



**REGULAR BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
ADMINISTRATIVE FACILITY
APRIL 20, 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. March 16, 2023 Regular Board Meeting

ITEM 2: TREASURER'S REPORT

a. FINANCE/AUDIT COMMITTEE MEETING

RECOMMENDED ACTION:

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

1. March 9, 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. February 2023

c. PAYMENT OF BILLS FOR CONSIDERATION

RECOMMENDED ACTION:

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

ITEM 3: APPROVAL OF ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

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

1. March 1, 2023

ITEM 4: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

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

1. February 6, 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 5: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, AND TENTATIVE FUTURE MEETINGS/ ATTENDANCE

RECOMMENDED ACTION:

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

1. March 2023

FINANCIAL MATTERS

ITEM 6: MUNICIPAL WATER DISTRICT OF ORANGE COUNTY (MWDOC) PROPOSED FISCAL YEAR 2023/24 BUDGET AND RATES

RECOMMENDED ACTION:

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

ITEM 7: DISTRICT RATES AND CHARGES DEVELOPMENT BY IB CONSULTANTS

RECOMMENDED ACTION:

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

ENGINEERING MATTERS

ITEM 8: DIMENSION WATER TREATMENT PLANT OFFICE IMPROVEMENTS

RECOMMENDED ACTION:

This item was forwarded to the Board from the Engineering and Operational Committee without a recommendation. The original staff recommendation was that the Board of Directors authorize the General Manager to execute a construction contract for the Dimension Water Treatment Plant Office Improvements to Blok Modular Constructors' Inc. in the amount of \$299,777, with a contingency of \$29,977, for a not-to-exceed amount of \$329,754 (Action Calendar).

ITEM 9: DOVE DAM OUTLET REPAIR ALTERNATIVES EVALUATION

RECOMMENDED ACTION:

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

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: DROUGHT STATUS UPDATE

RECOMMENDED ACTION:

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

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

RECOMMENDED ACTION(S):

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

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

ITEM 13: _____

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 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:

May 18, 2023 | June 15, 2023 | July 15, 2023



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 20, 2023**

CONSENT CALENDAR

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. March 16, 2023 Regular Board Meeting*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI



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

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on March 16, 2023, was called to order by Vice President Mandich 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 Secretary, transcribed the minutes thereof.

DIRECTORS PRESENT

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

DIRECTORS ABSENT

President Stephen Dopudja

STAFF PRESENT

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

DISTRICT CONSULTANTS PRESENT

Claire Collins, Hansen & Bridgett
Ian Berg, Eide Bailly
Robin Rockey, Rockspark Communications

DISTRICT CONSULTANTS VIA CONFERENCE CALL

Cindy Byerrum, Eide Bailly

PUBLIC PRESENT

There were members of the public in attendance.

PLEDGE OF ALLEGIANCE

Mr. Perea 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

Ms. Patti Gentile, Dove Canyon resident, addressed and thanked the Board of Directors for their transparency with District customers on matters related to the Dove Canyon community.

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

DIRECTOR'S COMMENTS

Director Acosta expressed his appreciation to the members of the public in the audience, and he thanked District staff for their work on the proposed general fund budget and capital improvement program (CIP).

Director Safranski reported on his attendance at a Assemblywoman Kate Sanchez local event the prior week, and he provided a brief report on the City of Rancho Santa Margarita City Council meeting.

Director Mandich reported on his attendance at the Independent Special Districts of Orange County (ISDOC) meeting and his attendance at the South Orange County Integrated Regional Watershed Management Area (IRWM) meeting.

Director Chadd had no comments.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Municipal Water District of Orange County (MWDOC) Elected Officials Forum is scheduled for April 6, 2023
- Association of California Water Agencies (ACWA) Spring Conference is scheduled for May 9 – 11, 2023 in Monterey, CA.
- Southern California Water Coalition (SCWC) Quarterly Lunch is scheduled for April 28, 2023 in Temecula, CA.
- Contract with Fieldman-Rolapp on debt issuance matters was approved under the General Manager's authority.
- Dish Wireless cellular antenna in Dove Canyon Community. Mr. Paludi reported that he provided clarifications to the Dove Canyon Master Association (DCMA) Board President concerning certain information presented in the DCMA newsletter to their residents. Mr. Paludi provided a brief update on the District's actions related to this matter, and he added that District staff will provide a summary of this information on its website.

REPORT FROM THE ASSISTANT GENERAL MANAGER

Mr. Perea reported on the following matters:

- The District has filled a CMMS/SCADA Administrator position by internally promoting Mr. Phil Serpas from the Water Operations department
- The District has advertised an open Water Operator II position.
- TCWD/SMWD Town Hall event. The District is hosting a joint-town hall event with Santa Margarita Water District on March 23, 2023 to provide information related to SMWD's reservoir rehabilitation project impacts to TCWD customers.

CONSENT CALENDAR

Vice President Mandich 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 Mandich, Acosta, Chadd, & Safranski

NOES: None

ABSTAIN: None

ABSENT: Director Dopudja

MOTION PASSED/FAILED: Passed 4 – 0 - 1

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

ACTION CALENDAR

ADMINISTRATIVE MATTERS

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

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

MOTION: Approve the tentative future meetings/attendance items and ratify the Directors' expenses and fees from February 2023– Director Acosta

SECOND: Director Safranski

AYES: Directors Mandich, Acosta, Chadd, & Safranski

NOES: None

ABSTAIN: None

ABSENT: Director Dopudja

MOTION PASSED/FAILED: Passed 4 – 0 - 1

ITEM 5: DRAFT STRATEGIC COMMUNICATIONS PLAN

Mr. Paludi presented this matter for Board consideration and review, and he introduced Ms. Robin Rockey to the Board. Ms. Rockey delivered a PowerPoint presentation and provided a handout with a proposed draft strategic communications plan for Board feedback. Discussion occurred concerning certain recommended communication strategies including increased social media outreach, media branding refresh, and external communication improvements. The Board provided input to Ms. Rockey, including agency goals and emphasis on the District's role as a small, but complex special district. Director Acosta emphasized the importance of the District serving as the definitive source of all information related to District matters.

MOTION: No action was taken.

FINANCIAL MATTERS

ITEM 6: ADOPTION OF PROPOSED UPDATED PROCUREMENT GUIDELINES

Mr. Paludi presented this matter for Board consideration, and he reported this matter was reviewed with the Finance/Audit Committee. Mr. Perea provided an overview of the proposed changes in the updated procurement policy. Discussion occurred concerning certain proposed changes, including the updated General Manager signing authority limits and subsequent notification to the Board of large purchases. Mr. Perea recommended the Board adopt the proposed procurement guidelines by resolution.

MOTION: 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 – Director Acosta

SECOND: Director Chadd

AYES: Directors Mandich, Acosta, Chadd, & Safranski

NOES: None

ABSTAIN: None

ABSENT: Director Dopudja

MOTION PASSED/FAILED: Passed 4 – 0 - 1

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

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

Mr. Paludi presented this matter for Board consideration, and he reported this matter was reviewed with the Finance/Audit Committee. Mr. Berg delivered a PowerPoint presentation on the CLASS investment opportunity, including current earnings projection and meeting the District investment policy priorities for safety and liquidity. Discussion occurred concerning other agencies or cities that are currently invested in CLASS and the differences between CLASS and the Local Agency Investment Fund (LAIF).

MOTION: 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) – Director Chadd

SECOND: Director Acosta

AYES: Directors Mandich, Acosta, Chadd, & Safranski

NOES: None

ABSTAIN: None

ABSENT: Director Dopudja

MOTION PASSED/FAILED: Passed 4 – 0 - 1

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

Mr. Paludi presented this matter for Board consideration, and he reported this matter was reviewed with the Finance/Audit Committee. Mr. Paludi reported that IB Consulting has incurred certain costs greater than the original scope of work and that District staff wants IB Consulting to evaluate the District’s current capacity charges to determine appropriate cost levels for capacity coverage. Director Chadd provided a brief overview of the discussion at the Finance/Audit Committee meeting, and he expressed support for this proposal.

MOTION: 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 – Director Acosta

SECOND: Director Chadd

AYES: Directors Mandich, Acosta, Chadd, & Safranski

NOES: None

ABSTAIN: None

ABSENT: Director Dopudja

MOTION PASSED/FAILED: Passed 4 – 0 – 1

Mr. Paludi recommended moving Item 10 up on the agenda as Ms. Collins needed to leave the meeting early. The Board, through Vice President Mandich, approved the proposed agenda change.

ENGINEERING MATTERS

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

Mr. Paludi presented this matter for Board consideration, and he reported this matter was for informational purposes only. Ms. Collins provided an update on this matter, and she reported that District staff has met with the managers and general counsels of each of the nine SOCWA agencies to answer their questions and concerns related to the District’s proposed withdrawal agreement. Discussion occurred concerning certain remaining terms of negotiation.

MOTION: Informational item only. No action was taken.

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

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

Mr. Paludi presented this matter for Board consideration, and he reported this matter was reviewed with the Engineering/Operational Committee meeting. Ms. Lausten provided an update on the Saddlecrest development and the related onsite potable water reservoir and pump station, and she reported that the District has contracted with J.S. Held for construction management services. Ms. Lausten added that certain costs have exceeded the original scope of work, and she recommended the Board approve the proposed agreement amendment no. 1.

- MOTION:** 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 – Director Chadd
- SECOND:** Director Safranski
- AYES:** Directors Mandich, Acosta, Chadd, & Safranski
- NOES:** None
- ABSTAIN:** None
- ABSENT:** Director Dopudja
- MOTION PASSED/FAILED:** Passed 4 – 0 - 1

LEGISLATIVE AND OTHER MATTERS

ITEM 11: SUPPORT FOR SOLVE THE WATER CRISIS COALITION

Mr. Paludi presented this matter for Board consideration, and he reported that the Solve the Water Crisis Coalition was formed to provide education to lawmakers and increase awareness on key water infrastructure and policy efforts in the State, specifically, engagement with local and regional leadership to increase messaging on water system improvements to meet future drought challenges. Mr. Paludi recommended the District join the coalition as a Coalition Partner which does not require a financial contribution.

- MOTION:** Authorize the General Manager to have Trabuco Canyon Water District join the Solve the Water Crisis Coalition as a coalition partner– Director Chadd
- SECOND:** Director Safranski
- AYES:** Directors Mandich, Acosta, Chadd, & Safranski
- NOES:** None
- ABSTAIN:** None
- ABSENT:** Director Dopudja
- MOTION PASSED/FAILED:** Passed 4 – 0 - 1

ITEM 12: DROUGHT STATUS UPDATE

Mr. Paludi provided a brief update on the statewide drought, and he provided a handout which indicated the Northern Sierra precipitation levels to date (55.2 inches of rain). Mr. Paludi reported that the snowpack levels are currently at 185% of normal, and that the State Water Project allocation is expected to increase from the current level of 35%. Discussion occurred concerning the impacts of the of the recent rain events to the Colorado River and Lake Mead.

- MOTION:** No action was taken.

ITEM 13: LOCAL GOVERNMENTAL AND LEGISLATIVE MATTER(S)

Mr. Paludi provided an update on MWD's 2nd Draft Budget and he provided a handout which summarized the proposed budget impacts to the District. Discussion occurred concerning certain proposed budget changes,

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

including a proposed meter charge increase, WEROC mobile Emergency Operations Center (EOC) vehicle, and the potential for MWDOC’s consolidation with Orange County Water District (OCWD).

Director Chadd provided a brief update on matters discussed at the Santiago Aqueduct Commission (SAC) meeting, specifically, repairs at the Baker Water Treatment Plant and proposed repairs to SAC Pipeline Reach 1.

MOTION: No action was taken.

GENERAL COUNSEL REPORT

None

OTHER INFORMATION/MATTERS

None

ADDITIONAL DIRECTORS’ COMMENTS

None

ADJOURNMENT

Vice President Mandich adjourned the March 16, 2023, Regular Board Meeting at 7:18 p.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 20, 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. *March 9, 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. *February 2023*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

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

EXHIBITS:

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

CONTACTS (staff responsible): PEREA/WARNER



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

DIRECTORS PRESENT

Don Chadd, Committee Chair
Glenn Acosta, Committee Member

STAFF PRESENT

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

STAFF ABSENT

Michael Perea, Assistant General Manager

CONSULTANTS PRESENT

Ian Berg, Eide Bailly

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Chadd called the March 9, 2023 Finance/Audit Committee Meeting to order at 1:02 p.m.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

None

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Director Dopudja's father has passed away and District staff will provide a flower arrangement in sympathy.
- A Special Board Meeting – Rates Workshop has been tentatively scheduled on Monday, March 20, 2023.
- A handout which detailed the California Cooperative Liquid Assets Securities System (CLASS) was provided to the Committee for consideration and would be discussed under Other Matters.

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 previous meeting, Ms. Sangi concurred with Director Chadd approval of the meeting recap.

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

MOTION: Approve the Finance/Audit Committee Meeting Recap and recommended that the Board receive and file the same as amended (Consent Calendar) – Director Chadd
SECOND: Ms. Sangi
AYES: Directors Chadd & Acosta
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 February 2023 and tentative future meetings/attendance (Action Calendar)– Director Acosta
SECOND: Director Chadd
AYES: Directors Acosta & Chadd
NOES: None
ABSTAIN: None
MOTION PASSED/FAILED: Passed 2-0

ITEM 3: CONSIDERATION OF PROPOSED UPDATED PROCUREMENT GUIDELINES

Mr. Paludi presented this matter for Committee consideration, and he reported that Mr. Perea lead the effort with the assistance of General Counsel to update the District's procurement guidelines. Mr. Paludi reviewed the proposed policy changes, and he provided background information related to the policy development. Discussion occurred concerning the internal review process. The Committee recommended that District staff ensure that the District Treasurer reviews the proposed policy updates prior to Board adoption and consider modifying the General Manager signing authority and notification process.

MOTION: The Committee recommended the Board of Directors adopt the proposed updated Procurement Guidelines updates by Resolution (Action Calendar) – Director Acosta
SECOND: Director Chadd
AYES: Directors Acosta & Chadd
NOES: None
ABSTAIN: None
MOTION PASSED/FAILED: Passed 2-0

ITEM 4: AMENDMENT NO. 1 TO AGREEMENT WITH IB CONSULTING FOR RATE STUDY AND CAPACITY CHARGE UPDATE

Mr. Paludi presented this matter for Committee consideration, and he provided an overview of the proposed additional services from IB Consulting related the additional rate development service costs and the preparation of updated capacity charges which were not included in the original scope of work. Discussion occurred concerning the certain rate component development and cost of service coverage and the potential impacts of the recently approved state legislation related to accessory dwelling units (ADUs).

MOTION: The Committee recommended the Board of Directors authorize the General Manager to execute Amendment No. 1 to Professional Services Agreement with IB Consulting in the amount of \$31,645 for a total not-to-exceed amount of \$139,027 (Action Calendar) – Director Acosta

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

SECOND: Director Chadd
AYES: Directors Acosta & Chadd
NOES: None
ABSTAIN: None
MOTION PASSED/FAILED: Passed 2-0

ITEM 5: OTHER MATTERS

Mr. Paludi presented a handout on the California Cooperative Liquid Assets Securities System (CLASS) to the Committee for review and consideration. Mr. Berg provided an overview of the CLASS investment strategies in comparison to the District's current investments in the Local Agency Investment Fund (LAIF). Mr. Berg reported that CLASS reports a potential higher interest rate on investment returns, provides the option to create sub-accounts, and meets the District's investment policy safety and liquidity requirements. Discussion occurred concerning the stability of CLASS and use in the region. Mr. Berg commented that CLASS has been existence for over 10 years, and that neighboring agencies have or will be investing in CLASS.

MOTION: The Committee recommended forwarding this information to the Board of Directors (Action Calendar).

ITEM 6: FINANCIAL REPORT

Ms. Warner presented the preliminary unaudited financials for January 2023, and she highlighted the following items:

DISTRICT OPERATIONS UNAUDITED

Operating Revenue, Water Commodity Sales

Ms. Warner reported that this line item was trending higher than budgeted due to the impacts of the warmer than normal weather conditions prior to the January rainstorm events.

Operating Revenue, Baker Treatment Plant 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 lower than budgeted for this time of 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 lower than budgeted for the year.

Total Operating Expenses

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

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

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 January 2023.

Discussion occurred concerning the status of the starting the Trabuco Creek Groundwater Treatment Facility.

Mr. Paludi provided a brief status update on the Dimension Water Treatment Plant (DWTP) trailer project, and he reported that District staff expects bids from qualified contractors the following month. Mr. Paludi added that majority of the project costs will be expended in Fiscal Year 2023/24.

- MOTION:** Recommend the Board ratify payment of the bills for consideration for March 9, 2023, as presented (Action Calendar) – Director Acosta
- SECOND:** Director Chadd
- AYES:** Directors Acosta & Chadd
- NOES:** None
- ABSTAIN:** None
- MOTION PASSED/FAILED:** Passed 2-0

ADJOURNMENT

Director Chadd adjourned the March 9, 2023 Finance/Audit Committee Meeting at 1:48 p.m.

DRAFT



Trabuco Canyon Water District

Budget to Actual

For the period July 1, 2022 through February 28, 2023

(Unaudited)

	February 2023	YTD Actual	FY 23 Adopted Budget	YTD 67%
1 Operating Revenue				
2 Water Commodity Sales	\$ 125,908	\$ 2,674,806	\$ 4,237,600	63%
3 Service Charges - Water	105,330	790,592	1,207,000	66%
4 Service Charges - Sewer	156,604	1,199,106	1,844,900	65%
5 Service Charges - Recycled/Reclaimed	6,551	50,405	84,000	60%
6 Baker Treatment Plant (BTP) Water Sales	92,340	953,674	1,110,000	86%
7 Water Recovery & Emergency Storage Fees	68,914	538,013	612,200	88%
8 Reclaimed Water Sales	863	469,939	771,300	61%
9 Recycled Water Sales	22,515	193,010	227,500	85%
10 Customer Charges	11,834	278,638	318,300	88%
11 Other Operating Revenue	-	-	91,800	0%
12 Standby Charges	-	15,137	46,200	33%
13 Uncollectable Accounts	-	-	(26,400)	0%
14 Total Operating Revenue	590,859	7,163,320	10,524,400	68%
15 Non-Operating Revenue				
16 Property Taxes	4,269	1,268,702	2,140,200	59%
17 Interest Revenue	427	80,743	18,800	429%
18 Other Non-Operating Revenue	4,956	29,627	76,200	39%
19 Total Non-Operating Revenue	9,652	1,379,072	2,235,200	62%
20 Total Revenues	600,511	8,542,392	12,759,600	67%
21 Operating Expense				
22 Source of Supply	142,981	1,698,818	2,822,500	60%
23 Baker Treatment Plant Water for Resale	92,340	835,963	1,022,500	82%
24 Water Related Expenses	72,248	655,328	911,300	72%
25 Sanitation Related Expenses	19,925	214,592	315,200	68%
26 Recycled & Reclaimed Expenses	14,786	125,885	207,900	61%
27 Salaries and Benefits	349,671	2,810,273	4,203,200	67%
28 CalPERS Unfunded Accrued Liability Minimum	-	273,674	290,000	94%
29 General and Administrative	99,959	1,384,724	2,323,100	60%
30 Total Operating Expense	791,910	7,999,257	12,095,700	66%
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	791,910	8,187,754	12,470,900	66%
36 Net Income / (Loss) Before Capital & Pension	(191,399)	354,639	288,700	123%
37 Use of District Reserves for Capital Projects	-	-	-	N/A
38 Developer Impact Fees (Restricted)	-	40,795	-	N/A
39 Increase / (Decrease) to Reserves	\$ (191,399)	\$ 395,434	\$ 288,700	137%

*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)

	February 2023	YTD Actual	FY 23 Adopted Budget	YTD 67%
1 Funding Sources				
2 Grant Revenue	\$ -	\$ -	\$ 500,000	0%
3 Bank of the West Credit Line Proceeds	77,451	2,786,316	5,162,000	54%
4 Use of District Reserves for Capital Projects	-	-	-	0%
5 Funding Sources Total	77,451	2,786,316	5,662,000	49%
6 District Capital				
7 Capital Improvements / Replacements				
8 SCADA System Upgrades FY 2122	4,640	103,991	1,210,000	9%
9 AMI/AMR System Implementation (USBR) *	486	1,532,211	1,700,000	90%
10 Golf Club SLS Bypass Construction	8,129	152,286	870,000	18%
11 Dimension Water Treatment Plant (DWTP) Office & Storage	10,160	22,318	300,000	7%
12 Master Plan and Condition Assessment Study	2,120	199,677	250,000	80%
13 Live Oak Pipeline Scoping	-	-	100,000	0%
14 ETRSLs Surge Tank Improvements	-	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	687	109,276	-	N/A
19 Dove Lake Dam Repair	48,222	182,954	-	N/A
20 Capital Improvements / Replacements Total	26,221	2,267,210	4,785,000	47%
21 Equipment				
22 Chiquita Capital Replacement	-	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	-	182,450	652,000	28%
30 Programs				
31 Pressure Relief Valve Improvements	3,008	54,458	15,000	363%
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	3,008	144,794	225,000	64%
37 District Capital Total	77,451	2,786,316	5,662,000	49%
38 Net Budget	\$ -	\$ -	\$ -	

*Partially funded by Grant / Loan Proceeds



Trabuco Canyon Water District

Balance Sheet

February 28, 2023

(Unaudited)

		February 2023
1	Assets	
2	Cash & Investments	
3	Cash & Investments - Unrestricted	\$ 2,312,586
4	Cash & Investments - Restricted	6,686,196
5	Total Cash & Investments	<u>8,998,783</u>
6	Other Current Assets	
7	Accounts Receivable, Net	1,560,733
8	Prepaid & Other	43,916
9	LAIF - Market Value Adjustment ¹	533
10	Total Other Current Assets	<u>1,604,649</u>
11	Capital Assets	
12	Capital Assets, at Cost	124,666,643
13	Accumulated Depreciation	(79,364,506)
14	Construction in Progress	4,068,606
15	Total Capital Assets	<u>49,370,743</u>
16	Net OPEB Asset	201,692
17	Deferred Outflows of Resources (DOR)	1,473,729
18	Total Assets & DOR	<u><u>\$ 61,650,129</u></u>
19	Liabilities	
20	Current Liabilities	
21	Accounts Payable	\$ 948,555
22	Accrued Expenses	174,234
23	Current Portion-Long Term Debt	92,840
24	Deposits on Hand	65,743
25	Total Current Liabilities	<u>1,281,371</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>17,077,590</u>
33	Net Position	44,572,538
34	Total Liabilities, Net Position & DIR	<u><u>\$ 61,650,129</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

February 28, 2023

(Unaudited)

	Type	Cost	Market	% Total
District Cash & Investments				
Unrestricted				
Local Agency Investment Fund (LAIF)	Investment	\$ 1,740,953	\$ 1,708,552	19.3%
Bank of the West	Checking	571,634	571,634	6.5%
Total Unrestricted		2,312,586	2,280,186	25.8%
Restricted				
LAIF - Water Storage Facilities	Investment	1,065,712	1,045,878	11.8%
LAIF - Interim Sewage	Investment	122,006	119,736	1.4%
LAIF - Debt Issuance 2022	Investment	5,261,543	5,163,622	58.4%
Cash in CB&T Reserved for SRF Loan	Checking	236,935	236,935	2.7%
Total Restricted		6,686,196	6,566,171	74.2%
Total District Cash & Investments		\$ 8,998,783	\$ 8,846,357	100.0%

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
General Fund Warrant Register
3/9/2023

Summary of Disbursements


Computer Checks	519,955.83
UB Refund Checks	-
Void UB Refund	-
Bank Drafts	405,530.45
Bank EFTs	132,668.31
Voided Checks	<u>(5,036.45)</u>
Total Disbursements	1,053,118.14

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


General Manager / Assistant General Manager

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


By: _____ Date: 3/9/23


By: _____ Date: 3/9/23



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
ACWA0002	ACWA/JPIA - WC, PROP., & LIAB	02/15/2023	EFT	0.00	10,593.96	272
ACWA0003	ACWA/JPIA - LIFE	02/15/2023	EFT	0.00	511.19	273
AMAZ0001	AMAZON	02/15/2023	EFT	0.00	557.85	274
DEZU0001	DEZURIK, INC.	02/15/2023	EFT	0.00	2,666.82	275
OLIN0001	OLIN CHEMICALS	02/15/2023	EFT	0.00	5,695.83	276
ROCK0002	ROCKSPARK INC.	02/15/2023	EFT	0.00	3,937.50	277
UNIF0001	UNIFIRST CORPORATION	02/15/2023	EFT	0.00	231.34	278
EIDE0001	EIDE BAILLY	03/01/2023	EFT	0.00	9,478.60	279
MWDO0001	MWDOC	03/01/2023	EFT	0.00	97,226.19	280
UNIF0001	UNIFIRST CORPORATION	03/01/2023	EFT	0.00	38.34	281
UNIT0001	UNITED WATER WORKS, INC.	03/01/2023	EFT	0.00	1,730.69	282
ALLA0001	ALL AMERICAN GASKET	02/14/2023	Regular	0.00	64.20	11516
BAVC0001	BAVCO BACKFLOW APPARATUS & VALVE CO.	02/14/2023	Regular	0.00	215.57	11517
HANS0001	HANSON BRIDGETT LLP	02/14/2023	Regular	0.00	15,414.00	11518
HIGH0001	HIGHROAD INFORMATION TECHNOLOGY, LLC.	02/14/2023	Regular	0.00	6,799.00	11519
HMSI0001	HMS INDUSTRIES	02/14/2023	Regular	0.00	514.33	11520
IBCO0001	IB CONSULTING	02/14/2023	Regular	0.00	5,040.00	11521
IWAT0001	IWATER, INC.	02/14/2023	Regular	0.00	300.00	11522
JIGC0001	JIG CONSULTANTS	02/14/2023	Regular	0.00	12,461.46	11523
MYER0001	MYERS MARINE DIVISION, LLC	02/14/2023	Regular	0.00	26,526.90	11524
OCWA0001	COUNTY OF ORANGE	02/14/2023	Regular	0.00	5,036.45	11525
OCWA0001	COUNTY OF ORANGE	02/14/2023	Regular	0.00	-5,036.45	11525
ORAN0004	ORANGE COUNTY PUMPING, INC.	02/14/2023	Regular	0.00	1,775.00	11526
SIER0002	SIERRA ANALYTICAL	02/14/2023	Regular	0.00	700.00	11527
SOUT0012	DELCO SERVICE, INC.	02/14/2023	Regular	0.00	6,374.91	11528
UNDE0001	UNDERGROUND SERVICE ALERT/SC	02/14/2023	Regular	0.00	121.57	11529
Unif0002	UNIFIRST FIRST AID CORPORATION	02/14/2023	Regular	0.00	548.22	11530
USAB0001	USA BLUEBOOK	02/14/2023	Regular	0.00	48.22	11531
WECK0001	WECK LABORATORIES	02/14/2023	Regular	0.00	544.00	11532
FERG0001	FERGUSON WATERWORKS	02/21/2023	Regular	0.00	221,491.80	11533
ROBI0001	ROBINSON ELEMENTARY	02/22/2023	Regular	0.00	500.00	11534
ARC0001	ARC	02/28/2023	Regular	0.00	691.68	11535
AT&T0003	AT&T MOBILITY	02/28/2023	Regular	0.00	53.23	11536
AWWA0001	AMERICAN WATER WORKS ASSOCIATION	02/28/2023	Regular	0.00	487.00	11537
COUN0001	COUNTY OF ORANGE	02/28/2023	Regular	0.00	496.00	11538
HAZE0001	HAZEN & SAWYER	02/28/2023	Regular	0.00	2,120.00	11539
HYDR0002	HYDROTECH ELECTRIC	02/28/2023	Regular	0.00	17,332.73	11540
OCWA0001	COUNTY OF ORANGE	02/28/2023	Regular	0.00	2,068.62	11541
ORAN0004	ORANGE COUNTY PUMPING, INC.	02/28/2023	Regular	0.00	1,420.00	11542
ORKI0001	ORKIN, INC.	02/28/2023	Regular	0.00	124.00	11543
OSCA0001	OSCAR ULLOA	02/28/2023	Regular	0.00	60.00	11544
QUIN0002	JUAN A. QUINONEZ	02/28/2023	Regular	0.00	300.00	11545
SANT0003	SANTA MARGARITA WATER DISTRICT	02/28/2023	Regular	0.00	59,088.19	11546
SIER0002	SIERRA ANALYTICAL	02/28/2023	Regular	0.00	1,497.50	11547
TESC0001	TESCO CONTROLS, INC.	02/28/2023	Regular	0.00	1,720.26	11548
TRAF0001	TRAFFIC MANAGEMENT INCORPORATED	02/28/2023	Regular	0.00	6,340.00	11549
TYLE0001	TYLER TECHNOLOGIES, INC.	02/28/2023	Regular	0.00	486.00	11550
	Void	03/08/2023	Regular	0.00	0.00	11551
	Void	03/08/2023	Regular	0.00	0.00	11552
	Void	03/08/2023	Regular	0.00	0.00	11553
	Void	03/08/2023	Regular	0.00	0.00	11554
	Void	03/08/2023	Regular	0.00	0.00	11555
	Void	03/08/2023	Regular	0.00	0.00	11556
	Void	03/08/2023	Regular	0.00	0.00	11557

Check Report

Date Range: 02/09/2023 - 03/08/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Void		03/08/2023	Regular	0.00	0.00	11558
Void		03/08/2023	Regular	0.00	0.00	11559
Void		03/08/2023	Regular	0.00	0.00	11560
Void		03/08/2023	Regular	0.00	0.00	11561
Void		03/08/2023	Regular	0.00	0.00	11562
Void		03/08/2023	Regular	0.00	0.00	11563
Void		03/08/2023	Regular	0.00	0.00	11564
Void		03/08/2023	Regular	0.00	0.00	11565
Void		03/08/2023	Regular	0.00	0.00	11566
Void		03/08/2023	Regular	0.00	0.00	11567
Void		03/08/2023	Regular	0.00	0.00	11568
Void		03/08/2023	Regular	0.00	0.00	11569
Void		03/08/2023	Regular	0.00	0.00	11570
Void		03/08/2023	Regular	0.00	0.00	11571
Void		03/08/2023	Regular	0.00	0.00	11572
Void		03/08/2023	Regular	0.00	0.00	11573
Void		03/08/2023	Regular	0.00	0.00	11574
Void		03/08/2023	Regular	0.00	0.00	11575
Void		03/08/2023	Regular	0.00	0.00	11576
Void		03/08/2023	Regular	0.00	0.00	11577
Void		03/08/2023	Regular	0.00	0.00	11578
Void		03/08/2023	Regular	0.00	0.00	11579
Void		03/08/2023	Regular	0.00	0.00	11580
BAVC0001	BAVCO BACKFLOW APPARATUS & VALVE CO.	03/08/2023	Regular	0.00	9.90	11581
CHEM0001	CHEMTRADE CHEMICALS US LLC	03/08/2023	Regular	0.00	7,362.10	11582
DMCE0001	DMC ENGINEERING	03/08/2023	Regular	0.00	686.50	11583
DMS0001	DMS FACILITY SERVICES	03/08/2023	Regular	0.00	936.01	11584
ECLI0001	ECLIPSE SIGNS, LLC	03/08/2023	Regular	0.00	619.56	11585
ELIT0001	ELITE AUTOMOTIVE SERVICES	03/08/2023	Regular	0.00	5,825.24	11586
FERR0002	FERREIRA CONSTRUCTION COMPANY	03/08/2023	Regular	0.00	10,223.57	11587
GRAI0001	GRAINGER	03/08/2023	Regular	0.00	839.09	11588
GREE0001	GREENSTONE MATERIALS INC.	03/08/2023	Regular	0.00	1,118.22	11589
HARB0001	HARBOR POINTE AIR CONDITIONING & CONTR	03/08/2023	Regular	0.00	1,354.22	11590
IBCO0001	IB CONSULTING	03/08/2023	Regular	0.00	10,755.00	11591
INFO0001	INFOSEND, INC.	03/08/2023	Regular	0.00	1,175.99	11592
IRVI0001	IRVINE RANCH WATER DISTRICT	03/08/2023	Regular	0.00	15,537.76	11593
J.SMI0001	J. SMITH & T MULI, INC	03/08/2023	Regular	0.00	21,694.65	11594
JIGC0001	JIG CONSULTANTS	03/08/2023	Regular	0.00	18,080.00	11595
LIND0001	LINDE GAS & EQUIPMENT, INC.	03/08/2023	Regular	0.00	137.43	11596
MONS0001	BRENT MONSON	03/08/2023	Regular	0.00	250.00	11597
OCWA0001	COUNTY OF ORANGE	03/08/2023	Regular	0.00	2,840.02	11598
ORAN0003	ORANGE COUNTY FIRE AUTHORITY	03/08/2023	Regular	0.00	178.00	11599
ORAN0004	ORANGE COUNTY PUMPING, INC.	03/08/2023	Regular	0.00	2,840.00	11600
ORKI0001	ORKIN, INC.	03/08/2023	Regular	0.00	163.00	11601
POLY0001	POLYDYNE, INC.	03/08/2023	Regular	0.00	1,730.50	11602
SIER0002	SIERRA ANALYTICAL	03/08/2023	Regular	0.00	7,009.00	11603
SITZ0001	KYLE SITZMANN	03/08/2023	Regular	0.00	177.73	11604
STAN0001	STANLEY CONVERGENT SECURITY SOLUTIONS	03/08/2023	Regular	0.00	1,401.30	11605
TESC0001	TESCO CONTROLS, INC.	03/08/2023	Regular	0.00	4,640.00	11606
TOUC0001	TOUCH TEL MOBILE	03/08/2023	Regular	0.00	625.00	11607
UNDE0001	UNDERGROUND SERVICE ALERT/SC	03/08/2023	Regular	0.00	163.57	11608
USAB0001	USA BLUEBOOK	03/08/2023	Regular	0.00	2,010.91	11609
WECK0001	WECK LABORATORIES	03/08/2023	Regular	0.00	810.72	11610
ADP0001	ADP	02/10/2023	Bank Draft	0.00	1,891.01	DFT0003026
COXC0001	COX COMMUNICATIONS	02/10/2023	Bank Draft	0.00	1,752.52	DFT0003027
PACE0001	PACE PAYMENT SYSTEMS, INC.	02/10/2023	Bank Draft	0.00	218.00	DFT0003028
TABA0001	TAB ANSWER NETWORK	02/13/2023	Bank Draft	0.00	199.01	DFT0003029
COXC0001	COX COMMUNICATIONS	02/15/2023	Bank Draft	0.00	89.80	DFT0003030
XERO0001	XEROX CORPORATION	02/15/2023	Bank Draft	0.00	321.48	DFT0003031
UMPQ0001	UMPQUA BANK	02/17/2023	Bank Draft	0.00	4,300.68	DFT0003032
ADP0001	ADP	02/16/2023	Bank Draft	0.00	109,374.35	DFT0003034

Check Report

Date Range: 02/09/2023 - 03/08/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
HOME0001	HOME DEPOT CREDIT SERVICES	02/17/2023	Bank Draft	0.00	784.40	DFT0003035
CALP0001	CALPERS	02/21/2023	Bank Draft	0.00	27,459.80	DFT0003036
COXC0001	COX COMMUNICATIONS	02/21/2023	Bank Draft	0.00	703.10	DFT0003037
LOWE0001	LOWE'S	02/21/2023	Bank Draft	0.00	16.37	DFT0003038
SOUT0002	SOUTHERN CALIFORNIA EDISON	02/21/2023	Bank Draft	0.00	39,138.97	DFT0003039
TOLL0001	THE TOLL ROADS	02/21/2023	Bank Draft	0.00	140.00	DFT0003040
ADP0001	ADP	02/24/2023	Bank Draft	0.00	112.00	DFT0003041
AT&T0003	AT&T MOBILITY	02/24/2023	Bank Draft	0.00	2,562.86	DFT0003042
TOLL0001	THE TOLL ROADS	02/24/2023	Bank Draft	0.00	140.00	DFT0003043
WAGE0001	WAGE WORKS, INC.	02/24/2023	Bank Draft	0.00	75.00	DFT0003044
GUAR0001	GUARDIAN	03/01/2023	Bank Draft	0.00	4,150.84	DFT0003045
HOME0001	HOME DEPOT CREDIT SERVICES	03/01/2023	Bank Draft	0.00	801.92	DFT0003046
ADP0001	ADP	03/02/2023	Bank Draft	0.00	119,304.02	DFT0003047
CALP0001	CALPERS	03/02/2023	Bank Draft	0.00	58,997.42	DFT0003048
PACE0001	PACE PAYMENT SYSTEMS, INC.	03/02/2023	Bank Draft	0.00	3,678.80	DFT0003049
VSP0001	VSP	03/02/2023	Bank Draft	0.00	814.55	DFT0003050
SANT0003	SANTA MARGARITA WATER DISTRICT	03/03/2023	Bank Draft	0.00	251.95	DFT0003051
PACE0001	PACE PAYMENT SYSTEMS, INC.	03/06/2023	Bank Draft	0.00	175.10	DFT0003052
SHRE0001	SHRED-IT USA, LLC	03/06/2023	Bank Draft	0.00	68.00	DFT0003053
CALP0001	CALPERS	03/07/2023	Bank Draft	0.00	27,699.05	DFT0003054
WAGE0001	WAGE WORKS, INC.	03/07/2023	Bank Draft	0.00	309.45	DFT0003055

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	129	65	0.00	519,955.83
Manual Checks	0	0	0.00	0.00
Voided Checks	0	31	0.00	-5,036.45
Bank Drafts	64	29	0.00	405,530.45
EFT's	19	11	0.00	132,668.31
	212	136	0.00	1,053,118.14

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	129	65	0.00	519,955.83
Manual Checks	0	0	0.00	0.00
Voided Checks	0	31	0.00	-5,036.45
Bank Drafts	64	29	0.00	405,530.45
EFT's	19	11	0.00	132,668.31
	212	136	0.00	1,053,118.14

Fund Summary

Fund	Name	Period	Amount
99	Pooled Cash	2/2023	607,198.23
99	Pooled Cash	3/2023	445,919.91
			1,053,118.14



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 03/01/2023 - 03/31/2023

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
03/01/2023		DFT0003045	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,150.84
03/01/2023		DFT0003046	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-801.92
03/02/2023		DFT0003047	ADP	Accounts Payable	Outstanding	Bank Draft	-119,304.02
03/02/2023		DFT0003048	CALPERS	Accounts Payable	Outstanding	Bank Draft	-58,997.42
03/02/2023		DFT0003049	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-3,678.80
03/02/2023		DFT0003050	VSP	Accounts Payable	Outstanding	Bank Draft	-814.55
03/03/2023		DFT0003051	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-251.95
03/06/2023		DFT0003052	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-175.10
03/06/2023		DFT0003053	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
03/07/2023		DFT0003054	CALPERS	Accounts Payable	Outstanding	Bank Draft	-27,699.05
03/07/2023		DFT0003055	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-309.45
03/09/2023		DFT0003057	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,558.50
03/10/2023		DFT0003056	ADP	Accounts Payable	Outstanding	Bank Draft	-1,891.01
03/13/2023		DFT0003058	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,752.52
03/13/2023		DFT0003059	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-30,106.09
03/13/2023		DFT0003060	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-195.27
03/13/2023		DFT0003061	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
03/13/2023		DFT0003062	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-294.78
03/14/2023		DFT0003063	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-5,467.65
03/15/2023		DFT0003064	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-301.05
03/17/2023		DFT0003065	ADP	Accounts Payable	Outstanding	Bank Draft	-107,241.36
03/17/2023		DFT0003066	UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-10,594.63
03/20/2023		DFT0003067	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-102.74
03/20/2023		DFT0003068	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-46,909.09
03/21/2023		DFT0003069	CALPERS	Accounts Payable	Outstanding	Bank Draft	-27,401.67
03/21/2023		DFT0003070	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-703.10
03/24/2023		DFT0003071	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-2,562.86
03/27/2023		DFT0003072	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
03/27/2023		DFT0003073	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
03/29/2023		DFT0003074	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Accounts Payable	Outstanding	Bank Draft	-190.02
03/31/2023		DFT0003075	ADP	Accounts Payable	Outstanding	Bank Draft	-112.00
03/31/2023		DFT0003076	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-154.07
Bank Draft Total: (32)							-455,144.51

Check

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/08/2023		11551	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11552	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11553	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11554	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11555	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11556	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11557	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11558	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11559	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11560	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11561	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11562	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11563	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11564	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11565	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11566	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11567	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11568	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11569	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11570	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11571	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11572	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11573	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11574	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11575	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11576	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11577	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11578	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11579	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11580	Void Check	Accounts Payable	Voided	Check	0.00
03/08/2023		11581	BAVCO BACKFLOW APPARATUS & VALVE CO.	Accounts Payable	Outstanding	Check	-9.90
03/08/2023		11582	CHEMTRADE CHEMICALS US LLC	Accounts Payable	Outstanding	Check	-7,362.10
03/08/2023		11583	DMC ENGINEERING	Accounts Payable	Outstanding	Check	-686.50
03/08/2023		11584	DMS FACILITY SERVICES	Accounts Payable	Outstanding	Check	-936.01
03/08/2023		11585	ECLIPSE SIGNS, LLC	Accounts Payable	Outstanding	Check	-619.56
03/08/2023		11586	ELITE AUTOMOTIVE SERVICES	Accounts Payable	Outstanding	Check	-5,825.24
03/08/2023		11587	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-10,223.57
03/08/2023		11588	GRAINGER	Accounts Payable	Outstanding	Check	-839.09
03/08/2023		11589	GREENSTONE MATERIALS INC.	Accounts Payable	Outstanding	Check	-1,118.22
03/08/2023		11590	HARBOR POINTE AIR CONDITIONING & CONTROL SYSTEM!	Accounts Payable	Outstanding	Check	-1,354.22
03/08/2023		11591	IB CONSULTING	Accounts Payable	Outstanding	Check	-10,755.00
03/08/2023		11592	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-1,175.99
03/08/2023		11593	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-15,537.76

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Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/08/2023		11594	J. SMITH & T MULI, INC	Accounts Payable	Outstanding	Check	-21,694.65
03/08/2023		11595	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-18,080.00
03/08/2023		11596	LINDE GAS & EQUIPMENT, INC.	Accounts Payable	Outstanding	Check	-137.43
03/08/2023		11597	BRENT MONSON	Accounts Payable	Outstanding	Check	-250.00
03/08/2023		11598	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-2,840.02
03/08/2023		11599	ORANGE COUNTY FIRE AUTHORITY	Accounts Payable	Outstanding	Check	-178.00
03/08/2023		11600	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-2,840.00
03/08/2023		11601	ORKIN, INC.	Accounts Payable	Outstanding	Check	-163.00
03/08/2023		11602	POLYDYNE, INC.	Accounts Payable	Outstanding	Check	-1,730.50
03/08/2023		11603	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-7,009.00
03/08/2023		11604	KYLE SITZMANN	Accounts Payable	Outstanding	Check	-177.73
03/08/2023		11605	STANLEY CONVERGENT SECURITY SOLUTIONS	Accounts Payable	Outstanding	Check	-1,401.30
03/08/2023		11606	TESCO CONTROLS, INC.	Accounts Payable	Outstanding	Check	-4,640.00
03/08/2023		11607	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
03/08/2023		11608	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-163.57
03/08/2023		11609	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-2,010.91
03/08/2023		11610	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-810.72
03/15/2023		11611	AT&T	Accounts Payable	Outstanding	Check	-919.93
03/15/2023		11612	BIG BRAND TIRE & SERVICE	Accounts Payable	Outstanding	Check	-1,472.73
03/15/2023		11613	BOOT BARN	Accounts Payable	Outstanding	Check	-932.16
03/15/2023		11614	CINTAS CORPORATION	Accounts Payable	Outstanding	Check	-1,236.67
03/15/2023		11615	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-176,399.04
03/15/2023		11616	GRAINGER	Accounts Payable	Outstanding	Check	-814.35
03/15/2023		11617	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-36,472.47
03/15/2023		11618	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-6,799.00
03/15/2023		11619	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-18,089.81
03/15/2023		11620	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-710.00
03/15/2023		11621	JUAN A. QUINONEZ	Accounts Payable	Outstanding	Check	-60.00
03/15/2023		11622	DELCO SERVICE, INC.	Accounts Payable	Outstanding	Check	-3,008.48
03/15/2023		11623	TRENCH SHORING COMPANY	Accounts Payable	Outstanding	Check	-208.80
03/15/2023		11624	TUTTLE CLICK COLLISION CENTER	Accounts Payable	Outstanding	Check	-1,223.99
03/15/2023		11625	LORRAINE LAUSTEN	Accounts Payable	Outstanding	Check	-20.00
03/30/2023		11626	4IMPRINT	Accounts Payable	Outstanding	Check	-5,148.18
03/30/2023		11627	AQUA-AEROBIC SYSTEMS, INC.	Accounts Payable	Outstanding	Check	-53,066.35
03/30/2023		11628	ARC	Accounts Payable	Outstanding	Check	-635.40
03/30/2023		11629	AT&T	Accounts Payable	Outstanding	Check	-1,778.86
03/30/2023		11630	AT&T MOBILITY	Accounts Payable	Outstanding	Check	-53.23
03/30/2023		11631	BAVCO BACKFLOW APPARATUS & VALVE CO.	Accounts Payable	Outstanding	Check	-411.54
03/30/2023		11632	BIG BRAND TIRE & SERVICE	Accounts Payable	Outstanding	Check	-1,472.73
03/30/2023		11633	CHAMPION PAVING, INC.	Accounts Payable	Outstanding	Check	-11,391.00
03/30/2023		11634	COMOSO	Accounts Payable	Outstanding	Check	-1,358.50
03/30/2023		11635	COSTCO MEMBERSHIP	Accounts Payable	Outstanding	Check	-120.00
03/30/2023		11636	DEPARTMENT OF WATER RESOURCES	Accounts Payable	Outstanding	Check	-50,806.00

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Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/30/2023		11637	DMC ENGINEERING	Accounts Payable	Outstanding	Check	-340.00
03/30/2023		11638	DMS FACILITY SERVICES	Accounts Payable	Outstanding	Check	-936.01
03/30/2023		11639	ELITE AUTOMOTIVE SERVICES	Accounts Payable	Outstanding	Check	-216.38
03/30/2023		11640	FEDEX	Accounts Payable	Outstanding	Check	-309.06
03/30/2023		11641	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-26,761.29
03/30/2023		11642	FULLER TRUCK ACCESSORIES	Accounts Payable	Outstanding	Check	-1,452.09
03/30/2023		11643	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-23,665.60
03/30/2023		11644	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-22,931.25
03/30/2023		11645	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-283.68
03/30/2023		11646	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-3,720.00
03/30/2023		11647	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-2,678.39
03/30/2023		11648	MCFADDEN-DALE INDUSTRIAL HARDWARE	Accounts Payable	Outstanding	Check	-216.97
03/30/2023		11649	MCMMASTER-CARR	Accounts Payable	Outstanding	Check	-138.27
03/30/2023		11650	MR. CRANE	Accounts Payable	Outstanding	Check	-2,021.25
03/30/2023		11651	NATIONAL BUSINESS FURNITURE, LLC	Accounts Payable	Outstanding	Check	-703.91
03/30/2023		11652	NBS	Accounts Payable	Outstanding	Check	-944.82
03/30/2023		11653	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-3,905.00
03/30/2023		11654	ORKIN, INC.	Accounts Payable	Outstanding	Check	-1,982.95
03/30/2023		11655	QUINN COMPANY	Accounts Payable	Outstanding	Check	-1,233.85
03/30/2023		11656	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
03/30/2023		11657	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-3,642.50
03/30/2023		11658	DELCO SERVICE, INC.	Accounts Payable	Outstanding	Check	-2,422.08
03/30/2023		11659	SS MECHANICAL CONSTRUCTION CORP.	Accounts Payable	Outstanding	Check	-48,137.45
03/30/2023		11660	STANLEY CONVERGENT SECURITY SOLUTIONS	Accounts Payable	Outstanding	Check	-84.00
03/30/2023		11661	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
03/30/2023		11662	TRAVELING TIDEPOOLS	Accounts Payable	Outstanding	Check	-1,795.00
03/30/2023		11663	TYLER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-37.67
03/30/2023		11664	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-9,614.86
03/30/2023		11665	VITUITY - URGENT CARE SERVICES	Accounts Payable	Outstanding	Check	-266.00
03/30/2023		11666	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-1,088.00
03/30/2023		11667	WYLAND FOUNDATION	Accounts Payable	Outstanding	Check	-3,000.00
Check Total: (117)							-661,617.54
EFT							
03/01/2023		279	EIDE BAILLY	Accounts Payable	Outstanding	EFT	-9,478.60
03/01/2023		280	MWDOC	Accounts Payable	Outstanding	EFT	-97,226.19
03/01/2023		281	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-38.34
03/01/2023		282	UNITED WATER WORKS, INC.	Accounts Payable	Outstanding	EFT	-1,730.69
03/09/2023		283	AMAZON	Accounts Payable	Outstanding	EFT	-1,512.70
03/09/2023		284	J. S. HELD LLC	Accounts Payable	Outstanding	EFT	-12,146.84
03/09/2023		285	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-5,517.99
03/09/2023		286	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-5,408.00
03/09/2023		287	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-208.00

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/09/2023		288	UNITED WATER WORKS, INC.	Accounts Payable	Outstanding	EFT	-895.09
03/16/2023		289	ACWA/JPIA - LIFE	Accounts Payable	Outstanding	EFT	-511.19
03/16/2023		290	AMAZON	Accounts Payable	Outstanding	EFT	-60.55
03/16/2023		291	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-4,861.25
03/16/2023		292	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-284.00
03/16/2023		293	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-123.17
03/16/2023		294	UNITED WATER WORKS, INC.	Accounts Payable	Outstanding	EFT	-122.04
03/31/2023		295	AMAZON	Accounts Payable	Outstanding	EFT	-3,655.01
03/31/2023		296	DUTHIE ELECTRIC SERVICE CORPORATION	Accounts Payable	Outstanding	EFT	-595.93
03/31/2023		297	IRVINE PIPE SUPPLY	Accounts Payable	Outstanding	EFT	-484.47
03/31/2023		298	MWDOC	Accounts Payable	Outstanding	EFT	-113,904.32
03/31/2023		299	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-8,526.67
03/31/2023		300	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-187.50
03/31/2023		301	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-9,638.00
03/31/2023		302	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-284.68
03/31/2023		303	UNITED WATER WORKS, INC.	Accounts Payable	Outstanding	EFT	-2,301.50
EFT Total: (25)							-279,702.72
Accounts Payable Total: (174)							-1,396,464.77

Accounts Receivable

Deposit							
03/01/2023		DEP0020042	Hoag payment	Accounts Receivable	Outstanding	Deposit	5,000.00
03/01/2023		DEP0020045	OCPW Payments	Accounts Receivable	Outstanding	Deposit	11,409.20
03/02/2023		DEP0020072	LAIF - Wire transfer	Accounts Receivable	Outstanding	Deposit	500,000.00
03/07/2023		DEP0020106	petty cash	Accounts Receivable	Outstanding	Deposit	337.91
03/09/2023		DEP0020128	County of Orange-Property Taxes 3/07/23	Accounts Receivable	Outstanding	Deposit	133,042.89
03/14/2023		DEP0020161	Rebate AMR/AMI Project	Accounts Receivable	Outstanding	Deposit	2,191.20
03/14/2023		DEP0020176	Invoice Payment	Accounts Receivable	Outstanding	Deposit	5,000.00
03/14/2023		DEP0020179	TMobile Payment	Accounts Receivable	Outstanding	Deposit	2,477.83
03/21/2023		DEP0020260	Home Depot Payment	Accounts Receivable	Outstanding	Deposit	138.51
03/22/2023		DEP0020281	PAYMENTS 3/22	Accounts Receivable	Outstanding	Deposit	44,961.02
03/29/2023		DEP0020346	County Of Orange	Accounts Receivable	Outstanding	Deposit	4,270.00
Deposit Total: (11)							708,828.56
Accounts Receivable Total: (11)							708,828.56

Utility Billing

Deposit							
03/01/2023		DEP0020036	Utility Payment Packet UBPKT08724	Utility Billing	Outstanding	Deposit	285.32
03/01/2023		DEP0020039	Utility Payment Packet UBPKT08725	Utility Billing	Outstanding	Deposit	2,495.24
03/01/2023		DEP0020048	Utility Payment Packet UBPKT08726	Utility Billing	Outstanding	Deposit	764.57
03/01/2023		DEP0020051	Utility Payment Packet UBPKT08727	Utility Billing	Outstanding	Deposit	4,944.86
03/02/2023		DEP0020054	Utility Payment Packet UBPKT08728	Utility Billing	Outstanding	Deposit	1,931.08
03/02/2023		DEP0020057	Utility Payment Packet UBPKT08729	Utility Billing	Outstanding	Deposit	1,329.23

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Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/02/2023		DEP0020060	Utility Payment Packet UBPKT08730	Utility Billing	Outstanding	Deposit	945.06
03/02/2023		DEP0020063	Utility Payment Packet UBPKT08731	Utility Billing	Outstanding	Deposit	3,639.83
03/03/2023		DEP0020066	Utility Payment Packet UBPKT08733	Utility Billing	Outstanding	Deposit	3,160.45
03/03/2023		DEP0020069	Utility Payment Packet UBPKT08734	Utility Billing	Outstanding	Deposit	4,758.22
03/05/2023		DEP0020075	Utility Payment Packet UBPKT08735	Utility Billing	Outstanding	Deposit	8,012.75
03/06/2023		DEP0020078	Utility Payment Packet UBPKT08736	Utility Billing	Outstanding	Deposit	3,996.74
03/06/2023		DEP0020081	Utility Payment Packet UBPKT08737	Utility Billing	Outstanding	Deposit	2,997.22
03/06/2023		DEP0020084	Utility Payment Packet UBPKT08738	Utility Billing	Outstanding	Deposit	3,120.98
03/07/2023		DEP0020087	Utility Payment Packet UBPKT08739	Utility Billing	Outstanding	Deposit	5,568.60
03/07/2023		DEP0020090	Utility Payment Packet UBPKT08740	Utility Billing	Outstanding	Deposit	3,659.12
03/07/2023		DEP0020093	Utility Payment Packet UBPKT08743	Utility Billing	Outstanding	Deposit	4,259.25
03/07/2023		DEP0020096	Utility Payment Packet UBPKT08744	Utility Billing	Outstanding	Deposit	3,833.71
03/07/2023		DEP0020099	Utility Payment Packet UBPKT08745	Utility Billing	Outstanding	Deposit	4,195.12
03/07/2023		DEP0020102	Utility Payment Packet UBPKT08746	Utility Billing	Outstanding	Deposit	4,358.18
03/07/2023		DEP0020109	Utility Payment Packet UBPKT08748	Utility Billing	Outstanding	Deposit	1,941.20
03/08/2023		DEP0020112	Utility Payment Packet UBPKT08750	Utility Billing	Outstanding	Deposit	5,977.61
03/08/2023		DEP0020115	Utility Payment Packet UBPKT08749	Utility Billing	Outstanding	Deposit	1,930.56
03/08/2023		DEP0020118	Utility Payment Packet UBPKT08752	Utility Billing	Outstanding	Deposit	1,776.75
03/09/2023		DEP0020122	Utility Payment Packet UBPKT08753	Utility Billing	Outstanding	Deposit	5,056.90
03/09/2023		DEP0020125	Utility Payment Packet UBPKT08754	Utility Billing	Outstanding	Deposit	1,518.86
03/09/2023		DEP0020131	Utility Payment Packet UBPKT08755	Utility Billing	Outstanding	Deposit	2,850.27
03/10/2023		DEP0020134	Utility Payment Packet UBPKT08757	Utility Billing	Outstanding	Deposit	1,402.31
03/10/2023		DEP0020137	Utility Payment Packet UBPKT08756	Utility Billing	Outstanding	Deposit	2,131.61
03/12/2023		DEP0020140	Utility Payment Packet UBPKT08758	Utility Billing	Outstanding	Deposit	19,994.58
03/13/2023		DEP0020143	Utility Payment Packet UBPKT08760	Utility Billing	Outstanding	Deposit	2,579.38
03/13/2023		DEP0020146	Utility Payment Packet UBPKT08759	Utility Billing	Outstanding	Deposit	1,734.73
03/13/2023		DEP0020149	Utility Payment Packet UBPKT08764	Utility Billing	Outstanding	Deposit	4,431.32
03/14/2023		DEP0020152	Utility Payment Packet UBPKT08766	Utility Billing	Outstanding	Deposit	2,274.20
03/14/2023		DEP0020155	Utility Payment Packet UBPKT08765	Utility Billing	Outstanding	Deposit	3,714.16
03/14/2023		DEP0020159	Utility Payment Packet UBPKT08761	Utility Billing	Outstanding	Deposit	4,450.69
03/14/2023		DEP0020164	Utility Payment Packet UBPKT08762	Utility Billing	Outstanding	Deposit	3,735.84
03/14/2023		DEP0020167	Utility Payment Packet UBPKT08763	Utility Billing	Outstanding	Deposit	3,948.53
03/14/2023		DEP0020170	Utility Payment Packet UBPKT08767	Utility Billing	Outstanding	Deposit	3,230.64
03/14/2023		DEP0020173	Utility Payment Packet UBPKT08768	Utility Billing	Outstanding	Deposit	5,923.82
03/14/2023		DEP0020182	Utility Payment Packet UBPKT08769	Utility Billing	Outstanding	Deposit	2,513.85
03/15/2023		DEP0020185	Utility Payment Packet UBPKT08770	Utility Billing	Outstanding	Deposit	3,386.57
03/15/2023		DEP0020188	Utility Payment Packet UBPKT08771	Utility Billing	Outstanding	Deposit	3,181.87
03/15/2023		DEP0020195	Utility Payment Packet UBPKT08772	Utility Billing	Outstanding	Deposit	2,565.98
03/15/2023		DEP0020198	Utility Payment Packet UBPKT08774	Utility Billing	Outstanding	Deposit	17,030.99
03/16/2023		DEP0020201	Utility Payment Packet UBPKT08776	Utility Billing	Outstanding	Deposit	4,251.29
03/16/2023		DEP0020204	Utility Payment Packet UBPKT08775	Utility Billing	Outstanding	Deposit	3,284.29
03/16/2023		DEP0020208	Utility Payment Packet UBPKT08777	Utility Billing	Outstanding	Deposit	2,207.72
03/16/2023		DEP0020210	Utility Payment Packet UBPKT08778	Utility Billing	Outstanding	Deposit	4,251.14

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/16/2023		DEP0020213	Utility Payment Packet UBPKT08779	Utility Billing	Outstanding	Deposit	4,848.84
03/17/2023		DEP0020216	Utility Payment Packet UBPKT08781	Utility Billing	Outstanding	Deposit	3,318.16
03/17/2023		DEP0020220	Utility Payment Packet UBPKT08780	Utility Billing	Outstanding	Deposit	7,975.87
03/17/2023		DEP0020222	ACH Draft Packet UBPKT08688	Utility Billing	Outstanding	Deposit	70,725.95
03/17/2023		DEP0020225	Utility Payment Packet UBPKT08782	Utility Billing	Outstanding	Deposit	4,625.16
03/19/2023		DEP0020228	Utility Payment Packet UBPKT08783	Utility Billing	Outstanding	Deposit	132,770.65
03/20/2023		DEP0020231	Utility Payment Packet UBPKT08785	Utility Billing	Outstanding	Deposit	3,239.53
03/20/2023		DEP0020234	Utility Payment Packet UBPKT08784	Utility Billing	Outstanding	Deposit	865.61
03/20/2023		DEP0020238	Utility Payment Packet UBPKT08788	Utility Billing	Outstanding	Deposit	974.95
03/20/2023		DEP0020241	Utility Payment Packet UBPKT08791	Utility Billing	Outstanding	Deposit	1,727.06
03/21/2023		DEP0020244	Utility Payment Packet UBPKT08793	Utility Billing	Outstanding	Deposit	827.26
03/21/2023		DEP0020247	Utility Payment Packet UBPKT08792	Utility Billing	Outstanding	Deposit	1,203.20
03/21/2023		DEP0020250	Utility Reverse Payment Packet UBPKT08795	Utility Billing	Outstanding	Deposit	-103.72
03/21/2023		DEP0020253	Utility Reverse Payment Packet UBPKT08797	Utility Billing	Outstanding	Deposit	-111.16
03/21/2023		DEP0020263	Utility Payment Packet UBPKT08802	Utility Billing	Outstanding	Deposit	503.20
03/22/2023		DEP0020266	Utility Payment Packet UBPKT08803	Utility Billing	Outstanding	Deposit	1,385.79
03/22/2023		DEP0020269	Utility Payment Packet UBPKT08801	Utility Billing	Outstanding	Deposit	246.10
03/22/2023		DEP0020273	Utility Payment Packet UBPKT08804	Utility Billing	Outstanding	Deposit	12,199.90
03/22/2023		DEP0020284	Utility Payment Packet UBPKT08813	Utility Billing	Outstanding	Deposit	1,223.62
03/23/2023		DEP0020287	Utility Payment Packet UBPKT08815	Utility Billing	Outstanding	Deposit	951.53
03/23/2023		DEP0020290	Utility Payment Packet UBPKT08814	Utility Billing	Outstanding	Deposit	107.44
03/23/2023		DEP0020293	Utility Payment Packet UBPKT08818	Utility Billing	Outstanding	Deposit	14,553.82
03/24/2023		DEP0020296	Utility Payment Packet UBPKT08819	Utility Billing	Outstanding	Deposit	502.58
03/24/2023		DEP0020300	Utility Payment Packet UBPKT08820	Utility Billing	Outstanding	Deposit	1,001.68
03/26/2023		DEP0020304	Utility Payment Packet UBPKT08821	Utility Billing	Outstanding	Deposit	14,902.05
03/27/2023		DEP0020307	Utility Reverse Payment Packet UBPKT08822	Utility Billing	Outstanding	Deposit	-118.60
03/27/2023		DEP0020310	Utility Payment Packet UBPKT08825	Utility Billing	Outstanding	Deposit	900.53
03/27/2023		DEP0020313	Utility Payment Packet UBPKT08826	Utility Billing	Outstanding	Deposit	769.47
03/27/2023		DEP0020316	Utility Payment Packet UBPKT08828	Utility Billing	Outstanding	Deposit	5,764.56
03/27/2023		DEP0020319	Utility Payment Packet UBPKT08829	Utility Billing	Outstanding	Deposit	4,842.32
03/27/2023		DEP0020322	Utility Payment Packet UBPKT08831	Utility Billing	Outstanding	Deposit	2,375.30
03/28/2023		DEP0020325	Utility Payment Packet UBPKT08832	Utility Billing	Outstanding	Deposit	1,780.17
03/28/2023		DEP0020328	Utility Payment Packet UBPKT08830	Utility Billing	Outstanding	Deposit	6,687.70
03/28/2023		DEP0020334	Utility Payment Packet UBPKT08835	Utility Billing	Outstanding	Deposit	843.70
03/28/2023		DEP0020337	Utility Payment Packet UBPKT08837	Utility Billing	Outstanding	Deposit	4,865.67
03/29/2023		DEP0020340	Utility Payment Packet UBPKT08839	Utility Billing	Outstanding	Deposit	5,454.60
03/29/2023		DEP0020343	Utility Payment Packet UBPKT08840	Utility Billing	Outstanding	Deposit	2,739.13
03/29/2023		DEP0020349	Utility Payment Packet UBPKT08842	Utility Billing	Outstanding	Deposit	4,716.65
03/29/2023		DEP0020352	Utility Payment Packet UBPKT08843	Utility Billing	Outstanding	Deposit	2,186.25
03/29/2023		DEP0020355	Utility Payment Packet UBPKT08844	Utility Billing	Outstanding	Deposit	913.23
03/30/2023		DEP0020358	Utility Payment Packet UBPKT08846	Utility Billing	Outstanding	Deposit	7,135.41
03/30/2023		DEP0020361	Utility Payment Packet UBPKT08845	Utility Billing	Outstanding	Deposit	652.62
03/30/2023		DEP0020364	Utility Payment Packet UBPKT08847	Utility Billing	Outstanding	Deposit	12,212.65

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/30/2023		DEP0020367	Utility Payment Packet UBPKT08848	Utility Billing	Outstanding	Deposit	1,321.83
03/31/2023		DEP0020370	Utility Payment Packet UBPKT08851	Utility Billing	Outstanding	Deposit	1,873.72
03/31/2023		DEP0020373	Utility Payment Packet UBPKT08850	Utility Billing	Outstanding	Deposit	2,895.77
Deposit Total: (95)							542,810.94
Utility Billing Total: (95)							542,810.94
Report Total: (280)							-144,825.27

Summary

Bank Account	Count	Amount
030866939 Bank of the West Checking	280	-144,825.27
Report Total:	280	-144,825.27

Cash Account	Count	Amount
No Cash Account	30	0.00
99 99-000-1004 Bank of the West Checking (Pooled Cash)	250	-144,825.27
Report Total:	280	-144,825.27

Transaction Type	Count	Amount
Bank Draft	32	-455,144.51
Check	117	-661,617.54
Deposit	106	1,251,639.50
EFT	25	-279,702.72
Report Total:	280	-144,825.27



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

GENERAL FUND PAYROLL WARRANT REGISTER

For the Month of: March 2023

\$ 227,781.48

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

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

General Manager / Assistant General Manager

By Date

By Date

Net Pay	Checks	.00
	Direct Deposits	70,759.75
	Subtotal Net Pay	70,759.75
	Adjustments	.00
	Total Net Pay Liability (Net Cash)	70,759.75

Taxes	Agency	Rate	You are responsible for depositing these amounts	Amount debited from your account
Federal	EE withheld	ER contrib.	EE withheld	ER contrib.

Federal Income Tax	12,945.54
Earned Income Credit Advances	6,834.44
Social Security	6,834.44
Medicare	1,598.37
Medicare Surtax	1,598.37
Federal Unemployment Tax	

Subtotal Federal	21,378.35	8,432.82	29,811.17
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	21,378.35	8,432.82	29,811.17
CA State Income Tax	5,664.08		
CA State Unemployment Insurance-ER 3000		15.53	
CA State Disability Insurance-EE	990.83		

Subtotal CA	6,654.91	15.53	6,670.44
Total Taxes	.00	28,033.26	8,448.35
Amount ADP Debited From Account	XXXXXX6939	Tran/ABA XXXXXXXXXX	36,481.61

Other	ADP Direct Deposit	70,759.75
Transfers Amount ADP Debited From Account	XXXXXX6939	Tran/ABA XXXXXXXXXX
Total Amount ADP Debited From Your Accounts		107,241.36

36,481.61 Excludes Taxes That Are Your Responsibility
28 Employee Transactions



Statistical Summary Detail

TRABUCO CANYON WATER
Region Name: GKN
Company Code: ADP RESOURCE

Batch: 0971
Quarter Number: 1
Service Center: 580

Period Ending: 03/15/2023
Pay Date: 03/20/2023
Current Date: 03/16/2023

Net Pay	Checks	130.69
	Direct Deposits	78,592.30
	Subtotal Net Pay	78,722.99
	Adjustments	.00
	Total Net Pay Liability (Net Cash)	78,722.99

Taxes	Agency	Rate	You are responsible for Depositing these amounts EE withheld ER contrib. EE withheld ER contrib.	Amount debited from your account ER contrib.
Federal	Federal Income Tax		15,369.34	
	Earned Income Credit Advances		7,604.69	7,604.71
	Social Security		1,778.51	1,778.52
	Medicare			
	Medicare Surtax			
	Federal Unemployment Tax			
	Subtotal Federal		24,752.54	9,383.23
	FMLA-PSL Payments Credit			34,135.77

	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			
State	Total Federal		24,752.54	9,383.23
	CA State Income Tax		6,588.49	
	CA State Unemployment Insurance-ER 3000			25.07
	CA State Disability Insurance-EE		1,067.80	
	Subtotal CA		7,656.29	25.07
	Total Taxes	.00	32,408.83	9,408.30
	Amount ADP Debited From AccountXXXX6939	Tran/ABA XXXXXXXXX		41,817.13

Other	ADP Direct Deposit		78,592.30	
Transfers	ADP Check		130.69	
	Amount ADP Debited From AccountXXXX6939	Tran/ABA XXXXXXXXX		78,722.99
	Total Amount ADP Debited From Your Accounts			120,540.12

41,817.13 Excludes Taxes That Are Your Responsibility

32 Employee Transactions

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 20, 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. *March 1, 2023*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI



TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | MARCH 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

Mr. Mike Callahan, Resident

CALL MEETING TO ORDER

Director Safranski called the March 1, 2023 Engineering/Operational Committee Meeting to order at 7:00 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 | MARCH 1, 2023**

ITEM 2: DIMENSION WATER TREATMENT PLANT OFFICE IMPROVEMENTS

Mr. Paludi introduced this matter for Committee consideration. Ms. Lausten provided an overview of the fiscal impact to date, and she reported that the project will go out to bid in April 2023.

MOTION: None

ITEM 3: SADDLECREST DEVELOPMENT

Mr. Paludi provided a brief update to the Committee, and he mentioned that the Developer is moving forward on selling lots which impacts the required system and facility improvements. Ms. Lausten provided highlights on the startup of the pump station and reservoir, and she reported on recent upper zone home sales. Discussion occurred concerning facility warranties to be provided by the Developer. Ms. Lausten reported the costs borne from this proposed amendment will be met by the developer.

MOTION: Recommend the Board of Directors authorize the General Manager to execute Amendment No. 1 for the Saddlecrest Development Construction Management to JS Held in the not to exceed amount of \$15,000 (Action Calendar).

SECOND: Director Dopudja

AYES: Directors Dopudja & Safranski

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2 - 0

ITEM 4: OTHER ENGINEERING AND OPERATIONS PROJECT UPDATES

1. **Rose and Lang Wells Groundwater Treatment Facility Property** – Mr. Paludi introduced customer Mr. Callahan to the Committee. Mr. Callahan expressed his appreciation for District staff efforts to present this matter to the Committee, and he provided an overview of his request related to the installation of a split-rail fence consistent with the original conceptual design for the facility. Discussion occurred concerning certain constraints related to the operation and maintenance of the facility that may conflict with the installation of a fence, as well as potential property liability issues and long-term maintenance responsibilities. The Committee recommended District staff work with Mr. Callahan concerning his request and bring this matter back to the next Engineering/Operational Committee meeting.
2. **Other Projects** – Ms. Lausten provided an overview of the Dove Dam repairs performed Myers Marine, including project photos.

MOTION: None – Informational item only.

ITEM 5: 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. Flushed seventy-two fire (72) hydrants and replaced two (2) fire hydrants in the Unincorporated Canyon areas.
2. Completed the Pressure Regulating Valve (PRV) Maintenance Program for FY 2022-23.
3. Repositioned the Filter Flow Meter Manifolds for Filters 1 – 3 at the Dimension Water Treatment Plant per TESCO Controls recommendation.
4. Worked with Maintenance Department to install new well pump motors at the Trabuco Creek Groundwater Treatment Facility.
5. Continued to work with TESCO Controls and Hydrotech Electric on SCADA System upgrades.

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

Mr. Kessler mentioned that there was not an updated Monthly Water System Operations Summary as it was the first of the month. Discussion occurred concerning the District’s distribution system valve turning schedule.

MOTION: None – Informational item only.

ITEM 6: 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. Replaced all old lighting at the Robinson Ranch Wastewater Treatment Plant (WWTP) with LED lighting.
2. Cleaned and installed sump pumps in the dry pits of Via Allegre and Barneburg Sewer Lift Stations.
3. Worked with Maintenance Department staff to bypass Golf Club Sewer Lift Station for Harper Engineering to perform a condition inspection of the onsite wet well for planned improvements.
4. Continued to work with TESCO Controls on site inspections for PLC panel improvements related to the SCADA System upgrades.

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 continued sale of recycled water to Santa Margarita Water District. Discussion occurred concerning the frequency of sewer line cleaning and overall schedule for completion.

Director Safranski inquired on the recycled water reservoir total volume calculation in relation to the current freeboard levels.

Discussion occurred concerning the status of the damaged v-ditch owned and operated by Dove Canyon Master Association (DCMA); Mr. Paludi reported that District staff is in communication with Dove Canyon Master Association.

MOTION: None – Informational item only.

ITEM 7: 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. Coordinated the repair of the roof at Canyon Creek Booster Pump Station with JRT Roofing (Contractor).
2. Continued work with TESCO Controls and Hydrotech Electrical on SCADA System upgrades.

Wastewater Operations

1. Worked with operations staff to clean up Coyote Flats and locate/clean onsite v-ditch system.
2. Coordinated with SS Mechanical for the surge tank concrete base pour at El Toro Sewer Lift Station.
3. Assisted Wastewater Operations staff to bypass Golf Club Sewer Lift Station for Harper Engineering to perform a condition inspection of the onsite wet well for planned improvements.
4. Continued work with TESCO Controls and Hydrotech Electrical on SCADA System upgrades.

MOTION: None – Informational item only.

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

ITEM 8: OTHER MATTERS/REPORTS

Mr. Paludi provided an update on the Saddleback Meadows Developer Conditional Will Serve Letter and related conditions for the agreement for construction of a reservoir.

MOTION: None – Informational item only.

ADJOURNMENT

Director Safranski adjourned the March 1, 2023 Engineering/Operational Committee Meeting at 7:57 a.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 20, 2023**

CONSENT CALENDAR

ITEM 4: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

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

1. *February 6, 2023*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | FEBRUARY 6, 2023

DIRECTORS PRESENT

Vice President Ed Mandich, Committee Chair
President Stephen Dopudja, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Mandich called the February 6, 2023 Executive Committee Meeting to order at 5:00 PM.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

No comments were received.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on a scheduled Rancho Santa Margarita Chamber of Commerce event with keynote speaker State Assemblywoman Kate Sanchez.

DISCUSSION MATTERS

ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

Mr. Paludi presented the Executive Committee Meeting Recap for Committee consideration in accordance with the agenda.

MOTION: Approve the Executive Committee Meeting Recap and recommended that the Board receive and file the same (Consent Calendar) – Director Dopudja and Lisa Marie Sangi

SECOND: Director Dopudja

AYES: Directors Mandich & Dopudja

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2 - 0

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | FEBRUARY 6, 2023**

ITEM 2: BOARD AGENDA PLANNING CALENDAR

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

February 2023

Regular Board Meeting (2/16)

- Contract amendment with TESCO for SCADA upgrade (E/O) submitted to the Board without a recommendation.
- Adoption of District Treasurer’s Annual Statement of Investment Policy (F/A)
- Robinson Elementary School sponsorship

Special Board Meeting (TBD)

- Rate Study Workshop RE: Preliminary Rates & Charges

March 2023

Regular Board Meeting (3/16)

- Contract award for Golf Club SLS Rehab (E/O)
- Approval of Will Serve Letter for Saddleback Meadows Development
- Adoption of updated Procurement Policy
- Approval of SOCWA separation/contract services agreement
- Discussion of MWDOC Proposed FY 23/24 Budget and Rates (F/A)

Special Board Meeting (TBD)

- Rate Study Workshop RE: Preliminary Rates & Charges
- Communications Plan Workshop (presentation by Rockspark Communications)

March 2023

Regular Board Meeting (4/20)

- Approval of rate study and Prop. 218 notice (F/A)
- Discussion of TCWD Budget assumptions

Other Future Board Items

- Prop. 218 Hearing: Adoption of rates and charges for 2023-2027 (June)
- TCWD FY 23/24 Budget Workshop (May)
- Adoption of updated capacity charges for water/sewer service

Director Dopudja recommended that District staff agendize the approval of SOCWA separation/contract services agreement for the February 16, 2023 Regular Board Meeting, and to include the notice of separation for Board consideration.

MOTION: None – Informational item only.

OTHER MATTERS

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

Mr. Paludi reported on the following matters:

- Communications survey of Board of Directors and District staff
- Oaks at Trabuco (Goren) Development

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | FEBRUARY 6, 2023**

- Dove Canyon Master Association (DCMA) letter concerning damaged v-ditch and erosion into District's recycled water reservoir.
- Rancho Cielo HOA recycled water conversion opportunities and potential for cost-sharing.
- District Properties Committee Meeting for March 2023

MOTION: None – Informational item only.

ADJOURNMENT

Vice President Mandich adjourned the February 6, 2023 Executive Committee Meeting at 6:40 p.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 20, 2023**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

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

FEES AND EXPENSES

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

TENTATIVE FUTURE MEETINGS

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

FUNDING SOURCE:

General Fund

FISCAL IMPACT

FY 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. *March 2023*

EXHIBIT(S):

1. Directors Fees and Expenses Monthly Report for March 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 | MARCH 2023**

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
DISTRICT MEETINGS					
Engineering/Operational Committee Meeting			03/01/23		03/01/23
District Properties Committee Meeting			03/06/23	03/06/23	
Finance/Audit Committee Meeting	03/09/23	03/09/23			
Individual Meeting with General Manager	03/14/23	03/15/23		03/13/23	03/14/23
Regular Board Meeting	03/16/23	03/16/23	03/16/23	03/16/23	03/16/23
Special Board Meeting	03/28/23	03/28/23	03/28/23	03/28/23	03/28/23
REPRESENTATIVE MEETINGS					
Community Association of Rancho (CAR)		03/07/23			
City of Rancho Santa Margarita Council Meeting				03/22/23	03/08/23
City of Rancho Santa Margarita Planning Commission	03/01/23				
Independent Special Districts of Orange County (ISDOC) Monthly Meeting				03/07/23	
Independent Special Districts of Orange County (ISDOC) Quarterly Meeting					
OC LAFCO Regular Commission Meeting					
MWDOC Board Meeting	03/15/23				
Santiago Aqueduct Commission Meeting		03/16/23			
South Orange County Wastewater Authority (SOCWA) Regular Board Meeting			03/02/23		
South Orange County Agencies Group					03/23/23
Quarterly - South Orange County Integrated Regional Watershed Management Executive Committee				03/09/23	
Water Advisory Commission of Orange County (WACO)	03/03/23				
NUMBER OF MEETINGS ATTENDED	7	5	5	7	6
FEES (\$125 per each meeting*)	\$875.00	\$625.00	\$625.00	\$875.00	\$750.00
DIRECT REIMBURSABLE EXPENSES					
DIRECT REIMBURSABLE EXPENSES TOTALS	\$0.00				
INDIRECT REIMBURSABLE EXPENSES					
INDIRECT REIMBURSABLE EXPENSES TOTALS					
TOTAL	\$875.00	\$625.00	\$625.00	\$875.00	\$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 | APRIL 20, 2023**

**ACTION CALENDAR
FINANCIAL MATTERS**

**ITEM 6: MUNICIPAL WATER DISTRICT OF ORANGE COUNTY (MWDOC) PROPOSED FISCAL YEAR 2023/24
BUDGET AND RATES**

Trabuco Canyon Water District’s (District) is a member agency of Municipal Water District of Orange County (MWDOC). MWDOC is currently seeking input to the second draft operating budget for Fiscal Year Ending (FYE) 2024 (included as Exhibit 1). This budget includes the following proposals:

- A proposed increase of \$0.50 to the retail service charge adjusts the retail rate to \$14.25 per retail meter. The impact to the District is approximate 3.5% increase as follows:

Total Meters	Charge/ Meter	Total Charges	% Diff.
4,078	\$ 13.75	\$ 56,073	96.5%
4,078	\$ 0.50	\$ 2,039	3.5%
	\$ 14.25	\$ 58,112	100%

- The groundwater customer charge to OCWD increases by \$33,117 (9.6%) to \$368,501. These charges are calculated under the new rate structure adopted by the MWDOC Board last year.
- A budget total of \$226,009,864 (revenue) including Core & Choice, water sales, outside funding, and WEROC, which is an increase of 13.86% mainly as a result of increased water sales. This estimate incorporates the adopted Metropolitan rates and charges for 2023 & 2024, the credit of Local Resource Program Incentives, Outside Fundings, and Choice Revenue.
- A consolidated general fund budget is \$11,939,584 (revenue) with an increase of \$779,454 (6.5%).
- The total revenue amount for the Core budget is \$9,919,765; an increase of \$517,587 (5.2%) over the current year’s budget.
- The proposed draft budget includes a net planned reserves draw of \$542,722, which can be covered by the current years projected contribution on reserves. Due to the Reserve Policy discussions, MWDOC did not move the projected \$437,590 to the Building Reserve.
- The proposed salary contribution pool is at 11.45% of salaries and wages and reflects the rate of inflation (2022 CPI annual average = 7.45%) and merit considerations. COLA (Cost of Living Adjustment) is not provided to the employee. All salary increases are merit based.
- There is an increase in the Part-time Employee staffing level by 1.71 FTE, driven by adding staff and a decrease in Interns in Choice program staffing. A slight decrease in Full-time Employees is due to the number of working hours in the year. Thus, the MWDOC total staffing level is proposed to increase by 0.77 FTE.

The final budget is scheduled for approval by the MWDOC Board of Directors at the April 19, 2023 Regular Board meeting. District staff will present additional information regarding the MWDOC proposed budget and rate structure modifications at the Committee meeting.

FISCAL IMPACT:

The District’s share of the MWDOC Core budget for Fiscal Year Ending 2024, as currently proposed in the second draft, is approximately \$58,144.

RECOMMENDED ACTION:

Receive information at the time of the meeting and make recommendation(s) as necessary.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 20, 2023**

EXHIBIT:

1. MWDOC FYE 2024 Second DRAFT Budget – March 8, 2023 Administration & Finance Committee Meeting

CONTACTS (staff responsible): PALUDI/PEREA



DISCUSSION ITEM
March 8, 2023

TO: Administration & Finance Committee
(Directors Dick, Thomas, Crane)

FROM: **Harvey De La Torre, Interim General Manager**

Staff Contact: Hilary Chumpitazi

SUBJECT: MWDOC’s SECOND Draft Budget for Fiscal Year 2023-24

STAFF RECOMMENDATION

Staff recommends the Administration & Finance Committee to review, discuss, and provide comments & direction to staff on MWDOC’s **SECOND** draft budget for Fiscal Year (FY) 2023-24 (Fiscal Year Ending 2024’, FYE 24).

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

SUMMARY

Pertinent aspects of MWDOC’s **SECOND** draft budget for FYE 2024 include:

1. The second draft budget includes a proposed increase of \$0.50 (3.5%) to the retail service charge bringing the retail rate to \$14.25 per retail meter. The groundwater customer charge to OCWD increases by \$23,294 (5.96%) to \$391,100. These charges are calculated under the rate structure methodology adopted by the MWDOC Board in 2021.
2. The second draft has a budget total of \$226,009,864 (revenue) including Core & Choice, water sales, outside funding, and WEROC. This is an increase of 13.86% mainly as a result of increased water sales. This estimate incorporates the adopted Metropolitan rates and charges for 2023 & 2024, the credit of Local Resource Program Incentives, Outside Fundings, and Choice Revenue.
3. The consolidated general fund budget is \$11,939,584 (revenue) with an increase of \$779,454 (6.5%).

Budgeted (Y/N): N/A	Budgeted amount: N/A	Core <u>_X_</u>	Choice <u>__</u>
Action item amount: None	Line item:		
Fiscal Impact (explain if unbudgeted):			

4. The total revenue amount for the Core budget is \$9,919,765; an increase of \$517,587 (5.2%) over the current year's budget.
5. Interest revenues are budgeted at \$319,410, which is a \$173,439 increase (54.2%) to reflect increasing in returns.
6. The proposed draft budget includes a net planned reserves draw of \$542,722, which can be covered by the current years projected contribution on reserves. Due to the Reserve Policy discussions, we did not move the projected \$437,590 to the Building Reserve. The contribution to the Election Reserve will be finalized when we receive the invoice from the last elections. Reserves will be fully funded under the anticipated new Reserve policy.
7. The unfunded CALPERS liability annual payment of \$207,000 is proposed, pending the outcome of the Reserve Policy discussions.
8. The proposed salary contribution pool is at 11.45% of salaries and wages and reflects the rate of inflation (2022 CPI annual average = 7.45%) and merit considerations. COLA (Cost of Living Adjustment) is not provided to the employee. All salary increases are merit based.
9. There is an increase in the Part-time Employee staffing level by 1.71 FTE, driven by adding staff and a decrease in Interns in Choice program staffing. A slight decrease in Full-time Employees is due to the number of working hours in the year. Thus, total staffing level increases by 0.77 FTE.
10. The Building Improvement expenses have slightly increased but are covered by the carryover credit. FYE'24 includes the remodel of the kitchen and breakroom and the removal of the wooden trellis in the atrium (due to termite damage) and roof.
11. The Capital Acquisition expenses decreased.
12. Outside funding for Water Use Efficiency (WUE) from rebates and grants is budgeted at \$13,605,720; an increase of \$5,060,446 over this year's budget.
13. Expenses are increased for the Core Insurance Expense by \$42,976 (23.4%); Professional Fee expenses \$274,850 (23.7%); Memberships by \$45,155 (23.6%). For accounting purposes, \$52,500 was moved from Professional Fees to Miscellaneous Expenses to better allocate expenses.
14. Conference & Travel expenses have return to pre-COVID conditions and in-person meetings are reflected in FYE'24 budget.
15. Similar to last year, the schedule for the budget process impacts the timing of Choice budget elections by Member Agencies. Therefore, the Choice budget estimates in the draft budget should be considered preliminary.

Proposed new key items that are not incorporated in this Second draft budget pending Committee discussion and direction include:

- A. One (1) additional FTE added to the Public Affairs Department
- B. Through an RFP process, hire and manage a consultant that will be made available to member agencies to develop Commercial, Industrial and Institutional Best Management Implementation Plans as required by SB 606 and AB 1668, the new water use efficiency framework. These services will be available as a **Choice service** funded by agencies accessing these services.

- C. “CA Water for All” Public Relations campaign (stems from the Solve the Water Crisis group) through CMUA designed to support the legislation & advocacy (per agency contribution of \$20,000)
- D. Director attending in Water Educational Tours (2) conducted by the Water Foundation of \$3,000 (including travel)

A reminder that memberships outlined in the budget’s Exhibit D are approved by the Board with the adoption of the budget. Therefore, such memberships will not be brought to the Board for individual approval. However, any new memberships not included in Exhibit D will need to be brought to the Board for consideration and approval.

Similar to memberships, standard conferences for Board and staff (as those listed in Exhibits E & F) are approved by the Board with adoption of the budget. This approval includes staff travel/attendance for any out of state conferences listed on Exhibits E & F. Subsequent to the budget adoption, any new out of state conferences will be brought to the Board for consideration and approval.

The detailed draft budget is included as Attachment A.

CHANGES FROM THE PRIOR DRAFT TO CURRENT DOCUMENT

This is the second draft budget and there are minimal changes from the prior draft. The total core expenses increase by \$149,741 (1.5%) between the first and second draft budgets. The decision during the February A&F meeting was to add the IT Consultant for \$95,000 and the addition of Membership for CCEEB along with the coordinating conferences. The increase in the core revenue was only \$6,514 with the difference between the changes in expenses and revenue resulting in a slightly larger draw on reserve (\$143,226).

MAJOR YEAR-TO-YEAR CHANGES IN THE CURRENT BUDGET

The year-to-year (Y-T-Y) changes in the Core Operating Expenses are an increase of \$1,023,367 (10.4%). The addition of building and election costs yields a Y-T-Y Core Total Expense increase of \$603,248 (5.8%).

- The largest Core expense is the combined cost categories for Employee, MWDOC Director and MWD Director salaries, wages and benefits with a Y-T-Y increase of \$386,804 (6.4%). These combined expense categories constitute 57.8% of the total core expense budget.
- The other large core expense increases in descending order are Professional Fees (\$274,850), Contribution to Election Reserve (\$80,272); Miscellaneous Expense due to reclass of expenses (\$67,180); Membership (\$45,155); Insurance Expense (\$42,976); Maintenance Expense (\$24,460).
- The Membership/Sponsorship expenses only include items previously approved by the Board of Directors.

Choice Y-T-Y expenses are anticipated to increase by \$261,868 (12.9%) at this early point in the budget process.

DETAILED REPORT

MWDOC's budget process normally includes three versions of the draft budget with the final budget being approved at the April 19, 2023, Board of Directors meeting. This report provides the detail and background of the second draft MWDOC Budget. It should be noted that although staff may list or present new budgetary items, they are **not included** in this budget draft until directed by the A&F Committee. We will incorporate such changes, comments, and suggestion in the next draft budget.

This draft budget presents revenue figures based on the MWDOC current rate structure. It is anticipated that the proposed changes to the rates and charges will also be approved at the April 19th Board meeting.

The FYE'24 MWDOC budget is developed through a transparent and iterative process. Key topics discussed below include:

1. MWDOC Budget Process & Schedule
2. Budget Principles
3. District Reserves
4. Compensation Pool Guidelines
5. Budget Input from Member Agencies
6. Key Priorities & Initiatives for FYE'24
7. Core/Choice Programs
8. Water Rates and Charges

1. MWDOC Budget Process & Schedule

MWDOC's Budget schedule is designed to accommodate the budget and rate schedules of our Member Agencies. Under this schedule, the Year-End Projections and Conceptual Budget were discussed at the January Administration & Finance (A&F) Committee. The first draft budget is presented at the February A&F Committee meeting. The second and third draft budgets are scheduled for the March and April A&F Committee meetings. The final budget is scheduled for approval by the MWDOC Board of Directors at the April 19, 2023, Board meeting.

Similar to last year, the Choice budget elections and commitments will lag behind this proposed schedule and staff will bring back to the Board a revised Final Choice Budget in September or October 2023 to reflect the reconciliations and final program commitments of our Member Agencies. It should be noted that changes in Choice programs do not impact the rates and charges passed in April for Core activities.

The budget schedule is included in Attachment B.

2. MWDOC Budget Principles

Staff continues to utilize the following Budget Principles to develop the draft budget:

- **Principle #1: Budget Investments Align with MWDOC's Priorities & Values**
The Budget should reflect the mission and goals of MWDOC and align proposed activities with the valued benefits of the Board and our stakeholders. The budget process should be transparent and readily facilitate public review

and input.

- **Principle #2: Activities Based on a County-wide Perspective**
MWDOC's service area extends to Orange County's borders and the budgeted activities must comprehensively address issues, needs, and benefits for the entire service area and our regional involvement with the Metropolitan Water District of Southern California (MET).
- **Principle #3: Efficient Program Design & Performance**
The budgeted programs must consider complementary and cooperative designs to maximize benefits from other regional and local water resource programs to maximize value.
- **Principle #4: Full Cost Recovery**
The budget will be developed to support full cost recovery of all expenses via the rates and charges without the unplanned use of reserves.
- **Principle #5: Compliance with Administrative Code**
The proposed budget and budget process should fully comply with applicable sections of the MWDOC Administrative Code.

3. District Reserves

One goal of the budget process is the early identification of the District's Reserve Fund Balance and its impact to the proposed Budget. At this time, the Board is reviewing revisions to the MWDOC's reserve policy, including its funding targets. Once the Board adopts revisions to the MWDOC Reserve Policy and/or provides further direction on the funding targets, staff will reflect such changes in the Budget.

4. Compensation Pool Guidelines

MWDOC's compensation system includes both job classification-specific salary ranges and person-specific salaries. Annual modifications to both are implemented under different but inter-related practices. A common goal of both practices is to maintain competitive and appropriate salaries and benefits within the Southern California market.

Job Classification Salary Ranges.

MWDOC annually adjusts our salary ranges by the local Consumer Price Index (CPI) for the previous calendar year. The 2022 CPI average for the LA/Long Beach/Anaheim area was 7.45%. This is 194% higher than the 2021 number of 3.84%. The CPI of 7.45% falls into MWDOC's high inflation range. Every three years MWDOC contracts for a Comprehensive Baseline Survey that reviews our job classifications with similar agencies and job functions. The last Benchmark Survey was conducted in 2021 and only minor appropriate changes were incorporated in last year's budget. In addition, MWDOC found limited salary range corrections to be necessary, which supported the CPI adjustment process. Therefore, we will continue the CPI-based salary range adjustment for FYE'24.

In 2024, staff plans to conduct a new Comprehensive Baseline Survey to be incorporated into next year's budget.

Employee-Specific Salaries

MWDOC does not provide a Cost-of-Living Adjustment (COLA) for employee salary increases. Rather MWDOC establishes a Compensation Pool that facilitates employee salary increases allocated solely on merit. MWDOC conducts an annual direct labor market survey as part of the budget process and most of the water agencies in the survey have both defined merit and COLA components to their annual salary increases. The functional difference is that while both approaches cover both merit and inflation, other agencies will guarantee a COLA pay increase to all employees, while MWDOC employees are at risk of no salary increase depending upon their performance.

There is an objective comparison as to how well MWDOC's salary system has been performing relative to the market. As noted above, MWDOC's salary ranges have been generally tracking the labor market conditions. In addition, MWDOC salaries have largely maintained a mid-range position with predominately only long-tenured employees bumping up against the range ceiling for their position.

The MWDOC annual survey of approximately 20 water utilities is utilized as a comparison of proposed employee salary increases. As of today, this comparative information is not yet available from the other utilities but will be provided in the April Draft Budget.

MWDOC utilizes a system of CPI based formulas to calculate the proposed Compensation Pool. An analysis of 10-year compensation increases and CPI data was conducted to quantify the past practices that had successfully maintained MWDOC's salaries both competitive and within job classification ranges. The formula uses current inflation percentages but is also apply a merit component to properly align with current market conditions. For example, 0% CPI would calculate as a 0% compensation pool increase and would obviously not reward merit as intended. At the other end of the range, other problems arise. For example, in 1980 the CPI was 13.5% and this would calculate at the unlikely compensation pool of 25% (using the moderate category of CPI x1.85).

The result was a system of four CPI ranges with associated Compensation Pool formulas as summarized below.

COMPENSATION POOL CPI RANGES & FORMULAS		
Category	CPI Range	Formula
Negative	< 0%	2% + (CPI x 0.5)
Low	0% to 2.4%	2% + CPI
Moderate	2.4% to 4.7%	CPI x 1.85
High	> 4.7%	4% + CPI

The 2022 annual CPI was 7.45% for the region which is in the > 4.7% "High inflation" effective range. Applying the 4% + CPI High inflation range formula to the 7.45% CPI yields a compensation pool of 11.45% which was used to calculate the employee salary expense increase in the draft budget.

It should be noted, the Committee directed staff not to provide a Director per diem adjustment in this FYE'24 budget.

5. Budget Input from Member Agencies

In November 2022, MWDOC sent a letter to all of its member agencies informing them of the start of the MWDOC FY 2023-24 Budget Process, and invited their formal participation in the process which can include suggestions of activities and general comments. The FYE'24 draft budget was presented to the member agency managers on February 15, 2023, for feedback and comments. Staff received a request for additional information on the need and responsibilities for the requested (1) FTE for Public Affairs as well as a copy of the scope of work for two additional consultants in the Government Affairs budget. Lastly, there was a comment on the District's compensation pool formula and requested a survey of its member agencies' salary increase before Board adoption.

As of March 3, the District has received two comment letters from OCWD, one specific to the MWDOC Budget and the other focuses on their MET priorities and recommendations. Both are included in Attachment C.

6. Key Priorities & Initiatives for FYE'24

MWDOC's MISSION

To provide reliable, high quality supplies from MWD and other sources
to meet present and future needs,
at an equitable and economical cost and
to promote water use efficiency for all of Orange County

MWDOC was formed in 1951 to serve the majority of Orange County as its MET member agency representative and make imported water available within Orange County. This remains MWDOC's primary purpose. Although this purpose has taken various forms and has evolved over the decades, the emphasis continues to be MET representation and advocacy on behalf of the water agencies, to provide water reliability, and to provide value to the residents and ratepayers in Orange County. All functions included in the annual budget address components of MWDOC's mission.

MWDOC's key priorities and initiatives are discussed for the following major departments and cost centers:

- Reliability Planning & Engineering (Cost Center 21)
- Metropolitan (MET) Issues & Water Policy (Cost Center 23)
- Water Use Efficiency (WUE) (Cost Centers 35, 62 & 70)
- Water Emergency Response (WEROC) (Cost Center 25)
- Communication/Public Affairs (Cost Center 32 & 63)
- Government Affairs Department (Cost Center 31)
- Administration Department (Cost Centers 11, 12, 13, & 19)
- Finance & Information Technology (Cost Centers 41 & 45)

While MWDOC is organized into several functional departments or cost centers, operationally, there is significant internal support and cooperation on the different tasks of our mission. For example, a critical issue like the Delta Conveyance Project will involve

Reliability Planning & Engineering, MET Issues, Government Affairs, Public Affairs, the Board of Directors and Administrative Support.

It should be clear from the following discussion that many of the issues are not addressed in departmental silos but are shared responsibilities under various departments in carrying out MWDOC's overarching mission.

Reliability Planning and Engineering (Cost Center 21)

The Reliability Planning and Engineering (Engineering) Department efforts are varied and aimed at helping MWDOC member agencies navigate and understand the implications of long-term supply and emergency planning as well as the numerous intricacies involved in coordinating with MET to provide imported water (e.g., service connections, metering of water, pipeline operations, water quality, etc.). Engineering Department activities tie directly back to MWDOC's Mission Statement. Engineering activities include:

- Analysis and planning for Orange County water reliability,
- Facility shutdown planning,
- Coordination of operations and maintenance activities and responsibilities of various regional pipelines in Orange County,
- Identification and resolution of water quality issues in the regional distribution system, and
- Developing the ability and protocols to allow for pumping of local water supplies into the East Orange County Feeder #2 pipeline (EOCF#2) should retail agencies wish to pursue this opportunity

The Engineering Department also provides internal support to other MWDOC departments; most notably Administration and WEROC by providing project management for MWDOC's office building and EOC improvements. Support is also provided to MET Issues and Water Policy Department as many MET issues overlap between the two departments in covering MET activities and their implications to MWDOC member agencies.

Areas of overlap with MET Issues and Water Policy Department include:

- Analysis of various reliability improvement projects and MET initiatives including the MET Regional Recycled Water Program (Pure Water Southern California Project),
- MET's Local Resources Program (LRP),
- Water quality issues in the regional distribution system that may impact MWDOC member agencies,
- Additional MET storage planning,
- Emergency use of MET pipelines in circumstances when MET is unable to supply water,
- MET's Water Supply Allocation Plan (WSAP),
- MET System Resiliency Study,
- MET's Integrated Resources Plan (IRP),
- MET Rates and Charges

Some Key Initiatives for Engineering in FYE'24

Supplemental Reliability Analysis of Water Supplies

California is facing significant and rapid changes in water supply availability. Both main imported water sources for MET (the State Water Project, and the Colorado River Aqueduct) are experiencing long-term water availability issues. These situations continue to evolve rapidly as numerous solutions are being pursued on multiple fronts. Periodic supplemental analysis of MET and Orange County's water reliability are anticipated as new information becomes available regarding changing conditions and likelihood of various projects moving, or not moving, forward.

Discussions on which projects MET is likely to move forward will be part of MET's upcoming Integrated Water Resources Plan (IRP) – Implementation Phase. Included in those discussions are multiple uncertainties including:

- Colorado River Water Users response to the Bureau of Reclamation's announcement for the need to reduce an additional 2-4 Million AFY of demand,
- Pure Water Southern California recycling project,
- Sites Reservoir Project,
- Delta Conveyance Project, and potential for a new reservoir to maximize SWP benefits to Metropolitan.

Salinity Control Study for the Colorado River Basin

Water management efforts in the Colorado River Basin are currently focused on future water supplies. A number of changes to water management in the Basin will likely result from the renegotiation of the Colorado River Compact and the Bureau of Reclamation's announcement for the need to reduce an additional 2-4 Million Acre-Foot per year of demand from the Colorado River Basin system. The likely outcomes of these management changes will be less water supplies for urban water users, and changes to the amounts and types of agriculture in the Basin. Currently most of the salinity controls in the Basin are focused on agriculture. Working with Metropolitan, the Colorado River Salinity Control Forum, and Southern California Salinity Coalition; Engineering is recommending initiation of a joint 'Reconnaissance Study' to look at the future of salinity control in the Basin, and to identify the future salinity controls needed for a future with climate change and changed agriculture practices in the Basin.

Emergency Use of East OC Feeder #2

In FY'2022/23 MWDOC worked with MET staff to develop a scope of work that meets MET's and the State's water quality and operating strategy requirements to introduce local water supplies into the MET system consistent with MET Administrative Code 4519 - Emergency Deliveries of Member Agency Water Supplies in Metropolitan's System.

Currently a more detailed technical analysis of the feasibility and likely costs to connect Santa Ana's East Station to East Orange County Feeder #2 is under development by Moulton Niguel Water District. Should MNWD wish to proceed, MWDOC will continue to assist in the development of the necessary protocols and procedures. It is anticipated that this remains a 2-3 year effort.

MET Shutdown Planning

Continue coordination of a number of shutdowns this year including:

- Orange County Feeder
- Diemer
- Second Lower Feeder
- Colorado River Aqueduct

Administration Building Remodel Project

In FYE'23 Engineering provided Project Management support to HR & Administration Department for design services to remodel of the Breakroom/Kitchen and atrium.

- Design is currently in progress with completion of the design phase in June 2023.
- For FYE'24, should the Board approve the remodel, Engineering will provide construction management support for the project.
- Additionally, the Administration Building roof continues to develop new leaks despite repeated repairs to the roof over the past 5 years. Assessments of the condition of the roof are in progress. Should the roof require replacement, Engineering will provide construction management support to bring an item to the Board for consideration of contract award in FYE'24.

Primary WEROC EOC Project

In FYE'23, Engineering provided support to WEROC for completion of the design phase of a new Primary EOC building. Final design and construction cost estimates were completed in January 2023.

Should the Board approve the project, Engineering will provide construction management support for the project.

Hire a Principal Engineer

Fills the currently vacant Engineering position and supports succession planning.

Metropolitan (MET) Issues and Water Policy (Cost Center 23)

The Metropolitan (MET) Issues and Water Policy Department leads the District on Metropolitan issues and policy, as well as water supply and demand program coordination and analysis. Over the years, this department of four full time employees (FTE) has also become the primary clearinghouse on local, regional, state, and federal water policy issues. It ensures all key policy issues are analyzed and thoroughly evaluated for the MWDOC Board of Directors, our MWDOC-MET Delegation and MWDOC's member agencies. As it relates to Metropolitan issues, the Department represents and advocates for Orange County on local resource projects and programs, water costs and rates, regional storage, water supply reliability management, demand management programs, water use efficiency programs, and water policy implementation.

The Department also provides analysis and advocacy for Orange County on water policy issues that extend beyond the scope of Metropolitan. Broader water policy issues covered include the State-wide water conservation regulations, Urban Water Management Plans, Water Shortage Contingency Plans, progress and development of the Delta Conveyance

Project, Colorado River issues, and the development of additional regional and local resource projects, such as Pure Water Southern California.

Department routine functions include:

- Support for the MWDOC-MET Delegation in promoting Orange County objectives;
- To act as the District's liaison for Metropolitan information and water policy issues;
- Collaboration with Metropolitan staff on the development and management of programs and policies;
- Collaboration with other fellow Metropolitan member agencies on Metropolitan water policy issues;
- Support and advocate on behalf of our member agencies for issues such as Local Resources Program (LRP) applications and certifications, shutdown coordination, and Metropolitan water use programs (e.g., Coastal Pumping and Transfer Program);
- Coordination and monitoring of water supply management projects and programs such as replenishment deliveries (e.g., Conjunctive Use Program (CUP) and In-lieu programs) and Metropolitan and MWDOC's Water Supply Allocation Plan for times of drought;
- Coordination and monitoring of Water Supply Allocation Plans;
- Development of countywide water supply and demand projections;
- Development of Water Reliability Studies and Reports (e.g., Urban Water Management Plan and Water Shortage Contingency Plans);
- Assessment and calculation of MWDOC's annual water rates and charges (e.g., Readiness to Serve, Capacity Charge, and Groundwater Service Charge).

In addition, the Department also provides internal support to other departments, such as water policy and water management review on legislative matters, water use efficiency rules and regulations, and public outreach efforts.

The Department also provides critical involvement with WEROC in relation to Metropolitan and MWDOC member agency's emergency planning and operations. The Department plays an essential role at both the WEROC Emergency Operation Center (EOC) and as liaisons at the County's Operational Area (OA) emergency operation center to aid in County water and wastewater representation during a disaster.

Some Key Initiatives for WEROC in FYE'24

Metropolitan's Business Model and Long-Term Financial Planning

As part of the Metropolitan General Manager's Strategic Priorities and direction provided during the 2023 Metropolitan Board Visioning Retreat, Metropolitan will engage in reviewing its Business Model and its Long-Term Financial Plan.

This analysis will include its impacts to Metropolitan's future Rates and Charges as well as assess whether modifications to Metropolitan's rate structure are needed. In addition, there may be Cost of Service Assessment on Metropolitan's Pure Water Southern California full-scale operation and financial configuration.

MWDOC staff goals include:

- Fully engage in this process and evaluate the Business Model or adjustments to future rates and charges may impact MWDOC and our member agencies.

- Ensure Metropolitan considers the predictability of rate requirements, strategies to ensure cost-effectiveness, and how member agencies rely upon Metropolitan financial forecasts to inform their own resource and financial planning.
- Evaluate the development of a policy framework to facilitate the in-lieu “exchange” of water supplies among member agencies from different local projects, such as the Doheny Desalination project.
- Seek input from the MWDOC Board, MWDOC-MET Directors, and member agencies on the development of these efforts.

Metropolitan’s Integrated Resource Planning Implementation Plan (Phase 2)

Following the Metropolitan Board adoption of the 2020 IRP Regional Needs Assessment Report (Phase I), Metropolitan will begin a collaborative IRP implementation phase to identify specific actions informed by the needs assessment findings, and in alignment with the Climate Action Plan. This phase seeks to bring together imported and local supplies, storage, and demand management plans & activities into one strategic approach. It also expects to monitor core supply conditions, drivers of changes (i.e., population growth, water demands, economic conditions, etc.) as well as track the performance of Metropolitan’s policies, actions, and programs through a set of metrics to assess whether future actions need to adapt.

MWDOC staff goals include:

- Ensure the outcome of these Post-IRP Plans promote a balance reliability portfolio of core water supply development, storage enhancement, local supply development and water use efficiency.
- Encourage a clear and efficient implementation strategies to achieve MET’s 2020 IRP reliability goals (For example, clear understandable IRP metrics that guide the Board in policy discussions).
- Seek improvements in water supply reliability for our service area and reinforces our partnership with our member agencies in developing local supplies.
- Seek input from the MWDOC Board, MWDOC-MET Directors, and member agencies on the development of these Post-IRP implementation plans.

Colorado River Issues

With deteriorating Colorado River supply and focused attention on California’s water use, Metropolitan is preparing for potential limitations to its core supplies from both the Colorado River in 2023. As such, Metropolitan is not expecting to divert a full Colorado River Aqueduct. Metropolitan is working to manage its available Colorado River supply and maintain prudent use of Intentionally Created Surplus (ICS).

California and Metropolitan will continue discussions on the Colorado River Lower Basin’s interim guidelines between the Basin states, tribes, Mexico and the federal government to address the necessary reductions in Colorado River water use. As well, Metropolitan will evaluate alternatives to be modeled in the Bureau of Reclamation’s Supplemental Environmental Impact Statement for the inclusion in the Interim Guidelines for operation of lakes Powell and Mead.

MWDOC staff goals are to:

- Monitor Drought Contingency Plan shortage reductions and water saving contributions.
- Monitor and attend key meetings and discussions on the Colorado River issues.
- Advocate for suitable Colorado River salinity control measures and actions
- Encourage and advocate that Metropolitan maintains accessibility and reliability of its core Colorado River supplies, as forecasted in its 2020 IRP.
- Support Metropolitan in maintaining value from its ICS storage during all hydrologic conditions on the Colorado River.

SWP Delta Conveyance & Infrastructure Improvement Activities

Completion of the Environmental work, preferred alignment and Record of Decision (ROD) on the Delta Conveyance Project is in-progress. Following the environmental planning document release in mid-2022, activity will continue of Project development. In addition, Metropolitan is currently engaged with the State and other water agencies in further expansion and investments in surface storage projects and groundwater water banking program along the California Aqueduct. In light of current drought conditions, Metropolitan is providing significant capital improvement investments in the SWP dependent areas of the Metropolitan system for operational flexibility.

MWDOC staff goals are to:

- Financially analyze the cost/benefit of MET's participation in the DCP, as well as its cost impact to MWDOC and the member agencies.
- Encourage Metropolitan's engagement and investment in further access to storage, in particular its involvement with Sites Reservoir.
- Advocate for Metropolitan staff to renegotiate its current storage and banking programs along the SWP to improve its "take" capacity.
- Support the prioritization of improving the operational flexibility of the SWP dependent areas of the Metropolitan system to ensure a balance reliability to all member agencies.

Pure Water Southern California

In partnership with the Sanitation Districts of LA County, Metropolitan is developing Pure Water Southern California that will purify up to 150 MGD of recycled water to be delivered to groundwater basins and industrial sites throughout the west and central part of LA County as well as Orange County; with the potential to be delivered to two Metropolitan treatment Plants (as Direct Potable Reuse, DPR). Prior to full scale Board approval, Metropolitan will conduct a Cost of Service Assessment to analyze the project's cost as well as how it will be configured in its rate structure.

MWDOC staff goals are to:

- Advocated & supported the preparation of environmental documentation and technical studies for the program.
- Ensure the option remains available for Orange County to ultimately receive water from the Pure Water Southern California; either directly or indirectly.
- Evaluate and analyze the project's full-scale operational and financial configuration once it presented to the Metropolitan Board for consideration.

- Support continued financial partnerships of Southern Nevada Water Authority (SNWA) and the Central Arizona Project (CAP) in the program, including a potentially water exchange program.

Metropolitan's Drought Resilience & Planning

As a result of the critically low initial SWP "Table A" allocations, low levels in Lake Mead, and impending payback obligation on both the SWP and Colorado River, Metropolitan must prepare for potential limitations. Metropolitan has begun planning for potential implementation of its Water Supply Allocation Plan (WSAP) as well as has plans to review and update their Water Surplus and Drought Management (WSDM) Plan. WSDM modifications can include the prioritization of "put and take" of MET storage, the location of storage and other water management actions under surplus and drought conditions.

MWDOC staff goals are to:

- Ensure proper signals that result in fair and equitable distribution of water to the Metropolitan service area during times of drought allocation and system constraints.
- Engage in the planning and update process of the WSAP. The WSAP was last updated in 2014.
- Ensure the WSAP maintains equity among Member Agencies, while minimizing impacts to the region
- Engage in the analysis of modification to Metropolitan's WSDM Plan. The WSDM Plan was last updated in 1999.
- Promote a balance distribution of "put and take" supplies to ensure a regional reliability and operational flexibility.

Water Use Efficiency (WUE) Department (Cost Centers 35, 62 & 70)

The Water Use Efficiency Department consists of both Core and Choice budgets and focuses primarily on two programs: Water Use Efficiency Program and Water Loss Control Shared Services Program. Both programs benefit from the Metropolitan Water District of Southern California's Conservation Credits Program; a program that provides financial incentives to member agencies to implement water use efficiency programs. This funding is focused on programs that provide the broadest benefits throughout the service area and enhance developing long-term programs such as water loss control. In light of our current drought situation and new grant awards outside funding for WUE programs is projected to be \$13.6 million for FYE'24. This exceptional increase in funding is associated with rebates (MET + local matching funds), increased DWR and Prop 1, Round 2 grant funding.

Water Use Efficiency

Water Use Efficiency mandates continue to evolve from the 20% by 2020 framework adopted in 2009 to the new efficiency standards-based approach. Providing the technical and policy expertise and program support along with securing funds for water use efficiency efforts is a priority for MWDOC. MWDOC has been providing this function since 1991. In partnership with our member agencies, MWDOC and MET will continue to implement a comprehensive portfolio of water use efficiency programs that include

incentives and educational programs to all customer sectors. Emphasis will be on landscape water saving opportunities as irrigation accounts for more than 50% of urban water use in Orange County. MWDOC will maximize access to Conservation Credits Program funding from MET and grant funding from the California Department of Water Resources (DWR) and US Bureau of Reclamation (BOR).

Some Key Initiatives for Water Use Efficiency in FYE'24

- Staff will continue to provide legislative and regulatory process leadership. California's new Long Term Water Use efficiency framework will require significant research to better understand and inform stakeholders and policy makers as the final standard setting occurs. This research may be focused locally or through partnerships beyond Orange County such as the California Water Efficiency Partnership and Alliance for Water Efficiency. Also, it is anticipated that new legislative proposals will be introduced. Staff will actively work to shape proposals in a way that benefits our member agencies.
- Metropolitan WUE policy development will be a main focus for the department especially in helping to prepare agencies for compliance with new state mandates. Staff will advocate for Program refinements at MET that ensure Orange County program needs are met and continue to evolve.
- Staff will participate in the update or establishment of device, appliance or fixture water use standards contained in the Cal Green Plumbing Code, Public Utilities Commission, and EPA WaterSense Program.
- MWDOC will continue to promote the Water Savings Incentive and Recycled Water Retrofit Programs including the addition of supplemental grant funding whenever available.
- MWDOC will continue to use the Droplet rebate administration platform for both Turf Removal and Spray-to-Drip rebate processing including electronic signatures.
- Staff will provide Landscape Design and Maintenance Assistance for Turf Removal Rebate Program participants.
- Staff will provide leadership for the California Water Efficiency Partnership Board and committees.
- MWDOC will work to secure program funding from outside sources.
- Continue to work with member agencies to obtain irrigated area measurements of dedicated irrigation meters for incorporation into the new water use efficiency standards framework.

Water Loss Control Shared Services

Since 2016, MWDOC has been coordinating a water loss control program for our Member Agencies. This program has moved beyond water loss technical assistance such as audits into shared services activities including meter testing and distribution system leak detection. Orange County is now a state leader in terms of leak detection experience and data. This has allowed MWDOC to provide hard data to state regulatory agencies to influence developing regulations. MWDOC's expertise has also been beneficial in workgroups addressing the numerous water use efficiency legislative and regulatory proposals. Implementation of Water Loss Control Shared Services per the business plan adopted by the Board in December 2018 will continue and expand. These

services will be provided through a combination of Core services currently funded by MWDOC and Choice services funded by participating agencies. Core services that are currently funded by MWDOC include Water Balance Validation, Leak Detection Equipment lending, and state-wide water loss policy monitoring and development. The Choice Shared Services will include Customer Meter Accuracy Testing, Distribution System Leak Detection, Suspected Leak Investigations and Distribution System Pressure Surveys. These Choice services will be provided by the combination of field staff and contracted services.

New for FYE'24

- Through an RFP process, hire and manage a consultant that will be made available to member agencies to develop Commercial, Industrial and Institutional Best Management Implementation Plans as required by SB 606 and AB 1668, the new water use efficiency framework. These services will be available as a Choice service funded by agencies accessing these services.

Looking toward the next 3 – 5 years, staff anticipates continued focus on three main areas. These include Member Agency compliance assistance with the new water use efficiency mandates, implementation of water loss control shared services and technical assistance programs, and legislative and regulatory process leadership.

Water Emergency Response (WEROC) (Cost Center 25)

MWDOC provides the administrative umbrella for the Water Emergency Response Organization of Orange County (WEROC). The services and support provided by WEROC are intended to be an extension of Member Agency staffing in their preparedness efforts, and a resource during emergencies and recovery. WEROC staff works with its member agencies on emergency plans and standard operating procedure development and review; state and federal required trainings for grant eligibility and disaster readiness; disaster exercise development; grant identification and application; and response and recovery coordination.

WEROC also maintains two emergency operation centers, its own response plans, and trained staff. In providing these services, WEROC continues to be a strong leader for regional water and wastewater emergency coordination and response.

The WEROC program continues to move projects forward while supporting water and wastewater agencies. WEROC staff continues to develop and provide the resources, tools, and trainings targeted at enhancing Member Agency preparedness and resilience.

Some Key Initiatives for WEROC in FYE'24

Enhance Response Readiness

Maintain WEROC and OC water and wastewater agencies in a state of readiness to respond to emergency situations. This priority is the foundation to build upon agency resiliency and is on-going. One major component is the implementation of the WEROC Assessment Report action items focusing on key aspects including training, exercises, and updating emergency plans as part of the revision and review schedule in coordination with member agencies.

WEROC Emergency Operation Center Phase 2

Continue to seek funding from other mechanisms such as grants or appropriation requests.

Cyber Security

Implementation and training on the Regional Cyber Security Coordination Annex as part the WEROC EOP.

- Train agencies on the plan
- Conduct one regional workshop/tabletop on the plan specific
- Continue quarterly Cyber Security Working Group meetings

Planning and Operational Procedures

Update and revision of WEROC Hazard or Functional Specific Annexes or Standard Operating Procedures in line with the WEROC Integrated Preparedness Plan and revision schedule.

Finish Development and Implementation of the Logistics Plan

The Logistics Plan will incorporate how personnel, supplies, and equipment are requested, procured, tracked, and supported within the WEROC Organization. This will begin the incorporation of the Regional Fuel Project.

Training & Test Exercises

Maintain the training and test exercise programs to improve the state of readiness, capabilities and resiliency of member agencies by Increase training on basic emergency management.

WEROC Emergency Water Distribution Plan

Finalize and implement Emergency Water Distribution Plan by working with the County, cities and water agencies by region to establish the responsibilities, process and procedures based on outcomes of testing the plan during the May 23 Operational Area Exercise.

WEROC Map Atlas

Update the WEROC Map Atlas. These maps contain critical information for both water and wastewater. Additionally, jurisdiction areas are divided into the Public Safety Power Shutoff Zones. Project will include incorporation of hardcopy and GIS layers. These maps were updated in 2017 and infrastructure and water system oversight in some areas have changed.

Orange County Regional Water and Wastewater Hazard Mitigation Plan

Establish a contract for the update of the Orange County Regional Water and Wastewater Hazard Mitigation Plan. This is a choice contract. The last revision 20 water and wastewater agencies participated in the project. This plan is valid and approved by FEMA until March 2, 2025.

Communication - Public Affairs Department (Cost Centers 32 & 63)

The MWDOC Public Affairs Department's (Department) mission is to promote opportunities and resources that will have a beneficial regional impact, highlight the District's projects and activities, and increase public understanding of important water issues. Although there are several objectives, transparency is paramount.

In the race to post first, accuracy is often compromised or, in some circumstances, abandoned as individuals are forced to consume information. When public confidence in the government is at an all-time low, water providers are under immense pressure to demonstrate their worth, dependability, and relevance. By delivering value to stakeholders across a wider variety of tools and channels to meet them where they are—online, at community events, in schools, on social media, and through a variety of other channels—we can better understand their needs.

The Department continues to elevate the District's profile while fostering credibility and public trust. Thanks to established partnerships and programs that have a long-lasting, significant influence on stakeholders, MWDOC holds a prominent leadership position as the go-to voice for Orange County water issues.

Some Key Initiatives for Public Affairs in FYE'24

Drought: Education, Resources, Campaign, and Calls-to-Action

As drought intensifies and water supply conditions worsen throughout the state, water suppliers are being asked by State officials to offer their customers more information, resources, and support in hopes of extending California's limited water supply voluntarily. *With much of the state experiencing significant precipitation to start the winter, including record rainfall in Orange County, drought messaging becomes much more challenging as the general public has just witnessed months of storms and floods.* Agencies like the Department of Water Resources (DWR) and The Metropolitan Water District of Southern California (Metropolitan) have each invested millions in public outreach campaigns over the last year. However, the campaigns include broad, blanket messages and don't speak specifically to resources or water-saving actions that target individual communities in any given service area. *Working in coordination with MWDOC member agencies through the Public Affairs Workgroup (PAW), the MWDOC Public Affairs (PA) team will launch an "OC Water" branded drought campaign and continue developing, packaging, and distributing reflective, action-oriented outreach materials for every Orange County service area.* The campaign will include plug-and-play collateral like an updated media toolkit with new drought-related messages, outreach materials like social media posts and newsletter articles, and targeted communications tactics to achieve countywide water reduction goals.

Overall, drought will be a primary topic of discussion in presentations, at community and special events, and across all print and electronic media channels. New marketing strategies like media buys and out-of-home advertising will be explored and implemented. Community engagement opportunities and new partnerships will be examined and considered, and real Orange County customers will be interviewed to create engaging video content and news articles.

Media Engagement – Relationships Matter

Drought has brought more media attention to water issues, particularly over the past year. During this time, MWDOC has maintained a strong voice on conservation and reliability and will continue to emphasize these stories in the press. However, the media landscape is changing. Many longtime reporters covering Orange County or environmental issues have retired. *In FY 23-24, MWDOC PA will work to forge new connections and partnerships with journalists that will secure MWDOC's place as a trusted regional voice for water issues. To help accomplish this staff seeks to renew a past membership with The Radio & Television News Directors Association (RTNDA).*

Additionally, story placement has become dramatically pay-to-play. Placing Op-eds in the newspaper has become increasingly difficult, and editorial boards have grown more elusive on environmental issues. Paid advertorials are the only guaranteed way to ensure articles make it to both electronic and traditional print. *An increased budget for drought campaign advertising and digital and traditional media buys will be necessary to achieve the desired reach and results, as mandates for conservation are sure to be amplified.*

The Evolving Orange County Audience

It has become increasingly important in internal and external communications for organizations to prioritize Diversity, Equity, and Inclusion (DE&I) initiatives. In FY 23-24, MWDOC PA will actively participate in various learning opportunities and on a statewide communications task force to effectively incorporate best DE&I communications practices in all outreach efforts.

Orange County is home to a [diverse mix of people](#) from various cultures, backgrounds, and perspectives, and language can significantly impact the quality and intent of our messages. In FY 23-24, educational, marketing, and campaign materials will be translated into multiple languages, and an intentional effort will be made to connect with community partners to grow MWDOC's capacity to engage diverse communities. Inclusive communication across all platforms makes information, education, and resources more accessible for all Orange County community members. This enables them to confidently participate in informed discussions and find programs and resources that contribute to water saving and water stewardship objectives. *To this end, additional reproduction expenses have been budgeted for translated materials.*

Cultivating New and Existing Partnerships

There are countless benefits to forging productive partnerships, and MWDOC PA has been highly effective in securing strategic partners across multiple programs and initiatives. Long-standing partnerships like the Wyland Foundation, California Environmental Literacy Initiative, and Metropolitan, to name a few, have increased access to new audience groups, amplified credibility and reach, bridged the gaps in expertise, resources, and equipment, and unified a community voice. *In FY 23-24, investments in county and statewide partnerships will continue to be a priority. Co-branded campaigns like Streams of Hope will return, and new endeavors, like family engagement workshops, will be employed to involve new and established partners in regional campaigns and strategies like drought and environmental literacy.*

Pocket Park Educational Microsite – Bringing Visitors back to MWDOC.com

In April 2022, MWDOC PA, the Wyland Foundation, and the City of Westminster broke ground on a water-efficient pocket park. Designed by student volunteers from the Saddleback College Department of Horticulture and Landscape Design, the water-smart park incorporates water-saving landscape design techniques and materials that can be easily replicated at homes and businesses across Orange County. *In FY 23-24, MWDOC PA and project partners will launch an educational microsite that drives park visitors to a plethora of resources that live on the MWDOC website, including MWDOC rebates, drought-tolerant plant lists, free landscape designs, and interactive activities for children and families.*

Water Education Initiatives

Choice School Programs: K-12 Water Education

In FY 23-24, MWDOC PA will continue to advance environmental literacy and good water stewardship through the MWDOC K-12 Choice School Programs, guiding students toward a deeper understanding of how personal, community, economic, and civic decisions affect the water resources Orange County depends on. Additionally, MWDOC PA and program contractors will develop and introduce activities that encourage family participation, expanding the potential for critical water education. They will also examine solutions to current challenges like [declining student enrollment statewide](#), ensuring equitable access to programming for alternative and ACCESS schools, and addressing a steady rise in virtual academies.

Water Energy Education Alliance (WEEA or Alliance)

Since assuming leadership of WEEA in 2020, membership has tripled to include over 60 professional organizations, new commanding coalitions have formed across the Alliance, and desperately needed [recruitment materials](#) have been developed and distributed statewide. Additionally, through partnerships with the [Centers of Excellence for Labor Market Research](#) and others, critical industry workforce data has been gathered to help water agencies confidently prepare for the dreaded “Silver Tsunami,” a mass exodus of industry workers who are now eligible for retirement. In FY 23-24, MWDOC PA will continue its momentum, working with community colleges to build and bolster their training programs and to support teacher trainings that enable educators to confidently integrate water topics into lesson plans and encourage water career exploration.

Scouting Programs

Over the coming months, MWDOC PA will return to hosting Girl and Boy Scout clinics in person. *To date, 10 MWDOC member agencies have confirmed their interest in co-hosting both popular programs, a significant increase compared to past years.* In FY 23-24, both programs will be thoroughly vetted and enhanced to best align with education, water use reduction, and community engagement goals established in worsening drought conditions and since the COVID-19 pandemic shutdown.

Ricky the Rambunctious Raindrop

Prior to the COVID-19 triggered lockdowns and quarantines of 2020, MWDOC’s mascot, Ricky the Rambunctious Raindrop (Ricky) was making regular appearances

at member agency events as well as special public events and activities throughout the County. *The Ricky costume is showing signs of wear and will soon need to be repaired, serviced, and eventually replaced. Funds will be allocated to do so.* Additionally, on the other side of the pandemic, requests for Ricky appearances are on an upward trend, and as Ricky always needs a 'prudent companion,' it is becoming increasingly challenging to meet the demand.

It should be noted that *since the departure of one member of the PA team in 2020, the department has been running without one part-time employee, which was authorized by the Board in the previous Fiscal Year.* Rather than recruiting for the departed employee, management opted to promote that part-time employee to fill that critical full-time vacancy. At the time, with no Metropolitan Inspection Trips or in-person special events, this was feasible, and that hire has proven to be successful.

New for FYE'24

MWDOC PA will continue to enhance and expand upon its award-winning programs, initiatives, platforms, and partnerships. Reducing water use and water waste through drought awareness, education, and outreach is a top priority, as is providing high-quality water education and resources to Orange County water users of all ages and backgrounds.

Keeping the momentum moving will require additional time and resources. With Metropolitan Inspection Trips restarting this past fall and the world one more year removed from quarantine, increased requests are coming in for MWDOC participation in community engagement events. More than half of the weekends in the upcoming calendar year will likely have staff working overtime. This approach is not sustainable.

Therefore, at least one full-time employee is needed in the Department to reasonably accommodate these commitments without further overextending the current PA staff.

Governmental Affairs Department (Cost Center 31)

Governmental Affairs (GA) continues to work at the local, state and national levels with our member agencies, regional partners (three cities, Metropolitan, MET Member Agencies), organizations, delegations, regulatory agencies and bureaus to advance Orange County's agenda. Central to this effort are policy, legislative, and regulatory developments & opportunities.

This department will rely on our local, state, and federal advocates to track, monitor, and assist in educational outreach. In addition, our Grants Program continues to be an asset for our member agencies and provide helpful information and tools for them, along with MWDOC to obtain funding for various programs and infrastructure. New member outreach will be critical in 2023 as 34% of the Assembly and 25% of the Senate are brand new to the legislature, including six new members in the Orange County delegation. There are also be five new appointees to the Assembly Water, Parks & Wildlife Committee, as well as other key committees.

Priorities for FYE'24

- Actively engage on issues, legislative and regulatory, that will affect the Delta Conveyance Project
- Actively pursue funding for the WEROC EOC at both the federal and state levels

- Actively engage and advocate for federal funding for the Army Corps of Engineers, the Bureau of Reclamation, the EPA, and WIFIA Programs
- Actively engage on a potential State Infrastructure Bond proposal
- Advocate for changes in the IRS Code to provide tax parity for water rebates
- Monitor and engage on agency actions related to the Colorado River drought and the 2026 guidelines
- Actively engage on anticipated federal drought legislation
- Advocate for cost effective reliability and local resources projects that benefit Orange County
- Engage on regulations implementing the Low Income Rate Assistance, or “LIRA”, program
- Coordinate with the Met Issues Department and NRR on any action/response related to the Voluntary Agreements (VAs). Implementation of the VAs will require an act of Congress to give Reclamation authority to place a surcharge on CVP water to generate funding to implement that habitat and flow requirements in the VAs.
- Outreach efforts with Orange County’s delegation on the federal, state and local level

Some Key Initiatives for Governmental Affairs in FYE’24

Delta Conveyance Project

In the last year, the Newsom Administration has shown renewed interest in the Delta Conveyance Project and even seems to show some enthusiasm for it. The water industry advocates have not yet been called on to advocate for the project as it moves through the regulatory process, but opposition can arise at any time and from more than just the Legislature. GA will continue to monitor activity on the Delta Conveyance in the Capitol and across the relevant state agencies and engage whenever advocacy is needed to support the project.

WEROC Funding

GA, working closely with our advocates at NRR and B&K will pursue funding in the FY24 appropriations process or through FEMA grant programs (federal), and through a possible member’s request via the state budget. This will be challenging due to a budget deficit and cuts, but serious attempts will be pursued.

Low Income Rate Assistance Program (LIRA)

SB 222 (Dodd), which would have created a statewide LIRA program was vetoed, but the reason given in the Governor’s veto message was a lack of an identified funding source. The issue remains politically very popular, and the veto message practically invites running the bill again and funding it with a water tax. Should this proposal return, our efforts to defeat a water tax will be in coordination with member agencies as well as statewide coalitions.

Additional Assistance

With many GA priorities in the near future on the federal, state and local levels, staff is proposing two consultants to assist with strategic guidance on major policy issues as well as local outreach and engagement at LAFCO. GA is proposing:

- An “as needed” time and materials contract with Paul Jones at Douppja & Wells to support and advise the Governmental Affairs Department on federal and state advocacy issues and programs. A short-term contract is already in place for the remainder of FYE 23, and we are proposing to extend this at a cost not to exceed \$60,000 for FY 2023/24.
- Assistance related to local/county issues and opportunities for engagement that may arise including, but not limited to the Board of Supervisors, LAFCO, city councils, special districts, and regional interest groups. A four-month contract with Whittingham Public Affairs is scheduled to begin in March 2023, and GA is proposing to extend this through FY 2023/24 at a cost of \$90,000.

Administration Department (Cost Centers 11, 12, 13, &19)

The Administrative Department is comprised of Board Administration, General Administration, Personnel and Overhead. The Administration Department provides support to the entire District to ensure operations run smoothly and efficiently. Fundamental activities include:

- Staff attendance, preparation and compilation of Board and Committee Agendas and minutes.
- Ensure compliance with the District Administrative Code, Contracts Manual and publication of required legal notices and coordination of all Public Records requests.
- The oversight and maintenance of the Electronic Records Management System for the District; ensure that all required documents are retained in accordance with the retention schedule and legal requirements as well as train staff on policies related to accessing, storing and transmitting electronic records;
- The oversight and maintenance of the District’s Database Management System in an effort to provide a centralized database for staff in improving efficiencies;
- Personnel activities include recruitment, screening, selection, employee orientation, benefits and compensation administration, employee documentation, performance management, research and surveys, employee training and development;
- Oversight of the Safety and Risk Management and the District’s Workers Compensation, Liability and Property Insurance Programs;
- Oversight of all items related to building facilities management.

Some Key Initiatives for Administrative Department in FYE’24

- Coordinate with Director of Engineering and assist with building remodel improvements to kitchen area and removal of existing shade structure/trellis.
- Replace current tile roof. The current roof is the original roof since the mid-1970’s
- In ensuring the District’s compensation and benefits are competitive, staff will complete an RFP process to hire an outside consultant to complete a Benchmark Study. The last study was completed in 2021. The next study will be initiated in fall of 2023 and completed by Spring 2024.
- The District’s 401a and 457 Plans and funds should be reviewed by an outside advisor that can be responsible for the investment selection, monitoring and replacement of investment options. Hiring a qualified Financial Advisor takes the critical fiduciary responsibilities off the shoulders of the Plan Fiduciary (The Board) and allows the Board to delegate the specified fiduciary duties to registered

investment advisors and trust companies. This also ensures the Plans offerings are prudent and reasonably priced. Staff would initiate an RFP process for a Financial Advisor to review and advise on the District's Deferred Compensation and 401 Plans. The Financial Advisor would review the current plans and fees and determine whether it would be in the District's best interest to solicit an RFP for new 457 and 401a Plan providers, assess whether to have both plans under one provider and assist with the process.

- In an effort to assist with the Board Strategic Planning Process, the District will hire a facilitator.

MWDOC Building Improvements

Administration, Engineering, and WEROC staff have worked together to coordinate multiple improvement projects at the MWDOC Administration Building that were completed in December 2021. The remaining areas to be renovated include the Kitchen/lunchroom and the removal of the trellis in the atrium due to termite damage. We anticipate that the work in the courtyard will require California Building Code (CBC) Title 24/ADA compliance since the courtyard is not accessible, thus will require the installation of a ramp. CBC requires that all spaces be accessible to within a maximum 20% of the construction cost of a project. In addition, the last item to be evaluated is the roof. With recent rains, there have been several leaks in the office. Therefore, staff is budgeting funds to repair the roof in FYE'24.

Finance & Information Technology (Cost Centers 41 & 45)

The Finance department includes Accounting and Information Technology (IT). The Department provides support to MWDOC through payroll, accounts payable/receivable, fixed assets, investments, grant funding, reconciliations and technology. Staff provides support to WEROC for disaster recovery at both the District office and the Emergency Operation Center. Finance and IT's priorities are Financial Stewardship and Auditing & Controls, which is demonstrated by receiving an unmodified opinion from our annual audit process. Finance also provides monthly accounting to our Member Agencies through monthly billing of water deliveries, in-lieu credits, LRP payments, conservation rebates and choice programs.

IT provides uninterrupted service for our phones and computers with firewall protection to prevent threats, viruses and hackers from penetrating our system. As well as, providing & maintaining properly working office equipment. Modifications and support are needed to maintain current practices.

Some Key Initiatives for Finance & IT in FYE'24

- Hire a new IT employee
- Staff to assist and provide direction to our IT consultant to evaluate the District's IT needs and efficiency improvements
- Maintain functional operations and support while staff works both remotely and in the office; in addition provide support for the hybrid format of Board and Committee meetings
- Continue with CrowdStrike for cyber intrusion protection
- Continue with IT's PC/Printer refresh program and security updates which, exchanges out equipment after it's useful like to prevent the loss of any data;

- Begin converting desktop PC's to laptops as replacements are needed to save costs in our hybrid environment
- Continue with ongoing professional training;
- IT system security and back up testing;
- Support the District with any future financing needs.

7. Core/Choice Programs for FY 2023-24

As noted above, the Choice Programs for FYE'24 are offered in both the Public Affairs and Water Use Efficiency Departments. The programs include:

- **School Program** - As discussed above the School Program represents a continuum of options from kindergarten through high school. Substantial efforts are underway with Orange County teachers and State organizations to integrate critical water messages within the required curriculum structure with the goal of increasing the utility and acceptance of our programs. Also included are programs focusing on career path recruitment and training.
- **Water Use Efficiency** - Will continue to access MET's WUE funding and grants from other sources for implementation programs for OC.
- **Water Loss Control Shared Services** – This program was developed in conjunction with our Member Agencies and continues significant expansion with increase funding through MET.

8. Water Rates and Charges

MWDOC's revenue funding for its Core Budget derives from the Retail Meter Service Charge and the Groundwater Customer Charge. The rate structure was initially developed as part of the 2016 rate study and was implemented by the MWDOC Board of Directors for FY 2016-17. The rate structure was reevaluated in 2021 with modification to the groundwater customer charge's methodology. This 2021 rate structure is what is used for the FYE'24 budget and rates.

Proposed New Rates

Based on the Proposed Budget and the current rate structure:

- **For FYE'24 the proposed Retail Meter Service Charge is \$14.25 per meter; and**
- **For FYE'24 the proposed Groundwater Customer Charge is \$391,100.**

All other charges cover the cost of water supply including MET water purchases and MET associated charges (i.e., Readiness-to-Serve (RTS) and Capacity Charge). The proposed Total Water Purchases expense for FYE'24 is budgeted at \$199,967,525.

Attachments:

Attachment A - MWDOC detailed Draft Budget for FYE'24

Attachment B - Budget Schedule

Attachment C - Comment Letters

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 20, 2023**

**ACTION CALENDAR
FINANCIAL MATTERS**

ITEM 7: DISTRICT RATES AND CHARGES DEVELOPMENT WORKSHOP PRESENTATION BY IB CONSULTANTS

At the April 21, 2022 Regular Board Meeting, the Board of Directors authorized the General Manager to contract with IB Consultants to prepare and propose an updated financial and capital plan, revenue requirements, and cost of service and rates and charges. Trabuco Canyon Water District has held many public discussions on the development of proposed rate adjustments over the past several months, including six separate Special Board Meetings since November 2022.

With the support of IB Consultants, staff will present recommendations to incorporate proposed water, sewer, and recycled water rate adjustments into both a draft Cost of Service Rate Study report and Proposition 218 hearing notice as the next steps in the rate setting process.

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

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

Budget not-to-exceed \$107,382 (consultant fee plus 10% contingency)

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS

This matter has not been reviewed at the Committee level.

RECOMMENDED ACTION:

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

EXHIBITS:

None

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 20, 2023**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 8: DIMENSION WATER TREATMENT PLANT OFFICE IMPROVEMENTS

Trabuco Canyon Water District (District) owns, operates, and maintains the Dimension Water Treatment Plant (WTP) in the City of Lake Forest. Water Operations Staff has been working out of a 12'x40' office trailer since approximately 2006. The office is in poor condition, is not ADA compliant, and is too small to accommodate five operators, a bathroom and kitchen area. Staff worked with JIG Consultants to design a new office. The new office is a 12'x60' modular building and includes a supervisor's office, two cubicles, a kitchen area and an improved bathroom which includes a shower and locker facilities. Staff received two bids on March 29, 2023 as follows:

Summary of Bids	
Company	Amount
Blok Modular Construction	\$299,777
Modular Building Concepts, Inc.	\$309,425

FUNDING SOURCE:

Capital Improvement Program

FISCAL IMPACT (PROJECT BUDGET)

Original Project Budget	\$360,000	FY 21/22
Engineering (complete)	\$ 47,000	FY 21/22; First design (24' x 60' trailer)
Engineering (complete)	\$ 21,000	FY 22/23; Current design (12' x 60' trailer)
Site Work (estimated)	\$50,000	Managed by staff (Electrical, Cox, IT, SCADA)
Construction (bid submitted)	\$299,777	Not including 10% contingency
Total Revised Budget to Date	\$417,777	

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption was filed with the County of Orange on February 24, 2022

RECOMMENDED ACTION:

This item was forwarded to the Board from the Engineering and Operational Committee without a recommendation. The original staff recommendation was that the Board of Directors authorize the General Manager to execute a construction contract for the Dimension Water Treatment Plant Office Improvements to Blok Modular Constructors' Inc. in the amount of \$299,777, with a contingency of \$29,977, for a not-to-exceed amount of \$329,754 (Action Calendar).

EXHIBIT(S):

1. Bid Comparison

CONTACTS (staff responsible): PALUDI/LAUSTEN

BID COMPARISON : Dimension Office Trailer Project

PROJECT 2122-011

Bid Opening Date: 03/29/2023

						#1	#2			
						Blok Modular Const.	Modular Building Concepts, Inc.			
						John "Kevin" Kruze	Christopher Kerper			
						404 N 2nd Ave., Suite C	12580 Stotler Ct			
						Upland, CA 91784	Poway, CA 92064			
						888-256-5663	858-679-1185			
						License #	1054345	License #	945244	
Item	Description	Quantity	Unit	Engineer's Unit Price	Engineer's Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	
1	Mobilization / Demobilization	1	LS	\$15,000.00	\$14,000.00	\$14,577.00	\$14,577.00	\$20,000.00	\$20,000.00	
2	Structural, Mechanical, and Electrical Demolition	1	LS	\$16,000.00	\$16,000.00	\$7,950.00	\$7,950.00	\$3,000.00	\$3,000.00	
3	Design, Permit, Manufacture, Ship, & Construct	1	LS	\$200,000.00	\$200,000.00	\$226,200.00	\$226,200.00	\$222,218.95	\$222,218.95	
4	Sewer and Water Service Connection	1	LS	\$15,000.00	\$15,000.00	\$6,750.00	\$6,750.00	\$12,425.73	\$12,425.73	
5	Misc. Electrical & Commuication Improvements	1	LS	\$40,000.00	\$50,000.00	\$32,300.00	\$32,300.00	\$41,419.10	\$41,419.10	
6	All Other Work	1	LS	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00	\$561.48	\$561.48	
7	Interior Furnishing Allowance	1	LS	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$9,800.00	\$9,800.00	
TOTAL (1 THROUGH 7) :					\$310,000.00		\$299,777.00		\$309,425.26	

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 20, 2023**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 9: DOVE DAM OUTLET REPAIR ALTERNATIVES EVALUATION

Trabuco Canyon Water District (District) operates Dove Dam in the Dove Canyon community via an agreement with the Dove Canyon HOA. The Division of Safety of Dams (DSOD) performs a yearly inspection on the Dam, outlet structure, and appurtenances. Operations Staff is responsible for completing the recommended maintenance as outlined in the DSOD report. In 2019, Staff contracted with Meyers Diving to inspect the outlet structure, sluice gate, gate stem and supports. The report on these items indicated that the stem and supports have significant corrosion and this equipment should be replaced. In 2022, the air vent pipe for the dam outlet conduit failed and Myers was contracted to make repairs.

Staff contracted with Hazen & Sawyer to prepare an alternatives evaluation of the repair options for the Dove Dam drain facilities, including air vent pipe, sluice gate, sluice gate structure, gate stem and supports. In addition, Staff contracted with J. Smith & T. Muli to perform a bathymetric survey which determines the lake bottom contours to calculate the current lake volume. This survey was utilized by Hazen to calculate the cost to dredge the lake to retain it to its original condition.

In summary, the drain facilities are not structurally sufficient and would need to be brought up to the current code; therefore, the repairs require partial or full draining of the lake. Hazen provided 3 alternatives that include building a Cofferdam to allow the contractor to perform the work and be protected from constant runoff and potential rain events. The repair alternatives, bathymetric survey and cost estimate are attached (Exhibit 1).

FUNDING SOURCE:

Capital Improvement Program

FISCAL IMPACT (PROJECT BUDGET):

Original Project Budget	N/A	CIP budget has not yet been developed
Initial inspection of outlet works (2019)*	\$16,975	Myers Marine
Vent pipe repairs (2022)	\$18,065	Myers Marine
Inspection/Jetting (2022)	\$16,320	Myers Marine
Air Vent Repair- Fiberglass Wrap/Supports	\$105,243	Myers Marine
Dam outlet works replacement alternatives analysis	\$44,528	Amendment to Hazen Condition Assessment Contract
Dove Lake Bathymetric Survey *	\$27,076	J. Smith & T. Muli
Project Expenditures To Date	\$228,207	

*includes WWTP Reservoir

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption

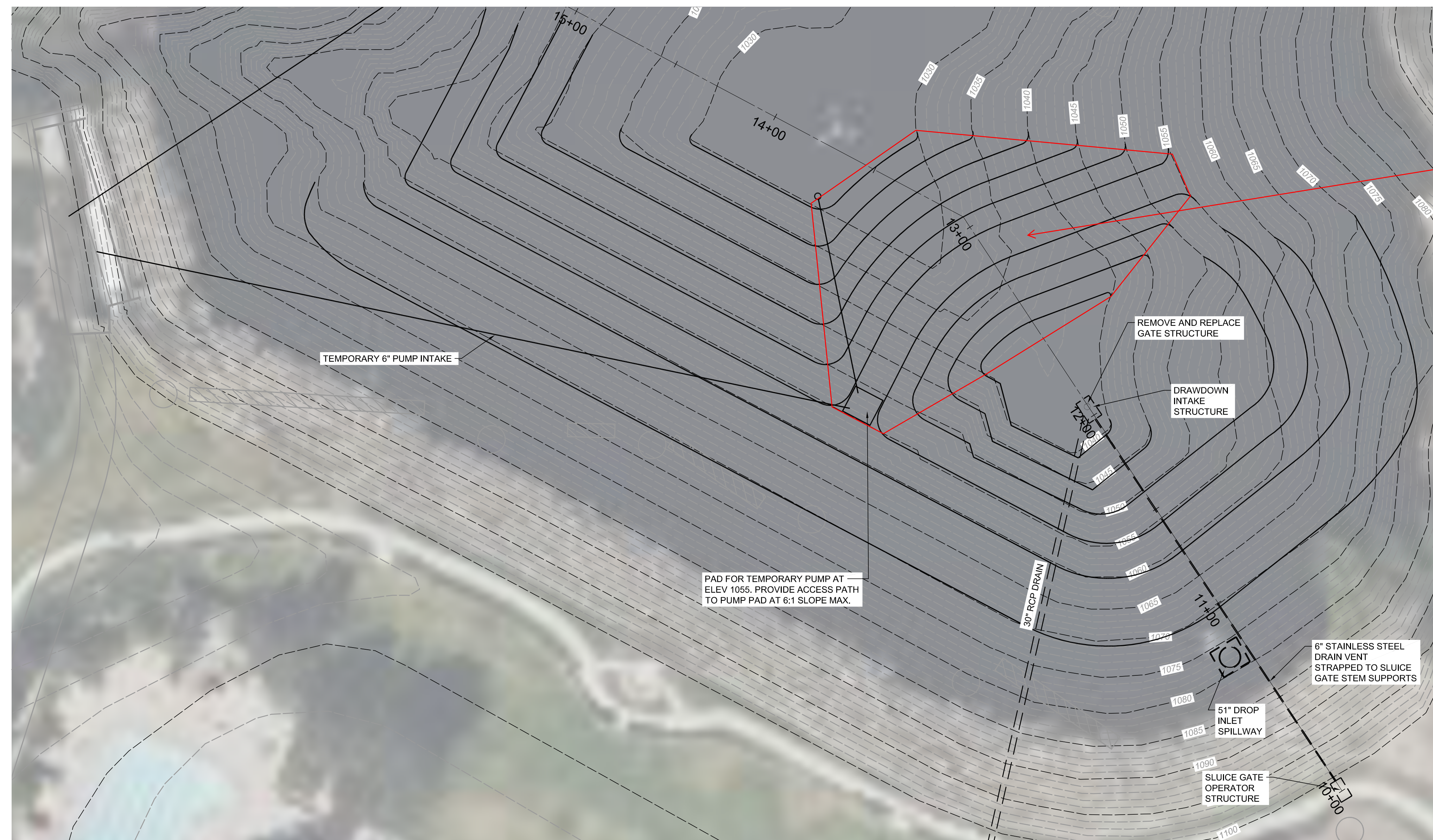
RECOMMENDED ACTION:

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

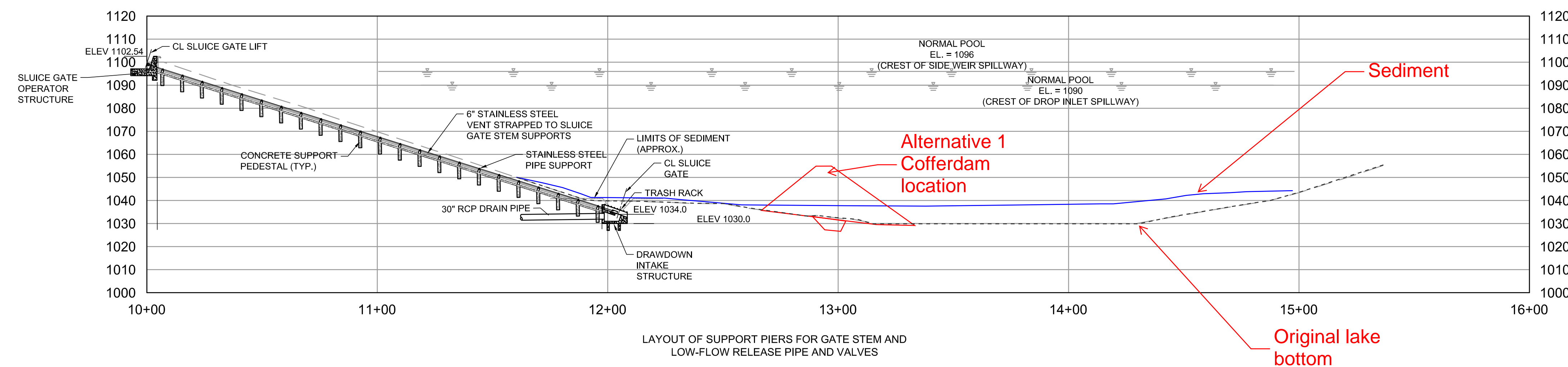
EXHIBIT(S):

1. Dove Dam Outlet Repair Alternative Evaluation/Cost Estimate

CONTACTS (staff responsible): PALUDI/LAUSTEN



Alternative 1 Cofferdam Location adjacent to dewatering structure - This is the most cost effective and preferred location for the cofferdam.



LEGEND
 ○ BORING LOCATION
 ▨ TRENCH LOCATION
 — PROPOSED CONTOUR

NOTE
 PUMP TO BE USED SHALL BE :
 6" VACUUM-ASSISTED SOLIDS
 HANDLING PUMP 6JSVD

SCALE: 1" = 30'
 15' 15' 0' 30'

File: I:\SRIC-SERVER\COMMON\KIERMAN\DOVE DAM\CADD\BIM\CIVIL\01 Plot Date: 3/1/2023 3:33 PM BY: DKIERMAN

PROJECT ENGINEER:	S. ARENDS
DESIGNED BY:	K. COX
DRAWN BY:	D. KIERNAN
CHECKED BY:	S. ARENDS
IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO FULL SCALE	0 1/2" 1"

PRELIMINARY DRAWING
 DO NOT USE FOR
 CONSTRUCTION

Hazen
 HAZEN AND SAWYER
 7700 IRVINE CENTER DRIVE, SUITE 200
 IRVINE, CALIFORNIA 92618

TRABUCO CANYON WATER DISTRICT
 ORANGE COUNTY, CALIFORNIA

DOVE CANYON DAM
 AND RESERVOIR
 IMPROVEMENTS

CIVIL
 COFFERDAM
 ALTERNATIVE 1

DATE:	MARCH 2023
HAZEN NO.:	20120-002
CONTRACT NO.:	1
DRAWING NUMBER:	C01

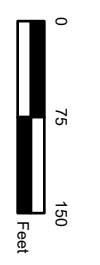
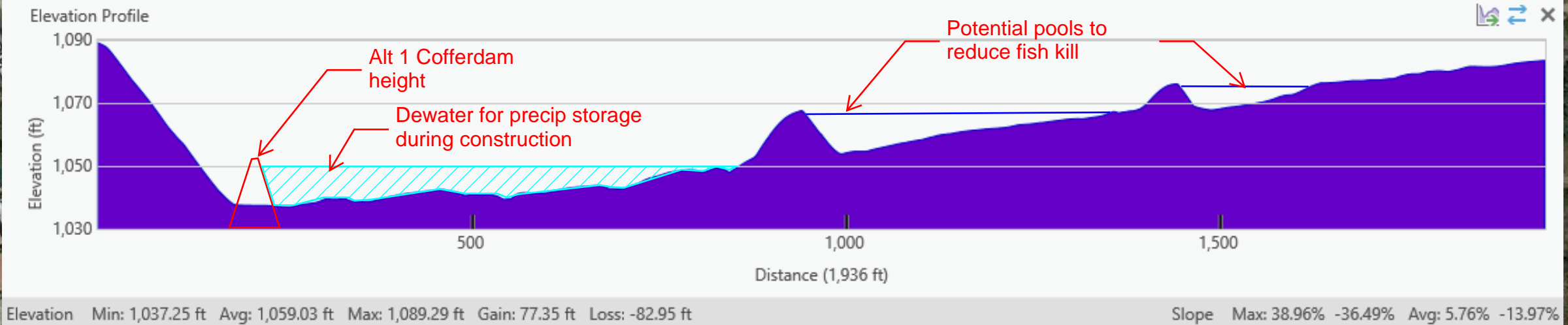
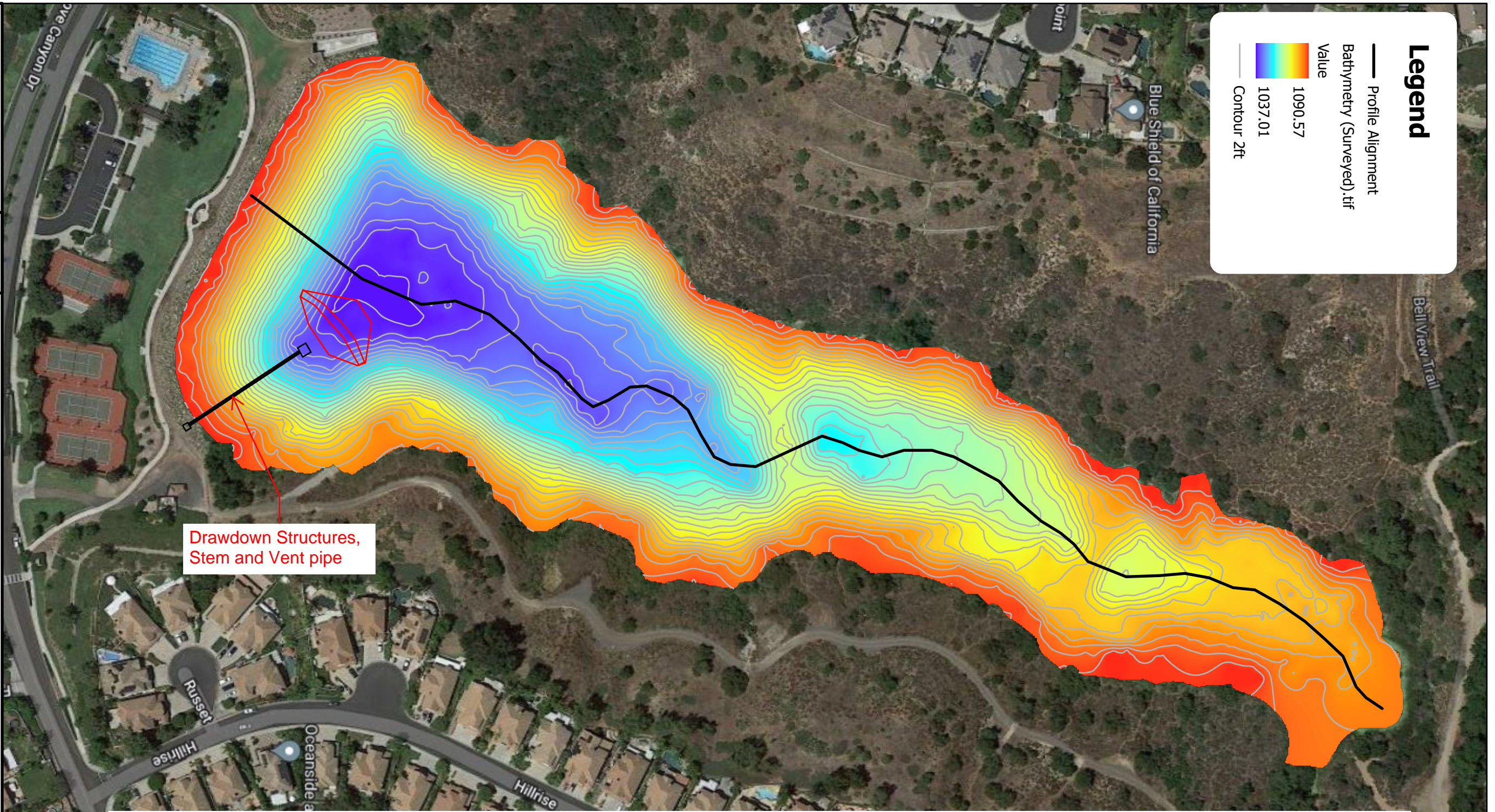
Legend

- Profile Alignment
- Bathymetry (Surveyed).tif

Value

1090.57
1037.01

— Contour 2ft



Hazen

Lake Bathymetry Profile

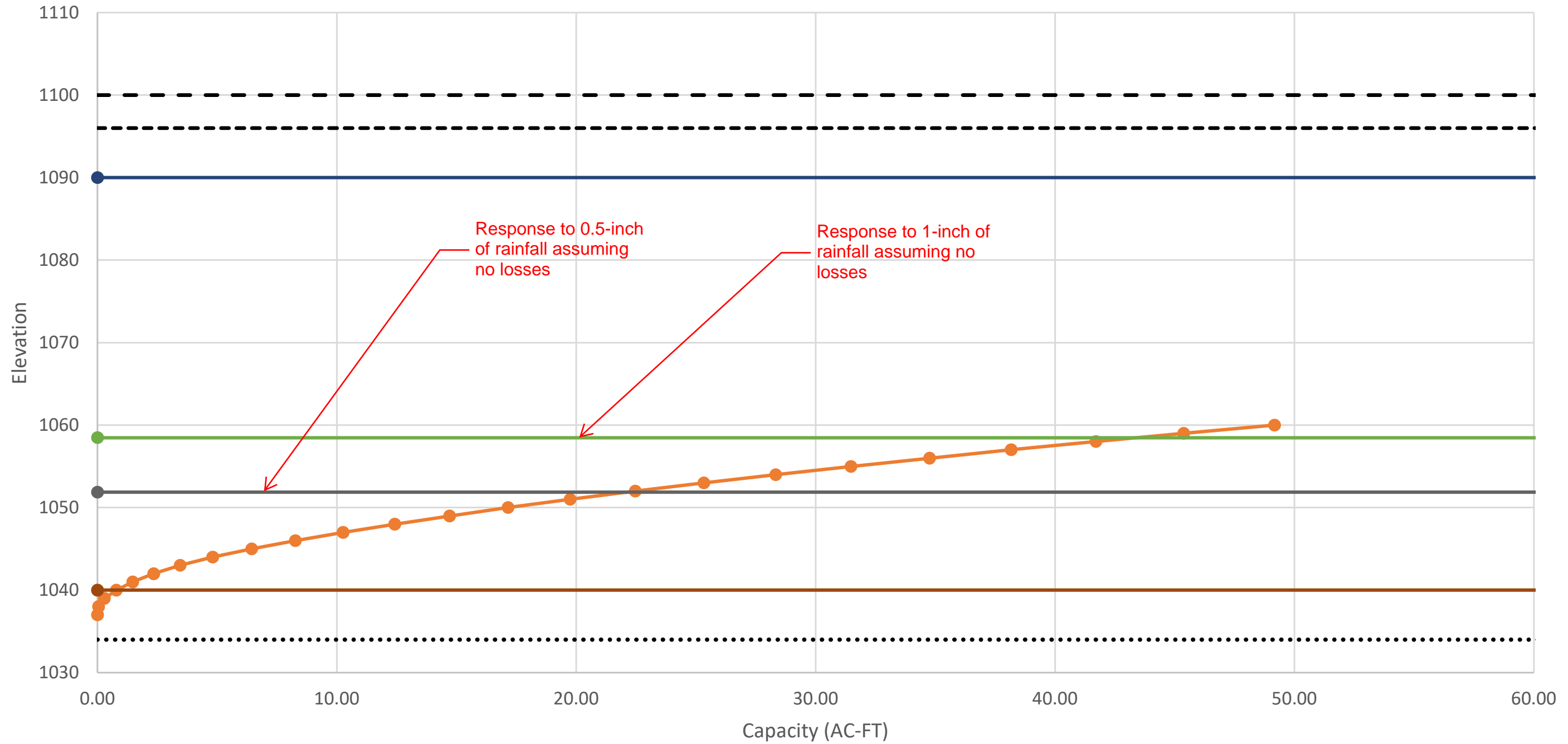
Dove Dam

April 2023

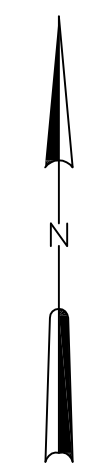
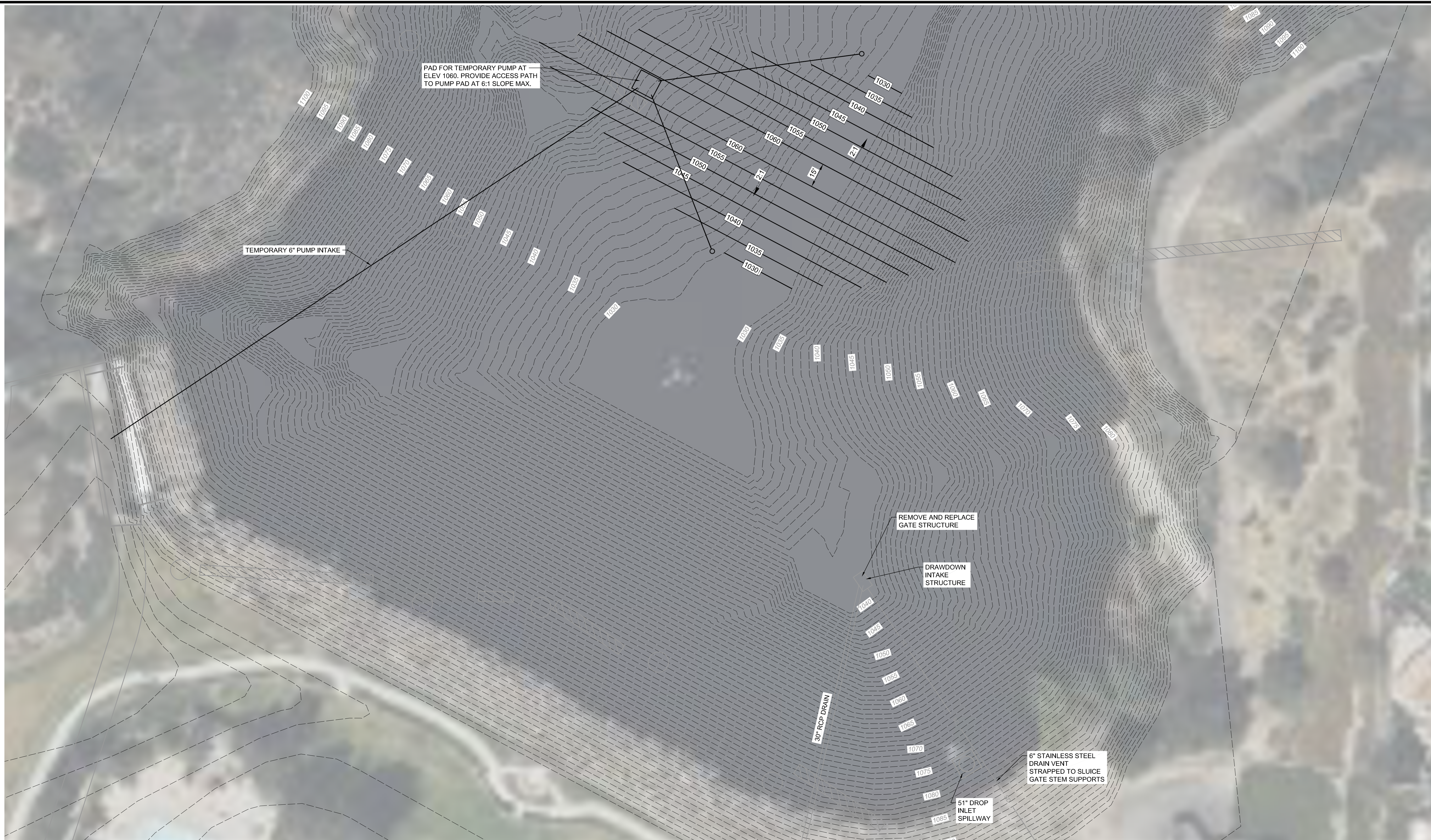


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Stage-Storage Curve for Lower Pool Area



- C3D Analysis
- Drop Inlet Spillway Crest
- Top of Dam
- Side Weir Crest
- Dewatering Gate
- construction pool
- 0.5-inch Rainfall Reservoir response
- 1-inch Rainfall Reservoir response

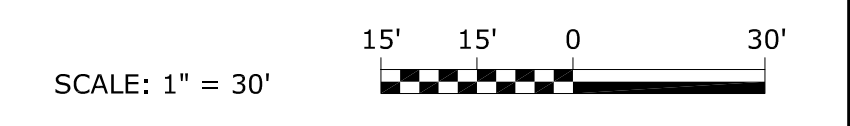


Alternative 2 and 3 Cofferdam locations
 - Alt 2 top elevation is 1055 ft
 - Alt 3 top elevation is 1060 ft and would enable maintaining pool upstream of cofferdam

LEGEND

	BORING LOCATION
	TRENCH LOCATION
	EXISTING CONTOUR - PRE 1987
	EXISTING CONTOUR - POST 1987
	PROPOSED CONTOUR

NOTE
 PUMP TO BE USED SHALL BE :
 6" VACUUM-ASSISTED SOLIDS
 HANDLING PUMP 6JSVD



File: I:\SRIC-SERVER\COMMON\KIERMAN\DOVE DAM\CADD\BIM\CIVIL\01 Saved by DKIERMAN Save date: 3/21/2023 12:25 PM
 PLOT DATE: 3/21/2023 1:23 PM BY: DKIERMAN

PROJECT ENGINEER:	S. ARENDS		
DESIGNED BY:	K. COX		
DRAWN BY:	D. KIERNAN		
CHECKED BY:	S. ARENDS		
IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING IS NOT TO FULL SCALE			
REV	ISSUED FOR	DATE	BY

PRELIMINARY DRAWING
 DO NOT USE FOR
 CONSTRUCTION

Hazen
 HAZEN AND SAWYER
 7700 IRVINE CENTER DRIVE, SUITE 200
 IRVINE, CALIFORNIA 92618

TRABUCO CANYON WATER DISTRICT
 ORANGE COUNTY, CALIFORNIA

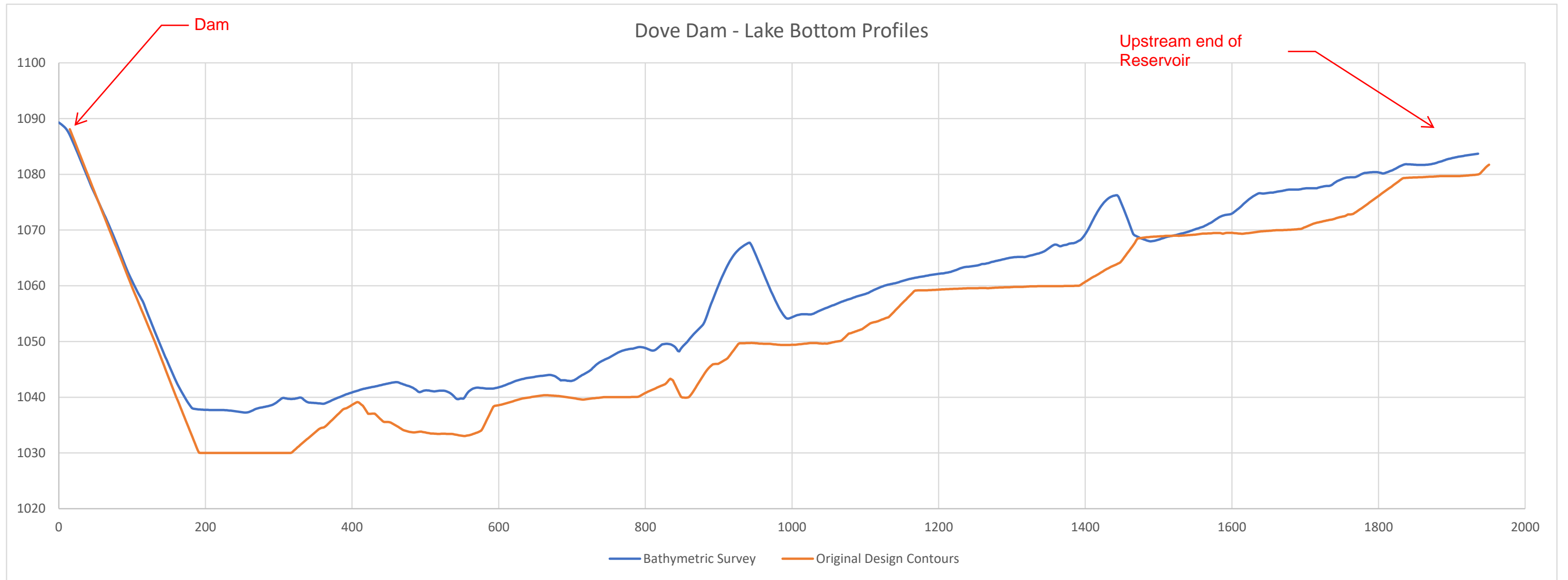
DOVE CANYON DAM
 AND RESERVOIR
 IMPROVEMENTS

CIVIL
 COFFERDAM
 Alternative 2 and 3 Locations

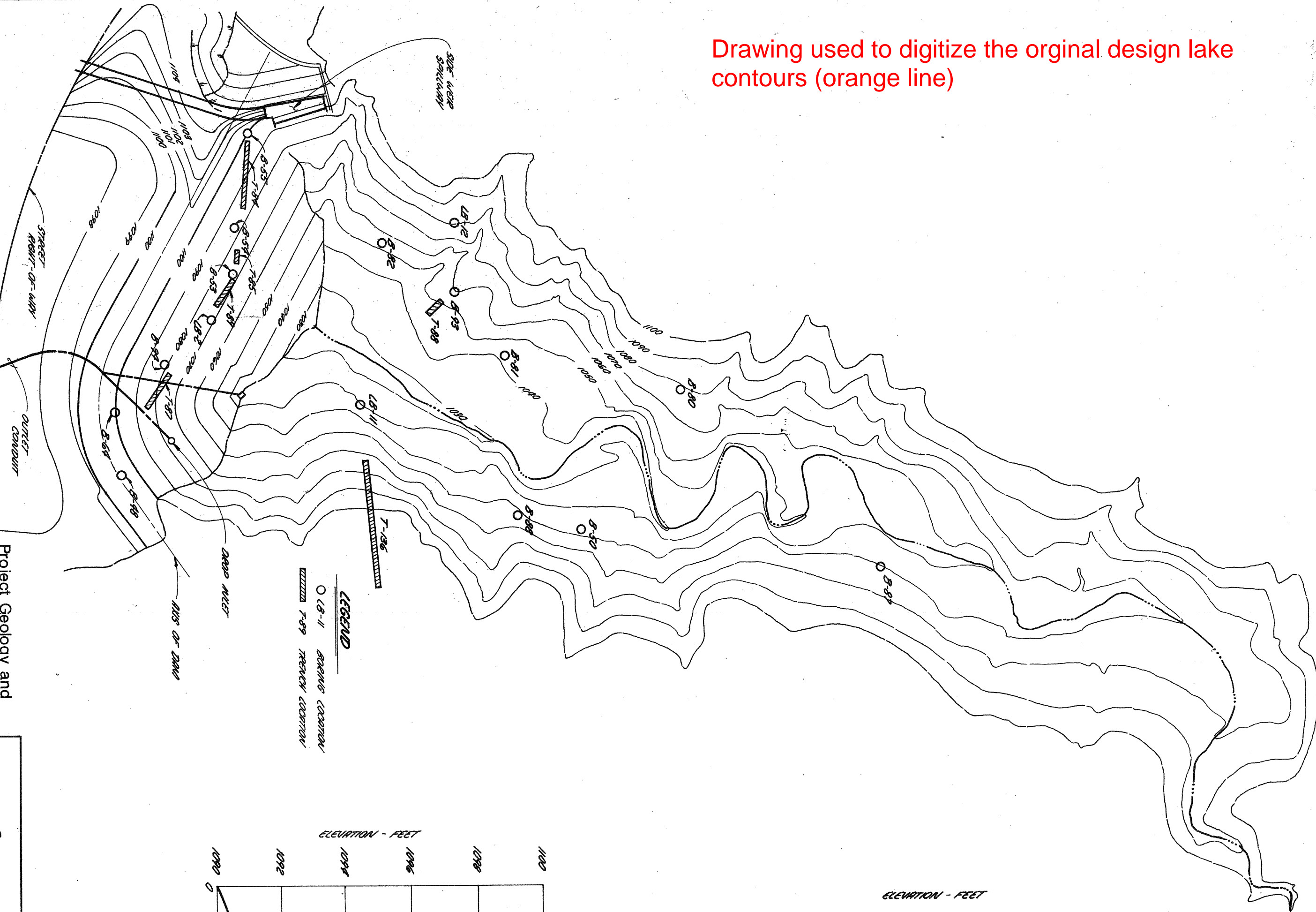
DATE:	MARCH 2023
HAZEN NO.:	20120-002
CONTRACT NO.:	1
DRAWING NUMBER:	C03

Lake Bottom Profiles

- Blue line is the recent Bathymetric survey from Feb 2023
- Orange line is the digitized contours from the original drawings for the dam and reservoir.



Drawing used to digitize the original design lake contours (orange line)



RAVINE OF DAM
AND ASSURANCE
SCALE: 1"=100'

Project Geology and
Geotechnical Engineering
by
Leighton & Associates, Inc.
1151 Duryea Avenue
Irvine, CA 92714
(714) 250-1421

John M. Tetteme
ENGINEERING MA
1952 Fairburn Avenue Los Angeles, CA



Trabuco Canyon Water District
Dove Dam Repair Alternatives Evaluation
Conceptual Estimate
Schedule of Prices

Date: 3/7/2023
 Date of Estimate Pricing: 3/7/2023

Contract Item	Description of Work	Units	Estimated Quantity	Unit Price	Total Price
General to All					
1	Mobilization	Lump Sum	-	Lump Sum	\$ 64,000
2	Temporary Dewatering	Lump Sum	-	Lump Sum	\$ 471,000
3	Access Road	Lump Sum	-	Lump Sum	\$ 120,000
4	Demo existing Stem, Guides, Straps, Air Pipe	Lump Sum	-	Lump Sum	\$ 29,000
5	Demo Intake Structure	Lump Sum	-	Lump Sum	\$ 52,000
6	Demo Operating Structure	Lump Sum	-	Lump Sum	\$ 39,000
7	Construct Intake Structure	Lump Sum	-	Lump Sum	\$ 55,000
8	Construct Operating Structure	Lump Sum	-	Lump Sum	\$ 53,000
9	Gate Actuator Gear Box	Lump Sum	-	Lump Sum	\$ 26,000
10	Waterman Gate	Lump Sum	-	Lump Sum	\$ 127,000
11	Air Vent Mounts/Straps	Lump Sum	-	Lump Sum	\$ 17,000
12	Air Vent Pipe	Lump Sum	-	Lump Sum	\$ 81,000
13	Nylon Stem Guides	Lump Sum	-	Lump Sum	\$ 25,000
14	Gate Stem, 60 mm	Lump Sum	-	Lump Sum	\$ 47,000
15	Final Grading	Lump Sum	-	Lump Sum	\$ 53,000
16	Vegetation Restoration	Lump Sum	-	Lump Sum	\$ 60,000
Subtotal - General to All					\$ 1,319,000
Cofferdam Alternatives					
CD-Alt 1	Alt 1 - Cofferdam - Embankment Earth Fill	Lump Sum	-	Lump Sum	\$ 382,000
CD-Alt 1	Alt 1 - Cofferdam - Removal	Lump Sum	-	Lump Sum	\$ 245,000
Alt 1 - Subtotal With Earth Fill					\$ 627,000
CD-Alt 2	Alt 2 - Cofferdam - Embankment Earth Fill	Lump Sum	-	Lump Sum	\$ 784,000
CD-Alt 2	Alt 2 - Cofferdam - Removal	Lump Sum	-	Lump Sum	\$ 533,000
Alt 2 - Subtotal With Earth Fill					\$ 1,317,000
CD-Alt 3	Alt 3 - Cofferdam - Embankment Earth Fill	Lump Sum	-	Lump Sum	\$ 1,200,000
CD-Alt 3	Alt 3 - Cofferdam - Removal	Lump Sum	-	Lump Sum	\$ 833,000
Alt 3 - Subtotal With Earth Fill					\$ 2,033,000
General to All with Cofferdam Alternatives					
Total (Rounded) - Cofferdam Alt 1 with Earth Fill					\$ 1,900,000
Total (Rounded) - Cofferdam Alt 2 with Earth Fill					\$ 2,600,000
Total (Rounded) - Cofferdam Alt 3 with Earth Fill					\$ 3,400,000
Hydraulic Dredging (Optional)					
HD-1	Hydraulic Dredging	Lump Sum	-	Lump Sum	\$ 6,597,000
HD-2	Geotubes	Lump Sum	-	Lump Sum	\$ 1,318,000
HD-3	Dredge Disposal	Lump Sum	-	Lump Sum	\$ 2,717,000
Total (Rounded) - Hydraulic Dredging					\$ 10,630,000

Temporary dewatering
 •High level piping lump sum.
 •2 pumps, 1 generator, 6 month rental.
 •One operator per contract day duration – operation and maintenance.
 •Install and removal.

Access Road
 •3,180 LF x 12' Wide – Length takeoff from google earth view.
 •Clear & Grub.
 •Grading.
 •8" Aggregate stone base.

Vegetation Restoration
 •3 days landscaping crew – \$ 0.15 / sy with the seeding assumption, previously considered sodding – Total with markup is \$60k , this includes 30% contingency.

The three cofferdam alternatives provide a range of cost based on location and height
 Alt 1 - Elev 1055 ft located next to dam
 Alt 2 - Elev 1055 ft located upstream of dam
 Alt 3 - Elev 1060 ft located upstream of dam

Recommended Alternative

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 20, 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. The status of approval of the agreement by each party is as follows:

- Emerald Bay Service District – approved
- Irvine Ranch Water District - approved
- South Coast Water District – approved
- Santa Margarita Water District – approved
- Moulton Niguel Water District – approved
- City of Laguna Beach – on April 18 agenda for approval
- City of San Clemente - on April 18 agenda for approval
- El Toro Water District – anticipated to be on April 27 agenda for approval
- SOCWA – anticipated to be on May 4 agenda for approval

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.

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 | APRIL 20, 2023**

**ACTION CALENDAR
LEGISLATIVE AND OTHER MATTERS
ITEM 11: 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 | APRIL 20, 2023**

ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

ITEM 12: 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