



**REGULAR BOARD MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA  
ADMINISTRATIVE FACILITY  
DECEMBER 21, 2023 AT 5:30 PM**

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**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

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**AGENDA NOTE:**

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

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

*Persons desiring to monitor the Board meeting agenda items may download the Board meeting agenda and documents on the internet at [www.tcwd.ca.gov](http://www.tcwd.ca.gov). You may submit public comments by email to the Board at [mperea@tcwd.ca.gov](mailto:mperea@tcwd.ca.gov). In order to be part of the record, emailed comments on meeting agenda items must be received by the District, at the referenced e-mail address, not later than 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](mailto:mperea@tcwd.ca.gov). Public comments may also be submitted by teleconference during the meeting. The Board President will call on the visitor following the Board's discussion about the matter. Members of the public will be given the opportunity to speak prior to the Board taking action on that item. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.*

**ORAL COMMUNICATION**

*Members of the public who wish to make comment on matters not appearing on the agenda are requested to submit oral communication by email to the Board at [mperea@tcwd.ca.gov](mailto:mperea@tcwd.ca.gov). Public comments may also be submitted by teleconference during the meeting. Under the requirements of State Law, Directors cannot 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

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

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

**RECOMMENDED ACTION**

*Approve the minutes of the following Board Meetings:*

1. November 16, 2023 Regular Board Meeting

### ITEM 2: TREASURER'S REPORT

a. FINANCE/AUDIT COMMITTEE MEETING

**RECOMMENDED ACTION:**

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

1. November 9, 2023

b. PRESENTATION OF FINANCIALS

**RECOMMENDED ACTION:**

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

1. October 2023

c. PAYMENT OF BILLS FOR CONSIDERATION

**RECOMMENDED ACTION:**

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

### ITEM 3: APPROVAL OF ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

**RECOMMENDED ACTION:**

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

1. November 1, 2023

### ITEM 4: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

**RECOMMENDED ACTION:**

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

1. November 8, 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. November 2023

**ITEM 6: DISTRICT ENERGY EFFICIENCY AD HOC COMMITTEE UPDATE**

**RECOMMENDED ACTION:**

*Receive information and presentation at the time of the meeting.*

**ITEM 7: ELECTION OF BOARD OFFICERS**

**RECOMMENDED ACTION(S):**

*Pursuant to the District's General Policy and Rules and Regulations, hold elections for the offices of President and Vice President of the Board of Directors.*

**ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO CALENDAR YEAR 2024 BOARD MEMBER COMMITTEE APPOINTMENTS AND AGENCY REPRESENTATIVE ASSIGNMENTS**

**RECOMMENDED ACTION:**

*Board President to appoint Board Members and District staff to District committee(s) and make other agency representative assignments pursuant to District Policy and District Rules and Regulations Section 2.4.1.*

**ITEM 9: DISCUSSION OF DISTRICT HUMAN RESOURCES AND BENEFITS ADMINISTRATION SUPPORT**

**RECOMMENDED ACTION:**

*Receive information at the time of the meeting. No action required.*

**ITEM 10: APPROVAL OF URBAN WATER INSTITUTE (UWI) SPRING CONFERENCE SPONSORSHIP**

**RECOMMENDED ACTION:**

*Approve an annual sponsorship of the Urban Water Institute for 2024 in the amount of \$3,000.*



**ENGINEERING MATTERS**

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**ITEM 11: CAPITAL IMPROVEMENT PROGRAM (CIP) MID-YEAR UPDATE**

**RECOMMENDED ACTION:**

*Receive information at the time of the meeting. No action required.*

**ITEM 12: APPROVAL OF CONTRACT AWARD TO PACIFIC HYDROTECH FOR GOLF CLUB SEWER LIFT STATION IMPROVEMENTS**

**RECOMMENDED ACTION:**

*Authorize the General Manager to execute a construction contract for the Golf Club Sewer Lift Station Improvements with Pacific Hydrotech Corporation in the amount of \$1,889,300 plus a 5% contingency of \$94,465, for a total not-to-exceed amount of \$1,983,765.*

**ITEM 13: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH MUNICIPAL WATER DISTRICT OF ORANGE COUNTY (MWDOC) FOR LEAD AND COPPER RULE REVISION (LCRR) COMPLIANCE**

**RECOMMENDED ACTION:**

*Authorize the General Manager to execute a professional services agreement for the LCRR Service Line Inventory with MWDOC (Choice Program) in the not-to exceed amount of \$98,008.*

**ITEM 14: APPROVAL OF AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT WITH JIG CONSULTANTS FOR HERITAGE SEWER LIFT STATION IMPROVEMENTS**

**RECOMMENDED ACTION:**

*Authorize the General Manager to execute Amendment No. 2 in the amount of \$15,130 to the Professional Services Agreement for Construction Support Services with JIG Consultants for a total agreement not-to-exceed amount of \$111,960.*

**ITEM 15: APPROVAL OF AMENDMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT WITH JIG CONSULTANTS FOR GOLF CLUB SEWER LIFT STATION IMPROVEMENTS**

**RECOMMENDED ACTION:**

*Authorize the General Manager to execute Amendment No. 3 in the amount of \$75,590 to the Professional Services Agreement for Construction Support Services with JIG Consultants for a total agreement not-to-exceed amount of \$219,085.*

**LEGISLATIVE AND OTHER MATTERS**

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**ITEM 16: DISCUSSION AND POSSIBLE ACTION(S) REGARDING POTENTIAL USES OF DISTRICT PROPERTY CONSISTENT WITH THE SURPLUS LAND ACT**

**RECOMMENDED ACTION(S):**

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



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING AGENDA | DECEMBER 21, 2023**

**ITEM 17: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)**

***RECOMMENDED ACTION(S):***

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

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

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**ITEM 18:** \_\_\_\_\_

**ITEM 19:** \_\_\_\_\_

**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](http://www.tcwd.ca.gov). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available online at [www.tcwd.ca.gov](http://www.tcwd.ca.gov) at the same time as they are distributed to the Board Members, except that, if such writings are distributed immediately prior to or during the meeting, they will be posted online on the District's website located at [www.tcwd.ca.gov](http://www.tcwd.ca.gov).*

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

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

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

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

**January 18, 2024 | February 15, 2024 | March 21, 2023**



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | DECEMBER 21, 2023**

**CONSENT CALENDAR**

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

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**RECOMMENDED ACTION**

*Approve the minutes of the following Board Meetings:*

- 1. November 16, 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 | NOVEMBER 16, 2023**

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on November 16, 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 Glenn Acosta – arrived at approximately 5:40 p.m.  
Director Don Chadd  
Director Michael Safranski

### **STAFF PRESENT**

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

### **DISTRICT CONSULTANTS**

Claire Collins, Hanson & Bridgett, LLP – General Counsel

### **PUBLIC PRESENT**

There were members of the public present.

### **PLEDGE OF ALLEGIANCE**

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

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

None

### **VISITOR PARTICIPATION**

None

### **ORAL COMMUNICATION**

None

### **DIRECTOR'S COMMENTS**

Director Safranski reported on his attendance at the City of RSM City Council meeting, and he provided a brief update concerning their presentation honoring military veterans for the Veteran's Day holiday. Director Safranski reported on the District media release on the Government Finance Officers Association (GFOA) recognition of the District's Accounting Comprehensive Financial Report (ACFR), and he acknowledged Ms. Warner's contributions.

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

Director Mandich reported on his attendance at the South Orange County Integrated Regional Watershed Management Area (IRWM) meeting, and he mentioned that there were presentations on the H2O for HOAs annual event and the State Water Resources Control Board limits on water use beginning January 2024.

Director Chadd reported on his attendance at the Community Associations of Rancho (CAR) meeting, and he commented that the group presented an update on home hardening consistent with Orange County Fire Authority (OCFA) and the potential use of the District’s administration facility marquee for a banner highlighting the importance of home hardening due to high fire concerns.

Director Dopudja had no comments.

**REPORT FROM THE GENERAL MANAGER**

Mr. Perea reported on the following matters:

- Mr. Paludi was out of the office and will be returning in early December.
- Ms. Lausten was out of the office due to illness.
- District staff is launching its water user mobile application Dropcountr in the month of December and will advertise the application through social media and newsletter.
- The District is participating in the Spark of Love toy drive and will be accepting unwrapped and unopened toys through December 12, 2024.

Director Acosta arrived and entered the Board Room at approximately 5:40 p.m.

**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 Mandich  
**SECOND:** Director Acosta  
**AYES:** Directors Dopudja, Mandich, Acosta, Chadd & Safranski  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** None  
**MOTION PASSED/FAILED:** Passed 5 -0.

**ACTION CALENDAR**

***ADMINISTRATIVE MATTERS***

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

Mr. Perea 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 October 2023– Director Acosta  
**SECOND:** Director Safranski  
**AYES:** Directors Dopudja, Mandich, Acosta, Chadd & Safranski  
**NOES:** None  
**ABSTAIN:** None

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

**ABSENT:** None

**MOTION PASSED/FAILED:** Passed 5 -0.

**ITEM 6: DISTRICT ENERGY EFFICIENCY AD HOC COMMITTEE UPDATE**

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Mr. Perea 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 next steps. Director Safranski reported that the District's total energy use has been reduced by 1.5% based on staff efforts and other energy efficiencies. Director Acosta recommended that staff work to improve efficiencies at the Robinson Ranch Wastewater Treatment Plant as it is the District's most energy intensive facility, as well as, identify other opportunities for onsite power storage through batteries.

**MOTION:** None

**ITEM 7: DISCUSSION CONCERNING RESIDENTIAL WATER METER RESIZING PROCEDURE**

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Mr. Perea presented this matter for Board consideration, and he mentioned that this matter was approved by the Board at the previous regular meeting and subsequently reviewed with the Executive Committee. Mr. Perea reported that District staff made the application materials publicly available on the District's website and at the main office front desk this week for customers. Mr. Perea reported that the District's website has a dedicated webpage for this procedure and he reviewed the approval process with the Board, and he mentioned that customer service staff will track applications consistent with the process.

Director Dopudja opened the floor to public speakers on this matter.

Mr. Fred Yeakel addressed the Board of Directors and he expressed his concerns about the adopted procedure and policy. Mr. Yeakel commented that the increased water meter flat charge has been a financial hardship and that he does not require a two-inch water meter for his normal water use. Mr. Yeakel added that his daughter is a real estate attorney and that she would be willing to discuss the legality of the notice and indemnity agreement form with District general counsel.

Ms. Sue Marucci addressed the Board of Directors and expressed her concerns about the adopted procedure and policy, and she commented that reducing the meter size is not the appropriate solution but that the charges are too high. Mr. Marucci expressed her concerns with the notice and indemnity agreement form as it creates a burden on the homeowner, and she commented that this type of form is not used at other agencies.

Ms. Sue Marucci, on behalf of Mr. Jeff Foster, addressed the Board of Directors and further expressed her concerns about the notice and indemnity agreement form. Ms. Marucci stated that the form does not address the customers infrastructure or the potential of fire damage to neighboring structures after a water meter size is reduced.

Director Dopudja commented that the purpose of the notice and indemnity agreement form is to serve as a protection to both the homeowner and the District, as well as to provide notice to future homeowners in the event the home is sold to another party. Director Dopudja added that the District may be willing to modify the form requirement after further discussion with general counsel. Ms. Collins added that she will discuss this matter with the real estate attorney.

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

Discussion occurred concerning a motion to authorize general counsel to consult with the real estate attorney concerning the notice and indemnity agreement form requirement, but it was withdrawn per general counsel recommendation.

**MOTION:** None

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

Mr. Perea presented this matter for Board consideration, and he reported that this matter was reviewed with the Executive Committee. Ms. Collins provided an overview of the proposed changes, both minor, non-substantive changes for consistency and the proposed changes to Section 4-Lodging requirements which would update the language regarding overnight stays related to conferences.

Director Chadd expressed concerns on the proposed lodging requirement language, and he commented that limiting the number of nights to the number of conference days can be challenging for directors that drive to conferences in distant locations. Director Chadd recommended that the lodging requirements should allow for bookending the event, and he did not support the proposed language.

Director Safranski supports the goal to minimize District costs, but he echoed Director Chadd's concerns with the proposed language. Director Safranski recommended that the policy needs to consider conference attendees in different circumstances as the purpose of attending these events is for District business, not personal use.

Director Acosta supported the proposed updated language as the lodging should be for District-related business only, but the policy should include some flexibility related to travel.

Ms. Collins responded that the purpose of the language is to apply to typical conferences that directors and/or staff may attend and that there will be exceptions that may be subject to approval by the authorizing authority per the policy. Discussion occurred concerning US General Services Administration (GSA) rates for lodging and travel.

Director Acosta recommended clarifying who is the authorizing authority referenced in the policy. Director Dopudja commented that the intent was for the Board of Directors to be authorizing authority.

**MOTION:** Approve the updated District Expense Reimbursement Policy and Procedures – Director Acosta

**SECOND:** None

**MOTION PASSED/FAILED:** Failed for lack of a second.

Director Mandich commented that the proposed language inadvertently created a requirement for approval by the Board of Directors, and instead, he recommended approving the minor changes only and leaving the lodging reimbursement language unchanged by using a reason standard.

**MOTION:** Approve the proposed minor changes to the District Expense Reimbursement Policy and Procedures only – Director Mandich

**SECOND:** Director Chadd

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

**NOES:** Director Dopudja

**ABSTAIN:** None

**ABSENT:** None

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

**MOTION PASSED/FAILED:** Passed 4 - 0 – 1 with Director Dopudja voting no.

**ENGINEERING MATTERS**

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

Mr. Perea presented this matter for Board consideration, and he reported that this matter was reviewed with the Engineering/Operational Committee. Mr. Perea reported that District staff issued a request for proposals (RFP) to eight qualified firms to bring the District’s facilities into regulatory compliance and that five firms responded to the RFP. Mr. Perea reviewed a proposal evaluation with the Board, and he recommended the Board award the contract to P2S, Inc. for the study. Director Acosta expressed his support for that work to ensure that operations employees are safe while carrying out their duties.

**MOTION:** Authorize the General Manager to execute a contract for the System Wide Arc Flash and Coordination Study to P2S, Inc. in the amount of \$136,800, plus a 10% contingency of \$13,680, for a total not-to-exceed amount of \$150,480 – Director Safranski

**SECOND:** Director Mandich

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**MOTION PASSED/FAILED:** Passed 5 -0.

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

Mr. Perea reported on his attendance at the Municipal Water District of Orange County (MWDOC) Managers Meeting, and he provided an update on certain matters discussed at the meeting, including the MWDOC 2024-25 budget development process and the projected impacts of Metropolitan Water District of Southern California (MET) rate strategy for future years.

Ms. Collins provided a brief update and short PowerPoint presentation on the Surplus Land Act impacts to public agency-owned land. Discussion occurred about agendaing this matter for a future regular meeting for Board consideration.

**MOTION:** None

**GENERAL COUNSEL REPORT**

Ms. Collins reported that she would provide a legislative update to the Board at the next regular meeting, and that she is scheduled to deliver a presentation at the ACWA Fall Conference on proposition 218.

**OTHER INFORMATION/MATTERS**

Mr. Perea wished all in attendance a happy and safe Thanksgiving holiday.

**ADDITIONAL DIRECTORS' COMMENTS**

None

**ADJOURNMENT**

President Dopudja adjourned the November 16, 2023, Regular Board Meeting at 7:00 p.m.

TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | DECEMBER 21, 2023

CONSENT CALENDAR

ITEM 2: TREASURER'S REPORT

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a. *FINANCE/AUDIT COMMITTEE MEETING*

**RECOMMENDED ACTION:**

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

1. *November 9, 2023*

b. *PRESENTATION OF FINANCIALS*

**RECOMMENDED ACTION:**

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

1. *October 2023*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

**RECOMMENDED ACTION:**

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

**EXHIBITS:**

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

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



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

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**DIRECTORS PRESENT**

Don Chadd, Committee Chair  
Ed Mandich, Committee Member Alternate

**DIRECTORS ABSENT**

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 November 9, 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**

There were no comments received.

**REPORT FROM THE GENERAL MANAGER**

There were no comments received.

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

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

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

**SECOND:** Mr. Perea

**AYES:** Directors Chadd & Mr. Perea

**NOES:** None

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

**ABSTAIN:** None  
**MOTION PASSED/FAILED:** Passed 2-0

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

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Mr. Paludi presented the Directors' Fees and Expenses Report and Tentative Future Meetings/Attendance Report for Committee consideration and review. Discussion occurred concerning a correction on Director Mandich'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 October 2023 and tentative future meetings/attendance (Action Calendar) – Director Mandich

**SECOND:** Director Chadd

**AYES:** Directors Mandich & Chadd

**NOES:** None

**ABSTAIN:** None

**MOTION PASSED/FAILED:** Passed 2-0

**ITEM 3: OTHER MATTERS**

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Mr. Paludi provided updates on the following matters:

**Debt Issuance update**

Mr. Paludi reported that District staff is working with its financial consultants to refinance the existing \$10M loan by the end of the fiscal year consistent with the adopted financial plan. Director Chadd requested that staff present a proposed timeline of the issuance and associated project funding.

**Meter Downsizing Program update**

Mr. Paludi reported that this matter was reviewed with the Executive Committee related to minor changes after Board approval, and that staff will update the District's website with a dedicated webpage and the permit application for public use.

**MOTION:** None

**ITEM 4: FINANCIAL REPORT**

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Ms. Warner presented the preliminary unaudited financials for September 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 slightly lower than budgeted.

**Fixed Water Purchases**

Ms. Warner reported that this line item was trending higher than budgeted due to the annual one-time payment of charges paid to MWDOC.

**Total Salaries & Benefits**

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

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

***Safety, Supplies, & Testing***

Ms. Warner reported that this line item was higher than budgeted due to increased lab testing and supply purchases.

***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.

Director Acosta inquired on the status of the SCADA System Upgrades FY 22-23; Mr. Perea provided a brief status update on the project, and he reported on recent challenges with the contractor due to reduced staffing.

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

**SECOND:** Director Chadd

**AYES:** Directors Mandich & Chadd

**NOES:** None

**ABSTAIN:** None

**MOTION PASSED/FAILED:** Passed 2-0

**ADJOURNMENT**

Director Chadd adjourned the November 9, 2023, Finance/Audit Committee Meeting at 8:23 a.m.



**Trabuco Canyon Water District**  
**Balance Sheet**  
**October 31, 2023**  
**(Unaudited)**

	October 2023
<b>1 Assets</b>	
<b>2 Cash &amp; Investments</b>	
3 Cash & Investments - Unrestricted	\$ 2,215,576
4 Cash & Investments - Restricted	4,179,600
<b>5 Total Cash &amp; Investments</b>	6,395,177
<b>6 Other Current Assets</b>	
7 Accounts Receivable, Net	2,451,604
8 Prepaid & Other	51,036
9 Fair Market Value Adjustment <sup>1</sup>	(35,057)
<b>10 Total Other Current Assets</b>	2,467,583
<b>11 Capital Assets</b>	
12 Capital Assets, at Cost	127,610,873
13 Accumulated Depreciation	(81,878,111)
14 Construction in Progress	3,161,042
<b>15 Total Capital Assets</b>	48,893,805
16 Net OPEB Asset	201,692
17 Deferred Outflows of Resources (DOR)	2,723,847
<b>18 Total Assets &amp; DOR</b>	<b>\$ 60,682,103</b>
<b>19 Liabilities</b>	
<b>20 Current Liabilities</b>	
21 Accounts Payable	\$ 1,098,633
22 Accrued Expenses	336,317
23 Current Portion-Long Term Debt	94,972
24 Deposits on Hand	106,618
<b>25 Total Current Liabilities</b>	1,636,540
<b>26 Long-Term Liabilities</b>	
27 Net Pension Liability	4,449,117
28 State Revolving Fund Loan	1,675,794
29 Bank of the West Loan	10,000,000
<b>30 Total Long Term Liabilities</b>	16,124,911
31 Deferred Inflows of Resources (DIR)	709,189
<b>32 Total Liabilities &amp; DIR</b>	18,470,639
<b>33 Net Position</b>	42,211,464
<b>34 Total Liabilities, Net Position &amp; DIR</b>	<b>\$ 60,682,103</b>

<sup>1</sup> 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**  
**October 31, 2023**  
**(Unaudited)**

	Type	Cost	Market	% Total
<b>District Cash &amp; Investments</b>				
<b>Unrestricted</b>				
Local Agency Investment Fund (LAIF)	Investment	\$ (2,148,313)	\$ (2,118,897)	-33.3%
California Cooperative Liquid Assets Securities System (CLASS)	Investment	3,615,090	\$ 3,614,714	56.7%
Bank of the West	Checking	748,798	748,798	11.8%
<b>Total Unrestricted</b>		<b>2,215,576</b>	<b>2,244,615</b>	<b>35.2%</b>
<b>Restricted</b>				
LAIF - Water Storage Facilities	Investment	1,099,052	1,084,004	17.0%
LAIF - Interim Sewage	Investment	123,612	121,920	1.9%
LAIF - Debt Issuance 2022	Investment	2,719,029	2,681,800	42.1%
CLASS - Debt Issuance	Investment	-	-	0.0%
Cash in CB&T Reserved for SRF Loan	Checking	237,906	237,906	3.7%
<b>Total Restricted</b>		<b>4,179,600</b>	<b>4,125,630</b>	<b>64.8%</b>
<b>Total District Cash &amp; Investments</b>		<b>\$ 6,395,177</b>	<b>\$ 6,370,244</b>	<b>100.0%</b>

**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 October 31, 2023**  
**(Unaudited)**

	October 2023	YTD Actual	FY 24 Adopted Budget	YTD 33%
<b>1 Operating Revenue</b>				
2 Fixed / Capital Service Charges	\$ 268,150	\$ 973,381	\$ 3,113,000	31%
3 Variable Consumption Charges	351,642	1,549,649	3,978,400	39%
4 Baker Treatment Plant Water Sales	86,441	314,469	1,560,500	20%
5 Customer Fees	14,735	46,223	238,800	19%
6 Standby Charges	1	38	32,300	0%
7 Uncollectable Accounts	-	-	(23,000)	0%
<b>8 Total Operating Revenue</b>	<b>720,969</b>	<b>2,883,759</b>	<b>8,900,000</b>	<b>32%</b>
<b>9 Operating Expense</b>				
<b>10 Source of Supply</b>				
11 Fixed Water Purchases	22,299	151,106	348,900	43%
12 Variable Water Purchases	100,160	458,405	2,015,100	23%
13 Baker Treatment Plant Water Sold	86,441	314,469	1,338,400	23%
14 Water Treatment	4,713	60,146	394,300	15%
15 Pumping Electricity	30,058	132,958	244,300	54%
<b>16 Total Source of Supply</b>	<b>243,670</b>	<b>1,117,084</b>	<b>3,992,100</b>	<b>28%</b>
<b>17 Salaries and Benefits</b>				
18 Employee/Director Wages	149,860	611,431	1,954,800	31%
19 Employee/Director Benefits	31,935	162,908	510,400	32%
20 Retiree Health Insurance	12,227	40,387	115,300	35%
21 Transfer In - 115 OPEB Trust Reimbursement	-	-	(115,300)	0%
22 CalPERS Retirement (Normal)	24,967	101,292	323,400	31%
23 CalPERS Unfunded Accrued Liability (Minimum)	-	164,806	170,300	97%
24 Payroll Taxes	9,649	47,016	146,000	32%
<b>25 Total Salaries and Benefits</b>	<b>228,638</b>	<b>1,127,840</b>	<b>3,104,900</b>	<b>36%</b>
<b>26 Transmission and Distribution</b>				
27 System Repairs and Maintenance	59,297	153,305	258,700	59%
28 Vehicles and Equipment	7,934	31,724	101,200	31%
29 Safety, Supplies and Testing	4,374	28,070	45,400	62%
<b>30 Total Transmission and Distribution</b>	<b>71,606</b>	<b>213,099</b>	<b>405,300</b>	<b>53%</b>
<b>31 General and Administrative</b>				
32 Professional Services	50,661	155,912	513,400	30%
33 Office Maintenance, Supplies and Software	20,896	148,425	310,600	48%
34 District Insurance	47,312	116,597	109,300	107%
35 Dues and Memberships	12,675	43,089	95,400	45%
36 Public Outreach	7,323	63,721	103,300	62%
37 Customer Service and Billing	4,067	17,481	68,400	26%
38 Conference, Trainings and Travel	5,239	13,494	34,100	40%
<b>39 Total General and Administrative</b>	<b>148,174</b>	<b>558,719</b>	<b>1,234,500</b>	<b>45%</b>
<b>40 Total Operating Expense</b>	<b>692,087</b>	<b>3,016,742</b>	<b>8,736,800</b>	<b>35%</b>
<b>41 Net Operating Revenue / (Expense)</b>	<b>28,881</b>	<b>(132,984)</b>	<b>163,200</b>	
<b>42 Non-Operating Revenue / (Expense)</b>				
43 Property Tax Revenue	3,240	18,214	1,245,000	1%
44 Interest Revenue - Unrestricted	(21,633)	19,240	115,700	17%
45 Other Revenue and Reimbursements	2,520	18,224	54,400	34%
46 Miscellaneous Expense	(447)	(85,309)	(6,200)	1376%
<b>47 Net Non-Operating Revenue / (Expense)</b>	<b>(16,320)</b>	<b>(29,631)</b>	<b>1,408,900</b>	
<b>48 Net Total Revenue / (Expense)</b>	<b>12,561</b>	<b>(162,614)</b>	<b>1,572,100</b>	
<b>49 Other Unrestricted Cash Inflow / (Outflow)</b>				
50 Transfer In - Debt Proceeds for Capital	-	346,351	1,206,000	29%
51 Capital Improvement Program (CIP)	-	(346,351)	(1,206,000)	29%
52 Debt Service - Principal and Interest	-	-	(901,100)	0%
<b>53 Net Other Unrestricted Cash Inflow / (Outflow)</b>	<b>-</b>	<b>-</b>	<b>(901,100)</b>	<b>0%</b>
<b>54 Net Total Unrestricted Cash Inflow / (Outflow)</b>	<b>\$ 12,561</b>	<b>\$ (162,614)</b>	<b>\$ 671,000</b>	



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

Project		October 2023	YTD Actual	FY 24 Adopted Budget	YTD 33%
1	<b>Water CIP</b>				
2	<b>Capital Improvements / Replacements</b>				
3	DWTP Office & Storage	\$ -	\$ -	\$ 350,000	0%
4	SCADA System Upgrades FY 24	-	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	<b>Total Capital Improvements / Replacements</b>	-	<b>153,244</b>	<b>1,015,000</b>	<b>15%</b>
9	<b>Equipment</b>				
10	Fleet	-	174,950	91,000	192%
11	<b>Total Equipment</b>	-	<b>174,950</b>	<b>91,000</b>	<b>192%</b>
12	<b>Programs</b>				
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	<b>Total Programs</b>	-	<b>18,157</b>	<b>100,000</b>	<b>18%</b>
17	<b>Total Water CIP</b>	<b>\$ -</b>	<b>\$ 346,351</b>	<b>\$ 1,206,000</b>	<b>29%</b>



**Trabuco Canyon Water District**  
**Budget to Actual - Sewer**  
**For the period July 1, 2023 through October 31, 2023**  
**(Unaudited)**

	October 2023	YTD Actual	FY 24 Adopted Budget	YTD 33%
<b>1 Operating Revenue</b>				
2 Sewer Residential Charges	\$ 167,074	\$ 644,559	\$ 1,933,800	33%
3 Sewer Commercial Charges	18,041	79,514	189,800	42%
4 Customer Fees	13,856	54,804	281,100	19%
5 Uncollectable Accounts	-	-	(3,500)	0%
<b>6 Total Operating Revenue</b>	<b>198,970</b>	<b>778,877</b>	<b>2,401,200</b>	<b>32%</b>
<b>7 Operating Expense</b>				
<b>8 Salaries and Benefits</b>				
9 Employee/Director Wages	72,968	304,558	961,500	32%
10 Employee/Director Benefits	12,700	60,414	235,700	26%
11 Retiree Health Insurance	4,367	14,423	41,200	35%
12 Transfer In - 115 OPEB Trust Reimbursement	-	-	(41,200)	0%
13 CalPERS Retirement (Normal)	9,022	36,553	115,600	32%
14 CalPERS Unfunded Accrued Liability (Minimum)	-	76,658	79,200	97%
15 Payroll Taxes	3,446	16,791	73,200	23%
<b>16 Total Salaries and Benefits</b>	<b>102,503</b>	<b>509,397</b>	<b>1,465,200</b>	<b>35%</b>
<b>17 Transmission and Distribution</b>				
18 System Repairs and Maintenance	48,761	113,859	295,600	39%
19 T&D Electricity	21,063	85,087	196,300	43%
20 Vehicles and Equipment	2,777	13,803	39,300	35%
21 Safety, Supplies and Testing	2,544	6,902	41,200	17%
<b>22 Total Transmission and Distribution</b>	<b>75,145</b>	<b>219,653</b>	<b>572,400</b>	<b>38%</b>
<b>23 General and Administrative</b>				
24 Professional Services	19,357	62,156	184,900	34%
25 Office Maintenance, Supplies and Software	10,539	67,316	159,300	42%
26 District Insurance	16,897	41,642	42,600	98%
27 Dues and Memberships	6,046	51,927	122,000	43%
28 Public Outreach	2,293	4,433	18,300	24%
29 Customer Service and Billing	1,043	3,685	19,200	19%
30 Conference, Trainings and Travel	1,871	4,819	12,000	40%
<b>31 Total General and Administrative</b>	<b>58,047</b>	<b>235,977</b>	<b>558,300</b>	<b>42%</b>
<b>32 Total Operating Expense</b>	<b>235,695</b>	<b>965,027</b>	<b>2,595,900</b>	<b>37%</b>
<b>33 Net Operating Revenue / (Expense)</b>	<b>(36,725)</b>	<b>(186,150)</b>	<b>(194,700)</b>	<b>96%</b>
<b>34 Non-Operating Revenue / (Expense)</b>				
35 Property Tax Revenue	2,333	13,114	896,000	1%
36 Interest Revenue - Unrestricted	41,494	55,909	105,500	53%
37 Other Revenue and Reimbursements	15	2,969	7,300	41%
38 Miscellaneous Expense	(325)	(36,705)	(7,200)	510%
<b>39 Net Non-Operating Revenue / (Expense)</b>	<b>43,516</b>	<b>35,286</b>	<b>1,001,600</b>	
<b>40 Net Total Revenue / (Expense)</b>	<b>6,791</b>	<b>(150,864)</b>	<b>806,900</b>	
<b>41 Other Unrestricted Cash Inflow / (Outflow)</b>				
42 Transfer In - Debt Proceeds for Capital	75,128	310,794	2,979,500	10%
43 Capital Improvement Program	(75,128)	(310,794)	(2,979,500)	10%
44 Debt Service - Principal and Interest	-	-	(554,100)	0%
<b>45 Net Other Unrestricted Cash Inflow / (Outflow)</b>	<b>-</b>	<b>-</b>	<b>(554,100)</b>	<b>0%</b>
<b>46 Net Total Unrestricted Cash Inflow / (Outflow)</b>	<b>\$ 6,791</b>	<b>\$ (150,864)</b>	<b>\$ 252,800</b>	



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

Project	October 2023	YTD Actual	FY 24 Adopted Budget	YTD 33%
<b>1 Wastewater CIP</b>				
<b>2 Capital Improvements / Replacements</b>				
3 Golf Club SLS Bypass Construction	\$ 17,410	\$ 82,966	\$ 1,800,000	5%
4 SCADA System Upgrades FY 24	-	54,730	100,000	55%
5 WWTP Hoffman Blower Building Rehab	11,673	11,673	400,000	3%
6 Chiquita FY 24	29,026	29,026	178,000	16%
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	-	37,469	79,000	47%
<b>11 Total Capital Improvements / Replacements</b>	<b>58,108</b>	<b>215,863</b>	<b>2,847,000</b>	<b>8%</b>
<b>12 Equipment</b>				
13 Fleet	-	62,482	32,500	192%
<b>14 Total Equipment</b>	<b>-</b>	<b>62,482</b>	<b>32,500</b>	<b>192%</b>
<b>15 Programs</b>				
16 Manhole Recoating Program - Sewer	-	-	20,000	0%
17 Pump Replacement Program (Sewer)	-	15,429	50,000	31%
18 Wetwell Recoating	17,020	17,020	30,000	57%
<b>19 Total Programs</b>	<b>17,020</b>	<b>32,449</b>	<b>100,000</b>	<b>32%</b>
<b>20 Total Wastewater CIP</b>	<b>\$ 75,128</b>	<b>\$ 310,794</b>	<b>\$ 2,979,500</b>	<b>10%</b>



**Trabuco Canyon Water District**  
**Budget to Actual - Recycled**  
 For the period July 1, 2023 through October 31, 2023  
 (Unaudited)

	October 2023	YTD Actual	FY 24 Adopted Budget	YTD 33%
<b>1 Operating Revenue</b>				
2 Fixed / Capital Service Charges	\$ 11,857	\$ 42,123	\$ 142,200	30%
3 Variable Consumption Charges	104,386	509,190	995,400	51%
4 Customer Fees	16	9,474	7,300	130%
5 Uncollectable Accounts	-	-	(4,000)	0%
<b>6 Total Operating Revenue</b>	<b>116,259</b>	<b>560,787</b>	<b>1,140,900</b>	<b>49%</b>
<b>7 Operating Expense</b>				
<b>8 Source of Supply</b>				
9 Recycled Water Purchases	2,561	13,128	25,900	51%
10 Water Treatment	5,982	48,642	99,400	49%
<b>11 Total Source of Supply</b>	<b>8,543</b>	<b>61,770</b>	<b>125,300</b>	<b>49%</b>
<b>12 Salaries and Benefits</b>				
13 Employee/Director Wages	17,571	73,639	231,400	32%
14 Employee/Director Benefits	4,673	20,629	75,400	27%
15 Retiree Health Insurance	873	2,883	8,200	35%
16 Transfer In - 115 OPEB Trust Reimbursement	-	-	(8,200)	0%
17 CalPERS Retirement (Normal)	1,944	7,872	24,800	32%
18 CalPERS Unfunded Accrued Liability (Minimum)	-	17,340	18,000	96%
19 Payroll Taxes	689	3,358	16,800	20%
<b>20 Total Salaries and Benefits</b>	<b>25,750</b>	<b>125,720</b>	<b>366,400</b>	<b>34%</b>
<b>21 Transmission and Distribution</b>				
22 T&D Electricity	26,174	110,536	282,000	39%
23 System Repairs and Maintenance	5,115	17,576	29,600	59%
24 Vehicles and Equipment	667	3,189	8,600	37%
25 Safety, Supplies and Testing	7,291	37,329	157,600	24%
<b>26 Total Transmission and Distribution</b>	<b>39,248</b>	<b>168,630</b>	<b>477,800</b>	<b>35%</b>
<b>27 General and Administrative</b>				
28 Professional Services	3,935	11,602	36,800	32%
29 Office Maintenance, Supplies and Software	1,784	12,989	27,600	47%
30 District Insurance	3,379	8,328	8,800	95%
31 Dues and Memberships	901	31,413	36,600	86%
32 Public Outreach	459	887	3,600	25%
33 Customer Service and Billing	209	737	4,000	18%
34 Conference, Trainings and Travel	374	964	2,200	44%
<b>35 Total General and Administrative</b>	<b>11,041</b>	<b>66,919</b>	<b>119,600</b>	<b>56%</b>
<b>36 Total Operating Expense</b>	<b>84,581</b>	<b>423,040</b>	<b>1,089,100</b>	<b>39%</b>
<b>37 Net Operating Revenue / (Expense)</b>	<b>31,678</b>	<b>137,747</b>	<b>51,800</b>	
<b>38 Non-Operating Revenue / (Expense)</b>				
39 Property Tax Revenue	907	5,100	349,200	1%
40 Interest Revenue - Unrestricted	4,722	7,551	21,800	35%
41 Other Revenue and Reimbursements	3	594	1,800	33%
42 Miscellaneous Expense	(121)	(131)	(1,100)	12%
<b>43 Net Non-Operating Revenue / (Expense)</b>	<b>5,511</b>	<b>13,114</b>	<b>371,700</b>	<b>4%</b>
<b>44 Net Total Revenue / (Expense)</b>	<b>37,189</b>	<b>150,861</b>	<b>423,500</b>	<b>36%</b>
<b>45 Other Unrestricted Cash Inflow / (Outflow)</b>				
46 Transfer In - Debt Proceeds for Capital	-	23,442	326,500	7%
47 Capital Improvement Program	-	(23,442)	(326,500)	7%
48 Debt Service - Principal and Interest	-	-	(81,400)	0%
<b>49 Net Other Unrestricted Cash Inflow / (Outflow)</b>	<b>-</b>	<b>-</b>	<b>(81,400)</b>	<b>0%</b>
<b>50 Net Total Unrestricted Cash Inflow / (Outflow)</b>	<b>\$ 37,189</b>	<b>\$ 150,861</b>	<b>\$ 342,100</b>	<b>44%</b>



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

Project		October 2023	YTD Actual	FY 24 Adopted Budget	YTD 33%
1	<b>Recycled Water CIP</b>				
2	<b>Capital Improvements / Replacements</b>				
3	SCADA System Upgrades FY 24	\$ -	\$ 10,946	\$ 20,000	55%
4	Dove Recycled BPS	-	-	100,000	0%
5	Recycled PRV Vault Improvements - Dove Canyon	-	-	200,000	0%
6	<b>Capital Improvements / Replacements Total</b>	<b>-</b>	<b>10,946</b>	<b>320,000</b>	<b>3%</b>
7	<b>Equipment</b>				
8	Fleet	-	12,496	6,500	192%
9	<b>Equipment Total</b>	<b>-</b>	<b>12,496</b>	<b>6,500</b>	<b>192%</b>
10	<b>Total Recycled Water CIP</b>	<b>\$ -</b>	<b>\$ 23,442</b>	<b>\$ 326,500</b>	<b>7%</b>



Trabuco Canyon Water District, CA

# Bank Transaction Report

## Transaction Detail

Issued Date Range: 11/01/2023 - 11/30/2023

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Accounts Payable</b>							
<b>Bank Draft</b>							
11/01/2023		<a href="#">DFT0003326</a>	VSP	Accounts Payable	Outstanding	Bank Draft	-755.03
11/02/2023		<a href="#">DFT0003327</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-116,714.37
11/02/2023		<a href="#">DFT0003328</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-59,844.01
11/02/2023		<a href="#">DFT0003329</a>	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-3,299.82
11/02/2023		<a href="#">DFT0003330</a>	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
11/03/2023		<a href="#">DFT0003331</a>	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-3,955.78
11/03/2023		<a href="#">DFT0003332</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-4,615.05
11/07/2023		<a href="#">DFT0003333</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-29,288.66
11/07/2023		<a href="#">DFT0003334</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,567.84
11/08/2023		<a href="#">DFT0003336</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-657.20
11/09/2023		<a href="#">DFT0003337</a>	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-3,730.49
11/09/2023		<a href="#">DFT0003338</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
11/10/2023		<a href="#">DFT0003339</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-1,897.25
11/10/2023		<a href="#">DFT0003340</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,672.23
11/10/2023		<a href="#">DFT0003341</a>	LOWE'S	Accounts Payable	Outstanding	Bank Draft	-554.45
11/10/2023		<a href="#">DFT0003342</a>	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-273.20
11/13/2023		<a href="#">DFT0003343</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-623.48
11/13/2023		<a href="#">DFT0003344</a>	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-242.17
11/14/2023		<a href="#">DFT0003346</a>	SECURITAS TECHNOLOGY	Accounts Payable	Outstanding	Bank Draft	-2,013.15
11/14/2023		<a href="#">DFT0003347</a>	SECURITAS TECHNOLOGY	Accounts Payable	Outstanding	Bank Draft	-2,013.15
11/15/2023		<a href="#">DFT0003348</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-74.40
11/15/2023		<a href="#">DFT0003349</a>	SECURITAS TECHNOLOGY	Accounts Payable	Outstanding	Bank Draft	-1,401.28
11/17/2023		<a href="#">DFT0003350</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-114,877.03
11/20/2023		<a href="#">DFT0003351</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-671.75
11/20/2023		<a href="#">DFT0003352</a>	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-80,459.13
11/20/2023		<a href="#">DFT0003353</a>	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-188.76
11/21/2023		<a href="#">DFT0003354</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-29,521.27
11/21/2023		<a href="#">DFT0003355</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
11/22/2023		<a href="#">DFT0003356</a>	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-6,115.16
11/24/2023		<a href="#">DFT0003357</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-108.00
11/24/2023		<a href="#">DFT0003358</a>	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-2,730.71
11/24/2023		<a href="#">DFT0003359</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
11/27/2023		<a href="#">DFT0003360</a>	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-14,174.43
11/30/2023		<a href="#">DFT0003361</a>	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-3,955.78

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Bank Draft Total: (34) -489,418.03

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Check							
11/07/2023		<a href="#">12111</a>	AT&T	Accounts Payable	Outstanding	Check	-957.48
11/07/2023		<a href="#">12112</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-509.00
11/07/2023		<a href="#">12113</a>	EH WACHS	Accounts Payable	Outstanding	Check	-1,673.88
11/07/2023		<a href="#">12114</a>	EUROFINS EATON ANALYTICAL, INC.	Accounts Payable	Outstanding	Check	-2,490.00
11/07/2023		<a href="#">12115</a>	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-12,562.85
11/07/2023		<a href="#">12116</a>	FIELDMAN, ROLAPP & ASSOC.	Accounts Payable	Outstanding	Check	-1,765.50
11/07/2023		<a href="#">12117</a>	GMU GEOTECHNICAL, INC.	Accounts Payable	Outstanding	Check	-6,693.50
11/07/2023		<a href="#">12118</a>	GRAINGER	Accounts Payable	Outstanding	Check	-837.11
11/07/2023		<a href="#">12119</a>	HARRINGTON INDUSTRIAL PLASTICS LLC	Accounts Payable	Outstanding	Check	-111.39
11/07/2023		<a href="#">12120</a>	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-2,137.50
11/07/2023		<a href="#">12121</a>	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-1,112.22
11/07/2023		<a href="#">12122</a>	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-11,672.50
11/07/2023		<a href="#">12123</a>	OC KEYS LLC	Accounts Payable	Outstanding	Check	-1,551.03
11/07/2023		<a href="#">12124</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-2,130.00
11/07/2023		<a href="#">12125</a>	O'REILLY AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-372.28
11/07/2023		<a href="#">12126</a>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-619.98
11/07/2023		<a href="#">12127</a>	PSOMAS	Accounts Payable	Outstanding	Check	-622.50
11/07/2023		<a href="#">12128</a>	S & J SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-956.82
11/07/2023		<a href="#">12129</a>	SANCON ENGINEERING, INC.	Accounts Payable	Outstanding	Check	-17,020.00
11/07/2023		<a href="#">12130</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-71,866.21
11/07/2023		<a href="#">12131</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-2,996.50
11/07/2023		<a href="#">12132</a>	SWRCB ACCOUNTING OFFICE	Accounts Payable	Outstanding	Check	-60.00
11/07/2023		<a href="#">12133</a>	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-1,005.97
11/13/2023		<a href="#">12134</a>	SANCON TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-17,020.00
11/14/2023		<a href="#">12136</a>	ARC	Accounts Payable	Outstanding	Check	-898.84
11/14/2023		<a href="#">12137</a>	CHAMPION PAVING, INC.	Accounts Payable	Outstanding	Check	-27,077.00
11/14/2023		<a href="#">12138</a>	DMC ENGINEERING	Accounts Payable	Outstanding	Check	-3,622.52
11/14/2023		<a href="#">12139</a>	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-14,771.00
11/14/2023		<a href="#">12140</a>	RICHARD HURTADO	Accounts Payable	Outstanding	Check	-2,425.42
11/14/2023		<a href="#">12141</a>	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-7,680.00
11/14/2023		<a href="#">12142</a>	BRENT MONSON	Accounts Payable	Outstanding	Check	-1,753.39
11/14/2023		<a href="#">12143</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,420.00
11/14/2023		<a href="#">12144</a>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-211.99
11/27/2023		<a href="#">12145</a>	SWRCB ACCOUNTING OFFICE	Accounts Payable	Outstanding	Check	-60.00
11/29/2023		<a href="#">12146</a>	BAVCO BACKFLOW APPARATUS & VALVE CO.	Accounts Payable	Outstanding	Check	-251.33
11/29/2023		<a href="#">12147</a>	CONCENTRA	Accounts Payable	Outstanding	Check	-260.00
11/29/2023		<a href="#">12148</a>	CONSUMER PIPE & SUPPLY	Accounts Payable	Outstanding	Check	-2,383.95
11/29/2023		<a href="#">12149</a>	CSI SERVICES, INC.	Accounts Payable	Outstanding	Check	-920.00
11/29/2023		<a href="#">12150</a>	DMC ENGINEERING	Accounts Payable	Outstanding	Check	-7,942.02
11/29/2023		<a href="#">12151</a>	DMS FACILITY SERVICES	Accounts Payable	Outstanding	Check	-1,177.04

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
11/29/2023		<a href="#">12152</a>	FEDEX	Accounts Payable	Outstanding	Check	-48.40
11/29/2023		<a href="#">12153</a>	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-2,110.83
11/29/2023		<a href="#">12154</a>	FIELDMAN, ROLAPP & ASSOC.	Accounts Payable	Outstanding	Check	-1,410.00
11/29/2023		<a href="#">12155</a>	GMU GEOTECHNICAL, INC.	Accounts Payable	Outstanding	Check	-832.00
11/29/2023		<a href="#">12156</a>	GRAINGER	Accounts Payable	Outstanding	Check	-759.61
11/29/2023		<a href="#">12157</a>	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-31,316.61
11/29/2023		<a href="#">12158</a>	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-19,099.19
11/29/2023		<a href="#">12159</a>	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-14,738.95
11/29/2023		<a href="#">12160</a>	IB CONSULTING	Accounts Payable	Outstanding	Check	-470.00
11/29/2023		<a href="#">12161</a>	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-1,765.77
11/29/2023		<a href="#">12162</a>	IWATER, INC.	Accounts Payable	Outstanding	Check	-550.00
11/29/2023		<a href="#">12163</a>	MKN	Accounts Payable	Outstanding	Check	-5,747.40
11/29/2023		<a href="#">12164</a>	NIGRO & NIGRO, PC	Accounts Payable	Outstanding	Check	-11,250.00
11/29/2023		<a href="#">12165</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-1,666.64
11/29/2023		<a href="#">12166</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-2,130.00
11/29/2023		<a href="#">12167</a>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-1,150.98
11/29/2023		<a href="#">12168</a>	PARK WEST LANDSCAPE MANAGEMENT	Accounts Payable	Outstanding	Check	-2,900.00
11/29/2023		<a href="#">12169</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
11/29/2023		<a href="#">12170</a>	SCOTT EQUIPMENT	Accounts Payable	Outstanding	Check	-2,492.69
11/29/2023		<a href="#">12171</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-1,400.00
11/29/2023		<a href="#">12172</a>	SOTO RESOURCES	Accounts Payable	Outstanding	Check	-6,815.00
11/29/2023		<a href="#">12173</a>	SUNSET INDUSTRIAL PARTS	Accounts Payable	Outstanding	Check	-1,280.36
11/29/2023		<a href="#">12174</a>	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
11/29/2023		<a href="#">12175</a>	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-149.66
11/29/2023		<a href="#">12176</a>	UNIFIRST FIRST AID CORPORATION	Accounts Payable	Outstanding	Check	-674.30
11/29/2023		<a href="#">12177</a>	URBAN WATER INSTITUTE, INC.	Accounts Payable	Outstanding	Check	-825.00
11/29/2023		<a href="#">12178</a>	VAUGHAN'S INDUSTRIAL REPAIR COMPANY, INC.	Accounts Payable	Outstanding	Check	-41,460.90
11/29/2023		<a href="#">12179</a>	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-919.20
11/29/2023		<a href="#">12180</a>	VAUGHAN'S INDUSTRIAL REPAIR COMPANY, INC.	Accounts Payable	Outstanding	Check	-41,460.90
11/29/2023		<a href="#">12181</a>	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-919.20
<b>Check Total: (70)</b>							<b>-429,227.31</b>
<b>Check Reversal</b>							
11/07/2023		<a href="#">12129</a>	SANCON TECHNOLOGIES, INC. Reversal	Accounts Payable	Outstanding	Check Reversal	17,020.00
11/29/2023		<a href="#">12178</a>	VAUGHAN'S INDUSTRIAL REPAIR COMPANY, INC. Reversal	Accounts Payable	Outstanding	Check Reversal	41,460.90
11/29/2023		<a href="#">12179</a>	WECK LABORATORIES Reversal	Accounts Payable	Outstanding	Check Reversal	919.20
<b>Check Reversal Total: (3)</b>							<b>59,400.10</b>
<b>EFT</b>							
11/08/2023		<a href="#">432</a>	ACWA JPIA - WC, PROP., & LIAB	Accounts Payable	Outstanding	EFT	-90,119.00
11/08/2023		<a href="#">433</a>	ACWA JPIA - LIFE	Accounts Payable	Outstanding	EFT	-484.49
11/08/2023		<a href="#">434</a>	AMAZON	Accounts Payable	Outstanding	EFT	-312.03
11/08/2023		<a href="#">435</a>	EVANS-HYDRO, INC.	Accounts Payable	Outstanding	EFT	-11,191.91
11/08/2023		<a href="#">436</a>	MWDOC	Accounts Payable	Outstanding	EFT	-82,837.88

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
11/08/2023		<a href="#">437</a>	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-6,432.59
11/08/2023		<a href="#">438</a>	PONTON INDUSTRIES, INC.	Accounts Payable	Outstanding	EFT	-3,931.40
11/08/2023		<a href="#">439</a>	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-549.63
11/08/2023		<a href="#">440</a>	UNITED WATER WORKS, INC.	Accounts Payable	Outstanding	EFT	-145.46
<b>EFT Total: (9)</b>							<b>-196,004.39</b>
<b>Accounts Payable Total: (116)</b>							<b>-1,055,249.63</b>

**Accounts Receivable**

**Deposit**

11/02/2023		<a href="#">DEP0022524</a>	Developer Deposit Saddleback Meadows AR-A00223	Accounts Receivable	Outstanding	Deposit	6,250.00
11/02/2023		<a href="#">DEP0022524</a>	Developer Deposit Saddleback Meadows AR-A00223	Accounts Receivable	Outstanding	Deposit	625.00
11/02/2023		<a href="#">DEP0022524</a>	Developer Deposit Saddleback Meadows AR-A00223	Accounts Receivable	Outstanding	Deposit	17,500.00
11/02/2023		<a href="#">DEP0022524</a>	Developer Deposit Saddleback Meadows AR-A00223	Accounts Receivable	Outstanding	Deposit	625.00
11/06/2023		<a href="#">DEP0022549</a>	Orange County Fire Authority AR-A00220 11/6/23	Accounts Receivable	Outstanding	Deposit	150.00
11/06/2023		<a href="#">DEP0022551</a>	Santa Margarita Water District AR-A00200 11/6/23	Accounts Receivable	Outstanding	Deposit	2,761.54
11/06/2023		<a href="#">DEP0022551</a>	Santa Margarita Water District AR-A00200 11/6/23	Accounts Receivable	Outstanding	Deposit	2,581.93
11/07/2023		<a href="#">DEP0022582</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	1.59
11/07/2023		<a href="#">DEP0022582</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	-249.34
11/07/2023		<a href="#">DEP0022582</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.22
11/07/2023		<a href="#">DEP0022582</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	-34.89
11/07/2023		<a href="#">DEP0022582</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	34.63
11/07/2023		<a href="#">DEP0022582</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	-34.90
11/07/2023		<a href="#">DEP0022582</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.04
11/07/2023		<a href="#">DEP0022582</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.32
11/07/2023		<a href="#">DEP0022582</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	34.64
11/07/2023		<a href="#">DEP0022582</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	247.43
11/07/2023		<a href="#">DEP0022582</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	-179.52
11/07/2023		<a href="#">DEP0022582</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	1.14
11/07/2023		<a href="#">DEP0022582</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.23
11/07/2023		<a href="#">DEP0022582</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.22
11/07/2023		<a href="#">DEP0022582</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.04
11/07/2023		<a href="#">DEP0022582</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	178.15
11/09/2023		<a href="#">DEP0022585</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	298.81
11/09/2023		<a href="#">DEP0022585</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	88.31
11/09/2023		<a href="#">DEP0022585</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	2,134.39
11/09/2023		<a href="#">DEP0022585</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	88.31
11/09/2023		<a href="#">DEP0022585</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	630.78
11/09/2023		<a href="#">DEP0022585</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	454.17
11/09/2023		<a href="#">DEP0022585</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	90.07
11/09/2023		<a href="#">DEP0022585</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	125.09
11/09/2023		<a href="#">DEP0022585</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	1,536.76
11/09/2023		<a href="#">DEP0022585</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	71,079.16
11/09/2023		<a href="#">DEP0022585</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	17.52

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
11/09/2023		<a href="#">DEP0022585</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	1,220.45
11/09/2023		<a href="#">DEP0022585</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	13,820.95
11/09/2023		<a href="#">DEP0022585</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	17.51
11/09/2023		<a href="#">DEP0022585</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	298.82
11/09/2023		<a href="#">DEP0022585</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	13,820.96
11/09/2023		<a href="#">DEP0022585</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	98,721.06
11/14/2023		<a href="#">DEP0022639</a>	T-Mobile AR-A00229 11/14/23	Accounts Receivable	Outstanding	Deposit	12,000.00
11/14/2023		<a href="#">DEP0022642</a>	T-Mobile Lease 11/14/23	Accounts Receivable	Outstanding	Deposit	282.17
11/14/2023		<a href="#">DEP0022642</a>	T-Mobile Lease 11/14/23	Accounts Receivable	Outstanding	Deposit	2,195.66
11/16/2023		<a href="#">DEP0022673</a>	County of Orange Sewer Agreement 11/16/23	Accounts Receivable	Outstanding	Deposit	360.00
11/16/2023		<a href="#">DEP0022673</a>	County of Orange Sewer Agreement 11/16/23	Accounts Receivable	Outstanding	Deposit	150.00
11/16/2023		<a href="#">DEP0022673</a>	County of Orange Sewer Agreement 11/16/23	Accounts Receivable	Outstanding	Deposit	3,760.00
11/20/2023		<a href="#">DEP0022705</a>	SMWD Payment AR-A00221 11/20/23	Accounts Receivable	Outstanding	Deposit	22,700.73
11/30/2023		<a href="#">DEP0022807</a>	Fireflow Test Invoice AR-A00243 11/30/23	Accounts Receivable	Outstanding	Deposit	250.00
11/30/2023		<a href="#">DEP0022832</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	27.84
11/30/2023		<a href="#">DEP0022832</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	27.84
11/30/2023		<a href="#">DEP0022832</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	-198.84
11/30/2023		<a href="#">DEP0022832</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	143.16
11/30/2023		<a href="#">DEP0022832</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	-27.84
11/30/2023		<a href="#">DEP0022832</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	-27.84
11/30/2023		<a href="#">DEP0022832</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	198.84
11/30/2023		<a href="#">DEP0022832</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	-143.16
11/30/2023		<a href="#">DEP0022835</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	8,788.09
11/30/2023		<a href="#">DEP0022835</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	11,107.08
11/30/2023		<a href="#">DEP0022835</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	79,336.31
11/30/2023		<a href="#">DEP0022835</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	11,107.08
11/30/2023		<a href="#">DEP0022835</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	57,122.14
<b>Deposit Total: (61)</b>							<b>444,095.85</b>
<b>Accounts Receivable Total: (61)</b>							<b>444,095.85</b>

**Utility Billing Check**

11/13/2023		<a href="#">12135</a>	ERLINDA MANGUNE	Utility Billing	Outstanding	Check	-132.36
<b>Check Total: (1)</b>							<b>-132.36</b>

**Deposit**

11/01/2023		<a href="#">DEP0022502</a>	Utility Payment Packet UBPKT09928	Utility Billing	Outstanding	Deposit	3,164.67
11/01/2023		<a href="#">DEP0022505</a>	Utility Payment Packet UBPKT09929	Utility Billing	Outstanding	Deposit	3,396.89
11/01/2023		<a href="#">DEP0022508</a>	Utility Payment Packet UBPKT09930	Utility Billing	Outstanding	Deposit	24,873.38
11/01/2023		<a href="#">DEP0022512</a>	Utility Payment Packet UBPKT09941	Utility Billing	Outstanding	Deposit	3,975.50
11/01/2023		<a href="#">DEP0022521</a>	Utility Reverse Payment Packet UBPKT09948	Utility Billing	Outstanding	Deposit	-292.03
11/02/2023		<a href="#">DEP0022515</a>	Utility Payment Packet UBPKT09942	Utility Billing	Outstanding	Deposit	1,963.78
11/02/2023		<a href="#">DEP0022518</a>	Utility Payment Packet UBPKT09943	Utility Billing	Outstanding	Deposit	3,541.70
11/02/2023		<a href="#">DEP0022527</a>	Utility Payment Packet UBPKT09944	Utility Billing	Outstanding	Deposit	9,449.81

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
11/02/2023		<a href="#">DEP0022530</a>	Utility Payment Packet UBPKT09950	Utility Billing	Outstanding	Deposit	4,284.17
11/03/2023		<a href="#">DEP0022533</a>	Utility Payment Packet UBPKT09952	Utility Billing	Outstanding	Deposit	2,778.30
11/03/2023		<a href="#">DEP0022536</a>	Utility Payment Packet UBPKT09953	Utility Billing	Outstanding	Deposit	3,779.85
11/03/2023		<a href="#">DEP0022539</a>	Utility Payment Packet UBPKT09951	Utility Billing	Outstanding	Deposit	6,512.38
11/06/2023		<a href="#">DEP0022542</a>	Utility Payment Packet UBPKT09954	Utility Billing	Outstanding	Deposit	897.36
11/06/2023		<a href="#">DEP0022545</a>	Utility Payment Packet UBPKT09955	Utility Billing	Outstanding	Deposit	4,272.91
11/06/2023		<a href="#">DEP0022554</a>	Utility Payment Packet UBPKT09956	Utility Billing	Outstanding	Deposit	6,198.12
11/06/2023		<a href="#">DEP0022557</a>	Utility Payment Packet UBPKT09957	Utility Billing	Outstanding	Deposit	7,991.10
11/06/2023		<a href="#">DEP0022560</a>	Utility Payment Packet UBPKT09959	Utility Billing	Outstanding	Deposit	3,516.38
11/07/2023		<a href="#">DEP0022564</a>	Utility Payment Packet UBPKT09961	Utility Billing	Outstanding	Deposit	2,610.40
11/07/2023		<a href="#">DEP0022567</a>	Utility Payment Packet UBPKT09962	Utility Billing	Outstanding	Deposit	1,936.88
11/07/2023		<a href="#">DEP0022570</a>	Utility Payment Packet UBPKT09960	Utility Billing	Outstanding	Deposit	2,367.48
11/07/2023		<a href="#">DEP0022573</a>	Utility Payment Packet UBPKT09967	Utility Billing	Outstanding	Deposit	4,981.92
11/08/2023		<a href="#">DEP0022576</a>	Utility Payment Packet UBPKT09968	Utility Billing	Outstanding	Deposit	1,034.33
11/08/2023		<a href="#">DEP0022579</a>	Utility Payment Packet UBPKT09969	Utility Billing	Outstanding	Deposit	4,130.72
11/08/2023		<a href="#">DEP0022588</a>	Utility Payment Packet UBPKT09970	Utility Billing	Outstanding	Deposit	2,085.89
11/08/2023		<a href="#">DEP0022591</a>	Utility Payment Packet UBPKT09971	Utility Billing	Outstanding	Deposit	14,075.92
11/09/2023		<a href="#">DEP0022594</a>	Utility Reverse Payment Packet UBPKT09972	Utility Billing	Outstanding	Deposit	-165.32
11/09/2023		<a href="#">DEP0022597</a>	Utility Payment Packet UBPKT09973	Utility Billing	Outstanding	Deposit	1,659.97
11/09/2023		<a href="#">DEP0022600</a>	Utility Payment Packet UBPKT09974	Utility Billing	Outstanding	Deposit	2,429.39
11/09/2023		<a href="#">DEP0022603</a>	Utility Payment Packet UBPKT09975	Utility Billing	Outstanding	Deposit	1,488.92
11/09/2023		<a href="#">DEP0022606</a>	Utility Payment Packet UBPKT09977	Utility Billing	Outstanding	Deposit	4,570.69
11/10/2023		<a href="#">DEP0022609</a>	Utility Payment Packet UBPKT09978	Utility Billing	Outstanding	Deposit	7,385.97
11/10/2023		<a href="#">DEP0022612</a>	Utility Payment Packet UBPKT09979	Utility Billing	Outstanding	Deposit	3,421.20
11/10/2023		<a href="#">DEP0022615</a>	Utility Payment Packet UBPKT09980	Utility Billing	Outstanding	Deposit	2,389.64
11/13/2023		<a href="#">DEP0022618</a>	Utility Payment Packet UBPKT09981	Utility Billing	Outstanding	Deposit	1,761.18
11/13/2023		<a href="#">DEP0022621</a>	Utility Payment Packet UBPKT09982	Utility Billing	Outstanding	Deposit	1,270.72
11/13/2023		<a href="#">DEP0022624</a>	Utility Payment Packet UBPKT09983	Utility Billing	Outstanding	Deposit	10,938.16
11/13/2023		<a href="#">DEP0022630</a>	Utility Payment Packet UBPKT09989	Utility Billing	Outstanding	Deposit	7,110.42
11/14/2023		<a href="#">DEP0022633</a>	Utility Payment Packet UBPKT09990	Utility Billing	Outstanding	Deposit	1,707.27
11/14/2023		<a href="#">DEP0022636</a>	Utility Payment Packet UBPKT09991	Utility Billing	Outstanding	Deposit	2,412.87
11/14/2023		<a href="#">DEP0022645</a>	Utility Payment Packet UBPKT09992	Utility Billing	Outstanding	Deposit	597.36
11/14/2023		<a href="#">DEP0022648</a>	Utility Payment Packet UBPKT09993	Utility Billing	Outstanding	Deposit	7,124.51
11/15/2023		<a href="#">DEP0022651</a>	Utility Payment Packet UBPKT09995	Utility Billing	Outstanding	Deposit	3,012.78
11/15/2023		<a href="#">DEP0022654</a>	Utility Payment Packet UBPKT09996	Utility Billing	Outstanding	Deposit	2,426.66
11/15/2023		<a href="#">DEP0022657</a>	Utility Payment Packet UBPKT09994	Utility Billing	Outstanding	Deposit	2,147.30
11/15/2023		<a href="#">DEP0022660</a>	Utility Payment Packet UBPKT09998	Utility Billing	Outstanding	Deposit	20,231.29
11/16/2023		<a href="#">DEP0022663</a>	Utility Payment Packet UBPKT09999	Utility Billing	Outstanding	Deposit	2,378.84
11/16/2023		<a href="#">DEP0022666</a>	Utility Payment Packet UBPKT10000	Utility Billing	Outstanding	Deposit	3,511.90
11/16/2023		<a href="#">DEP0022676</a>	Utility Payment Packet UBPKT10001	Utility Billing	Outstanding	Deposit	9,876.47
11/16/2023		<a href="#">DEP0022679</a>	Utility Payment Packet UBPKT10002	Utility Billing	Outstanding	Deposit	3,942.32
11/17/2023		<a href="#">DEP0022682</a>	Utility Payment Packet UBPKT10003	Utility Billing	Outstanding	Deposit	2,605.59
11/17/2023		<a href="#">DEP0022685</a>	Utility Payment Packet UBPKT10004	Utility Billing	Outstanding	Deposit	8,213.25

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
11/17/2023		<a href="#">DEP0022688</a>	Utility Payment Packet UBPKT10005	Utility Billing	Outstanding	Deposit	14,811.70
11/17/2023		<a href="#">DEP0022691</a>	Utility Reverse Payment Packet UBPKT10006	Utility Billing	Outstanding	Deposit	-150.00
11/17/2023		<a href="#">DEP0022694</a>	Utility Reverse Payment Packet UBPKT10009	Utility Billing	Outstanding	Deposit	-318.51
11/20/2023		<a href="#">DEP0022696</a>	ACH Draft Packet UBPKT09841	Utility Billing	Outstanding	Deposit	178,193.74
11/20/2023		<a href="#">DEP0022699</a>	Utility Payment Packet UBPKT10010	Utility Billing	Outstanding	Deposit	7,329.01
11/20/2023		<a href="#">DEP0022702</a>	Utility Payment Packet UBPKT10012	Utility Billing	Outstanding	Deposit	12,101.40
11/20/2023		<a href="#">DEP0022708</a>	Utility Payment Packet UBPKT10011	Utility Billing	Outstanding	Deposit	21,122.39
11/20/2023		<a href="#">DEP0022711</a>	Utility Payment Packet UBPKT10013	Utility Billing	Outstanding	Deposit	257,736.45
11/21/2023		<a href="#">DEP0022714</a>	Utility Payment Packet UBPKT10014	Utility Billing	Outstanding	Deposit	498.66
11/21/2023		<a href="#">DEP0022717</a>	Utility Payment Packet UBPKT10015	Utility Billing	Outstanding	Deposit	1,395.21
11/21/2023		<a href="#">DEP0022720</a>	Utility Payment Packet UBPKT10016	Utility Billing	Outstanding	Deposit	4,884.19
11/21/2023		<a href="#">DEP0022731</a>	Utility Payment Packet UBPKT10027	Utility Billing	Outstanding	Deposit	12,751.47
11/22/2023		<a href="#">DEP0022734</a>	Utility Payment Packet UBPKT10028	Utility Billing	Outstanding	Deposit	185.80
11/22/2023		<a href="#">DEP0022737</a>	Utility Payment Packet UBPKT10029	Utility Billing	Outstanding	Deposit	1,727.06
11/22/2023		<a href="#">DEP0022740</a>	Utility Payment Packet UBPKT10030	Utility Billing	Outstanding	Deposit	2,685.35
11/23/2023		<a href="#">DEP0022743</a>	Utility Payment Packet UBPKT10031	Utility Billing	Outstanding	Deposit	207.84
11/24/2023		<a href="#">DEP0022746</a>	Utility Payment Packet UBPKT10033	Utility Billing	Outstanding	Deposit	543.22
11/24/2023		<a href="#">DEP0022759</a>	Utility Payment Packet UBPKT10036	Utility Billing	Outstanding	Deposit	22,664.39
11/27/2023		<a href="#">DEP0022749</a>	Utility Payment Packet UBPKT10034	Utility Billing	Outstanding	Deposit	425.44
11/27/2023		<a href="#">DEP0022752</a>	Utility Payment Packet UBPKT10035	Utility Billing	Outstanding	Deposit	691.31
11/27/2023		<a href="#">DEP0022756</a>	Utility Reverse Payment Packet UBPKT10039	Utility Billing	Outstanding	Deposit	-123.56
11/27/2023		<a href="#">DEP0022762</a>	Utility Reverse Payment Packet UBPKT10042	Utility Billing	Outstanding	Deposit	-861.06
11/27/2023		<a href="#">DEP0022765</a>	Utility Reverse Payment Packet UBPKT10044	Utility Billing	Outstanding	Deposit	-125.00
11/27/2023		<a href="#">DEP0022768</a>	Utility Payment Packet UBPKT10041	Utility Billing	Outstanding	Deposit	50,314.46
11/27/2023		<a href="#">DEP0022771</a>	Utility Payment Packet UBPKT10053	Utility Billing	Outstanding	Deposit	14,448.22
11/28/2023		<a href="#">DEP0022774</a>	Utility Payment Packet UBPKT10055	Utility Billing	Outstanding	Deposit	1,368.83
11/28/2023		<a href="#">DEP0022777</a>	Utility Payment Packet UBPKT10056	Utility Billing	Outstanding	Deposit	10,007.75
11/28/2023		<a href="#">DEP0022780</a>	Utility Payment Packet UBPKT10054	Utility Billing	Outstanding	Deposit	2,725.26
11/28/2023		<a href="#">DEP0022783</a>	Utility Reverse Payment Packet UBPKT10061	Utility Billing	Outstanding	Deposit	-47.28
11/28/2023		<a href="#">DEP0022786</a>	Utility Payment Packet UBPKT10063	Utility Billing	Outstanding	Deposit	5,490.01
11/29/2023		<a href="#">DEP0022789</a>	Utility Payment Packet UBPKT10064	Utility Billing	Outstanding	Deposit	4,767.90
11/29/2023		<a href="#">DEP0022792</a>	Utility Payment Packet UBPKT10065	Utility Billing	Outstanding	Deposit	8,974.31
11/29/2023		<a href="#">DEP0022795</a>	Utility Payment Packet UBPKT10066	Utility Billing	Outstanding	Deposit	9,428.43
11/29/2023		<a href="#">DEP0022798</a>	Utility Payment Packet UBPKT10068	Utility Billing	Outstanding	Deposit	2,778.70
11/30/2023		<a href="#">DEP0022801</a>	Utility Payment Packet UBPKT10069	Utility Billing	Outstanding	Deposit	3,495.97
11/30/2023		<a href="#">DEP0022804</a>	Utility Payment Packet UBPKT10070	Utility Billing	Outstanding	Deposit	7,960.53
11/30/2023		<a href="#">DEP0022810</a>	Utility Payment Packet UBPKT10071	Utility Billing	Outstanding	Deposit	5,963.46
11/30/2023		<a href="#">DEP0022814</a>	Utility Payment Packet UBPKT10076	Utility Billing	Outstanding	Deposit	20,729.29
<b>Deposit Total: (89)</b>							<b>924,759.50</b>
<b>Utility Billing Total: (90)</b>							<b>924,627.14</b>
<b>Report Total: (267)</b>							<b>313,473.36</b>

**Summary**

Bank Account	Count	Amount
<a href="#">030866939 Bank of the West Checking</a>	267	313,473.36
<b>Report Total:</b>	<b>267</b>	<b>313,473.36</b>

Cash Account	Count	Amount
<a href="#">99 99-000-1004 Bank of the West Checking (Pooled Cash)</a>	267	313,473.36
<b>Report Total:</b>	<b>267</b>	<b>313,473.36</b>

Transaction Type	Count	Amount
Bank Draft	34	-489,418.03
Check	71	-429,359.67
Check Reversal	3	59,400.10
Deposit	150	1,368,855.35
EFT	9	-196,004.39
<b>Report Total:</b>	<b>267</b>	<b>313,473.36</b>



Trabuco Canyon Water District  
General Fund Warrant Register  
~~10/12/2023~~ 11/09/23


**Summary of Disbursements**


Computer Checks	737,077.08
UB Refund Checks	2,036.13
Void UB Refund	-
Bank Drafts	522,140.12
Bank EFTs	563,408.27
Voided Payments	-
<b>Total Disbursements</b>	<b>1,824,661.60</b>

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

  
General Manager / Assistant General Manager

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

  
By: \_\_\_\_\_ Date: 11/9/23

  
By: \_\_\_\_\_ Date: 11-9-23



Trabuco Canyon Water District, CA

# Bank Transaction Report

## Transaction Detail

Issued Date Range: 10/11/2023 - 11/07/2023

Cleared Date Range: -

Issued Date	Cleared Date	Accounts Payable	Bank Draft	Number	Description	Module	Status	Type	Amount
10/11/2023				<a href="#">DFT0003304</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,670.01
10/12/2023				<a href="#">DFT0003305</a>	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-105.34
10/13/2023				<a href="#">DFT0003306</a>	CINTAS CORPORATION	Accounts Payable	Outstanding	Bank Draft	-198.78
10/13/2023				<a href="#">DFT0003307</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-204.80
10/16/2023				<a href="#">DFT0003308</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-77.43
10/16/2023				<a href="#">DFT0003309</a>	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-333.71
10/18/2023				<a href="#">DFT0003310</a>	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-124,656.43
10/19/2023				<a href="#">DFT0003311</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-114,358.72
10/20/2023				<a href="#">DFT0003312</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-671.75
10/20/2023				<a href="#">DFT0003313</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-85.00
10/23/2023				<a href="#">DFT0003314</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-29,288.66
10/23/2023				<a href="#">DFT0003315</a>	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-208.63
10/23/2023				<a href="#">DFT0003316</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
10/24/2023				<a href="#">DFT0003317</a>	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-6,722.96
10/24/2023				<a href="#">DFT0003318</a>	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-6,385.34
10/25/2023				<a href="#">DFT0003319</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
10/26/2023				<a href="#">DFT0003320</a>	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-8,295.65
10/26/2023				<a href="#">DFT0003321</a>	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-481.57
10/26/2023				<a href="#">DFT0003322</a>	LOWE'S	Accounts Payable	Outstanding	Bank Draft	-439.59
10/27/2023				<a href="#">DFT0003323</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-108.00
10/27/2023				<a href="#">DFT0003324</a>	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-6,384.19
10/30/2023				<a href="#">DFT0003325</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
11/01/2023				<a href="#">DFT0003326</a>	VSP	Accounts Payable	Outstanding	Bank Draft	-755.03
11/02/2023				<a href="#">DFT0003327</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-116,714.37
11/02/2023				<a href="#">DFT0003328</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-59,844.01
11/02/2023				<a href="#">DFT0003329</a>	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-3,299.82
11/02/2023				<a href="#">DFT0003330</a>	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
11/03/2023				<a href="#">DFT0003331</a>	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-3,955.78
11/03/2023				<a href="#">DFT0003332</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-4,615.05
11/07/2023				<a href="#">DFT0003333</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-29,288.66
11/07/2023				<a href="#">DFT0003334</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,567.84
								<b>Bank Draft Total: (31)</b>	<b>-522,140.12</b>
						Accounts Payable	Outstanding	Check	-596.53
10/11/2023				<a href="#">120Z</a>	ARC	Accounts Payable	Outstanding	Check	-596.53

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
10/11/2023		<a href="#">12028</a>	AT&T	Accounts Payable	Outstanding	Check	-925.81
10/11/2023		<a href="#">12029</a>	BAVCO BACKFLOW APPARATUS & VALVE CO.	Accounts Payable	Outstanding	Check	-3,308.63
10/11/2023		<a href="#">12030</a>	CHAMPION PAVING, INC.	Accounts Payable	Outstanding	Check	-3,130.00
10/11/2023		<a href="#">12031</a>	CS-AMSCO	Accounts Payable	Outstanding	Check	-4,430.46
10/11/2023		<a href="#">12032</a>	DMC ENGINEERING	Accounts Payable	Outstanding	Check	-22,268.22
10/11/2023		<a href="#">12033</a>	DMS FACILITY SERVICES	Accounts Payable	Outstanding	Check	-1,177.04
10/11/2023		<a href="#">12034</a>	DMV	Accounts Payable	Outstanding	Check	-20.00
10/11/2023		<a href="#">12035</a>	EAGLE COMMUNICATIONS	Accounts Payable	Outstanding	Check	-3,341.90
10/11/2023		<a href="#">12036</a>	EWING IRRIGATION PRODUCTS, INC.	Accounts Payable	Outstanding	Check	-298.52
10/11/2023		<a href="#">12037</a>	FEDEX	Accounts Payable	Outstanding	Check	-64.59
10/11/2023		<a href="#">12038</a>	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-36,961.50
10/11/2023		<a href="#">12039</a>	GMU GEOTECHNICAL, INC.	Accounts Payable	Outstanding	Check	-507.00
10/11/2023		<a href="#">12040</a>	GREENSTONE MATERIALS INC.	Accounts Payable	Outstanding	Check	-854.92
10/11/2023		<a href="#">12041</a>	HACH COMPANY	Accounts Payable	Outstanding	Check	-2,113.79
10/11/2023		<a href="#">12042</a>	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-27,708.30
10/11/2023		<a href="#">12043</a>	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-7,234.00
10/11/2023		<a href="#">12044</a>	INDUSTRIAL METAL SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-185.20
10/11/2023		<a href="#">12045</a>	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-3,241.56
10/11/2023		<a href="#">12046</a>	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-152,466.21
10/11/2023		<a href="#">12047</a>	J. SMITH & T MULL, INC	Accounts Payable	Outstanding	Check	-126.27
10/11/2023		<a href="#">12048</a>	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-26,343.18
10/11/2023		<a href="#">12049</a>	STANTON MAHLER	Accounts Payable	Outstanding	Check	-1,052.18
10/11/2023		<a href="#">12050</a>	MCFADDEN-DALE INDUSTRIAL HARDWARE	Accounts Payable	Outstanding	Check	-421.74
10/11/2023		<a href="#">12051</a>	NBS	Accounts Payable	Outstanding	Check	-3,700.51
10/11/2023		<a href="#">12052</a>	NIGRO & NIGRO, PC	Accounts Payable	Outstanding	Check	-10,000.00
10/11/2023		<a href="#">12053</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-1,342.06
10/11/2023		<a href="#">12054</a>	COUNTY OF ORANGE - HEALTH CARE AGENCY	Accounts Payable	Outstanding	Check	-514.00
10/11/2023		<a href="#">12055</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-2,840.00
10/11/2023		<a href="#">12056</a>	O'REILLY AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-37.14
10/11/2023		<a href="#">12057</a>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-728.98
10/11/2023		<a href="#">12058</a>	PARK WEST LANDSCAPE MANAGEMENT	Accounts Payable	Outstanding	Check	-34,700.00
10/11/2023		<a href="#">12059</a>	PSOMAS	Accounts Payable	Outstanding	Check	-3,627.50
10/11/2023		<a href="#">12060</a>	S & J SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-3,254.06
10/11/2023		<a href="#">12061</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
10/11/2023		<a href="#">12062</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-1,497.50
10/11/2023		<a href="#">12063</a>	SOTO RESOURCES	Accounts Payable	Outstanding	Check	-3,102.50
10/11/2023		<a href="#">12064</a>	SOUTHERN COUNTIES LUBRICANTS, LLC	Accounts Payable	Outstanding	Check	-150.85
10/11/2023		<a href="#">12065</a>	SS MECHANICAL CONSTRUCTION CORP.	Accounts Payable	Outstanding	Check	-12,040.86
10/11/2023		<a href="#">12066</a>	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
10/11/2023		<a href="#">12067</a>	TYLER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-16,307.79
10/11/2023		<a href="#">12068</a>	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-98.91
10/11/2023		<a href="#">12069</a>	UNITED RENTALS (NORTH AMERICA), INC.	Accounts Payable	Outstanding	Check	-9,916.81
10/11/2023		<a href="#">12070</a>	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-4,109.64

**Bank Transaction Report**

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
10/11/2023		<a href="#">12071</a>	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-816.00
10/12/2023		<a href="#">12072</a>	PARK WEST LANDSCAPE MANAGEMENT	Accounts Payable	Outstanding	Check	-5,250.00
10/16/2023		<a href="#">12073</a>	ARC	Accounts Payable	Outstanding	Check	-218.59
10/16/2023		<a href="#">12074</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-885.48
10/16/2023		<a href="#">12075</a>	FEDEX	Accounts Payable	Outstanding	Check	-4.90
10/16/2023		<a href="#">12076</a>	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-31,604.80
10/16/2023		<a href="#">12077</a>	ORANGE COUNTY REGISTER - FREEDOM	Accounts Payable	Outstanding	Check	-703.92
10/16/2023		<a href="#">12078</a>	TYLER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-37.80
10/24/2023		<a href="#">12083</a>	STATE WATER RESOURCES CONTROL BOARD	Accounts Payable	Outstanding	Check	-60.00
10/24/2023		<a href="#">12084</a>	CONSOLIDATED WATER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-14,332.30
10/24/2023		<a href="#">12085</a>	CSDA	Accounts Payable	Outstanding	Check	-9,050.00
10/24/2023		<a href="#">12086</a>	DMS FACILITY SERVICES	Accounts Payable	Outstanding	Check	-1,177.04
10/24/2023		<a href="#">12087</a>	ECLIPSE SIGNS, LLC	Accounts Payable	Outstanding	Check	-198.53
10/24/2023		<a href="#">12088</a>	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-48,972.38
10/24/2023		<a href="#">12089</a>	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-6,306.49
10/24/2023		<a href="#">12090</a>	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-7,234.00
10/24/2023		<a href="#">12091</a>	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-7,150.25
10/24/2023		<a href="#">12092</a>	IB CONSULTING	Accounts Payable	Outstanding	Check	-470.00
10/24/2023		<a href="#">12093</a>	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-11,393.65
10/24/2023		<a href="#">12094</a>	JB OFFICE	Accounts Payable	Outstanding	Check	-433.04
10/24/2023		<a href="#">12095</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-2,128.89
10/24/2023		<a href="#">12096</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-2,840.00
10/24/2023		<a href="#">12097</a>	O'REILLY AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-207.01
10/24/2023		<a href="#">12098</a>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-1,393.96
10/24/2023		<a href="#">12099</a>	S & J SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-1,805.03
10/24/2023		<a href="#">12100</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
10/24/2023		<a href="#">12101</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-5,693.00
10/24/2023		<a href="#">12102</a>	SOUTH ORANGE COUNTY WASTEWATER AUTHORITY	Accounts Payable	Outstanding	Check	-1,541.04
10/24/2023		<a href="#">12103</a>	SOTO RESOURCES	Accounts Payable	Outstanding	Check	-8,982.50
10/24/2023		<a href="#">12104</a>	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
10/24/2023		<a href="#">12105</a>	TRENCH SHORING COMPANY	Accounts Payable	Outstanding	Check	-527.51
10/24/2023		<a href="#">12106</a>	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-168.91
10/24/2023		<a href="#">12107</a>	VAUGHAN'S INDUSTRIAL REPAIR COMPANY, INC.	Accounts Payable	Outstanding	Check	-12,369.00
10/24/2023		<a href="#">12108</a>	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-1,324.60
10/27/2023		<a href="#">12110</a>	MIKE SAFRANSKI	Accounts Payable	Outstanding	Check	-755.58
11/07/2023		<a href="#">12111</a>	AT&T	Accounts Payable	Outstanding	Check	-957.48
11/07/2023		<a href="#">12112</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-509.00
11/07/2023		<a href="#">12113</a>	EH WACHS	Accounts Payable	Outstanding	Check	-1,673.88
11/07/2023		<a href="#">12114</a>	EUROFINS EATON ANALYTICAL, INC.	Accounts Payable	Outstanding	Check	-2,490.00
11/07/2023		<a href="#">12115</a>	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-12,562.85
11/07/2023		<a href="#">12116</a>	FIELDMAN, ROLAPP & ASSOC.	Accounts Payable	Outstanding	Check	-1,765.50
11/07/2023		<a href="#">12117</a>	GMU GEOTECHNICAL, INC.	Accounts Payable	Outstanding	Check	-6,693.50
11/07/2023		<a href="#">12118</a>	GRAINGER	Accounts Payable	Outstanding	Check	-837.11

**Bank Transaction Report**

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
11/07/2023		<u>12119</u>	HARRINGTON INDUSTRIAL PLASTICS LLC	Accounts Payable	Outstanding	Check	-111.39
11/07/2023		<u>12120</u>	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-2,137.50
11/07/2023		<u>12121</u>	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-1,112.22
11/07/2023		<u>12122</u>	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-11,672.50
11/07/2023		<u>12123</u>	OC KEYS LLC	Accounts Payable	Outstanding	Check	-1,551.03
11/07/2023		<u>12124</u>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-2,130.00
11/07/2023		<u>12125</u>	O'REILLY AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-372.28
11/07/2023		<u>12126</u>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-619.98
11/07/2023		<u>12127</u>	PSOMAS	Accounts Payable	Outstanding	Check	-622.50
11/07/2023		<u>12128</u>	S & J SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-956.82
11/07/2023		<u>12129</u>	SANCON ENGINEERING, INC.	Accounts Payable	Outstanding	Check	-17,020.00
11/07/2023		<u>12130</u>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-71,866.21
11/07/2023		<u>12131</u>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-2,996.50
11/07/2023		<u>12132</u>	SWRCB ACCOUNTING OFFICE	Accounts Payable	Outstanding	Check	-60.00
11/07/2023		<u>12133</u>	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-1,005.97
<b>Check Total: (102)</b>							<b>-737,077.08</b>
<b>EFT</b>							
10/12/2023		<u>408</u>	ACWA JPIA - WC, PROP., & LIAB	Accounts Payable	Outstanding	EFT	-4,206.00
10/12/2023		<u>409</u>	AMAZON	Accounts Payable	Outstanding	EFT	-1,464.75
10/12/2023		<u>410</u>	DEZURIK, INC.	Accounts Payable	Outstanding	EFT	-4,270.11
10/12/2023		<u>411</u>	DUTHIE ELECTRIC SERVICE CORPORATION	Accounts Payable	Outstanding	EFT	-972.95
10/12/2023		<u>412</u>	EIDE BAILLY	Accounts Payable	Outstanding	EFT	-6,786.38
10/12/2023		<u>413</u>	MWDOC	Accounts Payable	Outstanding	EFT	-101,061.18
10/12/2023		<u>414</u>	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-62.00
10/12/2023		<u>415</u>	STRADLING YOCCA CARLSON & RAUTH	Accounts Payable	Outstanding	EFT	-630.00
10/12/2023		<u>416</u>	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-245.27
10/12/2023		<u>417</u>	UNITED WATER WORKS, INC.	Accounts Payable	Outstanding	EFT	-888.39
10/17/2023		<u>418</u>	ACWA JPIA - LIFE	Accounts Payable	Outstanding	EFT	-484.49
10/17/2023		<u>419</u>	STRADLING YOCCA CARLSON & RAUTH	Accounts Payable	Outstanding	EFT	-367.50
10/17/2023		<u>420</u>	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-2,880.00
10/20/2023		<u>421</u>	TESCO CONTROLS, INC.	Accounts Payable	Outstanding	EFT	-308,935.00
10/26/2023		<u>422</u>	ACWA	Accounts Payable	Outstanding	EFT	-23,705.00
10/26/2023		<u>423</u>	ACWA JPIA - WC, PROP., & LIAB	Accounts Payable	Outstanding	EFT	-11,455.25
10/26/2023		<u>424</u>	AMAZON	Accounts Payable	Outstanding	EFT	-1,358.62
10/26/2023		<u>425</u>	BLACOH CONTROLS, INC.	Accounts Payable	Outstanding	EFT	-24,990.00
10/26/2023		<u>426</u>	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-6,486.80
10/26/2023		<u>427</u>	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-62.00
10/26/2023		<u>428</u>	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-5,193.75
10/26/2023		<u>429</u>	TESCO CONTROLS, INC.	Accounts Payable	Outstanding	EFT	-51,900.00
10/26/2023		<u>430</u>	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-438.32
10/26/2023		<u>431</u>	UNITED WATER WORKS, INC.	Accounts Payable	Outstanding	EFT	-4,564.51
<b>EFT Total: (24)</b>							<b>-563,408.27</b>

**Bank Transaction Report**

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
10/18/2023		<a href="#">12079</a>	RUTTER DEVELOPMENT CORP	Utility Billing	Outstanding	Check	-145.74
10/18/2023		<a href="#">12080</a>	ARIZONA PIPELINE	Utility Billing	Outstanding	Check	-1,602.23
10/19/2023		<a href="#">12081</a>	FIDEL PEREZ	Utility Billing	Outstanding	Check	-127.96
10/25/2023		<a href="#">12109</a>	MEHDI KARKHANEHCHIN	Utility Billing	Outstanding	Check	-160.20
<b>Check Total: (4)</b>							<b>-2,036.13</b>
<b>Utility Billing Total: (4)</b>							<b>-2,036.13</b>
<b>Report Total: (161)</b>							<b>-1,824,661.60</b>

Accounts Payable Total: (157)

-1,822,625.47

# Summary

**Bank Account**  
[030866939 Bank of the West Checking](#)

Count	Amount
161	-1,824,661.60
<b>Report Total:</b>	<b>-1,824,661.60</b>

**Cash Account**  
[99 99-000-1004 Bank of the West Checking \(Pooled Cash\)](#)

Count	Amount
161	-1,824,661.60
<b>Report Total:</b>	<b>-1,824,661.60</b>

Transaction Type	Count	Amount
Bank Draft	31	-522,140.12
Check	106	-739,113.21
EFT	24	-563,408.27
<b>Report Total:</b>	<b>161</b>	<b>-1,824,661.60</b>



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

GENERAL FUND PAYROLL WARRANT REGISTER

For the Month of: November 2023

\$ 230,332.03

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 12/14/2023  
By \_\_\_\_\_ Date 12/14/23

Net Pay	<b>Checks</b>	181.07		
	<b>Direct Deposits</b>	76,514.07		
	Subtotal Net Pay			76,695.14
	<b>Adjustments</b>	4,125.81		
	Total Net Pay Liability (Net Cash)			80,820.95

Taxes		You are responsible for		Amount debited		
		Depositing these amounts		from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	<b>Federal Income Tax</b>		16,680.43			
	<b>Earned Income Credit Advances</b>					
	<b>Social Security</b>		5,029.65		5,029.63	
	<b>Medicare</b>		1,794.30		1,794.26	
	<b>Medicare Surtax</b>		180.82			
	<b>Federal Unemployment Tax</b>					
	Subtotal Federal		23,685.20		6,823.89	30,509.09
	<b>FMLA-PSL Payments Credit</b>					
	<b>FMLA-PSL ER FICA Credit</b>					
	<b>FMLA-PSL Health Care Premium Credit</b>					
	<b>Employee Retention Qualified Payments Cre</b>					
	<b>Employee Retention Qualified Health Care</b>					
	<b>Cobra Premium Assistance Payments</b>					
	Total Federal		23,685.20		6,823.89	30,509.09
State	<b>CA State Income Tax</b>		7,001.29			
	<b>CA State Unemployment Insurance-ER 3000</b>				4.55	
	<b>CA State Disability Insurance-EE</b>		666.96			
	Subtotal CA		7,668.25		4.55	7,672.80
	Total Taxes	.00	.00	31,353.45	6,828.44	38,181.89
	Amount ADP Debited From AccountXXXX6939					38,181.89
	Tran/ABA XXXXXXXXXX					<b>Excludes Taxes That Are Your Responsibility</b>

Other	<b>ADP Direct Deposit</b>	76,514.07				24 Employee Transactions
Transfers	<b>ADP Check</b>	181.07				
	Amount ADP Debited From AccountXXXX6939					76,695.14
	Tran/ABA XXXXXXXXXX					
	Total Amount ADP Debited From Your Accounts					114,877.03



### Statistical Summary Detail

### TRABUCO CANYON WATER

Region Name : GKN  
Company Code : ADP RESOURCE

Batch : 1622  
Quarter Number : 4  
Service Center : 580

Period Ending : 11/15/2023  
Pay Date : 11/20/2023  
Current Date : 11/16/2023

Week 46  
Page 2

Net Pay	<b>Checks</b>				233.62
	<b>Direct Deposits</b>				79,608.30
	Subtotal Net Pay				79,841.92
	<b>Adjustments</b>				.00
	Total Net Pay Liability (Net Cash)				79,841.92

Taxes		You are responsible for		Amount debited		
		Depositing these amounts		from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	<b>Federal Income Tax</b>				16,376.02	
	<b>Earned Income Credit Advances</b>					
	<b>Social Security</b>				4,091.39	4,091.37
	<b>Medicare</b>				1,756.82	1,756.85
	<b>Medicare Surtax</b>				219.73	
	<b>Federal Unemployment Tax</b>					
	Subtotal Federal		22,443.96		5,848.22	28,292.18
	<b>FMLA-PSL Payments Credit</b>					
	<b>FMLA-PSL ER FICA Credit</b>					
	<b>FMLA-PSL Health Care Premium Credit</b>					
	<b>Employee Retention Qualified Payments Cre</b>					
	<b>Employee Retention Qualified Health Care</b>					
	<b>Cobra Premium Assistance Payments</b>					
	Total Federal		22,443.96		5,848.22	28,292.18
State	<b>CA State Income Tax</b>				6,747.20	
	<b>CA State Unemployment Insurance-ER 3000</b>					16.81
	<b>CA State Disability Insurance-EE</b>				556.89	
	Subtotal CA				7,304.09	16.81
	Total Taxes	.00	.00	29,748.05	5,865.03	35,613.08
	Amount ADP Debited From AccountXXXX6939			Tran/ABA XXXXXXXXXX		35,613.08

**Excludes Taxes That Are Your Responsibility**

Other	<b>ADP Direct Deposit</b>				79,608.30	28 Employee Transactions
Transfers	<b>ADP Check</b>				233.62	
	Amount ADP Debited From AccountXXXX6939			Tran/ABA XXXXXXXXXX		79,841.92
	Total Amount ADP Debited From Your Accounts					115,455.00



### Statistical Summary Detail

## TRABUCO CANYON WATER

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

Batch : **2572**  
Quarter Number : **4**  
Service Center : **580**

Period Ending : **11/30/2023**  
Pay Date : **12/05/2023**  
Current Date : **11/30/2023**

**Week 49**

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | DECEMBER 21, 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. *November 1, 2023*

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



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

---

### **DIRECTORS PRESENT**

Mike Safranski, Committee Chair  
Stephen Dopudja, Committee Member

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Lorrie Lausten, District Engineer  
Gary Kessler, Water Superintendent  
Jason Stroud, Maintenance Superintendent  
Karen Warner, Principal Accountant  
Phil Serpas, CMMS/SCADA Administrator  
Roseann Lejsek, Administrative Assistant

### **PUBLIC PRESENT**

None

### **CALL MEETING TO ORDER**

Director Safranski called the November 1, 2023 Engineering/Operational Committee Meeting to order at 7:00 a.m.

### **VISITOR PARTICIPATION**

No comments were received.

### **ORAL COMMUNICATION**

No comments were received.

### **COMMITTEE MEMBER COMMENTS**

No comments were received.

### **REPORT FROM THE GENERAL MANAGER**

Mr. Paludi reported on the following matters:

- Southern California Water Coalition (SCWC) Annual Meeting is scheduled for Thursday, November 2<sup>nd</sup> and the District has received five complimentary tickets for the Board and staff.
- Mr. Paludi participated in a radio interview for KPPC 89.3 FM concerning the District's adopted rates and charges.

### **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

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

**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 issued a request for proposals (RFP) to eight qualified firms to bring the District's facilities into regulatory compliance. Ms. Lausten reported that five firms responded to the RFP, and she presented a proposal evaluation for Committee review. Discussion occurred concerning the scope of work and the associated costs. Ms. Lausten recommended P2S, Inc. for the proposed work.

**MOTION:** Recommend the Board of Directors 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 (Action Calendar) – Director Dopudja.

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

**ITEM 3: OTHER ENGINEERING AND OPERATIONS PROJECT UPDATES**

---

1. **Status of Improvements in Dove Plaza**  
Mr. Paludi provided an update on this matter, and he reported that the fire service upgrades are ongoing including the replacement of service valves and backflow prevention devices.
2. **Lead & Copper Rules Revision Compliance**  
Ms. Lausten reported that the Municipal Water District of Orange County (MWDOC) has offered contract services with Hazen to comply with this new regulation through its choice program for its member agencies, which includes TCWD, at a cost of \$150,000 per agency. Ms. Lausten reported that District staff has requested a separate proposal from Hazen to perform the same level of regulatory compliance at a lower cost. Ms. Lausten added that more information on this matter will be presented at a future meeting.
3. **Golf Club SLS Construction Bid Update**  
Ms. Lausten reported that District staff has publicly bid this project to five qualified contractors and that bids are due in two weeks.
4. **Saddle Crest Development Update**  
Mr. Paludi reported that District staff are meeting with Orange County Fire Authority (OCFA) staff to review the process for acceptance of the onsite pump station and reservoir. Discussion occurred concerning certain facility challenges.
5. **Other Projects**  
None

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

**MOTION:** None – Informational item only.

**ITEM 4: 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. Worked on start-up testing for the Saddle Crest development onsite reservoir and pump station.
2. Worked with Ferreira Construction on the Dove Canyon Plaza valve replacement project.
3. Prepared and completed the annual inspection by the Regional Water Board.
4. Restarted the Dimension Water Treatment Plant (DWTP).

Mr. Kessler presented the Water System Summary for Committee review, and he reported that the Dimension Water Treatment Plant (DWTP) will be offline the following week as Irvine Ranch Water District (IRWD) will introduce Irvine Lake water as a supply source at the Baker Water Treatment Plant. Discussion occurred concerning water quality control efforts.

**MOTION:** None – Informational item only.

**ITEM 5: WASTEWATER SYSTEM UPDATES**

---

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

1. Worked with TESCO Controls on programming repairs of El Toro, Bell Canyon, and Barneburg Sewer Lift Stations.
2. Cleaned and prepped Robinson Ranch Wastewater Treatment Plant (WWTP) facility for the public tour.
3. Inspected manholes at Saddle Crest development and cleaned gravity lines.
4. Repaired a roller and performed the cleaning of the filter belt press at the WWTP.

Mr. Ulloa presented the Recycled Water System Summary for Committee review, and he reported that Operations has started pumping Dove Lake to supplement recycled water production to meet demand.

**MOTION:** None – Informational item only.

**ITEM 6: 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. Worked with Operations to test the Saddle Crest development onsite reservoir and pump station.

**Wastewater Operations**

1. Worked with Operations and TESCO Controls at Bell Canyon Sewer Lift Station.

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

**District Fleet Upgrades & Other Projects**

1. Annual SMOG on four District vehicles.
2. Repairs on Truck No. 3 to prepare for SMOG testing.
3. Completed emergency diesel repairs on the small backup power generator at administration facility.
4. Completed weed abatement on El Toro Road bike trail, WWTP, and access road/ridge between Brookseed Drive and Dove Reservoir.
5. Assisted with logistics on the District Facilities Tour.
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 Urban Search and Rescue (USR) Team performed trench setup and rescue training at Porter Ranch. This is an annual training event hosted by TCWD.

**MOTION:** None – Informational item only.

**ITEM 7: OTHER MATTERS/REPORTS**

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There were no others matter reported.

**MOTION:** None

**ADJOURNMENT**

Director Safranski adjourned the November 1, 2023 Engineering/Operational Committee Meeting at 7:30 a.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | DECEMBER 21, 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. *November 8, 2023*

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



## TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | NOVEMBER 8, 2023

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### **DIRECTORS PRESENT**

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

### **STAFF PRESENT**

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

### **CONSULTANTS PRESENT**

Claire Collins, Hanson Bridgett, LLP – District General Counsel

### **PUBLIC PRESENT**

None

### **CALL MEETING TO ORDER**

Vice President Mandich called the November 8, 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**

None

### **DISCUSSION MATTERS**

#### **ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP**

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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

**SECOND:** Director Mandich

**AYES:** Directors Mandich & Dopudja

**NOES:** None

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | NOVEMBER 8, 2023**

**ABSTAIN:** None

**MOTION PASSED/FAILED:** Passed 2 - 0

**ITEM 2: BOARD AGENDA PLANNING CALENDAR**

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Mr. Paludi provided a handout that included the following agenda planning items for Committee review and consideration:

**November 2023**

Regular Board Meeting – 11/16

- System Wide ARC Flash and Coordination Study (E/O)

**December 2023**

Regular Board Meeting – 12/21

- Election of Board Officers/Committee Appointments – CY 2024
- Golf Club SLS Rehab Construction Contract Award (E/O)
- UWI Spring Conference Sponsorship (Exec)

**January 2024**

Regular Board Meeting – 1/18

- Annual Comprehensive Financial Report FYE 2023 (F/A)

**Other Potential Future Board Items**

- Expense Reimbursement Policy Update
- Human Resources Support Services Contract
- Acceptance of Saddle Crest Facilities

**MOTION:** None – Informational item only.

**ITEM 3: RESIDENTIAL WATER METER DOWNSIZING PROGRAM**

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Mr. Paludi presented this matter for Committee consideration, and he reported that the program application and permit was approved by the Board of Directors at the November 1, 2023 Special Board Meeting pending certain modifications and final approval by the Executive Committee. Discussion occurred concerning certain minor, non-substantive changes to ensure consistency of terms. Director Dopudja commented on certain feedback from District customers on the program, specifically the recorded notice requirement, and he recommended the addition of language to the notice that the recorded notice may be removed from title in the event the meter is resized to its original size. Mr. Paludi presented a handout of the proposed web page for the District’s website which is prepared to be updated the following week. Director Mandich inquired about any updates from the Orange County Fire Authority (OCFA) concerning process approval; Mr. Paludi confirmed that OCFA has agreed to provide approval to applicants that meet their requirements.

**MOTION:** Approve the proposed changes to the District’s Residential Water Meter Downsizing Program application and permit, and forward to the Board of Directors for review (Action Calendar) – Director Dopudja

**SECOND:** Director Mandich

**AYES:** Directors Mandich & Dopudja

**NOES:** None

**ABSTAIN:** None

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | NOVEMBER 8, 2023**

**MOTION PASSED/FAILED:** Passed 2 – 0

**ITEM 4: REVIEW OF DISTRICT EXPENSE REIMBURSEMENT POLICY**

---

Mr. Paludi presented this matter for Committee consideration, and he reported that this policy was previously approved by the Board of Directors in 2022. Director Mandich recommended non-substantive changes to certain terms for consistency purposes. Director Dopudja recommended updating the lodging requirements with a rule of reasonableness concerning the number of days in relation to the conference. Discussion occurred concerning certain examples of conferences based on distance and travel. The Committee recommended the lodging requirements language to be updated to limit the number of days of lodging do not exceed the days of the conference unless previously approved by the authorizing authority.

**MOTION:** The Committee recommended forwarding the proposed

**ITEM 5: DISCUSSION OF DISTRICT HUMAN RESOURCES AND BENEFITS ADMINISTRATION SUPPORT**

---

Mr. Paludi presented this matter for Committee consideration, and he commented that this item had been agendized at the request of Director Mandich. Director Mandich added that the purpose of this proposed contracted support is to assist District staff workload on human resources and benefits related items. Mr. Perea expressed his support for the proposed contract services as he performs this function, but he stated that he recognizes the need for the separation of these duties. Director Dopudja concurred with the recommended contract services to ensure staff receive the support they need. Mr. Paludi reported that District staff will prepare Request for Proposals (RFP) with a scope of work, and this matter will agendized for discussion at the next Committee meeting.

**MOTION:** None – Informational item only.

**ITEM 6: DISCUSSION OF DISTRICT PORTER PROPERTY**

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Mr. Paludi presented this matter for Committee consideration and discussion. Director Mandich commented that the District has completed an environmental survey of the property, and he requested that general counsel provide an update on recent surplus land act requirements. Discussion occurred concerning potential use options for the property. Director Mandich recommended the scheduling of a District Properties Committee meeting in December to discuss this matter.

**MOTION:** None – Informational item only.

**OTHER MATTERS**

**ITEM 7: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF**

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Mr. Paludi provided a brief update on the Saddle Crest development onsite reservoir and pump station improvements.

**MOTION:** None – Informational item only.

**ADJOURNMENT**

Vice President Mandich adjourned the November 8, 2023 Executive Committee Meeting at 6:19 p.m.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | DECEMBER 21, 2023**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

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

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***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. *November 2023*

**EXHIBITS:**

1. Directors Fees and Expenses Monthly Report for November 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 | NOVEMBER 2023**

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
<b>DISTRICT MEETINGS</b>					
Engineering/Operational Committee Meeting			11/01/23		11/01/23
Special Board Meeting		11/01/23	11/01/23	11/01/23	11/01/23
Energy Efficiency Ad Hoc Committee				11/02/23	11/02/23
Executive Committee Meeting			11/08/23	11/08/23	
Finance/Audit Committee Meeting		11/09/23		11/09/23	
Individual Meeting with General Manager		11/14/23		11/13/23	11/14/23
Regular Board Meeting	11/16/23	11/16/23	11/16/23	11/16/23	11/16/23
<b>REPRESENTATIVE MEETINGS</b>					
Community Associations of Rancho (CAR) Meeting		11/07/23			
City of Rancho Santa Margarita - City Council Meeting					11/08/23
City of Rancho Santa Margarita - Planning Commission Meeting	11/01/23				
City of Rancho Santa Margarita - State of the City Event			11/09/23	11/09/23	11/09/23
Independent Special Districts of Orange County (ISDOC) Monthly Meeting				11/07/23	
MWDOC Board Meeting	11/15/23				
OC LAFCO Regular Meeting					
South Orange County Agencies Group Meeting					11/21/23
Water Advisory Commission of Orange County (WACO)	11/03/23				
<b>NUMBER OF MEETINGS ATTENDED</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>7</b>	<b>7</b>
<b>PER DIEMS (\$125 per each meeting*)</b>	<b>\$500.00</b>	<b>\$625.00</b>	<b>\$500.00</b>	<b>\$875.00</b>	<b>\$875.00</b>
<b>DIRECT REIMBURSABLE EXPENSES</b>					
<b>DIRECT REIMBURSABLE EXPENSES TOTALS</b>					
<b>INDIRECT REIMBURSABLE EXPENSES</b>					
<b>INDIRECT REIMBURSABLE EXPENSES TOTALS</b>					
<b>TOTAL (PER DIEMS + DIRECT REIMBURSABLE EXPENSES)</b>	<b>\$500.00</b>	<b>\$625.00</b>	<b>\$500.00</b>	<b>\$875.00</b>	<b>\$875.00</b>
<i>* Maximum per diem per day is one; maximum per diems per month is 10</i>					

\_\_\_\_\_  
**DIRECTOR SIGNATURE**

**TRABUCO CANYON WATER DISTRICT | 2023 PUBLIC MEETING AND CONFERENCE CALENDAR**

2023													
LINE ITEM	MEETING DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>DISTRICT PUBLIC MEETINGS</b>													
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	03/08/23	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	-	-	-	-	-	-	-	-	-	-	-	-
<b>PUBLIC MEETINGS</b>													
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
<b>CONFERENCES</b>													
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 | DECEMBER 21, 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 | DECEMBER 21, 2023**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 7: ELECTION OF BOARD OFFICERS**

---

The District's General Policy and Rules and Regulations, adopted on March 16, 2005, stipulate that the December meeting of the Board of Directors shall address the office of the President and Vice President. A copy of the Organizational Meeting Procedures and Guidelines is included for the Board's review and information.

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT**

FY 2023-24 Budgeted Board Expenses: \$45,000

*Directors receive \$125.00 per diem, not to exceed ten (10) per diems per month, for meetings approved by the Board.*

**ENVIRONMENTAL COMPLIANCE:**

Not applicable

**RECOMMENDED ACTIONS:**

*Pursuant to the District's General Policy and Rules and Regulations, hold elections for the offices of President and Vice President of the Board of Directors.*

**EXHIBIT(S):**

1. TCWD General Policy and Rules and Regulations, Section 2.3, Elections of President and Vice President

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

shall serve as chairperson over that meeting of the Board. And, in the event that both the President and Vice President of the

Board are absent, the remaining three members of the Board shall elect one of the members to serve as chairperson pro-tem over that Board meeting.

### **Section 2.3      Elections of President and Vice-President**

2.3.1 Time of Elections. The election of the President and Vice-President of the Board shall occur each year in December. The President and/or Vice President may be re-elected for an additional one-year term, but in no instance may the President and/or Vice President serve in the same office more than two years consecutively. In the event that a new Director is appointed or elected to the Board to fill a vacant position, and the Director(s) whose office is so replaced was the President or Vice-President, the Board may, by action of a majority of the Board after the new Director(s) has assumed office, call for an election of President and/or Vice-President as appropriate.

2.3.1.1      The Board reserves the right to re-elect, or elect, a President and/or Vice-President at such time(s) as the Board shall determine or direct.

2.3.2 Procedure - Election of President.

2.3.2.1      Nominations. At the time and place set for the election, the General Manager shall request that nominations for the office of President be announced. Such nominations shall be made orally. Each Director shall make no more than one nomination. A Director may nominate another Director or him or herself. The General Manager shall then declare the nominations for the office of President to be closed.

2.3.2.2.1      Election. Following the close of nominations, the General Manager shall call each nominated Director's name and request votes in favor. The votes shall be cast orally. If no Director receives a majority of votes from the entire Board, then the nomination of any Director may be withdrawn and the

nominations may be reopened. The General Manager shall again request votes in favor of each nominee until a majority of the entire Board votes in favor of one nominee. In such election, Directors whose vote is required to break a tie or to constitute a majority of the entire Board shall not abstain from voting unless required to do so by State or Federal law. Following the completion of the election, the Director elected as President shall immediately assume the duties of that office.

### 2.3.3 Procedure - Election of Vice-President

2.3.3.1 Nominations. Nominations for Vice-President shall be held in the same manner as those for President. The President may make a nomination, but the President shall not be nominated for this office.

2.3.3.2 Election. The election of Vice-President shall be in the same manner as for the election of the President. The President may vote for such election. Following the completion of the election, the Director elected as Vice-President shall immediately assume the duties of that office.

## **Section 2.4 District Committees**

2.4.1 General Committee Information. The Board has formed certain District committees in order to manage the flow of information, devote specific attention to particular matters and more efficiently employ the available time of each Director. The District committees shall be formed at the pleasure of the Board and shall perform such duties and functions as are specified by the Board.

Members of District committees shall be appointed by the President. Members of District committees may include Board Members and District staff. Members of the Board and staff may consult with the President on appointments of Board members and District staff to District committees.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | DECEMBER 21, 2023**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO CALENDAR YEAR 2024 BOARD MEMBER COMMITTEE APPOINTMENTS AND AGENCY REPRESENTATIVE ASSIGNMENTS**

---

The District's Annual Organizational Meeting is held for the purpose of determining Committee Member and Agency Representative assignments by the President of the Board of Directors.

A list of the current Committee Members and Agency Representatives has been included for Board review and consideration. If Directors have a preference to serve on specific Committees or as an Agency Representative, they should communicate with the General Manager. A current list of preferences will be provided to the President of the Board of Directors at the time of the Regular Board Meeting, if any.

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT:**

FY 2023-24 Budgeted Board Expenses: \$45,000

*Directors receive \$125.00 per diem, not to exceed ten (10) per diems per month, for meetings approved by the Board.*

**RECOMMENDED ACTIONS:**

*Board President to appoint Board Members and District staff to District committee(s) and make other agency representative assignments pursuant to District Policy and District Rules and Regulations Section 2.4.1.*

**EXHIBIT(S):**

1. Board Member Committee Appointments and Agency Representative Assignments, Calendar Year 2023

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

# TRABUCO CANYON WATER DISTRICT

## BOARD MEMBER COMMITTEE APPOINTMENTS & AGENCY REPRESENTATIVE ASSIGNMENTS | CY 2023

<b>STANDING COMMITTEES</b>		<b>CHAIR</b>	<b>MEMBER</b>	<b>ALTERNATE</b>	
Executive Committee (First Monday of the Month – 5:00 p.m.)		Vice President	President	N/A	
Engineering/Operational Committee (First Wednesday of the Month – 7:00 a.m.)		Safranski	Dopudja	Chadd	
Finance/Audit Committee (Second Thursday of the Month – 1:00 p.m.)		Chadd	Acosta	Mandich	
District Properties Committee		Mandich	Dopudja	Chadd	
<b>AD HOC COMMITTEES</b>		<b>CHAIR</b>	<b>MEMBER</b>	<b>ALTERNATE</b>	
Paloma Square Project Ad Hoc Committee (advisory to the GM; not founded by the Board)		Chadd	Safranski	Dopudja	
<b>MEMBER AGENCY REPRESENTATIVE ASSIGNMENTS</b>		<b>TITLE</b>	<b>PRIMARY</b>	<b>SECONDARY</b>	<b>THIRD</b>
Association of California Water Agencies (ACWA)		Director	Acosta	Safranski	Chadd
ACWA Joint Powers Insurance Authority		Delegate	Safranski	Acosta	Paludi
Baker Water Treatment Plant Project Committee		Member	Paludi	Dopudja	Perea
California Special Districts Association (CSDA)		Delegate	Acosta	Dopudja	Chadd
Independent Special Districts of Orange County (ISDOC)		Member	Mandich	Dopudja	Chadd
Santiago Aqueduct Commission (SAC)		Commissioner	Chadd	Mandich	Paludi
South Orange County Wastewater Authority (SOCWA) Board		Director	Dopudja	Acosta	Paludi
SOCWA Engineering Committee		Staff	Lausten	Paludi	N/A
South Orange County Agencies Group		Liaison	Safranski	Mandich	Paludi
South OC Integrated Regional Watershed Management Area Executive Committee		Member	Mandich	Chadd	Acosta
<b>ORGANIZATION REPRESENTATIVE ASSIGNMENTS</b>		<b>TITLE</b>	<b>PRIMARY</b>	<b>SECONDARY</b>	<b>THIRD</b>
American Water Works Association (AWWA)		Liaison	Paludi	Perea	Lausten
Community Associations of Rancho (CAR) Meeting		Liaison	Mandich	Safranski	Perea
City of Santa Margarita City Council Meeting No. 1		Liaison	Safranski	Mandich	Perea
City of Santa Margarita City Council Meeting No. 2		Liaison	Mandich	Safranski	Perea
City of Santa Margarita Planning Commission Meeting		Liaison	Acosta	Mandich	Perea
Orange County Local Agency Formation Commission (OC LAFCO)		Liaison	Mandich	Paludi	Perea
Municipal Water District of Orange County (MWDOC) Board		Liaison	Acosta	Dopudja	Paludi
Water Advisory Committee of Orange County (WACO)		Member	Acosta	Chadd	Paludi

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | DECEMBER 21, 2023**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 9: DISCUSSION OF DISTRICT HUMAN RESOURCES AND BENEFITS ADMINISTRATION SUPPORT**

---

The Executive Committee has requested a discussion regarding the potential organizational benefit to the District of procuring external support services for the human resources function including administration of the District's employee and director benefits.

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT**

Unknown at this time

**ENVIRONMENTAL COMPLIANCE:**

Not applicable

**COMMITTEE STATUS:**

This matter was discussed with the Executive Committee.

**RECOMMENDED ACTIONS:**

*Receive information at the time of the meeting. No action required.*

**EXHIBIT(S):**

None

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

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | DECEMBER 21, 2023**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 10: APPROVAL OF URBAN WATER INSTITUTE (UWI) SPRING CONFERENCE SPONSORSHIP**

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Urban Water Institute (UWI) is a nonprofit public education organization formed in 1993 in Orange County. UWI's mission is to provide non-partisan information of timely and pertinent interest to the water resource industry, including public agencies and private firms, with a particular emphasis on water economics, management, and resource policies as they affect consumers and the general economy. UWI forwards its mission primarily via two conferences annually, a "spring conference" in February and an "annual conference" in August. UWI conferences are attended by water district board members and general/senior managers, water resources and environmental engineers, utility managers, state and federal agency management staff and officials, attorneys, consultants and academia.

The District became a member of the Urban Water Institute (UWI) in 2020 and the District's General Manager holds a position on the UWI Board of Directors, which has a significant role in conference planning and the strategic direction of the organization.

UWI has changed the format of sponsorship opportunities, offering one annual sponsorship rather than one for each semi-annual conference. This enhances the funding stability of UWI while reducing administrative work for both UWI and sponsoring organizations. There are six sponsorship levels available from \$1,000 to \$15,000. UWI's 2024 Annual Sponsorship & Exhibitor Prospectus is included as Exhibit 1. Staff recommends a single \$3,000 sponsorship for 2024 as it is equivalent to the District's total annual sponsorship commitment over the past several years and is the lowest level that provides a complimentary registration (up to \$695 in value).

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT**

\$3,000

**ENVIRONMENTAL COMPLIANCE:**

Not applicable

**COMMITTEE STATUS:**

This matter was reviewed with the Finance/Audit Committee.

**RECOMMENDED ACTIONS:**

*Approve an annual sponsorship of the Urban Water Institute for 2024 in the amount of \$3,000.*

**EXHIBIT(S):**

1. UWI 2024 Annual Sponsorship & Exhibitor Prospectus

**CONTACTS (staff responsible): PALUDI**



# 2024 ANNUAL SPONSORSHIP & EXHIBITOR PROSPECTUS





# INFORMATION

## FOR SPONSORS & EXHIBITORS

### WHO IS URBAN WATER INSTITUTE?

The Urban Water Institute was incorporated as a nonprofit public education organization in the State of California in 1993.

Our mission is to provide non-partisan information of timely and pertinent interest to the water resource industry, incl. public agencies and private firms, with a particular emphasis on water economics, management and resource policies as they affect consumers and the general economy.

### CURRENT OPPORTUNITIES

UWI's Sponsorship and Exhibitor Prospectus details all opportunities for both Sponsors and Exhibitors.

Opportunities are designed to provide companies with the ability to maximize marketing efforts and ROI.

The program is set up to allow organizations to plan ahead and budget for a full year of sponsorship and exhibits over the course of two UWI Conferences, Spring and Fall.

### BENEFITS OF MARKETING WITH UWI

- Brand visibility and special recognition
- Relationship building through increased, dedicated networking opportunities
- Exposure to nearly 500 water community leaders over the course of two conferences
- The ability to plan and budget for a full calendar year
- A shared commitment to success

### WHO ATTENDS UWI CONFERENCES

- Water District General Managers & Board of Directors
- Water Resource & Environmental Engineers
- Utility Managers
- State and Federal Agency Senior Staff, Management & Officials
- Water Resources & Operations Managers
- Attorneys
- Consultants
- Academia



# SPONSORSHIP LEVELS

	TITLE*	DIAMOND	PLATINUM	GOLD	SILVER	BRONZE
	\$15,000	\$10,000	\$8,000	\$6,000	\$3,000	\$1,000
<b>NETWORKING</b>						
Recognition as the Title Sponsor on UWI Website/Newsletters/Marketing Materials	●					
Logo on Conference Bags (Spring/Fall)	●					
Exhibit Table (Spring/Fall)	●	●	●			
Complimentary Conference Registrations	5/year	4/year	3/year	2/year	1/year	
Welcome Reception Celebrating Sponsors	●	●	●	●	●	●
Attendee List w/ Contact Info (Spring/Fall)	●	●	●	●	●	●
<b>RECOGNITION</b>						
Premium Conference Signage (Spring/Fall)	●	●				
Guest Blog Post on UWI Website	●	●				
<b>Choice of 1 Level A Conference Sponsorship Item</b> (Spring/Fall)	●	●				
Ad in Conference Program (Spring/Fall)	Full Page	1/2 Page	1/4 Page			
Company Logo on Screen During Conference Sessions (Spring/Fall)	●	●	●			
Email Spotlight to Conference Attendees Promoting Company (Spring/Fall)	●	●	●			
<b>Choice of 1 Level B Conference Sponsorship Item</b> (Spring/Fall)	●	●	●			
Social Media Post Promoting Company	●	●	●	●		
<b>Choice of 1 Level C Conference Sponsorship Item</b> (Spring/Fall)	●	●	●	●		
Company Logo on Conference Promotional Materials (Spring/Fall)	●	●	●	●	●	
Company Logo on Conference Signage (Spring/Fall)	●	●	●	●	●	●
Company Logo in Conference Program (Spring/Fall)	●	●	●	●	●	●
Company Logo on Conference Website (Spring/Fall)	●	●	●	●	●	●
Sponsor Ribbons (Spring/Fall)	●	●	●	●	●	●



# SPONSOR & EXHIBITOR INFORMATION

## ADDITIONAL SPONSOR INFO



### LEVEL A CONFERENCE SPONSORSHIP ITEMS:

Lanyards, Conference WiFi, Opening Session, Chairman's Reception, Program Printing



### LEVEL B CONFERENCE SPONSORSHIP ITEMS:

Luncheon(s), Breakfast(s), Social Media, Audio Visual, Keynote Speakers



### LEVEL C CONFERENCE SPONSORSHIP ITEMS:

Morning Coffee Break, Afternoon Cookie Break, Ice Cream Sundae Break

### \*TITLE SPONSOR

The Title Sponsor is reserved for one organization that wishes to support Urban Water Institute at the highest level. This is an exclusive opportunity and the organization who elects to achieve this level will receive very specific benefits, such as amplified visibility on Urban Water Institute's website, marketing materials, and enhanced recognition during UWI conferences along with the single sponsor of Conference bags.

## EXHIBITOR OPPORTUNITIES

Organizations that wish to Exhibit at UWI's Conferences can do so by securing a Tabletop Exhibit for \$750 per Exhibit. Exhibitors will receive the following benefits:

- 1 6ft Table with 2 Chairs
- Listing in Conference Program
- Listing on UWI Conference Website
- Networking Opportunities – AM & PM Breaks
- 1 Complimentary Conference Registration





# CONTACT US

UWI Events Director: Paula Currie  
events@urbanwater.com  
(916) 616-0286

Urban Water Institute  
14271 Jeffrey Road, #509  
Irvine, CA 92620

Submit your sponsorship or exhibitor registration online:  
[urbanwater.com/sponsorship-registration](https://urbanwater.com/sponsorship-registration)



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | DECEMBER 21, 2023**

**ACTION CALENDAR**

**ENGINEERING MATTERS**

**ITEM 11: CAPITAL IMPROVEMENT PROGRAM (CIP) MID-YEAR UPDATE**

This report summarizes the status of Trabuco Canyon Water District's (District's) Capital Improvement Program (CIP) as summarized below and per the attached Exhibit 1.

<b>Status of the CIP Projects</b>	
<b>No.</b>	<b>Status</b>
1	Cancelled
1	Completed
2	Out to Bid
3	Design/Planning
8	Ongoing
6	In Construction

**FUNDING SOURCE:**

Capital Improvement Program

**FISCAL IMPACT (PROJECT BUDGET):**

\$4,512,000

**ENVIRONMENTAL COMPLIANCE:**

Not Applicable

**COMMITTEE STATUS:**

This matter was reviewed with the Engineering/Operational Committee

**RECOMMENDED ACTION:**

*Receive information at the time of the meeting. No action required.*

**EXHIBIT(S):**

1. CIP Budget Update

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

**TRABUCO CANYON WATER DISTRICT  
CAPITAL IMPROVEMENT PLAN BUDGET  
FY 2023/2024**

Item	Name	Status	Project Basis	Amount
<b>WATER PROJECTS</b>				
1	DWTP Office Replacement	Cancelled	Safety/End of Service Life	\$350,000
2	10" Pipeline Replacement - Cooks to Harris Grade (Design)	Design/Planning	Reliability	\$250,000
3	PSPS Transfer Switch Upgrade-Water	In Construction	Reliability	\$60,000
4	DWTP Vault Improvements	In Construction	Safety	\$75,000
<b>Sub-Total</b>				<b>\$735,000</b>
<b>SEWER PROJECTS</b>				
5	Golf Club SLS Improvement	In Construction	End of Service Life	\$1,800,000
6	WWTP - Blower Replacements	Design/Planning	Reliability	\$400,000
7	Chiquita FY23/24	Ongoing	Contract Agreement	\$178,000
8	Heritage SLS Pump Replacement	In Construction	End of Service Life	\$100,000
9	PSPS Transfer Switch Upgrade-Sewer	In Construction	Reliability	\$60,000
10	WWTP SCADA/Fiber Optic Upgrade	Out to Bid	End of Service Life	\$130,000
11	El Toro Force Main Valve Replacements	Completed	Reliability/End of Service Life	\$79,000
<b>Sub-Total</b>				<b>\$2,747,000</b>
<b>NON-DOMESTIC WATER PROJECTS</b>				
12	Dove/Robinson Ranch Recycled BPS Improvements (Design)	Design/Planning	End of Service Life	\$100,000
13	Recycled PRV Improvements	Out to Bid	End of Service Life	\$200,000
<b>Sub-Total</b>				<b>\$300,000</b>
<b>SHARED PROJECTS</b>				
14	SCADA System Upgrades FY 23-24	In Construction	Reliability/End of Service Life	\$400,000
<b>Sub-Total</b>				<b>\$400,000</b>
<b>EQUIPMENT</b>				
15	Fleet	Ongoing	General Maintenance	\$130,000
16	Pump Replacements - Sewer	Ongoing	End of Service Life	\$50,000
17	Pump Replacements - Water	Ongoing	End of Service Life	\$50,000
<b>Sub-Total</b>				<b>\$230,000</b>
<b>PROGRAM</b>				
18	PRV - Water	Ongoing	General Maintenance	\$20,000
19	Valve Replacement - Water	Ongoing	General Maintenance	\$30,000
20	Wet Well Recoating	Ongoing	General Maintenance	\$30,000
21	Manhole Recoating	Ongoing	General Maintenance	\$20,000
<b>Sub-Total</b>				<b>\$100,000</b>
<b>Total</b>				<b>\$4,512,000</b>

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | DECEMBER 21, 2023**

**ACTION CALENDAR  
ENGINEERING MATTERS**

**ITEM 12: APPROVAL OF CONTRACT AWARD TO PACIFIC HYDROTECH FOR GOLF CLUB SEWER LIFT STATION IMPROVEMENTS**

Trabuco Canyon Water District (District) owns and operates the Golf Club Sewer Lift Station (SLS) in the Dove Canyon community adjacent to the golf club driving range. This station receives wastewater flows from majority of the community by way of Bell Canyon and Barneburg Sewer Lift Stations and gravity sewer flows, and then conveys the wastewater to the Robinson Ranch Wastewater Treatment Plant via a sewer force main on Hillrise. The station was constructed in the early 1990s and had undergone only minor improvements until Fiscal Year (FY) 2021-22, when a bypass was installed, along with a short section of the force main, several repairs on the surge tank, and the motor control center replaced. Staff identified a series of critical repairs and improvements for the station that have been budgeted for completion in the FY 2023-24 CIP.

Due to the long procurement time of equipment, Staff pre-purchased the three Cornell pumps (one spare), two guide rail systems/discharge elbows and the surge tank.

In November 2023, the District solicited bids from six (6) pre-qualified contractors, and received the following three (3) bids (Exhibit 1):

<b>Golf Club SLS Bids</b>	
<b>Company</b>	<b>Bid Amount</b>
Pacific Hydrotech	\$1,889,300
Ferreira Construction	\$2,470,000
Olsson Construction	\$2,791,000

Staff have reviewed the bids, checked the references and is recommending awarding the project to Pacific Hydrotech. In addition, staff is currently soliciting proposals for Construction Management and Inspection Services which will be brought to the January 2024 Board meeting.

**FUNDING SOURCE:**

Capital Improvement Program

**FISCAL IMPACT (PROJECT BUDGET)**

<b>YEAR</b>	<b>ORIGINAL</b>	<b>FINAL/ PROJECTED</b>	<b>STATUS</b>
FY 21/22	\$420,000	\$579,291	MCC, By-Pass Tee, Emergency By-Pass
FY 22/23	\$870,000	\$330,000	Engineering/Pumps/Surge Tank/Survey
FY 23/24	\$1,800,000	\$2,300,000	Construction/Geotechnical/CSDC/CM/Easement
	<b>\$3,090,000</b>	<b>\$3,209,291</b>	<b>TOTAL</b>

**ENVIRONMENTAL COMPLIANCE:**

Notice of Exemption.

**COMMITTEE STATUS:**

This matter was reviewed with the Engineering/Operational Committee

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | DECEMBER 21, 2023**

**RECOMMENDED ACTION:**

*Authorize the General Manager to execute a construction contract for the Golf Club Sewer Lift Station Improvements with Pacific Hydrotech Corporation in the amount of \$1,889,300 plus a 5% contingency of \$94,465, for a total not-to-exceed amount of \$1,983,765.*

**EXHIBIT(S):**

1. Bid Comparison

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

**BID COMPARISON**  
**GOLF CLUB SEWAGE LIFT STATOIN REHABILITATION PROJECT #2324-010**  
 Bid Opening Date: November 16, 2023 @ 2:00 p.m.

Item	Description	Quantity	Unit	Engineer's Unit Price	Engineer's Total Cost	#1		#2		#3	
						License #	518335	License #	985180	License #	758748
						Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	Mobilization / Demobilization	1	LS	\$155,810.00	\$155,810.00	\$80,000.00	\$80,000.00	\$130,000.00	\$130,000.00	\$10,000.00	\$10,000.00
2	Field Survey and Verification of Utility Locations, Field Dimensions, and Existing Electrical Work	1	LS	\$4,700.00	\$4,700.00	\$24,400.00	\$24,400.00	\$39,500.00	\$39,500.00	\$30,000.00	\$30,000.00
3	BMP Implementation and Erosion Control	1	LS	\$20,700.00	\$20,700.00	\$10,500.00	\$10,500.00	\$7,800.00	\$7,800.00	\$10,000.00	\$10,000.00
4	Excavation Safety Measures	1	LS	\$78,400.00	\$78,400.00	\$46,200.00	\$46,200.00	\$596,000.00	\$596,000.00	\$300,000.00	\$300,000.00
5	Clearing, Grubbing and Miscellaneous Site Demolition	1	LS	\$41,020.00	\$41,020.00	\$50,000.00	\$50,000.00	\$28,000.00	\$28,000.00	\$10,000.00	\$10,000.00
6	Demolition of Existing and Construction of Surge Tank Assembly and Accessories	1	LS	\$118,170.00	\$118,170.00	\$65,000.00	\$65,000.00	\$62,500.00	\$62,500.00	\$200,000.00	\$200,000.00
7	Construction of Diversion Manhole	1	LS	\$93,650.00	\$93,650.00	\$95,600.00	\$95,600.00	\$93,400.00	\$93,400.00	\$300,000.00	\$300,000.00
8	Construction of 12-inch PVC Gravity Sewer	1	LS	\$53,750.00	\$53,750.00	\$68,200.00	\$68,200.00	\$55,800.00	\$55,800.00	\$150,000.00	\$150,000.00
9	Construction of Bypass Wet Well	1	LS	\$278,000.00	\$278,000.00	\$249,900.00	\$249,900.00	\$268,000.00	\$268,000.00	\$350,000.00	\$350,000.00
10	Design, Construction and Monitoring of Temporary Sewer Bypass Facilities	1	LS	\$153,600.00	\$153,600.00	\$240,000.00	\$240,000.00	\$28,600.00	\$28,600.00	\$500,000.00	\$500,000.00
11	Miscellaneous Structural, Mechanical and Electrical Demolition	1	LS	\$31,800.00	\$31,800.00	\$61,000.00	\$61,000.00	\$103,000.00	\$103,000.00	\$100,000.00	\$100,000.00
12	Construction of Miscellaneous Structural Improvements	1	LS	\$165,900.00	\$165,900.00	\$51,400.00	\$51,400.00	\$58,000.00	\$58,000.00	\$50,000.00	\$50,000.00
13	Construction of Mechanical Improvements in Wet Well and Dry Pit	1	LS	\$181,100.00	\$181,100.00	\$295,000.00	\$295,000.00	\$250,500.00	\$250,500.00	\$125,000.00	\$125,000.00
14	Lining of Existing Wet Well, Diversion Manhole, and Bypass Wet Well	1	LS	\$143,400.00	\$143,400.00	\$146,100.00	\$146,100.00	\$111,400.00	\$111,400.00	\$125,000.00	\$125,000.00
15	Construction of Flow Meter with Precast Concrete Vault	1	LS	\$112,900.00	\$112,900.00	\$172,800.00	\$172,800.00	\$166,500.00	\$166,500.00	\$150,000.00	\$150,000.00
16	Construction of Miscellaneous Electrical Improvements	1	LS	\$100,000.00	\$100,000.00	\$37,400.00	\$37,400.00	\$185,000.00	\$185,000.00	\$75,000.00	\$75,000.00
17	Construction of Miscellaneous Site Improvements	1	LS	\$107,300.00	\$107,300.00	\$105,200.00	\$105,200.00	\$136,000.00	\$136,000.00	\$205,000.00	\$205,000.00
18	Startup and Testing, Record Documents, O&M Manuals and Warranties	1	LS	\$38,300.00	\$38,300.00	\$9,000.00	\$9,000.00	\$16,000.00	\$16,000.00	\$1,000.00	\$1,000.00
19	All Other Work	1	LS	\$37,570.00	\$37,570.00	\$6,800.00	\$6,800.00	\$59,000.00	\$59,000.00	\$25,000.00	\$25,000.00
20	Allowance for Field Orders	1		\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00
<b>TOTAL (1 THROUGH 20) :</b>					<b>\$1,991,070.00</b>		<b>\$1,889,300.00</b>		<b>\$2,470,000.00</b>		<b>\$2,791,000.00</b>

\*Indicates an incorrect bid submittal

\*\$2,784,600


**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | DECEMBER 21, 2023**

**ACTION CALENDAR  
ENGINEERING MATTERS**

**ITEM 13: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH MUNICIPAL WATER DISTRICT OF ORANGE COUNTY (MWDOC) FOR LEAD AND COPPER RULE REVISION (LCRR) COMPLIANCE**

The United States Environmental Protection Agency (USEPA) published the Lead and Copper Rule Revisions (LCRR) Final Rule on January 15, 2021, with an effective date of December 17, 2021. Included in the LCRR are requirements for all water systems to complete a Service Line Inventory (SLI) regardless ownership of the service line (i.e., including private property); and if service lines are found to contain or possibly contain lead, to also submit a Service Line Replacement Plan to the State (which has been delegated primary enforcement authority from the USEPA) by October 16, 2024. In March 2023, water industry guidance for completing the LCRR inventory was released. Service connections installed after January 1, 1986, are assumed not to contain lead; however, the rule requires agencies to complete a desktop inventory on each service.

MWDOC received proposals to conduct this work for its member agencies and the contract was awarded to Hazen. TCWD Staff met with MWDOC/Hazen and developed a hybrid approach to lower the unbudgeted fiscal impact to the District to \$98,008.

<b>Project Name:</b> Assistance with Completion and Submission of Lead and Copper Rule Revisions Service Line Inventories <b>Client:</b> Trabuco Canyon <b>Date:</b> 11/9/2023 					
	Original Approach			Hybrid Approach	
	Selection	Without savings	With savings		
RFP Task 1: Project Administration and Progress Reporting	Low Selection	\$ 26,830	\$ 16,098	No modifications	\$ 16,098
RFP Task 2: Assistance with Data Gathering, Records Review, and Historical Code Review	Low Selection	\$ 13,950	\$ 11,160	No modifications	\$ 11,160
RFP Task 3: Develop Lead Service Line Inventory Database and Initial Inventory	Low Selection	\$ 21,610	\$ 17,288	No modifications	\$ 17,288
RFP Task 4: Develop Approach for Alternative Material Verification Methods and Submit to DDW for Approval	Low Selection	\$ 16,640	\$ 12,480	No modifications	\$ 12,480
RFP Task 5: Apply Division of DDW Approved Alternative Verification Methods	Low Selection	\$ 5,800	\$ 5,800	No modifications	\$ 5,800
RFP Task 6: Assistance with Data Analysis	Low Selection	\$ 6,480	\$ 5,832	No modifications	\$ 5,832
RFP Task 7: Customer Communications					
RFP Task 8: Develop and Implement Private Property Owner Self-Verification					
RFP Task 9: Develop LSL Replacement Plan					
RFP Task 10: Manage (Field) Inspections/ Test Pitting/ Meter Inspections	Low Selection (10A)	\$ 51,050	\$ 51,050	Intern used for field verification (10B)	\$ 24,480
RFP Task 11: Provide Field Inspection Personnel to Assist with Physical Visual Verifications (Hourly Rate)					
RFP Task 12: Population of DDW Inventory Template and SLI Submission	Low Selection	\$ 4,870	\$ 4,870	No modifications	\$ 4,870
<b>Total Fee</b>	<b>Phases 1 and 2</b>	<b>\$ 147,230</b>	<b>\$ 124,578</b>		<b>\$ 98,008</b>
	Phase 1 (Tasks 1-6)	\$ 91,310	\$ 68,658		\$ 68,658
	Phase 2 (Tasks 10-12)	\$ 55,920	\$ 55,920		\$ 29,350

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | DECEMBER 21, 2023**

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT (PROJECT BUDGET):**

\$98,008

**ENVIRONMENTAL COMPLIANCE:**

Not Applicable

**COMMITTEE STATUS:**

This matter was reviewed by the Engineering/Operational Committee.

**RECOMMENDED ACTION:**

*Authorize the General Manager to execute a professional services agreement for the LCRR Service Line Inventory with MWDOC (Choice Program) in the not-to exceed amount of \$98,008.*

**EXHIBIT(S):**

None

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

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | DECEMBER 21, 2023**

**ACTION CALENDAR**

**ENGINEERING MATTERS**

**ITEM 14: APPROVAL OF AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT WITH JIG CONSULTANTS FOR HERITAGE SEWER LIFT STATION IMPROVEMENTS**

Trabuco Canyon Water District (District) owns and operates the Heritage Sewer Lift Station (Heritage SLS) located on Heritage Drive between Robinson Ranch Road and Silvertree Lane in the Trabuco Highlands Community. The Heritage SLS is a critical pump station that conveys pumped wastewater flows from a portion of the Dove Canyon community, Rancho Cielo community (from Via Allegre SLS), Walden Homes, Trabuco Marketplace, Dahlia Court community, and lower Robinson Ranch (from Plano Trabuco SLS) via a sewer force main. The facility also receives gravity sewer flows from upper Robinson Ranch community and Trabuco Highlands community and serves as the final pump station of the sanitary sewer system before the Robinson Ranch Wastewater Treatment Plant (WWTP).

In Fiscal Year (FY) 22/23, operations requested the installation of a sewer bypass valve assembly for emergency and maintenance work. This work was completed in February 2023. For FY 23/24, the station is budgeted for the installation of a back-up in stock pump, including new discharge header improvements and isolation valves. The remaining full site upgrades are budgeted for FY 24/25, which include dry pit and yard piping improvements, installation of a bypass wet well, new pumps, wet well improvements and site/security improvements.

The FY 23/24 construction project, in the amount of \$173,201, was awarded to Ferreira Construction at the August 17, 2023 Regular Board Meeting. For services during construction such as shop drawing review, responding to requests for information (RFI's) and creating as-built drawings, Staff solicited a proposal from JIG Consultants (Exhibit 1). Below is the history of the contracts and amendments for the design of the station improvements:

DATE	CONTRACT	AMOUNT	STATUS
6/18/2021	Original Agreement	\$43,440	*Mechanical Improvements -Pumps, Piping, By-Pass Wet Well Demo and Install. Cancelled due to Golf Club SLS
5/8/2023	Amendment No. 1	\$53,390	New Design Documents for Installation of One Pump that Failed, with Piping, Appurtenances and By-Pass
10/7/2023	Amendment No. 2	\$15,130	Engineering Services During Construction
	<b>TOTAL</b>	<b>\$111,960</b>	

\*The past design will be utilized in next year's full rehabilitation project with some revisions.

**FUNDING SOURCE:**

Capital Improvement Program

**FISCAL IMPACT (PROJECT BUDGET)**

YEAR	ORIGINAL	FINAL/ PROJECTED	STATUS
FY 21/22	\$240,000	\$100,000	Engineering for Station Improvements (Piping, Bypass, Wet Well, Site Improvements) Surveying and Geotechnical-Cancelled due to Golf Club SLS
FY 22/23	\$30,000	\$27,000	Installation of By-Pass Tee and Valves

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | DECEMBER 21, 2023**

FY 23/24	\$200,000	\$260,000	Installation of One in Stock Pump, Discharge Header, Valves, Engineering, and Inspection
FY 24/25	\$1,300,000	\$1,300,000	Remaining Upgrades- Demo Existing & Install By-Pass Wet Well, Installation of Two in Stock Pumps, Wet Well Vault Lid, Replacement, 8" Sewer Pipe that's sagging and Site Improvements to Include Grading, Wall & Gate
<b>TOTAL</b>	<b>\$1,770,000</b>	<b>\$1,687,000</b>	

**COMMITTEE STATUS:**

This matter was not reviewed by Committee.

**ENVIRONMENTAL COMPLIANCE:**

Not Applicable

**RECOMMENDED ACTION:**

*Authorize the General Manager to execute Amendment No. 2 in the amount of \$15,130 to the Professional Services Agreement for Construction Support Services with JIG Consultants for a total agreement not-to-exceed amount of \$111,960.*

**EXHIBIT(S):**

1. Professional Services Agreement, Amendment No. 2-Heritage Sewer Lift Station

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

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

**AMENDMENT No. 2**

Date: December 22, 2023

Project Title: Heritage Lift Station Improvements – Engineering Services  
Project No.: 2122-010  
Consultant: JIG Consultants

Change in Scope of Services:

The following change to the professional services contract dated June 18, 2021 is proposed:

Consultant shall provide additional services for construction and administration support. The support shall include submittal reviews, RFI's and as-built drawings. Detailed scope of work shall be coordinated with TCWD and be performed on time and materials and based on the attached fee schedule.

Attachment(s):

JIG Consultants "Proposal for Amendment No. 2 Heritage Sewer Lift Station Improvements- Construction Administration and Support".

Payment Terms:

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

Schedule Impact: None

Summary

Contract Amendment Amount	= \$15,130
Total of Previous Change Orders	= \$53,390
Original Contract Amount	= \$43,440
New Contract Amount	= \$111,960

**CHANGE ORDER REQUESTED BY:**

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

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

Title: District Engineer

Title: General Manager

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | DECEMBER 21, 2023**

**ACTION CALENDAR**

**ENGINEERING MATTERS**

**ITEM 15: APPROVAL OF AMENDMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT WITH JIG CONSULTANTS FOR GOLF CLUB SEWER LIFT STATION IMPROVEMENTS**

Trabuco Canyon Water District (District) owns and operates the Golf Club Sewer Lift Station (SLS) in the Dove Canyon community adjacent to the golf club driving range. This station receives wastewater flows from majority of the community by way of Bell Canyon and Barneburg Sewer Lift Stations and gravity sewer flows, and then conveys the wastewater to the Robinson Ranch Wastewater Treatment Plant via a sewer force main on Hillrise. The station was constructed in the early 1990s and had undergone only minor improvements until Fiscal Year (FY) 2021-22, when a bypass was installed, along with a short section of the force main, several repairs on the surge tank, and the motor control center was replaced. Staff identified a series of critical repairs and improvements for the station that have been budgeted for completion in the FY 2023-24 CIP.

The FY 23/24 construction project will be brought to the December 21, 2023 Regular Board Meeting for award. For services during construction such as shop drawing review, responding to requests for information (RFI's) and creating as-built drawings, Staff solicited a proposal from JIG Consultants (Exhibit 1). Below is the history of the contracts and amendments for the design of the station improvements:

DATE	CONTRACT	AMOUNT	STATUS
7/25/22	Agreement	\$87,000	Complete Rehabilitation of Wet Well, Dry Pit, Site Security, Surge Tank and Controls, Air venting System, Flow Meter with Vault.
2/17/2023	Amendment No. 1	\$6,500	Assessment of Concrete in Wet Well with Harper
4/7/23	Amendment No. 2	\$49,995	Re-design of By-Passing during Construction; New Wet Well, Piping, Manhole and Geotechnical Boring. Added 4 new sheets, New Bid Documents w/additional services during Bidding.
10/7/23	Amendment No. 3	\$75,590	Engineering Services During Construction
	<b>TOTAL</b>	<b>\$219,085</b>	

The total construction costs for the FY23/24 project, including District purchased pumps and surge tank, is \$2,144,800; therefore, the design cost is 6.7% of the total construction and engineering services during construction is 3.5% of the total construction.

**FISCAL IMPACT (PROJECT BUDGET)**

YEAR	ORIGINAL	FINAL/ PROJECTED	STATUS
FY 21/22	\$420,000	\$579,291	MCC, By-Pass Tee, Emergency By-Pass
FY 22/23	870,000	\$330,000	Engineering/Pumps/Surge Tank/Survey
FY 23/24	\$1,800,000	\$2,300,000	Construction/Geotechnical/CSDC/CM/Easement
<b>TOTAL</b>	<b>\$3,090,000</b>	<b>\$3,209,291</b>	

**ENVIRONMENTAL COMPLIANCE:**

Not Applicable

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | DECEMBER 21, 2023**

**COMMITTEE STATUS:**

This matter was not reviewed by Committee.

**RECOMMENDED ACTION:**

*Authorize the General Manager to execute Amendment No. 3 in the amount of \$75,590 to the Professional Services Agreement for Construction Support Services with JIG Consultants for a total agreement not-to-exceed amount of \$219,085.*

**EXHIBIT(S):**

1. Professional Services Agreement, Amendment No. 3-Golf Club Sewer Lift Station

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

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

**AMENDMENT No. 3**

Date: December 23, 2023

Project Title: Golf Club Lift Station Improvements – Engineering Services  
Project No.: 2122-010  
Consultant: JIG Consultants

Change in Scope of Services:

The following change to the professional services contract dated July 25, 2022 is proposed:

Consultant shall provide additional services for construction and administration support. The support shall include submittal reviews, RFI's and as-built drawings. Detailed scope of work shall be coordinated with TCWD and be performed on time and materials and based on the attached fee schedule.

Attachment(s):

JIG Consultants "Proposal for Amendment No. 3–Golf Club Sewer Lift Station Improvements Construction Administration and Support".

Payment Terms:

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

Schedule Impact: None

Summary

Contract Amendment Amount	= \$ 75,590
Total of Previous Change Orders	= \$ 56,495
Original Contract Amount	= \$ 87,000
New Contract Amount	= \$219,085

**CHANGE ORDER REQUESTED BY:**

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

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

Title: District Engineer

Title: General Manager

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | DECEMBER 21, 2023**

**ACTION CALENDAR**

**LEGISLATIVE AND OTHER MATTERS**

**ITEM 16: DISCUSSION AND POSSIBLE ACTION(S) REGARDING POTENTIAL USES OF DISTRICT PROPERTY  
CONSISTENT WITH THE SURPLUS LAND ACT**

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District General Counsel will present recent changes to the Surplus Land Act in the context of potential future uses of District surplus property.

**RECOMMENDED ACTION:**

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

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

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | DECEMBER 21, 2023**

**ACTION CALENDAR**

**LEGISLATIVE AND OTHER MATTERS**

**ITEM 17: LOCAL GOVERNMENTAL AND LEGISLATIVE MATTER(S)**

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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**