.00 | 59.20 | 10432 |
| DUTH0001 | Duthie Electric Service Corporation | 10/13/2021 | Regular | 0.00 | 11,325.00 | 10433 |
| FEDE0001 | FedEx | 10/13/2021 | Regular | 0.00 | 46.70 | 10434 |
| FERG0001 | Ferguson Waterworks | 10/13/2021 | Regular | 0.00 | 27,702.01 | 10435 |
| FERR0002 | Ferreira Construction Company | 10/13/2021 | Regular | 0.00 | 42,593.36 | 10436 |
| FIEL0001 | Fieldman, Rolapp & Assoc. | 10/13/2021 | Regular | 0.00 | 5,093.00 | 10437 |
| FLOS0001 | Flo-Services, Inc. | 10/13/2021 | Regular | 0.00 | 64,837.80 | 10438 |
| GMUG0001 | GMU Geotechnical, Inc. | 10/13/2021 | Regular | 0.00 | 3,449.25 | 10439 |
| GRAI0001 | Grainger | 10/13/2021 | Regular | 0.00 | 187.92 | 10440 |
| | **Void** | 10/13/2021 | Regular | 0.00 | 0.00 | 10441 |
| CLAV0001 | Griswold Industries | 10/13/2021 | Regular | 0.00 | 6,720.90 | 10442 |
| HANS0001 | Hanson Bridgett LLP | 10/13/2021 | Regular | 0.00 | 35,915.31 | 10443 |
| HARB0001 | Harbor Pointe Air Conditioning & Control System | 10/13/2021 | Regular | 0.00 | 1,930.85 | 10444 |
| HIGH0001 | HighRoad Information Technology, LLC. | 10/13/2021 | Regular | 0.00 | 4,955.00 | 10445 |
| HYDR0002 | Hydrotech Electric | 10/13/2021 | Regular | 0.00 | 5,605.17 | 10446 |
| INDU0002 | Industrial Metal Supply Company | 10/13/2021 | Regular | 0.00 | 60.52 | 10447 |

Check Report

Date Range: 09/09/2021 - 10/13/2021

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|---|--------------|--------------|-----------------|----------------|------------|
| INFO0001 | InfoSend, Inc. | 10/13/2021 | Regular | 0.00 | 1,771.73 | 10448 |
| IRVI0001 | Irvine Ranch Water District | 10/13/2021 | Regular | 0.00 | 23,679.20 | 10449 |
| JIGC0001 | JIG Consultants | 10/13/2021 | Regular | 0.00 | 15,636.84 | 10450 |
| MATE0002 | Material Specialties Corp. | 10/13/2021 | Regular | 0.00 | 751.89 | 10451 |
| MRCR0001 | Mr. Crane | 10/13/2021 | Regular | 0.00 | 6,042.60 | 10452 |
| NBS0001 | NBS | 10/13/2021 | Regular | 0.00 | 885.49 | 10453 |
| OCWA0001 | OC Waste & Recycling | 10/13/2021 | Regular | 0.00 | 1,803.44 | 10454 |
| OLIN0001 | Olin Chemicals | 10/13/2021 | Regular | 0.00 | 5,569.34 | 10455 |
| ORAN0004 | Orange County Pumping, Inc. | 10/13/2021 | Regular | 0.00 | 3,975.00 | 10456 |
| ORKI0001 | Orkin Commercial Services | 10/13/2021 | Regular | 0.00 | 1,359.36 | 10457 |
| PRAX0001 | Praxair Distribution Inc | 10/13/2021 | Regular | 0.00 | 85.30 | 10458 |
| S&JS0001 | S & J Supply Company | 10/13/2021 | Regular | 0.00 | 9,089.32 | 10459 |
| SAND0001 | Sandbox Sign Company | 10/13/2021 | Regular | 0.00 | 64.11 | 10460 |
| SANT0003 | Santa Margarita Water District | 10/13/2021 | Regular | 0.00 | 660.00 | 10461 |
| SIER0002 | Sierra Analytical | 10/13/2021 | Regular | 0.00 | 4,994.00 | 10462 |
| | **Void** | 10/13/2021 | Regular | 0.00 | 0.00 | 10463 |
| SOCW0001 | SOCWA | 10/13/2021 | Regular | 0.00 | 6,017.00 | 10464 |
| SOTO0002 | Soto Resources | 10/13/2021 | Regular | 0.00 | 1,361.25 | 10465 |
| Stad0001 | Stadia Realty, Inc | 10/13/2021 | Regular | 0.00 | 117.50 | 10466 |
| STRA0001 | Stradling Yocca Carlson & Rauth | 10/13/2021 | Regular | 0.00 | 650.00 | 10467 |
| SULZ0001 | Sulzer Electro-Mechanical Services Inc. | 10/13/2021 | Regular | 0.00 | 8,482.08 | 10468 |
| TABA0001 | TAB AnswerNetwork | 10/13/2021 | Regular | 0.00 | 173.14 | 10469 |
| TOUC0001 | Touch Tel Mobile | 10/13/2021 | Regular | 0.00 | 625.00 | 10470 |
| TREN0001 | Trench Shoring Company | 10/13/2021 | Regular | 0.00 | 1,163.15 | 10471 |
| UNDE0001 | Underground Service Alert/SC | 10/13/2021 | Regular | 0.00 | 107.29 | 10472 |
| USAB0001 | USA BlueBook | 10/13/2021 | Regular | 0.00 | 8,630.60 | 10473 |
| USAE0001 | USA Express Tire & Service | 10/13/2021 | Regular | 0.00 | 1,655.92 | 10474 |
| WECK0001 | Weck Laboratories, Inc. | 10/13/2021 | Regular | 0.00 | 1,024.70 | 10475 |
| XYLE0001 | Xylem | 10/13/2021 | Regular | 0.00 | 6,055.10 | 10476 |
| COXC0001 | Cox Communications | 09/09/2021 | Bank Draft | 0.00 | 1,723.17 | DFT0002268 |
| ADP0001 | ADP | 09/09/2021 | Bank Draft | 0.00 | 1,882.61 | DFT0002269 |
| SOUT0002 | Southern California Edison | 09/13/2021 | Bank Draft | 0.00 | 1,847.82 | DFT0002270 |
| XERO0001 | Xerox Corporation | 09/13/2021 | Bank Draft | 0.00 | 356.17 | DFT0002271 |
| HOME0001 | Home Depot | 09/14/2021 | Bank Draft | 0.00 | 1,510.56 | DFT0002272 |
| LOWE0001 | Lowe's | 09/14/2021 | Bank Draft | 0.00 | 111.58 | DFT0002273 |
| UMPQ0001 | Umpqua Bank | 09/14/2021 | Bank Draft | 0.00 | 10,705.63 | DFT0002274 |
| ADP0001 | ADP | 09/14/2021 | Bank Draft | 0.00 | 65.38 | DFT0002275 |
| TOLL0001 | The Toll Roads | 09/15/2021 | Bank Draft | 0.00 | 140.00 | DFT0002276 |
| COXC0001 | Cox Communications | 09/17/2021 | Bank Draft | 0.00 | 689.96 | DFT0002277 |
| COXC0001 | Cox Communications | 09/15/2021 | Bank Draft | 0.00 | 129.37 | DFT0002278 |
| CALP0001 | CalPERS | 09/20/2021 | Bank Draft | 0.00 | 9,050.25 | DFT0002279 |
| CALP0001 | CalPERS | 09/20/2021 | Bank Draft | 0.00 | 13,131.85 | DFT0002280 |
| CALP0001 | CalPERS | 09/20/2021 | Bank Draft | 0.00 | 5,029.50 | DFT0002281 |
| ADP0001 | ADP | 09/16/2021 | Bank Draft | 0.00 | 101,918.85 | DFT0002282 |
| ADP0001 | ADP | 09/21/2021 | Bank Draft | 0.00 | 40.00 | DFT0002283 |
| WAGE0001 | Wage Works, Inc. | 09/24/2021 | Bank Draft | 0.00 | 75.00 | DFT0002284 |
| STAN0001 | Stanley Security Solutions | 09/24/2021 | Bank Draft | 0.00 | 1,899.21 | DFT0002285 |
| AT&T0003 | AT&T Mobility | 09/27/2021 | Bank Draft | 0.00 | 2,186.32 | DFT0002286 |
| EXXO0001 | Exxon/Mobil | 09/23/2021 | Bank Draft | 0.00 | 4,195.97 | DFT0002287 |
| TOLL0001 | The Toll Roads | 09/27/2021 | Bank Draft | 0.00 | 140.00 | DFT0002288 |
| SOUT0002 | Southern California Edison | 09/27/2021 | Bank Draft | 0.00 | 930.20 | DFT0002289 |
| SOUT0002 | Southern California Edison | 09/30/2021 | Bank Draft | 0.00 | 15,340.37 | DFT0002290 |
| PITN0001 | Pitney Bowes | 09/29/2021 | Bank Draft | 0.00 | 190.02 | DFT0002291 |
| TOLL0001 | The Toll Roads | 09/30/2021 | Bank Draft | 0.00 | 140.00 | DFT0002292 |
| ADP0001 | ADP | 10/01/2021 | Bank Draft | 0.00 | 120.00 | DFT0002293 |
| CALP0001 | CalPERS | 10/01/2021 | Bank Draft | 0.00 | 43,758.99 | DFT0002294 |
| CALP0001 | CalPERS | 10/01/2021 | Bank Draft | 0.00 | 5,266.88 | DFT0002295 |
| CALP0001 | CalPERS | 10/01/2021 | Bank Draft | 0.00 | 9,115.25 | DFT0002296 |
| CALP0001 | CalPERS | 10/01/2021 | Bank Draft | 0.00 | 13,540.10 | DFT0002297 |
| CALP0001 | CalPERS | 10/01/2021 | Bank Draft | 0.00 | 4,948.31 | DFT0002298 |
| EPX0001 | EPX | 10/01/2021 | Bank Draft | 0.00 | 6,629.81 | DFT0002299 |

Check Report

Date Range: 09/09/2021 - 10/13/2021

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---------------|--------------------------------|--------------|--------------|-----------------|----------------|------------|
| GUAR0001 | Guardian | 10/01/2021 | Bank Draft | 0.00 | 4,018.19 | DFT0002300 |
| SOUT0002 | Southern California Edison | 10/01/2021 | Bank Draft | 0.00 | 54,128.88 | DFT0002301 |
| VSP0001 | VSP | 10/01/2021 | Bank Draft | 0.00 | 793.88 | DFT0002302 |
| ADP0001 | ADP | 10/01/2021 | Bank Draft | 0.00 | 99,615.72 | DFT0002303 |
| STAN0001 | Stanley Security Solutions | 10/01/2021 | Bank Draft | 0.00 | 7,616.21 | DFT0002304 |
| CINT0001 | Cintas | 10/04/2021 | Bank Draft | 0.00 | 809.68 | DFT0002305 |
| CINT0001 | Cintas | 10/05/2021 | Bank Draft | 0.00 | 149.12 | DFT0002306 |
| CINT0001 | Cintas | 10/05/2021 | Bank Draft | 0.00 | 283.60 | DFT0002307 |
| SANT0003 | Santa Margarita Water District | 10/04/2021 | Bank Draft | 0.00 | 3,751.36 | DFT0002308 |
| SHEL0001 | Shell Fleet Plus | 10/08/2021 | Bank Draft | 0.00 | 494.20 | DFT0002309 |
| ADP0001 | ADP | 10/08/2021 | Bank Draft | 0.00 | 6.95 | DFT0002310 |
| COXC0001 | Cox Communications | 10/08/2021 | Bank Draft | 0.00 | 2,386.58 | DFT0002311 |
| O'RE0001 | O'Reilly Automotive, Inc. | 10/12/2021 | Bank Draft | 0.00 | 644.21 | DFT0002312 |
| ADP0001 | ADP | 10/12/2021 | Bank Draft | 0.00 | 1,843.41 | DFT0002313 |
| TOLL0001 | The Toll Roads | 10/12/2021 | Bank Draft | 0.00 | 140.00 | DFT0002314 |
| COXC0001 | Cox Communications | 10/12/2021 | Bank Draft | 0.00 | 1,723.17 | DFT0002315 |
| SPAR0001 | Sparkletts | 10/12/2021 | Bank Draft | 0.00 | 210.40 | DFT0002316 |
| SPAR0001 | Sparkletts | 10/12/2021 | Bank Draft | 0.00 | 57.15 | DFT0002317 |
| XERO0001 | Xerox Corporation | 10/12/2021 | Bank Draft | 0.00 | 289.96 | DFT0002318 |

Bank Code APBNK Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|---------------------|
| Regular Checks | 167 | 77 | 0.00 | 1,129,465.22 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 2 | 0.00 | 0.00 |
| Bank Drafts | 151 | 51 | 0.00 | 435,771.80 |
| EFT's | 17 | 4 | 0.00 | 61,856.97 |
| | 335 | 134 | 0.00 | 1,627,093.99 |

All Bank Codes Check Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|---------------------|
| Regular Checks | 167 | 77 | 0.00 | 1,129,465.22 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 2 | 0.00 | 0.00 |
| Bank Drafts | 151 | 51 | 0.00 | 435,771.80 |
| EFT's | 17 | 4 | 0.00 | 61,856.97 |
| | 335 | 134 | 0.00 | 1,627,093.99 |

Fund Summary

| Fund | Name | Period | Amount |
|------|-------------|---------|---------------------|
| 99 | Pooled Cash | 9/2021 | 1,025,684.54 |
| 99 | Pooled Cash | 10/2021 | 601,409.45 |
| | | | 1,627,093.99 |

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | NOVEMBER 18, 2021**

CONSENT CALENDAR

ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING

RECOMMENDED ACTION:

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

1. *October 6, 2021*
2. *October 18, 2021*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI



TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | OCTOBER 6, 2021

DIRECTORS PRESENT

Ed Mandich, Committee Chair
Stephen Dopudja, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager
Lorrie Lausten, District Engineer
Karen Warner, Principal Accountant
Gary Kessler, Water Superintendent
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 October 6, 2021 Engineering/Operational Committee Meeting to order at 7:00 AM. Public access to the meeting was made available by teleconference broadcast.

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

No comments were received.

COMMITTEE MEMBER COMMENTS

No comments were received.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi expressed his appreciation for the Directors' participation at the Special Board Meeting the prior evening.

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 THE CONTRACT CHANGE ORDER NO. 2 TO BELL CANYON SEWER LIFT STATION REHABILITATION PROJECT

Mr. Paludi introduced this matter to the Committee for consideration, and he reported that this project is functionally complete. Ms. Lausten presented a contract change order for Committee review which included certain project costs and a proposed improvement for facility security fence. Ms. Lausten reviewed the proposed improvement design and dimensions. Discussion occurred concerning certain facility screening challenges and costs associated with the security fence improvements.

RECOMMENDED ACTION:

The Committee recommended the Board of Directors authorize the General Manager to execute Contract Change Order No. 2 with Ferreira Construction in the amount of \$53,883.00. (Action Calendar).

ITEM 3: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING PARTICIPATION IN THE COUNTY OF ORANGE JOINT AGREEMENT FOR 800MHz COUNTYWIDE COORDINATED COMMUNICATIONS SYSTEM

Mr. Perea presented this matter for Committee consideration, and he provided a brief overview of the benefits associated with the WEROC radio communication system which uses the Orange County Sheriff's Department 800 MHz system. Mr. Perea reported that the County of Orange has updated the joint agreement for participation in the system with associated nominal annual costs. Mr. Perea recommended that Board of Directors approve the joint agreement for continued participation in the communication system.

RECOMMENDED ACTION:

The Committee recommended the Board of Directors authorize the General Manager to execute the County of Orange Joint Agreement for the Orange County 800 MHz Emergency Communications System (Action Calendar).

ITEM 4: OTHER ENGINEERING AND OPERATIONS PROJECTS

1. *Trabuco Creek Wells Facility*

Mr. Paludi introduced this matter for Committee consideration, and he provided a brief review of the current condition of the facility. Discussion occurred concerning planned improvements to the pump equipment and wells.

2. *Saddleback Meadows Development*

Ms. Lausten provided an update on the Sub-Area Master Plan (SAMP), and she provided a handout which highlighted the onsite potable water distribution system. Discussion occurred concerning certain system improvements.

3. *Saddlecrest Development*

Mr. Paludi reported that District staff will be meeting with the developer and their team to review the facility start-up plan and schedule.

4. *Heritage Sewer Lift Station*

Ms. Lausten provided a brief update on the planned improvements to this facility, and she reported that staff will review the rehabilitation design.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | OCTOBER 6, 2021**

5. El Toro Sewer Lift Station

Mr. Perea reported that District staff are working with an independent, third-party surge tank manufacturer for the appropriate surge tank for the facility. Mr. Perea added that District staff will coordinate with its electrical and mechanical contractors for the planned improvements.

5. Dimension Water Treatment Plant Backwash Tank Replacement Project

Ms. Lausten provided a brief project update for Committee review, and she highlighted the benefits of the single backwash tank at the facility. Ms. Lausten provided a brief update on the budgeted improvements to the onsite office trailer improvements.

6. Other Projects

Mr. Paludi provided a brief update on the City of Rancho Santa Margarita (City) street improvement project delays and the impact to the District's previous pipeline repairs on Silvertree Lane. Discussion occurred concerning the City's requirements on street improvements post-emergency pipeline repairs; Ms. Lausten reported that the District has satisfied the City's requirements on this matter. The Committee recommended that District staff follow up with City staff to confirm the timeline for planned street improvements.

RECOMMENDED ACTION

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

ITEM 5: WATER SYSTEM UPDATES

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

1. Responded to an emergency leak and subsequent repair at the Orange County Fire Authority (OCFA) Station 18 two-inch domestic water service lateral.
2. Responded to an emergency eight-inch line break on Live Oak Canyon Road and worked with Ferreira Construction to repair the pipeline and install an additional eight-inch isolation valve.
3. Restarted the Dimension Water Treatment Plant on September 15th after the completion of the Backwash Tank Replacement Project
4. Continued with the Dead-End Flushing Program in the District's service area.

Mr. Kessler reported that operations has completed the required lead & copper sampling the prior month. Mr. Kessler provided a review of the Monthly Water System Operations System Summary for September 2021, and he reported that supplemental domestic water had been provided to the reclaimed water reservoir to meet system demands.

RECOMMENDED ACTION

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

ITEM 6: WASTEWATER SYSTEM UPDATES

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

1. Annual maintenance for the District's Non-Domestic Water Cla-Vals for the Dove Canyon service connections.
2. Replaced four valves on the secondary effluent filter system at the Wastewater Treatment Plant (WWTP)
3. Met with GMU & JES to discuss options for dredging the recycled water reservoir at the WWTP.
4. Worked with Maintenance staff to replace discharge side check valve at Plano Sewer Lift Station.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | OCTOBER 6, 2021**

5. Worked with Maintenance staff and Xylem Pumping to install a backup pump solution at Golf Club Sewer Lift Station.

Mr. Perea provided a review of the Monthly Non-Domestic Water (NDW) System Summary report for September 2021, and he reported that operations is currently supplementing the reclaimed water reservoir with domestic water to system demands. Mr. Perea added that District staff will track total user demands and supplementally invoice users in accordance with the Board adopted NDW allocation policy.

Mr. Ulloa provided an update on the potential dredging of the reclaimed water reservoir, and he reported that that District staff met with GMU Engineering and JES Construction to evaluate the current challenges with the reservoir. Discussion occurred concerning the budgetary order of magnitude and planning efforts for this work, and the potential for dredging Dove Lake.

RECOMMENDED ACTION

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

ITEM 7: MAINTENANCE DEPARTMENT UPDATES

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

1. Performed backup generator preventative maintenance and repairs at booster pump stations and sewer lift stations.
2. Worked with Wastewater Operations staff to replace the secondary effluent filter system valves at the Wastewater Treatment Plant.
3. Worked with Wastewater Operations to replace discharge side check valve at Plano Sewer Lift Station.
4. Assisted the Customer Service Field Technician with annual backflow device testing and repairs in the District's service area.
5. Worked with TESCO Controls with the SCADA upgrade project at the Dimension Water Treatment Plant and WWTP.
6. Worked with Wastewater Operations and Xylem Pumping to install a backup pump solution at Golf Club Sewer Lift Station.

Mr. Stroud provided a brief update concerning facility and vehicle fire extinguisher servicing and employee fire extinguisher use training.

RECOMMENDED ACTION

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

ITEM 8: OTHER MATTERS/REPORTS

There were no other matters or reports received.

RECOMMENDED ACTION

There was no action taken.

ADJOURNMENT

Director Mandich adjourned the October 6, 2021 Engineering/Operational Committee Meeting at 8:05 AM.



**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE SPECIAL MEETING RECAP
OCTOBER 18, 2021**

DIRECTORS PRESENT

Ed Mandich, Committee Chair
Stephen Dopudja, Committee Member

STAFF PRESENT

Michael Perea, Assistant General Manager
Lorrie Lausten, District Engineer
Lisa Marie Sangi, Administrative Assistant

DISTRICT CONSULTANTS PRESENT

Cindy Miller, Hazen & Sawyer
Tory Yokoyama, Hazen & Sawyer

PUBLIC PRESENT VIA CONFERENCE CALL

None

CALL MEETING TO ORDER

Director Mandich called the October 18, 2021 Engineering/Operational Committee Special Meeting to order at 5:00 p.m. Public access to the meeting was made available by telecommunication.

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 provided a report on the following matters:

- General Manager Fernando Paludi was out of the office.
- District's Administration Facility experienced an overnight flooding due to a failed toilet in a restroom in the customer service side of the building. Mr. Perea reported that District staff were working with a remediation contractor to affect the necessary repairs.

ITEM 1: APPROVAL OF CONTRACT WITH HAZEN SAWYER FOR THE DISTRICT'S 2021 SYSTEMWIDE MASTER PLAN AND CONDITION ASSESSMENT

Mr. Perea presented this matter for Committee consideration, and he reported that this matter was budgeted for Fiscal Year 2021/2022. Ms. Lausten introduced Ms. Miller and Mr. Yokoyama to the Committee, and she reported that District staff issued a Request for Proposals (RFP) for the preparation of a Master Plan and Condition Assessment to five firms and received three proposals. Ms. Lausten reviewed the RFP scope of work with the

**TRABUCO CANYON WATER DISTRICT
SPECIAL ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JUNE 9, 2021**

Committee, and she highlighted the anticipated level of effort and the goals of the final work product. Ms. Lausten added that both Hazen Sawyer and MKN submitted revised cost proposals for District consideration after conducting consultant interviews and reference checks. Discussion occurred concerning similar project examples prepared by the consultants, labor hour allocation per task, and total project cost concerns. Ms. Lausten recommended Hazen Sawyer for preparation of the District's 2021 Master Plan and Condition Assessment. Director Mandich recommended that District staff present all three proposals to the Board with a cost analysis that segregates certain costs and labor hours as discussed.

RECOMMENDED ACTION

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

ADJOURNMENT

Director Mandich adjourned the October 18, 2021 Engineering/Operational Committee Special Meeting at 5:18 p.m.

DRAFT

TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | NOVEMBER 18, 2021

CONSENT CALENDAR

ITEM 4: EXECUTIVE COMMITTEE MEETING

RECOMMENDED ACTION:

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

1. *October 11, 2021*



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | OCTOBER 11, 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

PUBLIC PRESENT

There were no members of the public present

CALL MEETING TO ORDER

Vice President Dopudja called the October 11, 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 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 July 13, 2021 Executive Committee meeting recap be forwarded to the Board of Directors for approval (Consent Calendar).

DISCUSSION MATTERS

ITEM 2: BOARD AGENDA PLANNING CALENDAR

Mr. Paludi presented this matter for Committee consideration, and he provided a handout which highlighted certain Board agenda planning calendar updates with the Committee including, but not limited to:

- Master Plan & Condition Assessment Report schedule
- Facility Use Policy amendments
- Fiscal Year 2020/2021 Financial report (Audit)

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | OCTOBER 11, 2021**

- Planned Water, Wastewater, and Recycled Water Rates and Charges study schedule
- Impacts of Assembly Bill 361 on future public meetings

RECOMMENDED ACTION:

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

OTHER MATTERS

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

There were no other matters reported.

RECOMMENDED ACTION:

None

ADJOURNMENT

Vice President Dopudja adjourned the October 11, 2021 Executive Committee Meeting at 5:03 PM.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | NOVEMBER 18, 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. *October 2021*

EXHIBIT(S):

1. Directors Fees and Expenses Monthly Report for October 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 | OCTOBER 2021**


| MEETING DESCRIPTION | ACOSTA | CHADD | DOPUDJA | MANDICH | SAFRANSKI |
|--|-----------------|-----------------|-----------------|-----------------|------------------|
| DISTRICT MEETINGS | | | | | |
| Engineering/Operational Committee Meeting | | | 10/06/21 | 10/06/21 | |
| Special Board Meeting | 10/05/21 | 10/05/21 | 10/05/21 | 10/05/21 | 10/05/21 |
| Executive Committee Meeting | | 10/11/21 | 10/11/21 | | |
| Finance/Audit Committee Meeting | | 10/13/21 | | 10/13/21 | |
| Special Engineering Committee Meeting | | | 10/18/21 | 10/18/21 | |
| Individual Meeting with General Manager | 10/12/21 | | | | 10/19/21 |
| Regular Board Meeting | 10/21/21 | | | 10/21/21 | 10/21/21 |
| REPRESENTATIVE MEETINGS | | | | | |
| City of Rancho Santa Margarita Council Meeting | 10/13/21 | | | | |
| City of Rancho Santa Margarita Council Meeting | | | | | 10/27/21 |
| City of Rancho Santa Margarita City Planning Commission Meeting | 10/06/21 | | | | |
| Independent Special Districts of Orange County - Luncheon Meeting | | 10/05/21 | | | |
| Independent Special Districts of Orange County - Quarterly/Meeting | | 10/28/21 | | | |
| OC Water Summit | 10/15/21 | | 10/15/21 | 10/15/21 | |
| Santiago Aqueduct Commission Meeting(SAC) | | | | | |
| South Orange County Agencies Group | | | | | |
| South Orange County Wastewater Authority (SOCWA) Regular Board Meeting | | | 10/07/21 | | |
| 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) | 10/01/21 | | | | |
| NUMBER OF MEETINGS ATTENDED | 7 | 4 | 6 | 6 | 4 |
| FEES (\$125 per each meeting*) | \$875.00 | \$500.00 | \$750.00 | \$750.00 | \$500.00 |
| 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 | \$875.00 | \$500.00 | \$750.00 | \$750.00 | \$500.00 |
| <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 | NOVEMBER 18, 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

All public meetings of the Board of Directors continue to be held in person at the District's Administrative Facility with virtual access via Zoom offered as a convenience and courtesy to members of the public who wish not to attend in person. Public access to the Administrative Facility during normal business hours continues to be restricted, with a tentative re-opening date of January 3, 2022, assuming continued improvement in COVID-19 data within the County and completion of restoration of the Facility's customer service area.

FUNDING SOURCE:

Not applicable.

FISCAL IMPACT

Unknown at this time.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This matter was reviewed with the Executive Committee.

RECOMMENDED ACTIONS:

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

EXHIBIT(S):

None

CONTACTS (staff responsible): PALUDI/PEREA/COLLINS

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | NOVEMBER 18, 2021**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 7: APPROVAL AND ADOPTION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF ORANGE FOR USE OF COUNTYWIDE MASS NOTIFICATION SYSTEM (ALERTOC)

In 2008, the County of Orange initiated a Countywide Mass Notification System called “AlertOC” for the purpose of contacting hundreds of thousands of Orange County residents in the event of an emergency. In 2013, this system was made available to other public agencies throughout the County, including Trabuco Canyon Water District (District), and the system has been used for a wide range of notifications, including severe weather warnings, COVID-19 notifications, and other emergencies.

At the June 19, 2013 Regular Board Meeting, the District’s Board of Directors approved the Memorandum of Understanding (MOU) with the County to use the Countywide Mass Notification System under the terms and conditions of the system operating guidelines and vendor-provided agreements. On June 22, 2021, the County Board of Supervisors approved an updated version of the MOU for a 4-year term beginning July 1, 2021.

To continue to participate and use AlertOC, the District would need to sign an updated MOU with the County and attend training on the use of the system. There is no cost to use the system at this time as the County is sponsoring this program. In partnership with the County of Orange, the Water Emergency Response Organization of Orange County (WEROC) serves as the Operational Area Water and Wastewater Mutual Aid Coordinator and facilitator of the execution on this agreement with all water and wastewater special districts that choose to use the system for the following reasons:

- Oversight of MOU and tracking of agencies using the system
- Execution tracking of the MOU
- Execution of the User Agreement
- Ensure training is provided on the system to the identified users
- Ensure training is provided on the coordination process contained in the AlertOC Policy/Standard Operating Procedure (SOP)
- Maintenance of universal templates for water and wastewater agencies in compliance with state and federal requirement on regulatory language

District staff recommends the Board of Directors approve and authorize the General Manager to execute the updated MOU between the County of Orange and Participants for Use of the Countywide Mass Notification System

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

System Costs: The County sponsors the system and financial burden.

District Costs: None other than certain costs associated with staff time for training and data management of the system already approved in the FY 2021/2022 General Fund Budget – Salaries & Benefits.

ENVIRONMENTAL COMPLIANCE:

None

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | NOVEMBER 18, 2021**

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee.

RECOMMENDED ACTIONS:

Approve and authorize the General Manager to execute the Memorandum of Understanding Between the County of Orange and Participants for Use of Countywide Mass Notification System.

EXHIBIT(S):

1. Memorandum of Understanding Between the County of Orange and Participants for Use of Countywide Mass Notification System

CONTACTS (staff responsible): PALUDI/PEREA/STROUD

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE COUNTY OF ORANGE
AND
PARTICIPANTS
FOR USE OF COUNTYWIDE MASS NOTIFICATION SYSTEM**

This Memorandum of Understanding, hereinafter referred to as “MOU,” dated June 30, 2021, which date is stated for purposes of reference only, is entered into by and between the County of Orange, a political subdivision of the State of California, hereinafter referred to as “COUNTY,” and the undersigned municipalities, public universities and water agencies responsible for protecting a resident population and maintaining a dedicated public safety answering point (PSAP) within the County of Orange, hereinafter referred to individually as “PARTICIPANT” or collectively as “PARTICIPANTS.”

This MOU is intended to establish governance and terms of use for a Countywide Public Mass Notification System.

RECITALS

WHEREAS, COUNTY is sponsoring a Countywide Public Mass Notification System (“System”) for the primary intent of providing timely communication to the public during times of emergency; and

WHEREAS, the County is making use of the System available to all cities and agencies within the County of Orange who have the responsibility for protecting a resident population and maintaining a dedicated public safety answering point (PSAP); and

WHEREAS, COUNTY entered into Orange County Agreement No. MA-060-20010263 (“Agreement”) with Everbridge, Inc., for the provision of Public Mass Notification System Services, on or about December 31, 2019 attached hereto as Exhibit A, to disseminate critical, time-sensitive emergency information to COUNTY’s citizens and businesses through phone and e-mail devices for emergency notification purposes; and

WHEREAS, COUNTY agrees to provide to PARTICIPANTS access to the services provided by Everbridge, Inc. as contained in the Agreement in exchange for abiding by the terms set forth in this MOU; and

WHEREAS, PARTICIPANTS agree to uphold the same terms and conditions of the Agreement, to use the System in compliance with all usage agreements, including but not limited to the End User License Agreement, identified and incorporated herein as Exhibit A (Orange County Agreement No. MA-060-20010263, Exhibit B (Countywide Public Mass Notification System Policy and Guideline), and Exhibit C (Nondisclosure Document), and the terms of this MOU to receive the benefits under the Agreement

NOW, THEREFORE, the parties agree as follows:

I. Definitions:

“Agreement” shall refer to Orange County Agreement No. MA-060-20010263 between COUNTY and Everbridge, Inc. .

“Countywide” shall mean all geographic locations in Orange County, California.

“Contact information” shall mean PARTICIPANT and public contact data stored in the System for the purpose of disseminating communication in accordance with this MOU and its Exhibits.

“Confidential Information” shall include but not be limited to personal identifying information about an individual such as address, phone number, Social Security number, or any other identifier protected from disclosure by law, and/or any other information otherwise protected from disclosure by law, for example, the identity of a victim of a sex crime or a juvenile.

“Emergency” shall include, but not be limited to, instances of fire, flood, storm, epidemic, riots, or disease that threaten the safety and welfare of the citizens and property located within the boundaries of the COUNTY and PARTICIPANTS’ respective jurisdictions.

“Emergency information” shall mean information relevant to the safety and welfare of recipients in the event of an Emergency. Such information shall include but not be limited to instructions and directions to alleviate or avoid the impact of an emergency.

“Emergency notification situation” shall mean instances when emergency information is to be distributed through the System.

“Individual User” shall mean an agent, officer, employee or representative of PARTICIPANT that has been granted access to the System as set forth in this MOU.

“Non-emergency information” shall refer to information that is not relevant to the safety and welfare of recipients, but has been deemed to be of significant importance to a PARTICIPANT’s jurisdiction to justify the use of the System to distribute such information.

“Non-emergency notification situation” shall mean instances when a PARTICIPANT deems non-emergency information to be of significance to a PARTICIPANT’S jurisdiction and the PARTICIPANT uses the System to distribute such information.

“System” shall mean the Public Mass Notification System as provided by Everbridge, Inc. to COUNTY under the Agreement. The System is designed to disseminate information by utilizing common communications, i.e. telephone and e-mail communications to citizens and businesses as permitted under the Agreement.

Hold Harmless: PARTICIPANT will defend, indemnify and save harmless COUNTY, its elected officials, officers, agents, employees, volunteers and those special districts and agencies which COUNTY's Board of Supervisors acts as the governing Board ("COUNTY INDEMNITEES") from and against any and all claims, demands, losses, damages, expenses or liabilities of any kind or nature which COUNTY, its officers, agents, employees or volunteers may sustain or incur or which may be imposed upon them for injury to or death of persons, or damages to property as a result of, or arising out of the acts, errors or omissions of PARTICIPANT, its officers, agents, employees, subtenants, invitees, licensees, or contracted vendors. COUNTY will defend, indemnify and save harmless PARTICIPANT, its officers, agents, employees and volunteers from and against any and all claims, demands, losses, damages, expenses or liabilities of any kind or nature which PARTICIPANT, its officers, agents, employees or volunteers may sustain or incur or which may be imposed upon them for injury to or death of persons, or damages to property as a result of, or arising out of the acts, errors or omissions of COUNTY, its officers, agents, employees, subtenants, invitees, licensees, or contracted vendors.

III. Term: This MOU shall be in effect from July 1, 2021 and shall expire on December 30, 2024 unless COUNTY funding of the System becomes unavailable at which time PARTICIPANTS will be given six-month advance notice per the termination terms found in Paragraph IX. Termination, below.

IV. Scope of Services: PARTICIPANTS shall receive from COUNTY access to the same services being provided by Everbridge, Inc. to the COUNTY under the Agreement. COUNTY's involvement in this MOU is limited only to extending the availability of the terms and conditions of the Agreement to the PARTICIPANTS.

V. Use: Use of the System and its data, including but not limited to contact information, is governed by the terms, conditions and restrictions set forth in the terms provided in Exhibit A, B, C, and D. All PARTICIPANTS agree to the terms and conditions contained in Exhibits A, B, C, and D. COUNTY retains the right to update Exhibits A, B, C, and D as needed, in whole or in part, during the life of this MOU. Any and all revised Exhibits will be distributed to PARTICIPANTS within five business days of the revision date and shall be incorporated into this MOU. Such modifications to the Exhibits shall not be deemed an amendment for the purposes of Paragraph X. Amendments, below.

PARTICIPANT, including each of its agents, officers, employees, and representatives who are given access to the System, agrees to abide by the individual terms of each agreement and the additional conditions incorporated herein. Breach of use may result in individual user or PARTICIPANT access account termination.

PARTICIPANT agrees to require each Individual User to execute an Individual User Agreement (Exhibit D) regarding their obligations to maintain the confidentiality of login and password information; ensure that they will use the System in accordance with all applicable laws and regulations, including those relating to use of personal information; that they may be responsible for any breach of the terms of the Agreement with

Everbridge and/or this MOU; and the confidentiality provisions of this MOU. PARTICIPANT further agrees to provide a copy of the signed Individual User Agreement to COUNTY and notify COUNTY, in writing, if an individual user withdraws their consent to the Individual User Agreement at anytime during the term of this MOU.

The scope of services under the Agreement is limited to using the System to distribute business communication to PARTICIPANT inter-departmental resources and/or emergency information to the public in emergency notification situations.

All PARTICIPANTS have read and accept the terms and conditions found in COUNTY's "Countywide Public Mass Notification System Policy and Guideline (June 30, 2008)", attached hereto as Exhibit B.

- VI. Notice:** Any notice or notices required or permitted to be given pursuant to this MOU shall be submitted in writing and delivered in person, via electronic mail or via United States mail as follows:

COUNTY:

County of Orange – Sheriff-Coroner Department
Emergency Management Division
Attn: Director of Emergency Management
2644 Santiago Canyon Road
Silverado, CA 92676

PARTICIPANTS: Each PARTICIPANT shall provide to COUNTY a contact person and notice information upon entering into this MOU. Each PARTICIPANT shall notify COUNTY if there is an updated contact person.

Notice shall be considered tendered at the time it is received by the intended recipient.

- VII. Confidentiality:** Each party agrees to maintain the confidentiality of confidential records and information to which they have access a result of their use of the System and pursuant to all statutory laws relating to privacy and confidentiality that currently exist or exist at any time during the term of this MOU. All information and use of the System shall be in compliance with California Public Utilities Code section 2872. No party shall post confidential information as part of a mass notification unless the law allows such information to be released.

- VIII. Termination:** The COUNTY or any PARTICIPANT may terminate its participation in this MOU at any time for any reason whatsoever. If any PARTICIPANT chooses to terminate its participation in this MOU, the terminating PARTICIPANT shall provide written notification in accordance with Paragraph VII. Notice, above. Such notice shall be delivered to the COUNTY 30 days prior to the determined termination date. A terminating PARTICIPANT shall uphold the obligations contained in Paragraph II. Hold Harmless, in its entirety and Paragraph VIII. Confidentiality, above. Upon termination, PARTICIPANT agrees to inform each PARTICIPANT user to stop using the System and

to relinquish all System access, user accounts, passwords and non-PARTICIPANT data to COUNTY immediately. PARTICIPANT may choose to delete and/or export non-public PARTICIPANT (aka inter-departmental) owned contact information, as well as, export resident provided contact information prior to termination. Resident provided contact information acquired through PARTICIPANT sources shall remain in the System and available to the County for regional or multi-jurisdictional notification use as needed.

Should COUNTY discontinue its funding for the System, which shall be grounds for COUNTY's termination of its participation, COUNTY shall give PARTICIPANTS one month advance courtesy notice prior to terminating the Agreement. All other reasons for terminating by COUNTY shall be valid upon providing notice to the PARTICIPANTS. Upon termination by COUNTY, this MOU shall no longer be in effect.

Termination by a PARTICIPANT shall not be deemed an amendment to this MOU as defined in Paragraph X. Amendments, below.

IX. Amendments: This MOU may be amended only by mutual written consent of the parties involved unless otherwise provided for in this MOU. The modifications shall have no force and effect unless such modifications are in writing and signed by an authorized representative of each party. Termination by a PARTICIPANT or adding a new PARTICIPANT to this MOU shall not be deemed an amendment.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be executed by their duly authorized representatives as of the dates opposite the signatures.

COUNTY OF ORANGE

By: _____ Date: _____
Don Barnes, Sheriff-Coroner
County of Orange

By: ~~Wendy Phillips~~ Date: May 21, 2021
Wendy Phillips (May 21, 2021 08:43 PDT)
Wendy Phillips, County Council
County of Orange

PARTICIPANT: _____

By: _____ Date: _____
Authorized Signature

Print Name and Title

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | NOVEMBER 18, 2021**

**ACTION CALENDAR
FINANCIAL MATTERS**

ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING CERTAIN BUDGETARY REALLOCATIONS OF FISCAL YEAR 2021/2022 CAPITAL IMPROVEMENT PROJECT BUDGET

Trabuco Canyon Water District’s (District) fiscal year runs from July 1 through June 30 each year, and District staff prepares a list of proposed capital improvement projects (CIP) for Board consideration and adoption at the June Regular Board Meeting. On June 16, 2021, the Board of Directors approved the following CIP Budget:

| ITEM NO. | PROJECT | PROJECT BASIS | APPROVED BUDGET |
|---|---|----------------------------------|---------------------|
| WATER | | | |
| 1 | PRV Improvements | Reliability | \$ 55,000 |
| 2 | Valve Replacement Program | End of Service Life | \$ 37,500 |
| 3 | DWTP Chlorine Building Improvements - Doors & Roof | Safety; End of Service Life | \$ 35,000 |
| 4 | DWTP Office & Storage | Safety; End of Service Life | \$ 200,000 |
| 5 | Live Oak Transmission Main Upgrade | Reliability | \$ 900,000 |
| WATER SUBTOTAL | | | \$ 1,227,500 |
| DISTRICT-WIDE | | | |
| 6 | SCADA System Upgrades | Reliability; End of Service Life | \$ 1,000,000 |
| 7 | Meter Replacement Program | Water Use Efficiency | \$ 35,000 |
| 8 | AMR/AMI System Implementation - Grant Funding | Water Use Efficiency | \$ 600,000 |
| 9 | District Facility Security Improvements | Security | \$ 100,000 |
| 10 | Skiploader - AQMD Tier 1 Compliant | End of Service Life | \$ 100,000 |
| 11 | Pump Replacement Program | End of Service Life | \$ 100,000 |
| 12 | Portable Generator - Grant Funding | Reliability | \$ 300,000 |
| 13 | Master Plan and Condition Assessment | Reliability; Safety | \$ 600,000 |
| 14 | Field Office Remediation-Excavation, French Drain, Retaining Wall | Safety | \$ 20,000 |
| DISTRICT-WIDE SUBTOTAL | | | \$ 2,855,000 |
| WASTEWATER / RECLAIMED / RECYCLED | | | |
| 15 | Wet Well Recoating Program - Sewer | General Maintenance | \$ 25,000 |
| 16 | Manhole Recoating Program - Sewer | General Maintenance | \$ 20,000 |
| 17 | PRV Vault Improvements Program - Reclaimed | Reliability | \$ 45,000 |
| 18 | SLS Surge Tank Improvements/Rehabilitation Program - Sewer | General Maintenance | \$ 25,000 |
| 19 | Heritage SLS Improvements - Security, Asphalt ,Piping, Bypass, Elect. | End of Service Life | \$ 240,000 |
| 20 | Golf Club SLS Improvements - MCC & Sewer Bypass | End of Service Life | \$ 150,000 |
| 21 | WWTP Headworks Climber Screen - Sewer | End of Service Life | \$ 110,000 |
| 22 | Recycled Water Pump Station Improvements- Header, Filters | End of Service Life | \$ 120,000 |
| WASTEWATER / RECLAIMED / RECYCLED SUBTOTAL | | | \$ 735,000 |
| TOTAL ANNUAL CIP | | | \$ 4,817,500 |

After a careful review of the adopted FY 2021/2022 CIP and recognizing the impacts of current supply chain challenges as well as the critical nature of high priority projects, District staff proposes to reallocate certain approved budgets to other projects within the respective funds (Exhibit 1). More information will be provided at the time of the meeting.

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

Adopted FY 2021/2022 CIP Budget: \$4,817,500
Proposed Reallocated FY 2021/2022 CIP Budget: \$4,770,500

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | NOVEMBER 18, 2021**

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational and Finance/Audit Committees.

RECOMMENDED ACTION:

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

EXHIBIT(S):

1. DRAFT Proposed Reallocated Fiscal Year 2021/2022 Capital Improvement Program Budget

CONTACTS (staff responsible): PALUDI/PEREA/LAUSTEN

TRABUCO CANYON WATER DISTRICT
CAPITAL IMPROVEMENT PLAN BUDGET - REALLOCATION
FY 21/22

| ITEM NO. | PROJECT | PROJECT BASIS | APPROVED BUDGET | GRANT FUNDS | REVISED BUDGET |
|---|---|----------------------------------|---------------------|-------------------|---------------------|
| WATER | | | | | |
| 1 | PRV Improvements | Reliability | \$ 55,000 | | \$ 55,000 |
| 2 | Valve Replacement Program | End of Service Life | \$ 37,500 | | \$ 37,500 |
| 3 | DWTP Chlorine Building Improvements - Doors & Roof | Safety; End of Service Life | \$ 35,000 | | \$ 35,000 |
| 4 | DWTP Office & Storage | Safety; End of Service Life | \$ 200,000 | | \$ 400,000 |
| 5 | Live Oak Transmission Main Upgrade | Reliability | \$ 900,000 | | \$ - |
| 5B | DWTP Tanks | End of Service Life | \$ - | | \$ 90,000 |
| 5C | Live Oak Pipeline Scoping | Reliability | \$ - | | \$ 200,000 |
| WATER SUBTOTAL | | | \$ 1,227,500 | \$ - | \$ 817,500 |
| DISTRICT-WIDE | | | | | |
| 6 | SCADA System Upgrades | Reliability; End of Service Life | \$ 1,000,000 | | \$ 1,000,000 |
| 7 | Meter Replacement Program | Water Use Efficiency | \$ 35,000 | | \$ 35,000 |
| 8 | AMR/AMI System Implementation - Grant Funding | Water Use Efficiency | \$ 600,000 | \$ 250,000 | \$ 850,000 |
| 9 | District Facility Security Improvements | Security | \$ 100,000 | | \$ 100,000 |
| 10 | Skiploader - AQMD Tier 1 Compliant | End of Service Life | \$ 100,000 | | \$ - |
| 11 | Pump Replacement Program | End of Service Life | \$ 100,000 | | \$ 250,000 |
| 12 | Portable Generator - Grant Funding | Reliability | \$ 300,000 | \$ 99,750 | \$ 190,000 |
| 13 | Master Plan and Condition Assessment | Reliability; Safety | \$ 600,000 | | \$ 600,000 |
| 14 | Field Office Remediation-Excavation, French Drain, Retaining Wall | Safety | \$ 20,000 | | \$ 15,000 |
| DISTRICT-WIDE SUBTOTAL | | | \$ 2,855,000 | \$ 349,750 | \$ 3,040,000 |
| WASTEWATER / RECLAIMED / RECYCLED | | | | | |
| 15 | Wet Well Recoating Program - Sewer | General Maintenance | \$ 25,000 | | \$ - |
| 16 | Manhole Recoating Program - Sewer | General Maintenance | \$ 20,000 | | \$ 20,000 |
| 17 | PRV Vault Improvements Program - Reclaimed | Reliability | \$ 45,000 | | \$ - |
| 18 | SLS Surge Tank Improvements/Rehabilitation Program - Sewer | General Maintenance | \$ 25,000 | | \$ - |
| 19 | Heritage SLS Improvements - Security, Asphalt ,Piping, Bypass, Elect. | End of Service Life | \$ 240,000 | | \$ - |
| 20 | Golf Club SLS Improvements - MCC & Sewer Bypass | End of Service Life | \$ 150,000 | | \$ 420,000 |
| 21 | WWTP Headworks Climber Screen - Sewer | End of Service Life | \$ 110,000 | | \$ - |
| 22 | Recycled Water Pump Station Improvements- Header, Filters | End of Service Life | \$ 120,000 | | \$ - |
| 23 | El Toro SLS Surge Tank Improvements | End of Service Life | \$ - | | \$ 280,000 |
| 24 | El Toro SLS Improvements - Electrical for pumps/MCC | End of Service Life | \$ - | | \$ 193,000 |
| WASTEWATER / RECLAIMED / RECYCLED SUBTOTAL | | | \$ 735,000 | \$ - | \$ 913,000 |
| TOTAL ANNUAL CIP | | | \$ 4,817,500 | \$ 349,750 | \$ 4,770,500 |

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | NOVEMBER 18, 2021**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 9: APPROVAL OF CONTRACT WITH SS MECHANICAL FOR THE EL TORO SEWER LIFT STATION SURGE TANK REHABILITATION PROJECT

Trabuco Canyon Water District (District) owns and operates the El Toro Lift Station (Station) near the intersection of El Toro Road and Santa Margarita Parkway (SMP) in the City of Lake Forest. The station is a three (3)-level lift station consisting of a control room, storage room, pump room (dry pit), surge tank and wet wells. The lift station has a dual wet well/dry pit configuration with two separate wet wells. The station pumps from a gravity pipeline flowing east to west along El Toro Road to a force main in SMP, which conveys the flows to the Chiquita Treatment Plant owned and operated by Santa Margarita Water District.

In Fiscal Years Ending (FYE) 2019 & 2020, District staff has replaced pumps at this facility with the assistance of Flo-Services which is shared cost with Santa Margarita Water District (SMWD). In FYE 2021 staff recommended the replacement of certain electrical wiring and conduit throughout the station, including wiring from the MCC to the pumps. At this time, the surge tank has failed, and the station is being bypassed to IRWD's Los Alisos Reclamation Plant. District Engineering and Operations staff have been working on a replacement of the system to include a new surge tank, structural supports, compressor, electrical and control system. Plans are included in Exhibit 1.

FUNDING SOURCE:

Reserves (Unbudgeted)

FISCAL IMPACT:

\$225,000 (Includes Engineering and Administration Services During Construction)

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee.

RECOMMENDED ACTION:

Approve and authorize the General Manager to execute a contract with SS Mechanical Construction Corp. for the El Toro Sewer Lift Station Surge Tank Rehabilitation Project for \$235,395 with a contingency of \$20,000, for a not to exceed amount of \$255,395.

EXHIBITS:

1. El Toro Sewer Lift Station Surge Tank Replacement Plans
2. SS Mechanical Bid Proposal

CONTACTS (staff responsible): PALUDI/PEREA/LAUSTEN

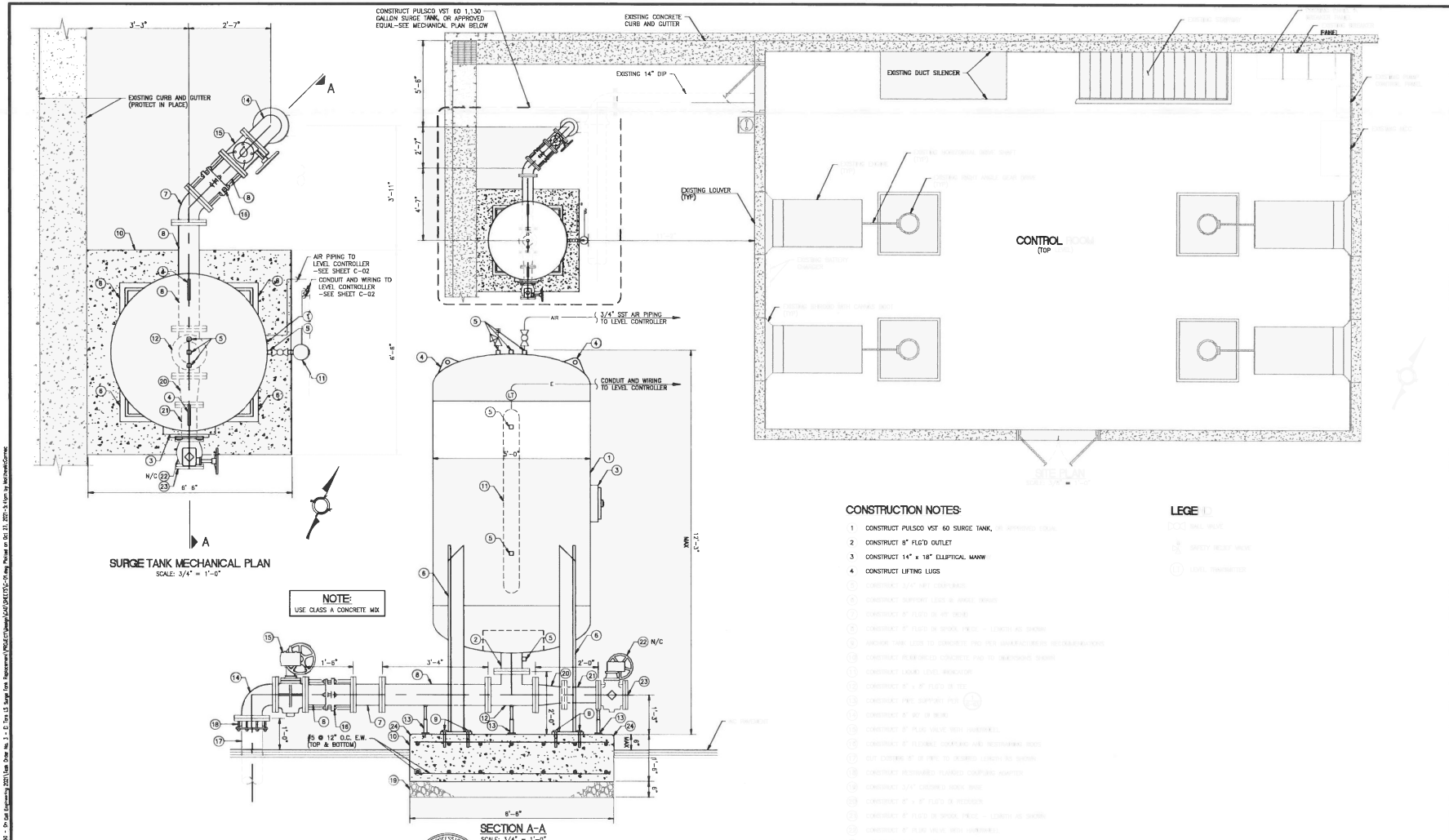
TRABUCO CANYON WATER DISTRICT
EL TORO SEWER LIFT STATION SURGE TANK REPLACEMENT
PROJECT NO.



OCTOBER 2021

| | |
|---|------|
| APPROVED: TRABUCO CANYON WATER DISTRICT | |
| FERNANDO PALUDI R.C.E. 55245 GENERAL MANAGER | DATE |
| LORRAINE S. LAUSTEN R.C.E. 67027 DISTRICT ENGINEER | DATE |





CONSTRUCTION NOTES:

1. CONSTRUCT PULSED VST 60 SURGE TANK OR APPROVED EQUAL
 2. CONSTRUCT 8" FLD'D OUTLET
 3. CONSTRUCT 14" x 18" ELLIPTICAL MANW
 4. CONSTRUCT LIFTING LUGS
- (1) CONSTRUCT 1/2" DIA. CONDUIT
 - (2) CONSTRUCT 1/2" DIA. CONDUIT
 - (3) CONSTRUCT 1/2" DIA. CONDUIT
 - (4) CONSTRUCT 1/2" DIA. CONDUIT
 - (5) CONSTRUCT 1/2" DIA. CONDUIT
 - (6) CONSTRUCT 1/2" DIA. CONDUIT
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 - (22) CONSTRUCT 1/2" DIA. CONDUIT
 - (23) CONSTRUCT 1/2" DIA. CONDUIT
 - (24) CONSTRUCT 1/2" DIA. CONDUIT

LEGEND:

- (1) CONCRETE
- (2) REINFORCING BARS
- (3) LEVEL CONTROLLER

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

JIG CONSULTANTS
318 W KATELLA AVE, SUITE A
ORANGE, CA 92667
(714) 978-6607
www.jigconsultants.com





| NO. | DATE | REVISIONS | DESIGN: | MM | DATE: | 10/2/21 |
|-----|------|-----------|----------|----|--------------------|---------|
| | | | DRAWN: | MM | ENGINEER: | |
| | | | CHECKED: | JG | DISTRICT ENGINEER: | |

TRABUCO CANYON WATER DISTRICT
EL TORO SEWER LIFT STATION SURGE TANK REPLACEMENT PROJECT NO.

SURGE TANK SITE PLAN, MECHANICAL PLAN AND SECTION

C-01
SHEET
4
OF
6

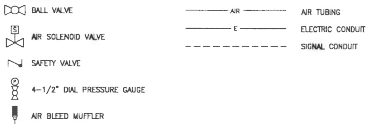
CONSTRUCTION NOTES:

1. CONSTRUCT SKYPARK 750 SURGE CONTROLLER IN NEMA 4 ENCLOSURE - MOUNT TO MASONRY WALL PER MANUFACTURER'S RECOMMENDATION
2. CONSTRUCT 3/4" SST AIR TUBING WITH WALL SUPPORT PER 
3. CONSTRUCT BELOW GRADE 3/4" SST AIR TUBING
4. CONSTRUCT ELECTRICAL CONDUITS WITH WALL SUPPORT PER 
5. CONSTRUCT BELOW GRADE PVC ELECTRICAL CONDUITS
6. CONSTRUCT QUINCY F310HP 80 GAL AIR COMPRESSOR - ANCHOR LEGS TO CONCRETE SLAB PER MANUFACTURER'S RECOMMENDATION
7. CONSTRUCT FLEXIBLE CONDUIT FROM AIR COMPRESSOR TO EXISTING WALL RECEPTACLE. PULL NEW WIRING THROUGH EXISTING CONDUITS FROM COMPRESSOR TO BREAKER (#10 AND #10)
8. VERIFY IF WIRING ON CIRCUIT 18 ON EXISTING PANEL A CAN BE REMOVED. ACCORDING TO OWNER, EXISTING WIRING ARE FOR CHART RECORDERS WHICH ARE DISOLETE - USE EXISTING CIRCUIT 18 20 AMP BREAKER FOR POWER TO NEW LEVEL CONTROLLER

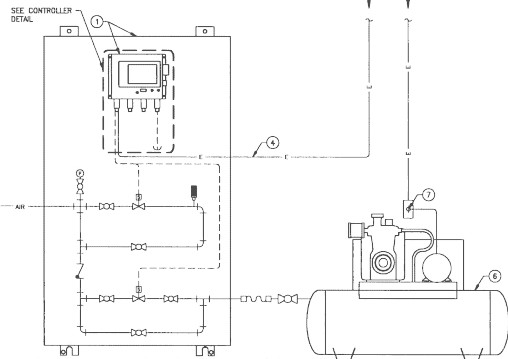
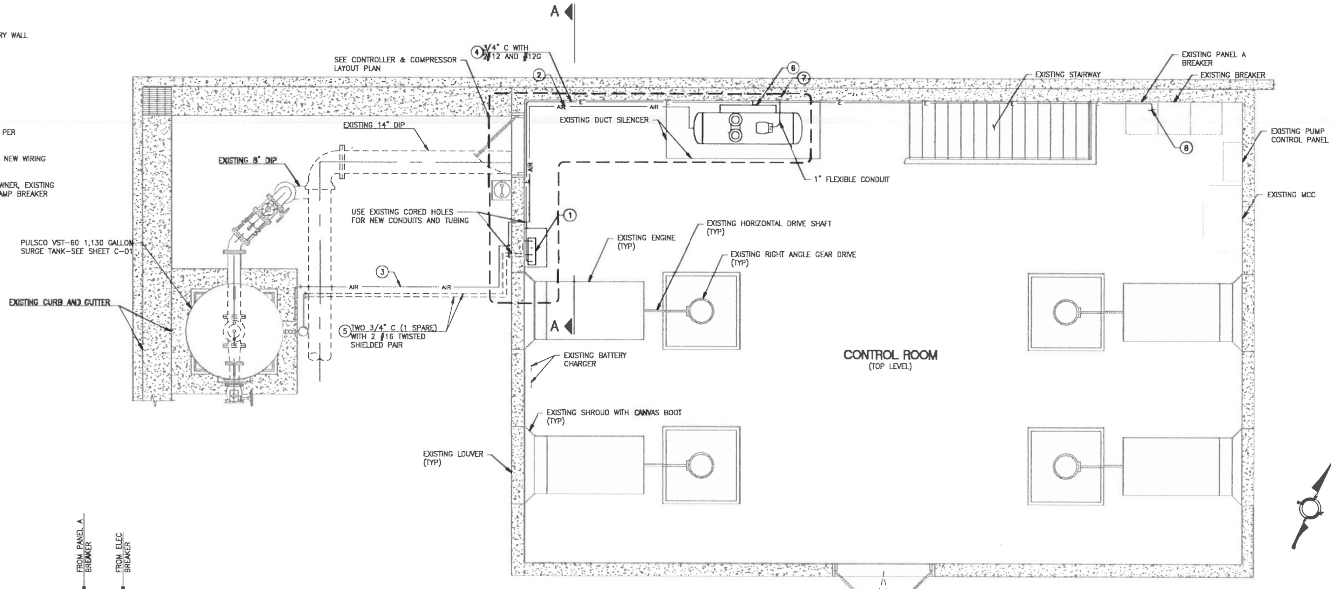
NOTES:

1. FOR CLARITY, ALL VALVES ARE SHOWN IN PLAN VIEW. EVEN WHEN VALVES WILL BE INSTALLED IN VERTICAL POSITION OR ON COMMON WALLS
2. ALL VALVES SHALL MEET 250 PSIG WORKING PRESSURE
3. AIR TUBING SHALL BE 3/4" STAINLESS STEEL
4. ALL ABOVE GROUND CONDUITS, PULL BOXES, AND FITTINGS SHALL BE PVC COATED CORROSION RESISTANT, GALV. OR APPROVED EQUAL. ALL BELOW GRADE CONDUITS AND FITTINGS SHALL BE PVC ELECTRICAL CONDUITS.

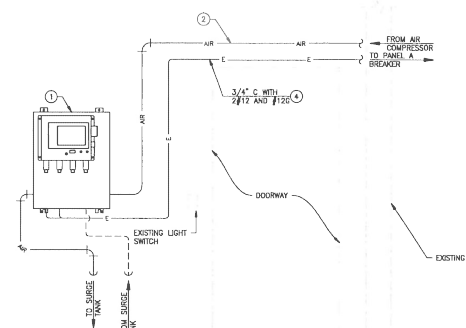
LEGEND



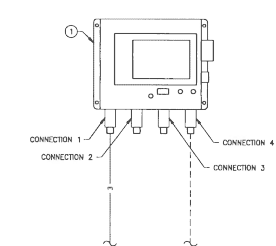
17410 SST FLEXIBLE CONNECTOR



CONTROLLER AND COMPRESSOR LAYOUT PLAN
N.T.S.



SECTION A-A
CONTROLLER CONNECTION LAYOUT
N.T.S.



CONTROLLER CONNECTIONS

| CONNECTION | FUNCTION | APPLICATION |
|------------|-----------------|---|
| 1 | POWER & OUTPUTS | INPUT: 120VAC POWER OUTPUT: AIR SOLENOID VALVES |
| 2 | DRY CONTACTS | OUTPUT: HIGH LEVEL ALARM DRY CONTACT (FUTURE) OUTPUT: LOW LEVEL ALARM DRY CONTACT (FUTURE) |
| 3 | INPUTS | - |
| 4 | ANALOG IN & OUT | OUTPUT: 4-20mA TANK LEVEL STATUS SIGNAL OUT (FUTURE) INPUT: 4-20mA TANK LEVEL FROM LEVEL TRANSMITTER |

CONTROLLER DETAIL
N.T.S.

DIGALBERT
CALL TOLL FREE 811
TWO WORKING DAYS BEFORE YOU DIG
Underground Service Dept.

JIG CONSULTANTS
318 W KATELLA AVE, SUITE A
ORANGE, CA 92867
(714) 976-4407
www.jigconsultants.com



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

| | |
|-------------|-----------------------------|
| DESIGN: MM | DATE: 10/27/21 |
| DRAWN: MM | ENGINEER: 10/27/21 |
| CHECKED: JG | DISTRICT ENGINEER: 10/27/21 |

TRABUCO CANYON WATER DISTRICT
EL TORO SEWER LIFT STATION SURGE TANK REPLACEMENT PROJECT NO.

SITE PLAN AND LAYOUT PLAN FOR CONTROLLER AND COMPRESSOR

C-02
SHEET 5 OF 6

SCHEDULE OF WORK ITEMS

EL TORO SEWER LIFT STATION SURGE TANK REPLACEMENT

PROJECT NUMBER NO.

| ITEM NO. | ESTIMATED QUANTITY | UNIT | BID DESCRIPTION | Unit Cost | Total Cost |
|---|--------------------|------|--|----------------------|---------------|
| BASELINE BID ITEMS | | | | | |
| 1 | 1 | LS | Mobilization / Demobilization (NTE 5% of total bid) | \$ 9,685.00 | \$ 9,685.00 |
| 2 | 1 | LS | Verification of Utility Locations, and Field Dimensions | \$ 900.00 | \$ 900.00 |
| 3 | 1 | LS | Miscellaneous Demolition | \$ 15,765.00 | \$ 15,765.00 |
| 4 | 1 | LS | Construct Surge Tank System, Piping and Accessories | \$ 209,045.00 | \$ 209,045.00 |
| BASELINE TOTAL (Bid Items 1 through 4) | | | | \$ 235,395.00 | |

November 8, 2021

John Whelan

John Whelan, President

SS Mechanical Construction Corp

26561 Jacinto Drive

Mission Viejo, CA 92692

~ Lic.1027264 ~ DIR 1000049566

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | NOVEMBER 18, 2021**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 10: DIMENSION WATER TREATMENT PLANT BACKWASH TANK REPLACEMENT PROJECT STATUS UPDATE

Trabuco Canyon Water District (District) owns, operates, and maintains the Dimension Water Treatment Plant (WTP) in the City of Lake Forest. This plant receives untreated imported water from Metropolitan Water District (MWD), via the Baker Pipeline, and produces the majority of the water distributed to District customers.

The Construction of the Backwash Settling Tank is complete, and the tank went on-line September 15, 2021 (See Exhibit 1 for project photos). The contract with Superior Tanks is complete pending consideration of a contract change order in December.

FUNDING SOURCE:

General Fund

FISCAL IMPACT (PROJECT BUDGET):

\$274,876 (FYE 2021)

\$365,000 (Revised-Includes Engineering/Construction Management)

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption was filed with the County of Orange on February 2, 2021.

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee.

RECOMMENDED ACTION(S):

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

EXHIBITS:

1. Project Photos

CONTACTS (staff responsible): PALUDI/LAUSTEN



Dimension Water Treatment Plant Backwash Settling Tank Improvements

Dimension Water Treatment Plant Backwash Settling Tank Improvements

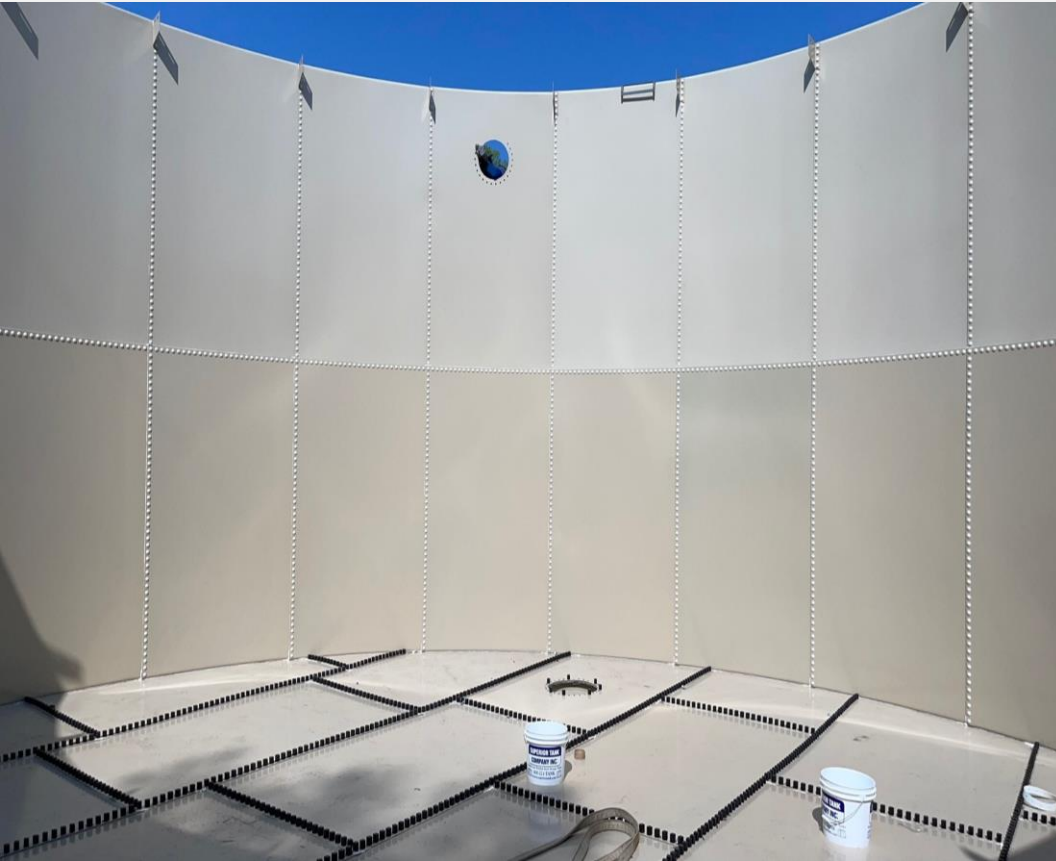


Original 2 Tanks



New Tank, Abandonments,
Paving and Drainage.

Dimension Water Treatment Plant Backwash Settling Tank Improvements



**New Tank Interior During
Construction Process**



**New Tank Exterior During
Construction Process**

Dimension Water Treatment Plant Backwash Settling Tank Improvements



Original 2 Tanks



New Tank

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | NOVEMBER 18, 2021**

ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

ITEM 11: 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