



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

BOARD OF DIRECTORS

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

DISTRICT STAFF

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

AGENDA NOTE:

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

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

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

CALL MEETING TO ORDER & PLEDGE OF ALLEGIANCE

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

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

VISITOR PARTICIPATION

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

ORAL COMMUNICATION

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

DIRECTORS' COMMENTS AND MEETING REPORTS

REPORT FROM THE GENERAL MANAGER

CONSENT CALENDAR

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

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. October 19, 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. October 12, 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. September 2023*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

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

ITEM 3: APPROVAL OF ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

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

- 1. October 5, 2023*

ITEM 4: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

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

- 1. October 9, 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. October 2023

ITEM 6: DISTRICT ENERGY EFFICIENCY AD HOC COMMITTEE UPDATE

RECOMMENDED ACTION:

Receive information and presentation at the time of the meeting.

ITEM 7: DISCUSSION CONCERNING RESIDENTIAL WATER METER DOWNSIZING PROCEDURE

RECOMMENDED ACTION:

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

ITEM 8: APPROVAL OF UPDATES TO THE DISTRICT'S EXPENSE REIMBURSEMENT POLICY AND PROCEDURES

RECOMMENDED ACTION:

Approve the updated District Expense Reimbursement Policy and Procedures and take related action(s) as deemed appropriate.

ENGINEERING MATTERS

ITEM 9: APPROVAL OF CONTRACT WITH P2S FOR SYSTEM WIDE ARC FLASH AND COORDINATION STUDY

RECOMMENDED ACTION:

Authorize the General Manager to execute a contract for the System Wide Arc Flash and Coordination Study to PS2, Inc. in the amount of \$136,800, plus a 10% contingency of \$13,680, for a total not-to-exceed amount of \$150,480.

LEGISLATIVE AND OTHER MATTERS

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

RECOMMENDED ACTION(S):

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



ITEMS RECEIVED TOO LATE TO BE AGENDIZED

ITEM 11: _____

ITEM 12: _____

GENERAL COUNSEL REPORT

OTHER INFORMATION/MATTERS

Reports or comments from the General Manager and/or Staff

ADDITIONAL DIRECTORS' COMMENTS

Additional reports or comments from Directors

END ACTION CALENDAR & ADJOURNMENT

AVAILABILITY OF AGENDA MATERIALS

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

COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2

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

FUTURE SCHEDULED REGULAR BOARD MEETINGS OF THE BOARD OF DIRECTORS

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

December 21, 2023 | January 18, 2023 | February 15, 2024



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

CONSENT CALENDAR

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. October 19, 2023 Regular Board Meeting*

CONTACTS (staff responsible): PALUDI/PEREA



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | OCTOBER 19, 2023

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on October 19, 2023, was called to order by President Stephen Dopudja at 5:30 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

DIRECTORS PRESENT

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

DIRECTORS ABSENT

Director Glenn Acosta

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager
Karen Warner, Principal Accountant
Roseann Lejsek, Administration Assistant

DISTRICT CONSULTANTS PRESENT VIRTUALLY

Claire Collins, Hanson & Bridgett, LLP – General Counsel

PUBLIC PRESENT

There were members of the public present.

PLEDGE OF ALLEGIANCE

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

ITEMS TOO LATE TO BE AGENDIZED

None

Director Dopudja recommended moving item no. 7 up on the agenda to accommodate members of the public attending the meeting.

VISITOR PARTICIPATION

None

ORAL COMMUNICATION

Mr. George Sun addressed the Board of Directors with his concerns regarding the recently adopted meter flat charges. Mr. Sun commented that the meter flat charge for his 2" meter was higher than charges paid by friends in other water district service areas, and he asked why TCWD customers are being punished with the high charges.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | OCTOBER 19, 2023**

DIRECTOR'S COMMENTS

Director Chadd had no comments.

Director Mandich commented that many of the items on the meeting agenda are in response to customer feedback at the public hearing meeting when the rates and charges were adopted, including energy cost factors and the pursuit of grant funding for capital projects.

Director Safranski reported on his attendance at the City of RSM City Council meeting, and he provided a brief update concerning the proposed city council districting process and Antonio Parkway median improvement project.

Director Dopudja welcomed the members of the public in attendance, and he reported that the District will schedule a Chat with TCWD event which provides a more informal opportunity for customers to speak with Board members.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- District Facility Tour - Mr. Paludi provided a summary of the event that was held on Saturday, October 14, 2023.
- New Water Year – Mr. Paludi commented that the month of October was the beginning of the new water year.
- H2O for HOAs Event – Mr. Paludi reported that District staff would participate in this annual event on October 26th hosted at the Norman P. Murray Center in the city of Mission Viejo.
- PFAS/PFOA – Mr. Paludi reported that the District and other water agencies are opting in on a class action lawsuit against certain manufacturers due to the impacts of PFAS/PFOA in water supplies. Mr. Paludi added that the District's water sources tested lower than the reporting limit for PFAS/PFOA as required by the EPA in the fifth round of unregulated contaminant monitoring rule (UCMR-5).

CONSENT CALENDAR

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

MOTION: Approve the Consent Calendar as presented – Director Safranski

SECOND: Director Mandich

AYES: Directors Dopudja, Mandich, Chadd & Safranski

NOES: None

ABSTAIN: None

ABSENT: Acosta

MOTION PASSED/FAILED: Passed 4 – 0 – 1 with Director Acosta absent.

ACTION CALENDAR

ADMINISTRATIVE MATTERS

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

Mr. Paludi presented this matter for Director consideration and comment, and he reported that 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 September 2023– Director Mandich

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | OCTOBER 19, 2023**

SECOND: Director Safranski

AYES: Directors Dopudja, Mandich, Chadd & Safranski

NOES: None

ABSTAIN: None

ABSENT: Acosta

MOTION PASSED/FAILED: Passed 4 – 0 – 1 with Director Acosta absent.

ITEM 7: DISCUSSION CONCERNING RESIDENTIAL WATER METER RESIZING PROCEDURE AND POLICY

Mr. Paludi presented this matter for Board consideration, and he mentioned that this matter was previously reviewed with the Executive and Finance/Audit Committees. Mr. Paludi provided background information on the recent adoption of the District's rates and charges and an overview of the development and methodology of the meter flat charge. Mr. Paludi commented that certain parcels in the District's service area may have been originally sized with a meter larger than needed, but this determination was made by the original developer or home builder. Director Dopudja commented that the Board has directed staff to develop a procedure and policy to address oversized residential meters while mitigating risks to both the District and customer.

Mr. Paludi presented a process flowchart of the proposed procedure for Board consideration, and he indicated that the District may not immediately involve the Orange County Fire Authority (OCFA) if it is obvious that a smaller water meter will meet the customer's needs. Discussion occurred concerning the proposed resizing process and potential impacts to the customer. Director Dopudja commented that the process should not be burdensome to the customer but also meet the District's standards and plumbing code requirements.

Director Mandich indicated that resizing the water meter for a home without interior fire sprinklers would be a relatively easy process, but he expressed concern with requiring OCFA approval of site water demand calculations.

Director Chadd expressed concern with the potential impacts to communities in the event of a fire if a residential water meter has been downsized inappropriately.

Mr. Paludi presented the proposed meter downsizing application and permit for Board consideration, and he highlighted the water demand factors that can identify the appropriate meter size. Mr. Paludi reviewed the proposed indemnification form that customers would be required to complete and notarize, and he reported that many agencies have a similar process and form for this type of procedure. Director Dopudja added that the term "meter charge" is a misnomer and that "capacity charge" would be more accurate because it covers more than the cost of the meter, for example, distribution system improvement costs and capital improvement projects, and he further added that the District's Cost of Service Study details the associated costs in the charge.

Mr. Jay Gentile addressed the Board of Directors and he expressed his concerns with the proposed procedure and policy. Mr. Gentile commented that the current meter flat charge represents a significant increase in cost to customers, and he asked that staff evaluate the water demand differences between 3/4" and 1" meters.

Ms. Sue Marucci addressed the Board of Directors and expressed her concerns with the proposed procedure. Ms. Marucci inquired why the District needs all the information in the proposed permit documents as the District is aware of the metered service demands. Ms. Marucci expressed that the meter flat charges are too high for customers, including the 1" meter charge.

Mr. George Sun addressed the Board of Directors and he commented that he is a licensed civil engineer. Mr. Sun commented that the OCFA is a complex agency that will be difficult to receive approval for homeowners with

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | OCTOBER 19, 2023**

interior fire sprinklers for water meter resizing. Mr. Sun agreed with the proposed water sizing methodology but cautioned the Board on the legal risks of replacing meters rather than simply charging customers a lower meter flat rate.

Ms. Sue Marucci, on behalf of Mr. Jeff Foster, addressed the Board of Directors and further expressed her concerns about the increased meter flat charge. Ms. Marucci stated that customers like Mr. Foster did not create this situation.

Ms. Carrie Wigh addressed the Board of Directors and she inquired about the costs for the meters and when they are to be replaced. Mr. Wigh commented that the District did not properly educate the public on the increases prior to approval. She added that other customers similar to her have one acre or larger properties in high-risk fire areas near the National Forest and that they should be exempt from flat meter charges.

Mr. David Ballard addressed the Board of Directors and he expressed his concerns on the increased meter flat charges as he owns two parcels with separate water meters. Mr. Ballard inquired about assistance from the District related to his water services.

Mr. Steven Grube addressed the Board of Directors and he commented that he did not understand his residential water meter was 1 1/2" when the OCFA minimum meter size requirement for homes with fire sprinklers was 1". Mr. Grube asked the Board to explain why the meter flat charge was increased dramatically.

Mr. George Sun, on behalf of Ms. Wendy Chang, addressed the Board of Directors and further expressed his concerns on the meter flat charge increase. Mr. Sun recommended that the Board evaluate an option to provide financial relief by reducing the fee based on usage criteria.

Director Mandich commented that the District worked with an independent, third-party consultant to prepare the updated rates and charges consistent with Proposition 218 and that more fixed costs are being recovered through the fixed charge. Director Mandich added that the charge cannot be lowered without physically changing the meter.

Director Chadd expressed that he understood how the customers felt about the charge increase, but that the District is shifting fixed costs on the fixed charges instead of the volumetric charge. Director Chadd encouraged the customers to voice their concerns and to take advantage of the meter resizing procedure if applicable to their situation. Director Chadd commented that the rate development process occurred over a year-long period, but that perhaps the Board needs to re-evaluate the rates and perform a Proposition 218 follow up.

Director Dopudja commented that Proposition 218 requirements sets the maximum amount the District can assess through rates and charges, and the District may reduce charges at a future date. Director Dopudja added that the District cannot reduce the meter flat charge without changing out the meter and must charge according to the meter size. Director Dopudja recommended that District staff work with OCFA to determine their level of involvement for approval on this matter.

Discussion occurred concerning the approval process for the proposed procedure and policy. Director Chadd recommended that the proposed procedure and policy be approved by the Board at a future meeting. Director Dopudja urged staff to implement the meter resizing procedures as soon as possible, subject to refinements discussed during the meeting and confirmation of OCFA's requirement to approve requests with fire sprinklers. Director Mandich suggested the scheduling of a Special Board Meeting to approve the procedure and policy.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | OCTOBER 19, 2023**

MOTION: The Board of Directors recommended this matter be agendaized for Board consideration at a Special Board Meeting.

ITEM 6: DISTRICT ENERGY EFFICIENCY AD HOC COMMITTEE UPDATE

Mr. Paludi presented this matter for Board consideration, and he reported that District staff has met with the ad hoc committee to evaluate opportunities for energy efficiency and cost controls. Director Safranski delivered a PowerPoint presentation that highlighted the efforts of the ad hoc committee to date, including the evaluation of the District facilities with the highest energy demands based on Southern California Edison (SCE) data and the overarching goals for the team. Director Safranski added that the ad hoc committee will meet again in early November to discuss next steps.

Director Dopudja commended Directors Safranski and Mandich and District staff for the progress on the matter.

MOTION: None

FINANCIAL MATTERS

ITEM 8: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH IB CONSULTING FOR ANNUAL FINANCIAL PLAN UPDATES

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Paludi commented that District staff has requested a proposal from IB Consulting to perform an annual financial plan update for Fiscal Year 2024 based on direction from the Board of Directors. Mr. Paludi added that the purpose of the financial plan update would be to calibrate the adopted rates based on the actual performance of the plan and to assist staff with the planned long-term debt transaction. Director Dopudja commented that the purpose of this work is based on the Board's action at the June 29, 2023 public hearing and to complete a performance analysis of the rates and charges.

MOTION: Authorize the General Manager to execute a Professional Services Agreement with IB Consulting for Annual Financial Plan Updates for FY 2024 in an amount not-to-exceed of \$27,000 – Director Mandich

SECOND: Director Safranski

AYES: Directors Dopudja, Mandich, Chadd & Safranski

NOES: None

ABSTAIN: None

ABSENT: Acosta

MOTION PASSED/FAILED: Passed 4 – 0 – 1 with Director Acosta absent.

ENGINEERING MATTERS

ITEM 9: APPROVAL OF CONTRACT WITH HYDROTECH ELECTRIC FOR MANUAL TRANSFER SWITCH UPGRADES FOR EMERGENCY OPERATIONS

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Engineering/Operational Committee. Mr. Paludi commented that District staff have requested a proposal from Hydrotech Electric for upgrading certain District facilities with manual transfer switches in the event of emergency operational needs. Mr. Paludi added that this work is budgeted for Fiscal Year 2023-24 and sole sourced with the District's preferred vendor.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | OCTOBER 19, 2023**

MOTION: Authorize the General Manager to execute a contract for the Manual Transfer Switch Upgrades for Emergency Operations to Hydrotech Electric in the amount of \$117,305, with a contingency of \$2,695, for a not-to exceed amount of \$120,000– Director Safranski

SECOND: Director Mandich

AYES: Directors Dopudja, Mandich, Chadd & Safranski

NOES: None

ABSTAIN: None

ABSENT: Acosta

MOTION PASSED/FAILED: Passed 4 – 0 – 1 with Director Acosta absent.

ITEM 10: ADOPTION OF RESOLUTION AUTHORIZING SUBMITTAL OF AN APPLICATION FOR THE USBR WATERSMART DROUGHT RESPONSE PROGRAM: DROUGHT RESILIENCY PROJECTS FOR FY 2024

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Engineering/Operational Committee. Mr. Paludi commented that District staff is applying to the US Bureau of Reclamation (USBR) WaterSMART Drought Response Program Drought Resiliency Project for FY 2024 for improvements to the Dove and Tick Creek pump stations. Mr. Paludi added that this project has already been awarded \$380,000 which is approximately 50% of the total project cost, and that this grant award would fund most of the remaining balance of the project budget. Mr. Paludi commented that the adoption of a resolution by the Board is a requirement for the grant, and he recommended that the Board adopt the proposed resolution.

MOTION: Adopt Resolution No. 2023-1325 Authorizing the Submittal of an Application for the USBR WaterSMART Drought Response Grant Program – Director Mandich

SECOND: Director Safranski

AYES: Directors Dopudja, Mandich, Chadd & Safranski

NOES: None

ABSTAIN: None

ABSENT: Acosta

MOTION PASSED/FAILED: Passed 4 – 0 – 1 with Director Acosta absent.

ITEM 11: LOCAL GOVERNMENTAL AND LEGISLATIVE MATTER(S)

Mr. Paludi provided a brief update on the proposed statewide water conservation regulations on indoor and outdoor water use, and he commented that many water agencies have expressed concerns about the potential impacts.

Mr. Paludi reported that he would be on vacation in the month of November, and that he would not be in attendance at the November Regular Board Meeting.

MOTION: None

GENERAL COUNSEL REPORT

Ms. Collins provided a brief update on the class action lawsuit regarding the impacts of PFAS/PFOA, and that more information will be presented at a future meeting.

OTHER INFORMATION/MATTERS

Mr. Perea reported that the Robinson Ranch Girl Scout Troop 7650 has started using the District Board Room for their monthly meetings consistent with the Board adopted policy, and he added that the Troop members hand wrote a thank you letter to the District for the use of the room.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | OCTOBER 19, 2023**

ADDITIONAL DIRECTORS' COMMENTS

None

ADJOURNMENT

President Dopudja adjourned the October 19, 2023, Regular Board Meeting at 7:53 p.m.

DRAFT

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

CONSENT CALENDAR

ITEM 2: TREASURER'S REPORT

a. *FINANCE/AUDIT COMMITTEE MEETING*

RECOMMENDED ACTION:

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

1. *October 12, 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. *September 2023*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

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

EXHIBITS:

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

CONTACTS (staff responsible): PEREA/WARNER



**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING RECAP | OCTOBER 12, 2023**

DIRECTORS PRESENT

Don Chadd, Committee Chair
Glenn Acosta, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager
Karen Warner, Principal Accountant
Roseann Lejsek, Administrative Assistant
Phil Serpas, SCADA/CMMS Administrator

CONSULTANTS PRESENT

None

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Chadd called the October 12, 2023 Finance/Audit Committee Meeting to order at 8:00 a.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:

- Orange County Water Summit – Mr. Paludi reported that the District has reserved a table for the Board and staff to attend this annual event on current water trends in the county that is scheduled for Friday, October 13th.
- District Facilities Tour – Mr. Paludi reported that staff has finalized the preparations for this event with the assistance of its public relations consultant Rockspark Communications, and the event is scheduled for Saturday, October 14th and to begin at 7:30 a.m.

ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP

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

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | OCTOBER 12, 2023**

MOTION: Approve the Finance/Audit Committee Meeting Recap and recommended that the Board receive and file the same as amended (Consent Calendar) – Director Acosta
SECOND: Director Chadd
AYES: Directors Acosta & Chadd
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. Discussion occurred concerning a correction on Director Acosta's meeting report; Mr. Perea commented that staff will update the report for Board approval.

MOTION: Recommend the Board of Directors ratify the Directors' fees and expenses for September 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: PROFESSIONAL SERVICES AGREEMENT WITH IB CONSULTING FOR ANNUAL FINANCIAL PLAN UPDATES

Mr. Paludi presented this matter for Committee consideration and review, and he reported that District staff has requested a proposal from IB Consulting to perform an annual financial plan update for Fiscal Year 2024 based on direction from the Board of Directors. Mr. Paludi added that the purpose of the financial plan update would be to calibrate the adopted rates based on the actual performance of the plan and to assist staff with the planned long-term debt transaction.

MOTION: The Committee recommended the Board of Directors authorize a Professional Services Agreement with IB Consulting for Annual Financial Plan Updates for FY 2024 in an amount not-to-exceed \$27,000 (Action Calendar).

ITEM 4: WATER METER DOWNSIZING PROCEDURE UPDATE

Mr. Paludi presented this matter for Committee consideration and review, and he mentioned that this matter was reviewed with the Executive Committee. Mr. Paludi presented a handout of the draft policy and procedure for water meter downsizing in response to concerns raised by certain customers impacted by the adopted rates and charges. Mr. Paludi added that District staff has worked to prepare a proposed solution that will meet the needs of the customer and mitigates the District's risk through a permitting process and indemnification. Discussion occurred concerning potential costs associated with the replacement of the meter and approval authority.

MOTION: The Committee recommended forwarding this matter to the Board for consideration at the next Regular Board Meeting (Action Calendar).

ITEM 5: OTHER MATTERS

There were no other matters discussed.

MOTION: None

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | OCTOBER 12, 2023**

ITEM 6: FINANCIAL REPORT

Ms. Warner presented the preliminary unaudited financials for August 2023, and she indicated that the format has been updated to show expenses by separate fund. Ms. Warner highlighted the following items:

WATER FUND

Total Operating Revenue

Ms. Warner reported that this line item was trending as budgeted.

Fixed Water Purchases

Ms. Warner reported that this line item was trending as budgeted.

CalPERS Unfunded Accrued Liability (UAL) (Minimum)

Ms. Warner reported that this line item was trending as budgeted for the year as the UAL payment was made to CalPERS.

Total Salaries & Benefits

Ms. Warner reported that this line item was trending higher than the year-to-date amount due to the UAL payment in full to CalPERS.

Total Transmission and Distribution

Ms. Warner reported that this line item was trending as budgeted.

District Insurance

Ms. Warner reported that this line item was trending higher than the year-to-date amount due to the timing of insurance payments.

Miscellaneous Expense

Ms. Warner reported that this line item is trending higher than budgeted due to the District working with customers on payment arrangement plans consistent with District policy and SB 998.

Capital Improvement Program

Ms. Warner reported that this line item was higher than normal due to CIP spending, and she reviewed project expenses to date. Mr. Perea provided an update on the SCADA System Upgrade project, and he reported on recent system challenges due to certain failing equipment.

Director Acosta inquired on the status of the AMR/AMI Project customer portal. Mr. Perea reported that the database was completed and that a beta test site has been prepared the Board and select beta testers.

SEWER FUND

Sewer Residential/Commercial Charges

Ms. Warner reported that these line items were trending as budgeted.

RECYCLED WATER FUND

Variable Consumption Charge

Ms. Warner reported that this line item was trending higher than budgeted due to increased recycled water demands.

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | OCTOBER 12, 2023**

MOTION: Recommend the Board ratify payment of the bills for consideration for October 12, 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 October 12, 2023, Finance/Audit Committee Meeting at 8:27 a.m.

DRAFT



Trabuco Canyon Water District
Balance Sheet
September 30, 2023
(Unaudited)

| | | September 2023 |
|---|-----------|-------------------|
| 1 Assets | | |
| 2 Cash & Investments | | |
| 3 Cash & Investments - Unrestricted | \$ | 2,760,702 |
| 4 Cash & Investments - Restricted | | 4,235,400 |
| 5 Total Cash & Investments | | 6,996,101 |
| 6 Other Current Assets | | |
| 7 Accounts Receivable, Net | | 2,493,448 |
| 8 Prepaid & Other | | 12,128 |
| 9 Fair Market Value Adjustment ¹ | | (35,057) |
| 10 Total Other Current Assets | | 2,470,520 |
| 11 Capital Assets | | |
| 12 Capital Assets, at Cost | | 127,610,873 |
| 13 Accumulated Depreciation | | (81,522,089) |
| 14 Construction in Progress | | 3,085,915 |
| 15 Total Capital Assets | | 49,174,698 |
| 16 Net OPEB Asset | | 201,692 |
| 17 Deferred Outflows of Resources (DOR) | | 2,723,847 |
| 18 Total Assets & DOR | \$ | 61,566,859 |
| 19 Liabilities | | |
| 20 Current Liabilities | | |
| 21 Accounts Payable | \$ | 1,627,304 |
| 22 Accrued Expenses | | 439,871 |
| 23 Current Portion-Long Term Debt | | 94,972 |
| 24 Deposits on Hand | | 70,576 |
| 25 Total Current Liabilities | | 2,232,723 |
| 26 Long-Term Liabilities | | |
| 27 Net Pension Liability | | 4,449,117 |
| 28 State Revolving Fund Loan | | 1,675,794 |
| 29 Bank of the West Loan | | 10,000,000 |
| 30 Total Long Term Liabilities | | 16,124,911 |
| 31 Deferred Inflows of Resources (DIR) | | 709,189 |
| 32 Total Liabilities & DIR | | 19,066,823 |
| 33 Net Position | | 42,500,036 |
| 34 Total Liabilities, Net Position & DIR | \$ | 61,566,859 |

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



Trabuco Canyon Water District
Cash Investments Report
September 30, 2023
(Unaudited)

| | Type | Cost | Market | % Total |
|--|------------|---------------------|---------------------|---------------|
| District Cash & Investments | | | | |
| Unrestricted | | | | |
| Local Agency Investment Fund (LAIF) | Investment | \$ (2,222,015) | \$ (2,191,590) | -31.4% |
| California Cooperative Liquid Assets Securities System (CLASS) | Investment | 4,096,890 | \$ 4,096,463 | 58.8% |
| Bank of the West | Checking | 885,827 | 885,827 | 12.7% |
| Total Unrestricted | | 2,760,702 | 2,790,699 | 40.0% |
| Restricted | | | | |
| LAIF - Water Storage Facilities | Investment | 1,088,260 | 1,073,359 | 15.4% |
| LAIF - Interim Sewage | Investment | 115,369 | 113,789 | 1.6% |
| LAIF - Debt Issuance 2022 | Investment | 2,794,157 | 2,755,899 | 39.5% |
| CLASS - Debt Issuance | Investment | - | - | 0.0% |
| Cash in CB&T Reserved for SRF Loan | Checking | 237,614 | 237,614 | 3.4% |
| Total Restricted | | 4,235,400 | 4,180,661 | 60.0% |
| Total District Cash & Investments | | \$ 6,996,101 | \$ 6,971,360 | 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
Budget to Actual - Water
For the period July 1, 2023 through September 30, 2023
(Unaudited)

| | September 2023 | YTD Actual | FY 24 Adopted Budget | YTD 25% |
|--|-------------------|---------------------|----------------------------|------------|
| 1 Operating Revenue | | | | |
| 2 Fixed / Capital Service Charges | \$ 265,447 | \$ 705,231 | \$ 3,113,000 | 23% |
| 3 Variable Consumption Charges | 524,796 | 1,198,007 | 3,978,400 | 30% |
| 4 Baker Treatment Plant Water Sales | 71,051 | 228,029 | 1,560,500 | 15% |
| 5 Customer Fees | 9,761 | 31,488 | 238,800 | 13% |
| 6 Standby Charges | 37 | 37 | 32,300 | 0% |
| 7 Uncollectable Accounts | - | - | (23,000) | 0% |
| 8 Total Operating Revenue | 871,090 | 2,162,790 | 8,900,000 | 24% |
| 9 Operating Expense | | | | |
| 10 Source of Supply | | | | |
| 11 Fixed Water Purchases | 20,720 | 128,807 | 348,900 | 37% |
| 12 Variable Water Purchases | 85,517 | 358,245 | 2,015,100 | 18% |
| 13 Baker Treatment Plant Water Sold | 71,051 | 228,029 | 1,338,400 | 17% |
| 14 Water Treatment | 14,611 | 55,434 | 394,300 | 14% |
| 15 Pumping Electricity | 35,107 | 102,900 | 244,300 | 42% |
| 16 Total Source of Supply | 227,006 | 873,414 | 3,992,100 | 22% |
| 17 Salaries and Benefits | | | | |
| 18 Employee/Director Wages | 159,425 | 461,571 | 1,954,800 | 24% |
| 19 Employee/Director Benefits | 44,035 | 130,974 | 510,400 | 26% |
| 20 Retiree Health Insurance | 9,386 | 28,159 | 115,300 | 24% |
| 21 Transfer In - 115 OPEB Trust Reimbursement | - | - | (115,300) | 0% |
| 22 CalPERS Retirement (Normal) | 25,255 | 76,325 | 323,400 | 24% |
| 23 CalPERS Unfunded Accrued Liability (Minimum) | - | 164,806 | 170,300 | 97% |
| 24 Payroll Taxes | 12,049 | 37,367 | 146,000 | 26% |
| 25 Total Salaries and Benefits | 250,150 | 899,203 | 3,104,900 | 29% |
| 26 Transmission and Distribution | | | | |
| 27 System Repairs and Maintenance | 64,913 | 94,007 | 258,700 | 36% |
| 28 Vehicles and Equipment | 7,355 | 23,790 | 101,200 | 24% |
| 29 Safety, Supplies and Testing | 8,432 | 23,696 | 45,400 | 52% |
| 30 Total Transmission and Distribution | 80,701 | 141,493 | 405,300 | 35% |
| 31 General and Administrative | | | | |
| 32 Professional Services | 49,028 | 105,251 | 513,400 | 21% |
| 33 Office Maintenance, Supplies and Software | 41,902 | 127,529 | 310,600 | 41% |
| 34 District Insurance | - | 69,284 | 109,300 | 63% |
| 35 Dues and Memberships | 1,801 | 30,414 | 95,400 | 32% |
| 36 Public Outreach | 2,954 | 56,398 | 103,300 | 55% |
| 37 Customer Service and Billing | 6,624 | 13,051 | 68,400 | 19% |
| 38 Conference, Trainings and Travel | 3,486 | 8,255 | 34,100 | 24% |
| 39 Total General and Administrative | 105,796 | 410,182 | 1,234,500 | 33% |
| 40 Total Operating Expense | 663,652 | 2,324,291 | 8,736,800 | 27% |
| 41 Net Operating Revenue / (Expense) | 207,438 | (161,501) | 163,200 | |
| 42 Non-Operating Revenue / (Expense) | | | | |
| 43 Property Tax Revenue | 13,056 | 14,974 | 1,245,000 | 1% |
| 44 Interest Revenue - Unrestricted | 12,869 | 40,394 | 115,700 | 35% |
| 45 Other Revenue and Reimbursements | 4,310 | 15,704 | 54,400 | 29% |
| 46 Miscellaneous Expense | (64,738) | (84,862) | (6,200) | 1369% |
| 47 Net Non-Operating Revenue / (Expense) | (34,503) | (13,790) | 1,408,900 | |
| 48 Net Total Revenue / (Expense) | 172,935 | (175,291) | 1,572,100 | |
| 49 Other Unrestricted Cash Inflow / (Outflow) | | | | |
| 50 Transfer In - Debt Proceeds for Capital | 37,247 | 346,351 | 1,206,000 | 29% |
| 51 Capital Improvement Program (CIP) | (37,247) | (346,351) | (1,206,000) | 29% |
| 52 Debt Service - Principal and Interest | - | - | (901,100) | 0% |
| 53 Net Other Unrestricted Cash Inflow / (Outflow) | - | - | (901,100) | 0% |
| 54 Net Total Unrestricted Cash Inflow / (Outflow) | \$ 172,935 | \$ (175,291) | \$ 671,000 | |



Trabuco Canyon Water District
District Capital - Water
FY 23-24
(Unaudited)

| Project | | September 2023 | YTD Actual | FY 24 Adopted Budget | YTD 25% |
|---------|--|-------------------|-------------------|----------------------------|-------------|
| 1 | Water CIP | | | | |
| 2 | Capital Improvements / Replacements | | | | |
| 3 | DWTP Office & Storage | \$ - | \$ - | \$ 350,000 | 0% |
| 4 | SCADA System Upgrades FY 2223 | 37,247 | 153,244 | 280,000 | 55% |
| 5 | 10" Pipeline Replacement - Cooks to Harris Grade | - | - | 250,000 | 0% |
| 6 | PSPS Transfer Switch Upgrade - Water | - | - | 60,000 | 0% |
| 7 | DWTP Vault Improvement | - | - | 75,000 | 0% |
| 8 | Total Capital Improvements / Replacements | 37,247 | 153,244 | 1,015,000 | 15% |
| 9 | Equipment | | | | |
| 10 | Fleet | - | 174,950 | 91,000 | 192% |
| 11 | Total Equipment | - | 174,950 | 91,000 | 192% |
| 12 | Programs | | | | |
| 13 | Pump Replacement Program - Water | - | 13,750 | 50,000 | 28% |
| 14 | PRV - Water | - | 1,982 | 20,000 | 10% |
| 15 | Valve Replacements - Water | - | 2,424 | 30,000 | 8% |
| 16 | Total Programs | - | 18,157 | 100,000 | 18% |
| 17 | Total Water CIP | \$ 37,247 | \$ 346,351 | \$ 1,206,000 | 29% |



Trabuco Canyon Water District
Budget to Actual - Sewer
For the period July 1, 2023 through September 30, 2023
(Unaudited)

| | September 2023 | YTD Actual | FY 24 Adopted Budget | YTD 25% |
|--|--------------------|---------------------|----------------------------|------------|
| 1 Operating Revenue | | | | |
| 2 Sewer Residential Charges | \$ 166,914 | \$ 477,486 | \$ 1,933,800 | 25% |
| 3 Sewer Commercial Charges | 23,946 | 61,473 | 189,800 | 32% |
| 4 Customer Fees | 14,423 | 40,948 | 281,100 | 15% |
| 5 Uncollectable Accounts | - | - | (3,500) | 0% |
| 6 Total Operating Revenue | 205,283 | 579,906 | 2,401,200 | 24% |
| 7 Operating Expense | | | | |
| 8 Salaries and Benefits | | | | |
| 9 Employee/Director Wages | 80,646 | 231,590 | 961,500 | 24% |
| 10 Employee/Director Benefits | 16,278 | 47,714 | 235,700 | 20% |
| 11 Retiree Health Insurance | 3,352 | 10,056 | 41,200 | 24% |
| 12 Transfer In - 115 OPEB Trust Reimbursement | - | - | (41,200) | 0% |
| 13 CalPERS Retirement (Normal) | 9,064 | 27,531 | 115,600 | 24% |
| 14 CalPERS Unfunded Accrued Liability (Minimum) | - | 76,658 | 79,200 | 97% |
| 15 Payroll Taxes | 4,303 | 13,345 | 73,200 | 18% |
| 16 Total Salaries and Benefits | 113,643 | 406,894 | 1,465,200 | 28% |
| 17 Transmission and Distribution | | | | |
| 18 System Repairs and Maintenance | 18,214 | 65,099 | 295,600 | 22% |
| 19 T&D Electricity | 24,542 | 64,024 | 196,300 | 33% |
| 20 Vehicles and Equipment | 4,413 | 11,026 | 39,300 | 28% |
| 21 Safety, Supplies and Testing | 2,193 | 4,359 | 41,200 | 11% |
| 22 Total Transmission and Distribution | 49,362 | 144,508 | 572,400 | 25% |
| 23 General and Administrative | | | | |
| 24 Professional Services | 22,193 | 42,799 | 184,900 | 23% |
| 25 Office Maintenance, Supplies and Software | 19,985 | 56,777 | 159,300 | 36% |
| 26 District Insurance | - | 24,744 | 42,600 | 58% |
| 27 Dues and Memberships | 3,484 | 45,880 | 122,000 | 38% |
| 28 Public Outreach | 930 | 2,139 | 18,300 | 12% |
| 29 Customer Service and Billing | 806 | 2,512 | 19,200 | 13% |
| 30 Conference, Trainings and Travel | 1,245 | 2,948 | 12,000 | 25% |
| 31 Total General and Administrative | 48,643 | 177,800 | 558,300 | 32% |
| 32 Total Operating Expense | 211,648 | 729,202 | 2,595,900 | 28% |
| 33 Net Operating Revenue / (Expense) | (6,365) | (149,296) | (194,700) | 77% |
| 34 Non-Operating Revenue / (Expense) | | | | |
| 35 Property Tax Revenue | 9,400 | 10,781 | 896,000 | 1% |
| 36 Interest Revenue - Unrestricted | 4,590 | 14,285 | 105,500 | 14% |
| 37 Other Revenue and Reimbursements | 654 | 2,954 | 7,300 | 40% |
| 38 Miscellaneous Expense | (36,378) | (36,380) | (7,200) | 505% |
| 39 Net Non-Operating Revenue / (Expense) | (21,733) | (8,360) | 1,001,600 | |
| 40 Net Total Revenue / (Expense) | (28,098) | (157,655) | 806,900 | |
| 41 Other Unrestricted Cash Inflow / (Outflow) | | | | |
| 42 Transfer In - Debt Proceeds for Capital | 73,897 | 235,666 | 2,979,500 | 8% |
| 43 Capital Improvement Program | (73,897) | (235,666) | (2,979,500) | 8% |
| 44 Debt Service - Principal and Interest | - | - | (554,100) | 0% |
| 45 Net Other Unrestricted Cash Inflow / (Outflow) | - | - | (554,100) | 0% |
| 46 Net Total Unrestricted Cash Inflow / (Outflow) | \$ (28,098) | \$ (157,655) | \$ 252,800 | |



Trabuco Canyon Water District
District Capital - Sewer
FY 23-24
(Unaudited)

| Project | September 2023 | YTD Actual | FY 24 Adopted Budget | YTD 25% |
|---|-------------------|-------------------|----------------------------|-------------|
| 1 Wastewater CIP | | | | |
| 2 Capital Improvements / Replacements | | | | |
| 3 Golf Club SLS Bypass Construction | \$ 47,718 | \$ 65,556 | \$ 1,800,000 | 4% |
| 4 SCADA System Upgrades FY 2223 | 13,303 | 54,730 | 100,000 | 55% |
| 5 WWTP Hoffman Blower Building Rehab | - | - | 400,000 | 0% |
| 6 Chiquita FY 23/24 | - | - | 178,000 | 0% |
| 7 Heritage SLS Rehab | - | - | 100,000 | 0% |
| 8 PSPS Transfer Switch Upgrade - Sewer | - | - | 60,000 | 0% |
| 9 WWTP Fiber Optic Upgrade | - | - | 130,000 | 0% |
| 10 El Toro SLS System Improvements | 507 | 37,469 | 79,000 | 47% |
| 11 Total Capital Improvements / Replacements | 61,528 | 157,755 | 2,847,000 | 6% |
| 12 Equipment | | | | |
| 13 Fleet | - | 62,482 | 32,500 | 192% |
| 14 Total Equipment | - | 62,482 | 32,500 | 192% |
| 15 Programs | | | | |
| 16 Manhole Recoating Program - Sewer | - | - | 20,000 | 0% |
| 17 Pump Replacement Program (Sewer) | 12,369 | 15,429 | 50,000 | 31% |
| 18 Wetwell Recoating | - | - | 30,000 | 0% |
| 19 Total Programs | 12,369 | 15,429 | 100,000 | 15% |
| 20 Total Wastewater CIP | \$ 73,897 | \$ 235,666 | \$ 2,979,500 | 8% |



Trabuco Canyon Water District
Budget to Actual - Recycled
For the period July 1, 2023 through September 30, 2023
(Unaudited)

| | September 2023 | YTD Actual | FY 24 Adopted Budget | YTD 25% |
|--|-------------------|-------------------|----------------------------|------------|
| 1 Operating Revenue | | | | |
| 2 Fixed / Capital Service Charges | \$ 11,857 | \$ 30,265 | \$ 142,200 | 21% |
| 3 Variable Consumption Charges | 158,629 | 404,804 | 995,400 | 41% |
| 4 Customer Fees | 9,458 | 9,458 | 7,300 | 130% |
| 5 Uncollectable Accounts | - | - | (4,000) | 0% |
| 6 Total Operating Revenue | 179,944 | 444,528 | 1,140,900 | 39% |
| 7 Operating Expense | | | | |
| 8 Source of Supply | | | | |
| 9 Recycled Water Purchases | 4,615 | 10,567 | 25,900 | 41% |
| 10 Water Treatment | 25,369 | 42,660 | 99,400 | 43% |
| 11 Total Source of Supply | 29,984 | 53,227 | 125,300 | 42% |
| 12 Salaries and Benefits | | | | |
| 13 Employee/Director Wages | 19,562 | 56,068 | 231,400 | 24% |
| 14 Employee/Director Benefits | 5,404 | 15,956 | 75,400 | 21% |
| 15 Retiree Health Insurance | 670 | 2,009 | 8,200 | 25% |
| 16 Transfer In - 115 OPEB Trust Reimbursement | - | - | (8,200) | 0% |
| 17 CalPERS Retirement (Normal) | 1,955 | 5,928 | 24,800 | 24% |
| 18 CalPERS Unfunded Accrued Liability (Minimum) | - | 17,340 | 18,000 | 96% |
| 19 Payroll Taxes | 861 | 2,669 | 16,800 | 16% |
| 20 Total Salaries and Benefits | 28,451 | 99,971 | 366,400 | 27% |
| 21 Transmission and Distribution | | | | |
| 22 T&D Electricity | 34,005 | 84,362 | 282,000 | 30% |
| 23 System Repairs and Maintenance | 2,816 | 12,460 | 29,600 | 42% |
| 24 Vehicles and Equipment | 1,038 | 2,522 | 8,600 | 29% |
| 25 Safety, Supplies and Testing | 8,537 | 30,038 | 157,600 | 19% |
| 26 Total Transmission and Distribution | 46,397 | 129,382 | 477,800 | 27% |
| 27 General and Administrative | | | | |
| 28 Professional Services | 3,546 | 7,667 | 36,800 | 21% |
| 29 Office Maintenance, Supplies and Software | 3,865 | 11,205 | 27,600 | 41% |
| 30 District Insurance | - | 4,949 | 8,800 | 56% |
| 31 Dues and Memberships | 690 | 30,512 | 36,600 | 83% |
| 32 Public Outreach | 186 | 428 | 3,600 | 12% |
| 33 Customer Service and Billing | 161 | 502 | 4,000 | 13% |
| 34 Conference, Trainings and Travel | 249 | 590 | 2,200 | 27% |
| 35 Total General and Administrative | 8,697 | 55,853 | 119,600 | 47% |
| 36 Total Operating Expense | 113,529 | 338,433 | 1,089,100 | 31% |
| 37 Net Operating Revenue / (Expense) | 66,415 | 106,095 | 51,800 | |
| 38 Non-Operating Revenue / (Expense) | | | | |
| 39 Property Tax Revenue | 3,656 | 4,193 | 349,200 | 1% |
| 40 Interest Revenue - Unrestricted | 900 | 2,803 | 21,800 | 13% |
| 41 Other Revenue and Reimbursements | 131 | 591 | 1,800 | 33% |
| 42 Miscellaneous Expense | (9) | (10) | (1,100) | 1% |
| 43 Net Non-Operating Revenue / (Expense) | 4,678 | 7,577 | 371,700 | 2% |
| 44 Net Total Revenue / (Expense) | 71,093 | 113,672 | 423,500 | 27% |
| 45 Other Unrestricted Cash Inflow / (Outflow) | | | | |
| 46 Transfer In - Debt Proceeds for Capital | 2,661 | 23,442 | 326,500 | 7% |
| 47 Capital Improvement Program | (2,661) | (23,442) | (326,500) | 7% |
| 48 Debt Service - Principal and Interest | - | - | (81,400) | 0% |
| 49 Net Other Unrestricted Cash Inflow / (Outflow) | - | - | (81,400) | 0% |
| 50 Net Total Unrestricted Cash Inflow / (Outflow) | \$ 71,093 | \$ 113,672 | \$ 342,100 | 33% |



Trabuco Canyon Water District
District Capital - Recycled
FY 23-24
(Unaudited)

| Project | September 2023 | YTD Actual | FY 24 Adopted Budget | YTD 25% |
|--|-------------------|------------------|----------------------------|-------------|
| 1 Recycled Water CIP | | | | |
| 2 Capital Improvements / Replacements | | | | |
| 3 SCADA System Upgrades FY 2223 | \$ 2,661 | \$ 10,946 | \$ 20,000 | 55% |
| 4 Dove Recycled BPS | - | - | 100,000 | 0% |
| 5 Recycled PRV Vault Improvements - Dove Canyon | - | - | 200,000 | 0% |
| 6 Capital Improvements / Replacements Total | 2,661 | 10,946 | 320,000 | 3% |
| 7 Equipment | | | | |
| 8 Fleet | - | 12,496 | 6,500 | 192% |
| 9 Equipment Total | - | 12,496 | 6,500 | 192% |
| 10 Total Recycled Water CIP | \$ 2,661 | \$ 23,442 | \$ 326,500 | 7% |



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 10/01/2023 - 10/31/2023

Cleared Date Range: -

| Issued Date | Cleared Date | Number | Description | Module | Status | Type | Amount |
|-------------------------|--------------|----------------------------|------------------------------------|------------------|-------------|------------|-------------|
| Accounts Payable | | | | | | | |
| Bank Draft | | | | | | | |
| 10/02/2023 | | DFT0003292 | GUARDIAN | Accounts Payable | Outstanding | Bank Draft | -3,955.78 |
| 10/02/2023 | | DFT0003293 | VSP | Accounts Payable | Outstanding | Bank Draft | -755.03 |
| 10/02/2023 | | DFT0003299 | PACE PAYMENT SYSTEMS, INC. | Accounts Payable | Outstanding | Bank Draft | -2,987.62 |
| 10/03/2023 | | DFT0003294 | CALPERS | Accounts Payable | Outstanding | Bank Draft | -61,880.11 |
| 10/03/2023 | | DFT0003295 | SHRED-IT USA, LLC | Accounts Payable | Outstanding | Bank Draft | -68.00 |
| 10/04/2023 | | DFT0003296 | ADP | Accounts Payable | Outstanding | Bank Draft | -121,759.49 |
| 10/04/2023 | | DFT0003297 | THE TOLL ROADS | Accounts Payable | Outstanding | Bank Draft | -140.00 |
| 10/06/2023 | | DFT0003298 | CALPERS | Accounts Payable | Outstanding | Bank Draft | -29,288.66 |
| 10/10/2023 | | DFT0003300 | ADP | Accounts Payable | Outstanding | Bank Draft | -1,897.25 |
| 10/10/2023 | | DFT0003301 | COX COMMUNICATIONS | Accounts Payable | Outstanding | Bank Draft | -2,432.39 |
| 10/10/2023 | | DFT0003302 | PACE PAYMENT SYSTEMS, INC. | Accounts Payable | Outstanding | Bank Draft | -236.90 |
| 10/10/2023 | | DFT0003303 | SANTA MARGARITA WATER DISTRICT | Accounts Payable | Outstanding | Bank Draft | -3,156.39 |
| 10/11/2023 | | DFT0003304 | COX COMMUNICATIONS | Accounts Payable | Outstanding | Bank Draft | -1,670.01 |
| 10/12/2023 | | DFT0003305 | XEROX CORPORATION | Accounts Payable | Outstanding | Bank Draft | -105.34 |
| 10/13/2023 | | DFT0003306 | CINTAS CORPORATION | Accounts Payable | Outstanding | Bank Draft | -198.78 |
| 10/13/2023 | | DFT0003307 | WAGE WORKS, INC. | Accounts Payable | Outstanding | Bank Draft | -204.80 |
| 10/16/2023 | | DFT0003308 | COX COMMUNICATIONS | Accounts Payable | Outstanding | Bank Draft | -77.43 |
| 10/16/2023 | | DFT0003309 | XEROX CORPORATION | Accounts Payable | Outstanding | Bank Draft | -333.71 |
| 10/18/2023 | | DFT0003310 | SOUTHERN CALIFORNIA EDISON | Accounts Payable | Outstanding | Bank Draft | -124,656.43 |
| 10/19/2023 | | DFT0003311 | ADP | Accounts Payable | Outstanding | Bank Draft | -114,358.72 |
| 10/20/2023 | | DFT0003312 | COX COMMUNICATIONS | Accounts Payable | Outstanding | Bank Draft | -671.75 |
| 10/20/2023 | | DFT0003313 | WAGE WORKS, INC. | Accounts Payable | Outstanding | Bank Draft | -85.00 |
| 10/23/2023 | | DFT0003314 | CALPERS | Accounts Payable | Outstanding | Bank Draft | -29,288.66 |
| 10/23/2023 | | DFT0003315 | TAB ANSWER NETWORK | Accounts Payable | Outstanding | Bank Draft | -208.63 |
| 10/23/2023 | | DFT0003316 | THE TOLL ROADS | Accounts Payable | Outstanding | Bank Draft | -140.00 |
| 10/24/2023 | | DFT0003317 | AT&T MOBILITY | Accounts Payable | Outstanding | Bank Draft | -6,722.96 |
| 10/24/2023 | | DFT0003318 | WEX FLEET UNIVERSAL | Accounts Payable | Outstanding | Bank Draft | -6,385.34 |
| 10/25/2023 | | DFT0003319 | WAGE WORKS, INC. | Accounts Payable | Outstanding | Bank Draft | -75.00 |
| 10/26/2023 | | DFT0003320 | CSDA Commercial Card - UMPQUA BANK | Accounts Payable | Outstanding | Bank Draft | -8,295.65 |
| 10/26/2023 | | DFT0003321 | HOME DEPOT CREDIT SERVICES | Accounts Payable | Outstanding | Bank Draft | -481.57 |
| 10/26/2023 | | DFT0003322 | LOWE'S | Accounts Payable | Outstanding | Bank Draft | -439.59 |
| 10/27/2023 | | DFT0003323 | ADP | Accounts Payable | Outstanding | Bank Draft | -108.00 |
| 10/27/2023 | | DFT0003324 | XEROX CORPORATION | Accounts Payable | Outstanding | Bank Draft | -6,384.19 |
| 10/30/2023 | | DFT0003325 | THE TOLL ROADS | Accounts Payable | Outstanding | Bank Draft | -140.00 |

Bank Transaction Report

Issued Date Range: -

Bank Draft Total: (34) -529,589.18

| Issued Date | Cleared Date | Number | Description | Module | Status | Type | Amount |
|-------------|--------------|-----------------------|---------------------------------------|------------------|-------------|-------|-------------|
| 10/11/2023 | | 12027 | ARC | Accounts Payable | Outstanding | Check | -596.53 |
| 10/11/2023 | | 12028 | AT&T | Accounts Payable | Outstanding | Check | -925.81 |
| 10/11/2023 | | 12029 | BAVCO BACKFLOW APPARATUS & VALVE CO. | Accounts Payable | Outstanding | Check | -3,308.63 |
| 10/11/2023 | | 12030 | CHAMPION PAVING, INC. | Accounts Payable | Outstanding | Check | -3,130.00 |
| 10/11/2023 | | 12031 | CS-AMSCO | Accounts Payable | Outstanding | Check | -4,430.46 |
| 10/11/2023 | | 12032 | DMC ENGINEERING | Accounts Payable | Outstanding | Check | -22,268.22 |
| 10/11/2023 | | 12033 | DMS FACILITY SERVICES | Accounts Payable | Outstanding | Check | -1,177.04 |
| 10/11/2023 | | 12034 | DMV | Accounts Payable | Outstanding | Check | -20.00 |
| 10/11/2023 | | 12035 | EAGLE COMMUNICATIONS | Accounts Payable | Outstanding | Check | -3,341.90 |
| 10/11/2023 | | 12036 | EWING IRRIGATION PRODUCTS, INC. | Accounts Payable | Outstanding | Check | -298.52 |
| 10/11/2023 | | 12037 | FEDEX | Accounts Payable | Outstanding | Check | -64.59 |
| 10/11/2023 | | 12038 | FERREIRA CONSTRUCTION COMPANY | Accounts Payable | Outstanding | Check | -36,961.50 |
| 10/11/2023 | | 12039 | GMU GEOTECHNICAL, INC. | Accounts Payable | Outstanding | Check | -507.00 |
| 10/11/2023 | | 12040 | GREENSTONE MATERIALS INC. | Accounts Payable | Outstanding | Check | -854.92 |
| 10/11/2023 | | 12041 | HACH COMPANY | Accounts Payable | Outstanding | Check | -2,113.79 |
| 10/11/2023 | | 12042 | HANSON BRIDGETT LLP | Accounts Payable | Outstanding | Check | -27,708.30 |
| 10/11/2023 | | 12043 | HIGHROAD INFORMATION TECHNOLOGY, LLC. | Accounts Payable | Outstanding | Check | -7,234.00 |
| 10/11/2023 | | 12044 | INDUSTRIAL METAL SUPPLY COMPANY | Accounts Payable | Outstanding | Check | -185.20 |
| 10/11/2023 | | 12045 | INFOSEND, INC. | Accounts Payable | Outstanding | Check | -3,241.56 |
| 10/11/2023 | | 12046 | IRVINE RANCH WATER DISTRICT | Accounts Payable | Outstanding | Check | -152,466.21 |
| 10/11/2023 | | 12047 | J. SMITH & T MULI, INC | Accounts Payable | Outstanding | Check | -126.27 |
| 10/11/2023 | | 12048 | JIG CONSULTANTS | Accounts Payable | Outstanding | Check | -26,343.18 |
| 10/11/2023 | | 12049 | STANTON MAHLER | Accounts Payable | Outstanding | Check | -1,052.18 |
| 10/11/2023 | | 12050 | MCFADDEN-DALE INDUSTRIAL HARDWARE | Accounts Payable | Outstanding | Check | -421.74 |
| 10/11/2023 | | 12051 | NBS | Accounts Payable | Outstanding | Check | -3,700.51 |
| 10/11/2023 | | 12052 | NIGRO & NIGRO, PC | Accounts Payable | Outstanding | Check | -10,000.00 |
| 10/11/2023 | | 12053 | COUNTY OF ORANGE | Accounts Payable | Outstanding | Check | -1,342.06 |
| 10/11/2023 | | 12054 | COUNTY OF ORANGE - HEALTH CARE AGENCY | Accounts Payable | Outstanding | Check | -514.00 |
| 10/11/2023 | | 12055 | ORANGE COUNTY PUMPING, INC. | Accounts Payable | Outstanding | Check | -2,840.00 |
| 10/11/2023 | | 12056 | O'REILLY AUTOMOTIVE, INC. | Accounts Payable | Outstanding | Check | -37.14 |
| 10/11/2023 | | 12057 | ORKIN, INC. | Accounts Payable | Outstanding | Check | -728.98 |
| 10/11/2023 | | 12058 | PARK WEST LANDSCAPE MANAGEMENT | Accounts Payable | Outstanding | Check | -34,700.00 |
| 10/11/2023 | | 12059 | PSOMAS | Accounts Payable | Outstanding | Check | -3,627.50 |
| 10/11/2023 | | 12060 | S & J SUPPLY COMPANY | Accounts Payable | Outstanding | Check | -3,254.06 |
| 10/11/2023 | | 12061 | SANTA MARGARITA WATER DISTRICT | Accounts Payable | Outstanding | Check | -660.00 |
| 10/11/2023 | | 12062 | SIERRA ANALYTICAL | Accounts Payable | Outstanding | Check | -1,497.50 |
| 10/11/2023 | | 12063 | SOTO RESOURCES | Accounts Payable | Outstanding | Check | -3,102.50 |
| 10/11/2023 | | 12064 | SOUTHERN COUNTIES LUBRICANTS, LLC | Accounts Payable | Outstanding | Check | -150.85 |
| 10/11/2023 | | 12065 | SS MECHANICAL CONSTRUCTION CORP. | Accounts Payable | Outstanding | Check | -12,040.86 |
| 10/11/2023 | | 12066 | TOUCH TEL MOBILE | Accounts Payable | Outstanding | Check | -625.00 |

Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number | Description | Module | Status | Type | Amount |
|--------------------------|--------------|-----------------------|---|------------------|-------------|-------|--------------------|
| 10/11/2023 | | 12067 | TYLER TECHNOLOGIES, INC. | Accounts Payable | Outstanding | Check | -16,307.79 |
| 10/11/2023 | | 12068 | UNDERGROUND SERVICE ALERT/SC | Accounts Payable | Outstanding | Check | -98.91 |
| 10/11/2023 | | 12069 | UNITED RENTALS (NORTH AMERICA), INC. | Accounts Payable | Outstanding | Check | -9,916.81 |
| 10/11/2023 | | 12070 | USA BLUEBOOK | Accounts Payable | Outstanding | Check | -4,109.64 |
| 10/11/2023 | | 12071 | WECK LABORATORIES | Accounts Payable | Outstanding | Check | -816.00 |
| 10/12/2023 | | 12072 | PARK WEST LANDSCAPE MANAGEMENT | Accounts Payable | Outstanding | Check | -5,250.00 |
| 10/16/2023 | | 12073 | ARC | Accounts Payable | Outstanding | Check | -218.59 |
| 10/16/2023 | | 12074 | COUNTY OF ORANGE | Accounts Payable | Outstanding | Check | -885.48 |
| 10/16/2023 | | 12075 | FEDEX | Accounts Payable | Outstanding | Check | -4.90 |
| 10/16/2023 | | 12076 | HANSON BRIDGETT LLP | Accounts Payable | Outstanding | Check | -31,604.80 |
| 10/16/2023 | | 12077 | ORANGE COUNTY REGISTER - FREEDOM | Accounts Payable | Outstanding | Check | -703.92 |
| 10/16/2023 | | 12078 | TYLER TECHNOLOGIES, INC. | Accounts Payable | Outstanding | Check | -37.80 |
| 10/24/2023 | | 12083 | STATE WATER RESOURCES CONTROL BOARD | Accounts Payable | Outstanding | Check | -60.00 |
| 10/24/2023 | | 12084 | CONSOLIDATED WATER TECHNOLOGIES, INC. | Accounts Payable | Outstanding | Check | -14,332.30 |
| 10/24/2023 | | 12085 | CSDA | Accounts Payable | Outstanding | Check | -9,050.00 |
| 10/24/2023 | | 12086 | DMS FACILITY SERVICES | Accounts Payable | Outstanding | Check | -1,177.04 |
| 10/24/2023 | | 12087 | ECLIPSE SIGNS, LLC | Accounts Payable | Outstanding | Check | -198.53 |
| 10/24/2023 | | 12088 | FERGUSON WATERWORKS | Accounts Payable | Outstanding | Check | -48,972.38 |
| 10/24/2023 | | 12089 | FERREIRA CONSTRUCTION COMPANY | Accounts Payable | Outstanding | Check | -6,306.49 |
| 10/24/2023 | | 12090 | HIGHROAD INFORMATION TECHNOLOGY, LLC. | Accounts Payable | Outstanding | Check | -7,234.00 |
| 10/24/2023 | | 12091 | HYDROTECH ELECTRIC | Accounts Payable | Outstanding | Check | -7,150.25 |
| 10/24/2023 | | 12092 | IB CONSULTING | Accounts Payable | Outstanding | Check | -470.00 |
| 10/24/2023 | | 12093 | INFOSEND, INC. | Accounts Payable | Outstanding | Check | -11,393.65 |
| 10/24/2023 | | 12094 | JB OFFICE | Accounts Payable | Outstanding | Check | -433.04 |
| 10/24/2023 | | 12095 | COUNTY OF ORANGE | Accounts Payable | Outstanding | Check | -2,128.89 |
| 10/24/2023 | | 12096 | ORANGE COUNTY PUMPING, INC. | Accounts Payable | Outstanding | Check | -2,840.00 |
| 10/24/2023 | | 12097 | O'REILLY AUTOMOTIVE, INC. | Accounts Payable | Outstanding | Check | -207.01 |
| 10/24/2023 | | 12098 | ORKIN, INC. | Accounts Payable | Outstanding | Check | -1,393.96 |
| 10/24/2023 | | 12099 | S & J SUPPLY COMPANY | Accounts Payable | Outstanding | Check | -1,805.03 |
| 10/24/2023 | | 12100 | SANTA MARGARITA WATER DISTRICT | Accounts Payable | Outstanding | Check | -660.00 |
| 10/24/2023 | | 12101 | SIERRA ANALYTICAL | Accounts Payable | Outstanding | Check | -5,693.00 |
| 10/24/2023 | | 12102 | SOUTH ORANGE COUNTY WASTEWATER AUTHORITY | Accounts Payable | Outstanding | Check | -1,541.04 |
| 10/24/2023 | | 12103 | SOTO RESOURCES | Accounts Payable | Outstanding | Check | -8,982.50 |
| 10/24/2023 | | 12104 | TOUCH TEL MOBILE | Accounts Payable | Outstanding | Check | -625.00 |
| 10/24/2023 | | 12105 | TRENCH SHORING COMPANY | Accounts Payable | Outstanding | Check | -527.51 |
| 10/24/2023 | | 12106 | UNDERGROUND SERVICE ALERT/SC | Accounts Payable | Outstanding | Check | -168.91 |
| 10/24/2023 | | 12107 | VAUGHAN'S INDUSTRIAL REPAIR COMPANY, INC. | Accounts Payable | Outstanding | Check | -12,369.00 |
| 10/24/2023 | | 12108 | WECK LABORATORIES | Accounts Payable | Outstanding | Check | -1,324.60 |
| 10/27/2023 | | 12110 | MIKE SAFRANSKI | Accounts Payable | Outstanding | Check | -755.58 |
| Check Total: (79) | | | | | | | -595,352.86 |
| EFT | | | | | | | |
| 10/12/2023 | | 408 | ACWA JPIA - WC, PROP., & LIAB | Accounts Payable | Outstanding | EFT | -4,206.00 |

Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number | Description | Module | Status | Type | Amount |
|-------------|--------------|---------------------|-------------------------------------|------------------|-------------|--------------------------------------|----------------------|
| 10/12/2023 | | 409 | AMAZON | Accounts Payable | Outstanding | EFT | -1,464.75 |
| 10/12/2023 | | 410 | DEZURIK, INC. | Accounts Payable | Outstanding | EFT | -4,270.11 |
| 10/12/2023 | | 411 | DUTHIE ELECTRIC SERVICE CORPORATION | Accounts Payable | Outstanding | EFT | -972.95 |
| 10/12/2023 | | 412 | EIDE BAILLY | Accounts Payable | Outstanding | EFT | -6,786.38 |
| 10/12/2023 | | 413 | MWDOC | Accounts Payable | Outstanding | EFT | -101,061.18 |
| 10/12/2023 | | 414 | PEBBLE SPRING WATER | Accounts Payable | Outstanding | EFT | -62.00 |
| 10/12/2023 | | 415 | STRADLING YOCCA CARLSON & RAUTH | Accounts Payable | Outstanding | EFT | -630.00 |
| 10/12/2023 | | 416 | UNIFIRST CORPORATION | Accounts Payable | Outstanding | EFT | -245.27 |
| 10/12/2023 | | 417 | UNITED WATER WORKS, INC. | Accounts Payable | Outstanding | EFT | -888.39 |
| 10/17/2023 | | 418 | ACWA JPIA - LIFE | Accounts Payable | Outstanding | EFT | -484.49 |
| 10/17/2023 | | 419 | STRADLING YOCCA CARLSON & RAUTH | Accounts Payable | Outstanding | EFT | -367.50 |
| 10/17/2023 | | 420 | ALS - TRUESDAIL LABORATORIES | Accounts Payable | Outstanding | EFT | -2,880.00 |
| 10/20/2023 | | 421 | TESCO CONTROLS, INC. | Accounts Payable | Outstanding | EFT | -308,935.00 |
| 10/26/2023 | | 422 | ACWA | Accounts Payable | Outstanding | EFT | -23,705.00 |
| 10/26/2023 | | 423 | ACWA JPIA - WC, PROP., & LIAB | Accounts Payable | Outstanding | EFT | -11,455.25 |
| 10/26/2023 | | 424 | AMAZON | Accounts Payable | Outstanding | EFT | -1,358.62 |
| 10/26/2023 | | 425 | BLACOH CONTROLS, INC. | Accounts Payable | Outstanding | EFT | -24,990.00 |
| 10/26/2023 | | 426 | OLIN CHEMICALS | Accounts Payable | Outstanding | EFT | -6,486.80 |
| 10/26/2023 | | 427 | PEBBLE SPRING WATER | Accounts Payable | Outstanding | EFT | -62.00 |
| 10/26/2023 | | 428 | ROCKSPARK INC. | Accounts Payable | Outstanding | EFT | -5,193.75 |
| 10/26/2023 | | 429 | TESCO CONTROLS, INC. | Accounts Payable | Outstanding | EFT | -51,900.00 |
| 10/26/2023 | | 430 | UNIFIRST CORPORATION | Accounts Payable | Outstanding | EFT | -438.32 |
| 10/26/2023 | | 431 | UNITED WATER WORKS, INC. | Accounts Payable | Outstanding | EFT | -4,564.51 |
| | | | | | | EFT Total: (24) | -563,408.27 |
| | | | | | | Accounts Payable Total: (137) | -1,688,350.31 |

Accounts Receivable

| Deposit | | | | | | | |
|----------------|--|----------------------------|--|---------------------|-------------|---------|--------|
| 10/10/2023 | | DEP0022289 | Apply credits | Accounts Receivable | Outstanding | Deposit | 3.16 |
| 10/10/2023 | | DEP0022289 | Apply credits | Accounts Receivable | Outstanding | Deposit | 0.44 |
| 10/10/2023 | | DEP0022289 | Apply credits | Accounts Receivable | Outstanding | Deposit | 0.09 |
| 10/10/2023 | | DEP0022289 | Apply credits | Accounts Receivable | Outstanding | Deposit | -3.79 |
| 10/10/2023 | | DEP0022289 | Apply credits | Accounts Receivable | Outstanding | Deposit | 2.28 |
| 10/10/2023 | | DEP0022289 | Apply credits | Accounts Receivable | Outstanding | Deposit | 0.09 |
| 10/10/2023 | | DEP0022289 | Apply credits | Accounts Receivable | Outstanding | Deposit | -0.53 |
| 10/10/2023 | | DEP0022289 | Apply credits | Accounts Receivable | Outstanding | Deposit | 0.63 |
| 10/10/2023 | | DEP0022289 | Apply credits | Accounts Receivable | Outstanding | Deposit | 0.45 |
| 10/10/2023 | | DEP0022289 | Apply credits | Accounts Receivable | Outstanding | Deposit | 0.44 |
| 10/10/2023 | | DEP0022289 | Apply credits | Accounts Receivable | Outstanding | Deposit | -2.73 |
| 10/10/2023 | | DEP0022289 | Apply credits | Accounts Receivable | Outstanding | Deposit | -0.53 |
| 10/12/2023 | | DEP0022292 | County of Orange - Property Taxes 10/10/23 | Accounts Receivable | Outstanding | Deposit | 176.35 |
| 10/12/2023 | | DEP0022292 | County of Orange - Property Taxes 10/10/23 | Accounts Receivable | Outstanding | Deposit | 906.93 |
| 10/12/2023 | | DEP0022292 | County of Orange - Property Taxes 10/10/23 | Accounts Receivable | Outstanding | Deposit | 35.12 |

Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number | Description | Module | Status | Type | Amount |
|----------------------------|--------------|----------------------------|---|---------------------|-------------|---------|-------------------|
| 10/12/2023 | | DEP0022292 | County of Orange - Property Taxes 10/10/23 | Accounts Receivable | Outstanding | Deposit | 1,259.63 |
| 10/12/2023 | | DEP0022292 | County of Orange - Property Taxes 10/10/23 | Accounts Receivable | Outstanding | Deposit | 250.87 |
| 10/12/2023 | | DEP0022292 | County of Orange - Property Taxes 10/10/23 | Accounts Receivable | Outstanding | Deposit | 1.06 |
| 10/12/2023 | | DEP0022292 | County of Orange - Property Taxes 10/10/23 | Accounts Receivable | Outstanding | Deposit | 35.12 |
| 10/12/2023 | | DEP0022292 | County of Orange - Property Taxes 10/10/23 | Accounts Receivable | Outstanding | Deposit | 241.59 |
| 10/12/2023 | | DEP0022292 | County of Orange - Property Taxes 10/10/23 | Accounts Receivable | Outstanding | Deposit | 241.59 |
| 10/12/2023 | | DEP0022292 | County of Orange - Property Taxes 10/10/23 | Accounts Receivable | Outstanding | Deposit | 1,725.64 |
| 10/12/2023 | | DEP0022292 | County of Orange - Property Taxes 10/10/23 | Accounts Receivable | Outstanding | Deposit | 176.35 |
| 10/12/2023 | | DEP0022292 | County of Orange - Property Taxes 10/10/23 | Accounts Receivable | Outstanding | Deposit | 180.63 |
| 10/12/2023 | | DEP0022292 | County of Orange - Property Taxes 10/10/23 | Accounts Receivable | Outstanding | Deposit | 1,242.46 |
| 10/16/2023 | | DEP0022325 | Misc. AR 10/16/23 | Accounts Receivable | Outstanding | Deposit | 282.17 |
| 10/16/2023 | | DEP0022325 | Misc. AR 10/16/23 | Accounts Receivable | Outstanding | Deposit | 2,195.66 |
| 10/16/2023 | | DEP0022325 | Misc. AR 10/16/23 | Accounts Receivable | Outstanding | Deposit | 150.00 |
| 10/19/2023 | | DEP0022368 | County of Orange AR-A00198 10/19/23 | Accounts Receivable | Outstanding | Deposit | 150.00 |
| 10/19/2023 | | DEP0022368 | County of Orange AR-A00198 10/19/23 | Accounts Receivable | Outstanding | Deposit | 360.00 |
| 10/19/2023 | | DEP0022368 | County of Orange AR-A00198 10/19/23 | Accounts Receivable | Outstanding | Deposit | 3,760.00 |
| 10/19/2023 | | DEP0022371 | Fireflow test 20601 Trabuco Oaks AR-A00209 10/19/23 | Accounts Receivable | Outstanding | Deposit | 250.00 |
| 10/19/2023 | | DEP0022404 | Transfer to BOTW | Accounts Receivable | Outstanding | Deposit | 12,500.00 |
| 10/19/2023 | | DEP0022404 | Transfer to BOTW | Accounts Receivable | Outstanding | Deposit | 125,000.00 |
| 10/19/2023 | | DEP0022404 | Transfer to BOTW | Accounts Receivable | Outstanding | Deposit | 350,000.00 |
| 10/19/2023 | | DEP0022404 | Transfer to BOTW | Accounts Receivable | Outstanding | Deposit | 12,500.00 |
| 10/25/2023 | | DEP0022431 | Fedex Overpayment AR-A00218 10/25/23 | Accounts Receivable | Outstanding | Deposit | 1.50 |
| 10/25/2023 | | DEP0022431 | Fedex Overpayment AR-A00218 10/25/23 | Accounts Receivable | Outstanding | Deposit | 15.00 |
| 10/25/2023 | | DEP0022431 | Fedex Overpayment AR-A00218 10/25/23 | Accounts Receivable | Outstanding | Deposit | 1.50 |
| 10/25/2023 | | DEP0022431 | Fedex Overpayment AR-A00218 10/25/23 | Accounts Receivable | Outstanding | Deposit | 42.02 |
| Deposit Total: (40) | | | | | | | 513,681.19 |

Accounts Receivable Total: (40) 513,681.19

Utility Billing

| Check | | | | | | | |
|-------------------------|--|-----------------------|-------------------------|-----------------|-------------|-------|------------------|
| 10/18/2023 | | 12079 | RUTTER DEVELOPMENT CORP | Utility Billing | Outstanding | Check | -145.74 |
| 10/18/2023 | | 12080 | ARIZONA PIPELINE | Utility Billing | Outstanding | Check | -1,602.23 |
| 10/19/2023 | | 12081 | FIDEL PEREZ | Utility Billing | Outstanding | Check | -127.96 |
| 10/25/2023 | | 12109 | MEHDI KARKHANEHCHIN | Utility Billing | Outstanding | Check | -160.20 |
| Check Total: (4) | | | | | | | -2,036.13 |

| Deposit | | | | | | | |
|----------------|--|----------------------------|-----------------------------------|-----------------|-------------|---------|-----------|
| 10/02/2023 | | DEP0022192 | Utility Payment Packet UBPKT09756 | Utility Billing | Outstanding | Deposit | 5,283.29 |
| 10/02/2023 | | DEP0022195 | Utility Payment Packet UBPKT09757 | Utility Billing | Outstanding | Deposit | 7,313.94 |
| 10/02/2023 | | DEP0022198 | Utility Payment Packet UBPKT09758 | Utility Billing | Outstanding | Deposit | 13,923.91 |
| 10/02/2023 | | DEP0022201 | Utility Payment Packet UBPKT09759 | Utility Billing | Outstanding | Deposit | 11,773.94 |
| 10/02/2023 | | DEP0022204 | Utility Payment Packet UBPKT09763 | Utility Billing | Outstanding | Deposit | 7,852.48 |
| 10/03/2023 | | DEP0022207 | Utility Payment Packet UBPKT09764 | Utility Billing | Outstanding | Deposit | 4,991.55 |
| 10/03/2023 | | DEP0022210 | Utility Payment Packet UBPKT09765 | Utility Billing | Outstanding | Deposit | 8,321.62 |

Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number | Description | Module | Status | Type | Amount |
|-------------|--------------|----------------------------|---|-----------------|-------------|---------|------------|
| 10/03/2023 | | DEP0022213 | Utility Payment Packet UBPKT09766 | Utility Billing | Outstanding | Deposit | 1,735.88 |
| 10/04/2023 | | DEP0022216 | Utility Payment Packet UBPKT09768 | Utility Billing | Outstanding | Deposit | 6,572.76 |
| 10/04/2023 | | DEP0022219 | Utility Payment Packet UBPKT09769 | Utility Billing | Outstanding | Deposit | 4,163.92 |
| 10/04/2023 | | DEP0022222 | Utility Payment Packet UBPKT09770 | Utility Billing | Outstanding | Deposit | 10,495.32 |
| 10/04/2023 | | DEP0022225 | Utility Payment Packet UBPKT09771 | Utility Billing | Outstanding | Deposit | 9,953.68 |
| 10/04/2023 | | DEP0022228 | Utility Payment Packet UBPKT09772 | Utility Billing | Outstanding | Deposit | 14,159.63 |
| 10/05/2023 | | DEP0022231 | Utility Payment Packet UBPKT09773 | Utility Billing | Outstanding | Deposit | 875.19 |
| 10/05/2023 | | DEP0022235 | Utility Payment Packet UBPKT09774 | Utility Billing | Outstanding | Deposit | 10,526.79 |
| 10/05/2023 | | DEP0022238 | Utility Payment Packet UBPKT09778 | Utility Billing | Outstanding | Deposit | 7,918.57 |
| 10/05/2023 | | DEP0022241 | Utility Payment Packet UBPKT09786 | Utility Billing | Outstanding | Deposit | 10,069.24 |
| 10/06/2023 | | DEP0022244 | Utility Payment Packet UBPKT09788 | Utility Billing | Outstanding | Deposit | 4,095.20 |
| 10/06/2023 | | DEP0022247 | Utility Payment Packet UBPKT09789 | Utility Billing | Outstanding | Deposit | 3,277.48 |
| 10/06/2023 | | DEP0022250 | Utility Payment Packet UBPKT09787 | Utility Billing | Outstanding | Deposit | 11,484.20 |
| 10/09/2023 | | DEP0022253 | Utility Payment Packet UBPKT09790 | Utility Billing | Outstanding | Deposit | 2,685.48 |
| 10/10/2023 | | DEP0022256 | Utility Payment Packet UBPKT09794 | Utility Billing | Outstanding | Deposit | 3,098.63 |
| 10/10/2023 | | DEP0022259 | Utility Payment Packet UBPKT09791 | Utility Billing | Outstanding | Deposit | 31,818.02 |
| 10/10/2023 | | DEP0022262 | Utility Payment Packet UBPKT09797 | Utility Billing | Outstanding | Deposit | 12,967.09 |
| 10/10/2023 | | DEP0022265 | Utility Payment Packet UBPKT09798 | Utility Billing | Outstanding | Deposit | 18,992.74 |
| 10/11/2023 | | DEP0022268 | Utility Payment Packet UBPKT09800 | Utility Billing | Outstanding | Deposit | 3,626.01 |
| 10/11/2023 | | DEP0022271 | Utility Payment Packet UBPKT09801 | Utility Billing | Outstanding | Deposit | 5,120.90 |
| 10/11/2023 | | DEP0022275 | Utility Reverse Payment Packet UBPKT09804 | Utility Billing | Outstanding | Deposit | -149.96 |
| 10/11/2023 | | DEP0022277 | Utility Payment Packet UBPKT09799 | Utility Billing | Outstanding | Deposit | 2,088.00 |
| 10/11/2023 | | DEP0022280 | Utility Payment Packet UBPKT09809 | Utility Billing | Outstanding | Deposit | 7,433.89 |
| 10/12/2023 | | DEP0022283 | Utility Payment Packet UBPKT09813 | Utility Billing | Outstanding | Deposit | 4,221.64 |
| 10/12/2023 | | DEP0022286 | Utility Payment Packet UBPKT09814 | Utility Billing | Outstanding | Deposit | 7,819.42 |
| 10/12/2023 | | DEP0022296 | Utility Payment Packet UBPKT09815 | Utility Billing | Outstanding | Deposit | 8,337.21 |
| 10/12/2023 | | DEP0022299 | Utility Payment Packet UBPKT09816 | Utility Billing | Outstanding | Deposit | 7,373.45 |
| 10/13/2023 | | DEP0022302 | Utility Payment Packet UBPKT09818 | Utility Billing | Outstanding | Deposit | 6,194.30 |
| 10/13/2023 | | DEP0022305 | Utility Payment Packet UBPKT09820 | Utility Billing | Outstanding | Deposit | 13,741.93 |
| 10/13/2023 | | DEP0022308 | Utility Payment Packet UBPKT09819 | Utility Billing | Outstanding | Deposit | 6,949.86 |
| 10/13/2023 | | DEP0022313 | Utility Payment Packet UBPKT09823 | Utility Billing | Outstanding | Deposit | 21,272.93 |
| 10/13/2023 | | DEP0022316 | Utility Reverse Payment Packet UBPKT09824 | Utility Billing | Outstanding | Deposit | -140.00 |
| 10/16/2023 | | DEP0022310 | ACH Draft Packet UBPKT09703 | Utility Billing | Outstanding | Deposit | 211,587.43 |
| 10/16/2023 | | DEP0022319 | Utility Payment Packet UBPKT09826 | Utility Billing | Outstanding | Deposit | 8,969.79 |
| 10/16/2023 | | DEP0022322 | Utility Payment Packet UBPKT09827 | Utility Billing | Outstanding | Deposit | 14,388.85 |
| 10/16/2023 | | DEP0022328 | Utility Payment Packet UBPKT09828 | Utility Billing | Outstanding | Deposit | 8,198.63 |
| 10/16/2023 | | DEP0022332 | Utility Payment Packet UBPKT09830 | Utility Billing | Outstanding | Deposit | 236,319.51 |
| 10/17/2023 | | DEP0022335 | Utility Payment Packet UBPKT09831 | Utility Billing | Outstanding | Deposit | 886.04 |
| 10/17/2023 | | DEP0022339 | Utility Payment Packet UBPKT09833 | Utility Billing | Outstanding | Deposit | 351.16 |
| 10/17/2023 | | DEP0022341 | Utility Payment Packet UBPKT09832 | Utility Billing | Outstanding | Deposit | 6,990.97 |
| 10/17/2023 | | DEP0022347 | Utility Payment Packet UBPKT09842 | Utility Billing | Outstanding | Deposit | 11,787.38 |
| 10/18/2023 | | DEP0022350 | Utility Payment Packet UBPKT09843 | Utility Billing | Outstanding | Deposit | 315.28 |
| 10/18/2023 | | DEP0022353 | Utility Payment Packet UBPKT09844 | Utility Billing | Outstanding | Deposit | 1,995.65 |

Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number | Description | Module | Status | Type | Amount |
|-------------|--------------|----------------------------|---|-----------------|-------------|------------------------------------|---------------------|
| 10/18/2023 | | DEP0022356 | Utility Payment Packet UBPKT09845 | Utility Billing | Outstanding | Deposit | 13,921.08 |
| 10/18/2023 | | DEP0022359 | Utility Payment Packet UBPKT09848 | Utility Billing | Outstanding | Deposit | 3,984.85 |
| 10/19/2023 | | DEP0022362 | Utility Payment Packet UBPKT09849 | Utility Billing | Outstanding | Deposit | 522.12 |
| 10/19/2023 | | DEP0022365 | Utility Payment Packet UBPKT09850 | Utility Billing | Outstanding | Deposit | 1,668.13 |
| 10/19/2023 | | DEP0022380 | Utility Payment Packet UBPKT09852 | Utility Billing | Outstanding | Deposit | 509.72 |
| 10/19/2023 | | DEP0022386 | Utility Payment Packet UBPKT09862 | Utility Billing | Outstanding | Deposit | 18,555.41 |
| 10/20/2023 | | DEP0022389 | Utility Payment Packet UBPKT09863 | Utility Billing | Outstanding | Deposit | 13,794.38 |
| 10/20/2023 | | DEP0022392 | Utility Payment Packet UBPKT09864 | Utility Billing | Outstanding | Deposit | 200.00 |
| 10/20/2023 | | DEP0022395 | Utility Payment Packet UBPKT09865 | Utility Billing | Outstanding | Deposit | 1,452.41 |
| 10/23/2023 | | DEP0022398 | Utility Payment Packet UBPKT09866 | Utility Billing | Outstanding | Deposit | 282.36 |
| 10/23/2023 | | DEP0022401 | Utility Payment Packet UBPKT09867 | Utility Billing | Outstanding | Deposit | 2,685.05 |
| 10/23/2023 | | DEP0022407 | Utility Payment Packet UBPKT09868 | Utility Billing | Outstanding | Deposit | 12,303.70 |
| 10/23/2023 | | DEP0022410 | Utility Payment Packet UBPKT09876 | Utility Billing | Outstanding | Deposit | 6,367.22 |
| 10/24/2023 | | DEP0022413 | Utility Payment Packet UBPKT09877 | Utility Billing | Outstanding | Deposit | 3,436.67 |
| 10/24/2023 | | DEP0022416 | Utility Payment Packet UBPKT09878 | Utility Billing | Outstanding | Deposit | 10,105.71 |
| 10/24/2023 | | DEP0022419 | Utility Payment Packet UBPKT09881 | Utility Billing | Outstanding | Deposit | 1,583.20 |
| 10/24/2023 | | DEP0022422 | Utility Payment Packet UBPKT09884 | Utility Billing | Outstanding | Deposit | 2,790.58 |
| 10/25/2023 | | DEP0022425 | Utility Payment Packet UBPKT09885 | Utility Billing | Outstanding | Deposit | 2,151.52 |
| 10/25/2023 | | DEP0022428 | Utility Payment Packet UBPKT09886 | Utility Billing | Outstanding | Deposit | 8,384.83 |
| 10/25/2023 | | DEP0022437 | Utility Payment Packet UBPKT09887 | Utility Billing | Outstanding | Deposit | 8,442.76 |
| 10/25/2023 | | DEP0022440 | Utility Payment Packet UBPKT09900 | Utility Billing | Outstanding | Deposit | 4,074.33 |
| 10/26/2023 | | DEP0022443 | Utility Payment Packet UBPKT09901 | Utility Billing | Outstanding | Deposit | 1,997.77 |
| 10/26/2023 | | DEP0022446 | Utility Payment Packet UBPKT09902 | Utility Billing | Outstanding | Deposit | 8,645.92 |
| 10/26/2023 | | DEP0022449 | Utility Reverse Payment Packet UBPKT09903 | Utility Billing | Outstanding | Deposit | -398.00 |
| 10/26/2023 | | DEP0022452 | Utility Payment Packet UBPKT09904 | Utility Billing | Outstanding | Deposit | 4,027.50 |
| 10/26/2023 | | DEP0022457 | Utility Payment Packet UBPKT09906 | Utility Billing | Outstanding | Deposit | 8,188.94 |
| 10/27/2023 | | DEP0022460 | Utility Payment Packet UBPKT09907 | Utility Billing | Outstanding | Deposit | 3,228.32 |
| 10/27/2023 | | DEP0022463 | Utility Payment Packet UBPKT09908 | Utility Billing | Outstanding | Deposit | 3,639.61 |
| 10/27/2023 | | DEP0022466 | Deposit Input Packet UBPKT09909 | Utility Billing | Outstanding | Deposit | 2,000.00 |
| 10/27/2023 | | DEP0022469 | Utility Payment Packet UBPKT09910 | Utility Billing | Outstanding | Deposit | 7,173.92 |
| 10/27/2023 | | DEP0022472 | Utility Payment Packet UBPKT09914 | Utility Billing | Outstanding | Deposit | 20,783.72 |
| 10/30/2023 | | DEP0022475 | Utility Payment Packet UBPKT09915 | Utility Billing | Outstanding | Deposit | 2,438.34 |
| 10/30/2023 | | DEP0022478 | Utility Payment Packet UBPKT09916 | Utility Billing | Outstanding | Deposit | 1,341.32 |
| 10/30/2023 | | DEP0022481 | Utility Payment Packet UBPKT09917 | Utility Billing | Outstanding | Deposit | 7,370.58 |
| 10/30/2023 | | DEP0022484 | Utility Payment Packet UBPKT09919 | Utility Billing | Outstanding | Deposit | 7,070.29 |
| 10/30/2023 | | DEP0022487 | Utility Payment Packet UBPKT09921 | Utility Billing | Outstanding | Deposit | 292.03 |
| 10/30/2023 | | DEP0022490 | Utility Payment Packet UBPKT09922 | Utility Billing | Outstanding | Deposit | 9,715.20 |
| 10/31/2023 | | DEP0022493 | Utility Payment Packet UBPKT09923 | Utility Billing | Outstanding | Deposit | 3,745.46 |
| 10/31/2023 | | DEP0022496 | Utility Payment Packet UBPKT09924 | Utility Billing | Outstanding | Deposit | 4,115.44 |
| 10/31/2023 | | DEP0022499 | Utility Payment Packet UBPKT09927 | Utility Billing | Outstanding | Deposit | 7,053.78 |
| | | | | | | Deposit Total: (90) | 1,039,676.99 |
| | | | | | | Utility Billing Total: (94) | 1,037,640.86 |

Bank Transaction Report

Report Total: (271) **Issued Date Range: -**
-137,028.26

Bank Transaction Report

Issued Date Range: -

Summary

| Bank Account | Count | Amount |
|---|------------|--------------------|
| 030866939 Bank of the West Checking | 271 | -137,028.26 |
| Report Total: | 271 | -137,028.26 |

| Cash Account | Count | Amount |
|--|------------|--------------------|
| 99 99-000-1004 Bank of the West Checking (Pooled Cash) | 271 | -137,028.26 |
| Report Total: | 271 | -137,028.26 |

| Transaction Type | Count | Amount |
|----------------------|------------|--------------------|
| Bank Draft | 34 | -529,589.18 |
| Check | 83 | -597,388.99 |
| Deposit | 130 | 1,553,358.18 |
| EFT | 24 | -563,408.27 |
| Report Total: | 271 | -137,028.26 |

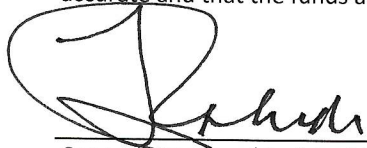


Trabuco Canyon Water District
General Fund Warrant Register
10/12/2023

Summary of Disbursements

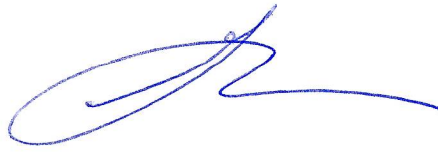
| | |
|----------------------------|-------------------|
| Computer Checks | 272,120.97 |
| UB Refund Checks | 552.13 |
| Void UB Refund | - |
| Bank Drafts | 549,369.87 |
| Bank EFTs | 173,668.24 |
| Voided Payments | (514.00) |
| Total Disbursements | 995,197.21 |

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.

 10/12/2023
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.

 10/12/23
By: Date:

 10/12/23
By: Date:



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 09/11/2023 - 10/10/2023

Cleared Date Range: -

| Issued Date | Cleared Date | Number | Description | Module | Status | Type | Amount |
|-------------------------|--------------|----------------------------|------------------------------------|------------------|-------------|------------|-------------|
| Accounts Payable | | | | | | | |
| Bank Draft | | | | | | | |
| 09/11/2023 | | DFT0003269 | ADP | Accounts Payable | Outstanding | Bank Draft | -1,897.25 |
| 09/11/2023 | | DFT0003270 | CINTAS CORPORATION | Accounts Payable | Outstanding | Bank Draft | -33.96 |
| 09/11/2023 | | DFT0003271 | COX COMMUNICATIONS | Accounts Payable | Outstanding | Bank Draft | -1,670.02 |
| 09/11/2023 | | DFT0003272 | PACE PAYMENT SYSTEMS, INC. | Accounts Payable | Outstanding | Bank Draft | -232.85 |
| 09/11/2023 | | DFT0003273 | THE TOLL ROADS | Accounts Payable | Outstanding | Bank Draft | -140.00 |
| 09/13/2023 | | DFT0003274 | HOME DEPOT CREDIT SERVICES | Accounts Payable | Outstanding | Bank Draft | -298.01 |
| 09/13/2023 | | DFT0003275 | WEX FLEET UNIVERSAL | Accounts Payable | Outstanding | Bank Draft | -6,481.91 |
| 09/14/2023 | | DFT0003276 | LOWE'S | Accounts Payable | Outstanding | Bank Draft | -352.36 |
| 09/15/2023 | | DFT0003278 | COX COMMUNICATIONS | Accounts Payable | Outstanding | Bank Draft | -108.07 |
| 09/18/2023 | | DFT0003279 | XEROX CORPORATION | Accounts Payable | Outstanding | Bank Draft | -333.71 |
| 09/19/2023 | | DFT0003280 | ADP | Accounts Payable | Outstanding | Bank Draft | -132,785.05 |
| 09/19/2023 | | DFT0003281 | COX COMMUNICATIONS | Accounts Payable | Outstanding | Bank Draft | -671.75 |
| 09/20/2023 | | DFT0003282 | CALPERS | Accounts Payable | Outstanding | Bank Draft | -29,932.63 |
| 09/20/2023 | | DFT0003283 | SOUTHERN CALIFORNIA EDISON | Accounts Payable | Outstanding | Bank Draft | -132,455.56 |
| 09/20/2023 | | DFT0003284 | THE TOLL ROADS | Accounts Payable | Outstanding | Bank Draft | -140.00 |
| 09/22/2023 | | DFT0003285 | SECURITAS TECHNOLOGY | Accounts Payable | Outstanding | Bank Draft | -700.65 |
| 09/22/2023 | | DFT0003286 | WAGE WORKS, INC. | Accounts Payable | Outstanding | Bank Draft | -248.30 |
| 09/25/2023 | | DFT0003287 | AT&T MOBILITY | Accounts Payable | Outstanding | Bank Draft | -2,576.04 |
| 09/25/2023 | | DFT0003288 | TAB ANSWER NETWORK | Accounts Payable | Outstanding | Bank Draft | -196.90 |
| 09/26/2023 | | DFT0003289 | CSDA Commercial Card - UMPQUA BANK | Accounts Payable | Outstanding | Bank Draft | -8,762.34 |
| 09/26/2023 | | DFT0003290 | SOUTHERN CALIFORNIA EDISON | Accounts Payable | Outstanding | Bank Draft | -686.89 |
| 09/29/2023 | | DFT0003291 | ADP | Accounts Payable | Outstanding | Bank Draft | -108.00 |
| 10/02/2023 | | DFT0003292 | GUARDIAN | Accounts Payable | Outstanding | Bank Draft | -3,955.78 |
| 10/02/2023 | | DFT0003293 | VSP | Accounts Payable | Outstanding | Bank Draft | -755.03 |
| 10/02/2023 | | DFT0003299 | PACE PAYMENT SYSTEMS, INC. | Accounts Payable | Outstanding | Bank Draft | -2,987.62 |
| 10/03/2023 | | DFT0003294 | CALPERS | Accounts Payable | Outstanding | Bank Draft | -61,880.11 |
| 10/03/2023 | | DFT0003295 | SHRED-IT USA, LLC | Accounts Payable | Outstanding | Bank Draft | -68.00 |
| 10/04/2023 | | DFT0003296 | ADP | Accounts Payable | Outstanding | Bank Draft | -121,759.49 |
| 10/04/2023 | | DFT0003297 | THE TOLL ROADS | Accounts Payable | Outstanding | Bank Draft | -140.00 |
| 10/06/2023 | | DFT0003298 | CALPERS | Accounts Payable | Outstanding | Bank Draft | -29,288.66 |
| 10/10/2023 | | DFT0003300 | ADP | Accounts Payable | Outstanding | Bank Draft | -1,897.25 |
| 10/10/2023 | | DFT0003301 | COX COMMUNICATIONS | Accounts Payable | Outstanding | Bank Draft | -2,432.39 |
| 10/10/2023 | | DFT0003302 | PACE PAYMENT SYSTEMS, INC. | Accounts Payable | Outstanding | Bank Draft | -236.90 |
| 10/10/2023 | | DFT0003303 | SANTA MARGARITA WATER DISTRICT | Accounts Payable | Outstanding | Bank Draft | -3,156.39 |

Bank Transaction Report

Issued Date Range: -

Bank Draft Total: (34) -549,369.87

| Issued Date | Cleared Date | Number | Description | Module | Status | Type | Amount |
|-------------|--------------|-----------------------|---------------------------------------|------------------|-------------|-------|-------------|
| 09/12/2023 | | 11954 | ADP | Accounts Payable | Outstanding | Check | -1,897.25 |
| 09/12/2023 | | 11955 | AT&T | Accounts Payable | Outstanding | Check | -963.02 |
| 09/12/2023 | | 11956 | BAVCO BACKFLOW APPARATUS & VALVE CO. | Accounts Payable | Outstanding | Check | -3,308.63 |
| 09/12/2023 | | 11957 | CHEMTRADE CHEMICALS US LLC | Accounts Payable | Outstanding | Check | -6,972.10 |
| 09/12/2023 | | 11958 | CINTAS CORPORATION | Accounts Payable | Outstanding | Check | -33.96 |
| 09/12/2023 | | 11959 | COX COMMUNICATIONS | Accounts Payable | Outstanding | Check | -2,449.84 |
| 09/12/2023 | | 11960 | DMS FACILITY SERVICES | Accounts Payable | Outstanding | Check | -1,177.04 |
| 09/12/2023 | | 11961 | EAGLE COMMUNICATIONS | Accounts Payable | Outstanding | Check | -3,341.90 |
| 09/12/2023 | | 11962 | FEDEX | Accounts Payable | Outstanding | Check | -64.59 |
| 09/12/2023 | | 11963 | FERGUSON WATERWORKS | Accounts Payable | Outstanding | Check | -3,498.00 |
| 09/12/2023 | | 11964 | FERREIRA CONSTRUCTION COMPANY | Accounts Payable | Outstanding | Check | -36,961.50 |
| 09/12/2023 | | 11965 | FLEET SERVICES, INC. | Accounts Payable | Outstanding | Check | -957.26 |
| 09/12/2023 | | 11966 | FULLER TRUCK ACCESSORIES | Accounts Payable | Outstanding | Check | -4,710.83 |
| 09/12/2023 | | 11967 | GMU GEOTECHNICAL, INC. | Accounts Payable | Outstanding | Check | -133.00 |
| 09/12/2023 | | 11968 | HACH COMPANY | Accounts Payable | Outstanding | Check | -4,265.06 |
| 09/12/2023 | | 11969 | HANSON BRIDGETT LLP | Accounts Payable | Outstanding | Check | -27,708.30 |
| 09/12/2023 | | 11970 | HIGHROAD INFORMATION TECHNOLOGY, LLC. | Accounts Payable | Outstanding | Check | -8,523.67 |
| 09/12/2023 | | 11971 | HOME DEPOT CREDIT SERVICES | Accounts Payable | Outstanding | Check | -413.24 |
| 09/12/2023 | | 11972 | INFOSEND, INC. | Accounts Payable | Outstanding | Check | -1,098.27 |
| 09/12/2023 | | 11973 | IRVINE RANCH WATER DISTRICT | Accounts Payable | Outstanding | Check | -190,915.03 |
| 09/12/2023 | | 11974 | LOWE'S | Accounts Payable | Outstanding | Check | -352.36 |
| 09/12/2023 | | 11975 | MCFADDEN-DALE INDUSTRIAL HARDWARE | Accounts Payable | Outstanding | Check | -421.74 |
| 09/12/2023 | | 11976 | NBS | Accounts Payable | Outstanding | Check | -2,725.00 |
| 09/12/2023 | | 11977 | COUNTY OF ORANGE | Accounts Payable | Outstanding | Check | -1,342.06 |
| 09/12/2023 | | 11978 | ORANGE COUNTY PUMPING, INC. | Accounts Payable | Outstanding | Check | -4,260.00 |
| 09/12/2023 | | 11979 | ORKIN, INC. | Accounts Payable | Outstanding | Check | -971.96 |
| 09/12/2023 | | 11980 | PACE PAYMENT SYSTEMS, INC. | Accounts Payable | Outstanding | Check | -232.85 |
| 09/12/2023 | | 11981 | PACIFIC MECHANICAL | Accounts Payable | Outstanding | Check | -3,215.24 |
| 09/12/2023 | | 11982 | PARK WEST LANDSCAPE MANAGEMENT | Accounts Payable | Outstanding | Check | -3,600.00 |
| 09/12/2023 | | 11983 | PSOMAS | Accounts Payable | Outstanding | Check | -3,627.50 |
| 09/12/2023 | | 11984 | S & J SUPPLY COMPANY | Accounts Payable | Outstanding | Check | -3,254.06 |
| 09/12/2023 | | 11985 | SANTA MARGARITA WATER DISTRICT | Accounts Payable | Outstanding | Check | -175,972.00 |
| 09/12/2023 | | 11986 | SANTIAGO AQUEDUCT COMMISSION | Accounts Payable | Outstanding | Check | -11,327.00 |
| 09/12/2023 | | 11987 | SHRED-IT USA, LLC | Accounts Payable | Outstanding | Check | -68.00 |
| 09/12/2023 | | 11988 | SIERRA ANALYTICAL | Accounts Payable | Outstanding | Check | -5,147.50 |
| 09/12/2023 | | 11989 | BLAKE SMITH | Accounts Payable | Outstanding | Check | -299.00 |
| 09/12/2023 | | 11990 | SOTO RESOURCES | Accounts Payable | Outstanding | Check | -3,102.50 |
| 09/12/2023 | | 11991 | SOUTHERN COUNTIES LUBRICANTS, LLC | Accounts Payable | Outstanding | Check | -150.85 |
| 09/12/2023 | | 11992 | THE TOLL ROADS | Accounts Payable | Outstanding | Check | -140.00 |
| 09/12/2023 | | 11993 | TOUCH TEL MOBILE | Accounts Payable | Outstanding | Check | -625.00 |

Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number | Description | Module | Status | Type | Amount |
|--------------------------|--------------|-----------------------|--|------------------|-------------|----------------|--------------------|
| 09/12/2023 | | 11994 | TYLER TECHNOLOGIES, INC. | Accounts Payable | Outstanding | Check | -16,307.79 |
| 09/12/2023 | | 11995 | CSDA Commercial Card - UMPQUA BANK | Accounts Payable | Outstanding | Check | -57.56 |
| 09/12/2023 | | 11996 | UNDERGROUND SERVICE ALERT/SC | Accounts Payable | Outstanding | Check | -98.91 |
| 09/12/2023 | | 11997 | UNITED RENTALS (NORTH AMERICA), INC. | Accounts Payable | Outstanding | Check | -6,778.10 |
| 09/12/2023 | | 11998 | USA BLUEBOOK | Accounts Payable | Outstanding | Check | -3,718.98 |
| 09/12/2023 | | 11999 | WECK LABORATORIES | Accounts Payable | Outstanding | Check | -2,005.80 |
| 09/12/2023 | | 12000 | WEX FLEET UNIVERSAL | Accounts Payable | Outstanding | Check | -6,481.91 |
| 09/12/2023 | | 12001 | AT&T | Accounts Payable | Outstanding | Check | -963.02 |
| 09/12/2023 | | 12002 | CHEMTRADE CHEMICALS US LLC | Accounts Payable | Outstanding | Check | -6,972.10 |
| 09/12/2023 | | 12003 | DMS FACILITY SERVICES | Accounts Payable | Outstanding | Check | -1,177.04 |
| 09/12/2023 | | 12004 | FERGUSON WATERWORKS | Accounts Payable | Outstanding | Check | -3,498.00 |
| 09/12/2023 | | 12005 | FLEET SERVICES, INC. | Accounts Payable | Outstanding | Check | -957.26 |
| 09/12/2023 | | 12006 | FULLER TRUCK ACCESSORIES | Accounts Payable | Outstanding | Check | -4,710.83 |
| 09/12/2023 | | 12007 | GMU GEOTECHNICAL, INC. | Accounts Payable | Outstanding | Check | -133.00 |
| 09/12/2023 | | 12008 | HACH COMPANY | Accounts Payable | Outstanding | Check | -4,265.06 |
| 09/12/2023 | | 12009 | HIGHROAD INFORMATION TECHNOLOGY, LLC. | Accounts Payable | Outstanding | Check | -1,289.67 |
| 09/12/2023 | | 12010 | INFOSEND, INC. | Accounts Payable | Outstanding | Check | -1,098.27 |
| 09/12/2023 | | 12011 | IRVINE RANCH WATER DISTRICT | Accounts Payable | Outstanding | Check | -38,448.82 |
| 09/12/2023 | | 12012 | ORANGE COUNTY PUMPING, INC. | Accounts Payable | Outstanding | Check | -2,840.00 |
| 09/12/2023 | | 12013 | ORKIN, INC. | Accounts Payable | Outstanding | Check | -312.98 |
| 09/12/2023 | | 12014 | PACIFIC MECHANICAL | Accounts Payable | Outstanding | Check | -3,215.24 |
| 09/12/2023 | | 12015 | PARK WEST LANDSCAPE MANAGEMENT | Accounts Payable | Outstanding | Check | -3,600.00 |
| 09/12/2023 | | 12016 | SANTA MARGARITA WATER DISTRICT | Accounts Payable | Outstanding | Check | -175,972.00 |
| 09/12/2023 | | 12017 | SANTIAGO AQUEDUCT COMMISSION | Accounts Payable | Outstanding | Check | -11,327.00 |
| 09/12/2023 | | 12018 | SIERRA ANALYTICAL | Accounts Payable | Outstanding | Check | -4,447.50 |
| 09/12/2023 | | 12019 | BLAKE SMITH | Accounts Payable | Outstanding | Check | -299.00 |
| 09/12/2023 | | 12020 | UNITED RENTALS (NORTH AMERICA), INC. | Accounts Payable | Outstanding | Check | -1,073.20 |
| 09/12/2023 | | 12021 | USA BLUEBOOK | Accounts Payable | Outstanding | Check | -238.26 |
| 09/12/2023 | | 12022 | WECK LABORATORIES | Accounts Payable | Outstanding | Check | -1,189.80 |
| 09/26/2023 | | 12024 | CWEA | Accounts Payable | Outstanding | Check | -108.00 |
| 09/26/2023 | | 12025 | BRENT MONSON | Accounts Payable | Outstanding | Check | -1,693.12 |
| 09/26/2023 | | 12026 | KYLE SITZMANN | Accounts Payable | Outstanding | Check | -2,291.80 |
| Check Total: (72) | | | | | | | -827,797.13 |
| Check Reversal | | | | | | | |
| 09/12/2023 | | 11934 | COUNTY OF ORANGE - HEALTH CARE AGENCY Reversal | Accounts Payable | Outstanding | Check Reversal | 514.00 |
| 09/12/2023 | | 11954 | ADP Reversal | Accounts Payable | Outstanding | Check Reversal | 1,897.25 |
| 09/12/2023 | | 11955 | AT&T Reversal | Accounts Payable | Outstanding | Check Reversal | 963.02 |
| 09/12/2023 | | 11956 | BAVCO BACKFLOW APPARATUS & VALVE CO. Reversal | Accounts Payable | Outstanding | Check Reversal | 3,308.63 |
| 09/12/2023 | | 11957 | CHEMTRADE CHEMICALS US LLC Reversal | Accounts Payable | Outstanding | Check Reversal | 6,972.10 |
| 09/12/2023 | | 11958 | CINTAS CORPORATION Reversal | Accounts Payable | Outstanding | Check Reversal | 33.96 |
| 09/12/2023 | | 11959 | COX COMMUNICATIONS Reversal | Accounts Payable | Outstanding | Check Reversal | 2,449.84 |
| 09/12/2023 | | 11960 | DMS FACILITY SERVICES Reversal | Accounts Payable | Outstanding | Check Reversal | 1,177.04 |

Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number | Description | Module | Status | Type | Amount |
|-----------------------------------|--------------|-----------------------|--|------------------|-------------|----------------|-------------------|
| 09/12/2023 | | 11961 | EAGLE COMMUNICATIONS Reversal | Accounts Payable | Outstanding | Check Reversal | 3,341.90 |
| 09/12/2023 | | 11962 | FEDEX Reversal | Accounts Payable | Outstanding | Check Reversal | 64.59 |
| 09/12/2023 | | 11963 | FERGUSON WATERWORKS Reversal | Accounts Payable | Outstanding | Check Reversal | 3,498.00 |
| 09/12/2023 | | 11964 | FERREIRA CONSTRUCTION COMPANY Reversal | Accounts Payable | Outstanding | Check Reversal | 36,961.50 |
| 09/12/2023 | | 11965 | FLEET SERVICES, INC. Reversal | Accounts Payable | Outstanding | Check Reversal | 957.26 |
| 09/12/2023 | | 11966 | FULLER TRUCK ACCESSORIES Reversal | Accounts Payable | Outstanding | Check Reversal | 4,710.83 |
| 09/12/2023 | | 11967 | GMU GEOTECHNICAL, INC. Reversal | Accounts Payable | Outstanding | Check Reversal | 133.00 |
| 09/12/2023 | | 11968 | HACH COMPANY Reversal | Accounts Payable | Outstanding | Check Reversal | 4,265.06 |
| 09/12/2023 | | 11969 | HANSON BRIDGETT LLP Reversal | Accounts Payable | Outstanding | Check Reversal | 27,708.30 |
| 09/12/2023 | | 11970 | HIGHROAD INFORMATION TECHNOLOGY, LLC. Reversal | Accounts Payable | Outstanding | Check Reversal | 8,523.67 |
| 09/12/2023 | | 11971 | HOME DEPOT CREDIT SERVICES Reversal | Accounts Payable | Outstanding | Check Reversal | 413.24 |
| 09/12/2023 | | 11972 | INFOSEND, INC. Reversal | Accounts Payable | Outstanding | Check Reversal | 1,098.27 |
| 09/12/2023 | | 11973 | IRVINE RANCH WATER DISTRICT Reversal | Accounts Payable | Outstanding | Check Reversal | 190,915.03 |
| 09/12/2023 | | 11974 | LOWE'S Reversal | Accounts Payable | Outstanding | Check Reversal | 352.36 |
| 09/12/2023 | | 11975 | MCFADDEN-DALE INDUSTRIAL HARDWARE Reversal | Accounts Payable | Outstanding | Check Reversal | 421.74 |
| 09/12/2023 | | 11976 | NBS Reversal | Accounts Payable | Outstanding | Check Reversal | 2,725.00 |
| 09/12/2023 | | 11977 | COUNTY OF ORANGE Reversal | Accounts Payable | Outstanding | Check Reversal | 1,342.06 |
| 09/12/2023 | | 11978 | ORANGE COUNTY PUMPING, INC. Reversal | Accounts Payable | Outstanding | Check Reversal | 4,260.00 |
| 09/12/2023 | | 11979 | ORKIN, INC. Reversal | Accounts Payable | Outstanding | Check Reversal | 971.96 |
| 09/12/2023 | | 11980 | PACE PAYMENT SYSTEMS, INC. Reversal | Accounts Payable | Outstanding | Check Reversal | 232.85 |
| 09/12/2023 | | 11981 | PACIFIC MECHANICAL Reversal | Accounts Payable | Outstanding | Check Reversal | 3,215.24 |
| 09/12/2023 | | 11982 | PARK WEST LANDSCAPE MANAGEMENT Reversal | Accounts Payable | Outstanding | Check Reversal | 3,600.00 |
| 09/12/2023 | | 11983 | PSOMAS Reversal | Accounts Payable | Outstanding | Check Reversal | 3,627.50 |
| 09/12/2023 | | 11984 | S & J SUPPLY COMPANY Reversal | Accounts Payable | Outstanding | Check Reversal | 3,254.06 |
| 09/12/2023 | | 11985 | SANTA MARGARITA WATER DISTRICT Reversal | Accounts Payable | Outstanding | Check Reversal | 175,972.00 |
| 09/12/2023 | | 11986 | SANTIAGO AQUEDUCT COMMISSION Reversal | Accounts Payable | Outstanding | Check Reversal | 11,327.00 |
| 09/12/2023 | | 11987 | SHRED-IT USA, LLC Reversal | Accounts Payable | Outstanding | Check Reversal | 68.00 |
| 09/12/2023 | | 11988 | SIERRA ANALYTICAL Reversal | Accounts Payable | Outstanding | Check Reversal | 5,147.50 |
| 09/12/2023 | | 11989 | BLAKE SMITH Reversal | Accounts Payable | Outstanding | Check Reversal | 299.00 |
| 09/12/2023 | | 11990 | SOTO RESOURCES Reversal | Accounts Payable | Outstanding | Check Reversal | 3,102.50 |
| 09/12/2023 | | 11991 | SOUTHERN COUNTIES LUBRICANTS, LLC Reversal | Accounts Payable | Outstanding | Check Reversal | 150.85 |
| 09/12/2023 | | 11992 | THE TOLL ROADS Reversal | Accounts Payable | Outstanding | Check Reversal | 140.00 |
| 09/12/2023 | | 11993 | TOUCH TEL MOBILE Reversal | Accounts Payable | Outstanding | Check Reversal | 625.00 |
| 09/12/2023 | | 11994 | TYLER TECHNOLOGIES, INC. Reversal | Accounts Payable | Outstanding | Check Reversal | 16,307.79 |
| 09/12/2023 | | 11995 | CSDA Commercial Card - UMPQUA BANK Reversal | Accounts Payable | Outstanding | Check Reversal | 57.56 |
| 09/12/2023 | | 11996 | UNDERGROUND SERVICE ALERT/SC Reversal | Accounts Payable | Outstanding | Check Reversal | 98.91 |
| 09/12/2023 | | 11997 | UNITED RENTALS (NORTH AMERICA), INC. Reversal | Accounts Payable | Outstanding | Check Reversal | 6,778.10 |
| 09/12/2023 | | 11998 | USA BLUEBOOK Reversal | Accounts Payable | Outstanding | Check Reversal | 3,718.98 |
| 09/12/2023 | | 11999 | WECK LABORATORIES Reversal | Accounts Payable | Outstanding | Check Reversal | 2,005.80 |
| 09/12/2023 | | 12000 | WEX FLEET UNIVERSAL Reversal | Accounts Payable | Outstanding | Check Reversal | 6,481.91 |
| Check Reversal Total: (48) | | | | | | | 556,190.16 |

EFT

Bank Transaction Report

Issued Date Range: -

| Issued Date | Cleared Date | Number | Description | Module | Status | Type | Amount |
|--------------------------------------|--------------|---------------------|--|------------------|-------------|------|--------------------|
| 09/13/2023 | | 392 | ACWA JPIA - WC, PROP., & LIAB | Accounts Payable | Outstanding | EFT | -10,269.10 |
| 09/13/2023 | | 393 | AMAZON | Accounts Payable | Outstanding | EFT | -1,741.57 |
| 09/13/2023 | | 394 | DUTHIE ELECTRIC SERVICE CORPORATION | Accounts Payable | Outstanding | EFT | -3,041.90 |
| 09/13/2023 | | 395 | EIDE BAILLY | Accounts Payable | Outstanding | EFT | -6,885.25 |
| 09/13/2023 | | 396 | IRVINE PIPE SUPPLY | Accounts Payable | Outstanding | EFT | -3,570.70 |
| 09/13/2023 | | 397 | J. S. HELD LLC | Accounts Payable | Outstanding | EFT | -9,288.00 |
| 09/13/2023 | | 398 | MWDOC | Accounts Payable | Outstanding | EFT | -70,859.98 |
| 09/13/2023 | | 399 | OLIN CHEMICALS | Accounts Payable | Outstanding | EFT | -19,036.10 |
| 09/13/2023 | | 400 | PEBBLE SPRING WATER | Accounts Payable | Outstanding | EFT | -57.00 |
| 09/13/2023 | | 401 | PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC | Accounts Payable | Outstanding | EFT | -190.02 |
| 09/13/2023 | | 402 | ROCKSPARK INC. | Accounts Payable | Outstanding | EFT | -3,718.75 |
| 09/13/2023 | | 403 | ALS - TRUESDAIL LABORATORIES | Accounts Payable | Outstanding | EFT | -4,320.00 |
| 09/13/2023 | | 404 | UNIFIRST CORPORATION | Accounts Payable | Outstanding | EFT | -577.16 |
| 09/13/2023 | | 405 | UNITED WATER WORKS, INC. | Accounts Payable | Outstanding | EFT | -5,828.41 |
| 09/27/2023 | | 406 | ACWA JPIA - LIFE | Accounts Payable | Outstanding | EFT | -425.85 |
| 09/29/2023 | | 407 | TESCO CONTROLS, INC. | Accounts Payable | Outstanding | EFT | -33,858.45 |
| EFT Total: (16) | | | | | | | -173,668.24 |
| Accounts Payable Total: (170) | | | | | | | -994,645.08 |

Utility Billing

| Check | Number | Description | Module | Status | Type | Amount |
|-----------------------------------|-----------------------|---------------|-----------------|-------------|-------|--------------------|
| 09/26/2023 | 12023 | UZMA CHAUDHRY | Utility Billing | Outstanding | Check | -552.13 |
| Check Total: (1) | | | | | | -552.13 |
| Utility Billing Total: (1) | | | | | | -552.13 |
| Report Total: (171) | | | | | | -995,197.21 |

Summary

| Bank Account | Count | Amount |
|---|------------|--------------------|
| 030866939 Bank of the West Checking | 171 | -995,197.21 |
| Report Total: | 171 | -995,197.21 |

| Cash Account | Count | Amount |
|--|------------|--------------------|
| 99 99-000-1004 Bank of the West Checking (Pooled Cash) | 171 | -995,197.21 |
| Report Total: | 171 | -995,197.21 |

| Transaction Type | Count | Amount |
|----------------------|------------|--------------------|
| Bank Draft | 34 | -549,369.87 |
| Check | 73 | -828,349.26 |
| Check Reversal | 48 | 556,190.16 |
| EFT | 16 | -173,668.24 |
| Report Total: | 171 | -995,197.21 |



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

GENERAL FUND PAYROLL WARRANT REGISTER

For the Month of: October 2023

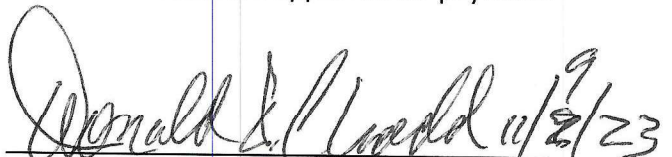
\$ 231,073.09

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 | | | | 76,630.81 |
| | Subtotal Net Pay | | | | 76,630.81 |
| | Adjustments | | | | .00 |
| | Total Net Pay Liability (Net Cash) | | | | 76,630.81 |

| Taxes | | You are responsible for | | Amount debited | |
|--|------|--------------------------|-------------|-------------------|--|
| Federal | | Depositing these amounts | | from your account | |
| Agency | Rate | EE withheld | ER contrib. | EE withheld | ER contrib. |
| Federal Income Tax | | | 15,974.69 | | |
| Earned Income Credit Advances | | | | | |
| Social Security | | | 5,340.83 | 5,340.83 | |
| Medicare | | | 1,721.84 | 1,721.84 | |
| Medicare Surtax | | | 102.46 | | |
| Federal Unemployment Tax | | | | | |
| Subtotal Federal | | | 23,139.82 | 7,062.67 | 30,202.49 |
| 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 | | | 23,139.82 | 7,062.67 | 30,202.49 |
| CA State Income Tax | | | | | 6,823.48 |
| CA State Unemployment Insurance-ER 3000 | | | | | |
| CA State Disability Insurance-EE | | | | | 701.94 |
| Subtotal CA | | | | | 7,525.42 |
| Total Taxes | | .00 | .00 | 30,665.24 | 7,062.67 |
| Amount ADP Debited From AccountXXXX6939 | | | | | 37,727.91 |
| | | | | | Excludes Taxes That Are Your Responsibility |

| | | | | | | |
|--|---------------------------|--|--|--|------------|---------------------------------|
| Other | ADP Direct Deposit | | | | 76,630.81 | 22 Employee Transactions |
| Transfers Amount ADP Debited From AccountXXXX6939 | | | | | 76,630.81 | |
| Total Amount ADP Debited From Your Accounts | | | | | 114,358.72 | |



Statistical Summary Detail

TRABUCO CANYON WATER

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

Batch : **8033**
 Quarter Number : **4**
 Service Center : **580**

Period Ending : **10/15/2023** **Week 42**
 Pay Date : **10/20/2023**
 Current Date : **10/16/2023** Page 2

| | | | | | | |
|---------|------------------------------------|--|--|--|--|-----------|
| Net Pay | Checks | | | | | 233.62 |
| | Direct Deposits | | | | | 79,337.59 |
| | Subtotal Net Pay | | | | | 79,571.21 |
| | Adjustments | | | | | .00 |
| | Total Net Pay Liability (Net Cash) | | | | | 79,571.21 |

| Taxes | | You are responsible for | | Amount debited | | |
|---------|--|--------------------------|---------------------|-------------------|-------------|---|
| | | Depositing these amounts | | from your account | | |
| Federal | Agency | Rate | EE withheld | ER contrib. | EE withheld | ER contrib. |
| | Federal Income Tax | | | | 16,160.66 | |
| | Earned Income Credit Advances | | | | | |
| | Social Security | | 4,959.33 | | 4,959.34 | |
| | Medicare | | 1,761.58 | | 1,761.59 | |
| | Medicare Surtax | | 102.47 | | | |
| | Federal Unemployment Tax | | | | | |
| | Subtotal Federal | | 22,984.04 | | 6,720.93 | 29,704.97 |
| | FMLA-PSL Payments Credit | | | | | |
| | FMLA-PSL ER FICA Credit | | | | | |
| | FMLA-PSL Health Care Premium Credit | | | | | |
| | Employee Retention Qualified Payments Cre | | | | | |
| | Employee Retention Qualified Health Care | | | | | |
| | Cobra Premium Assistance Payments | | | | | |
| | Total Federal | | 22,984.04 | | 6,720.93 | 29,704.97 |
| State | CA State Income Tax | | 6,780.34 | | | |
| | CA State Unemployment Insurance-ER 3000 | | | | 11.50 | |
| | CA State Disability Insurance-EE | | 646.35 | | | |
| | Subtotal CA | | 7,426.69 | | 11.50 | 7,438.19 |
| | Total Taxes | .00 | .00 | 30,410.73 | 6,732.43 | 37,143.16 |
| | Amount ADP Debited From AccountXXXX6939 | | Tran/ABA XXXXXXXXXX | | | 37,143.16 Excludes Taxes That Are Your Responsibility |

| | | | | | | |
|-----------|---|--|---------------------|--|--|--------------------------|
| Other | ADP Direct Deposit | | 79,337.59 | | | 26 Employee Transactions |
| Transfers | ADP Check | | 233.62 | | | |
| | Amount ADP Debited From AccountXXXX6939 | | Tran/ABA XXXXXXXXXX | | | 79,571.21 |
| | Total Amount ADP Debited From Your Accounts | | | | | 116,714.37 |



Statistical Summary Detail

TRABUCO CANYON WATER

Region Name : GKN
Company Code : ADP RESOURCE

Batch : 0519
Quarter Number : 4
Service Center : 580

Period Ending : 10/31/2023
Pay Date : 11/03/2023
Current Date : 11/01/2023

Week 44
Page 2

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

CONSENT CALENDAR

ITEM 3: APPROVAL OF ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

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

1. *October 5, 2023*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | OCTOBER 4, 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
Gary Kessler, Water Superintendent
Jason Stroud, Maintenance Superintendent
Karen Warner, Principal Accountant
Phil Serpas, CMMS/SCADA Administrator
Roseann Lejsek, Administrative Assistant

PUBLIC PRESENT

There were members of the public present.

CALL MEETING TO ORDER

Director Safranski called the October 4, 2023 Engineering/Operational Committee Meeting to order at 7:00 a.m.

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

Ms. Sue Marucci addressed the Committee, and she expressed her concerns with the new adopted meter flat charges. Ms. Marucci provided a handout to the Committee listing her concerns and assumed impacts on elderly customers in her community. Ms. Marucci suggested the District consider setting a different rate between residential and commercial meters.

COMMITTEE MEMBER COMMENTS

Director Dopudja expressed his appreciation to Ms. Marucci for her comments, and he explained that District staff has expedited a proposal to address customer concerns on this matter.

Director Safranski reported that the Energy Efficiency Ad Hoc Committee meeting is scheduled to meet the following morning, and he has requested to place an item on the regular board meeting agenda to present the committee findings.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- The Meter Resizing Procedure is not agendized for this meeting, but District staff will agendize this matter for a future discussion.
- Southern California Water Coalition (SCWC) Annual Meeting is scheduled for November 2nd and the District has received five complimentary tickets for the Board and staff.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | OCTOBER 4, 2023**

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 Dopudja
- SECOND:** Director Safranski
- AYES:** Directors Dopudja & Safranski
- NOES:** None
- ABSTAIN:** None
- MOTION PASSED/FAILED:** Passed 2 – 0

ITEM 2: ARC FLASH STUDY REQUEST FOR PROPOSAL (RFP)

Ms. Lausten presented this matter for Committee review and consideration, and she reported that District staff have evaluated the appropriate needs for this matter and invited qualified firms to bid on the request for proposals (RFP). Ms. Lausten presented the RFP for Committee review, and she reported that this matter is budget for Fiscal Year 2023-24. Discussion occurred concerning coordination with ACWA/JPIA for infra-red testing of District equipment and project costs. Director Safranski requested additional information related to the project budget.

- MOTION:** None – Informational item only.

ITEM 3: GOLF CLUB SEWER LIFT STATION IMPROVEMENTS

Ms. Lausten presented this matter for Committee consideration, and she provided a brief project status update including an overview of the construction plans. Discussion occurred concerning project costs and timeline for completion. Director Safranski noted that the project costs for FY 2023-24 are projected to exceed the adopted budget.

- MOTION:** None – Informational item only.

ITEM 4: MANUAL TRANSFER SWITCH UPGRADE FOR EMERGENCY OPERATIONS

Mr. Paludi presented this matter for Committee consideration, and he reported that District staff has identified five water and wastewater facilities that require installation of a manual transfer switch for emergency operations. Mr. Paludi added that these improvements would allow for District Operations to connect backup emergency generators to continue facility operations during power loss or emergency situations. Ms. Lausten provided a handout which summarized the proposed improvement costs provided by Hydrotech Electric. Mr. Paludi mentioned that this is a priority for District staff, and he recommends proceeding with these improvements. The Committee concurred with staff recommendation.

- MOTION:** The Committee recommended forwarding this matter to the Board of Directors for consideration (Action Calendar).

ITEM 5: RESOLUTION AUTHORIZING SUBMITTAL OF AN APPLICATION FOR THE USBR WATERSMART DROUGHT RESPONSE PROGRAM: DROUGHT RESILIENCY PROJECTS FOR FY 2024

Mr. Paludi presented this matter for Committee consideration, and he reported that District staff is applying to the US Bureau of Reclamation (USBR) WaterSMART Drought Response Program Drought Resiliency Project for FY 2024 for improvements to the Dove and Tick Creek pump stations. Mr. Paludi added that this project has already

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | OCTOBER 4, 2023**

been awarded \$380,000 which is approximately 50% of the total project cost, and that this grant award would fund the majority of the remaining balance of the project budget. Discussion occurred concerning the total project budget and costs associated with applying for the USBR grant. Ms. Lausten commented that the FY 2023-24 project budget is \$800,000 and that the project includes construction, electrical, and the purchase of new pumps.

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

ITEM 6: OTHER ENGINEERING AND OPERATIONS PROJECT UPDATES

1. Saddleback Meadows Development

Ms. Lausten provided an update on this matter, and she reported that District staff has notified the developer with concerns that the depth of certain sewer manholes exceed the District’s standards and specifications. Discussion occurred concerning potable water services and developer costs associated with the system improvements to meet development water demands. Ms. Lausten mentioned that the District is evaluating the costs for the installation of dedicated services as opposed to an inter-agency agreement to deliver water services from another agency. Director Safranski asked if the proposed homes will include interior fire sprinklers; Ms. Lausten confirmed that the homes will include fire sprinklers.

2. Oaks at Trabuco Development

Ms. Lausten reported that the developer has requested conditional will serve letters for two newly constructed homes. Discussion occurred concerning certain sewer system challenges inherent to the development.

**3. Other Projects –
None**

MOTION: None – Informational item only.

ITEM 8: 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. Responded to and repaired an emergency pipeline break on Golf Ridge in the Dove Canyon community.
2. Responded to and repaired a broken 4” fire system valve in the Dove Canyon Plaza.
3. Replaced two residential service curb stops on Greenspring and Muirfield in the Dove Canyon community.
4. Worked with Engineering staff on Saddle Crest pump station and reservoir 10-day start up period.
5. Installed data log devices for potable water system monitoring at the Saddle Crest development.
6. Worked with TESCO controls to address systemwide SCADA communication issues.

Mr. Kessler presented the Water System Summary for Committee review, and he reported on the recent SCADA system challenges systemwide. Mr. Kessler added that the recently installed HMI screens at District facilities were instrumental during the period of SCADA issues.

MOTION: None – Informational item only.

ITEM 9: 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:

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | OCTOBER 4, 2023**

1. Assisted in TESCO Controls in PLC upgrades to Barneburg and Heritage Sewer Lift Stations.
2. Installed new level control systems at Barneburg and Heritage Sewer Lift Stations.
3. Replaced a 6" check valve on the force main at Barneburg Sewer Lift Station.
4. Assisted in the replacement of 4 rollers for the Belt Filter Press at the Robinson Ranch WWTP.

Mr. Ulloa presented the Recycled Water System Summary for Committee review, and he provided the Sewer System Management Plan (SSMP) monthly update. Mr. Ulloa presented and reviewed the third-quarter SSMP report with the Committee.

MOTION: None – Informational item only.

ITEM 10: MAINTENANCE DEPARTMENT UPDATES

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

Projects and Repairs

Maintenance staff performed and/or completed the following tasks and projects:

Water Operations

1. Assisted Operations with the installation of a new SCADA UPS battery at Dove Tank.
2. New emergency generator "MTS switches" were installed by Hydrotech Electric at: Dove tank, Joplin Tanks, Harris Grade Tanks for telemetry backbone operations during power outages.
3. Assisted Operations at Saddle Crest Booster Pump Station during station startup testing.

Wastewater Operations

1. Emergency Work: Worked with Operations on failed NEQ pump at Robinson Ranch WWTP on the evening of 09/01. Assisted with troubleshooting the pump and worked with Hydrotech Electric for pump restoration by the following day.
2. Assisted Operations at Barneburg Sewer Lift Station during SCADA panel upgrades with Hydrotech Electric and TESCO Controls.
3. Assisted Operations at Heritage Sewer Lift Station for SCADA panel upgrades with Hydrotech Electric and TESCO Controls. Mobilized the Godwin Mobile Transfer Pump for station bypass during project work.
4. Assisted Operations reviewing blower room upgrades, fiber optic install, and station operation with Engineering Support Mr. David Rodriguez.

District Fleet Upgrades & Other Projects

1. Replaced battery in vehicle #10
2. Oil change service and auxiliary lighting repairs on vehicle #12 F-250 service body
3. Oil change service on vehicle #27 F650 (Dump Truck)
4. Quarterly BIT program started and completed.
5. Met with AGM and SCE Field Supervisor for property access concerning power pole upgrades near Robinson Ranch WWTP Reclaimed Water Reservoir.
6. Two staff members attended pump training at Evans Hydro site.
7. Met with Orange County Public Works (OCPW) staff on Trabuco Creek Road grading and road repairs.
8. OCFA (Orange Co Fire Authority) USR (Urban Search and Rescue) team performed trench setup and rescue training at Porter Ranch. This is an annual training event hosted by TCWD.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | OCTOBER 4, 2023**

MOTION: None – Informational item only.

ITEM 11: OTHER MATTERS/REPORTS

There were no others matter reported.

MOTION: None

ADJOURNMENT

Director Safranski adjourned the October 4, 2023 Engineering/Operational Committee Meeting at 7:52 a.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | NOVEMBER 16, 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. *October 9, 2023*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | OCTOBER 9, 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
Roseann Lejsek, Administrative Assistant
Phil Serpas, CMMS/SCADA Administrator

CONSULTANTS PRESENT

Laura Ratcliffe, Hanson Bridgett, LLP – District General Counsel

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Mandich called the October 9, 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

None

REPORT FROM THE GENERAL MANAGER

Mr. Paludi provided a brief update on the following matters:

- Mr. Paludi reported that SCADA-related issues impacted certain District facilities over the weekend. Mr. Serpas provided additional information concerning system adjustments and planned improvements.
- Mr. Paludi reported that the Orange County Water Summit is scheduled for October 13th in Costa Mesa, and he mentioned that the District has reserved a table for Directors and staff.

DISCUSSION MATTERS

ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

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

MOTION: Approve the Executive Committee Meeting Recap(s) and recommend the Board of Directors receive and file the same (Consent Calendar) – Director Dopudja

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | OCTOBER 9, 2023**

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

ITEM 2: DISCUSSION OF WATER METER SIZING POLICY AND PROCEDURE

Mr. Paludi presented this matter for Committee consideration, and he reported that District staff has worked with General Counsel on this matter and presented handouts of the proposed policy and procedure. Mr. Paludi reviewed a procedural flowchart that indicated the proposed process for resizing a residential water meter at the request of District customers. Discussion occurred concerning Orange County Fire Authority (OCFA) regulatory requirements for residences with interior fire sprinkler systems and the typically associated water demands. Mr. Paludi provided a handout of the proposed permit application and water demand worksheet for Committee review. Discussion occurred concerning the proposed water demand analysis and checklist requirements. The Committee recommended that District staff and General Counsel balance the mitigation of the District's risk exposure on this proposed policy while meeting the needs of the District's customers.

MOTION: The Committee recommended forwarding this matter to the Board of Directors for consideration at the next Regular Board Meeting (Action Calendar).

ITEM 3: FACILITIES TOUR UPDATE

Mr. Paludi presented this matter for Committee consideration, and he provided a brief update on the preparations for this event. Mr. Paludi reported that approximately forty customers have registered for the event which exceeds the capacity of the rental vehicle, so he recommended the reservation of another vehicle to accommodate the attendees. Mr. Paludi provided a draft tour itinerary handout for review and comment. Discussion occurred concerning the planned tour route, staffing, and other event planning efforts.

MOTION: None – Informational item only.

OTHER MATTERS

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

There were no other reports provided.

MOTION: None – Informational item only.

ADJOURNMENT

Vice President Mandich adjourned the October 9, 2023 Executive Committee Meeting at 6:16 p.m.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | NOVEMBER 16, 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. Per Ordinance No. 91-15 (adopted July 17, 1991), Directors per diem amount is limited to \$125 per meeting for a maximum of ten days per calendar month. 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 2023-24 Budgeted Board Expenses: \$45,000

COMMITTEE STATUS:

This matter was reviewed with the Finance/Audit Committee.

RECOMMENDED ACTION:

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

1. *October 2023*

EXHIBITS:

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

CONTACTS (staff responsible): PALUDI/PEREA


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

| MEETING DESCRIPTION | ACOSTA | CHADD | DOPUDJA | MANDICH | SAFRANSKI |
|---|-----------------|-----------------|-----------------|-------------------|------------------|
| DISTRICT MEETINGS | | | | | |
| Engineering/Operational Committee Meeting | | | 10/04/23 | | 10/04/23 |
| Executive Committee Meeting | | | 10/09/23 | 10/09/23 | |
| Energy Efficiency Ad Hoc Committee | | | | 10/05/23 | 10/05/23 |
| Finance/Audit Committee Meeting | 10/12/23 | 10/12/23 | | | |
| District Facilities Tour | 10/14/23 | 10/14/23 | 10/14/23 | 10/14/23 | |
| Individual Meeting with General Manager | 10/24/23 | 10/17/23 | 10/18/23 | 10/16/23 | 10/17/23 |
| Regular Board Meeting | | 10/19/23 | 10/19/23 | 10/19/23 | 10/19/23 |
| Energy Efficiency Ad Hoc Committee - Staff Engagement | | | | 10/25/23 | 10/25/23 |
| REPRESENTATIVE MEETINGS | | | | | |
| Community Associations of Rancho (CAR) Meeting | | 10/03/23 | | | |
| City of Rancho Santa Margarita Council Meeting | | | | | 10/11/23 |
| City of Rancho Santa Margarita Planning Commission | 10/04/23 | | | | |
| Independent Special Districts of Orange County (ISDOC) Monthly Meeting | | | | 10/03/23 | |
| MWDOC Board Meeting | 10/18/23 | | | | |
| OC LAFCO Regular Meeting | | | | 10/11/23 | |
| OC Water Summit | 10/13/23 | | 10/13/23 | 10/13/23 | |
| Water Advisory Commission of Orange County (WACO) | 10/06/23 | | | | |
| NUMBER OF MEETINGS ATTENDED | 7 | 5 | 6 | 9 | 6 |
| PER DIEMS (\$125 per each meeting*) | \$875.00 | \$625.00 | \$750.00 | \$1,125.00 | \$750.00 |
| DIRECT REIMBURSABLE EXPENSES | | | | | |
| | | | | | |
| DIRECT REIMBURSABLE EXPENSES TOTALS | | | | | |
| INDIRECT REIMBURSABLE EXPENSES | | | | | |
| | | | | | |
| INDIRECT REIMBURSABLE EXPENSES TOTALS | | | | | |
| TOTAL (PER DIEMS + DIRECT REIMBURSABLE EXPENSES) | \$875.00 | \$625.00 | \$750.00 | \$1,125.00 | \$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

| LINE ITEM | MEETING DESCRIPTION | 2023 | | | | | | | | | | | |
|---------------------------------|--|----------|-------------|----------|----------|-------------|-------------|----------|-------------|----------|----------|-------------|---------------|
| | | 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 - Monterey, CA | | | | | 5/09 - 5/11 | | | | | | | |
| 20 | ACWA Fall Conference - Indian Wells, CA | | | | | | | | | | | 11/28-11/30 | |
| 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 | | 2/22 - 2/24 | | | | | | 8/23 - 8/25 | | | | |
| 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 | NOVEMBER 16, 2023**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 6: DISTRICT ENERGY EFFICIENCY AD HOC COMMITTEE UPDATE

At the August 17, 2023 Regular Board Meeting, the Board of Directors established the Energy Efficiency Ad Hoc Committee for the purpose of formalizing actions of the District by setting up an energy program to promote and identify and energy savings. The Committee met twice in the last two months with District staff to develop a proposed energy program and focus on specific areas of District energy demands to realize savings. The Committee will deliver a presentation to the Board on actions taken to date. More information may be presented at the time of the meeting.

FISCAL IMPACT

None at this time.

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was reviewed with the Energy Efficiency Ad Hoc Committee

RECOMMENDED ACTIONS:

Receive information and presentation at the time of the meeting.

EXHIBIT(S):

None

CONTACTS (staff responsible): PALUDI/PEREA

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

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 7: DISCUSSION CONCERNING RESIDENTIAL WATER METER DOWNSIZING PROCEDURE

At the September 21, 2023 Regular Board Meeting, the Board of Directors directed staff to develop a procedure for handling requests from customers to evaluate a smaller water meter size for their property. After discussing a draft procedure at the October 19th Regular Board Meeting, the Board tentatively approved a final procedure at a Special Board Meeting on November 1, 2023. Staff worked with the Executive Committee on refinements to the application forms on November 8, 2023, and initiated the District's Meter Downsizing Program on November 14, 2023. Staff will provide a progress update at the time of the meeting.

FUNDING SOURCE:

Not applicable at this time

FISCAL IMPACT

Not applicable at this time

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This item was discussed with the Executive Committee.

RECOMMENDED ACTIONS:

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

EXHIBIT(S):

1. Meter Downsizing Program Application Form

CONTACTS (staff responsible): PALUDI/PEREA



Trabuco Canyon Water District
APPLICATION FOR WATER METER DOWNSIZING

GENERAL INFORMATION

Property Owner Name: _____

Service Address: _____

Assessor Parcel Number: _____ Phone: _____

Account Number: _____ Email: _____

Current Meter Size: _____-inch

Requested Meter Size (From Worksheet): 3/4" 1" 1½" 2"
Check which one applies.

Does Property contain Fire Suppression System?* YES NO

*If YES, Orange County Fire Authority review is required.

OWNER DECLARATION

I declare, under penalty of perjury, that I am the owner, or authorized agent of the owner, of the property identified above and that the information provided here is accurate and true to the best of my knowledge. I understand that it is my responsibility to determine that the requested meter size will provide adequate flow and pressure for the property. I understand that any future upsizing of the meter will be at the owner's cost. I hereby waive any claims against and release Trabuco Canyon Water District from any liability arising out of or relating to the downsizing of my water meter, and acknowledge that without this release, the District would not allow for the meter downsizing. If the District approves my application, I will sign and have notarized a "Water Meter Notice and Indemnity Agreement" in the form shown on the following page, and the District will record it on my property prior to installation of a new meter.

Property Owner Signature: _____

Print Name: _____ Date: _____



WATER METER DOWNSIZING WORKSHEET
(SINGLE FAMILY RESIDENTIAL USE)
According to UPC-2022 – Appendix A

The following worksheet is intended to estimate a minimum meter size and must be completed with the required information regarding type and number of fixtures served by the meter.

TCWD recommends that the applicant seek the advice of a qualified civil or mechanical engineer to be sure that any reduction in meter size is appropriate for their particular property.

Instructions for Sizing Water Meter:

To estimate the minimum meter size under the California Plumbing Code:

Step 1: In Table 1, insert in Column 2 (“Number of Fixtures”) the number of each type of fixture shown in Column 1.

Step 2: In Table 1, multiply Column 2 by Column 3 (“Fixture Value”) and insert that value in Column 4 (“Total Fixture Valve Units”).

Step 3: In Table 1, total the values in Column 4 to get “Total Fixture Units” at the bottom.

Step 4: In Table 2, identify the “Recommended Meter Size” that corresponds to the range of “Total Fixture Units” for the subject property.

Miscellaneous on-site water demands that may affect the size of the meter:

Additional information and analysis may be required to determine minimum water meter size for a property with additional on-site water demands or equipment.

Please check all that apply:

- Animal Husbandry - Animals raised such as chickens, goats, cows, or other livestock including day-to-day care.
- Dog/Cat daycare and boarding facility
- Ponds that are connected to the water supply and require aeration.
- Decorative Fountains and Waterscapes
- Pool and/or spa
- Horse Stables
- Irrigation of crops, pastureland, and/or fruit trees
- Aquaculture (Fish Farm)
- Fire Suppression (mounted sprinkler system on roof top)
- On-site pumps, tanks, or other related equipment to pump water to property
- Other (Specify) _____



WATER METER DOWNSIZING WORKSHEET
(SINGLE FAMILY RESIDENTIAL USE)
 According to UPC-2022 – Appendix A

Service Address: _____ Account Number: _____

Date: _____

Table 1

| Column 1 | Column 2 | Column 3 | Column 4 |
|--------------------------------------|--------------------|---------------|---------------------------|
| Appliance, Appurtenances or Fixtures | Number of Fixtures | Fixture Value | Total Fixture Value Units |
| Bathtub or Tub w/Shower | _____ x | 4.0 | = _____ |
| Shower Only (per head) | _____ x | 2.0 | = _____ |
| Clothes Washer | _____ x | 4.0 | = _____ |
| Dishwasher | _____ x | 1.5 | = _____ |
| Hose Bib/Spigot | _____ x | 2.5 | = _____ |
| Hose Bib/Spigot, Each Additional | _____ x | 1.0 | = _____ |
| Bar Sink | _____ x | 1.0 | = _____ |
| Kitchen Sink | _____ x | 1.5 | = _____ |
| Laundry Sink | _____ x | 1.5 | = _____ |
| Bathroom/Lavatory Sink | _____ x | 1.0 | = _____ |
| Urinal or Bidet | _____ x | 2.0 | = _____ |
| Toilet (1.28 gpf*) | _____ x | 2.0 | = _____ |
| Toilet (1.6 gpf) | _____ x | 2.5 | = _____ |
| Toilet (>1.6 gpf) | _____ x | 3.0 | = _____ |

*gallons per flush

Table 2

| Total Fixture Units | Recommended Meter Size |
|---------------------|------------------------|
| 0 – 39 Units | ¾" meter |
| 39.5 – 85 Units | 1" meter |
| 85.5 – 151 Units | 1-½" meter |
| 151.5 – 370 Units | 2" meter |

**Recording Requested by and
When Recorded Return to:**

Trabuco Canyon Water District
32003 Dove Canyon Drive
Trabuco Canyon, CA 92679
Attn: General Manager



APN: _____

Space Above this Line for Recorder's Use Only

WATER METER NOTICE AND INDEMNITY AGREEMENT

Property Owner(s): _____ (“Owner”)

Street Address: _____ (“Property”)

Original Water Meter. Trabuco Canyon Water District currently provides water service to the Property through a _____-inch water meter.

Fire Sprinkler System. The Property currently (check one):

_____ includes an indoor fire sprinkler system.

_____ does not include an indoor fire sprinkler system.

Downsized Water Meter. The Owner has requested that the District install a _____-inch water meter in place of the _____-inch water meter (the “Meter Downsizing”). The Meter Downsizing will result in a lower monthly meter fee, but will also result in a lower rate of water flow to the Property.

Acknowledgement of Potential Impacts and Waiver. The Owner acknowledges that the lower rate of water flow to the Property resulting from the Meter Downsizing may impair the effectiveness or operation of any fire sprinkler system or other water systems. Owner acknowledges that the District has disclaimed any responsibility for evaluating the impact of the Meter Downsizing on the Property, including any fire sprinkler system. Owner represents that it has been advised to consult with a civil or mechanical engineer to confirm that the Meter Downsizing is appropriate for the Property. The Owner, on behalf of the Owner and the Owner’s heirs, successors, assigns, agents, employees, and invitees, hereby releases the District from any claims arising out of or relating to the change in water pressure and flow that will result from the Meter Downsizing.

Indemnity. The Owner shall indemnify, defend, and hold harmless the District from any first or third-party claims, damages, losses, lawsuits, and actions (together “Claims”) arising out of or relating to the Meter Downsizing or the sufficiency of the water flow to the Property (including any fire damage), except for any damages caused solely by the District during the new meter installation.

Runs with Land. This Agreement runs with the land and will be binding on the Owner’s successors in interest.

The Owner is signing this Notice and Indemnity Agreement as of _____, 2023.

X _____
Print Name:

X _____
Print Name:

(All owners must sign. All signatures must be notarized)

NOTARIAL ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Orange)

On _____, before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

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

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 8: APPROVAL OF UPDATES TO THE DISTRICT'S EXPENSE REIMBURSEMENT POLICY AND PROCEDURES

At the June 16, 2022 Regular Board Meeting, the Board of Directors adopted an updated Expense Reimbursement Policy. In the months of September and November 2023, this matter was reviewed with the Executive Committee, and District staff has worked with General Counsel to review the existing policy and update areas of the policy concerning lodging costs and other inconsistent language. More information may be presented at the time of the meeting.

FUNDING SOURCE:

Not applicable at this time

FISCAL IMPACT

Not applicable at this time

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This item was reviewed with the Executive Committee.

RECOMMENDED ACTIONS:

Approve the updated District Expense Reimbursement Policy and Procedures and take related action(s) as deemed appropriate.

EXHIBIT(S):

1. Draft Expense Reimbursement Policy and Procedures - Redlined
2. Draft Expense Reimbursement Policy and Procedures – Clean

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
EXPENSE REIMBURSEMENT POLICY
BOARD APPROVED ~~JUNE 16, 2022~~ NOVEMBER 16, 2023**

The Trabuco Canyon Water District (**District**) is obligated to ensure that expenditures made by the District are solely for public purposes. The District also is responsible to taxpayers and the public to be prudent and wise in making those expenditures. The purpose of this **Policy** is to govern and provide for a process by which a member of the District's Board of Directors or a District employee may seek reimbursement for expenses that they have incurred in the conduct of agency business.

This Policy is adopted pursuant to Government Code Section 53232.2, which provides that if a local agency reimburses members of its legislative body for actual and necessary expenses incurred in the performance of official duties, then the agency's governing board must adopt a written policy, in a public meeting, specifying the types of activities that qualify for reimbursement of expenses such as those related to travel, meals and lodging. District Board members and employees should ensure that their proposed expenses are reimbursable before incurring the expenses. Additional procedures are set forth in Attachment A, which may be amended from time to time by the General Manager in accordance with applicable laws and in furtherance of the purposes of this Policy.

SECTION 1. AUTHORIZED EXPENSES. Expenses incurred in connection with the following types of activities generally constitute authorized and reimbursable expenses, and do not need pre-expense approval of the Board, as long as the other requirements of this Policy and implementing procedures are met:

- (a) Communicating with representatives of regional, state and national governments on Board-adopted policy positions;
- (b) Attending conferences or educational seminars designed to improve the skills and knowledge of Board members or District employees, so long as the skills and knowledge relate to their position with the District;
- (c) Participating in regional, state and national organizations whose activities affect the District's interests;
- (d) Performing tasks related to District business;
- (e) All other expenses must be approved by the Board, in a public meeting, before the expense is incurred.

SECTION 2. EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT. Expenses that are not eligible for reimbursement include:

- (a) The personal portion of any trip;
- (b) Political or charitable contributions;
- (c) Family expenses, including a partner's expenses when accompanying a Board member or an employee on District-related business, as well as child- or pet-related expenses;
- (d) Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf-related expenses), or other cultural events;
- (e) Alcohol/personal hotel honor bar expenses;
- (f) Tips greater than 20 percent (unless automatically included in the bill);
- (g) Regular commuting costs and personal automobile expenses, including for vehicle maintenance and repairs, traffic and parking citations, insurance and gasoline;
- (h) Personal losses incurred while on District business; and
- (i) Visitor gym fees where the lodging includes free gym services.

Any questions regarding the propriety of a particular type of expense should be resolved by the **approving authorizing** authority before the expense is incurred.

SECTION 3. TRANSPORTATION. Board members and employees are encouraged to use public transit and carpool to the maximum extent possible when travelling on District business. If transportation is needed for Directors or employees to travel for District business other than in District vehicles, costs are eligible for reimbursement as follows:

- (a) **Airfare:** Airfares that are reasonable and economical (coach fare) are eligible for reimbursement. Ticket purchases should be made well in advance to take advantage of low fares when possible.
- (b) **Automobile:**
 - (1) Personal automobile mileage is reimbursed at Internal Revenue Service (IRS) rates in effect at the time of travel. Tolls are eligible for reimbursement, unless the charges are incurred as part of the Director or employee's normal commute to or from the District.
 - (2) An employee of the District, authorized to travel on District business by use of a privately-owned motor vehicle, shall be reimbursed for the actual miles traveled portal to portal; mileage incurred for personal use during travel will not be reimbursed and must be segregated from actual District business mileage submitted for reimbursement. Reimbursement for auto mileage shall not exceed the cost of coach airfare for the same trip when it would be less expensive to fly than drive.
- (c) **Car Rental:** Rental car costs and fees are authorized for reimbursement only when necessary and when other transportation is not feasible or car rental is more economical. Cars are to be reserved at a rate that does not exceed the standard-size car rate.
- (d) **Taxis/Rideshare:** Taxi/Rideshare fares and gratuity (of no more than 20%) will be reimbursed only when shuttle or public transportation is not practical.
- (e) **Parking and Shuttles:** Reasonable parking costs will be reimbursed. Long-term parking or shuttle service to and from the airport may be claimed as a miscellaneous expense for reimbursement.
- (f) **Public Transit:** Actual fares for public transit will be reimbursed.

SECTION 4. LODGING. Lodging costs are only reimbursable when Directors or personnel travel for purposes set forth in Section 1, above. Lodging expenses at the single-room rate will be reimbursed or paid for when travel on District business reasonably requires an overnight stay. **For overnight stays related to conferences, the number of nights reimbursed will not exceed the number of days attending the conference, unless otherwise approved by the authorizing authority.** If such lodging is in connection with a conference, training or other educational activity, lodging expenses must not exceed the group rate published by the conference sponsor or training provider for the event in question, if such rates are available at the time of booking. If the group rate or lodging is not available, reimbursement will be limited to within a reasonable percentage of the U.S. General Services Administration (GSA) rate at the time of travel.

SECTION 5. MEALS & INCIDENTAL EXPENSES. Meals and incidental expenses are reimbursable whenever Directors or personnel travel for purposes set forth in Section 1, above, and as otherwise set forth below.

- (a) **Business Meetings:** Actual and reasonable costs of business meals and gratuities are allowed when representing the District, regardless of geographic location.
- (b) **Conference, Seminar or Training:** When Directors attend conferences, seminars and trainings for the District, reimbursements will be provided for the actual cost of meals, capped by the maximum established GSA for all meals, based on the locations of the events. Employees are entitled to reimbursement at the GSA rates for all meals not provided under conference, seminar and training registration fees.
- (c) **Alcohol:** The District will not pay for alcohol or hotel-room personal bar/honor bar expenses.
- (d) **Other:** Employees may be reimbursed for other meal costs under the following conditions:

- (i) When the employee is performing emergency work and cannot leave the job during the normal meal period.
- (ii) When an exempt employee is required to work outside of their normal work hours.
- (iii) When a meal is purchased for non-District personnel performing a complimentary service for the District, e.g., serving on a District oral interview panel.
- (iv) When provided during staff meetings, open houses and other District-sponsored obligatory meetings.

SECTION 6. REGISTRATION FEES

Registration fees for conferences or meetings will be reimbursed at actual cost.

SECTION 7. FAX/INTERNET

Board members and employees will be reimbursed for actual fax or internet connection expenses incurred for District business.

SECTION 8. LAUNDRY OR VALET SERVICE

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

SECTION 9. REPORTS TO THE BOARD

When a Board member attends a conference, training, seminar or other event for which they seek reimbursement from the District, the Board member must submit a brief oral or written report at the next regular Board meeting. If multiple members attended, a joint report may be made.

SECTION 10. COMPLIANCE WITH LAWS

District Board members and employees should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expense reports, Travel Authorization Forms and accompanying documentation are public records subject to disclosure under the Public Records Act and other applicable laws.

SECTION 11. IMPLEMENTING PROCEDURES

The District and its Board members and employees must follow the procedures adopted to implement this Policy. The procedures may be revised by the General Manager in compliance with all laws and in furtherance of this Policy.

SECTION 12. DISCIPLINARY ACTIONS FOR NON-COMPLIANCE

Misuse of public resources or falsifying expense reports in violation of District Policy or procedures may result in any or all of the following:

- (a) Loss of reimbursement privileges;
- (b) Required restitution to the District;
- (c) The District reporting the expenses as income to State and Federal tax authorities;
- (d) Civil Penalties of up to \$1,000 per day and three-times the value of the resources used (Gov't Code §§53232.4 and 8314);
- (e) Prosecution for misuse of public resources;
- (f) For employees, discipline up to and including employee termination; and
- (g) For Board members, censure by the Board or such other measure as may be determined by the Board.

**ATTACHMENT A:
PROCEDURES IMPLEMENTING
TRABUCO CANYON WATER DISTRICT
EXPENSE REIMBURSEMENT POLICY**

1. PURPOSE

These procedures implement the Trabuco Canyon Water District (**District**) Expense Reimbursement Policy (**Policy**). The procedures provide guidance for how the District will reimburse Board members and employees for authorized expenses incurred in the normal conduct of District Business. These procedures may be amended from time to time by the General Manager in accordance with applicable laws and in furtherance of the Policy.

2. AUTHORIZING AUTHORITIES

- a. Only the following individuals can authorize travel and approve expense report forms:
 - i. The Board for the Board of Directors and the General Manager;
 - ii. The General Manager for the Assistant General Manager; and
 - iii. The General Manager or Assistant General Manager for all other District employees. The General Manager has the discretion to approve employee expenses that occur under unusual circumstances when there is clearly a benefit to the District.
- b. Additionally, check signatories are not authorized to sign reimbursement checks to themselves. In the event that a finance audit committee member is being reimbursed, the alternative committee member must sign reimbursement checks.

3. TRAVEL AUTHORIZATION REQUEST

- a. Directors must obtain approval from the Board of Directors and employees must submit travel authorization forms to the General Manager and Assistant General Manager before District travel:
 - i. To attend any meeting, conference, training or other event involving overnight accommodations;
 - ii. Outside of the counties of Orange, Los Angeles, San Diego, San Bernardino or Riverside.
- b. The District Secretary or Assistant District Secretary will coordinate all travel arrangements, including air transportation, hotel and rental car reservations, through District-approved providers.

4. TRAVEL ADVANCES – EMPLOYEES ONLY

- a. From time to time, it may be necessary for an employee to request a cash advance to cover anticipated expenses while traveling or doing business on the District's behalf.
- b. Such requests must be submitted to the General Manager on an Expense Report Form. Completed Expense Report Forms must document that the expense in question met the requirements of the Policy.
- c. Overpayment on advances shall be repaid no later than seven calendar days after the subject purchase is made or the employee returns from the subject travel, unless an extension of time is provided by the General Manager.
- d. No employee will be permitted an advance if that employee has an outstanding expense report.

5. EXPENSE REPORTS

- a. Expense report forms must be submitted within 30 calendar days of an expense being incurred, and must include the following attachments:
 - i. Approved travel authorization forms, when relevant for reimbursement of travel costs;
 - ii. Original receipts showing the claimed expenses (e.g., restaurant receipts as opposed to credit card receipts or statements), except for employee meals being reimbursed at per diem rates in accordance with the Policy;

- iii. Names and positions of participating individuals, as well as a description of the purpose of the meeting, for reimbursement of meals for individuals in addition to the Director or employee submitting the request.
 - iv. A copy of the Program or Agenda of the event(s) attended, when relevant;
 - v. If a Director or employee does not attend a planned trip and nonrefundable expenses have been incurred for registration, lodging and/or travel, a written explanation of the reasons for non-attendance; and
 - vi. When original receipts are required under these procedures, but have been lost, a duplicate receipt if available;
 - vii. If neither an original nor duplicate receipt is available, or if a receipt is not available for a small expenditure (e.g., parking meters), a detailed explanation of the expenditure and explanation of which receipts are not available; and
 - viii. Telephone bills identifying calls made on District business, when relevant.
 - ix. It is the employee's and Director's personal responsibility to submit an expense report and make payments in a timely manner. The District will not be responsible for interest payments or late charges that occur on credit cards. The District will in turn make every effort to reimburse properly documented and approved expenses in a timely manner, typically within seven business days.
- b. It is not intended that an employee or Director incur any financial loss while on District business nor is it intended that they realize a financial gain. If an employee or Director incurs expenses which do not appear to be covered under the Policy but which are believed to be charges to the District, the employee or Director should submit these charges on an expense report with a full explanation and supporting receipts. The approving-authorizing authority shall determine if the expenses were reasonable, given all the circumstances, and if so may approve the reimbursement of those expenses.

6. AUDITS OF EXPENSE REPORTS

All evidence of expenses and related documentation are subject to verification that they comply with the Policy and these Procedures.



**TRABUCO CANYON WATER DISTRICT
Expense Reimbursement Form**

DIRECTOR/EMPLOYEE NAME:

PURPOSE:

DATE(S):

| EXPENSE DETAIL | DATE | DISTRICT PAID | DIRECTOR/EMPLOYEE PAID | TOTAL |
|--|------|---------------|------------------------|-------|
| Conference Cost | | \$ - | \$ - | \$ - |
| | | | | |
| Lodging | | \$ - | \$ - | \$ - |
| | | | \$ - | \$ - |
| | | | \$ - | \$ - |
| | | | \$ - | \$ - |
| Meals | | \$ - | \$ - | \$ - |
| | | | | |
| Mileage | | \$ - | \$ - | \$ - |
| | | | | |
| TOTAL COST | | \$ - | \$ - | \$ - |
| | | | | |
| Director/Employee Reimbursement | | | \$ - | |

**All expenses submitted for consideration of reimbursement shall be consistent with Section 1: Authorized Expenses in the District's adopted Expense Reimbursement Policy approved by the Board of Directors on June 16, 2022.*

**TRABUCO CANYON WATER DISTRICT
EXPENSE REIMBURSEMENT POLICY
BOARD APPROVED NOVEMBER 16, 2023**

The Trabuco Canyon Water District (**District**) is obligated to ensure that expenditures made by the District are solely for public purposes. The District also is responsible to taxpayers and the public to be prudent and wise in making those expenditures. The purpose of this **Policy** is to govern and provide for a process by which a member of the District's Board of Directors or a District employee may seek reimbursement for expenses that they have incurred in the conduct of agency business.

This Policy is adopted pursuant to Government Code Section 53232.2, which provides that if a local agency reimburses members of its legislative body for actual and necessary expenses incurred in the performance of official duties, then the agency's governing board must adopt a written policy, in a public meeting, specifying the types of activities that qualify for reimbursement of expenses such as those related to travel, meals and lodging. District Board members and employees should ensure that their proposed expenses are reimbursable before incurring the expenses. Additional procedures are set forth in Attachment A, which may be amended from time to time by the General Manager in accordance with applicable laws and in furtherance of the purposes of this Policy.

SECTION 1. AUTHORIZED EXPENSES. Expenses incurred in connection with the following types of activities generally constitute authorized and reimbursable expenses, and do not need pre-expense approval of the Board, as long as the other requirements of this Policy and implementing procedures are met:

- (a) Communicating with representatives of regional, state and national governments on Board-adopted policy positions;
- (b) Attending conferences or educational seminars designed to improve the skills and knowledge of Board members or District employees, so long as the skills and knowledge relate to their position with the District;
- (c) Participating in regional, state and national organizations whose activities affect the District's interests;
- (d) Performing tasks related to District business;
- (e) All other expenses must be approved by the Board, in a public meeting, before the expense is incurred.

SECTION 2. EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT. Expenses that are not eligible for reimbursement include:

- (a) The personal portion of any trip;
- (b) Political or charitable contributions;
- (c) Family expenses, including a partner's expenses when accompanying a Board member or an employee on District-related business, as well as child- or pet-related expenses;
- (d) Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf-related expenses), or other cultural events;
- (e) Alcohol/personal hotel honor bar expenses;
- (f) Tips greater than 20 percent (unless automatically included in the bill);
- (g) Regular commuting costs and personal automobile expenses, including for vehicle maintenance and repairs, traffic and parking citations, insurance and gasoline;
- (h) Personal losses incurred while on District business; and
- (i) Visitor gym fees where the lodging includes free gym services.

Any questions regarding the propriety of a particular type of expense should be resolved by the authorizing authority before the expense is incurred.

SECTION 3. TRANSPORTATION. Board members and employees are encouraged to use public transit and carpool to the maximum extent possible when travelling on District business. If transportation is needed for Directors or employees to travel for District business other than in District vehicles, costs are eligible for reimbursement as follows:

- (a) Airfare: Airfares that are reasonable and economical (coach fare) are eligible for reimbursement. Ticket purchases should be made well in advance to take advantage of low fares when possible.
- (b) Automobile:
 - (1) Personal automobile mileage is reimbursed at Internal Revenue Service (IRS) rates in effect at the time of travel. Tolls are eligible for reimbursement, unless the charges are incurred as part of the Director or employee's normal commute to or from the District.
 - (2) An employee of the District, authorized to travel on District business by use of a privately-owned motor vehicle, shall be reimbursed for the actual miles traveled portal to portal; mileage incurred for personal use during travel will not be reimbursed and must be segregated from actual District business mileage submitted for reimbursement. Reimbursement for auto mileage shall not exceed the cost of coach airfare for the same trip when it would be less expensive to fly than drive.
- (c) Car Rental: Rental car costs and fees are authorized for reimbursement only when necessary and when other transportation is not feasible or car rental is more economical. Cars are to be reserved at a rate that does not exceed the standard-size car rate.
- (d) Taxis/Rideshare: Taxi/Rideshare fares and gratuity (of no more than 20%) will be reimbursed only when shuttle or public transportation is not practical.
- (e) Parking and Shuttles: Reasonable parking costs will be reimbursed. Long-term parking or shuttle service to and from the airport may be claimed as a miscellaneous expense for reimbursement.
- (f) Public Transit: Actual fares for public transit will be reimbursed.

SECTION 4. LODGING. Lodging costs are only reimbursable when Directors or personnel travel for purposes set forth in Section 1, above. Lodging expenses at the single-room rate will be reimbursed or paid for when travel on District business reasonably requires an overnight stay. For overnight stays related to conferences, the number of nights reimbursed will not exceed the number of days attending the conference, unless otherwise approved by the authorizing authority. If such lodging is in connection with a conference, training or other educational activity, lodging expenses must not exceed the group rate published by the conference sponsor or training provider for the event in question, if such rates are available at the time of booking. If the group rate or lodging is not available, reimbursement will be limited to within a reasonable percentage of the U.S. General Services Administration (GSA) rate at the time of travel.

SECTION 5. MEALS & INCIDENTAL EXPENSES. Meals and incidental expenses are reimbursable whenever Directors or personnel travel for purposes set forth in Section 1, above, and as otherwise set forth below.

- (a) Business Meetings: Actual and reasonable costs of business meals and gratuities are allowed when representing the District, regardless of geographic location.
- (b) Conference, Seminar or Training: When Directors attend conferences, seminars and trainings for the District, reimbursements will be provided for the actual cost of meals, capped by the maximum established GSA for all meals, based on the locations of the events. Employees are entitled to reimbursement at the GSA rates for all meals not provided under conference, seminar and training registration fees.
- (c) Alcohol: The District will not pay for alcohol or hotel-room personal bar/honor bar expenses.
- (d) Other: Employees may be reimbursed for other meal costs under the following conditions:

- (i) When the employee is performing emergency work and cannot leave the job during the normal meal period.
- (ii) When an exempt employee is required to work outside of their normal work hours.
- (iii) When a meal is purchased for non-District personnel performing a complimentary service for the District, e.g., serving on a District oral interview panel.
- (iv) When provided during staff meetings, open houses and other District-sponsored obligatory meetings.

SECTION 6. REGISTRATION FEES

Registration fees for conferences or meetings will be reimbursed at actual cost.

SECTION 7. FAX/INTERNET

Board members and employees will be reimbursed for actual fax or internet connection expenses incurred for District business.

SECTION 8. LAUNDRY OR VALET SERVICE

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

SECTION 9. REPORTS TO THE BOARD

When a Board member attends a conference, training, seminar or other event for which they seek reimbursement from the District, the Board member must submit a brief oral or written report at the next regular Board meeting. If multiple members attended, a joint report may be made.

SECTION 10. COMPLIANCE WITH LAWS

District Board members and employees should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expense reports, Travel Authorization Forms and accompanying documentation are public records subject to disclosure under the Public Records Act and other applicable laws.

SECTION 11. IMPLEMENTING PROCEDURES

The District and its Board members and employees must follow the procedures adopted to implement this Policy. The procedures may be revised by the General Manager in compliance with all laws and in furtherance of this Policy.

SECTION 12. DISCIPLINARY ACTIONS FOR NON-COMPLIANCE

Misuse of public resources or falsifying expense reports in violation of District Policy or procedures may result in any or all of the following:

- (a) Loss of reimbursement privileges;
- (b) Required restitution to the District;
- (c) The District reporting the expenses as income to State and Federal tax authorities;
- (d) Civil Penalties of up to \$1,000 per day and three-times the value of the resources used (Gov't Code §§53232.4 and 8314);
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**ATTACHMENT A:
PROCEDURES IMPLEMENTING
TRABUCO CANYON WATER DISTRICT
EXPENSE REIMBURSEMENT POLICY**

1. PURPOSE

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 - iv. A copy of the Program or Agenda of the event(s) attended, when relevant;
 - v. If a Director or employee does not attend a planned trip and nonrefundable expenses have been incurred for registration, lodging and/or travel, a written explanation of the reasons for non-attendance; and
 - vi. When original receipts are required under these procedures, but have been lost, a duplicate receipt if available;
 - vii. If neither an original nor duplicate receipt is available, or if a receipt is not available for a small expenditure (e.g., parking meters), a detailed explanation of the expenditure and explanation of which receipts are not available; and
 - viii. Telephone bills identifying calls made on District business, when relevant.
 - ix. It is the employee's and Director's personal responsibility to submit an expense report and make payments in a timely manner. The District will not be responsible for interest payments or late charges that occur on credit cards. The District will in turn make every effort to reimburse properly documented and approved expenses in a timely manner, typically within seven business days.
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6. AUDITS OF EXPENSE REPORTS

All evidence of expenses and related documentation are subject to verification that they comply with the Policy and these Procedures.



**TRABUCO CANYON WATER DISTRICT
Expense Reimbursement Form**

DIRECTOR/EMPLOYEE NAME:

PURPOSE:

DATE(S):

| EXPENSE DETAIL | DATE | DISTRICT PAID | DIRECTOR/EMPLOYEE PAID | TOTAL |
|--|-------------|----------------------|-------------------------------|--------------|
| Conference Cost | | \$ - | \$ - | \$ - |
| | | | | |
| Lodging | | \$ - | \$ - | \$ - |
| | | | \$ - | \$ - |
| | | | \$ - | \$ - |
| | | | \$ - | \$ - |
| Meals | | \$ - | \$ - | \$ - |
| | | | | |
| Mileage | | \$ - | \$ - | \$ - |
| | | | | |
| TOTAL COST | | \$ - | \$ - | \$ - |
| | | | | |
| Director/Employee Reimbursement | | | \$ - | |

**All expenses submitted for consideration of reimbursement shall be consistent with Section 1: Authorized Expenses in the District's adopted Expense Reimbursement Policy approved by the Board of Directors on June 16, 2022.*

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

**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 9: APPROVAL OF CONTRACT WITH P2S FOR SYSTEM WIDE ARC FLASH AND COORDINATION STUDY

Regulations have advanced since the District’s facilities were originally constructed to better protect personnel from arc flash and other electrical hazards. Compliance with these regulations is not only a legal obligation but also integral to safeguarding the well-being of our personnel. In keeping with the District’s commitment to safety and regulatory compliance, District staff recommend conducting a System-Wide Arc Flash and Coordination Study (Study) to achieve the following objectives:

1. Confirm that each facility complies with the National Electric Code (NEC), National Fire Protection Association (NFPA) 70E, and Occupational Safety and Health Administration (OSHA) requirements, and if not;
2. Make recommendations to bring each facility into compliance;
3. Create single line diagrams;
4. Prepare an arc flash risk assessment as required NFPA 70E 130.5;
5. Make recommendations on the use of personal protective equipment (PPE);
6. Implement arc flash signage/labels as required by NEC 110.16; and
7. Provide staff with training.

In September 2023, the District invited a shortlist of eight qualified firms to respond to an RFP for the System-Wide Arc Flash and Coordination Study. Staff received proposals from the following companies:

| Arc Flash Companies |
|----------------------------|
| P2S, Inc. |
| EPS Voltyx Company |
| NCS Delta Systems |
| Hazen & Sawyer |
| Tesco Controls, Inc. |

Staff evaluated the proposals (Exhibit 1) and are recommending PS2, Inc. due to their project understanding, local experience, and thoroughness of the proposal. In addition to the Study, Staff has coordinated with ACWA-JPIA to perform the infrared/thermograph imaging at all our facilities in November 2023, which is at no cost. The District intends to enter into a professional services contract with the successful respondent. The Study is not considered a capital improvement and therefore will be funded by the General Fund.

FUNDING SOURCE:

General Fund

FISCAL IMPACT (PROJECT BUDGET):

Project Budget: \$90,000

Project Cost: \$150,480

ENVIRONMENTAL COMPLIANCE:

Not Applicable

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee

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

RECOMMENDED ACTION:

Authorize the General Manager to execute a contract for the System Wide Arc Flash and Coordination Study to PS2, Inc. in the amount of \$136,800, plus a 10% contingency of \$13,680, for a total not-to-exceed amount of \$150,480.

EXHIBIT(S):

1. Proposal Evaluation

CONTACTS (staff responsible): PALUDI/LAUSTEN

PROPOSAL EVALUATION
System Wide Arc Flash and Coordination Study

| Category | Weight | P2S | NCS Delt Systems | Tesco | EPS VOLTYX | Hazen & Sawyer |
|--|--------------|--|--------------------|--------------------|--------------------|--------------------|
| | | Project Understanding and Level of Effort Project Approach, Understanding of the Scope of Work & Level of Effort on the Proposal | 50% | 9 | 6 | 8 |
| Proposed Team Qualification in Arc Flash Studies Team Expertise & Experience (Qualifications, Registrations, Licenses), including subconsultants | 20% | 9 | 9 | 7 | 5 | 9 |
| Company Qualification Firms Experience on Similar Projects, Local Staffing | 15% | 9 | 9 | 6 | 6 | 8 |
| Project Management and QA/QC | 15% | 8 | 5 | 6 | 5 | 8 |
| Total Weighted Score: | 100% | 8.9 | 6.9 | 7.2 | 6.7 | 8.2 |
| System Wide Arc Flash Coordination Study Project | Total | \$136,800.0 | \$161,130.0 | \$134,150.0 | \$343,644.0 | \$281,390.0 |
| Arc Flash Separate Costs for Additional Items | | | | | | |
| Separate Cost: O'Neill Lift Station | | \$4,000.0 | \$0.0 | \$5,725.0 | \$0.0 | \$11,890.0 |
| Separate Cost: Infrared Inspection of Electrical Equipment | | \$27,000.0 | \$16,113.0 | \$54,550.0 | \$0.0 | \$86,892.0 |
| Separate Cost: Arc Flash Training | | \$0.0 | \$0.0 | \$10,950.0 | \$0.0 | \$6,310.0 |
| Total | | \$31,000.0 | \$16,113.0 | \$71,225.0 | \$0.0 | \$105,092.0 |
| Total Project Costs for All Items | | \$167,800.0 | \$177,243.0 | \$205,375.0 | \$343,644.0 | \$386,482.0 |

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

ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

ITEM 10: 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/COLLINS