



**FINANCE/AUDIT COMMITTEE MEETING AGENDA**  
**TRABUCO CANYON WATER DISTRICT**  
**32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA**  
**ADMINISTRATION FACILITY, BOARDROOM – MAY 11, 2022 AT 1:00 PM**

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**COMMITTEE MEMBERS**

Edward Mandich, Committee Chair  
Glenn Acosta, Committee Member  
Don Chadd, Committee Member Alternate

**DISTRICT STAFF**

Fernando Paludi, General Manager  
Michael Perea, District Secretary  
Cindy Byerrum, District Treasurer  
Karen Warner, Principal Accountant

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**AGENDA NOTE:**

*Trabuco Canyon Water District will make this Finance/Audit Committee Meeting available by telephone audio as follows:*

**Telephone Audio:** 1 (669) 900-6833      **Access Code:** 969-3001-9067

*Persons desiring to monitor the Committee meeting agenda items may download the 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 Committee 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 12:00 p.m. (PDT) on the day of the meeting.*

**CALL MEETING TO ORDER**

**VISITOR PARTICIPATION**

*Members of the public wishing to address the Committee regarding a particular item on the agenda are requested to complete a speaker card and submit it to staff. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decisions on matters. The Committee makes recommendations only to the Board of Directors. Members of the public will be given the opportunity to speak to the Committee prior to making a recommendation on the matter. 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 invited to identify themselves and encouraged to make comment at this time. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decision on matters. The Committee makes recommendations only to the Board of Directors. Under the requirements of State Law, Committee Members cannot take action on items not identified on the agenda and will not make decisions on such matters. The Committee Chair 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.*

**COMMITTEE MEMBER COMMENTS**

**REPORT FROM THE GENERAL MANAGER**

**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING AGENDA | MAY 11, 2022**

**FINANCIAL MATTERS**

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**ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP**

**RECOMMENDED ACTION:**

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

1. April 13, 2022

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

**RECOMMENDED ACTION:**

*Recommend the Board of Directors approve the Directors' fees and expenses for April 2022 and tentative future meetings/attendance. (Action Calendar)*

**ITEM 3: DISTRICT ETHICS POLICY UPDATE**

**RECOMMENDED ACTION:**

*Recommend the Board of Directors approve the proposed Ethics Policy Update and rescind the Code of Conduct Guidelines approved on January 17, 1996 (Action Calendar).*

**ITEM 4: DISCUSSION CONCERNING DISTRICT PROPOSED FISCAL YEAR 2022/2023 GENERAL FUND AND CAPITAL IMPROVEMENT PROJECT (CIP) BUDGET ASSUMPTIONS**

**RECOMMENDED ACTION:**

*Committee to receive information and make recommendation(s) as deemed appropriate.*

**ITEM 5: APPROVAL OF PURCHASE OF REPLACEMENT PUMPS FOR GOLF CLUB SEWER LIFT STATION**

**RECOMMENDED ACTION:**

*Approve and recommend the Board of Directors ratify the purchase of three (3) replacement pumps, two (2) guild rail systems and two (2) discharge elbows from Tekdraulics for Golf Club Sewer Lift Station in the amount of \$193,286.39 (Action Calendar).*

**ITEM 6: OTHER MATTERS**

**RECOMMENDED ACTION:**

*Hear Other Matters from the General Manager or District Staff.*

**ITEM 7: FINANCIAL REPORT**

**A) PRESENTATION OF UNAUDITED FINANCIAL STATEMENTS**

**RECOMMENDED ACTION:**

*Recommend that the Board receive and file the preliminary unaudited financial statements for March 2022 (Consent Calendar).*

**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING AGENDA | MAY 11, 2022**

**B) BILLS FOR CONSIDERATION**

**RECOMMENDED ACTION:**

*Approve and ratify the bills for consideration and warrant register and recommend that the Board ratify payment of the Bills for Consideration for May 11, 2022 as presented. (Consent 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 Finance/Audit Committee in connection with a matter subject to discussion or consideration at an open meeting of the Finance/Audit Committee are available for public inspection at the Trabuco Canyon Water District Administrative Facility, 32003 Dove Canyon Drive, Trabuco Canyon, California (District Administrative Facility) or 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 Committee 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 Committee, 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.*

**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING | MAY 11, 2022**

**FINANCIAL MATTERS**

**ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP**

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**RECOMMENDED ACTION:**

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

1. *April 13, 2022*

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



**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING RECAP | APRIL 13, 2022**

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**DIRECTORS PRESENT**

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

**STAFF PRESENT**

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

**CONSULTANTS PRESENT**

Ian Berg, Eide Bally LLP  
Kristi Even, Eide Bally LLP

**PUBLIC PRESENT VIA CONFERENCE CALL**

None

**CALL MEETING TO ORDER**

Director Mandich called the April 13, 2022 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**

Mr. Paludi reported that District staff and select Board members participated in a tour of the V.P. Baker pipeline construction and Irvine Lake spillway project hosted by Irvine Ranch Water District (IRWD).

**ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP**

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

**RECOMMENDED ACTION(S)**

Director Mandich and Mr. Perea approved the March 9, 2022 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 | APRIL 13, 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. Director Chadd confirmed certain meeting attendance updates to his schedule.

**RECOMMENDED ACTION:**

The Committee recommended that the Board ratify the Directors' fees and expenses for February 2022 and tentative future meetings/attendance as amended. (Action Calendar)

**ITEM 3: DISTRICT FINANCIAL ANALYSIS AND RATE STUDY CONTRACT AWARD**

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Mr. Paludi introduced this matter for Committee consideration, and he reported that District staff issued a Request for Proposals (RFP) for a financial analysis and rate study to multiple select firms. Mr. Paludi reported that District staff shortlisted two firms IB Consulting and RDN for interviews and selected IB Consulting for the project. Discussion occurred concerning the proposals received and proposed total number of hours for the project.

**RECOMMENDED ACTION:**

The Committee recommended the Board of Directors authorize the General Manager to execute an agreement with IB Consulting for a Financial Analysis and Rate Study for \$97,620 plus a 10% contingency of \$9,762, for a total not-to-exceed amount of \$107,382 (Action Calendar).

**ITEM 4: DISTRICT EXPENSE REIMBURSEMENT POLICY AND PROCEDURES UPDATE**

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Mr. Paludi introduced this matter for Committee review, he reported this matter was reviewed with the Executive Committee. Mr. Perea provided an overview of the original policy which General Counsel and District staff recommend bifurcating into two separate policies, and he reviewed the proposed Expense Reimbursement policy for Committee consideration. Discussion occurred concerning certain language related to personal damages incurred during the course of District business.

**RECOMMENDED ACTION:**

The Committee recommended the Board of Directors approve the proposed Expense Reimbursement Policy and Procedures Update and rescind the Expense Reimbursement Guidelines approved on January 17, 1996 (Action Calendar).

**ITEM 5: DISCUSSION CONCERNING MUNICIPAL WATER DISTRICT OF ORANGE COUNTY PROPOSED FISCAL YEAR 2022/2023 RATES, CHARGES, AND BUDGET**

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Mr. Paludi presented this matter for Committee consideration, and he reported that Municipal Water District of Orange County (MWDOC) is prepared to adopt their DRAFT Fiscal Year 2022/2023 Rates, Charges, and Budget. Mr. Paludi highlighted certain budgetary changes between the second and third draft budgets, including the impacts on reserves, total rates and charges adjustments, and the potential impact of future rate increases from Metropolitan Water District of Southern California. Mr. Paludi reported that MWDOC reported on a completed survey of member agency planned efforts to address inflation impacts on employee salaries, and he reported that District staff is currently evaluating similar impacts on the District's proposed salaries and benefits budget for next fiscal year.

**RECOMMENDED ACTION:**

Committee to receive information and make recommendation(s) as deemed appropriate.

**TRABUCO CANYON WATER DISTRICT  
FINANCE AUDIT COMMITTEE MEETING RECAP | APRIL 13, 2022**

**ITEM 6: DISCUSSION CONCERNING DISTRICT PROPOSED FISCAL YEAR 2022/2023 GENERAL FUND AND CAPITAL IMPROVEMENT PROJECT (CIP) BUDGET ASSUMPTIONS**

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Mr. Paludi introduced this matter for Committee review, and he mentioned that District staff have been preparing a proposed FY 2022/2023 budget for Board consideration. Mr. Perea provided a brief review of the proposed general fund budgetary assumptions, and he requested any input related to the assumptions. Discussion occurred concerning fuel, inflation, and professional services assumptions. Mr. Perea briefly commented on the potential impact of lower water sales due to conservation efforts statewide, and he reported that District staff will present the proposed CIP budget the following month.

Mr. Berg recommended the Committee consider implementing a policy that establishes an acceptable range for periods of uncertain inflationary impacts which can help control expenses over the long term.

**RECOMMENDED ACTION:**

The Committee received the information. No action was taken.

**ITEM 7: DISCUSSION CONCERNING GOLF CLUB SEWER LIFT STATION REPAIRS & IMPROVEMENTS**

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Mr. Paludi introduced this matter for Committee consideration, and he mentioned that this matter was reviewed by the Engineering/Operational Committee. Mr. Perea provided an overview of the work performed to date at this facility, and he reported that District staff is withdrawing the recommended action after discussing this matter more fully with Operations and Maintenance staff. Mr. Perea commented that District staff prefers to re-evaluate the planned pump improvements, including the guide-rail system, and that more information may be presented at the time of the Board meeting.

**RECOMMENDED ACTION:**

The Committee received the information. No action was taken.

**ITEM 8: OTHER MATTERS**

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There were no comments received.

**RECOMMENDED ACTION:**

There was no action taken.

**ITEM 9: FINANCIAL REPORT**

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Mr. Berg presented the preliminary unaudited financials for February 2022, and he highlighted the following items:

***Operating Revenue, Residential Water***

Mr. Berg reported that water demand for the month was higher than the prior month.

***Operating Revenue, Irrigation Water***

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

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

Mr. Berg reported that water demand for the month was higher than the prior month due to increased demand.

**TRABUCO CANYON WATER DISTRICT  
FINANCE AUDIT COMMITTEE MEETING RECAP | APRIL 13, 2022**

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

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

***Operating Expenses, Source of Supply***

Mr. Berg reported this line item was higher than the prior month due to costs associated with increased purchased water to meet demand.

Mr. Berg reported that overall revenue is slightly lower than budgeted, but that overall expenses are tracking as budgeted. Mr. Berg cautioned the Committee to monitor District reserves, and recommended the start of the Financial Analysis and Rates Study.

**RECOMMENDED ACTION:**

The Committee recommended the Board of Directors receive and file the preliminary unaudited financial statements for February 2022 (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 April 13, 2022 as presented (Consent Calendar).

**ADJOURNMENT**

Director Mandich adjourned the April 13, 2022 Finance/Audit Committee Meeting at 2:00p.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING | MAY 11, 2022**

**FINANCIAL MATTERS**

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

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***Directors' 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 their Director capacity. The attached spreadsheet provides a recap of the meetings, seminars, and/or conferences attended by Directors including direct reimbursables paid to each Director.

***Future Meetings***

Future meetings are identified for reference and designated directors are anticipated to attend. In the event an unanticipated meeting occurs that requires attendance by a director, the meeting attendance will be subsequently presented to the Board of Directors for ratification.

**RECOMMENDED ACTION:**

*Recommend that the Board ratify the Directors' fees and expenses for April 2022 and tentative future meetings/attendance. (Action Calendar)*

**EXHIBIT(S):**

1. Directors' Fees and Expenses Report for April 2022
2. Directors' Tentative Future Meetings/Attendance – Calendar Year 2022.

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


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

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
<b>DISTRICT MEETINGS</b>					
Engineering/Operational Committee Meeting			04/06/22		04/06/22
Executive Committee Meeting		04/06/22	04/06/22		
Irvine Lake / Baker/SAC Pipeline Repair Tour			04/07/22	04/07/22	
Finance/Audit Committee Meeting		04/13/22		04/13/22	
District Properties Committee Meeting			04/14/22	04/14/22	
Individual Meeting with General Manager	04/19/22	04/20/22	04/19/22	04/18/22	04/19/22
Regular Board Meeting	04/21/22	04/21/22	04/21/22	04/21/22	04/21/22
<b>REPRESENTATIVE MEETINGS</b>					
City of Rancho Santa Margarita Council Meeting					04/13/22
City of Rancho Santa Margarita Council Meeting				04/27/22	
City of Rancho Santa Margarita City Planning Commission Meeting					
Independent Special Districts of Orange County - Luncheon Meeting					
Independent Special Districts of Orange County - Quarterly/Meeting					
MWDOC Elected Official Forum	04/07/22				
MWDOC Board Meeting	04/20/22				
Orange County Local Agency Formation Commission (OC LAFCO)					
Santiago Aqueduct Commission Meeting(SAC)					
South Orange County Agencies Group					
South Orange County Wastewater Authority (SOCWA) Regular Board Meeting			04/07/22		
South Orange County Wastewater Authority (SOCWA) Special Board Meeting			04/12/22		
South Orange County Wastewater Authority (SOCWA) Finance Meeting			04/19/22		
MO. South Orange County Integrated Regional Watershed Management Executive Committee					
QRTLY South Orange County Integrated Regional Watershed Management Executive Committee					
<b>NUMBER OF MEETINGS ATTENDED</b>	<b>5</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>4</b>
<b>FEES (\$125 per each meeting*)</b>	<b>\$625.00</b>	<b>\$500.00</b>	<b>\$750.00</b>	<b>\$750.00</b>	<b>\$500.00</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>\$625.00</b>	<b>\$500.00</b>	<b>\$750.00</b>	<b>\$750.00</b>	<b>\$500.00</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	Urban Water Institute (UWI) Annual Conference - San Diego, CA								8/24 - 8/26				
22	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  
FINANCE/AUDIT COMMITTEE MEETING | MAY 11, 2022**

**FINANCIAL MATTERS**

**ITEM 3: DISTRICT ETHICS POLICY UPDATE**

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Trabuco Canyon Water District (District) has a Code of Conduct & Expense Reimbursement Policy that was adopted by the Board of Directors on January 17, 1996. District staff has worked with General Counsel to review the existing policy for outdated practices and to ensure that the policy is consistent with current State law and Fair Political Practices Commission (FPPC) rules. After careful review of the policy, District staff and General Counsel determined that bifurcating the existing policy would better serve the District.

The proposed Ethics Policy Update includes guidelines for the following:

- Compliance with FPPC Rules & State Laws/Regulations
- Process for Gift Reporting
- Outside Consulting Requirements for Staff, including General Manager
- Campaign Prohibited Activities
- Use of District Vehicles
- Tickets and Passes Policy

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

**RECOMMENDED ACTION:**

*Recommend the Board of Directors approve the proposed Expense Reimbursement Policy and Procedures Update and rescind the Expense Reimbursement Guidelines approved on January 17, 1996 (Action Calendar).*

**EXHIBIT(S):**

1. Code of Conduct & Expense Reimbursement Policy (1996)
2. DRAFT Ethics Policy Update

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

**TRABUCO CANYON WATER DISTRICT  
CODE OF CONDUCT AND  
EXPENSE REIMBURSEMENT GUIDELINES  
BOARD APPROVED JANUARY 17, 1996**

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The Board of Directors of the Trabuco Canyon Water District (“TCWD” or “District”) hereby establishes the following policy:

**SECTION 1.0 GIFTS BY VENDORS, CONTRACTORS AND CONSULTANTS**

- (a) The existing laws governing the acceptance and reporting of gifts are contained in the Fair Political Practices Act (Government Code, 82028 et. seq.).
- (b) The acceptance of plaques and commemorative mementos, of nominal value or of value only to the recipient, to the extent permitted by state law, is acceptable for all Directors and district employees, e.g., recognition pins, service awards, retirement mementos.

**SECTION 1.1 ENTERTAINMENT FROM VENDORS, CONTRACTORS, AND CONSULTANTS**

- (a) The acceptance of meals, travel, lodging and entertainment by vendors, contractors and consultants shall be reported on Form 730 filed annually by Directors and employees who are required to do so.

**SECTION 1.2 VENDOR, CONTRACTOR, CONSULTANT REPORT OF GIFTS**

- (a) By January 31st of each calendar year, all vendors, contractors and consultants of TCWD shall submit a summary of all gifts (including meals) made to, or on behalf of, employees or Directors of the District that have occurred in the normal course of business during the previous calendar year. Failure to provide this information to the District may result in the termination of services of the vendor, contractor or consultant.

**SECTION 1.3 OUTSIDE CONSULTING/BUSINESS ACTIVITY BY DISTRICT EMPLOYEES AND DIRECTORS**

- (a) District employees and Directors are prohibited from entering into consulting agreements or conducting work for consideration with any vendor, landowner, or consulting firm currently under contract with the District. Any outside consulting to be performed by the General Manager must receive pre-approval by the Board of Directors. District employees shall follow the guidelines as established in the current Board approved Personnel and Salary Policy.
- (b) All other business associations with vendors, contractors, consultants and District landowners shall be subject to disclosure on the annual “Statement of Economic Interest” Form 730 filed annually by each Director and District employees who are required to do so.

## **SECTION 1.4 VENDOR, CONTRACTOR AND CONSULTANT EMPLOYMENT OF DEPENDENTS OF DISTRICT EMPLOYEES**

- (a) It is expressly forbidden for vendors, contractors and consultants of TCWD to employ dependents, as defined within the current Board approved Personnel and Salary Policy, of TCWD employees.
- (b) It is expressly forbidden for employees of TCWD to solicit jobs for immediate family or immediate relatives with vendors, contractors and consultants of TCWD.

## **SECTION 2.0 TRAVEL, EXPENSES WHILE TRAVELING**

The following limits and guidelines shall apply to identified expense categories and items. Exceptions to these limits and items may be authorized by the District's Board of Directors only. This policy, its categories, limits and items shall be reviewed and approved annually by the Board of Directors. Amendments and/or adjustments in dollar values specified shall be included in the review and supported by the appropriate findings. All District travel shall be for the express purpose of performing tasks related to District business.

### **SECTION 2.1 TRAVEL AUTHORIZATION**

All business travel shall be specified and justified by the appropriate supervisory personnel. The District Treasurer shall countersign all travel authorizations. All travel arrangements, including air transportation, hotel and rental car reservations, must be made through District-approved providers. The Administrative Assistant is designated as the person responsible for coordinating all travel arrangements. The Administrative Assistant will advise which carriers, travel agents, car rental company, etc. are to be used. Each provider has been instructed to secure air transportation and hotel accommodations at the lowest reasonable fares and rates. All reasonable attempts shall be made to take advantage of promotional air, hotel and ground transportation rates.

### **SECTION 2.3 AIR TRANSPORTATION**

- (a) Cost saving opportunities are enhanced by providing general departure and arrival times, rather than specifying certain carriers and flight numbers. Significant savings are realized by planning in advance. TCWD employees *and* Directors are expected to exercise good business judgment and planning to avoid last minute ticket purchases which are most costly. Providers are instructed to provide the least expensive airline alternative.
- (b) All domestic air travel must be coach (upgrades will be paid personally). Changes to previously approved travel arrangements, while en-route, should not be taken for personal convenience purposes if it increases the cost of the flight.

- (c) Personal travel included within the itinerary of a business trip, which include additional costs, will be paid by the employee or Director.

#### **SECTION 2.4 TICKETING PROCEDURES**

- (a) Directors and employees will hold off on receiving tickets until as late as practical due to the possibility of changes or cancellations in travel plans or scheduled meetings. Changes enroute, if necessary, should be made with the travel agency office during their normal operation hours.
- (b) Unused Tickets: In the event a trip is canceled or changed and the traveler is in the possession of unused tickets, he/she is responsible for returning them to the Administrative Assistant for return to the travel agent. A photocopy of returned tickets must be kept for the traveler's records. Unused airline tickets should never be attached to the expense report.
- (c) Canceled prepaid arrangements should be reported to the District immediately so they can obtain authority to process a refund.
- (d) Lost Tickets: Lost tickets must be reported immediately so that the District can process the appropriate lost ticket application.

#### **SECTION 2.5 LODGING**

- (a) The District has requested that its designated travel agent select moderately priced facilities in reasonable proximity to the office or location where the traveler's business is being performed. Receipts for lodging must accompany the report of expenses.
- (b) When corporate rates have been negotiated locally with specific hotel properties, these hotels must be used.
- (c) All hotel rooms will be guaranteed for late arrival. In this case, if the traveler does not show up, the District will be charged for the room. Therefore, it is mandatory for the traveler to notify the travel agent or the hotel, if their itinerary changes, and a room needs to be canceled. No lodging expenses in Orange County shall be reimbursed unless specifically approved by the Board of Directors.

#### **SECTION 2.6 AUTOMOBILE RENTAL**

- (a) Rental cars should be used only when less expensive transportation is not available. Approved District travel providers shall use their best efforts to secure the most cost effective rental rates on compact and mid-size vehicles. The cost of the rental will not be reimbursed for weekend or holiday travel unless the car is required and used for District business during this time.
- (b) Do not obtain additional insurance when renting cars. Employees are covered for car rentals by existing District insurance policies, as long as the rental is being made for business purposes.

- (c) Traveling personnel must use their best efforts to fill up with fuel before returning the rental as gasoline charges from rental companies are excessive. Non compliance must be explained on the expense report.
- (d) Fines for parking or speeding violations are not reimbursable.
- (e) In the event of any accident, a police report must be obtained. The employee or Director must notify the District by telephone immediately. If the accident occurs after normal business hours, the employee or Director shall notify the District at the beginning of the next work day. Follow the accident instructions listed in the rental car company's rental agreement/receipt.
- (f) Employees driving rental vehicles on District business are bound by the same rules prohibiting alcohol consumption during working hours. Driving a rental vehicle while under the influence of alcohol or drugs will result in immediate disciplinary action, up to and including termination.

### **SECTION 2.7 MEALS**

- (a) Actual costs of meals, plus associated tips are reimbursable. Receipts of all meals expenses must be submitted with the business purpose clearly stated. The reimbursable limit for all meals will not exceed \$50.00 per day, per Director or employee.
- (b) It is expressly stated that the District will not reimburse for alcoholic beverages consumed.
- (c) The daily meal limit is the amount that can be reimbursed. Any amount above prescribed limits will be the responsibility of the employee.

### **SECTION 2.8 PERSONAL EXPENSES**

- (a) Personal expenses are not authorized and are not reimbursable by the District. Personal expenses are defined as those expenses not essential to the conducting of District business. Examples of such items are personal entertainment (theaters, nightclubs, sporting events, golf games, haircuts, shoe shines, newspapers, magazines, tobacco, etc.).

### **SECTION 2.9 TELEPHONE EXPENSES**

- (a) TCWD business-related telephone calls will be reimbursed.

### **SECTION 2.10 LAUNDRY OR VALET SERVICE**

- (a) The reasonable actual costs of such services are allowable when the travel exceeds five business days. On shorter trips, laundry or valet service will be allowed only in unusual circumstances.

## **SECTION 2.11 TIPS**

- (a) Non-meal tips will be allowed if they are reasonable and directly related with the travel. Normal non-business standards are a good guide to reasonability; 12-15% is typical in most instances.

## **SECTION 2.12 ADDITIONAL NIGHTS STAY**

- (a) When the overall net cost savings to the District is the result of an employee or Director extending a business trip to utilize lower excursion rates for airfare, the employee or Director shall be reimbursed for additional expenses incurred due to the extension of the trip. The additional expenses eligible will be limited to the cost of an additional night's lodging and a reasonable allowance for one additional day(s) meal(s) as prescribed in Section 2.7.

## **SECTION 2.13 TRAVEL REPORTING PROCEDURES**

- (a) Travel Advances. Travel expense advances, not to exceed \$200.00, will be allowed upon pre-approval by the General Manager and the Treasurer.
- (b) Travel Authorization Request. Prior to any travel estimated to exceed \$50.00, travel expenses must be itemized on a Authorization Request, a photocopy of which is attached hereto. The Authorization Request will then be forwarded to the Accounting Department with appropriate approvals. Appropriate approvals are the signatures of the Director, employee, employee's supervisor and the Treasurer.
- (c) Travel Expense Reports. All travel expenses exceeding \$50.00 must be itemized on the standard Expense Report, a photocopy of which is attached hereto, and forwarded to the Accounting Department with appropriate approvals and receipts. Appropriate approvals are the signatures of the employee's supervisor and the Treasurer. All original receipts must be included with the exception of non-meal gratuity which may not exceed \$5.00 per day.
- (d) It is not intended that an employee or Director incur any financial loss while on District business nor is it intended that he/she realize a financial gain. If an employee or Director incurs expenses which do not appear to be covered under this policy but which are believed to be charges to the District, the employee or Director should submit these charges on an expense report with a full explanation and supporting receipts. The District will not be responsible for interest payments or late charges that occur on credit cards. It is the employee's and Director's personal responsibility to submit an expense report and make the payments in a timely manner, within 30 days. The District will in turn make every effort to reimburse properly documented and approved expenses in a timely manner.
- (e) The Accounting Department will reimburse approved Expense Reports within seven business days. Check signatories are not authorized to sign reimbursement checks to themselves.

## **SECTION 3.0 PERSONAL AUTOMOBILE USE CRITERIA**

- (a) An employee or Director who uses a personal vehicle for District business will be reimbursed for mileage at the rate allowable under the District's current Board approved Personnel and Salary Policy and consistent with the most current limit permitted by the Internal Revenue Service. Parking and toll charges will be reimbursed upon submission of receipts.
- (b) No additional allowance will be paid for passengers who travel with the employee or Director, even if they are on District business.
- (c) Damage to the employee's or Director's vehicle which occurs on District business is the responsibility of the employee or Director.
- (d) All employees who are to use their personal automobile for District use are responsible for carrying the required level of general liability coverage, as required by state law. No reimbursements shall be made unless this insurance criteria is in place. Proof of insurance is required and must be kept on file with the District.

#### **SECTION 4.0 FUELING OF VEHICLES**

- (a) All District vehicles shall be fueled at a service station(s) on a monthly account established by TCWD. Purchases charged at the service station(s) shall be limited to fuel and oil.
- (b) The District shall designate, in writing, those vehicles which may be fueled or for which oil may be purchased on the District account.
- (c) At the time of the purchase the employee shall provide the license plate number of the vehicle, the vehicle mileage at the time of purchase, show identification as a designated purchaser, and provide a signature.

#### **SECTION 5.0 USE OF DISTRICT VEHICLES**

- (a) The General Manager, Sanitation Superintendent and Water Superintendent shall be provided with a district vehicle, for business purposes only, to include driving to and from the workplace. The vehicles shall be maintained in proper operating order by the District.
- (b) Standby duty personnel shall have use of a District vehicle during standby duty. The use of the vehicle shall be strictly limited to business use. Any abuse of the limitation will result in the elimination of standby duty.

#### **SECTION 6.0 DISTRICT-ISSUED CREDIT CARDS**

- (a) District credit cards shall not be issued.

#### **SECTION 7.0 DISCIPLINARY ACTIONS FOR NON-COMPLIANCE**

- (a) Intentional non-compliance with the District's Code of Conduct and Expense Reimbursement Guidelines by District employees shall subject the employee to disciplinary actions commensurate with the code violation, up to and including termination. Inadvertent non-compliance will be taken under consideration by a review committee comprised of the Budget/Personnel Review Committee and the General Manager.
- (b) The Code of Conduct and Expense Reimbursement Guidelines shall be reviewed annually by the District's Board of Directors and amended when appropriate. Amendments shall require majority consent of the Board.

attachments(2)

**TRABUCO CANYON WATER DISTRICT  
CODE OF CONDUCT AND  
EXPENSE REIMBURSEMENT GUIDELINES  
BOARD APPROVED JANUARY 17, 1996**

**REVISION TO SECTION 5.0  
BOARD APPROVED JANUARY 21, 2004**

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**SECTION 5.0 VEHICLE ACCOUNTABILITY POLICY**

- (a) The General Manager shall be provided with a District vehicle, for business purposes only, to include driving to and from the workplace. Pursuant to the Internal Revenue Code, applicable taxes will be withheld on an annual basis, as required. The vehicles shall be maintained in proper operating order by the District.
- (b) The Assistant General Manager shall be provided with a District-owned or leased vehicle, for business purposes only, to include driving to and from the workplace. Pursuant to the Internal Revenue Code, applicable taxes will be withheld on an annual basis, as required. The vehicle shall be maintained in proper operating order by the District.
- (c) At the discretion of the General Manager, the Wastewater System Chief Operator, Water System Chief Operator and Chief Mechanical Technologist may be provided with a District-owned or leased vehicle, for business purposes only, to include driving to and from the workplace. Pursuant to the Internal Revenue Code, applicable taxes will be withheld on an annual basis, as required. The vehicles shall be maintained in proper operating order by the District.
- (d) Standby duty personnel shall have use of a District vehicle during standby duty. The use of the vehicle shall be strictly limited to business use. Any abuse of the limitation will result in the elimination of standby duty. Pursuant to the Internal Revenue Code, no taxes will be withheld for standby duty personnel

**TRABUCO CANYON WATER DISTRICT  
CODE OF CONDUCT AND  
EXPENSE REIMBURSEMENT GUIDELINES  
REVISION TO SECTION 5.0  
BOARD APPROVED JANUARY 21, 2004**

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I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH THE REVISION TO THE TRABUCO CANYON WATER DISTRICT CODE OF CONDUCT AND EXPENSE REIMBURSEMENT GUIDELINES AS STATED HEREIN:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(TCWD Position/Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

cc: Employee Personnel File



Less Amount Advanced:

Room Deposit ..... ( \_\_\_\_\_ )

Cash Advance .... ( \_\_\_\_\_ )

Balance Due To:

Individual .....( \_\_\_\_\_ )

TCWD .....( \_\_\_\_\_ )

Amount Paid \_\_\_\_\_

Date Paid \_\_\_\_\_

Received by \_\_\_\_\_

**TRABUCO CANYON WATER DISTRICT  
ETHICS POLICY  
BOARD APPROVED MAY 19, 2022**

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The purpose of this Ethics Policy is to ensure that all Trabuco Canyon Water District (**District**) directors and employees (together, "Personnel") comply with all applicable statutory and administrative requirements pertaining to their actions, duties and responsibilities on behalf of or in relation to the District. These matters include, but are not limited to, "conflicts of interests," "potential conflicts of interest," "incompatible offices" and other activities which might reflect adversely on the District or District Personnel.

District Personnel shall conduct themselves in a manner so as not to give rise to improprieties or situations inconsistent with this Policy. Procedures, policies and records shall be established and maintained to verify that the Policy has been adhered to by all District Personnel. District Personnel shall recognize that this Policy and applicable laws are concerned with not only actual conflict or wrongdoing but the potential or appearance of conflict. District Personnel shall not use the prestige or influence of their positions for personal gain or advantage.

Unless otherwise expressly defined, the terms used in this Policy shall have the same meanings as in the Political Reform Act (Title 9 of the California Government Code) and the regulations issued by the Fair Political Practices Commission (FPPC) pursuant to the Political Reform Act.

**SECTION 1. EMPLOYEE RESPONSIBILITY.**

**SECTION 1.1. COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS.** All District Personnel shall comply with all applicable provisions of the Political Reform Act, the FPPC Regulations issued under the Political Reform Act, Section 1090 et seq. of the California Government Code (prohibitions on self-interest in contracts), and all other laws and regulations pertaining to conflicts of interest and incompatible public offices. These include, but are not limited, to the following requirements:

- (a) **Reporting** of economic interests required annually, and upon assuming office and leaving office, by employees who are "Designated Persons" (as defined in the District's Conflict of Interest Code, Attachment A-1) on FPPC Form 700;
- (b) Compliance with **prohibitions on acceptance of gifts and honoraria** above the dollar limit per source set pursuant to state law;
- (c) **Disqualification** from participation in District decisions in which the employee knows or has reason to know the employee has a financial interest.

**SECTION 1.2. GIFTS TO THE DISTRICT.** Unless a gift qualifies as a gift to the District under this section, it will be treated as a gift to the director or employee. A gift of passes or tickets (not including travel or lodging) may be considered a gift to the District and not to an individual director or employee only under the following circumstances:

- (a) The General Manager receives and distributes the tickets or passes to employees, spouses and immediate families, and the donor does not earmark them for any specific employee(s), and the General Manager retains a record of the terms under which the tickets or passes were accepted by the District and the terms under which they were distributed and to whom they were distributed; or
- (b) The tickets or passes are distributed in accordance with the written policy adopted by the District setting forth the District purpose in distributing passes and tickets and prohibiting

the subsequent transfer except to the official's immediate family for their personal use (see Attachment B-1).

A payment (a gift other than passes or tickets, including a monetary payment, loan, gift, and a payment for or provision of goods or services, as long as it is not in excess of an applicable District reimbursement rate for travel, meals, lodging or other expenses) may be considered a gift to the District and not to an individual employee only under the circumstances allowed in the FPPC regulations. These include the following: the General Manager or his/her designee receives and controls the payment, the payment is used only for official District business, the General Manager determines which employee(s) shall use the payment, the donor does not earmark them for any specific employee(s), and a record of all of the foregoing is filed and maintained with the District Secretary within 30 days of receipt of the payment and is posted by the District Secretary on the District's website. A payment to the District cannot include travel expenses for an elected official or any official who manages public investments (these officials are designated by the District in the District's Conflict of Interest Code), or any travel that the General Manager or his/her designee has not preapproved in writing before the date of the trip.

All gifts to the District must be submitted with either the "Gift of Tickets or Passes to Trabuco Canyon Water District" or "Gift to Trabuco Canyon Water District (Other Than Tickets or Passes)" form to the General Manager's Office for approval and distribution. These forms can be obtained from the District Secretary and must be approved by the General Manager or his/her designee.

**SECTION 1.3. ENTERTAINING.** District Personnel who, for District business purposes, must dine and/or entertain vendors, contractors or consultants, shall do so at their own expense. Reimbursement of such expenses shall be subject to approval and shall be limited by the District's policy with respect to allowance of expenses. [Resolution No. [REDACTED], as amended from time to time.]

**SECTION 1.4. OUTSIDE CONSULTING, BUSINESS ACTIVITY OR EMPLOYMENT.** All outside business, enterprise, consulting work or employment by District employees must be preapproved by the General Manager or, in the case of the General Manager, by the President of the Board of Directors.

District Personnel shall not engage in any employment, activity, or enterprise which is inconsistent, incompatible or in conflict with their duties as District employees or with the duties, functions, or responsibilities of the District.

District employees are prohibited from performing consulting work for or providing any other services or goods to any persons or firms doing business with the District. District employees shall not perform any business, enterprise, work, service, or counsel outside of their District employment where any part of their efforts will be subject to approval by any other officer, employee or board of the District, unless otherwise approved in the manner prescribed by this Policy.

An employee's outside employment, activity, business or enterprise may be prohibited if it:

- (a) Involves the use for private gain or advantage of his or her District time, facilities, equipment and supplies; or the badge, uniform, prestige, or influence of his or her District office or employment;
- (b) Involves receipt or acceptance by the employee of any money or other consideration from anyone other than the District for the performance of an act which the employee, if

not performing such act, would be required or expected to render in the regular course or hours of his or her District employment or as a part of his or her duties as a District employee;

- (c) Involves the performance of an act in other than his or her capacity as a District employee which act may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other District employee or the District; or
- (d) Involves efforts or time demands as would render performance of his or her duties as a District employee less efficient. The General Manager (or the President, in the case of the General Manager) will notify the employee whether any outside employment, consulting work, activity, business or enterprise is approved or disapproved. Appeal from such determination may be made to the Board of Directors.

Nothing in this Section shall relieve employees from the requirement to report and other requirements applicable to outside employment, consulting work, activity, business or enterprise under Section 1.1 of this Policy.

**SECTION 1.5. PROHIBITED ACTIVITIES RELATING TO CAMPAIGNS.** District Personnel may not use, or permit others to use, District resources for a campaign activity, or personal or other purposes which are not authorized by law (Gov. Code § 8314). California law prohibits the expenditure of public funds or the use of a public office to campaign for or against candidates for public office or any other election issue.

**SECTION 1.6. USE OF DISTRICT VEHICLES.** District vehicles are used for the express purpose to conduct District business, and any other use is expressly prohibited. Only employees with a valid California Driver's License that have been put on the District's insurance may operate District vehicles. Employees using District vehicles must comply with the following:

- (a) Employees whose jobs require regular driving for business as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times.
- (b) Employees who need transportation in the course of their normal work may be assigned a District vehicle for their use. All other employees needing transportation for District business may use vehicles assigned to their department or those drawn from the motor pool. As a last alternative, when no District vehicles are available, employees may use their own vehicles for business purposes with prior approval of their supervisor.
- (c) Employees who use their personal vehicles for approved District purposes will receive a mileage allowance equal to the IRS optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance.
- (d) Employees who drive a vehicle for District business must exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Use of handheld cell phones (including texting) while behind the wheel of a moving vehicle being used on District business is strictly prohibited. Employees are responsible for any driving infractions or fines as a result of their driving.
- (e) Employees are not permitted, under any circumstances, to operate a District vehicle or a personal vehicle for District business when any physical or mental impairment causes the employee to be unable to drive safely. Additionally, employees shall not operate any District vehicle at any time or operate any personal vehicle while on District business while using or consuming alcohol, illegal drugs, or prescription medications that may affect their ability to drive. These prohibitions include circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, or intoxication.

- (f) Non-employees and non-District passengers (e.g., family and friends) are prohibited from riding in District vehicles.
- (g) Employees must report any accident, theft, or malicious damage involving a District vehicle to their supervisor and Human Resources, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 24 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident and should respond to investigating officers' questions consistent with risk management training.

**SECTION 2. DISCIPLINARY ACTIONS FOR NON-COMPLIANCE.** Non-compliance with this Policy shall subject the employee to disciplinary actions commensurate with the violation, up to and including termination.

**SECTION 3. ADMINISTRATION.** The District Secretary shall be responsible for administration of this Policy, under the direction of the Board of Directors and the General Manager.

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**ATTACHMENT A-1:  
DESIGNATED PERSONS FOR DISCLOSURE PURPOSES  
PURSUANT TO CONFLICT OF INTEREST CODE**

[Insert from COI code]

DRAFT

**ATTACHMENT A-2:  
ECONOMIC INTERESTS THAT MUST BE REPORTED  
PURSUANT TO CONFLICT OF INTEREST CODE**

[Insert from COI code]

DRAFT

**ATTACHMENT B-1:  
POLICY FOR DISTRIBUTION OF TICKETS OR PASSES IN ACCORDANCE  
WITH FAIR POLITICAL PRACTICES COMMISSION (FPPC)  
REGULATION 18944.1 OF TITLE 2 OF THE CALIFORNIA CODE OF REGULATIONS**

**1. PURPOSE**

This Policy for Distribution of Tickets or Passes (**Policy**) ensures that tickets provided to and distributed by the Trabuco Canyon Water District (**District**) are in furtherance of a governmental and/or public purpose as required under Regulation 18944.1 and this Policy. This Policy also ensures that tickets distributed by the District under Regulation 18944.1 and this Policy are disclosed on FPPC Form 802 (see Attachment B-2) and posted to the District's website within 45 days of distribution as required by Regulation 18944.1.

**2. DEFINITIONS**

Unless otherwise expressly provided herein, words and terms used in this Policy shall have the same meaning as that ascribed to such words and terms in the California Political Reform Act of 1974 (Government Code Section 81000 et seq., as the same may from time to time be amended) and the FPPC Regulations (Title 2, Division 6 of the California Code of Regulation, Section 18110 et seq., as the same may from time to time be amended).

- a. "TCWD" or "District" shall mean and include the Trabuco Canyon Water District and any other affiliated agency created or activated by the District, and any departments, boards, and commissions thereof.
- b. "District Official" shall mean and refer to every member, officer, employee, or consultant of the Trabuco Canyon Water District, as defined by Government Code Section 82048 and FPPC Regulation 18701. Such terms shall include, without limitation, any District board or committee member or other appointed official or employee required to file an annual Statement of Economic Interest (FPPC Form 700).
- c. "Immediate family" shall mean and refer to spouse and dependent children.
- d. "Policy" shall mean and refer to this Policy for Distribution of Tickets or Passes.
- e. "Ticket" shall mean and refer to a "ticket or pass" for admission privilege to a facility, event, show, or performance for an entertainment, amusement, recreational, or similar purpose.

**3. APPLICATION OF POLICY**

- a. This Policy applies to tickets that provide admission to a facility, event, show, or performance for an entertainment, amusement, recreational, or similar purpose and are either:
  - i. Gratuitously provided to the District by an outside source;
  - ii. Acquired by the District by purchase;
  - iii. Acquired by the District as consideration pursuant to the terms of a contract for the use of a District venue; or
  - iv. Acquired and distributed by the District in any other manner.
- b. This Policy shall only apply to the District's distribution of tickets to, or at the behest of, a District Official. This Policy does not apply to other items of value provided to the District or any District Official, regardless of whether received gratuitously or for which consideration is provided. This includes food, beverage, or a gift provided to a District Official at an event that is not included in the fair market value of the ticket.

**4. GENERAL PROVISIONS**

- a. The use of tickets is a privilege extended by the District and not the right of any person to which the privilege may from time to time be extended.
- b. Tickets distributed to a District Official pursuant to this Policy shall not be transferred to any other person except to members of such District Official's immediate family or no more than one guest solely for their attendance at the event.
- c. No person who receives a ticket pursuant to this Policy shall sell or receive reimbursement for the value of the ticket.
- d. No ticket gratuitously provided to the District by an outside source and distributed by the District to, or at the behest of, a District Official pursuant to this Policy shall be earmarked by the original source for provision to a particular District Official.
- e. Tickets or passes may not be disproportionately used by a member of the Board of Directors, a chief administrative officer, political appointee, or department head of the District.

## **5. TICKET ADMINISTRATOR**

- a. The General Manager or his/her designee shall be the ticket administrator for purposes of implementing the provisions of this Policy.
- b. The General Manager or his/her designee shall have the authority, in his or her discretion, to establish procedures for the purchase and/or distribution of tickets in accordance with this Policy. All requests for tickets that fall within the scope of this Policy shall be made in accordance with the procedures established by the General Manager or his/her designee.
- c. The General Manager or his/her designee shall determine the face value of tickets distributed by the District for the purposes of Sections 6.a., 6.b., and 8.d.1. of this Policy.
- d. The General Manager or his/her designee, in his or her discretion, may revoke or suspend the ticket privileges of any person who violates any provision of this Policy.

## **6. CONDITIONS UNDER WHICH TICKETS MAY BE PURCHASED AND/OR DISTRIBUTED**

Subject to the provisions of this Policy, complimentary tickets may be distributed to District Officials under the following conditions:

- a. The District Official reimburses the District for the face value of the ticket(s).
  - i. Reimbursement must be made within 30 days of receipt of the ticket(s).
  - ii. The General Manager or his/her designee shall, in his or her discretion, determine which event tickets, if any, shall be available under this section.
  - iii. Ticket(s) that are reimbursed by the District Official within 30 days of receipt of the ticket(s) are not subject to the disclosure requirements under Section 8.
- b. The District Official treats the ticket(s) as income consistent with applicable federal and state income tax laws.
  - i. Ticket(s) that are received as income by the District Official are not subject to the disclosure requirements under Section 8.
- c. The District Official uses, or behests, such ticket(s) for one or more of the following governmental and/or public purposes:
  - i. Facilitating the attendance of a District Official at an event where the job duties of the District Official require his or her attendance at the event.
  - ii. Promotion of intergovernmental relations and/or cooperation and coordination of resources with other governmental agencies, including, but not limited to, attendance at an event with or by elected or appointed public officials from other jurisdictions, their staff members and their guests.
  - iii. Promotion of District resources and/or facilities available to the public.
  - iv. Promotion of District-run, sponsored, or supported community programs or events.
  - v. Promoting, supporting, and/or showing appreciation for programs or services rendered by charitable and non-profit organization benefiting District customers.

- vi. Promotion of business or economic activity, development, and/or redevelopment within the District's service area.
- vii. Exchange programs with foreign officials and dignitaries.
- viii. Promotion of District recognition, visibility, and/or profile on a local, state, national, or international level.
- ix. Promotion of open government by District Official appearances, participation, and/or availability at business and/or community events.
- x. Increasing public exposure to, and awareness of, the various educational venues and facilities available to the public through the District.
- xi. Attracting or rewarding volunteer service.
- xii. Encouraging or rewarding significant academic, athletic, or public service achievements by students, residents, or businesses within the District service area.
- xiii. Attracting and retaining highly qualified employees in District service; recognizing or rewarding meritorious service by a District employee; and/or promoting enhanced District employee performance or morale.
- xiv. Recognizing contributions made to the District by former District Board Members, District Employees, or other District Officials.

## **7. TICKETS DISTRIBUTED AT THE BEHEST OF A DISTRICT OFFICIALS**

- a. Only the following District Officials shall have the authority to behest tickets: (1) Elected or Appointed Board of Directors Members and (2) the General Manager or his/her designee.
- b. Tickets shall be distributed at the behest of a District Official only for one or more public purposes set forth in Section 6.c.

## **8. DISCLOSURE REQUIREMENTS**

- a. This Policy shall be posted on the District website in a prominent manner within 30 days of adoption or amendment of the Policy.
- b. Tickets provided to District Officials as part of their official duties, or tickets provided so that the District Official may perform a ceremonial role or function on behalf of the District, are not to be subject to this Policy and are exempt from any disclosure requirements under Section 8. A ceremonial role or function includes, but is not limited to, making a speech, participating in a panel or seminar, presenting an award or proclamation, or cutting a ribbon.
- c. Tickets distributed by the District for which the District receives reimbursement from the District Official as provided under Section 6.a. shall not be subject to the disclosure provisions of this Section 8.
- d. Tickets distributed by the District to any District Official for which the District Official treats as income as provided under Section 6.b. shall not be subject to the disclosure provisions of this Section 8.
- e. Tickets distributed by the District to any District Official for one or more public purposes described in section 6.c. shall be disclosed on Form 802 (see Attachment B-2) provided by the FPPC in a prominent fashion on the District's website within 45 days after distribution. Such posting shall include the following information:
  - i. The name of the recipient, except that if the recipient is an organization, the District may post the name, address, description of the organization, and number of tickets provided to the organization in lieu of posting the names of each recipient;
  - ii. A description of the event;
  - iii. The date of the event;
  - iv. The face value of the ticket;
  - v. The number of tickets provided to each person;
  - vi. If the ticket is distributed at the behest of a District Official, the name of the District Official who made such behest;

- vii. If the ticket was transferred to a person under Section 4.b., the relationship of the transferee;
- viii. If received for the oversight or inspection of facilities, a written inspection report of findings and recommendations by the District Official receiving the ticket or pass; and
- ix. A description of the public purpose(s) under which the distribution was made.

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**ATTACHMENT B-2:  
FAIR POLITICAL PRACTICES COMMISSION (FPPC) FORM 802**

**[INCLUDE FORM 802]**

<https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Agency%20Reports/Form-802.pdf>

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**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING | MAY 11, 2022**

**FINANCIAL MATTERS**

**ITEM 4: DISCUSSION CONCERNING DISTRICT PROPOSED FISCAL YEAR 2022/2023 GENERAL FUND AND CAPITAL IMPROVEMENT PROJECT (CIP) BUDGET ASSUMPTIONS**

The District fiscal year runs from each July 1 through each June 30. During the last quarter of each fiscal year, District staff reviews financial information and performs analyses relating to projected costs for the upcoming fiscal year in order to recommend a budget to the Board of Directors.

***PROPOSED GENERAL FUND BUDGET ASSUMPTIONS***

For FY 2022/2023, District staff has prepared the General Fund Budget with the following budgetary assumptions based on eight months of financial data in FY 2021/2022:

<b>Description</b>	<b>Proposed Adjustment %</b>
MWDOC Capacity Charges	5.5%
MET Tier 1 Untreated Water Charges	11.0%
Chemicals	3.0%
Contract Services	5.0%
Electricity	4.0%
Fuel	10.0%
Inflation	5.0%
Professional Services	<i>Scheduled Out</i>
Salary/Compensation	<i>Under Review</i>
Health Benefits	7.0%
Ancillary Benefits (Dental/Vision)	2.0%

***PROPOSED CAPITAL IMPROVEMENT PROJECTS, EQUIPMENT, & PROGRAM BUDGETS***

Capital Improvement Projects (CIP) completed to date and status for completion by the end of the fiscal year. In addition, District staff prepares a list of proposed projects for the upcoming fiscal year in order to recommend a CIP budget to the Board of Directors. CIP projects are categorized as administrative, water, wastewater, recycled water, or engineering and general projects. A DRAFT Fiscal Year 2022/23 CIP is included for Committee review and consideration.

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT**

In Development

**RECOMMENDED ACTION:**

*Committee to receive information and make recommendation(s) as deemed appropriate.*

**EXHIBIT(S):**

1. DRAFT Fiscal Year 2022/2023 Capital Improvement Projects, Equipment, and Program Budgets

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

TRABUCO CANYON WATER DISTRICT  
5-YEAR CAPITAL IMPROVEMENT PLAN BUDGET  
F.Y. 2021/22 - 2023/24

ITEM	WATER	EXPENDED	PROPOSED	PROJECTED
		FY 2021/22	FY 2022/23	FY 2023/24
1	Dimension WTP Vault Improvements		\$ 50,000	
2	PRV Improvements-Water	\$ 3,100	\$ 15,000	\$ 15,000
3	Domestic Water Turbidimeter Replacement		\$ 15,000	\$ 15,000
4	Valve Replacement Program	\$ 37,500	\$ 45,000	\$ 75,000
5	DWTP Office & Storage	\$ 50,000	\$ 300,000	
6	DWTP Filter 4 Recoating			\$ 150,000
7	DWTP Backwash Recovery Tank Replacement	\$ 66,000		
8	DWTP Flowmeter	\$ 5,300		
9	Live Oak Transmission Main (Harris to Station 18) Scoping		\$ 100,000	
10	Reservoir Rehabilitation Project			\$ 75,000
11	El Toro Road Bike Trail Pipeline Improvements			\$ 100,000
12	Meter Replacement Program	\$ 48,200		\$ 5,000
13	AMR/AMI System Implementation - Grant Funding	\$ 200,000	\$ 1,500,000	
14	Harris Grade Tank/Live Oak Pipeline			\$ 375,000
<b>WATER SUBTOTAL</b>		<b>\$ 410,100</b>	<b>\$ 2,025,000</b>	<b>\$ 810,000</b>
DISTRICT-WIDE		FY 2021/22	FY 2022/23	FY 2023/24
15	SCADA System Upgrades	\$ 750,000	\$ 900,000	\$ 250,000
16	District Facility Security Improvements	\$ 7,000		
17	Trucks	\$ 44,000		\$ 70,000
18	Admin Flood Damage	\$ 47,000		
19	Forklift	\$ 30,000		
20	Equipment Trailer		\$ 39,000	
21	Pump Replacement Program	\$ 250,000	\$ 100,000	\$ 100,000
22	CMMS Implementation	\$ 35,350		
23	Master Plan and Condition Assessment	\$ 250,000	\$ 400,000	
<b>DISTRICT-WIDE SUBTOTAL</b>		<b>\$ 1,413,350</b>	<b>\$ 1,439,000</b>	<b>\$ 420,000</b>
WASTEWATER / RECLAIMED / RECYCLED		FY 2021/22	FY 2022/23	FY 2023/24
24	Wet Well Recoating Program - Sewer			\$ 20,000
25	Manhole Recoating Program - Sewer	\$ 20,000	\$ 20,000	\$ 20,000
26	PRV Vault Improvements Program - Reclaimed		\$ 45,000	\$ 45,000
27	Golf Club SLS- Sewer ByPass, Bypass Valve, MCC, Valve, Force Main	\$ 600,000		
28	Golf Club SLS Improvements-Wet Well, Surge Tank, Bypass, Dry Pit		\$ 840,000	
29	Golf Club SLS New Pump Procurement (3)	\$ 195,000		
30	Golf Club SLS Security Improvements (New Gate)			\$ 60,000
31	WWTP Drying Bed/Sludge Bin Permanent Cover - Sewer			\$ 100,000
32	WWTP Safety Railing Replacement - Sewer			\$ 40,000
33	WWTP Brine Tank Removal - Sewer			\$ 25,000
34	WWTP Blower Motors (2)		\$ 200,000	
35	WWTP New Mixers		\$ 200,000	
36	WWTP-Blower Room 75HP Motor	\$ 8,500		
37	Chiquita CIP	\$ 178,000	\$ 178,000	\$ 150,000
38	El Toro SLS Surge Tank Improvements	\$ 30,000	\$ 250,000	
39	El Toro SLS Improvements - Electrical for pumps/MCC	\$ 193,000		
40	El Toro SLS Improvements - Force Main Discharge Valve Replacement		\$ 35,000	
41	Dove New Lake Barge/Pump		\$ 30,000	
<b>WASTEWATER / RECLAIMED / RECYCLED SUBTOTAL</b>		<b>\$ 1,224,500</b>	<b>\$ 1,798,000</b>	<b>\$ 460,000</b>
<b>TOTAL ANNUAL CIP</b>		<b>\$ 3,047,950</b>	<b>\$ 5,262,000</b>	<b>\$ 1,690,000</b>
<b>TOTAL 3-YEAR CIP</b>		<b>\$ 9,999,950</b>		

**FINANCIAL MATTERS**

**ITEM 5: APPROVAL OF PURCHASE OF REPLACEMENT PUMPS FOR GOLF CLUB SEWER LIFT STATION**

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

**1. Sewer Force Main Isolation Valve**

In March 2021, the District contracted with Ferreira Construction and Koppel for the installation of an in-line isolation valve on the force main to allow for O/M staff to replace plug valves and check valves in the Station Dry Pit. *This work is complete.*

**2. Station Bypass Valve Assembly and Repair to Existing Surge Tank**

In December 2021, District staff contracted with Ferreira construction and DB Sales to install a bypass valve assembly and repair the existing surge tank. The sewer bypass valve assembly is typical for most sewer pump stations to allow for both emergency and long-term repairs and improvements. *This work is complete.*

**3. Electrical System Improvements-Motor Control Center (MCC) Panel**

Some of the components in the MCC Panel have been replaced due to failure, but there were many other system components that have reached the end of life. In March 2022, District staff began work with Hydrotech Electrical for the replacement of the MCC. *This work is complete.*

**4. Surge Tank Relocation/Replacement**

The existing tank is in poor condition, difficult to maintain and has reached the end of its service life. Engineering is working with O/M to replace the tank, relocate it outside in front of the building at the new bypass assembly and construct a permanent fence and gate around the front of the station. *This design is in progress.*

**5. Wet Well Improvements**

The following items in the wet well require repair and/or replacement: pump guide rails, discharge elbows and piping replacing into the drypit on one stage, wet well coating, and wet well lid. *Procuring design proposal.*

**6. Dry Pit Improvements**

O/M staff have identified isolation valves, piping and appurtenances needing repair and/or replacement in the station. *Procuring design proposal.*

The station is designed with two two-stage pump systems; two Wilo pumps in the wet well (First Stage) and two Cornell pumps in the dry pit (Second Stage). In August/September 2021, both first stage pumps failed, and the station is currently utilizing a spare back-up submersible pump, along with a series of rental equipment for redundancy. District staff coordinated with Evans Hydro Inc. for the inspection of the two pumps, and it has been determined that one of the two pumps can be repaired/rebuilt. Evans Hydro has provided a quote for in-kind replacement pumps for staff consideration.

District staff reviewed this matter with the Engineering/Operational Committee on April 6, 2022 and requested approval and subsequent Board ratification of the purchase of two new Wilo pumps for approximately \$56K.

**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING | MAY 11, 2022**

After careful consideration of the facility design and pump configuration, District Staff procured quotes from Xylem (Flygt) and Tekdraulics (Cornell) which included heavy duty discharge elbows, engineered guild rail systems and pumps that better serve the system demands with a longer service life. The following table summarizes their quotes:

<b>PUMP QUOTES</b>	
<b>Company</b>	<b>Quote</b>
Tekdraulics	\$193,286.39
Xylem	\$196,238.97

District staff prefers the Cornell pumps for the following reasons:

1. Matching pump configuration – all pumps would be Cornell pumps.
2. The pumps are engineered and designed to meet the unique system demands (high-head pressure)
3. Cornell pumps are made in the USA (Portland, OR) which allows for increased reliability for the available replacement parts, and possible expedited fulfillment period.

District staff recommends the purchase of the three Cornell pumps and two guide rail systems/discharge elbows quoted by Tekdraulics for a total amount of \$193,286.39. More information may be presented at the time of the meeting.

**FUNDING SOURCE:**

Capital Improvement Program

**FISCAL IMPACT (PROJECT BUDGET):**

Tekdraulics Proposal: \$193,286.39  
Total project related expense to date: \$580,000.00

**ENVIRONMENTAL COMPLIANCE:**

Notice of Exemption was filed with the County of Orange on November 1, 2021.

**RECOMMENDED ACTION:**

*Approve and recommend the Board of Directors ratify the purchase of three (3) replacement pumps, two (2) guild rail systems and two (2) discharge elbows from Tekdraulics for Golf Club Sewer Lift Station in the amount of \$193,286.39.*

**EXHIBIT(S):**

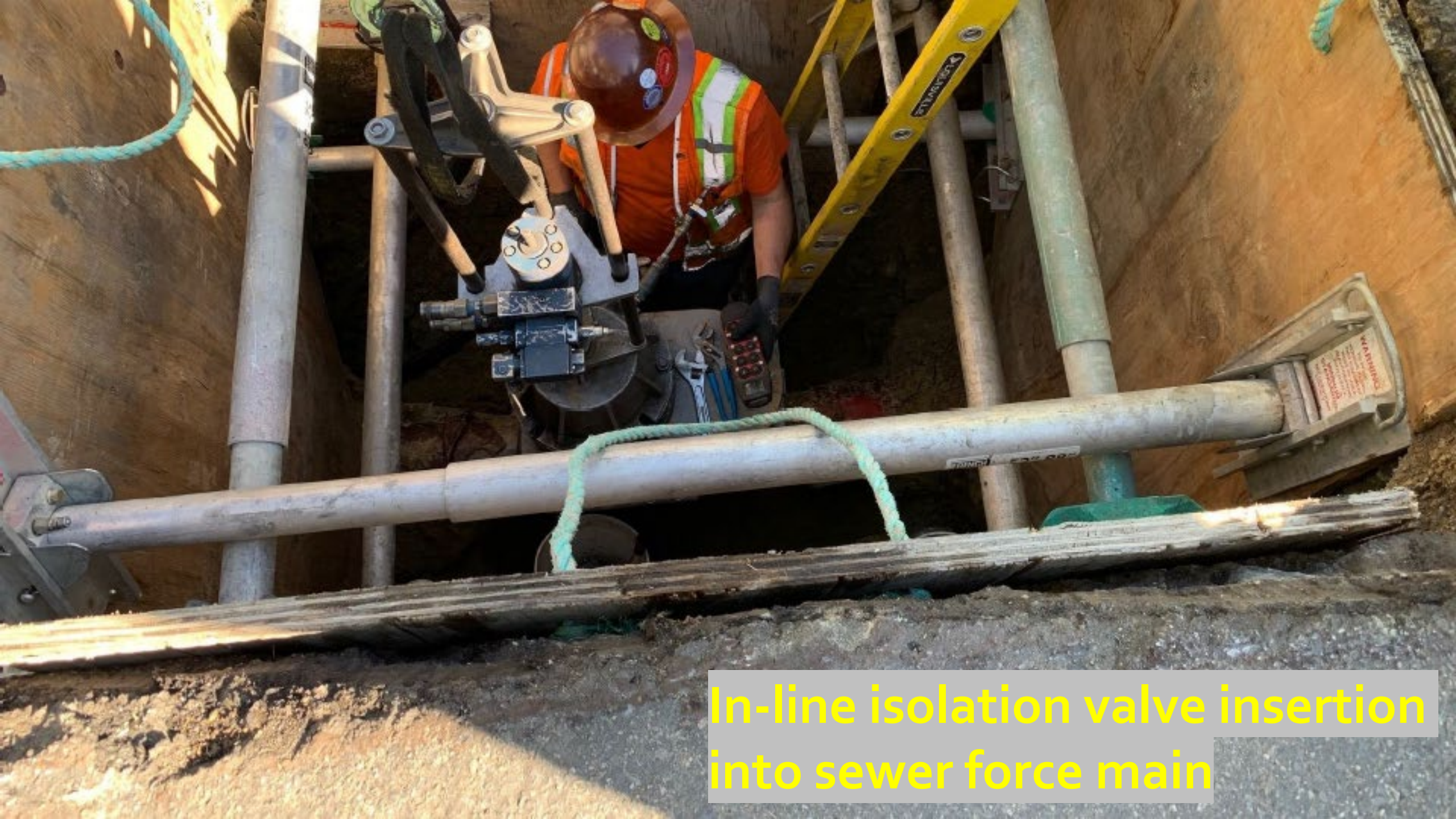
1. Project Photos
2. Pump Quotes

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

# GOLF CLUB SEWER LIFT STATION REPAIRS & IMPROVEMENTS

Trabuco Canyon Water District  
E&O Meeting  
4/6/2022





In-line isolation valve insertion into sewer force main

# Dry Pit Surge Tank Welding Repair





Finished Force Main Bypass Valve / Tee





Previous Motor Control Center



**New Motor Control Center**

# Dry Pit Surge Tank, Wet Well, Piping, and Valves



Wet Well



800 South El Camino Real  
 Suite 202  
 San Clemente, CA 92672  
 Voice: 949-680-4800  
 Fax: 949-680-4802

**Quoted To:**

Trabuco Canyon Water District  
 Attention:  
 32003 Dove Canyon Drive  
 Trabuco Canyon, CA 92679

Drop Shipment

Customer ID	Good Thru	Payment Terms	Sales Rep
TCWD	5/15/22	Net 30 Days	

Quantity	Description	Unit Price	Amount
3.00	Trabuco Canyon GOLF LS Stage 1 Pump Replacement- CORNELL 4414T SUBmersible Pumps on Guide Rails Design Point 1: 600 GPM @ 185' TDH Cornell 4414T-SUB-60-4 60 HP Submersible Pump, 460v/3ph/60cy with RELIANCE Motor (1 Spare unit)	46,988.00	140,964.00
3.00	Optional NW Factory Pump Performance Testing, HI LEVEL 1B, Vibration test, Hydro Test ( Can add two weeks to delivery)	2,620.00	7,860.00
2.00	4" HEAVY DUTY Auto Coupling discharge elbow/complete guide rail system for 29' setting	13,985.00	27,970.00
	Same 4414T Model and design conditions as Stage 2 Dry Pit Pumps, but submersible Standard all iron materials of construction *420 SS heat treated wear rings Vertical close coupled configuration 60 HP/1800 RPM/460/3/60/Reliance submersible motor *with 50 feet of power and control cable *per Cornell's submersible motor spec Scotchkote 134 Fusion Bonded Epoxy coating *on the interior and the exterior of the pump end, and discharge elbow, autocoupling Approx. 990 lbs. each, shipping weight Approx. 20 to 22 weeks to ship, after receipt of order (currently)		

Subtotal	Continued
Sales Tax	Continued
Freight	Continued
<b>TOTAL</b>	<b>Continued</b>

Quote Number: 1431-1

Quote Date: Apr 15, 2022

Page: 2

800 South El Camino Real  
 Suite 202  
 San Clemente, CA 92672  
 Voice: 949-680-4800  
 Fax: 949-680-4802

**Quoted To:**

Trabuco Canyon Water District  
 Attention:  
 32003 Dove Canyon Drive  
 Trabuco Canyon, CA 92679

Drop Shipment

Customer ID	Good Thru	Payment Terms	Sales Rep
TCWD	5/15/22	Net 30 Days	

Quantity	Description	Unit Price	Amount
	60 HP, 1800 RPM, 3/60/460 Submersible Motor 1.15 Service Factor NC Thermostats Moisture Sensors - Epoxy finish coat 50' Power and Control Cables Includes Pump Monitor Relay  OPTIONAL- HI Level 1B Performance Test and Report Quote does not include spare parts, shipping, or anything else not specifically listed above.  HEAVY DUTY GUIDE Rail system includes 2" 316 SS sched 40 guide rails for 29' setting (two guide rails per pump), 304SS upper guide & intermediate guide brackets, 3' SS lifting chain sling, Nylon wrapped SS lifting cable. 4"x4" Heavy Duty Discharge elbow and autocoupling guide claw is coated with SK134 Fusion bonded epoxy. 1 spare guide rail claw adapter and SS Lifting sling to be provided for spare pump.  Delivery is estimated 20-22 weeks from acceptance of PO/submittal. Special Pricing for three pumps. Freight costs are estimated for 3 ea. pumps, with 2 each complete		

Subtotal	Continued
Sales Tax	Continued
Freight	Continued
<b>TOTAL</b>	<b>Continued</b>

# QUOTATION

Quote Number: 1431-1

Quote Date: Apr 15, 2022

Page: 3

800 South El Camino Real  
 Suite 202  
 San Clemente, CA 92672  
 Voice: 949-680-4800  
 Fax: 949-680-4802

**Quoted To:**

Trabuco Canyon Water District  
 Attention:  
 32003 Dove Canyon Drive  
 Trabuco Canyon, CA 92679

Drop Shipment

Customer ID	Good Thru	Payment Terms	Sales Rep
TCWD	5/15/22	Net 30 Days	

Quantity	Description	Unit Price	Amount
	guide rail assemblies.		

Subtotal	176,794.00
Sales Tax	13,092.39
Freight	3,400.00
<b>TOTAL</b>	<b>193,286.39</b>

Pump Data Sheet - Cornell

Company: TEKDRAULICS  
 Name: Golf LS Sub  
 Date: 04/01/2022



Pump:			
Size:	4414T	<u>Dimensions:</u>	
Type:	Encl Solids Handling	Suction:	4 in
Synch Speed:	1800 rpm	Discharge:	4 in
Dia:	13.3125 in		
Curve:	4414T18		

Fluid:			
Name:	Water		
SG:	1	Vapor Pressure:	0.256 psi a
Density:	62.4 lb/ft <sup>3</sup>	Atm Pressure:	14.7 psi a
Viscosity:	1.1 cP		
Temperature:	60 °F	Margin Ratio:	1

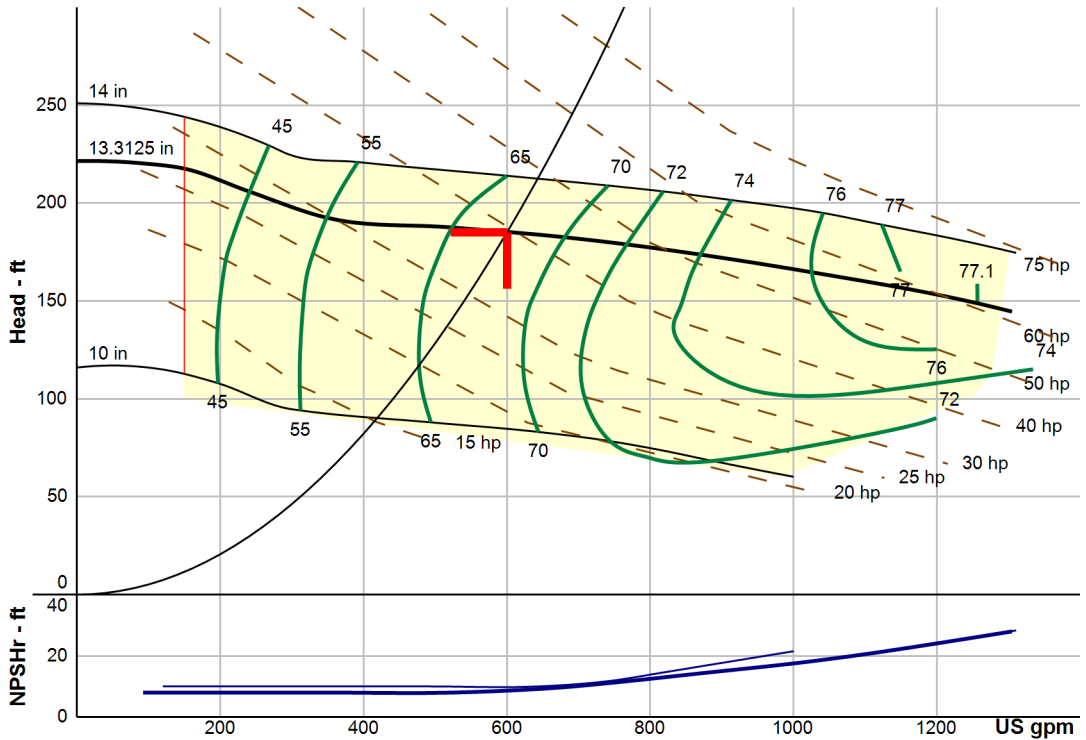
Search Criteria:			
Flow:	600 US gpm	Near Miss:	---
Head:	185 ft	Static Head:	0 ft

Pump Limits:			
Temperature:	250 °F	Sphere Size:	3 in
Wkg Pressure:	150 psi g		

Motor:			
Standard:	NEMA	Size:	75 hp
Enclosure:	TEFC	Speed:	1800 rpm
Frame:	365T		
Sizing Criteria:	Max Power on Design Curve		

**Pump Selection Warnings:**  
 None

--- Duty Point ---	
Flow:	600 US gpm
Head:	185 ft
Eff:	67.4%
Power:	41.4 hp
NPSHr:	8.85 ft
Speed:	1760 rpm
--- Design Curve ---	
Shutoff Head:	221 ft
Shutoff dP:	95.9 psi
Min Flow:	150 US gpm
BEP:	77.1% @ 1257 US gpm
NOL Power:	62 hp @ 1305 US gpm
--- Max Curve ---	
Max Power:	73.9 hp @ 1310 US gpm



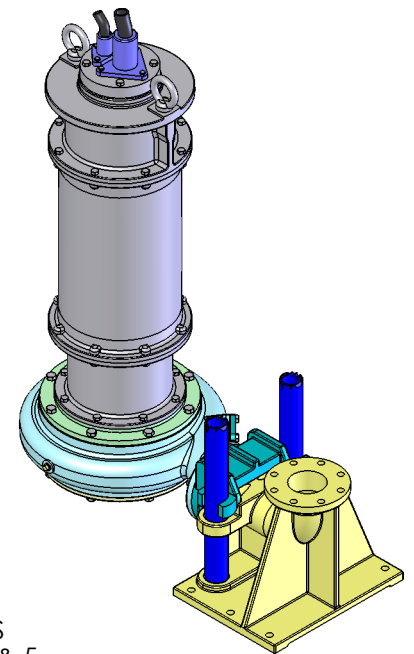
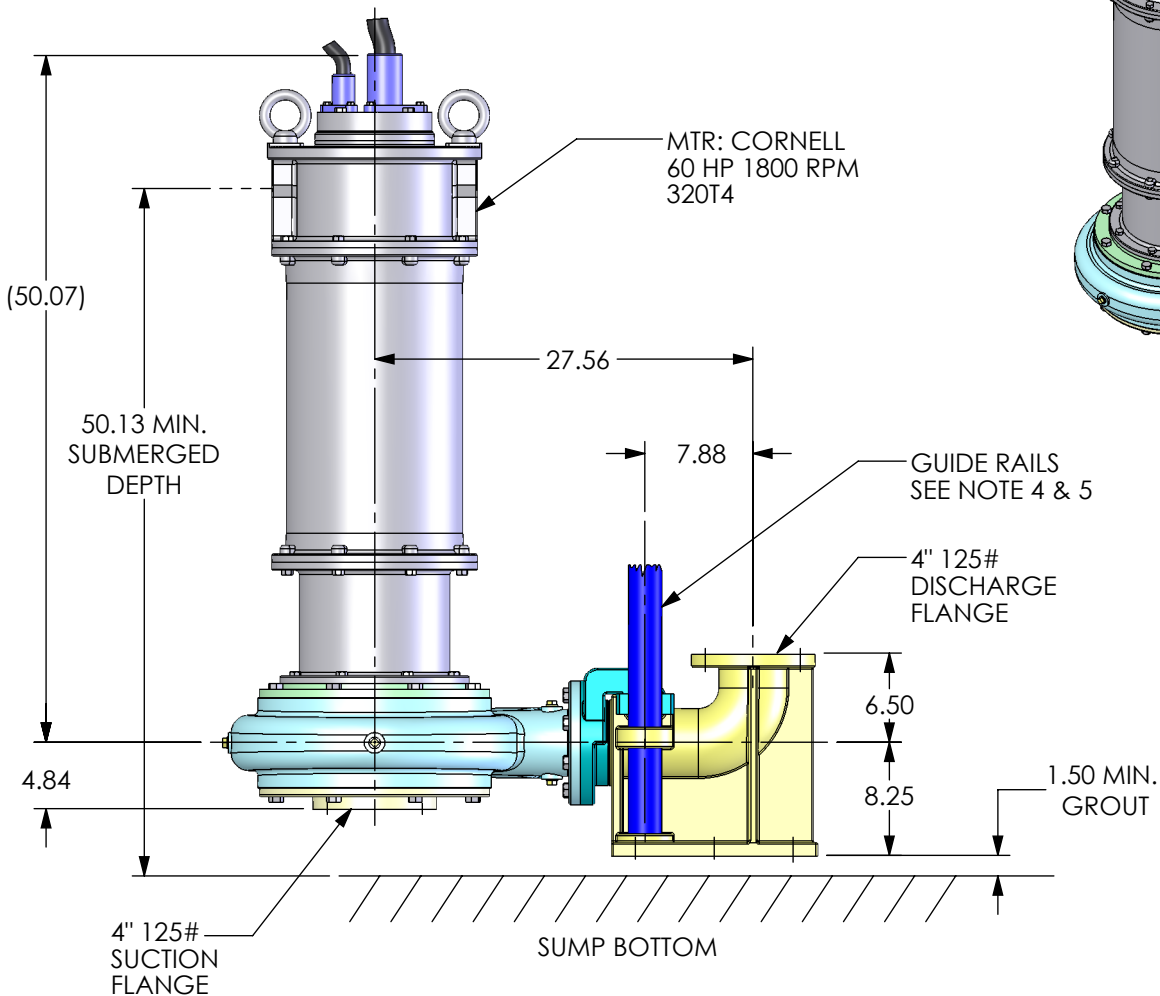
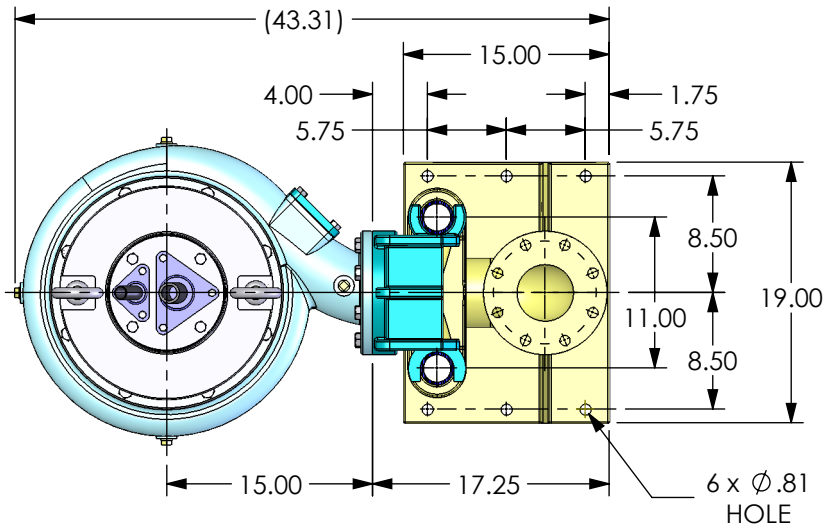
Min flow line represents the absolute lowest flow pump can operate. Consult with factory if operating below 50% of BEP flow

**Performance Evaluation:**

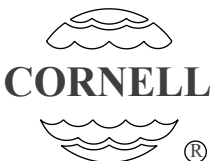
Flow	Speed	Head	Efficiency	Power	NPSHr
US gpm	rpm	ft	%	hp	ft
720	1760	181	71	46.3	10.6
600	1760	185	67	41.4	8.85
480	1760	189	63	36.3	7.99
360	1760	192	56	31.3	8
240	1760	206	45	27.8	8

SW11192

- NOTE:**
1. OVERALL DIMENSION MAY VARY  $\pm .12$
  2. MOTOR REF: A22046Q
  3. AUTO COUPLING REF: BML588A-A00
  4. GUIDE RAILS REQUIRE UPPER GUIDE BRACKET, POSSIBLY MOUNTED TO LID OF PIT (NOT SHOWN).
  5. ONE INTERMEDIATE GUIDE BRACKET MOUNTED TO DISCHARGE PIPE IS RECOMMENDED PER 20' OF GUIDE RAIL (NOT SHOWN).

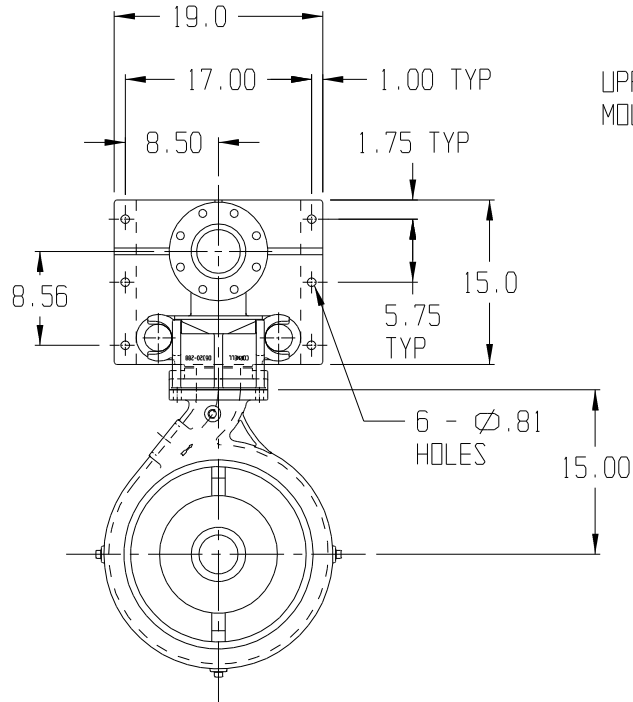
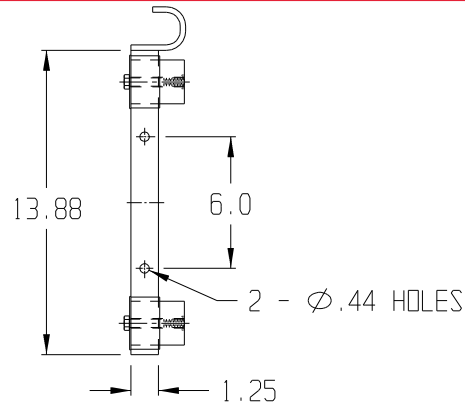


8/27/14

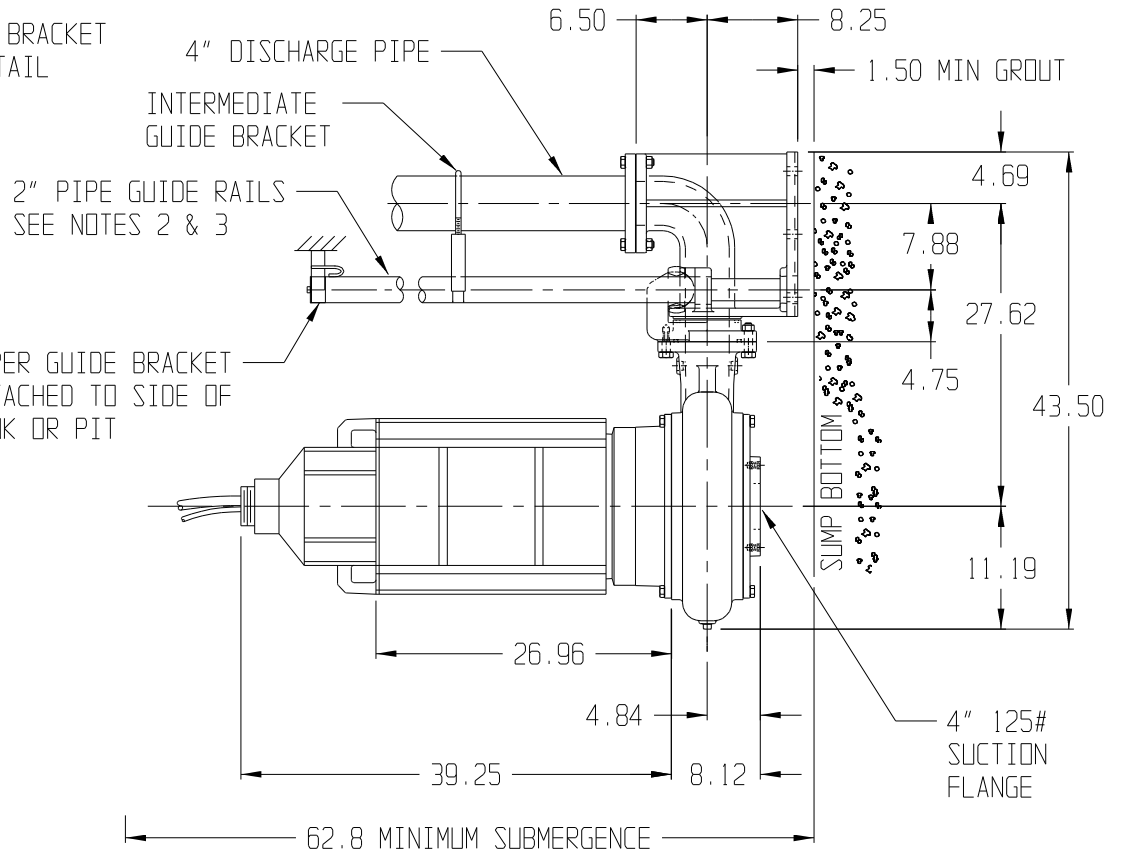


REV. NO.	DESCRIPTION				DATE	BY
	-SUB T2 SGL - A21539 - 4" AUTO CPL. - 320T4					
DR. GH	CHECKED SP	DATE 8/27/14	SCALE TO SCALE	APROX. WEIGHT. (LB.) 1304		
CORNELL PUMP COMPANY PORTLAND, OREGON				JOB NO.		
				DWG. NO. SW11192		

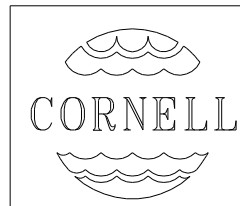
MODEL: 4NHDH-SUB  
 MOTOR: 60 HP, 1800 RPM,  
 RELIANCE 320TY  
 DIM SHEET 66930-257  
 ELBOW: CORNELL 4X4 AUTOCOUPLING



UPPER GUIDE BRACKET MOUNTING DETAIL



- NOTES:
1. DIMENSIONS MAY VARY  $\pm .12"$ .
  2. GUIDE RAILS REQUIRE UPPER GUIDE BRACKET POSSIBLY MOUNTED TO LID OF PIT.
  3. ONE INTERMEDIATE GUIDE BRACKET MOUNTED TO DISCHARGE PIPE IS RECOMMENDED PER 20' OF GUIDE RAIL.

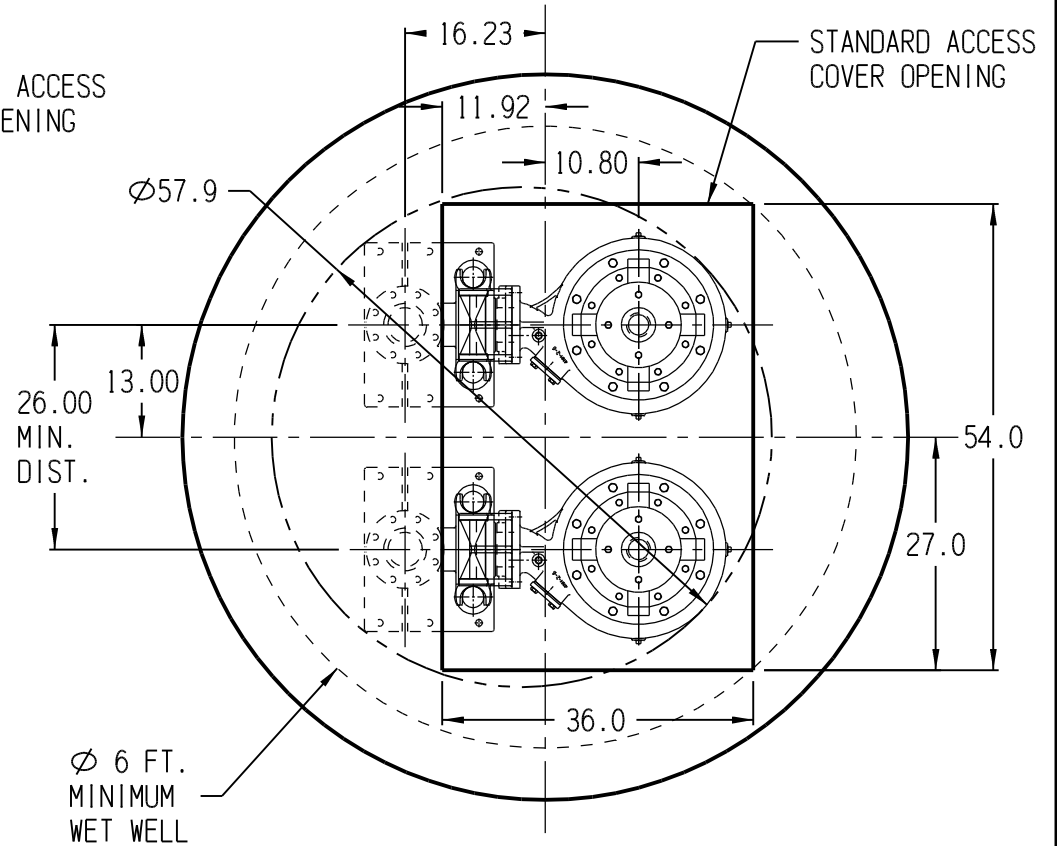
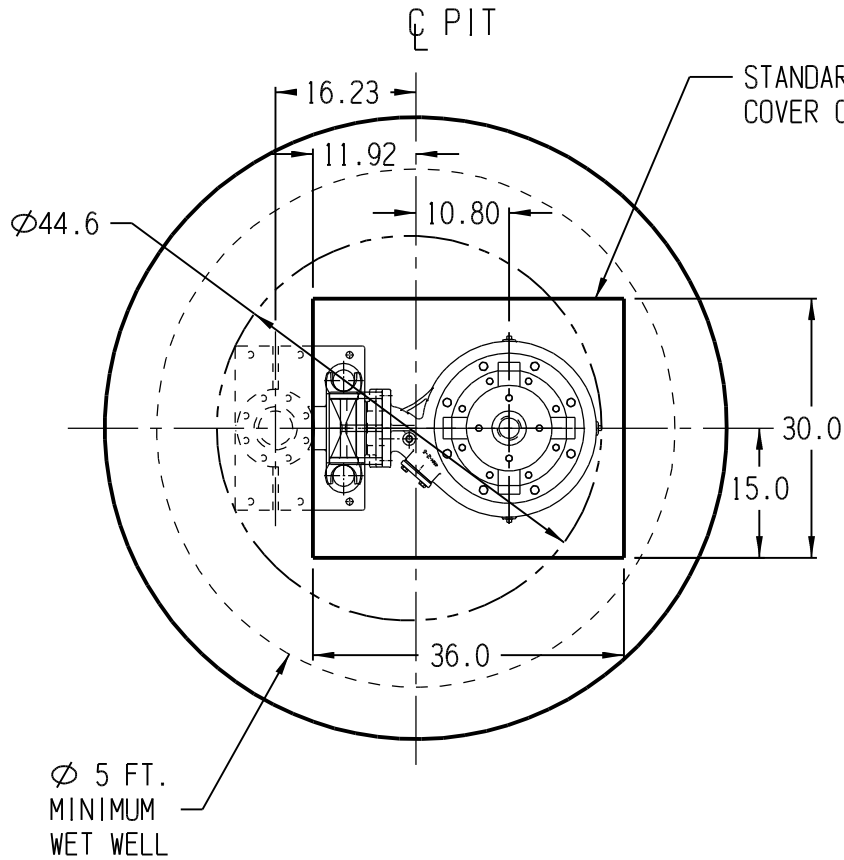


REV. NO.	DESCRIPTION			DATE	BY
	FOUNDATION PRINT: 4NHDH-SUB, 4X4, MTR (60-4)			PATT. NO.	
DR. KHL	CHECKED DT	DATE 8-30-07	SCALE TO SCALE	JOB NO.	
CORNELL PUMP COMPANY PORTLAND, OREGON				DWG NO.	F12572

SIMPLEX

DUPLEX

☐ PIT



NOTES:

1. DIMENSIONS MAY VARY ± .12".
2. CONFIGURATION AND DIMS. SHOWN ARE SUGGESTED REQUIREMENTS ONLY. LOCATION AND ARRANGEMENT OF VALVES AND PIPING, ETC. ARE TO BE SPECIFIED BY THE ENGINEER AND ARE SUBJECT TO THEIR APPROVAL.

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LIFT STATION DIMENSIONS: 4414T-SUB, 4x4

DR. JDA CHECKED -- DATE 04-06-2009 SCALE NONE

CORNELL PUMP COMPANY PORTLAND, OREGON

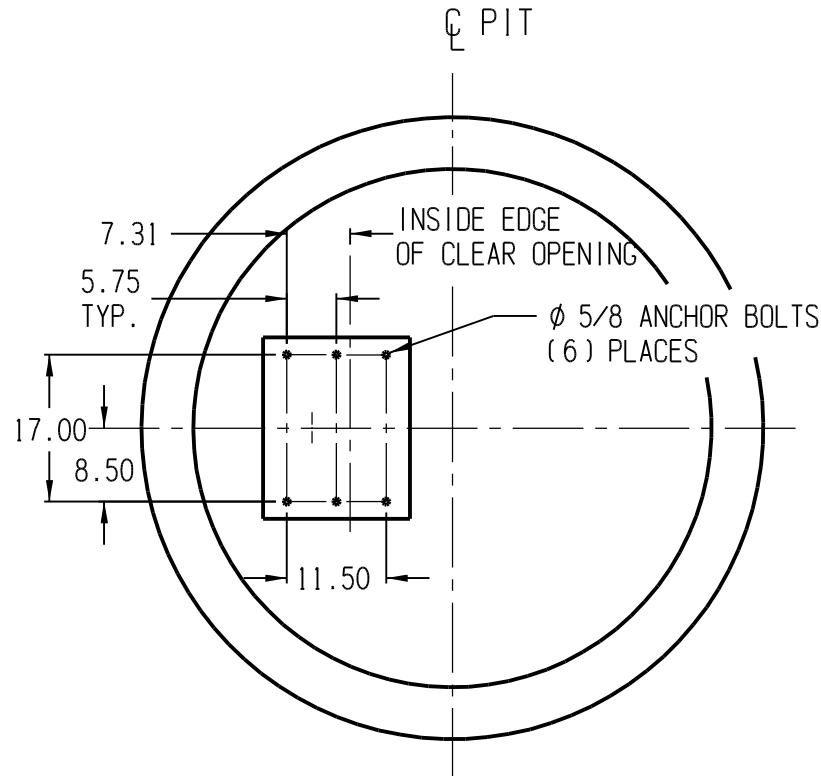
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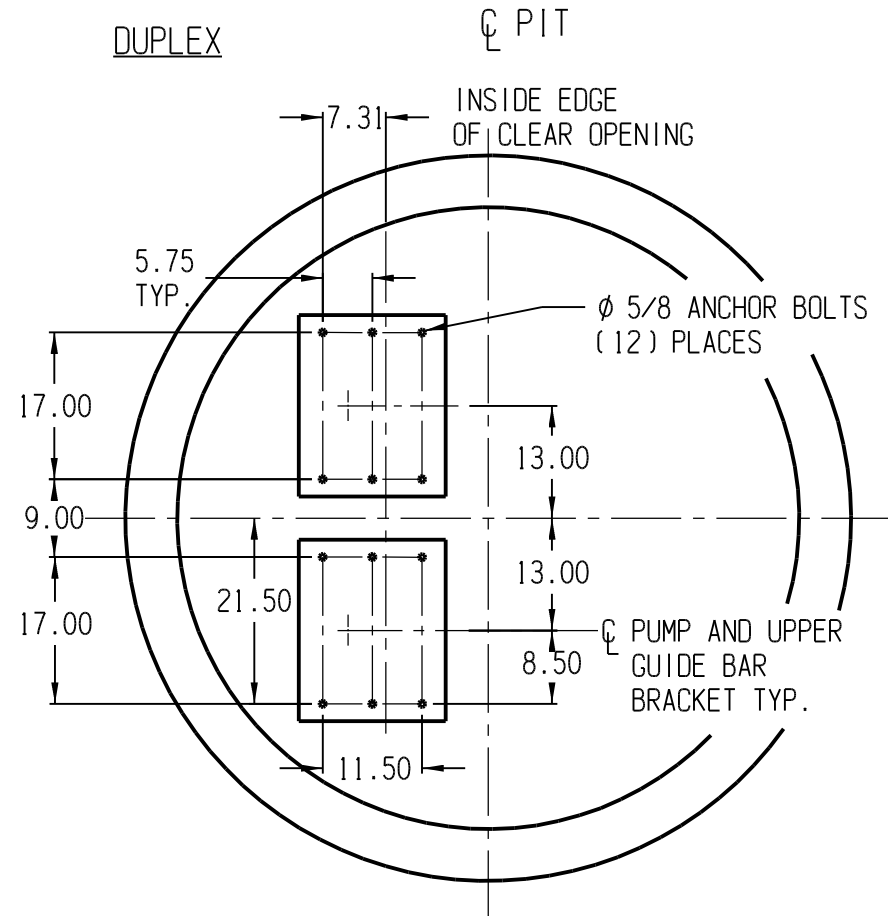
DWG NO.

F12940

SIMPLEX



DUPLEX



NOTES:

1. DIMENSIONS MAY VARY  $\pm .12"$ .
2. CONFIGURATION AND DIMS. SHOWN ARE SUGGESTED REQUIREMENTS ONLY. LOCATION AND ARRANGEMENT OF VALVES AND PIPING, ETC. ARE TO BE SPECIFIED BY THE ENGINEER AND ARE SUBJECT TO THEIR APPROVAL.
3. LOCATE ANCHOR BOLTS USING INSIDE EDGE OF CLEAR OPENING AND PUMP CENTERLINE AS REFERENCE POINT. BOLT LOCATION MUST BE HELD TO MAINTAIN EXACT POSITION OF PUMP TO CLEAR OPENING.

**CONFIDENTIAL**

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LIFT STATION LAYOUT: 4414T-SUB, 4x4

DR. JDA CHECKED -- DATE 04-06-2009 SCALE NONE

CORNELL PUMP COMPANY PORTLAND, OREGON

PAT. NO.

JOB. NO.

DWG NO.

F12941

# Submersible Motors Application in Water and Sewage U/L listed, Class 1, Groups C & D

## SPECIFICATIONS FOR SUBMERSIBLE MOTORS:

**1-450 HP  
Submersible Wet Pit  
15 min in air**

**1-150 HP  
Submersible Dry Pit  
Continuous in air**

### 1.0 SCOPE

This specification details the mechanical and electrical requirements for squirrel-cage induction motors, both single and three phase, designed for wet well and dry well submersible applications in water and sewage.

It is the intent of this specification to define submersible premium quality motors which will provide efficient operation with high mechanical integrity under adverse operating conditions for maximum life and minimum life cycle costs. This specification covers sewage wet well and dry well applications defined by the National Electric Code as Class 1: Division 1, hazardous locations section 501-8 (a) requiring explosion proof construction.

### 2.0 GENERAL

**2.1** All motors covered by this specification shall conform to the latest applicable requirements of NEMA, IEEE, ANSI, and NEC standards.

**2.2** Motors shall be designed for continuous submerged duty in water and sewage, and minimum 15 minute duty continuous in air under full load operating conditions. Motors used in dry well operation shall be designed for continuous in air under full load operating conditions.

**2.3** Three (3) phase shall be rated 200/400, 230/460 or 575 volt. Single voltage motors will also be available. Single phase motors shall be rated 115/230 volts. Multi-voltage motors shall be final connected for the highest voltage unless specified by customer and designed for easy field reconnection.

**2.4** Ratings will be based on 40 C ambient conditions.

**2.5** Motor construction shall be designed to withstand 100 psi\* water pressure at all seal locations. Maximum submerged depth is 160 feet.

\*Total sum of operating depth and reflected pump pressure

- 2.6** All motors shall be furnished with Class F rated insulation materials or better. Insulation materials rated lower than Class F (Class B or A) are specifically prohibited.
- 2.7** Motors 1 horsepower up to and including 135 horsepower, shall be rated as Class F, 1.15 service factor, Class 1, Groups C& D. Motors under 1 HP shall be rated as Class B, 1.0 service factor, Class 1, Group D.
- 2.8** All motors will be CSA (Canadian Standard Association) and U.L (Underwriters Laboratories) approved and nameplated accordingly.
- 2.9** All motors shall be manufactured in the United States of America. The ability to provide any and all replacement parts, engineering design support, complete dynamometer testing, and U/L rerate capability shall be provided domestically.

**3.0 MECHANICAL**

**3.1.0 Bearings and Lubrication**

- 3.1.1** Bearings shall be ball, single row, deep groove, Conrad type, and shall have a Class 3 internal fit conforming to AFBMA Std. 20. Standard bearing size for 440TY frame is 7222 duplex bearing. Other arrangements are available depending on shaft loading. Please contact your local Baldor representative for assistance.
- 3.1.2** Bearing shall be selected to provide a minimum L10 rating life of 17,500 hours.
- 3.1.3** The motor shall be designed to limit the bearing temperature rise to a maximum of 60 degree C under full load conditions.
- 3.1.4** Motors shall be greased by the manufacturer with a premium moisture resistant polyurea thickened grease containing rust inhibitors and suitable for operation over a temperature range of -25 degree C to + 120 degree C.

**3.2.0 Shaft Seal**

- 3.2.1** Two independently-mounted mechanical face type seals shall be provided. The

inner and outer seals shall be separated by an oil filled chamber. The oil chamber shall act as a barrier to trap moisture and provide sufficient time for a planned shutdown. The oil shall also provide lubrication to the internal seal.

- 3.2.2** Standard Type 21, Type 42, or Type 43, U.L approved seals shall be provided. Carbon rotating faces and ceramic stationary faces are standard. Optional seal constructions are available. See chart 1.

Seal	Description	Application
Type 21 Carbon Ceramic Faces	Standard seal offering. A general purpose seal of stainless steel construction with carbon ceramic seal faces.	Used wastewater applications with relatively clean effluent.
Type 21 Tungsten Carbide Faces	Same type of seal except with tungsten carbide faces. Harder seal faces.	For more demanding applications, more viscous fluid.
Type 21 Silicon Carbide Faces	Same type of seal except with silicon carbide faces.	For the most demanding, slurry type applications.
Hydropad Seal	Special seal design with hydropad scallops to run cooler.	Use in low specific gravity, light lubricity. Never operate in a dry condition.

- 3.2.2a** Buna-N O-rings and elastomers are standard. Viton elastomers are recommended for ambients of 61 C and higher.

- 3.2.3** The outer seal construction shall be designed for easy replacement.

- 3.2.4** The outer seal assembly is selected to prevent the entrance of moisture into the motor oil chamber. The OEM is responsible for protecting the outer seal from exposure to solids and foreign materials (such as banding, ropes, or strings). It is the responsibility of the pump OEM to insure the outer seal is lubricated by the effluent for both 15 minute in air and continuous in air applications.

**3.2.5** In compliance with U/L standards for explosion proof motors, a flamepath shall be proved by a labyrinth slinger in the bottom flange in order to prevent the ignition of ambient gases. Under such conditions the seal design shall allow for pressure relief across either seal face.

### **3.3.0 MOISTURE DETECTOR SYSTEM**

**3.3.1** Warrick type, dual (2) moisture sensing probes are to be provided that extend into the oil chamber to detect the presence of moisture should the outer seal fail.

**3.3.2** The moisture detection system shall be selected by the customer to utilize the Warrick sensing probes. A relay, Warrick type 2810 or equivalent must be provided by others. For additional information on the moisture probes and relay go to [www.gemssensors.com](http://www.gemssensors.com).

### **3.4.0 CAP/CABLE ASSEMBLY**

**3.4.1** The power cable and cap assembly shall be designed to prevent moisture from wicking through the cable assembly even when the cable jacket has been punctured.

**3.4.2** Power and control cable entry into the lead connection chamber shall be epoxy encapsulated for positive moisture sealing.

**3.4.3** A Buna-N power and control cable grommet shall be provided in addition to the epoxy filled leads.

### **3.5.0 ENCLOSURE AND SHAFT**

**3.5.1** The motor enclosure including frame, end brackets, flange and cap assembly shall be cast iron ASTM type A-48, Class 25 or better.

**3.5.2** Motor 180 through 360 frame's construction will not have fins and will be a smooth surface to prevent the clogging of solids and provide for easy cleaning. 440 frames are constructed with finned stator frames and smooth end brackets.

**3.5.3** The top end bracket will include integrally cast provisions for vertical lifting capability.

**3.5.4** All mating frame fits to have rabbet joints with large overlap as well as O-ring shall be Buna-N (nitrile). Viton O-rings may be supplied as an option and are required for ambient conditions of 61 degrees C and higher.

**3.5.5** Motor shaft material is 416 stainless steel. Other materials available as options are 303, 304, 410 stainless steel, 17-4PH, Carpenter 20, Monel, or Nitronic 50.

**3.5.6** All external hardware including the motor nameplate shall be made of stainless steel.

**3.5.7** Motor rotor construction shall be die cast aluminum. Rotors shall be dynamically balanced to NEMA limits per MG1-7.8.2 Table 7-1. Balance weights if required shall be secured to the rotor fan blades by rivets. Machine screws and nuts are prohibited.

**3.5.8** The frame, opposite drive end bracket, and cable cap assembly shall receive an alkyd primer and epoxy ester finish coat of high grade paint to resist rust and corrosion.

**3.5.9** The drive end bracket will have oil fill and drain holes.

## **4.0 ELECTRICAL**

**4.1** All motors shall successfully operate under power supply variations per NEMA MG1-14.30.

**4.2** Motors shall be designed to limit the maximum surface temperature to NEC specifications for Division 1, Class 1, Group D or Class 1, Group C&D for hazardous locations.

**4.3** All motors shall be NEMA Design B or A with torque and starting current in accordance with NEMA MG-1.

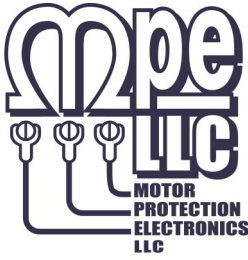
- 4.4** Motors shall have copper windings.
- 4.5** Motor insulation system shall be Class F minimum, utilizing material and insulation systems evaluated in accordance with IEEE 117 classification tests.
- 4.6** Motor leads shall be nonwicking type, Class F temperature rating or better and permanently numbered for identification.
- 4.7** The stator insulation system shall be treated with a non hydroscopic epoxy varnish with a dip and bake process.
- 4.8** All motors to include two (2) normally closed thermostats connected in series and embedded in adjoining phases as required by Underwriters Laboratories for motors of 1 HP or higher.
- 4.9** All motors operated on inverter power will be rated as Class 1, Group D with a T2A temperature code.
- 4.10** Each completed and assembled motor shall receive a routine factory test per NEMA MG-1. Tests are in accordance with IEEE Std. 112.



P.O. Box 2400, Fort Smith, AR 72902-2400 U.S.A., Ph: (1) 479.646.4711, Fax (1) 479.648.5792, International Fax (1) 479.648.5895

**Baldor•Dodge®**

6040 Ponders Court, Greenville, SC 29615-4617 U.S.A., Ph: (1) 864.297.4800, Fax: (1) 864.281.2433



# Pump Monitor Relay PMR1

MADE IN  
THE U.S.A.



UL FILE #E101681

## OPERATION

The Pump Monitor Relay provides Motor Over Temperature and Seal Leakage alarms for Submersible Pumps.

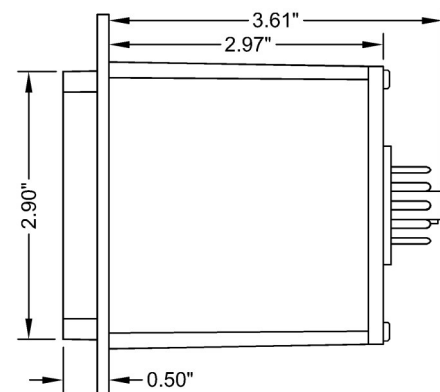
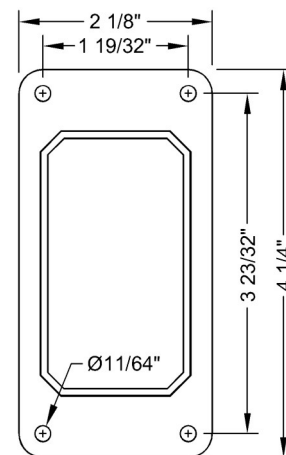
**Motor Over Temperature Alarm** - The unit applies a low voltage DC signal to the Motor Thermal Sensor to check its status. If the unit detects that the Motor Thermal Sensor contacts are closed (normal condition), the Overtemp indication remains off, and the Overtemp Relay is energized closing the contacts between terminals 2 and 11.

If the Motor Thermal Sensor contacts open (Over Temperature condition), the Overtemp Indication is turned on and the Overtemp Alarm Relay is de-energized opening the contacts between terminals 2 and 11 and closing the contacts between terminals 2 and 1.

When the High Motor Temperature condition has cleared, the unit will reset based on the position of Alarm Reset Mode Select Switch (Auto or Manual). When in the Auto position, the Overtemp Alarm resets automatically. If the switch is in the Manual position, the Overtemp Reset Push-button must be pushed for approximately 1.5 seconds to clear the alarm.

**Seal Leakage Alarm** - The unit detects moisture inside a pump motor by using a low voltage AC signal to measure the resistance between a single (or dual) Leakage Probe(s) and the grounded motor housing, or across two Leakage Probes. A Seal Leakage condition is considered present when the amount of moisture in the motor causes the resistance between terminal 6 and 5 to drop below the setting on the potentiometer. When this occurs the unit turns on the Leakage Indication and energizes the Leakage Alarm Relay closing the contacts between terminals 9 and 10.

The alarm trip point may be set by the following procedure: Isolate the Leakage Probe(s) from terminals 5 and 6. Connect a resistor, with the desired trip value, across terminals 5 and 6. Slowly adjust the potentiometer to the point where the alarm turns on. Remove the resistor and reconnect to the Leakage Probe(s).



## SPECIFICATIONS

Input Power:	120 VAC ±10%, 7.0 VA max
Output Rating:	8A Resistive @ 120VAC
Operating Temp:	-20°C to +65 °C
Storage Temp:	-45°C to +85 °C
Temp Sensor Voltage:	6.6 VDC ±10%
Leak Sensor Voltage:	4.7 VAC ±10%
Enclosure:	White Lexan
Base:	Phenolic

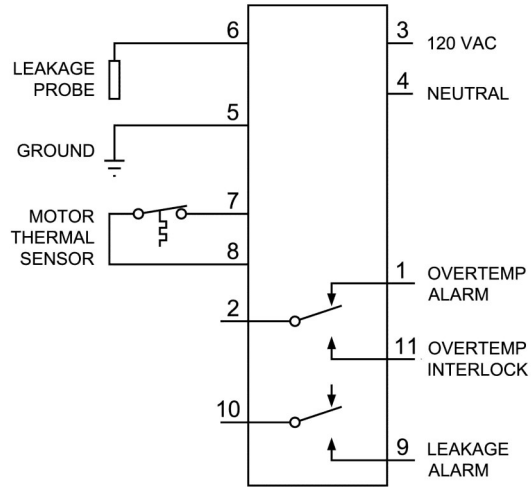
## ORDERING INFORMATION

Part Number: PMR1

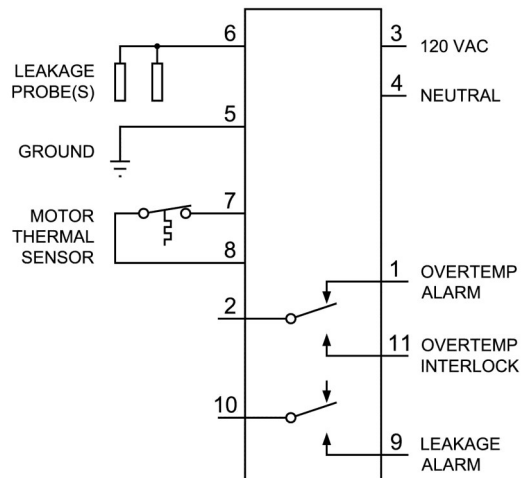
# Pump Monitor Relay

## CONNECTION DIAGRAMS

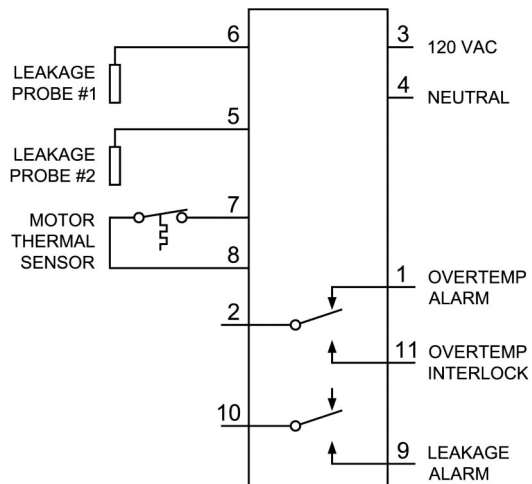
### CHECKS RESISTANCE BETWEEN ONE PROBE AND MOTOR HOUSING



### CHECKS RESISTANCE BETWEEN TWO PROBES AND MOTOR HOUSING



### CHECKS RESISTANCE BETWEEN TWO PROBES





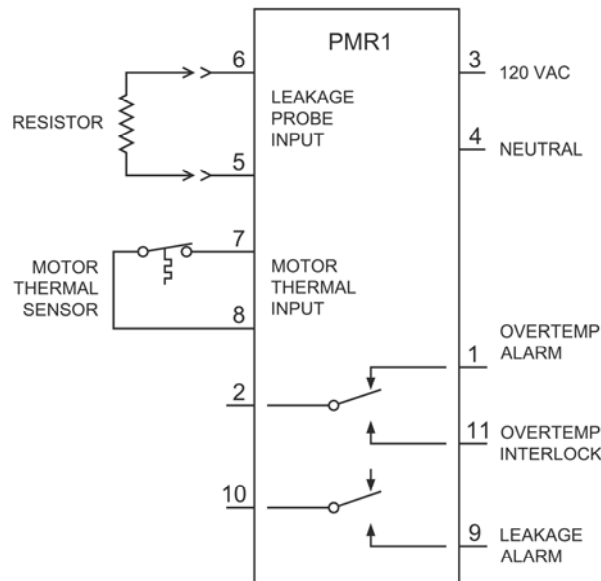
# Pump Monitor Relay PMR1

## How to Adjust the Leakage Alarm

The Leakage Alarm trip point may be set by the following procedure:

- 1) Temporarily remove the Leakage Probe Sensor wires from terminals 5 and 6.
- 2) Temporarily connect a resistor, with the desired trip value, across terminals 5 and 6, as shown below.
- 3) Slowly adjust the potentiometer to the point where the alarm turns on.
- 4) Remove the resistor and reconnect to the Leakage Probe Sensor wires.

### Leakage Alarm Adjustment - Connection Diagram



Recommended Resistor Values:

- For pump in Typical Sewage with Conductance Type Leakage Probe Sensor: 20K Ohm
- For pump in Storm Water with Conductance Type Leakage Probe Sensor: 50K Ohm
- For pump in Typical Sewage or Storm Water with a Float Type Leakage Probe Sensor: 20K Ohm

## **Specification: Pump Monitor Relay**

The Pump Monitoring Relay shall perform both Motor Over-Temperature and Seal Leakage Monitoring in one unit. The unit shall be powered by 120VAC, with relay contacts rated for 8 Amps at 120VAC.

The Pump Monitoring Relay shall be able to be mounted on the deadfront door of the control panel so that the deadfront door need not be opened to see the status of either the Seal Leakage condition or the Pump Over-Temperature status.

The front of the Pump Monitoring Relay shall contain an LED indicator for power, an LED indicator for a Seal Leakage condition, and an LED indicator for an Over-Temperature condition.

The front of the Pump Monitoring Relay shall also contain a selector switch to choose between "Auto Reset" and "Manual Reset". There shall be a Over-Temperature Reset pushbutton to reset the Pump Monitor relay once the Over-Temperature condition has cleared.

The front of the Pump Monitoring Relay shall also contain a potentiometer adjustment for setting where the unit will trip the alarm for the Seal Leakage condition.

The Pump Monitor Relay shall apply a low voltage DC signal to the Motor Thermal Sensor to check its status. When the Pump Monitor Relay detects that the Motor Thermal Sensor contacts are closed (normal condition), the Over-Temperature indicator shall remain off, and the Over-Temperature Relay shall be energized, closing the contacts between terminals 2 and 11.

When the Motor Thermal Sensor contacts open (Over-Temperature condition), the Over-Temperature Indicator shall energize, and the Over-Temperature Alarm Relay shall de-energize, opening the contacts between terminals 2 and 11 and closing the contacts between terminals 2 and 1.

When the Over-Temperature condition has cleared, the Pump Monitor Relay shall reset based on the selection of Alarm Reset Mode Select Switch (Auto or Manual). When in the Auto position, the Over-Temperature Alarm shall reset automatically. When in the Manual position, the Over-Temperature Reset Push-button must be pushed for approximately 1.5 seconds to clear the alarm.

The Pump Monitor Relay shall detect moisture inside a pump motor by using a low voltage AC signal to measure the resistance between a single (or dual) Leakage Probe(s) and the grounded motor housing, or between two Leakage Probes. A Seal Leakage condition shall be considered present when the amount of moisture in the motor causes the resistance between terminal 6 and 5 to drop below the setting on the potentiometer. When this condition exists, the Pump Monitor Relay shall turn on the Leakage Indicator and energizes the Leakage Alarm Relay, closing the contacts between terminals 9 and 10.

The leakage alarm trip point shall be set by the following procedure: Isolate the Leakage Probe(s) from terminals 5 and 6. Connect a resistor with the desired trip value across terminals 5 and 6. Slowly adjust the potentiometer to the point where the alarm turns on. Remove the resistor and reconnect to the Leakage Probe(s).

The Pump Monitor Relay shall be part number PMR1, as manufactured by Motor Protection Electronics, Apopka, Florida, 407-299-3825.



**Xylem Water Solutions USA, Inc.  
Flygt Products**

April 25, 2022

ALL BIDDING CONTRACTORS

Quote # 2022-LAB-0215

Project Name: Trabuco Canyon Golf

11161 Harrel Street  
Mira Loma, CA 91752  
Tel (951) 332-3668  
Fax (951) 332-3679

**Pumps and Accessories**

Qty	Part Number	Description
3	3202.095-0056	Duty Point 600GPM @ 185TDH Pit depth 29' Flygt Model NP-3202.095 4" volute Submersible pump equipped with a 460 Volt / 3 phase / 60 Hz 60 HP 1750 RPM motor, 466 impeller, 1 x 50 Ft. length of SUBCAB 4G25+S(2x0,5) submersible cable, FLS leakage detector, volute is prepared for Flush Valve
1	14-69 00 09A	START UP,FLYGT,NO TAX 1-DAY
3	EPO	Epoxy Coating - Internal and External
2	540 13 05	CONNECTION,DISCH 4X4" CI
2	HiltiEpoxy	Epoxy, Anchor x 5 pcs
1	HILTI3/4x10	Hilti Anchor 3/4x10 316SS, 10 p
4	255 47 01	SLEEVE,NBR
2	14-58 91 06	HOOK,SAFETY ASSEMBLY SS
2	14-59 00 00	KIT,HARDWARE 3/8IN SS (2X)
60	14-48 71 18	CHAIN 1/2" 316SS SWL7350#
2	14-58 72 10	KIT,CHAIN FITTING 316SS+ FLYGT SWL 2500#
2	14-40 71 29	MINI-CASII/FUS 120/24VAC,24VDC
2	40-50 10 98	MINI-CASII 120V
2	661 54 01	BRACKET,GUIDE BAR U. 3" 316SS
120	14-49 01 01	TS3163 FEET 3"GUIDE RAIL 316SS
4	14-58 44 84	BRACKET,INT GB 3 X 6" 316SS+ FOR CI/DI PIPE 3231 6" Ductile Iron discharge pipe is assumed. Int bracket every 10'. Intermediate guide bar brackets may require field modifications depending on piping configuration

**Pumps and Accessories Price USD \$ 168,745.09**

**Pump Factory Testing**

Qty	Part Number	Description
3	14-69 95 14	TEST FAL 2.2 PLOTTED 3170-3301 FAL 15-900006
3	14-69 95 84	TEST FAL 2.9 DIALECT 3170-3301 FAL 15-900016

**Pump Factory Testing Price USD \$ 1,430.88**

**Total Price \$ 170,175.97**

**Tax 7.5% (freight and start up not taxed) \$12,651.00**

**Air Freight Charge \$ 13,502.00**

**Total Price \$ 196,238.97**



## Terms & Conditions

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xylem.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

**Purchase Orders:** Please make purchase orders out to: Xylem Water Solutions USA, Inc.

**Freight Terms:** 3 DAP - Delivered At Place 08 - Jobsite (per Incoterms 2020)

See Freight Payment (Delivery Terms) below.

**Taxes:** State, local and other applicable taxes are not included in this quotation.

**Back Charges:** Buyer shall not make purchases nor shall Buyer incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.

**Shortages:** Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

**Terms of Delivery:** PP/Add Order Position

**Terms of Payment:** 90% N30 after invoice date; 10% NTE 90 days after initial invoice date.

Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by FLYGT.

**Validity:** This Quote is valid for thirty (30) days.

Please note that this pricing is valid for 30 days and contingent upon final approval of submittals and release to fabrication by (within 90 days of bid date).

This quotation is subject to change if any changes to the specifications or plans are made that alter the scope of supply.

**Schedule:** Submittals will be supplied 1 weeks after order acceptance.

**Schedule:** Delivery lead times after receipt of submittal approval and order acceptance.  
13-15 weeks via air freight

**COVID 19:** Our current delivery lead-times are forecasted estimates only due to the outbreak of the COVID-19 virus pandemic and its global effects on commerce, supply chain, and logistics. Xylem will, however, use all commercially reasonable efforts to minimize any delivery delay impacts.

**Start Up:** One (1) day Start Up / Owner Training is included.

**Warranty:** Xylem Water Solutions USA, Inc. offers a commercial warranty to the original end purchaser against defects in workmanship and material.

**Changes:** This Quotation is based on the current design criteria provided to Xylem Water Solutions USA, Inc. Revisions may result in price changes.

**Exclusions:** This Quote includes only the items listed specified above.

Sincerely,



Alan Dahlqvist  
Direct Sales Representative  
Cell: 951/553-1493  
alan.dahlqvist@xylem.com

## NP 3202 HT 3~ 466

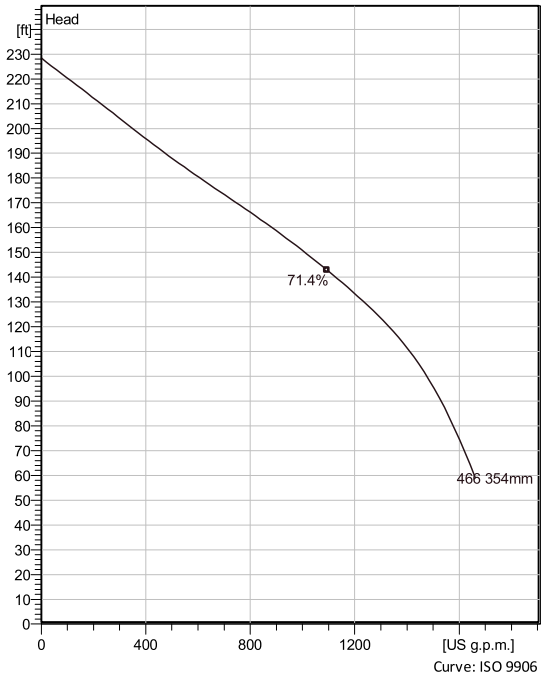
Patented self cleaning semi-open channel impeller, ideal for pumping in waste water applications. Modular based design with high adaptation grade.



### Technical specification



Curves according to: Water, pure Water, pure [100%], 39.2 °F, 62.42 lb/ft<sup>3</sup>, 1.6891E-5 ft<sup>2</sup>/s



### Configuration

<b>Motor number</b> N3202.095 30-24-4AA-W 60hp	<b>Installation type</b> P - Semi permanent, Wet
<b>Impeller diameter</b> 354 mm	<b>Discharge diameter</b> 4 inch

### Pump information

<b>Impeller diameter</b> 354 mm
<b>Discharge diameter</b> 4 inch
<b>Inlet diameter</b> 200 mm
<b>Maximum operating speed</b> 1775 rpm
<b>Number of blades</b> 2
<b>Max. fluid temperature</b> 40 °C

### Materials

<b>Impeller</b> Hard-Iron™
-------------------------------

<b>Project</b>	<b>Created by</b> Alan Dahlqvist
<b>Block</b>	<b>Created on</b> 4/20/2022 <b>Last update</b> 4/20/2022

# NP 3202 HT 3~ 466

## Technical specification



### Motor - General

<b>Motor number</b> N3202.095 30-24-4AA-W 60hp	<b>Phases</b> 3~	<b>Rated speed</b> 1775 rpm	<b>Rated power</b> 60 hp
<b>ATEX approved</b> FM	<b>Number of poles</b> 4	<b>Rated current</b> 69 A	<b>Stator variant</b> 4
<b>Frequency</b> 60 Hz	<b>Rated voltage</b> 460 V	<b>Insulation class</b> H	<b>Type of Duty</b> S1
<b>Version code</b> 095			

### Motor - Technical

<b>Power factor - 1/1 Load</b> 0.89	<b>Motor efficiency - 1/1 Load</b> 91.5 %	<b>Total moment of inertia</b> 10.1 lb ft <sup>2</sup>	<b>Starts per hour max.</b> 30
<b>Power factor - 3/4 Load</b> 0.86	<b>Motor efficiency - 3/4 Load</b> 92.5 %	<b>Starting current, direct starting</b> 470 A	
<b>Power factor - 1/2 Load</b> 0.78	<b>Motor efficiency - 1/2 Load</b> 92.0 %	<b>Starting current, star-delta</b> 157 A	

**Project**  
**Block**

**Created by** Alan Dahlqvist  
**Created on** 4/20/2022 **Last update** 4/20/2022

# NP 3202 HT 3~ 466

## Performance curve

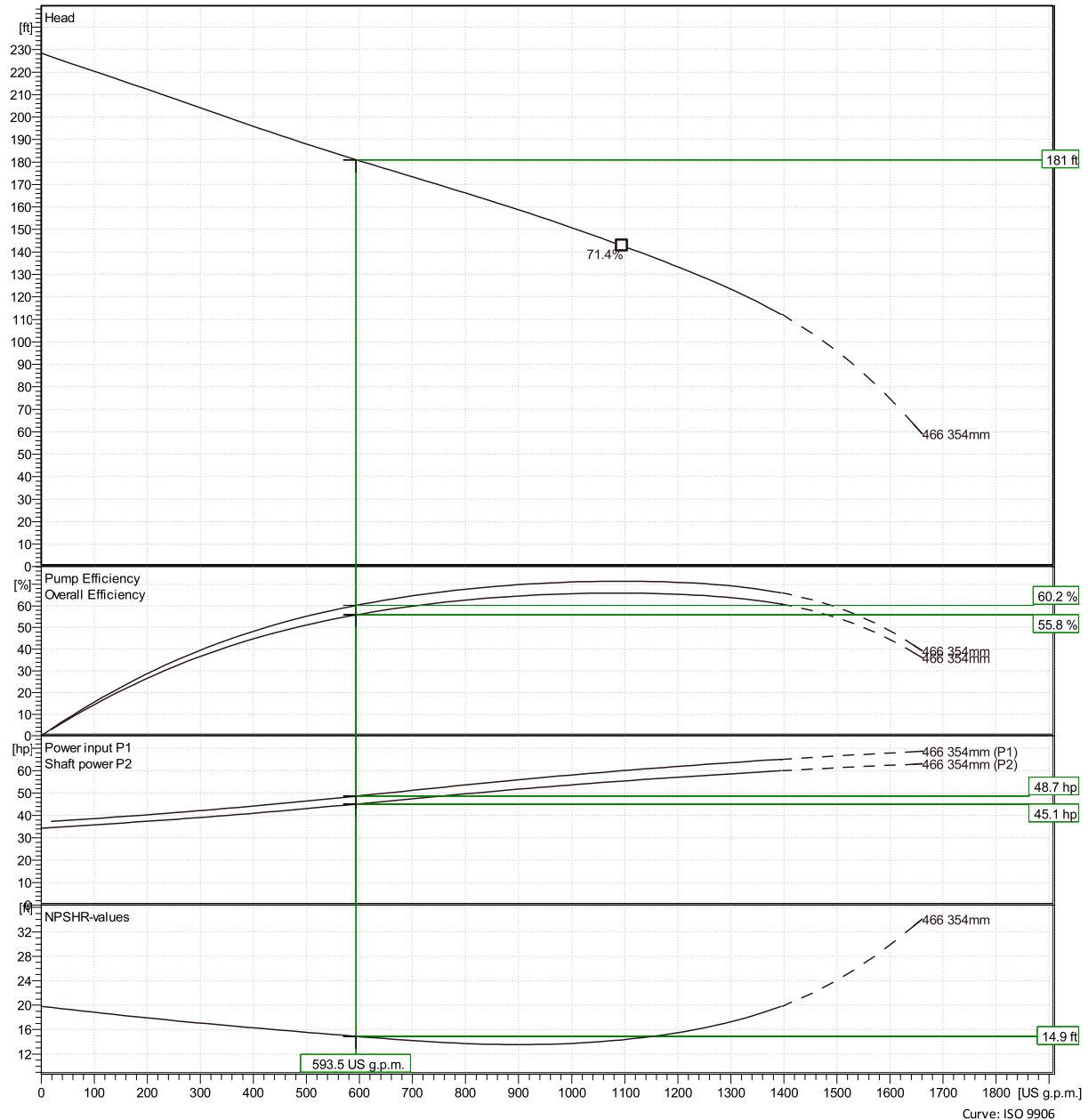


### Duty point

**Flow**  
594 US g.p.m.

**Head**  
181 ft

Curves according to: Water, pure Water, pure [100%], 39.2 °F, 62.42 lb/ft<sup>3</sup>, 1.6891E-5 ft<sup>2</sup>/s



Alan Dahlqvist

Created on 4/20/2022 Last update 4/20/2022

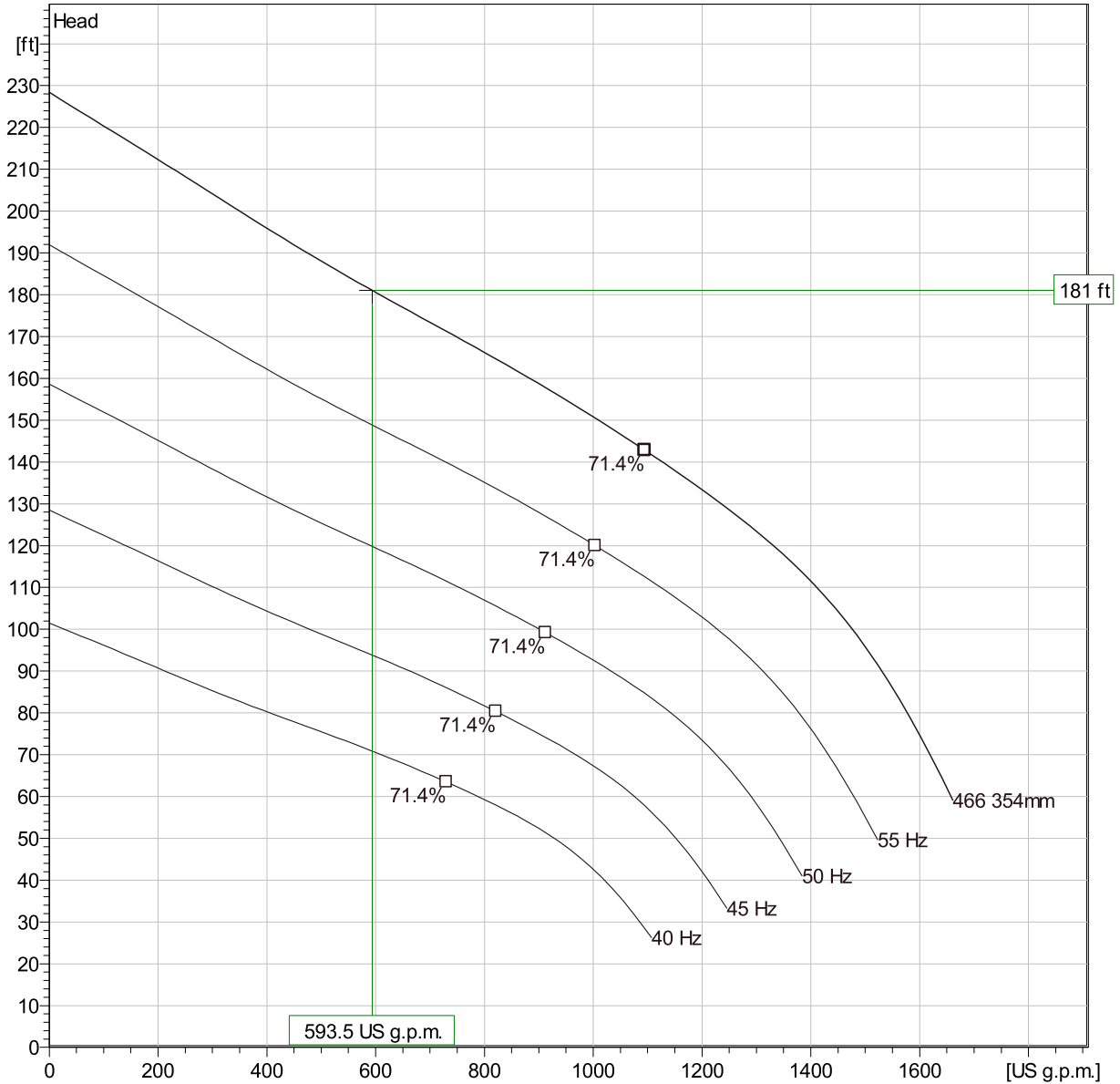
Curve: ISO 9906

# NP 3202 HT 3~ 466

## Duty Analysis



Curves according to: Water, pure [100%]; 39.2°F; 62.42lb/ft³; 1.6891E-5ft²/s



### Operating characteristics

Pumps / Systems	Flow US g.p.m.	Head ft	Shaft power hp	Flow US g.p.m.	Head ft	Shaft power hp	Hydr. eff.	Spec. Energy kWh/US MG	NPSHre ft
1	594	181	45.1	594	181	45.1	60.2 %	1020	14.9

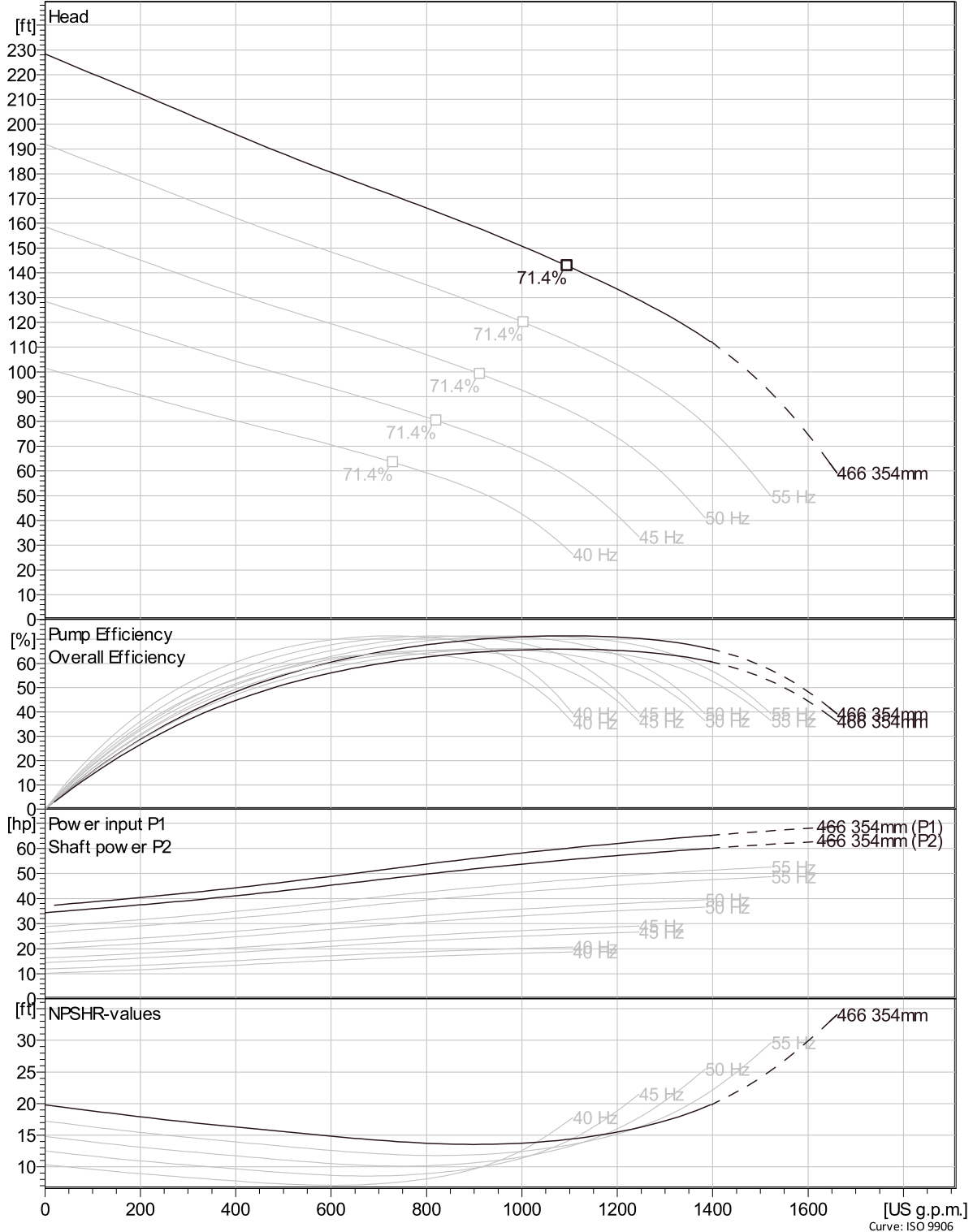
<b>Project</b>	<b>Created by</b>	Alan Dahlgvist
<b>Block</b>	<b>Created on</b>	4/20/2022
	<b>Last update</b>	4/20/2022

# NP 3202 HT 3~ 466

## VFD Curve



Curves according to: Water, pure, 39.2 °F, 62.42 lb/ft³, 1.6891E-5 ft²/s



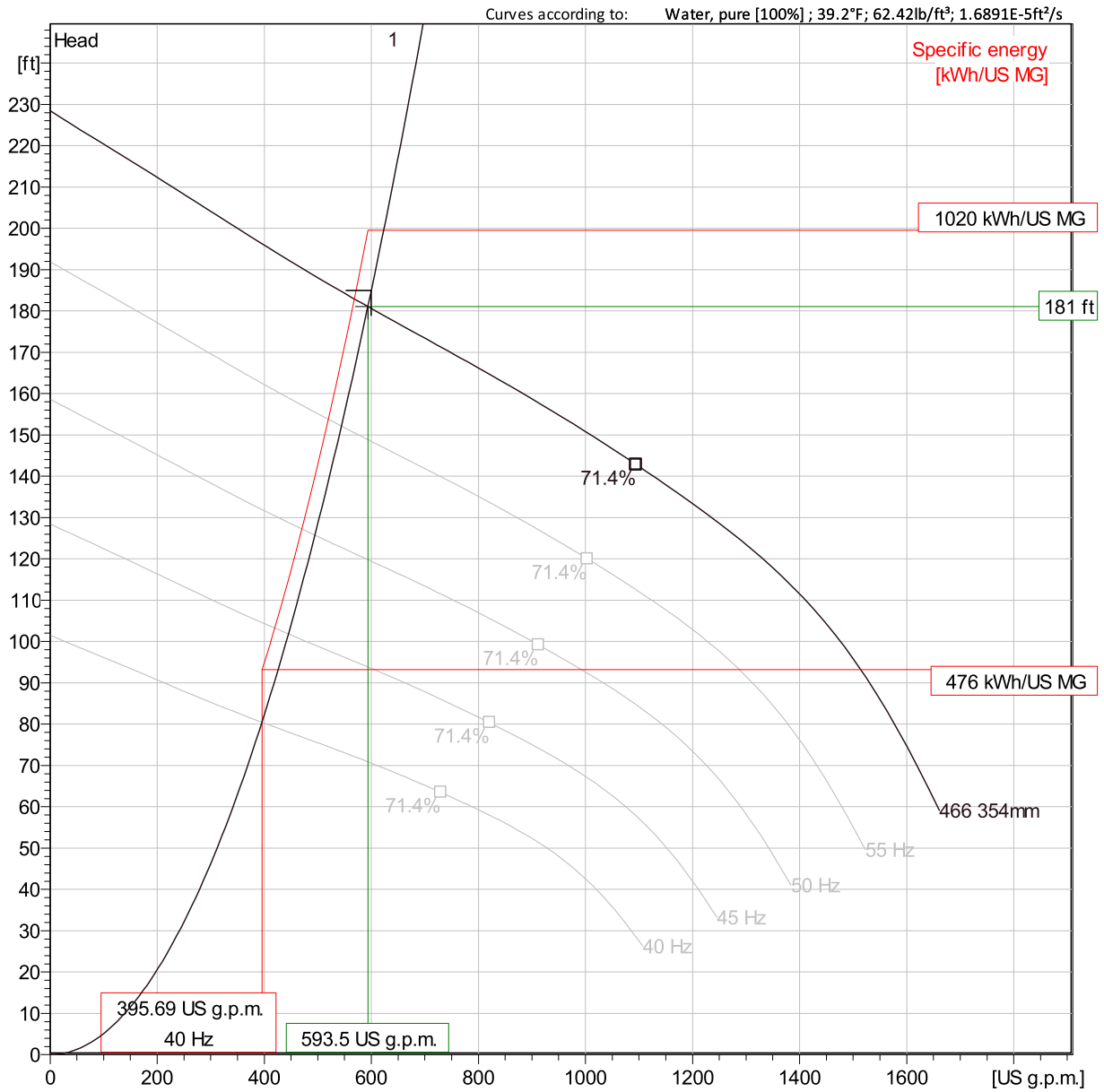
Project  
Block

Created by Alan Dahlqvist  
Created on 4/20/2022 Last update 4/20/2022

Curve: ISO 9906

# NP 3202 HT 3~ 466

## VFD Analysis



### Operating Characteristics

Pumps / Systems	Frequency	Flow	Head	Shaft power	Flow	Head	Shaft power	Hydr. eff.	Specific energy	NPSHre
		US g.p.m.			US g.p.m.				kWh/US MG	
1	60 Hz	594	181	45.1	594	181	45.1	60.2 %	1020	14.9
1	55 Hz	544	152	34.8	544	152	34.8	60.2 %	1090	13
1	50 Hz	495	126	26.1	495	126	26.1	60.2 %	1160	11.1
1	45 Hz	445	102	19	445	102	19	60.2 %	1260	9.4

Project

Created by Alan Dahlgvist

Block

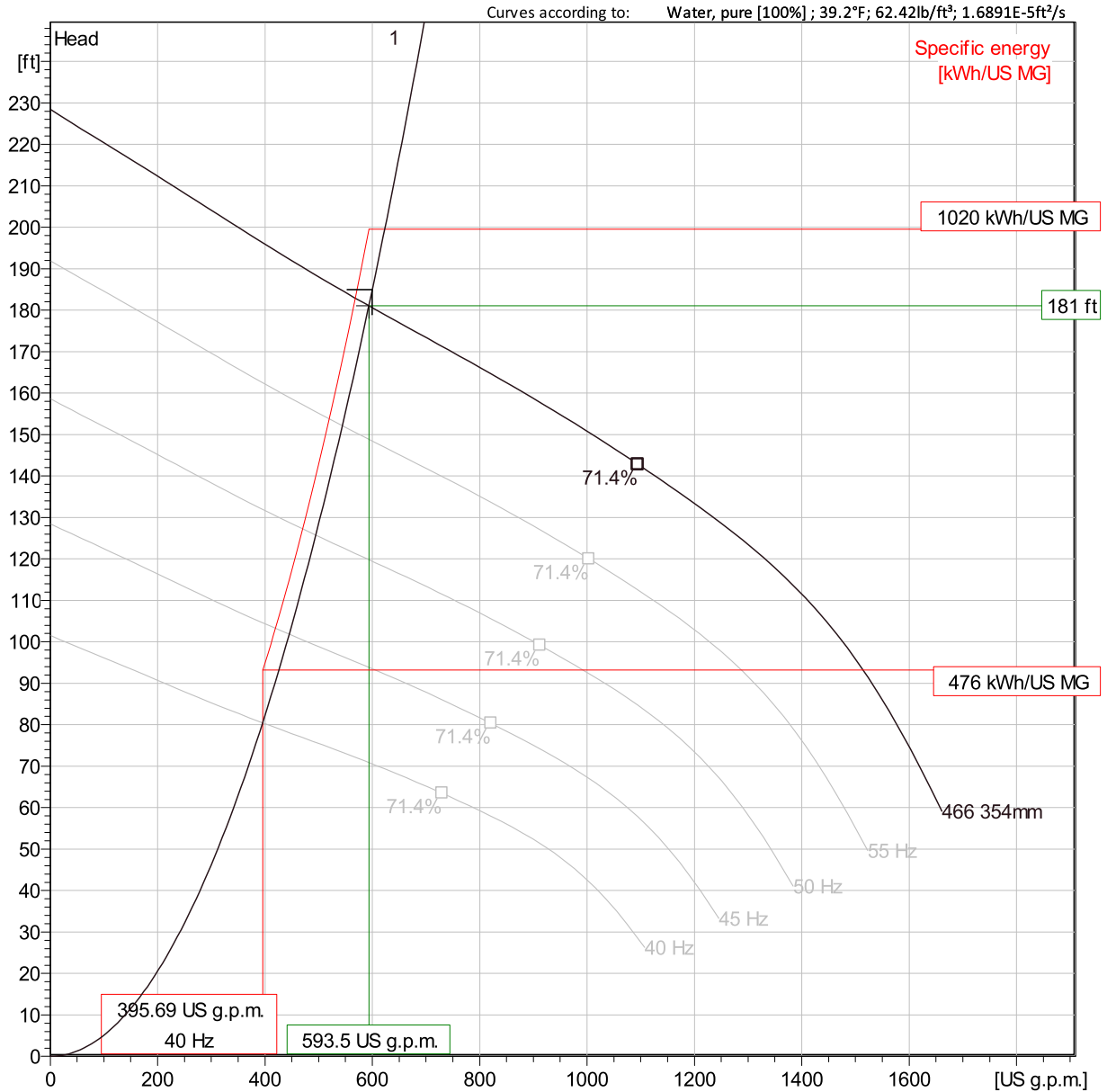
Created on 4/20/2022

Last update

4/20/2022

# NP 3202 HT 3~ 466

## VFD Analysis



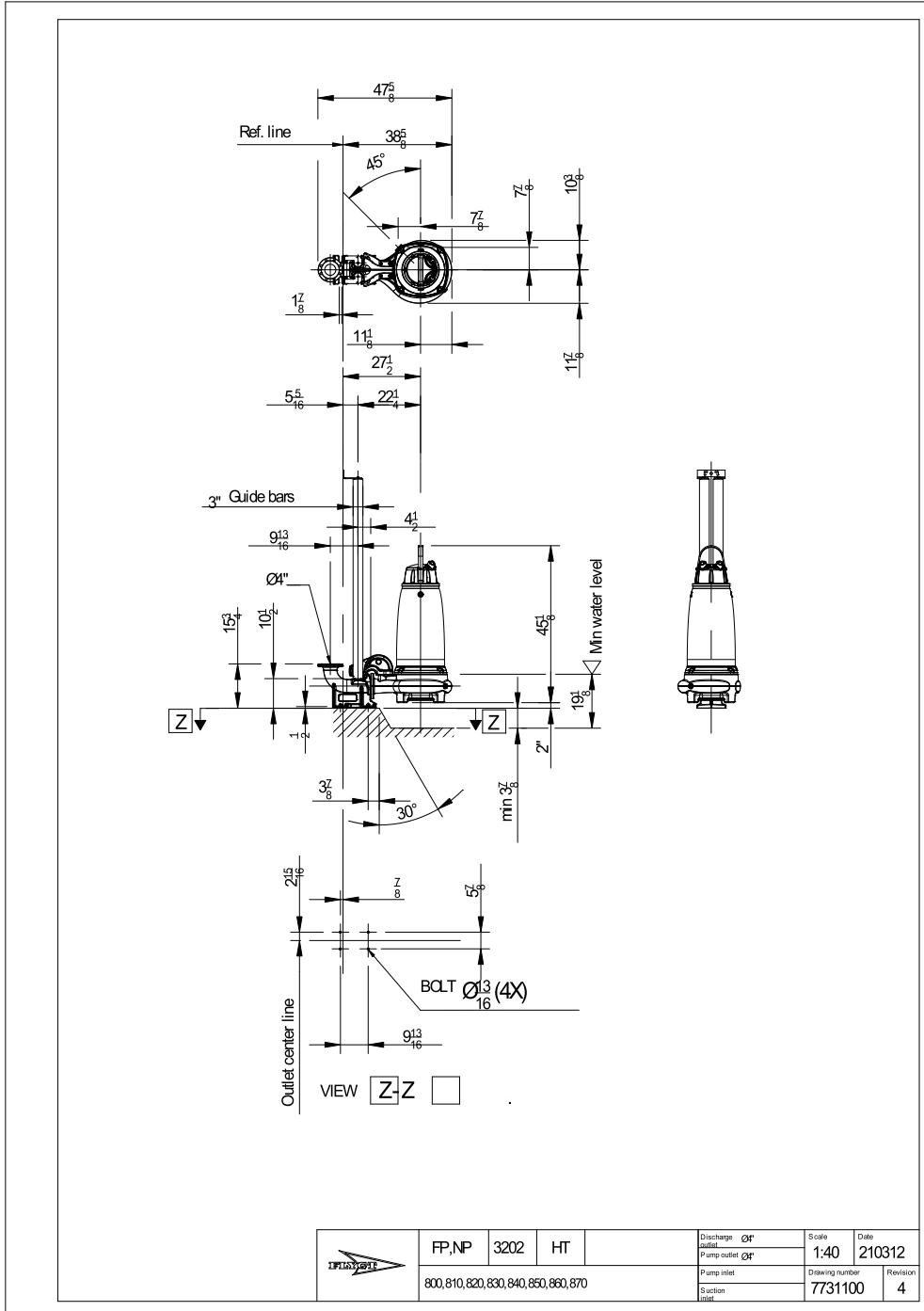
### Operating Characteristics

Pumps / Systems	Frequency	Flow	Head	Shaft power	Flow	Head	Shaft power	Hydr. eff.	Specific energy	NPSHre
		US g.p.m.	ft	hp	US g.p.m.	ft	hp		kWh/US MG	
1	40 Hz	396	80.5	13.4	396	80.5	13.4	60.2 %	1390	7.78

<b>Project</b>	<b>Created by</b>	Alan Dahlgvist
<b>Block</b>	<b>Created on</b>	4/20/2022
	<b>Last update</b>	4/20/2022

# NP 3202 HT 3~ 466

Dimensional drawing



	FP, NP	3202	HT	Discharge $\varnothing$ 4"	Scale	Date
	800, 810, 820, 830, 840, 850, 860, 870			Pump outlet $\varnothing$ 4"	1:40	210312
				Pump inlet	Drawing number	Revision
				Suction inlet	7731100	4

Project Block Created by Alan Dahlqvist Created on 4/20/2022 Last update 4/20/2022

**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING | MAY 11, 2022**

**FINANCIAL MATTERS  
ITEM 6: OTHER MATTERS**

---

**RECOMMENDED ACTION:**

*Hear Other Matters from the General Manager or District Staff.*

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

**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING | MAY 11, 2022**

**FINANCIAL MATTERS  
ITEM 7: FINANCIAL REPORT**

---

**A) PRESENTATION OF PRELIMINARY UNAUDITED FINANCIAL STATEMENTS**

**RECOMMENDED ACTION:**

*Recommend that the Board receive and file the preliminary unaudited financial statements for March 2022 (Consent Calendar).*

**B) BILLS FOR CONSIDERATION**

The total of the bills for consideration will be presented at the time of the May 11, 2022 Finance/Audit Committee Meeting.

**RECOMMENDED ACTION:**

*Approve and ratify the bills for consideration and warrant register and recommend that the Board ratify payment of the Bills for Consideration for May 11, 2022 as presented (Consent Calendar).*

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



# Trabuco Canyon Water District

## Statement of Revenues & Expenses

### FY 2021-22 (Unaudited)

	March 2022	February 2022	Current YTD	Annual Budget	75% YTD	Prior YTD
<b>1 Operating Revenue</b>						
2 Residential Water	\$ 246,033	\$ 246,946	\$ 2,734,906	\$ 4,116,200	66%	\$ 2,822,361
3 Business & Industrial Water	9,256	7,559	92,223	165,600	56%	119,025
4 Irrigation Water	111,584	68,747	1,026,949	1,075,200	96%	741,584
5 Stand-by	9,148	1,286	26,808	41,800	64%	30,750
6 Sanitation Revenue	157,480	157,575	1,371,071	1,964,200	70%	1,306,204
7 Recycled & Reclaimed Revenue	29,847	27,122	667,625	999,000	67%	626,239
8 Baker Treatment Plant Water Sales *	87,081	113,286	838,226	1,383,500	61%	1,006,052
9 Other Operating Revenue	13,739	13,519	124,135	179,600	69%	3,944
<b>10 Total Operating Revenue</b>	<b>664,169</b>	<b>636,040</b>	<b>6,881,943</b>	<b>9,925,100</b>	<b>69%</b>	<b>6,656,160</b>
<b>11 Non-Operating Revenue</b>						
12 Property Tax Unrestricted	120,837	2,779	1,311,043	2,006,200	65%	1,280,550
13 Interest Revenue	6,464	224	13,970	35,600	39%	35,625
14 Other Non-Operating Revenue	5,527	4,153	86,454	72,400	119%	45,740
<b>15 Total Non-Operating Revenue</b>	<b>132,828</b>	<b>7,156</b>	<b>1,411,467</b>	<b>2,114,200</b>	<b>67%</b>	<b>1,408,172</b>
<b>16 Total Revenues</b>	<b>796,997</b>	<b>643,196</b>	<b>8,293,410</b>	<b>12,039,300</b>	<b>69%</b>	<b>8,064,332</b>
<b>17 Operating Expenses</b>						
18 Source of Supply	85,511	162,643	1,656,166	2,262,400	73%	1,767,123
19 Baker Treatment SOS Costs	109,777	132,183	1,106,505	1,287,700	86%	888,566
20 Water Related Expense	195,458	137,936	1,488,807	2,032,100	73%	1,419,032
21 Sanitation Expense	45,515	97,060	981,706	1,359,200	72%	945,727
22 Recycled Expense	21,247	21,785	221,917	234,200	95%	167,266
23 Reclaimed Expense	21,247	21,785	221,821	234,100	95%	167,258
24 Salaries & Benefits	297,787	278,860	2,699,871	3,923,000	69%	2,545,010
25 Board Expense	10,902	10,065	88,461	122,600	72%	81,985
26 Miscellaneous Expense	296	2	3,700	5,000	74%	3,737
<b>27 Total Operating Expenses</b>	<b>787,740</b>	<b>862,317</b>	<b>8,468,955</b>	<b>11,460,300</b>	<b>74%</b>	<b>7,985,704</b>
<b>Net Income / (Loss) before Contributed Capital, Trust Contributions &amp; Debt Service</b>	<b>9,257</b>	<b>(219,121)</b>	<b>(175,545)</b>	<b>579,000</b>	<b>-30%</b>	<b>78,629</b>
29 WRES Fees for Capital	68,771	68,771	618,846	822,200	75%	616,613
30 Other Capital Contributions	11,921	(11,921)	-	344,000	0%	-
31 Debt Principal, Interest & Issuance Costs	(31,282)	(31,282)	(196,952)	(445,300)	44%	(172,786)
32 CalPERS UAL & Pension Trust Contributions	(19,967)	(19,967)	(179,705)	(590,500)	30%	(162,099)
33 OPEB Trust Contributions & Paygo	(11,449)	(11,449)	(95,702)	(206,100)	46%	(231,884)
<b>Net Contributed Capital, Trust Contributions &amp; Debt Service</b>	<b>17,993</b>	<b>(5,849)</b>	<b>146,487</b>	<b>(75,700)</b>		<b>49,845</b>
<b>35 Net Income</b>	<b>\$ 27,250</b>	<b>\$ (224,970)</b>	<b>\$ (29,058)</b>	<b>\$ 503,300</b>		<b>\$ 128,473</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**  
 March 31, 2022  
 (Unaudited)

	March 2022
<b>1 Assets</b>	
<b>2 Cash &amp; Investments</b>	
3 Cash & Investments - Unrestricted	\$ (1,453,750)
4 Cash & Investments - Restricted	14,893,155
<b>5 Total Cash &amp; Investments</b>	13,439,405
<b>6 Other Current Assets</b>	
7 Accounts Receivable, Net	1,649,020
8 Due from Baker Treatment Plant Reserves	800,823
9 Prepaid & Other	246,256
<b>10 Total Other Current Assets</b>	2,696,099
<b>11 Capital Assets</b>	
12 Capital Assets, at Cost	123,582,936
13 Accumulated Depreciation	(76,504,034)
14 Construction in Progress	1,123,617
<b>15 Total Capital Assets</b>	48,202,520
16 Deferred Outflows of Resources (DOR)	1,486,261
<b>17 Total Assets &amp; DOR</b>	<b>\$ 65,824,285</b>
<b>18 Liabilities</b>	
<b>19 Current Liabilities</b>	
20 Accounts Payable	\$ 1,308,352
21 Due to Internal Financing Fund	800,823
22 Accrued Expenses	307,003
23 Current Portion-Long Term Debt <sup>1</sup>	182,547
24 Deposits on Hand <sup>1</sup>	94,273
<b>25 Total Current Liabilities</b>	2,692,999
<b>26 Long-Term Liabilities</b>	
27 Net Pension/OPEB Liability	3,756,404
28 State Revolving Fund Loan	1,957,505
29 Bank of the West Loan	10,000,000
<b>30 Total Long Term Liabilities</b>	15,713,909
31 Deferred Inflows of Resources (DIR)	252,438
<b>32 Total Liabilities &amp; DIR</b>	18,659,346
<b>33 Fund Balance</b>	47,164,939
<b>34 Total Liabilities, Fund Balance &amp; DIR</b>	<b>\$ 65,824,285</b>

<sup>1</sup> Liability to be paid with restricted assets

*\*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 Cash & Investments Report

March 2022  
(Unaudited)

	Type	Cost	Market	% Total
<b>District Cash &amp; Investments</b>				
<b>Unrestricted</b>				
Local Agency Investment Fund (LAIF)	Investment	\$ (2,172,516)	\$ (2,148,083)	-16.2%
Bank of the West	Checking	718,766	718,766	5.4%
<b>Total Unrestricted</b>		<b>(1,453,750)</b>	<b>(1,429,317)</b>	<b>-10.7%</b>
<b>Restricted</b>				
LAIF - Water Storage Facilities	Investment	1,052,060	1,040,228	7.8%
LAIF - WRES - Rose Canyon/Lang Wells	Investment	1,436,788	1,420,629	10.7%
LAIF - WRES - Reservoir/Distribution Impr.	Investment	2,648,627	2,618,839	19.7%
LAIF - RD#5	Investment	76,631	75,769	0.6%
LAIF - Interim Sewage	Investment	114,248	112,963	0.8%
LAIF - Debt Issuance 2022	Investment	9,327,919	9,223,013	69.4%
Cash in CB&T Reserved for SRF Loan	Checking	236,883	236,883	1.8%
<b>Total Restricted</b>		<b>14,893,155</b>	<b>14,728,324</b>	<b>110.7%</b>
<b>Total District Cash &amp; Investments</b>		<b>\$ 13,439,405</b>	<b>\$ 13,299,007</b>	<b>100.0%</b>

### Quarterly 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.*

*Cindy Byerrum*

**Cindy Byerrum, Contract CPA**