



**REGULAR BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
ADMINISTRATIVE FACILITY, BOARD ROOM
MARCH 16, 2023 AT 5:30 PM**

BOARD OF DIRECTORS

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

DISTRICT STAFF

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

AGENDA NOTE:

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

Telephone Audio: 1 (669) 900-6833 (Toll Free) **Access Code:** 913-8681-1652

Persons desiring to monitor the Board meeting agenda items may download the Board meeting agenda and documents on the internet at www.tcwd.ca.gov. You may submit public comments by email to the Board at mperea@tcwd.ca.gov. In order to be part of the record, emailed comments on meeting agenda items must be received by the District, at the referenced e-mail address, not later than 5:00 p.m. (PDT) on the day of the meeting.

CALL MEETING TO ORDER & PLEDGE OF ALLEGIANCE

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

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

VISITOR PARTICIPATION

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

ORAL COMMUNICATION

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

DIRECTORS' COMMENTS AND MEETING REPORTS

REPORT FROM THE GENERAL MANAGER

CONSENT CALENDAR

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

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. February 16, 2023 Regular Board Meeting*
- 2. February 28, 2023 Special Board Meeting*

ITEM 2: TREASURER’S REPORT

a. *FINANCE/AUDIT COMMITTEE MEETING*

RECOMMENDED ACTION:

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

- 1. February 8, 2023*

b. *PRESENTATION OF FINANCIALS*

RECOMMENDED ACTION:

Receive and file the preliminary statement(s) of revenues and expenses and preliminary unaudited financials for the following month(s):

- 1. January 2023*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for February 2023.

ITEM 3: APPROVAL OF ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

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

- 1. February 1, 2023*



ACTION CALENDAR

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

ADMINISTRATIVE MATTERS

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

RECOMMENDED ACTION:

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

1. February 2023

ITEM 5: DRAFT STRATEGIC COMMUNICATIONS PLAN

RECOMMENDED ACTION:

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

FINANCIAL MATTERS

ITEM 6: ADOPTION OF PROPOSED UPDATED PROCUREMENT GUIDELINES

RECOMMENDED ACTION:

Adopt Resolution No. 2023-1313 – Resolution of the Board of Directors of the Trabuco Canyon Water District Adopting Updated Guidelines for the Procurement of Goods and Services and Cash Disbursements.

ITEM 7: INVESTMENT OF DISTRICT FUNDS IN COOPERATIVE LIQUID ASSETS SECURITIES SYSTEM (CLASS)

RECOMMENDED ACTION:

Authorize the District Treasurer to open a Cooperative Liquid Assets Securities System (CLASS) account and invest in CLASS \$5,000,000 in funds currently held in Local Asset Investment Fund (LAIF).

ITEM 8: APPROVAL OF AMENDMENT NO. 1 TO AGREEMENT WITH IB CONSULTING FOR RATE STUDY AND CAPACITY CHARGE UPDATES

RECOMMENDED ACTION:

Authorize the General Manager to execute Amendment No. 1 to Agreement with IB Consulting for Rate Study and Capacity Charge Updates in the not-to-exceed amount of \$31,645.

ENGINEERING MATTERS

ITEM 9: APPROVAL OF AMENDMENT NO. 1 TO AGREEMENT WITH J.S. HELD FOR CONSTRUCTION MANAGEMENT SERVICES RELATED TO SADDLECREST DEVELOPMENT

RECOMMENDED ACTION:

Authorize the General Manager to execute Amendment No. 1 to Agreement with J.S. Held for Construction Management Services related to Saddlecrest Development in the not-to-exceed amount of \$15,000.



ITEM 10: SOUTH ORANGE COUNTY WASTEWATER AUTHORITY (SOCWA) JPA DISCUSSION UPDATES

RECOMMENDED ACTION:

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

LEGISLATIVE AND OTHER MATTERS

ITEM 11: SUPPORT FOR SOLVE THE WATER CRISIS COALITION

RECOMMENDED ACTION:

Authorize the General Manager to have Trabuco Canyon Water District join the Solve the Water Crisis Coalition as a coalition partner.

ITEM 12: DROUGHT STATUS UPDATE

RECOMMENDED ACTION:

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

ITEM 13: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

RECOMMENDED ACTION(S):

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

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

ITEM 14: _____

ITEM 15: _____

GENERAL COUNSEL REPORT

Reports or comments from the District's General Counsel

OTHER INFORMATION/MATTERS

Reports or comments from the General Manager and/or Staff

ADDITIONAL DIRECTORS' COMMENTS

Additional reports or comments from Directors

END ACTION CALENDAR & ADJOURNMENT

AVAILABILITY OF AGENDA MATERIALS

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



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING AGENDA | MARCH 16, 2023**

Members, except that, if such writings are distributed immediately prior to or during the meeting, they will be posted online on the District's website located at www.tcwd.ca.gov.

COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2

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

FUTURE SCHEDULED REGULAR BOARD MEETINGS OF THE BOARD OF DIRECTORS

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

April 20, 2023 | May 18, 2023 | June 15, 2023



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 16, 2023**

CONSENT CALENDAR

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. February 16, 2023 Regular Board Meeting*
- 2. February 28, 2023 Special Board Meeting*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | FEBRUARY 16, 2023

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on February 16, 2023, was called to order by President Dopudja at 5:30 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Board Secretary, transcribed the minutes thereof.

DIRECTORS PRESENT

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

STAFF PRESENT

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

DISTRICT CONSULTANTS PRESENT

Claire Collins, General Legal Counsel – Hanson Bridgett LLP
Ian Berg, Eide Bailly Consultants

PUBLIC PRESENT

There were members of the public in attendance.

PLEDGE OF ALLEGIANCE

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

ITEMS TOO LATE TO BE AGENDIZED

None

VISITOR PARTICIPATION

None

ORAL COMMUNICATION

Mr. Jay Gentile addressed the Board of Directors concerning access concerns to the District's Dove Reservoir related to the potential telecommunication improvements at the site, and he expressed concerns with Dove Canyon Master Association's (DCMA) use of the adjacent site for landscape equipment and spoils storage. Mr. Gentile commented that the road to the site is not designed for the current level of significant traffic, and he requested the Board to evaluate the condition of the road and contractual arrangement with DCMA before proceeding with the telecommunication improvements.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | FEBRUARY 16, 2023**

DIRECTOR'S COMMENTS

Director Acosta reported on his attendance at the Municipal Water District of Orange County (MWDOC) Regular Board Meeting and the impacts of AB14 on public meetings.

Director Safranski reported on his attendance at the South Orange County Agencies Group meeting which included discussion on legislature impacts to special districts and an update on the Surplus Land Act. Director Safranski reported on his attendance at the MWDOC Water Policy Forum and Dinner, and the tribute to former General Manager Rob Hunter.

Director Mandich reported on his attendance at the Independent Special Districts of Orange County (ISDOC) meeting and his attendance at the City of Rancho Santa Margarita (RSM) City Council meeting.

Director Chadd had no comments.

Director Dopudja had no comments.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- RSM Chamber of Commerce event for State Senator Kate Sanchez is scheduled for Friday.
- Association of California Water Agencies (ACWA) Spring Conference is scheduled for May 9 - 11 and will be held in Monterey, CA.
- Dish Wireless has approached the District for installation of mobile telecommunications equipment on the Dove Reservoir which would require an easement. Mr. Paludi reported that the District has declined to extend its existing easement and referred Dish Wireless to DCMA. Mr. Paludi added that the District has requested renderings of the proposed installation. Director Dopudja requested that District staff keep the Board updated on this matter.

CONSENT CALENDAR

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

MOTION: Approve the Consent Calendar as presented – Director Chadd

SECOND: Director Mandich

AYES: Directors Dopudja, Mandich, Acosta, Chadd, & Safranski

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 5 - 0

ACTION CALENDAR

ADMINISTRATIVE MATTERS

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

Mr. Paludi presented this matter for Board consideration, and he reported this matter was reviewed with the Finance/Audit Committee. Director Mandich commented that the monthly Community Association of Rancho (CAR) meeting and the Independent Special Districts of Orange County (ISDOC) meeting occur on the same day and time, and he requested an alternate member for CAR be designated as the primary for the meeting. Director Chadd volunteered to be designated as the primary member for CAR.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | FEBRUARY 16, 2023**

MOTION: (1) Approve the tentative future meetings/attendance items and ratify the Directors' expenses and fees from December 2022, and (2) Designate Director Chadd as primary member for the Community Association of Rancho (CAR) meeting – Director Mandich

SECOND: Director Safranski

AYES: Directors Dopudja, Mandich, Acosta, Chadd, & Safranski

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 5 - 0

FINANCIAL MATTERS

ITEM 6: ADOPTION OF DISTRICT TREASURER'S ANNUAL STATEMENT OF INVESTMENT POLICY

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Paludi provided an overview of the proposed policy changes based on review with the District Treasurer and general counsel. Ms. Collins reviewed the proposed redlines with the Board. Discussion occurred concerning District investment strategies and requirements.

MOTION: Adopt Resolution No. 2023-1312 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting an Investment Policy– Director Acosta

SECOND: Director Chadd

AYES: Directors Dopudja, Mandich, Acosta, Chadd, & Safranski

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 5 – 0

ITEM 7: APPROVAL OF ROBINSON ELEMENTARY SCHOOL 2023 JOG-A-THON EVENT SPONSORSHIP

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Perea mentioned that the District has sponsored this local school event in previous years, and he recommended the Board approve a sponsorship level of \$500.

MOTION: Approve sponsorship of Robinson Elementary School 2023 Jog-A-Thon in the amount of \$500– Director Safranski

SECOND: Director Mandich

AYES: Directors Dopudja, Mandich, Acosta, Chadd, & Safranski

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 5 – 0

ENGINEERING MATTERS

ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING SCADA UPGRADE PROJECT ADDENDUM NO. 2 WITH TESCO CONTROLS

Mr. Paludi introduced this matter for Board consideration, and he reported that this matter was reviewed with the Engineering/Operational Committee. Director Safranski addressed the Board and District staff with his concerns with the cost and timing of the proposed change order for this project. Mr. Paludi commented that there are two issues related this matter: (1) the inability to answer Committee member questions during the initial review of the proposal in January when staff were on vacation, and (2) internal frustrations with the PLC builds without local control screens. Mr. Paludi expressed concerns with internal communication and

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | FEBRUARY 16, 2023**

accountability as it relates to this project, but he reported that staff has worked together to determine the best solution to this problem. Mr. Paludi reviewed a proposal from TESCO Controls for local control screens and indicated that District staff had prepared a PowerPoint on the critical need for the local control screens.

Mr. Perea addressed the Board of Directors concerning this matter, and he acknowledged that as the supervisor for operations and maintenance that the decision to forego the local control screens was a regrettable mistake that should not have been made and that he should have stopped the decision. Mr. Perea delivered a brief PowerPoint presentation providing an overview of the District's SCADA system and reviewed a matrix of scenarios in support of local site control. Director Dopudja expressed appreciation for Mr. Perea's comments, and he commented that the Board supports staff's goals, but requested honest feedback when mistakes are made and changes are needed. Director Chadd asked certain questions concerning the proposed local control screens, and he sought feedback from the superintendents in attendance. Mr. Kessler supported the proposed solution, and he commented that the local control screens are critical to facility operation. Mr. Stroud supported Mr. Kessler's comments. Mr. Ulloa commented that the update proposed screens are a better solution for operations than the previously proposed screens. Mr. Paludi recommended the Board of Directors approve the TESCO Controls proposal in the amount of \$124,650.

MOTION: Approve the TESCO Controls proposals for Local HMIs for Remote Water & Wastewater Sites in the amount of \$124,650 - Director Mandich

SECOND: Director Acosta

AYES: Directors Dopudja, Mandich, Acosta, Chadd, & Safranski

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 5 – 0

ITEM 9: AGREEMENT FOR WITHDRAWAL FROM SOUTH ORANGE COUNTY WASTEWATER AUTHORITY AND CONCURRENT TEMPORARY RECYCLED WATER PERMIT SERVICES

Mr. Paludi introduced this matter for Board consideration, and he reported that District staff continues to work with SOCWA staff related to this matter. Mr. Paludi presented information provided by SOCWA staff concerning the payment of certain pension and other post-employment benefits (OPEB), and he reported that District staff will schedule a meeting with SOCWA member agency managers to answer questions related to TCWD's proposed withdrawal agreement. Discussion occurred concerning alternative options available to the District for withdrawal in accordance with the joint powers agreement and certain organizational changes and impacts.

MOTION: Authorize the General Manager to execute the Agreement for SOCWA Withdrawal and Concurrent Temporary Recycled Water Permit Services between Trabuco Canyon Water District and South Orange County Wastewater Authority, subject to any revisions approved by the General Manager and legal counsel - Director Acosta

SECOND: Director Chadd

AYES: Directors Dopudja, Mandich, Acosta, Chadd, & Safranski

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 5 – 0

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | FEBRUARY 16, 2023**

LEGISLATIVE AND OTHER MATTERS

ITEM 10: DROUGHT STATUS UPDATE

Mr. Paludi provided a brief update on this matter, and he reported the State Water Project has announced that allocation for SWP water has been increased to 30% based on significant improved rainfall. Mr. Paludi briefly reported on the potential for allocations for Colorado River water and Governor Newsom's re-evaluation of water rights in the State.

MOTION: No action was taken.

ITEM 11: LOCAL GOVERNMENTAL AND LEGISLATIVE MATTER(S)

Mr. Paludi reported that the MWDOC Board of Directors has appointed Mr. Harvey De La Torre as the Interim General Manager of the agency.

Director Chadd commented that the Orange County Register published an opinion article on the proposed consolidation of Orange County Water District and MWDOC. Discussion occurred concerning the agency consolidation process under the Orange County Local Agency Formation Commission (OC LAFCO).

MOTION: No action was taken.

GENERAL COUNSEL REPORT

Ms. Collins provided a brief update on the passage of the Levine Act and the impacts on elected officials regarding political campaign contributions and contract considerations by the public agency.

OTHER INFORMATION/MATTERS

None

ADDITIONAL DIRECTORS' COMMENTS

None

ADJOURNMENT

President Dopudja adjourned the February 16, 2023, Regular Board Meeting at 7:07 p.m.



MINUTES OF THE SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | FEBRUARY 28, 2023

The Special Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on February 28, 2023, was called to order by President Dopudja at 5:00 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

DIRECTORS PRESENT

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

STAFF PRESENT

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

DISTRICT CONSULTANTS PRESENT

Claire Collins, Hansen & Bridgett
Ian Berg, Eide Bailly
Habib Isaac, IB Consulting

DISTRICT CONSULTANTS VIA CONFERENCE CALL

Cindy Byerrum, Eide Bailly

PLEDGE OF ALLEGIANCE

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

VISITOR PARTICIPATION ORAL COMMUNICATION

None

DIRECTOR'S COMMENTS

No comments were received.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi thanked the Board of Directors for their flexibility on scheduling tonight's Special Board Meeting.

ACTION CALENDAR

ITEM 1: NOTICE OF WITHDRAWAL FROM THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY (SOCWA)

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Executive Committee. Mr. Paludi provided an overview of the withdrawal process in accordance with the joint

**TRABUCO CANYON WATER DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING MINUTES | FEBRUARY 28, 2023**

powers agreement (JPA) including timelines for submission and alternative options for withdrawal. Ms. Collins provided a review of certain provisions in the JPA related to the matter, and she commented that the notice of withdrawal would need to be provided to SOCWA no later than March 2, 2023. Discussion occurred concerning certain financial considerations for the District’s withdrawal based on discussions with SOCWA staff.

- MOTION:** Authorize the General Manager to send the “Notice of Withdrawal from SOCWA” to SOCWA and all SOCWA members by March 2, 2023 – Director Chadd
- SECOND:** Director Acosta
- AYES:** Directors Dopudja, Mandich, Acosta, Chadd, & Safranski
- NOES:** None
- ABSTAIN:** None
- MOTION PASSED/FAILED:** Passed 5 - 0

ITEM 2: DISTRICT RATES AND CHARGES DEVELOPMENT WORKSHOP PRESENTATION BY IB CONSULTANTS

Mr. Paludi introduced this matter for Board consideration, and he mentioned that this was a preliminary partial overview of the water fund only. Mr. Isaac provided an overview of the proposed water rates and charges based on a financial plan summary funding capital improvement on depreciation through a PowerPoint presentation. Mr. Isaac highlighted the proposed variable rate design and restructuring based on certain assumptions discussed with District staff and general counsel. Discussion occurred concerning the potential debt issuance in future years to fund capital improvement, the restructuring of tiered water rates, and rate development methodology strategies to recover costs of service. Mr. Isaac presented two scenarios which indicated fixed cost recovery and the related revenue requirements through different collection methods, and he highlighted the associated timelines for completion. Discussion occurred concerning the methodology for the variable water rate development and the potential impact of non-peaking based water rates on customers. Ms. Collins provided an update on current legal challenges to water agency rates and charges.

Director Mandich asked Mr. Isaac to review the volume of treated water by allocated interconnections for consistency; Mr. Isaac indicated that a portion of treated water is allocated to dedicated irrigation connections in the District’s service area.

Director Dopudja requested that District staff (1) evaluate the temporary prioritization of utilizing its capacity in Baker Water Treatment Plant to offset its treatment and operation costs at Dimension Water Treatment Plant and (2) prepare an evaluation of the proposed water rates with a peaking component for discussion purposes.

Director Chadd asked District staff to (1) consider the impacts of rate adjustments to District customers in Portola Hills due the layout of the zone, (2) include the number of customers per meter size for the fixed costs evaluation, and (3) consider homeowner association (HOA) budget timelines in relation to rate adoption.

Discussion occurred concerning scheduling a special board meeting in mid-March to evaluate the next steps and address raised comments.

- MOTION:** No action was taken.

ADJOURNMENT

President Dopudja adjourned the February 28, 2023, Special Board Meeting at 6:55 p.m.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 16, 2023**

CONSENT CALENDAR

ITEM 2: TREASURER'S REPORT

a. *FINANCE/AUDIT COMMITTEE MEETING*

RECOMMENDED ACTION:

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

1. *February 8, 2023*

b. *PRESENTATION OF FINANCIALS*

RECOMMENDED ACTION:

Receive and file the preliminary statement(s) of revenues and expenses and preliminary unaudited financials for the following month(s):

1. *January 2023*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for February 2023.

EXHIBITS:

1. Revenue Report – February 2023
2. Disbursement Report – February 2023
3. Summary of Disbursements – February 2023
4. General Fund Warrant Register – February 2023
5. General Fund Payroll Warrant Register – February 2023

CONTACTS (staff responsible): PEREA/WARNER



**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING RECAP | FEBRUARY 9, 2023**

DIRECTORS PRESENT

Glenn Acosta, Committee Member
Ed Mandich, Committee Chair Alternative

DIRECTORS ABSENT

Don Chadd, Committee Chair

STAFF PRESENT

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

CONSULTANTS PRESENT

Ian Berg, Eide Bailly

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Acosta called the February 9, 2023 Finance/Audit Committee Meeting to order at 2:00 p.m.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

Director Mandich reported that the monthly Independent Special Districts of Orange County (ISDOC) meetings and the Community Associations of Rancho (CAR) meetings occur on the same day and time, and requested changing one of the assignments with the alternate representative. Mr. Paludi recommended this matter be discussed at the Regular Board Meeting.

REPORT FROM THE ASSISTANT GENERAL MANAGER

None

ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP

Mr. Paludi presented the Finance/Audit Committee Meeting Recap for Committee review in accordance with the agenda. As Director Acosta was not in attendance at the meeting, Mr. Perea concurred with Director Mandich's approval of the meeting recap.

MOTION: Approve the Finance/Audit Committee Meeting Recap and recommended that the Board receive and file the same as amended (Consent Calendar) – Director Mandich

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | FEBRUARY 9, 2023**

SECOND: Mr. Perea
AYES: Directors Acosta & Mandich
NOES: None
ABSTAIN: None
MOTION PASSED/FAILED: Passed 2-0

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

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

MOTION: Recommend the Board of Directors ratify the Directors' fees and expenses for January 2023 and tentative future meetings/attendance (Action Calendar)– Director Acosta
SECOND: Director Mandich
AYES: Directors Acosta & Mandich
NOES: None
ABSTAIN: None
MOTION PASSED/FAILED: Passed 2-0

ITEM 3: ADOPTION OF DISTRICT TREASURER'S ANNUAL STATEMENT OF INVESTMENT POLICY

Mr. Paludi presented this matter for Committee consideration, and he reported that this matter is reviewed annually per the District's rules and regulations. Mr. Paludi reported that the comments provided by legal counsel were minor, and he reviewed the redlined copy of the proposed resolution which included recommended changes to the policy to comply with legislative updates and related to District investment objectives. Discussion occurred concerning certain proposed changes in the resolution language.

MOTION: The Committee recommended the Board of Directors adopt Resolution No. 2023-1312 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting an Investment Policy (Action Calendar) – Director Acosta
SECOND: Director Mandich
AYES: Directors Acosta & Mandich
NOES: None
ABSTAIN: None
MOTION PASSED/FAILED: Passed 2-0

ITEM 4: OTHER MATTERS

Mr. Paludi provided a brief update on the development of updated rates and charges with the assistance of IB Consultants, and he reported that a Special Board Meeting has been scheduled for the end of the month. Discussion occurred concerning certain basic assumptions in the rate development process.

MOTION: None – Informational item only.

ITEM 5: FINANCIAL REPORT

Ms. Warner presented the preliminary unaudited financials for December 2022, and she highlighted the following items:

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | FEBRUARY 9, 2023**

DISTRICT OPERATIONS UNAUDITED

Operating Revenue, Water Commodity Sales

Ms. Warner reported that this line item was trending higher than budgeted due to the current warmer weather conditions.

Operating Revenue, Reclaimed Water Sales

Ms. Warner reported that water demand for the month was trending significantly higher than budgeted due to increased system demands.

Operating Expense, Source of Supply

Ms. Warner reported that this line item was at budget for the year.

Operating Expense, Water Related Expenses

Ms. Warner reported that this line item was trending higher than budgeted for the year due to increased electrical and chemical costs for water treatment.

Operating Expense, Recycled & Reclaimed Expenses

Ms. Warner reported that this line item was trending at budget for the year.

Total Expenses

Ms. Warner reported that the District's Total Expenses for the year was trending slightly higher than budgeted.

DISTRICT CAPITAL FY 2022-23 (UNAUDITED)

Ms. Warner reviewed the capital expenditures to date by project and provided a brief overview of the costs for December 2022.

MOTION: Recommend the Board ratify payment of the bills for consideration for February 9, 2023, as presented (Action Calendar) – Director Acosta

SECOND: Director Mandich

AYES: Directors Acosta & Mandich

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2-0

ADJOURNMENT

Director Acosta adjourned the February 9, 2023 Finance/Audit Committee Meeting at 2:27 p.m.



Trabuco Canyon Water District

District Operations

FY 2022/23 (Unaudited)

	January 2023	YTD Actual	FY 23 Adopted Budget	YTD 58%
1 Operating Revenue				
2 Water Commodity Sales	\$ 202,431	\$ 2,548,898	\$ 4,237,600	60%
3 Service Charges - Water	97,482	685,262	1,207,000	57%
4 Service Charges - Sewer	147,053	1,042,501	1,844,900	57%
5 Service Charges - Recycled/Reclaimed	6,066	43,854	84,000	52%
6 Baker Treatment Plant (BTP) Water Sales	98,325	861,334	1,110,000	78%
7 Water Recovery & Emergency Storage Fees	68,866	469,099	612,200	77%
8 Reclaimed Water Sales	5,176	469,076	771,300	61%
9 Recycled Water Sales	47,867	170,495	227,500	75%
10 Customer Charges	43,142	266,804	318,300	84%
11 Other Operating Revenue	-	-	91,800	0%
12 Standby Charges	2,574	15,137	46,200	33%
13 Uncollectable Accounts	-	-	(26,400)	0%
14 Total Operating Revenue	718,982	6,572,460	10,524,400	62%
15 Non-Operating Revenue				
16 Property Taxes	104,497	1,264,432	2,140,200	59%
17 Interest Revenue	43,413	80,317	18,800	427%
18 Other Non-Operating Revenue	1,320	24,672	76,200	32%
19 Total Non-Operating Revenue	149,230	1,369,420	2,235,200	61%
20 Total Revenues	868,212	7,941,881	12,759,600	62%
21 Operating Expense				
22 Source of Supply	176,416	1,555,837	2,822,500	55%
23 Baker Treatment Plant Water for Resale	58,368	743,623	1,022,500	73%
24 Water Related Expenses	46,049	583,080	911,300	64%
25 Sanitation Related Expenses	26,492	194,666	315,200	62%
26 Recycled & Reclaimed Expenses	9,717	111,100	207,900	53%
27 Salaries and Benefits	383,099	2,460,602	4,203,200	59%
28 CalPERS Unfunded Accrued Liability Minimum	-	273,674	290,000	94%
29 General and Administrative	106,107	1,284,765	2,323,100	55%
30 Total Operating Expense	806,247	7,207,347	12,095,700	60%
31 Non-Operating Expense				
32 Debt Service - State Revolving Fund	-	115,191	230,200	50%
33 Debt Service - Credit Line	-	73,306	145,000	51%
34 Total Non-Operating Expense	-	188,496	375,200	50%
35 Total Expenses	806,247	7,395,843	12,470,900	59%
36 Net Income / (Loss) Before Capital & Pension	61,965	546,038	288,700	189%
37 Use of District Reserves for Capital Projects	-	-	-	N/A
38 Developer Impact Fees (Restricted)	-	40,795	-	N/A
39 Increase / (Decrease) to Reserves	\$ 61,965	\$ 586,833	\$ 288,700	203%

**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

District Capital

FY 2022/23 (Unaudited)

	January 2023	YTD Actual	FY 23 Adopted Budget	YTD 58%
1 Funding Sources				
2 Grant Revenue	\$ -	\$ -	\$ 500,000	0%
3 Bank of the West Credit Line Proceeds	532,133	2,708,865	5,162,000	52%
4 Use of District Reserves for Capital Projects	-	-	-	0%
5 Funding Sources Total	532,133	2,708,865	5,662,000	48%
6 District Capital				
7 Capital Improvements / Replacements				
8 SCADA System Upgrades FY 2122	-	99,351	1,210,000	8%
9 AMI/AMR System Implementation (USBR) *	377,280	1,531,725	1,700,000	90%
10 Golf Club SLS Bypass Construction	26,743	144,158	870,000	17%
11 Dimension Water Treatment Plant (DWTP) Office & Storage	1,785	12,158	300,000	4%
12 Master Plan and Condition Assessment Study	5,408	197,557	250,000	79%
13 Live Oak Pipeline Scoping	-	-	100,000	0%
14 ETRSLs Surge Tank Improvements	850	147,449	250,000	59%
15 Trabuco Creek Water Main Potholing	-	-	20,000	0%
16 Dimension Water Treatment Plant Vault Lids	-	-	50,000	0%
17 ETRSLs Discharge Valve Replacement	-	-	35,000	0%
18 OC Rescue Mission	1,400	108,590	-	N/A
19 Dove Lake Dam Repair	78,896	134,733	-	N/A
20 Capital Improvements / Replacements Total	413,465	2,240,988	4,785,000	47%
21 Equipment				
22 Chiquita Capital Replacement	33,397	153,979	178,000	87%
23 Wastewater Treatment Plant Hoffman Blower Building Rehab	-	526	250,000	0%
24 Equipment Trailer	-	-	39,000	0%
25 Wastewater Treatment Plant New Mixers	-	-	150,000	0%
26 Dove Lake Barge/Pump	-	27,946	20,000	140%
27 Domestic Water Turbidimeter Replacement	-	-	15,000	0%
28 Flow Meter - Tick Creek	-	8,908	-	N/A
29 Equipment Total	33,397	182,450	652,000	28%
30 Programs				
31 Pressure Relief Valve Improvements	6,375	51,450	15,000	343%
32 Valve Replacement Program	-	9,660	45,000	21%
33 Manhole Recoating Program - Sewer	-	-	20,000	0%
34 Pressure Relief Valve Vault Improvements - Reclaimed	-	-	45,000	0%
35 Pump Replacement Program	-	80,676	100,000	81%
36 Programs Total	6,375	141,786	225,000	63%
37 District Capital Total	532,133	2,708,865	5,662,000	48%
38 Net Budget	\$ -	\$ -	\$ -	

*Partially funded by Grant / Loan Proceeds

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



Trabuco Canyon Water District

Balance Sheet

January 31, 2023

(Unaudited)

		January 2023
1	Assets	
2	Cash & Investments	
3	Cash & Investments - Unrestricted	\$ 2,348,123
4	Cash & Investments - Restricted	6,753,434
5	Total Cash & Investments	<u>9,101,558</u>
6	Other Current Assets	
7	Accounts Receivable, Net	1,771,155
8	Prepaid & Other	43,916
9	LAIF - Market Value Adjustment ¹	533
10	Total Other Current Assets	<u>1,815,071</u>
11	Capital Assets	
12	Capital Assets, at Cost	124,666,643
13	Accumulated Depreciation	(79,018,112)
14	Construction in Progress	3,991,155
15	Total Capital Assets	<u>49,639,686</u>
16	Net OPEB Asset	201,692
17	Deferred Outflows of Resources (DOR)	1,473,729
18	Total Assets & DOR	<u><u>\$ 62,232,268</u></u>
19	Liabilities	
20	Current Liabilities	
21	Accounts Payable	\$ 904,126
22	Accrued Expenses	270,861
23	Current Portion-Long Term Debt	92,840
24	Deposits on Hand	57,890
25	Total Current Liabilities	<u>1,325,717</u>
26	Long-Term Liabilities	
27	Net Pension Liability	1,597,778
28	State Revolving Fund Loan	1,749,475
29	Bank of the West Loan	10,000,000
30	Total Long Term Liabilities	<u>13,347,253</u>
31	Deferred Inflows of Resources (DIR)	2,448,966
32	Total Liabilities & DIR	<u>17,121,936</u>
33	Net Position	45,110,332
34	Total Liabilities, Net Position & DIR	<u><u>\$ 62,232,268</u></u>

¹ LAIF Market Value adjusted annually at June 30th. This balance may be different from the cash and investments report during the year based on updated market conditions.

**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

January 31, 2023

(Unaudited)

	Type	Cost	Market	% Total
District Cash & Investments				
Unrestricted				
Local Agency Investment Fund (LAIF)	Investment	\$ 1,673,693	\$ 1,641,492	18.4%
Bank of the West	Checking	674,431	674,431	7.5%
Total Unrestricted		2,348,123	2,315,923	25.9%
Restricted				
LAIF - Water Storage Facilities	Investment	1,065,712	1,045,209	11.7%
LAIF - Interim Sewage	Investment	114,621	112,416	1.3%
LAIF - Debt Issuance 2022	Investment	5,336,188	5,233,525	58.5%
Cash in CB&T Reserved for SRF Loan	Checking	236,913	236,913	2.6%
Total Restricted		6,753,434	6,628,063	74.1%
Total District Cash & Investments		\$ 9,101,558	\$ 8,943,986	100.0%

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, Treasurer



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 02/01/2023 - 02/28/2023

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
02/01/2023		DFT0003014	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,150.84
02/02/2023		DFT0003015	ADP	Accounts Payable	Outstanding	Bank Draft	-118,559.70
02/02/2023		DFT0003016	CALPERS	Accounts Payable	Outstanding	Bank Draft	-60,134.16
02/02/2023		DFT0003017	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
02/02/2023		DFT0003018	VSP	Accounts Payable	Outstanding	Bank Draft	-814.55
02/02/2023		DFT0003021	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-4,526.04
02/03/2023		DFT0003019	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-1,358.56
02/06/2023		DFT0003020	CALPERS	Accounts Payable	Outstanding	Bank Draft	-27,956.62
02/07/2023		DFT0003022	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-10.00
02/07/2023		DFT0003023	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,556.07
02/07/2023		DFT0003024	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-4,934.56
02/08/2023		DFT0003025	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
02/10/2023		DFT0003026	ADP	Accounts Payable	Outstanding	Bank Draft	-1,891.01
02/10/2023		DFT0003027	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,752.52
02/10/2023		DFT0003028	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-218.00
02/13/2023		DFT0003029	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-199.01
02/15/2023		DFT0003030	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-89.80
02/15/2023		DFT0003031	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-321.48
02/16/2023		DFT0003034	ADP	Accounts Payable	Outstanding	Bank Draft	-109,374.35
02/17/2023		DFT0003032	UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-4,300.68
02/17/2023		DFT0003035	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-784.40
02/21/2023		DFT0003036	CALPERS	Accounts Payable	Outstanding	Bank Draft	-27,459.80
02/21/2023		DFT0003037	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-703.10
02/21/2023		DFT0003038	LOWE'S	Accounts Payable	Outstanding	Bank Draft	-16.37
02/21/2023		DFT0003039	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-39,138.97
02/21/2023		DFT0003040	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
02/24/2023		DFT0003041	ADP	Accounts Payable	Outstanding	Bank Draft	-112.00
02/24/2023		DFT0003042	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-2,562.86
02/24/2023		DFT0003043	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
02/24/2023		DFT0003044	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
Bank Draft Total: (30)							-414,488.45
Check							
02/14/2023		11516	ALL AMERICAN GASKET	Accounts Payable	Outstanding	Check	-64.20
02/14/2023		11517	BAVCO BACKFLOW APPARATUS & VALVE CO.	Accounts Payable	Outstanding	Check	-215.57

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/14/2023		11518	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-15,414.00
02/14/2023		11519	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-6,799.00
02/14/2023		11520	HMS INDUSTRIES	Accounts Payable	Outstanding	Check	-514.33
02/14/2023		11521	IB CONSULTING	Accounts Payable	Outstanding	Check	-5,040.00
02/14/2023		11522	IWATER, INC.	Accounts Payable	Outstanding	Check	-300.00
02/14/2023		11523	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-12,461.46
02/14/2023		11524	MYERS MARINE DIVISION, LLC	Accounts Payable	Outstanding	Check	-26,526.90
02/14/2023		11525	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-5,036.45
02/14/2023		11526	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,775.00
02/14/2023		11527	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-700.00
02/14/2023		11528	DELCO SERVICE, INC.	Accounts Payable	Outstanding	Check	-6,374.91
02/14/2023		11529	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-121.57
02/14/2023		11530	UNIFIRST FIRST AID CORPORATION	Accounts Payable	Outstanding	Check	-548.22
02/14/2023		11531	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-48.22
02/14/2023		11532	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-544.00
02/21/2023		11533	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-221,491.80
02/22/2023		11534	ROBINSON ELEMENTARY	Accounts Payable	Outstanding	Check	-500.00
02/28/2023		11535	ARC	Accounts Payable	Outstanding	Check	-691.68
02/28/2023		11536	AT&T MOBILITY	Accounts Payable	Outstanding	Check	-53.23
02/28/2023		11537	AMERICAN WATER WORKS ASSOCIATION	Accounts Payable	Outstanding	Check	-487.00
02/28/2023		11538	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-496.00
02/28/2023		11539	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-2,120.00
02/28/2023		11540	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-17,332.73
02/28/2023		11541	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-2,068.62
02/28/2023		11542	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,420.00
02/28/2023		11543	ORKIN, INC.	Accounts Payable	Outstanding	Check	-124.00
02/28/2023		11544	OSCAR ULLOA	Accounts Payable	Outstanding	Check	-60.00
02/28/2023		11545	JUAN A. QUINONEZ	Accounts Payable	Outstanding	Check	-300.00
02/28/2023		11546	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-59,088.19
02/28/2023		11547	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-1,497.50
02/28/2023		11548	TESCO CONTROLS, INC.	Accounts Payable	Outstanding	Check	-1,720.26
02/28/2023		11549	TRAFFIC MANAGEMENT INCORPORATED	Accounts Payable	Outstanding	Check	-6,340.00
02/28/2023		11550	TYLER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-486.00
Check Total: (35)							-398,760.84
Check Reversal							
02/14/2023		11525	COUNTY OF ORANGE Reversal	Accounts Payable	Outstanding	Check Reversal	5,036.45
Check Reversal Total: (1)							5,036.45
EFT							
02/01/2023		266	AMAZON	Accounts Payable	Outstanding	EFT	-294.53
02/01/2023		267	BLACOH CONTROLS, INC.	Accounts Payable	Outstanding	EFT	-15,375.00
02/01/2023		268	IRVINE PIPE SUPPLY	Accounts Payable	Outstanding	EFT	-442.13
02/01/2023		269	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-2,817.21

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/01/2023		270	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-1,728.00
02/01/2023		271	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-115.67
02/15/2023		272	ACWA/JPIA - WC, PROP., & LIAB	Accounts Payable	Outstanding	EFT	-10,593.96
02/15/2023		273	ACWA/JPIA - LIFE	Accounts Payable	Outstanding	EFT	-511.19
02/15/2023		274	AMAZON	Accounts Payable	Outstanding	EFT	-557.85
02/15/2023		275	DEZURIK, INC.	Accounts Payable	Outstanding	EFT	-2,666.82
02/15/2023		276	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-5,695.83
02/15/2023		277	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-3,937.50
02/15/2023		278	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-231.34
EFT Total: (13)							-44,967.03
Accounts Payable Total: (79)							-853,179.87

Accounts Receivable

Deposit

02/09/2023		DEP0019763	County of Orange - Property Taxes 02/07/23	Accounts Receivable	Outstanding	Deposit	4,267.70
02/15/2023		DEP0019803	Payments 2/15/23	Accounts Receivable	Outstanding	Deposit	276,590.58
02/17/2023		DEP0019829	County of Orange Payment	Accounts Receivable	Outstanding	Deposit	4,270.00
02/22/2023		DEP0019988	T-Mobile Payments	Accounts Receivable	Outstanding	Deposit	4,955.66
02/23/2023		DEP0019991	Invoice Payments	Accounts Receivable	Outstanding	Deposit	400.00
Deposit Total: (5)							290,483.94
Accounts Receivable Total: (5)							290,483.94

Utility Billing

Deposit

02/01/2023		DEP0019669	Utility Payment Packet UBPKT08562	Utility Billing	Outstanding	Deposit	3,696.98
02/01/2023		DEP0019672	Utility Payment Packet UBPKT08563	Utility Billing	Outstanding	Deposit	2,487.92
02/01/2023		DEP0019675	Utility Payment Packet UBPKT08566	Utility Billing	Outstanding	Deposit	4,432.68
02/02/2023		DEP0019678	Utility Payment Packet UBPKT08567	Utility Billing	Outstanding	Deposit	2,150.06
02/02/2023		DEP0019681	Utility Payment Packet UBPKT08568	Utility Billing	Outstanding	Deposit	5,007.18
02/02/2023		DEP0019684	Utility Payment Packet UBPKT08572	Utility Billing	Outstanding	Deposit	14,253.17
02/03/2023		DEP0019687	Utility Payment Packet UBPKT08573	Utility Billing	Outstanding	Deposit	3,527.73
02/03/2023		DEP0019690	Utility Payment Packet UBPKT08571	Utility Billing	Outstanding	Deposit	2,880.52
02/03/2023		DEP0019693	Utility Payment Packet UBPKT08574	Utility Billing	Outstanding	Deposit	3,941.93
02/03/2023		DEP0019696	Utility Payment Packet UBPKT08575	Utility Billing	Outstanding	Deposit	3,963.80
02/05/2023		DEP0019699	Utility Payment Packet UBPKT08576	Utility Billing	Outstanding	Deposit	14,514.82
02/06/2023		DEP0019702	Utility Payment Packet UBPKT08577	Utility Billing	Outstanding	Deposit	2,910.79
02/06/2023		DEP0019705	Utility Payment Packet UBPKT08578	Utility Billing	Outstanding	Deposit	844.67
02/06/2023		DEP0019708	Utility Payment Packet UBPKT08579	Utility Billing	Outstanding	Deposit	5,066.40
02/07/2023		DEP0019712	Utility Payment Packet UBPKT08580	Utility Billing	Outstanding	Deposit	3,939.92
02/07/2023		DEP0019715	Utility Payment Packet UBPKT08581	Utility Billing	Outstanding	Deposit	2,647.49
02/07/2023		DEP0019721	Utility Payment Packet UBPKT08590	Utility Billing	Outstanding	Deposit	1,408.86
02/08/2023		DEP0019718	Utility Payment Packet UBPKT08588	Utility Billing	Outstanding	Deposit	1,108.85
02/08/2023		DEP0019724	Utility Payment Packet UBPKT08591	Utility Billing	Outstanding	Deposit	2,637.23

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/08/2023		DEP0019727	Utility Payment Packet UBPKT08592	Utility Billing	Outstanding	Deposit	1,059.55
02/09/2023		DEP0019730	Utility Payment Packet UBPKT08593	Utility Billing	Outstanding	Deposit	3,274.74
02/09/2023		DEP0019733	Utility Payment Packet UBPKT08594	Utility Billing	Outstanding	Deposit	899.31
02/09/2023		DEP0019736	Utility Payment Packet UBPKT08589	Utility Billing	Outstanding	Deposit	4,434.32
02/09/2023		DEP0019739	Utility Payment Packet UBPKT08595	Utility Billing	Outstanding	Deposit	4,709.80
02/09/2023		DEP0019742	Utility Payment Packet UBPKT08596	Utility Billing	Outstanding	Deposit	3,871.93
02/09/2023		DEP0019745	Utility Payment Packet UBPKT08597	Utility Billing	Outstanding	Deposit	12,540.04
02/09/2023		DEP0019748	Utility Payment Packet UBPKT08598	Utility Billing	Outstanding	Deposit	1,418.07
02/10/2023		DEP0019751	Utility Payment Packet UBPKT08600	Utility Billing	Outstanding	Deposit	1,011.55
02/10/2023		DEP0019754	Utility Payment Packet UBPKT08599	Utility Billing	Outstanding	Deposit	2,334.03
02/12/2023		DEP0019757	Utility Payment Packet UBPKT08601	Utility Billing	Outstanding	Deposit	17,198.74
02/13/2023		DEP0019760	Utility Payment Packet UBPKT08602	Utility Billing	Outstanding	Deposit	1,411.42
02/13/2023		DEP0019766	Utility Payment Packet UBPKT08603	Utility Billing	Outstanding	Deposit	1,128.96
02/13/2023		DEP0019769	Utility Reverse Payment Packet UBPKT08604	Utility Billing	Outstanding	Deposit	-1,319.13
02/13/2023		DEP0019772	Utility Payment Packet UBPKT08605	Utility Billing	Outstanding	Deposit	12,785.21
02/14/2023		DEP0019775	Utility Payment Packet UBPKT08607	Utility Billing	Outstanding	Deposit	1,779.67
02/14/2023		DEP0019778	Utility Payment Packet UBPKT08606	Utility Billing	Outstanding	Deposit	1,580.08
02/14/2023		DEP0019784	Utility Payment Packet UBPKT08609	Utility Billing	Outstanding	Deposit	5,723.68
02/14/2023		DEP0019788	Utility Payment Packet UBPKT08611	Utility Billing	Outstanding	Deposit	3,088.91
02/15/2023		DEP0019793	Utility Payment Packet UBPKT08613	Utility Billing	Outstanding	Deposit	4,438.07
02/15/2023		DEP0019796	Utility Payment Packet UBPKT08614	Utility Billing	Outstanding	Deposit	2,005.20
02/15/2023		DEP0019799	Utility Payment Packet UBPKT08610	Utility Billing	Outstanding	Deposit	801.95
02/15/2023		DEP0019801	Utility Payment Packet UBPKT08612	Utility Billing	Outstanding	Deposit	22,076.87
02/15/2023		DEP0019806	Utility Payment Packet UBPKT08615	Utility Billing	Outstanding	Deposit	5,286.08
02/16/2023		DEP0019809	Utility Payment Packet UBPKT08616	Utility Billing	Outstanding	Deposit	2,951.52
02/16/2023		DEP0019812	Utility Payment Packet UBPKT08617	Utility Billing	Outstanding	Deposit	3,019.08
02/16/2023		DEP0019815	Utility Reverse Payment Packet UBPKT08618	Utility Billing	Outstanding	Deposit	-175.00
02/16/2023		DEP0019818	Utility Payment Packet UBPKT08620	Utility Billing	Outstanding	Deposit	16,040.53
02/17/2023		DEP0019820	ACH Draft Packet UBPKT08523	Utility Billing	Outstanding	Deposit	70,319.58
02/17/2023		DEP0019823	Utility Payment Packet UBPKT08621	Utility Billing	Outstanding	Deposit	1,904.29
02/17/2023		DEP0019826	Utility Payment Packet UBPKT08622	Utility Billing	Outstanding	Deposit	7,672.70
02/19/2023		DEP0019832	Utility Payment Packet UBPKT08628	Utility Billing	Outstanding	Deposit	130,374.33
02/20/2023		DEP0019835	Utility Payment Packet UBPKT08630	Utility Billing	Outstanding	Deposit	3,475.14
02/21/2023		DEP0019838	Utility Payment Packet UBPKT08629	Utility Billing	Outstanding	Deposit	226.62
02/21/2023		DEP0019841	Utility Payment Packet UBPKT08626	Utility Billing	Outstanding	Deposit	6,902.81
02/21/2023		DEP0019971	Utility Payment Packet UBPKT08635	Utility Billing	Outstanding	Deposit	2,260.26
02/22/2023		DEP0019846	Utility Reverse Payment Packet UBPKT08640	Utility Billing	Outstanding	Deposit	-89.26
02/22/2023		DEP0019849	Utility Reverse Payment Packet UBPKT08641	Utility Billing	Outstanding	Deposit	-107.40
02/22/2023		DEP0019852	Utility Reverse Payment Packet UBPKT08642	Utility Billing	Outstanding	Deposit	-113.38
02/22/2023		DEP0019855	Utility Reverse Payment Packet UBPKT08643	Utility Billing	Outstanding	Deposit	-121.20
02/22/2023		DEP0019858	Utility Reverse Payment Packet UBPKT08644	Utility Billing	Outstanding	Deposit	-121.20
02/22/2023		DEP0019861	Utility Reverse Payment Packet UBPKT08645	Utility Billing	Outstanding	Deposit	-124.19
02/22/2023		DEP0019864	Utility Reverse Payment Packet UBPKT08646	Utility Billing	Outstanding	Deposit	-124.19

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/22/2023		DEP0019867	Utility Reverse Payment Packet UBPKT08647	Utility Billing	Outstanding	Deposit	-124.95
02/22/2023		DEP0019870	Utility Reverse Payment Packet UBPKT08648	Utility Billing	Outstanding	Deposit	-128.90
02/22/2023		DEP0019873	Utility Reverse Payment Packet UBPKT08649	Utility Billing	Outstanding	Deposit	-128.90
02/22/2023		DEP0019876	Utility Reverse Payment Packet UBPKT08650	Utility Billing	Outstanding	Deposit	-235.97
02/22/2023		DEP0019879	Utility Reverse Payment Packet UBPKT08651	Utility Billing	Outstanding	Deposit	-268.40
02/22/2023		DEP0019882	Utility Reverse Payment Packet UBPKT08652	Utility Billing	Outstanding	Deposit	-411.23
02/22/2023		DEP0019885	Utility Reverse Payment Packet UBPKT08653	Utility Billing	Outstanding	Deposit	-130.17
02/22/2023		DEP0019888	Utility Reverse Payment Packet UBPKT08654	Utility Billing	Outstanding	Deposit	-130.17
02/22/2023		DEP0019891	Utility Reverse Payment Packet UBPKT08655	Utility Billing	Outstanding	Deposit	-133.40
02/22/2023		DEP0019894	Utility Reverse Payment Packet UBPKT08656	Utility Billing	Outstanding	Deposit	-133.40
02/22/2023		DEP0019897	Utility Reverse Payment Packet UBPKT08657	Utility Billing	Outstanding	Deposit	-133.40
02/22/2023		DEP0019900	Utility Reverse Payment Packet UBPKT08658	Utility Billing	Outstanding	Deposit	-133.40
02/22/2023		DEP0019903	Utility Reverse Payment Packet UBPKT08659	Utility Billing	Outstanding	Deposit	-134.31
02/22/2023		DEP0019906	Utility Reverse Payment Packet UBPKT08660	Utility Billing	Outstanding	Deposit	-137.90
02/22/2023		DEP0019909	Utility Reverse Payment Packet UBPKT08661	Utility Billing	Outstanding	Deposit	-137.90
02/22/2023		DEP0019912	Utility Reverse Payment Packet UBPKT08662	Utility Billing	Outstanding	Deposit	-139.14
02/22/2023		DEP0019915	Utility Reverse Payment Packet UBPKT08663	Utility Billing	Outstanding	Deposit	-142.40
02/22/2023		DEP0019918	Utility Reverse Payment Packet UBPKT08664	Utility Billing	Outstanding	Deposit	-43.62
02/22/2023		DEP0019921	Utility Reverse Payment Packet UBPKT08665	Utility Billing	Outstanding	Deposit	-142.40
02/22/2023		DEP0019924	Utility Reverse Payment Packet UBPKT08666	Utility Billing	Outstanding	Deposit	-142.40
02/22/2023		DEP0019927	Utility Reverse Payment Packet UBPKT08667	Utility Billing	Outstanding	Deposit	-790.10
02/22/2023		DEP0019930	Utility Reverse Payment Packet UBPKT08668	Utility Billing	Outstanding	Deposit	-151.10
02/22/2023		DEP0019933	Utility Reverse Payment Packet UBPKT08669	Utility Billing	Outstanding	Deposit	-151.10
02/22/2023		DEP0019936	Utility Reverse Payment Packet UBPKT08670	Utility Billing	Outstanding	Deposit	-151.40
02/22/2023		DEP0019939	Utility Reverse Payment Packet UBPKT08671	Utility Billing	Outstanding	Deposit	-160.07
02/22/2023		DEP0019942	Utility Reverse Payment Packet UBPKT08672	Utility Billing	Outstanding	Deposit	-160.40
02/22/2023		DEP0019945	Utility Reverse Payment Packet UBPKT08673	Utility Billing	Outstanding	Deposit	-169.40
02/22/2023		DEP0019948	Utility Reverse Payment Packet UBPKT08674	Utility Billing	Outstanding	Deposit	-172.03
02/22/2023		DEP0019951	Utility Reverse Payment Packet UBPKT08675	Utility Billing	Outstanding	Deposit	-173.90
02/22/2023		DEP0019954	Utility Reverse Payment Packet UBPKT08676	Utility Billing	Outstanding	Deposit	-175.02
02/22/2023		DEP0019957	Utility Reverse Payment Packet UBPKT08677	Utility Billing	Outstanding	Deposit	-183.57
02/22/2023		DEP0019960	Utility Reverse Payment Packet UBPKT08678	Utility Billing	Outstanding	Deposit	-187.40
02/22/2023		DEP0019963	Utility Reverse Payment Packet UBPKT08679	Utility Billing	Outstanding	Deposit	-191.90
02/22/2023		DEP0019966	Utility Reverse Payment Packet UBPKT08680	Utility Billing	Outstanding	Deposit	-209.90
02/22/2023		DEP0019969	Utility Reverse Payment Packet UBPKT08681	Utility Billing	Outstanding	Deposit	-227.90
02/22/2023		DEP0019974	Utility Payment Packet UBPKT08636	Utility Billing	Outstanding	Deposit	801.21
02/22/2023		DEP0019976	Utility Payment Packet UBPKT08637	Utility Billing	Outstanding	Deposit	70.00
02/22/2023		DEP0019979	Utility Payment Packet UBPKT08683	Utility Billing	Outstanding	Deposit	558.66
02/23/2023		DEP0019982	Utility Payment Packet UBPKT08684	Utility Billing	Outstanding	Deposit	215.00
02/23/2023		DEP0019985	Utility Payment Packet UBPKT08685	Utility Billing	Outstanding	Deposit	913.24
02/23/2023		DEP0019994	Utility Payment Packet UBPKT08686	Utility Billing	Outstanding	Deposit	2,692.51
02/23/2023		DEP0020000	Utility Payment Packet UBPKT08695	Utility Billing	Outstanding	Deposit	2,007.17
02/24/2023		DEP0020006	Utility Payment Packet UBPKT08699	Utility Billing	Outstanding	Deposit	635.37

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/24/2023		DEP0020009	Utility Payment Packet UBPKT08696	Utility Billing	Outstanding	Deposit	150.00
02/26/2023		DEP0020012	Utility Payment Packet UBPKT08700	Utility Billing	Outstanding	Deposit	2,996.82
02/27/2023		DEP0020003	Utility Reverse Payment Packet UBPKT08698	Utility Billing	Outstanding	Deposit	-128.84
02/27/2023		DEP0020015	Utility Payment Packet UBPKT08702	Utility Billing	Outstanding	Deposit	85.00
02/27/2023		DEP0020018	Utility Payment Packet UBPKT08701	Utility Billing	Outstanding	Deposit	573.94
02/27/2023		DEP0020024	Utility Payment Packet UBPKT08704	Utility Billing	Outstanding	Deposit	5,288.99
02/28/2023		DEP0020021	Utility Reverse Payment Packet UBPKT08703	Utility Billing	Outstanding	Deposit	-1,110.58
02/28/2023		DEP0020027	Utility Payment Packet UBPKT08705	Utility Billing	Outstanding	Deposit	395.00
02/28/2023		DEP0020030	Utility Payment Packet UBPKT08706	Utility Billing	Outstanding	Deposit	1,132.54
02/28/2023		DEP0020033	Utility Payment Packet UBPKT08723	Utility Billing	Outstanding	Deposit	9,859.46
Deposit Total: (115)							459,899.03
Utility Billing Total: (115)							459,899.03
Report Total: (199)							-102,796.90

Bank Transaction Report

Issued Date Range: -

Summary

Bank Account	Count	Amount
030866939 Bank of the West Checking	199	-102,796.90
Report Total:	199	-102,796.90

Cash Account	Count	Amount
99 99-000-1004 Bank of the West Checking (Pooled Cash)	199	-102,796.90
Report Total:	199	-102,796.90

Transaction Type	Count	Amount
Bank Draft	30	-414,488.45
Check	35	-398,760.84
Check Reversal	1	5,036.45
Deposit	120	750,382.97
EFT	13	-44,967.03
Report Total:	199	-102,796.90

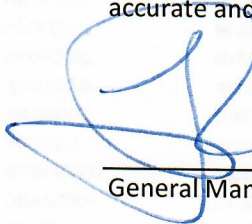


Trabuco Canyon Water District
General Fund Warrant Register
2/9/2023


Summary of Disbursements

Computer Checks	701,483.31
UB Refund Checks	-
Void UB Refund	-
Bank Drafts	479,722.91
Bank EFTs	188,030.17
Voided Checks	(2,942.83)
Total Disbursements	1,366,293.56

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

 2/9/23
General Manager / Assistant General Manager

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

 2/9/23
By: Date:

 2/9/23
By: Date:



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
AMAZ0001	AMAZON	01/11/2023	EFT	0.00	221.75	253
EIDE0001	EIDE BAILLY	01/11/2023	EFT	0.00	20,287.23	254
OLIN0001	OLIN CHEMICALS	01/11/2023	EFT	0.00	2,940.09	255
PEBB0001	PEBBLE SPRING WATER	01/11/2023	EFT	0.00	31.00	256
TRUE0001	ALS - TRUESDAIL LABORATORIES	01/11/2023	EFT	0.00	4,475.00	257
UNIF0001	UNIFIRST CORPORATION	01/11/2023	EFT	0.00	351.51	258
UNIT0001	UNITED WATER WORKS, INC.	01/11/2023	EFT	0.00	712.54	259
ACWA0003	ACWA/JPIA - LIFE	01/21/2023	EFT	0.00	511.19	260
AMAZ0001	AMAZON	01/21/2023	EFT	0.00	155.02	261
MWDO0001	MWDOC	01/21/2023	EFT	0.00	129,972.49	262
OLIN0001	OLIN CHEMICALS	01/21/2023	EFT	0.00	5,580.47	263
TRUE0001	ALS - TRUESDAIL LABORATORIES	01/21/2023	EFT	0.00	1,788.00	264
UNIF0001	UNIFIRST CORPORATION	01/21/2023	EFT	0.00	231.34	265
AMAZ0001	AMAZON	02/01/2023	EFT	0.00	294.53	266
BLAC0003	BLACOH CONTROLS, INC.	02/01/2023	EFT	0.00	15,375.00	267
IRVI0002	IRVINE PIPE SUPPLY	02/01/2023	EFT	0.00	442.13	268
OLIN0001	OLIN CHEMICALS	02/01/2023	EFT	0.00	2,817.21	269
TRUE0001	ALS - TRUESDAIL LABORATORIES	02/01/2023	EFT	0.00	1,728.00	270
UNIF0001	UNIFIRST CORPORATION	02/01/2023	EFT	0.00	115.67	271
AT&T0001	AT&T	01/11/2023	Regular	0.00	904.51	11446
CHEM0001	CHEMTRADE CHEMICALS US LLC	01/11/2023	Regular	0.00	6,897.30	11447
CONS0004	CONSUMER PIPE & SUPPLY	01/11/2023	Regular	0.00	113.35	11448
FEDE0001	FEDEX	01/11/2023	Regular	0.00	40.52	11449
FERG0001	FERGUSON WATERWORKS	01/11/2023	Regular	0.00	53,875.00	11450
HARR0001	HARRINGTON INDUSTRIAL PLASTICS LLC	01/11/2023	Regular	0.00	1,141.75	11451
HIGH0001	HIGHROAD INFORMATION TECHNOLOGY, LLC.	01/11/2023	Regular	0.00	6,799.00	11452
HMSI0001	HMS INDUSTRIES	01/11/2023	Regular	0.00	1,814.90	11453
HYDR0002	HYDROTECH ELECTRIC	01/11/2023	Regular	0.00	1,487.20	11454
INDU0002	INDUSTRIAL METAL SUPPLY COMPANY	01/11/2023	Regular	0.00	485.23	11455
INFO0001	INFOSEND, INC.	01/11/2023	Regular	0.00	3,125.11	11456
IRVI0001	IRVINE RANCH WATER DISTRICT	01/11/2023	Regular	0.00	204,941.21	11457
NUMA0001	NUMATIC ENGINEERING	01/11/2023	Regular	0.00	1,568.12	11458
ORAN0004	ORANGE COUNTY PUMPING, INC.	01/11/2023	Regular	0.00	3,195.00	11459
ORKI0001	ORKIN, INC.	01/11/2023	Regular	0.00	1,709.00	11460
ROBE0002	ROBERT'S WASTE & RECYCLING	01/11/2023	Regular	0.00	200.00	11461
SIER0002	SIERRA ANALYTICAL	01/11/2023	Regular	0.00	8,295.50	11462
SOCW0001	SOUTH ORANGE COUNTY WASTEWATER AUTH	01/11/2023	Regular	0.00	15,382.00	11463
SOUT0012	DELCO SERVICE, INC.	01/11/2023	Regular	0.00	2,920.48	11464
SOUT0013	SOUTHERN CALIFORNIA WATER COALITION	01/11/2023	Regular	0.00	2,500.00	11465
SSME0001	SS MECHANICAL CONSTRUCTION CORP.	01/11/2023	Regular	0.00	144,034.25	11466
STAN0001	STANLEY CONVERGENT SECURITY SOLUTIONS	01/11/2023	Regular	0.00	700.65	11467
SWRC0001	SWRCB ACCOUNTING OFFICE	01/11/2023	Regular	0.00	27,890.24	11468
TEKD0001	TEKDRAULICS	01/11/2023	Regular	0.00	40,976.77	11469
TOUC0001	TOUCH TEL MOBILE	01/11/2023	Regular	0.00	625.00	11470
TREN0001	TRENCH SHORING COMPANY	01/11/2023	Regular	0.00	254.18	11471
U.S.0001	U. S. SAWS	01/11/2023	Regular	0.00	6,031.42	11472
URBA0002	URBAN WATER INSTITUTE, INC.	01/11/2023	Regular	0.00	1,250.00	11473
USAB0001	USA BLUEBOOK	01/11/2023	Regular	0.00	251.05	11474
WECK0001	WECK LABORATORIES	01/11/2023	Regular	0.00	602.16	11475
MYER0001	MYERS MARINE DIVISION, LLC	01/11/2023	Regular	0.00	17,000.00	11476
BAVC0001	BAVCO BACKFLOW APPARATUS & VALVE CO.	01/20/2023	Regular	0.00	597.39	11477
DMCE0001	DMC ENGINEERING	01/20/2023	Regular	0.00	225.00	11478
INFO0001	INFOSEND, INC.	01/20/2023	Regular	0.00	2,604.59	11479
IWAT0001	IWATER, INC.	01/20/2023	Regular	0.00	1,625.00	11480

Check Report

Date Range: 01/11/2023 - 02/08/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
IXOM0001	IXOM WATERCARE, INC.	01/20/2023	Regular	0.00	9,500.00	11481
JIGC0001	JIG CONSULTANTS	01/20/2023	Regular	0.00	18,494.96	11482
OCWA0001	COUNTY OF ORANGE	01/20/2023	Regular	0.00	-2,942.83	11483
OCWA0001	COUNTY OF ORANGE	01/20/2023	Regular	0.00	2,942.83	11483
ORAN0004	ORANGE COUNTY PUMPING, INC.	01/20/2023	Regular	0.00	2,485.00	11484
ORKI0001	ORKIN, INC.	01/20/2023	Regular	0.00	124.00	11485
PSOM0001	PSOMAS	01/20/2023	Regular	0.00	3,445.00	11486
SANT0003	SANTA MARGARITA WATER DISTRICT	01/20/2023	Regular	0.00	660.00	11487
SIER0002	SIERRA ANALYTICAL	01/20/2023	Regular	0.00	2,156.00	11488
TYLE0001	TYLER TECHNOLOGIES, INC.	01/20/2023	Regular	0.00	181.40	11489
UNDE0001	UNDERGROUND SERVICE ALERT/SC	01/20/2023	Regular	0.00	119.82	11490
Unif0002	UNIFIRST FIRST AID CORPORATION	01/20/2023	Regular	0.00	306.72	11491
URBA0002	URBAN WATER INSTITUTE, INC.	01/20/2023	Regular	0.00	1,500.00	11492
USAB0001	USA BLUEBOOK	01/20/2023	Regular	0.00	57.12	11493
MONS0001	BRENT MONSON	01/26/2023	Regular	0.00	107.01	11494
AT&T0001	AT&T	01/31/2023	Regular	0.00	918.94	11495
AT&T0003	AT&T MOBILITY	01/31/2023	Regular	0.00	53.23	11496
BLAC0001	BLACK KNIGHT FINANCIAL SERVICES, LCC	01/31/2023	Regular	0.00	9.00	11497
CWEA000001	CWEA	01/31/2023	Regular	0.00	202.00	11498
DMCE0001	DMC ENGINEERING	01/31/2023	Regular	0.00	839.52	11499
DMS0001	DMS FACILITY SERVICES	01/31/2023	Regular	0.00	936.01	11500
FEDE0001	FEDEX	01/31/2023	Regular	0.00	116.80	11501
HAZE0001	HAZEN & SAWYER	01/31/2023	Regular	0.00	1,962.50	11502
JIGC0001	JIG CONSULTANTS	01/31/2023	Regular	0.00	595.00	11503
MCFA0001	MCFADDEN-DALE INDUSTRIAL HARDWARE	01/31/2023	Regular	0.00	82.61	11504
MYER0001	MYERS MARINE DIVISION, LLC	01/31/2023	Regular	0.00	61,896.10	11505
ORAN0004	ORANGE COUNTY PUMPING, INC.	01/31/2023	Regular	0.00	1,775.00	11506
ORKI0001	ORKIN, INC.	01/31/2023	Regular	0.00	1,709.00	11507
PARK0003	PARK WEST LANDSCAPE MANAGEMENT	01/31/2023	Regular	0.00	20,500.00	11508
PSOM0001	PSOMAS	01/31/2023	Regular	0.00	530.00	11509
SIER0002	SIERRA ANALYTICAL	01/31/2023	Regular	0.00	797.50	11510
SMAR0001	SMARTCOVER SYSTEMS	01/31/2023	Regular	0.00	1,827.50	11511
SOUT0003	SOUTHERN COUNTIES LUBRICANTS, LLC	01/31/2023	Regular	0.00	408.48	11512
TOUC0001	TOUCH TEL MOBILE	01/31/2023	Regular	0.00	625.00	11513
TYLE0001	TYLER TECHNOLOGIES, INC.	01/31/2023	Regular	0.00	498.94	11514
WECK0001	WECK LABORATORIES	01/31/2023	Regular	0.00	1,057.44	11515
HOME0001	HOME DEPT CREDIT SERVICES	01/12/2023	Bank Draft	0.00	695.45	DFT0002994
PACE0001	PACE PAYMENT SYSTEMS, INC.	01/12/2023	Bank Draft	0.00	228.30	DFT0002995
WEXF0001	WEX FLEET UNIVERSAL	01/12/2023	Bank Draft	0.00	5,723.81	DFT0002996
SOUT0001	SOUTH COAST AQMD	01/13/2023	Bank Draft	0.00	620.61	DFT0002997
COXC0001	COX COMMUNICATIONS	01/17/2023	Bank Draft	0.00	100.43	DFT0002998
TABA0001	TAB ANSWER NETWORK	01/17/2023	Bank Draft	0.00	185.44	DFT0002999
TOLL0001	THE TOLL ROADS	01/17/2023	Bank Draft	0.00	140.00	DFT0003000
XERO0001	XEROX CORPORATION	01/17/2023	Bank Draft	0.00	121.49	DFT0003001
UMPQ0001	UMPQUA BANK	01/19/2023	Bank Draft	0.00	11,563.07	DFT0003002
ADP0001	ADP	01/19/2023	Bank Draft	0.00	132,530.57	DFT0003003
COXC0001	COX COMMUNICATIONS	01/19/2023	Bank Draft	0.00	702.24	DFT0003004
SOUT0002	SOUTHERN CALIFORNIA EDISON	01/19/2023	Bank Draft	0.00	70,895.99	DFT0003005
CALP0001	CALPERS	01/23/2023	Bank Draft	0.00	27,583.87	DFT0003006
CINT0001	CINTAS CORPORATION	01/23/2023	Bank Draft	0.00	393.94	DFT0003007
LOWE0001	LOWE'S	01/23/2023	Bank Draft	0.00	53.11	DFT0003008
WAGE0001	WAGE WORKS, INC.	01/23/2023	Bank Draft	0.00	75.00	DFT0003009
AT&T0003	AT&T MOBILITY	01/25/2023	Bank Draft	0.00	2,648.49	DFT0003010
TOLL0001	THE TOLL ROADS	01/26/2023	Bank Draft	0.00	140.00	DFT0003011
ADP0001	ADP	01/27/2023	Bank Draft	0.00	112.00	DFT0003012
GUAR0001	GUARDIAN	02/01/2023	Bank Draft	0.00	4,150.84	DFT0003014
ADP0001	ADP	02/02/2023	Bank Draft	0.00	118,559.70	DFT0003015
CALP0001	CALPERS	02/02/2023	Bank Draft	0.00	60,134.16	DFT0003016
SHRE0001	SHRED-IT USA, LLC	02/02/2023	Bank Draft	0.00	68.00	DFT0003017
VSP0001	VSP	02/02/2023	Bank Draft	0.00	814.55	DFT0003018
SANT0003	SANTA MARGARITA WATER DISTRICT	02/03/2023	Bank Draft	0.00	1,358.56	DFT0003019

Check Report

Date Range: 01/11/2023 - 02/08/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
CALP0001	CALPERS	02/06/2023	Bank Draft	0.00	27,956.62	DFT0003020
PACE0001	PACE PAYMENT SYSTEMS, INC.	02/02/2023	Bank Draft	0.00	4,526.04	DFT0003021
WAGE0001	WAGE WORKS, INC.	02/07/2023	Bank Draft	0.00	10.00	DFT0003022
COXC0001	COX COMMUNICATIONS	02/07/2023	Bank Draft	0.00	2,556.07	DFT0003023
WEXF0001	WEX FLEET UNIVERSAL	02/07/2023	Bank Draft	0.00	4,934.56	DFT0003024
TOLL0001	THE TOLL ROADS	02/08/2023	Bank Draft	0.00	140.00	DFT0003025

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	134	70	0.00	701,483.31
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-2,942.83
Bank Drafts	86	31	0.00	479,722.91
EFT's	43	19	0.00	188,030.17
	263	121	0.00	1,366,293.56

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	134	70	0.00	701,483.31
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-2,942.83
Bank Drafts	86	31	0.00	479,722.91
EFT's	43	19	0.00	188,030.17
	263	121	0.00	1,366,293.56

Fund Summary

Fund	Name	Period	Amount
99	Pooled Cash	1/2023	1,120,311.92
99	Pooled Cash	2/2023	245,981.64
			1,366,293.56



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

GENERAL FUND PAYROLL WARRANT REGISTER

For the Month of: February 2023


\$ 228,678.37

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

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

 3/9/2023
General Manager / Assistant General Manager

 3/9/23
By Date

 3/9/23
By Date

Net Pay	Checks				.00
	Direct Deposits				71,693.43
	Subtotal Net Pay				71,693.43
	Adjustments				.00
	Total Net Pay Liability (Net Cash)				71,693.43

Taxes		You are responsible for		Amount debited		
		Depositing these amounts		from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	Federal Income Tax				13,623.79	
	Earned Income Credit Advances					
	Social Security				6,958.83	6,958.84
	Medicare				1,627.46	1,627.47
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal		22,210.08		8,586.31	30,796.39
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	Total Federal		22,210.08		8,586.31	30,796.39
State	CA State Income Tax				5,857.73	
	CA State Unemployment Insurance-ER 3000					17.88
	CA State Disability Insurance-EE				1,008.92	
	Subtotal CA				6,866.65	17.88
	Total Taxes	.00	.00	29,076.73	8,604.19	37,680.92
	Amount ADP Debited From AccountXXXX6939		Tran/ABA XXXXXXXXX			37,680.92

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit				71,693.43	28 Employee Transactions
	Transfers Amount ADP Debited From AccountXXXX6939		Tran/ABA XXXXXXXXX			71,693.43
	Total Amount ADP Debited From Your Accounts					109,374.35



Statistical Summary Detail

TRABUCO CANYON WATER

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

Batch : **7455**
 Quarter Number : **1**
 Service Center : **580**

Period Ending : **02/15/2023**
 Pay Date : **02/17/2023**
 Current Date : **02/15/2023**

Week 07
 Page 2

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 16, 2023**

CONSENT CALENDAR

ITEM 3: APPROVAL OF ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

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

1. *February 1, 2023*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI



TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | FEBRUARY 1, 2023

DIRECTORS PRESENT

Mike Safranski, Committee Chair
Stephen Dopudja, Committee Member

STAFF PRESENT

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

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Safranski called the February 1, 2023 Engineering/Operational Committee Meeting to order at 7:04 a.m.

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

No comments were received.

COMMITTEE MEMBER COMMENTS

No comments were received.

REPORT FROM THE GENERAL MANAGER

No comments were received.

ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

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

- MOTION:** Approve the Engineering/Operational Committee Meeting Recap and recommended that the Board receive and file the same (Consent Calendar) – Director Safranski
- SECOND:** Director Dopudja
- AYES:** Directors Dopudja & Safranski
- NOES:** None
- ABSTAIN:** None
- MOTION PASSED/FAILED:** Passed 2 - 0

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | FEBRUARY 1, 2023**

ITEM 2: SCADA UPGRADE PROJECT ADDENDUM NO. 2 WITH TESCO CONTROLS

Mr. Paludi presented this matter for Committee consideration, and he mentioned this matter was discussed the prior month. Mr. Paludi reported that the original project scope of work excluded the Human Machine Interface (HMI) screens based on internal staff discussions in FY2018/19 due to budgetary constraints and belief that mobile devices would provide the necessary facility control. Discussion occurred concerning why staff has changed their minds concerning facility control via local control HMI screens as opposed to mobile devices; Operations staff shared their concerns related to the potential failures of electrical and internet systems which can impact operational control. Director Safranski requested that District staff evaluate additional alternatives to local HMI screens, including Bluetooth connectivity. Director Dopudja expressed concerns with staff internal communications related to this matter, and he requested that staff convey their needs to receive the support they need to provide services to customers. The Committee forwarded this matter to the Board of Directors for discussion without recommendation.

MOTION: None – The Committee forwarded this matter to the Board of Directors for discussion without recommendation (Action Calendar).

ITEM 3: GOLF CLUB SEWER LIFT STATION REPAIRS & IMPROVEMENTS

Mr. Paludi introduced this matter for Committee review, and he reported that the project is currently in the bid phase. Ms. Lausten provided a brief overview of the project, and she provided a handout of the DRAFT construction plans for discussion. Ms. Lausten mentioned that the engineer's estimate for this project was significantly higher than originally budgeted. Discussion occurred concerning including certain specific financial information, including engineer estimate, financial assumptions, and justifications, in future staff reports.

MOTION: None – Informational item only.

ITEM 4: QUARTERLY CAPITAL IMPROVEMENT PROGRAM (CIP) UPDATE

Mr. Paludi presented this matter for Committee review. Ms. Lausten presented a handout to the Committee which provided project status updates on each CIP project and respective budgets. Discussion occurred concerning CIP table layout and color coding.

MOTION: None – Informational item only.

ITEM 5: OTHER ENGINEERING AND OPERATIONS PROJECT UPDATES

1. **Rose and Lang Wells Cleaning and Pump Installation** – Mr. Paludi mentioned that the drilling company was unable to assist the District due to schedule conflicts, and District staff were currently working to secure a contractor to install the pumps at this facility. Mr. Kessler commented that staff is prepared to start up this facility in mid-February provided the pumps and all testing is completed.
2. **Dove and Trabuco Dams Emergency Action Plan Approvals** – Ms. Lausten provided an update on this matter and mentioned that CAL OES has approved the District's Emergency Action Plan.
3. **Dove Dam Vent Pipe Repair** – Ms. Lausten provided a brief update and mentioned that the repair is complete. Mr. Ulloa provided a sample of the pipe wrap and bracket used for the repair.
4. **Dimension Water Treatment Plant Office Improvements** – Ms. Lausten provided a brief project update on the revised plans and project timeline.
5. **Dove Lake and Trabuco Reservoir Bathymetric Survey** – Ms. Lausten presented this matter for Committee review, and she provided brief highlights on the volumetric assessment of Dove Lake.
6. **Slope Failure Below Dove Reservoir** – Mr. Paludi commented on the current condition of the v-ditch failure and erosion condition.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | FEBRUARY 1, 2023**

7. **Other Projects** – Ms. Lausten provided a brief update on the Saddle Crest development, and she mentioned that a new homeowner in the lower section has signed up for service with the District. Discussion occurred concerning the ongoing coordination with the developers to warranty the onsite facilities.

MOTION: None – Informational item only.

ITEM 6: WATER SYSTEM UPDATES

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

1. Repaired a 1” potable water service on Wood Spring Lane in the Portola Hills community.
2. Repaired a 10” water transmission main on the access road to T-Y Nursery.
3. Worked with TESCO Controls and Hydrotech Electric on SCADA system improvements at Topanga Booster Pump Station, District Field Office, and Cooks Reservoir.
4. Flushed sixty-three fire hydrants in upper portion of the Robinson Ranch community.
5. Worked with Delco Services to inspect, service, and repair 9 pressure reducing valves (PRVs).

Mr. Kessler mentioned that there was not an updated Monthly Water System Operations Summary as it was the first of the month.

MOTION: None – Informational item only.

ITEM 7: WASTEWATER SYSTEM UPDATES

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

1. Installed a new turbidimeter and a chlorine level monitoring meter at the final effluent point of at the Robinson Ranch Wastewater Treatment Plant (WWTP).
2. Assisted Myers Marine on repairs to the Dove Dam vent pipe.
3. Assisted Ferreira Construction on the installation of the Heritage Sewer Lift Station bypass structure.
4. Cleaned the sanitary sewer line on Santiago Canyon Road which included the assistance of a third-party traffic control contractor.

Mr. Ulloa mentioned that there was not an updated Monthly Water System Operations Summary as it was the first of the month. Mr. Ulloa reported on The Oaks community pumping frequency due to the recent rain events; discussion occurred concerning the potential impacts of inflow and infiltration at the facility. Mr. Ulloa presented the Third Quarter 2022 SSMP Quarterly Report.

MOTION: None – Informational item only.

ITEM 8: MAINTENANCE DEPARTMENT UPDATES

Mr. Stroud reviewed the projects and repairs for the prior month, and he reported that Maintenance staff completed the following tasks:

Water Operations

1. Worked with TESCO Controls and Hydrotech Electric on SCADA system improvements at Topanga Booster Pump Station.
2. Assisted Water Operations on the repair of a 10” water transmission main on the access road to T-Y Nursery.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | FEBRUARY 1, 2023**

3. Assisted Water Operations, TESCO Controls, Caterpillar, and Hydrotech Electric to troubleshoot backup generator issues during the high wind weather events.

Wastewater Operations

1. Assisted Wastewater Operations and Myers Marine on repairs to the Dove Dam vent pipe.
2. Assisted Wastewater Operations in monitoring sewer lift stations during significant rain events to prevent SSOs.
3. Assisted Wastewater Operations and Ferreira Construction on the installation of the Heritage Sewer Lift Station bypass structure.
4. Removed downed trees on the access road to the Robinson Ranch Wastewater Treatment Plant.

MOTION: None – Informational item only.

ITEM 9: OTHER MATTERS/REPORTS

There were no other matters presented.

MOTION: None – Informational item only.

ADJOURNMENT

Director Safranski adjourned the February 1, 2023 Engineering/Operational Committee Meeting at 8:09 a.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 16, 2023**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

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

FEES AND EXPENSES

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

TENTATIVE FUTURE MEETINGS

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

FUNDING SOURCE:

General Fund

FISCAL IMPACT

FY 2022/2023 Budgeted Board Expenses: \$43,000

COMMITTEE STATUS:

This matter was reviewed with the Finance/Audit Committee.

RECOMMENDED ACTIONS:

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

1. *February 2023*

EXHIBIT(S):

1. Directors Fees and Expenses Monthly Report for February 2023
2. Directors Future/Tentative Meeting/Attendance Schedule for Calendar Year 2023

CONTACTS (staff responsible): PALUDI/PEREA/SANGI


**TRABUCO CANYON WATER DISTRICT
DIRECTORS' FEES AND EXPENSES MONTHLY REPORT | FEBRUARY 2023**

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
DISTRICT MEETINGS					
Engineering/Operational Committee Meeting			02/01/23		02/01/23
Executive Committee Meeting			02/06/23	02/06/23	
Finance/Audit Committee Meeting	02/09/23				02/09/23
Individual Meeting with General Manager	02/13/23	02/15/23	02/14/23	02/13/23	02/14/23
Regular Board Meeting	02/16/23	02/16/23	02/16/23	02/16/23	02/16/23
Special Board Meeting	02/28/23	02/28/23	02/28/23	02/28/23	02/28/23
REPRESENTATIVE MEETINGS					
City of Rancho Santa Margarita Council Meeting					02/22/23
City of Rancho Santa Margarita Planning Commission	02/01/23				
Independent Special Districts of Orange County (ISDOC) Monthly Meeting					
Independent Special Districts of Orange County (ISDOC) Quarterly Meeting					
OC LAFCO Regular Commission Meeting					
MWDOC Policy Dinner	02/09/23		02/09/23	02/09/23	02/09/23
MWDOC Board Meeting	02/15/23				
Urban Water Institute Annual Conference - Day One	02/22/23				
Urban Water Institute Annual Conference - Day Two	02/23/23				
Urban Water Institute Annual Conference - Day Three	02/24/23				
South Orange County Wastewater Authority (SOCWA) Regular Board Meeting			02/02/23		
Quarterly - South Orange County Integrated Regional Watershed Management Executive Committee					
Water Advisory Commission of Orange County (WACO)	02/03/23				
NUMBER OF MEETINGS ATTENDED	10	3	7	5	6
FEES (\$125 per each meeting*)	\$1,250.00	\$375.00	\$875.00	\$625.00	\$750.00
DIRECT REIMBURSABLE EXPENSES					
UWI Spring Conference - Palm Springs (Lodgings & Mileage only)	\$1,143.95				
DIRECT REIMBURSABLE EXPENSES TOTALS	\$1,143.95				
INDIRECT REIMBURSABLE EXPENSES					
INDIRECT REIMBURSABLE EXPENSES TOTALS					
TOTAL	\$2,393.95	\$375.00	\$875.00	\$625.00	\$750.00
<i>* Maximum per diem per day is one; maximum per diems per month is 10</i>					

DIRECTOR SIGNATURE

TRABUCO CANYON WATER DISTRICT | 2023 PUBLIC MEETING AND CONFERENCE CALENDAR

2023													
LINE ITEM	MEETING DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DISTRICT PUBLIC MEETINGS													
1	Executive Committee Meeting	01/03/23	02/06/23	03/06/23	04/03/23	05/01/23	06/05/23	07/03/23	08/07/23	09/05/23	10/02/23	11/06/23	12/04/23
2	Engineering/Operational Committee Meeting	01/04/23	02/01/23	03/01/23	04/05/23	05/03/23	06/07/23	07/05/23	08/02/23	09/06/23	10/04/23	11/01/23	12/06/23
3	Finance/Audit Committee Meeting	01/11/23	02/08/23	38//2023	04/12/23	05/10/23	06/14/23	07/14/23	08/09/23	09/13/23	10/11/23	11/08/23	12/13/23
4	Regular Board Meeting	01/19/23	02/16/23	03/16/23	04/20/23	05/18/23	06/15/23	07/20/23	08/17/23	09/21/23	10/19/23	11/16/23	12/21/23
5	District Properties Ad Hoc Committee Meeting	-	-	-	-	-	-	-	-	-	-	-	-
PUBLIC MEETINGS													
6	City of RSM City Council Meeting - Meeting No. 1	01/11/23	02/08/23	03/08/23	04/12/23	05/10/23	06/14/23	07/12/23	08/09/23	09/13/23	10/11/23	11/15/23	12/13/23
7	City of RSM City Council Meeting - Meeting No. 2	01/25/23	02/22/23	03/22/23	04/26/23	05/24/23	06/28/23	07/26/23	08/23/23	09/27/23	10/25/23	11/29/23	12/27/23
8	City of RSM Planning Commission Meeting	01/04/23	02/01/23	03/01/23	04/05/23	05/03/23	06/07/23	07/05/23	08/02/23	09/06/23	10/04/23	11/01/23	12/06/23
9	Independent Special Districts of Orange County Meeting - Executive	01/03/23	02/07/23	03/07/23	04/04/23	05/02/23	06/06/23	07/04/23	08/01/23	09/05/23	10/02/23	11/07/23	12/05/23
10	Independent Special Districts of Orange County Meeting - Quarterly	01/26/23	-	-	04/27/23	-	-	07/27/23	-	-	10/26/23	-	-
11	Orange County Local Agency Formation Commission (OC LAFCO)	01/11/23	02/08/23	03/08/23	04/12/23	05/10/23	06/14/23	07/12/23	08/09/23	09/13/23	10/11/23	11/08/23	12/13/23
12	Municipal Water District of Orange County (MWDOC) Board Meeting	01/18/23	02/15/23	03/15/23	04/19/23	05/17/23	06/21/23	07/19/23	08/16/23	09/20/23	10/18/23	11/15/23	12/20/23
13	Santiago Aqueduct Commission Meeting	-	-	03/16/23	-	-	06/15/23	-	-	09/21/23	-	-	12/21/23
14	Quarterly South Orange County Integrated Regional Watershed Management Executive Committee	-	-	03/02/23	-	05/04/23	-	-	08/03/23	-	-	11/02/23	-
15	Monthly South Orange County Integrated Regional Watershed Management Executive Committee	01/26/23	02/23/23	03/23/23	04/27/23	05/25/23	06/22/23	07/27/23	08/24/23	09/28/23	10/26/23	11/23/23	12/28/23
16	South Orange County Water Agencies Group Meeting*	01/26/23	-	03/23/23	-	05/25/23	-	07/27/23	-	09/28/23	-	11/23/23	-
17	South Orange County Wastewater Authority Regular Board Meeting	01/05/23	02/02/23	03/02/23	04/06/23	05/04/23	06/01/23	07/06/23	08/03/23	09/07/23	10/05/23	11/02/23	12/07/23
18	Water Advisory Committee of Orange County	01/06/23	02/03/23	03/03/23	04/07/23	05/05/23	06/02/23	07/07/23	08/04/23	09/01/23	10/06/23	11/03/23	12/01/23
CONFERENCES													
19	ACWA Spring Conference - Sacramento, CA												
20	ACWA Fall Conference - Indian Wells, CA												
21	CSDA Annual Conference -Monterey, CA								8/28 - 8/31				
22	CSDA GM Leadership Summit - Olympic Valley, CA						6/25 - 6/27						
23	Urban Water Institute (UWI) Annual Conference - Palm Springs, CA		2/22 - 2/24										
24	CSDA SDLA Conference - Napa, CA												
25	Colorado River Water User's Association (CRWUA) Annual Conference – Las Vegas, NV												12/13 - 12/15

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

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 16, 2023**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 5: DRAFT STRATEGIC COMMUNICATIONS PLAN

In December 2022, the District procured the services of RockSpark Communications + Marketing (RockSpark) through a professional services contract under the General Manager's authority. RockSpark CEO Robin Rockey was introduced at the December 2022 regular board meeting. The District provides reliable, responsive water and sewer services but could benefit from professional communications support in increasing customer awareness and engagement. RockSpark has spent the past two months collecting information and evaluating all existing District communication assets in preparing a draft Strategic Communications Plan (Plan) for consideration by the Board of Directors and staff.

The Draft Plan is focused on accomplishing three overarching communications goals for the District:

1. Convey the value of the wide array of services provided to District customers.
2. Elevate the profile of the District and its local brand.
3. Increase trust, awareness and support for the District's actions, policies and priorities.

Robin Rockey will be in attendance at the March 16 meeting to present an overview of the Plan and solicit feedback from board members.

FUNDING SOURCE:

General Fund

FISCAL IMPACT

The current professional services agreement budget is \$32,000.

COMMITTEE STATUS:

This matter was not reviewed by a Committee.

RECOMMENDED ACTIONS:

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

EXHIBIT(S):

1. Draft Communications Strategic Plan

CONTACTS (staff responsible): PALUDI/PEREA

MARCH
2023



TRABUCO CANYON WATER DISTRICT

STRATEGIC COMMUNICATIONS PLAN

DRAFT - FOR BOARD INPUT

PREPARED BY



TABLE OF CONTENTS

3	Executive Summary
4	Goals
5	Strategic Communications Plan Phases
6	Phase 1: Research: Expert Insights and Analysis
8	Phase 2: Planning and Strategy
9	Target Audiences
10	Communications Objectives
11	Strategies and Tactics
21	Key Messages
23	Phase 3: Implementation of the Plan – First-Year Road Map
24	Phase 4: Evaluation and Optimization for Maximum Results
25	Appendix I: TCWD Communications Audit Report
57	Appendix II: TCWD Website Audit Report

EXECUTIVE SUMMARY

Trabuco Canyon Water District (TCWD) is a local water and sanitary utility serving the south Orange County communities of Trabuco Canyon, Robinson Ranch, Trabuco Highlands, Walden, Rancho Cielo, Portola Hills, Santiago Canyon Estates and Dove Canyon. TCWD prides itself on customer service, responsiveness and an understanding of the uniqueness of the area's challenges and characteristics.

To communicate effectively and proactively with TCWD customers and key stakeholders, TCWD partnered with RockSpark Communications + Marketing to develop a Strategic Communications Plan. This plan outlines goals, strategies and tactics to maximize TCWD's communications efforts through a variety of channels.

The Strategic Communications Plan is designed to embody Trabuco Canyon Water District's mission and vision. It will serve as a road map for TCWD to share its story when communicating with customers, community members, businesses and other key audiences. The actions outlined in the plan will help TCWD's stakeholders identify and connect with the vision, values and one-of-a-kind TCWD brand.

GOALS

This plan is focused on accomplishing TCWD's three overarching communications goals:

1. Convey the value of the wide array of services provided to District customers.
2. Elevate the profile of the District and its local brand.
3. Increase trust, awareness and support for the District's actions, policies and priorities.

STRATEGIC COMMUNICATIONS PLAN PHASES

INDUSTRY GOLD STANDARD FOUR-STEP PROCESS

1. Research: Expert Insights and Analysis
2. Planning and Strategy
3. Implementation of the Plan
4. Evaluation and Optimization for Maximum Results

PHASE 1: RESEARCH: EXPERT INSIGHTS AND ANALYSIS

To create a solid foundation for TCWD's Strategic Communications Plan, the RockSpark team conducted an in-depth research and discovery process to identify TCWD's communications needs, assess opportunities, formulate strategies and develop a measurement baseline for the plan.

Quantitative and Qualitative Research Conducted

- In-depth interviews and information-gathering meetings with key TCWD staff.
- Communication materials audit, including a review of current branding, print and digital collateral, social media, events, video and existing media coverage.
- Comprehensive website audit.
- Internal strategic planning session.
- Internal stakeholder communications survey completed by TCWD employees and the Board of Directors.
- Customer communications survey. Status: in progress.

Research Findings Analyzed to Form the Plan Foundation

The RockSpark team utilized the research findings and developed the following detailed reports:

- Communications Audit Report
- Website Audit Report

The reports outline key findings and accompanying opportunities and solutions that form the basis of the Strategic Communications Plan. The RockSpark team shared the reports in a meeting with TCWD leadership to receive feedback and insights and to ensure a mutually agreed-upon direction for the plan.

Key Findings and Opportunities

- Respondents provided clear, sincere, hopeful feedback, indicating a strong organizational culture of trust and the expectation that leadership would carefully consider stakeholder input and concerns.
- Strong support for enhancing TCWD’s communications program and identification of opportunities for improvement across multiple communications platforms.
- Identification of the opportunity for increased use of digital and print communications channels.
 - Support for increased use of social media, including establishing an Instagram account.
 - Support for developing an email communications program/e-newsletter.
 - Support for developing additional print collateral.
- Connection with TCWD’s reputation as a lean, independent, reliable organization that serves the canyon communities.
- Strong support for current events, including Water Awareness Day.
- Support for each of the communications themes/topics identified by TCWD leadership.

Complete Findings and Responses

- View the complete audit reports and findings in Appendix I and Appendix II of this plan.

PHASE 2: PLANNING AND STRATEGY

Next, the RockSpark team developed the overall Strategic Communications Plan using the data findings from Phase 1. In this phase, the following items came to life:

- **Goals**
- **Objectives**
- **Strategies**
- **Tactics**

In addition, key audiences were identified, and topline key messages were created.

TARGET AUDIENCES

During Phase I, the following audiences emerged:

Primary audiences

- TCWD customers
 - Residents within the District's service area
 - Businesses and HOAs within the District's service area
- TCWD staff

Secondary audiences

- Media
- Neighboring water districts and cities
- Legislators, including local elected officials

COMMUNICATIONS OBJECTIVES

This Strategic Communications Plan includes seven SMART objectives, which are specific, measurable, attainable, relevant and time-bound steps that will be used to accomplish the plan goals. Each objective includes accompanying strategies and tactics.

Objective 1 – Branding and Messaging

Elevate TCWD’s brand across all communications channels by refreshing TCWD’s brand and messaging to increase awareness and trust in the District and standardize the look and feel of TCWD’s communications assets across all customer touchpoints (points of customer contact).

Objective 2 – Digital Communications

Increase the number and quality of TCWD’s digital communications touchpoints and the frequency of communications by enhancing current touchpoints and adding two new touchpoints within 12 months to expand awareness of TCWD’s services, programs, brand and key messages.

Objective 3—Print Communications

Enhance TCWD’s print communications channels and develop new materials within 12 months to expand awareness of TCWD’s services, programs, brand and key messages.

Objective 4— Community Relations and Partnerships

Increase awareness, two-way engagement and understanding of TCWD’s projects, programs and initiatives by participating in at least two new in-person and virtual interaction opportunities with customers and stakeholders within 12 months.

Objective 5 – Internal Communications

Generate a 10% increase in the number of internal stakeholders that report that their overall impression of TCWD’s communications program and methods are excellent or good within 12 months (re-conduct the internal stakeholder communications survey).

Objective 6: Key Initiative Outreach, Including Potential Rate Increase Outreach

Increase customer understanding of key TCWD priorities by developing targeted outreach plans for key initiatives and programs within the upcoming year.

Objective 7 – Media Relations

Elevate TCWD’s profile and reach target audiences with key messages by increasing TCWD’s media mentions by 50% in year one of the plan.

STRATEGIES AND TACTICS TO ACHIEVE EACH OBJECTIVE

Objective 1: Branding and Messaging

Elevate TCWD's brand across all communications channels by refreshing TCWD's brand and messaging to increase awareness and trust in the District and standardize the look and feel of TCWD's communications assets across all customer touchpoints.

STRATEGY 1 - DEVELOP A CONSISTENT, MODERN BRAND WITH APPLICATIONS FOR TCWD TO USE ACROSS ALL COMMUNICATIONS CHANNELS.

TACTICS

Brand Refresh

This vital communications initiative will improve brand recognition and consistency by creating a clear, modern, visual brand that's unique to TCWD. It will include the creation of a TCWD brand identity manual, style guide and templates to use throughout TCWD's internal and external communications programs. It will also include creating an updated version of the TCWD logo. The logo will not fundamentally change. It will still be recognizable, but with a simpler, more modern presentation to stand out in digital and print assets while still reflecting the TCWD brand.

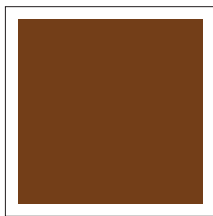
Brand applications would include typography, PowerPoint presentation template, Zoom backgrounds for employees and Board members, stationary, business cards, email signatures, news releases, social media templates and official statement templates, agendas, reports and resolutions.

New Color Palette

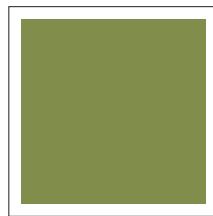
The RockSpark team developed a new color palette for all TCWD communications materials. We leveraged the current TCWD logo colors as the palette's foundation. As wisely suggested by TCWD leadership, we drew inspiration from the landscape in TCWD's service area to choose colors that represent TCWD's unique community and environment.

PALETTE

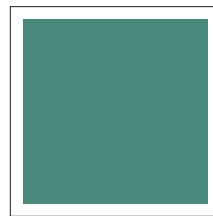
Primary & Secondary Swatches



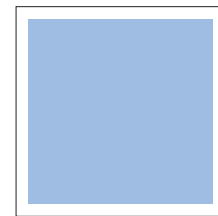
ROCK
RGB 107, 65, 33
HSB 25, 69, 41
CMYK 36, 73, 100, 40
HEX 6b4121



PARK
RGB 130, 139, 84
HSB 69, 39, 54
CMYK 52, 31, 85, 9
HEX 828b54

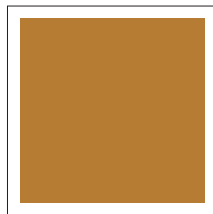


SHALE
RGB 90, 136, 123
HSB 162, 33, 53
CMYK 73, 29, 56, 7
HEX 5a887b



SKY
RGB 165, 189, 224
HSB 214, 26, 87
CMYK 36, 17, 0, 0
HEX a5bde0

Primary



CANYON
RGB 176, 126, 65
HSB 32, 62, 69
CMYK 25, 53, 94, 7
HEX b07e41



SLATE
RGB 224, 221, 210
HSB 46, 5, 87
CMYK 11, 9, 16, 0
HEX e0ddd2



SHADOW
RGB 44, 41, 33
HSB 42, 24, 17
CMYK 65, 62, 71, 69
HEX 2c2921

Secondary

STRATEGY 2 – DEVELOP A MESSAGING STRATEGY TO HIGHLIGHT THE VALUE OF TCWD’S SERVICES.

Message Platform

Develop a messaging platform that will:

- Educate audiences about the value of water and the cost of providing services, including maintaining/upgrading infrastructure.
- Share the story of what TCWD does.
- Increase proactive drought outreach and education.
- Showcase TCWD team members to highlight the difference they make by serving customers.
- Build upon the topline organizational key messages that are included in this plan.
- Emphasize the importance of maintaining the reliability and resiliency of infrastructure in a high fire danger setting.

Each message will include detailed “proof points” that will provide specific examples, statistics and other information to support each message. The messages will be used throughout TCWD’s communications channels while implementing the plan.

Objective 2: Digital Communications

Increase the number and quality of TCWD's digital communications touchpoints and the frequency of communications by enhancing current touchpoints and adding two new touchpoints within 12 months to expand awareness of TCWD's services, programs, brand and key messages.

STRATEGY 1 — EXPAND AND ENHANCE DIGITAL COMMUNICATIONS OPPORTUNITIES FOR AUDIENCES TO CONNECT WITH TCWD VIA MULTIPLE CHANNELS.

TACTICS

Website

Develop content and improve the visibility of content on TCWD's website by implementing the Initial Content Plan outlined on page 7 of the TCWD Website Audit Report in Appendix II. The plan includes developing new content pages to emphasize key initiatives and optimizing the current website structure and content for ease of navigation, ADA compliance and Federal Plan Language Standards.

E-newsletter

Develop a regular e-newsletter to connect with audiences via email. Regularly encourage customers and stakeholders to sign up for TCWD's email list to receive timely and up-to-date information. Customers should also be encouraged to sign up for the e-newsletter at events. In addition, all TCWD's e-newsletters should have a branded masthead and consistent content design.

Social Media

Develop and implement a social media plan to strengthen TCWD's social media program and leverage the power of social media to expand TCWD's messaging reach, increase customer engagement and strengthen customer relationships by meeting them where they live online.

- **Social Media Model and Management:** Implement the PESO social media management model using Paid, Earned, Shared and Owned content. TCWD should leverage a social media management tool (such as Sprout Social or Hootsuite) to measure ROI on TCWD's social media accounts, increase quality control and approvals and centralize content deployment across platforms.
- **Social Media Calendar:** Develop a social media content calendar to include important messages, dates and events. This calendar should be reviewed and updated monthly.
- **Content Creation and Regular Posting Schedule:** Increase post frequency across TCWD's established channels, including Facebook, LinkedIn and Twitter, to expand audience and message reach. Create engaging content to inform and delight audiences.
- **Instagram:** Establish an Instagram presence to expand reach. In 2022, Pew Research found that 47% of American adults use Instagram, making it the fourth most-used social platform in the world behind only Facebook, YouTube and WhatsApp.

TCWD Photography

Develop an internal TCWD photo library with high-quality images that can be used in all digital, print and in-person outreach efforts and communications channels.

Objective 3: Print Communications

Enhance TCWD's print communications channels and develop new materials within 12 months to expand awareness of TCWD's services, programs, brand and key messages.

STRATEGY 1 — PRINT COMMUNICATIONS: OPTIMIZE EXISTING PRINT COMMUNICATIONS CHANNELS, INCLUDING THE CURRENT NEWSLETTER, BILL INSERTS AND OTHER COLLATERAL.

TACTICS

On-Tap Newsletter

TCWD's newsletter is a vital communications vehicle and a key touchpoint to reach customers. The RockSpark team will leverage our extensive water-industry writing and design expertise to redesign and enhance TCWD's current On Tap newsletter and create a beautiful, informative newsletter that educates, motivates and delights your customers. The newsletter will:

- Increase the content focus on infrastructure investments, the value of TCWD's services and the increased cost of purchasing water to educate customers on the possible need for a rate increase.
- Create "news bite"-style articles that are short and easy to scan.
- Use infographics to represent data visually and incorporate additional photos, illustrations and icons when possible.
- Leverage TCWD's new message platform to convey key messages.

Bill Inserts

Leverage regular customer bill inserts to communicate key messages about TCWD's projects, programs, events and initiatives.

Event Materials and Project Signage

Develop refreshed event materials to engage customers during face-to-face interactions. As suggested in the Internal Stakeholder Survey, create signage with TCWD's branding and logo to use at project sites to emphasize the value that TCWD's infrastructure provides to the community.

Objective 4: Community Relations and Partnerships

Increase awareness, two-way engagement and understanding of TCWD's projects, programs and initiatives by participating in at least two new in-person and virtual interaction opportunities with customers and stakeholders within 12 months.

Community Events

Continue to develop and participate in community events: Community events allow TCWD to engage directly with the community.

- Continue TCWD's beloved Water Awareness Day event. Refresh event materials with new TCWD messaging and branding.
- Develop an in-person or Zoom water-wise landscape workshop to educate customers about water use efficiency and help them get to know TCWD.
- Partner with MWDOC and local organizations for in-person events.

Speaker's Bureau

Establish a TCWD community engagement/speakers' bureau comprised of employees and Board members to regularly engage with key audiences throughout TCWD's service area.

- Partner with the RSM Chamber of Commerce for a Water Leaders panel or similar event.
- Evaluate existing partnerships and determine future collaborations by engaging with local community groups and associations to determine speaking opportunities. Examples could include providing project updates or drought information at local HOA meetings.

Objective 5: Internal Communications

Generate a 10% increase in the number of internal stakeholders that report that their overall impression of TCWD's communications program and methods are excellent or good within 12 months (re-conduct the internal stakeholder communications survey).

STRATEGY 1 - INCREASE INTERNAL STAKEHOLDER TOUCHPOINTS TO HELP EMPLOYEES FEEL INFORMED AND CONNECTED TO TCWD'S LEADERSHIP, GOALS AND PROGRAMS.

KEY TACTIC

Employee Newsletter

Develop an internal e-newsletter from the General Manager that's sent to employees every other month. The newsletter will celebrate employee accomplishments and inform employees about upcoming projects, programs and events. The newsletter will be written from the GM's perspective to give a personalized feel and encourage two-way communication.

Objective 6: Key Initiative Outreach, Including Potential Rate Increase Outreach

Increase customer understanding of key TCWD priorities by developing targeted outreach plans for key initiatives and programs within the upcoming year.

STRATEGY 1 — DEVELOP DEDICATED OUTREACH PLANS TO SUPPORT KEY INITIATIVES, INCLUDING THE POTENTIAL NEED FOR A RATE INCREASE.

KEY TACTIC

Rate Increase Outreach Plan

To support TCWD in preparing for a potential rate increase, the RockSpark team developed the suggested key messages listed on page 22 of this plan. We also recommend developing a comprehensive outreach plan that includes dedicated tactics and additional messaging and proof points if this initiative moves forward.

Objective 7 – Media Relations:

Elevate TCWD’s profile and reach target audiences with key messages by increasing TCWD’s media mentions by 50% in year one of the plan.

STRATEGY 1 – IMPLEMENT A STRATEGIC MEDIA RELATIONS PROGRAM.

TACTICS

Develop an Annual Editorial Calendar

TCWD’s editorial calendar will allow the District to strategically communicate with the media on key topics and assess potential opportunities for proactively pitching media on stories. The calendar should include relevant media outlets, content deadlines, contacts and publication dates.

Establish a Media List and Strengthen Relationships with Key Media

Develop a list of key media in the area and proactively work to provide information to them and strengthen relationships. Regularly review and update the list.

Establish Media Relations Protocols

Create protocols to outline how TCWD’s internal team can partner with the RockSpark team to handle media inquiries, interviews, news release distribution and regular engagement with the media.

News Releases

Only seven total media mentions were earned in 2022. To increase these opportunities, regularly create news releases/articles to disseminate to the media and post on TCWD’s website. Newsletter articles can be repurposed into news releases, distributed to the media and published in the News section of TCWD’s website.

Create Letters to the Editor and Op-eds

Establish the City as a credible, reliable source for commentary on initiatives, projects and programs. Look for regional and statewide opportunities to partner with other agencies on op-eds and stories.

KEY MESSAGES

TOPLINE ORGANIZATIONAL KEY MESSAGES

The messages below explain TCWD’s overall purpose and current initiatives. They are a first draft and will evolve during the coming months as TCWD refines its communications efforts. We also recommend developing an overall Key Message platform that includes detailed “proof points” under each message. These will provide specific examples, statistics and other information to support each message.

- Trabuco Canyon Water is your trusted, independent neighborhood water district.
- TCWD has provided reliable, dependable water and wastewater service to the canyon communities for over 60 years.
- TCWD provides clean, safe drinking water.
- TCWD is committed to customer service and transparency.
- TCWD encourages and helps customers to use water efficiently at all times, especially during periods of drought and abnormally dry conditions.
- TCWD employees skillfully operate and maintain infrastructure and technology systems for water and wastewater delivery and treatment to benefit our customers.

POTENTIAL RATE INCREASE KEY MESSAGES

To support TCWD in preparing for a potential rate increase, the RockSpark team was asked to develop suggested key messages. These are topline key messages. We also recommend developing additional messaging and proof points if this initiative moves forward.

- The costs to provide water and wastewater services to our customers and community have risen significantly over the last few years due to the increased cost of imported water, supply chain issues, and inflationary pressures increasing costs for parts, chemicals, energy and labor.
- A rate increase is needed to help fund critical TCWD infrastructure investments, operating costs and staffing needs.
- Our customers' rates enable TCWD to provide safe, reliable water to our community 24/7.
- Rates cover the costs to provide continuous 24/7 – 365 wastewater collection services to maintain community health and safety.
- Our revenues enable TCWD to leverage technology and infrastructure for water and wastewater delivery and treatment to benefit our customers.
- TCWD thoughtfully maps out future projects and investments in technology needed years in advance. The proposed rate adjustments are specific to meet these needs.
- TCWD is committed to financial transparency, and all our approved rates and budgets comply with state law.

PHASE 3: IMPLEMENTATION OF THE COMMUNICATIONS PLAN

This year-one implementation chart was created as a quick-reference road map of the Strategic Communication Plan’s priority tactics.

FIRST-YEAR ROAD MAP			
Objective	Tactic	One-time	Ongoing
Branding and Messaging	Brand Refresh	✓	
Branding and Messaging	New Color Palette	✓	
Branding and Messaging	Message Platform	✓	
Digital Communications	Website		✓
Digital Communications	Social Media		✓
Digital Communications	TCWD Photography	✓	
Print Communications	On-Tap Newsletter		✓
Print Communications	Bill Inserts		✓
Print Communications	Event Materials and Project Signage		✓
Community Relations and Partnerships	Community Events		✓
Community Relations and Partnerships	Speaker’s Bureau		✓
Internal Communications	Employee Newsletter		✓
Key Initiative Outreach, Including a Potential Rate Increase	Rate Increase Outreach Plan	✓	
Media Relations	Media Relations Program		✓

PHASE 4: EVALUATION AND OPTIMIZATION FOR MAXIMUM RESULTS

This plan includes recommended data-driven evaluation measures for TCWD's team to use when evaluating the success of the plan's goals and objectives. Measuring qualitative and quantitative data will help determine whether our communications efforts are meeting the mark or if adjustments are needed to maximize results.

Sound evaluation of TCWD's communications should measure the following:

SMART Objective Achievement

- The RockSpark team will continuously evaluate the progress toward achieving each SMART objective in service of the plan's goals.

Outcomes

- Outcomes measure a change in knowledge, attitudes, opinions or behavior. Types of measurable communications outcomes may include a reduction in residential water use during a drought, customers applying for rebates or customers reporting

increased satisfaction with TCWD's communications, programs and services.

- Surveys: To measure outcomes, we recommend re-deploying the Internal Stakeholder Survey and the Customer Communications Survey approximately one year after implementing the plan to evaluate the plan's impact on stakeholders' views, attitudes and opinions.

Output

- Output measures work products produced (such as the number of newsletters, social media posts, news releases, bill inserts and special events).

Outtakes

- Outtakes measure the reach of products produced (such as how many people visited TCWD's website, news release circulation, number of people who attended an event, how many people commented/liked a social media post, etc.).

APPENDIX I: TCWD COMMUNICATIONS AUDIT REPORT

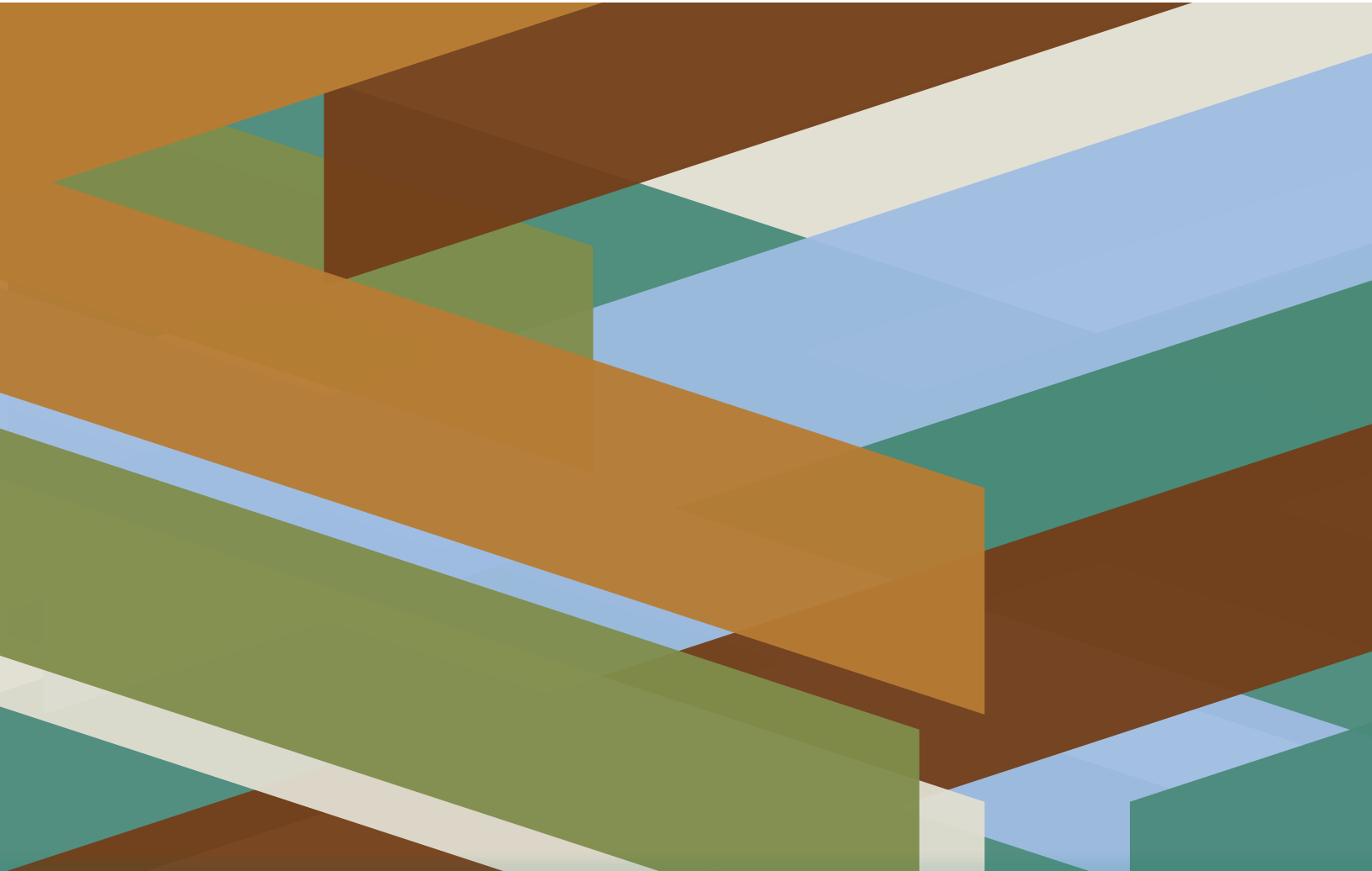


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INTRODUCTION

Trabuco Canyon Water District has embarked upon a strategic communications planning effort. The strategic planning process will help TCWD create communications and engagement strategies to support the District's overarching brand enhancement goals to:

1. Convey the value of the wide array of services TCWD provides to customers.
2. Elevate the profile of the District and its local brand.
3. Increase trust, awareness and support for the District's actions, policies and priorities.

As part of this effort, RockSpark Communications + Marketing conducted a thorough research and discovery assessment as the backbone of TCWD's communications strategy. The data we gathered and analyzed will support the development of an effective communications plan that's tailored to TCWD's needs and that encompasses TCWD's mission, vision and values.

This report summarizes RockSpark's data findings of TCWD's overall communications and outreach efforts and sets the groundwork for TCWD's Strategic Communications Plan.

Following the presentation of these findings to TCWD staff, the RockSpark team will develop a comprehensive communications strategy and plan.

METHODOLOGY

To create a solid foundation for TCWD's Strategic Communications Plan, the RockSpark team conducted an in-depth research and discovery process to identify TCWD's communications needs, assess opportunities, formulate strategies, craft compelling messaging and develop a baseline measurement for the plan.

Quantitative and qualitative research included:

- In-depth, information-gathering meetings/interviews with key TCWD staff
- Materials audit
- Website audit
- Internal strategic planning session
- Internal stakeholder communications survey completed by TCWD employees and Board members
- Customer communications survey completed by TCWD customers. Status: in progress.

MEETINGS/INTERVIEWS – KEY FINDINGS

BACKGROUND

RockSpark Communications + Marketing spoke with TCWD internal stakeholders General Manager Fernando Paludi, Assistant General Manager Michael Perea and Administrative Assistant Roseann Lejsek.

GOALS

- Gain insight into how TCWD internal stakeholders view the District.
- Identify opportunities and challenges in communications and outreach.
- Identify opportunities to advance and strengthen TCWD’s communications and outreach efforts.

KEY FINDINGS

Audiences

During the discussions, the following audiences emerged:

- Primary audiences
 - TCWD customers
 - Residents within the District’s service area
 - Businesses and HOAs within the District’s service area
 - TCWD staff
- Secondary audiences
 - Media
 - Neighboring water districts and cities
 - Legislators, including local elected officials

Strengths

- Overall Communication (External)
 - Reputation as a trusted organization that understands and advocates for the community’s unique needs.
 - On Tap newsletter publishes regularly.
 - District website, Facebook, Twitter and LinkedIn accounts have been established.
 - Water Awareness Day community event: This event is viewed as a great way to connect with the community and share information about TCWD and its services.
- Overall Communication (Internal)

The small number of staff and the family feel of the District are conducive to sharing information.

Opportunities/Solutions

- Enhanced Communications
 - Elevate TCWD’s brand across all communications channels.
 - Develop a messaging strategy to communicate TCWD’s key messages based on top priorities and goals (e.g. preparing for a possible rate increase, etc.).
 - Enhance the current On Tap newsletter branding and content structure.
 - Strengthen social media program to amplify messages.
 - Develop a regular email customer newsletter.
 - Possible opportunities to build an internal communications program.

MESSAGING OPPORTUNITIES/SOLUTIONS

- Develop a messaging strategy to highlight the value of TCWD’s services.
- Educate audiences about the value of water and the cost of providing services, including maintaining/upgrading infrastructure.
- Share the story of what TCWD does.
- Increase proactive drought outreach and education.
- Showcase TCWD team members to highlight the difference they are making by serving customers.

COMMUNICATION MATERIALS AUDIT & INSIGHTS

BACKGROUND

On behalf of Trabuco Canyon Water District, RockSpark Communications + Marketing conducted a materials audit of hard copy and digital assets.

GOALS

- Gain insight into how TCWD is communicating with internal and external stakeholders.
- Identify opportunities to advance and/or strengthen TCWD’s communications efforts.
- Identify inconsistencies in branding, messaging and clarity.

METHODOLOGY

- RockSpark Communications + Marketing reviewed TCWD’s communication assets, observing branding, best practices, messaging, tone and language.
- Communications and outreach efforts were reviewed using the 7 Cs of Communication: Clear, Concise, Concrete, Correct, Coherent, Complete and Courteous.

- Social media accounts, media placements, website, newsletters and collateral materials were included in audit.

AUDITED MATERIALS

Branding

- Overall TCWD branding
- Logo

Digital Assets

- Website: www.tcwd.ca.gov
- Facebook: @TrabucoCanyonWaterDistrict
- Twitter: @TCWDWater
- LinkedIn: www.linkedin.com/company/trabuco-canyon-water-district/

Hard Copy Assets

- On Tap newsletter (PDF versions)
- Meeting agendas
- Mailers
- Drought outreach materials

Media Audit

- Review of media coverage from online, traditional and social media.

Branding and Logo Audit – Key Findings

Strengths

- Established logo and trusted organization name.
- Logo colors and tree image represent the service area and natural environment well.

Opportunities/Solutions

Logo

- Consider creating an updated version of the TCWD logo. The logo could be modernized and simplified to stand out in digital and print assets while still reflecting the TCWD brand.
- Develop an all-white version of the logo to use in materials with a dark background.

Branding

- Conduct a brand refresh designed to elevate the District's brand and standardize the look and feel of TCWD's communications assets across all customer touchpoints.
- Improve consistency by creating a clear, modern, visual brand that's unique to TCWD.
- Develop a Trabuco Canyon Water District brand identity manual and style guide.

- Create a brand color palette and typography that can be used throughout communications materials.
- Create a TCWD branded PowerPoint presentation template for staff use.
- Develop TCWD branded Zoom/virtual backgrounds for employees and Board members to use during virtual meetings.
- Create a writing style guide to ensure consistent communication, grammar, voice and tone.
- Create branded templates for items including business cards, stationery, email signatures, memos, envelopes, apparel and specialty items.

Hard Copy Asset Audit – Key Findings

Strengths

- Informative content.
- Easy-to-read fonts.
- Good use of white space.
- Newsletter: Good use of photos of people and facilities.
- Newsletter: Good use of consistent header and Board of Directors sidebar.

Opportunities/Solutions

- Update the design of all materials with clear visual branding, including a new custom color palette.
- Increase the content focus on infrastructure investments, the value of TCWD’s services and the increased cost of purchasing water to educate customers on the possible need for a rate increase.
- Use infographics to represent data visually and incorporate additional photos, illustrations and icons when possible.
- Newsletter: Create “news bite”-style articles that are short and easy to scan.
- Newsletter: Update “Board Meeting Highlights” title to “Moving TCWD Forward” or “Key Actions and Improvements” or something similar to indicate strategic progress and steps taken in service of customers/audiences.
- Increase the use of organic TCWD images and photography.

Social Media Audit – Key Findings

Strengths

- Established Facebook, Twitter and LinkedIn accounts with lots of room to grow.
- Clear, concise post text.
- Informative, appropriate tone for each channel.

Opportunities/Solutions

- Develop and implement a social media strategy to leverage the power of social media to expand TCWD’s messaging reach, increase customer engagement and strengthen customer relationships by meeting them where they live online.
- Social Media Policy is missing. Consider creating and adding a policy.
- Develop an Instagram presence to expand reach.
 - 47% of Americans adults use Instagram, according to Pew Research in 2022, making it the 4th most-used social platform in the world behind only Facebook, YouTube and WhatsApp.
- Grow page followers/likes to expand messaging reach.
 - Currently fewer than 10 likes on each Facebook/Twitter post.
 - Current page likes/followers:
 - 266 Facebook page likes/292 page followers.
 - 102 Twitter followers.
 - 162 LinkedIn followers.
- Develop a distinct brand for social media posts across all platforms.
- Implement the PESO social media management model using Paid, Earned, Shared and Owned content.
 - Establish a content calendar and regular posting schedule. Current posting schedule is infrequent:
 - 2 total Facebook posts; 9 total Twitter tweets; 0 LinkedIn posts in 2022.
 - 3 total Facebook posts; 4 total Twitter tweets; 0 LinkedIn posts in 2021.
- Increase consistency of TCWD branding in graphics.
- Broaden the scope of topics covered. Content topics: billing error, holiday and voting hours, Water Awareness Day and wipes.
- Expand LinkedIn posts to include successes of TCWD to demonstrate thought leadership and increase engagement.
- Use Twitter for more newsworthy items, such as drought updates, during canyon fire evacuations or other high-profile topics.
- Opportunity for increased video across all platforms.

Website Audit – Key Findings

- See Website Audit Report

Media Audit – Key Findings

Media coverage from online, traditional and social media over the past year was reviewed using Critical Mention software. The audit showcased media mentions, type and time.

Strengths

- Coverage in four media outlets:
 - Orange County Register, Voice of OC, Maven's Notebook (excerpt from OC Register article), ExcelsiorCalifornia.com (Spanish language version of OC Register article)
- The majority of coverage was positive or neutral. One mention (Voice of OC interview with OCWD Board candidates) seemed to have a negative sentiment:
 - What is your position on sharing North County aquifers and recycling with South County districts that are currently almost completely dependent on imports. Kelly Rowe: “South County districts should not suffer, as agreements are set to share North County groundwater supplies when needed. South County has ignored use of about 2 million acre-ft of groundwater contained within the Sespe Formation/Aquifer lying beneath Santa Margarita Water District **and Trabuco Canyon Water District** (identified 50 years ago by CA)”
- Topics covered: Drought, local water district elections

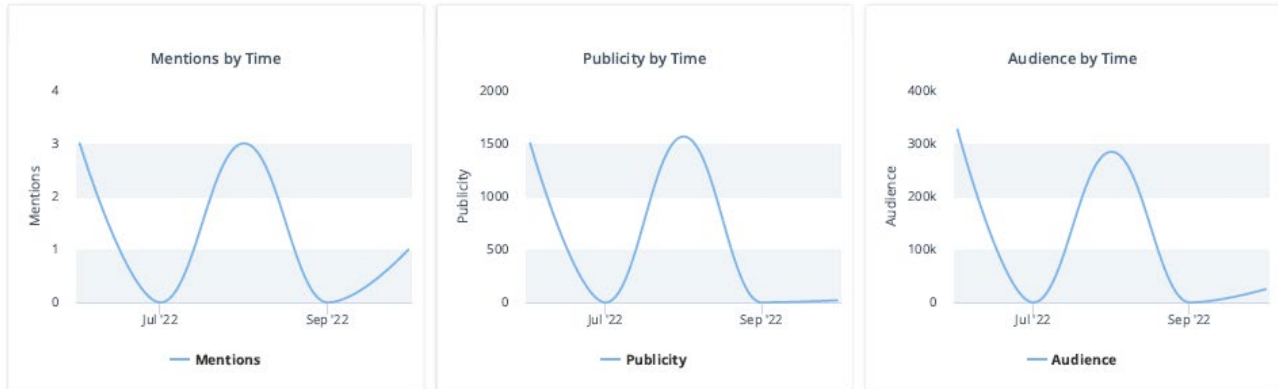
Opportunities/Solutions

- Opportunities exist to earn more media coverage to elevate TCWD’s profile and reach target audiences with key messages.
 - Only 7 total media mentions earned in 2022.
- Solution: Implement a strategic media relations program.
 - Regularly create news releases/news stories to disseminate to the media and post on TCWD’s website. Versions of the news releases can be modified to use in the newsletter, as well.
 - Foster relationships with media and leverage opportunities to pitch positive news stories.
 - Regularly scan local and national media stories and sentiment to discern whether issues or concerns are building.

Trabuco Canyon Water District 2022



Mention Analytics

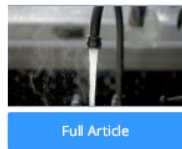


Total Online + Print Audience
635,367

Total Online + Print Publicity
USD \$3,087

Total Number of Clips 7

[Collapse All Clips](#)



They're Often in the Shadows of Elections. But Where Do Water District Candidates Stand on the Issues?

1

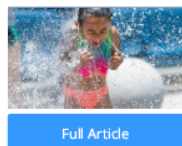
Date Collected Oct 25, 2022 9:19 AM EDT
Category Organization
Source [Voice of OC](#)
Author Nick Gerda
 ... ?

Est. Audience 25,106
Est. Publicity Value USD \$20
Market United States
Language English

Rowe: "South County districts should not suffer, as agreements are set to share North County groundwater supplies when needed. South County has ignored use of about 2 million acre-ft of groundwater contained within the Sespe Formation/Aquifer lying beneath Santa Margarita Water District and **Trabuco Canyon Water District** (identified 50 years ago by CA)"

Hiemstra: "I oppose sharing our aquifer until it can be used sustainably by all. South Orange County needs to immediatly start focusing their efforts on greater water conservation and developing direct potable reuse so they can recycle enough water to establish ..."

[Read Less](#)



¿Quiénes ahorran más y quiénes derrochan agua en Condado de Orange? Aquí está la lista

2

Date Collected Aug 21, 2022 2:50 PM EDT
Category Local
Source [ExcelsiorCalifornia.com](#)
Author Teri Sforza
 ... a seguir tratando.

Est. Audience 1,068
Est. Publicity Value USD \$8
Market Riverside, CA
Language Spanish

LOS MEJORES Y PEORES

Los mayores ahorradores de junio fueron Mesa Water District, Seal Beach, La Habra, La Palma, Newport Beach, Huntington Beach y Brea.

Los mayores acaparadores y gastadores de agua de junio fueron Orange, San Clemente, San Juan Capistrano, Anaheim y **Trabuco Canyon Water District** (aunque este último tiene disputas con los números del estado).

En general, las agencias del Condado de Orange usaron menos agua en junio que en el mismo mes hace dos años. El consumo se redujo (no fue del todo horrible, pero ciertamente, tampoco espectacular) un 3.7% en promedio . Eso va en la ...

Drought: OC trails much of California when it comes to saving water



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Date Collected Aug 14, 2022 11:24 AM EDT
Category Local
Source [The Orange County Register](#)

Est. Audience 80,000
Est. Publicity Value USD \$445
Market United States
Language English

... have done that and better, right here in the O.C.! So let's get right to it.

June's biggest savers were Mesa Water District, Seal Beach,

La Habra, La Palma, Newport Beach, Huntington Beach and Brea.

June's biggest water hogs were Orange, San Clemente, San Juan Capistrano, Anaheim and the **Trabuco Canyon Water District** (though the latter has quarrels with the state's numbers).

Overall, O.C. agencies used less water in June than they did in the same month two years ago. Consumption was down (a not completely awful but certainly not stellar) 3.7% on average. That's going in the right direction at least. In May, ... folks way down south, must import almost every drop and may get a quicker wallop. The recent weather isn't helping.

"I am concerned that given how hot it has been in July and so far in August, that we might be challenged to show reductions in demand," said Fernando Paludi, general manager of the **Trabuco Canyon Water District**. "But as I've pointed out before, it also has a lot to do with the month/year you are comparing to in terms of temperature and precipitation. TCWD is roughly 95% single-family residential, and outdoor watering is a large part of the residential demand."

Savers and spenders

Many agencies have ...

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[Full Article](#)

OC no match for much of state, especially the Bay Area, in conserving water



Date Collected Aug 14, 2022 10:32 AM EDT
Category Local
Source [Orange County Register](#)
Author Teri Sforza

Est. Audience 202,987
Est. Publicity Value USD \$1,111
Market Santa Ana, CA
Language English

... agencies have done that and better, right here in the O.C.! So let's get right to it.

June's biggest savers were Mesa Water District, Seal Beach, La Habra, La Palma, Newport Beach, Huntington Beach and Brea.

June's biggest water hogs were Orange, San Clemente, San Juan Capistrano, Anaheim and the **Trabuco Canyon Water District** (though the latter has quarrels with the state's numbers).

Overall, O.C. agencies used less water in June than they did in the same month two years ago. Consumption was down (a not completely awful but certainly not stellar) 3.7% on average. That's going in the right direction at least. In May, we ... every drop and may get a quicker wallop. The recent weather isn't helping.

State Water Resources Control Board

"I am concerned that given how hot it has been in July and so far in August, that we might be challenged to show reductions in demand," said Fernando Paludi, general manager of the **Trabuco Canyon Water District**. "But as I've pointed out before, it also has a lot to do with the month/year you are comparing to in terms of temperature and precipitation. TCWD is roughly 95% single-family residential, and outdoor watering is a large part of the residential demand."

Savers and spenders

Many agencies have ...



Full Article

DAILY DIGEST, 6/14: Toxic algae blooms on the rise and expected to worsen: Why water use varies so widely across California: Land fallowing could reach more than 690,000 acres due to drought: Farmers worry water-rights proposal could affect food supply, a

Date Collected Jun 14, 2022 1:54 PM EDT
Category Blog
Source MAVEN'S NOTEBOOK | Water news
Author Maven

Market United States
Language English

... April than in April 2020, even with the state's emergency regulations bearing down, urging us to shrink water use up to 20%. There are many reasons why this April was so much thirstier – more on that in a minute – but the agencies that saw the biggest jumps were: San Juan Capistrano, up 61.5%; **Trabuco Canyon Water District**, up 43.9%; Yorba Linda Water District, up 42.8%; Anaheim, up 33.7%; Irvine Ranch Water District, up 32.7%; and the Santa Margarita Water District and the city of San Clemente, both up 32.6%. Only one — Mesa Water District — reduced usage over those years, by 15.6%. ... " Continue reading at the ...

Prepare to use less water in OC and, perhaps, pay more for the privilege



View Full Text

(Requires Critical Mention login)

drought; Prepare to use less water and fork over more money for it

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Date Collected Jun 12, 2022 11:43 AM EDT
Category Local
Source [The Orange County Register](#)

Est. Audience 80,000
Est. Publicity Value USD \$375
Market United States
Language English

... April than in April 2020, even with the state's emergency regulations bearing down, urging us to shrink water use up to 20%.

There are many reasons why this April was so much thirstier more on that in a minute but the agencies that saw the biggest jumps were: San Juan Capistrano, up 61.5%; **Trabuco Canyon Water District**, up 43.9%; Yorba Linda Water District, up 42.8%; Anaheim, up 33.7%; Irvine Ranch Water District, up 32.7%; and the Santa Margarita Water District and the city of San Clemente, both up 32.6%.

Only one Mesa Water District reduced usage, by 15.6%.

Restrictions on outdoor landscape watering are ... and tossed them out.

"When it comes to the financial side, water agencies will be vulnerable to conservation-based reductions in demand as long as we are predominantly variable in revenue (water sales) and fixed in costs (infrastructure investment)," said Fernando Paludi, general manager of the **Trabuco Canyon Water District**. "Increasing our fixed revenue to minimize the impacts of selling less water will make us healthier financially and further encourage to do the right thing with respect to conserving precious potable water. TCWD is engaged in a new rate study and will be looking at different options along these ...

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COMMUNICATIONS SURVEY RESULTS

BACKGROUND AND METHODOLOGY

On behalf of TCWD, RockSpark Communications + Marketing created and deployed two online surveys in February 2023. The surveys included:

1. Internal stakeholder communications survey completed by TCWD employees and Board members.
2. Communications survey completed by TCWD customers.

GOALS

- Gain insight into customers and internal stakeholder sentiment and opinions about TCWD and the District's current communications activities.
- Identify opportunities to advance and/or strengthen TCWD's communications and outreach efforts.

Internal Stakeholder Survey - Key Findings

Responses

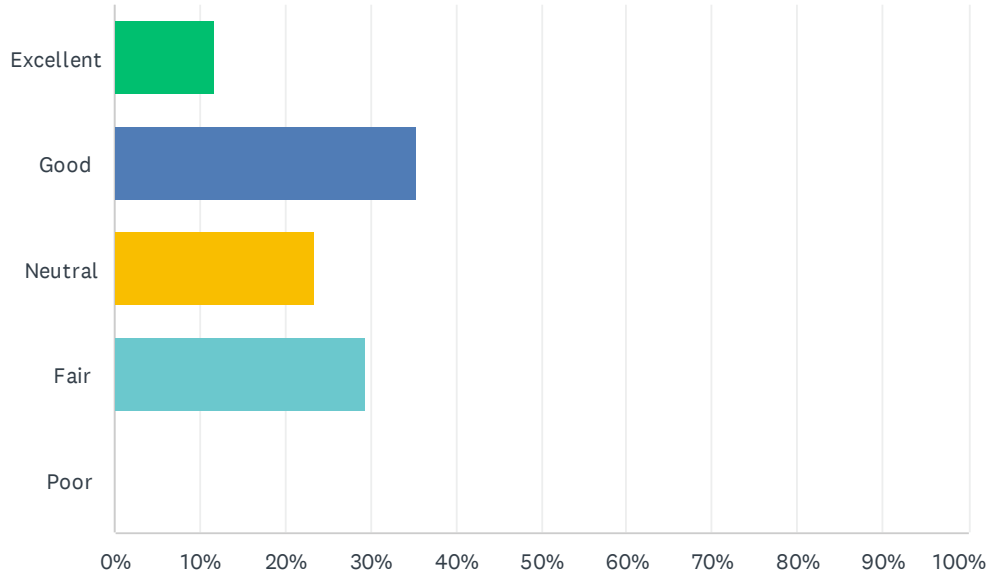
- 17 respondents took the internal stakeholder survey, a response rate of 65% of potential respondents.
 - 21 employees and 5 Board members

Opportunities/Solutions

- Develop a strategic communications plan to address stakeholder wants and needs.
- Elevate TCWD's brand and amplify current messaging.
- Develop additional key messages and increase communication consistency to address topics that are important to stakeholders.
- Increase communication across multiple channels: print, digital and in-person.
 - Enhance social media presence, including Instagram.
 - Update current website and newsletter.
 - Develop an email newsletter.
- Enhance Internal Communications
 - Identify opportunities to strengthen two-way communication with staff.
 - Develop programming to ensure that staff are regularly informed about current projects and initiatives so they have the info they need to serve as knowledgeable ambassadors.

Q1 What is your overall impression of TCWD’s communications program and the methods we use to inform and educate our customers and key stakeholders?

Answered: 17 Skipped: 0

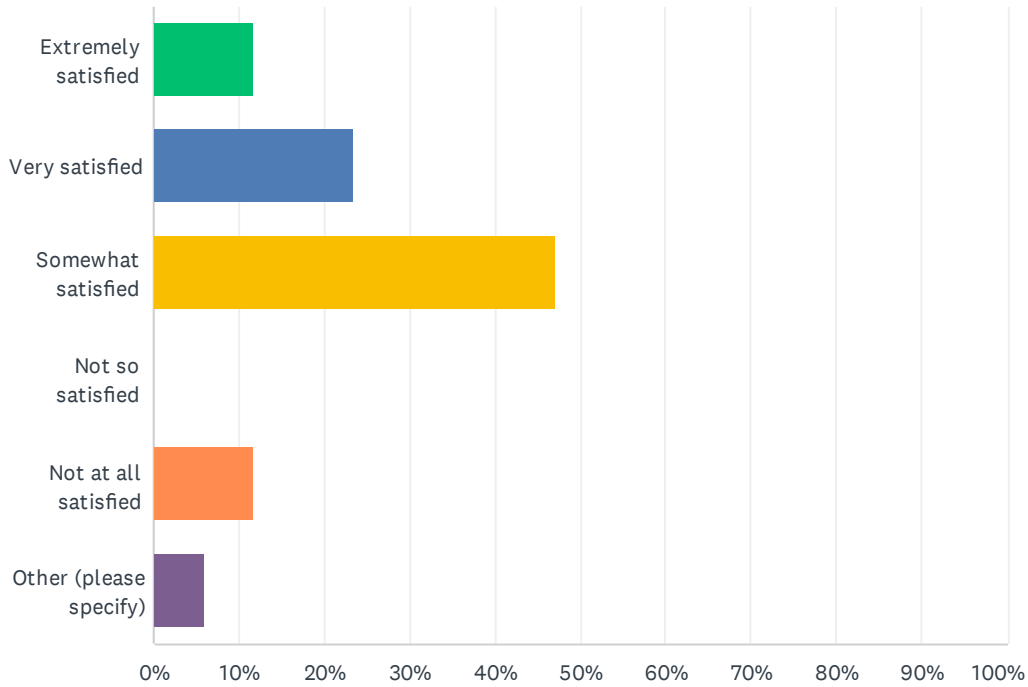


ANSWER CHOICES	RESPONSES
Excellent	11.76% 2
Good	35.29% 6
Neutral	23.53% 4
Fair	29.41% 5
Poor	0.00% 0
TOTAL	17

#	WHY?	DATE
1	It's not an area of focus for the District.	2/11/2023 3:05 PM
2	Newsletter and direct outreach to HOAs are positive efforts. Messaging on drought and water restrictions and investments needed on infrastructure need to occur.	2/7/2023 9:13 AM
3	Social media is important for relaying district related information to customers (Instagram)	2/6/2023 4:12 PM
4	The majority of customers seem informed about TCWD projects and changes.	2/6/2023 3:51 PM
5	monthly bill inserts/online updates	2/6/2023 3:40 PM

Q2 How satisfied are you with TCWD’s communication efforts?

Answered: 17 Skipped: 0

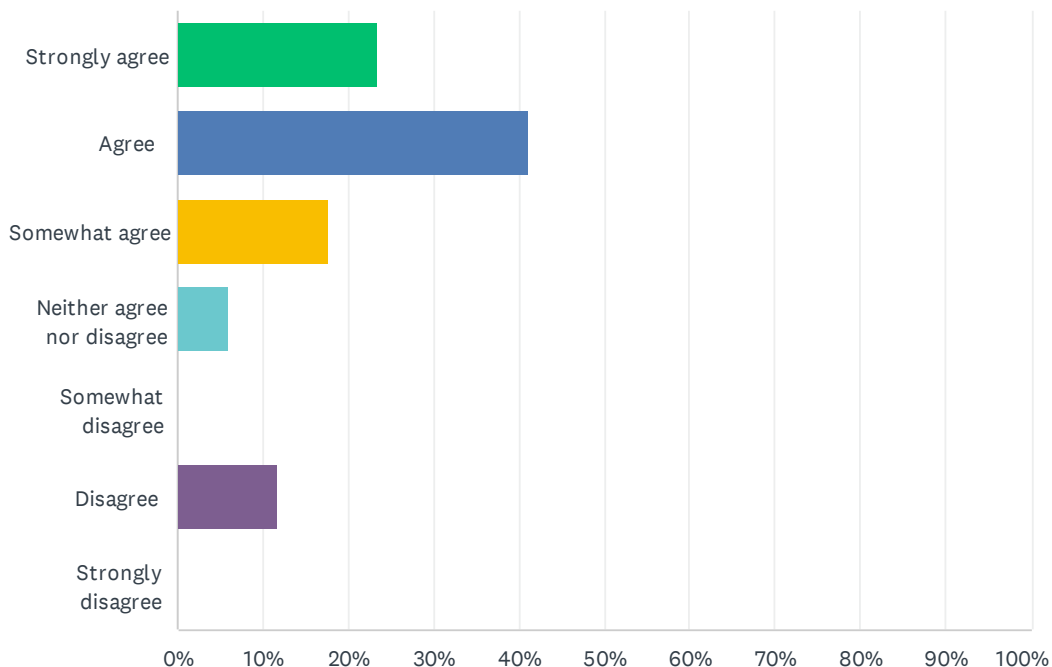


ANSWER CHOICES	RESPONSES
Extremely satisfied	11.76% 2
Very satisfied	23.53% 4
Somewhat satisfied	47.06% 8
Not so satisfied	0.00% 0
Not at all satisfied	11.76% 2
Other (please specify)	5.88% 1
TOTAL	17

#	OTHER (PLEASE SPECIFY)	DATE
1	I do not receive communications from TCWD; Not a customer, unaware of current communication methods	2/6/2023 4:12 PM

Q3 How much do you agree with this statement? "Information I receive from TCWD on water and sewer is timely and reliable."

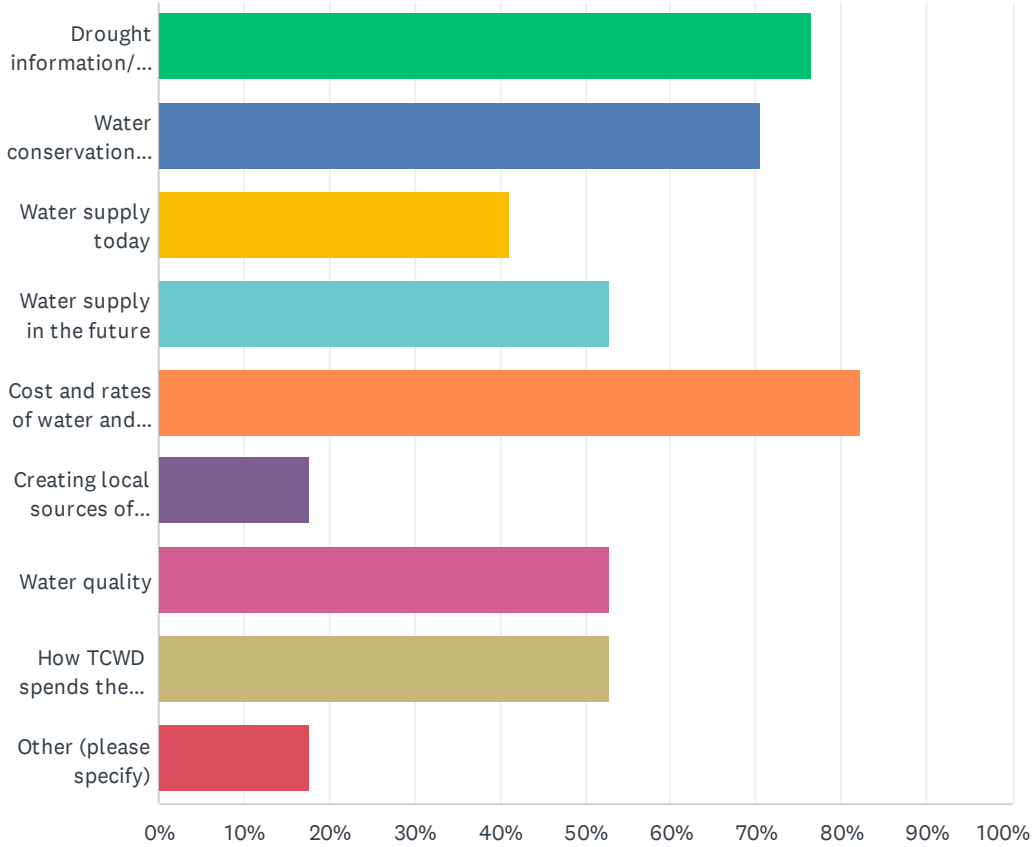
Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	23.53%	4
Agree	41.18%	7
Somewhat agree	17.65%	3
Neither agree nor disagree	5.88%	1
Somewhat disagree	0.00%	0
Disagree	11.76%	2
Strongly disagree	0.00%	0
TOTAL		17

Q4 What issues related to TCWD's services are most important to communicate to our customers/stakeholders? Select all that apply.

Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES	
Drought information/water use restrictions	76.47%	13
Water conservation, including rebates and resources	70.59%	12
Water supply today	41.18%	7
Water supply in the future	52.94%	9
Cost and rates of water and sewer services	82.35%	14
Creating local sources of water	17.65%	3
Water quality	52.94%	9
How TCWD spends the money received from rates	52.94%	9
Other (please specify)	17.65%	3
Total Respondents: 17		

#	OTHER (PLEASE SPECIFY)	DATE
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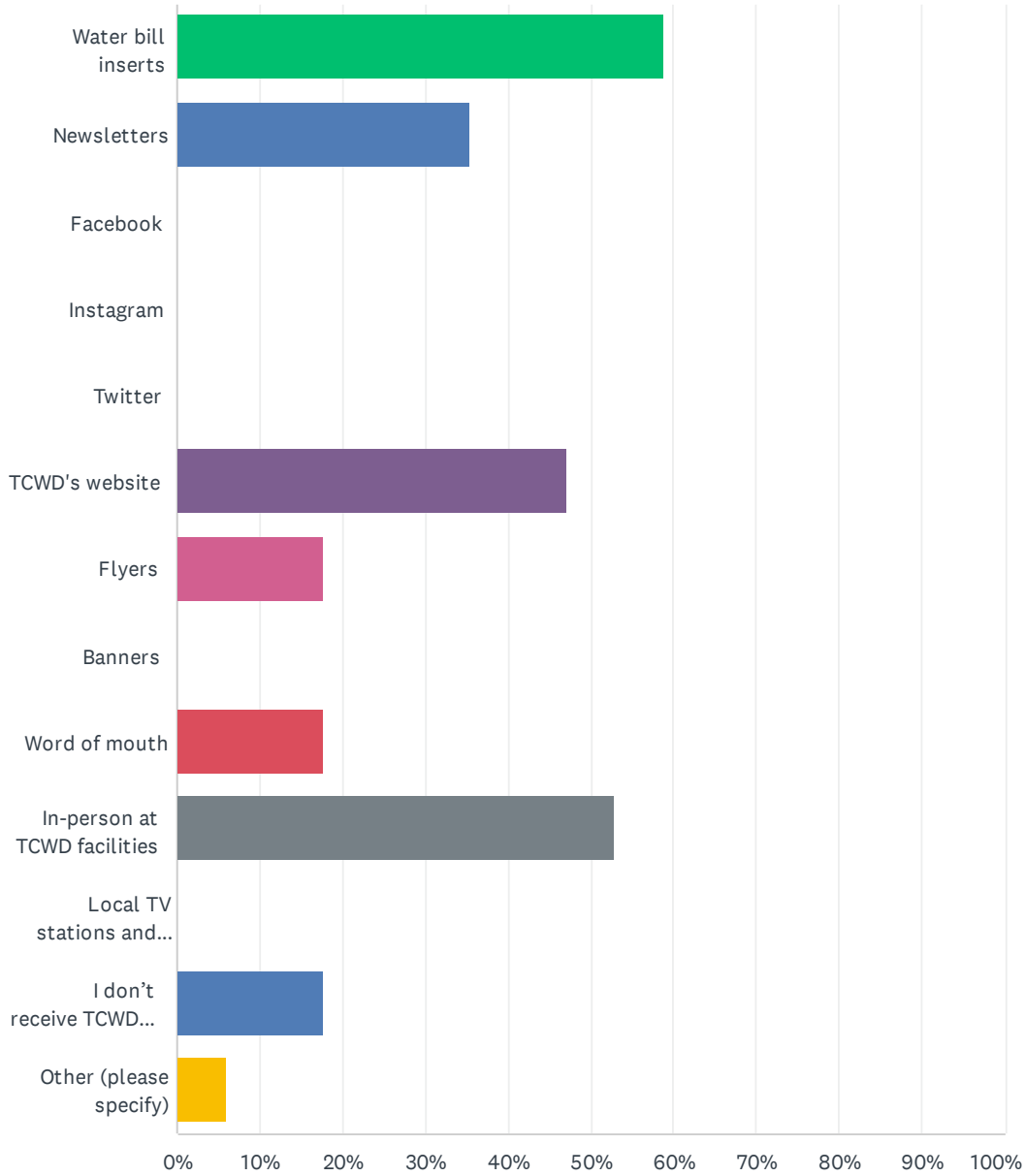
4 / 18

Trabuco Canyon Water District Internal Stakeholder Communications Survey

1	Cost of water to the tap.	2/13/2023 7:49 AM
2	Critical need to address aging infrastructure	2/7/2023 9:13 AM
3	All can be valuable to customers; current work alerts in district service area and upcoming projects	2/6/2023 4:12 PM

Q5 Where do you get information on TCWD's programs and projects? Select all that apply.

Answered: 17 Skipped: 0



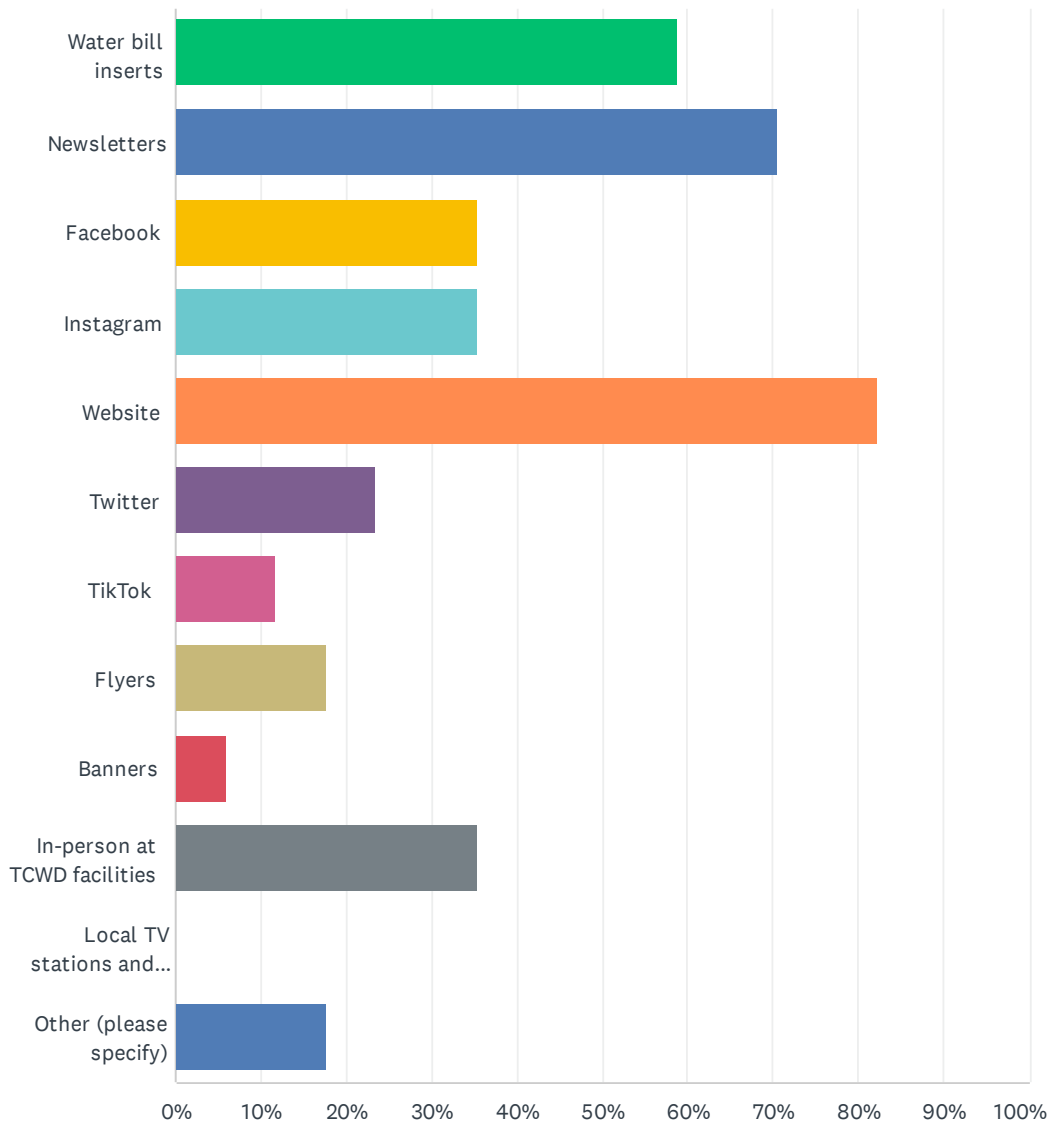
Trabuco Canyon Water District Internal Stakeholder Communications Survey

ANSWER CHOICES	RESPONSES	
Water bill inserts	58.82%	10
Newsletters	35.29%	6
Facebook	0.00%	0
Instagram	0.00%	0
Twitter	0.00%	0
TCWD's website	47.06%	8
Flyers	17.65%	3
Banners	0.00%	0
Word of mouth	17.65%	3
In-person at TCWD facilities	52.94%	9
Local TV stations and newspapers	0.00%	0
I don't receive TCWD's communications.	17.65%	3
Other (please specify)	5.88%	1
Total Respondents: 17		

#	OTHER (PLEASE SPECIFY)	DATE
1	Instagram is a viable option	2/6/2023 4:12 PM

Q6 How would you prefer to receive information on TCWD's programs and projects? Select all that apply.

Answered: 17 Skipped: 0



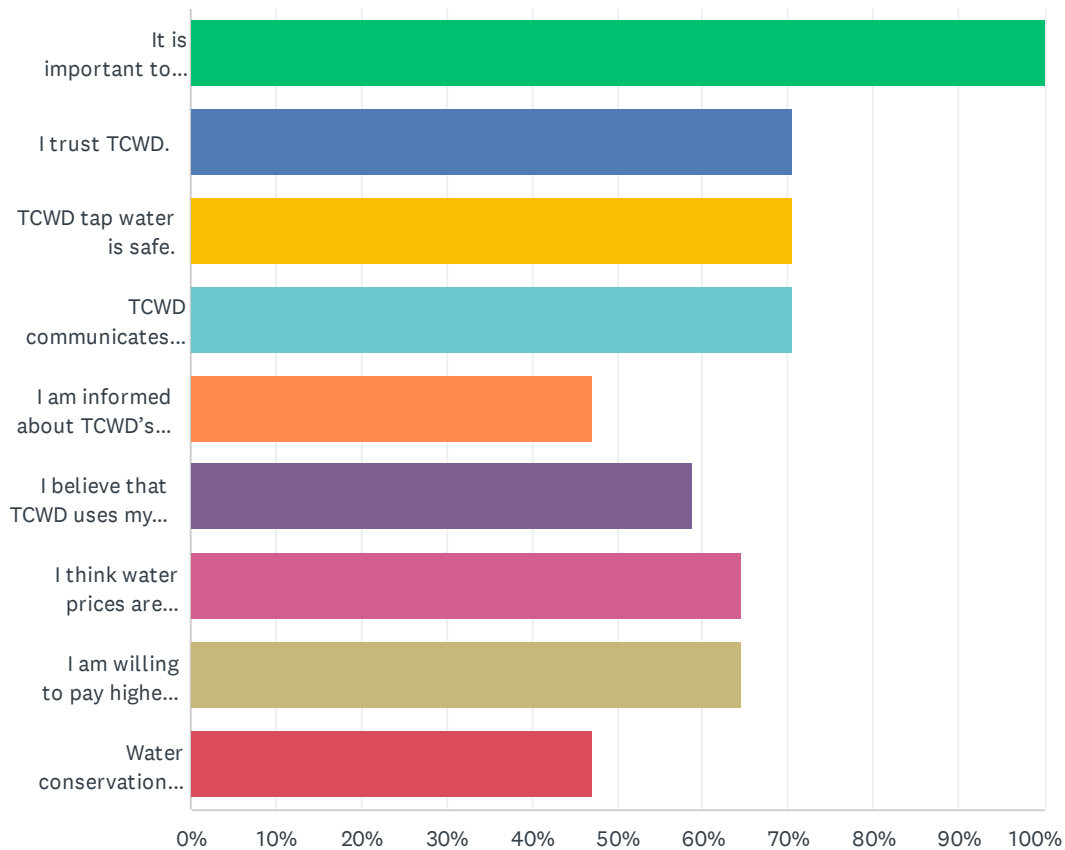
Trabuco Canyon Water District Internal Stakeholder Communications Survey

ANSWER CHOICES	RESPONSES	
Water bill inserts	58.82%	10
Newsletters	70.59%	12
Facebook	35.29%	6
Instagram	35.29%	6
Website	82.35%	14
Twitter	23.53%	4
TikTok	11.76%	2
Flyers	17.65%	3
Banners	5.88%	1
In-person at TCWD facilities	35.29%	6
Local TV stations and newspapers	0.00%	0
Other (please specify)	17.65%	3
Total Respondents: 17		

#	OTHER (PLEASE SPECIFY)	DATE
1	EMAIL	2/14/2023 3:58 PM
2	LinkedIn	2/11/2023 3:05 PM
3	Email newsletter	2/6/2023 4:12 PM

Q7 I agree with the following statements. Select all that apply.

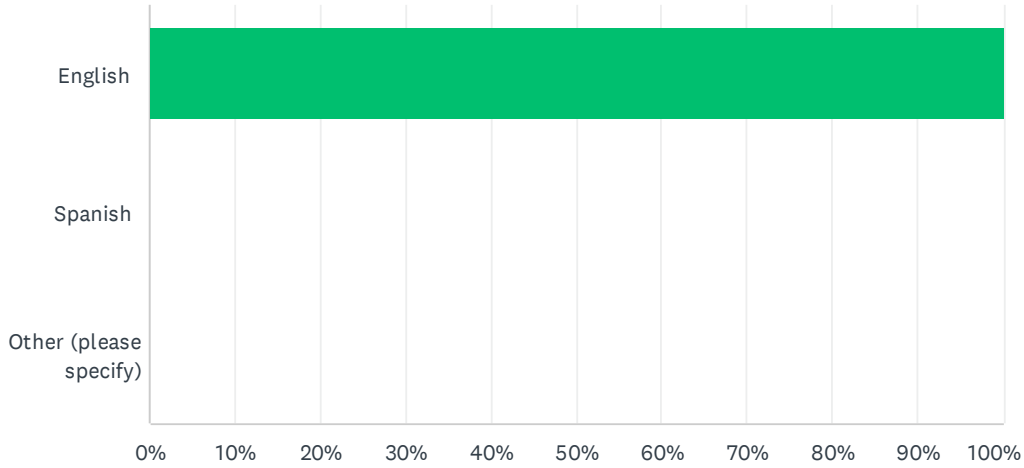
Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES	
It is important to invest in water and sewer projects and programs.	100.00%	17
I trust TCWD.	70.59%	12
TCWD tap water is safe.	70.59%	12
TCWD communicates transparently with its customers.	70.59%	12
I am informed about TCWD's projects and programs.	47.06%	8
I believe that TCWD uses my taxpayer revenues responsibly.	58.82%	10
I think water prices are fair.	64.71%	11
I am willing to pay higher rates for water/sewer to fund infrastructure improvements.	64.71%	11
Water conservation and efficiency are priorities.	47.06%	8
Total Respondents: 17		

Q8 What language would you prefer to receive information from TCWD?

Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES
English	100.00% 17
Spanish	0.00% 0
Other (please specify)	0.00% 0
Total Respondents: 17	

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

Q9 What would make TCWD communications better?

Answered: 17 Skipped: 0

#	RESPONSES	DATE
1	MULTIPLE COMMUNICATION PLATFORMS.	2/14/2023 3:58 PM
2	Good as is	2/14/2023 10:39 AM
3	Add projects, standards to website. Emails to customers on what's happening at the District.	2/13/2023 4:39 PM
4	More newsletters	2/13/2023 3:45 PM
5	Banners at District projects "Your Rates Hard at Work"	2/13/2023 7:49 AM
6	Not needed	2/13/2023 7:45 AM
7	Highlight the good things the District is doing. Too often were silent.	2/11/2023 3:05 PM
8	Getting out in front of upcoming issues such as drought response.	2/7/2023 1:12 PM
9	Need to address aging infrastructure	2/7/2023 9:13 AM
10	Better communication and the whole truth	2/7/2023 9:03 AM
11	more communication	2/7/2023 8:52 AM
12	More public outreach through messaging and events	2/7/2023 7:00 AM
13	Establish a Instagram page with current/future project alerts, upcoming events/meetings	2/6/2023 4:12 PM
14	More engagement on website	2/6/2023 3:59 PM
15	An increase in social media communication.	2/6/2023 3:51 PM
16	MORE SOCIAL MEDIA POST	2/6/2023 3:40 PM
17	More newsletters	2/6/2023 3:31 PM

Q10 What else should we keep in mind when developing TCWD's Strategic Communications Plan?

Answered: 17 Skipped: 0

#	RESPONSES	DATE
1	SOCIAL MEDIA.	2/14/2023 3:58 PM
2	Zoom meetings	2/14/2023 10:39 AM
3	More communication and getting name out is helpful	2/13/2023 4:39 PM
4	All employees up to date on projects and water quality	2/13/2023 3:45 PM
5	Do not over communicate, avoid message fatigue.	2/13/2023 7:49 AM
6	Cost of extra communications	2/13/2023 7:45 AM
7	We should highlight our successes and how efficiently we perform our services.	2/11/2023 3:05 PM
8	It should be easy to read/understand, to the point and not too lengthy.	2/7/2023 1:12 PM
9	Frequency of communication	2/7/2023 9:13 AM
10	More of the important details	2/7/2023 9:03 AM
11	Strategically communicating	2/7/2023 8:52 AM
12	Understand the customers to convey the right message	2/7/2023 7:00 AM
13	Regular community interaction on social media	2/6/2023 4:12 PM
14	Making things simpler for customers to easily access information is key	2/6/2023 3:59 PM
15	Successful marketing strategies of other public utilities.	2/6/2023 3:51 PM
16	LOTS OF COMMUNITY POST AND CUSTOMERS TALKING ABOUT TCWD ON DIFF SOCIAL MEDIA PLATFORMS	2/6/2023 3:40 PM
17	Communication	2/6/2023 3:31 PM

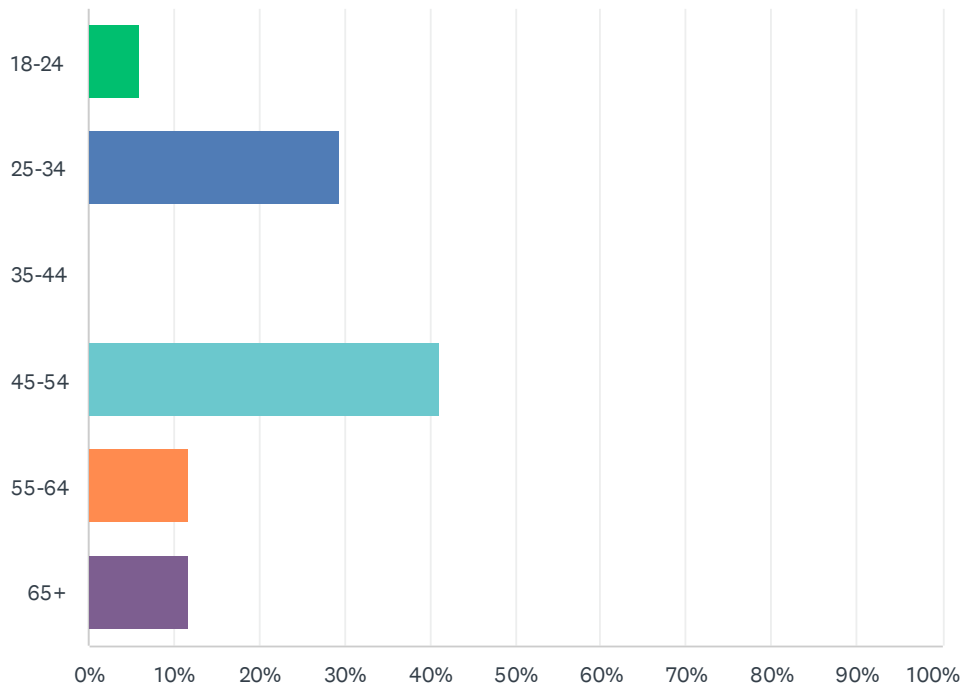
Q11 What three words would you use to describe TCWD?

Answered: 17 Skipped: 0

#	RESPONSES	DATE
1	INTEGRITY, HARD-WORKING, RESPONSIBLE	2/14/2023 3:58 PM
2	keep local control	2/14/2023 10:39 AM
3	Good work environment	2/13/2023 4:39 PM
4	Safe reliable timely	2/13/2023 3:45 PM
5	Hard Working Employees.	2/13/2023 7:49 AM
6	x	2/13/2023 7:45 AM
7	Reliable, transparent & efficient	2/11/2023 3:05 PM
8	Small, Complex, Responsive	2/7/2023 1:12 PM
9	Responsive. Transparent. Efficient.	2/7/2023 9:13 AM
10	Friendly, Small, Struggling	2/7/2023 9:03 AM
11	Water awareness day	2/7/2023 8:52 AM
12	Small but mighty	2/7/2023 7:00 AM
13	Lean, dependable, and integrity.	2/6/2023 4:12 PM
14	Honest, mindful, efficient	2/6/2023 3:59 PM
15	Believe and achieve	2/6/2023 3:51 PM
16	Run By Lisa	2/6/2023 3:40 PM
17	Reliable Water District	2/6/2023 3:31 PM

Q12 What is your age?

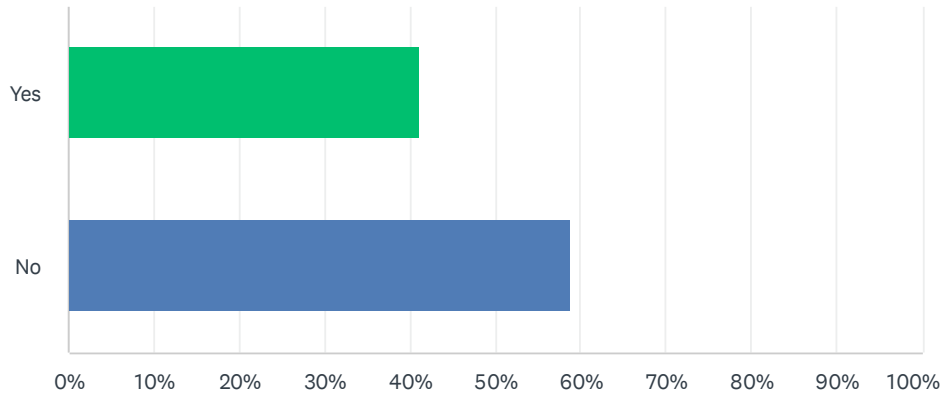
Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES
18-24	5.88% 1
25-34	29.41% 5
35-44	0.00% 0
45-54	41.18% 7
55-64	11.76% 2
65+	11.76% 2
TOTAL	17

Q13 Do you live in TCWD's service area?

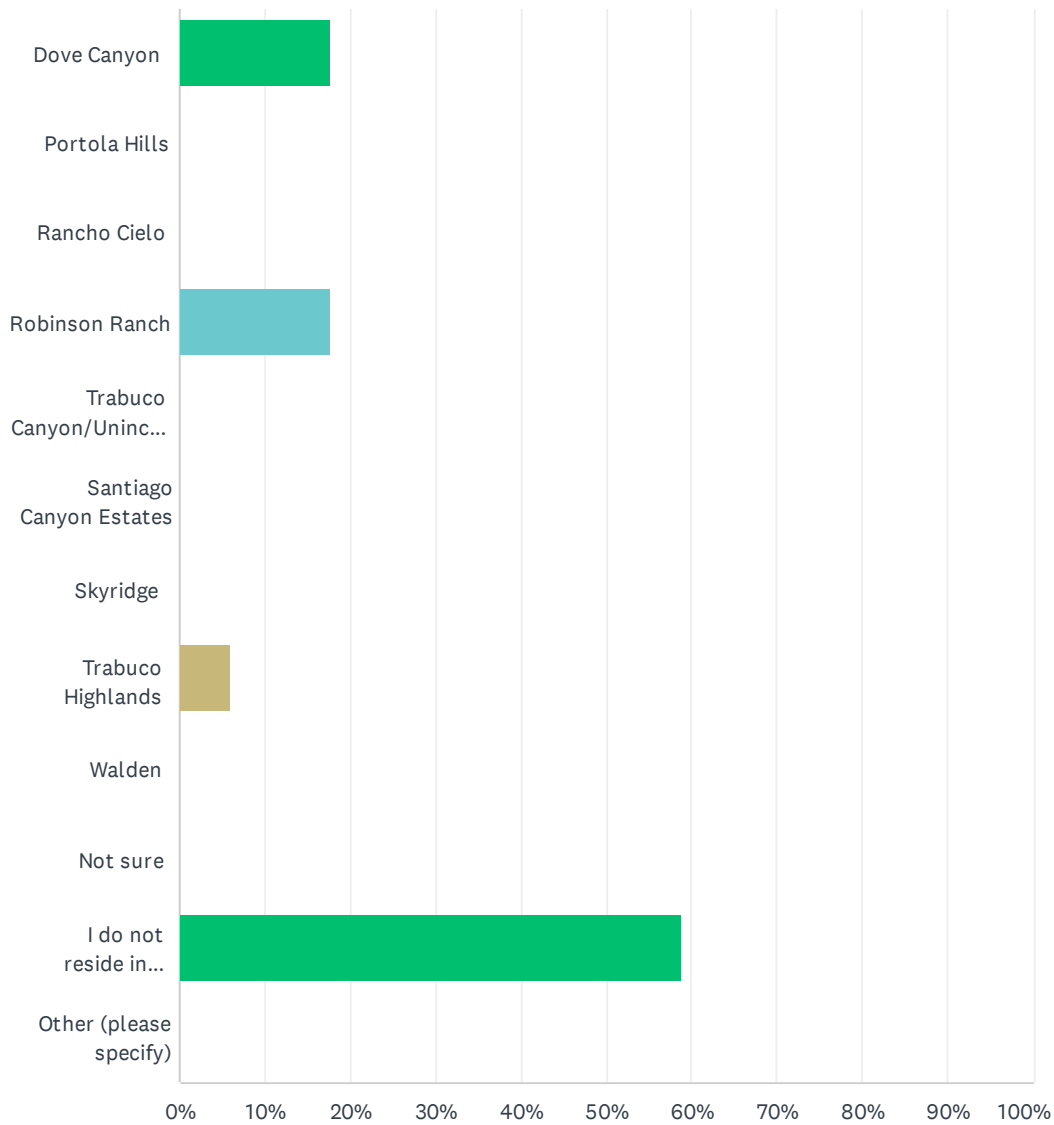
Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	41.18%	7
No	58.82%	10
TOTAL		17

Q14 If so, which community within TCWD's service area do you live in?

Answered: 17 Skipped: 0



Trabuco Canyon Water District Internal Stakeholder Communications Survey

ANSWER CHOICES	RESPONSES	
Dove Canyon	17.65%	3
Portola Hills	0.00%	0
Rancho Cielo	0.00%	0
Robinson Ranch	17.65%	3
Trabuco Canyon/Unincorporated County Areas	0.00%	0
Santiago Canyon Estates	0.00%	0
Skyridge	0.00%	0
Trabuco Highlands	5.88%	1
Walden	0.00%	0
Not sure	0.00%	0
I do not reside in TCWD's service area.	58.82%	10
Other (please specify)	0.00%	0
TOTAL		17

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

APPENDIX II: TCWD WEBSITE AUDIT REPORT

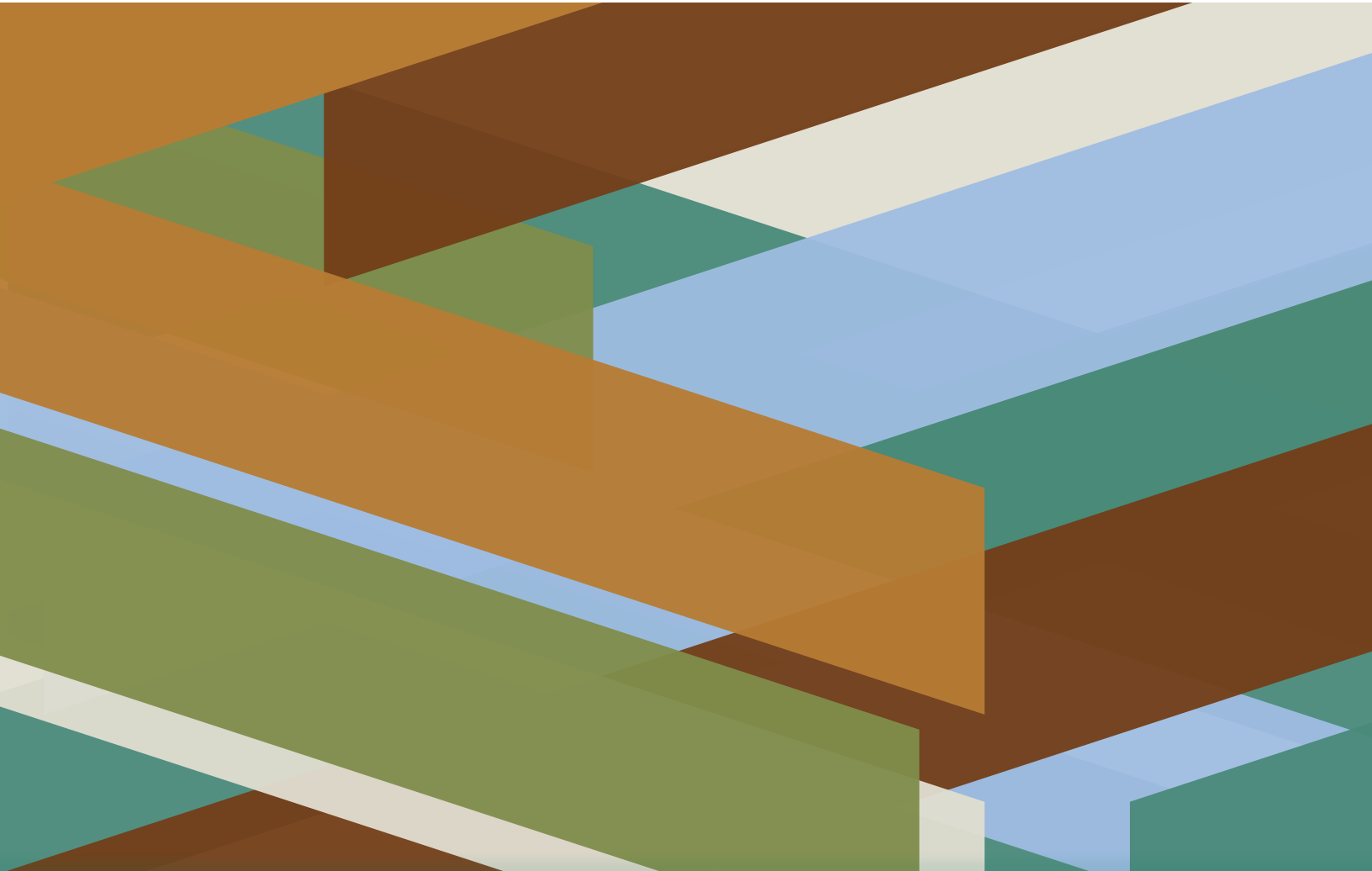


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Key Findings	1-6
Initial Content Plan	7

INTRODUCTION

Trabuco Canyon Water District is enhancing its communications program, which includes developing content and improving content visibility on TCWD's website. RockSpark Communications + Marketing conducted a comprehensive website audit to identify strengths and opportunities for improvement.

METHODOLOGY

The RockSpark team thoroughly reviewed TCWD's website – www.tcwd.ca.gov. We also spoke with TCWD staff to gather input. This report summarizes our data findings. It also includes an initial content plan.

KEY FINDINGS

Website Strengths

- Easy to find contact information and hours on the homepage.
- Good placement of the online bill pay button. Paying a bill is generally the #1 reason users visit a utility website.
- Good use of "emergency banner." At the time of the audit, it was used to notify customers of accidental bill duplication.
- Easy-to-read fonts.

Website Opportunities and Solutions

DISPLAY - FAVICON

A favicon is a graphic image (icon) associated with a particular website. A favicon serves as branding for your website. Many recent browsers and newsreaders display them as a visual reminder of the website identity in the address bar or in tabs.

- Change the favicon so that the TCWD logo appears in search results, browser bar and tabs instead of the Granicus logo:



tcwd.ca.gov
<https://www.tcwd.ca.gov>

Trabuco Canyon Water District

FOOTER

- Remove "Created By Granicus - Connecting People and Government" footer line. It's not needed.
- Remove the "P" in the footer here: **P: (949) 858-0277**. The format indicates that the text is a phone number, so the "P" is unnecessary.

TOP NAVIGATION

- Examine the top navigation to see what items can be consolidated or removed.
- "District Rates, Charges, and Fees" is listed multiple times.
- Move "On Tap Newsletter" under "News."
- Remove "On Tap Newsletter Archives" from the top navigation and add a link to the "On Tap Newsletter Archives" page to the bottom of the "On Tap Newsletter" page.

ADA COMPLIANCE

- Review website content to ensure it is ADA compliant for items such as the inclusion of alt tags with media and maps, descriptive hyperlink anchors for links and subtitles for video, etc.
- Remove images that contain extensive text. These images present accessibility issues because screen readers and other assistive technologies for visually impaired people often can't read text contained inside an image. We recommend swapping out these types of images on the homepage:

YOUR WATER IS SAFE

Trabuco Canyon Water District wants to assure our customers that the water at your tap continues to be of the highest quality and 100% safe to drink.

We are also taking steps to ensure that service to our customers will continue uninterrupted so your drinking water is both available and plentiful.

If you have any questions about your service, please contact us.

Thank you



- Consider hiring a firm that specializes in ADA compliance to review TCWD's website.

WEBPAGE STRUCTURE

- Review pages to make sure every page has text. The Engineering landing page is blank, for example. <https://www.tcwd.ca.gov/district-services/engineering>
- Widgets: Leverage available Granicus widgets and features to make the site more user-friendly. For example, add an Accordion Widget to the [FAQ's page](#) so users can click to expand each section. Also, change the name to "FAQ."
- Remove this section from each webpage: "Free viewers are required for some of the attached documents. They can be downloaded by clicking on the icons below." This feature is a holdover from older websites. Example here: <https://www.tcwd.ca.gov/community/on-tap-newsletter-archives>

WEBSITE ANALYTICS AND ORGANIZATION

- Review the website analytics to make updates as needed to the site map structure/navigation.
- Restructure the website content to prioritize top-visited pages to make important information easier to find.

WEBSITE TRAFFIC

- Increase visits to TCWD's website by driving traffic in social media, along with print and digital collateral. Social posts should include links to relevant TCWD webpages whenever possible.

HOMEPAGE BUTTONS

- Remove the Transparency button from the middle section of the homepage since it's repeated in the top navigation.
- Review website analytics to determine whether a top-performing or top-searched page can replace the Transparency button.

FEDERAL PLAIN LANGUAGE STANDARDS

- Regularly review the information on the website to ensure that it [follows federal plain language guidelines](#).
- Ensure that any new content created for the website adheres to the guidelines.
- Provide a link to the guidelines for all staff developing website content.

About the Guidelines

Federal Plain Language Guidelines were developed to help agencies write clearly, so users can:

- Find what they need.
- Understand what they find.
- Use what they find to meet their needs.

Best practices include:

- Add useful headings to help people skim and scan the page.
- Use lists to break up the text and outline steps in a process.
- Avoid having lists within lists or several levels of information.
- Use tables to make complex material easier to understand.
- Write short sentences and short sections to break up information into manageable chunks.

INITIAL CONTENT PLAN

RECOMMENDED NEW PAGES AND FEATURES

1. Create a page that provides information to support the need for a potential rate increase.
2. Create text for the [Engineering landing page](#), which is currently blank.
3. Create landing pages with links to related individual pages to consolidate information. [See an example here](#).
 - a. Create a "Projects" page that links to both of these projects, so they don't have to be listed individually in the navigation: "Shadow Rock Detention Basin Facility" and "Alternate Raw Water Transmission Line."
4. Populate the homepage news section. At the time of the audit, the news section was empty. Repurpose newsletter articles or create new articles to populate that section.
5. Add photos of the Board of Directors and General Manager. [See an example here](#).
6. Create new content pages to highlight key programs and initiatives as they arise.
7. Consider adding new photos throughout the site.
8. Create content that includes descriptions of each facility.
9. Implement the solutions outlined in the audit pages two through six.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 16, 2023**

**ACTION CALENDAR
FINANCIAL MATTERS**

ITEM 6: ADOPTION OF PROPOSED UPDATED PROCUREMENT GUIDELINES

At the June 20, 2018 Regular Board Meeting, the Board of Directors adopted updated Guidelines for the Procurement of Goods and Services and Cash Disbursements (Guidelines) by resolution (2018-1252) which codified District purchasing rules for goods and services and complied with certain federal and state laws related to grant funding/reimbursement and Department of Industrial Relations (DIR) requirements. District staff has worked with general counsel to update these Guidelines in a new format which captures existing District rules and practices and proposes certain to ensure it meets any new updated requirements and internal practices. The following summary lists certain specific proposed guideline updates:

Section 3: Competitive Procurement

Updated to provide clarity and codify the use of a competitive procurement process for goods and services. As a county water district organized and operating under Water Code 30000 and following, the District is not required to utilize competitive procurement, but will utilize this process as a steward of public funds for services.

Section 4: Authority

Proposes to increase the General Manager's signing authority for procurement and agreements up to \$100,000 and provides limits to contract change orders and a process for notification to the Board of Directors.

Section 5: Written Agreements

Proposes new thresholds for purchase orders for goods and services and for the negotiation of agreements.

Section 8: Capital Construction Projects

Proposes a minimum project threshold of \$50,000 for review by the Engineering/Operational Committee; this is not a requirement, and staff may choose to review certain projects less than the threshold with the committee.

Section 9: Professional Services

Proposes a minimum threshold of \$50,000 for applicable committee review of professional services contracts; this is not a requirement, and staff may choose to review certain projects less than the threshold with the committee.

Section 10: Emergencies

Proposes specific emergency criteria for the General Manager's authorization to commit agency funds to an emergency repair consistent with Resolution No. 2018-1252.

Section 12: Guidelines for Disbursements

Proposes a minimum threshold of \$50,000 for checks, wires, and electronic fund transfers that require Finance/Audit Committee review, approval, and/or signature; this is not a requirement, and staff may choose to review certain projects less than the threshold with the committee.

Section 13: Non-Discretionary Expenses

There are certain non-discretionary expenses which exceed the General Manager's proposed signing authority of \$100,000 which are incurred due to normal business operations. This section proposes to capture and list these typical approved non-discretionary expenses.

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

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 16, 2023**

RECOMMENDED ACTION:

Adopt Resolution No. 2023-1313 – Resolution of the Board of Directors of the Trabuco Canyon Water District Adopting Updated Guidelines for the Procurement of Goods and Services and Cash Disbursements.

EXHIBIT:

1. DRAFT Trabuco Canyon Water District Procurement Guidelines– REDLINED
2. DRAFT Trabuco Canyon Water District Procurement Guidelines – CLEAN
3. Resolution No. 2023-1313 - Resolution of the Board of Directors of the Trabuco Canyon Water District Adopting Updated Guidelines for the Procurement of Goods and Services and Cash Disbursements

CONTACTS (staff responsible): PALUDI/PEREA

TRABUCO CANYON WATER DISTRICT

PROCUREMENT POLICY

1. Goals/Objectives

1.1 The Trabuco Canyon Water District (“TCWD” or “District”) seeks to obtain, wherever possible, high-quality materials, supplies, and services at a reasonable value and in a timely manner.

1.2 The purposes of this Procurement Policy include: 1) to promote efficiency and clarity in the District’s procurement process; 2) to provide guidance on proper standards of conduct by employees, officers, and the Board of Directors of the District; 3) to ensure compliance with applicable laws and regulations; and 4) promote the appropriate transparency in the District’s procurement processes to ensure that the District’s funds are expended in a reasonable manner. To that end, this Policy has been prepared to provide direction to District personnel engaged in procurement of materials, supplies, and services.

2. Conflicts of Interest

No director, officer, employee or agent of the District shall participate in any procedure, tasks, or decisions relative to initiation, evaluation, award, or administration of a contract if a conflict of interest, real or apparent, exists. A conflict of interest arises when (a) the director, officer, employee or agent, (b) any member of his or her immediate family, (c) his or her business associate, or (d) an organization which employs, or which is about to employ, any of the above described individuals has a financial or other interest in a firm that participates in a District procurement process or that is selected for an award. The standards governing the determination as to whether such an interest exists are set forth in the Political Reform Act (Section 8100 et seq. of the California Government Code) and in Sections 1090, 1091, and 1091.5 of the California Government Code.

3. Competitive Procurement

3.1 It is TCWD’s goal to utilize a competitive procurement process when reasonably possible, whether by informal bidding or formal bidding. The method of procurement, such as informal bids or formal competitive bidding shall be appropriate for the type of procurement and in the best interest of the District.

3.2 Where possible, the District will obtain a minimum of three quotes, bids or proposals, as applicable, prior to the procurement of goods and/or services. The receipt of less than three quotes, bids or proposals shall not invalidate the solicitation process or require the solicitation of additional quotes, bids or proposals. Some goods and services may only be available from fewer than three vendors/providers. Where this is the case, the goal shall be to obtain more than one quote, bid or proposal where possible; subject to Section 3.4 and 3.5.

3.3 The District may purchase items or services without further competition under the following conditions:

3.3.1 If the District rejects bids received in connection with a procurement of materials, supplies and equipment requiring formal competitive bidding, or

3.3.2 When no responsive bids or proposals are received in response to an Invitation to Bid or Request for Proposals, in which case the General Manager is authorized to procure the required item or services through direct negotiations with a vendor or to resolicit as appropriate.

3.4 Notwithstanding anything to the contrary in this Policy, it is expressly acknowledged that the District is a county water district, organized and operating in accordance with Water Code Sections 30000 and following, that is not mandated by State law to bid competitively and that, to the extent the District determines that competitive bidding is unavailing or not in the best interest of the District, the District may choose not to utilize competitive bidding for construction projects, contract for design-build work, enter into cooperative agreements with private entities for the design, construction and maintenance of public works, utilize job-order contracting, or undertake any other form of contracting determined to be in the District's best interest, except as otherwise expressly restricted by law.

3.5 Sole source procurement must be deemed appropriate by the General Manager. In the event it is necessary for a good or service to be sole sourced, a written memo shall be provided by, or written to, the General Manager for approval. The memo must include a complete and specific justification of the sole source procurement for the referenced project(s). The TCWD Board of Directors (Board) will be notified annually of all sole sourced contracts entered into by TCWD.

4. Authority. The General Manager is authorized to procure goods and services in accordance with the budget approved by the District's Board of Directors and with the limits established in this Section.

4.1 Board Authority is required for all procurements over \$100,000.

4.2 The General Manager is authorized to approve all procurements, execute agreements, amend agreements and change orders in an amount up to \$100,000. The General Manager shall provide prior notice to the Board (by informing the Board President or the Executive Committee, or some other manner) prior to authorizing procurements over \$50,000.

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4.3 Change Orders. When the original contract exceeds \$100,000 (and has been approved by the board), the General Manager may approve subsequent amendments and change orders up to a total cumulative amount not to exceed \$100,000.

4.3.1 If the cumulative change orders are anticipated to exceed \$100,000, there will be no further change orders until the Board authorizes additional funds for the project under the terms of the agreement (subject to change order terms). The Engineering/Operational Committee shall review all requests for additional construction funds.

4.3.2 The General Manager is authorized to approve an emergency field change order when failure to authorize the change order will cause TCWD to incur significant additional costs and/or significant delays, even if the change order will exceed the General Manger’s delegated authority. The General Manager will promptly inform the Board of such action(s). The Engineering/Operational Committee will review the change order and the Board will consider ratification of the General Manager’s decision(s).

4.3.3 All change orders shall be in written form and executed by the General Manager or the General Manager’s designee(s).

5. Written Agreements

~~Competitive procurement and written agreements will be required for the acquisition of all goods and services that will cost \$3,500 or more per year.~~

~~Competitive procurement~~Written Agreements or Purchase Orders will be required for the acquisition of all goods and services, and District staff will adhere to the following threshold limits for the respective purchase types:

- Purchase orders for ~~all~~ supplies, equipment, and materials under \$50,000.
- Purchase orders for professional/non-professional/construction work under \$50,000.
- ~~Contracts~~Negotiated Agreements for professional/non-professional/construction work over \$50,000.

The above thresholds are intended as general guidance to the District, and the District may substitute a negotiated agreement in place of a purchase order any time the circumstances warrant, such as a complex or unique procurement.

The General Manager is authorized to approve and execute all agreements for the acquisition of goods and services in accordance with the approved annual budget. Written agreements, within the limits set by the annual budget, may be for one-year, or multi-year with annual renewals. It is TCWD’s policy that contracts shall not normally include terms for automatic renewal(s).

6. Public Works Contractor Registration Certification Requirements

6.1 Pursuant to Labor Code Sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the California Department of Industrial Relations (DIR) if the small project exemption is not met. The small project exemption applies for all public works projects that do not exceed twenty-five thousand dollars (\$25,000) for new construction, alteration, installation, demolition, or repair and fifteen thousand dollars (\$15,000) for maintenance. See <http://www.dir.ca.gov/Public-Works/PublicWorks.html> for additional information. All parties involved should be aware that for federally funded projects, contractors and subcontractors must be registered to perform public work pursuant to Labor Code section 1725.5 at the time the contract is awarded.

6.2 As defined by California Labor Code Sections 1720 et seq., “public works” includes construction, alteration, demolition, installation, or repair work done under contract and

paid for in whole or in part out of public funds. Maintenance work is also included in this definition as a public work. A public works project greater than one thousand dollars (\$1,000) triggers the registration requirement and further requires that not less than the general prevailing rate of per diem wages be paid to all workers employed on the public work, but does not require registration with the DIR. A public works project that exceeds (\$25,000) for new construction, alteration, installation, demolition, or repair and fifteen thousand dollars (\$15,000) for maintenance triggers the registration requirement with the DIR.

6.3 No bid or proposal will be accepted, nor any contract entered into without proof of the contractor's and subcontractor's current registration with the DIR to perform public work unless the small project exemption shall apply; provided however, for federally funded projects, contractors and subcontractors must be registered to perform public work pursuant to Labor Code Section 1725.5 at the time of contract award.

7. Prequalification of Contractors/Vendors

7.1 The District may periodically establish a list of contractors for various types of work by requiring each prospective contractor to complete and submit to the District a standardized questionnaire and financial statement including a complete statement of the prospective contractor's experience in performing public works or specific types of public works projects. The District shall determine, using standard criteria, whether a contractor/vendor is qualified for the performance of such work for the District. If the District has prequalified contractors and/or vendors, the District shall update each list of qualified vendors for various types of work periodically as necessary, but not less than every five (5) years. For federally funded contracts, vendors shall be permitted, to the extent required by applicable federal law and/ or regulations, to be qualified up until the date and time set for receipt of bids/proposals and have provided proof of registration certification with the DIR (as described herein) if the project does not meet the small project exemption.

7.2 For federally funded contracts, vendors shall be permitted, to the extent required by applicable federal law and/ or regulations, to be qualified up until the date and time set for receipt of bids/proposals and have provided proof of registration certification with the DIR if the project does not meet the small project exemption.

8. Capital Construction Projects

For capital construction projects, the following procedures will apply:

8.1 **Bid and Award.** The Engineering/Operational Committee will review all bids on a project when TCWD staff proposes to recommend approval of a bid for a project that is greater than \$50,000, or the General Manager's signing authority. The Board may award the bid and authorize an amount for the project/construction that may include a contingency. Unless otherwise directed by the Board, the General Manager shall execute approved construction contracts.

9. Professional Services

When professional services are required, the following procedures will apply:

9.1 Professional service providers are defined as attorneys, engineering consultants, real property consultants/appraisers, water quality consultants, architects, auditors, actuarial consultants, financial advisors, human resource consultants, information systems/technology consultants, meeting facilitators and firms hired to perform construction inspection, construction management and/or engineering surveying.

9.2 If the scope of work of a professional service provider is anticipated to ~~cost~~ more exceed than \$10050,000 per year, the selection of the professional service provider will be reviewed by the appropriate Board Committee and will be subject to approval by the Board. The Board will authorize a budgeted amount for the specified work. Unless otherwise specified by the Board, the General Manager is authorized to approve and execute the agreement between TCWD and the approved professional service provider.

9.3 If the cost of the work is anticipated to exceed the amount authorized by the Board there will be no further work until the Board authorizes additional funds. The appropriate Board Committee will review all requests for additional funds.

10. Emergencies

In the case of any sudden, unexpected occurrence that poses a clear and imminent danger or requires immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public service, the Board authorizes the General Manager full authority to commit TCWD funds in excess of the approved budget limits, or reallocation of funds within those limits, in accordance with, and subject to the limitations set out in Resolution No. 2018-1252.

11. Federal Procurement Addendum for Supplies, Equipment, and Materials Purchase Orders, or Services Contracts

In the event a contract for goods and/or services includes federal funding, TCWD shall require the proposed vendor to comply with any applicable laws and procedures, in addition to fulfilling any procurement requirements of non-federally funded purchase orders or service contracts.

12. Guidelines for Disbursements

12.1 The use and expenditure of all TCWD funds is subject to Resolution No. 2018-1252: Delegation of Authority to the General Manager.

12.2 Wherever in this policy the General Manager is delegated authority, such authority will include the designee of the General Manager.

12.3 All checks, wires, electronic funds transfer authorizations and other documents (except petty cash requests) containing instructions that cause funds to leave TCWD's control shall have two authorized signatures. Authorized signers are:

- Members of the Board of Directors
- General Manager
- District Secretary
- Treasurer/Chief Financial Officer
- Assistant Treasurer

12.4 Electronic or facsimile signatures may be used on routine payments provided adequate safeguards are used to protect the signature plates, chip, or other source. Such safeguards shall be set out in writing.

12.5 An authorized manager or supervisor can approve petty cash requests subject to the limits of TCWD's current petty cash policy.

12.6 The General Manager, or his/her designee, District Treasurer, and Senior Accountant may authorize inter-bank transfers for purposes of satisfying payroll requirements.

12.7 The Finance/Audit Committee shall review and sign, or approve, as applicable, checks, wires and electronic fund transfer authorizations that meet the following criteria:

12.7.1 **\$50,000** or more will leave TCWD's control except when paying for:

- (a) Payroll or payroll related expenses, including employee benefits;
- (b) Utilities;
- (c) Chemicals used in water treatment; and./or
- (d) Water and water related costs to the Municipal Water District of

Orange County or other agencies from which the District may purchase water or water related services.

12.7.2 \$1,000 or more payable to employees or members of the Board for any purpose other than payroll, except when the reimbursement request has been previously approved through the Finance/Audit Committee process. All reimbursements to Board members shall be subject to TCWD's current Board Reimbursement Policies.

13. NON-DISCRETIONARY EXPENSES

Non-discretionary Expenses are items that do not require Board Action for payment, even when such expenses exceed the General Manager's approval limit of \$100,000. Non-Discretionary Expenses include, but are not limited to, those listed below.

Bond Related/Contractual Agreements/Budgeted Expenses

- Arbitrage Rebate Payment
- Bank Fees
- Bonds
- Cash Management Fees for Bond funds – Investment Portfolio Manager
- Cash Management Fees for Operating funds – Investment Portfolio Manager
- Computer System Maintenance Contracts, including HVAC Equipment/Support and IT Systems
- County Regional Participation – OC LAFCO Costs
- County Tax Collection Fees – including, but not limited to, General Fund and Bond Funds
- Customer Bill Processing and Distribution
- Debt Service Payments
- Payments related to Joint Powers Agreements, including, but not limited to, the District's participation in the South Orange County Wastewater Authority (SOCWA)
- Loans
- Operating Leases:
 - Baker Water Treatment Plant Operating & Maintenance
 - Chiquita System Quarterly Operating & Maintenance
- State Regulatory Fees – Permit Fees for Dams and other District Facilities
- Trustee Fees

Essential Expenses

- Drinking Water for Treatment Plants
- Chemicals/Media
- Employee Payroll and Benefits Payments, including, but not limited to:
 - CalPERS Pension/Health Benefit Payments/OPEB Trust/Pension Trust
 - Dental & Vision Benefit Payments

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- Flexible Spending Plan Payments
- Life Insurance Payments

Federal and State Employee Taxes

Fuel: bulk and gasoline credit card purchases

Medicare Tax

Metering Equipment

Sales and Use Tax Payments

Solids and Residual Disposal

Trash Disposal

Utilities (includes power, gas, phone, mobile phones, postage, & data lines/communications)

Water Purchases

TRABUCO CANYON WATER DISTRICT**PROCUREMENT POLICY****1. Goals/Objectives**

1.1 The Trabuco Canyon Water District (“TCWD” or “District”) seeks to obtain, wherever possible, high-quality materials, supplies, and services at a reasonable value and in a timely manner.

1.2 The purposes of this Procurement Policy include: 1) to promote efficiency and clarity in the District's procurement process; 2) to provide guidance on proper standards of conduct by employees, officers, and the Board of Directors of the District; 3) to ensure compliance with applicable laws and regulations; and 4) promote the appropriate transparency in the District's procurement processes to ensure that the District's funds are expended in a reasonable manner. To that end, this Policy has been prepared to provide direction to District personnel engaged in procurement of materials, supplies, and services.

2. Conflicts of Interest

No director, officer, employee or agent of the District shall participate in any procedure, tasks, or decisions relative to initiation, evaluation, award, or administration of a contract if a conflict of interest, real or apparent, exists. A conflict of interest arises when (a) the director, officer, employee or agent, (b) any member of his or her immediate family, (c) his or her business associate, or (d) an organization which employs, or which is about to employ, any of the above described individuals has a financial or other interest in a firm that participates in a District procurement process or that is selected for an award. The standards governing the determination as to whether such an interest exists are set forth in the Political Reform Act (Section 8100 et seq. of the California Government Code) and in Sections 1090, 1091, and 1091.5 of the California Government Code.

3. Competitive Procurement

3.1 It is TCWD's goal to utilize a competitive procurement process when reasonably possible, whether by informal bidding or formal bidding. The method of procurement, such as informal bids or formal competitive bidding shall be appropriate for the type of procurement and in the best interest of the District.

3.2 Where possible, the District will obtain a minimum of three quotes, bids or proposals, as applicable, prior to the procurement of goods and/or services. The receipt of less than three quotes, bids or proposals shall not invalidate the solicitation process or require the solicitation of additional quotes, bids or proposals. Some goods and services may only be available from fewer than three vendors/providers. Where this is the case, the goal shall be to obtain more than one quote, bid or proposal where possible; subject to Section 3.4 and 3.5.

3.3 The District may purchase items or services without further competition under the following conditions:

3.3.1 If the District rejects bids received in connection with a procurement of materials, supplies and equipment requiring formal competitive bidding, or

3.3.2 When no responsive bids or proposals are received in response to an Invitation to Bid or Request for Proposals, in which case the General Manager is authorized to procure the required item or services through direct negotiations with a vendor or to resolicit as appropriate.

3.4 Notwithstanding anything to the contrary in this Policy, it is expressly acknowledged that the District is a county water district, organized and operating in accordance with Water Code Sections 30000 and following, that is not mandated by State law to bid competitively and that, to the extent the District determines that competitive bidding is unavailing or not in the best interest of the District, the District may choose not to utilize competitive bidding for construction projects, contract for design-build work, enter into cooperative agreements with private entities for the design, construction and maintenance of public works, utilize job-order contracting, or undertake any other form of contracting determined to be in the District's best interest, except as otherwise expressly restricted by law.

3.5 Sole source procurement must be deemed appropriate by the General Manager. In the event it is necessary for a good or service to be sole sourced, a written memo shall be provided by, or written to, the General Manager for approval. The memo must include a complete and specific justification of the sole source procurement for the referenced project(s). The TCWD Board of Directors (Board) will be notified annually of all sole sourced contracts entered into by TCWD.

4. Authority. The General Manager is authorized to procure goods and services in accordance with the budget approved by the District's Board of Directors and with the limits established in this Section.

4.1 Board Authority is required for all procurements over \$100,000.

4.2 The General Manager is authorized to approve all procurements, execute agreements, amend agreements and change orders in an amount up to \$100,000. The General Manager shall provide prior notice to the Board (by informing the Board President or the Executive Committee, or some other manner) prior to authorizing procurements over \$50,000.

4.3 Change Orders. When the original contract exceeds \$100,000 (and has been approved by the board), the General Manager may approve subsequent amendments and change orders up to a total cumulative amount not to exceed \$100,000.

4.3.1 If the cumulative change orders are anticipated to exceed \$100,000, there will be no further change orders until the Board authorizes additional funds for the project under the terms of the agreement (subject to change order terms). The Engineering/Operational Committee shall review all requests for additional construction funds.

4.3.2 The General Manager is authorized to approve an emergency field change order when failure to authorize the change order will cause TCWD to incur significant additional costs and/or significant delays, even if the change order will exceed the General Manger's delegated authority. The General Manager will promptly inform the Board of such action(s). The Engineering/Operational Committee will review the change order and the Board will consider ratification of the General Manager's decision(s).

4.3.3 All change orders shall be in written form and executed by the General Manager or the General Manager's designee(s).

5. Written Agreements

Written Agreements or Purchase Orders are required for the acquisition of all goods and services, and District staff will adhere to the following threshold limits for the respective purchase types:

- Purchase orders for supplies, equipment, and materials under \$50,000.
- Purchase orders for professional/non-professional/construction work under \$50,000.
- Negotiated Agreements for professional/non-professional/construction work over \$50,000.

The above thresholds are intended as general guidance to the District, and the District may substitute a negotiated agreement in place of a purchase order any time the circumstances warrant, such as a complex or unique procurement.

The General Manager is authorized to approve and execute all agreements for the acquisition of goods and services in accordance with the approved annual budget. Written agreements, within the limits set by the annual budget, may be for one-year, or multi-year with annual renewals. It is TCWD's policy that contracts shall not normally include terms for automatic renewal(s).

6. Public Works Contractor Registration Certification Requirements

6.1 Pursuant to Labor Code Sections 1725.5 and 1771.1, all contractors and subcontractors that wish to bid on, be listed in a bid proposal, or enter into a contract to perform public work must be registered with the California Department of Industrial Relations (DIR) if the small project exemption is not met. The small project exemption applies for all public works projects that do not exceed twenty-five thousand dollars (\$25,000) for new construction, alteration, installation, demolition, or repair and fifteen thousand dollars (\$15,000) for maintenance. See <http://www.dir.ca.gov/Public-Works/PublicWorks.html> for additional information. All parties involved should be aware that for federally funded projects, contractors and subcontractors must be registered to perform public work pursuant to Labor Code section 1725.5 at the time the contract is awarded.

6.2 As defined by California Labor Code Sections 1720 et seq., "public works" includes construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds. Maintenance work is also included in this definition as a public work. A public works project greater than one thousand dollars (\$1,000)

triggers the registration requirement and further requires that not less than the general prevailing rate of per diem wages be paid to all workers employed on the public work, but does not require registration with the DIR. A public works project that exceeds (\$25,000) for new construction, alteration, installation, demolition, or repair and fifteen thousand dollars (\$15,000) for maintenance triggers the registration requirement with the DIR.

6.3 No bid or proposal will be accepted, nor any contract entered into without proof of the contractor's and subcontractor's current registration with the DIR to perform public work unless the small project exemption shall apply; provided however, for federally funded projects, contractors and subcontractors must be registered to perform public work pursuant to Labor Code Section 1725.5 at the time of contract award.

7. Prequalification of Contractors/Vendors

7.1 The District may periodically establish a list of contractors for various types of work by requiring each prospective contractor to complete and submit to the District a standardized questionnaire and financial statement including a complete statement of the prospective contractor's experience in performing public works or specific types of public works projects. The District shall determine, using standard criteria, whether a contractor/vendor is qualified for the performance of such work for the District. If the District has prequalified contractors and/or vendors, the District shall update each list of qualified vendors for various types of work periodically as necessary, but not less than every five (5) years. For federally funded contracts, vendors shall be permitted, to the extent required by applicable federal law and/or regulations, to be qualified up until the date and time set for receipt of bids/proposals and have provided proof of registration certification with the DIR (as described herein) if the project does not meet the small project exemption.

7.2 For federally funded contracts, vendors shall be permitted, to the extent required by applicable federal law and/or regulations, to be qualified up until the date and time set for receipt of bids/proposals and have provided proof of registration certification with the DIR if the project does not meet the small project exemption.

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For capital construction projects, the following procedures will apply:

8.1 **Bid and Award.** The Engineering/Operational Committee will review all bids on a project when TCWD staff proposes to recommend approval of a bid for a project that is greater than \$50,000, or the General Manager's signing authority. The Board may award the bid and authorize an amount for the project/construction that may include a contingency. Unless otherwise directed by the Board, the General Manager shall execute approved construction contracts.

9. Professional Services

When professional services are required, the following procedures will apply:

9.1 Professional service providers are defined as attorneys, engineering consultants, real property consultants/appraisers, water quality consultants, architects, auditors, actuarial consultants, financial advisors, human resource consultants, information systems/technology consultants, meeting facilitators and firms hired to perform construction inspection, construction management and/or engineering surveying.

9.2 If the scope of work of a professional service provider is anticipated to exceed \$100,000 the selection of the professional service provider will be reviewed by the appropriate Board Committee and will be subject to approval by the Board. The Board will authorize a budgeted amount for the specified work. Unless otherwise specified by the Board, the General Manager is authorized to approve and execute the agreement between TCWD and the approved professional service provider.

9.3 If the cost of the work is anticipated to exceed the amount authorized by the Board there will be no further work until the Board authorizes additional funds. The appropriate Board Committee will review all requests for additional funds.

10. Emergencies

In the case of any sudden, unexpected occurrence that poses a clear and imminent danger or requires immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public service, the Board authorizes the General Manager full authority to commit TCWD funds in excess of the approved budget limits, or reallocation of funds within those limits, in accordance with, and subject to the limitations set out in Resolution No. 2018-1252.

11. Federal Procurement Addendum for Supplies, Equipment, and Materials Purchase Orders, or Services Contracts

In the event a contract for goods and/or services includes federal funding, TCWD shall require the proposed vendor to comply with any applicable laws and procedures, in addition to fulfilling any procurement requirements of non-federally funded purchase orders or service contracts.

12. Guidelines for Disbursements

12.1 The use and expenditure of all TCWD funds is subject to Resolution No. 2018-1252: Delegation of Authority to the General Manager.

12.2 Wherever in this policy the General Manager is delegated authority, such authority will include the designee of the General Manager.

12.3 All checks, wires, electronic funds transfer authorizations and other documents (except petty cash requests) containing instructions that cause funds to leave TCWD's control shall have two authorized signatures. Authorized signers are:

Members of the Board of Directors
General Manager
District Secretary

Treasurer/Chief Financial Officer
Assistant Treasurer

12.4 Electronic or facsimile signatures may be used on routine payments provided adequate safeguards are used to protect the signature plates, chip, or other source. Such safeguards shall be set out in writing.

12.5 An authorized manager or supervisor can approve petty cash requests subject to the limits of TCWD's current petty cash policy.

12.6 The General Manager, or his/her designee, District Treasurer, and Senior Accountant may authorize inter-bank transfers for purposes of satisfying payroll requirements.

12.7 The Finance/Audit Committee shall review and sign, or approve, as applicable, checks, wires and electronic fund transfer authorizations that meet the following criteria:

12.7.1 \$50,000 or more will leave TCWD's control except when paying for:

- (a) Payroll or payroll related expenses, including employee benefits;
- (b) Utilities;
- (c) Chemicals used in water treatment; and./or

(d) Water and water related costs to the Municipal Water District of Orange County or other agencies from which the District may purchase water or water related services.

12.7.2 \$1,000 or more payable to employees or members of the Board for any purpose other than payroll, except when the reimbursement request has been previously approved through the Finance/Audit Committee process. All reimbursements to Board members shall be subject to TCWD's current Board Reimbursement Policies.

13. NON-DISCRETIONARY EXPENSES

Non-discretionary Expenses are items that do not require Board Action for payment, even when such expenses exceed the General Manager's approval limit of \$100,000. Non-Discretionary Expenses include, but are not limited to, those listed below.

Bond Related/Contractual Agreements/Budgeted Expenses

Arbitrage Rebate Payment

Bank Fees

Bonds

Cash Management Fees for Bond funds – Investment Portfolio Manager

Cash Management Fees for Operating funds – Investment Portfolio Manager

Computer System Maintenance Contracts, including HVAC Equipment/Support and IT Systems

County Regional Participation – OC LAFCO Costs

County Tax Collection Fees – including, but not limited to, General Fund and Bond Funds
Customer Bill Processing and Distribution

Debt Service Payments

Payments related to Joint Powers Agreements, including, but not limited to, the District's participation in the South Orange County Wastewater Authority (SOCWA)

Loans

Operating Leases:

- Baker Water Treatment Plant Operating & Maintenance
- Chiquita System Quarterly Operating & Maintenance

State Regulatory Fees – Permit Fees for Dams and other District Facilities

Trustee Fees

Essential Expenses

Drinking Water for Treatment Plants

Chemicals/Media

Employee Payroll and Benefits Payments, including, but not limited to:

- CalPERS Pension/Health Benefit Payments/OPEB Trust/Pension Trust
- Dental & Vision Benefit Payments
- Flexible Spending Plan Payments
- Life Insurance Payments

Federal and State Employee Taxes

Fuel: bulk and gasoline credit card purchases

Medicare Tax

Metering Equipment

Sales and Use Tax Payments

Solids and Residual Disposal

Trash Disposal

Utilities (includes power, gas, phone, mobile phones, postage, & data lines/communications)

Water Purchases

RESOLUTION NO. 2023-1313

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT ADOPTING UPDATED GUIDELINES FOR THE PROCUREMENT OF GOODS AND SERVICES AND CASH DISBURSEMENTS

WHEREAS, the Trabuco Canyon Water District (“District” or “TCWD”) is a county water district which provides potable water and water service to its customers; and

WHEREAS, as a county water district, TCWD is not obligated to solicit competitive bids on its contracts for goods or services for its construction projects or for contracts for purchase of various goods and services; and

WHEREAS, TCWD’s goal is to acquire needed goods and services for fair and competitive prices from reliable vendors or providers, as applicable; and

WHEREAS, in certain cases, where funds from the United States government are involved, various conditions and requirements are imposed on TCWD for projects and purchase of goods/services and TCWD desires to provide for compliance with such requirements; and

WHEREAS, the Board of Directors of the District (Board) adopted a procurement policy by resolution (2018-1252) concerning the procurement of goods and services, including, but not limited to certain matters relating to public works contracts and concerning funds leaving TCWD’s control;

WHEREAS, the District Board desires to update the adopted policy concerning the procurement of goods and services.

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

Section 1. The guidelines for the procurement of goods and services for TCWD, as set forth in Attachment A, attached hereto and incorporated herein by this reference, are hereby adopted.

Section 2. The District’s General Manager, Treasurer/Chief Financial Officer, and District staff and consultants, are authorized to take such other and further actions as are necessary or desirable to carry out the directives set out in this Resolution.

Section 2. This Resolution shall take effect upon adoption.

(Remainder of this page left intentionally blank)

ADOPTED, SIGNED AND APPROVED this 16th day of March, 2023.

TRABUCO CANYON WATER DISTRICT

By: _____
President/Vice President

By: _____
District Secretary

DRAFT

STATE OF CALIFORNIA)

) ss.

COUNTY OF ORANGE)

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, do hereby certify that the foregoing resolution was duly adopted by the Board of said District at a regular meeting of such Board held on the 16th day of March, 2023, of which meeting all of the members of the Board had due notice and at which a quorum thereof were present and acting throughout and for which notice and an agenda was prepared and posted as required by law and that at said meeting such resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

District Secretary,
Trabuco Canyon Water District

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2023-1313 of such Board and that the same has not been amended, rescinded or repealed.

Dated this 16th day of March, 2023.

District Secretary,
Trabuco Canyon Water District

DRAFT

ATTACHMENT "A"

PROCUREMENT GUIDELINES

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 16, 2023**

**ACTION CALENDAR
FINANCIAL MATTERS**

ITEM 7: INVESTMENT OF DISTRICT FUNDS IN COOPERATIVE LIQUID ASSETS SECURITIES SYSTEM (CLASS)

After being presented the opportunity by the District's Treasurer, staff has researched the newly formed Cooperative Liquid Assets Securities System (CLASS), which is a Joint Powers Authority (JPA) investment pool that functions similar to Local Agency Investment Fund (LAIF) but which includes features that make it an attractive alternative. Similar to LAIF, CLASS investments are a stable net asset valuation, following California State Code Section 53601, offer same day withdrawals, and feature safe investments which is the primary goal of the District's investment policy. CLASS is open to all public agencies as defined by California Government Code Section 6509.7 and is sponsored by both the California Special Districts Association (CSDA) and the California League of Cities.

The CLASS Prime fund is AAAM-rated by S&P Global, which represents the highest rating for stability of principal. The asset holdings in this fund have a weighted average maturity of 61 days. As of February 27, 2023, the Daily Effective Yield in the CLASS Prime Fund was near 4.73%, while the yield for LAIF was 2.71%. LAIF holds assets with an average maturity of 272 days and as a result LAIF has not been able to capitalize on quickly rising interest rates. While yield is not the primary concern of an investment strategy, if all other things are equal - which appears to be the case with LAIF and CLASS - then a higher yield is preferred and in the best interests of District ratepayers.

As of February 28, 2023 the LAIF account balance was \$8,190,213.95. Staff is conservatively recommending that \$5,000,000 in funds currently investment in LAIF be invested in CLASS. The proposed action is consistent with policies adopted by the Board including the District Investment Policy.

A representative of Eide Bailey will attend the meeting on March 16 and present an overview of the CLASS investment option and its benefits to the District.

FUNDING SOURCE:

Unrestricted reserves currently invested in LAIF.

FISCAL IMPACT:

Investing funds in CLASS rather than LAIF is anticipated to generate unbudgeted revenue due to higher interest rates available through CLASS.

COMMITTEE STATUS:

This matter was reviewed by the Finance & Audit Committee as information only.

RECOMMENDED ACTION:

Authorize the District Treasurer to open a Cooperative Liquid Assets Securities System (CLASS) account and invest in CLASS \$5,000,000 in funds currently held in Local Agency Investment Fund (LAIF).

EXHIBIT(S):

1. California CLASS Features and Benefits Fact Sheet
2. California CLASS Registration Packet

CONTACTS (staff responsible): PALUDI/PEREA/BYERRUM

What is California CLASS?

California Cooperative Liquid Assets Securities System (California CLASS) is a joint exercise of powers entity authorized under Section 6509.7, California Government Code. California CLASS is a pooled investment option that was created via a joint exercise of powers agreement by and among California public agencies. California CLASS offers public agencies a convenient method for investing in highly liquid, investment-grade securities carefully selected to optimize interest earnings while maximizing safety and liquidity. The California CLASS Prime and Enhanced Cash funds offer public agencies the opportunity to strengthen and diversify their cash management programs in accordance with the safety, liquidity, and yield hierarchy that provides the framework for the investment of public funds.

How is it governed and managed?

California CLASS is overseen and governed by a Board of Trustees. The Board is made up of public agency finance professionals who participate in California CLASS and are members of the Joint Powers Authority (JPA). The Board of Trustees has entered into an Investment Advisor and Administrator Agreement with Public Trust Advisors, LLC. Public Trust is responsible to the Board for all program investment and administrative activities as well as many of the services provided on behalf of the Participants.

How can we participate?

Enrolling in California CLASS is simple. Public agencies may become Participants simply by filling out the Participant Registration Form that can be found in the document center on the California CLASS website. Public agencies may submit the completed registration packet to California CLASS Client Services for processing at clientservices@californiaclass.com. To obtain account forms and fund documents, visit www.californiaclass.com/document-center/.

Endorsed By:



LEAGUE OF
**CALIFORNIA
CITIES**

www.calcities.org



**California Special
Districts Association**

Districts Stronger Together

www.csda.net

Participants benefit from the following:

- Same-day availability of funds in Prime Fund (11:00 a.m. PT cut-off)
- Deposits by wire or ACH
- Ratings of 'AAAm' & 'AAAf/S1'
- Prime fund transacts at stable NAV
- Portfolio securities marked-to-market daily
- Secure online access for transactions and account statements
- No withdrawal notices for Prime Fund
- Participant-to-Participant transactions
- Interest accrues daily and pays monthly
- No maximum contributions
- No minimum balance requirements
- No transaction fees*
- Annual audit conducted by independent auditing firm**
- Dedicated client service representatives available via phone or email on any business day

*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no transaction fees charged from California CLASS for such transactions.
**External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.



What are the objectives of California CLASS?

Safety

The primary investment objective of the California CLASS Prime fund is preservation of principal. Both California CLASS portfolios are managed by a team of investment professionals who are solely focused on the management of public funds nationwide. The custodian for California CLASS is U.S. Bank, N.A.

Liquidity

When you invest in the California CLASS Prime fund, you have access to your funds on any business day. You must notify California CLASS of your funds transaction requests by 11:00 a.m. PT via the internet or phone. There are no withdrawal notices for the daily-liquid California CLASS Prime fund. Enhanced Cash is a variable NAV fund that provides next-day liquidity and a one-day notification of withdrawal.

Competitive Returns

California CLASS strives to provide competitive returns while adhering to the objectives of safety and liquidity. Participants benefit from the investment expertise and institutional knowledge provided by the team of Public Trust professionals. Portfolio performance is strengthened by the extensive knowledge of California public agency cash flows that the Public Trust team possesses.

Ease of Use

To make cash management streamlined and efficient, California CLASS includes many features that make it easy to access account information and simplify record keeping. Participants can transact on any business day using the California CLASS phone number (877) 930-5213, fax number (877) 930-5214, email clientservices@californiaclass.com or via the California CLASS Online Transaction Portal at www.californiaclass.com.

Flexibility

You may establish multiple California CLASS subaccounts. You will receive comprehensive monthly statements that show all of your transaction activity, interest accruals, and rate summaries. These statements have been specifically designed to facilitate public sector fund accounting and to establish a clear accounting and audit trail for your records.

Legality

California CLASS only invests in securities permitted by California State Code Section 53601; permitted investments are further restricted to those approved by the Board of Trustees as set forth in the California CLASS Investment Policies.

Have Questions? Contact us or visit www.californiaclass.com for more information.



Bob Shull

Director, Investment Services
bob.shull@californiaclass.com
(213) 378-2070



Laura Glenn, CFA®

Senior Director, Investment Services
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Brent Turner

Regional Director of Strategy
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(303) 999-8190



Rodrigo Bettini

Director, Investment Services
rodrigo.bettini@californiaclass.com
(813) 820-0703

Any financial and/or investment decision should be made only after considerable research, consideration, and involvement with an experienced professional engaged for the specific purpose. **Past performance is not an indication of future performance. Any financial and/or investment decision may incur losses.** Please see the Information Statement for further details on the fee calculation and other key aspects about California CLASS. California CLASS Prime is rated 'AAAm' by S&P Global Ratings. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. For a full description on rating methodology, please visit www.spglobal.com. California CLASS Enhanced Cash is rated by 'AAAI/SI' by FitchRatings. The 'AAAI' rating is Fitch's opinion on the overall credit profile within a fixed-income fund/portfolio and indicates the highest underlying credit quality of the pool's investments. The 'SI' volatility rating is Fitch's opinion on the relative sensitivity of a portfolio's total return and/or net asset value to assumed changes in credit spreads and interest rates. The 'SI' volatility rating indicates that the fund possesses a low sensitivity to market risks. For a full description on rating methodology, please visit www.fitchratings.com. Ratings are subject to change and do not remove credit risk.

California
CLASS



California CLASS Registration Packet



Welcome to California CLASS

Thank you for choosing California CLASS!

We believe you have made a sound financial decision in choosing California Cooperative Liquid Assets Securities System (California CLASS). We look forward to being a trusted partner to your organization and its investment management goals and are excited to connect with you to make your investment process a positive, easy experience.

This packet contains all the materials necessary to set up your California CLASS account(s). If you have any questions about the registration process or about your California CLASS account(s), please do not hesitate to contact us. The California CLASS Client Service team can be reached any business day from 8:00 a.m. to 4:00 p.m. PT by phone at (877) 930-5213 or by email at clientservices@californiaclass.com.

Registration Procedures

To participate in California CLASS, please complete the following:

- 1) Review the Joint Exercise of Powers Agreement and the applicable Information Statements relating to the California CLASS Prime Fund and the Enhanced Cash Fund (located in the Document Center at www.californiaclass.com).
- 2) Complete the California CLASS Participant Representation Form (page 4).
- 3) Complete the Participant Registration (page 5).
- 4) Complete the Authorized Contacts Form (pages 6/7).
- 5) Should you be interested in participating in California CLASS Prime, complete the California CLASS Prime Fund Account(s) to be Established form; you may open as many accounts as you wish (page 8).
- 6) Should you be interested in participating in California CLASS Enhanced Cash, complete the California CLASS Enhanced Cash Fund Account(s) to be Established Form; you may open as many accounts as you wish (page 9).
- 7) Keep the original forms for your records and send the completed packet to the California CLASS Client Service team by fax (877) 930-5214 or by email clientservices@californiaclass.com.

Questions? Please contact us; we would love to hear from you:

California CLASS Client Service Team
T (877) 930-5213
clientservices@californiaclass.com

Through the California CLASS website, www.californiaclass.com, Participants will be regularly informed of important program information, holidays, upcoming Board meetings, Participant events, conferences, and more. Board of Trustee meetings, which are open to the public, are generally held quarterly and discuss relevant issues to the governance and operations of the California CLASS program.

Participant Representation Form

Participant Information

Entity Name (Participant) _____

Participant Representations

The undersigned Authorized Signer for the Participant hereby represents and warrants the following during the period the Participant is investing in the California CLASS Investment Program:

- The Participant is (1) a Public Agency (as defined in the Joint Exercise of Powers Agreement) and (2)(a) a political subdivision of the State of California or (b) an organization whose income is excluded from taxable gross income under Section 115 of the Internal Revenue Code, in each case, that has the authority to invest funds in its treasury in investments in accordance with Section 53601 of the California Government Code.
- The Participant is authorized to invest in the California CLASS.
- Any Authorized Signer for the Participant designated in this California CLASS Registration Packet has full power and authority to make investments for the above Participant in the California CLASS Investment Program unless the California CLASS receives written notice from the Participant otherwise.
- The Participant has reviewed and agrees to the limitations described in the Joint Exercise of Powers Agreement and the Information Statements for the Funds within the California CLASS Investment Program and acknowledges that it has been supplied with or been given access to information it requested in connection with making an investment in the California CLASS Investment Program.
- The Participant has reviewed the Investment Policies for the Funds within the California CLASS Investment Program and has determined that they are consistent with the legal and policy limitations applicable to the Participant's investments.
- The Participant has consulted with its own counsel and advisers as to all matters concerning investment in the California CLASS Investment Program.

Authorized Signer

_____ Signature	_____ Date
_____ Print Name	_____ Title

Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**



Participant Registration

Entity Information

Entity Name (Participant) _____

Entity Type: City/Town County School District Special District
Other (Specify) _____

Mailing Address _____

City _____ Zip _____ County _____

Physical Address (if different than above) _____

City _____ Zip _____ County _____

Tax ID _____ Fiscal Year End Date (Month/Day) _____

California CLASS is hereby authorized to honor any telephone, faxed, or electronic request believed to be authentic for withdrawal of funds. The withdrawal proceeds can be sent only to the bank(s) indicated below unless changed by written instructions. Each Participant is responsible for notifying California CLASS of any changes to its account by filling out and sending via mail or email the Forms available on the California CLASS website.

Wires will be distributed every hour with the final distribution ending at 11:00 a.m. PT; distribution times are subject to change as needed by the California CLASS Administrator. Additionally, California CLASS must be notified of any contributions by 11:00 a.m. PT to receive same day credit. **If funds are not received by 2:00 p.m. PT, contribution orders will be voided.**

Banking Information

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact _____ Contact's Phone Number _____

Wire ACH Both

Additional Banking Information (Optional)

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact _____ Contact's Phone Number _____

Wire ACH Both



Authorized Contacts

Authorized Signers Can:	Read-Only Users Can:
Approve changes to the Investor Profile Update banking/contact information Transfer funds Receive account updates	Receive account updates Request "view-only" access to monthly statements and transaction confirmations

Authorized Signer

Print First and Last Name

Title

Signature Required

Phone

Email

Fax

Email Notifications (notice of report availability in the online portal)

- Monthly Statements
- Transaction Confirmations

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone

Email

Fax

Permissions (check one only)

- Authorized Signer to Move Funds*
- Read-Only Access

Email Notifications (notice of report availability in the online portal)

- Monthly Statements
- Transaction Confirmations

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone

Email

Fax

Permissions (check one only)

- Authorized Signer to Move Funds*
- Read-Only Access

Email Notifications (notice of report availability in the online portal)

- Monthly Statements
- Transaction Confirmations



Authorized Contacts (cont.)

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone

Email

Fax

- Permissions** (check one only)
- Authorized Signer to Move Funds*
 - Read-Only Access

- Email Notifications** (notice of report availability in the online portal)
- Monthly Statements
 - Transaction Confirmations

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone

Email

Fax

- Permissions** (check one only)
- Authorized Signer to Move Funds*
 - Read-Only Access

- Email Notifications** (notice of report availability in the online portal)
- Monthly Statements
 - Transaction Confirmations

Additional Contact (Optional)

Print First and Last Name

Title

***(Signature Required if Authorized Signer)**

Phone

Email

Fax

- Permissions** (check one only)
- Authorized Signer to Move Funds*
 - Read-Only Access

- Email Notifications** (notice of report availability in the online portal)
- Monthly Statements
 - Transaction Confirmations

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 16, 2023**

**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 8: APPROVAL OF AMENDMENT NO. 1 TO AGREEMENT WITH IB CONSULTING FOR RATE STUDY AND CAPACITY CHARGE UPDATES

IB Consulting (IBC), through their key staff Habib Isaac and Andrea Boehling, have been assisting the District with the current rate study, which began in May 2022 and is anticipated to conclude with the adoption of a new schedule of rates and charges towards the end of fiscal year 2022-2023. Your Board approved the professional services agreement with IBC in April 2022. The on-going rate study is a very thorough review and evaluation of the District's existing rate structure. One element of IBC's work thus far that District staff requested and was not envisioned nor included in the original scope of work is the water supply analysis (water supply source priority and unit cost) that helps form the basis for the single-family residential consumption tiers. This work element has resulted in an additional \$12,500 of consultant expenses, which exceeds the board-authorized project contingency of \$9,762 (IBC is projected to completely spend the original contract budget).

Separately, staff has also requested that IBC update the District's water and wastewater capacity fees, which are one-time charges levied against new connections to recover the proportionate share of infrastructure capacity needed to serve new development. The completion of the recent Master Plan/Condition Assessment of the District's systems and assets is an appropriate milestone for updating capacity fees; the last update that included a review of the methodology for calculating the fees was following the 1999 Master Plan.

IB Consulting is well-qualified to perform this work and has provided staff with a proposal that includes a scope of services and cost/fee schedule, included with this staff report as Exhibit 1. The proposal includes four tasks totaling \$19,145. If the contract amendment is approved by the Board, staff will authorize the first two tasks including data collection and fee analysis. Staff will review the proposed fees with the Board before authorizing the development of the final report and public hearing.

FUNDING SOURCE:

General Fund

FISCAL IMPACT (PROJECT BUDGET)

Notes:

Total Original Project Budget	\$107,382	Includes 10% contingency (\$9,762)
Additional Work on Rate Study	\$12,500	
Capacity Fee Updates	\$19,145	\$31,645 = Total additional requested
New Contract Budget as Amended	\$139,027	New total not-to-exceed amount

RECOMMENDED ACTION:

Authorize the General Manager to execute Amendment No. 1 to Agreement with IB Consulting for Rate Study and Capacity Charge Updates in the not-to-exceed amount of \$31,645.

EXHIBIT(S):

1. TCWD Water & Wastewater Capacity Fee Study, IB Consulting

CONTACTS (staff responsible): PALUDI/PEREA



Solutions through Collaboration

Water and Wastewater Capacity Fee Study

Submittal Date:

December 29, 2022

Scope of Services

IB Consulting, LLC (IB Consulting) is pleased to provide the below scope of services for updating Trabuco Canyon Water District's (District) Capacity Fees. Capacity fees are one-time charges levied against new connections to recover the proportionate share of infrastructure capacity needed to serve new development, causing an increase in the required capacity to serve the new incremental demand. Capacity fees are governed by California Government Code Section 66013 and must also comply with the provisions of sections 66016, 66022, and 66023 for adopting fees and ongoing administration of such fees.

The primary intent of capacity fees is to ensure growth pays its fair share of cost and existing customers are not subsidizing the cost to accommodate growth. Conversely, it is also equally important that any existing deficiencies with the current system are not inadvertently incorporated into the capacity fees. There are commonly accepted industry standards for establishing and updating capacity fees, published within the American Water Works Association (AWWA) M1 Manual. The two primary approaches include the Buy-In approach (Buy-In) and the Incremental Cost approach (Incremental). In certain cases, a combination of the two approaches may also be considered when existing facilities still have the capacity to accommodate growth, but new improvements are also required. Utilizing both approaches is commonly referred to as the "Hybrid" approach, and our scope of work will review each approach to determine which one should be used for the capacity fee update.

Task 1: Data Collection and Kick-Off Meeting

As part of project initiation, we will hold a webinar with District staff to discuss the overall approach, the initial timeline for project completion, and identify milestones within the project schedule. To ensure a productive kick-off meeting, we will first provide a data request of the items required for updating the capacity fees. The data request will include planning documents, fiscal policies, existing customer account data (may need to update our current data), growth projections, and updated master plans. The kick-off meeting will be scheduled approximately two weeks after the data request to provide adequate time for compiling and reviewing the data before the kick-off meeting. The kick-off meeting will go through any clarifying questions regarding the data, and we will identify any policy considerations that require further discussion with District staff.

Meetings: One kick-off meeting with staff to discuss the data needs and overall approach.

Deliverable: One data request, agenda for kick-off meeting.

TASK 2: Capacity Fee Analysis

The District's existing customer base for each utility will be analyzed and cataloged based on meter size for water, and EDUs for wastewater. We will review the existing approach and determine if adjustments should be made. Using meter capacity provides a clear connection to future demands on the water system and the additional capacity required to serve growth. Wastewater would still be EDU-based and recalibrated to reflect the existing design standards and definition of an EDU.

With the District substantially built out, we will use the Buy-In Method of updating the District's capacity fees. We will review the current utility asset values and bring forward the system value into today's dollars by indexing each asset line item by the Construction Cost Index published by the Engineer's News Record (Replacement Cost or RC). Our analysis will also account for the time period each improvement has been in service to appropriately discount the Replacement Cost by the years of service the system has been in place. Doing so provides a more accurate fair share allocation to new development for existing capacity. The Buy-In premise is for new development to pay its share of previously built improvements funded by existing customers or financed through existing debt.

The updated capacity fees will outline the methodology used in deriving updated capacity fees. Water capacity fees will be by meter size. The wastewater updated capacity fee will be per EDU as meter sizes are not factored into wastewater capacity fee analysis. However, it is always important to review what one EDU means in terms of projected flow to ensure the amount reflects current trends and ties to the total influent treated.

Adjusting the EDU flow and connecting it to the amount of actual treated influent ensures the updated wastewater capacity fees are cost-based and do not exceed the cost of serving new connections. The capacity fee model will clearly identify inputs driving the analysis, options available for running different scenarios (usually identified through a pull-down menu), and results compared to the existing capacity fees and capacity fees around the local area.

Meetings: Webinars as needed with staff to walk-through capacity fee models. We will identify key inputs, analysis for updated capacity fees, and the proposed capacity fees for each utility.

Deliverable: Excel-based capacity fee model with each enterprise included.

Task 3: Capacity Fee Report

Once the analysis is complete and final capacity fees have been determined, we will draft a Capacity Fee Report (Report) in compliance with the corresponding Government Code statutes for the District's administrative record. Our Report will document assumptions, the methodology and walk the reader through the underlying calculations that derive the updated Capacity Fees. We expect two iterations of the Report to incorporate edits and comments from District staff and District Attorney. The final report will be prepared and available as part of the noticing requirements and Public Hearing. Noticing includes the publication of the proposed capacity fees in a locally circulated newspaper as required within Government Code Section 66016.

Meetings: Webinars to walk through the Report, if necessary.

Deliverable: Preliminary Report and Final Report.

Task 4: Public Hearing

We will also be in attendance at the Public Hearing to answer any technical questions and we will provide a brief PowerPoint presentation, if desired, summarizing the Report, our findings, and proposed capacity fees.

Meetings: One (1) meeting to attend Public Hearing.

Deliverable: PowerPoint, if necessary.

Cost Estimate

Below is our not-to-exceed cost estimate for the scope of services outlined herein. We will bill monthly based on our hourly rates. We will work with District staff to adjust the fee schedule if any changes to the detailed scope are requested.

Tasks	Description	H. Isaac Principal \$225	A. Boehling Principal \$225	L. Demine Sr. Consultant \$190	Estimated Hours	Estimated Cost
1	Data Collection and Kick-Off Meeting	2	2	12	16	\$3,180
2	Capacity Fee Analysis	8	8	24	40	\$8,160
3	Capacity Fee Report	24	4	2	30	\$6,680
4	Public Hearing	5	-	-	5	\$1,125
Subtotal		39	14	38	91	\$19,145

FY 2023 Hourly Rate Schedule		\$/Hr
Habib Isaac - Principal		\$225
Andrea Boehling - Principal		\$225
Lauren Demine - Sr. Consultant		\$190



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 16, 2023**

ACTION CALENDAR

ENGINEERING MATTERS

**ITEM 9: APPROVAL OF AMENDMENT NO. 1 TO AGREEMENT WITH J.S. HELD FOR CONSTRUCTION
MANAGEMENT SERVICES RELATED TO SADDLECREST DEVELOPMENT**

The Saddle Crest project is located on the north side of Santiago Canyon Road just west of the existing Santiago Canyon Estates development. The land use plan for the project calls for the development of 65 single family residences on approximately 35 acres, including private streets with the remainder of the total 113.6 acres of the project in slopes, open space, or utility sites/easements.

At the April 19, 2017, Regular Board of Directors meeting, the Board approved an Agreement which included a 1.5 MG on-site reservoir, sewer and water connections on Santiago Canyon Road, and an on-site booster pump station.

In June and October 2018, the Construction Management and Inspection contracts were awarded to MWH Constructors. MWH completed the inspection of the on and off-site facilities for several years until the project was put on hold by the Developer. In June 2022, the District sought out a new firm for the miscellaneous construction items which remained, including the start-up of the pump station and reservoir. At this time, the original contract with JS Held requires an addendum and is over the General Managers signing authority (Exhibit 1).

FUNDING SOURCE:

Developer Funded

FISCAL IMPACT (PROJECT BUDGET)

\$15,000, Paid from Developer Deposit

ENVIRONMENTAL COMPLIANCE:

All Environmental Compliance will be met by the Developer.

RECOMMENDED ACTION:

Authorize the General Manager to execute Amendment No. 1 to Agreement with J.S. Held for Construction Management Services related to Saddlecrest Development in the not-to-exceed amount of \$15,000

EXHIBIT(S):

1. Addendum No. 1- Saddlecrest Reservoir & Pump Station Inspection Services

CONTACTS (staff responsible): PALUDI/LAUSTEN

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

AMENDMENT No. 1

Date: February 16, 2023

Project Title: Saddle Crest Reservoir & Pump Station Inspection – Engineering Services
Project No.: 2400
Consultant: JS Held

Change in Scope of Services:

The following change to the professional services contract dated July 10, 2022 is proposed:

Consultant shall provide additional construction management and inspection services for delayed development completion and increased project management. Detailed scope of work shall be coordinated with TCWD and be performed on time and materials and based on the attached fee schedule.

Attachment(s):

JS Held’s “Saddlecrest Reservoir Project-Addendum No. 1” dated February 13, 2023.

Payment Terms:

In accordance with the attached proposal and fee schedule effective through December 31, 2023


Schedule Impact: None

Summary

Contract Amendment Amount	= \$15,000.00
Total of Previous Change Orders	= \$ 0.00
<u>Original Contract Amount</u>	<u>= \$25,000.00</u>
New Contract Amount	= \$40,000.00

CHANGE ORDER REQUESTED BY:

- Trabuco Canyon Water District
 Contractor
 Other: _____

Approved By:  _____

Title: District Engineer

Approved By:  _____

Title: General Manager

February 13, 2023

Lorrie Lausten, P.E.
District Engineer
Trabuco Canyon Water District
32003 Dove Canyon Drive
Trabuco Canyon, CA 92679

Re: Saddlecrest Reservoir Project – Addendum No. 1

Dear Lorrie,

Please allow this letter to serve as our request to increase the Not to Exceed amount provided for in our Professional Services Contract for the referenced project. Based upon the work being performed and billings to date, we would recommend an increase of \$15,000.00. Should you agree with this recommendation, please confirm the increase as Addendum No. 1 to our Professional Services Contract.

Thank you for your attention to this matter and we look forward to our continuing relationship with TCWD.

Sincerely,



Richard Tropp
Senior Vice President



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 16, 2023**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 10: SOUTH ORANGE COUNTY WASTEWATER AUTHORITY (SOCWA) WITHDRAWAL UPDATE

The Trabuco Canyon Water District (District) Board of Directors has directed staff to take steps to withdraw from the South Orange County Wastewater Authority (SOCWA) Joint Powers Authority (JPA). The District is the only SOCWA member with no capacity interests in SOCWA facilities; however, the District’s wastewater recycling operations are covered under a Regional Water Quality Control Board waste discharge permit held and managed by SOCWA. Ultimately, the District will need to acquire an independent waste discharge permit with the Regional Board before it ceases to be included in the existing multi-agency permit.

To address the issues of exiting SOCWA but maintaining regulatory coverage, the District has proposed an agreement (“Agreement for SOCWA Withdrawal and Concurrent Temporary Recycled Water Permit Services”), to be executed by SOCWA and all SOCWA member agencies. Through the agreement, the District seeks to accomplish three primary goals: 1) withdrawal from the SOCWA JPA upon execution by all the parties; 2) payment of all UAL/OPEB liabilities to SOCWA; and 3) SOCWA’s continued provision of recycled water permitting services to TCWD on a contractual basis until TCWD acquires its own permit with the Regional Board.

Status of Withdrawal Agreement Approval

District staff and Legal Counsel have been working with SOCWA and all SOCWA members to address any questions and concerns they may have regarding the withdrawal agreement. Thus far, Emerald Bay Service District has approved the agreement and most other members are actively engaged in negotiating specific revisions to the agreement language and have indicated that they intend to agendize the agreement for approval in late March or early April.

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

FUNDING SOURCE:

Not applicable

FISCAL IMPACT:

Staff has estimated a future net financial benefit to withdrawing from SOCWA.

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS

This matter was reviewed with the Executive Committee.

RECOMMENDED ACTION:

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

EXHIBITS:

None

CONTACTS (staff responsible): PALUDI/PEREA/COLLINS

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 16, 2023**

ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

ITEM 11: SUPPORT FOR SOLVE THE WATER CRISIS COALITION

Solve the Water Crisis Coalition (Coalition) was formed in 2022 by several California water agencies. The goal of this effort was to deliver the message to California’s legislators, political, opinion, business, and labor leaders, that continuing to just focus on water conservation year after year is not going to solve California’s looming water supply crisis. Included in this message was that, while water use efficiency is always important, there needs to be significant investments in water supply development and infrastructure to build a secure, reliable, and ample water supply to meet the needs of California’s people, economy, and environment long-term. A Coalition fact sheet is included as Exhibit 1.

The current phase of the Coalition effort is primarily legislative in focus. “CA Water for All” is a legislative education program encouraging legislators to pass legislation this year to immediately address our water supply problems. For the 2023 legislative session, CA Water for All is providing education around SB 366, authored by Senator Anna Caballero.

The Coalition’s message and goals are consistent with Trabuco Canyon Water District’s priorities around supply diversity and long-term water reliability and security. The Coalition now involves the backing of over eighty direct-sponsoring water agencies and supporting entities, including board members Irvine Ranch Water District, Mesa Water, and Municipal Water District of Orange County, and partner Santa Margarita Water District. Staff is recommending that at this time, the District be included as a Coalition partner, which does not require a financial contribution (required financial support for board member status is \$20,000).

FUNDING SOURCE:

Not applicable

FISCAL IMPACT:

The District would not be committing funds to this effort as part of this action.

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS

This matter was not reviewed by a Committee.

RECOMMENDED ACTION:

Authorize the General Manager to have Trabuco Canyon Water District join the Solve the Water Crisis Coalition as a coalition partner.

EXHIBITS:

1. Solve the Water Crisis background material

CONTACTS (staff responsible): PALUDI



SOLVE THE WATER CRISIS

ACT NOW TO SECURE CALIFORNIA'S FUTURE.

Q&A

1 WHAT IS THE OBJECTIVE OF THE SOLVE THE WATER CRISIS COALITION?

The Solve the Water Crisis Coalition, through a critically needed education effort, will bring into sharp focus the ongoing water supply crisis that is already impacting residents' quality of life, economic growth, community health, and the environment, as well as risking California's future. By raising awareness among California policymakers and thought leaders, Solve the Water Crisis Coalition will demonstrate the enormous water supply crisis and the urgency that requires bold and immediate State action to secure California's future.



2 WILL SOLVE THE WATER CRISIS ADVOCATE FOR SPECIFIC SOLUTIONS IN SACRAMENTO?

No. This effort does not have the ability to legally advocate for specific solutions with policymakers. Phase one will strictly be an education and awareness campaign designed and targeted to: (1) elevate the water crisis discussion in Sacramento; (2) reframe the mindset in the Capitol from being about making more demands on an already too stressed system to a wake-up call regarding how new hydrologic realities require immediate investments in California's water management infrastructure to reverse declining water supplies and supply reliability; and, (3) position water as a top policy item for legislators and the Administration.

3 HOW IS SOLVE THE WATER CRISIS DIFFERENT FROM PREVIOUS WATER EDUCATION EFFORTS?

There are three key differences of Solve the Water Crisis:



Given the critical moment CA finds itself in with respect to the seismic hydrological shift of climate change making existing systems incapable of meeting California's needs, now is the time to act and do big things that could not be done before.



This effort will not be focused on the public or changing public perception. Poll after poll tells us the public "gets it". Solve the Water Crisis will prioritize legislators, the Newsom Administration, and state regulators as our key audiences. We will also identify within this audience water champions, legislative leadership, and water and budget committee members who can further support our efforts.



This effort seeks to bring together diverse stakeholders from across the state. This effort will not include just water agencies. The success of the effort will depend on effectively recruiting and mobilizing allies from across California, including business leaders and local influencers, who can provide further credibility to and increase the power of our effort, urging policymakers to act immediately.

Note: The Association of California Water Agencies (ACWA) is developing an education initiative that the Solve the Water Crisis effort will complement and make more effective. Solve the Water Crisis is intended to increase the receptivity to messaging of the ACWA effort and recommendations developed through other ACWA initiatives by informing policy makers that the reality of today's water management challenges is moving beyond the ability of water agencies to address effectively, with potential significant and severe operational and affordability impacts approaching on the near horizon unless action is taken now.



4 WHAT IS THE ORGANIZATIONAL STRUCTURE OF SOLVE THE WATER CRISIS?

Solve the Water Crisis is a group of water managers, operators, purveyors of all shapes and sizes, urban and Ag, North and South. We are experts in the field with a stake in the game and the desire to solve problems. We are responsible for implementing water management regulations, including contradicting ones.



COALITION BOARD: made up of all funding members; will receive regular updates and meet monthly to assess progress and discuss strategy.



STEERING COMMITTEE: made up of 7 – 10 general managers representing each California region; will guide strategy and provide input on educational materials and outreach. This group will be highly engaged, meeting weekly and supporting Coalition Board communication as well as mobilizing supportive workgroups as necessary.



COALITION PARTNERS: made up of the various stakeholders and supporters who join our effort to engage in message and material dissemination as a third-party and non-paying Water Agency and Stakeholder Effort to Secure an Adequate and Reliable Water Supply member; will be kept up to date through regular coalition communications.

5 WHAT IS THE ROLE AND EXPECTATION OF A SOLVE THE WATER CRISIS COALITION BOARD MEMBER?

A Coalition Board member is expected to financially support the effort through an initial contribution of \$15,000. There is also an expectation to participate in a monthly Coalition Board meeting where regular updates, effort developments, coalition activities, and calls to action will be shared.

6 HOW CAN SOLVE THE WATER CRISIS COALITION BOARD MEMBERS EXPECT TO BE UPDATED ON KEY COALITION ACTIVITIES AND DEVELOPMENTS?

Solve the Water Crisis will share updates and developments with Coalition Board members verbally at the monthly Coalition Board meeting, supplemented by a monthly written report. Additionally, frequent communications will go out to the coalition providing relevant updates, calls to action, and program developments. Solve the Water Crisis consultants are always available to answer any questions that Coalition Board members may have. If changes to the strategy, budget or scope of work arise, Coalition Board members will receive a written update and given an opportunity for input.

7 WILL COALITION BOARD MEMBERS BE MADE PUBLIC?

Coalition Board members will be listed on the Solve the Water Crisis website.



SOLVE THE WATER CRISIS
ACT NOW TO SECURE CALIFORNIA'S FUTURE.



8 WHO ARE THE KEY DECISION MAKERS OF THE SOLVE THE WATER CRISIS EFFORT?

All the funders of the effort will have input in the decision-making, with the day-to-day decisions being guided by the Steering Committee.

9 HOW WILL SOLVE THE WATER CRISIS ENGAGE AND COORDINATE WITH LOCAL WATER AGENCIES?

Outside of the funding and leadership components, Solve the Water Crisis will seek to engage with local water agencies frequently. Guidance and support from local agencies on local stakeholder identification and outreach will be a critical element to our regional programs. The Solve the Water Crisis consultants will also work with participating water agencies on outreach to media, potential coalition members, local elected officials, and other key stakeholders.

10 HOW WILL A COALITION BOARD MEMBER FINANCIAL CONTRIBUTION TO SOLVE THE WATER CRISIS BE SPENT?

In the Solve the Water Crisis Preliminary Program Outline and Timeline you will see a budget highlighting the key budget items for the phase one duration of the program. All funds will be spent according to that budget and if there are changes to the program strategy, necessitating a change in how money is spent, that will first be discussed and approved by the Steering Committee.



11 IS A FINANCIAL CONTRIBUTION TO SOLVE THE WATER CRISIS REPORTABLE UNDER FPPC RULES?

No.



**FOR MORE INFORMATION
VISIT WWW.SOLVETHEWATERCRISIS.COM**





SOLVE THE WATER CRISIS

ACT NOW TO SECURE CALIFORNIA'S FUTURE.

CLIMATE CHANGE IS NOW



Unpredictable weather. Multi-year drought. Dwindling snowpack. Vanishing runoff. Intense atmospheric rivers. Increased flood risks. Extreme heat and catastrophic wildfires. Conditions Californians know all-too-well. What California policymakers and their constituents do not know well is that California is in the middle of a severe water supply crisis. This existential threat to California's future economic stability, security, and growth, as well as its environmental legacy, has been exacerbated by insufficient State investment in infrastructure and regulatory logjams resulting in the acceleration of reduced water supply reliability. The trajectory of this crisis must be reversed. California's future hangs in the balance.

Solve the Water Crisis Coalition, through a critically needed education effort, will bring into sharp focus the ongoing water supply crisis that is already impacting residents' quality of life, economic growth, community health, and the environment, as well as risking California's future. By raising awareness among California policymakers and thought leaders, Solve the Water Crisis Coalition will demonstrate the enormous water supply crisis and the urgency that requires bold and immediate State action to secure California's future.

OUR MISSION



SOLVE THE WATER CRISIS COALITION WILL

1

Elevate water as a crisis that is already here; educate leaders that this crisis must be addressed immediately to protect California's future.

2

Prioritize California legislators, regulators, and the Newsom Administration as our key audience.

3

Critically demonstrate to key audiences the need for comprehensive, long-term investments, improved science, and regulatory reforms to increase water supply and supply reliability for California.



SOLVE THE WATER CRISIS
ACT NOW TO SECURE CALIFORNIA'S FUTURE.

What does zero percent allocation mean for our future?

- No water for agriculture – threatening our nation’s food security
- No outdoor irrigation
- Disadvantaged communities will suffer
- Catastrophic economic impacts statewide
- Depletion of groundwater basins
- Ecosystems and wildlife strained
- Increased water costs

In December 2021, after only two years of extreme drought, the California Department of Water Resources issued its first-ever zero percent allocation on the State Water Project, which meant that communities from the Bay Area to San Diego would receive only “health and safety” water. And for the second year in a row, Central Valley Project (CVP) allocations have been at zero percent, significantly impacting agriculture and further exacerbating the current water supply crisis statewide.



SOLUTIONS

Solve the Water Crisis Coalition will focus on developing and elevating public awareness and support for solutions, urging the Governor, Legislature, and State Agencies to act now to address the water crisis by enhancing and rehabilitating statewide water solutions that will meet present and future needs of the state and it’s more than 40 million residents.

**FOR MORE INFORMATION
VISIT WWW.SOLVETHEWATERCRISIS.COM**



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 16, 2023**

**ACTION CALENDAR
LEGISLATIVE AND OTHER MATTERS
ITEM 12: DROUGHT UPDATE**

Staff may provide information at the time of the meeting.

RECOMMENDED ACTION:

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

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 16, 2023**

ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

ITEM 13: LOCAL GOVERNMENTAL AND LEGISLATIVE MATTER(S)

Staff may provide information at the time of the meeting.

RECOMMENDED ACTION:

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

CONTACTS (staff responsible): PALUDI