



**REGULAR BOARD MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA  
ADMINISTRATIVE FACILITY, BOARD ROOM  
FEBRUARY 17, 2022 AT 7:00 PM**

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**BOARD OF DIRECTORS**

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

**DISTRICT STAFF**

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

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**AGENDA NOTE:**

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

**CALL MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ITEMS RECEIVED TOO LATE TO BE AGENDIZED**

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

**VISITOR PARTICIPATION**

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

**ORAL COMMUNICATION**

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

**DIRECTORS' COMMENTS AND MEETING REPORTS**

**REPORT FROM THE GENERAL MANAGER**

## CONSENT CALENDAR

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*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. January 20, 2022 Regular Board Meeting

### ITEM 2: TREASURER'S REPORT

#### a. FINANCE/AUDIT COMMITTEE MEETING

**RECOMMENDED ACTION:**

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

1. December 20, 2021
2. January 12, 2022
3. January 19, 2022

#### 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. December 2021

#### c. PAYMENT OF BILLS FOR CONSIDERATION

**RECOMMENDED ACTION:**

*Ratify the payment of bills for consideration, Payroll and Payroll Taxes for January 2022.*

### ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING

**RECOMMENDED ACTION:**

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

1. January 5, 2022

### ITEM 4: EXECUTIVE COMMITTEE MEETING

**RECOMMENDED ACTION:**

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

1. January 10, 2022



## **ACTION CALENDAR**

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

### **ADMINISTRATIVE MATTERS**

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#### **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. January 2022

#### **ITEM 6: DISCUSSION AND POSSIBLE ACTION CONCERNING WATER AWARENESS DAY 2022**

**RECOMMENDED ACTION:**

*Approve scheduling the District's "Water Awareness Day" public education event for May 21, 2022.*

### **ENGINEERING MATTERS**

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#### **ITEM 7: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING AMENDMENT NO. 2 TO THE T-MOBILE CELLULAR SITE LEASE**

**RECOMMENDED ACTION:**

*Receive and approve the T-Mobile West LLC Amendment No. 2 to the Site Lease Agreement.*

#### **ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE 2021 SYSTEMWIDE MASTERPLAN AND CONDITION ASSESSMENT**

**RECOMMENDED ACTION:**

*Approve Amendment No. 1 for the Wastewater Treatment Plant Condition Assessment to Hazen Sawyer in the amount of \$66,780.*

### **LEGISLATIVE AND OTHER MATTERS**

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#### **ITEM 9: DROUGHT AND WATER SUPPLY UPDATE**

**RECOMMENDED ACTION(S):**

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

#### **ITEM 10: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)**

**RECOMMENDED ACTION(S):**

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



***ITEMS RECEIVED TOO LATE TO BE AGENDIZED***

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ITEM 11: \_\_\_\_\_

ITEM 12: \_\_\_\_\_

**CLOSED SESSION**

**CLOSED SESSION NO. 1 – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to legal proceedings and/or litigation

Government Code Sections 54956.9(d)(2) and 54954.5(c) -

Number of Potential Cases: 1

**ITEM 13: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION**

**RECOMMENDED ACTION(S):**

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

**GENERAL COUNSEL REPORT**

*Reports or comments from the District's General Counsel*

**OTHER INFORMATION/MATTERS**

*Reports or comments from the General Manager and/or Staff*

**ADDITIONAL DIRECTORS' COMMENTS**

*Additional reports or comments from Directors*

**END ACTION CALENDAR & ADJOURNMENT**

**AVAILABILITY OF AGENDA MATERIALS**

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

**COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2**

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

**FUTURE SCHEDULED REGULAR BOARD MEETINGS OF THE BOARD OF DIRECTORS**

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

**March 17, 2022 | April 21, 2022 | May 19, 2022**



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 17, 2022**

**CONSENT CALENDAR**

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

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**RECOMMENDED ACTION**

*Approve the minutes of the following Board Meetings:*

1. *January 20, 2022 Regular Board Meeting*

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



## **MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | JANUARY 20, 2022**

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on January 20, 2022 was called to order by President Chadd at 7:05 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

### **DIRECTORS PRESENT**

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

### **STAFF PRESENT**

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

### **DISTRICT CONSULTANTS PRESENT**

Claire Collins, General Legal Counsel – Hanson Bridgett LLP

### **PUBLIC PRESENT**

None

### **PLEDGE OF ALLEGIANCE**

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

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

None

### **VISITOR PARTICIPATION & ORAL COMMUNICATION**

None

### **DIRECTOR'S COMMENTS**

Director Mandich had no comments.

Director Dopudja had no comments.

Director Acosta mentioned his meeting with County of Orange Supervisor Don Wagner and extended an invitation to him for a tour of the District facilities and the South Orange County Agencies Group meeting.

Director Safranski reported on his attendance at the following meetings:

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 20, 2022**

- City of Rancho Santa Margarita (RSM) City Council Meeting: City staff provided an update on the road median improvements on Antonio Parkway and Plano Trabuco Road.
- City of RSM Planning Commission Meeting: Brief update on development matters and use of undeveloped land to limit high-density home impacts.
- Community Associations of Rancho (CAR) Meeting: Brief update on statewide organics recycling program.

Director Chadd had no comments.

**REPORT FROM THE GENERAL MANAGER**

Mr. Paludi reported on the following matters:

- Southern California Water Coalition (SCWC) Quarterly Lunch is scheduled for January 21, 2022, and TCWD will share a table with South Coast Water District (SCWD).
- Municipal Water District of Orange County (MWDOC) Water Policy Forum & Dinner is scheduled for February 23, 2022.
- District staff has issued a Request for Proposals (RFP) for a Rate Study consultant, and proposals are due by February 15<sup>th</sup>.
- District staff is currently working with Hazen Sawyer on the Master Plan & Condition Assessment
- District staff is currently preparing a high-level strategic planning document for Board consideration and review at a future public meeting workshop.

Mr. Perea provided the following District staff updates:

- Mr. Blake Smith and his family welcomed new baby girl.
- Mr. Oscar Ulloa passed his Wastewater Grade 5 Certification examination.
- Mr. Robbie Bargeran passed his Distribution Grade 2 Certification examination.
- Mr. Chris Holbrook passed his Distribution Grade 2 Certification examination.
- Mr. Garrett Rias passed his Distribution Grade 1 Certification examination.
- Mr. Thinh Nguyen, retired in January 2022 with 20 years of service the District.

**CONSENT CALENDAR**

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

**Action:** A motion was made by Director Acosta and seconded by Director Safranski to approve the Consent Calendar.  
The motion was approved by a vote of 5 – 0.

**ACTION CALENDAR**

***ADMINISTRATIVE MATTERS***

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

Mr. Paludi 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 Dopudja to approve of the Directors' Fees and Expenses Report as presented.  
The motion was approved by a vote of 5 – 0.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 20, 2022**

**ADMINISTRATIVE MATTERS**

**ITEM 5: DISCUSSION AND APPROVAL OF ADMINISTRATIVE FACILITY BOARD ROOM USE APPLICATION AND PERMIT**

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Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed at the prior Regular Board meeting. Mr. Perea reported that District staff worked with General Legal Counsel to incorporate the input received from the Board and reviewed the updated application and permit with the Executive Committee. Mr. Perea provided a brief overview of the updates, including onsite security, cleaning/security deposits, and covering District costs through room rental charges.

**Action:** Motion was made by Director Safranski and seconded by Director Mandich to approve the proposed District Board Room Use Application and Permit as revised and rescind the Facility Use Policy adopted on February 21, 2007.  
The motion was approved by a vote of 5 – 0.

**ENGINEERING MATTERS**

**ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING ORANGE COUNTY RESCUE MISSION DOMESTIC WATER SERVICE RELOCATION**

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Mr. Paludi introduced this matter for Board consideration, and he reported this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten mentioned the property was previously known as St. Michael's Abbey owned by the Norbertine Fathers, and she reviewed the onsite map of the facilities. Discussion occurred concerning pipeline relocation, easement acquisition and quitclaim, and system capacity. Ms. Lausten indicated the District recommends the installation of a commercial domestic water service and a dedicated irrigation water service for the site.

**Action:** A motion was made by Director Mandich and seconded by Director Dopudja to award a Construction Contract to GCI Construction for the Orange County Rescue Mission Domestic Water Service Relocation in the amount of \$106,078, with a contingency of \$10,000, for a not to exceed amount of \$116,078.  
The motion was approved by a vote of 5 – 0.

*Director Mandich recused himself from participation in the meeting and left the building at 7:39 p.m.*

**ITEM 7: APPROVAL OF SUB-AREA MASTER PLAN FOR SADDLEBACK MEADOWS DEVELOPMENT (181 DUs)**

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Mr. Paludi introduced this matter for Board consideration, and he reported that this matter was previously reviewed with the Engineering/Operational Committee. Ms. Lausten presented the development Sub-Area Master Plan (SAMP) prepared by Psomas Engineering, and she mentioned the report addresses the developer's concerns related to an onsite reservoir to meet system demands for this proposed development. Ms. Lausten added that District staff is currently working with the developer for improvements to the offsite Harris Grade Reservoir tanks to meet the overall demands. Ms. Lausten recommended the Board of Directors receive and approve the SAMP for the development.

**Action:** A motion was made by Director Acosta and seconded by Director Safranski to receive and approve the Sub Area Master Plan (SAMP) for the Saddleback Meadows Development prepared by Psomas.  
The motion was approved by a vote of 4 – 0 – 1 Director Mandich absent.

*Director Mandich re-entered the building and resumed participation in the meeting 7:46 p.m.*

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 20, 2022**

**ITEM 8: DISCUSSION AND APPROVAL OF PRESSURE VESSEL INSPECTION & RE-RATING FOR EMERGENCY USE**

Mr. Paludi introduced this matter, and he reported that this matter was previously reviewed with the Engineering/Operational Committee. Ms. Lausten reported that there has been an increase in surge tank failures at multiple sewer lift stations in the last two years, and that District staff has recommends repurposing the surge tank replaced at Bell Canyon Sewer Lift Station as an emergency surge tank that can be used for multiple District sewer facilities. Ms. Lausten reported that District staff requested proposals from two firms for the inspection and re-rating of the pressure vessel, and she recommended DB Sales & Service for this work.

**Action:** A motion was made by Director Acosta and seconded by Director Safranski to award a Contract to DB Sales & Service for the Bell Canyon Lift Station Pressure Vessel Re-Rate in the amount of \$23,627.50.

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

**LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS**

**ITEM 9: DROUGHT AND WATER SUPPLY UPDATE**

Mr. Paludi briefly reported on the recent local rain events in December and early January, and he commented on the positive effects on the District's non-domestic water supplies. Mr. Paludi reported that State Water Project has increased allocation up to 15% which will create a decreased draw on MET water reserves. Discussion occurred concerning non-domestic water and groundwater supplies for the calendar year.

**Action:** No action was taken.

**LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS**

**ITEM 10: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)**

Mr. Paludi provided a brief update on the County of Orange Supervisor boundary redistricting process impacts to the District, and he reported that the District is now represented by District 3 Supervisor Donald P. Wagner.

Mr. Paludi reported that Senate Bill (SB) 1434-Friedman had been pulled from the legislative session.

**Action:** No action was taken.

**GENERAL COUNSEL REPORT**

Ms. Collins provided the following report:

- Ms. Collins reported that she has stepped down from the ACWA Legal Affairs Committee Vice Chair position.
- California Association of Sanitation Agencies (CASA) Winter Conference has been cancelled due to COVID-19 concerns.

**OTHER INFORMATION/MATTERS**

Mr. Paludi provided a brief report on the Municipal Water District of Orange County (MWDOC) Board of Directors boundary redistricting process, and he reported that there are currently three options under consideration. Director Acosta provided a brief update from the MWDOC Regular Board Meeting related to this matter.

**ADDITIONAL DIRECTORS' COMMENTS**

There were no comments.

**ADJOURNMENT**

President Chadd adjourned the January 20, 2022 Regular Board Meeting at 8:10 p.m.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 17, 2022**

**CONSENT CALENDAR**

**ITEM 2: TREASURER'S REPORT**

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a. *FINANCE/AUDIT COMMITTEE MEETING*

**RECOMMENDED ACTION:**

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

1. *December 20, 2021*
2. *January 12, 2022*
3. *January 19, 2022*

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. *December 2021*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

**RECOMMENDED ACTION:**

*Ratify the payment of bills for consideration, Payroll and Payroll Taxes for January 2022.*

**EXHIBITS:**

1. Revenue Report – January 2022
2. Disbursement Report – January 2022
3. Summary of Disbursements – January 2022
4. General Fund Warrant Register – January 2022
5. General Fund Payroll Warrant Register – January 2022

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



**TRABUCO CANYON WATER DISTRICT  
SPECIAL FINANCE/AUDIT COMMITTEE MEETING RECAP | DECEMBER 20, 2021**

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**DIRECTORS PRESENT**

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

**STAFF PRESENT**

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

**CONSULTANTS VIA CONFERENCE CALL**

Lora Carpenter, Fieldman & Rolapp

**CONSULTANTS PRESENT**

Ian Berg, Edie Baily

**PUBLIC PRESENT VIA CONFERENCE CALL**

None

**CALL MEETING TO ORDER**

Director Chadd called the December 8, 2021 Finance/Audit Committee Meeting to order at 10:00a.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 suggested to move item six (6) and pull item three (3) from the agenda.

**ITEM 1: CONSIDERATION OF A REQUEST FOR PROPOSALS FOR REVOLVING LINE OF CREDIT FOR TRABUCO CANYON WATER DISTRICT**

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Mr. Paludi introduced this matter for Committee consideration, he mentioned the urgency for the revolving line of credit and Request for Proposal (RFP) to go out to banks this week. Which would be done by a third-party placement agent.

Ms. Carpenter provided a timeline of the process and a secured agreement. There was a discussion on the terms of the draw down schedule, and a revised copy to be forwarded to the Finance/Audit Committee.

There was a discussion on the deficit, Capital Improvement Projects (CIP), new rate study, and the interim use of the source of funds. A resolution to be adopted for the credit agreement.

**TRABUCO CANYON WATER DISTRICT  
FINANCE AUDIT COMMITTEE SPECIAL MEETING RECAP | DECEMBER 20, 2021**

This matter was to be brought to the next Finance/Audit Committee meeting, along with a scheduled Finance/Audit Special Committee meeting.

**RECOMMENDED ACTION(S)**

Receive information at the time of the Committee meeting.

**ADJOURNMENT**

Director Chadd adjourned the December 20, 2021 Finance/Audit Committee Special Meeting at 10:23a.m.

DRAFT



**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING RECAP | JANUARY 12, 2022**

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**DIRECTORS PRESENT**

Director Ed Mandich, Committee Chair  
Director Glenn Acosta, Committee Member

**STAFF PRESENT**

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

**STAFF PRESENT VIA CONFERENCE CALL**

Lorrie Lausten, District Engineer

**CONSULTANTS VIA CONFERENCE CALL**

None

**CONSULTANTS PRESENT**

Ian Berg, Edie Bailly

**PUBLIC PRESENT VIA CONFERENCE CALL**

None

**CALL MEETING TO ORDER**

Director Mandich called the January 12, 2021 Finance/Audit Committee Meeting to order at 1:03p.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 wished everyone one a Happy New Year to all in attendance, and he reminded the Committee of the scheduled Southern California Water Coalition (SCWC) Quarterly Meeting & Luncheon on Friday, January 21, 2022.

**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(S)**

Mr. Perea and Director Mandich approve the December 8, 2021 Finance/Audit Committee Meeting Recap(s) and recommend that the Board receive and file the same. (Consent Calendar)

**TRABUCO CANYON WATER DISTRICT  
FINANCE AUDIT COMMITTEE MEETING RECAP | JANUARY 12, 2022**

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

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Mr. Paludi presented the Directors' Fees and Expenses Report and Tentative Future Meetings/Attendance Report for Committee consideration and review.

**RECOMMENDED ACTION:**

Recommend that the Board ratify the Directors' fees and expenses for December 2021 and tentative future meetings/attendance. (Action Calendar)

**ITEM 3: OTHER MATTERS**

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Mr. Paludi provided a brief update related to the planned short-term borrowing and debt management, and he reported that a Finance/Audit Committee Special Meeting will be agendized the following week for further review of this matter with the District's consultants.

**RECOMMENDED ACTION:**

Committee recommended District staff send out potential dates and time.

**ITEM 4: FINANCIAL REPORT**

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Mr. Berg presented the preliminary unaudited financials for November 2021, and he highlighted the following items:

***Operating Revenue, Residential Water***

Mr. Berg reported that water demand for the month was lower than the prior month, but the year to date was trending as budgeted.

***Operating Revenue, Irrigation Water***

Mr. Berg reported that this line item was higher than the prior month due and the year to date was significantly higher than budgeted due to increased demand through November.

***Operating Revenue, Recycled & Reclaimed Water***

Mr. Berg reported that water demand for the month was lower than the prior month, but the year to date was higher than budgeted due to increased demand through November.

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

Mr. Berg reported that this line item was lower than the prior month.

Discussion occurred concerning District reserve balances and Other Post Employment Benefit (OPEB) Trust funding costs.

**RECOMMENDED ACTION:**

The Committee recommended the Board of Directors receive and file the preliminary unaudited financial statements for November 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 January 12, 2022 as presented (Consent Calendar).

**ADJOURNMENT**

Director Mandich adjourned the January 12, 2022 Finance/Audit Committee Meeting at 1:19p.m.



**TRABUCO CANYON WATER DISTRICT  
SPECIAL FINANCE/AUDIT COMMITTEE MEETING RECAP | JANUARY 19, 2022**

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**DIRECTORS PRESENT**

Director Ed Mandich, Committee Chair  
Director Glenn Acosta, Committee Member

**STAFF PRESENT**

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

**CONSULTANTS VIA CONFERENCE CALL**

Lora Carpenter, Fieldman & Rolapp  
Mike Cavanaugh, Hilltop Securities  
Cyrus Torabi, Stradling, Yocca, Carlson & Rauth Law

**CONSULTANTS PRESENT**

None

**PUBLIC PRESENT VIA CONFERENCE CALL**

None

**CALL MEETING TO ORDER**

Director Mandich called the January 19, 2022 Special Finance/Audit Committee Meeting to order at 1:01p.m.

**VISITOR PARTICIPATION**

No visitor participation was received.

**ORAL COMMUNICATION**

No oral communication was received.

**COMMITTEE MEMBER COMMENTS**

There were no comments received.

**REPORT FROM THE GENERAL MANAGER**

There were no comments received.

**ITEM 1: CONSIDERATION OF A PROPOSAL FOR SHORT TERM BANK FINANCING FOR TRABUCO CANYON WATER DISTRICT**

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Mr. Paludi presented this matter for Committee consideration, and he introduced the District's consultants in attendance via conference call.

Ms. Carpenter provided an overview of the proposed short term bank financing plan for the District, and she delivered a PowerPoint presentation which reviewed the request for proposal (RFP) development and the proposed terms provided by the financing institutions. There was a brief discussion concerning financing rates,

**TRABUCO CANYON WATER DISTRICT  
FINANCE AUDIT COMMITTEE SPECIAL MEETING RECAP | JANUARY 19, 2022**

legal fee costs, and repayment terms. Mr. Paludi indicated that this short term financing solution was for capital improvement projects only.

**RECOMMENDED ACTION(S)**

The Committee recommended that the Board authorize the General Manager to contract with Bank of the West for the Short Term Bank Financing for the District.

**ITEM 2: OTHER MATTERS**

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There were no other comments.

**RECOMMENDED ACTION:**

Hear Other Matters from the General Manager or District Staff.

**ADJOURNMENT**

Director Mandich adjourned the January 19, 2022 Special Finance/Audit Committee Special Meeting at 1:27p.m.

DRAFT



# Trabuco Canyon Water District

## Statement of Revenues & Expenses

### FY 2021-22 (Unaudited)

	December 2021	November 2021	Current YTD	Annual Budget	50% YTD	Prior YTD
<b>1 Operating Revenue</b>						
2 Residential Water	\$ 287,137	\$ 269,629	\$ 2,018,348	\$ 4,116,200	49%	\$ 2,089,958
3 Business & Industrial Water	9,377	9,334	68,753	165,600	42%	90,604
4 Irrigation Water	116,625	103,099	788,283	1,075,200	73%	580,174
5 Stand-by	10,728	2,512	13,240	41,800	32%	20,500
6 Sanitation Revenue	150,319	149,783	907,524	1,964,200	46%	863,263
7 Recycled & Reclaimed Revenue	59,630	72,008	596,168	999,000	60%	533,967
8 Baker Treatment Plant Water Sales *	201,013	113,296	513,363	1,383,500	37%	685,856
9 Other Operating Revenue	17,315	15,051	83,178	179,600	46%	2,939
<b>10 Total Operating Revenue</b>	<b>852,145</b>	<b>734,713</b>	<b>4,988,857</b>	<b>9,925,100</b>	<b>50%</b>	<b>4,867,262</b>
<b>11 Non-Operating Revenue</b>						
12 Property Tax Unrestricted	765,599	291,387	1,095,974	2,006,200	55%	853,700
13 Interest Revenue	2,219	334	6,771	35,600	19%	25,884
14 Other Non-Operating Revenue	5,781	53,605	73,348	72,400	101%	28,589
<b>15 Total Non-Operating Revenue</b>	<b>773,599</b>	<b>345,325</b>	<b>1,176,093</b>	<b>2,114,200</b>	<b>56%</b>	<b>954,430</b>
<b>16 Total Revenues</b>	<b>1,625,744</b>	<b>1,080,038</b>	<b>6,164,950</b>	<b>12,039,300</b>	<b>51%</b>	<b>5,821,692</b>
<b>17 Operating Expenses</b>						
18 Source of Supply	149,172	213,752	1,243,954	2,262,400	55%	1,352,029
19 Baker Treatment SOS Costs	177,842	135,038	764,149	1,287,700	59%	607,942
20 Water Related Expense	120,154	123,346	964,571	2,032,100	47%	959,103
21 Sanitation Expense	88,477	105,162	721,228	1,359,200	53%	637,331
22 Recycled Expense	19,758	24,204	158,348	234,200	68%	124,091
23 Reclaimed Expense	19,758	24,204	158,281	234,100	68%	112,650
24 Salaries & Benefits	297,728	295,653	1,800,143	3,923,000	46%	1,657,021
25 Board Expense	8,937	10,332	57,201	122,600	47%	54,106
26 Miscellaneous Expense	1,524	722	3,185	5,000	64%	3,214
<b>27 Total Operating Expenses</b>	<b>883,349</b>	<b>932,414</b>	<b>5,871,060</b>	<b>11,460,300</b>	<b>51%</b>	<b>5,507,487</b>
<b>Net Income / (Loss) before Contributed Capital,</b>						
<b>28 Trust Contributions &amp; Debt Service</b>	<b>742,394</b>	<b>147,624</b>	<b>293,891</b>	<b>579,000</b>	<b>51%</b>	<b>314,205</b>
29 WRES Fees for Capital	68,787	68,743	412,519	822,200	50%	410,774
30 Other Capital Contributions	-	-	-	344,000	0%	-
31 Debt Principal, Interest & Issuance Costs	(19,198)	(19,198)	(115,191)	(445,300)	26%	(115,191)
32 CalPERS UAL & Pension Trust Contributions	(19,967)	(19,967)	(119,803)	(590,500)	20%	(108,066)
33 OPEB Trust Contributions & Paygo	(11,041)	(11,041)	(61,354)	(206,100)	30%	(151,753)
<b>Net Contributed Capital, Trust Contributions</b>						
<b>34 &amp; Debt Service</b>	<b>18,580</b>	<b>18,536</b>	<b>116,171</b>	<b>(75,700)</b>		<b>35,764</b>
<b>35 Net Income</b>	<b>\$ 760,974</b>	<b>\$ 166,160</b>	<b>\$ 410,062</b>	<b>\$ 503,300</b>		<b>\$ 349,969</b>

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

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



**Trabuco Canyon Water District**  
**Balance Sheet - Comparative**  
**As of December 31, 2021**  
**(Unaudited)**

	December 2021	November 2021	December 2020
<b>1 Assets</b>			
<b>2 Current Assets</b>			
3 Cash	\$ 887,342	\$ 934,620	\$ 1,558,363
4 Accounts Receivable, Net	1,573,580	1,490,024	2,037,314
5 Property Tax Receivable	-	-	664,122
6 Prepaid Expenses	334,312	360,315	300,266
<b>7 Total Current Assets</b>	<b>2,795,234</b>	<b>2,784,959</b>	<b>4,560,065</b>
<b>8 Total Restricted Assets (see Schedule A)</b>	<b>3,419,289</b>	<b>3,419,344</b>	<b>7,667,234</b>
<b>9 Utility Plant</b>			
10 Utility Plant, at Cost	123,554,385	123,510,337	115,755,212
11 Accumulated Depreciation	(75,514,338)	(75,181,500)	(72,744,246)
12 Construction in Progress	468,096	416,865	3,783,530
<b>13 Total Utility Plant</b>	<b>48,508,143</b>	<b>48,745,702</b>	<b>46,794,496</b>
<b>14 Other Assets</b>			
15 Due from BTP	896,343	928,187	1,278,056
16 Deferred Outflow (Pension Related)	1,486,261	1,486,261	1,277,368
<b>17 Total Other Assets</b>	<b>2,382,604</b>	<b>2,414,448</b>	<b>2,555,424</b>
<b>18 Total Assets</b>	<b>\$ 57,105,270</b>	<b>\$ 57,364,453</b>	<b>\$ 61,577,218</b>
<b>19 Liabilities &amp; Retained Earnings</b>			
<b>20 Current Liabilities</b>			
21 Accounts Payable	\$ 1,047,644	\$ 1,605,839	\$ 1,456,141
22 Due to Internal Financing Fund	896,343	928,187	1,278,056
23 Accrued Expenses	262,128	339,045	426,363
24 Deferred Property Tax Revenue	-	-	874,200
<b>25 Total Current Liabilities</b>	<b>2,206,114</b>	<b>2,873,071</b>	<b>4,034,759</b>
<b>26 Liabilities to be Paid from Restricted Assets</b>			
27 Accrued Bond Interest	-	20,363	26,473
28 Current Portion-Long Term Debt	182,547	182,547	178,449
29 Refundable Deposits	9,500	9,500	13,500
30 Developer Deposits	106,106	106,106	66,608
<b>31 Total Liabilities to be Paid from Restricted Assets</b>	<b>298,153</b>	<b>318,515</b>	<b>285,029</b>

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**Trabuco Canyon Water District**  
**Balance Sheet - Comparative**  
**As of December 31, 2021**  
**(Unaudited)**

	<b>December 2021</b>	<b>November 2021</b>	<b>December 2020</b>
<b>32 Long Term Debt</b>			
33 Accrued Post Employment Benefits	356,589	356,589	533,587
34 Accrued Pension Liability	3,652,253	3,652,253	3,399,715
35 State Revolving Fund Loan	1,957,505	1,957,505	2,140,052
<b>36 Total Long Term Debt</b>	<b>5,966,347</b>	<b>5,966,347</b>	<b>6,073,354</b>
<b>37 Total Liabilities</b>	<b>8,470,614</b>	<b>9,157,934</b>	<b>10,393,142</b>
<b>38 Fund Balance</b>			
39 Invested in Capital Net of Related Debt	46,368,091	46,585,287	44,449,522
40 Restricted for Debt Service	236,916	236,971	346,334
41 Legally Restricted	3,067,591	(238,228)	3,806,229
42 Designated by Board	533	3,301,027	3,508,677
43 Unrestricted	(1,038,475)	(1,678,537)	(926,686)
<b>44 Total Fund Balance</b>	<b>48,634,656</b>	<b>48,206,520</b>	<b>51,184,076</b>
<b>45 Total Liabilities and Fund Balance</b>	<b>\$ 57,105,270</b>	<b>\$ 57,364,453</b>	<b>\$ 61,577,218</b>

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



**Trabuco Canyon Water District**  
**Restricted Assets Report**  
**As of December 31, 2021**  
**(Unaudited)**

	December 2021	November 2021	December 2020
<b>1 LAIF Accounts (at Cost)</b>			
2 LAIF Unrestricted	\$ (2,032,668)	\$ (2,116,296)	\$ 2,178,569
3 Water Storage Facilites	1,051,427	1,051,427	1,051,427
4 Sanitation Capital Improvement	-	-	142,181
5 WRES - Rose Canyon/Lang Wells	1,331,918	1,412,457	1,141,353
6 WRES - Reservoir/Distribution Improvements	2,640,329	2,638,093	2,602,454
7 RD#5	76,585	76,585	76,261
8 LAIF Interim Sewage	114,249	119,574	112,062
9 Market Value Over/(Under) Cost	533	533	16,593
<b>10 State Revolving Fund</b>			
11 Cash in CB&T Reserved for SRF Loan	236,916	236,971	346,334
<b>12 Total Restricted Assets</b>	<b>\$ 3,419,289</b>	<b>\$ 3,419,344</b>	<b>\$ 7,667,234</b>

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# Trabuco Canyon Water District

## Statement of Revenues & Expenses

### FY 2021-22 (Unaudited)

	December 2021	November 2021	Current YTD	Annual Budget	50% YTD	Prior YTD
<b>1 Operating Revenue</b>						
2 Residential Water	\$ 287,137	\$ 269,629	\$ 2,018,348	\$ 4,116,200	49%	\$ 2,089,958
3 Business & Industrial Water	9,377	9,334	68,753	165,600	42%	90,604
4 Irrigation Water	116,625	103,099	788,283	1,075,200	73%	580,174
5 Stand-by	10,728	2,512	13,240	41,800	32%	20,500
6 Sanitation Revenue	150,319	149,783	907,524	1,964,200	46%	863,263
7 Recycled & Reclaimed Revenue	59,630	72,008	596,168	999,000	60%	533,967
8 Baker Treatment Plant Water Sales *	201,013	113,296	513,363	1,383,500	37%	685,856
9 Other Operating Revenue	17,315	15,051	83,178	179,600	46%	2,939
<b>10 Total Operating Revenue</b>	<b>852,145</b>	<b>734,713</b>	<b>4,988,857</b>	<b>9,925,100</b>	<b>50%</b>	<b>4,867,262</b>
<b>11 Non-Operating Revenue</b>						
12 Property Tax Unrestricted	765,599	291,387	1,095,974	2,006,200	55%	853,700
13 Interest Revenue	2,219	334	6,771	35,600	19%	25,884
14 Other Non-Operating Revenue	5,781	53,605	73,348	72,400	101%	28,589
<b>15 Total Non-Operating Revenue</b>	<b>773,599</b>	<b>345,325</b>	<b>1,176,093</b>	<b>2,114,200</b>	<b>56%</b>	<b>954,430</b>
<b>16 Total Revenues</b>	<b>1,625,744</b>	<b>1,080,038</b>	<b>6,164,950</b>	<b>12,039,300</b>	<b>51%</b>	<b>5,821,692</b>
<b>17 Operating Expenses</b>						
18 Source of Supply	149,172	213,752	1,243,954	2,262,400	55%	1,352,029
19 Baker Treatment SOS Costs	177,842	135,038	764,149	1,287,700	59%	607,942
20 Water Related Expense	120,154	123,346	964,571	2,032,100	47%	959,103
21 Sanitation Expense	88,477	105,162	721,228	1,359,200	53%	637,331
22 Recycled Expense	19,758	24,204	158,348	234,200	68%	124,091
23 Reclaimed Expense	19,758	24,204	158,281	234,100	68%	112,650
24 Salaries & Benefits	297,728	295,653	1,800,143	3,923,000	46%	1,657,021
25 Board Expense	8,937	10,332	57,201	122,600	47%	54,106
26 Miscellaneous Expense	1,524	722	3,185	5,000	64%	3,214
<b>27 Total Operating Expenses</b>	<b>883,349</b>	<b>932,414</b>	<b>5,871,060</b>	<b>11,460,300</b>	<b>51%</b>	<b>5,507,487</b>
<b>Net Income / (Loss) before Contributed Capital,</b>						
<b>28 Trust Contributions &amp; Debt Service</b>	<b>742,394</b>	<b>147,624</b>	<b>293,891</b>	<b>579,000</b>	<b>51%</b>	<b>314,205</b>
29 WRES Fees for Capital	68,787	68,743	412,519	822,200	50%	410,774
30 Other Capital Contributions	-	-	-	344,000	0%	-
31 Debt Principal, Interest & Issuance Costs	(19,198)	(19,198)	(115,191)	(445,300)	26%	(115,191)
32 CalPERS UAL & Pension Trust Contributions	(19,967)	(19,967)	(119,803)	(590,500)	20%	(108,066)
33 OPEB Trust Contributions & Paygo	(11,041)	(11,041)	(61,354)	(206,100)	30%	(151,753)
<b>Net Contributed Capital, Trust Contributions</b>						
<b>34 &amp; Debt Service</b>	<b>18,580</b>	<b>18,536</b>	<b>116,171</b>	<b>(75,700)</b>		<b>35,764</b>
<b>35 Net Income</b>	<b>\$ 760,974</b>	<b>\$ 166,160</b>	<b>\$ 410,062</b>	<b>\$ 503,300</b>		<b>\$ 349,969</b>

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*\*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 December 31, 2021 (Unaudited)

	December 2021	November 2021	December 2020
<b>1 Assets</b>			
<b>2 Current Assets</b>			
3 Cash	\$ 887,342	\$ 934,620	\$ 1,558,363
4 Accounts Receivable, Net	1,573,580	1,490,024	2,037,314
5 Property Tax Receivable	-	-	664,122
6 Prepaid Expenses	334,312	360,315	300,266
<b>7 Total Current Assets</b>	<b>2,795,234</b>	<b>2,784,959</b>	<b>4,560,065</b>
<b>8 Total Restricted Assets (see Schedule A)</b>	<b>3,419,289</b>	<b>3,419,344</b>	<b>7,667,234</b>
<b>9 Utility Plant</b>			
10 Utility Plant, at Cost	123,554,385	123,510,337	115,755,212
11 Accumulated Depreciation	(75,514,338)	(75,181,500)	(72,744,246)
12 Construction in Progress	468,096	416,865	3,783,530
<b>13 Total Utility Plant</b>	<b>48,508,143</b>	<b>48,745,702</b>	<b>46,794,496</b>
<b>14 Other Assets</b>			
15 Due from BTP	896,343	928,187	1,278,056
16 Deferred Outflow (Pension Related)	1,486,261	1,486,261	1,277,368
<b>17 Total Other Assets</b>	<b>2,382,604</b>	<b>2,414,448</b>	<b>2,555,424</b>
<b>18 Total Assets</b>	<b>\$ 57,105,270</b>	<b>\$ 57,364,453</b>	<b>\$ 61,577,218</b>
<b>19 Liabilities &amp; Retained Earnings</b>			
<b>20 Current Liabilities</b>			
21 Accounts Payable	\$ 1,047,644	\$ 1,605,839	\$ 1,456,141
22 Due to Internal Financing Fund	896,343	928,187	1,278,056
23 Accrued Expenses	262,128	339,045	426,363
24 Deferred Property Tax Revenue	-	-	874,200
<b>25 Total Current Liabilities</b>	<b>2,206,114</b>	<b>2,873,071</b>	<b>4,034,759</b>
<b>26 Liabilities to be Paid from Restricted Assets</b>			
27 Accrued Bond Interest	-	20,363	26,473
28 Current Portion-Long Term Debt	182,547	182,547	178,449
29 Refundable Deposits	9,500	9,500	13,500
30 Developer Deposits	106,106	106,106	66,608
<b>31 Total Liabilities to be Paid from Restricted Assets</b>	<b>298,153</b>	<b>318,515</b>	<b>285,029</b>

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



**Trabuco Canyon Water District**  
**Balance Sheet - Comparative**  
**As of December 31, 2021**  
**(Unaudited)**

	December 2021	November 2021	December 2020
<b>32 Long Term Debt</b>			
33 Accrued Post Employment Benefits	356,589	356,589	533,587
34 Accrued Pension Liability	3,652,253	3,652,253	3,399,715
35 State Revolving Fund Loan	1,957,505	1,957,505	2,140,052
<b>36 Total Long Term Debt</b>	<b>5,966,347</b>	<b>5,966,347</b>	<b>6,073,354</b>
<b>37 Total Liabilities</b>	<b>8,470,614</b>	<b>9,157,934</b>	<b>10,393,142</b>
<b>38 Fund Balance</b>			
39 Invested in Capital Net of Related Debt	46,368,091	46,585,287	44,449,522
40 Restricted for Debt Service	236,916	236,971	346,334
41 Legally Restricted	3,067,591	(238,228)	3,806,229
42 Designated by Board	533	3,301,027	3,508,677
43 Unrestricted	(1,038,475)	(1,678,537)	(926,686)
<b>44 Total Fund Balance</b>	<b>48,634,656</b>	<b>48,206,520</b>	<b>51,184,076</b>
<b>45 Total Liabilities and Fund Balance</b>	<b>\$ 57,105,270</b>	<b>\$ 57,364,453</b>	<b>\$ 61,577,218</b>

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**Trabuco Canyon Water District**  
**Restricted Assets Report**  
**As of December 31, 2021**  
**(Unaudited)**

	December 2021	November 2021	December 2020
<b>1 LAIF Accounts (at Cost)</b>			
2 LAIF Unrestricted	\$ (2,032,668)	\$ (2,116,296)	\$ 2,178,569
3 Water Storage Facilities	1,051,427	1,051,427	1,051,427
4 Sanitation Capital Improvement	-	-	142,181
5 WRES - Rose Canyon/Lang Wells	1,331,918	1,412,457	1,141,353
6 WRES - Reservoir/Distribution Improvements	2,640,329	2,638,093	2,602,454
7 RD#5	76,585	76,585	76,261
8 LAIF Interim Sewage	114,249	119,574	112,062
9 Market Value Over/(Under) Cost	533	533	16,593
<b>10 State Revolving Fund</b>			
11 Cash in CB&T Reserved for SRF Loan	236,916	236,971	346,334
<b>12 Total Restricted Assets</b>	<b>\$ 3,419,289</b>	<b>\$ 3,419,344</b>	<b>\$ 7,667,234</b>

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**Trabuco Canyon Water District  
Investment Schedule  
As of December 31, 2021  
(Unaudited)**

DESCRIPTION	RATE	COST	MARKET	% OF TOTAL
<b>District Investments in the California Local Agency Investment Fund (LAIF)</b>				
1 Water Storage Fees	0.212%	\$ 1,051,427	\$ 1,048,734	33%
2 Trabuco Creek Wells	0.212%	1,331,918	1,328,507	42%
3 Reservoir/Distribution	0.212%	2,640,329	2,633,568	83%
4 RD#5	0.212%	76,585	76,388	2%
5 LAIF Interim Sewage	0.212%	114,249	113,957	4%
6 LAIF Unrestricted	0.212%	(2,032,668)	(2,027,462)	-64%
<b>Total District Investments</b>		<b>\$ 3,181,840</b>	<b>\$ 3,173,692</b>	<b>100%</b>
<b>Total Refunding Bonds and District Investments</b>		<b>\$ 3,181,840</b>	<b>\$ 3,173,692</b>	<b>100%</b>

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

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

**CERTIFICATION**

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

***Cindy Byerrum, CPA***

***Contract CPA and Treasurer***

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**Trabuco Canyon Water District  
Investment Schedule  
As of December 31, 2021  
(Unaudited)**

DESCRIPTION	RATE	COST	MARKET	% OF TOTAL
<b>District Investments in the California Local Agency Investment Fund (LAIF)</b>				
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2 Trabuco Creek Wells	0.212%	1,331,918	1,328,507	42%
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4 RD#5	0.212%	76,585	76,388	2%
5 LAIF Interim Sewage	0.212%	114,249	113,957	4%
6 LAIF Unrestricted	0.212%	(2,032,668)	(2,027,462)	-64%
<b>Total District Investments</b>		<b>\$ 3,181,840</b>	<b>\$ 3,173,692</b>	<b>100%</b>
<b>Total Refunding Bonds and District Investments</b>		<b>\$ 3,181,840</b>	<b>\$ 3,173,692</b>	<b>100%</b>

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

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***Contract CPA and Treasurer***

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**Trabuco Canyon Water District**  
**Checking Account Activity**  
**December 2021**  
**(Unaudited)**

<b>Inflows</b>	<b>Current Month</b>	<b>Year to Date</b>
Utility Billing Collections	\$ 751,266	\$ 4,803,084
Tax Receipts	774,804	1,129,451
Transfer From LAIF	-	3,250,000
Miscellaneous	22,351	339,447
<b>Total Inflows</b>	<b>1,548,420</b>	<b>9,521,982</b>
<b>Outflows</b>		
Vouchers	374,748	4,947,452
Payroll	240,295	1,521,370
Miscellaneous & Online Payments	374,020	2,040,627
<b>Total Outflows</b>	<b>989,062</b>	<b>8,509,450</b>
<b>Net Change in Checking Account</b>	559,358	1,012,532
<b>Beginning Checking Account</b>	953,953	500,779
 <b>Ending Checking Account</b>	 <b>\$ 1,513,311</b>	 <b>\$ 1,513,311</b>

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Trabuco Canyon Water District, CA

# Bank Transaction Report

## Transaction Detail

Issued Date Range: 01/01/2022 - 01/31/2022

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Accounts Payable</b>							
<b>Bank Draft</b>							
01/03/2022		<a href="#">DFT0002427</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-380.00
01/03/2022		<a href="#">DFT0002428</a>	CalPERS	Accounts Payable	Outstanding	Bank Draft	-46,321.76
01/03/2022		<a href="#">DFT0002429</a>	CalPERS	Accounts Payable	Outstanding	Bank Draft	-5,519.92
01/03/2022		<a href="#">DFT0002430</a>	CalPERS	Accounts Payable	Outstanding	Bank Draft	-9,159.72
01/03/2022		<a href="#">DFT0002431</a>	CalPERS	Accounts Payable	Outstanding	Bank Draft	-13,335.97
01/03/2022		<a href="#">DFT0002433</a>	EPX	Accounts Payable	Outstanding	Bank Draft	-68.22
01/03/2022		<a href="#">DFT0002434</a>	Guardian	Accounts Payable	Outstanding	Bank Draft	-4,150.84
01/03/2022		<a href="#">DFT0002436</a>	Pace Payment Systems, Inc.	Accounts Payable	Outstanding	Bank Draft	-4,100.79
01/03/2022		<a href="#">DFT0002437</a>	Shred-it USA LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
01/03/2022		<a href="#">DFT0002438</a>	Santa Margarita Water District	Accounts Payable	Outstanding	Bank Draft	-1,359.34
01/03/2022		<a href="#">DFT0002439</a>	Sparkletts	Accounts Payable	Outstanding	Bank Draft	-229.80
01/03/2022		<a href="#">DFT0002440</a>	Sparkletts	Accounts Payable	Outstanding	Bank Draft	-65.40
01/03/2022		<a href="#">DFT0002441</a>	VSP	Accounts Payable	Outstanding	Bank Draft	-814.55
01/03/2022		<a href="#">DFT0002444</a>	Shred-it USA LLC	Accounts Payable	Outstanding	Bank Draft	-60.00
01/04/2022		<a href="#">DFT0002426</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-73.00
01/04/2022		<a href="#">DFT0002432</a>	CalPERS	Accounts Payable	Outstanding	Bank Draft	-4,967.47
01/04/2022		<a href="#">DFT0002442</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-111,532.66
01/06/2022		<a href="#">DFT0002447</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-190.00
01/06/2022		<a href="#">DFT0002448</a>	Cintas	Accounts Payable	Outstanding	Bank Draft	-149.12
01/06/2022		<a href="#">DFT0002449</a>	Cintas	Accounts Payable	Outstanding	Bank Draft	-293.35
01/06/2022		<a href="#">DFT0002450</a>	Cintas	Accounts Payable	Outstanding	Bank Draft	-418.02
01/07/2022		<a href="#">DFT0002451</a>	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-2,433.24
01/10/2022		<a href="#">DFT0002452</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-20.00
01/10/2022		<a href="#">DFT0002453</a>	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
01/10/2022		<a href="#">DFT0002454</a>	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-1,734.07
01/10/2022		<a href="#">DFT0002455</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-1,802.45
01/12/2022		<a href="#">DFT0002456</a>	Xerox Corporation	Accounts Payable	Outstanding	Bank Draft	-277.71
01/14/2022		<a href="#">DFT0002457</a>	Pace Payment Systems, Inc.	Accounts Payable	Outstanding	Bank Draft	-201.50
01/18/2022		<a href="#">DFT0002458</a>	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-133.88
01/18/2022		<a href="#">DFT0002465</a>	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
01/18/2022		<a href="#">DFT0002467</a>	TAB AnswerNetwork	Accounts Payable	Outstanding	Bank Draft	-203.87
01/19/2022		<a href="#">DFT0002459</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-123,628.81
01/19/2022		<a href="#">DFT0002464</a>	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-689.96
01/19/2022		<a href="#">DFT0002466</a>	Wex Fleet Universal	Accounts Payable	Outstanding	Bank Draft	-5,248.02
01/19/2022		<a href="#">DFT0002468</a>	Home Depot	Accounts Payable	Outstanding	Bank Draft	-2,500.14

**Bank Transaction Report**

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/19/2022		<a href="#">DFT0002469</a>	Lowe's	Accounts Payable	Outstanding	Bank Draft	-1,427.40
01/20/2022		<a href="#">DFT0002461</a>	CalPERS	Accounts Payable	Outstanding	Bank Draft	-6,849.92
01/20/2022		<a href="#">DFT0002462</a>	CalPERS	Accounts Payable	Outstanding	Bank Draft	-13,048.79
01/20/2022		<a href="#">DFT0002463</a>	CalPERS	Accounts Payable	Outstanding	Bank Draft	-4,142.12
01/21/2022		<a href="#">DFT0002470</a>	Umpqua Bank	Accounts Payable	Outstanding	Bank Draft	-10,672.43
01/23/2022		<a href="#">DFT0002460</a>	AT&T Mobility	Accounts Payable	Outstanding	Bank Draft	-2,196.50
01/24/2022		<a href="#">DFT0002471</a>	Wage Works, Inc.	Accounts Payable	Outstanding	Bank Draft	-25.00
01/24/2022		<a href="#">DFT0002472</a>	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
01/24/2022		<a href="#">DFT0002473</a>	South Coast AQMD	Accounts Payable	Outstanding	Bank Draft	-582.74
01/24/2022		<a href="#">DFT0002475</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-535.49
01/25/2022		<a href="#">DFT0002474</a>	Wage Works, Inc.	Accounts Payable	Outstanding	Bank Draft	-75.00
01/26/2022		<a href="#">DFT0002477</a>	TAB AnswerNetwork	Accounts Payable	Outstanding	Bank Draft	-161.72
01/28/2022		<a href="#">DFT0002478</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-112.00
<b>Bank Draft Total: (48)</b>							<b>-382,380.69</b>

**Bank Draft Reversal**

01/03/2022		<a href="#">DFT0002437</a>	Shred-it USA LLC Reversal	Accounts Payable	Outstanding	Bank Draft Reversal	68.00
<b>Bank Draft Reversal Total: (1)</b>							<b>68.00</b>

**Check**

01/10/2022		<a href="#">10628</a>	Thinh Nguyen	Accounts Payable	Outstanding	Check	-5,979.14
01/19/2022		<a href="#">10630</a>	AT&T	Accounts Payable	Outstanding	Check	-825.04
01/19/2022		<a href="#">10631</a>	Brent Monson	Accounts Payable	Outstanding	Check	-90.00
01/19/2022		<a href="#">10632</a>	Bright View Landscape Services, Inc.	Accounts Payable	Outstanding	Check	-5,926.92
01/19/2022		<a href="#">10633</a>	Comoso	Accounts Payable	Outstanding	Check	-101.20
01/19/2022		<a href="#">10634</a>	Consolidated Water Technologies, Inc.	Accounts Payable	Outstanding	Check	-10,079.88
01/19/2022		<a href="#">10635</a>	CWEA Membership	Accounts Payable	Outstanding	Check	-192.00
01/19/2022		<a href="#">10636</a>	DMc Engineering	Accounts Payable	Outstanding	Check	-19,885.00
01/19/2022		<a href="#">10637</a>	Dunn-Edwards Corporation	Accounts Payable	Outstanding	Check	-102.56
01/19/2022		<a href="#">10638</a>	Eagle Communications	Accounts Payable	Outstanding	Check	-882.10
01/19/2022		<a href="#">10639</a>	Education Products & Services	Accounts Payable	Outstanding	Check	-4,313.68
01/19/2022		<a href="#">10640</a>	FedEx	Accounts Payable	Outstanding	Check	-49.10
01/19/2022		<a href="#">10641</a>	Fieldman, Rolapp & Assoc.	Accounts Payable	Outstanding	Check	-9,513.74
01/19/2022		<a href="#">10642</a>	GMU Geotechnical, Inc.	Accounts Payable	Outstanding	Check	-2,968.25
01/19/2022		<a href="#">10643</a>	Grainger	Accounts Payable	Outstanding	Check	-1,185.07
01/19/2022		<a href="#">10644</a>	Hanson Bridgett LLP	Accounts Payable	Outstanding	Check	-10,826.44
01/19/2022		<a href="#">10645</a>	HighRoad Information Technology, LLC.	Accounts Payable	Outstanding	Check	-4,955.00
01/19/2022		<a href="#">10646</a>	Home Depot	Accounts Payable	Outstanding	Check	-32.21
01/19/2022		<a href="#">10647</a>	Industrial Metal Supply Company	Accounts Payable	Outstanding	Check	-95.77
01/19/2022		<a href="#">10648</a>	InfoSend, Inc.	Accounts Payable	Outstanding	Check	-2,569.46
01/19/2022		<a href="#">10649</a>	Inland Flooring	Accounts Payable	Outstanding	Check	-4,363.35
01/19/2022		<a href="#">10650</a>	Irvine Pipe Supply	Accounts Payable	Outstanding	Check	-1,625.65
01/19/2022		<a href="#">10651</a>	Irvine Ranch Water District	Accounts Payable	Outstanding	Check	-21,003.45
01/19/2022		<a href="#">10652</a>	Kessler, Gary	Accounts Payable	Outstanding	Check	-25.85

**Bank Transaction Report**

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/19/2022		<a href="#">10653</a>	Material Specialties Corp.	Accounts Payable	Outstanding	Check	-1,204.62
01/19/2022		<a href="#">10654</a>	McFadden-Dale Industrial Hardware	Accounts Payable	Outstanding	Check	-285.86
01/19/2022		<a href="#">10655</a>	Napa Auto Parts	Accounts Payable	Outstanding	Check	-93.92
01/19/2022		<a href="#">10656</a>	NBS	Accounts Payable	Outstanding	Check	-885.72
01/19/2022		<a href="#">10657</a>	OC Waste & Recycling	Accounts Payable	Outstanding	Check	-1,725.85
01/19/2022		<a href="#">10658</a>	Olin Chemicals	Accounts Payable	Outstanding	Check	-4,415.64
01/19/2022		<a href="#">10659</a>	Orange County Pumping, Inc.	Accounts Payable	Outstanding	Check	-5,325.00
01/19/2022		<a href="#">10660</a>	Praxair Distribution Inc	Accounts Payable	Outstanding	Check	-99.84
01/19/2022		<a href="#">10661</a>	S & J Supply Company	Accounts Payable	Outstanding	Check	-353.74
01/19/2022		<a href="#">10662</a>	Santa Margarita Ford	Accounts Payable	Outstanding	Check	-98.34
01/19/2022		<a href="#">10663</a>	Santa Margarita Water District	Accounts Payable	Outstanding	Check	-75,806.07
01/19/2022		<a href="#">10664</a>	SC Fuels	Accounts Payable	Outstanding	Check	-202.43
01/19/2022		<a href="#">10665</a>	Sierra Analytical	Accounts Payable	Outstanding	Check	-2,836.00
01/19/2022		<a href="#">10666</a>	SOCWA	Accounts Payable	Outstanding	Check	-29,146.20
01/19/2022		<a href="#">10667</a>	Soto Resources	Accounts Payable	Outstanding	Check	-3,836.25
01/19/2022		<a href="#">10668</a>	SWRCB Accounting Office	Accounts Payable	Outstanding	Check	-3,326.00
01/19/2022		<a href="#">10669</a>	Touch Tel Mobile	Accounts Payable	Outstanding	Check	-625.00
01/19/2022		<a href="#">10670</a>	Underground Service Alert/SC	Accounts Payable	Outstanding	Check	-82.54
01/19/2022		<a href="#">10671</a>	Urban Water Institute, Inc.	Accounts Payable	Outstanding	Check	-1,500.00
01/19/2022		<a href="#">10672</a>	Vituity - Urgent Care Services	Accounts Payable	Outstanding	Check	-354.00
01/19/2022		<a href="#">10673</a>	Weck Laboratories, Inc.	Accounts Payable	Outstanding	Check	-775.60
01/19/2022		<a href="#">10674</a>	Wienhoff Drug Testing	Accounts Payable	Outstanding	Check	-320.00
01/19/2022		<a href="#">10675</a>	Xylem	Accounts Payable	Outstanding	Check	-44,184.66
01/19/2022		<a href="#">10676</a>	Zerrez SoCal	Accounts Payable	Outstanding	Check	-299.00
01/27/2022		<a href="#">10677</a>	AT&T	Accounts Payable	Outstanding	Check	-47.60
01/27/2022		<a href="#">10678</a>	County of Orange	Accounts Payable	Outstanding	Check	-3,374.81
01/27/2022		<a href="#">10679</a>	Santa Margarita Water District	Accounts Payable	Outstanding	Check	-660.00
01/27/2022		<a href="#">10680</a>	Stadia Realty, Inc	Accounts Payable	Outstanding	Check	-993.75
<b>Check Total: (52)</b>							<b>-290,449.30</b>
<b>Check Reversal</b>							
01/19/2022		<a href="#">10646</a>	Home Depot Reversal	Accounts Payable	Outstanding	Check Reversal	32.21
<b>Check Reversal Total: (1)</b>							<b>32.21</b>
<b>EFT</b>							
01/11/2022		<a href="#">106</a>	MWDOC	Accounts Payable	Outstanding	EFT	-174,825.66
01/20/2022		<a href="#">107</a>	ALS - Truesdail Laboratories	Accounts Payable	Outstanding	EFT	-2,448.00
01/20/2022		<a href="#">108</a>	Eide Bailly	Accounts Payable	Outstanding	EFT	-6,210.00
01/20/2022		<a href="#">109</a>	United Water Works, Inc.	Accounts Payable	Outstanding	EFT	-379.31
01/28/2022		<a href="#">110</a>	Eide Bailly	Accounts Payable	Outstanding	EFT	-6,151.75
<b>EFT Total: (5)</b>							<b>-190,014.72</b>
<b>Accounts Payable Total: (107)</b>							<b>-862,744.50</b>

**General Ledger**

**Bank Transaction Report**

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Deposit</b>							
01/05/2022		<a href="#">DEP0015974</a>	Receipts - Pace Payments - Refund billing error	General Ledger	Outstanding	Deposit	0.50
01/06/2022		<a href="#">DEP0015999</a>	Receipts - County of Orange - Property Taxes	General Ledger	Outstanding	Deposit	2,638.86
01/06/2022		<a href="#">DEP0016078</a>	Receipts - SJS Company - Fireflow Test	General Ledger	Outstanding	Deposit	250.00
01/06/2022		<a href="#">DEP0016079</a>	Receipts - County of Orange - Sewer Services	General Ledger	Outstanding	Deposit	4,270.00
01/06/2022		<a href="#">DEP0016080</a>	Receipts - SMWD - DSWR	General Ledger	Outstanding	Deposit	704.25
01/13/2022		<a href="#">DEP0016084</a>	Receipts - County of Orange - Property Taxes	General Ledger	Outstanding	Deposit	81,078.49
01/14/2022		<a href="#">DEP0016085</a>	Receipts - County of Orange - Property Taxes	General Ledger	Outstanding	Deposit	10,760.43
01/28/2022		<a href="#">DEP0016194</a>	Receipts - Umpqua Bank - Rebate	General Ledger	Outstanding	Deposit	1,293.61
						<b>Deposit Total: (8)</b>	<b>100,996.14</b>
						<b>General Ledger Total: (8)</b>	<b>100,996.14</b>
<b>Utility Billing</b>							
<b>Check</b>							
01/12/2022		<a href="#">10629</a>	TERESA WILLIAMS	Utility Billing	Outstanding	Check	-174.80
						<b>Check Total: (1)</b>	<b>-174.80</b>
<b>Deposit</b>							
01/02/2022		<a href="#">DEP0015924</a>	Utility Payment Packet UBPKT06934	Utility Billing	Outstanding	Deposit	20,366.58
01/03/2022		<a href="#">DEP0015927</a>	Utility Payment Packet UBPKT06935	Utility Billing	Outstanding	Deposit	7,549.16
01/03/2022		<a href="#">DEP0015930</a>	Utility Payment Packet UBPKT06936	Utility Billing	Outstanding	Deposit	4,025.14
01/03/2022		<a href="#">DEP0015933</a>	Utility Payment Packet UBPKT06937	Utility Billing	Outstanding	Deposit	1,768.14
01/04/2022		<a href="#">DEP0015936</a>	Utility Payment Packet UBPKT06938	Utility Billing	Outstanding	Deposit	1,949.40
01/04/2022		<a href="#">DEP0015939</a>	Utility Payment Packet UBPKT06939	Utility Billing	Outstanding	Deposit	3,481.08
01/04/2022		<a href="#">DEP0015942</a>	Utility Payment Packet UBPKT06940	Utility Billing	Outstanding	Deposit	1,608.18
01/04/2022		<a href="#">DEP0015945</a>	Utility Payment Packet UBPKT06941	Utility Billing	Outstanding	Deposit	746.04
01/04/2022		<a href="#">DEP0015970</a>	Utility Payment Packet UBPKT06951	Utility Billing	Outstanding	Deposit	2,415.96
01/05/2022		<a href="#">DEP0015961</a>	Utility Payment Packet UBPKT06948	Utility Billing	Outstanding	Deposit	4,016.81
01/05/2022		<a href="#">DEP0015964</a>	Utility Payment Packet UBPKT06949	Utility Billing	Outstanding	Deposit	7,948.97
01/05/2022		<a href="#">DEP0015967</a>	Utility Payment Packet UBPKT06950	Utility Billing	Outstanding	Deposit	3,180.48
01/05/2022		<a href="#">DEP0015977</a>	Utility Payment Packet UBPKT06953	Utility Billing	Outstanding	Deposit	4,998.36
01/05/2022		<a href="#">DEP0015980</a>	Utility Payment Packet UBPKT06954	Utility Billing	Outstanding	Deposit	1,000.45
01/05/2022		<a href="#">DEP0015983</a>	Utility Payment Packet UBPKT06955	Utility Billing	Outstanding	Deposit	1,979.66
01/06/2022		<a href="#">DEP0015986</a>	Utility Payment Packet UBPKT06956	Utility Billing	Outstanding	Deposit	4,233.08
01/06/2022		<a href="#">DEP0015989</a>	Utility Payment Packet UBPKT06957	Utility Billing	Outstanding	Deposit	829.38
01/06/2022		<a href="#">DEP0015992</a>	Utility Payment Packet UBPKT06959	Utility Billing	Outstanding	Deposit	13,383.07
01/07/2022		<a href="#">DEP0015995</a>	Utility Payment Packet UBPKT06960	Utility Billing	Outstanding	Deposit	3,121.52
01/07/2022		<a href="#">DEP0015998</a>	Utility Payment Packet UBPKT06958	Utility Billing	Outstanding	Deposit	3,600.58
01/07/2022		<a href="#">DEP0016002</a>	Utility Reverse Payment Packet UBPKT06963	Utility Billing	Outstanding	Deposit	-375.89
01/07/2022		<a href="#">DEP0016020</a>	Utility Payment Packet UBPKT06969	Utility Billing	Outstanding	Deposit	3,095.48
01/10/2022		<a href="#">DEP0016006</a>	Utility Payment Packet UBPKT06965	Utility Billing	Outstanding	Deposit	3,462.92
01/10/2022		<a href="#">DEP0016009</a>	Utility Payment Packet UBPKT06966	Utility Billing	Outstanding	Deposit	4,099.27
01/10/2022		<a href="#">DEP0016012</a>	Utility Payment Packet UBPKT06967	Utility Billing	Outstanding	Deposit	7,302.60
01/10/2022		<a href="#">DEP0016015</a>	Utility Payment Packet UBPKT06968	Utility Billing	Outstanding	Deposit	4,481.50

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/10/2022		<a href="#">DEP0016017</a>	Utility Payment Packet UBPKT06964	Utility Billing	Outstanding	Deposit	2,440.30
01/10/2022		<a href="#">DEP0016040</a>	Utility Payment Packet UBPKT06979	Utility Billing	Outstanding	Deposit	9,341.07
01/11/2022		<a href="#">DEP0016029</a>	Utility Payment Packet UBPKT06971	Utility Billing	Outstanding	Deposit	3,759.07
01/11/2022		<a href="#">DEP0016043</a>	Utility Payment Packet UBPKT06980	Utility Billing	Outstanding	Deposit	2,671.86
01/11/2022		<a href="#">DEP0016046</a>	Utility Payment Packet UBPKT06981	Utility Billing	Outstanding	Deposit	8,852.56
01/12/2022		<a href="#">DEP0016027</a>	Utility Payment Packet UBPKT06975	Utility Billing	Outstanding	Deposit	2,956.99
01/12/2022		<a href="#">DEP0016032</a>	Utility Payment Packet UBPKT06976	Utility Billing	Outstanding	Deposit	5,754.42
01/12/2022		<a href="#">DEP0016035</a>	Utility Payment Packet UBPKT06977	Utility Billing	Outstanding	Deposit	1,722.12
01/12/2022		<a href="#">DEP0016049</a>	Utility Payment Packet UBPKT06982	Utility Billing	Outstanding	Deposit	3,250.65
01/12/2022		<a href="#">DEP0016052</a>	Utility Payment Packet UBPKT06983	Utility Billing	Outstanding	Deposit	37,023.59
01/13/2022		<a href="#">DEP0016055</a>	Utility Payment Packet UBPKT06984	Utility Billing	Outstanding	Deposit	3,606.48
01/13/2022		<a href="#">DEP0016058</a>	Utility Payment Packet UBPKT06985	Utility Billing	Outstanding	Deposit	6,289.75
01/13/2022		<a href="#">DEP0016060</a>	Utility Payment Packet UBPKT06978	Utility Billing	Outstanding	Deposit	4,054.24
01/14/2022		<a href="#">DEP0016063</a>	Utility Payment Packet UBPKT06986	Utility Billing	Outstanding	Deposit	4,058.54
01/14/2022		<a href="#">DEP0016075</a>	Utility Payment Packet UBPKT06988	Utility Billing	Outstanding	Deposit	9,811.85
01/14/2022		<a href="#">DEP0016077</a>	ACH Draft Packet UBPKT06866	Utility Billing	Outstanding	Deposit	112,034.19
01/16/2022		<a href="#">DEP0016066</a>	Utility Payment Packet UBPKT06987	Utility Billing	Outstanding	Deposit	186,271.09
01/17/2022		<a href="#">DEP0016069</a>	Utility Payment Packet UBPKT06989	Utility Billing	Outstanding	Deposit	3,388.37
01/18/2022		<a href="#">DEP0016072</a>	Utility Payment Packet UBPKT06990	Utility Billing	Outstanding	Deposit	133.15
01/18/2022		<a href="#">DEP0016083</a>	Utility Payment Packet UBPKT06991	Utility Billing	Outstanding	Deposit	6,597.56
01/18/2022		<a href="#">DEP0016088</a>	Utility Payment Packet UBPKT06996	Utility Billing	Outstanding	Deposit	5,190.42
01/19/2022		<a href="#">DEP0016091</a>	Utility Payment Packet UBPKT06997	Utility Billing	Outstanding	Deposit	724.65
01/19/2022		<a href="#">DEP0016094</a>	Utility Payment Packet UBPKT06998	Utility Billing	Outstanding	Deposit	557.25
01/19/2022		<a href="#">DEP0016097</a>	Utility Reverse Payment Packet UBPKT06999	Utility Billing	Outstanding	Deposit	-105.17
01/19/2022		<a href="#">DEP0016100</a>	Utility Reverse Payment Packet UBPKT07000	Utility Billing	Outstanding	Deposit	-101.99
01/19/2022		<a href="#">DEP0016103</a>	Utility Payment Packet UBPKT07004	Utility Billing	Outstanding	Deposit	1,408.05
01/20/2022		<a href="#">DEP0016106</a>	Utility Payment Packet UBPKT07005	Utility Billing	Outstanding	Deposit	696.07
01/20/2022		<a href="#">DEP0016115</a>	Utility Payment Packet UBPKT07011	Utility Billing	Outstanding	Deposit	1,243.83
01/20/2022		<a href="#">DEP0016118</a>	Utility Payment Packet UBPKT07012	Utility Billing	Outstanding	Deposit	1,287.57
01/21/2022		<a href="#">DEP0016121</a>	Utility Payment Packet UBPKT07013	Utility Billing	Outstanding	Deposit	254.90
01/21/2022		<a href="#">DEP0016127</a>	Utility Payment Packet UBPKT07020	Utility Billing	Outstanding	Deposit	14,903.67
01/24/2022		<a href="#">DEP0016124</a>	Utility Payment Packet UBPKT07019	Utility Billing	Outstanding	Deposit	1,010.99
01/24/2022		<a href="#">DEP0016130</a>	Utility Payment Packet UBPKT07022	Utility Billing	Outstanding	Deposit	14,716.06
01/24/2022		<a href="#">DEP0016135</a>	Utility Payment Packet UBPKT07028	Utility Billing	Outstanding	Deposit	705.26
01/24/2022		<a href="#">DEP0016140</a>	Utility Payment Packet UBPKT07027	Utility Billing	Outstanding	Deposit	5,186.35
01/25/2022		<a href="#">DEP0016138</a>	Utility Payment Packet UBPKT07029	Utility Billing	Outstanding	Deposit	1,106.18
01/25/2022		<a href="#">DEP0016142</a>	Utility Payment Packet UBPKT07024	Utility Billing	Outstanding	Deposit	5,808.27
01/25/2022		<a href="#">DEP0016146</a>	Utility Payment Packet UBPKT07034	Utility Billing	Outstanding	Deposit	3,241.80
01/26/2022		<a href="#">DEP0016149</a>	Utility Payment Packet UBPKT07035	Utility Billing	Outstanding	Deposit	4,366.76
01/26/2022		<a href="#">DEP0016152</a>	Utility Payment Packet UBPKT07036	Utility Billing	Outstanding	Deposit	1,826.79
01/26/2022		<a href="#">DEP0016157</a>	Utility Payment Packet UBPKT07037	Utility Billing	Outstanding	Deposit	1,606.88
01/27/2022		<a href="#">DEP0016160</a>	Utility Payment Packet UBPKT07039	Utility Billing	Outstanding	Deposit	6,263.62
01/27/2022		<a href="#">DEP0016163</a>	Utility Payment Packet UBPKT07038	Utility Billing	Outstanding	Deposit	2,461.91

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/27/2022		<a href="#">DEP0016167</a>	Utility Payment Packet UBPKT07040	Utility Billing	Outstanding	Deposit	3,587.09
01/27/2022		<a href="#">DEP0016169</a>	Utility Payment Packet UBPKT07041	Utility Billing	Outstanding	Deposit	4,319.56
01/27/2022		<a href="#">DEP0016172</a>	Utility Payment Packet UBPKT07042	Utility Billing	Outstanding	Deposit	2,932.83
01/27/2022		<a href="#">DEP0016175</a>	Utility Payment Packet UBPKT07043	Utility Billing	Outstanding	Deposit	7,454.61
01/27/2022		<a href="#">DEP0016178</a>	Utility Payment Packet UBPKT07045	Utility Billing	Outstanding	Deposit	1,704.06
01/28/2022		<a href="#">DEP0016181</a>	Utility Payment Packet UBPKT07047	Utility Billing	Outstanding	Deposit	2,661.26
01/28/2022		<a href="#">DEP0016184</a>	Utility Payment Packet UBPKT07046	Utility Billing	Outstanding	Deposit	1,794.96
01/30/2022		<a href="#">DEP0016187</a>	Utility Payment Packet UBPKT07048	Utility Billing	Outstanding	Deposit	15,842.24
01/31/2022		<a href="#">DEP0016190</a>	Utility Payment Packet UBPKT07049	Utility Billing	Outstanding	Deposit	2,068.33
01/31/2022		<a href="#">DEP0016193</a>	Utility Payment Packet UBPKT07050	Utility Billing	Outstanding	Deposit	1,812.96
01/31/2022		<a href="#">DEP0016197</a>	Utility Payment Packet UBPKT07054	Utility Billing	Outstanding	Deposit	3,287.34
<b>Deposit Total: (80)</b>							<b>650,111.13</b>
<b>Utility Billing Total: (81)</b>							<b>649,936.33</b>
<b>Report Total: (196)</b>							<b>-111,812.03</b>

Bank Transaction Report

Issued Date Range: -

Summary

Bank Account	Count	Amount
<a href="#">030866939 Bank of the West Checking</a>	196	-111,812.03
<b>Report Total:</b>	<b>196</b>	<b>-111,812.03</b>

Cash Account	Count	Amount
<a href="#">99 99-000-1004 Bank of the West Checking (Pooled Cash)</a>	196	-111,812.03
<b>Report Total:</b>	<b>196</b>	<b>-111,812.03</b>

Transaction Type	Count	Amount
Bank Draft	48	-382,380.69
Bank Draft Reversal	1	68.00
Check	53	-290,624.10
Check Reversal	1	32.21
Deposit	88	751,107.27
EFT	5	-190,014.72
<b>Report Total:</b>	<b>196</b>	<b>-111,812.03</b>



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

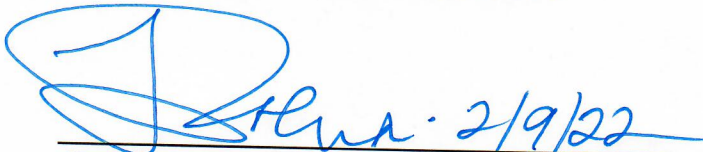
GENERAL FUND PAYROLL WARRANT REGISTER


For the Month of: January 2022

\$ 222,029.26

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

 2-9-22  
\_\_\_\_\_  
By Date

 2/9/22  
\_\_\_\_\_  
By Date

Net Pay	<b>Checks</b>				.00
	<b>Direct Deposits</b>				<b>74,666.36</b>
	Subtotal Net Pay				74,666.36
	<b>Adjustments</b>				<b>5,979.14</b>
	Total Net Pay Liability (Net Cash)				80,645.50

Federal	Agency	Rate	You are responsible for		Amount debited	
			EE withheld	ER contrib.	EE withheld	ER contrib.
			Depositing these amounts		from your account	
	<b>Federal Income Tax</b>				<b>19,088.04</b>	
	<b>Earned Income Credit Advances</b>					
	<b>Social Security</b>				<b>7,959.29</b>	<b>7,959.28</b>
	<b>Medicare</b>				<b>1,861.43</b>	<b>1,861.44</b>
	<b>Medicare Surtax</b>					
	<b>Federal Unemployment Tax</b>					
	Subtotal Federal		28,908.76		9,820.72	38,729.48
	<b>FMLA-PSL Payments Credit</b>					
	<b>FMLA-PSL ER FICA Credit</b>					
	<b>FMLA-PSL Health Care Premium Credit</b>					
	<b>Employee Retention Qualified Payments Cre</b>					
	<b>Employee Retention Qualified Health Care</b>					
	<b>Cobra Premium Assistance Payments</b>					
	Total Federal		28,908.76		9,820.72	38,729.48
State	<b>CA State Income Tax</b>				<b>7,969.83</b>	
	<b>CA State Unemployment Insurance-ER 3000</b>					<b>850.99</b>
	<b>CA State Disability Insurance-EE</b>				<b>1,412.15</b>	
	Subtotal CA		9,381.98		850.99	10,232.97
	Total Taxes		.00	.00	38,290.74	10,671.71
	Amount ADP Debited From AccountXXXX6939					48,962.45
	Tran/ABA XXXXXXXXX					<b>Excludes Taxes That Are Your Responsibility</b>

Other	<b>ADP Direct Deposit</b>				<b>74,666.36</b>	<b>30 Employee Transactions</b>
	Transfers Amount ADP Debited From AccountXXXX6939					74,666.36
	Tran/ABA XXXXXXXXX					
	Total Amount ADP Debited From Your Accounts					123,628.81



**Statistical Summary Detail**

**TRABUCO CANYON WATER**

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

Batch : **3512**  
 Quarter Number : **1**  
 Service Center : **580**

Period Ending : **01/15/2022** **Week 03**  
 Pay Date : **01/20/2022**  
 Current Date : **01/18/2022** Page 2

Net Pay	<b>Checks</b>	229.87
	<b>Direct Deposits</b>	63,316.52
	Subtotal Net Pay	63,546.39
	<b>Adjustments</b>	.00
	Total Net Pay Liability (Net Cash)	63,546.39

Taxes		You are responsible for		Amount debited		
		Depositing these amounts		from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	<b>Federal Income Tax</b>				13,122.51	
	<b>Earned Income Credit Advances</b>					
	<b>Social Security</b>				6,218.53	6,218.53
	<b>Medicare</b>				1,454.34	1,454.33
	<b>Medicare Surtax</b>					
	<b>Federal Unemployment Tax</b>					
	Subtotal Federal		20,795.38	7,672.86		28,468.24
	<b>FMLA-PSL Payments Credit</b>					
	<b>FMLA-PSL ER FICA Credit</b>					
	<b>FMLA-PSL Health Care Premium Credit</b>					
	<b>Employee Retention Qualified Payments Cre</b>					
	<b>Employee Retention Qualified Health Care</b>					
	<b>Cobra Premium Assistance Payments</b>					
	Total Federal		20,795.38	7,672.86		28,468.24
State	<b>CA State Income Tax</b>				5,082.05	
	<b>CA State Unemployment Insurance-ER 3000</b>					238.92
	<b>CA State Disability Insurance-EE</b>				1,064.85	
	Subtotal CA		6,146.90	238.92		6,385.82
	Total Taxes	.00	.00	26,942.28	7,911.78	34,854.06
	Amount ADP Debited From AccountXXXX6939					34,854.06

**Excludes Taxes That Are Your Responsibility**

Other	<b>ADP Direct Deposit</b>	63,316.52	27 Employee Transactions
Transfers	<b>ADP Check</b>	229.87	
	Amount ADP Debited From AccountXXXX6939		63,546.39
Total Amount ADP Debited From Your Accounts			98,400.45



**Statistical Summary Detail**

**TRABUCO CANYON WATER**

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

Batch : **4673**  
 Quarter Number : **1**  
 Service Center : **580**

Period Ending : **01/31/2022**  
 Pay Date : **02/04/2022**  
 Current Date : **02/02/2022**

**Week 05**  
 Page 2

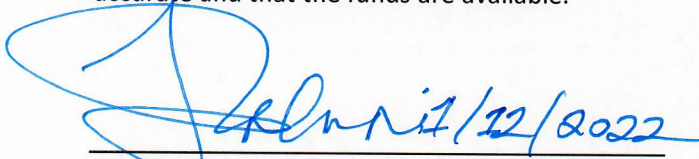


Trabuco Canyon Water District  
General Fund Warrant Register  
1/12/2022

**Summary of Disbursements**



Computer Checks	718,524.51
UB Refund Checks	174.80
Bank Drafts	540,728.72
Bank EFTs	382,683.87
Voided Checks	-
<b>Total Disbursements</b>	<b>1,642,111.90</b>

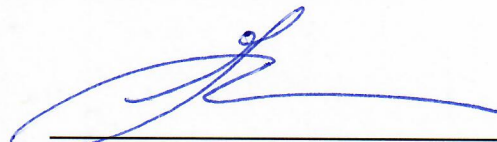

I hereby certify that the claims or demands covered by the above listed warrants have been audited as to accuracy and the availability of funds for payment thereof; and that the said claims or demands are accurate and that the funds are available.

  
\_\_\_\_\_

General Manager / Assistant General Manager

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

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

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



Trabuco Canyon Water District, CA

# Check Report

By Check Number

Date Range: 12/07/2021 - 01/11/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK-APBNK</b>						
MWDO0001	MWDOC	12/14/2021	EFT	0.00	190,353.36	99
ACWA0003	ACWA/JPIA - Benefits (WC & Life)	12/29/2021	EFT	0.00	595.80	100
ACWA0002	ACWA/JPIA - Property & Liability	12/29/2021	EFT	0.00	3,476.00	101
TRUE0001	ALS - Truesdail Laboratories	12/29/2021	EFT	0.00	4,859.00	102
CALI0004	California Air Resources Board	12/29/2021	EFT	0.00	805.00	103
EIDE0001	Eide Bailly	12/29/2021	EFT	0.00	6,040.85	104
UNIT0001	United Water Works, Inc.	12/29/2021	EFT	0.00	1,728.20	105
MWDO0001	MWDOC	01/11/2022	EFT	0.00	174,825.66	106
AT&T0001	AT&T	12/13/2021	Regular	0.00	313.87	10565
MONS0001	Brent Monson	12/13/2021	Regular	0.00	379.71	10566
CHEM0001	Chemtrade Chemicals US LLC	12/13/2021	Regular	0.00	4,175.15	10567
CONS0002	Construction Product Marketing, LLC	12/13/2021	Regular	0.00	2,564.45	10568
FIEL0001	Fieldman, Rolapp & Assoc.	12/13/2021	Regular	0.00	5,322.74	10569
HAAK0001	Haaker Equipment Company	12/13/2021	Regular	0.00	3,599.62	10570
INFO0001	InfoSend, Inc.	12/13/2021	Regular	0.00	2,493.28	10571
IRVI0001	Irvine Ranch Water District	12/13/2021	Regular	0.00	94,809.32	10572
KESS0001	Kessler, Gary	12/13/2021	Regular	0.00	300.00	10573
OLIN0001	Olin Chemicals	12/13/2021	Regular	0.00	2,187.02	10574
ORAN0004	Orange County Pumping, Inc.	12/13/2021	Regular	0.00	1,420.00	10575
HURT0001	Richard Hurtado	12/13/2021	Regular	0.00	300.00	10576
SANT0003	Santa Margarita Water District	12/13/2021	Regular	0.00	1,320.00	10577
SIER0002	Sierra Analytical	12/13/2021	Regular	0.00	517.50	10578
SWRC0002	SWRCB - ELAP Fees	12/13/2021	Regular	0.00	2,800.00	10579
TABA0001	TAB AnswerNetwork	12/13/2021	Regular	0.00	165.68	10580
TOUC0001	Touch Tel Mobile	12/13/2021	Regular	0.00	625.00	10581
TRAF0001	Traffic Management	12/13/2021	Regular	0.00	5,754.75	10582
VALD0001	Valdez, Fernando	12/13/2021	Regular	0.00	300.00	10583
WECK0001	Weck Laboratories, Inc.	12/13/2021	Regular	0.00	401.55	10584
ALLA0001	All American Gasket	12/29/2021	Regular	0.00	398.30	10585
APPL0001	Applied Industrial Technologies	12/29/2021	Regular	0.00	101.41	10586
ARC0001	ARC	12/29/2021	Regular	0.00	225.09	10587
ASAM0001	ASA Manufacturing	12/29/2021	Regular	0.00	4,795.20	10588
AT&T0001	AT&T	12/29/2021	Regular	0.00	866.52	10589
BRIG0001	Bright View Landscape Services, Inc.	12/29/2021	Regular	0.00	3,345.30	10590
CHEM0001	Chemtrade Chemicals US LLC	12/29/2021	Regular	0.00	7,986.90	10591
COAS0001	Coastline Equipment	12/29/2021	Regular	0.00	174.37	10592
DMCE0001	DMc Engineering	12/29/2021	Regular	0.00	14,360.85	10593
DUTH0001	Duthie Electric Service Corporation	12/29/2021	Regular	0.00	17,330.50	10594
ENVI0002	Environmental Dynamics International, INC.	12/29/2021	Regular	0.00	6,882.44	10595
FERG0001	Ferguson Waterworks	12/29/2021	Regular	0.00	11,584.77	10596
FIEL0001	Fieldman, Rolapp & Assoc.	12/29/2021	Regular	0.00	3,476.00	10597
FULL0001	Fuller Truck Accessories	12/29/2021	Regular	0.00	2,132.37	10598
GMUG0001	GMU Geotechnical, Inc.	12/29/2021	Regular	0.00	5,364.25	10599
HAAK0001	Haaker Equipment Company	12/29/2021	Regular	0.00	303.47	10600
HANS0001	Hanson Bridgett LLP	12/29/2021	Regular	0.00	19,900.62	10601
HIGH0001	HighRoad Information Technology, LLC.	12/29/2021	Regular	0.00	5,040.00	10602
HMSI0001	HMS Industries	12/29/2021	Regular	0.00	974.66	10603
HYDR0002	Hydrotech Electric	12/29/2021	Regular	0.00	58,080.86	10604
INDU0002	Industrial Metal Supply Company	12/29/2021	Regular	0.00	46.07	10605
IRVI0002	Irvine Pipe Supply	12/29/2021	Regular	0.00	149.44	10606
IRVI0001	Irvine Ranch Water District	12/29/2021	Regular	0.00	279,999.64	10607
JIGC0001	JIG Consultants	12/29/2021	Regular	0.00	63,946.40	10608
MRCR0001	Mr. Crane	12/29/2021	Regular	0.00	1,161.00	10609
NAPA0001	Napa Auto Parts	12/29/2021	Regular	0.00	311.23	10610

Check Report

Date Range: 12/07/2021 - 01/11/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
NIGR0001	Nigro & Nigro, PC	12/29/2021	Regular	0.00	9,750.00	10611
OCWA0001	OC Waste & Recycling	12/29/2021	Regular	0.00	2,400.88	10612
OLIN0001	Olin Chemicals	12/29/2021	Regular	0.00	4,355.72	10613
ORAN0004	Orange County Pumping, Inc.	12/29/2021	Regular	0.00	3,905.00	10614
QUIN0001	Quinn Company	12/29/2021	Regular	0.00	2,047.54	10615
S&JS0001	S & J Supply Company	12/29/2021	Regular	0.00	187.58	10616
SAND0001	Sandbox Sign Company	12/29/2021	Regular	0.00	26.40	10617
SANT0004	Santiago Aqueduct Commission	12/29/2021	Regular	0.00	40,826.00	10618
SCOT0001	Scott Equipment	12/29/2021	Regular	0.00	1,941.07	10619
SIER0002	Sierra Analytical	12/29/2021	Regular	0.00	1,085.00	10620
SOTO0002	Soto Resources	12/29/2021	Regular	0.00	783.75	10621
SPEC0002	Specialty Film & Packaging, Inc.	12/29/2021	Regular	0.00	322.44	10622
STRA0001	Stradling Yocca Carlson & Rauth	12/29/2021	Regular	0.00	2,139.24	10623
TRUC0001	TrucParCo	12/29/2021	Regular	0.00	212.27	10624
UNDE0001	Underground Service Alert/SC	12/29/2021	Regular	0.00	105.64	10625
USAB0001	USA BlueBook	12/29/2021	Regular	0.00	3,658.74	10626
WECK0001	Weck Laboratories, Inc.	12/29/2021	Regular	0.00	110.80	10627
NGUY0003	Thinh Nguyen	01/10/2022	Regular	0.00	5,979.14	10628
SOUT0002	Southern California Edison	12/08/2021	Bank Draft	0.00	566.58	DFT0002401
COXC0001	Cox Communications	12/08/2021	Bank Draft	0.00	2,429.57	DFT0002402
ADP0001	ADP	12/10/2021	Bank Draft	0.00	1,802.45	DFT0002403
XERO0001	Xerox Corporation	12/13/2021	Bank Draft	0.00	244.82	DFT0002404
COXC0001	Cox Communications	12/13/2021	Bank Draft	0.00	1,726.16	DFT0002405
CB&T0001	California Bank & Trust	12/16/2021	Bank Draft	0.00	115,190.52	DFT0002406
TOLL0001	The Toll Roads	12/15/2021	Bank Draft	0.00	140.00	DFT0002407
ADP0001	ADP	12/16/2021	Bank Draft	0.00	100,147.93	DFT0002408
CALP0001	CalPERS	12/16/2021	Bank Draft	0.00	7,723.59	DFT0002409
CALP0001	CalPERS	12/16/2021	Bank Draft	0.00	13,335.97	DFT0002410
CALP0001	CalPERS	12/16/2021	Bank Draft	0.00	4,630.12	DFT0002411
COXC0001	Cox Communications	12/17/2021	Bank Draft	0.00	689.96	DFT0002412
COXC0001	Cox Communications	12/17/2021	Bank Draft	0.00	115.53	DFT0002413
ADP0001	ADP	12/17/2021	Bank Draft	0.00	89.38	DFT0002414
WEXF0001	Wex Fleet Universal	12/17/2021	Bank Draft	0.00	4,702.85	DFT0002415
UMPQ0001	Umpqua Bank	12/16/2021	Bank Draft	0.00	3,299.88	DFT0002416
SOUT0002	Southern California Edison	12/20/2021	Bank Draft	0.00	71,124.24	DFT0002417
ADP0001	ADP	12/21/2021	Bank Draft	0.00	10.00	DFT0002418
TOLL0001	The Toll Roads	12/22/2021	Bank Draft	0.00	140.00	DFT0002419
AT&T0003	AT&T Mobility	12/23/2021	Bank Draft	0.00	2,198.72	DFT0002420
WAGE0001	Wage Works, Inc.	12/27/2021	Bank Draft	0.00	75.00	DFT0002421
PITN0001	Pitney Bowes	12/29/2021	Bank Draft	0.00	190.02	DFT0002422
TOLL0001	The Toll Roads	12/30/2021	Bank Draft	0.00	140.00	DFT0002423
SOUT0001	South Coast AQMD	12/31/2021	Bank Draft	0.00	582.74	DFT0002424
ADP0001	ADP	12/31/2021	Bank Draft	0.00	112.00	DFT0002425
ADP0001	ADP	01/04/2022	Bank Draft	0.00	73.00	DFT0002426
ADP0001	ADP	01/03/2022	Bank Draft	0.00	380.00	DFT0002427
CALP0001	CalPERS	01/03/2022	Bank Draft	0.00	46,321.76	DFT0002428
CALP0001	CalPERS	01/03/2022	Bank Draft	0.00	5,519.92	DFT0002429
CALP0001	CalPERS	01/03/2022	Bank Draft	0.00	9,159.72	DFT0002430
CALP0001	CalPERS	01/03/2022	Bank Draft	0.00	13,335.97	DFT0002431
CALP0001	CalPERS	01/04/2022	Bank Draft	0.00	4,967.47	DFT0002432
EPX0001	EPX	01/03/2022	Bank Draft	0.00	68.22	DFT0002433
GUAR0001	Guardian	01/03/2022	Bank Draft	0.00	4,150.84	DFT0002434
PACE0001	Pace Payment Systems, Inc.	01/03/2022	Bank Draft	0.00	4,100.79	DFT0002436
SHRE0001	Shred-it USA LLC	01/03/2022	Bank Draft	0.00	-68.00	DFT0002437
SHRE0001	Shred-it USA LLC	01/03/2022	Bank Draft	0.00	68.00	DFT0002437
SANT0003	Santa Margarita Water District	01/03/2022	Bank Draft	0.00	1,359.34	DFT0002438
SPAR0001	Sparkletts	01/03/2022	Bank Draft	0.00	229.80	DFT0002439
SPAR0001	Sparkletts	01/03/2022	Bank Draft	0.00	65.40	DFT0002440
VSP0001	VSP	01/03/2022	Bank Draft	0.00	814.55	DFT0002441
ADP0001	ADP	01/04/2022	Bank Draft	0.00	111,532.66	DFT0002442
SHRE0001	Shred-it USA LLC	01/03/2022	Bank Draft	0.00	60.00	DFT0002444

**Check Report**

Date Range: 12/07/2021 - 01/11/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
PACE0001	Pace Payment Systems, Inc.	12/08/2021	Bank Draft	0.00	0.50	DFT0002445
PACE0001	Pace Payment Systems, Inc.	12/31/2021	Bank Draft	0.00	0.50	DFT0002446
ADP0001	ADP	01/06/2022	Bank Draft	0.00	190.00	DFT0002447
CINT0001	Cintas	01/06/2022	Bank Draft	0.00	149.12	DFT0002448
CINT0001	Cintas	01/06/2022	Bank Draft	0.00	293.35	DFT0002449
CINT0001	Cintas	01/06/2022	Bank Draft	0.00	418.02	DFT0002450
COXC0001	Cox Communications	01/07/2022	Bank Draft	0.00	2,433.24	DFT0002451
ADP0001	ADP	01/10/2022	Bank Draft	0.00	20.00	DFT0002452
TOLL0001	The Toll Roads	01/10/2022	Bank Draft	0.00	140.00	DFT0002453
COXC0001	Cox Communications	01/10/2022	Bank Draft	0.00	1,734.07	DFT0002454
ADP0001	ADP	01/10/2022	Bank Draft	0.00	1,802.45	DFT0002455

**Bank Code APBNK Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	117	64	0.00	718,524.51
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	110	54	0.00	540,728.72
EFT's	16	8	0.00	382,683.87
	<b>243</b>	<b>126</b>	<b>0.00</b>	<b>1,641,937.10</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	117	64	0.00	718,524.51
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	110	54	0.00	540,728.72
EFT's	16	8	0.00	382,683.87
	<b>243</b>	<b>126</b>	<b>0.00</b>	<b>1,641,937.10</b>

### Fund Summary

Fund	Name	Period	Amount
99	Pooled Cash	12/2021	1,251,812.61
99	Pooled Cash	1/2022	390,124.49
			<b>1,641,937.10</b>



# Refund Check Register

## Refund Check Detail

**UBPKT06865 - Refunds 02 UBPKT06859 Regular**

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
100-0937-002	WILLIAMS, TERESA	1/12/2022	10629	174.80			174.80	Deposit
<b>Total Refunds: 1</b>			<b>Total Refunded Amount:</b>	174.80				

### Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	174.80
<b>Revenue Total:</b>	174.80

### General Ledger Distribution

Posting Date: 01/12/2022

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	10 - Water Fund			
	10-000-1010	Claim on Cash	-174.80	Yes
	10-000-2501	Customer Credit	174.80	
		<b>10 Total:</b>	0.00	
<b>Fund:</b>	99 - Pooled Cash			
	99-000-1004	Bank of the West Checking (Pooled Cash)	-174.80	
	99-000-2120	Due to Other Fund	174.80	Yes
		<b>99 Total:</b>	0.00	
		<b>Distribution Total:</b>	0.00	

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 17, 2022**

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

---

**RECOMMENDED ACTION:**

*Approve the following Engineering/Operational Committee Meeting Recap(s) and recommend that the Board receive and file same (Consent Calendar):*

1. *January 5, 2022*

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



**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JANUARY 5, 2022**

---

**DIRECTORS PRESENT**

Stephen Dopudja, Committee Chair  
Mike Safranski, Committee Member

**STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Lorrie Lausten, District Engineer  
Gary Kessler, Water Superintendent  
Jason Stroud, Maintenance Superintendent  
Oscar Ulloa, Wastewater Chief Plant Operator  
Lisa Marie Sangi, Executive Assistant

**STAFF PRESENT VIA CONFERENCE CALL**

Karen Warner, Principal Accountant

**PUBLIC PRESENT**

Tori Yokoyama, Hazen & Sawyer  
Sean Pour, Hazen & Sawyer

**PUBLIC PRESENT VIA CONFERENCE CALL**

There were members of the public present.

**CALL MEETING TO ORDER**

Director Dopudja called the January 5, 2022 Engineering/Operational Committee Meeting to order at 7:06 AM.

**VISITOR PARTICIPATION**

No comments were received.

**ORAL COMMUNICATION**

No comments were received.

**COMMITTEE MEMBER COMMENTS**

Director Safranski wished a Happy New Year to everyone in attendance.

**REPORT FROM THE GENERAL MANAGER**

Mr. Paludi wished a Happy New Year to everyone in attendance as well.

**ITEM 1: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING ORANGE COUNTY RESCUE MISSION DOMESTIC WATER SERVICE RELOCATION**

Mr. Paludi Introduced this matter for Committee review, and he reported that District staff is currently working with this new customer to relocate the primary point of domestic water service to the public right of way and install a separate irrigation connection. Mr. Paludi added that this complex project includes certain costs

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JANUARY 5, 2022**

associated with quit claiming an existing easement and the acquisition of an easement for continued access to an adjacent facility. Discussion occurred concerning project costs and timeline for completion.

**RECOMMENDED ACTION**

The Committee recommended that the Board of Directors award a construction contract to GCI Construction for the Orange County Rescue Mission Domestic Water Service Relocation in the amount of \$106,078, with a contingency of \$10,000, for a not to exceed amount of \$116,078 (Action Calendar).

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

---

This item was pulled from the agenda.

**RECOMMENDED ACTION:**

Committee to receive information at the time of the Committee Meeting and recommend the Board of Directors approve the T-Mobile West LLC Amendment No. 2 to the Site Lease Agreement (Action Calendar).

**ITEM 3: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING SADDLEBACK MEADOWS DEVELOPMENT (181 DU'S)**

---

Ms. Lausten provided a brief overview of this development, and she highlighted the collaborative efforts with the developer to date. Ms. Lausten reviewed the Sub-Area Master Plan (SAMP) prepared by Psomas Engineering, and she reviewed certain domestic water system improvements to accommodate the development and proposed cost sharing for capacity improvements at the District's Harris Grade Reservoir site. Ms. Lausten mentioned that the Developer has had an opportunity to review the proposed SAMP. Discussion occurred concerning the proposed cost sharing methodology for the Harris Grade improvements.

**RECOMMENDED ACTION:**

The Committee recommended the Board of Directors receive and approve the Sub Area Master Plan (SAMP) for the Saddleback Meadows Development (Action Calendar).

**ITEM 4: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE 2021 SYSTEMWIDE MASTERPLAN AND CONDITION ASSESSMENT ENGINEERING MATTERS**

---

Mr. Paludi introduced this matter for Committee consideration, and he introduced Mr. Yokoyama and Mr. Pour to the Committee. Mr. Yokoyama delivered a PowerPoint presentation of the Master Plan/Condition Assessment project efforts to date and a high-level project timeline. Mr. Pour highlighted the planned facility/asset scoring methodology and reporting process. Discussion occurred concerning the integration of condition assessment results with the District's Computerized Maintenance Management System (CMMS) and the tangible benefits of this project.

**RECOMMENDED ACTION:**

The Committee received the information. No action was taken.

**ITEM 5: DISCUSSION AND APPROVAL OF PRESSURE VESSEL INSPECTION & RERATING FOR EMERGENCY USE**

---

Mr. Paludi introduced this matter for Committee consideration. Ms. Lausten highlighted the recent failure of the surge tank at El Toro Sewer Lift Station and tank repairs at Golf Club Sewer Lift Station with the Committee. Ms. Lausten reported that District staff would like to repurpose the surge tank removed from Bell Canyon Sewer Lift Station as a mobile emergency surge tank unit. Ms. Lausten reported that she has procured two proposals for the inspection and re-rating of the surge tank, but that she has concerns related to the disparity with certain costs.

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JANUARY 5, 2022**

Ms. Lausten requested the additional time to review the proposals and contact the vendors prior to the Regular Board Meeting, and agendaize this matter for Board consideration.

**RECOMMENDED ACTION:**

The Committee recommended forwarding this matter to the Board of Directors for review and consideration (Action Calendar).

**ITEM 6: OTHER ENGINEERING AND OPERATIONS PROJECTS**

---

**1. Golf Club SLS Improvements**

Mr. Perea provided highlights on the individual contractors who worked on this project, and the time that was spent to successfully install the facility bypass at this station. Mr. Perea extended his appreciation to District staff and the contractors for their hard work.

**2. Saddle Crest Development**

Ms. Lausten provided a brief update on this development, and she provided a high-level review of the onsite pump station startup plan. Ms. Lausten reported that District staff were meeting later that day to review the engineering plan that had been submitted by the developer.

**3. Other Projects**

Ms. Lausten briefly highlighted the Dimension Water Treatment Plant (DWTP) Office Trailer project that was approved for Fiscal Year 2021/2022, and she reported that project plans will be presented to the Board next month.

**RECOMMENDED ACTION**

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

**ITEM 7: WATER SYSTEM UPDATES**

---

Mr. Kessler reviewed the projects and repairs for December 2021, and he reported that Water Operations staff has completed the following tasks:

1. Completed Dead End Flushing Program.
2. Painted all exposed piping at the Wells Facility and exterior of the Falcon Pump Station, located in the Canyon Community.
3. Worked with Tesco Controls and Cox Communications to correct the ongoing telemetry issues.
4. Conducted the quarterly Disinfection By-products sampling throughout the distribution system.

Mr. Kessler reviewed the Monthly Water System Operations Summary with the Committee, and he reported on the line break on Columbine and Sycamore Canyon in the Dove Canyon Community. Discussion occurred concerning groundwater accessibility later this year; Mr. Paludi indicated that the wells will likely be back online the following year, unless there are more significant rain events this winter.

**RECOMMENDED ACTION**

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

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JANUARY 5, 2022**

**ITEM 8: WASTEWATER SYSTEM UPDATES**

---

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

1. Worked with Hydrotech Electric on identifying and repairing the phone lines for SCADA at the Robinson Ranch Wastewater Treatment Plant (WWTP).
2. Worked with the Maintenance Department and Ferreira Construction Golf Club Lift Station Rehabilitation which included repairs of the onsite surge tank, sewer force main, and station bypass structure installation.
3. Performed weed abatement on the emergency spillway at the WWTP reclaimed water reservoir
4. Repaired and re-routed the reclaimed water service connection and meter to the WWTP.
5. Performed deep cleaning of the WWTP Belt Filter Press valves and solenoids.

Mr. Ulloa provided a review of the Monthly Non-Domestic Water (NDW) System Summary report for December 2021, and he reported that reservoir levels increased due to the rain. Mr. Perea mentioned that due to decreased demand and significant rainfall and runoff that the District's non-domestic water supplies have been replenished.

**RECOMMENDED ACTION**

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

**ITEM 9: MAINTENANCE DEPARTMENT UPDATES**

---

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

1. Continued to work with TESCO Controls on the SCADA upgrades.
2. Began the buildup on the new 2022 F250 service body.
3. Worked with Ferreira Construction at the Golf Club Lift Station to install a force main bypass piping.
4. Inspected the emergency generator at Ridgeline Booster Pump Station and Topanga Booster Pump Station to write up a testing scope of work.

Discussion occurred concerning backup power generation and related Air Quality Management District (AQMD) legislation.

**RECOMMENDED ACTION**

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

**ITEM 10: OTHER MATTERS/REPORTS**

---

Mr. Paludi recognized Mr. Oscar Ulloa on successfully passing his State Water Board Wastewater Treatment Operator Grade V Certification examination.

**RECOMMENDED ACTION**

There was no action taken.

**ADJOURNMENT**

Director Dopudja adjourned the January 5, 2022 Engineering/Operational Committee Meeting at 8:20 AM.

TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 17, 2022

CONSENT CALENDAR

ITEM 4: EXECUTIVE COMMITTEE MEETING

---

**RECOMMENDED ACTION:**

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

1. *January 10, 2022*



## TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | JANUARY 10, 2022

---

### **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 December 7, 2021 Executive Committee Meeting to order at 5:00 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 reported that Santa Margarita Water District (SMWD) have canceled the event with Metropolitan Water District of Southern California (MET) General Manager Adel Hagekhalil due to a scheduling conflict.

### **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 December 7, 2021 Executive Committee meeting recap be forwarded to the Board of Directors for approval (Consent Calendar).

### **ADMINISTRATIVE MATTERS**

#### **ITEM 2: ADMINISTRATIVE FACILITY BOARD ROOM USE APPLICATION AND PERMIT**

---

Mr. Paludi introduced this matter for Committee consideration, and he reported that District staff have incorporated Board input provided at the December 16, 2021 Regular Board Meeting. Mr. Perea provided a review of the updates to the proposed application and permit, including the use of onsite personnel at all events for access and security concerns, security/cleaning deposit adjustment, and other minor non-substantive changes.

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | JANUARY 10, 2022**

Mr. Perea recommended the Committee forward the proposed Board Room Use Application and Permit to the Board of Directors for consideration and approval.

**RECOMMENDED ACTION:**

The Committee recommended the Board of Directors approve the proposed Board Room Use Application and Permit and rescind the Facility Use Policy adopted on February 21, 2017. (Action Calendar)

**DISCUSSION MATTERS**

**ITEM 3: BOARD AGENDA PLANNING CALENDAR**

---

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

**January 2022**

- Draft Agenda was presented
- Possible Water Awareness Day Event
- Finance/Audit Special Committee Meeting – Recommend approval of loan documents
- Special Board Meeting – Board approval of loan documents

**February 2022**

- Executive Committee Meeting
- Rate Study Consultant Contract Award
- District Treasurer’s Annual Statement of Investment Policy
- T-Mobile Agreement Amendment
- Code of Conduct Policy Revisions
- Reimbursement Policy Revisions

**March 2022**

- Rate Study Consultant Contract Award
- MWDOC Preliminary Budget & Rates
- Preliminary District Budget & Capital Improvement Project (CIP) Budget

**RECOMMENDED ACTION:**

**OTHER MATTERS**

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

---

Director Chadd requested that District staff prepare a brief report on current staffing levels and organization chart.

**RECOMMENDED ACTION:**

None

**ADJOURNMENT**

Vice President Dopudja adjourned the January 10, 2022 Executive Committee Meeting at 5:36 PM.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 17, 2022**

**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 2021/2022 Budgeted Board Expenses: \$38,400

**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. *January 2022*

**EXHIBIT(S):**

1. Directors Fees and Expenses Monthly Report for January 2022
2. Directors Future/Tentative Meeting/Attendance Schedule for Calendar Year 2022

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


**TRABUCO CANYON WATER DISTRICT  
DIRECTORS' FEES AND EXPENSES MONTHLY REPORT | JANUARY 2022**

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
<b>DISTRICT MEETINGS</b>					
Engineering/Operational Committee Meeting			01/05/22		01/05/22
District Property Ad Hoc Committee					
Executive Committee Meeting		01/10/22	01/10/22		
Finance/Audit Committee Meeting	01/12/22			01/12/22	
Finance/Audit Special Committee Meeting	01/19/22			01/19/22	
Individual Meeting with General Manager	01/24/22	01/19/22	01/19/22	01/18/22	01/18/22
Regular Board Meeting	01/20/22	01/20/22	01/20/22	01/20/22	01/20/22
<b>REPRESENTATIVE MEETINGS</b>					
City of Rancho Santa Margarita Council Meeting					01/12/22
City of Rancho Santa Margarita Council Meeting				01/26/22	
City of Rancho Santa Margarita City Planning Commission Meeting	01/05/22				
Independent Special Districts of Orange County - Luncheon Meeting					
Independent Special Districts of Orange County - Quarterly/Meeting					
Santiago Aqueduct Commission Meeting(SAC)					
South Orange County Agencies Group					01/27/22
South Orange County Wastewater Authority (SOCWA) Regular Board Meeting			01/06/22		
South Orange County Wastewater Authority (SOCWA) Finance Meeting					
MO. South Orange County Integrated Regional Watershed Management Executive Committee				01/27/22	
QRTLY South Orange County Integrated Regional Watershed Management Executive Committee					
UCI Water Series Webinar	01/27/22				
Water Advisory Committee of Orange County Meeting (WACO)	01/07/22				
South County Water Coalition Luncheon	01/21/22		01/21/22	01/21/22	
<b>NUMBER OF MEETINGS ATTENDED</b>	<b>8</b>	<b>3</b>	<b>6</b>	<b>7</b>	<b>5</b>
<b>FEES (\$125 per each meeting*)</b>	<b>\$1,000.00</b>	<b>\$375.00</b>	<b>\$750.00</b>	<b>\$875.00</b>	<b>\$625.00</b>
<b>DIRECT REIMBURSABLE EXPENSES</b>					
<b>DIRECT REIMBURSABLE EXPENSES TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>INDIRECT REIMBURSABLE EXPENSES</b>					
<b>INDIRECT REIMBURSABLE EXPENSES TOTALS</b>					
<b>TOTAL</b>	<b>\$1,000.00</b>	<b>\$375.00</b>	<b>\$750.00</b>	<b>\$875.00</b>	<b>\$625.00</b>
<i>* Maximum per diem per day is one; maximum per diems per month is 10</i>					

**DIRECTOR SIGNATURE**

**TRABUCO CANYON WATER DISTRICT | 2022 PUBLIC MEETING AND CONFERENCE CALENDAR**

2022													
LINE ITEM	MEETING DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>DISTRICT PUBLIC MEETINGS</b>													
1	Executive Committee Meeting	TBD			TBD			TBD			TBD		
2	Engineering/Operational Committee Meeting	01/05/22	02/02/22	03/02/22	04/06/22	05/04/22	06/01/22	07/06/22	08/03/22	09/07/22	10/05/22	11/02/22	12/07/22
3	Finance/Audit Committee Meeting	01/12/22	02/09/22	03/09/22	04/13/22	05/11/22	06/08/22	07/13/22	08/10/22	09/14/22	10/12/22	11/09/22	12/14/22
4	Regular Board Meeting	01/20/22	02/17/22	03/17/22	04/21/22	05/19/22	06/16/22	07/21/22	08/18/22	09/22/22	10/20/22	11/17/22	12/22/22
5	District Properties Ad Hoc Committee Meeting	-	-	-	-	-	-	-	-	-	-	-	-
<b>PUBLIC MEETINGS</b>													
6	City of RSM City Council Meeting - Meeting No. 1	01/12/22	02/09/22	03/09/22	04/13/22	05/11/22	06/08/22	07/13/22	08/10/22	09/14/22	10/12/22	11/09/22	12/14/22
7	City of RSM City Council Meeting - Meeting No. 2	01/26/22	02/23/22	03/23/22	04/27/22	05/25/22	06/22/22	07/27/22	08/24/22	09/28/22	10/26/22	11/23/22	12/28/22
8	Independent Special Districts of Orange County Meeting	01/04/22	02/01/22	03/01/22	04/05/22	05/03/22	06/07/22	07/05/22	08/02/22	09/06/22	10/04/22	11/01/22	12/06/22
9	Independent Special Districts of Orange County Meeting	01/27/22	-	-	04/28/22	-	-	07/28/22	-	-	10/27/22	-	-
10	Orange County Local Agency Formation Commission (OC LAFCO)	01/12/22	02/09/22	03/09/22	04/13/22	05/11/22	06/08/22	07/13/22	08/10/22	09/14/22	10/12/22	11/09/22	12/14/22
11	Santiago Aqueduct Commission Meeting	-	-	03/17/22	-	-	06/16/22	-	-	09/15/22	-	-	12/15/22
12	Quarterly South Orange County Integrated Regional Watershed Management Executive Committee	-	-	03/03/22	-	05/05/22	-	-	08/04/22	-	-	11/03/22	-
13	Monthly South Orange County Integrated Regional Watershed Management Executive Committee	01/27/22	02/24/22	03/24/22	04/28/22	05/26/22	06/23/22	07/28/22	08/25/22	09/22/22	10/27/22	11/24/22	12/22/22
14	South Orange County Water Agencies Group Meeting*	01/27/22	-	03/24/22	-	05/26/22	-	07/28/22	-	09/22/22	-	11/24/22	-
15	South Orange County Wastewater Authority Regular Board Meeting	01/06/22	02/03/22	03/03/22	04/07/22	05/05/22	06/02/22	07/07/22	08/04/22	09/01/22	10/06/22	11/03/22	12/01/22
16	Water Advisory Committee of Orange County	01/07/22	02/04/22	03/04/22	04/01/22	05/06/22	06/03/22	07/01/22	08/05/22	09/02/22	10/07/22	11/04/22	12/02/22
<b>CONFERENCES</b>													
17	ACWA Spring Conference - Sacramento, CA					5/3 - 5/6							
18	ACWA Fall Conference - Indian Wells, CA											11/29 - 12/2	
19	CSDA Annual Conference -Palm Springs, CA								8/22 - 8/25				
20	CSDA GM Leadership Summit - Coronado, CA						6/19 - 6/21						
21	CSDA SDLA Conference - Napa, CA									9/18 - 9/21			

**LEGEND**  
 District Observed Holiday - Reschedule Meeting  
*\*4th Tuesday of the Odd Numbered Month*

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 17, 2022**

**ADMINISTRATION MATTERS**

**ITEM 6: DISCUSSION AND POSSIBLE ACTION CONCERNING WATER AWARENESS DAY 2022**

---

Staff is recommending that the Board of Directors approve May 21, 2022 for the Water Awareness Day Event. More information to be provided at the time of the meeting.

**RECOMMENDED ACTION:**

*Approve scheduling the District's "Water Awareness Day" public education event for May 21, 2022.*

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 17, 2022**

**ENGINEERING MATTERS**

**ITEM 7: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING AMENDMENT NO. 2 TO THE T-MOBILE CELLULAR SITE LEASE**

---

Trabuco Canyon Water District (District) owns and operates two domestic water reservoirs (commonly known as the Trabuco Tanks) in the Robinson Ranch community. Since approximately 2005, the District has had an onsite lease with option agreement with T-Mobile USA communications for onsite cellular equipment, and the contractual arrangement has been managed by ATS Communications (ATS) by a separate agreement with the District.

T-Mobile's request to expand the use and size of their equipment at Trabuco Tanks prompted the District to work with ATS and T-Mobile to review certain terms of the site lease agreement, which has resulted in a proposed Amendment No. 2 (Exhibit 1). Some key provisions to the lease to be incorporated in Amendment No. 2 include:

- \$5,000 Plan Review Fee which includes three reviews beyond which District must be reimbursed for actual costs to review
- T-Mobile's monthly rent obligation to the District will be increased.
- T-Mobile will pay District at one-time payment of \$25,000 associated with T-Mobile's default prior to this lease Amendment
- T-Mobile to pay up to \$2,500 to District for installation of a locking mechanism or other solution to provide T-Mobile access to Trabuco Tanks in a manner that avoids the possibility of the District being locked out of its own facility.

More information may be presented at the time of the meeting.

**FUNDING SOURCE:**

Not applicable.

**FISCAL IMPACT:**

Potential for increased revenue due to annual rent adjustments.

**ENVIRONMENTAL COMPLIANCE:**

Not applicable

**RECOMMENDED ACTION:**

*Receive and approve the T-Mobile West LLC Amendment No. 2 to the Site Lease Agreement.*

**EXHIBIT(S):**

1. DRAFT-Amendment No. 2 to Site Lease with Option Agreement

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

TENANT SITE NAME: SC504 - MEANDER WATER TANK  
TENANT SITE NUMBER: LA02963A  
LANDLORD SITE NAME: TRABUCO RESERVOIR

## AMENDMENT NO. 2 TO SITE LEASE WITH OPTION

THIS AMENDMENT NO. 2 to SITE LEASE AGREEMENT ("Amendment No. 2") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2022,

BY AND BETWEEN

TRABUCO CANYON WATER DISTRICT, a public corporation, hereinafter referred to as "Landlord,"

AND

T-MOBILE WEST LLC (formerly a corporation), a Delaware limited liability company, successor in interest by merger to TMO CA/NV, LLC, successor in interest to OMNIPOINT COMMUNICATIONS INC., a subsidiary of T-Mobile USA, Inc., hereinafter referred to as "Tenant."

### RECITALS

A. Landlord is the owner of that certain real property legally described in Exhibit "A" commonly known as Trabuco Reservoir located at 21194 Meander Lane, Trabuco Canyon, California 92697 (Assessor's Parcel Number 125-110-022) ("Landlord's Property") related to the Site Lease with Option agreement defined in Recital B below.

B. Landlord and Tenant are parties to that certain Site Lease with Option dated December 29, 2005, as amended by that certain First Amendment to Site Lease with Option dated January 9, 2008, ("First Amendment," and collectively, the "Lease") wherein Landlord leased to Tenant a certain portion of Landlord's Property, including any applicable non-exclusive easements for access and utilities, commonly known as Trabuco Reservoir for uses permitted under the Lease.

C. Landlord and Tenant have agreed to amend the Lease in order to allow Tenant to expand the use and size of the existing Premises, and to install and operate additional equipment and associated cables on Landlord's Property, as more particularly described in this Amendment No. 2 below.

D. Landlord and Tenant have agreed to amend the Lease to revise the Rent, and make other revisions to the Lease, all as set forth more fully below.

E. Landlord and Tenant agree to enter into this Amendment No. 2 in order to set forth terms and conditions applicable to the Lease as described below.

### AGREEMENT

**NOW THEREFORE**, in consideration of the promises and conditions set forth herein, and for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

TENANT SITE NAME: SC504 - MEANDER WATER TANK

TENANT SITE NUMBER: LA02963A

LANDLORD SITE NAME: TRABUCO RESERVOIR

1. **Incorporation of Recitals.** The Recitals set forth above are, by this reference, hereby incorporated into this Amendment No. 2 as if fully set forth in the body hereof.
2. **Defined Terms.** Any capitalized terms used in this Amendment No. 2 that are not defined herein shall have the meanings given those terms in the Lease. Unless the context clearly indicates otherwise, all references to the "Lease" in this Amendment No. 2 shall hereinafter be deemed to refer to the Lease as amended hereby.
3. **Premises.** Section 1 of the Lease is hereby deleted in its entirety and replaced with the following:

"Landlord owns the real property legally described in Exhibit "A" commonly known as the Trabuco Reservoir Site, with a street address of 21194 Meander Lane, Trabuco Canyon, CA 92697 (Assessor's Parcel Number 125-110-022) and a water tank located thereon ("Water Tank"). Subject to the following terms and conditions, Landlord leases to Tenant that portion of Landlord's Property ("Landlord's Property") only as depicted in Exhibit "D," including any applicable non-exclusive easements for access and utilities, only as depicted on Exhibit D (the "Premises")."

4. **Premises.** Section 1 (d) of the Lease is hereby added to Section 1 of the Lease:

"(d) Tenant shall submit to Landlord plans and specifications (the "Plans") for the any proposed modification of the installation (as defined in Exhibit "C," attached hereto), together with the sum of Five Thousand and no/Dollars (\$5,000.00), herein the "Plan Review Fee." Landlord shall have the sole right to approve the ~~p~~Plans in writing. Landlord's approval must be given or denied within sixty (60) days after submission of Plansthereof to Landlord by Tenant. In the event Landlord objects to Plans, Landlord's objections shall be clearly stated in writing. If Landlord objects to the Plans, Tenant shall have the right to either resubmit the Plans in accordance with same approval process as stated above, except that Tenant will not be obligated to make an additional \$5,000.00 payment for such resubmission. Any Plan Review Fee shall apply to one (1) proposed project or modification and shall include up to three (3) turns or revisions of Plans for the proposed project or modification. -In the event any review of Plans by Landlord shall require more than 3 reviews or revisions, it shall be Tenant's obligation to reimburse Landlord for Landlord's actual costs for reviews of Plans by consultants and/or attorneys. Landlord shall supply to Tenant copies of invoices or other documentation to support hourly charges, which Tenant shall pay within thirty (30) days of receipt." , -or terminate this Agreement. ."

5. **Additional Equipment.** Landlord consents to the installation and operation of additional equipment, and associated cables on Landlord's Property as described in Exhibit "C" and depicted in Exhibit "D" hereto. Exhibits "C" and "D," attached hereto, shall replace Exhibit "B" to the Lease in its entirety. Landlord's execution of this Amendment No. 2 will confirm Landlord's approval of Exhibits "C" and "D".
6. **Rent.** Section 4 of the Lease and Section 1 of the First Amendment are hereby amended and replaced entirely as follows:

“Tenant’s monthly rent obligations for the Premises on Landlord’s Property shall be ~~Two Thousand Eight Hundred Dollars (\$2,800.00)~~ \$\_\_\_\_\_ per month (“Rent”), commencing on the first (1st) day of the month following the full execution of this Amendment No. 2 (the “Rent Increase Commencement Date”), and continuing on or before the fifth day of each month thereafter, in advance, during the Term of the Lease and any Renewal Term thereafter. Rent shall be payable to Trabuco Canyon Water District at Landlord’s address set forth below or by electronic payment. Notwithstanding the foregoing, the Rent commencing on the Rent Increase Commencement Date is due and owing within thirty (30) days following the Rent Increase Commencement Date.”

7. **Annual Rent Adjustment.** The second sentence of Section 5 of the Lease is hereby amended and replaced as follows:

“Commencing on January 1, 2022, and on January 1 of each year during the remaining Renewal Terms, if any, the monthly Rent shall be increased annually by three percent (3%) over the Rent paid during the previous year.”

8. **Additional Rent.** Within sixty (60) days of the Effective Date of this Second Amendment, Tenant shall pay Landlord a one-time payment of Twenty-Five Thousand and No/100 Dollars (\$205,000.00) for reimbursement of Landlord’s costs associated with Tenant’s default prior to this Amendment. Tenant’s default shall be cured upon Landlord’s receipt of the one-time payment due under this Section.

9. **Improvements; Utilities; Access.** Portions of Section 7 of the Lease are amended as follows:

Section 7 (a) is hereby deleted in its entirety and replaced as follows:

“(a) Subject to Landlord’s prior review and approval set forth in Section 1(d) above, Tenant shall have the right, at its sole cost and expense, to erect and maintain on the Premises improvements, personal property and facilities necessary to operate its communications system, including, without limitation, radio transmitting and receiving antennas, microwave dishes, equipment shelters and/or cabinets and related cables and utility lines and a location based system, including, without limitation, antenna(s), coaxial cable, base units, location based systems, and other associated equipment (collectively, the “Antenna Facilities”). The Antenna Facilities shall remain the exclusive property of Tenant and are not fixtures.”

Section 7(b) is amended as follows:

“Notwithstanding the foregoing and except for Section 7(f) below, following the installation of the lock system set forth in Section 7(f) below, Tenant shall not install any locking mechanism of any kind on or about ~~the Premises, or~~ any property of Landlord, including Landlord’s own access system. Tenant is permitted hereunder to install a lock ONLY on Tenant’s Antenna Facilities or a gate to Tenant’s Premises. In the event that Tenant installs any locking mechanism on Landlord’s Property, specifically including two gates through which Tenant may pass in order to access the Premises, ~~the Premises, or~~

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~~access system~~, such installation shall be a material breach of this Lease subject to penalty and immediate termination of this Lease, at Landlord's sole and absolute discretion. Tenant shall pay to Landlord a penalty of Two Thousand Five Hundred and no/dollars (\$2,500.00) per occurrence. Tenant shall have no access to Landlord's Property, including the Premises, until payment of such penalty. Landlord shall provide Tenant with written notice of such breach and penalty and/or termination together with documentary evidence of such installation."

Section 7(f) is deleted in its entirety and replaced in full with the following:

"Landlord shall provide access to Tenant, Tenant's employees, agents, contractors and subcontractors to the Premises twenty-four (24) hours a day, seven (7) days a week. Access during normal business hours (i.e., 7:00 AM to 4:00 PM, Monday through Thursday, excluding holidays) shall be at no charge to Tenant. At any time, other than 7:00 AM to 4:00 PM, Monday through Thursday ("After-Hours"), **access shall be for emergency purposes only**. If Tenant requires access After-Hours for non-emergency purposes, Tenant shall reimburse Landlord any cost or expense reasonably associated with Tenant's After-Hours access and/or Tenant's supervised access to Landlord's Property ("Restricted Areas").

Landlord shall install a lock system to secure Landlord's Property. Tenant agrees to reimburse Landlord for the cost of such installation within ~~thirty~~ (30) days following receipt of an invoice together with reasonable supporting documentation evidencing such cost, not to exceed Two-Thousand Five Hundred and no/100 Dollars (\$2,500.00). To access the Landlord's Property, Tenant or any vendor, contractor, employee, agent or representative of Tenant must send a request by email to customerservice@tcwd.gov not less than 24 hours prior to Tenant's requested access, except in the case of emergency the following information: (i) entity name requesting access and entity's relationship to Tenant, (ii) anticipated time, date and duration for access, and (iii) a brief explanation of the scope of work; (iv) proof of insurance coverage for each and every person and/or entity; and, as applicable, (v) notification and accommodation for the use of heavy equipment such as cherry pickers or large vehicles commonly associated with construction activities, if any. Landlord will provide a key to the Tenant or its agents for access, which must be returned to the Landlord the same day. If Tenant or its agents do not return the key to the Landlord, then Tenant agrees to reimburse Landlord for the cost of rekeying the lock system or replacing the lock system. In case of emergency, Tenant shall call [REDACTED] for immediate access to the lock system and Premises."

Section 7(g) is hereby added by including the following:

"Tenant shall maintain the Premises (but not the Water Tank) and Tenant's Facilities in compliance with all applicable laws, including any applicable conditions of approval referenced above or as amended. At all times throughout the Term and Renewal Term, Tenant shall maintain, repair and secure its Antenna Facilities and all other personal property and improvements brought onto the Property in clean and safe condition. Tenant shall keep the Premises free of debris, graffiti, or nuisance condition. Tenant shall repair damage to the Premises or damage to Landlord's Property to the extent caused by Tenant within thirty (30) days following receipt of written notice from Landlord, to ensure the

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Premises are safe, secure and compliant with applicable laws, rules and regulations. Notwithstanding anything to the contrary herein, if Landlord determines in its sole discretion that hazardous conditions are created by the damage, Landlord may require, immediate action or a period of less than thirty (30) days in which repairs must be completed, at Tenant's sole cost and expense. If Landlord elects to complete repairs according to this Section 7, Tenant shall reimburse Landlord for Landlord's associated costs within thirty (30) days of receipt of an invoice detailing such costs. Nothing herein shall require Tenant however to restore or repair any damage to the Premises caused by Landlord, or Landlord's agents, invitees, tenants, or tenants' contractors, subcontractors and/or employees."

10. **Termination.** Section 8(g) is added by including the following:

"Tenant shall remove all Tenant's Facilities, including, but not limited to, the Antenna Facilities, at its sole cost and expense not later than ninety (90) days after the expiration, cancellation, or termination of the Lease. Tenant shall be responsible for paying Rent until site areas are restored and Tenant shall repair or pay for any damage to Landlord's Property caused by such removal and restore Landlord's Property to the reasonable satisfaction of the Landlord and in a manner reasonably acceptable to the General Manager, or the General Manager's designee."

Section 8(h) is hereby added as follows:

"Notwithstanding anything else to the contrary in this Lease, Landlord may terminate this Lease in the event Tenant interferes with any activity of Landlord on Landlord's Property, including, but not limited, to installation of a lock or locking mechanism in any way interfering with Landlord's access to Landlord's Property, and such interference is not resolved within forty-eight (48) hours following phone or email notification of such interference to Tenant, with a written hard copy delivered to Tenant according to the notice provisions of this Lease.."

11. **Insurance and Subrogation and Indemnification.** Section 11(a) of the Lease is deleted in its entirety and replaced in full with the following:

"(a) **Minimum Insurance Requirements** – The Tenant shall procure and maintain for the duration of the use of the facility, insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the use of the facilities and the activities of the Tenant, guests, agents, representatives, or employees, [contractors or subcontractors](#). The Tenant shall provide and maintain the following commercial general liability, automobile liability, workers' compensation and property coverage:

**Coverage** - Coverage shall be at least as broad as the following:

1. **General Liability** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including property damage, bodily injury and personal & advertising injury with limits of at least two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is

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greater. If Commercial General Liability Insurance or other form with a general aggregate limit, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 25 03, or ISO CG 25 04, or insurer's equivalent endorsement provided to Landlord) or the general aggregate limit shall be twice the required occurrence limit.

2. **Workers' Compensation Insurance** - The Tenant shall provide workers' compensation coverage as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
3. **Property insurance** against all risks of loss to any ~~tenant~~-Tenant improvements or betterments, at full replacement cost with no coinsurance penalty provision.

**Required Provisions** - The Commercial General Liability policy is to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status:** Landlord, its directors, officers, employees, and authorized volunteers are to be included as additional insured (at least as broad as ISO Form CG 20 10 10 01 or CG 20 11) as respects: liability arising out of the use of the facilities, work or activities performed by or on behalf of the Tenant including materials, parts, or equipment furnished in connection with such work or operations, and automobiles owned, leased, hired or borrowed by the Tenant. The coverage shall contain no special limitations on the scope of protection afforded to Landlord, its directors, officers, employees, and authorized volunteers.
2. **Primary Coverage:** For any claims related to this facilities use, the Tenant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the Landlord, its directors, officers, employees, and authorized volunteers, with respect to the acts or omissions of Tenant. Any insurance or self-insurance maintained by the Landlord, its directors, officers, employees, and authorized volunteers shall be excess of the Tenant's insurance and shall not contribute with it.

**Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Landlord.

**Acceptability of Insurers** - Insurance is to be placed with insurers having a current A.M. Best rating of no less than A-:VII or as otherwise approved by Landlord.

The Tenant agrees and he/she will comply with such provisions before commencing the Lease. All of the insurance shall be provided on policy forms and through companies satisfactory to Landlord. Failure to continually satisfy the Insurance requirements is a material breach of contract.

**Verification of Coverage** - Tenant shall furnish the Landlord with certificates and amendatory endorsements effecting coverage required by the above provisions. All

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certificates and endorsements are to be received and approved by the Landlord *at least five days* before the Tenant use of facilities commences activities.

”

12. **Notices.** Section 12 of the Lease is hereby deleted in its entirety and replaced in full with the following:

“Notices. All notices, requests, demands and other communications shall be in writing and are deemed given after deposit in the U.S. mail, certified and postage paid, or via a nationally recognized overnight courier, and shall be effective upon actual receipt or refusal as shown on the shipping receipt to the addresses set forth below. Notices will be addressed to the parties as follows:

Landlord: Trabuco Canyon Water District  
32003 Dove Canyon Drive  
Dove Canyon, CA 92679  
Attn: General Manager  
Re: Cellular Leases

With a Copy to: ATS Communications  
4195 Chino Hills Parkway, #605  
Chino Hills, CA 91709

Tenant: T-Mobile USA, Inc.  
12920 SE 38th Street  
Bellevue, WA 98006  
Attn: Lease Compliance/Site #LA02963A

Either party hereto may change the address or persons for the giving of notice to it by thirty (30) days’ prior written notice to the other as provided herein.”

13. **Assignment and Subleasing.** Section 15 of the Lease is hereby deleted in its entirety and replaced with the following:

“(a) This Lease shall not be assigned by Tenant, except with the prior written consent of Landlord that may be withheld for any reason in the Landlord’s sole discretion.

(b) Notwithstanding the foregoing, Tenant may, without Landlord’s consent but upon at least sixty (60) days prior written notice to Landlord, from time to time assign this Lease in its entirety (i) to any entity which has, directly or indirectly, a fifty-one percent (51%) or greater interest in Tenant (a “Parent”), (ii) to any entity in which Tenant or a Parent has a fifty-one percent (51%) or greater interest, (iii) to any entity with a net worth of at least Twenty Million Dollars (\$20,000,000), or (iv) to any entity that acquires all or substantially all of the Tenant’s assets in the market as defined by the Federal Communications Commission in which the Landlord’s Property is located. Any such

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assignment shall not be effective unless and until the assignee executes and delivers to Landlord a written assumption of all Tenant's obligations under this Lease.

(c) Sub-leasing is strictly prohibited.

(d) Any attempted or unauthorized assignment or sub-lease shall be automatically void. The acceptance of Rent by Landlord from any person other than Tenant or an authorized assignee shall not be deemed to be a waiver by Landlord of any provision hereof. Consent to one assignment by Landlord shall not be deemed consent by Landlord to any subsequent assignment."

**14. Collocation Incentive Payment.** Section 22 of the First Amendment to the Lease is hereby deleted in its entirety.

**15. Miscellaneous:**

Section 18(k) is hereby added as follows:

(k) Holdover. Tenant will have no right or privilege whatsoever to use or occupy the Premises in any manner or for any purpose after this Lease expires or terminates. If Tenant continues to use or occupy the Premises after this Lease expires or terminates, then this Lease will automatically convert to a month-to-month lease on the same terms and conditions (the "Holdover Term"), except that (1) the Rent will be automatically increased to one hundred ten percent (110%) of the Rent payable in the immediately previous year (the "Holdover Fee"), and will continue to increase in accordance with Section 7 of this Second Amendment (Annual Rent Adjustment); and (2) either the Landlord or Tenant may terminate such license on thirty (30) calendar days' written notice for any or no reason. Landlord's receipt of any Holdover Fees from Tenant will not be construed to constitute Landlord's consent to such holding over by Tenant or to limit, waive, or impair, in any way, Landlord's rights or remedies under this Lease, at law or equity. Tenant shall indemnify, defend and hold harmless all Indemnified Parties from and against any loss, liability, claim, damage, cause of action, injury, cost or expense (including, without limitation, attorneys' fees and costs) arising out of, in connection with, or relating to Tenant's holding over, except to the extent arising from Landlord's gross negligence or willful misconduct. The foregoing indemnity survives termination or expiration of this Lease.

**16. Continued Effect.** Except as expressly amended hereby, all terms and conditions set forth in the Lease remain unmodified and in full force and effect. Nothing herein shall relieve Tenant of its obligation to comply with any and all applicable laws, and any approvals required to be obtained from any governmental authority having jurisdiction. Unless specified otherwise, any capitalized terms used herein shall have the same meaning prescribed to them in the Lease.

**17. Signature Authority.** The persons who have executed this Amendment No. 2 represent and warrant that they are duly authorized to execute this Amendment No. 2 in their individual or representative capacity as indicated.

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**IN WITNESS WHEREOF**, Landlord and Tenant have executed this Amendment No. 2 to the Site Lease Agreement as of the date first written above.

**LANDLORD:**

**TENANT:**

TRABUCO CANYON WATER DISTRICT,  
a public corporation

T-MOBILE WEST LLC, a Delaware limited liability company

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Approved as to Form:

\_\_\_\_\_  
TCWD General Counsel

DRAFT

TENANT SITE NAME: SC504 - MEANDER WATER TANK  
TENANT SITE NUMBER: LA02963A  
LANDLORD SITE NAME: TRABUCO RESERVOIR

**EXHIBIT "A"**

**LEGAL DESCRIPTION OF LANDLORD'S PROPERTY**

Landlord's Property of which Premises are a part is legally described as follows:

21194 Meander Lane, Trabuco Canyon, CA 92697 (Assessor's Parcel Number 125-110-022)

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TENANT SITE NAME: SC504 - MEANDER WATER TANK  
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## EXHIBIT "C"

### DESCRIPTION OF FACILITIES TO BE INSTALLED

Description of Premises & Tenant's Facilities Pursuant to Site Lease with Option dated December 29, 2005, as amended by that certain First Amendment to Site Lease with Option dated January 9, 2008:

- A. One (1) equipment enclosure measuring approximately 10'-0" x 25'-0" (~250 Sq. Ft.) located within a chain-link fence.
- B. Up to four (4) equipment cabinets mounted on a raised concrete equipment pad within equipment enclosures.
- C. Up to eight (8) ~6' tank-mounted panel antennas (4 per sector, 2 sectors) mounted behind FRP screening.
- D. Two tank-mounted FRP antenna screens measuring approximately 14'-9" x 6'-8" each,
- E. One (1) tank-mounted vertical cable tray.
- F. Two (2) tank-top horizontal cable trays.
- G. Up to one (1) 2' diameter tank-mounted microwave antenna, mounted behind FRP screening.
- H. Underground conduits, cables, cable trays, wires, utility equipment and access necessary for the operation of the communications facilities.

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Additions and Alterations to Premises & Tenant's Facilities by this Amendment No. 2 to include the following:

- 1) Remove tank-top cable trays.
- 2) Remove existing vertical cable tray.
- 3) Re-route horizontal cable tray at base of tank, mounted using magnetic attachments.
- 4) Install two (2) new vertical cable trays beneath antenna sectors.
- 5) Install Up to four (4) tank-mounted remote radio units (RRUS) at antenna level.
- 6) Install up to two (2) surge suppressor units at the antenna level.
- 7) Add new fiber cables within existing conduits and cable routes and within three (3) new magnetic tank-mounted vertical cable trays.
- 8) Remove and replace all epoxy/welded tank-mounted equipment with magnetic attachments.

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**EXHIBIT "D"**

**REPRESENTATION OF FACILITIES TO BE INSTALLED ON PREMISES**

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DRAFT

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 17, 2022**

**ACTION CALENDAR**

**ENGINEERING MATTERS**

**ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE 2021 SYSTEMWIDE MASTERPLAN AND CONDITION ASSESSMENT**

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In 1999, Trabuco Canyon Water District (District) approved the Water, Wastewater and Recycled Water Master Plan (Master Plan) developed by Montgomery Watson. Since that time, the District has evolved into a fully developed, and nearly a “built out” community. Several of the Capital Improvement Projects (CIP) and recommended actions identified in the 1999 Master Plan have been implemented. The District recognizes the need to update the 1999 Master Plan and develop the tools needed to assist in planning, operating, and maintaining District aging water, non-domestic water systems and sewer infrastructure. As the District’s infrastructure ages, it is crucial to identify the needed system improvements with particular attention to the condition and operation of existing reservoirs, pump stations, lift stations, and treatment facilities and allowing sufficient time to plan, finance, and construct the improvements.

At the October 21, 2021 Regular Board Meeting, the Board of Directors authorized the General Manager to execute a contract with Hazen Sawyer (Hazen) for the Districts 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.

At this time, District Staff recommends adding the Robinson Ranch Wastewater Treatment Plant to the Condition Assessment contract performed by Hazen. Not including a field-level assessment of the Treatment Plant in the overall Condition Assessment will result in an incomplete CIP to incorporate into the Districts next rate study.

More information may be presented at the time of the meeting.

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT (PROJECT BUDGET):**

Original Contract Budget	\$ 566,520
Contingency	\$ 25,000
<b>Original Approved Budget</b>	<b>\$ 591,520</b>
Amendment No. 1	\$ 66,780
<b>Revised Proposed Budget (incl. Contingency)</b>	<b>\$ 658,300</b>

**ENVIRONMENTAL COMPLIANCE:**

Not Applicable

**RECOMMENDED ACTION:**

*Approve Amendment No. 1 for the Wastewater Treatment Plant Condition Assessment to Hazen Sawyer in the amount of \$66,780.*

**EXHIBIT(S):**

1. Amendment No. 1-Proposed Condition Assessment of the Wastewater Treatment Plant

**CONTACTS (staff responsible): LAUSTEN**

**TRABUCO CANYON WATER DISTRICT  
PROFESSIONAL SERVICES CONTRACT  
CHANGE IN SCOPE OF WORK**

**AMENDMENT No. 1**

Date: February 17, 2022

Project Title: 2021 Systemwide Master Plan Update and Condition Assessment

Project No.: 2022-012

Consultant: Hazen

Change in Scope of Services:

The following change to the professional services contract dated October 29, 2021 is proposed:

Consultant shall provide additional engineering support services, to provide a detailed condition assessment of the Robinson Ranch Wastewater Treatment Plant. Detailed scope of work shall be coordinated with TCWD and be performed on time and materials and based on the attached proposal and fee schedule.

Attachment(s):

Hazen's "Master Plan and Condition Assessment Study-Proposal to Conduct Condition Assessment of Wastewater Treatment Plant"

Payment Terms:

In accordance with the attached proposal and fee schedule effective through December 31, 2022

Schedule Impact: None

Summary

Contract Amendment Amount	= \$ 66,780
Total of Previous Change Orders	= \$ 0
<u>Original Contract Amount</u>	<u>= \$566,520</u>
New Contract Amount	= \$633,300

**CHANGE ORDER REQUESTED BY:**

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

Approved By: \_\_\_\_\_ Approved By: \_\_\_\_\_

Title: District Engineer

Title: General Manager



Hazen and Sawyer  
7700 Irvine Center Drive, Ste 200  
Irvine, CA 92618

January 13, 2022

Lorrie Lausten, P.E.  
District Engineer  
Trabuco Canyon Water District

**Re: Master Plan and Condition Assessment Study – Proposal to Conduct Condition Assessment of Wastewater Treatment Plant**

Dear Lorrie:

Thank you for the opportunity to propose on conducting a condition assessment of the District's Wastewater Treatment Plant, as an addendum to our current project (Master Plan and Condition Assessment Study). It is our understanding that the existing plant is 1 MGD capacity and includes batch reactors, pressure filters, reverse osmosis, and disinfection. The District would like to conduct a condition assessment of the plant utilizing a similar scope and approach as is part of the Master Plan and Condition Assessment Study.

The tasks associated with this scope of work include:

a. Data Collection and Consolidation

Hazen will use information provided by the District including drawings, existing asset list, electronic O&M manuals, maintenance records, and bid documents, if available, to develop and populate an asset inventory for the District's Wastewater Treatment Plant facilities including batch reactors, equalization wet well, stage filters, blowers, RAS/WAS and filter feed pumping, RO and disinfection. Our Team will perform a data gap assessment to identify any gaps in the asset attribute data (e.g., install year, material, size) in the asset inventory. Data gap closure strategies will be presented to the District for consideration and the best strategies will be implemented to close the data gaps.

- Deliverables:
  - Preliminary Asset Inventory (Excel File)

b. Field Condition and Performance Assessment:

The condition assessment includes visual condition assessment investigating the physical and functional condition of all above-ground structural, mechanical, electrical and instrumentation components of the Wastewater Treatment Plant. A desktop condition assessment approach will be followed for underground components or assets that cannot be visually inspected. Hazen will utilize a structured condition assessment methodology which is transparent, repeatable, and useful for later analysis by Hazen and District staff, with each score's definition which can be applied to all asset

classes during the field condition assessment. We assume the field condition assessment will take a full three (3) days of a team of three.

Deliverables:

- Electronic Condition Assessment Forms
- Field Condition Assessment
- Preliminary Asset Register Updated with Condition Scores and Remaining Useful Lives (Excel File)
- Field Condition Assessment Photographs (Asset Photos)
- Condition Assessment Results Workshop (2 hours)
- Draft and Final Condition Assessment Results Document (PDF)

c. Replacement Cost Estimating:

Hazen will estimate the replacement costs of each asset within the asset inventory. Various strategies are used including crew-based estimating, productivity-based estimating, general condition costs, and assessment of market conditions.

- Deliverables:
  - Asset Inventory Updated with Replacement Costs (Excel File)

d. Condition Assessment CIP Development and Business Case Evaluation:

The Hazen team will facilitate a workshop to develop a formal Business Case Evaluation process (BCE) to evaluate and prioritize Capital Improvement Projects (CIPs) based on minimizing the risk, life-cycle cost, while maintaining the levels of service and maximizing benefits. Incorporating the concept of Benefit/Cost Ratio (B/C), each CIP will carefully be analyzed with respect to initial capital cost, on-going operation and maintenance costs, risk costs, and potential benefits. The solution providing the greatest benefit will formally be recommended for implementation. The results of the BCE will be used to develop the CIPs whose expenditures are focused on addressing high risk assets first while maximizing benefit to the District.

- Deliverables:
  - Business Case Evaluation (BCE) Workshop (2 hours)
  - Draft and Final BCE Model with Prioritized CIP Projects (Excel File)

This task would be delivered as part of the Master Plan and Condition Assessment Study. This task would be led by Sean Pour, however we will also bring in additional expertise on wastewater treatment process.

The schedule for this work would initially lag behind the system condition assessment by 4-6 weeks, however we would ultimately incorporate the findings and recommendations for the WWTP with the other system condition assessment work and the Master Plan.

The total fee associated with this project is shown on the attached table. The work would be billed T&M using the same hourly rates, as an additional task to the Master Plan and Condition Assessment Study.

Respectfully,



Tori Yokoyama, PE  
Senior Associate



**Fee Proposal**  
**Trabuco Canyon Water District**  
**Wastewater Treatment Plant Condition Assessment**  
**January 13, 2022**

		Hazen and Sawyer								
Task No.	Description	Principal-in-Charge \$300	Project Manager \$250	Senior Associate \$240	Associate \$200	Principal Engineer \$175	Assistant Engineer \$145	QAQC \$250	Subtotal Hours	Total
	Asset Management / Condition Assessment	0	0	35	68	20	264	12	399	\$ 66,780
<b>a</b>	<b>Data Collection and Consolidation</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>78</b>	<b>4</b>	<b>92</b>	<b>\$ 14,340</b>
	<i>Data and Information Review</i>			2	2	2	2		8	\$ 1,520
	<i>Preliminary Asset Inventory (Excel File)</i>				2		64	4	70	\$ 10,680
	<i>Data Gap Closure Workshop (2 hours)</i>				2		12		14	\$ 2,140
<b>b</b>	<b>Field Condition and Performance Assessment</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>40</b>	<b>6</b>	<b>138</b>	<b>4</b>	<b>212</b>	<b>\$ 35,820</b>
	<i>Electronic Condition Assessment Forms</i>						12		12	\$ 1,740
	<i>Desktop Condition Assessment</i>				8		24	2	34	\$ 5,580
	<i>Field Condition Assessment</i>			24	24		24		72	\$ 14,040
	<i>Preliminary Asset Register Updated with Condition Scores and</i>				2		40		42	\$ 6,200
	<i>Field Condition Assessment Photographs (Asset Photos)</i>						2		2	\$ 290
	<i>Condition Assessment Results Workshop (2 hours)</i>				4	4	12		20	\$ 3,240
	<i>Draft and Final Condition Assessment Results Document (PDF)</i>				2	2	24	2	30	\$ 4,730
<b>c</b>	<b>Replacement Cost Estimating</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>0</b>	<b>24</b>	<b>2</b>	<b>39</b>	<b>\$ 6,620</b>
	<i>Asset Inventory Updated with Replacement Costs (Excel File)</i>			1	12		24	2	39	\$ 6,620
<b>d</b>	<b>Condition Assessment CIP Development and Business Case</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>10</b>	<b>12</b>	<b>24</b>	<b>2</b>	<b>56</b>	<b>\$ 10,000</b>
	<i>Business Case Evaluation (BCE) Workshop (2 hours)</i>				2	4	8		14	\$ 2,260
	<i>Draft and Final BCE Model with Prioritized CIP Projects (Excel File)</i>			8	8	8	16	2	42	\$ 7,740
										\$ 66,780
	<i>Person-Hours Subtotal</i>	<b>0</b>	<b>0</b>	<b>35</b>	<b>68</b>	<b>20</b>	<b>264</b>	<b>12</b>	<b>399</b>	<b>\$66,780</b>

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 17, 2022**

**ACTION CALENDAR**

**LEGISLATIVE AND OTHER MATTERS**

**ITEM 9: DROUGHT AND WATER SUPPLY UPDATE**

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Staff will present more information at the time of the meeting.

**RECOMMENDED ACTION(S):**

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

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

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 17, 2022**

**ACTION CALENDAR**

**LEGISLATIVE AND OTHER MATTERS**

**ITEM 10: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)**

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Staff will present more information at the time of the meeting.

**RECOMMENDED ACTION(S):**

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

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