



**REGULAR BOARD MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA  
ADMINISTRATIVE FACILITY  
JUNE 20, 2024 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. April 4, 2024 Special Board Meeting
2. May 2, 2024 Special Board Meeting
3. May 16, 2024 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. May 9, 2024

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. April 2024

c. PAYMENT OF BILLS FOR CONSIDERATION

**RECOMMENDED ACTION:**

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for May 2024.

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

**RECOMMENDED ACTION:**

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

1. May 1, 2024

### ITEM 4: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP(S)

**RECOMMENDED ACTION:**

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

1. May 6, 2024



## **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. May 2024

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

**RECOMMENDED ACTION:**

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

#### **ITEM 7: APPROVAL OF DISTRICT WORKPLACE VIOLENCE PREVENTION PLAN**

**RECOMMENDED ACTION:**

*Approve the Trabuco Canyon Water District Workplace Violence Prevention Plan (WVPP) as presented and authorize the General Manager to implement the WVPP effective July 1, 2024.*

### **FINANCIAL MATTERS**

#### **ITEM 8: AUTHORIZE ACTIONS FOR TRABUCO CANYON WATER DISTRICT'S FISCAL YEAR 2024-25 UNDEVELOPED LAND/WATER STANDBY CHARGES (ASSESSMENT) AND SET PUBLIC HEARING DATE**

**RECOMMENDED ACTION:**

1. *Authorize District staff to proceed with actions for setting the Fiscal Year 2024-25 Undeveloped Land/Water Standby Assessment at \$15.00 per acre or portion thereof; and*
2. *Agendize Public Hearing and authorize District staff to furnish Notice of Public Hearing on Proposed Fiscal Year 2024-25 Undeveloped Land/Water Standby Assessments for the July 18, 2024 Regular Board Meeting.*

#### **ITEM 9: ADOPTION OF PROPOSED FISCAL YEAR 2024-25 GENERAL FUND AND CAPITAL IMPROVEMENT PLAN (CIP) BUDGETS**

**RECOMMENDED ACTION:**

1. *Approve the proposed District Salary Paytable with Classifications and Monthly Salary Ranges as presented, to be effective as of July 1, 2023.*
2. *Adopt Resolution No. 2024-1332 - Resolution of the Board of Directors of Trabuco Canyon Water District Approving the District General Fund Budget for Fiscal Year 2024-25 for an amount of \$14,066,200.*
3. *Adopt Resolution No. 2024-1333 - Resolution of the Board of Directors of Trabuco Canyon Water District Approving the Capital Improvement Project, Equipment, and Program Budgets for Fiscal Year 2024-25 for an amount of \$5,441,589.*



**ENGINEERING MATTERS**

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**ITEM 10: PROJECT PARTNERS CONTRACT FOR DISTRICT STAFF AUGMENTATION**

**RECOMMENDED ACTION:**

*Authorize the General Manager to execute a contract for As-Needed Project Management Support to Project Partners for Fiscal Year 2024-2025 in the not-to-exceed amount of \$155,000.*

**ITEM 11: GOLF CLUB SEWER LIFT STATION EASEMENT**

**RECOMMENDED ACTION:**

*Receive the Grant of Easement to the Trabuco Canyon Water District by SJS Tomorrow, LLC, for the Dove Canyon Golf Club Sewer Lift Station and authorize the District Secretary to execute said Grant of Easement.*

**LEGISLATIVE AND OTHER MATTERS**

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

**RECOMMENDED ACTION(S):**

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

**ITEMS RECEIVED TOO LATE TO BE AGENDIZED**

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ITEM 13: \_\_\_\_\_

ITEM 14: \_\_\_\_\_

**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).*



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING AGENDA | JUNE 20, 2024**

**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:*

**July 18, 2024 | August 15, 2024 | September 19, 2024**



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 20, 2024**

**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. April 4, 2024 Special Board Meeting*
- 2. May 2, 2024 Special Board Meeting*
- 3. May 16, 2024 Regular Board Meeting*

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



## **MINUTES OF THE SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | APRIL 4, 2024**

The Special Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on April 4, 2024, was called to order by President Stephen Dopudja at 5:31 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

### **DIRECTORS PRESENT**

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

### **DIRECTORS ABSENT**

Director Glenn Acosta

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Lorrie Lausten, District Engineer

### **DISTRICT CONSULTANTS**

Claire Collins, District General Legal Counsel - Hanson & Bridgett, LLP – Virtually  
Habib Isaac, IB Consulting  
Lora Nichols, Fieldman Rolapp & Associates  
Lawrence Chan, Stradling Yocca Carlson & Rauth

### **PUBLIC PRESENT**

There were members of the public present.

### **PLEDGE OF ALLEGIANCE**

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

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

None

### **VISITOR PARTICIPATION**

None

### **ORAL COMMUNICATION**

None

### **DIRECTOR'S COMMENTS**

None

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | APRIL 4, 2024**

**REPORT FROM THE GENERAL MANAGER**

None

**ACTION CALENDAR**

***ADMINISTRATIVE MATTERS***

**ITEM 1: NOMINATION PERIOD AND APPOINTMENT PROCESS FOR OC LAFCO REGULAR SPECIAL DISTRICT MEMBER SEAT**

Mr. Paludi presented this matter for Board consideration. Mr. Perea provided a summary of the OC LAFCO election process and requirements, and he indicated that the Board needs to authorize a designated voting representative and an alternate voting member to vote for the special district member seat on the Commission. Discussion occurred concerning the election process and the candidates.

**MOTION:** (1) Authorize Director Ed Mandich as the District’s designated voting representative in the OC LAFCO Declaration of Qualification to Vote, and (2) Designate Director Mike Safranski as an Alternate Voting Member – Director Chadd

**SECOND:** Director Safranski

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Director Acosta

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

**ITEM 2: AB 1827 (PAPAN) – LOCAL GOVERNMENT: FEES AND CHARGES: WATER: HIGHER-CONSUMPTIVE WATER PARCELS: SUPPORT**

Mr. Paludi provided an overview of this legislation which has the potential to impact the rate setting process for water agencies like TCWD. Ms. Collins reported that this specific bill reinforces public agency authority to use meter size and peaking factors to proportionally allocate the costs associated with providing water service to customers and to amend Proposition 218’s implementation statute to confirm that allocation methods may continue to be used.

**MOTION:** Adopt a SUPPORT position on AB 1827 (Papan) and authorize the General Manager to sign the coalition letter – Director Safranski

**SECOND:** Director Mandich

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Director Acosta

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

**ITEM 3: FINANCIAL MODEL REVIEW**

Mr. Paludi introduced Mr. Isaac and Ms. Nichols to the Board of Directors, and he reported that a presentation of the District’s current financial model performance and options for adjustments has been prepared for the Board’s consideration.

Mr. Isaac delivered a PowerPoint presentation that provided a review of the rates and charges impacts to date in accordance with the adopted financial plan, and he highlighted certain key financial assumptions that were used to develop the rates and charges, including the reserve balance targets and planned capital improvement projects

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | APRIL 4, 2024**

(CIP). Mr. Paludi reported that the condition assessment report prepared by Hazen that was used to develop the 5-year CIP included an escalation factor to account for inflationary impacts on project costs. Discussion occurred concerning planned CIP projects for Fiscal Year 2024-25. Mr. Paludi reported that District staff has re-evaluated the feasibility of the planned Harris Grade Reservoir project and recommends the removal of this project from the planned CIP. Staff is confident that the District has adequate storage at this time and a decision on additional storage should be deferred until future drinking water demand is better understood given that new more stringent water conservation regulations are being adopted by state regulatory agencies. Mr. Paludi added that this reduced capital expenditure adjustment allows for the Board to implement alternative rate adjustments that may be lower than originally approved. Mr. Isaac presented four different options based on CIP adjustments and rate reduction scenarios for Board consideration. The Board tentatively supported proposed Option 3a which (1) eliminated the Harris Grade Reservoir project from the planned CIP; and (2) Implemented 90% of noticed rates. Discussion occurred concerning the approved process for reducing rates from a previously approved amount in accordance with Proposition 218; Mr. Isaac confirmed that the previously approved rates must be reduced pro-rata, including pumping surcharges, if applicable. Discussion occurred concerning returning this matter for further discussion at a future meeting of the Board.

**MOTION:** Approve Water Rate Implementation Scenario Option 3a – Director Chadd

**SECOND:** Director Safranski

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Director Acosta

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

**ADJOURNMENT**

President Dopudja adjourned the April 4, 2024 Special Board Meeting at 7:57 p.m.



## **MINUTES OF THE SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | MAY 2, 2024**

The Special Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on May 2, 2024, 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  
Director Don Chadd  
Director Michael Safranski

### **STAFF PRESENT**

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

### **DISTRICT CONSULTANTS**

Claire Collins, District General Legal Counsel - Hanson & Bridgett, LLP – Virtually  
Habib Isaac, IB Consulting  
Andrea Bolling, IB Consulting  
Lora Nichols, Fieldman Rolapp & Associates  
Lawrence Chan, Stradling Yocca Carlson & Rauth

### **PUBLIC PRESENT**

None

### **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**

None

**TRABUCO CANYON WATER DISTRICT  
SPECIAL MEETING OF THE BOARD OF DIRECTORS MINUTES | MAY 2, 2024**

**REPORT FROM THE GENERAL MANAGER**

Mr. Paludi reported that the District experienced an emergency sewer line break the prior day. Mr. Perea provided a summary report of the El Toro Road emergency sewer line break that occurred the prior day which resulted from an air vacuum breaker lateral pipeline leak coincidentally after an earthquake. Mr. Perea thanked District operations staff and Irvine Ranch Water District collections staff that responded to the incident to isolate and clean up the site, and subsequently report to the Regional Board.

**ACTION CALENDAR**

***ADMINISTRATIVE MATTERS***

**ITEM 1: FINANCIAL MODEL REVIEW**

Mr. Paludi introduced the District's financial consultants in attendance to the Board of Directors, and he reported that a presentation of the District's current financial model performance and options for potential adjustments with previous feedback had been prepared for the Board's consideration. Mr. Paludi reported that the District has issued a Request for Proposals (RFP) for a private placement loan to a list of banking institutions for the purpose of refinancing existing debt and borrow new debt to fund capital improvement projects in accordance with the adopted financial plan.

Ms. Nichols updated the Board of Directors on the proposed debt issuance of \$20.4M, including the refinancing of \$10M, and she reported that the bank proposals are expected the following week. Discussion occurred concerning the District's debt obligations, associated pre-payment penalties, and funding strategies. Mr. Paludi presented the proposed Capital Improvement Project (CIP) Program for FYE 2025 through FYE 2028 which will be funded partly through loan funds.

Mr. Isaac delivered a PowerPoint presentation that provided a review of the financial plan assumptions based on the performance of the adopted rates and charges and the infusion of new debt proceeds. Mr. Isaac reported that there is an opportunity to reduce the adopted potable water rates and charges that are to be effective on July 1, 2024 by the action of the Board, but he cautioned that the debt service ratio must be met in conformance with any loan covenant associated with the debt issuance. Mr. Isaac did not recommend any reduction in sewer or recycled water rates and charges. Discussion occurred concerning the potential impacts of lowering the potable water rates and charges to the financial plan at different levels as well as the potential for a pass-thru increase due to Metropolitan Water District cost increases.

The Board of Directors, through Director Dopudja, recommended scheduling a subsequent Special Board Meeting to review the (1) private placement loan proposals; (2) the impact of a proposed potable water rates and charges reduction; and (3) the impact of pass-thru charge due to Metropolitan Water District rate increase.

**MOTION:** None. No action was taken.

**ADJOURNMENT**

President Dopudja adjourned the May 2, 2024 Special Board Meeting at 7:37 p.m.



## **MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | MAY 16, 2024**

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on May 16, 2024, was called to order by Vice President Ed Mandich at 5:30 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

### **DIRECTORS PRESENT**

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

### **DIRECTORS ABSENT**

President Stephen Dopudja

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Lorrie Lausten, District Engineer

### **DISTRICT CONSULTANTS**

Claire Collins, District General Legal Counsel - Hanson & Bridgett, LLP  
Lora Nichols, Fieldman Rolapp & Associates  
Lawrence Chan, Stradling Yocca Carlson & Rauth  
Dan Shaw, Oppenheimer & Co.

### **PUBLIC PRESENT**

There were members of the public present.

### **PLEDGE OF ALLEGIANCE**

Director Acosta 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**

Sue Marucci – Ms. Marucci addressed the Board of Directors with her concerns about the adopted rates and charges, specifically the impact of the meter flat charge on her and her community. Ms. Marucci also expressed her concerns with the District’s Meter Downsizing Program indemnification form and release of liability, and she stated that she has provided information and would like her concerns addressed. Ms. Marucci provided feedback to the Board on the rate setting process based on her understanding of Proposition 218.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | MAY 16, 2024**

Fred Yeakel – Mr. Yeakel addressed the Board of Directors with his concerns on the meter flat charge at his residence. Mr. Yeakel briefly shared his long-standing history of living in the District. Mr. Yeakel expressed his concerns with the District’s rates and the Meter Downsizing Program indemnification form and release of liability. Mr. Yeakel stated that he would like the issue resolved as soon as possible and he stated that his cost for water use is low in comparison to the meter charge.

**DIRECTOR’S COMMENTS**

None

**REPORT FROM THE GENERAL MANAGER**

Mr. Paludi reported on the following matters:

- Mr. Paludi noted President Dopudja’s absence.
- Mr. Paludi reported that the General Manager will be out of office May 21 – May 27.
- Oso Creek Water Reclamation Plant Groundbreaking – Mr. Paludi reported that SMWD is hosting this groundbreaking event on May 21 at 11:00 am and that any Directors interested in attending should notify District staff for registration.
- Mr. Paludi reported that the District was awarded a federal grant from the Bureau of Reclamation in the amount of \$577,000 for the Dove & Tick Creek project. Mr. Paludi added that the District was also awarded a grant from the State in the amount of \$378,000 and that with these two grants, the project will be approximately 100% funded with grant funds. Mr. Paludi noted that an article on this will be in the upcoming On Tap newsletter.

**CONSENT CALENDAR**

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

- MOTION:** Approve the consent calendar as presented – Director Acosta  
**SECOND:** Director Safranski  
**AYES:** Directors Mandich, Acosta, Chadd & Safranski  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Director Dopudja  
**MOTION PASSED/FAILED:** Passed 4 – 0 – 1 with Director Dopudja absent.

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

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

Mr. Paludi presented this matter for Director consideration and comment, and he reported that this matter was reviewed with the Finance/Audit Committee. Director Mandich requested that the meetings/attendance sheet be adjusted to remove his attendance at the City of Rancho Santa Margarita City Council meeting and the OC LAFCO meeting.

- MOTION:** Approve the tentative future meetings/attendance items and ratify the Directors’ expenses and fees from April 2024 with changes – Director Mandich  
**SECOND:** Director Acosta  
**AYES:** Directors Mandich, Acosta, Chadd & Safranski  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Director Dopudja

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | MAY 16, 2024**

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

**ITEM 6: 2024 ANNUAL WATER AWARENESS DAY EVENT RECAP**

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Mr. Paludi presented this matter for Board consideration, and he reported that the District’s annual community outreach and education event was held on Saturday, May 11<sup>th</sup> at the Administration Facility. Mr. Paludi reported that the District secured a grant from the Metropolitan Water District in the amount of \$3,000 to help offset event costs. Mr. Paludi reported that the event had lower attendance this year compared to previous years and that various factors may have contributed to this change.

Director Safranski thanked staff for all their efforts and he stated that the community members he engaged with at the event were supportive of the District. Director Acosta commended staff for their great job with the event and stated that he enjoyed seeing the Operations displays outside the building. Director Mandich agreed that he liked the new set up and locations of the Operations displays and that the community members he spoke with were supportive of the District.

Mr. Paludi stated that we have greater opportunities for education and welcomed input from the Directors. Discussion occurred regarding possible future opportunities for education as well as tentatively moving next year’s event to April. Mr. Paludi thanked staff for dedicating their time and efforts to putting on the event.

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

**FINANCIAL MATTERS**

**ITEM 7: SELECTION OF PRIVATE PLACEMENT BANK FOR REFINANCING AND FINANCING OF CAPITAL IMPROVEMENT PROJECTS**

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Mr. Paludi introduced this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Paludi introduced Mr. Shaw as the District’s placement agent, joining remotely, and Ms. Nichols with Fieldman, Rolapp & Associates. Mr. Paludi provided a brief background on the District’s current credit agreement with BMO and the opportunity to refinance this loan and obtain additional funds for capital improvement projects. Mr. Shaw reported that the RFP was sent out to 16 banks and received 5 proposals. Mr. Shaw reviewed the re-payment terms and options for each lender. Director Acosta informed the Board of what was discussed at the Finance/Audit Committee meeting. Discussion occurred regarding the summary of proposals and which lender would best serve the District’s needs.

**MOTION:** Select Capital One Public Funding, LLC as Private Placement Bank for refinancing and financing of capital projects pursuant to Installment Purchase Agreement between the Trabuco Canyon Water District and the Trabuco Canyon Public Financing Authority – Director Safranski.

**SECOND:** Director Acosta

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Director Dopudja

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

**LEGISLATIVE AND OTHER MATTERS**

**ITEM 8: LOCAL GOVERNMENTAL AND LEGISLATIVE MATTER(S)**

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Mr. Paludi reported on the following matters:

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | MAY 16, 2024**

- OC LAFCO Ballot – Mr. Paludi provided a copy of the Regular Special District Member Ballot along with candidacy letters from both candidates. Mr. Paludi noted that the Official Election Ballot is due by June 10, 2024. Mr. Paludi reported that Mr. Muller dropped out of the race after the ballot was sent out. A brief discussion among the Board occurred regarding the candidates. The Board, through Director Mandich, voted for Jim Fidler and directed staff to return the official ballot to OC LAFCO.
- SB 1072 (Padilla) – Mr. Paludi provided a copy of the District’s support letter that was mailed to Senator Padilla’s office.

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

**GENERAL COUNSEL REPORT**

None

**OTHER INFORMATION/MATTERS**

Mr. Perea reported that two staff members of the Wastewater Department are out on paternity leave, and he congratulated the respective employee’s families on the birth of their children.

**ADDITIONAL DIRECTORS’ COMMENTS**

Director Safranski provided a brief update on the next steps of the Energy Efficiency Committee and he stated that the Committee is looking to set up a meeting with Southern California Edison to discuss current rates and grant opportunities.

**ADJOURNMENT**

Vice President Mandich adjourned the May 16, 2024 Regular Board Meeting at 6:12 p.m.

DRAFT

TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 20, 2024

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. *May 9, 2024*

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. *April 2024*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

**RECOMMENDED ACTION:**

*Ratify the payment of bills for consideration, Payroll and Payroll Taxes for May 2024.*

**EXHIBITS:**

1. Revenue Report – May 2024
2. Disbursement Report – May 2024
3. Summary of Disbursements – May 2024
4. General Fund Warrant Register – May 2024
5. General Fund Payroll Warrant Register – May 2024

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



**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING RECAP | MAY 9, 2024**

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**DIRECTORS PRESENT**

Don Chadd, Committee Chair  
Glenn Acosta, Committee Member

**STAFF PRESENT**

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

**CONSULTANTS PRESENT**

Cindy Byerrum, District Treasurer – Eide Bailly  
Robert A. Poor, Fieldman Rolapp  
Lora Nichols, Fieldman Rolapp  
Lawrence Chan, Stradling Yocca Carlson & Rauth  
Daniel Shaw, Oppenheimer & Co.

**PUBLIC PRESENT**

None

**CALL MEETING TO ORDER**

Director Chadd called the May 9, 2024 Finance/Audit Committee Meeting to order at 8:02 a.m.

**VISITOR PARTICIPATION**

No visitor participation was received.

**ORAL COMMUNICATION**

No oral communication was received.

**COMMITTEE MEMBER COMMENTS**

None

**REPORT FROM THE GENERAL MANAGER**

Mr. Paludi reported that the District was awarded a federal grant from the U.S. Bureau of Reclamation in the amount of \$578,000 for the Dove & Tick Creek project. Mr. Paludi thanked staff for all their hard work and stated that he hopes this effort will show rate payers that the District is seeking cost-saving measures where possible.

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

---

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

**TRABUCO CANYON WATER DISTRICT  
FINANCE AUDIT COMMITTEE MEETING RECAP | MAY 9, 2024**

**MOTION:** Approve the Finance/Audit Committee Meeting Recap and recommended that the Board receive and file the same as amended (Consent Calendar) – Director Acosta  
**SECOND:** District Secretary Mr. Perea  
**AYES:** Director Acosta & Mr. Perea  
**NOES:** None  
**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.

**MOTION:** Recommend the Board of Directors ratify the Directors' fees and expenses for April 2024 and tentative future meetings/attendance as amended (Action Calendar) – Director Chadd  
**SECOND:** Director Acosta  
**AYES:** Directors Chadd & Acosta  
**NOES:** None  
**ABSTAIN:** None  
**MOTION PASSED/FAILED:** Passed 2-0

**ITEM 3: DISCUSSION AND POSSIBLE ACTION(S) REGARDING ISSUANCE OF DEBT TO REPAY EXISTING CREDIT AGREEMENT AND FUND CAPITAL IMPROVEMENT PROJECTS**

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Mr. Paludi presented this matter for Committee consideration, and he introduced Mr. Shaw to the Committee. Mr. Shaw provided a brief overview of RFP process, reporting that the RFP went out to 16 banks and that 5 proposals were received. Mr. Shaw provided a summary of the 5 lender proposals and a handout was provided to the Committee. Ms. Nichols provided a brief overview of the banks who declined to submit a proposal and their rationale. Discussion also occurred regarding possible options for repayment.

**MOTION:** Recommend the Board of Directors enter into an Installment Purchase Agreement with Capital One Public Funding, LLC for repayment of the District's existing loan with BMO bank and to fund additional capital projects. (Action Calendar) – Director Chadd  
**SECOND:** Director Acosta  
**AYES:** Directors Chadd & Acosta  
**NOES:** None  
**ABSTAIN:** None  
**MOTION PASSED/FAILED:** Passed 2-0

**ITEM 4: OTHER MATTERS**

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Mr. Paludi reported that a Special Board Meeting will be scheduled for either May 29 or May 30 for a Budget Workshop. Mr. Paludi requested that the Board members advise staff with their availability. Mr. Paludi noted that the total compensation survey results would also be discussed at the Special Board Meeting.

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

**TRABUCO CANYON WATER DISTRICT  
FINANCE AUDIT COMMITTEE MEETING RECAP | MAY 9, 2024**

**ITEM 5: FINANCIAL REPORT**

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Ms. Warner presented the preliminary unaudited financials for March 2024, and she highlighted the following items:

***WATER FUND***

***Total Operating Revenue***

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

***Total Source of Supply***

Ms. Warner reported that this line item was trending lower than budgeted due lower than normal water sales.

***Total Salaries & Benefits***

Ms. Warner reported that this line item was trending lower than budgeted.

***Total Transmission & Distribution***

Ms. Warner reported that this line item was trending higher than the year-to-date amount due to increased water quality testing and the purchase of distribution system materials.

***Total General & Administrative***

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

***Net Total Unrestricted Cash Inflow/(Outflow)***

Ms. Warner reported that this line item trended a positive increase of water reserves.

***District Capital – Water***

Ms. Warner reviewed the capital improvement costs accrued in March 2024, including costs associated with the PSPS Transfer Switch Upgrade, DWTP Vault Improvement, and Roton Blower Filters.

***SEWER FUND***

***Total Operating Revenue***

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

***Total Salaries & Benefits***

Ms. Warner reported that this line item was trending lower than budgeted.

***Total Transmission & Distribution***

Ms. Warner reported that this line item was trending higher than the year-to-date amount due to increased electrical costs.

***Net Total Unrestricted Cash Inflow/(Outflow)***

Ms. Warner reported that this line item trended a positive increase of sewer reserves.

***District Capital – Sewer***

Ms. Warner reviewed the capital improvement costs accrued in March 2024, including costs associated with the Golf Club SLS Bypass Construction, WWTP blower building rehabilitation, Heritage SLS rehabilitation, PSPS Transfer Switch upgrade, and WWTP fiber optic upgrade.

**TRABUCO CANYON WATER DISTRICT  
FINANCE AUDIT COMMITTEE MEETING RECAP | MAY 9, 2024**

***RECYCLED WATER FUND***

***Total Operating Revenue***

Ms. Warner reported that this line item was trending higher than budgeted due to increased recycled water sales earlier in the fiscal year.

***Total Source of Supply***

Ms. Warner reported that this line item was trending higher than budgeted.

***Total Salaries & Benefits***

Ms. Warner reported that this line item was trending lower than budgeted.

***Total Transmission & Distribution***

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

***Total General & Administrative***

Ms. Warner reported that this line item was trending higher than the year-to-date amount due to the timing of insurance payments and certification renewals and professional services costs associated with a project grant application.

***Net Total Unrestricted Cash Inflow/(Outflow)***

Ms. Warner reported that this line item trended a decrease in contribution to recycled water reserves.

***District Capital – Recycled Water***

Ms. Warner reviewed the capital improvement costs accrued in March 2024, including costs associated Dove Recycled Booster Pump Station improvements, and Recycled PRV vault improvements.

The Committee requested that staff add grant fund amounts into the District Capital financials, identifying Capital projects and grand funds applied toward each project for transparency purposes.

**MOTION:** Recommend the Board ratify payment of the bills for consideration for May 9, 2024, as presented (Action Calendar) – Director Chadd

**SECOND:** Director Acosta

**AYES:** Directors Chadd & Acosta

**NOES:** None

**ABSTAIN:** None

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

**ADJOURNMENT**

Director Chadd adjourned the May 9, 2024 Finance/Audit Committee Meeting at 8:47 a.m.



**Trabuco Canyon Water District**  
**Balance Sheet**  
**April 30, 2024**  
**(Unaudited)**

		April 2024
<b>1</b>	<b>Assets</b>	
<b>2</b>	<b>Cash &amp; Investments</b>	
3	Cash & Investments - Unrestricted	\$ 5,125,626
4	Cash & Investments - Restricted	3,552,789
<b>5</b>	<b>Total Cash &amp; Investments</b>	<b>8,678,414</b>
<b>6</b>	<b>Other Current Assets</b>	
7	Accounts Receivable, Net	1,942,775
8	Prepaid & Other	57,537
9	Fair Market Value Adjustment <sup>1</sup>	(35,057)
<b>10</b>	<b>Total Other Current Assets</b>	<b>1,965,255</b>
<b>11</b>	<b>Capital Assets</b>	
12	Capital Assets, at Cost	127,996,749
13	Accumulated Depreciation	(83,966,451)
14	Construction in Progress	3,616,351
<b>15</b>	<b>Total Capital Assets</b>	<b>47,646,649</b>
16	Net OPEB Asset	201,692
17	Deferred Outflows of Resources (DOR)	2,508,005
<b>18</b>	<b>Total Assets &amp; DOR</b>	<b>\$ 61,000,016</b>
<b>19</b>	<b>Liabilities</b>	
<b>20</b>	<b>Current Liabilities</b>	
21	Accounts Payable	\$ 965,426
22	Accrued Expenses	1,208,542
23	Current Portion-Long Term Debt	94,972
24	Deposits on Hand	54,238
<b>25</b>	<b>Total Current Liabilities</b>	<b>2,323,178</b>
<b>26</b>	<b>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</b>	<b>Total Long Term Liabilities</b>	<b>16,124,911</b>
31	Deferred Inflows of Resources (DIR)	647,305
<b>32</b>	<b>Total Liabilities &amp; DIR</b>	<b>19,095,393</b>
<b>33</b>	<b>Net Position</b>	<b>41,904,622</b>
<b>34</b>	<b>Total Liabilities, Net Position &amp; DIR</b>	<b>\$ 61,000,016</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**  
**April 30, 2024**  
**(Unaudited)**

	Type	Cost	Market	% Total
<b>District Cash &amp; Investments</b>				
<b>Unrestricted</b>				
Local Agency Investment Fund (LAIF)	Investment	\$ (1,483,281)	\$ (1,474,665)	-17.0%
California Cooperative Liquid Assets Securities System (CLASS)	Investment	4,520,653	4,520,438	52.2%
Bank of the West	Checking	2,088,254	2,088,254	24.1%
<b>Total Unrestricted</b>		<b>5,125,626</b>	<b>5,134,027</b>	<b>59.2%</b>
<b>Restricted</b>				
LAIF - Water Storage Facilities	Investment	1,121,953	1,115,436	12.9%
LAIF - Interim Sewage	Investment	120,714	120,013	1.4%
LAIF - Debt Issuance 2022	Investment	2,071,363	2,059,331	23.8%
Cash in CB&T Reserved for SRF Loan	Checking	238,758	238,758	2.8%
<b>Total Restricted</b>		<b>3,552,789</b>	<b>3,533,538</b>	<b>40.8%</b>
<b>Total District Cash &amp; Investments</b>		<b>\$ 8,678,414</b>	<b>\$ 8,667,566</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 April 30, 2024**  
**(Unaudited)**

	April 2024	YTD Actual	FY 24 Adopted Budget	YTD 83%
<b>1 Operating Revenue</b>				
2 Fixed / Capital Service Charges	\$ 269,000	\$ 2,589,120	\$ 3,113,000	83%
3 Variable Consumption Charges	173,190	2,997,556	3,978,400	75%
4 Baker Treatment Plant Water Sales	288,529	1,532,805	1,560,500	98%
5 Customer Fees	11,528	124,149	238,800	52%
6 Standby Charges	4,121	31,577	32,300	98%
7 Uncollectable Accounts	-	-	(23,000)	0%
<b>8 Total Operating Revenue</b>	<b>746,369</b>	<b>7,275,207</b>	<b>8,900,000</b>	<b>82%</b>
<b>9 Operating Expense</b>				
<b>10 Source of Supply</b>				
11 Fixed Water Purchases	35,290	299,479	348,900	86%
12 Variable Water Purchases	22,388	1,640,152	2,015,100	81%
13 Baker Treatment Plant Water Sold	203,001	1,151,262	1,338,400	86%
14 Water Treatment	2,722	137,709	394,300	35%
15 Pumping Electricity	18,579	225,645	244,300	92%
<b>16 Total Source of Supply</b>	<b>281,979</b>	<b>3,454,247</b>	<b>4,341,000</b>	<b>80%</b>
<b>17 Salaries and Benefits</b>				
18 Employee/Director Wages	154,759	1,515,795	1,954,800	78%
19 Employee/Director Benefits	49,620	398,565	510,400	78%
20 Retiree Health Insurance	11,675	108,696	115,300	94%
21 Transfer In - 115 OPEB Trust Reimbursement	(11,675)	(108,696)	(115,300)	94%
22 CalPERS Retirement (Normal)	25,705	253,552	323,400	78%
23 CalPERS Unfunded Accrued Liability (Minimum)	-	164,806	170,300	97%
24 Payroll Taxes	13,194	118,367	146,000	81%
<b>25 Total Salaries and Benefits</b>	<b>243,277</b>	<b>2,451,085</b>	<b>3,104,900</b>	<b>79%</b>
<b>26 Transmission and Distribution</b>				
27 System Repairs and Maintenance	43,539	160,204	258,700	62%
28 Vehicles and Equipment	9,236	71,222	101,200	70%
29 Safety, Supplies and Testing	7,717	62,329	45,400	137%
<b>30 Total Transmission and Distribution</b>	<b>60,492</b>	<b>293,756</b>	<b>405,300</b>	<b>72%</b>
<b>31 General and Administrative</b>				
32 Professional Services	39,685	423,417	513,400	82%
33 Office Maintenance, Supplies and Software	16,304	266,444	310,600	86%
34 District Insurance	-	116,597	109,300	107%
35 Dues and Memberships	910	90,912	95,400	95%
36 Public Outreach	14,111	105,658	103,300	102%
37 Customer Service and Billing	3,893	45,264	68,400	66%
38 Conference, Trainings and Travel	1,577	25,283	34,100	74%
<b>39 Total General and Administrative</b>	<b>76,479</b>	<b>1,073,574</b>	<b>1,234,500</b>	<b>87%</b>
<b>40 Total Operating Expense</b>	<b>662,228</b>	<b>7,272,662</b>	<b>9,085,700</b>	<b>80%</b>
<b>41 Net Operating Revenue / (Expense)</b>	<b>84,141</b>	<b>2,545</b>	<b>(185,700)</b>	
<b>42 Non-Operating Revenue / (Expense)</b>				
43 Property Tax Revenue	300,569	1,035,705	1,245,000	83%
44 Interest Revenue - Unrestricted	15,997	25,797	115,700	22%
45 Other Revenue and Reimbursements	2,841	83,397	54,400	153%
46 Miscellaneous Expense	(3,799)	(111,516)	(6,200)	1799%
<b>47 Net Non-Operating Revenue / (Expense)</b>	<b>315,609</b>	<b>1,033,382</b>	<b>1,408,900</b>	<b>73%</b>
<b>48 Net Total Revenue / (Expense)</b>	<b>399,750</b>	<b>1,035,927</b>	<b>1,223,200</b>	<b>85%</b>
<b>49 Other Unrestricted Cash Inflow / (Outflow)</b>				
50 Transfer In - Debt Proceeds for Capital	7,099	558,325	1,206,000	46%
51 Capital Improvement Program (CIP)	(129,280)	(684,975)	(1,206,000)	57%
52 Debt Service - Principal and Interest	(30,820)	(276,286)	(901,100)	31%
<b>53 Net Other Unrestricted Cash Inflow / (Outflow)</b>	<b>(153,000)</b>	<b>(402,935)</b>	<b>(901,100)</b>	<b>45%</b>
<b>54 Net Total Unrestricted Cash Inflow / (Outflow)</b>	<b>\$ 246,750</b>	<b>\$ 632,992</b>	<b>\$ 322,100</b>	<b>197%</b>

Acronym key:

OPEB - Other Post-Employment Benefits

SCADA - Supervisory Control and Data Acquisition System



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

	Project	April 2024	YTD Actual	FY 24 Adopted Budget	YTD 83%
1	<b>Water CIP</b>				
2	<b>Capital Improvements / Replacements</b>				
3	Dimension Water Treatment Plant (DWTP) Office & Storage	\$ -	\$ 930	\$ 350,000	0%
4	SCADA System Upgrades FY 24	-	155,034	280,000	55%
5	10" Pipeline Replacement - Cooks to Harris Grade	-	-	250,000	0%
6	PSPS Transfer Switch Upgrade - Water	310	5,180	60,000	9%
7	DWTP Vault Improvement	930	4,650	75,000	6%
8	Administration Office Remodel	-	29,014	-	N/A
9	<b>Total Capital Improvements / Replacements</b>	<b>1,240</b>	<b>194,808</b>	<b>1,015,000</b>	<b>19%</b>
10	<b>Equipment</b>				
11	Fleet	-	174,950	91,000	192%
12	Xerox Copier	-	4,469	-	N/A
13	Fire Hydrants	-	25,229	-	N/A
14	Roton Blower - DWTP Filters	-	22,258	-	N/A
15	<b>Total Equipment</b>	<b>-</b>	<b>226,906</b>	<b>91,000</b>	<b>249%</b>
16	<b>Programs</b>				
17	Pump Replacement Program - Water	-	13,750	50,000	28%
18	Pressure Regulating Valves (PRV) - Water	5,859	17,360	20,000	87%
19	Valve Replacements - Water	-	109,970	30,000	367%
20	<b>Total Programs</b>	<b>5,859</b>	<b>141,080</b>	<b>100,000</b>	<b>141%</b>
21	<b>Total Unplanned Repairs/Expenses</b>	<b>122,181</b>	<b>122,181</b>	<b>-</b>	<b>N/A</b>
22	<b>Total Water CIP</b>	<b>\$ 129,280</b>	<b>\$ 684,975</b>	<b>\$ 1,206,000</b>	<b>57%</b>

*Acronym key:*

SCADA - Supervisory Control and Data Acquisition System

PSPS - Public Safety Power Shutoff



**Trabuco Canyon Water District**  
**Budget to Actual - Sewer**  
**For the period July 1, 2023 through April 30, 2024**  
**(Unaudited)**

	April 2024	YTD Actual	FY 24 Adopted Budget	YTD 83%
<b>1 Operating Revenue</b>				
2 Sewer Residential Charges	\$ 167,880	\$ 1,650,387	\$ 1,933,800	85%
3 Sewer Commercial Charges	15,913	175,787	189,800	93%
4 Customer Fees	16,068	152,293	281,100	54%
5 Uncollectable Accounts	-	-	(3,500)	0%
<b>6 Total Operating Revenue</b>	<b>199,861</b>	<b>1,978,466</b>	<b>2,401,200</b>	<b>82%</b>
<b>7 Operating Expense</b>				
<b>8 Salaries and Benefits</b>				
9 Employee/Director Wages	64,204	733,149	961,500	76%
10 Employee/Director Benefits	18,188	152,576	235,700	65%
11 Retiree Health Insurance	4,170	38,820	41,200	94%
12 Transfer In - 115 OPEB Trust Reimbursement	(4,170)	(38,820)	(41,200)	94%
13 CalPERS Retirement (Normal)	8,532	89,550	115,600	77%
14 CalPERS Unfunded Accrued Liability (Minimum)	-	76,658	79,200	97%
15 Payroll Taxes	4,712	42,274	73,200	58%
<b>16 Total Salaries and Benefits</b>	<b>95,636</b>	<b>1,094,207</b>	<b>1,465,200</b>	<b>75%</b>
<b>17 Transmission and Distribution</b>				
18 System Repairs and Maintenance	145,163	283,307	295,600	96%
19 T&D Electricity	20,639	207,389	196,300	106%
20 Vehicles and Equipment	2,384	28,726	39,300	73%
21 Safety, Supplies and Testing	737	13,704	41,200	33%
<b>22 Total Transmission and Distribution</b>	<b>168,923</b>	<b>533,125</b>	<b>572,400</b>	<b>93%</b>
<b>23 General and Administrative</b>				
24 Professional Services	14,173	160,237	184,900	87%
25 Office Maintenance, Supplies and Software	14,016	145,410	159,300	91%
26 District Insurance	-	41,642	42,600	98%
27 Dues and Memberships	810	91,689	122,000	75%
28 Public Outreach	-	14,034	18,300	77%
29 Customer Service and Billing	1,120	10,485	19,200	55%
30 Conference, Trainings and Travel	563	9,030	12,000	75%
<b>31 Total General and Administrative</b>	<b>30,682</b>	<b>472,526</b>	<b>558,300</b>	<b>85%</b>
<b>32 Total Operating Expense</b>	<b>295,242</b>	<b>2,099,858</b>	<b>2,595,900</b>	<b>81%</b>
<b>33 Net Operating Revenue / (Expense)</b>	<b>(95,382)</b>	<b>(121,391)</b>	<b>(194,700)</b>	<b>62%</b>
<b>34 Non-Operating Revenue / (Expense)</b>				
35 Property Tax Revenue	216,410	745,707	896,000	83%
36 Interest Revenue - Unrestricted	4,389	160,518	105,500	152%
37 Other Revenue and Reimbursements	406	44,421	7,300	609%
38 Miscellaneous Expense	(2,735)	(47,996)	(7,200)	667%
<b>39 Net Non-Operating Revenue / (Expense)</b>	<b>218,470</b>	<b>902,651</b>	<b>1,001,600</b>	<b>90%</b>
<b>40 Net Total Revenue / (Expense)</b>	<b>123,088</b>	<b>781,260</b>	<b>806,900</b>	<b>97%</b>
<b>41 Other Unrestricted Cash Inflow / (Outflow)</b>				
42 Transfer In - Debt Proceeds for Capital	71,967	700,530	2,979,500	24%
43 Capital Improvement Program	(189,878)	(822,790)	(2,979,500)	28%
44 Debt Service - Principal and Interest	(3,021)	(30,108)	(554,100)	5%
<b>45 Net Other Unrestricted Cash Inflow / (Outflow)</b>	<b>(120,932)</b>	<b>(152,368)</b>	<b>(554,100)</b>	<b>27%</b>
<b>46 Net Total Unrestricted Cash Inflow / (Outflow)</b>	<b>\$ 2,156</b>	<b>\$ 628,892</b>	<b>\$ 252,800</b>	

Acronym key:

OPEB - Other Post-Employment Benefits



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

Project		April 2024	YTD Actual	FY 24 Adopted Budget	YTD 83%
1	<b>Wastewater CIP</b>				
2	<b>Capital Improvements / Replacements</b>				
3	Golf Club Sewer Lift Station (SLS) Bypass Construction	\$ 31,551	\$ 194,850	\$ 1,800,000	11%
4	SCADA System Upgrades FY 24	-	55,369	100,000	55%
5	WWTP Hoffman Blower Building Rehabilitation	8,830	72,023	400,000	18%
6	Chiquita FY 24	27,091	117,940	178,000	66%
7	Heritage SLS Rehabilitation	-	3,865	100,000	4%
8	PSPS Transfer Switch Upgrade - Sewer	-	5,413	60,000	9%
9	WWTP Fiber Optic Upgrade	4,495	15,345	130,000	12%
10	El Toro SLS System Improvements	-	37,469	79,000	47%
11	Administration Office Remodel	-	10,362	-	N/A
12	<b>Total Capital Improvements / Replacements</b>	<b>71,967</b>	<b>512,636</b>	<b>2,847,000</b>	<b>18%</b>
13	<b>Equipment</b>				
14	Fleet	-	62,482	32,500	192%
15	Xerox Copier	-	1,596	-	N/A
16	Chopper Pump - Sequencing Batch Reactor	-	24,716	-	N/A
17	Smart Covers - Sewer Lift Stations	-	18,709	-	N/A
18	Roots Blower - WWTP	-	15,693	-	N/A
19	<b>Total Equipment</b>	<b>-</b>	<b>123,196</b>	<b>32,500</b>	<b>379%</b>
20	<b>Programs</b>				
21	Manhole Recoating Program - Sewer	-	-	20,000	0%
22	Pump Replacement Program (Sewer)	-	52,027	50,000	104%
23	Wet Well Recoating	-	17,020	30,000	57%
24	<b>Total Programs</b>	<b>-</b>	<b>69,047</b>	<b>100,000</b>	<b>69%</b>
25	<b>Total Unplanned Repairs/Expenses</b>	<b>117,911</b>	<b>117,911</b>	<b>-</b>	<b>N/A</b>
26	<b>Total Wastewater CIP</b>	<b>\$ 189,878</b>	<b>\$ 822,790</b>	<b>\$ 2,979,500</b>	<b>28%</b>

*Acronym key:*

SCADA - Supervisory Control and Data Acquisition System

WWTP - Waste Water Treatment Plant

PSPS - Public Safety Power Shutoff



**Trabuco Canyon Water District**  
**Budget to Actual - Recycled**  
**For the period July 1, 2023 through April 30, 2024**  
**(Unaudited)**

	April 2024	YTD Actual	FY 24 Adopted Budget	YTD 83%
<b>1 Operating Revenue</b>				
2 Fixed / Capital Service Charges	\$ 11,857	\$ 113,266	\$ 142,200	80%
3 Variable Consumption Charges	8,470	766,793	995,400	77%
4 Customer Fees	-	9,474	7,300	130%
5 Uncollectable Accounts	-	-	(4,000)	0%
<b>6 Total Operating Revenue</b>	<b>20,327</b>	<b>889,532</b>	<b>1,140,900</b>	<b>78%</b>
<b>7 Operating Expense</b>				
<b>8 Source of Supply</b>				
9 Recycled Water Purchases	242	20,001	25,900	77%
10 Water Treatment	5,962	90,403	99,400	91%
<b>11 Total Source of Supply</b>	<b>6,205</b>	<b>110,404</b>	<b>125,300</b>	<b>88%</b>
<b>12 Salaries and Benefits</b>				
13 Employee/Director Wages	15,247	176,516	231,400	76%
14 Employee/Director Benefits	5,162	50,884	75,400	67%
15 Retiree Health Insurance	834	7,764	8,200	95%
16 Transfer In - 115 OPEB Trust Reimbursement	(834)	(7,764)	(8,200)	95%
17 CalPERS Retirement (Normal)	1,818	19,244	24,800	78%
18 CalPERS Unfunded Accrued Liability (Minimum)	-	17,340	18,000	96%
19 Payroll Taxes	942	8,455	16,800	50%
<b>20 Total Salaries and Benefits</b>	<b>23,170</b>	<b>272,439</b>	<b>366,400</b>	<b>74%</b>
<b>21 Transmission and Distribution</b>				
22 T&D Electricity	22,300	252,614	282,000	90%
23 System Repairs and Maintenance	8,967	33,043	29,600	112%
24 Vehicles and Equipment	555	6,440	8,600	75%
25 Safety, Supplies and Testing	8,050	87,982	157,600	56%
<b>26 Total Transmission and Distribution</b>	<b>39,871</b>	<b>380,079</b>	<b>477,800</b>	<b>80%</b>
<b>27 General and Administrative</b>				
28 Professional Services	2,835	36,869	36,800	100%
29 Office Maintenance, Supplies and Software	2,443	25,480	27,600	92%
30 District Insurance	-	8,328	8,800	95%
31 Dues and Memberships	65	55,700	36,600	152%
32 Public Outreach	-	2,807	3,600	78%
33 Customer Service and Billing	224	2,097	4,000	52%
34 Conference, Trainings and Travel	113	1,806	2,200	82%
<b>35 Total General and Administrative</b>	<b>5,680</b>	<b>133,088</b>	<b>119,600</b>	<b>111%</b>
<b>36 Total Operating Expense</b>	<b>74,924</b>	<b>896,009</b>	<b>1,089,100</b>	<b>82%</b>
<b>37 Net Operating Revenue / (Expense)</b>	<b>(54,597)</b>	<b>(6,477)</b>	<b>51,800</b>	
<b>38 Non-Operating Revenue / (Expense)</b>				
39 Property Tax Revenue	84,159	289,997	349,200	83%
40 Interest Revenue - Unrestricted	860	20,780	21,800	95%
41 Other Revenue and Reimbursements	37	3,372	1,800	187%
42 Miscellaneous Expense	(1,064)	(3,113)	(1,100)	283%
<b>43 Net Non-Operating Revenue / (Expense)</b>	<b>83,992</b>	<b>311,037</b>	<b>371,700</b>	<b>84%</b>
<b>44 Net Total Revenue / (Expense)</b>	<b>29,395</b>	<b>304,560</b>	<b>423,500</b>	<b>72%</b>
<b>45 Other Unrestricted Cash Inflow / (Outflow)</b>				
46 Transfer In - Debt Proceeds for Capital	1,860	69,398	326,500	21%
47 Capital Improvement Program	(14,681)	(82,538)	(326,500)	25%
48 Debt Service - Principal and Interest	(604)	(6,022)	(81,400)	7%
<b>49 Net Other Unrestricted Cash Inflow / (Outflow)</b>	<b>(13,425)</b>	<b>(19,162)</b>	<b>(81,400)</b>	<b>24%</b>
<b>50 Net Total Unrestricted Cash Inflow / (Outflow)</b>	<b>\$ 15,970</b>	<b>\$ 285,398</b>	<b>\$ 342,100</b>	<b>83%</b>

Acronym key:

OPEB - Other Post-Employment Benefits



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

Project	April 2024	YTD Actual	FY 24 Adopted Budget	YTD 83%
<b>1 Recycled Water CIP</b>				
<b>2 Capital Improvements / Replacements</b>				
3 SCADA System Upgrades FY 24	\$ -	\$ 11,074	\$ 20,000	55%
4 Dove Recycled Booster Pump Station	1,860	2,170	100,000	2%
5 Recycled PRV Vault Improvements - Dove Canyon	-	1,395	200,000	1%
6 Administration Office Remodel	-	2,072	-	N/A
<b>7 Capital Improvements / Replacements Total</b>	<b>1,860</b>	<b>16,711</b>	<b>320,000</b>	<b>5%</b>
<b>8 Equipment</b>				
9 Fleet	-	12,496	6,500	192%
10 Xerox Copier	-	319	-	N/A
11 VFD - Dove / Robinson Ranch Recycled Pump Station	-	40,190	-	N/A
<b>12 Equipment Total</b>	<b>-</b>	<b>53,006</b>	<b>6,500</b>	<b>815%</b>
<b>13 Total Unplanned Repairs/Expenses</b>	<b>12,821</b>	<b>12,821</b>	<b>-</b>	<b>N/A</b>
<b>14 Total Recycled Water CIP</b>	<b>\$ 14,681</b>	<b>\$ 82,538</b>	<b>\$ 326,500</b>	<b>25%</b>

*Acronym key:*

- SCADA - Supervisory Control and Data Acquisition System
- PRV - Pressure Regulating Valves
- VFD - Variable Frequency Drive



Trabuco Canyon Water District, CA

# Bank Transaction Report

## Transaction Detail

Issued Date Range: 05/01/2024 - 05/31/2024

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Accounts Payable</b>							
<b>Bank Draft</b>							
05/01/2024		<a href="#">DFT0003533</a>	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,150.84
05/01/2024		<a href="#">DFT0003534</a>	VSP	Accounts Payable	Outstanding	Bank Draft	-793.38
05/02/2024		<a href="#">DFT0003535</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-118,580.08
05/02/2024		<a href="#">DFT0003536</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-67,361.62
05/02/2024		<a href="#">DFT0003537</a>	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-3,874.85
05/02/2024		<a href="#">DFT0003538</a>	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-3,027.19
05/02/2024		<a href="#">DFT0003539</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
05/03/2024		<a href="#">DFT0003540</a>	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
05/03/2024		<a href="#">DFT0003541</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-32.64
05/06/2024		<a href="#">DFT0003542</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-30,146.39
05/06/2024		<a href="#">DFT0003543</a>	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-217.48
05/06/2024		<a href="#">DFT0003544</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-515.81
05/07/2024		<a href="#">DFT0003545</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-73.53
05/08/2024		<a href="#">DFT0003546</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,443.63
05/08/2024		<a href="#">DFT0003547</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-156.00
05/09/2024		<a href="#">DFT0003548</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-15.82
05/09/2024		<a href="#">DFT0003549</a>	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-6,588.47
05/10/2024		<a href="#">DFT0003550</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-2,029.33
05/10/2024		<a href="#">DFT0003551</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,673.87
05/10/2024		<a href="#">DFT0003552</a>	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-274.55
05/13/2024		<a href="#">DFT0003553</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
05/14/2024		<a href="#">DFT0003554</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-43.88
05/15/2024		<a href="#">DFT0003555</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-41.37
05/16/2024		<a href="#">DFT0003556</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-72.14
05/17/2024		<a href="#">DFT0003557</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-135,444.19
05/17/2024		<a href="#">DFT0003558</a>	SOUTH COAST AQMD	Accounts Payable	Outstanding	Bank Draft	-1,677.86
05/20/2024		<a href="#">DFT0003559</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-673.44
05/20/2024		<a href="#">DFT0003560</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-70.00
05/21/2024		<a href="#">DFT0003561</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-30,535.94
05/21/2024		<a href="#">DFT0003562</a>	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-62,892.50
05/21/2024		<a href="#">DFT0003563</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-330.00
05/22/2024		<a href="#">DFT0003564</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-19.86
05/24/2024		<a href="#">DFT0003565</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-116.00
05/24/2024		<a href="#">DFT0003566</a>	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-2,908.66
05/24/2024		<a href="#">DFT0003567</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/24/2024		<a href="#">DFT0003568</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-128.19
05/24/2024		<a href="#">DFT0003569</a>	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-683.54
05/28/2024		<a href="#">DFT0003570</a>	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-21,502.92
05/28/2024		<a href="#">DFT0003571</a>	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-1,925.69
05/28/2024		<a href="#">DFT0003572</a>	LOWE'S	Accounts Payable	Outstanding	Bank Draft	-378.13
05/28/2024		<a href="#">DFT0003573</a>	SOUTH COAST AQMD	Accounts Payable	Outstanding	Bank Draft	-161.81
05/29/2024		<a href="#">DFT0003574</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-86.05
<b>Bank Draft Total: (42)</b>							<b>-502,135.65</b>
<b>Check</b>							
05/01/2024		<a href="#">12472</a>	TRAVELING TIDEPOLS	Accounts Payable	Outstanding	Check	-2,233.41
05/07/2024		<a href="#">12473</a>	ASBURY ENVIRONMENTAL SERVICES	Accounts Payable	Outstanding	Check	-100.00
05/07/2024		<a href="#">12474</a>	AT&T	Accounts Payable	Outstanding	Check	-1,042.96
05/07/2024		<a href="#">12475</a>	BAVCO BACKFLOW APPARATUS & VALVE CO.	Accounts Payable	Outstanding	Check	-313.03
05/07/2024		<a href="#">12476</a>	BIG BRAND TIRE & SERVICE	Accounts Payable	Outstanding	Check	-102.40
05/07/2024		<a href="#">12477</a>	CITY OF RANCHO SANTA MARGARITA	Accounts Payable	Outstanding	Check	-57,714.00
05/07/2024		<a href="#">12478</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-1,496.76
05/07/2024		<a href="#">12479</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-254.50
05/07/2024		<a href="#">12480</a>	DMS FACILITY SERVICES	Accounts Payable	Outstanding	Check	-1,268.26
05/07/2024		<a href="#">12481</a>	FANCY FACE ART	Accounts Payable	Outstanding	Check	-880.00
05/07/2024		<a href="#">12482</a>	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-18,842.57
05/07/2024		<a href="#">12483</a>	FLEET SERVICES, INC.	Accounts Payable	Outstanding	Check	-186.02
05/07/2024		<a href="#">12484</a>	GRAYBAR	Accounts Payable	Outstanding	Check	-4,939.31
05/07/2024		<a href="#">12485</a>	GREENSTONE MATERIALS INC.	Accounts Payable	Outstanding	Check	-448.50
05/07/2024		<a href="#">12486</a>	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-7,081.00
05/07/2024		<a href="#">12487</a>	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-2,276.32
05/07/2024		<a href="#">12488</a>	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-16,320.51
05/07/2024		<a href="#">12489</a>	MOBILE FIRE EXTINGUISHER, INC.	Accounts Payable	Outstanding	Check	-1,421.50
05/07/2024		<a href="#">12490</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,775.00
05/07/2024		<a href="#">12491</a>	O'REILLY AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-428.96
05/07/2024		<a href="#">12492</a>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-716.98
05/07/2024		<a href="#">12493</a>	S & J SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-678.83
05/07/2024		<a href="#">12494</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-105,090.90
05/07/2024		<a href="#">12495</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-4,827.00
05/07/2024		<a href="#">12496</a>	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
05/07/2024		<a href="#">12497</a>	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-91.91
05/07/2024		<a href="#">12498</a>	W.M. LYLES CO.	Accounts Payable	Outstanding	Check	-13,308.05
05/07/2024		<a href="#">12499</a>	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-861.00
05/08/2024		<a href="#">12500</a>	MCM CONSULTING	Accounts Payable	Outstanding	Check	-19,155.00
05/09/2024		<a href="#">12501</a>	BDP INDUSTRIES	Accounts Payable	Outstanding	Check	-28,179.70
05/09/2024		<a href="#">12502</a>	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-2,833.40
05/09/2024		<a href="#">12503</a>	FULL TRAFFICE MAINTENANCE, INC.	Accounts Payable	Outstanding	Check	-4,100.00
05/09/2024		<a href="#">12504</a>	GMU GEOTECHNICAL, INC.	Accounts Payable	Outstanding	Check	-5,498.25

**Bank Transaction Report**

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/09/2024		<a href="#">12505</a>	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-35,087.50
05/09/2024		<a href="#">12506</a>	OCCUPATIONAL HEALTH CENTERS OF CA	Accounts Payable	Outstanding	Check	-62.00
05/21/2024		<a href="#">12508</a>	AT&T MOBILITY	Accounts Payable	Outstanding	Check	-134.93
05/21/2024		<a href="#">12509</a>	BAVCO BACKFLOW APPARATUS & VALVE CO.	Accounts Payable	Outstanding	Check	-537.79
05/21/2024		<a href="#">12510</a>	BIG BRAND TIRE & SERVICE	Accounts Payable	Outstanding	Check	-2,220.40
05/21/2024		<a href="#">12511</a>	BLUE-WHITE INDUSTRIES	Accounts Payable	Outstanding	Check	-2,242.97
05/21/2024		<a href="#">12512</a>	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-7,037.52
05/21/2024		<a href="#">12513</a>	GRAYBAR	Accounts Payable	Outstanding	Check	-4,977.90
05/21/2024		<a href="#">12514</a>	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-33,445.90
05/21/2024		<a href="#">12515</a>	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-12,130.93
05/21/2024		<a href="#">12516</a>	IB CONSULTING	Accounts Payable	Outstanding	Check	-15,655.74
05/21/2024		<a href="#">12517</a>	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-1,142.07
05/21/2024		<a href="#">12518</a>	LAW OFFICE OF DEBORAH WILDER	Accounts Payable	Outstanding	Check	-375.00
05/21/2024		<a href="#">12519</a>	MCFADDEN-DALE INDUSTRIAL HARDWARE	Accounts Payable	Outstanding	Check	-345.86
05/21/2024		<a href="#">12520</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,420.00
05/21/2024		<a href="#">12521</a>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-238.98
05/21/2024		<a href="#">12522</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
05/21/2024		<a href="#">12523</a>	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-1,043.86
05/21/2024		<a href="#">12524</a>	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-287.00
<b>Check Total: (52)</b>							<b>-424,137.38</b>
<b>EFT</b>							
05/08/2024		<a href="#">539</a>	ACWA JPIA - WC, PROP., & LIAB	Accounts Payable	Outstanding	EFT	-10,564.39
05/08/2024		<a href="#">540</a>	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-864.00
05/08/2024		<a href="#">541</a>	AMAZON	Accounts Payable	Outstanding	EFT	-1,244.13
05/08/2024		<a href="#">542</a>	DUTHIE ELECTRIC SERVICE CORPORATION	Accounts Payable	Outstanding	EFT	-1,413.11
05/08/2024		<a href="#">543</a>	EIDE BAILLY	Accounts Payable	Outstanding	EFT	-6,700.00
05/08/2024		<a href="#">544</a>	J. S. HELD LLC	Accounts Payable	Outstanding	EFT	-5,742.00
05/08/2024		<a href="#">545</a>	MWDOC	Accounts Payable	Outstanding	EFT	-309.00
05/08/2024		<a href="#">546</a>	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-75.00
05/08/2024		<a href="#">547</a>	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-11,747.50
05/08/2024		<a href="#">548</a>	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-163.07
05/22/2024		<a href="#">549</a>	ACWA JPIA - LIFE	Accounts Payable	Outstanding	EFT	-506.05
05/22/2024		<a href="#">550</a>	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-2,592.00
05/22/2024		<a href="#">551</a>	AMAZON	Accounts Payable	Outstanding	EFT	-599.35
05/22/2024		<a href="#">552</a>	HERC RENTALS	Accounts Payable	Outstanding	EFT	-4,733.13
05/22/2024		<a href="#">553</a>	MWDOC	Accounts Payable	Outstanding	EFT	-23,338.64
05/22/2024		<a href="#">554</a>	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-9,469.66
05/22/2024		<a href="#">555</a>	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-326.14
<b>EFT Total: (17)</b>							<b>-80,387.17</b>
<b>Accounts Payable Total: (111)</b>							<b>-1,006,660.20</b>

**Accounts Receivable**

**Deposit**

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/06/2024		<a href="#">DEP0024415</a>	Orange County Fire Authority AR-A00319 5/6/2024	Accounts Receivable	Outstanding	Deposit	150.00
05/06/2024		<a href="#">DEP0024418</a>	County of Orange AR-A00318 5/6/2024	Accounts Receivable	Outstanding	Deposit	150.00
05/06/2024		<a href="#">DEP0024418</a>	County of Orange AR-A00318 5/6/2024	Accounts Receivable	Outstanding	Deposit	360.00
05/06/2024		<a href="#">DEP0024418</a>	County of Orange AR-A00318 5/6/2024	Accounts Receivable	Outstanding	Deposit	3,760.00
05/07/2024		<a href="#">DEP0024481</a>	PT Admin Fees - 5/07/24	Accounts Receivable	Outstanding	Deposit	-0.58
05/07/2024		<a href="#">DEP0024481</a>	PT Admin Fees - 5/07/24	Accounts Receivable	Outstanding	Deposit	-0.10
05/07/2024		<a href="#">DEP0024481</a>	PT Admin Fees - 5/07/24	Accounts Receivable	Outstanding	Deposit	-0.12
05/07/2024		<a href="#">DEP0024481</a>	PT Admin Fees - 5/07/24	Accounts Receivable	Outstanding	Deposit	0.08
05/07/2024		<a href="#">DEP0024481</a>	PT Admin Fees - 5/07/24	Accounts Receivable	Outstanding	Deposit	0.40
05/07/2024		<a href="#">DEP0024481</a>	PT Admin Fees - 5/07/24	Accounts Receivable	Outstanding	Deposit	0.03
05/07/2024		<a href="#">DEP0024481</a>	PT Admin Fees - 5/07/24	Accounts Receivable	Outstanding	Deposit	-0.81
05/07/2024		<a href="#">DEP0024481</a>	PT Admin Fees - 5/07/24	Accounts Receivable	Outstanding	Deposit	0.25
05/07/2024		<a href="#">DEP0024481</a>	PT Admin Fees - 5/07/24	Accounts Receivable	Outstanding	Deposit	0.04
05/07/2024		<a href="#">DEP0024481</a>	PT Admin Fees - 5/07/24	Accounts Receivable	Outstanding	Deposit	0.07
05/07/2024		<a href="#">DEP0024481</a>	PT Admin Fees - 5/07/24	Accounts Receivable	Outstanding	Deposit	0.18
05/07/2024		<a href="#">DEP0024481</a>	PT Admin Fees - 5/07/24	Accounts Receivable	Outstanding	Deposit	0.56
05/09/2024		<a href="#">DEP0024484</a>	County of Orange - Property Taxes 5/07/24	Accounts Receivable	Outstanding	Deposit	928.48
05/09/2024		<a href="#">DEP0024484</a>	County of Orange - Property Taxes 5/07/24	Accounts Receivable	Outstanding	Deposit	3,055.64
05/09/2024		<a href="#">DEP0024484</a>	County of Orange - Property Taxes 5/07/24	Accounts Receivable	Outstanding	Deposit	1,289.56
05/09/2024		<a href="#">DEP0024484</a>	County of Orange - Property Taxes 5/07/24	Accounts Receivable	Outstanding	Deposit	13.87
05/09/2024		<a href="#">DEP0024484</a>	County of Orange - Property Taxes 5/07/24	Accounts Receivable	Outstanding	Deposit	427.79
05/09/2024		<a href="#">DEP0024484</a>	County of Orange - Property Taxes 5/07/24	Accounts Receivable	Outstanding	Deposit	427.79
05/09/2024		<a href="#">DEP0024484</a>	County of Orange - Property Taxes 5/07/24	Accounts Receivable	Outstanding	Deposit	71.34
05/09/2024		<a href="#">DEP0024484</a>	County of Orange - Property Taxes 5/07/24	Accounts Receivable	Outstanding	Deposit	2,200.06
05/09/2024		<a href="#">DEP0024484</a>	County of Orange - Property Taxes 5/07/24	Accounts Receivable	Outstanding	Deposit	220.15
05/09/2024		<a href="#">DEP0024484</a>	County of Orange - Property Taxes 5/07/24	Accounts Receivable	Outstanding	Deposit	30.82
05/09/2024		<a href="#">DEP0024484</a>	County of Orange - Property Taxes 5/07/24	Accounts Receivable	Outstanding	Deposit	99.09
05/09/2024		<a href="#">DEP0024484</a>	County of Orange - Property Taxes 5/07/24	Accounts Receivable	Outstanding	Deposit	180.54
05/09/2024		<a href="#">DEP0024484</a>	County of Orange - Property Taxes 5/07/24	Accounts Receivable	Outstanding	Deposit	180.53
05/09/2024		<a href="#">DEP0024484</a>	County of Orange - Property Taxes 5/07/24	Accounts Receivable	Outstanding	Deposit	158.51
05/09/2024		<a href="#">DEP0024484</a>	County of Orange - Property Taxes 5/07/24	Accounts Receivable	Outstanding	Deposit	30.82
05/09/2024		<a href="#">DEP0024484</a>	County of Orange - Property Taxes 5/07/24	Accounts Receivable	Outstanding	Deposit	13.88
05/10/2024		<a href="#">DEP0024463</a>	Traveling Tide Pools refund 5-10-2024	Accounts Receivable	Outstanding	Deposit	1,116.71
05/13/2024		<a href="#">DEP0024488</a>	T-mobile lease 5-13-2024	Accounts Receivable	Outstanding	Deposit	2,329.39
05/13/2024		<a href="#">DEP0024488</a>	T-mobile lease 5-13-2024	Accounts Receivable	Outstanding	Deposit	222.78
05/14/2024		<a href="#">DEP0024557</a>	Apply PT admin fees - 5/14/24	Accounts Receivable	Outstanding	Deposit	9.09
05/14/2024		<a href="#">DEP0024557</a>	Apply PT admin fees - 5/14/24	Accounts Receivable	Outstanding	Deposit	64.91
05/14/2024		<a href="#">DEP0024557</a>	Apply PT admin fees - 5/14/24	Accounts Receivable	Outstanding	Deposit	46.73
05/14/2024		<a href="#">DEP0024557</a>	Apply PT admin fees - 5/14/24	Accounts Receivable	Outstanding	Deposit	-46.73
05/14/2024		<a href="#">DEP0024557</a>	Apply PT admin fees - 5/14/24	Accounts Receivable	Outstanding	Deposit	9.08
05/14/2024		<a href="#">DEP0024557</a>	Apply PT admin fees - 5/14/24	Accounts Receivable	Outstanding	Deposit	-9.09
05/14/2024		<a href="#">DEP0024557</a>	Apply PT admin fees - 5/14/24	Accounts Receivable	Outstanding	Deposit	-64.91
05/14/2024		<a href="#">DEP0024557</a>	Apply PT admin fees - 5/14/24	Accounts Receivable	Outstanding	Deposit	-9.08

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/15/2024		<a href="#">DEP0024564</a>	County of Orange - PT Receipt 5/14/24	Accounts Receivable	Outstanding	Deposit	25,895.54
05/15/2024		<a href="#">DEP0024564</a>	County of Orange - PT Receipt 5/14/24	Accounts Receivable	Outstanding	Deposit	18,644.79
05/15/2024		<a href="#">DEP0024564</a>	County of Orange - PT Receipt 5/14/24	Accounts Receivable	Outstanding	Deposit	786.44
05/15/2024		<a href="#">DEP0024564</a>	County of Orange - PT Receipt 5/14/24	Accounts Receivable	Outstanding	Deposit	3,625.37
05/15/2024		<a href="#">DEP0024564</a>	County of Orange - PT Receipt 5/14/24	Accounts Receivable	Outstanding	Deposit	3,625.38
05/15/2024		<a href="#">DEP0024568</a>	PT Admin Fees - 5/15/24	Accounts Receivable	Outstanding	Deposit	0.16
05/15/2024		<a href="#">DEP0024568</a>	PT Admin Fees - 5/15/24	Accounts Receivable	Outstanding	Deposit	2.12
05/15/2024		<a href="#">DEP0024568</a>	PT Admin Fees - 5/15/24	Accounts Receivable	Outstanding	Deposit	-2.15
05/15/2024		<a href="#">DEP0024568</a>	PT Admin Fees - 5/15/24	Accounts Receivable	Outstanding	Deposit	0.02
05/15/2024		<a href="#">DEP0024568</a>	PT Admin Fees - 5/15/24	Accounts Receivable	Outstanding	Deposit	-2.14
05/15/2024		<a href="#">DEP0024568</a>	PT Admin Fees - 5/15/24	Accounts Receivable	Outstanding	Deposit	2.13
05/15/2024		<a href="#">DEP0024568</a>	PT Admin Fees - 5/15/24	Accounts Receivable	Outstanding	Deposit	-15.35
05/15/2024		<a href="#">DEP0024568</a>	PT Admin Fees - 5/15/24	Accounts Receivable	Outstanding	Deposit	0.02
05/15/2024		<a href="#">DEP0024568</a>	PT Admin Fees - 5/15/24	Accounts Receivable	Outstanding	Deposit	10.94
05/15/2024		<a href="#">DEP0024568</a>	PT Admin Fees - 5/15/24	Accounts Receivable	Outstanding	Deposit	0.11
05/15/2024		<a href="#">DEP0024568</a>	PT Admin Fees - 5/15/24	Accounts Receivable	Outstanding	Deposit	15.19
05/15/2024		<a href="#">DEP0024568</a>	PT Admin Fees - 5/15/24	Accounts Receivable	Outstanding	Deposit	-11.05
05/16/2024		<a href="#">DEP0024573</a>	County of Orange - Property Taxes 5/15/24	Accounts Receivable	Outstanding	Deposit	8.58
05/16/2024		<a href="#">DEP0024573</a>	County of Orange - Property Taxes 5/15/24	Accounts Receivable	Outstanding	Deposit	8.58
05/16/2024		<a href="#">DEP0024573</a>	County of Orange - Property Taxes 5/15/24	Accounts Receivable	Outstanding	Deposit	6,061.56
05/16/2024		<a href="#">DEP0024573</a>	County of Orange - Property Taxes 5/15/24	Accounts Receivable	Outstanding	Deposit	4,364.32
05/16/2024		<a href="#">DEP0024573</a>	County of Orange - Property Taxes 5/15/24	Accounts Receivable	Outstanding	Deposit	44.11
05/16/2024		<a href="#">DEP0024573</a>	County of Orange - Property Taxes 5/15/24	Accounts Receivable	Outstanding	Deposit	848.62
05/16/2024		<a href="#">DEP0024573</a>	County of Orange - Property Taxes 5/15/24	Accounts Receivable	Outstanding	Deposit	61.26
05/16/2024		<a href="#">DEP0024573</a>	County of Orange - Property Taxes 5/15/24	Accounts Receivable	Outstanding	Deposit	848.62
05/24/2024		<a href="#">DEP0024621</a>	SMWD Conserv & Water Recovery 5-24-2024	Accounts Receivable	Outstanding	Deposit	947.28
05/30/2024		<a href="#">DEP0024654</a>	Ferguson Refund 5-30-2024	Accounts Receivable	Outstanding	Deposit	195,785.37
05/30/2024		<a href="#">DEP0024715</a>	County of Orange - Property Taxes - 5/28/24	Accounts Receivable	Outstanding	Deposit	38,322.41
05/30/2024		<a href="#">DEP0024715</a>	County of Orange - Property Taxes - 5/28/24	Accounts Receivable	Outstanding	Deposit	5,365.14
05/30/2024		<a href="#">DEP0024715</a>	County of Orange - Property Taxes - 5/28/24	Accounts Receivable	Outstanding	Deposit	3,734.17
05/30/2024		<a href="#">DEP0024715</a>	County of Orange - Property Taxes - 5/28/24	Accounts Receivable	Outstanding	Deposit	26,672.60
05/30/2024		<a href="#">DEP0024715</a>	County of Orange - Property Taxes - 5/28/24	Accounts Receivable	Outstanding	Deposit	3,734.16
05/30/2024		<a href="#">DEP0024715</a>	County of Orange - Property Taxes - 5/28/24	Accounts Receivable	Outstanding	Deposit	19,204.27
05/30/2024		<a href="#">DEP0024715</a>	County of Orange - Property Taxes - 5/28/24	Accounts Receivable	Outstanding	Deposit	27,592.14
05/30/2024		<a href="#">DEP0024715</a>	County of Orange - Property Taxes - 5/28/24	Accounts Receivable	Outstanding	Deposit	5,365.13
<b>Deposit Total: (78)</b>							<b>408,963.59</b>
<b>Accounts Receivable Total: (78)</b>							<b>408,963.59</b>

**General Ledger**

<b>Deposit</b>							
05/31/2024		<a href="#">DEP0024718</a>	Fix UB Posting Date	General Ledger	Outstanding	Deposit	640.04
<b>Deposit Total: (1)</b>							<b>640.04</b>

**Deposit Reversal**

**Bank Transaction Report**

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/31/2024		<a href="#">DEP0024718</a>	Fix UB Posting Date	General Ledger	Outstanding	Deposit Reversal	-640.04
05/31/2024		<a href="#">DEPR0000072</a>	Fix UB Posting Date Error	General Ledger	Outstanding	Deposit Reversal	-640.04
<b>Deposit Reversal Total: (2)</b>							<b>-1,280.08</b>
<b>General Ledger Total: (3)</b>							<b>-640.04</b>
<b>Utility Billing</b>							
<b>Check</b>							
05/14/2024		<a href="#">12507</a>	TRABUCO HIGHLANDS APTS	Utility Billing	Outstanding	Check	-815.15
<b>Check Total: (1)</b>							<b>-815.15</b>
<b>Deposit</b>							
05/01/2024		<a href="#">DEP0024368</a>	Utility Payment Packet UBPKT10839	Utility Billing	Outstanding	Deposit	3,282.07
05/01/2024		<a href="#">DEP0024374</a>	Utility Payment Packet UBPKT10843	Utility Billing	Outstanding	Deposit	3,269.96
05/01/2024		<a href="#">DEP0024379</a>	Utility Payment Packet UBPKT10840	Utility Billing	Outstanding	Deposit	4,007.29
05/01/2024		<a href="#">DEP0024382</a>	Utility Payment Packet UBPKT10844	Utility Billing	Outstanding	Deposit	5,148.50
05/02/2024		<a href="#">DEP0024385</a>	Utility Payment Packet UBPKT10845	Utility Billing	Outstanding	Deposit	1,583.93
05/02/2024		<a href="#">DEP0024388</a>	Utility Payment Packet UBPKT10846	Utility Billing	Outstanding	Deposit	3,979.84
05/02/2024		<a href="#">DEP0024391</a>	Utility Payment Packet UBPKT10847	Utility Billing	Outstanding	Deposit	5,869.51
05/02/2024		<a href="#">DEP0024394</a>	Utility Payment Packet UBPKT10849	Utility Billing	Outstanding	Deposit	4,039.66
05/03/2024		<a href="#">DEP0024397</a>	Utility Payment Packet UBPKT10850	Utility Billing	Outstanding	Deposit	2,899.60
05/03/2024		<a href="#">DEP0024400</a>	Utility Payment Packet UBPKT10851	Utility Billing	Outstanding	Deposit	3,025.71
05/03/2024		<a href="#">DEP0024403</a>	Utility Payment Packet UBPKT10853	Utility Billing	Outstanding	Deposit	22,915.89
05/06/2024		<a href="#">DEP0024406</a>	Utility Payment Packet UBPKT10854	Utility Billing	Outstanding	Deposit	1,152.78
05/06/2024		<a href="#">DEP0024409</a>	Utility Payment Packet UBPKT10855	Utility Billing	Outstanding	Deposit	4,645.98
05/06/2024		<a href="#">DEP0024412</a>	Utility Payment Packet UBPKT10852	Utility Billing	Outstanding	Deposit	4,367.97
05/06/2024		<a href="#">DEP0024421</a>	Utility Payment Packet UBPKT10858	Utility Billing	Outstanding	Deposit	12,845.95
05/06/2024		<a href="#">DEP0024424</a>	Utility Payment Packet UBPKT10860	Utility Billing	Outstanding	Deposit	4,082.21
05/07/2024		<a href="#">DEP0024427</a>	Utility Payment Packet UBPKT10861	Utility Billing	Outstanding	Deposit	1,400.91
05/07/2024		<a href="#">DEP0024430</a>	Utility Payment Packet UBPKT10862	Utility Billing	Outstanding	Deposit	2,609.55
05/07/2024		<a href="#">DEP0024433</a>	Utility Payment Packet UBPKT10867	Utility Billing	Outstanding	Deposit	3,412.31
05/08/2024		<a href="#">DEP0024436</a>	Utility Payment Packet UBPKT10868	Utility Billing	Outstanding	Deposit	797.36
05/08/2024		<a href="#">DEP0024439</a>	Utility Payment Packet UBPKT10869	Utility Billing	Outstanding	Deposit	3,411.82
05/08/2024		<a href="#">DEP0024442</a>	Utility Payment Packet UBPKT10870	Utility Billing	Outstanding	Deposit	4,719.45
05/08/2024		<a href="#">DEP0024445</a>	Utility Payment Packet UBPKT10871	Utility Billing	Outstanding	Deposit	3,360.98
05/09/2024		<a href="#">DEP0024448</a>	Utility Payment Packet UBPKT10872	Utility Billing	Outstanding	Deposit	691.43
05/09/2024		<a href="#">DEP0024451</a>	Utility Payment Packet UBPKT10873	Utility Billing	Outstanding	Deposit	2,082.27
05/09/2024		<a href="#">DEP0024454</a>	Utility Payment Packet UBPKT10874	Utility Billing	Outstanding	Deposit	13,527.03
05/09/2024		<a href="#">DEP0024466</a>	Utility Payment Packet UBPKT10878	Utility Billing	Outstanding	Deposit	2,483.83
05/10/2024		<a href="#">DEP0024457</a>	Utility Payment Packet UBPKT10875	Utility Billing	Outstanding	Deposit	2,777.10
05/10/2024		<a href="#">DEP0024460</a>	Utility Payment Packet UBPKT10876	Utility Billing	Outstanding	Deposit	1,254.19
05/10/2024		<a href="#">DEP0024469</a>	Utility Payment Packet UBPKT10877	Utility Billing	Outstanding	Deposit	2,387.36
05/11/2024		<a href="#">DEP0024472</a>	Utility Payment Packet UBPKT10879	Utility Billing	Outstanding	Deposit	7,774.08
05/13/2024		<a href="#">DEP0024475</a>	Utility Payment Packet UBPKT10880	Utility Billing	Outstanding	Deposit	1,463.16
05/13/2024		<a href="#">DEP0024478</a>	Utility Payment Packet UBPKT10881	Utility Billing	Outstanding	Deposit	1,103.62

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**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/13/2024		<a href="#">DEP0024490</a>	Utility Payment Packet UBPKT10882	Utility Billing	Outstanding	Deposit	8,940.51
05/13/2024		<a href="#">DEP0024493</a>	Utility Payment Packet UBPKT10884	Utility Billing	Outstanding	Deposit	5,476.54
05/14/2024		<a href="#">DEP0024496</a>	Utility Payment Packet UBPKT10885	Utility Billing	Outstanding	Deposit	843.04
05/14/2024		<a href="#">DEP0024499</a>	Utility Payment Packet UBPKT10886	Utility Billing	Outstanding	Deposit	1,909.17
05/14/2024		<a href="#">DEP0024505</a>	Utility Payment Packet UBPKT10889	Utility Billing	Outstanding	Deposit	8,287.86
05/15/2024		<a href="#">DEP0024508</a>	Utility Payment Packet UBPKT10890	Utility Billing	Outstanding	Deposit	2,321.79
05/15/2024		<a href="#">DEP0024511</a>	Utility Payment Packet UBPKT10891	Utility Billing	Outstanding	Deposit	2,338.65
05/15/2024		<a href="#">DEP0024514</a>	Utility Payment Packet UBPKT10893	Utility Billing	Outstanding	Deposit	1,787.41
05/15/2024		<a href="#">DEP0024517</a>	Utility Payment Packet UBPKT10895	Utility Billing	Outstanding	Deposit	11,739.00
05/16/2024		<a href="#">DEP0024520</a>	Utility Payment Packet UBPKT10896	Utility Billing	Outstanding	Deposit	2,482.87
05/16/2024		<a href="#">DEP0024523</a>	Utility Payment Packet UBPKT10897	Utility Billing	Outstanding	Deposit	1,704.45
05/16/2024		<a href="#">DEP0024527</a>	Utility Payment Packet UBPKT10899	Utility Billing	Outstanding	Deposit	5,112.47
05/16/2024		<a href="#">DEP0024530</a>	Utility Payment Packet UBPKT10901	Utility Billing	Outstanding	Deposit	8,656.37
05/17/2024		<a href="#">DEP0024533</a>	Utility Payment Packet UBPKT10902	Utility Billing	Outstanding	Deposit	9,460.22
05/17/2024		<a href="#">DEP0024536</a>	Utility Payment Packet UBPKT10903	Utility Billing	Outstanding	Deposit	3,832.28
05/17/2024		<a href="#">DEP0024540</a>	Utility Payment Packet UBPKT10905	Utility Billing	Outstanding	Deposit	8,511.89
05/17/2024		<a href="#">DEP0024542</a>	Utility Payment Packet UBPKT10904	Utility Billing	Outstanding	Deposit	11,619.61
05/20/2024		<a href="#">DEP0024545</a>	Utility Payment Packet UBPKT10906	Utility Billing	Outstanding	Deposit	3,989.24
05/20/2024		<a href="#">DEP0024547</a>	ACH Draft Packet UBPKT10780	Utility Billing	Outstanding	Deposit	101,785.35
05/20/2024		<a href="#">DEP0024550</a>	Utility Payment Packet UBPKT10907	Utility Billing	Outstanding	Deposit	5,118.82
05/20/2024		<a href="#">DEP0024560</a>	Utility Payment Packet UBPKT10910	Utility Billing	Outstanding	Deposit	181,262.89
05/21/2024		<a href="#">DEP0024553</a>	Utility Payment Packet UBPKT10911	Utility Billing	Outstanding	Deposit	971.87
05/21/2024		<a href="#">DEP0024570</a>	Utility Payment Packet UBPKT10913	Utility Billing	Outstanding	Deposit	4,764.30
05/21/2024		<a href="#">DEP0024576</a>	Utility Payment Packet UBPKT10912	Utility Billing	Outstanding	Deposit	719.36
05/21/2024		<a href="#">DEP0024583</a>	Utility Payment Packet UBPKT10923	Utility Billing	Outstanding	Deposit	5,000.45
05/22/2024		<a href="#">DEP0024586</a>	Utility Payment Packet UBPKT10924	Utility Billing	Outstanding	Deposit	1,095.87
05/22/2024		<a href="#">DEP0024589</a>	Utility Payment Packet UBPKT10925	Utility Billing	Outstanding	Deposit	1,105.26
05/22/2024		<a href="#">DEP0024592</a>	Utility Reverse Payment Packet UBPKT10928	Utility Billing	Outstanding	Deposit	-112.53
05/22/2024		<a href="#">DEP0024595</a>	Utility Payment Packet UBPKT10929	Utility Billing	Outstanding	Deposit	1,248.41
05/23/2024		<a href="#">DEP0024598</a>	Utility Payment Packet UBPKT10931	Utility Billing	Outstanding	Deposit	649.52
05/23/2024		<a href="#">DEP0024601</a>	Utility Payment Packet UBPKT10933	Utility Billing	Outstanding	Deposit	3,319.86
05/23/2024		<a href="#">DEP0024604</a>	Utility Reverse Payment Packet UBPKT10934	Utility Billing	Outstanding	Deposit	-300.83
05/23/2024		<a href="#">DEP0024607</a>	Utility Reverse Payment Packet UBPKT10935	Utility Billing	Outstanding	Deposit	-80.00
05/24/2024		<a href="#">DEP0024610</a>	Utility Payment Packet UBPKT10932	Utility Billing	Outstanding	Deposit	831.05
05/24/2024		<a href="#">DEP0024613</a>	Utility Payment Packet UBPKT10936	Utility Billing	Outstanding	Deposit	327.96
05/24/2024		<a href="#">DEP0024618</a>	Deposit Input Packet UBPKT10938	Utility Billing	Outstanding	Deposit	2,000.00
05/24/2024		<a href="#">DEP0024624</a>	Utility Payment Packet UBPKT10940	Utility Billing	Outstanding	Deposit	18,150.05
05/27/2024		<a href="#">DEP0024627</a>	Utility Payment Packet UBPKT10942	Utility Billing	Outstanding	Deposit	975.65
05/28/2024		<a href="#">DEP0024630</a>	Utility Payment Packet UBPKT10943	Utility Billing	Outstanding	Deposit	802.06
05/28/2024		<a href="#">DEP0024633</a>	Utility Payment Packet UBPKT10941	Utility Billing	Outstanding	Deposit	1,800.80
05/28/2024		<a href="#">DEP0024636</a>	Utility Payment Packet UBPKT10946	Utility Billing	Outstanding	Deposit	10,204.21
05/29/2024		<a href="#">DEP0024639</a>	Utility Payment Packet UBPKT10947	Utility Billing	Outstanding	Deposit	7,394.66
05/29/2024		<a href="#">DEP0024642</a>	Utility Payment Packet UBPKT10948	Utility Billing	Outstanding	Deposit	1,158.13

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**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/29/2024		<a href="#">DEP0024645</a>	Utility Payment Packet UBPKT10952	Utility Billing	Outstanding	Deposit	3,293.44
05/30/2024		<a href="#">DEP0024648</a>	Utility Payment Packet UBPKT10953	Utility Billing	Outstanding	Deposit	3,285.84
05/30/2024		<a href="#">DEP0024651</a>	Utility Payment Packet UBPKT10954	Utility Billing	Outstanding	Deposit	6,844.10
05/30/2024		<a href="#">DEP0024657</a>	Utility Payment Packet UBPKT10955	Utility Billing	Outstanding	Deposit	4,948.28
05/30/2024		<a href="#">DEP0024660</a>	Utility Payment Packet UBPKT10956	Utility Billing	Outstanding	Deposit	6,894.99
05/30/2024		<a href="#">DEP0024663</a>	Utility Payment Packet UBPKT10958	Utility Billing	Outstanding	Deposit	320.02
05/30/2024		<a href="#">DEP0024681</a>	Utility Payment Packet UBPKT10966	Utility Billing	Outstanding	Deposit	3,892.82
05/31/2024		<a href="#">DEP0024666</a>	Utility Payment Packet UBPKT10959	Utility Billing	Outstanding	Deposit	2,131.75
05/31/2024		<a href="#">DEP0024669</a>	Utility Payment Packet UBPKT10960	Utility Billing	Outstanding	Deposit	6,885.71
05/31/2024		<a href="#">DEP0024672</a>	Utility Payment Packet UBPKT10962	Utility Billing	Outstanding	Deposit	28,751.16
<b>Deposit Total: (86)</b>							<b>658,827.95</b>
<b>Utility Billing Total: (87)</b>							<b>658,012.80</b>
<b>Report Total: (279)</b>							<b>59,676.15</b>

**Summary**

Bank Account	Count	Amount
<a href="#">030866939 Bank of the West Checking</a>	279	59,676.15
<b>Report Total:</b>	<b>279</b>	<b>59,676.15</b>

Cash Account	Count	Amount
<a href="#">99 99-000-1004 BMO Checking (Pooled Cash)</a>	279	59,676.15
<b>Report Total:</b>	<b>279</b>	<b>59,676.15</b>

Transaction Type	Count	Amount
Bank Draft	42	-502,135.65
Check	53	-424,952.53
Deposit	165	1,068,431.58
Deposit Reversal	2	-1,280.08
EFT	17	-80,387.17
<b>Report Total:</b>	<b>279</b>	<b>59,676.15</b>




Trabuco Canyon Water District  
General Fund Warrant Register  
5/9/2024


**Summary of Disbursements**

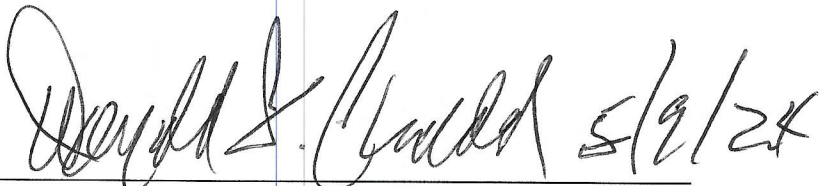
Computer Checks	511,490.69
UB Refund Checks	1,508.77
Void UB Refund	-
Bank Drafts	443,726.53
Bank EFTs	140,577.11
Voided Payments	-
<b>Total Disbursements</b>	<b>1,097,303.10</b>

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: 5/9/24

  
By: \_\_\_\_\_ Date: 5/9/24



Trabuco Canyon Water District, CA

# Bank Transaction Report

## Transaction Detail

Issued Date Range: 04/11/2024 - 05/07/2024

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Accounts Payable</b>							
<b>Bank Draft</b>							
04/15/2024		<a href="#">DFT0003515</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-74.23
04/15/2024		<a href="#">DFT0003516</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
04/15/2024		<a href="#">DFT0003517</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-55.00
04/17/2024		<a href="#">DFT0003518</a>	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-64,232.07
04/18/2024		<a href="#">DFT0003519</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-111,473.59
04/19/2024		<a href="#">DFT0003520</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-673.44
04/19/2024		<a href="#">DFT0003521</a>	LOWE'S	Accounts Payable	Outstanding	Bank Draft	-252.80
04/22/2024		<a href="#">DFT0003522</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-28,799.86
04/22/2024		<a href="#">DFT0003523</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-302.08
04/23/2024		<a href="#">DFT0003524</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-71.12
04/24/2024		<a href="#">DFT0003525</a>	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-2,909.94
04/24/2024		<a href="#">DFT0003526</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
04/25/2024		<a href="#">DFT0003527</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
04/26/2024		<a href="#">DFT0003528</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-112.00
04/26/2024		<a href="#">DFT0003529</a>	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-4,543.88
04/30/2024		<a href="#">DFT0003530</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-242.35
04/30/2024		<a href="#">DFT0003531</a>	SOUTH COAST AQMD	Accounts Payable	Outstanding	Bank Draft	-485.43
04/30/2024		<a href="#">DFT0003532</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-161.93
05/01/2024		<a href="#">DFT0003533</a>	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,150.84
05/01/2024		<a href="#">DFT0003534</a>	VSP	Accounts Payable	Outstanding	Bank Draft	-793.38
05/02/2024		<a href="#">DFT0003535</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-118,580.08
05/02/2024		<a href="#">DFT0003536</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-67,361.62
05/02/2024		<a href="#">DFT0003537</a>	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-3,874.85
05/02/2024		<a href="#">DFT0003538</a>	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-3,027.19
05/02/2024		<a href="#">DFT0003539</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
05/03/2024		<a href="#">DFT0003540</a>	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
05/03/2024		<a href="#">DFT0003541</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-32.64
05/06/2024		<a href="#">DFT0003542</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-30,146.39
05/06/2024		<a href="#">DFT0003543</a>	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-217.48
05/06/2024		<a href="#">DFT0003544</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-515.81
05/07/2024		<a href="#">DFT0003545</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-73.53
<b>Bank Draft Total: (31)</b>							<b>-443,726.53</b>
<b>Check</b>							
04/17/2024		<a href="#">12415</a>	AMERICAN BACFKLOW PRODUCTS	Accounts Payable	Outstanding	Check	-450.13

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/17/2024		<a href="#">12416</a>	ARC	Accounts Payable	Outstanding	Check	-91.31
04/17/2024		<a href="#">12417</a>	AT&T	Accounts Payable	Outstanding	Check	-1,050.25
04/17/2024		<a href="#">12418</a>	AT&T MOBILITY	Accounts Payable	Outstanding	Check	-124.71
04/17/2024		<a href="#">12419</a>	BAVCO BACKFLOW APPARATUS & VALVE CO.	Accounts Payable	Outstanding	Check	-842.94
04/17/2024		<a href="#">12420</a>	CALIFORNIA WATER EFFICIENCY PARTNERSHIP	Accounts Payable	Outstanding	Check	-1,561.55
04/17/2024		<a href="#">12421</a>	CHEMTRADE CHEMICALS US LLC	Accounts Payable	Outstanding	Check	-8,310.82
04/17/2024		<a href="#">12422</a>	CONCENTRA	Accounts Payable	Outstanding	Check	-192.00
04/17/2024		<a href="#">12423</a>	CONSUMER PIPE & SUPPLY	Accounts Payable	Outstanding	Check	-9,687.91
04/17/2024		<a href="#">12424</a>	COSTCO MEMBERSHIP	Accounts Payable	Outstanding	Check	-120.00
04/17/2024		<a href="#">12425</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-2,275.68
04/17/2024		<a href="#">12426</a>	DEPARTMENT OF WATER RESOURCES	Accounts Payable	Outstanding	Check	-53,070.00
04/17/2024		<a href="#">12427</a>	DMC ENGINEERING	Accounts Payable	Outstanding	Check	-4,425.86
04/17/2024		<a href="#">12428</a>	DOVE CANYON RECOVERY ACQUISITION LLC	Accounts Payable	Outstanding	Check	-25,000.00
04/17/2024		<a href="#">12429</a>	EPD USA, INC.	Accounts Payable	Outstanding	Check	-1,450.80
04/17/2024		<a href="#">12430</a>	FEDEX	Accounts Payable	Outstanding	Check	-136.05
04/17/2024		<a href="#">12431</a>	GMU GEOTECHNICAL, INC.	Accounts Payable	Outstanding	Check	-2,288.00
04/17/2024		<a href="#">12432</a>	GRAINGER	Accounts Payable	Outstanding	Check	-2,313.07
04/17/2024		<a href="#">12433</a>	HARBOR POINTE AIR CONDITIONING & CONTROL SYSTEM	Accounts Payable	Outstanding	Check	-310.00
04/17/2024		<a href="#">12434</a>	HARRINGTON INDUSTRIAL PLASTICS LLC	Accounts Payable	Outstanding	Check	-1,144.65
04/17/2024		<a href="#">12435</a>	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-10,376.00
04/17/2024		<a href="#">12436</a>	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-2,022.53
04/17/2024		<a href="#">12437</a>	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-36,645.02
04/17/2024		<a href="#">12438</a>	MOULTON NIGUEL WATER DISTRICT	Accounts Payable	Outstanding	Check	-1,000.00
04/17/2024		<a href="#">12439</a>	NBS	Accounts Payable	Outstanding	Check	-975.51
04/17/2024		<a href="#">12440</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-2,485.00
04/17/2024		<a href="#">12441</a>	ORANGE COUNTY REGISTER - FREEDOM	Accounts Payable	Outstanding	Check	-815.98
04/17/2024		<a href="#">12442</a>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-719.98
04/17/2024		<a href="#">12443</a>	PHIL SERPAS	Accounts Payable	Outstanding	Check	-210.00
04/17/2024		<a href="#">12444</a>	PROJECT PARTNERS, INC.	Accounts Payable	Outstanding	Check	-22,940.00
04/17/2024		<a href="#">12445</a>	Void Check	Accounts Payable	Voided	Check	0.00
04/17/2024		<a href="#">12446</a>	PSOMAS	Accounts Payable	Outstanding	Check	-4,110.00
04/17/2024		<a href="#">12447</a>	SANTA MARGARITA TOYOTA	Accounts Payable	Outstanding	Check	-446.39
04/17/2024		<a href="#">12448</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
04/17/2024		<a href="#">12449</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-2,070.00
04/17/2024		<a href="#">12450</a>	SOTO RESOURCES	Accounts Payable	Outstanding	Check	-6,702.50
04/17/2024		<a href="#">12451</a>	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
04/17/2024		<a href="#">12452</a>	TYLER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-21.00
04/17/2024		<a href="#">12453</a>	UNIFIRST FIRST AID CORPORATION	Accounts Payable	Outstanding	Check	-579.41
04/17/2024		<a href="#">12454</a>	WEST COAST EQUIPMENT & SAFETY SUPPLY	Accounts Payable	Outstanding	Check	-286.72
04/18/2024		<a href="#">12455</a>	LYNDSAY WEST	Accounts Payable	Outstanding	Check	-331.18
04/25/2024		<a href="#">12457</a>	AMERICAN BACFKLOW PRODUCTS	Accounts Payable	Outstanding	Check	-301.76
04/25/2024		<a href="#">12458</a>	DMS FACILITY SERVICES	Accounts Payable	Outstanding	Check	-1,268.26
04/25/2024		<a href="#">12459</a>	EUROFINS EATON ANALYTICAL, INC.	Accounts Payable	Outstanding	Check	-940.00

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/25/2024		<a href="#">12460</a>	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-33.71
04/25/2024		<a href="#">12461</a>	GRISWOLD INDUSTRIES	Accounts Payable	Outstanding	Check	-5,859.45
04/25/2024		<a href="#">12462</a>	HACH COMPANY	Accounts Payable	Outstanding	Check	-706.84
04/25/2024		<a href="#">12463</a>	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-19,238.10
04/25/2024		<a href="#">12464</a>	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-1,131.16
04/25/2024		<a href="#">12465</a>	LIEBERT CASSIDY WHITMORE	Accounts Payable	Outstanding	Check	-874.50
04/25/2024		<a href="#">12466</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,420.00
04/25/2024		<a href="#">12467</a>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-193.98
04/25/2024		<a href="#">12468</a>	PROJECT PARTNERS, INC.	Accounts Payable	Outstanding	Check	-15,500.00
04/25/2024		<a href="#">12469</a>	SANTIAGO AQUEDUCT COMMISSION	Accounts Payable	Outstanding	Check	-4,377.30
04/25/2024		<a href="#">12470</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-1,205.00
04/25/2024		<a href="#">12471</a>	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-4,248.00
05/01/2024		<a href="#">12472</a>	TRAVELING TIDEPOOLS	Accounts Payable	Outstanding	Check	-2,233.41
05/07/2024		<a href="#">12473</a>	ASBURY ENVIRONMENTAL SERVICES	Accounts Payable	Outstanding	Check	-100.00
05/07/2024		<a href="#">12474</a>	AT&T	Accounts Payable	Outstanding	Check	-1,042.96
05/07/2024		<a href="#">12475</a>	BAVCO BACKFLOW APPARATUS & VALVE CO.	Accounts Payable	Outstanding	Check	-313.03
05/07/2024		<a href="#">12476</a>	BIG BRAND TIRE & SERVICE	Accounts Payable	Outstanding	Check	-102.40
05/07/2024		<a href="#">12477</a>	CITY OF RANCHO SANTA MARGARITA	Accounts Payable	Outstanding	Check	-57,714.00
05/07/2024		<a href="#">12478</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-1,496.76
05/07/2024		<a href="#">12479</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-254.50
05/07/2024		<a href="#">12480</a>	DMS FACILITY SERVICES	Accounts Payable	Outstanding	Check	-1,268.26
05/07/2024		<a href="#">12481</a>	FANCY FACE ART	Accounts Payable	Outstanding	Check	-880.00
05/07/2024		<a href="#">12482</a>	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-18,842.57
05/07/2024		<a href="#">12483</a>	FLEET SERVICES, INC.	Accounts Payable	Outstanding	Check	-186.02
05/07/2024		<a href="#">12484</a>	GRAYBAR	Accounts Payable	Outstanding	Check	-4,939.31
05/07/2024		<a href="#">12485</a>	GREENSTONE MATERIALS INC.	Accounts Payable	Outstanding	Check	-448.50
05/07/2024		<a href="#">12486</a>	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-7,081.00
05/07/2024		<a href="#">12487</a>	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-2,276.32
05/07/2024		<a href="#">12488</a>	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-16,320.51
05/07/2024		<a href="#">12489</a>	MOBILE FIRE EXTINGUISHER, INC.	Accounts Payable	Outstanding	Check	-1,421.50
05/07/2024		<a href="#">12490</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,775.00
05/07/2024		<a href="#">12491</a>	O'REILLY AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-428.96
05/07/2024		<a href="#">12492</a>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-716.98
05/07/2024		<a href="#">12493</a>	S & J SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-678.83
05/07/2024		<a href="#">12494</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-105,090.90
05/07/2024		<a href="#">12495</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-4,827.00
05/07/2024		<a href="#">12496</a>	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
05/07/2024		<a href="#">12497</a>	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-91.91
05/07/2024		<a href="#">12498</a>	W.M. LYLES CO.	Accounts Payable	Outstanding	Check	-13,308.05
05/07/2024		<a href="#">12499</a>	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-861.00
<b>Check Total: (84)</b>							<b>-511,490.69</b>

EFT

**Bank Transaction Report**

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
04/18/2024		<a href="#">522</a>	ACWA JPIA - LIFE	Accounts Payable	Outstanding	EFT	-505.74
04/18/2024		<a href="#">523</a>	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-2,592.00
04/18/2024		<a href="#">524</a>	AMAZON	Accounts Payable	Outstanding	EFT	-2,320.75
04/18/2024		<a href="#">525</a>	DUTHIE ELECTRIC SERVICE CORPORATION	Accounts Payable	Outstanding	EFT	-25,002.44
04/18/2024		<a href="#">526</a>	EIDE BAILLY	Accounts Payable	Outstanding	EFT	-6,700.00
04/18/2024		<a href="#">527</a>	J. S. HELD LLC	Accounts Payable	Outstanding	EFT	-2,862.00
04/18/2024		<a href="#">528</a>	MWDOC	Accounts Payable	Outstanding	EFT	-70,793.24
04/18/2024		<a href="#">529</a>	P2S INC	Accounts Payable	Outstanding	EFT	-16,143.50
04/18/2024		<a href="#">530</a>	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-78.50
04/18/2024		<a href="#">531</a>	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-330.39
04/18/2024		<a href="#">532</a>	UNITED WATER WORKS, INC.	Accounts Payable	Outstanding	EFT	-947.96
04/18/2024		<a href="#">533</a>	XYLEM	Accounts Payable	Outstanding	EFT	-1,426.83
04/26/2024		<a href="#">534</a>	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-2,688.00
04/26/2024		<a href="#">535</a>	AMAZON	Accounts Payable	Outstanding	EFT	-480.98
04/26/2024		<a href="#">536</a>	BIG O TIRES	Accounts Payable	Outstanding	EFT	-951.90
04/26/2024		<a href="#">537</a>	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-6,410.92
04/26/2024		<a href="#">538</a>	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-341.96
<b>EFT Total: (17)</b>							<b>-140,577.11</b>
<b>Accounts Payable Total: (132)</b>							<b>-1,095,794.33</b>

**Utility Billing**

Check	Number	Description	Module	Status	Type	Amount
04/18/2024	<a href="#">12456</a>	HARDY & HARPER, INC	Utility Billing	Outstanding	Check	-1,508.77
<b>Check Total: (1)</b>						<b>-1,508.77</b>
<b>Utility Billing Total: (1)</b>						<b>-1,508.77</b>
<b>Report Total: (133)</b>						<b>-1,097,303.10</b>

**Summary**

Bank Account	Count	Amount
<a href="#">030866939 Bank of the West Checking</a>	133	-1,097,303.10
<b>Report Total:</b>	<b>133</b>	<b>-1,097,303.10</b>

Cash Account	Count	Amount
<a href="#">**No Cash Account**</a>	1	0.00
<a href="#">99 99-000-1004 BMO Checking (Pooled Cash)</a>	132	-1,097,303.10
<b>Report Total:</b>	<b>133</b>	<b>-1,097,303.10</b>

Transaction Type	Count	Amount
Bank Draft	31	-443,726.53
Check	85	-512,999.46
EFT	17	-140,577.11
<b>Report Total:</b>	<b>133</b>	<b>-1,097,303.10</b>



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

GENERAL FUND PAYROLL WARRANT REGISTER

For the Month of: May 2024

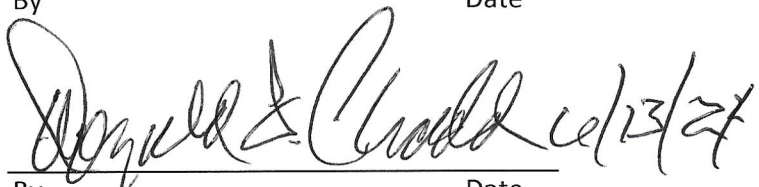
\$ 255,315.76

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 6/13/24  
Date

  
By 6/13/24  
Date

Net Pay	<b>Checks</b>				.00
	<b>Direct Deposits</b>				<b>86,314.88</b>
	Subtotal Net Pay				86,314.88
	<b>Adjustments</b>				.00
	Total Net Pay Liability (Net Cash)				86,314.88

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>				<b>18,445.06</b>	
	<b>Earned Income Credit Advances</b>					
	<b>Social Security</b>				<b>8,554.70</b>	<b>8,554.69</b>
	<b>Medicare</b>				<b>2,000.70</b>	<b>2,000.69</b>
	<b>Medicare Surtax</b>					
	<b>Federal Unemployment Tax</b>					
	Subtotal Federal		29,000.46	10,555.38		39,555.84
	<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		29,000.46	10,555.38		39,555.84
State	<b>CA State Income Tax</b>				<b>8,004.47</b>	
	<b>CA State Unemployment Insurance-ER 8000</b>					<b>52.80</b>
	<b>CA State Disability Insurance-EE</b>				<b>1,516.20</b>	
	Subtotal CA		9,520.67	52.80		9,573.47
	Total Taxes	.00	.00	38,521.13	10,608.18	49,129.31
	Amount ADP Debited From AccountXXXX6939					49,129.31

**Excludes Taxes That Are Your Responsibility**

Other	<b>ADP Direct Deposit</b>				<b>86,314.88</b>	<b>26 Employee Transactions</b>
	Transfers Amount ADP Debited From AccountXXXX6939					<b>86,314.88</b>
	Total Amount ADP Debited From Your Accounts					135,444.19



### Statistical Summary Detail

## TRABUCO CANYON WATER

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

Batch : **5985**  
Quarter Number : **2**  
Service Center : **580**

Period Ending : **05/15/2024**  
Pay Date : **05/20/2024**  
Current Date : **05/16/2024**

Week **20**  
Page **2**



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 20, 2024**

**CONSENT CALENDAR**

**ITEM 3: APPROVAL OF ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP(S)**

---

**RECOMMENDED ACTION:**

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

1. *May 1, 2024*

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



## TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | MAY 1, 2024

---

### **DIRECTORS PRESENT**

Mike Safranski, Committee Chair  
Stephen Dopudja, Committee Member

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, District Secretary  
Lorrie Lausten, District Engineer  
Gary Kessler, Water Superintendent  
Oscar Ulloa, Wastewater Superintendent  
Jason Stroud, Maintenance Superintendent  
Phil Serpas, CMMS/SCADA Administrator  
Roseann Lejsek, Administrative Assistant

### **PUBLIC PRESENT**

None

### **CALL MEETING TO ORDER**

Director Safranski called the May 1, 2024 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**

None

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

None

### **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 recommend that the Board receive and file the same (Consent Calendar) – Director Dopudja

**SECOND:** Director Safranski

**AYES:** Directors Dopudja & Safranski

**NOES:** None

**ABSTAIN:** None

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

**ITEM 2: ROBINSON RANCH WASTEWATER TREATMENT PLANT BLOWER MODIFICATION PROJECT**

---

Mr. Paludi presented this matter for Committee consideration and review. Ms. Lausten provided an overview of the project, and she reported that District staff solicited bids from six pre-qualified contractors and received two responsive bids. Ms. Lausten presented a bid comparison for Committee review, and she stated that both bids came in significantly higher than the engineer’s estimate. Ms. Lausten stated that based on the two bids, staff is considering an alternative solution and is not making any recommendations at this time. Discussion occurred regarding the possible reasons for the cost increase from the original budget and engineer’s estimate. Mr. Paludi stated that project costs are increasing industry-wide, and that he asked Mr. Ulloa to propose project alternatives to control the District’s costs. Mr. Ulloa provided information regarding various portions of the project that could possibly be completed by District staff to bring down costs. Director Safranski commented that he appreciates staff proactively looking into alternative cost savings. Mr. Paludi recommended a site walk with the Committee in the coming weeks for a better understanding of the project goals.

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

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

---

**1. Golf Club Sewer Lift Station Construction Update**

Mr. Paludi provided a brief update on this matter, and he reported that the new surge tank, which is located on the exterior adjacent to the facility, will have a gate and wall installed to cover the tank. Ms. Lausten provided a construction report covering the months of February and March 2024. Mr. Paludi reported that there have been no change orders on this project to date.

**2. DWTP Vault Lid Improvements**

Mr. Paludi provided a brief update on this matter, and he reported that three vault lids at the Dimension Water Treatment Plant are failing and in need of replacement. Ms. Lausten reported that one lid has been replaced and that this portion of the project came in under budget.

**3. SCADA Project Update**

Mr. Paludi provided an update on this matter, and he reported that the District is working with TESCO Controls on any outstanding matters related to this project. Mr. Paludi also reported that staff is working on entering into an agreement with a new contractor to complete the project, and he commended Mr. Phil Serpas for his dedicated work to ensure the project stays on track.

**4. LCRR Update**

Ms. Lausten provided an update on this matter, and she reported that the District has entered into a cost-sharing agreement with MWDOC for completion of a service line inventory due to the State by October 16, 2024. Ms. Lausten reported on the status of the inventory and the District’s next steps. Ms. Lausten stated that the District is completing the required inspection work as a cost savings measure.

**5. Oaks at Trabuco Development**

Mr. Paludi provided an update on this project , and he reported that the developer is working with their contractor to make the plant operational for District acceptance. Mr. Ulloa reported that certain discrepancies in the information provided by the developer’s team concerning wastewater production and facility viability. Mr. Paludi reported that the District has contracted with Hazen to perform a facility conditional assessment to better understand any site challenges and/or deficiencies prior to acceptance.

**6. Other Projects – Saddle Crest**

Mr. Paludi provided a brief update on this matter.

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | MAY 1, 2024**

**ITEM 4: WATER SYSTEM UPDATES**

---

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

1. Worked with Ferreira Construction on Dimension Water Treatment Plant (DWTP) Influent Vault replacement project.
2. Assisted Meter Department with the replacement of 2 residential curb stop valve replacements in the Dove Canyon community.
3. Replaced vault sump pumps at Lindsay, Robinson Ranch, and GWTF.
4. Replaced High Country pressure transducer.
5. Conducted Fire Flow Test on Live Oak Canyon Road for future residential development.
6. Valve Exercise Program Update: Exercised 82 valves in the Dove Canyon and Robinson Ranch communities.

Mr. Kessler presented the Water System Summary for Committee review, and he reported that he did not have the most current numbers due to it being the first of the month. Mr. Kessler reported that the District is meeting 100% of potable demands utilizing the groundwater treatment facility, but that the creek is drying up faster than anticipated. Mr. Kessler provided a history of the District's challenges with utilizing Irvine Lake as a water source. Director Safranski requested to agendaize this matter next month for an update.

**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. Installed variable frequency drives (VFD) for the East and West SBR Hoffman blowers at WWTP.
2. Repaired the electrical feed wires at Tick Creek Pump Station in preparation for upcoming dry season recovery.
3. Underground field surveying at WWTP for electrical duct bank to feed proposed new MCC at blower building.
4. Jackhammered and removed the old NEQ pump base in preparation to install a new NEQ pump.
5. Worked with Maintenance Dept. on weed abatement at WWTP and surrounding areas for OCFA inspections.
6. Repaired mooring line for reservoir mixer.
7. Started sampling raw influent at The Oaks to better understand the incoming wastewater.
8. Replaced El Toro Sewer Lift Station 12" flowmeter.

Mr. Ulloa presented the Recycled Water System Summary for Committee review, and he reported that he did not have the most current numbers due to it being the first of the month. Mr. Ulloa reported that the reservoir is at capacity and that Dove Lake is spilling. Director Safranski asked staff if there are plans to dredge the recycled water reservoir to increase capacity. Ms. Lausten responded that staff recently completed a bathymetric study of the reservoir which includes the necessary guidance to perform dredging. Mr. Ulloa reported that operations staff maintains the upstream desilting basins to minimize excess soils entering the reservoir.

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

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | MAY 1, 2024**

**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. Completed Lyndsay pressure reducing valve (PRV) vault electrical outlet repair.
2. Assisted DMc Engineering with underground utility markings.

**Wastewater Operations**

1. Assisted with variable frequency drive (VFD) installation in WWTP blower room.
2. Performed job walk with filter vendor for Dove Recycled Water Pump station.
3. Performed job walk with David Rodriguez for handrail project WWTP.
4. Weed abatement at Porter Ranch property and WWTP access road and dam face.

**District Fleet Upgrades & Other Projects**

1. Prepared #7 for new service body installation.
2. Scheduled Duthie Poer for backup emergency power generator preventative maintenance.
3. Worked with OCFA at Porter Ranch property for USAR Trench Rescue training.

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

**ITEM 7: OTHER MATTERS/REPORTS**

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There were no other matters reported.

**MOTION:** None

**ADJOURNMENT**

Director Safranski adjourned the May 1, 2024 Engineering/Operational Committee Meeting at 8:13 a.m.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 20, 2024**

**CONSENT CALENDAR**

**ITEM 4: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP(S)**

---

**RECOMMENDED ACTION:**

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

1. *May 6, 2024*

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



## TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | MAY 6, 2024

---

### **DIRECTORS PRESENT**

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

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Roseann Lejsek, Administrative Assistant  
Gary Kessler, Water Operations Superintendent  
Jason Stroud, Maintenance Superintendent

### **CONSULTANTS PRESENT**

None

### **PUBLIC PRESENT**

None

### **CALL MEETING TO ORDER**

Vice President Mandich called the May 6, 2024 Executive Committee Meeting to order at 5:00 PM.

### **VISITOR PARTICIPATION**

No visitor participation was received.

### **ORAL COMMUNICATION**

No oral communication was received.

### **COMMITTEE MEMBER COMMENTS**

None

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

Mr. Paludi reported that the District was awarded a federal grant from the Bureau of Reclamation in the amount of \$577,586 for the Dove & Tick Creek project. Mr. Paludi added that the District was also awarded a grant from the State in the amount of \$379,000 and that with these two grants, the project will be approximately 100% funded with grant funds.

Mr. Perea gave a summary of the El Toro Road sanitary sewer overflow (SSO) and subsequent repair, and he highlighted the system configuration which contributed to the SSO. Mr. Stroud provided additional information on staff's response and noted that IRWD was very helpful in assisting staff with the site cleanup. Mr. Perea expressed his appreciation for both TCWD and IRWD staff response and efforts to mitigate this issue.

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | MAY 6, 2024**

**DISCUSSION MATTERS**

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

---

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

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

**SECOND:** Director Mandich

**AYES:** Directors Mandich & Dopudja

**NOES:** None

**ABSTAIN:** None

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

**ITEM 2: SB 1072 (PADILLA) – PROPOSITION 218 REMEDIES: SUPPORT**

---

Mr. Paludi presented this matter for Committee consideration, and he provided background information on SB 1072 (Padilla). Mr. Paludi reported that currently, water agencies throughout the state are facing legal challenges to their water and wastewater fee structures, specifically the cost of service and proportionality provision of Proposition 218. Mr. Paludi stated that Senator Padilla has proposed SB 1072 to clarify existing law that a refund is not available under Proposition 218 for alleged excess charges resulting from an agency's rate structure. Mr. Paludi added that this bill will allow agencies to protect and defend their rates.

**MOTION:** Adopt a SUPPORT position on SB 1072 (Padilla) and authorize the General Manager to sign the coalition letter in support of the legislation – Director Dopudja

**SECOND:** Director Mandich

**AYES:** Directors Mandich & Dopudja

**NOES:** None

**ABSTAIN:** None

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

**ITEM 3: BOARD AGENDA PLANNING CALENDAR**

---

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

**May 2024**

Regular Board Meeting – 5/16

- Award Recycled Water P.S. Improvements Design Contract (E/O) – the Committee recommended moving this item to July
- Award WWTP Blower Replacement Project (E/O) – Mr. Paludi reported that staff is value engineering this project.
- Settlement Offer with Rutter Development (Closed Session)

Trabuco Canyon Public Financing Authority – 5/16

- Approve lending bank and legal documents (F/A)

Special Board Meeting – (5/29 or 5/30)

- Budget Workshop
- Receive/Authorize implementation of salary survey results (F/A)

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | MAY 6, 2024**

**June 2024**

Regular Board Meeting – 6/20

- Award HR Support Services Contract (Exec and F/A)
- Set Public Hearing for Undeveloped Land Standby Charges (F/A)
- Adopt Resolution Establishing Appropriations Limit for FY 24/25 (F/A)
- Adopt FY 25 Operating and Capital Budgets
- Accept Saddle Crest Facilities

**July 2024**

Regular Board Meeting – 7/18

- Public Hearing/Adoption of Undeveloped Land Standby Charges (F/A)

**Other Potential Future Board Items**

- Will Serve Letter/Storage Fee Agreement with Cal Quartet for Saddleback Meadows

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

**ITEM 4: DISCUSSION CONCERNING TOTAL COMPENSATION SURVEY**

---

Mr. Paludi presented this matter for Committee consideration, and he provided a summary on the total compensation survey performed by Ralph Andersen & Associates (Anderson). Mr. Paludi reported that Anderson performed a review of (1) salary and benefits; (2) health benefits methodology; and (3) standby compensation of the same nine comparator agencies in the 2020 survey. Discussion occurred concerning a proposed methodology for establishing the District’s health insurance benefit and Mr. Perea provided a handout with the potential District and employee costs for FY 24/25. Discussion occurred regarding possible options in order to stay competitive on salary as well as benefits, such as a health benefit plan opt-out option, a deferred compensation matching program option, reviewing standby pay and a stipend pay for advanced certifications. Director Dopudja expressed concern with the scope of the total compensation review and requested that staff put together a comprehensive list of comparable compensation for the Committee’s review before the Board Budget Workshop.

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

**ITEM 5: DISCUSSION CONCERNING ADMINISTRATIVE BUILDING BOARD ROOM AUDIO/VISUAL SYSTEM UPGRADES TO IMPROVE PUBLIC MEETING ACCESS**

---

Mr. Perea presented this matter for Committee consideration, and he provided background information on the current audio/visual (A/V) system in the District’s primary public meeting room. Mr. Perea reported that there have been unforeseen meeting challenges, namely hybrid meeting formats, that are not compatible with the current system. Mr. Perea reported that staff solicited proposals from two companies and received only one response. Mr. Perea provided the Committee with a handout of the company’s proposal and upgrade options. Discussion occurred regarding which option(s) may best suit the District’s needs. Mr. Paludi stated that he would like to get feedback from the Board on how they would like meetings to function. The Committee requested that staff bring this as a discussion item to a future Board Meeting.

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

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | MAY 6, 2024**

**OTHER MATTERS**

**ITEM 6: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF**

---

**2024 Water Awareness Day Event**

Mr. Perea provided a brief update on the continued planning efforts for the annual event. Discussion occurred regarding what items to showcase for educational purposes.

Mr. Kessler asked if all District positions have been included in the total compensation survey. Mr. Perea responded that the consultant is finalizing the survey results for Board consideration.

**ADJOURNMENT**

Vice President Mandich adjourned the May 6, 2024 Executive Committee Meeting at 6:30 p.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 20, 2024**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

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

---

***FEES AND EXPENSES***

Consistent with Board policy, Directors are reimbursed for expenses incurred while serving in their capacity as Directors. Additionally, Directors earn a per diem stipend for attendance at meetings or functions in a Director capacity. Per Ordinance No. 91-15 (adopted July 17, 1991), Directors' per diem amount is limited to \$125 per day for a maximum of ten days per calendar month. The attached spreadsheet provides a recap of the meetings, seminars, and 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. *May 2024*

**EXHIBITS:**

1. Directors Fees and Expenses Monthly Report for May 2024
2. Directors Future/Tentative Meeting/Attendance Schedule for Calendar Year 2024

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


**TRABUCO CANYON WATER DISTRICT  
DIRECTORS' FEES AND EXPENSES MONTHLY REPORT | MAY 2024**

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
<b>DISTRICT MEETINGS</b>					
Executive Committee Meeting			05/06/24	05/06/24	
Executive Committee Meeting			05/15/24	05/15/24	
Engineering/Operational Committee Meeting			05/01/24		05/01/24
Special Board Meeting	05/02/24	05/02/24	05/02/24	05/02/24	05/02/24
Special Board Meeting	05/30/24	05/30/24	05/30/24	05/30/24	05/30/24
Finance/Audit Committee Meeting	05/09/24	05/09/24			
Individual Meeting with General Manager	05/14/24		05/14/24	05/13/24	05/14/24
Regular Board Meeting	05/16/24	05/16/24	05/16/24	05/16/24	05/16/24
Trabuco Canyon Public Financing Authority Regular Meeting	05/16/24	05/16/24	05/16/24	05/16/24	05/16/24
TCWD 2024 Water Awareness Day Event	05/11/24		05/11/24	05/11/24	05/11/24
<b>REPRESENTATIVE MEETINGS</b>					
ACWA Water Infrastructure Networking Summit	05/31/24				
Community Associations of Rancho (CAR) Meeting		05/07/24			
City of Rancho Santa Margarita - City Council Meeting					05/14/24
City of Rancho Santa Margarita - Planning Commission Meeting					
Independent Special Districts of Orange County (ISDOC) Monthly Meeting				05/14/24	
MWDOC Administration/Finance Committee Meeting	05/06/24				
MWDOC Board Meeting	05/15/24				
Orange County Local Agency Formation Commission (OC LAFCO)				05/08/24	
SMWD Oso Creek WRP Groundbreaking Event	05/21/24				
Water Advisory Commission of Orange County (WACO)	05/03/24				
<b>NUMBER OF MEETINGS ATTENDED</b>	<b>10</b>	<b>5</b>	<b>8</b>	<b>9</b>	<b>6</b>
<b>PER DIEMS (\$125 per each meeting*)</b>	<b>\$1,250.00</b>	<b>\$625.00</b>	<b>\$1,000.00</b>	<b>\$1,125.00</b>	<b>\$750.00</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>\$1,250.00</b>	<b>\$625.00</b>	<b>\$1,000.00</b>	<b>\$1,125.00</b>	<b>\$750.00</b>
<i>* Maximum per diem per day is one; maximum per month is 10</i>					

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

**TRABUCO CANYON WATER DISTRICT | 2024 PUBLIC MEETING AND CONFERENCE CALENDAR**

		2024											
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	01/08/24	02/05/24	03/04/24	04/01/24	05/06/24	06/03/24	07/01/24	08/05/24	09/02/24	10/07/24	11/04/24	12/02/24
2	Engineering/Operational Committee Meeting	01/03/24	02/07/24	03/06/24	04/03/24	05/01/24	06/05/24	07/03/24	08/07/24	09/04/24	10/02/24	11/06/24	12/04/24
3	Finance/Audit Committee Meeting	01/11/24	02/08/24	03/07/24	04/11/24	05/09/24	06/13/24	07/11/24	08/08/24	09/12/24	10/10/24	11/14/24	12/12/24
4	Regular Board Meeting	01/18/24	02/15/24	03/14/24	04/18/24	05/16/24	06/20/24	07/18/24	08/15/24	09/19/24	10/17/24	11/21/24	12/19/24
5	District Properties Ad Hoc Committee Meeting	-	-	-	-	-	-	-	-	-	-	-	-
<b>PUBLIC MEETINGS</b>													
6	City of RSM City Council Meeting - Meeting No. 1	01/09/24	02/13/24	03/12/24	04/09/24	05/14/24	06/11/24	07/09/24	08/13/24	09/10/24	10/08/24	11/12/24	12/10/24
7	City of RSM City Council Meeting - Meeting No. 2	01/23/24	02/24/24	03/26/24	04/23/24	05/28/24	06/25/24	07/23/24	08/27/24	09/24/24	10/22/24	11/26/24	12/24/24
8	City of RSM Planning Commission Meeting	01/03/24	02/07/24	03/06/24	04/03/24	05/01/24	06/05/24	07/03/24	08/07/24	09/04/24	10/02/24	11/06/24	12/04/24
9	Independent Special Districts of Orange County Meeting - Executive	01/02/24	02/06/24	03/05/24	04/02/24	05/14/24	06/04/24	07/02/24	08/06/24	09/03/24	10/01/24	11/05/24	12/10/24
10	Independent Special Districts of Orange County Meeting - Quarterly	01/25/24	-	-	04/25/24	-	-	07/25/24	-	-	10/31/24	-	-
11	Orange County Local Agency Formation Commission (OC LAFCO)	01/10/24	02/14/24	03/13/24	04/10/24	05/08/24	06/12/24	07/10/24	08/14/24	09/11/24	10/09/24	11/13/24	12/11/24
12	Municipal Water District of Orange County (MWDOC) Board Meeting	01/17/24	02/21/24	03/20/24	04/17/24	05/15/24	06/19/24	07/17/24	08/21/24	09/18/24	10/16/24	11/20/24	12/18/24
13	Santiago Aqueduct Commission Meeting	-	-	03/21/24	-	-	06/20/24	-	-	09/19/24	-	-	12/12/24
14	Quarterly South Orange County Integrated Regional Watershed Management Executive Committee												
15	Monthly South Orange County Integrated Regional Watershed Management Executive Committee												
16	South Orange County Water Agencies Group Meeting*	01/23/24	-	03/26/24	-	05/28/24	-	07/23/24	-	09/23/24	-	11/25/24	-
18	Water Advisory Committee of Orange County	01/05/24	02/02/24	03/01/24	04/05/24	05/03/24	06/07/24	07/12/24	08/02/24	09/06/24	10/04/24	11/01/24	12/13/24
<b>CONFERENCES</b>													
19	ACWA Spring Conference - Sacramento, CA					05/07-05/09							
20	ACWA Fall Conference - Palm Desert, CA												12/03-12/05
21	CSDA Annual Conference -Indian Wells, CA									09/09-09/12			
22	CSDA GM Leadership Summit - Anaheim, CA						06/23-06/25						
24	CSDA SDLA Conference - San Diego, CA				04/14-04/17								
25	Colorado River Water User’s Association (CRWUA) Annual Conference – Las Vegas, NV												12/04-12/06
23	Urban Water Institute (UWI) Annual Conference - Palm Springs, CA		02/21-02/23										

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

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 20, 2024**

**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 meets periodically 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 ACTION:**

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

**EXHIBITS:**

None

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

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 20, 2024**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 7: APPROVAL OF DISTRICT WORKPLACE VIOLENCE PREVENTION PLAN**

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On September 30, 2023, Governor Newsom signed Senate Bill 553 – Occupational Safety: Workplace Violence into law. SB 553 applies to all employers in the State with one or more employees anywhere in the country and includes the following requirements effective July 1, 2024: (1) Approval of a Workplace Violence Prevention Plan (WVPP); (2) Use of Violent Incident Log; (3) WVPP training for employees; and (4) Recordkeeping of violent incidents. The District has an existing policy against violence in the workplace within the Personnel Policy, but SB 553 expands on the requirements to protect staff from other employees and non-employees.

Under SB 553, all WVPPs have specific required elements in order to be compliant with State law, including, but not limited to:

- Names and job titles of the person(s) responsible for implementation of the WVPP
- Effective procedures to obtain active involvement and input of employees in the development and implementation of the WVPP
- Clear procedures to accept and respond to reports of workplace violence and the prohibition of retaliation against reporting employees.
- Effective procedures to respond to actual or potential workplace violence emergencies and communicate with employees regarding workplace violence
- Procedures to identify, evaluate, and correct workplace violence hazards in a timely manner based on the severity of the hazard.
- Maintenance of Violent Incident Log that documents all violent incidents by type.
- Training requirements for all staff

District staff attended training sponsored by ACWA/JPIA in April, and subsequently worked with general legal counsel to draft a WVPP that meets SB 553 compliance requirements. Additionally, District management met with staff to receive input over two sessions on potential violence hazards that are unique to TCWD to meet SB 553 requirements. More information may be presented at the time of the meeting.

**FUNDING SOURCE:**

Not applicable

**FISCAL IMPACT**

Not applicable

**COMMITTEE STATUS:**

This matter was reviewed with the Executive Committee

**RECOMMENDED ACTION:**

*Approve the Trabuco Canyon Water District Workplace Violence Prevention Plan (WVPP) as presented and authorize the General Manager to implement the WVPP effective July 1, 2024.*

**EXHIBITS:**

1. DRAFT Workplace Violence Prevention Plan

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

# WORKPLACE VIOLENCE PREVENTION PROGRAM

DRAFT

**Date of Last Review:** July 1, 2024  
**Date of Last Revision(s):** July 1, 2024



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## I. DEFINITIONS

**Emergency** - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

**Engineering controls** - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

**Log** - The violent incident log required by LC section 6401.9.

**Plan** - The workplace violence prevention plan required by LC section 6401.9.

**Serious injury or illness** - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

**Threat of violence** - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

**Workplace or "Worksite"** - Any location TCWD owns and operates, including, buildings, storage areas, revenue and non-service revenue vehicles, parking lots and all outdoor areas controlled by TCWD.

**Workplace violence** - Any act of violence or threat of violence that occurs in a place of employment.

**Workplace violence** includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

**Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

**Type 2 violence** - Workplace violence directed at employees by customers, clients, vendors, contract employees, contractors, consultants, students, visitors, and other non-employees.

**Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.

**Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

**Workplace violence** does not include lawful acts of self-defense or defense of others.

**Work practice controls** - Procedures and rules which are used to effectively reduce workplace violence hazards.

DRAFT

## II. PURPOSE

Trabuco Canyon Water District ("TCWD") has established this Workplace Violence Prevention Plan (WVPP), which addresses the hazards known to be associated with the four types of workplace violence as defined by California [Labor Code \(LC\) section 6401.9](#).

## III. RESPONSIBILITY

TCWD's Safety Committee, comprised of the Assistant General Manager (identified as Safety Committee Lead) and one representative from the Engineering, Water, Wastewater, and Maintenance Departments, will be the WVPP administrator for this Plan and has the authority and responsibility for implementing the provisions of this Plan for TCWD. Other persons responsible for implementation of the Plan and their roles are described below.

Responsible Persons	Job Title/ Position	WVPP Responsibility(ies)	Phone #	Email
Fernando Paludi	General Manager	<b>Overall responsibility for the plan; GM approves the final plan and any major changes.</b>	(949) 858-0277	fpaludi@tcwd.ca.gov
Michael Perea	Safety Committee Lead	<b>Responsible for employee involvement and training; Safety Officer organizes safety meetings, updates training materials, and handles any reports of workplace violence.</b>  <b>Responsible for emergency response, hazard identification, and coordination with other employers; conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</b>	(949) 858-0277	mperea@tcwd.ca.gov

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

### Employee Active Involvement

TCWD ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
  - Identifying, evaluating, and determining corrective measures to prevent workplace violence. TCWD will have quarterly safety meetings with employees and their representatives to discuss the identification of workplace violence-related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
  - Designing and implementing training. Employees are encouraged to participate in designing and implementing training programs. Their suggestions will be considered and possibly incorporated into the training materials.
  - Reporting and investigating workplace violence incidents. Any employee who is the victim of a verbal or physical threat of violence or believes they may be the subject of a violent act, or any employee who witnesses such conduct, should notify the employee's immediate supervisor or any other individual in TCWD management.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

### **Workplace Violence Response Process**

Employees who perceive that they are in immediate danger of a violent act, have just been victimized by a violent act, or witnessed a violent act or imminent violent act should, when possible, respond with the following process:

- Place themselves in a safe location.
- If appropriate, call the Police Department or 911 to request immediate response of a police officer. Be prepared to inform the dispatcher of the circumstances and the exact location of where an officer is needed.
- Inform Human Resources and immediate supervisor or Safety Committee Representative and/or Lead. In the event the employee's immediate supervisor is unavailable or is the violent actor, follow organizational hierarchy and report to the Assistant General Manager and/or the General Manager.
- Complete a written statement as soon as possible and submit to Human Resources and Supervisor.
- Cooperate fully in any administrative or criminal investigation, which shall be conducted within District policy and laws.

### **Employee Compliance**

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, includes at a minimum:

- Training employees, supervisors, and managers in the provisions of TCWD Workplace Violence Prevention Plan (WVPP).
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering worker questions about the WVPP. Managers and supervisors are responsible for providing a secure work environment for their staff, including the identification of security risks, staff training needs, the development and management of departmental security policies and procedures, and incident reporting, investigation and follow up.

All employees are responsible for reporting hazards and injury or illness incidents, including hazards and incidents related to workplace violence.

- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by recognition from the supervisory staff during employee meetings such as safety tailgates, safety committee meetings, etc.
- Discipline employees for failure to comply with the WVPP. TCWD's prohibition against threats and acts of violence applies to all persons in the TCWD operation, including but not limited to TCWD personnel, contract and temporary workers, customers, and anyone else on TCWD property. Violations by any individual may be followed by legal action as appropriate, including, but not limited to, seeking a temporary restraining order and/or injunction on behalf of employees if the situation warrants such action. In addition to appropriate legal action, violations of this policy by employees, including making a false report under this policy, may lead to appropriate disciplinary action, up to and including termination of employment.

### **Communication With Employees**

TCWD recognizes that open, two-way communication between the management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns, including translation where appropriate.
- Posted or distributed workplace violence prevention information.
- Employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action. This will be accomplished by:
  - A system for workers to anonymously inform management about workplace security and

- violence concerns.
  - A system for workers to inform management about workplace security hazards or threats of violence without fear of reprisal or adverse action.
- Address security issues at our workplace team meetings.

#### **IV. WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE**

TCWD will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee’s supervisor or manager, who will inform the Safety Committee Lead. This will be accomplished by completing a violent incident report. If that's not possible, employees will report incidents directly to the Safety Committee Lead or Human Resources.

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. TCWD prohibits retaliation by or on behalf of TCWD against employees for making good faith complaints, reports, or inquiries, or by participating in a review or investigation in this section. Any employee who makes a complaint using this procedure or otherwise engages in “whistleblowing” is protected against adverse employment actions (i.e., discharge, demotion, suspension, harassment, or other forms of discrimination) taken by TCWD or any person acting on behalf of TCWD. This protection extends to those whose allegations are made in good faith but prove to be mistaken or unsubstantiated.

Employees who participate or assist in an investigation will also be protected. Every reasonable effort will be made to protect the anonymity of the “whistleblowing” employee; however, there may be situations in which it cannot be guaranteed.

TCWD reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports, or inquiries, or who otherwise abuse this policy.

Employees who believe they are or have been harassed subsequent to filing a complaint under this section, may make a complaint verbally or in writing to their immediate supervisor, or any supervisor or manager within or outside of the department, or Human Resources staff.

#### **Emergency Response Procedures**

TCWD has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following: Email, text, and phone call announcements will be used to alert employees of emergencies.
- Refer to the District’s Emergency Preparedness Plan for evacuation or sheltering procedures.

**SHELTERING IN PLACE:** If the Emergency Coordinator (EC) believes that employees should be sheltered-in-place for their own safety, the EC will instruct employees to proceed to the General Shelter-in-Place (SIP) location. Once there, a supervisor, or most senior employee, will act as the

SIP Room Chief and implement the duties using the SIP Room Chief cue card (Attachment C-2), including conducting a headcount.

**EVACUATION:** The following guidelines will be followed during an on-site evacuation.

- a. Once an evacuation alarm is sounded, or an alarm notification is announced, employees are to immediately proceed to the primary Assembly Area (AA). If the primary AA is unsafe (e.g. from smoke, broken glass, or other hazards), they should proceed to the alternate AA.
  - b. Employees are to notify all onsite visitors and/or contractors of the emergency and to guide them to the safest AA.
  - c. Evacuation must be performed in a calm and orderly manner. The appropriate assembly area is to be determined based upon type and proximity of the emergency, wind direction and surface gradient relative to the hazards. This information will normally be communicated by the Emergency Coordinator as part of the emergency alarm system.
  - d. As employees exit the building, they should perform a quick sweep of offices, restrooms, lunch room and other locations where the alarm may not be heard and inform them of the emergency and the need to evacuate.
  - e. Once at the AA, the Emergency Coordinator will initiate a headcount of evacuated personnel by handing out the headcount forms to the department supervisor (or most senior person in that department). These forms are located in the evacuation kit.
  - f. Headcounts will be performed by department supervisors or the senior department staff person. Any missing or injured employees will be written on the headcount form and given to the Emergency Coordinator.
- In case of an emergency, if appropriate, call the Police Department or 911 to request immediate response from law enforcement and other public services as required. As soon as practical, please contact your immediate supervisor and Safety Committee Representative and/or Lead.

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Michael Perea	Safety Committee Lead	<b>Responsible for emergency response, hazard identification, and coordination with other employers; Conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.</b>	(949) 858-0227	mperea@tcwd.ca.gov

## **Workplace Violence Hazard Identification and Evaluation**

The following policies and procedures are established and required to be conducted by TCWD to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

## **Periodic Inspections**

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Annual or Periodic inspections and reviews to identify and evaluate workplace security and violence hazards will be performed at all of TCWD's locations.

Inspections for workplace violence hazards include but are not limited to assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, other employees and/or non-employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

## **Workplace Violence Hazard Correction**

Workplace violence hazards will be evaluated and corrected in a timely manner. TCWD will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the

hazardous condition will be provided with the necessary protection.

- All corrective actions taken will be documented and dated on the appropriate forms. [Violent Incident Report and Violent Incident Analysis and Log.]
- Corrective measures for workplace violence hazards will be specific to a given work area. Some examples of this are:
  - Make the workplace unattractive to robbers by:
    - Improve lighting around and at the workplace.
    - Post signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.
    - Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.
    - Install security surveillance cameras in and around the workplace.
  - Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems.
  - Ensure the adequacy of workplace violence systems
  - Post emergency telephone numbers for law enforcement, fire, and medical services
  - Control access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of TCWD's employees is having a dispute.
  - Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.
  - Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
    - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
    - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
    - Improve how well our establishment's management and employees communicate with each other.
    - Procedures for reporting suspicious persons, activities, and packages.
    - Provide/review employee, supervisor, and management training on emergency action procedures.
  - Ensure adequate employee escape routes.
  - Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence.
  - Ensure that employee disciplinary and discharge procedures address the potential for workplace violence.
  - Limit the amount of cash on hand and use time access safes for large bills.
  - Provide procedures for a "buddy" system for specified emergency events.

## Procedures For Post-Incident Response and Investigation

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring consistent with District policies and rules.
- Record the findings and ensure corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The Violent Incident Log will be used for every workplace violence incident and will include information, such as:
  - The date, time, and location of the incident.
  - The workplace violence type or types involved in the incident.
  - A detailed description of the incident.
  - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
  - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
  - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
  - The type of incident, including, but not limited to, whether it involved any of the following:
    - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
    - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
    - Threat of physical force or threat of the use of a weapon or other object.
    - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.

- Animal attack.
- Other.
- Consequences of the incident, including, but not limited to:
  - Whether security or law enforcement was contacted and their response.
  - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
  - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.
- Provide support and resources, such as counseling services, to affected employees.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

## **V. TRAINING AND INSTRUCTION**

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- To all newly hired workers.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

TCWD will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures TCWD has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities TCWD has for interactive questions and answers with a person knowledgeable about the TCWD plan.
- Training will be conducted such that it is easily understood.

### **Employee Access to the Written WVPP**

TCWD ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Whenever an employee or designated representative requests a copy of the written WVPP, TCWD will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees or requests to receive an electronic copy.
- TCWD will provide unobstructed access through the District's business system which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.

### **Recordkeeping**

TCWD will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, as required by law.
- Create and maintain training records as required by law and include the following:
  - Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of persons conducting the training.
  - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs as required by law.
- Maintain records of workplace violence incident investigations as required by law.
  - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.

All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by California Labor Code section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

### **Employee Access to Records**

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

### **Review and Revision of the WVPP**

TCWD will review this WVPP for effectiveness (1) at least annually; (2) when a deficiency is observed or becomes apparent; (3) after a workplace violence incident; and/or (4) as needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of TCWD's WVPP should include, but is not limited to:

- Review of incident investigations and the violent incident log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.

## **VI. EMPLOYER REPORTING RESPONSIBILITIES**

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), TCWD will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

[Name and title of person authorizing this WVPP]

---

[Signature of person authorizing this WVPP]

---

[Date of Signature]

DRAFT

## VII. VIOLENT INCIDENT LOG

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social Security Number
- Enter the date the incident occurred (Day, Month, Year)
- Enter the time (or approximate time) that the incident occurred a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)
[Enter location(s) where the incident occurred]	[Enter the workplace violence type(s)]

Check which of the following describes the type(s) of incident, and explain in detail:

**Note:** *It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.*

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.



[Include information on what the consequences of the incident were.]

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- Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, provide description of the injuries

---

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- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

[

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]

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

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A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

---

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This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]  
completion]

[Date of

### VIII. VIOLENT INCIDENT INVESTIGATION

HR or Designee will complete the investigation into the violent incident. Further investigation and resolution of the incident is expected within seven (7) days in addition to submitting a copy of the completed investigation to HR.

**Incident Analysis To be completed by HR Professional:**

Has this type of incident occurred before at the workplace?  Yes  No

What were the main factors that contributed to the incident?

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What could have prevented or at least minimized the damage caused by this incident?

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**Post-Incident Response**

- Yes  No Did the employee(s) require medical attention as a result of the incident?
- Yes  No Did the employee(s) miss work as a result of the incident?
- Yes  No Did the employee(s) apply for workers' compensation?
- Yes  No Was security contacted?
- Yes  No Was building facilities contacted?
- Yes  No Was immediate counseling provided to affected workers and witnesses?
- Yes  No Was critical incident debriefing provided to all affected staff who desired it?
- Yes  No Was post-trauma counseling provided to affected staff who desired it?
- Yes  No Was all counseling provided by a professional counselor?

Has there been follow-up with the Employee(s)?  Yes  No

Is this a recurring event?  Yes  No

Are there modifications to be made to WVPP to reflect updated practices?  Yes  No

Describe updates to WVPP \_\_\_\_\_

Investigation completed by: \_\_\_\_\_

Department/Job Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 20, 2024**

**ACTION CALENDAR  
FINANCIAL MATTERS**

**ITEM 8: AUTHORIZE ACTION FOR TRABUCO CANYON WATER DISTRICT’S FISCAL YEAR 2024-25 UNDEVELOPED LAND/WATER STANDBY CHARGES (ASSESSMENT) AND SET PUBLIC HEARING DATE**

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**BACKGROUND**

The Trabuco Canyon Water District (District) annually levies an Undeveloped Land/Water Standby Charge (Standby Charge), currently set at \$15.00 per acre or portion thereof, for undeveloped land within District boundaries. The standby charge is levied to cover the fixed costs of the existing District water system to make water available, when requested, to serve currently undeveloped land.

At the March 18, 1997, Regular Board Meeting, District general legal counsel addressed the standby charge as it related to Proposition 218 (adopted in November 1996), noting that the District can continue to levy the standby charge if the amount of the charge is not increased over the previously existing rate (\$15.00) and if the standby charge was levied using the same methodology. Under the provisions of Proposition 218, the water standby charges are considered to be “assessments.” Provided that the amount of water standby charges (Assessments) do not increase, they are “grandfathered” under Proposition 218 and do not have to comply with the more extensive assessment proceedings and voting process required for new assessments under Proposition 218. The procedure for the adoption of the water standby charge (assessment) for Fiscal Year 2024-25 is shown below:

DATE	DESCRIPTION OF ACTION
June 20, 2024	At the Regular Board Meeting, the Board of Directors: <ul style="list-style-type: none"><li>• Direct staff to prepare the required written Water Standby Charge (Assessment) Report. The Report contains a description of each parcel of real property and the amount of the Water Standby Charges (Assessments) for each parcel for the year.</li><li>• Directs staff to agendize a Public Hearing concerning the proposed Water Standby Charges (Assessments) Report to be held at the <b>July 18, 2024</b> Regular Board Meeting.</li></ul>
Late June 2024	The Notice to Property Owners is published in conformance with the statutory requirements, <u>once a week for two successive weeks</u> in the Orange County Register newspaper. The Notice is mailed <b>not less than fifteen (15) days prior</b> to the public hearing to each effected property owner within the District. At the time the Notice is mailed, the Report must be made available for public review upon request.
July 18, 2024	A Public Hearing is held for public comments concerning the proposed FY 2024-25 Water Standby Charges (Assessments). Following the conclusion of the Public Hearing, the Board considers adoption of a Resolution to set and collect the Water Standby Charges (Assessments) for FY 2024-25.

**FUNDING SOURCE:**

Levy and collection of the annual water standby charges results in an estimated \$45,000 annual credit to the District’s General Fund.

**FISCAL IMPACT**

The cost of completing the report, publication and mailing of the Notice - *Approximately \$3,500*

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 20, 2024**

**FISCAL IMPACT**

Not applicable

**COMMITTEE STATUS:**

This matter was reviewed with the Finance/Audit Committee.

**RECOMMENDED ACTION(S):**

1. *Authorize District staff to proceed with actions for setting the Fiscal Year 2024-25 Undeveloped Land/Water Standby Assessment at \$15.00 per acre or portion thereof; and*
2. *Agendize Public Hearing and authorize District staff to furnish Notice of Public Hearing on Proposed Fiscal Year 2024-25 Undeveloped Land/Water Standby Assessments for the July 18, 2024 Regular Board Meeting.*

**EXHIBITS:**

1. DRAFT Notice to Property Owners

**CONTACTS (Staff Responsible): PALUDI/PEREA**



## NOTICE TO PROPERTY OWNERS WITHIN THE TRABUCO CANYON WATER DISTRICT SERVICE AREA

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Dear Property Owner:

The Trabuco Canyon Water District (*formerly named the Santa Ana Mountains County Water District*) plans to fix a water standby or availability assessment on all undeveloped land within the District for the fiscal year 2024/2025. This assessment will remain at \$15.00 per acre for undeveloped developable parcels over one acre or \$15.00 for each undeveloped parcel of less than one acre, per year.

This assessment or charge is being imposed by the District because the Board of Directors has determined that this is an equitable means of raising funds necessary to make water available to your property.

A report has been prepared and filed with the District that lists all undeveloped parcels of land and the assessment on each. This report is available for public inspection at the District Administration Facility during normal business hours. The District Administration Facility is located at:

**32003 Dove Canyon Drive  
Trabuco Canyon, California 92679  
(949) 858-0277**

The Board of Directors will hear and consider all public comments to this report at a public hearing to be held on **July 18, 2024 at 5:30 p.m.**, or as soon thereafter as the agenda permits, at the District Administration Facility at the above-stated address.

**TRABUCO CANYON WATER DISTRICT**

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

Michael Perea  
Secretary to the Board of Directors

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 20, 2024**

**ACTION CALENDAR  
FINANCIAL MATTERS**

**ITEM 9: ADOPTION OF PROPOSED FISCAL YEAR 2024-25 GENERAL FUND AND CAPITAL IMPROVEMENT PLAN (CIP) BUDGETS**

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Trabuco Canyon Water District's (District) fiscal year runs from July 1 to June 30. During the last quarter of each fiscal year, District staff reviews financial information and performs analyses relating to projected expenses for the upcoming fiscal year to recommend operating budgets for the water, sewer, and recycled water enterprises to the Board of Directors. Staff also develops a plan for capital spending during the upcoming fiscal year that includes capital improvement projects, equipment, and valve replacements.

Staff presented preliminary operating and capital budgets to the Board at the May 30 Special Board Meeting. At the same May 30<sup>th</sup> meeting, the Board approved water rates and charges effective July 1 that are lower than what was originally authorized and noticed as part of the rate setting process in 2023. Sewer and recycled water rates and charges effective July 1 are the same as originally authorized. Staff has incorporated the water rate adjustments into the proposed budget and will present a final draft to the Board at the time of the meeting.

**FUNDING SOURCE:**

General Fund and Capital Reserves

**FISCAL IMPACT:**

Final proposed revenues and expenses, and capital spending will be presented at the meeting.

**COMMITTEE STATUS:**

This matter was reviewed with the Finance/Audit Committee.

**RECOMMENDED ACTION(S):**

- 1. Approve the proposed District Salary Paytable with Classifications and Monthly Salary Ranges as presented, to be effective as of July 1, 2024.*
- 2. Adopt Resolution No. 2024-1332 - Resolution of the Board of Directors of Trabuco Canyon Water District Approving the General Fund District Budget for Fiscal Year 2024-25 for an amount of \$14,066,200.*
- 3. Adopt Resolution No. 2024-1333 - Resolution of the Board of Directors of Trabuco Canyon Water District Approving the Capital Improvement Project, Equipment, and Program Budgets for Fiscal Year 2024-25 for an amount of \$5,441,589.*

**EXHIBITS:**

1. Salary Survey Impact Report – Filled Positions
2. DRAFT District Salary Paytable with Classifications and Monthly Salary Ranges
3. DRAFT TCWD Fiscal Year 2024-2025 Budget Summary
4. DRAFT Resolution No. 2024-1332 - Resolution of the Board of Directors of Trabuco Canyon Water District Approving the General Fund District Budget for Fiscal Year 2024-25 for an amount of \$14,066,200.
5. DRAFT Resolution No. 2024-1333 - Resolution of the Board of Directors of Trabuco Canyon Water District Approving the Capital Improvement Project, Equipment, and Program Budgets for Fiscal Year 2024-25 for an amount of \$5,441,589.

**CONTACTS (Staff Responsible): PALUDI/PEREA/WARNER**

**Trabuco Canyon Water District  
Salary Range Recommendations**

Benchmark Classes set to Market 55th Percentile		Raw Data Adjustments		District Recommended Adjustments		Internal Alignment/Salary Setting Rationale
Classification Job Title	Current Range Max	Percent Change	Recomm. Range Max	Percent Change	Recomm. Range Max	
<b>* FILLED POSITIONS ONLY</b>						
Assistant General Manager	\$ 22,547	3.0%	\$ 23,220	3.0%	\$ 23,220	Benchmark; set to market
Executive Assistant	\$ 7,780	1.4%	\$ 7,887	2.0%	\$ 7,936	Benchmark; set to market - <b>Apply Min Floor 2.0%</b>
Administrative Assistant	\$ 7,072	0.0%	\$ 7,072	2.0%	\$ 7,213	Benchmark; set to market; SCS* - <b>Apply Min Floor 2.0%</b>
Principal Accountant	\$ 11,706	9.8%	\$ 12,850	9.8%	\$ 12,850	Benchmark; set to market
Customer Service Representative I	\$ 5,638	4.8%	\$ 5,911	4.8%	\$ 5,911	Approx. 10% below Customer Service Representative II
Customer Service Field Technician II	\$ 6,204	4.5%	\$ 6,485	4.5%	\$ 6,485	Benchmark; set to market
Customer Service Field Technician I	\$ 5,642	4.5%	\$ 5,896	4.5%	\$ 5,896	Approx. 10% below Customer Service Field Technician II
District Engineer	\$ 17,855	1.9%	\$ 18,201	2.0%	\$ 18,212	Approx. 15% above Principal Engineer - <b>Apply Min Floor 2.0%</b>
CMMS/SCADA System Administrator	\$ 12,884	0.0%	\$ 12,884	2.0%	\$ 13,142	Benchmark; set to market; SCS*- <b>Apply Min Floor 2.0%</b>
Wastewater Superintendent	\$ 14,389	9.5%	\$ 15,750	9.5%	\$ 15,750	Benchmark; set to market
Wastewater Chief Plant Operator	\$ 12,820	8.2%	\$ 13,877	8.2%	\$ 13,877	Benchmark; set to market
Wastewater Operator III	\$ 9,945	1.7%	\$ 10,112	2.0%	\$ 10,144	Benchmark; set to market - <b>Apply Min Floor 2.0%</b>
Wastewater Operator II (Entry Level)	\$ 7,672	4.4%	\$ 8,006	4.4%	\$ 8,006	Approx. 10% below Wastewater System Operator II
Wastewater Operator I (Entry Level)	\$ 6,973	4.4%	\$ 7,279	4.4%	\$ 7,279	Approx. 10% below Wastewater System Operator I
Water Superintendent	\$ 14,389	8.8%	\$ 15,662	8.8%	\$ 15,662	Benchmark; set to market
Water Chief Plant Operator	\$ 12,820	6.2%	\$ 13,619	6.2%	\$ 13,619	Approx. 15% below Water Superintendent
Lead Water System Operator	\$ 11,435	3.6%	\$ 11,843	3.6%	\$ 11,843	Approx. 15% below Water Chief Plant Operator
Water System Operator III	\$ 8,827	5.7%	\$ 9,334	5.7%	\$ 9,334	Approx. 15% above Water System Operator II
Water System Operator II	\$ 7,676	5.7%	\$ 8,117	5.7%	\$ 8,117	Benchmark; set to market
Water Operator II (Entry Level)	\$ 7,566	8.5%	\$ 8,211	8.5%	\$ 8,211	Approx. 15% below Water Operator III
Maintenance Superintendent	\$ 12,968	12.4%	\$ 14,576	12.4%	\$ 14,576	Benchmark; set to market
Lead Mechanical Technologist-Maintenance	\$ 9,335	16.2%	\$ 10,847	16.2%	\$ 10,847	Approx. 5% above Lead Mechanical Technologist-SCADA
Mechanical Technologist III	\$ 8,082	11.2%	\$ 8,983	11.2%	\$ 8,983	Approx. 10% above Mechanical Technologist II
		4.5%		4.8%		

Note:

SCS - Same as Current Salary

**TRABUCO CANYON WATER DISTRICT  
EMPLOYEE SALARY PAYTABLE WITH RANGES EFFECTIVE JULY 1, 2024**

July 1, 2024														
CLASSIFICATION (JOB TITLE)	MINIMUM MONTHLY SALARY	MAXIMUM MONTHLY SALARY	MINIMUM ANNUAL SALARY	MAXIMUM ANNUAL SALARY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
<b>ADMINISTRATIVE SERVICES</b>														
Assistant General Manager	19,338	24,152	232,056	289,824	19,338	19,821	20,317	20,825	21,346	21,880	22,427	22,988	23,563	24,152
CMMS/SCADA System Administrator	10,945	13,668	131,340	164,016	10,945	11,219	11,499	11,786	12,081	12,383	12,693	13,010	13,335	13,668
Executive Assistant	6,609	8,253	79,308	99,036	6,609	6,774	6,943	7,117	7,295	7,477	7,664	7,856	8,052	8,253
Administrative Assistant	6,006	7,502	72,072	90,024	6,006	6,156	6,310	6,468	6,630	6,796	6,966	7,140	7,319	7,502
Principal Accountant	10,704	13,367	128,448	160,404	10,704	10,972	11,246	11,527	11,815	12,110	12,413	12,723	13,041	13,367
Senior Accountant	9,039	11,288	108,468	135,456	9,039	9,265	9,497	9,734	9,977	10,226	10,482	10,744	11,013	11,288
Accountant	7,794	9,734	93,528	116,808	7,794	7,989	8,189	8,394	8,604	8,819	9,039	9,265	9,497	9,734
Account Specialist	7,147	8,925	85,764	107,100	7,147	7,326	7,509	7,697	7,889	8,086	8,288	8,495	8,707	8,925
Senior Accounting Technician	6,715	8,387	80,580	100,644	6,715	6,883	7,055	7,231	7,412	7,597	7,787	7,982	8,182	8,387
Accounting Technician II	5,839	7,291	70,068	87,492	5,839	5,985	6,135	6,288	6,445	6,606	6,771	6,940	7,113	7,291
Accounting Technician I/Administrative Assistant	5,561	6,944	66,732	83,328	5,561	5,700	5,843	5,989	6,139	6,292	6,449	6,610	6,775	6,944
Accounting Technician I	5,309	6,630	63,708	79,560	5,309	5,442	5,578	5,717	5,860	6,006	6,156	6,310	6,468	6,630
Management Analyst II	8,062	10,070	96,744	120,840	8,062	8,264	8,471	8,683	8,900	9,122	9,350	9,584	9,824	10,070
Management Analyst I	7,330	9,154	87,960	109,848	7,330	7,513	7,701	7,894	8,091	8,293	8,500	8,713	8,931	9,154
Lead Customer Service Representative	6,555	8,186	78,660	98,232	6,555	6,719	6,887	7,059	7,235	7,416	7,601	7,791	7,986	8,186
Customer Service Representative III	5,954	7,435	71,448	89,220	5,954	6,103	6,256	6,412	6,572	6,736	6,904	7,077	7,254	7,435
Customer Service Representative II	5,418	6,765	65,016	81,180	5,418	5,553	5,692	5,834	5,980	6,129	6,282	6,439	6,600	6,765
Customer Service Representative I	4,921	6,145	59,052	73,740	4,921	5,044	5,170	5,299	5,431	5,567	5,706	5,849	5,995	6,145
Customer Service Field Technician III	5,940	7,418	71,280	89,016	5,940	6,088	6,240	6,396	6,556	6,720	6,888	7,060	7,237	7,418
Customer Service Field Technician II	5,399	6,742	64,788	80,904	5,399	5,534	5,672	5,814	5,959	6,108	6,261	6,418	6,578	6,742
Customer Service Field Technician I	4,887	6,103	58,644	73,236	4,887	5,009	5,134	5,262	5,394	5,529	5,667	5,809	5,954	6,103
<b>ENGINEERING</b>														
District Engineer	15,166	18,940	181,992	227,280	15,166	15,545	15,934	16,332	16,740	17,158	17,587	18,027	18,478	18,940
Principal Engineer	13,178	16,458	158,136	197,496	13,178	13,507	13,845	14,191	14,546	14,910	15,283	15,665	16,057	16,458
Senior Engineer	11,979	14,961	143,748	179,532	11,979	12,278	12,585	12,900	13,223	13,554	13,893	14,240	14,596	14,961
Engineer	10,483	13,090	125,796	157,080	10,483	10,745	11,014	11,289	11,571	11,860	12,156	12,460	12,771	13,090
<b>WASTEWATER OPERATIONS</b>														
Wastewater Superintendent	13,121	16,386	157,452	196,632	13,121	13,449	13,785	14,130	14,483	14,845	15,216	15,596	15,986	16,386
Wastewater Chief Plant Operator	11,551	14,426	138,612	173,112	11,551	11,840	12,136	12,439	12,750	13,069	13,396	13,731	14,074	14,426
Lead Wastewater System Operator	9,713	12,131	116,556	145,572	9,713	9,956	10,205	10,460	10,721	10,989	11,264	11,546	11,835	12,131
Wastewater Operator III	8,449	10,550	101,388	126,600	8,449	8,660	8,876	9,098	9,325	9,558	9,797	10,042	10,293	10,550
Wastewater System Operator II	7,336	9,162	88,032	109,944	7,336	7,519	7,707	7,900	8,098	8,300	8,508	8,721	8,939	9,162
Wastewater Operator II (Entry Level)	6,670	8,330	80,040	99,960	6,670	6,837	7,008	7,183	7,363	7,547	7,736	7,929	8,127	8,330
Wastewater System Operator I	6,670	8,330	80,040	99,960	6,670	6,837	7,008	7,183	7,363	7,547	7,736	7,929	8,127	8,330
Wastewater Operator I (Entry Level)	6,063	7,571	72,756	90,852	6,063	6,215	6,370	6,529	6,692	6,859	7,030	7,206	7,386	7,571
Wastewater Operator In Training (Entry Level)	5,512	6,884	66,144	82,608	5,512	5,650	5,791	5,936	6,084	6,236	6,392	6,552	6,716	6,884
<b>WATER OPERATIONS</b>														
Water Superintendent	13,037	16,281	156,444	195,372	13,037	13,363	13,697	14,039	14,390	14,750	15,119	15,497	15,884	16,281
Water Chief Plant Operator	11,338	14,160	136,056	169,920	11,338	11,621	11,912	12,210	12,515	12,828	13,149	13,478	13,815	14,160
Lead Water System Operator	9,865	12,321	118,380	147,852	9,865	10,112	10,365	10,624	10,890	11,162	11,441	11,727	12,020	12,321
Water System Operator III	7,770	9,703	93,240	116,436	7,770	7,964	8,163	8,367	8,576	8,790	9,010	9,235	9,466	9,703
Water Operator III	7,862	9,820	94,344	117,840	7,862	8,059	8,260	8,467	8,679	8,896	9,118	9,346	9,580	9,820
Water System Operator II	6,758	8,439	81,096	101,268	6,758	6,927	7,100	7,277	7,459	7,645	7,836	8,032	8,233	8,439
Water Operator II (Entry Level)	6,836	8,537	82,032	102,444	6,836	7,007	7,182	7,362	7,546	7,735	7,928	8,126	8,329	8,537
<b>MAINTENANCE DEPARTMENT</b>														
Maintenance Superintendent	12,138	15,159	145,656	181,908	12,138	12,441	12,752	13,071	13,398	13,733	14,076	14,428	14,789	15,159
Lead Mechanical Technologist-Maintenance	9,034	11,281	108,408	135,372	9,034	9,260	9,491	9,728	9,971	10,220	10,476	10,738	11,006	11,281
Lead Mechanical Technologist-SCADA	8,603	10,743	103,236	128,916	8,603	8,818	9,038	9,264	9,496	9,733	9,976	10,225	10,481	10,743
Mechanical Technologist III	7,483	9,346	89,796	112,152	7,483	7,670	7,862	8,059	8,260	8,467	8,679	8,896	9,118	9,346
Mechanical Technologist II	6,503	8,122	78,036	97,464	6,503	6,666	6,833	7,004	7,179	7,358	7,542	7,731	7,924	8,122
Mechanical Technologist I	5,914	7,385	70,968	88,620	5,914	6,062	6,214	6,369	6,528	6,691	6,858	7,029	7,205	7,385
Maintenance Technologist (Entry Level)	5,375	6,713	64,500	80,556	5,375	5,509	5,647	5,788	5,933	6,081	6,233	6,389	6,549	6,713
Lead Electrical/Instrumentation Technologist	8,999	11,238	107,988	134,856	8,999	9,224	9,455	9,691	9,933	10,181	10,436	10,697	10,964	11,238
Electrical/Instrumentation Technologist III	8,181	10,217	98,172	122,604	8,181	8,386	8,596	8,811	9,031	9,257	9,488	9,725	9,968	10,217
Electrical/Instrumentation Technologist II	7,790	9,730	93,480	116,760	7,790	7,985	8,185	8,390	8,600	8,815	9,035	9,261	9,493	9,730
Electrical/Instrumentation Technologist I	7,083	8,845	84,996	106,140	7,083	7,260	7,442	7,628	7,819	8,014	8,214	8,419	8,629	8,845

# TRABUCO CANYON WATER DISTRICT

Fiscal Year 2024-2025 Budget



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DRAFT

## **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

## Mission Statement

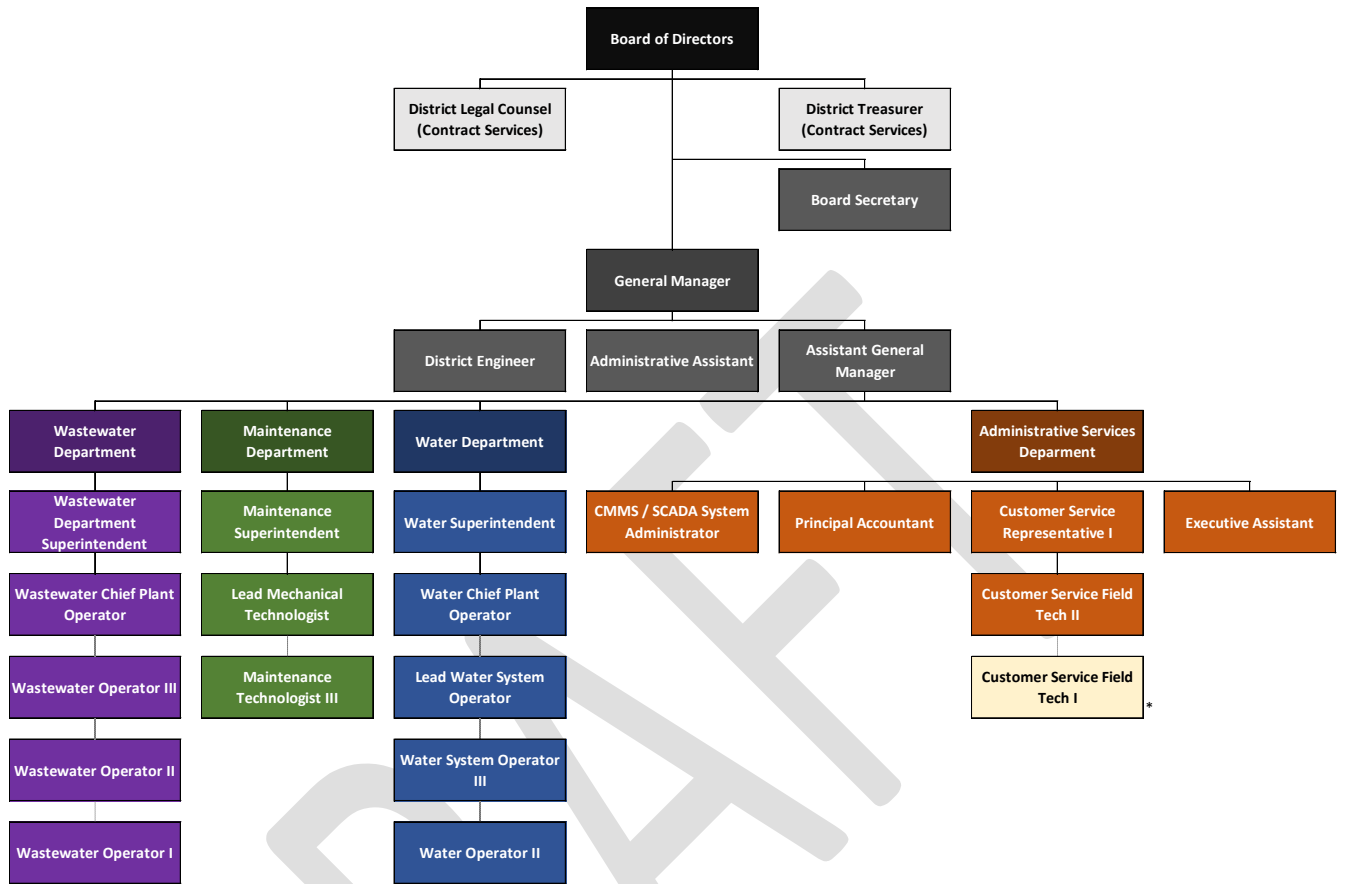
The Trabuco Canyon Water District's purpose as a public service agency is to provide:

- Service to our customers which instills trust regarding the quality and quantity of the water supply.
- Reliable service for collection, treatment, and reuse of wastewater.
- A work environment where safety and health of employees and customers is our paramount concern.
- Information to our customers to foster and maintain a well-informed community.
- Cost effective and efficient services in a courteous manner.

In addition, the District is committed to:

- Ensure compliance with environmental, safety, and regulatory requirements.
- Maintain or improve existing infrastructure.

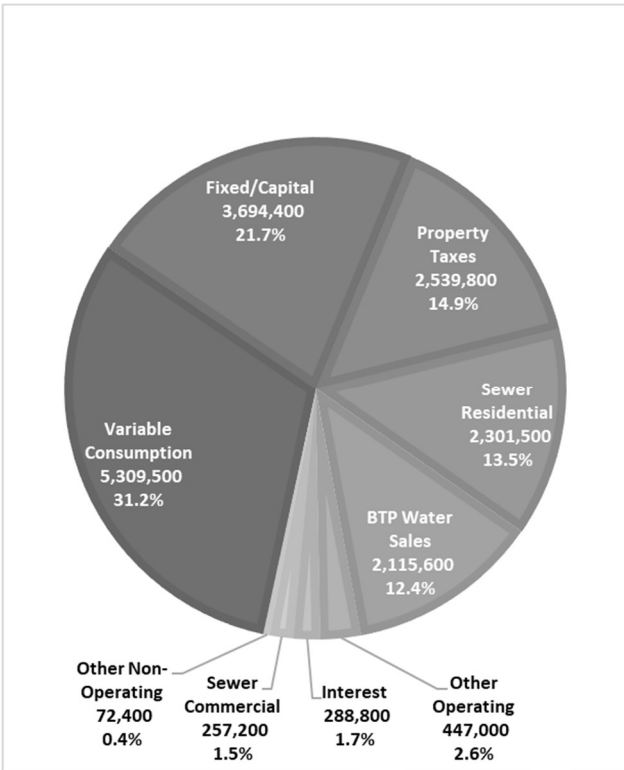
**Trabuco Canyon Water District Organization Chart**  
**Effective July 1, 2024**



Vacant Positions \*

# Total Inflows and Outflows Summary

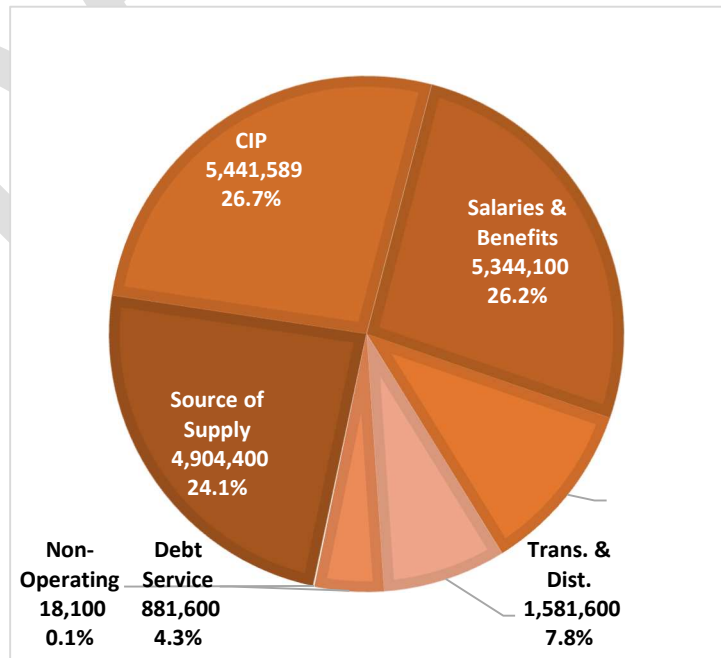
## TOTAL INFLOWS



This chart represents budgeted Inflows for FY 25 grouped into major categories and shown as dollar amounts and as a percentage of total inflows. Major inflows are derived from variable water consumption, fixed / capital service charges, Sewer Residential Charges (Fixed), Sewer Commercial Charges (Variable), BTP water sales which is wholesale revenue from Baker Treatment Plant (BTP), debt proceeds for CIP which is restricted cash from debt issuance that will be used as a funding source for the Water Capital Improvement Program (CIP), property tax revenue and other revenues including customer fees, interest revenue, standby charges, and reimbursements.

## TOTAL OUTFLOWS

This chart represents budgeted Outflows for FY 25 grouped into major categories and shown as dollar amounts and as a percentage of total outflows. Major outflows are attributed to costs for source of supply, salaries & benefits, general & administrative costs, Water Capital Improvement Program (CIP) including CIP funded from debt or grants, debt service, and transmission & distribution (T&D).

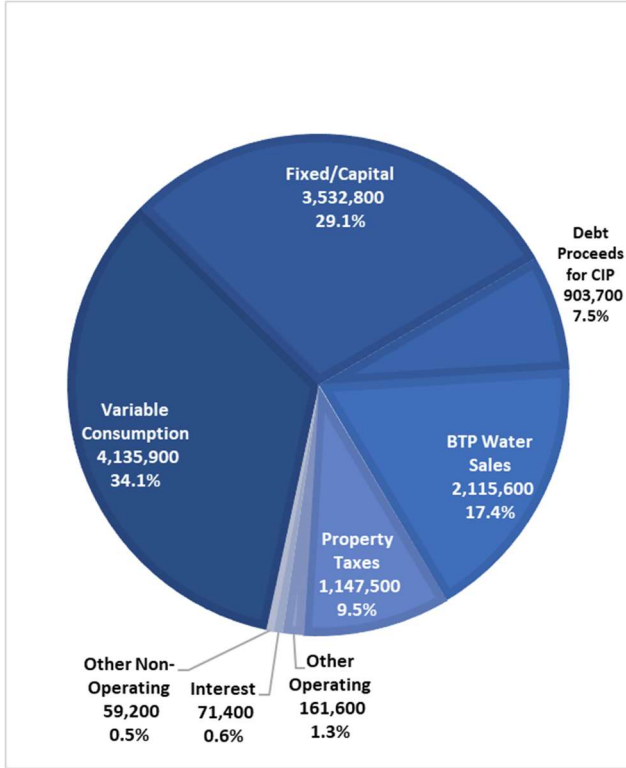


## Total Detail Budget

	FY 24 Adopted Budget	FY 24 Projected Year-End	FY 25 Proposed Budget
<b>1 Operating Revenue</b>			
2 Fixed / Capital Service Charges	3,255,200	3,263,400	3,694,400
3 Variable Consumption Charges	4,973,800	4,568,900	5,309,500
4 Baker Treatment Plant Water Sales	1,560,500	2,037,200	2,115,600
5 Sewer Residential Charges	1,933,800	1,984,100	2,301,500
6 Sewer Commercial Charges	189,800	221,700	257,200
7 Customer Fees	527,200	434,900	447,200
8 Standby Charges	32,300	37,900	37,900
9 Uncollectable Accounts	(30,500)	(33,200)	(38,100)
<b>10 Total Operating Revenue</b>	<b>12,442,100</b>	<b>12,514,900</b>	<b>14,125,200</b>
<b>11 Operating Expense</b>			
<b>12 Source of Supply</b>			
13 Variable Water Purchases	2,015,100	1,889,400	2,210,900
14 Fixed Water Purchases	348,900	350,000	406,300
15 Baker Treatment Plant Water Sold	1,338,400	1,493,900	1,578,700
16 Recycled Water Purchases	25,900	28,000	33,300
17 Water Treatment	493,700	305,400	334,400
18 Pumping Electricity	244,300	315,600	340,800
<b>19 Total Source of Supply</b>	<b>4,466,300</b>	<b>4,382,300</b>	<b>4,904,400</b>
<b>20 Salaries and Benefits</b>			
21 Employee/Director Wages	3,147,700	2,925,600	3,479,100
22 Employee/Director Benefits	821,500	717,700	842,000
23 Retiree Health Insurance	164,700	188,600	256,200
24 OPEB Trust Reimbursement	-	(188,600)	(256,200)
25 CalPERS Retirement (Normal)	463,800	434,400	498,500
26 CalPERS Unfunded Accrued Liability (Minimum)	267,500	258,900	269,200
27 CalPERS UAL Additional Discretionary Payments	-	-	-
28 Payroll Taxes	236,000	202,900	255,300
<b>29 Total Salaries and Benefits</b>	<b>5,101,200</b>	<b>4,539,500</b>	<b>5,344,100</b>
<b>30 Transmission and Distribution</b>			
31 System Repairs and Maintenance	583,900	592,400	621,900
32 T&D Electricity	478,300	571,800	617,500
33 Vehicles and Equipment	149,100	127,800	134,900
34 Safety, Supplies and Testing	244,200	196,900	207,300
<b>35 Total Transmission and Distribution</b>	<b>1,455,500</b>	<b>1,488,900</b>	<b>1,581,600</b>
<b>36 General and Administrative</b>			
37 Professional Services	735,100	777,800	909,200
38 Office Maintenance, Supplies and Software	497,500	511,400	540,600
39 District Insurance	160,700	166,600	196,700
40 Dues and Memberships	254,000	247,500	261,500
41 Public Outreach	125,200	153,900	161,600
42 Customer Service and Billing	91,600	97,600	102,600
43 Debt Issuance Costs	-	180,000	-
44 Conference, Trainings and Travel	48,300	43,400	45,800
<b>45 Total General and Administrative</b>	<b>1,912,400</b>	<b>2,178,200</b>	<b>2,218,000</b>
<b>46 Total Operating Expense</b>	<b>12,935,400</b>	<b>12,588,900</b>	<b>14,048,100</b>
<b>47 Net Operating Revenue / (Expense)</b>	<b>(493,300)</b>	<b>(74,000)</b>	<b>77,100</b>
<b>48 Non-Operating Revenue / (Expense)</b>			
49 Property Tax Revenue	2,490,100	2,490,100	2,539,800
50 Interest Revenue - Unrestricted	243,000	248,400	248,400
51 Interest Revenue - Restricted	-	40,400	40,400
52 Other Revenue and Reimbursements	63,500	162,800	72,400
53 Miscellaneous Expense	(14,500)	(166,700)	(18,100)
<b>54 Net Non-Operating Revenue / (Expense)</b>	<b>2,782,100</b>	<b>2,775,000</b>	<b>2,882,900</b>
<b>55 Net Total Revenue / (Expense)</b>	<b>2,288,800</b>	<b>2,701,000</b>	<b>2,960,000</b>
<b>56 Other Unrestricted Cash Inflow / (Outflow)</b>			
57 Transfer In - Debt Proceeds for Capital	4,512,000	2,666,216	5,441,589
58 Grant Proceeds	-	-	-
56 Development Impact Fee Receipts	-	-	-
57 Capital Improvement Program	(4,512,000)	(2,666,216)	(5,441,589)
58 Debt Service - Principal and Interest	(1,536,600)	(374,900)	(881,600)
<b>59 Net Other Unrestricted Cash Inflow / (Outflow)</b>	<b>(1,536,600)</b>	<b>(374,900)</b>	<b>(881,600)</b>
<b>60 Net Total Unrestricted Cash Inflow / (Outflow)</b>	<b>752,200</b>	<b>2,326,100</b>	<b>2,078,400</b>
Projected Reserve Balance 7/01/24		6,785,016.02	9,111,116.02
Projected Reserve Balance 6/30/25		<b>9,111,116.02</b>	<b>11,189,516.02</b>

# Water Inflows and Outflows Summary

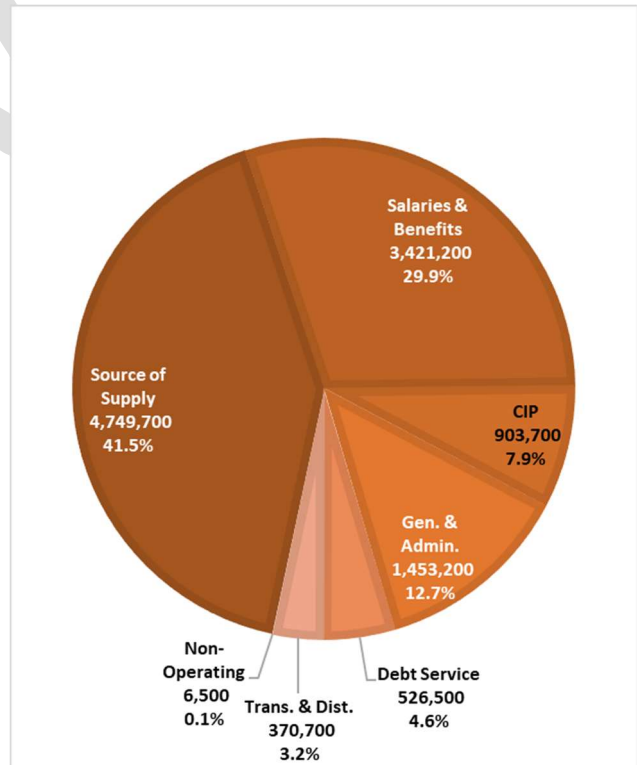
## TOTAL WATER INFLOWS



This chart represents budgeted Water Inflows for FY 25 grouped into major categories and shown as dollar amounts and as a percentage of total inflows. Major inflows are derived from variable water consumption, fixed / capital service charges, BTP water sales which is wholesale revenue from Baker Treatment Plant (BTP), debt proceeds for CIP which is restricted cash from debt issuance that will be used as a funding source for the Water Capital Improvement Program (CIP), property tax revenue and other revenues including customer fees, interest revenue, standby charges, and reimbursements.

## TOTAL WATER OUTFLOWS

This chart represents budgeted Water Outflows for FY 25 grouped into major categories and shown as dollar amounts and as a percentage of total outflows. Major outflows are attributed to costs for source of supply, salaries & benefits, general & administrative costs, Water Capital Improvement Program (CIP) including CIP funded from debt or grants, debt service, and transmission & distribution (T&D).

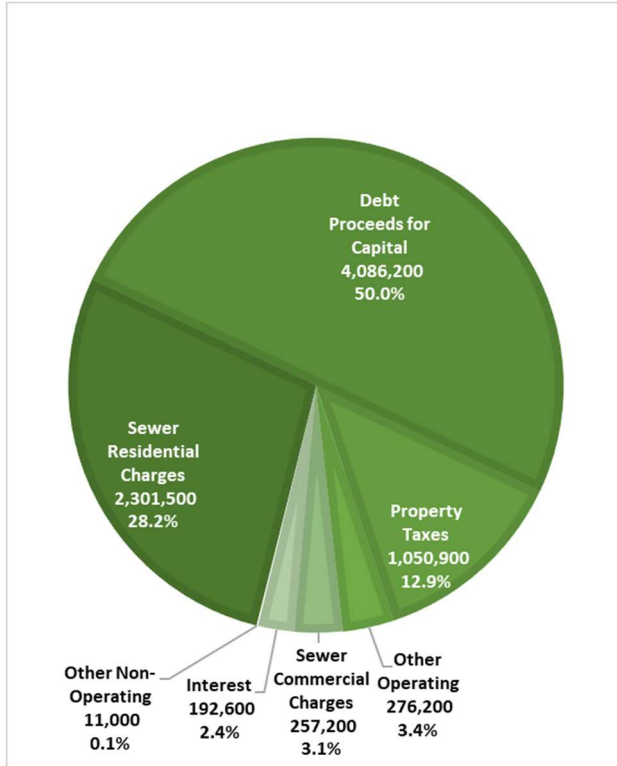


## Water Detail Budget

	FY 24 Adopted Budget	FY 24 Projected Year-End	FY 25 Proposed Budget
<b>1 Operating Revenue</b>			
2 Fixed / Capital Service Charges	3,113,000	3,126,400	3,532,800
3 Variable Consumption Charges	3,978,400	3,597,200	4,135,900
4 Baker Treatment Plant Water Sales	1,560,500	2,037,200	2,115,600
5 Customer Fees	238,800	149,000	149,000
6 Standby Charges	32,300	37,900	37,900
7 Uncollectable Accounts	(23,000)	(22,200)	(25,300)
<b>8 Total Operating Revenue</b>	<b>8,900,000</b>	<b>8,925,500</b>	<b>9,945,900</b>
<b>9 Operating Expense</b>			
<b>10 Source of Supply</b>			
11 Variable Water Purchases	2,015,100	1,889,400	2,210,900
12 Fixed Water Purchases	348,900	350,000	406,300
13 Baker Treatment Plant Water Sold	1,338,400	1,493,900	1,578,700
14 Water Treatment	394,300	197,000	213,000
15 Pumping Electricity	244,300	315,600	340,800
<b>16 Total Source of Supply</b>	<b>4,341,000</b>	<b>4,245,900</b>	<b>4,749,700</b>
<b>17 Salaries and Benefits</b>			
18 Employee/Director Wages	1,954,800	1,829,200	2,191,700
19 Employee/Director Benefits	510,400	476,800	547,700
20 Retiree Health Insurance	115,300	132,000	179,300
21 OPEB Trust Reimbursement	-	(132,000)	(179,300)
22 CalPERS Retirement (Normal)	323,400	305,000	349,500
23 CalPERS Unfunded Accrued Liability (Minimum)	170,300	164,800	171,400
24 CalPERS UAL Additional Discretionary Payments	-	-	-
25 Payroll Taxes	146,000	142,000	160,900
<b>26 Total Salaries and Benefits</b>	<b>3,220,200</b>	<b>2,917,800</b>	<b>3,421,200</b>
<b>27 Transmission and Distribution</b>			
28 System Repairs and Maintenance	258,700	192,200	201,800
29 Vehicles and Equipment	101,200	85,500	90,300
30 Safety, Supplies and Testing	45,400	74,800	78,600
<b>31 Total Transmission and Distribution</b>	<b>405,300</b>	<b>352,500</b>	<b>370,700</b>
<b>32 General and Administrative</b>			
33 Professional Services	513,400	531,100	635,500
34 Office Maintenance, Supplies and Software	310,600	314,600	330,900
35 District Insurance	109,300	116,600	137,600
36 Dues and Memberships	95,400	95,400	101,200
37 Public Outreach	103,300	131,700	138,300
38 Customer Service and Billing	68,400	74,000	77,800
39 Debt Issuance Costs	-	126,000	-
40 Conference, Trainings and Travel	34,100	30,300	31,900
<b>41 Total General and Administrative</b>	<b>1,234,500</b>	<b>1,419,700</b>	<b>1,453,200</b>
<b>42 Total Operating Expense</b>	<b>9,201,000</b>	<b>8,935,900</b>	<b>9,994,800</b>
<b>43 Net Operating Revenue / (Expense)</b>	<b>(301,000)</b>	<b>(10,400)</b>	<b>(48,900)</b>
<b>44 Non-Operating Revenue / (Expense)</b>			
45 Property Tax Revenue	1,125,000	1,125,000	1,147,500
46 Interest Revenue - Unrestricted	115,700	31,000	31,000
47 Interest Revenue - Restricted	-	40,400	40,400
48 Other Revenue and Reimbursements	54,400	108,300	59,200
49 Miscellaneous Expense	(6,200)	(111,900)	(6,500)
<b>50 Net Non-Operating Revenue / (Expense)</b>	<b>1,288,900</b>	<b>1,192,800</b>	<b>1,271,600</b>
<b>51 Net Total Revenue / (Expense)</b>	<b>987,900</b>	<b>1,182,400</b>	<b>1,222,700</b>
<b>52 Other Unrestricted Cash Inflow / (Outflow)</b>			
53 Transfer In - Debt Proceeds for Capital	1,206,000	961,100	903,700
54 Grant Proceeds	-	-	-
56 Development Impact Fee Receipts	-	-	-
57 Capital Improvement Program	(1,206,000)	(961,100)	(903,700)
58 Debt Service - Principal and Interest	(901,100)	(331,600)	(526,500)
<b>59 Net Other Unrestricted Cash Inflow / (Outflow)</b>	<b>(901,100)</b>	<b>(331,600)</b>	<b>(526,500)</b>
<b>60 Net Total Unrestricted Cash Inflow / (Outflow)</b>	<b>86,800</b>	<b>850,800</b>	<b>696,200</b>
Projected Reserve Balance 7/01/24		1,086,006	1,936,806
Projected Reserve Balance 6/30/25		<b>1,936,806</b>	<b>2,633,006</b>

# Sewer Inflows and Outflows Summary

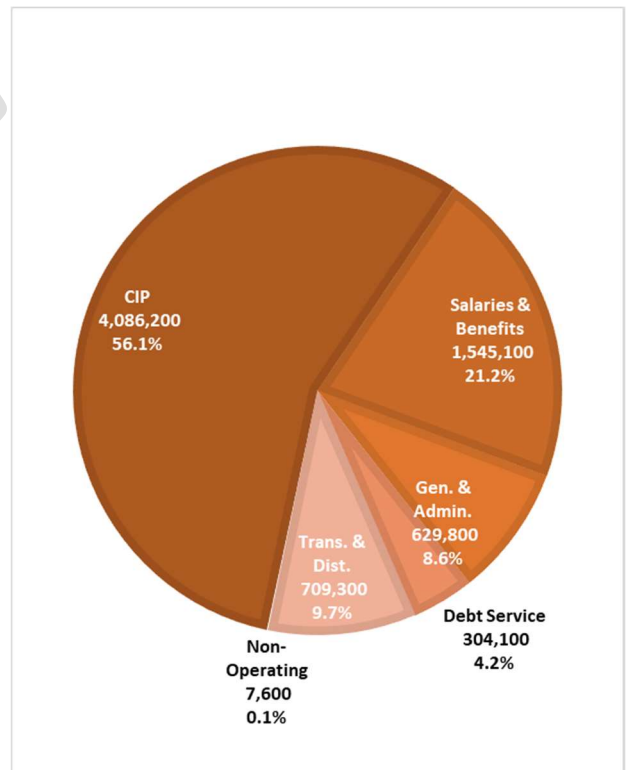
## TOTAL SEWER INFLOWS



This chart represents budgeted Sewer Inflows for FY 25 grouped into major categories and shown as dollar amounts and as a percentage of total inflows. Major inflows are derived from Sewer residential charges (fixed), Sewer commercial charges (fixed and variable based on flow), debt proceeds for CIP which is restricted cash from debt issuance that will be used as a funding source for the Sewer Capital Improvement Program (CIP), property tax revenue and other revenues including customer fees, interest revenue, El Toro Sewer Lift Station and other reimbursements.

## TOTAL SEWER OUTFLOWS

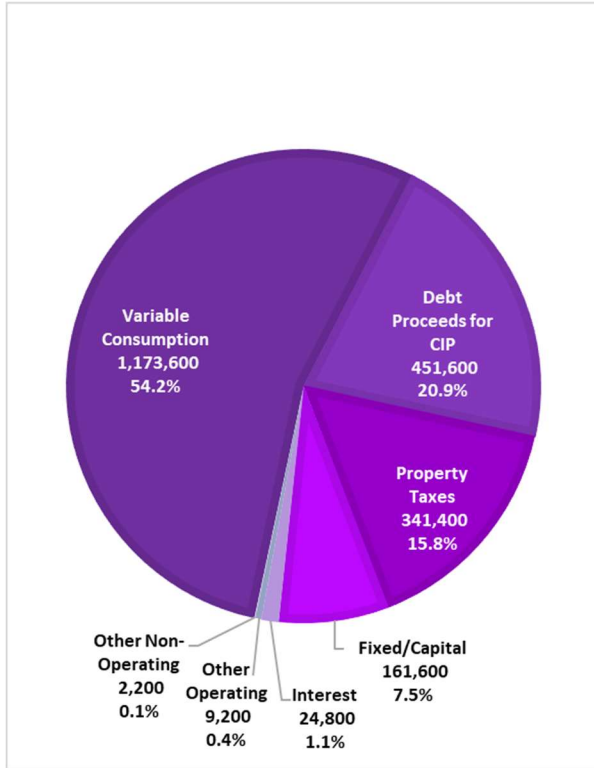
This chart represents budgeted Sewer Outflows for FY 25 grouped into major categories and shown as dollar amounts and as a percentage of total outflows. Major outflows are attributed to salaries & benefits, general & administrative costs, Sewer Capital Improvement Program (CIP) including CIP funded from debt or grants, debt service, and transmission & distribution (T&D).



## Sewer Detail Budget

	FY 24 Adopted Budget	FY 24 Projected Year-End	FY 25 Proposed Budget
<b>1 Operating Revenue</b>			
2 Sewer Residential Charges	1,933,800	1,984,100	2,301,500
3 Sewer Commercial Charges	189,800	221,700	257,200
4 Customer Fees	281,100	274,600	284,600
5 Uncollectable Accounts	(3,500)	(7,300)	(8,400)
<b>6 Total Operating Revenue</b>	<b>2,401,200</b>	<b>2,473,100</b>	<b>2,834,900</b>
<b>7 Operating Expense</b>			
<b>8 Salaries and Benefits</b>			
9 Employee/Director Wages	961,500	883,600	1,038,200
10 Employee/Director Benefits	235,700	181,500	227,700
11 Retiree Health Insurance	41,200	47,200	64,100
12 OPEB Trust Reimbursement	-	(47,200)	(64,100)
13 CalPERS Retirement (Normal)	115,600	106,600	122,600
14 CalPERS Unfunded Accrued Liability (Minimum)	79,200	76,700	79,800
15 CalPERS UAL Additional Discretionary Payments	-	-	-
16 Payroll Taxes	73,200	50,700	76,800
<b>17 Total Salaries and Benefits</b>	<b>1,506,400</b>	<b>1,299,100</b>	<b>1,545,100</b>
<b>18 Transmission and Distribution</b>			
19 System Repairs and Maintenance	295,600	360,600	378,700
20 T&D Electricity	196,300	255,800	276,300
21 Vehicles and Equipment	39,300	34,500	36,400
22 Safety, Supplies and Testing	41,200	16,500	17,900
<b>23 Total Transmission and Distribution</b>	<b>572,400</b>	<b>667,400</b>	<b>709,300</b>
<b>24 General and Administrative</b>			
25 Professional Services	184,900	200,700	228,100
26 Office Maintenance, Supplies and Software	159,300	168,000	179,300
27 District Insurance	42,600	41,600	49,100
28 Dues and Memberships	122,000	115,500	121,700
29 Public Outreach	18,300	18,600	19,500
30 Customer Service and Billing	19,200	19,600	20,600
31 Debt Issuance Costs	-	45,000	-
32 Conference, Trainings and Travel	12,000	10,900	11,500
<b>33 Total General and Administrative</b>	<b>558,300</b>	<b>619,900</b>	<b>629,800</b>
<b>34 Total Operating Expense</b>	<b>2,637,100</b>	<b>2,586,400</b>	<b>2,884,200</b>
<b>35 Net Operating Revenue / (Expense)</b>	<b>(235,900)</b>	<b>(113,300)</b>	<b>(49,300)</b>
<b>36 Non-Operating Revenue / (Expense)</b>			
37 Property Tax Revenue	1,030,300	1,030,300	1,050,900
38 Interest Revenue - Unrestricted	105,500	192,600	192,600
39 Other Revenue and Reimbursements	7,300	49,700	11,000
40 Miscellaneous Expense	(7,200)	(51,000)	(7,600)
<b>41 Net Non-Operating Revenue / (Expense)</b>	<b>1,135,900</b>	<b>1,221,600</b>	<b>1,246,900</b>
<b>42 Net Total Revenue / (Expense)</b>	<b>900,000</b>	<b>1,108,300</b>	<b>1,197,600</b>
<b>43 Other Unrestricted Cash Inflow / (Outflow)</b>			
44 Transfer In - Debt Proceeds for Capital	2,979,500	1,565,700	4,086,200
45 Grant Proceeds	-	-	-
46 Development Impact Fee Receipts	-	-	-
47 Capital Improvement Program	(2,979,500)	(1,565,700)	(4,086,200)
48 Debt Service - Principal and Interest	(554,100)	(36,100)	(304,100)
<b>49 Net Other Unrestricted Cash Inflow / (Outflow)</b>	<b>(554,100)</b>	<b>(36,100)</b>	<b>(304,100)</b>
<b>50 Net Total Unrestricted Cash Inflow / (Outflow)</b>	<b>345,900</b>	<b>1,072,200</b>	<b>893,500</b>
Projected Reserve Balance 7/01/24		5,066,397.40	6,138,597.40
Projected Reserve Balance 6/30/25		<b>6,138,597.40</b>	<b>7,032,097.40</b>

# Recycled Water Inflows and Outflows Summary

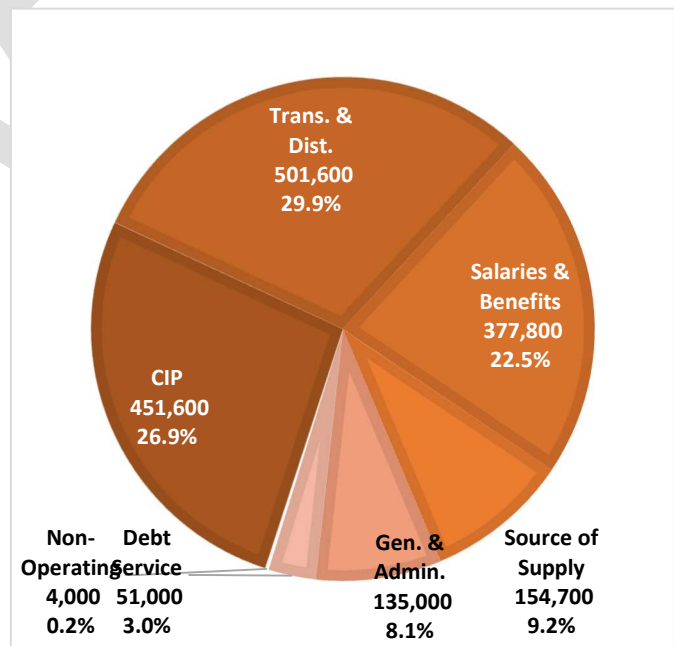


## TOTAL RECYCLED WATER INFLOWS

This chart represents budgeted Recycled Water Inflows for FY 25 grouped into major categories and shown as dollar amounts and as a percentage of total inflows. Major inflows are derived from variable recycled water consumption, fixed / capital service charges, debt proceeds for CIP which is restricted cash from debt issuance that will be used as a funding source for the Recycled Water Capital Improvement Program (CIP), property tax revenue and other revenues including customer fees, interest revenue, and reimbursements.

## TOTAL RECYCLED WATER OUTFLOWS

This chart represents budgeted Recycled Water Outflows for FY 25 grouped into major categories and shown as dollar amounts and as a percentage of total outflows. Major outflows are attributed to costs for source of supply, salaries & benefits, general & administrative costs, Recycled Water Capital Improvement Program (CIP) including CIP funded from debt or grants, debt service, and transmission & distribution (T&D).



## Recycled Water Detail Budget

	FY 24 Adopted Budget	FY 24 Projected Year-End	FY 25 Proposed Budget
<b>1 Operating Revenue</b>			
2 Fixed / Capital Service Charges	142,200	137,000	161,600
3 Variable Consumption Charges	995,400	971,700	1,173,600
4 Customer Fees	7,300	11,300	13,600
5 Uncollectable Accounts	(4,000)	(3,700)	(4,400)
<b>6 Total Operating Revenue</b>	<b>1,140,900</b>	<b>1,116,300</b>	<b>1,344,400</b>
<b>7 Operating Expense</b>			
<b>8 Source of Supply</b>			
9 Recycled Water Purchases	25,900	28,000	33,300
10 Water Treatment	99,400	108,400	121,400
<b>11 Total Source of Supply</b>	<b>125,300</b>	<b>136,400</b>	<b>154,700</b>
<b>12 Salaries and Benefits</b>			
13 Employee/Director Wages	231,400	212,800	249,200
14 Employee/Director Benefits	75,400	59,400	66,600
15 Retiree Health Insurance	8,200	9,400	12,800
16 OPEB Trust Reimbursement	-	(9,400)	(12,800)
17 CalPERS Retirement (Normal)	24,800	22,800	26,400
18 CalPERS Unfunded Accrued Liability (Minimum)	18,000	17,400	18,000
19 CalPERS UAL Additional Discretionary Payments	-	-	-
20 Payroll Taxes	16,800	10,200	17,600
<b>21 Total Salaries and Benefits</b>	<b>374,600</b>	<b>322,600</b>	<b>377,800</b>
<b>22 Transmission and Distribution</b>			
23 System Repairs and Maintenance	29,600	39,600	41,400
24 T&D Electricity	282,000	316,000	341,200
25 Vehicles and Equipment	8,600	7,800	8,200
26 Safety, Supplies and Testing	157,600	105,600	110,800
<b>27 Total Transmission and Distribution</b>	<b>477,800</b>	<b>469,000</b>	<b>501,600</b>
<b>28 General and Administrative</b>			
29 Professional Services	36,800	46,000	45,600
30 Office Maintenance, Supplies and Software	27,600	28,800	30,400
31 District Insurance	8,800	8,400	10,000
32 Dues and Memberships	36,600	36,600	38,600
33 Public Outreach	3,600	3,600	3,800
34 Customer Service and Billing	4,000	4,000	4,200
35 Debt Issuance Costs	-	9,000	-
36 Conference, Trainings and Travel	2,200	2,200	2,400
<b>37 Total General and Administrative</b>	<b>119,600</b>	<b>138,600</b>	<b>135,000</b>
<b>38 Total Operating Expense</b>	<b>1,097,300</b>	<b>1,066,600</b>	<b>1,169,100</b>
<b>39 Net Operating Revenue / (Expense)</b>	<b>43,600</b>	<b>49,700</b>	<b>175,300</b>
<b>40 Non-Operating Revenue / (Expense)</b>			
41 Property Tax Revenue	334,800	334,800	341,400
42 Interest Revenue - Unrestricted	21,800	24,800	24,800
43 Other Revenue and Reimbursements	1,800	4,800	2,200
44 Miscellaneous Expense	(1,100)	(3,800)	(4,000)
<b>45 Net Non-Operating Revenue / (Expense)</b>	<b>357,300</b>	<b>360,600</b>	<b>364,400</b>
<b>46 Net Total Revenue / (Expense)</b>	<b>400,900</b>	<b>410,300</b>	<b>539,700</b>
<b>47 Other Unrestricted Cash Inflow / (Outflow)</b>			
48 Transfer In - Debt Proceeds for Capital	326,500	139,400	451,600
49 Grant Proceeds	-	-	-
56 Development Impact Fee Receipts	-	-	-
57 Capital Improvement Program	(326,500)	(139,400)	(451,600)
58 Debt Service - Principal and Interest	(81,400)	(7,200)	(51,000)
<b>59 Net Other Unrestricted Cash Inflow / (Outflow)</b>	<b>(81,400)</b>	<b>(7,200)</b>	<b>(51,000)</b>
<b>60 Net Total Unrestricted Cash Inflow / (Outflow)</b>	<b>319,500</b>	<b>403,100</b>	<b>488,700</b>
Projected Reserve Balance 7/01/24		632,612.90	1,035,712.90
Projected Reserve Balance 6/30/25		<b>1,035,712.90</b>	<b>1,524,412.90</b>

## Capital Improvement Plan Budget Detail

Water CIP	Previous Year(s) Balance	FY 24 Adopted Budget	FY 24 Projected Spending	FY 24 Change to Budget	Carryover / Project Adjustment	FY 25 Proposed Budget
<b>1 Capital Improvements / Replacements</b>						
2 Golf Club SLS Rehab	1,128,149	1,800,000	686,701	(950,000)	1,350,000	1,350,000
3 DWTP Office & Storage	72,974	350,000	64,070	(285,000)	-	-
4 SCADA System Upgrades	1,239,805	400,000	264,523	86,000	263,899	263,899
5 WWTP Blower Building Rehab	12,342	400,000	-	(336,807)	1,100,000	1,100,000
6 Water Transmission Pipeline Upsizing	-	250,000	50,000	(200,000)	432,250	432,250
7 Chiquita CIP	-	178,000	87,151	-	-	236,740
8 Dove/Robinson Ranch Recycled BPS	-	100,000	9,690	(90,000)	133,000	133,000
9 Heritage SLS Rehab	24,432	100,000	26,135	(70,000)	632,250	632,250
10 Manual Transfer Switch Installations - Sewer	-	60,000	14,588	(40,000)	40,000	40,000
11 Manual Transfer Switch Installations - Water	-	60,000	15,130	(40,000)	40,000	40,000
12 WWTP SCADA & Fiber Optic Upgrade	-	130,000	19,150	(100,000)	300,000	300,000
13 El Toro SLS System Improvements	-	79,000	-	(41,532)	-	-
14 DWTP Vault Improvement	-	75,000	46,280	(25,000)	-	-
15 Dove Canyon Recycled PRV Improvement	-	200,000	48,605	(150,000)	239,400	180,000
16 Administrative Office Remodel - 3 offices	-	-	-	41,449	-	-
17 Tick & Dove Creek Pump Station Improvements	-	-	-	-	-	79,800
18 WWTP Reservoir Gate Improvements	-	-	-	-	-	199,500
19 WWTP Headworks Replacement	-	-	-	-	-	172,900
<b>20 Total Capital Improvements / Replacements</b>	<b>2,477,702</b>	<b>4,182,000</b>	<b>1,332,022</b>	<b>(2,200,889)</b>	<b>4,530,799</b>	<b>5,160,339</b>
<b>21 Equipment</b>						
22 Fleet & Heavy Equipment	-	130,000	-	119,929	-	-
23 Pump Replacements - Sewer	-	50,000	0	2,027	-	-
24 Pump Replacements - Water	-	50,000	36,250	-	-	99,750
25 Xerox Copier	-	-	-	6,384	-	-
26 Chopper Pump - SBR	-	-	-	24,716	-	-
27 Smart Covers - Sewer Lift stations	-	-	-	18,709	-	-
28 Fire hydrants	-	-	-	25,229	-	-
29 Roots Blower - WWTP	-	-	-	15,693	-	-
30 VFD - Dove / RR Recycled PS	-	-	-	40,190	-	-
31 Roton Blower - DWTP Filters	-	-	-	22,258	-	-
32 New Servers	-	-	-	-	-	115,000
<b>33 Total Equipment</b>	<b>-</b>	<b>230,000</b>	<b>36,250</b>	<b>275,135</b>	<b>-</b>	<b>214,750</b>
<b>34 Programs</b>						
35 PRV Improvements	-	20,000	8,500	-	-	26,600
36 Valve Replacement Program	-	30,000	-	79,970	-	39,900
37 Wetwell Recoating	-	30,000	12,980	-	-	-
38 Manhole Recoating	-	20,000	20,000	-	-	-
<b>39 Total Programs</b>	<b>-</b>	<b>100,000</b>	<b>41,480</b>	<b>79,970</b>	<b>-</b>	<b>66,500</b>
<b>40 Total Water CIP</b>	<b>2,477,702</b>	<b>4,512,000</b>	<b>1,409,752</b>	<b>(1,845,784)</b>	<b>4,530,799</b>	<b>5,441,589</b>

**RESOLUTION NO. 2024-1332**  
**RESOLUTION OF THE BOARD OF DIRECTORS**  
**OF THE TRABUCO CANYON WATER DISTRICT**  
**APPROVING THE GENERAL FUND DISTRICT BUDGET**  
**FOR FISCAL YEAR 2024-25**

---

**WHEREAS**, the Board of Directors of the Trabuco Canyon Water District ("TCWD") has reviewed the financial affairs of the District and has reviewed the proposed budget for the fiscal year 2024-25; and

**WHEREAS**, the Board of Directors desires at this time to approve the General Fund District Budget for the fiscal year 2024-25.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF TCWD DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

**Section 1.** That the General Fund District Budget, including the components thereof, for the fiscal year 2024-25 be and the same hereby is approved by this Board of Directors. Said budget in the amount of **\$14,066,200** including operational and maintenance expenses and excluding depreciation expense, and the employee classifications and pay table referenced and contained therein, shall be placed on file with the Treasurer of TCWD and is by this reference incorporated herein.

**Section 2.** That the Treasurer or Secretary of TCWD be and the same is hereby authorized to file copies of said budget with such other public agencies as may be necessary.

**Section 3.** Certification is hereby made that the tax rates of TCWD are levied in accordance with Sections 93(a) and Section 97.65 of the Revenue and Taxation Code.

ADOPTED, SIGNED AND APPROVED this 20<sup>th</sup> day of June 2024.

**TRABUCO CANYON WATER DISTRICT**

By: \_\_\_\_\_  
President/Vice President

By: \_\_\_\_\_  
District Secretary

STATE OF CALIFORNIA)  
  ) ss.  
COUNTY OF ORANGE )

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, do hereby certify that the foregoing resolution was duly adopted by the Board of Directors at a meeting of said Board held on the 20<sup>th</sup> day of June 2024, and that it was so adopted by the following vote.

- AYES:
  
- NOES:
  
- ABSTAIN:
  
- ABSENT:

\_\_\_\_\_  
District Secretary,  
Trabuco Canyon Water District

STATE OF CALIFORNIA        )  
  ) ss.  
COUNTY OF ORANGE        )

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 2024-1332 of such Board and that the same has not been amended or repealed.

Dated this 20<sup>th</sup> day of June 2024.

\_\_\_\_\_  
District Secretary,  
Trabuco Canyon Water District

**RESOLUTION NO. 2024-1333**  
**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT**  
**APPROVING THE CAPITAL IMPROVEMENT PROJECTS,**  
**EQUIPMENT, AND PROGRAM BUDGETS FOR FISCAL YEAR 2024-25**

---

**WHEREAS**, the Board of Directors of the Trabuco Canyon Water District ("TCWD") has reviewed the financial affairs of the District and has reviewed the proposed budgets for the fiscal year 2024-25; and

**WHEREAS**, the Board of Directors desires at this time to approve the Capital Improvement Program Budget for the fiscal year 2024-25.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF TCWD DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

**Section 1.** That the Capital Improvement Program Budget for the fiscal year 2024-25 be and the same hereby is approved by this Board of Directors. Said budget in the amount of **\$5,441,589** shall be placed on file with the Treasurer of TCWD and is by this reference incorporated herein.

**Section 2.** That the Treasurer or Secretary of TCWD be and the same is hereby authorized to file copies of said budget with such other public agencies as may be necessary.

**Section 3.** Certification is hereby made that the tax rates of TCWD are levied in accordance with Sections 93(a) and Section 97.65 of the Revenue and Taxation Code.

ADOPTED, SIGNED AND APPROVED this 20<sup>th</sup> day of June 2024.

**TRABUCO CANYON WATER DISTRICT**

By: \_\_\_\_\_  
President/Vice President

By: \_\_\_\_\_  
District Secretary

STATE OF CALIFORNIA)  
  ) ss.  
COUNTY OF ORANGE )

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, do hereby certify that the foregoing resolution was duly adopted by the Board of Directors at a meeting of said Board held on the 20<sup>th</sup> day of June 2024, and that it was so adopted by the following vote.

- AYES:
  
- NOES:
  
- ABSTAIN:
  
- ABSENT:

\_\_\_\_\_  
District Secretary,  
Trabuco Canyon Water District

STATE OF CALIFORNIA        )  
  ) ss.  
COUNTY OF ORANGE        )

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 2024-1333 of such Board and that the same has not been amended or repealed.

Dated this 20<sup>th</sup> day of June 2024.

\_\_\_\_\_  
District Secretary,  
Trabuco Canyon Water District

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 20, 2024**

**ACTION CALENDAR**

**ENGINEERING MATTERS**

**ITEM 10: PROJECT PARTNERS CONTRACT FOR DISTRICT STAFF AUGMENTATION**

---

The District's proposed Capital Improvement Plan Budget for Fiscal Year 24/25 is \$5,441,589. To complete these projects, Staff proposes to contract with Project Partners to provide an as-needed project manager who will provide project management support services to the District Engineer. These services would consist of planning, consultant design management, Operations support, and construction management.

**FUNDING SOURCE:**

General Fund and Capital Reserves

**FISCAL IMPACT (PROJECT BUDGET):**

\$155,000

**ENVIRONMENTAL COMPLIANCE:**

Not applicable

**COMMITTEE STATUS:**

This matter was reviewed with the Engineering/Operations Committee.

**RECOMMENDED ACTION(S):**

*Authorize the General Manager to execute a contract for As-Needed Project Management Support to Project Partners for Fiscal Year 2024-2025 in the not-to-exceed amount of \$155,000.*

**EXHIBITS:**

1. Project Partners Proposal

**CONTACTS (Staff Responsible): PALUDI/PEREA**



**Project  
Partners**

"Partners in Building Engineering Careers and Teams"

[www.projectpartners.com](http://www.projectpartners.com)

Lorrie Lausten  
District Engineer  
Trabuco Canyon Water District  
32003 Dove Canyon Dr.  
Trabuco Canyon, CA 92679

April 15, 2024

SUBJECT: Proposal for As-Needed Project Management Support Services

Dear Ms. Lausten,

Project Partners is pleased to offer this proposal to provide As-Needed Project Management Support Services to Trabuco Canyon Water District (District). Below is our proposed scope of work and level of effort.

### **Scope of Work**

Project Partners understands that the District has a need for Project Management Support Services to assist with implementing and completing key projects and therefore we are submitting this proposal to provide as-needed project management support for next fiscal year (July 1, 2024 through June 30, 2025). Project Management support would consist of both planning, consultant design management and support during construction.

Specific duties for this position would include but are not limited to:

- Perform project management and administration of consultant capital improvement design projects.
- Preparation and review project scope, request for proposals (RFPs), specifications, and engineering designs.
- Implement the planning, design, construction, and closeout phases of water engineering projects.
- Negotiate, administer, and manage agreements for consultant services, design, construction management, inspection, and other specialty services.
- Monitor and evaluate construction work in progress to ensure compliance with approved plans, specifications, and contract.
- Oversee, direct or manage construction activities.
- Provide support by performing calculations and plan check reviews
- Represent and make presentations to the public, Board of Directors meeting and for various other commissions.

Projects would include but are not limited to:

- Wastewater Treatment Plant Blower Room and Motor Control Center Upgrade

- Dove HOA Pressure Reducing Valves Vault Upgrade
- Drinking Water Treatment Plant Vault Upgrades
- Dove/Robinson Ranch Recycled Water Pump Station Upgrades
- Manual Transfer Switches (MTS) Storm Upgrade
- Wastewater Treatment Plant SCADA-Fiber Upgrade

## **Schedule**

We anticipate our staff will initially provide support services for approximately 20 hours per week for the 2025 fiscal year (until June 30, 2025). Should the District's needs change, we will adjust our staff's schedule to meet the goals of the District. However, in all cases, we will manage and track our staff's time to ensure we do not exceed 1000 hours per fiscal year and remain fully compliant with CalPERS rules.

## **Proposed Staff Resource(s)**

Project Partners is proposing Mr. David Rodriguez to provide Project Management Support Services. He is an experienced Mechanical Engineer with extensive experience in construction and project management. He worked at Orange County Sanitation District for 34 years and served as a Project Manager, Resident Engineer, and Engineering Commissioning Coordinator. Mr. Rodriguez is also a Certified Construction Manager (CCM).

## **Billing Rate and Project Budget**

The proposed budget will allow support through next fiscal year from July 1, 2024 to June 30, 2025. Project Partners' billing rates for our proposed Sr. Project Manager is as follows:

<b><u>Classification</u></b>	<b><u>2024-25 Hourly Billing Rate</u></b>	<b><u>Estimated Budget</u></b>
<b>Sr. Project Manager</b>	<b>\$160</b>	<b>\$155,000</b>

*Note: District approved Mileage and Expenses will be billed as incurred with no additional markup.*

Thank you for utilizing Project Partners' services and should you have any questions, please do not hesitate to call at any time. We look forward to providing services to you and your staff.

Sincerely,



Kimo Look, P.E.  
Project Partners

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 20, 2024**

**ACTION CALENDAR**

**ENGINEERING MATTERS**

**ITEM 11: GOLF CLUB SEWER LIFT STATION EASEMENT**

---

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.

The station was constructed in the early 1990s and the temporary easements during construction were recorded in 1987, which granted easements to the District over the entire Dove Canyon development, until such time that the owner would grant permanent easements and right of ways to the District. The pipeline easements were dedicated on the tract map, but the three sewer lift stations were never converted to permanent easements nor dedicated in fee. District staff has been working with the Golf Course owners on the easement since discovering this during the upgrade to the lift station.

**FUNDING SOURCE:**

Capital Improvement Program

**FISCAL IMPACT (PROJECT BUDGET):**

Approximately \$10,000

**ENVIRONMENTAL COMPLIANCE:**

Not Applicable

**COMMITTEE STATUS:**

This matter was reviewed with the Engineering/Operations Committee.

**RECOMMENDED ACTION(S):**

*Receive the Grant of Easement to the Trabuco Canyon Water District by SJS Tomorrow, LLC, for the Dove Canyon Golf Club Sewer Lift Station and authorize the District Secretary to execute said Grant of Easement.*

**EXHIBITS:**

1. Grant of Easement

**CONTACTS (Staff Responsible): PALUDI/PEREA**

RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:

Michael Perea, Secretary  
Trabuco Canyon Water District  
32003 Dove Canyon Dr.  
Trabuco Canyon, California 92679  
TCWD Doc. \_\_\_\_\_

ASSESSOR'S PARCEL NO.: \_\_\_\_\_

MAIL TAX STATEMENTS TO ADDRESS ABOVE

(Space Above For Recorder's Use)

EXEMPT from Documentary Transfer Tax per Revenue and Taxation Code §11922

FREE RECORDING REQUESTED -- Essential to acquisition by Trabuco Canyon Water District (Government Code §§6103 & 27383)

---

**GRANT OF EASEMENT  
TO THE  
TRABUCO CANYON WATER DISTRICT  
BY  
SJS Tomorrow, LLC  
FOR  
DOVE CANYON GOLF CLUB WASTEWATER LIFT STATION**

---

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, SJS Tomorrow, LLC, ("Grantor"), hereby grants and conveys to TRABUCO CANYON WATER DISTRICT, a County water district formed and existing pursuant to Division 12, Sections 30000-33901 of the California Water Code ("Grantee"), and its successors and assigns, a perpetual non-exclusive easement for the "Dove Canyon Golf Club Sewer Lift Station" facilities and purposes.

This easement includes, but not by way limitation, the right to install, construct, reconstruct, remove, replace, renew, inspect, maintain, repair, improve, and relocate sewer pipelines, lift station equipment, wet well, electrical equipment, and emergency electrical generator equipment, together with incidental appurtenances, connections, and structures in, over, under, upon, along, through and across portions of real property located in the County of Orange, State of California, described in Exhibit "A" and depicted in Exhibit "B", both of which are attached hereto and by this reference incorporated herein as the "Easement Area".

This easement includes the right to enter upon and to pass and repass over and along the Easement Area for the construction, reconstruction, operation, and maintenance of the facilities to be constructed in the Easement Area by Grantee or its successors and assigns, its officers, agents, and employees and by persons under contract with Grantee or its successors and assigns.

The undersigned has executed this Easement as of the date written.

DATED: MAY 15, 2024

GRANTOR: 

By: LARRY TAYLOR

Name

MEMBER SITS TOMORROW, LLC

Title

a CA corporation,

GRANTEE: TRABUCO CANYON WATER DISTRICT

By: \_\_\_\_\_  
Name

\_\_\_\_\_  
Title

By: \_\_\_\_\_  
Name

\_\_\_\_\_  
Title

NOTARY ACKNOWLEDGEMENT

STATE OF CALIFORNIA )  
 )  
COUNTY OF ORANGE )

On \_\_\_\_\_, 20\_\_\_\_, before me, \_\_\_\_\_, a  
Notary Public in and for said State, personally appeared \_\_\_\_\_

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

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

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public in and for said State.

(SEAL)

*See attached California Acknowledgment*

CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

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

State of California }
County of Riverside }

On May 15th, 2024 before me, Tracy Hinson, Notary Public
Date Here Insert Name and Title of the Officer

personally appeared Lawrence Taylor
Name(s) of Signer(s)

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

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

WITNESS my hand and official seal.



Signature [Handwritten Signature]
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document
Title or Type of Document: Grant of Easement
Document Date: May 15th, 2024 Number of Pages: 6
Signer(s) Other Than Named Above:

Capacity(ies) Claimed by Signer(s)
Signer's Name:
[ ] Corporate Officer - Title(s):
[ ] Partner - [ ] Limited [ ] General
[ ] Individual [ ] Attorney in Fact
[ ] Trustee [ ] Guardian or Conservator
[ ] Other:
Signer is Representing:

**RESOLUTION OF SJS TOMORROW, LLC, A CALIFORNIA LIMITED LIABILITY COMPANY APOINTING ASSISTANT MANAGER-Effective as of May 14, 2024**

WHEREAS, effective as of January 1, 2023, the Members of SJS Tomorrow, LLC, a California limited liability company (the “Company”) authorized an Amended And Restated Operating Agreement for SJS Tomorrow, LLC (“Operating Agreement”).

WHEREAS, pursuant to the Operating Agreement, the Company appointed Chloe Saiyoun Kim as Manager.

WHEREAS, pursuant to Section 5.10 of the Operating Agreement, the Manager may appoint an Assistant Manager at any time. The Assistant Manager shall exercise such powers and perform such duties as shall be determined from time to time by the Manager.

RESOLVED, that the Manager hereby authorizes and appoints Lawrence Taylor as Assistant Manager of the Company. The Assistant Manager shall have all necessary powers to manage and carry out the purposes, business, property, and affairs of the Company.

The undersigned hereby certifies that she is the duly elected and qualified Manager of the Company duly formed pursuant to the laws of the state of California and that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have executed my name as Manager of the Company.



---

Chloe Saiyoun Kim, Manager

The undersigned has executed this Easement as of the date written.

DATED: \_\_\_\_\_

GRANTOR: \_\_\_\_\_

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

Name

\_\_\_\_\_  
Title

a \_\_\_\_\_ corporation,

GRANTEE: TRABUCO CANYON WATER DISTRICT

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

Name

\_\_\_\_\_  
Title

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

Name

\_\_\_\_\_  
Title



**EXHIBIT "A"**  
**LEGAL DESCRIPTION**

THAT CERTAIN PARCEL OF LAND IN THE UNINCORPORATED TERRITORY OF THE COUNTY OF ORANGE, STATE OF CALIFORNIA LYING WITHIN THE PARCEL OF LAND AS SHOWN ON TRACT MAP NO. 13131 RECORDED ON JUNE 14, 1988, IN BOOK 607, PAGES 9 - 30 OF SAID COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

POINT OF BEGINNING (**POB**) AT THE MOST NORTHWESTERLY CORNER OF LOT 25 OF SAID PARCEL OF LAND AS SHOWN ON TRACT NO. 13131, SAID CORNER BEING ALONG THE PROPERTY LINE. THENCE S25°53'00"W A DISTANCE OF 10.00 FEET, THENCE S65°07'00"E, A DISTANCE OF 20.00 FEET TO THE TRUE POINT OF BEGINNING (**TPOB**); THENCE S26°40'02"W, A DISTANCE OF 39.19 FEET; THENCE S30°50'14"E, A DISTANCE OF 34.78 FEET; THENCE S13°58'34"W, A DISTANCE OF 24.78'; THENCE S75°03'43"E, A DISTANCE OF 51.53 FEET; THENCE S14°56'17"W, A DISTANCE OF 23.89 FEET; THENCE N45°18'05"E, A DISTANCE OF 34.10 FEET; THENCE N01°24'01"W, A DISTANCE OF 27.23 FEET; THENCE N74°52'19"W, A DISTANCE OF 41.13 FEET; THENCE N63°12'38"W, A DISTANCE OF 38.16 FEET TO THE TPOB.

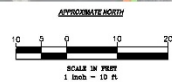
SUBJECT TO COVENANTS, CONDITIONS AND RESTRICTIONS, IF ANY.

MORE PARTICULARLY SHOWN ON EXHIBIT "B" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART HEREOF.

EXHIBIT "B"



SEWER LIFT STATION EASEMENT AREA FOR DOVE CANYON GOLF CLUB



Plotted: Mar 07, 2024 - 1:59pm by: JMS  
 Drawing Name: \\\\S0051728-02-Banham - Red Carpet - Golf Club\2024-03 - Dove Canyon Golf Club\DWG\Golf Club Boundary.dwg

03/07/2024

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TRABUCO CANYON WATER DISTRICT

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by deed or grant dated \_\_\_\_\_  
\_\_\_\_\_ from \_\_\_\_\_  
\_\_\_\_\_ to TRABUCO CANYON WATER DISTRICT, a County water district, is hereby accepted  
by the undersigned officer on behalf of the Board of Directors, pursuant to authority conferred by  
Resolution No. 99-894 of the Board of Directors, adopted on June 16, 1999, and the TRABUCO  
CANYON WATER DISTRICT consents to recordation thereof by its duly authorized officer.

Date: \_\_\_\_\_

TRABUCO CANYON WATER DISTRICT

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

Michael Perea  
District Secretary  
Trabuco Canyon Water District

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 20, 2024**

**ACTION CALENDAR**

**LEGISLATIVE AND OTHER MATTERS**

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

---

Staff may provide information at the time of the meeting.

**RECOMMENDED ACTION:**

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

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