



**REGULAR BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
ADMINISTRATIVE FACILITY
AUGUST 15, 2024 AT 5:30 PM**

BOARD OF DIRECTORS

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

DISTRICT STAFF

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

AGENDA NOTE:

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

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

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

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

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

VISITOR PARTICIPATION

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

ORAL COMMUNICATION

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

DIRECTORS' COMMENTS AND MEETING REPORTS

REPORT FROM THE GENERAL MANAGER

CONSENT CALENDAR

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

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

1. July 18, 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. July 11, 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. June 2024

c. PAYMENT OF BILLS FOR CONSIDERATION

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for July 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. July 3, 2024

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

RECOMMENDED ACTION:

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

1. July 1, 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. July 2024

ITEM 6: APPROVAL OF TRABUCO CANYON WATER DISTRICT'S SPONSORSHIP OF 2024 OC WATER SUMMIT

RECOMMENDED ACTION:

Receive information at the time of the meeting and approve a table sponsorship in the amount of \$1,600.

ITEM 7: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT RESPONSE TO 2023-24 ORANGE COUNTY GRAND JURY REPORT

RECOMMENDED ACTION:

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

ITEM 8: DISCUSSION ON HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES

RECOMMENDED ACTION:

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

FINANCIAL MATTERS

ITEM 9: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT'S HEALTH BENEFIT COSTS FOR CALENDAR YEAR 2025

RECOMMENDED ACTION:

Adopt the approved employer health benefit contribution by the following resolutions consistent with District policy:

1. Adopt Resolution No. 2024-1336 – Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants (000 All Employees – CalPERS).
2. Adopt Resolution No. 2024-1337 - Fixing the Employer Contribution Under the Public Employees' Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants (700 Elected Officials – NonCalPERS).



ENGINEERING MATTERS

ITEM 10: ROBINSON RANCH WASTEWATER TREATMENT PLANT (RRWWTP) BLOWER ROOM RE-DESIGN

RECOMMENDED ACTION:

Authorize the General Manager to Amendment No. 1 to JIG Consultants for the Blower Room Improvements in the not-to exceed amount of \$84,735.

ITEM 11: BELL CANYON AND BARNEBURG SEWER LIFT STATION EASEMENTS

RECOMMENDED ACTION:

Receive the Grants of Easement to the Trabuco Canyon Water District by Dove Canyon Master Association for the Bell Canyon and Barneburg Sewer Lift Stations and authorize the District Secretary to execute said Grants of Easement.

ITEM 12: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT'S BUSINESS SYSTEM SERVER REPLACEMENT PROJECT – PHASE ONE

RECOMMENDED ACTION:

Authorize the General Manager to approve the Server Replacement Project Quote No. TCWD24-0726A from Highroad IT in the amount of \$99,648.

LEGISLATIVE AND OTHER MATTERS

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

RECOMMENDED ACTION(S):

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

CLOSED SESSION(S)

1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

(Gov. Code § 54956.9(d)(2)) - Significant exposure to litigation: 1 case (Santiago Saddle Crest LLC)

2. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION

(Gov. Code § 54956.9(d)(2)) - Significant exposure to litigation: 1 case – Pipe main break of August 2, 2024 near Dimension Water Treatment Plant

3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code § 54957) - TITLE: GENERAL MANAGER

Pursuant to California Government Code Sections 54957(b) and 54954.5(e), the Board will meet in Closed Session to review and discuss confidential information concerning the District's General Manager (Public Employment)

4. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code § 54957.6)

Agency Designated Representative: Chair of the Board Stephen Dopudja
Unrepresented employee: General Manager

ITEM 14: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION

RECOMMENDED ACTION(S):



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING AGENDA | AUGUST 15, 2024**

Provide announcement of action(s) taken in Closed Session, if any.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

ITEM 15: _____

ITEM 16: _____

GENERAL COUNSEL REPORT

OTHER INFORMATION/MATTERS

Reports or comments from the General Manager and/or Staff

ADDITIONAL DIRECTORS' COMMENTS

Additional reports or comments from Directors

END ACTION CALENDAR & ADJOURNMENT

AVAILABILITY OF AGENDA MATERIALS

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

COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2

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

FUTURE SCHEDULED REGULAR BOARD MEETINGS OF THE BOARD OF DIRECTORS

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

September 19, 2024 | October 17, 2024 | November 21, 2024



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 15, 2024**

CONSENT CALENDAR

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. July 18, 2024 Regular Board Meeting*

CONTACTS (staff responsible): PALUDI/PEREA



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | JULY 18, 2024

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on July 18, 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, Executive Assistant
Gary Kessler, Water Operations Superintendent
Phil Serpas, CMMS/SCADA Administrator

DISTRICT CONSULTANTS

Claire Collins, District General Legal Counsel - Hanson & Bridgett, LLP
Cindy Byerrum, District Treasurer – Eide Bailly, LLP (virtually)

PUBLIC PRESENT

There were members of the public present.

PLEDGE OF ALLEGIANCE

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

ITEMS TOO LATE TO BE AGENDIZED

None

VISITOR PARTICIPATION

None

ORAL COMMUNICATION

Sue Marucci – Ms. Marucci addressed the Board of Directors with her concerns with water system pressure in her community on Hamilton Trail. Ms. Marucci asked that the District perform a pressure study on Hamilton Trail. Ms. Marucci expressed her opinion that the two-inch water meters installed on Hamilton Trail are not relevant to the properties. Ms. Marucci asked the Board to complete a new rate study to address these issues. Ms. Marucci also stated that she has done extensive research on the downsizing of meters, and she provided her understanding of what the process is for other districts.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JULY 18, 2024**

Patricia Foster – Ms. Marucci spoke on behalf of Ms. Foster, and she stated that Ms. Foster is in financial hardship and that she would like us to revisit the current rates. Ms. Marucci stated that she hired Capital Venture to research other district’s practices, and she stated that the company found that indemnification is not a common practice for changing the size of a residential customer’s meter. Ms. Marucci noted that the pressure issues in her neighborhood do not support a two-inch meter, and she stated that she would like us to revisit these issues.

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 stated that he would like the Board to reduce his monthly charge or change the meter. Mr. Yeakel noted that he disagreed with having to sign forms in order to change out the meter.

DIRECTOR’S COMMENTS

Director Safranski reported that the Energy Efficiency Ad Hoc Committee will hold its next meeting on August 1, 2024, and he also reported that the committee will be meeting with its Southern California Edison (SCE) account representative on August 8, 2024 to review the District’s current rates and discuss potential grant funding opportunities.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Mr. Paludi reported that the Trabuco Creek Groundwater Treatment Facility was still online and meeting most of District water demands, however, the production was decreasing due to warmer weather conditions.
- Mr. Paludi reported that Water Operations started the Dimension Water Treatment Plant (DWTP) with the understanding that IRWD would provide an 80/20 blend of untreated MET water and untreated Irvine Lake water, respectively; however, the actual blend was higher in Irvine Lake water, and the water quality issues resulted in shutting down the DWTP. Mr. Paludi stated that staff has a meeting scheduled with Irvine Ranch Water District’s (IRWD) General Manager and key staff to discuss these issues and possible solutions.
- Mr. Paludi highlighted one of the District’s cost-savings opportunities as a result of the Board’s decision to separate as a member of South Orange County Wastewater Authority (SOCWA) beginning in July of 2023. Mr. Paludi reported that this decision was made because the cost of membership outweighed the benefits. Mr. Paludi reported that changing the District’s status from being a member of SOCWA to contracting for services resulted in a cost savings of approximately \$40,000 in fiscal year 2023-24.
- Mr. Paludi reported that on July 3, 2024 the State Water Resources Control Board adopted the Making Conservation a California Way of Life framework. Mr. Paludi stated that urban water retail suppliers will be required to start reporting a calculated water use objective and he acknowledged the associated challenges with this regulatory compliance.
- Mr. Paludi reported that he participated in a panel hosted by Municipal Water District of Orange County (MWDOC) with IRWD, Orange County Water District, and the City of Huntington Beach regarding Metropolitan Water District of Southern California’s (MET) business model.
- Mr. Paludi reported that he would be attending the California Association of Sanitation Agencies (CASA) conference at the end of the month.

CONSENT CALENDAR

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

- MOTION:** Approve the consent calendar as presented – Director Safranski
SECOND: Director Acosta

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JULY 18, 2024**

AYES: Directors Dopudja, Mandich, Acosta, Chadd & Safranski
NOES: None
ABSTAIN: None
ABSENT: None
MOTION PASSED/FAILED: Passed 5 – 0

ACTION CALENDAR

ADMINISTRATIVE MATTERS

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

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

MOTION: Approve the tentative future meetings/attendance items and ratify the Directors' expenses and fees from June 2024 – Director Mandich
SECOND: Director Acosta
AYES: Directors Dopudja, Mandich, Acosta, Chadd & Safranski
NOES: None
ABSTAIN: None
ABSENT: None
MOTION PASSED/FAILED: Passed 5 – 0

ITEM 6: SURPLUS LAND ACT AUTHORIZATION FOR DEED RESTRICTIONS RELATED TO CERTAIN DISTRICT-OWNED PROPERTIES

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the District Properties Committee. Mr. Paludi reported that staff has started the process of obtaining the value of certain real property owned by the District, for possible sale, with the intent to offset expenses. Ms. Collins stated that as a step in the Surplus Land Act compliance, and in accordance with the Department of Housing and Community Development requirements, the General Manager will need to authorize deed restrictions and have them recorded on said properties. Ms. Collins assured the Board that this would not be a detriment to the District and that this filing is in compliance with law. Mr. Paludi noted that the District Properties Committee has requested that staff begin the process of appraising the properties and he also stated that General Counsel was assisting the General Manager in finding an appraiser.

MOTION: Authorize the General Manager to execute the deed restrictions for certain District-owned properties in accordance with the Department of Housing and Community Development requirements. – Director Acosta
SECOND: Director Mandich
AYES: Directors Dopudja Mandich, Acosta, Chadd & Safranski
NOES: None
ABSTAIN: None
ABSENT: None
MOTION PASSED/FAILED: Passed 5 – 0

FINANCIAL MATTERS

ITEM 7: PUBLIC HEARING AND ADOPTION OF TRABUCO CANYON WATER DISTRICT'S FISCAL YEAR 2024-25 UNDEVELOPED LAND/WATER STANDBY CHARGES (ASSESSMENT)

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JULY 18, 2024**

Mr. Paludi presented this matter for Board consideration, and he reported that this matter is reviewed annually consistent with the District’s rules. Mr. Paludi noted that the water standby charge has not increased since 1987 and that it will not be increased this fiscal year.

The Board of Directors, through Director Dopudja, opened the public hearing at approximately 5:58 p.m.

Mr. Perea reported that the District received no comments on the proposed standby charge and he presented a copy of the affidavit of publication of the Notice of Public Hearing from the Orange County Register in accordance with State law.

The Board of Directors, through Director Dopudja, closed the public hearing at approximately 6:00 p.m.

- MOTION:** Adopt Resolution No. 2024-1334 – Resolution of the Board of Directors of Trabuco Canyon Water District Establishing Water Standby Charges for the Fiscal Year 2024-25; Making Certain Findings and Taking Related Action Connected Therewith – Director Mandich
- SECOND:** Director Acosta
- AYES:** Directors Dopudja, Mandich, Acosta, Chadd & Safranski
- NOES:** None
- ABSTAIN:** None
- ABSENT:** None
- MOTION PASSED/FAILED:** Passed 5 – 0

ITEM 8: ADOPTION OF RESOLUTION ESTABLISHING TRABUCO CANYON WATER DISTRICT’S APPROPRIATIONS LIMIT FOR FISCAN YEAR 2024-25

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Paludi reported that the proposed Appropriations Limit for Fiscal Year 2024-25 increased by approximately four percent. Mr. Perea expressed his appreciation to the District’s General Legal Counsel, Hanson Bridgett, for their assistance in preparing the Appropriations Limit memo and methodology calculation for Fiscal Year 2024-2025.

- MOTION:** Adopt Resolution No. 2024-1335 – Resolution of the Board of Directors of Trabuco Canyon Water District Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2024-25 – Director Acosta
- SECOND:** Director Mandich
- AYES:** Directors Dopudja, Mandich, Acosta, Chadd & Safranski
- NOES:** None
- ABSTAIN:** None
- ABSENT:** None
- MOTION PASSED/FAILED:** Passed 5 – 0

ITEM 9: DISTRICT OTHER POST-EMPLOYMENT BENEFITS (OPEB) BIENNIAL ACTUARIAL REPORT FOR FYE 2023 – GASB 74/75 COMPLIANCE

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Paludi reported that the District Other Post-Employment Benefits (OPEB) Actuarial Report is a biennial requirement to comply with GASB rules. Mr. Paludi asked Ms. Byerrum to present a brief overview of the report, and she reported that the District’s liability has increased, however funding is still at 75%. Ms. Byerrum also stated that from the time the trust was opened in 2014, it has earned over \$1.2 million, which is a 6.2% average annual increase over the last 10 years.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JULY 18, 2024**

Discussion occurred regarding the overall performance of the trust. Director Chadd provided the Board with an overview what was discussed at the July Finance/Audit Committee Meeting. Mr. Paludi reported that last year the District took a disbursement from the trust, and he stated that the District will do the same this year.

The Board of Directors thanked Ms. Byerrum for her report.

MOTION: Receive and file the Actuarial Study of Retiree Health Liabilities Under GASB 74/75

ENGINEERING MATTERS

ITEM 10: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH W.M. LYLES CO. TO PERFORM SCADA INTEGRATION SERVICES FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$239,657

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Engineering/Operational Committee. Mr. Paludi reported that the District is in the final stages of the SCADA upgrade project. Mr. Paludi provided an overview of the District's ongoing issues with the project's original contractor, TESCO Controls, which resulted in the District terminating its contract with TESCO. Mr. Paludi reported that the District's CMMS/SCADA Administrator, Mr. Serpas, led the effort to find a new and procured the services of W.M. Lyles Co. to assist with the SCADA integration. Mr. Paludi stated that staff would like to enter into a contract with W.M. Lyles to finish the integration portion of the project, and Mr. Paludi stated that he is confident that the project will be completed close to the original budget.

Director Acosta stated that this is a critical system and that he hopes we get to the finish line. Director Acosta stated that he looks forward to receiving updates on the status of this project.

Director Safranski stated that he believes this is a reasonable approach and hopes the District can recover funds from TESCO to stay within budget.

Director Dopudja asked staff to keep the Board updated with the status of the project.

MOTION: Authorize the General Manager to execute a professional services agreement with W.M. Lyles Company to perform SCADA Integration Services in the amount of \$217,870 plus a 10% contingency of \$21,787, for a total not-to-exceed amount of \$239,657 – Director Acosta

SECOND: Director Chadd

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

NOES: None

ABSTAIN: None

ABSENT: None

MOTION PASSED/FAILED: Passed 5 – 0

LEGISLATIVE AND OTHER MATTERS

ITEM 11: CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS ELECTION, SEAT A – SOUTHERN NETWORK

Mr. Paludi presented this matter for Board consideration, and he reported that the California Special Districts Association (CSDA) has issued an online ballot for the Southern Network, Seat A Board of Directors Election. Mr. Perea provided the Board with candidate information and recognized Director Acosta as the District's CSDA Voting Representative. Discussion occurred among the Board of Directors regarding the three candidates and afterward, the District Voting Representative cast a vote for incumbent Jo MacKenzie.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JULY 18, 2024**

MOTION: Direct District staff to submit the completed official ballot for Jo MacKenzie in the CSDA Board of Directors Election, Seat A, Southern Network.

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

Mr. Paludi provided an update on SB 366, which focuses on establishing long-term water supply development goals and targets for California by way of incorporating them into the California Water Plan. Mr. Paludi stated that this bill is currently in the Fiscal Appropriations Committee. Mr. Paludi noted that Assemblywoman Kate Sanchez is on this committee, and he stated that he has reached out to her to request her support for the bill.

MOTION: None – Informational item only.

CLOSED SESSION

Before entering closed session, Director Mandich recused himself from the closed session item. The Board of Directors, with the exception of Director Mandich, entered closed session in accordance with the agenda at 6:30 p.m. The General Manager, Assistant General Manager, District Engineer, Water Operations Superintendent and District General Counsel participated in the closed session.

This closed session ended at 7:55 p.m.

ITEM 13: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION

Ms. Collins reported that the Board of Directors met in closed session to review the matter as agendaized, and that there was no action to be reported in closed session.

GENERAL COUNSEL REPORT

None

OTHER INFORMATION/MATTERS

None

ADDITIONAL DIRECTORS' COMMENTS

None

ADJOURNMENT

President Dopudja adjourned the July 18, 2024 Regular Board Meeting at 7:56 p.m.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 15, 2024**

CONSENT CALENDAR

ITEM 2: TREASURER'S REPORT

a. *FINANCE/AUDIT COMMITTEE MEETING*

RECOMMENDED ACTION:

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

1. *July 11, 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. *June 2024*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

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

EXHIBITS:

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

CONTACTS (staff responsible): PEREA/WARNER



TRABUCO CANYON WATER DISTRICT FINANCE/AUDIT COMMITTEE MEETING RECAP | JULY 11, 2024

DIRECTORS PRESENT

Don Chadd, Committee Chair
Glenn Acosta, Committee Member

STAFF PRESENT

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

STAFF ABSENT

Lorrie Lausten, District Engineer

CONSULTANTS PRESENT

None

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Chadd called the July 11, 2024 Finance/Audit Committee Meeting to order at 8:00 a.m.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

None

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- The Trabuco Creek Groundwater Treatment Facility was still online and was meeting a majority of the District's potable water demands.
- Water Operations will be bringing the Dimension Water Treatment Plant (DWTP) online with an 80/20 blend of untreated MET water and untreated Irvine Lake water, respectively. Mr. Paludi complimented Water Operations staff for their efforts to utilize this source of supply, and he provided a brief overview of Irvine Ranch Water District's (IRWD) short-term and long-term capital improvement plans for Irvine Lake.

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | JULY 11, 2024**

ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP

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

- MOTION:** Approve the Finance/Audit Committee Meeting Recap and recommended that the Board receive and file the same as amended (Consent Calendar) – Director Chadd
- SECOND:** Director Acosta
- AYES:** Directors Chadd & Acosta
- NOES:** None
- ABSTAIN:** None
- MOTION PASSED/FAILED:** Passed 2-0

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

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

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

ITEM 3: UPDATE ON DISTRICT OTHER POST-EMPLOYMENT BENEFITS (OPEB) BIENNIAL ACTUARIAL REPORT FOR FYE 2023 – GASB 74/75 COMPLIANCE

Mr. Paludi presented this matter for Committee consideration, and he reported that this matter was a biennial requirement related to the Governmental Accounting Standards Board. Mr. Perea provided a brief review of the actuarial report, and he highlighted the key results of the trust performance year over year. Mr. Perea commented that the report indicated that the District's Net OPEB Liability (NOL) has increased significantly due to inflationary impacts, lower than expected return/discount rates, and a one-time disbursement from the trust in the prior fiscal year, and he added that the District Financial Net Position (FNP) has reduced to 77% which is still a positive position. Mr. Perea reported that the Fiscal Year 2024-25 budget includes a disbursement request, but he did not recommend additional beyond what is planned. Discussion occurred concerning the overall performance of the OPEB trust.

- MOTION:** Recommend the Board of Directors receive and file the Actuarial Study of Retiree Health Liabilities Under GASB 74/75 (Action Calendar) – Director Chadd
- SECOND:** Director Acosta
- AYES:** Directors Chadd & Acosta
- NOES:** None
- ABSTAIN:** None
- MOTION PASSED/FAILED:** Passed 2-0

ITEM 4: NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024-25

Mr. Paludi presented this matter for Committee consideration, and he reported that District staff has worked with general counsel on the preparation of the proposed Fiscal Year 2024-25 appropriations limit. Mr. Paludi provided

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | JULY 11, 2024**

a brief review of the determination methodology and the memorandum prepared by Hanson Bridgett. Discussion occurred concerning population growth ration determination and proposed limit. Mr. Perea reported that District staff has complied with the notification requirements by posting the attached notice on the District’s website and notice board.

- MOTION:** Recommend the Board of Directors adopt the proposed Appropriations Limit for Fiscal Year 2024-25 of \$4,070,250.94 by resolution (Action Calendar) – Director Chadd
- SECOND:** Director Acosta
- AYES:** Directors Chadd & Acosta
- NOES:** None
- ABSTAIN:** None
- MOTION PASSED/FAILED:** Passed 2-0

ITEM 5: FINANCIAL REPORT

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

WATER FUND

Total Operating Revenue

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

Total Source of Supply

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

Total Salaries & Benefits

Ms. Warner reported that this line item was trending lower than budgeted due to salary savings from employees on paternity leave.

Total Transmission & Distribution

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

Total General & Administrative

Ms. Warner reported that this line item was trending higher than budgeted due to the timing of insurance payments and increased public outreach costs. Director Acosta asked if staff believe the public outreach methods have been worth the associated costs; Mr. Paludi commented that the public relations consultant has been an excellent extension of staff on all outreach efforts.

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 May 2024, including costs associated with the following: Dimension Water Treatment Plant (DWTP) Office & Storage, DWTP Vault Improvements, Valve Replacements – Water, and unplanned fleet improvements.

SEWER FUND

Total Operating Revenue

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

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | JULY 11, 2024**

Total Salaries & Benefits

Ms. Warner reported that this line item was trending lower than budgeted due to salary savings from employees on paternity leave.

Total Transmission & Distribution

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

Net Total Unrestricted Cash Inflow/(Outflow)

Ms. Warner reported that this line item trended a reduction of sewer reserves due to total costs.

District Capital – Sewer

Ms. Warner reviewed the capital improvement costs accrued in May 2024, including the following: Golf Club Sewer Lift Station (SLS) Bypass Construction, WWTP Hoffman Blower Building Rehabilitation, Heritage SLS Rehabilitation, PSPS Transfer Switch Upgrade – Sewer, WWTP Fiber Optic Upgrade, and unplanned repairs related to the Vactor Truck.

Director Acosta requested a tour of the finished Golf Club Sewer Lift Station for the Homeowners Association Board of Directors. Mr. Paludi indicated that the project is scheduled for completion late September/early October, and that staff will work on scheduling that facility tour.

RECYCLED WATER FUND

Total Operating Revenue

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

Total Source of Supply

Ms. Warner reported that this line item was trending higher than budgeted due to increased treatment-related and chemical purchase costs.

Total Salaries & Benefits

Ms. Warner reported that this line item was trending lower than budgeted due to salary savings from employees on paternity leave.

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.

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | JULY 11, 2024**

District Capital – Recycled Water

Ms. Warner reviewed the capital improvement costs accrued in May 2024, including the following: Dove Recycled Booster Pump Station improvements and unplanned fleet improvements.

- MOTION:** Recommend the Board ratify payment of the bills for consideration for July 11, 2024, as presented (Action Calendar) – Director Chadd
- SECOND:** Director Acosta
- AYES:** Directors Chadd & Acosta
- NOES:** None
- ABSTAIN:** None
- MOTION PASSED/FAILED:** Passed 2-0

ITEM 6: OTHER MATTERS

Mr. Perea reported that District staff has complied with the notification requirements for the Fiscal Year 2024-25 Undeveloped Land/Water Standby Charge public hearing scheduled for the July 18, 2024 Regular Board Meeting.

- MOTION:** None – Informational item only.

ADJOURNMENT

Director Chadd adjourned the July 11, 2024 Finance/Audit Committee Meeting at 8:37 a.m.

DRAFT



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

		June 2024
1	Assets	
2	Cash & Investments	
3	Cash & Investments - Unrestricted	\$ 4,902,373
4	Cash & Investments - Restricted	13,495,068
5	Total Cash & Investments	18,397,441
6	Other Current Assets	
7	Accounts Receivable, Net	2,375,258
8	Prepaid & Other	78,335
9	Fair Market Value Adjustment ¹	(35,057)
10	Total Other Current Assets	2,418,536
11	Capital Assets	
12	Capital Assets, at Cost	128,345,744
13	Accumulated Depreciation	(84,715,564)
14	Construction in Progress	3,902,303
15	Total Capital Assets	47,532,482
16	Net OPEB Asset	201,692
17	Deferred Outflows of Resources (DOR)	2,508,005
18	Total Assets & DOR	\$ 71,058,157
19	Liabilities	
20	Current Liabilities	
21	Accounts Payable	\$ 1,971,801
22	Accrued Expenses	308,148
23	Current Portion-Long Term Debt	97,153
24	Deposits on Hand	47,430
25	Total Current Liabilities	2,424,533
26	Long-Term Liabilities	
27	Net Pension Liability	4,449,117
28	State Revolving Fund Loan	1,367,394
29	Bank of the West Loan	-
30	Debt Issuance 2024	20,508,000
31	Total Long Term Liabilities	26,324,511
32	Deferred Inflows of Resources (DIR)	647,305
33	Total Liabilities & DIR	29,396,349
34	Net Position	41,661,808
35	Total Liabilities, Net Position & DIR	\$ 71,058,157

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



Trabuco Canyon Water District
Cash & Investments Report
June 30, 2024
(Unaudited)

	Type	Cost	Market	% Total
District Cash & Investments				
Unrestricted				
Local Agency Investment Fund (LAIF)	Investment	\$ (917,341)	\$ (913,961)	-5.0%
California Cooperative Liquid Assets Securities System (CLASS)	Investment	4,541,307	\$ 4,540,912	24.7%
Bank of the West	Checking	1,278,406	1,278,406	7.0%
Total Unrestricted		4,902,373	4,905,357	26.7%
Restricted				
LAIF - Water Storage Facilities	Investment	1,121,953	1,117,820	6.1%
LAIF - Interim Sewage	Investment	123,839	123,383	0.7%
LAIF - Debt Issuance 2022	Investment	1,502,298	1,496,764	8.1%
Cash in CB&T Reserved for SRF Loan	Checking	238,978	238,978	1.3%
Total Restricted		13,495,068	13,484,945	73.3%
Total District Cash & Investments		\$ 18,397,441	\$ 18,390,301	100.0%

Certification

I certify that (1) all investment actions executed since the last report have been made in full compliance with the District's Investment Policy and, (2) the District will meet its expenditure obligations for the next six months as required by California.

Cindy Byerrum

Cindy Byerrum, Treasurer



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

	June 2024	YTD Actual	FY 24 Adopted Budget	YTD 100%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 365,705	\$ 3,223,483	\$ 3,113,000	104%
3 Variable Consumption Charges	445,284	3,636,399	3,978,400	91%
4 Baker Treatment Plant Water Sales	124,867	1,730,210	1,560,500	111%
5 Customer Fees	12,048	148,455	238,800	62%
6 Standby Charges	201	32,565	32,300	101%
7 Uncollectable Accounts	-	-	(23,000)	0%
8 Total Operating Revenue	948,106	8,771,112	8,900,000	99%
9 Operating Expense				
10 Source of Supply				
11 Fixed Water Purchases	23,213	345,904	348,900	99%
12 Variable Water Purchases	300,542	2,007,904	2,015,100	100%
13 Baker Treatment Plant Water Sold	94,725	1,353,805	1,338,400	101%
14 Water Treatment	8,733	159,284	394,300	40%
15 Pumping Electricity	55,267	308,193	244,300	126%
16 Total Source of Supply	482,479	4,175,090	4,341,000	96%
17 Salaries and Benefits				
18 Employee/Director Wages	160,568	1,841,979	1,954,800	94%
19 Employee/Director Benefits	38,935	475,247	510,400	93%
20 Retiree Health Insurance	11,675	132,046	115,300	115%
21 Transfer In - 115 OPEB Trust Reimbursement	(11,675)	(132,046)	(115,300)	115%
22 CalPERS Retirement (Normal)	25,840	305,562	323,400	94%
23 CalPERS Unfunded Accrued Liability (Minimum)	-	164,806	170,300	97%
24 Payroll Taxes	12,626	144,986	146,000	99%
25 Total Salaries and Benefits	237,969	2,932,580	3,104,900	94%
26 Transmission and Distribution				
27 System Repairs and Maintenance	13,078	214,052	258,700	83%
28 Vehicles and Equipment	5,627	86,395	101,200	85%
29 Safety, Supplies and Testing	8,063	73,352	45,400	162%
30 Total Transmission and Distribution	26,768	373,800	405,300	92%
31 General and Administrative				
32 Professional Services	115,868	603,949	513,400	118%
33 Office Maintenance, Supplies and Software	50,980	355,635	310,600	114%
34 District Insurance	-	116,597	109,300	107%
35 Dues and Memberships	1,474	93,770	95,400	98%
36 Public Outreach	14,203	129,956	103,300	126%
37 Customer Service and Billing	5,813	55,565	68,400	81%
38 Conference, Trainings and Travel	1,067	27,554	34,100	81%
39 Total General and Administrative	189,405	1,383,025	1,234,500	112%
40 Total Operating Expense	936,621	8,864,494	9,085,700	98%
41 Net Operating Revenue / (Expense)	11,485	(93,382)	(185,700)	
42 Non-Operating Revenue / (Expense)				
43 Property Tax Revenue	19,652	1,157,116	1,245,000	93%
44 Interest Revenue - Unrestricted	2,479	44,805	115,700	39%
45 Other Revenue and Reimbursements	(33,665)	250,847	54,400	461%
46 Miscellaneous Expense	(38)	(111,635)	(6,200)	1801%
47 Debt Issuance Costs	(45,500)	(45,500)	-	N/A
48 Net Non-Operating Revenue / (Expense)	(57,072)	1,295,633	1,408,900	92%
49 Net Total Revenue / (Expense)	(45,587)	1,202,250	1,223,200	98%
50 Other Unrestricted Cash Inflow / (Outflow)				
51 Transfer In - Debt Proceeds for Capital	(8,106)	609,883	1,206,000	51%
52 Capital Improvement Program (CIP)	8,106	(745,313)	(1,206,000)	62%
53 Debt Service - Principal and Interest	(23,991)	(327,934)	(901,100)	36%
54 Net Other Unrestricted Cash Inflow / (Outflow)	(23,991)	(463,364)	(901,100)	51%
55 Net Total Unrestricted Cash Inflow / (Outflow)	\$ (69,578)	\$ 738,886	\$ 322,100	229%

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		June 2024	YTD Actual	FY 24 Adopted Budget	YTD 100%
1	Water CIP				
2	Capital Improvements / Replacements				
3	Dimension Water Treatment Plant (DWTP) Office & Storage	\$ 11,584	\$ 21,196	\$ 350,000	6%
4	SCADA System Upgrades FY 24	(24,297)	130,737	280,000	47%
5	10" Pipeline Replacement - Cooks to Harris Grade	-	-	250,000	0%
6	PSPS Transfer Switch Upgrade - Water	-	5,180	60,000	9%
7	DWTP Vault Improvement	620	55,871	75,000	74%
8	Administration Office Remodel	-	29,014	-	N/A
9	Total Capital Improvements / Replacements	(12,093)	241,998	1,015,000	24%
10	Equipment				
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	Total Equipment	-	226,906	91,000	249%
16	Programs				
17	Pump Replacement Program - Water	-	13,750	50,000	28%
18	Pressure Regulating Valves (PRV) - Water	-	17,360	20,000	87%
19	Valve Replacements - Water	3,986	114,338	30,000	381%
20	Total Programs	3,986	145,448	100,000	145%
21	Unplanned Repairs/Expenses				
22	LED Lighting - DWTP Filter Building	-	12,131	-	N/A
23	Bronze Strainers for Meters	-	44,188	-	N/A
24	Repair at Topanga BPS	-	20,534	-	N/A
25	Repair Asphalt - Golf Ridge Line Break	-	20,547	-	N/A
26	Overlay Project - Valves	-	24,780	-	N/A
27	New Storage Bed for Truck	-	8,781	-	N/A
28	Total Unplanned Repairs/Expenses	-	130,962	-	N/A
29	Total Water CIP	\$ (8,106)	\$ 745,313	\$ 1,206,000	62%

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 June 30, 2024
(Unaudited)

	June 2024	YTD Actual	FY 24 Adopted Budget	YTD 100%
1 Operating Revenue				
2 Sewer Residential Charges	\$ 192,389	\$ 2,010,665	\$ 1,933,800	104%
3 Sewer Commercial Charges	18,862	210,797	189,800	111%
4 Customer Fees	12,617	180,830	281,100	64%
5 Uncollectable Accounts	-	-	(3,500)	0%
6 Total Operating Revenue	223,868	2,402,292	2,401,200	100%
7 Operating Expense				
8 Salaries and Benefits				
9 Employee/Director Wages	75,718	886,570	961,500	92%
10 Employee/Director Benefits	13,541	178,477	235,700	76%
11 Retiree Health Insurance	4,170	47,159	41,200	114%
12 Transfer In - 115 OPEB Trust Reimbursement	(4,170)	(47,159)	(41,200)	114%
13 CalPERS Retirement (Normal)	8,093	106,594	115,600	92%
14 CalPERS Unfunded Accrued Liability (Minimum)	-	76,658	79,200	97%
15 Payroll Taxes	4,509	51,781	73,200	71%
16 Total Salaries and Benefits	101,861	1,300,080	1,465,200	89%
17 Transmission and Distribution				
18 System Repairs and Maintenance	42,417	367,948	295,600	124%
19 T&D Electricity	21,637	246,868	196,300	126%
20 Vehicles and Equipment	4,226	42,363	39,300	108%
21 Safety, Supplies and Testing	1,094	15,770	41,200	38%
22 Total Transmission and Distribution	69,373	672,950	572,400	118%
23 General and Administrative				
24 Professional Services	40,723	227,982	184,900	123%
25 Office Maintenance, Supplies and Software	15,511	174,493	159,300	110%
26 District Insurance	-	41,642	42,600	98%
27 Dues and Memberships	526	94,550	122,000	77%
28 Public Outreach	4,867	21,838	18,300	119%
29 Customer Service and Billing	1,103	12,649	19,200	66%
30 Conference, Trainings and Travel	381	9,841	12,000	82%
31 Total General and Administrative	63,112	582,995	558,300	104%
32 Total Operating Expense	234,347	2,556,025	2,595,900	98%
33 Net Operating Revenue / (Expense)	(10,478)	(153,733)	(194,700)	79%
34 Non-Operating Revenue / (Expense)				
35 Property Tax Revenue	14,150	833,123	896,000	93%
36 Interest Revenue - Unrestricted	1,398	166,455	105,500	158%
37 Other Revenue and Reimbursements	(12,632)	32,012	7,300	439%
38 Miscellaneous Expense	(27)	(48,081)	(7,200)	668%
39 Debt Issuance Costs	(16,250)	(16,250)	-	N/A
40 Net Non-Operating Revenue / (Expense)	(13,362)	967,259	1,001,600	97%
41 Net Total Revenue / (Expense)	(23,840)	813,526	806,900	101%
42 Other Unrestricted Cash Inflow / (Outflow)				
43 Transfer In - Debt Proceeds for Capital	79,933	1,185,330	2,979,500	40%
44 Capital Improvement Program	(121,905)	(1,386,369)	(2,979,500)	47%
45 Debt Service - Principal and Interest	(1,712)	(34,840)	(554,100)	6%
46 Net Other Unrestricted Cash Inflow / (Outflow)	(43,684)	(235,879)	(554,100)	43%
47 Net Total Unrestricted Cash Inflow / (Outflow)	\$ (67,524)	\$ 577,646	\$ 252,800	228%

Acronym key:

OPEB - Other Post-Employment Benefits



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

Project	June 2024	YTD Actual	FY 24 Adopted Budget	YTD 100%
1 Wastewater CIP				
2 Capital Improvements / Replacements				
3 Golf Club Sewer Lift Station (SLS) Bypass Construction	\$ 21,545	\$ 610,569	\$ 1,800,000	34%
4 SCADA System Upgrades FY 24	(8,678)	46,692	100,000	47%
5 WWTP Hoffman Blower Building Rehabilitation	6,510	83,151	400,000	21%
6 Chiquita FY 24	-	117,940	178,000	66%
7 Heritage SLS Rehabilitation	-	6,065	100,000	6%
8 PSPS Transfer Switch Upgrade - Sewer	155	6,963	60,000	12%
9 WWTP Fiber Optic Upgrade	3,100	20,925	130,000	16%
10 El Toro SLS System Improvements	-	37,469	79,000	47%
11 Administration Office Remodel	-	10,362	-	N/A
12 Total Capital Improvements / Replacements	22,633	940,136	2,847,000	33%
13 Equipment				
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 Total Equipment	-	123,196	32,500	379%
20 Programs				
21 Manhole Recoating Program - Sewer	17,020	17,020	20,000	85%
22 Pump Replacement Program (Sewer)	-	52,027	50,000	104%
23 Wet Well Recoating	40,280	57,300	30,000	191%
24 Total Programs	57,300	126,347	100,000	126%
25 Unplanned Repairs/Expenses				
26 VFD Installs to Hoffman Blowers	-	16,680	-	N/A
27 Repairs to E SBR - WWTP	-	12,061	-	N/A
28 Repair Belt Press - WWTP	-	22,544	-	N/A
29 Via Allegre Emergency Bypass / Repairs	-	33,693	-	N/A
30 Overlay Project - Sewer Manholes	-	32,934	-	N/A
31 New Storage Bed for Truck	-	3,136	-	N/A
32 Repair to Vactor Truck	-	33,671	-	N/A
33 El Toro Road Force Main Repair	41,972	41,972	-	N/A
34 Total Unplanned Repairs/Expenses	41,972	196,691	-	N/A
35 Total Wastewater CIP	\$ 121,905	\$ 1,386,369	\$ 2,979,500	47%

Acronym key:

- SCADA - Supervisory Control and Data Acquisition System
- WWTP - Waste Water Treatment Plant
- PSPS - Public Safety Power Shutoff
- VFD - Variable Frequency Drive



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

	June 2024	YTD Actual	FY 24 Adopted Budget	YTD 100%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 17,163	\$ 142,287	\$ 142,200	100%
3 Variable Consumption Charges	164,514	959,214	995,400	96%
4 Customer Fees	-	9,474	7,300	130%
5 Uncollectable Accounts	-	-	(4,000)	0%
6 Total Operating Revenue	181,678	1,110,975	1,140,900	97%
7 Operating Expense				
8 Source of Supply				
9 Recycled Water Purchases	1,464	22,188	25,900	86%
10 Water Treatment	5,922	106,674	99,400	107%
11 Total Source of Supply	7,385	128,863	125,300	103%
12 Salaries and Benefits				
13 Employee/Director Wages	18,391	213,477	231,400	92%
14 Employee/Director Benefits	4,219	59,086	75,400	78%
15 Retiree Health Insurance	834	9,432	8,200	115%
16 Transfer In - 115 OPEB Trust Reimbursement	(834)	(9,432)	(8,200)	115%
17 CalPERS Retirement (Normal)	1,706	22,869	24,800	92%
18 CalPERS Unfunded Accrued Liability (Minimum)	-	17,340	18,000	96%
19 Payroll Taxes	902	10,356	16,800	62%
20 Total Salaries and Benefits	25,218	323,128	366,400	88%
21 Transmission and Distribution				
22 T&D Electricity	26,015	301,929	282,000	107%
23 System Repairs and Maintenance	7,755	57,580	29,600	195%
24 Vehicles and Equipment	1,001	9,676	8,600	113%
25 Safety, Supplies and Testing	14,805	113,603	157,600	72%
26 Total Transmission and Distribution	49,575	482,788	477,800	101%
27 General and Administrative				
28 Professional Services	8,145	49,815	36,800	135%
29 Office Maintenance, Supplies and Software	2,425	30,461	27,600	110%
30 District Insurance	-	8,328	8,800	95%
31 Dues and Memberships	105	55,904	36,600	153%
32 Public Outreach	973	4,368	3,600	121%
33 Customer Service and Billing	221	2,530	4,000	63%
34 Conference, Trainings and Travel	76	1,968	2,200	89%
35 Total General and Administrative	11,946	153,374	119,600	128%
36 Total Operating Expense	94,124	1,088,153	1,089,100	100%
37 Net Operating Revenue / (Expense)	87,553	22,822	51,800	
38 Non-Operating Revenue / (Expense)				
39 Property Tax Revenue	5,503	323,992	349,200	93%
40 Interest Revenue - Unrestricted	491	22,160	21,800	102%
41 Other Revenue and Reimbursements	(2,571)	801	1,800	45%
42 Miscellaneous Expense	(11)	(3,146)	(1,100)	286%
43 Debt Issuance Costs	(3,250)	(3,250)	-	N/A
44 Net Non-Operating Revenue / (Expense)	162	340,557	371,700	92%
45 Net Total Revenue / (Expense)	87,715	363,379	423,500	86%
46 Other Unrestricted Cash Inflow / (Outflow)				
47 Transfer In - Debt Proceeds for Capital	(31)	71,382	326,500	22%
48 Capital Improvement Program	31	(93,568)	(326,500)	29%
49 Debt Service - Principal and Interest	(342)	(6,968)	(81,400)	9%
50 Net Other Unrestricted Cash Inflow / (Outflow)	(342)	(29,153)	(81,400)	36%
51 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 87,373	\$ 334,226	\$ 342,100	98%

Acronym key:

OPEB - Other Post-Employment Benefits



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

Project	June 2024	YTD Actual	FY 24 Adopted Budget	YTD 100%
1 Recycled Water CIP				
2 Capital Improvements / Replacements				
3 SCADA System Upgrades FY 24	\$ (1,736)	\$ 9,338	\$ 20,000	47%
4 Dove Recycled Booster Pump Station	1,705	5,890	100,000	6%
5 Recycled PRV Vault Improvements - Dove Canyon	-	1,395	200,000	1%
6 Administration Office Remodel	-	2,072	-	N/A
7 Capital Improvements / Replacements Total	(31)	18,696	320,000	6%
8 Equipment				
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
12 Equipment Total	-	53,006	6,500	815%
13 Unplanned Repairs/Expenses				
14 VFD Installs to Hoffman Blowers	-	4,170	-	N/A
15 Repairs to E SBR - WWTP	-	3,015	-	N/A
16 Repair Belt Press - WWTP	-	5,636	-	N/A
17 New Storage Bed for Truck	-	627	-	N/A
18 Repair to Vactor Truck	-	8,418	-	N/A
19 Total Unplanned Repairs/Expenses	-	21,866	-	N/A
20 Total Recycled Water CIP	\$ (31)	\$ 93,568	\$ 326,500	29%

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: 07/01/2024 - 07/31/2024

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
07/01/2024		DFT0003612	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-3,045.05
07/01/2024		DFT0003613	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Accounts Payable	Outstanding	Bank Draft	-190.02
07/01/2024		DFT0003614	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-723.79
07/01/2024		DFT0003615	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-203.10
07/01/2024		DFT0003616	VSP	Accounts Payable	Outstanding	Bank Draft	-895.24
07/01/2024		DFT0003617	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-35.00
07/02/2024		DFT0003618	CALPERS	Accounts Payable	Outstanding	Bank Draft	-389,773.27
07/02/2024		DFT0003619	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-37.62
07/03/2024		DFT0003620	ADP	Accounts Payable	Outstanding	Bank Draft	-119,359.07
07/03/2024		DFT0003621	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,345.90
07/03/2024		DFT0003622	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
07/03/2024		DFT0003623	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-18.55
07/03/2024		DFT0003625	ADP	Accounts Payable	Outstanding	Bank Draft	-119,359.63
07/08/2024		DFT0003626	CALPERS	Accounts Payable	Outstanding	Bank Draft	-29,008.13
07/08/2024		DFT0003627	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,446.32
07/08/2024		DFT0003628	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-50.00
07/09/2024		DFT0003629	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-16.53
07/10/2024		DFT0003630	ADP	Accounts Payable	Outstanding	Bank Draft	-2,029.33
07/10/2024		DFT0003631	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-1,083.17
07/10/2024		DFT0003632	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-252.70
07/10/2024		DFT0003633	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
07/10/2024		DFT0003634	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-48.00
07/11/2024		DFT0003635	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,674.93
07/11/2024		DFT0003636	LOWE'S	Accounts Payable	Outstanding	Bank Draft	-172.73
07/15/2024		DFT0003637	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-106,138.21
07/15/2024		DFT0003638	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-20.00
07/16/2024		DFT0003639	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-74.49
07/17/2024		DFT0003640	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-4.33
07/18/2024		DFT0003641	ADP	Accounts Payable	Outstanding	Bank Draft	-126,693.64
07/19/2024		DFT0003642	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-5,857.06
07/22/2024		DFT0003643	CALPERS	Accounts Payable	Outstanding	Bank Draft	-31,910.92
07/22/2024		DFT0003644	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,149.44
07/22/2024		DFT0003645	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
07/23/2024		DFT0003646	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-71.91
07/24/2024		DFT0003647	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-2,820.27

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
07/25/2024		DFT0003648	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
07/26/2024		DFT0003649	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-12,700.49
07/26/2024		DFT0003650	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-20.00
07/29/2024		DFT0003652	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-224.06
07/30/2024		DFT0003653	SOUTH COAST AQMD	Accounts Payable	Outstanding	Bank Draft	-6,930.00
07/30/2024		DFT0003654	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-283.64
Bank Draft Total: (41)							-971,089.54
Bank Draft Reversal							
07/03/2024		DFT0003620	ADP Reversal	Accounts Payable	Outstanding	Bank Draft Reversal	119,359.07
Bank Draft Reversal Total: (1)							119,359.07
Check							
07/09/2024		12625	AT&T	Accounts Payable	Outstanding	Check	-1,044.09
07/09/2024		12626	AT&T MOBILITY	Accounts Payable	Outstanding	Check	-124.71
07/09/2024		12627	CHAMPION PAVING, INC.	Accounts Payable	Outstanding	Check	-3,793.00
07/09/2024		12628	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-1,719.04
07/09/2024		12629	DMS FACILITY SERVICES	Accounts Payable	Outstanding	Check	-1,268.26
07/09/2024		12630	FEDEX	Accounts Payable	Outstanding	Check	-38.01
07/09/2024		12631	GRAINGER	Accounts Payable	Outstanding	Check	-728.74
07/09/2024		12632	GRAYBAR	Accounts Payable	Outstanding	Check	-3,491.75
07/09/2024		12633	HAAKER EQUIPMENT COMPANY	Accounts Payable	Outstanding	Check	-11,069.00
07/09/2024		12634	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-20,140.10
07/09/2024		12635	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-7,641.00
07/09/2024		12636	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-27,525.00
07/09/2024		12637	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-16,836.06
07/09/2024		12638	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,420.00
07/09/2024		12639	ORKIN, INC.	Accounts Payable	Outstanding	Check	-1,221.98
07/09/2024		12640	PETE'S ROAD SERVICE	Accounts Payable	Outstanding	Check	-80.85
07/09/2024		12641	QUINN COMPANY	Accounts Payable	Outstanding	Check	-1,961.99
07/09/2024		12642	SANCON TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-57,300.00
07/09/2024		12643	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-2,185.00
07/09/2024		12644	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-133.91
07/09/2024		12645	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-212.00
07/18/2024		12648	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-24,352.33
07/18/2024		12649	DOVE CANYON RECOVERY ACQUISITION LLC	Accounts Payable	Outstanding	Check	-132.80
07/18/2024		12650	HARBOR POINTE AIR CONDITIONING & CONTROL SYSTEM	Accounts Payable	Outstanding	Check	-400.00
07/18/2024		12651	HOAG MEMORIAL HOSPITAL	Accounts Payable	Outstanding	Check	-4,760.00
07/18/2024		12652	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-2,747.53
07/18/2024		12653	IWATER, INC.	Accounts Payable	Outstanding	Check	-4,080.00
07/18/2024		12654	IXOM WATERCARE, INC.	Accounts Payable	Outstanding	Check	-9,820.00
07/18/2024		12655	JAMES MONTERO	Accounts Payable	Outstanding	Check	-285.00
07/18/2024		12656	PARK WEST LANDSCAPE MANAGEMENT	Accounts Payable	Outstanding	Check	-20,450.00
07/18/2024		12657	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
07/18/2024		12658	TYLER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-29.20
07/18/2024		12659	UMETECH, INC.	Accounts Payable	Outstanding	Check	-1,400.00
07/31/2024		12662	AMERICAN BACFKLOW PRODUCTS	Accounts Payable	Outstanding	Check	-260.91
07/31/2024		12663	AT&T	Accounts Payable	Outstanding	Check	-1,060.62
07/31/2024		12664	BAVCO BACKFLOW APPARATUS & VALVE CO.	Accounts Payable	Outstanding	Check	-203.85
07/31/2024		12665	BEE MAN PEST CONTROL, INC.	Accounts Payable	Outstanding	Check	-225.00
07/31/2024		12666	CLA-VAL	Accounts Payable	Outstanding	Check	-3,315.47
07/31/2024		12667	DELCO SERVICE, INC.	Accounts Payable	Outstanding	Check	-6,138.66
07/31/2024		12668	ESRI	Accounts Payable	Outstanding	Check	-6,350.00
07/31/2024		12669	EWING IRRIGATION PRODUCTS, INC.	Accounts Payable	Outstanding	Check	-355.89
07/31/2024		12670	FEDEX	Accounts Payable	Outstanding	Check	-46.57
07/31/2024		12671	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-7,043.69
07/31/2024		12672	GRAINGER	Accounts Payable	Outstanding	Check	-359.65
07/31/2024		12673	GRANICUS, LLC	Accounts Payable	Outstanding	Check	-11,395.29
07/31/2024		12674	GRAYBAR	Accounts Payable	Outstanding	Check	-8,160.37
07/31/2024		12675	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-4,281.90
07/31/2024		12676	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-2,639.00
07/31/2024		12677	IB CONSULTING	Accounts Payable	Outstanding	Check	-1,894.72
07/31/2024		12678	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-1,145.66
07/31/2024		12679	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-809,657.07
07/31/2024		12680	NIGRO & NIGRO, PC	Accounts Payable	Outstanding	Check	-11,000.00
07/31/2024		12681	OCCUPATIONAL HEALTH CENTERS OF CA	Accounts Payable	Outstanding	Check	-130.00
07/31/2024		12682	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-3,905.00
07/31/2024		12683	ORKIN, INC.	Accounts Payable	Outstanding	Check	-913.96
07/31/2024		12684	S & J SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-911.03
07/31/2024		12685	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-797.50
07/31/2024		12686	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
07/31/2024		12687	TYLER BUSINESS FORMS	Accounts Payable	Outstanding	Check	-461.82
07/31/2024		12688	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-843.38
07/31/2024		12689	W.M. LYLES CO.	Accounts Payable	Outstanding	Check	-5,041.50
07/31/2024		12690	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-1,073.00
07/31/2024		12691	WESTECH	Accounts Payable	Outstanding	Check	-8,293.30
Check Total: (63)							-1,127,581.16
EFT							
07/10/2024		581	ACWA JPIA - LIFE	Accounts Payable	Outstanding	EFT	-524.05
07/10/2024		582	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-864.00
07/10/2024		583	AMAZON	Accounts Payable	Outstanding	EFT	-1,512.36
07/10/2024		584	BIG O TIRES	Accounts Payable	Outstanding	EFT	-1,161.76
07/10/2024		585	DEZURIK, INC.	Accounts Payable	Outstanding	EFT	-4,436.76
07/10/2024		586	MWDIOC	Accounts Payable	Outstanding	EFT	-92,457.24
07/10/2024		587	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-81.50
07/10/2024		588	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-9,858.75

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
07/10/2024		589	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-326.28
07/10/2024		590	UNITED WATER WORKS, INC.	Accounts Payable	Outstanding	EFT	-1,213.66
07/19/2024		591	COMOSO	Accounts Payable	Outstanding	EFT	-1,288.13
07/19/2024		592	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-9,610.00
EFT Total: (12)							-123,334.49
Accounts Payable Total: (117)							-2,102,646.12

Accounts Receivable

Deposit							
07/02/2024		DEP0025026	Southern Ca. Edison Refund 7-2-2024	Accounts Receivable	Outstanding	Deposit	20.00
07/02/2024		DEP0025026	Southern Ca. Edison Refund 7-2-2024	Accounts Receivable	Outstanding	Deposit	200.00
07/02/2024		DEP0025026	Southern Ca. Edison Refund 7-2-2024	Accounts Receivable	Outstanding	Deposit	560.00
07/02/2024		DEP0025026	Southern Ca. Edison Refund 7-2-2024	Accounts Receivable	Outstanding	Deposit	20.00
07/09/2024		DEP0025077	Oaks at Trabuco Invoice 7-9-2024	Accounts Receivable	Outstanding	Deposit	12,000.00
07/11/2024		DEP0025117	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	2,599.23
07/11/2024		DEP0025117	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	1,871.45
07/11/2024		DEP0025117	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	363.89
07/11/2024		DEP0025117	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	363.89
07/15/2024		DEP0025146	OCFA Invoice 7-15-2024	Accounts Receivable	Outstanding	Deposit	150.00
07/17/2024		DEP0025170	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	173.30
07/17/2024		DEP0025170	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	7,248.81
07/17/2024		DEP0025170	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	201.30
07/17/2024		DEP0025170	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	346.82
07/17/2024		DEP0025170	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	5,219.14
07/17/2024		DEP0025170	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	346.82
07/17/2024		DEP0025170	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	1,014.84
07/17/2024		DEP0025170	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	1,783.66
07/17/2024		DEP0025170	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	16.15
07/17/2024		DEP0025170	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	2,477.30
07/17/2024		DEP0025170	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	33.70
07/17/2024		DEP0025170	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	240.70
07/17/2024		DEP0025170	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	16.15
07/17/2024		DEP0025170	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	83.07
07/17/2024		DEP0025170	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	33.71
07/17/2024		DEP0025170	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	1,014.82
07/17/2024		DEP0025170	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	115.38
07/18/2024		DEP0025173	County of Orange - property taxes	Accounts Receivable	Outstanding	Deposit	183.02
07/18/2024		DEP0025173	County of Orange - property taxes	Accounts Receivable	Outstanding	Deposit	0.30
07/18/2024		DEP0025173	County of Orange - property taxes	Accounts Receivable	Outstanding	Deposit	0.06
07/18/2024		DEP0025173	County of Orange - property taxes	Accounts Receivable	Outstanding	Deposit	35.93
07/18/2024		DEP0025173	County of Orange - property taxes	Accounts Receivable	Outstanding	Deposit	0.03
07/18/2024		DEP0025173	County of Orange - property taxes	Accounts Receivable	Outstanding	Deposit	941.23
07/18/2024		DEP0025173	County of Orange - property taxes	Accounts Receivable	Outstanding	Deposit	256.64

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
07/18/2024		DEP0025173	County of Orange - property taxes	Accounts Receivable	Outstanding	Deposit	0.06
07/18/2024		DEP0025173	County of Orange - property taxes	Accounts Receivable	Outstanding	Deposit	184.78
07/18/2024		DEP0025173	County of Orange - property taxes	Accounts Receivable	Outstanding	Deposit	0.05
07/18/2024		DEP0025173	County of Orange - property taxes	Accounts Receivable	Outstanding	Deposit	183.02
07/18/2024		DEP0025173	County of Orange - property taxes	Accounts Receivable	Outstanding	Deposit	35.92
07/18/2024		DEP0025173	County of Orange - property taxes	Accounts Receivable	Outstanding	Deposit	0.01
07/18/2024		DEP0025173	County of Orange - property taxes	Accounts Receivable	Outstanding	Deposit	1,307.27
07/18/2024		DEP0025173	County of Orange - property taxes	Accounts Receivable	Outstanding	Deposit	0.42
07/18/2024		DEP0025209	County of Orange Invoice 7-18-2024	Accounts Receivable	Outstanding	Deposit	150.00
07/18/2024		DEP0025209	County of Orange Invoice 7-18-2024	Accounts Receivable	Outstanding	Deposit	360.00
07/18/2024		DEP0025209	County of Orange Invoice 7-18-2024	Accounts Receivable	Outstanding	Deposit	3,760.00
07/18/2024		DEP0025212	Fernando Reimbursement 7-18-2024	Accounts Receivable	Outstanding	Deposit	19.11
07/18/2024		DEP0025212	Fernando Reimbursement 7-18-2024	Accounts Receivable	Outstanding	Deposit	0.68
07/18/2024		DEP0025212	Fernando Reimbursement 7-18-2024	Accounts Receivable	Outstanding	Deposit	0.68
07/18/2024		DEP0025212	Fernando Reimbursement 7-18-2024	Accounts Receivable	Outstanding	Deposit	6.83
07/18/2024		DEP0025215	T-Mobile lease 7-18-2024	Accounts Receivable	Outstanding	Deposit	2,329.39
07/18/2024		DEP0025215	T-Mobile lease 7-18-2024	Accounts Receivable	Outstanding	Deposit	222.78
07/30/2024		DEP0025325	CLASS transfer to BMO Checking	Accounts Receivable	Outstanding	Deposit	1,000,000.00
07/31/2024		DEP0025338	OCFA Invoice	Accounts Receivable	Outstanding	Deposit	150.00
Deposit Total: (53)							1,048,642.34
Accounts Receivable Total: (53)							1,048,642.34

Utility Billing

Check

07/09/2024		12646	THOMAS K MIRA	Utility Billing	Outstanding	Check	-85.00
07/09/2024		12647	RICHARD OSBORNE	Utility Billing	Outstanding	Check	-201.10
07/18/2024		12660	LUCY KAWYIRI	Utility Billing	Outstanding	Check	-109.01
07/18/2024		12661	KATHY JOHNSON	Utility Billing	Outstanding	Check	-200.00
Check Total: (4)							-595.11

Deposit

07/01/2024		DEP0025003	Utility Payment Packet UBPKT11083	Utility Billing	Outstanding	Deposit	4,725.15
07/01/2024		DEP0025006	Utility Reverse Payment Packet UBPKT11087	Utility Billing	Outstanding	Deposit	-314.91
07/01/2024		DEP0025008	Utility Payment Packet UBPKT11084	Utility Billing	Outstanding	Deposit	2,911.78
07/01/2024		DEP0025011	Utility Payment Packet UBPKT11085	Utility Billing	Outstanding	Deposit	8,330.95
07/01/2024		DEP0025014	Utility Payment Packet UBPKT11088	Utility Billing	Outstanding	Deposit	9,664.16
07/01/2024		DEP0025019	Utility Payment Packet UBPKT11091	Utility Billing	Outstanding	Deposit	26,866.76
07/02/2024		DEP0025021	Utility Payment Packet UBPKT11092	Utility Billing	Outstanding	Deposit	2,642.45
07/02/2024		DEP0025023	Utility Payment Packet UBPKT11093	Utility Billing	Outstanding	Deposit	3,963.91
07/02/2024		DEP0025031	Utility Payment Packet UBPKT11095	Utility Billing	Outstanding	Deposit	3,130.61
07/03/2024		DEP0025033	Utility Payment Packet UBPKT11096	Utility Billing	Outstanding	Deposit	3,298.01
07/03/2024		DEP0025035	Utility Payment Packet UBPKT11097	Utility Billing	Outstanding	Deposit	5,832.42
07/03/2024		DEP0025040	Utility Payment Packet UBPKT11099	Utility Billing	Outstanding	Deposit	8,974.43
07/05/2024		DEP0025042	Utility Payment Packet UBPKT11100	Utility Billing	Outstanding	Deposit	2,819.54

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
07/05/2024		DEP0025044	Utility Payment Packet UBPKT11101	Utility Billing	Outstanding	Deposit	7,067.28
07/05/2024		DEP0025047	Utility Payment Packet UBPKT11102	Utility Billing	Outstanding	Deposit	7,774.80
07/05/2024		DEP0025054	Utility Payment Packet UBPKT11104	Utility Billing	Outstanding	Deposit	11,712.06
07/08/2024		DEP0025056	Utility Payment Packet UBPKT11105	Utility Billing	Outstanding	Deposit	2,395.04
07/08/2024		DEP0025058	Utility Payment Packet UBPKT11106	Utility Billing	Outstanding	Deposit	2,997.94
07/08/2024		DEP0025061	Utility Payment Packet UBPKT11107	Utility Billing	Outstanding	Deposit	7,572.94
07/08/2024		DEP0025064	Utility Payment Packet UBPKT11108	Utility Billing	Outstanding	Deposit	14,047.22
07/08/2024		DEP0025069	Utility Payment Packet UBPKT11111	Utility Billing	Outstanding	Deposit	7,984.50
07/09/2024		DEP0025071	Utility Payment Packet UBPKT11112	Utility Billing	Outstanding	Deposit	3,930.07
07/09/2024		DEP0025073	Utility Payment Packet UBPKT11113	Utility Billing	Outstanding	Deposit	3,874.68
07/09/2024		DEP0025080	Utility Payment Packet UBPKT11116	Utility Billing	Outstanding	Deposit	590.88
07/09/2024		DEP0025094	Utility Payment Packet UBPKT11120	Utility Billing	Outstanding	Deposit	5,436.84
07/10/2024		DEP0025096	Utility Payment Packet UBPKT11121	Utility Billing	Outstanding	Deposit	2,359.83
07/10/2024		DEP0025098	Utility Payment Packet UBPKT11122	Utility Billing	Outstanding	Deposit	4,518.22
07/10/2024		DEP0025101	Utility Payment Packet UBPKT11123	Utility Billing	Outstanding	Deposit	2,270.52
07/10/2024		DEP0025106	Utility Payment Packet UBPKT11128	Utility Billing	Outstanding	Deposit	14,428.98
07/11/2024		DEP0025108	Utility Payment Packet UBPKT11129	Utility Billing	Outstanding	Deposit	3,385.42
07/11/2024		DEP0025110	Utility Payment Packet UBPKT11130	Utility Billing	Outstanding	Deposit	4,226.33
07/11/2024		DEP0025113	Utility Payment Packet UBPKT11131	Utility Billing	Outstanding	Deposit	2,973.50
07/11/2024		DEP0025126	Utility Payment Packet UBPKT11134	Utility Billing	Outstanding	Deposit	4,702.50
07/12/2024		DEP0025128	Utility Payment Packet UBPKT11135	Utility Billing	Outstanding	Deposit	8,923.82
07/12/2024		DEP0025130	Utility Payment Packet UBPKT11136	Utility Billing	Outstanding	Deposit	4,551.57
07/12/2024		DEP0025132	Utility Payment Packet UBPKT11137	Utility Billing	Outstanding	Deposit	17,142.99
07/15/2024		DEP0025123	ACH Draft Packet UBPKT11035	Utility Billing	Outstanding	Deposit	205,921.46
07/15/2024		DEP0025135	Utility Payment Packet UBPKT11138	Utility Billing	Outstanding	Deposit	12,119.60
07/15/2024		DEP0025137	Utility Payment Packet UBPKT11139	Utility Billing	Outstanding	Deposit	7,244.62
07/15/2024		DEP0025140	Utility Payment Packet UBPKT11142	Utility Billing	Outstanding	Deposit	8,189.42
07/15/2024		DEP0025143	Utility Payment Packet UBPKT11143	Utility Billing	Outstanding	Deposit	10,959.43
07/15/2024		DEP0025152	Utility Payment Packet UBPKT11145	Utility Billing	Outstanding	Deposit	286,374.18
07/16/2024		DEP0025154	Utility Payment Packet UBPKT11146	Utility Billing	Outstanding	Deposit	780.77
07/16/2024		DEP0025156	Utility Payment Packet UBPKT11147	Utility Billing	Outstanding	Deposit	5,663.30
07/16/2024		DEP0025159	Utility Payment Packet UBPKT11148	Utility Billing	Outstanding	Deposit	1,833.39
07/16/2024		DEP0025162	Utility Payment Packet UBPKT11152	Utility Billing	Outstanding	Deposit	2,519.20
07/16/2024		DEP0025192	Utility Payment Packet UBPKT11168	Utility Billing	Outstanding	Deposit	4,832.67
07/17/2024		DEP0025198	Utility Payment Packet UBPKT11172	Utility Billing	Outstanding	Deposit	132.36
07/17/2024		DEP0025202	Utility Payment Packet UBPKT11173	Utility Billing	Outstanding	Deposit	1,647.85
07/17/2024		DEP0025206	Utility Payment Packet UBPKT11174	Utility Billing	Outstanding	Deposit	2,847.81
07/18/2024		DEP0025176	Utility Reverse Payment Packet UBPKT11163	Utility Billing	Outstanding	Deposit	-165.00
07/18/2024		DEP0025188	Utility Reverse Payment Packet UBPKT11170	Utility Billing	Outstanding	Deposit	-250.00
07/18/2024		DEP0025200	Utility Payment Packet UBPKT11175	Utility Billing	Outstanding	Deposit	546.92
07/18/2024		DEP0025204	Utility Payment Packet UBPKT11176	Utility Billing	Outstanding	Deposit	1,112.39
07/18/2024		DEP0025218	Utility Payment Packet UBPKT11177	Utility Billing	Outstanding	Deposit	17,728.72
07/18/2024		DEP0025226	Utility Payment Packet UBPKT11182	Utility Billing	Outstanding	Deposit	3,223.59

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
07/19/2024		DEP0025221	Utility Reverse Payment Packet UBPKT11180	Utility Billing	Outstanding	Deposit	-255.17
07/19/2024		DEP0025228	Utility Payment Packet UBPKT11183	Utility Billing	Outstanding	Deposit	75.00
07/19/2024		DEP0025230	Utility Payment Packet UBPKT11184	Utility Billing	Outstanding	Deposit	210.31
07/19/2024		DEP0025233	Utility Payment Packet UBPKT11185	Utility Billing	Outstanding	Deposit	2,781.25
07/19/2024		DEP0025237	Utility Payment Packet UBPKT11188	Utility Billing	Outstanding	Deposit	8,972.10
07/22/2024		DEP0025239	Utility Payment Packet UBPKT11189	Utility Billing	Outstanding	Deposit	497.40
07/22/2024		DEP0025242	Utility Payment Packet UBPKT11190	Utility Billing	Outstanding	Deposit	2,457.71
07/22/2024		DEP0025247	Utility Payment Packet UBPKT11196	Utility Billing	Outstanding	Deposit	17,670.55
07/23/2024		DEP0025249	Utility Payment Packet UBPKT11197	Utility Billing	Outstanding	Deposit	1,431.22
07/23/2024		DEP0025251	Utility Payment Packet UBPKT11198	Utility Billing	Outstanding	Deposit	166.26
07/23/2024		DEP0025256	Utility Payment Packet UBPKT11200	Utility Billing	Outstanding	Deposit	7,287.26
07/24/2024		DEP0025258	Utility Payment Packet UBPKT11201	Utility Billing	Outstanding	Deposit	816.85
07/24/2024		DEP0025260	Utility Payment Packet UBPKT11202	Utility Billing	Outstanding	Deposit	2,623.49
07/24/2024		DEP0025265	Utility Payment Packet UBPKT11206	Utility Billing	Outstanding	Deposit	5,199.70
07/25/2024		DEP0025267	Utility Payment Packet UBPKT11207	Utility Billing	Outstanding	Deposit	4,693.49
07/25/2024		DEP0025269	Utility Payment Packet UBPKT11208	Utility Billing	Outstanding	Deposit	2,235.05
07/25/2024		DEP0025272	Utility Payment Packet UBPKT11210	Utility Billing	Outstanding	Deposit	1,187.00
07/25/2024		DEP0025280	Utility Payment Packet UBPKT11212	Utility Billing	Outstanding	Deposit	6,857.22
07/26/2024		DEP0025282	Utility Payment Packet UBPKT11213	Utility Billing	Outstanding	Deposit	3,670.03
07/26/2024		DEP0025284	Utility Payment Packet UBPKT11214	Utility Billing	Outstanding	Deposit	5,493.79
07/26/2024		DEP0025286	Utility Payment Packet UBPKT11215	Utility Billing	Outstanding	Deposit	13,150.81
07/29/2024		DEP0025288	Utility Payment Packet UBPKT11216	Utility Billing	Outstanding	Deposit	2,971.10
07/29/2024		DEP0025291	Utility Payment Packet UBPKT11217	Utility Billing	Outstanding	Deposit	3,888.25
07/29/2024		DEP0025294	Utility Reverse Payment Packet UBPKT11220	Utility Billing	Outstanding	Deposit	-141.16
07/29/2024		DEP0025298	Utility Payment Packet UBPKT11218	Utility Billing	Outstanding	Deposit	9,186.66
07/29/2024		DEP0025300	Utility Payment Packet UBPKT11219	Utility Billing	Outstanding	Deposit	11,894.37
07/29/2024		DEP0025305	Utility Payment Packet UBPKT11222	Utility Billing	Outstanding	Deposit	2,857.35
07/30/2024		DEP0025307	Utility Payment Packet UBPKT11223	Utility Billing	Outstanding	Deposit	6,649.28
07/30/2024		DEP0025309	Utility Payment Packet UBPKT11224	Utility Billing	Outstanding	Deposit	3,611.13
07/30/2024		DEP0025312	Utility Payment Packet UBPKT11225	Utility Billing	Outstanding	Deposit	997.57
07/30/2024		DEP0025318	Utility Payment Packet UBPKT11227	Utility Billing	Outstanding	Deposit	4,238.50
07/31/2024		DEP0025320	Utility Payment Packet UBPKT11228	Utility Billing	Outstanding	Deposit	2,661.47
07/31/2024		DEP0025322	Utility Payment Packet UBPKT11229	Utility Billing	Outstanding	Deposit	4,291.97
07/31/2024		DEP0025328	Deposit Input Packet UBPKT11247	Utility Billing	Outstanding	Deposit	2,000.00
07/31/2024		DEP0025331	Reverse Dep. Packet UBPKT11248	Utility Billing	Outstanding	Deposit	-2,000.00
07/31/2024		DEP0025334	Deposit Input Packet UBPKT11249	Utility Billing	Outstanding	Deposit	2,000.00
07/31/2024		DEP0025340	Utility Payment Packet UBPKT11230	Utility Billing	Outstanding	Deposit	7,192.05
07/31/2024		DEP0025345	Utility Payment Packet UBPKT11252	Utility Billing	Outstanding	Deposit	4,285.86
Deposit Total: (94)							954,781.59
Utility Billing Total: (98)							954,186.48
Report Total: (268)							-99,817.30

Summary

Bank Account	Count	Amount
030866939 BMO Checking	268	-99,817.30
Report Total:	268	-99,817.30

Cash Account	Count	Amount
99 99-000-1004 BMO Checking (Pooled Cash)	268	-99,817.30
Report Total:	268	-99,817.30

Transaction Type	Count	Amount
Bank Draft	41	-971,089.54
Bank Draft Reversal	1	119,359.07
Check	67	-1,128,176.27
Deposit	147	2,003,423.93
EFT	12	-123,334.49
Report Total:	268	-99,817.30



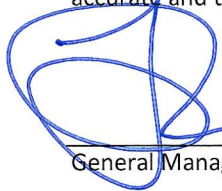
Trabuco Canyon Water District
General Fund Warrant Register
6/13/2024

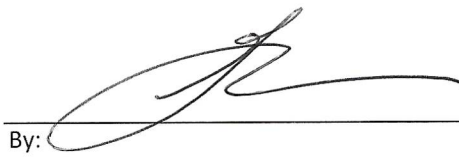
Summary of Disbursements

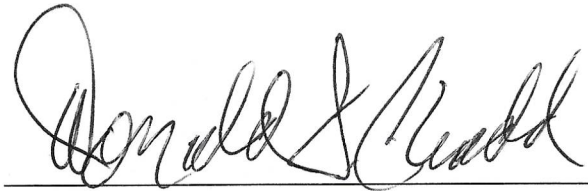
Computer Checks	477,279.51
UB Refund Checks	815.15
Void UB Refund	-
Bank Drafts	508,549.75
Bank EFTs	154,933.54
Voided Payments	-
Total Disbursements	1,141,577.95

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.

 6/13/2024
General Manager / Assistant General Manager

 6/13/24
By: _____ Date: _____

 6/13/24
By: _____ Date: _____



Trabuco Canyon Water District, CA

Bank Transaction Report Transaction Detail

Issued Date Range: 05/08/2024 - 06/11/2024

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
05/08/2024		DFT0003546	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,443.63
05/08/2024		DFT0003547	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-156.00
05/09/2024		DFT0003548	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-15.82
05/09/2024		DFT0003549	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-6,588.47
05/10/2024		DFT0003550	ADP	Accounts Payable	Outstanding	Bank Draft	-2,029.33
05/10/2024		DFT0003551	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,673.87
05/10/2024		DFT0003552	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-274.55
05/13/2024		DFT0003553	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
05/14/2024		DFT0003554	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-43.88
05/15/2024		DFT0003555	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-41.37
05/16/2024		DFT0003556	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-72.14
05/17/2024		DFT0003557	ADP	Accounts Payable	Outstanding	Bank Draft	-135,444.19
05/17/2024		DFT0003558	SOUTH COAST AQMD	Accounts Payable	Outstanding	Bank Draft	-1,677.86
05/20/2024		DFT0003559	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-673.44
05/20/2024		DFT0003560	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-70.00
05/21/2024		DFT0003561	CALPERS	Accounts Payable	Outstanding	Bank Draft	-30,535.94
05/21/2024		DFT0003562	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-62,892.50
05/21/2024		DFT0003563	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-330.00
05/22/2024		DFT0003564	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-19.86
05/24/2024		DFT0003565	ADP	Accounts Payable	Outstanding	Bank Draft	-116.00
05/24/2024		DFT0003566	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-2,908.66
05/24/2024		DFT0003567	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
05/24/2024		DFT0003568	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-128.19
05/24/2024		DFT0003569	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-683.54
05/28/2024		DFT0003570	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-21,502.92
05/28/2024		DFT0003571	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-1,925.69
05/28/2024		DFT0003572	LOWE'S	Accounts Payable	Outstanding	Bank Draft	-378.13
05/28/2024		DFT0003573	SOUTH COAST AQMD	Accounts Payable	Outstanding	Bank Draft	-161.81
05/29/2024		DFT0003574	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-86.05
06/03/2024		DFT0003575	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,345.90
06/03/2024		DFT0003576	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-2,823.32
06/03/2024		DFT0003577	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-242.35
06/03/2024		DFT0003578	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
06/03/2024		DFT0003579	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-205.52
06/03/2024		DFT0003580	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
06/03/2024		DFT0003581	VSP	Accounts Payable	Outstanding	Bank Draft	-870.08
06/04/2024		DFT0003582	ADP	Accounts Payable	Outstanding	Bank Draft	-121,900.90
06/04/2024		DFT0003583	CALPERS	Accounts Payable	Outstanding	Bank Draft	-69,795.21
06/04/2024		DFT0003586	ADP	Accounts Payable	Outstanding	Bank Draft	-119,871.57
06/06/2024		DFT0003587	CALPERS	Accounts Payable	Outstanding	Bank Draft	-30,367.43
06/07/2024		DFT0003588	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,447.23
06/07/2024		DFT0003589	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-10.00
06/10/2024		DFT0003590	ADP	Accounts Payable	Outstanding	Bank Draft	-2,029.33
06/10/2024		DFT0003591	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,674.93
06/10/2024		DFT0003592	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-239.85
06/10/2024		DFT0003593	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-50.00
06/11/2024		DFT0003594	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
06/11/2024		DFT0003595	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.19
Bank Draft Total: (48)							-630,450.65

Bank Draft Reversal

06/04/2024		DFT0003582	ADP Reversal	Accounts Payable	Outstanding	Bank Draft Reversal	121,900.90
Bank Draft Reversal Total: (1)							121,900.90

Check

05/08/2024		12500	MCM CONSULTING	Accounts Payable	Outstanding	Check	-19,155.00
05/09/2024		12501	BDP INDUSTRIES	Accounts Payable	Outstanding	Check	-28,179.70
05/09/2024		12502	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-2,833.40
05/09/2024		12503	FULL TRAFFICE MAINTENANCE, INC.	Accounts Payable	Outstanding	Check	-4,100.00
05/09/2024		12504	GMU GEOTECHNICAL, INC.	Accounts Payable	Outstanding	Check	-5,498.25
05/09/2024		12505	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-35,087.50
05/09/2024		12506	OCCUPATIONAL HEALTH CENTERS OF CA	Accounts Payable	Outstanding	Check	-62.00
05/21/2024		12508	AT&T MOBILITY	Accounts Payable	Outstanding	Check	-134.93
05/21/2024		12509	BAVCO BACKFLOW APPARATUS & VALVE CO.	Accounts Payable	Outstanding	Check	-537.79
05/21/2024		12510	BIG BRAND TIRE & SERVICE	Accounts Payable	Outstanding	Check	-2,220.40
05/21/2024		12511	BLUE-WHITE INDUSTRIES	Accounts Payable	Outstanding	Check	-2,242.97
05/21/2024		12512	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-7,037.52
05/21/2024		12513	GRAYBAR	Accounts Payable	Outstanding	Check	-4,977.90
05/21/2024		12514	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-33,445.90
05/21/2024		12515	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-12,130.93
05/21/2024		12516	IB CONSULTING	Accounts Payable	Outstanding	Check	-15,655.74
05/21/2024		12517	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-1,142.07
05/21/2024		12518	LAW OFFICE OF DEBORAH WILDER	Accounts Payable	Outstanding	Check	-375.00
05/21/2024		12519	MCFADDEN-DALE INDUSTRIAL HARDWARE	Accounts Payable	Outstanding	Check	-345.86
05/21/2024		12520	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,420.00
05/21/2024		12521	ORKIN, INC.	Accounts Payable	Outstanding	Check	-238.98
05/21/2024		12522	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
05/21/2024		12523	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-1,043.86
05/21/2024		12524	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-287.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
06/04/2024		12525	AT&T	Accounts Payable	Outstanding	Check	-1,042.83
06/04/2024		12526	DANIELS TIRE SERVICE, INC.	Accounts Payable	Outstanding	Check	-2,149.43
06/04/2024		12527	DMC ENGINEERING	Accounts Payable	Outstanding	Check	-3,200.00
06/04/2024		12528	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-12,300.18
06/04/2024		12529	GARY KESSLER	Accounts Payable	Outstanding	Check	-105.00
06/04/2024		12530	GRISWOLD INDUSTRIES	Accounts Payable	Outstanding	Check	-381.44
06/04/2024		12531	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-42,985.82
06/04/2024		12532	HARBOR POINTE AIR CONDITIONING & CONTROL SYSTEM	Accounts Payable	Outstanding	Check	-1,354.22
06/04/2024		12533	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-7,098.00
06/04/2024		12534	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-98,614.07
06/04/2024		12535	IWATER, INC.	Accounts Payable	Outstanding	Check	-150.00
06/04/2024		12536	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-4,177.50
06/04/2024		12537	MCM CONSULTING	Accounts Payable	Outstanding	Check	-30,389.50
06/04/2024		12538	MKN	Accounts Payable	Outstanding	Check	-7,222.00
06/04/2024		12539	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,775.00
06/04/2024		12540	ORKIN, INC.	Accounts Payable	Outstanding	Check	-1,938.96
06/04/2024		12541	PARK WEST LANDSCAPE MANAGEMENT	Accounts Payable	Outstanding	Check	-8,390.00
06/04/2024		12542	PETE'S ROAD SERVICE	Accounts Payable	Outstanding	Check	-3,652.96
06/04/2024		12543	PROJECT PARTNERS, INC.	Accounts Payable	Outstanding	Check	-12,400.00
06/04/2024		12544	S & J SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-4,398.36
06/04/2024		12545	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-7,047.50
06/04/2024		12546	Void Check	Accounts Payable	Voided	Check	0.00
06/04/2024		12547	SS MECHANICAL CONSTRUCTION CORP.	Accounts Payable	Outstanding	Check	-4,500.00
06/04/2024		12548	TETRA TECH, INC.	Accounts Payable	Outstanding	Check	-9,990.00
06/04/2024		12549	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-100.66
06/04/2024		12550	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-1,175.44
06/04/2024		12551	VAUGHAN'S INDUSTRIAL REPAIR COMPANY, INC.	Accounts Payable	Outstanding	Check	-14,817.01
06/04/2024		12552	VORTEX INDUSTRIES, INC.	Accounts Payable	Outstanding	Check	-1,974.01
06/04/2024		12553	W.M. LYLES CO.	Accounts Payable	Outstanding	Check	-6,370.50
06/04/2024		12554	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-3,220.00
06/04/2024		12555	SS MECHANICAL CONSTRUCTION CORP.	Accounts Payable	Outstanding	Check	-4,500.00
06/04/2024		12556	TETRA TECH, INC.	Accounts Payable	Outstanding	Check	-9,990.00
06/04/2024		12557	TUTTLE-CLICK FORD	Accounts Payable	Outstanding	Check	-12,544.44
06/04/2024		12558	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-100.66
06/04/2024		12559	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-1,175.44
06/04/2024		12560	VAUGHAN'S INDUSTRIAL REPAIR COMPANY, INC.	Accounts Payable	Outstanding	Check	-14,817.01
06/04/2024		12561	VORTEX INDUSTRIES, INC.	Accounts Payable	Outstanding	Check	-1,974.01
06/04/2024		12562	W.M. LYLES CO.	Accounts Payable	Outstanding	Check	-6,370.50
06/06/2024		12563	SAM LEE	Accounts Payable	Outstanding	Check	-49.48
Check Total: (63)							-523,254.63
Check Reversal							
06/04/2024		12545	SIERRA ANALYTICAL Reversal	Accounts Payable	Outstanding	Check Reversal	7,047.50

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
06/04/2024		12547	SS MECHANICAL CONSTRUCTION CORP. Reversal	Accounts Payable	Outstanding	Check Reversal	4,500.00
06/04/2024		12548	TETRA TECH, INC. Reversal	Accounts Payable	Outstanding	Check Reversal	9,990.00
06/04/2024		12549	UNDERGROUND SERVICE ALERT/SC Reversal	Accounts Payable	Outstanding	Check Reversal	100.66
06/04/2024		12550	USA BLUEBOOK Reversal	Accounts Payable	Outstanding	Check Reversal	1,175.44
06/04/2024		12551	VAUGHAN'S INDUSTRIAL REPAIR COMPANY, INC. Reversal	Accounts Payable	Outstanding	Check Reversal	14,817.01
06/04/2024		12552	VORTEX INDUSTRIES, INC. Reversal	Accounts Payable	Outstanding	Check Reversal	1,974.01
06/04/2024		12553	W.M. LYLES CO. Reversal	Accounts Payable	Outstanding	Check Reversal	6,370.50
Check Reversal Total: (8)							45,975.12
EFT							
05/08/2024		539	ACWA JPIA - WC, PROP., & LIAB	Accounts Payable	Outstanding	EFT	-10,564.39
05/08/2024		540	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-864.00
05/08/2024		541	AMAZON	Accounts Payable	Outstanding	EFT	-1,244.13
05/08/2024		542	DUTHIE ELECTRIC SERVICE CORPORATION	Accounts Payable	Outstanding	EFT	-1,413.11
05/08/2024		543	EIDE BAILLY	Accounts Payable	Outstanding	EFT	-6,700.00
05/08/2024		544	J. S. HELD LLC	Accounts Payable	Outstanding	EFT	-5,742.00
05/08/2024		545	MWDOC	Accounts Payable	Outstanding	EFT	-309.00
05/08/2024		546	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-75.00
05/08/2024		547	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-11,747.50
05/08/2024		548	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-163.07
05/22/2024		549	ACWA JPIA - LIFE	Accounts Payable	Outstanding	EFT	-506.05
05/22/2024		550	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-2,592.00
05/22/2024		551	AMAZON	Accounts Payable	Outstanding	EFT	-599.35
05/22/2024		552	HERC RENTALS	Accounts Payable	Outstanding	EFT	-4,733.13
05/22/2024		553	MWDOC	Accounts Payable	Outstanding	EFT	-23,338.64
05/22/2024		554	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-9,469.66
05/22/2024		555	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-326.14
06/05/2024		556	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-1,728.00
06/05/2024		557	AMAZON	Accounts Payable	Outstanding	EFT	-446.37
06/05/2024		558	HERC RENTALS	Accounts Payable	Outstanding	EFT	-4,705.99
06/05/2024		559	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-65.50
06/05/2024		560	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-336.62
06/11/2024		561	BMO Bank National Association	Accounts Payable	Outstanding	EFT	-67,263.89
EFT Total: (23)							-154,933.54
Accounts Payable Total: (143)							-1,140,762.80
Utility Billing							
Check							
05/14/2024		12507	TRABUCO HIGHLANDS APTS	Utility Billing	Outstanding	Check	-815.15
Check Total: (1)							-815.15
Utility Billing Total: (1)							-815.15
Report Total: (144)							-1,141,577.95

Summary

Bank Account	Count	Amount
030866939 Bank of the West Checking	144	-1,141,577.95
Report Total:	144	-1,141,577.95

Cash Account	Count	Amount
No Cash Account	1	0.00
99 99-000-1004 BMO Checking (Pooled Cash)	143	-1,141,577.95
Report Total:	144	-1,141,577.95

Transaction Type	Count	Amount
Bank Draft	48	-630,450.65
Bank Draft Reversal	1	121,900.90
Check	64	-524,069.78
Check Reversal	8	45,975.12
EFT	23	-154,933.54
Report Total:	144	-1,141,577.95



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

GENERAL FUND PAYROLL WARRANT REGISTER

For the Month of: July 2024

\$ 261,903.34

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

 8/8/24

By Date

 8/8/24

By Date

Net Pay	Checks				.00
	Direct Deposits				79,593.19
	Subtotal Net Pay				79,593.19
	Adjustments				.56-
	Total Net Pay Liability (Net Cash)				79,592.63

Taxes		You are responsible for		Amount debited		
		Depositing these amounts		from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	Federal Income Tax				18,148.00	
	Earned Income Credit Advances					
	Social Security				8,041.92	8,041.90
	Medicare				1,880.77	1,880.77
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal		28,070.69	9,922.67		37,993.36
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	Total Federal		28,070.69	9,922.67		37,993.36
State	CA State Income Tax				7,673.74	
	CA State Unemployment Insurance-ER 8000					8.25
	CA State Disability Insurance-EE				1,425.10	
	Subtotal CA		9,098.84	8.25		9,107.09
	Total Taxes	.00	.00	37,169.53	9,930.92	47,100.45
	Amount ADP Debited From AccountXXXX6939					47,100.45
	Tran/ABA XXXXXXXXX					Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit				79,593.19	25 Employee Transactions
	Transfers Amount ADP Debited From AccountXXXX6939					79,593.19
	Tran/ABA XXXXXXXXX					
	Total Amount ADP Debited From Your Accounts					126,693.64



Statistical Summary Detail

TRABUCO CANYON WATER

Region Name : GKN
Company Code : ADP RESOURCE

Batch : 1510
Quarter Number : 3
Service Center : 580

Period Ending : 07/15/2024
Pay Date : 07/19/2024
Current Date : 07/16/2024
Week 29
Page 2

Net Pay	Checks		339.69		
	Direct Deposits		85,778.85		
	Subtotal Net Pay				86,118.54
	Adjustments		.00		
	Total Net Pay Liability (Net Cash)				86,118.54

Taxes		You are responsible for		Amount debited		
		Depositing these amounts		from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	Federal Income Tax				18,744.22	
	Earned Income Credit Advances					
	Social Security				8,439.60	8,439.63
	Medicare				2,005.28	2,005.32
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal		29,189.10	10,444.95		39,634.05
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	Total Federal		29,189.10	10,444.95		39,634.05
State	CA State Income Tax				7,947.27	
	CA State Unemployment Insurance-ER 8000					24.62
	CA State Disability Insurance-EE				1,485.22	
	Subtotal CA		9,432.49	24.62		9,457.11
	Total Taxes	.00	.00	38,621.59	10,469.57	49,091.16
	Amount ADP Debited From AccountXXXX6939			Tran/ABA XXXXXXXXXX		49,091.16

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit		85,778.85		31 Employee Transactions
Transfers	ADP Check		339.69		
	Amount ADP Debited From AccountXXXX6939			Tran/ABA XXXXXXXXXX	86,118.54
Total Amount ADP Debited From Your Accounts					135,209.70



Statistical Summary Detail

TRABUCO CANYON WATER

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

Batch : **2686**
Quarter Number : **3**
Service Center : **580**

Period Ending : **07/31/2024** **Week 31**
Pay Date : **08/05/2024**
Current Date : **08/01/2024** Page 2

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 15, 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. *July 3, 2024*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JULY 3, 2024

DIRECTORS PRESENT

Mike Safranski, Committee Chair
Stephen Dopudja, Committee Member

STAFF PRESENT

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

STAFF ABSENT

Fernando Paludi, General Manager

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Safranski called the July 3, 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

Mr. Perea reported that the General Manager was currently at the Municipal Water District of Orange County (MWDOC) participating in a panel discussion regarding the Metropolitan Water District of Southern California's (MET) business model.

ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

Mr. Perea 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

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JULY 3, 2024**

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

ITEM 2: PROFESSIONAL SERVICES AGREEMENT WITH W.M. LYLES CO. TO PERFORM SCADA INTEGRATION SERVICES FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$239,657

Mr. Perea presented this matter for Committee consideration, and he reported that this matter was discussed with the Executive Committee. Mr. Perea provided a background on this project relating to the performance issues with the project's original contractor, TESCO Controls (TESCO). Mr. Perea stated that the District terminated the contract with TESCO, and brought W.M. Lyles on board to immediately assist the District with correcting certain programming issues. Mr. Perea stated that the District is looking to contract with W.M. Lyles to complete the SCADA integration project. Mr. Perea thanked Mr. Serpas for working on putting together the close out costs with TESCO. Discussion occurred regarding the current budget, and Mr. Perea stated that this phase of the project will be slightly over-budget by \$30,000. Discussion also occurred regarding the negotiation of close out costs with TESCO and assessed damages to the District. Mr. Perea indicated the agendized recommended action was for the Committee to approve the professional services agreement with Board ratification: the Committee deferred approval of the agreement and recommended bringing this matter as an action item to the full Board of Directors for approval.

MOTION: Recommend the Board of Directors approve a professional services agreement with W.M. Lyles Company to perform SCADA integration services in the amount of \$217,870 plus a 10% contingency of \$21,787, for a not to exceed amount of \$239,657 (Action Calendar).

ITEM 3: OTHER ENGINEERING AND OPERATIONS PROJECT UPDATES

1. Golf Club Sewer Lift Station Construction Update

Ms. Lausten provided an update on this matter, and she reported that the project has experienced delays due to rain. Ms. Lausten stated that the project's contractor, Pacific Hydrotech has committed to having the project completed in mid-September. Mr. Ulloa noted that the secondary bypass pump has higher electrical demands, and that diesel driven pumps will be used. Mr. Ulloa added that sound panels have been factored into the project's budget for this project.

2. Dove Dam Improvements Next Step: Preliminary Design Report RFP

Ms. Lausten provided an update on this matter, and she reported that the District has requested to change the Dam's rating from fair to poor, in order to take advantage of available State design and grant funding for repairs. Ms. Lausten stated that the District has received a letter from the Department of Water Resources (DWR) with a deadline of December 31, 2024 for submitting a plan and schedule for the Dam's repair, to be completed no later than December 31, 2026. Ms. Lausten stated that the District is working to secure grant funding to pay for this project.

3. WWTP Blower Replacement Project Status Update

Ms. Lausten provided an update on this matter, and she reported that Operations and Engineering have been working on a re-design of the layout after discussions with the Engineering Committee and Board of Directors and that the re-design is ongoing. Mr. Perea provided a brief overview of the preliminary re-design layout. Ms. Lausten stated that staff has received a preliminary estimate for the project and she noted that the estimate is being fine-tuned. A brief discussion occurred regarding the budget for this project and Ms. Lausten stated that the budget was \$550,000.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JULY 3, 2024**

4. El Toro Force Main Leak Update and Implications

Mr. Perea provided an update on this matter, and he reported that this matter was reviewed with the Executive Committee. Mr. Perea provided an overview of the emergency repair of the initial leak and line break approximately two months prior. Discussion occurred regarding potential issues in the future as well as possible options for repair.

5. Other Projects

Live Oak Pipeline - Mr. Perea reported that the upgrade design will be starting in a few weeks.

Saddle Crest Reservoir and Pump Station – Mr. Perea reported that this item has been agendaized as a closed session item at July’s Regular Board Meeting.

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. Replaced 1 curb stop in Saddle Crest Development.
2. Repaired service line leak on Live Oak Canyon.
3. Pulled new chemical feed lines at DWTP.
4. Replaced clarifier screens on filter #3 at DWTP.
5. Moved into new office after remodel.
6. Conducted weed abatement at DWTP and GWTF.
7. Worked with Engineering to clean out meter boxes for Lead/Copper assessment.

Mr. Kessler presented the Water System Summary for Committee review, and he reported that the District is meeting the majority of potable demands utilizing the groundwater treatment facility. Mr. Kessler stated that the District will start utilizing Irvine Lake water via Baker Treatment facility and monitor the distribution system water quality with the introduction of the source water. Discussion occurred regarding ongoing conversations with Irvine Ranch Water District and lake water quality.

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. Replaced a 4-inch check valve for the WAS pump at the Robinson Ranch Wastewater Treatment Plant (WWTP).
2. Repaired a Solar Bee mixer at Dove Lake to ensure water quality.
3. Added additional storage capacity for chlorine at WWTP for emergencies.
4. Worked on by-pass and assisted in the repair of the force main line break at El Toro Lift Station.

Mr. Ulloa presented the Recycled Water System Summary for Committee review, and he reported that the recycled water reservoir and Dove Lake are at full capacity and that recycled water was sold to Santa Margarita Water District in the amount of 5-acre feet. Mr. Ulloa reported that Dove Lake experienced a naturally occurring algae bloom approximately 2-3 weeks prior due to increased warm weather and the failure of a Solar Bee mixer; Mr. Ulloa reported that the mixer was repaired and that the water quality has improved.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JULY 3, 2024**

MOTION: None – Informational item only.

ITEM 6: MAINTENANCE DEPARTMENT UPDATES

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

Projects and Repairs

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

Water Operations

1. Worked with Hydrotech Electric to install new LED lighting at DWTP.

Wastewater Operations

1. Completed weed abatement at Reservoir One
2. Worked with Hydrotech Electric to complete dialer upgrades at Plano Lift Station and Heritage Lift Station
3. Installed new motor and re-packed the Robinson Ranch recycled water booster pump
4. Worked with operations and Ferreira Construction to complete sewer force main repairs at El Toro Lift Station
5. Worked with operations and Ferreira Construction to repair a sewer air vac on the Heritage force main located on the WWTP access road
6. Worked with Duthie Power to perform emergency generator repairs at Plano Sewer Lift Station

District Fleet Upgrades & Other Projects

1. Attended the second round of ARC Flash Prevention Training
2. Vactor repairs at Haaker (vacuum equipment inspection and repairs)
3. Vactor repairs at Fleet Services (cab and chassis inspection and repairs including DOT inspection)
4. Completed preventative maintenance on the CAT backhoe

MOTION: None – Informational item only.

ITEM 7: OTHER MATTERS/REPORTS

Mr. Perea wished all in a happy and safe Independence Day.

MOTION: None

ADJOURNMENT

Director Safranski adjourned the July 3, 2024 Engineering/Operational Committee Meeting at 7:38 a.m.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 15, 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. July 1, 2024

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | JULY 1, 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
Jason Stroud, Maintenance Superintendent

CONSULTANTS PRESENT

Claire Collins, District General Legal Counsel – Handon Bridgett, LLC

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Mandich called the July 1, 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 received a report from the Orange County Grand Jury that requires certain responses from the District. Mr. Paludi stated that he will bring conceptual responses back to the Committee for their input.

ADMINISTRATIVE 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

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | JULY 1, 2024**

MOTION PASSED/FAILED: Passed 2 – 0

DISCUSSION MATTERS

ITEM 2: BOARD AGENDA PLANNING CALENDAR

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

July 2024

Regular Board Meeting – 7/18

- Ratify E/O approval of SCADA integration agreement with W.M. Lyles Co. (E/O)
- Conduct Public Hearing for Undeveloped Land Standby Charges (F/A)
- Adoption of Undeveloped Land Standby Charges (F/A)
- Adopt Resolution Establishing Appropriations Limit for FY 24/25 (F/A)
- **Closed Session:** Rutter Development Settlement Update

August 2024

Regular Board Meeting – 8/15

- Receive Easements for Barneberg SLS and Bell Canyon SLS (E/O)
- Award Recycled Water P.S. Improvements Design Contract (E/O)
- Award HR Support Services Contract (Exec and F/A)
- Health Insurance Benefit Determination (F/A)
- Approval of District Sponsorship of 2024 OC Water Summit (F/A)

September 2024

Regular Board Meeting – 9/19

- Biennial Review of District’s Conflict of Interest Code (Exec)

Other Potential Future Board Items

- Settlement Offer with Rutter Development (Closed Session)
- Accept Saddle Crest Facilities (tent)

Discussion occurred concerning the District’s challenges in completing the SCADA integration project, and he reported that the District has terminated its contract with TESCO in April. Mr. Paludi stated that the District brought W.M. Lyles Co. on board to immediately assist with these issues, and he added that the District plans to contract with W.M. Lyles Co. to complete the project.

Mr. Paludi reported that a second leak on the El Toro Force Main was located and repaired. Discussion occurred potential issues in the future as well as possible options for repair. Mr. Paludi stated that the District Engineer is researching possible cost-effective solutions, including slip-lining a portion of the sewer force main.

Mr. Paludi reported that he would not be in attendance at the July Engineering/Operational Committee Meeting as he would be at Municipal Water District of Orange County (MWD OC) participating in a panel discussion on the Metropolitan Water District of Southern California (MET) business model.

Mr. Perea provided an update on the HR/Benefits Support Services RFQ, and he reported that staff issued the RFQ to 6 firms and that 2 responded with proposals for services. Mr. Perea also reported that staff met with both

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | JULY 1, 2024**

respondents and that each will provide a proposal that will be brought forward for the Committee and full Board's review.

MOTION: None – Informational item only.

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

Ms. Collins provided a brief update on new water rates-related legislation, and she reported that all 3 bills have passed with bipartisan support.

Ms. Collins reported that the Supreme Court session closed, and she noted one of the Court's decisions affecting the Chevron deference standard. Ms. Collins stated that she will put together an analysis and high-level update for the full Board of Directors.

Mr. Paludi reported that the Ground Water Treatment Facility was still online at full production capacity.

ADJOURNMENT

Vice President Mandich adjourned the July 1, 2024 Executive Committee Meeting at 5:38 p.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 15, 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 2024-25 Budgeted Board Expenses: \$45,200

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. July 2024

EXHIBITS:

1. Directors Fees and Expenses Monthly Report for July 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 | JULY 2024**

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
DISTRICT MEETINGS					
Executive Committee Meeting			07/01/24	07/01/24	
Engineering/Operational Committee Meeting			07/03/24		07/03/24
District Properties Committee Meeting			07/01/24	07/01/24	
Finance/Audit Committee Meeting	07/11/24	07/11/24			
Individual Meeting with General Manager	07/15/24		07/16/24	07/15/24	07/16/24
Regular Board Meeting	07/18/24	07/18/24	07/18/24	07/18/24	07/18/24
REPRESENTATIVE MEETINGS					
Community Associations of Rancho (CAR) Meeting		07/09/24			
City of Rancho Santa Margarita - City Council Meeting					
City of Rancho Santa Margarita - Planning Commission Meeting	07/03/24				
Independent Special Districts of Orange County (ISDOC) Monthly Meeting				07/02/24	
MWDOC Administration/Finance Committee Meeting	07/10/24				
MWDOC Board Meeting	07/17/24				
South Orange County Integrated Regional Watershed Management Executive Committee Meeting					
Orange County Local Agency Formation Commission (OC LAFCO)					
South Orange County Water Agencies Group Meeting					07/23/24
Santiago Aqueduct Commission Meeting (SAC)					
Water Advisory Commission of Orange County (WACO)	07/12/24				
NUMBER OF MEETINGS ATTENDED	7	3	4	4	4
PER DIEMS (\$125 per each meeting*)	\$875.00	\$375.00	\$500.00	\$500.00	\$500.00
DIRECT REIMBURSABLE EXPENSES					
DIRECT REIMBURSABLE EXPENSES TOTALS					
INDIRECT REIMBURSABLE EXPENSES					
INDIRECT REIMBURSABLE EXPENSES TOTALS					
TOTAL (PER DIEMS + DIRECT REIMBURSABLE EXPENSES)	\$875.00	\$375.00	\$500.00	\$500.00	\$500.00
<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
DISTRICT PUBLIC MEETINGS													
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	-	-	-	-	-	-	-	-	-	-	-	-
PUBLIC MEETINGS													
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
CONFERENCES													
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 | AUGUST 15, 2024**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 6: APPROVAL OF TRABUCO CANYON WATER DISTRICT'S SPONSORSHIP OF 2024 OC WATER SUMMIT

Trabuco Canyon Water District (District) is a member of the Municipal Water District of Orange County (MWDOC). MWDOC and Orange County Water District (OCWD) host an annual event called the OC Water Summit, and the event is scheduled for Friday, September 27, 2024 at the Westin South Coast Plaza in Costa Mesa from 7:30 a.m. to 1:30 p.m.

A program for the event is included as an exhibit. The District has sponsored this event each year at the table sponsorship level as this provides seating for District Board members and staff, as well as featuring the District's name and logo on event materials. District staff recommends the Board approve a table sponsorship for the 2024 OC Water Summit.

FUNDING SOURCE:

General Fund

FISCAL IMPACT (PROJECT BUDGET)

Table Sponsorship: \$1,600

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was reviewed with the Executive Committee.

RECOMMENDED ACTION:

Receive information at the time of the meeting and approve table sponsorship in the amount of \$1,600.

EXHIBITS:

1. 2024 OC Water Summit Sponsorship Opportunities

CONTACTS (staff responsible): PALUDI/PEREA



SPONSORSHIP OPPORTUNITIES



LIQUID LOGIC

THE FUSION OF FINANCE, TECH, AND WATER

SPONSORSHIP OPPORTUNITIES

SEPTEMBER 27, 2024

7:30AM - 1:30PM

WESTIN SOUTH COAST PLAZA, COSTA MESA

WWW.OCWATERSUMMIT.COM

PRESENTED BY:



LIQUID LOGIC

THE FUSION OF FINANCE, TECH, AND WATER

Imagine the impact of innovative financial strategies meeting cutting-edge technology, all aimed at solving the pressing challenges of water management. Take advantage of this unique opportunity to explore the synergy between finance and technology in revolutionizing water sustainability. Connect with like-minded professionals and engage in thought-provoking discussions at this premier event.

Join more than 300 business professionals, elected officials, academics, and water leaders on September 27, 2024, as the OC Water Summit explores **Liquid Logic: The Fusion of Finance, Tech, and Water**.

ABOUT THE OC WATER SUMMIT

Now in its 16th year, the OC Water Summit is an innovative and interactive forum, that attracts hundreds of business professionals, elected officials, water industry stakeholders, and community leaders from Southern California and beyond.

Co-hosted by the Municipal Water District of Orange County (MWD OC) and the Orange County Water District (OCWD), this unique event fosters discussion on new and ongoing water supply challenges, water policy issues, and other critical topics impacting our economy and public health.

World-renowned experts and distinguished speakers will deliver presentations and engage with participants on these vital issues. By sponsoring the OC Water Summit, you support Southern California's long-term water reliability. Various sponsorship opportunities are available to align with your organization's strategic goals. For more information, please visit www.OCWaterSummit.com.

SPONSORSHIP INFORMATION

We are currently seeking sponsorships from organizations like yours for our 2024 event.

For your convenience, you may complete the sponsorship commitment form online and submit credit card payment at www.OCWaterSummit.com.

Please submit your sponsorship commitment form by Friday, September 6, 2024, to ensure inclusion in all sponsorship benefits.

Send a high-resolution electronic version of your logo to Jasmine Orozco at jorozco@mwdoc.com. Preferred file formats are EPS, PDF, or AI for optimal image quality.

Payments can be made via credit card or check. Please make checks payable to "Municipal Water District of Orange County" and mail them to: Municipal Water District of Orange County, 18700 Ward Street, Fountain Valley, CA 92708.

Questions? Contact:

Jasmine Orozco
714-593-5061
jorozco@mwdoc.com

Crystal Nettles
(714) 378-3202
cnettles@ocwd.com



PRESENTED BY:



LIQUID LOGIC

THE FUSION OF FINANCE, TECH, AND WATER

SPONSOR LEVELS

	\$10,000* TITLE	\$7,500* LUNCHEON	\$6,000* PROGRAM	\$5,000 DECOR	\$3,500** SESSION	\$2,000 ASSOCIATE	\$1,600 TABLE	\$1,200 BREAKFAST	\$1,000 EXHIBITOR
Logo exclusively featured alongside Presenting Sponsors on event invitations, program cover, transitional slides, event website, event signage, and on advertising, marketing, and other PR									
Opportunity to have a promotional item distributed to each guest attending the Summit									
Name mentioned during thank you remarks									
Opportunity to host an exhibit table at the Summit									
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Name featured on the event website www.ocwatersummit.com									
Logo featured on slides during the program									
Full page color advertisement on the last page of the Summit digital program (This is the ONLY ad space in the program)									
Table for eight at Summit with logo on table signs									
Two complimentary tickets to the Summit									
Signage located at buffet stations featuring company name and logo									
Logo featured on each table									
Logo featured on lunch tickets									

*LIMITED TO ONE SPONSOR

**LIMITED TO ONE SPONSOR (4 SESSIONS AVAILABLE)



THANK YOU TO OUR 2023 SPONSORS

FOR JOINING US TO DISCUSS WATER ISSUES IN SOUTHERN CALIFORNIA!

PRESENTING



LUNCHEON



PROGRAM



DECOR



SESSION



MEDIA



ASSOCIATE



TABLE

Aleshire & Wynder, LLP, Anaheim Public Utilities, Black & Veatch, City of Santa Ana, Disneyland Resort, East Orange County Water District, El Toro Water District, Hazen and Sawyer, Irvine Ranch Water District, Metropolitan Water District of Southern California, Mesa Water District, Michael Baker International, Inc., Moulton Niguel Water District, PACE Advanced Water Engineering, South Coast Water District, Trabuco Canyon Water District, Yorba Linda Water District

EXHIBITOR

Comsys, Inc.; Daupler; Xylem

Municipal Water District of Orange County | Orange County Water District
18700 Ward Street, Fountain Valley, CA 92708 | (714) 963-3058 | (714) 378-3200
mwdoc.com | ocwatersummit.com | ocwd.com

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 15, 2024**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 7: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT RESPONSE TO 2023-24 ORANGE COUNTY GRAND JURY REPORT

On June 21, 2024, the Orange County Grand Jury released a report titled *“Emerging Opportunities in South County Water/Wastewater Systems.”* The report, included as Exhibit 1, requests that Trabuco Canyon Water District (TCWD) respond to certain findings and recommendations in the report, namely:

- Finding F4: *“There is currently no unified strategy for the future of water/wastewater provision in South Orange County.”*
- Recommendation R2: *“The OCGJ recommends that by January 1, 2025, LAFCO form a taskforce comprising representatives of affected water agencies to study the transformation of SOCWA and prepare a report on the future of water/wastewater in South Orange County.”*

California Penal Code Section 933 requires the governing body of any public agency which the Grand Jury has reviewed, and about which it has issued a final report, to comment to the Presiding Judge of the Superior Court on the finding and recommendations pertaining to matters under the control of the governing body, no later than 90 days after the report is published. Accordingly, TCWD has prepared a letter responding to Finding F4 and Recommendation R2 as requested in the report. The draft letter is included as Exhibit 2.

FUNDING SOURCE:

Not applicable

FISCAL IMPACT

Not applicable

COMMITTEE STATUS:

This matter was reviewed with the Executive Committee.

RECOMMENDED ACTIONS:

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

EXHIBIT(S):

1. 2023-24 OCGJ Report *“Emerging Opportunities in South County Water/Wastewater Systems.”*
2. TCWD Draft Response Letter

CONTACTS (Staff Responsible): PALUDI/PEREA



Emerging Opportunities in South County Water/Wastewater Systems



GRAND JURY 2023-2024

TABLE OF CONTENTS

SUMMARY 3

BACKGROUND 3

REASON FOR THE STUDY 7

METHOD OF STUDY..... 7

INVESTIGATION AND ANALYSIS..... 9

WATER SYSTEMS – THE CONSOLIDATION PROCESS 9

Case Study: City of San Juan Capistrano and Santa Margarita Water District 9

LAFCO’s Regulatory Role: Municipal Service Reviews 9

Summation 13

WASTEWATER SYSTEMS - REGIONAL COLLABORATION 13

Case Study: South Orange County Wastewater Authority (SOCWA)..... 13

Joint Power Authority: Governing Structure..... 15

SOCWA: Disputes and Succession 16

Summation 18

THE PATH FORWARD 19

COMMENDATIONS..... 21

FINDINGS 22

RECOMMENDATIONS..... 22

RESPONSES..... 23

Responses Required 24

REFERENCES..... 25

GLOSSARY 29

APPENDICES..... 31

APPENDIX 1..... 31

South Orange County Water Resource Agencies..... 31

APPENDIX 2..... 32

South Orange County Water Resource Agencies Summary Data..... 32

APPENDIX 3..... 33

South Orange County Water Districts/Providers..... 33

SUMMARY

This Orange County Grand Jury (OCGJ) report examines the 2021 consolidation of the City of San Juan Capistrano's (SJC) water and wastewater utilities with the Santa Margarita Water District (SMWD). It sheds light on the challenges encountered and benefits achieved through consolidation. The reorganization revealed unforeseen infrastructure costs. Also, different rate structures between the combined systems resulted in a dramatic fire line service rate increase for non-residential customers that prompted protest from some of the affected ratepayers. Going forward, the lessons learned from the SMWD experience are relevant for future consolidations. Based on the findings presented in this report, the OCGJ recommends that the Orange County Local Agency Formation Commission (LAFCO) develop an ongoing practice of evaluating post-consolidation outcomes and public impacts.

Further, this OCGJ report delves into the interrelationship of water and wastewater in South Orange County. The OCGJ studied the South Orange County Wastewater Authority (SOCWA), one of the largest collaborations of wastewater service providers in the region. Disputes among its member agencies, including litigation, have strained relations causing a bureaucratic entanglement that hinders operational effectiveness. Proposals and negotiations are underway that could ultimately affect the status of its members and the realignment of treatment plants serving South Orange County.

SOCWA is a long-standing joint powers authority (JPA) that shares several wastewater facilities managed through agreements that are due to expire in 2030. Its continuance as a JPA is tenuous yet its regulatory function remains relevant. As such, the OCGJ recommends LAFCO form a task force comprising representatives from affected water agencies to study the transformation of SOCWA and prepare a report identifying the optimal future of water and wastewater systems in South Orange County.

Technologies, innovation, and increased State and federal funding are on the horizon for the water and resource recovery industry. The OCGJ finds an urgent need to unite the South Orange County water and wastewater agencies so that South Orange County is in a better position to seize the opportunities that lie ahead.

BACKGROUND

Providing water and processing wastewater in Orange County has consistently captured the public's attention. Over the past 25 years, Grand Juries have issued 15 reports addressing various water-related challenges. Many of these reports emphasize the importance of consolidating water and wastewater agencies. Orange County is home to numerous governmental entities, including special districts and JPAs that oversee an array of countywide functions, particularly those related to water and wastewater service

Emerging Opportunities in South County Water/Wastewater Systems

providers. Specifically, there are 29 retail water suppliers¹ in Orange County with their own independent governing boards and associated bureaucracies.

Previous OCGJs have raised concerns about the redundancy, laden costs, and complexity of public agencies for decades. Reports investigated the intricate web of independent special districts. Consolidating the large number of public agencies overseeing water and wastewater systems is a matter of significant concern.²

Over the past six decades, Orange County's history reflects a transformation from an agricultural hub to a thriving residential and commercial community. Rapid growth during this period caused a proliferation of water districts throughout the county. This resulted in an overabundance of water retailers operating within one of the geographically smallest counties in California.

In more recent times, water districts have found it necessary and advantageous to consolidate with other compatible public agencies. The Irvine Ranch Water District (IRWD) successfully acquired 5 water agencies in the last 27 years, with the most recent consolidation occurring in 2008.³ The latest annexation within Orange County occurred in 2021 when the Santa Margarita Water District (SMWD) acquired the water and wastewater systems of the City of San Juan Capistrano (SJC) through annexation.

Additionally, the potential consolidation of Orange County Water District (OCWD) and Municipal Water District of Orange County (MWDOC)—the county's two major water wholesalers—is currently under review by the Orange County LAFCO. This is highlighted in the 2021-2022 OCGJ report titled "Water in Orange County Needs One Voice."⁴

Advancing technology has made wastewater a sought-after commodity essentially adding to the water supply. In the realm of Orange County wastewater, there are two main wastewater service providers: the Orange County Sanitation District (OCSAN) and SOCWA. Both handle regional wastewater collection and treatment within their respective areas. Despite providing similar services, they operate under different governance structures. OCSAN is a special district, while SOCWA operates as a JPA. OCSAN serves 25 agencies covering north and central Orange County, totaling 2.5 million residents, while SOCWA currently represents 7 water and sewer agencies in South Orange County, serving approximately 600,000 residents. (See figures 1 and 2)

¹ Retail water suppliers provide potable municipal water to more than 3,000 end users or supply more than 3,000 acre-feet of potable water annually at retail for municipal purposes. (Cal. Water Code § 10608.12.)

² 2011-2012 Orange County Grand Jury report titled "[Dragging Special Districts from The Shadows](#)"
³ [Consolidations \(irwd.com\)](https://www.irwd.com)

⁴ 2021-2022 Orange County Grand Jury report titled "Water in Orange County Needs One Voice"
https://www.ocgrandjury.org/sites/jury/files/2023-06/2022-06-22_Water_in_Orange_County_Needs_One_Voice.pdf

Orange County Wastewater Agencies

	OCSAN	SOCWA
Services	Regional wastewater collection and treatment	Regional wastewater collection and treatment
Governing Structure	Special District	JPA
Agencies Served	25 agencies covering North and Central Orange County	7 water and wastewater agencies covering South Orange County
Funding	Property taxes, utility bills, grants and loans	Directly from member agencies. (no taxing authority)
# Residents Served	~2.5 million	~600,000

Figure 1-Wastewater Agencies

Water Agencies in South Orange County



Figure 2

Courtesy of SOCWA

Note: Santa Margarita Water District annexed the City of San Juan Capistrano Utilities in 2021. Laguna Beach County Water District serves the City of Laguna Beach and the Emerald Bay Service District.

REASON FOR THE STUDY

The public is generally unaware of the intricate processes and unseen operators who control the flow of their household water and sewage. However, the public has recently become keenly aware of rising utility bills. Media coverage has highlighted various water agencies raising rates to address escalating water costs, aging infrastructure, lack of upgrades, and deferred maintenance. The condition of water and wastewater infrastructure must be regularly assessed for an effective capital improvement program to maintain optimum performance.⁵ A recent example is the proactive April 16, 2024 “Huntington Beach Water/Wastewater Rate Report” proposal needed to ensure reliable water and wastewater systems through 2040.⁶ Over the past few years, several water agencies across Orange County have faced backlash from ratepayers for massive hikes to cover such expenses.

In 2023, public attention was drawn to the aftermath of the SMWD’s 2021 annexation of the SJC water systems. Media reports cited SMWD officials claiming neglect under prior SJC management. News coverage also focused on proposed rate increases so excessive that they generated protests from some of the most severely impacted customers. This being the most recent water systems consolidation, OCGJ was curious about the overall process, pre-existing condition of city’s water systems, and reasons underlying these major rate differences.

Additionally, with an interest in regional water matters, the OCGJ decided to extend its scope and examine the broader network of water and wastewater entities in South Orange County. The OCGJ identified a group of major water/wastewater providers that, through a long-standing JPA, manage and provide regional collection and treatment of wastewater to support their respective service areas. The OCGJ then undertook an investigation to assess the governance structure and operational effectiveness of this collaborative legal network. The OCGJ was particularly interested in the interrelationship of these water and wastewater providers and the prospect of future consolidations in South Orange County.

METHOD OF STUDY

The OCGJ conducted interviews with key personnel, attended tours, observed meetings, and reviewed documents relevant to the topic. Research focused primarily on public agencies serving South Orange County.

⁵ Capital Improvement Program, <https://efc.sog.unc.edu/resource/capital-planning-resources-for-water-and-wastewater-utilities/>

⁶ Huntington Beach Water / Wastewater Rate Report, <https://huntingtonbeach.legistar.com/View.ashx?M=F&ID=12846347&GUID=CF0B144A-8C49-4FFE-BC0F-EADFC70C317C>

Emerging Opportunities in South County Water/Wastewater Systems

Interviews:

- Shea Therapeutic Riding Center
- City of Laguna Beach
- ATS Financial Services
- City of San Clemente
- City of San Juan Capistrano
- South Coast Water District
- Santa Margarita Water District
- Moulton-Niguel Water District
- Irvine Ranch Water District
- Laguna Beach County Water District
- Municipal Water District of Orange County
- Trabuco Canyon Water District
- El Toro Water District
- South Orange County Wastewater Authority
- Orange County Water District
- Orange County LAFCO
- Berkson Associates Consulting
- Emerald Bay Service District

Site Visits:

- Orange County Emergency Operating Center at Loma Ridge
- Orange County Sanitation District
- Santa Margarita Water District
- Irvine Ranch Water District
- San Clemente Public Works Department
- South Coast Water District
- South Orange County Wastewater Authority
- Coastal Treatment Plant
- Municipal Water District of Orange County
- Orange County Water District
- Moulton Niguel Water District
- Laguna Beach County Water District
- JB Latham Treatment Plant
- City of Laguna Beach Public Works
- El Toro Water District
- Robert B. Diemer Treatment Plant

Meetings:

- LAFCO
- Municipal Water District of Southern California
- OCWD Water Summit
- Water Advisory Committee of Orange County (WACO)

Documents and Websites Reviewed:

- Previous Grand Jury reports
- M1 Manual-Association of California Water Agencies the *Manual of Standard Practices* by the American Water Works Association
- Websites, staff reports, agendas, and meeting recordings for water agencies in South Orange County
- Review of applicable State and local laws and regulations
- Local news articles and reports

INVESTIGATION AND ANALYSIS

WATER SYSTEMS – THE CONSOLIDATION PROCESS

Case Study: City of San Juan Capistrano and Santa Margarita Water District

The City of San Juan Capistrano's (SJC) water utilities transfer offers an insightful case study highlighting the challenges and benefits with consolidating its municipal water systems with the Santa Margarita Water District (SMWD). Records dating back to 2000 reveal a decades-long struggle marked by local political tensions, financial strain from ratepayer lawsuits, deferred maintenance, and insufficient capital reinvestment in the water system. These factors, compounded by a reluctance to adjust rates to cover ongoing water costs, culminated in a critical junction where the city eventually found itself seeking a more capable water provider to assume control of its water systems.

In the pivotal year of 2011, the financial hardships plaguing SJC intensified. A series of multimillion dollar lawsuits led to a substantial decrease in the city's bond rating, creating an additional \$7.5 million deficit in the city's budget. Faced with this fiscal crisis, the city resorted to extreme budgetary measures with city-wide cutbacks affecting the utility sector.

This financial rollercoaster persisted through Fiscal Years 2012 to 2014, until 2015 delivered yet another major economic hit. There was an unfavorable Court of Appeal's decision in a lawsuit concerning the City's billing rate system that impacted affluent and high-water users. It mandated an additional \$4.1 million refund, exacerbating the City's already precarious financial state.⁷ It was at this point, in 2015, that the City began to explore divesting its water and wastewater utilities. By August 2016, the City took a decisive step by filing an application with Orange County LAFCO to conduct a focused Municipal Service Review (MSR). The purpose was to explore the potential transfer of its water and wastewater operations and facilities to a public successor agency.

LAFCO's Regulatory Role: Municipal Service Reviews

LAFCOs are independent regulatory commissions throughout California that were created by the legislature in 1959 and are charged with controlling and adjusting the boundaries of cities and most special districts in all 58 counties. (See Cal. Gov. Code §§ 56001, 56325.) Besides regulating local government boundaries, LAFCOs play an important role in evaluating municipal services within their counties and making recommendations for improvements. LAFCOs review and update the designated sphere of influence for each city and special district under their jurisdiction. Prior to establishing or updating a sphere of influence, LAFCO must perform a special MSR. MSRs are comprehensive studies to determine the adequacy of governmental services being provided by the local agencies under LAFCO jurisdiction. MSRs can be conducted

⁷ Meghann M Cuniff, "San Juan Capistrano to pay \$4.1 million to refund customers for illegal water rates" *Orange County Register*, June 18, 2015.

Emerging Opportunities in South County Water/Wastewater Systems

individually for specific cities or districts, covering all services, or on a county-wide or regional basis focused on specific services.

As the local regulatory agency, Orange County's LAFCO was tasked with reviewing the annexation proposal submitted by SJC and analyzing the financial suitability and operational capability of potential public successor agencies. On October 10, 2018, LAFCO issued its Focused MSR,⁸ which assessed the SJC's utilities and identified potential successor public agencies to assume their operations.⁹ This report held significant weight in the City's search for a solution to off-loading its distressed assets.

The MSR identified three interested special water districts for further consideration: South Coast Water District (SCWD), Santa Margarita Water District (SMWD), and Moulton Niguel Water District (MNWD). Notably, the report underscored that all three potential agencies were generally better positioned than the city to provide water and sewer services to the community,¹⁰ thus marking a turning point in SJC's search for a viable solution to its long-standing water system challenges.

Following presentations from three qualified special districts and input from the public, SJC selected SMWD on February 19, 2019, for further discussion on the transfer of the City's water and sewer utility systems. The City Council's rationale for this decision was based on the potential for an economy of scale, enhanced operations, infrastructure improvements, and stabilized utility rates for its ratepayers.¹¹ Subsequently, on January 21, 2020, the City unanimously approved the annexation agreement with SMWD¹² and in late winter of 2020, SMWD filed an annexation application with LAFCO.¹³ As part of the process, SMWD submitted a Plan of Service proposing enhanced efficiency and cost-effective delivery of services to the affected ratepayers.¹⁴

On August 19, 2021, LAFCO approved the SMWD annexation of SJC's water and wastewater utilities, citing such benefits as stabilization of rates and immediate, long-term improvements of both utilities.¹⁵ SMWD assumed operational control of the City's water systems on November 15, 2021¹⁶, designating the area formerly serviced by the

⁸ FOCUSED MUNICIPAL SERVICE REVIEW (oclafco.org)

⁹ Orange County Local Agency Formation Commission Agenda Report Proposed "Santa Margarita Water District Annexation of the City of San Juan Capistrano Water and Wastewater Utilities" August 19, 2021, p. 1.

¹⁰ *Ibid.* pp. 1-2.

¹¹ *Ibid.*

¹² San Juan Capistrano City Council Meeting Minutes dated January 21, 2020, p. 4.

¹³ Santa Margarita Water District Letter to Local Agency Formation Commission, Orange County Subject: City of San Juan Capistrano Potable Water, Recycled Water, and Wastewater Utilities – Santa Margarita Water District's Plan of Service and Application Form, December 23, 2020, pp. 1-2.

¹⁴ *Ibid.*

¹⁵ Orange County Local Agency Formation Commission Agenda Report Proposed "Santa Margarita Water District Annexation of the City of San Juan Capistrano Water and Wastewater Utilities" August 19, 2021, pp. 21-22.

¹⁶ FAQs • Why does SMWD want to take over San Juan Capistrano's Water and Wastewater service from the City? <https://www.smwd.com/faq.aspx?qid=180>

Emerging Opportunities in South County Water/Wastewater Systems

SJC as Improvement District 9 (ID 9), distinct from SMWD's Improvement Districts 1 through 8.¹⁷

In May 2023, SMWD issued a Cost of Service and Rate Study concerning ID 9 that focused on determining rates necessary to cover water service costs as required by the California Constitution under Proposition 218.¹⁸ The study found 135 prominent ratepayers, including shopping centers, industrial buildings, schools, churches, and a major non-profit, that would be significantly impacted by the proposed monthly rate increases,¹⁹ specifically for their fire service lines. For instance, businesses faced increases from nearly \$9,700 to over \$14,000 annually for fire service lines, a result of SMWD's new rate methodology based on capacity. In contrast, residential lines saw more modest increases of no more than \$30 a month.²⁰

SMWD responded to the rate increase concerns by sending out required notices to new ID 9 ratepayers and met with those severely impacted. The proposed rate increases were publicized by local media, leading to protests from some affected ratepayers. At a July 12, 2023, public hearing on proposed rates, SMWD staff highlighted the City's deferred maintenance of infrastructure, and the lack of rate increases since July 2018. They argued that the increases were necessary to align ID 9 with the rest of the district. Protesting ratepayers claimed the proposed rate hikes were unjust. One ratepayer hired a consultant to evaluate the SMWD rate study. Thirteen water districts in Orange and Riverside Counties were included in the investigation. The rate methodology employed in the SMWD Cost of Service and Rate Study was not used in any of the 13 districts that were studied.²¹

In response to this feedback, SMWD's Board of Directors voted to continue the meeting to August 2, 2023. On that date, the Board approved ID 9 water rate increases proposed by staff, except for the capital charge component for fire meter owners. Additionally, the Board ordered a new Cost of Service and Rate Study for all districts within SMWD to be completed by June 30, 2024.

¹⁷ <https://www.smwd.com/DocumentCenter/View/4247/SMWD-ID-9-Cost-of-Service-and-Rate-Study> p.3.

¹⁸ *Ibid.*

¹⁹ Santa Margarita Water District Memorandum to: Board of Directors From Daniel Ferons, Erica Castillo Subject: Public Hearing on Proposition 218 Rate Structure; and Consideration and Action on Adoption of Resolution No. 2023-07-01 Adopting Adjustments in its Potable Water, Recycled Water, and Wastewater Service Charges and Water Shortage Contingency Rates for Improvement District No. 9 (San Juan Capistrano) Agenda Packet July 12, 2023, p.7.

²⁰ Brandon Pho, Noah Biesiada, San Juan Capistrano Businesses Shocked over Staggering Proposed Water Bill Hike, Voice of OC, June 22, 2023.

²¹ Findings Report, ATS Financial Services, July 6, 2023 "Analysis of ID 9 (SJC) of the SMWD Cost of Service and Rate Study and Proposed Rate Adjustments."

SJC/SMWD Consolidation Timeline

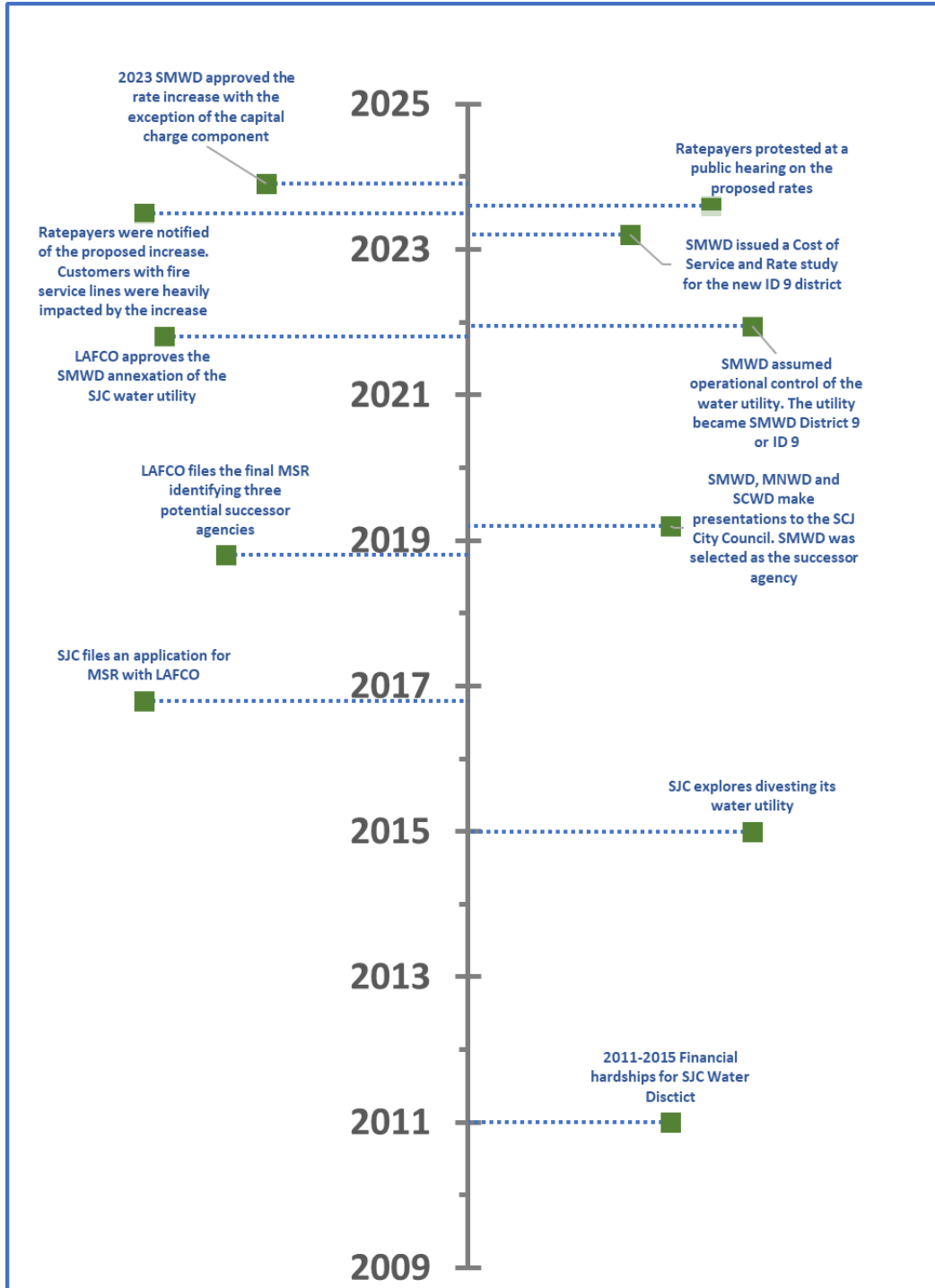


Figure 3

Summation

Although initial rate increases drew some criticism from the community, after the consolidation, the average monthly residential rate went up \$30. Overall, the SMWD consolidation signaled a positive direction for SJC's water future. Since the transfer, new SMWD customers have generally expressed satisfaction with their new provider's service and water quality, as reflected in polls and customer surveys.²² Additionally, SMWD is actively addressing deferred maintenance needs and making necessary infrastructure capital improvements neglected over time. Also, customer rates for ID 9 are on schedule to be consistent with the entire district by 2030.²³

The case of the SJC's water systems having undetected deficiencies underscores the need for an extensive assessment of the utilities in advance of such reorganizations. Transparency and more due diligence would have mitigated some consolidation concerns and helped smooth the transition of service providers. Research also suggests the need for a more extensive analysis of rate increases for non-residential customers.

WASTEWATER SYSTEMS - REGIONAL COLLABORATION

Case Study: South Orange County Wastewater Authority (SOCWA)

SOCWA was formed in 2001 when the South East Regional Reclamation Authority, Aliso Water Management Agency, and South Orange County Reclamation Authority consolidated to meet the wastewater needs of more than 500,000 homes.

The mission of SOCWA is to collect, treat, beneficially reuse, and dispose of wastewater in a manner that protects and respects the environment; maintains the public's health; and meets local, state, and federal regulations.²⁴ (See figure 4)

SOCWA exists to handle the wastewater needs of homes and businesses throughout South Orange County. It oversees the entire process from collection to disposal, ensuring water is treated properly. Additionally, SOCWA plays an important role in producing recycled water for irrigation and commercial purposes, saving a substantial amount of domestic water annually. This translates to preserving around 1.6 billion gallons of water, equivalent to 16,259 acre-feet.

SOCWA operates in collaboration with member agencies, including local water providers and local cities. It manages various programs to fulfill the Clean Water Act and National Pollutant Discharge Elimination System (NPDES)²⁵ permit requirements. It also operates two ocean outfalls and three wastewater treatment plants. The facilities

²² [One Year Later: A Look at Santa Margarita Water District's Acquisition of San Juan Capistrano's Water Utilities | Eye on SJC | picketfencemedia.com.](#)

²³ *Ibid.*

²⁴ *Ibid.*

²⁵ [National Pollutant Discharge Elimination System \(NPDES\) | US EPA](#)

owned and/or operated by SOCWA include the Coastal Treatment Plant located in the City of Laguna Beach, the JB Latham Treatment Plant located in the City of Dana Point, and the Regional Treatment Plant located in the City of Laguna Niguel. Together these three plants provide regional collection and treatment to approximately one third of the County's population.

Wastewater Purification and Recycling

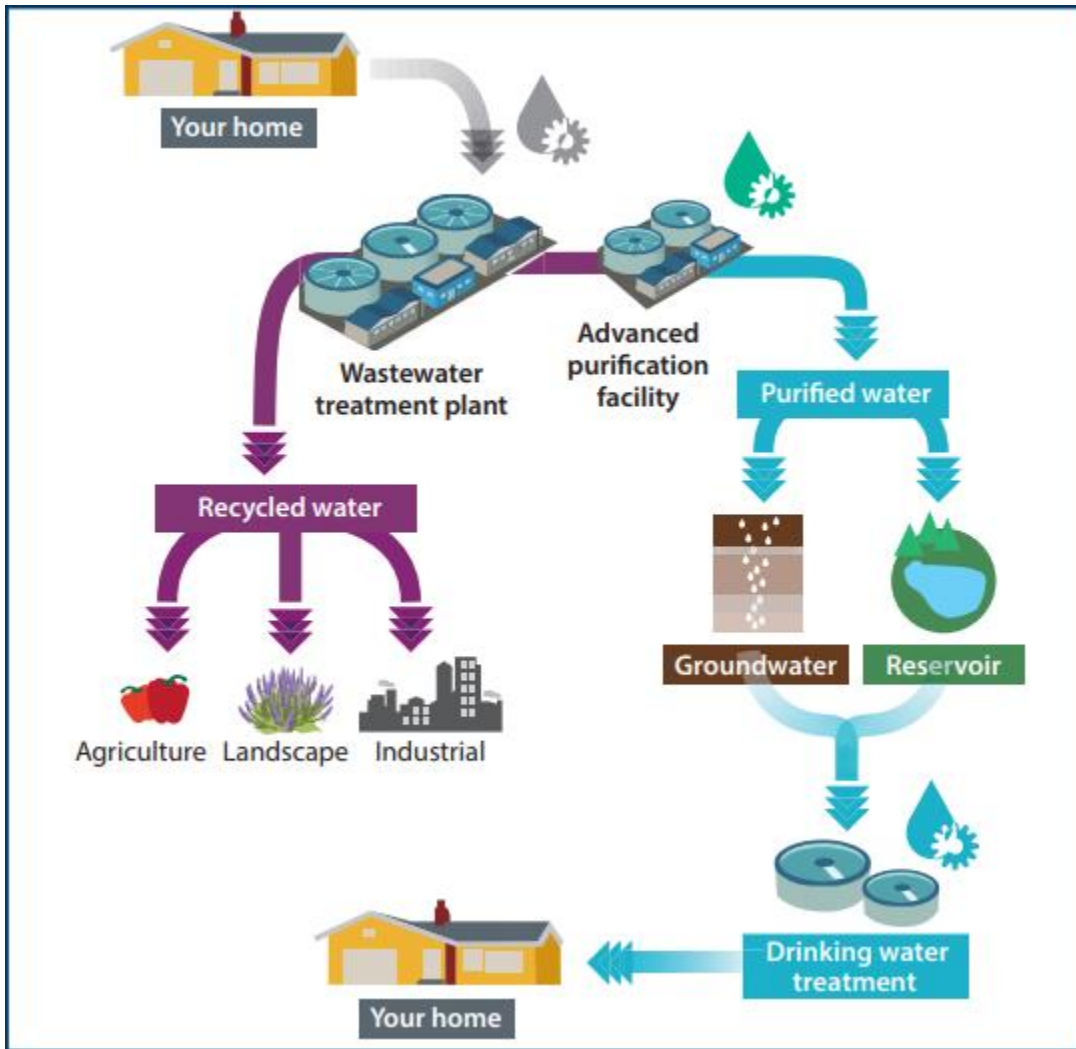


Figure 4

Source: sdwa.org waternewsnetwork.com

Joint Power Authority: Governing Structure

SOCWA is a JPA originally founded by 10 member agencies consisting of local water and service districts and cities. A JPA is a membership between two or more public agencies to jointly exercise common powers.²⁶ SOCWA currently has 7 member agencies which include two cities, four water districts, and a community services district. The four water districts in SOCWA provide sewer and water service to their customers. (See Appendices 1 and 2).

SOCWA's Board of Directors is made up of one representative from each of SOCWA's members. Each director has one vote regardless of their individual levels of contribution to SOCWA's revenues or the size of the population or territory they serve. Among other functions, the Board is responsible for approving SOCWA's budget, appointing its general manager, and taking other administrative actions. While SOCWA's Board governs matters that affect SOCWA as a whole, members enter into agreements with each other to establish project committees to serve their specific needs.²⁷

A project committee forms when members enter into agreements to share the cost of an existing SOCWA wastewater processing facility or to construct a new facility in exchange for their use of the facility for processing their wastewater products or for other purposes. By entering into these agreements, members establish a right to a certain amount of capacity in a SOCWA facility. Capacity here refers to the member's right to use the facility to process wastewater liquids and solids or to perform advanced water treatment. Project committee agreements and budgets express these capacities as a percentage of the total capacity of the facility for its different functions.²⁸

Voting at the project committee level also follows a one-member, one-vote structure. Members of a project committee vote on matters directly related to that project committee, including budgets to maintain or expand the facility. Members of project committees are bound by the terms of their agreements to pay their share of project costs. Members may only be relieved of this obligation by mutual consent of all participating members of the particular project committee.²⁹

SOCWA has no direct taxing authority, and nearly all funding for its operations comes directly from the contribution of members. SOCWA bills project committee members for their share of SOCWA's costs to construct, operate, and maintain the facilities the project committees utilize. Project committee agreements establish each participating

²⁶ <https://www.auditor.ca.gov/reports/2017-113/introduction>.

²⁷ *Ibid.*

²⁸ *Ibid.*

²⁹ *Ibid.*

member's share of operation and maintenance costs and capital costs generally based on the member's level of usage or capacity rights.³⁰

SOCWA: Disputes and Succession

In May 2017, SOCWA, along with three of its members, filed a lawsuit alleging that one of its members – Moulton Niguel Water District (MNWD) had failed to pay its contractual share of project costs for the Coastal Treatment Plant (CTP).³¹ MNWD entered into a project committee with the City of Laguna Beach, SCWD, and Emerald Bay Service District (EBSD) in 1999 to use CTP's capacity to process up to 1.96 million gallons per day (MGD) of its wastewater products. In response, MNWD stated it no longer used any of its contractual capacity to CTP and filed an answer and cross-complaint in August 2017 alleging fiscal mismanagement, fiscal improprieties, and poor retention of financial records on the part of SOCWA.³²

In March 2018, the California State Auditor released its audit report (SOCWA State Audit Report)³³ concerning the financial management practices and governance structure of SOCWA. It found that the elements of SOCWA's governance structure were generally similar to that of other wastewater and water JPAs in California. The report found evidence of financial mismanagement and inadequate record keeping but indicated that SOCWA had taken steps to correct its fiscal and record keeping practices. In response to the audit SOCWA agreed to the recommendations contained in the report.³⁴

In February 2019, the Riverside Superior Court issued its tentative ruling holding that MNWD was legally obligated to pay its proportional share of all costs, including capital costs and items necessary to maintain and operate the Coastal Treatment Plant until February 19, 2030 when the CTP project agreement ended.³⁵ In May 2019, SOCWA, MNWD, SCWD, EBSD, and the City of Laguna Beach issued a public statement regarding the litigation on the coastal treatment plant, and that the parties had agreed to resolve their differences on mutually agreeable terms.³⁶

On August 9, 2023, LAFCO issued its MSR Sphere of Influence Reviews covering the Southwest Region (OCLAFCO SW MSR).³⁷ It identified all agencies in the region that receive wastewater services in some capacity from SOCWA. Services provided by SOCWA generally fit into two areas:

³⁰ <https://www.auditor.ca.gov/reports/2017-113/introduction>.

³¹ *Ibid*

³² *Ibid*.

³³ <https://www.auditor.ca.gov/reports/2017-113/summary.html>

³⁴ <https://www.auditor.ca.gov/reports/2017-113/response.html>

³⁵ <https://www.oregister.com/2019/02/27/judge-rules-on-2-million-dispute-over-orange-county-sewage-plant/>

³⁶ <https://www.oregister.com/2019/05/20/moulton-niguel-water-district-agrees-to-pay-4-8-million-in-wastewater-dispute/>

³⁷ https://oclafco.org/wp-content/uploads/2024/01/OCLAFCO_Southwest_MSR_-_Final_8.28.23.pdf

Emerging Opportunities in South County Water/Wastewater Systems

1. Permitting and regulatory support for the operation of all wastewater treatment plants in south Orange County
2. Operation of three wastewater treatment plants

The MSR also noted the SOCWA's JPA agreement previously included ten agencies but had recently been reduced to seven voting members including the El Toro Water District (ETWD), MNWD, SCWD, EBSD, the City of Laguna Beach, SMWD, and the City of San Clemente. As of July 1, 2023, the following three agencies were no longer members of SOCWA: Irvine Ranch Water District (IRWD), Trabuco Canyon Water District (TCWD), and SJC. San Juan Capistrano's wastewater services and infrastructure were assumed by SMWD through an annexation to the district in 2021 and TCWD and IRWD had arranged for former SOCWA services to be provided through other means.³⁸

The MSR stated SOCWA staff were aware of the evolving issues regarding SOCWA's management, purpose, and structure, and had hired a facilitator at the request of SCWD to assist in moving the discussion forward. Additionally, SOCWA staff noted that the agencies have full authority to make any changes they desire to the JPA agreement, provided they get the appropriate majority.

The MSR further noted within SOCWA there are numerous shared facilities for wastewater collection and treatment. These are managed by SOCWA through separate project agreements or committees among various member agencies. Many of these agreements predate SOCWA and are due to expire in 2030. MNWD had expressed strong interest in assuming the operational responsibility of one of SOCWA's regional facilities, the Regional Treatment Plant. In its justification, MNWD saw a potential benefit if several of SOCWA's assets were operated by each member agency. In their view, which was shared by SMWD, SOCWA is not structured to meet the wastewater service needs of some member agencies and should focus on providing enhanced permitting and regulatory compliance support for the SOCWA member agencies.

The MSR found that SCWD had expressed a strong interest in preserving the existing structure of SOCWA while also expressing openness to evaluating the agreements for efficiency and improvement. The other agencies reviewed in the MSR did not express similar interest in a reexamination of the SOCWA arrangements, nor did they share any complaints or concerns about SOCWA's service level. While they did not express a desire to advance these ideas during the MSR process, they stressed their openness to reevaluating the project agreements as they approach their respective expiration dates. After the MSR, SOCWA members conducted facilitator directed meetings to address member concerns.

At the Board of Directors meeting on March 7, 2024, SOCWA presented a \$20 million buyout proposal to transition the Regional Treatment Plant to MNWD and other

³⁸ *Ibid*

Emerging Opportunities in South County Water/Wastewater Systems

considerations to facilitate MNWD's withdrawal from SOCWA.³⁹ The proposed agreement will become effective on June 30, 2024, and is contingent on several conditions including the required unanimous vote of all SOCWA members to authorize MNWD's withdrawal from SOCWA.⁴⁰

On May 1, 2024, a special meeting was held to address the March 7, 2024, proposal to transition the Regional Treatment Plant to MNWD and to facilitate MNWD's withdrawal from SOCWA. There was unanimous approval of the proposal in principle with members set to return to their respective boards for official approval by June 1, 2024.

The steps ahead are to continue negotiations and require MNWD to provide its official response. If consensus is reached, then terms and conditions would be laid out to adopt the necessary amendments to various JPA agreements and Project Committee agreements. MNWD would need to develop and adopt an agreement with SCWD, EBSD, City of Laguna Beach, and ETWD for handling solid waste. Treatment, conveyance, and outfall agreements would need to be developed and adopted between SOCWA and MNWD.

Lastly, upon MNWD's withdrawal from SOCWA, and after the buyout payment, the transfer of the Regional Treatment Plant and its operation to MNWD would be complete.

Summation

The history of SOCWA shows the divergent approaches of its member agencies. While some agencies embraced long-range regional collaboration, it could be argued that smaller districts with overweighted voting authority hindered them. Past litigation among JPA members has created a legacy of distrust, and Balkanized decision-making among its governing directors. Water officials interviewed by the OCGJ clearly indicated tension among rival SOCWA members. It appears some members are entrenched in transactional approaches aimed solely at addressing ownership, operation, and modernization of treatment plants within their own boundaries.

Water and wastewater agencies, like SOCWA, have worked together through legal agreements in the past. However, SOCWA's collaborative efforts have not always been successful which may be reflective of its JPA governing structure.⁴¹ Over time, changes in local support, leadership, and financial pressures have led member agencies to reconsider their involvement in the JPA.

³⁹ https://www.socwa.com/event/board-of-directors-meeting-3-7-2024/?instance_id=716

⁴⁰ <https://www.socwa.com/wp-content/uploads/2023/12/7f-2024-03-06-SOCWA-Proposal-to-Transition-RTP-to-MNWD.pdf>

⁴¹ Trish Cypher and Colin Grinnell, "Governments Working Together: Citizen's Guide to JPAs" (California State Legislature, 2007).

It was evident from the SOCWA special meeting of May 1, 2024, that leaving a JPA can be complicated.⁴² SOCWA started with 10 members but is now down to 7, and negotiations are ongoing for yet another member to leave. Now, SOCWA needs new agreements to govern its operations going forward. This leaves uncertainty about SOCWA's future beyond the expiration of its original contracts in 2030. However, with California's ocean discharge regulations being so extensive, JPA members have expressed support for SOCWA to continue in some form to handle permitting as well as other regulatory support functions within its purview.

THE PATH FORWARD

Water System - Consolidations

Consolidating, restructuring, or merging agencies is a function of assessing the costs and benefits regarding safety, security,⁴³ reliability, financial and operational efficiencies, and economies of scale, versus the attraction of local control. A thorough assessment of this "balancing act" will benefit future generations of Orange County residents.

South Orange County is served by ten water providers in jurisdictions ranging in size from 540 customers in EBSD to 116,000 customers in IRWD (Appendices 1 and 2). To advance consolidations, over the past decade the State of California has developed financial incentives for larger water systems to absorb small systems, introduced new authorities to mandate consolidation under specific circumstances, and invested significantly in technical assistance resulting in over 200 completed projects throughout the State with more underway.⁴⁴ Interviews identified the benefit of having a single entity to discuss the optimal management/structure of water, wastewater, and reuse operations with a common vision for the future of Southern Orange County.

In recent years, water districts have experienced the benefits of consolidation with one another, as evidenced by IRWD. It has successfully acquired five other agencies over the past twenty-seven years, including the Santa Ana Heights Mutual Water Company in 1997, Carpenter Irrigation District in 2000, Los Alisos Water District in 2001, Santiago County Water District in 2006, and the Orange Park Acres Mutual Water Company in 2008.⁴⁵

Irvine Ranch Water District's process involves a selective approach, emphasizing efficiencies and mutual benefits. It begins with a consolidation request to IRWD from the prospective water agency, followed by mutual agreement on terms, and then an application to LAFCO for their evaluation. Irvine Ranch Water District has a proven track

⁴² <https://www.socwa.com/wp-content/uploads/2023/12/7f-2024-03-06-SOCWA-Proposal-to-Transition-RTP-to-MNWD.pdf>

⁴³ [EPA warns of increasing cyberattacks on water systems | AP News](#)

⁴⁴ Luskin Center for Innovation, Trends in California Water Systems Consolidation (December 2023) [Policy-Brief-Trends-in-California-Water-Systems-Consolidation.pdf \(ucla.edu\)](#)

⁴⁵ [Consolidations \(irwd.com\) https://www.irwd.com/about-us/consolidations](#)

Emerging Opportunities in South County Water/Wastewater Systems

record since 1997 of having successfully unified five providers benefitting 57,000 residents with improved water reliability and standardized rates. With extensive cash reserves, IRWD is poised to maintain and enhance its water systems over the next fifty years.

It is evident that past consolidations among water agencies have yielded positive outcomes by enhancing efficiencies and fostering mutual benefits through shared expertise and resources. With the multitude of water districts and the risk of financial strain comparable to SJC, future consolidations are not just probable but beneficial. Hence, it is imperative to draw lessons from past experiences. By reviewing the issues and concerns encountered by SMWD and by adopting the strategies employed by IRWD, there is an opportunity to improve the process for future consolidations (Appendices 1 and 2).

Wastewater Systems - Collaboration

In South Orange County, collaboration among water and wastewater providers can drive positive changes for the region's future. Despite past challenges posed by differing governing boards and environmental perspectives across separate jurisdictions, officials have shown the willingness to unify and address shared concerns. The future of SOCWA involves reorganizing the structure so that it can resolve the operational issues of treatment plants. This allows major water agencies to focus on maximizing wastewater reuse and to minimize ocean discharge, with the aspirational goal of zero discharge. Collaboration among all agencies operating treatment plants is paramount, to adopt a more integrated management approach.

The Moulton Niguel Water District, one of the leading service providers, has embraced a transformative drive to water management. Since 2019, MNWD has pursued federal funds to strengthen its infrastructure against seismic and severe storm damage. In 2024 the district was awarded \$10.3 million in federal grants to strengthen and improve its wastewater infrastructure. The grant is administered by the California Office of Emergency Services and funded by the Federal Emergency Management Agency (FEMA) to replace sewer lines that move more than half of all district wastewater.⁴⁶ Advocating for funding as a region to address aging infrastructure is vital to ensure the long-term sustainability of water management efforts. By working collectively towards these goals, South Orange County can lead the way in sustainable water management practices for the benefit of current and future generations.

The Moulton Niguel Water District is also working on a reverse osmosis project called OASIS (Optimal, Adaptive, Sustainable, Integrated, Supply) to receive wastewater from homes and businesses, and treat it for potable reuse. The OASIS project emerges as a beacon of innovation and sustainability, offering not only reliable water reuse but also an opportunity for education and public engagement. By demonstrating the safety and effectiveness of direct potable reuse, South Orange County can pave the way for similar

⁴⁶ <https://www.mnwd.com/moulton-niguel-water-district-awarded-federal-grant/>

Emerging Opportunities in South County Water/Wastewater Systems

projects across California. Building partnerships with neighboring regions, environmental organizations, and governmental bodies will be crucial to securing state, federal, and private funding dedicated to advancing water reuse in South Orange County, with OASIS as the flagship project, being a top priority.

Another transformative advancement is the Doheny Ocean Desalination Project, planned by the South Coast Water District as part of the Joint Regional Water Supply System. This project would create a new, local, drought-proof water supply that would provide emergency water supplies.⁴⁷ Benefits would provide a water source at a reasonable cost, up to 5 million gallons per day of drinking water and the potential for long-term regional benefits. The proposed facility would be located near Doheny State Beach in the City of Dana Point and is planned to be on-line in 2028.

Looking ahead, the integration of treatment plant operations and the advancement of technologies like direct potable use and desalination are key focal points. As such, the OCGJ recommends LAFCO form a task force comprising representatives of affected water districts to study the transformation of SOCWA and prepare a report identifying the optimal future of water and wastewater systems in South Orange County.

In an era of emerging opportunities, a comprehensive regional plan developed in conjunction with all stakeholders is needed for guiding future projects and addressing evolving needs. As the task force facilitator, LAFCO can also play a pivotal role in studying future consolidations and a unified regional approach to water and wastewater management and service delivery. By planning and working together, South Orange County is poised to lead the way in securing a better future for generations to come.

COMMENDATIONS

Irvine Ranch Water District (IRWD) - The Irvine Ranch Water District successfully acquired 5 water providers serving 57,000 residents since 1999. These consolidations provide reliable water supply at equitable rates, which are mutually beneficial to all customers.

City of San Clemente – Based on interviews and a comprehensive site visit, the OCGJ found the City of San Clemente does an excellent job in maintaining and operating its water and wastewater utility systems. This integrated system augments the City's local recycled water sources and is beneficial in reusing urban runoff and reducing biosolids.

⁴⁷ [South Coast Water District, CA \(scwd.org\)](https://www.scwd.org)

FINDINGS

In accordance with California Penal Code Sections 933 and 933.05, the 2023-2024 Grand Jury requires responses from each agency affected by the findings presented in this section. The responses are to be submitted to the Presiding Judge of the Superior Court.

Based on its investigation described here, the 2023-2024 OCGJ has arrived at the following principal findings:

- F1. San Juan Capistrano’s deferred maintenance of the water/wastewater utility resulted in the need to transition the facility to a larger water provider to allow more efficient management and maintenance of the infrastructure.
- F2. The SMWD proposed rate increase severely impacted San Juan Capistrano’s non-residential customers and led to protests of unfairness and negative attention from the local media.
- F3. SOCWA’s member agencies have widely diverse populations, requirements, and revenues. This has led to conflicts over governance, facility operation, and control, affecting the evolving potential for wastewater reuse.
- F4. There is currently no unified strategy for the future of water/wastewater provision in South Orange County

RECOMMENDATIONS

In accordance with California Penal Code Sections 933 and 933.05, the 2023–2024 Grand Jury requires responses from each agency affected by the recommendations presented in this section. The responses are to be submitted to the Presiding Judge of the Superior Court.

Based on its investigation titled “Emerging Opportunities in South County Water/Wastewater Systems,” the 2023-2024 OCGJ makes the following two recommendations:

- R1. The OCGJ recommends that by January 1, 2025, LAFCO studies a policy of conducting a post-consolidation agency review to be held within 24 months of agency reorganizations to determine their overall impact on the public. (F1, F2)
- R2. The OCGJ recommends that by January 1, 2025, LAFCO form a task force comprising representatives of affected water agencies to study the transformation of SOCWA and prepare a report on the future of water/wastewater in South Orange County. (F3, F4)

RESPONSES

California Penal Code Section 933 requires the governing body of any public agency which the Grand Jury has reviewed, and about which it has issued a final report, to comment to the Presiding Judge of the Superior Court on the findings and recommendations pertaining to matters under the control of the governing body. Such comment shall be made no later than 90 days after the Grand Jury publishes its report (filed with the Clerk of the Court). Additionally, in the case of a report containing findings and recommendations pertaining to a department or agency headed by an elected county official shall comment on the findings and recommendations pertaining to the matters under that elected official's control within 60 days to the Presiding Judge with an information copy sent to the Board of Supervisors.

Furthermore, California Penal Code Section 933.05 specifies the manner in which such comment(s) are to be made as follows:

- (a) As to each Grand Jury finding, the responding person or entity shall indicate one of the following:
 - (1) The respondent agrees with the finding.
 - (2) The respondent disagrees wholly or partially with the finding, in which case the response shall specify the portion of the finding that is disputed and shall include an explanation of the reasons therefore.
- (b) As to each Grand Jury recommendation, the responding person or entity shall report one of the following actions:
 - (1) The recommendation has been implemented, with a summary regarding the implemented action.
 - (2) The recommendation has not yet been implemented, but will be implemented in the future, with a timeframe for implementation.
 - (3) The recommendation requires further analysis, with an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or head of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the Grand Jury report.
 - (4) The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation, thereof.

Emerging Opportunities in South County Water/Wastewater Systems

- (c) If a finding or recommendation of the Grand Jury addresses budgetary or personnel matters of a county agency or department headed by an elected officer, both the agency or department head and the Board of Supervisors shall respond if requested by the Grand Jury, but the response of the Board of Supervisors shall address only those budgetary or personnel matters over which it has some decision-making authority. The response of the elected agency or department head shall address all aspects of the findings or recommendations affecting his or her agency or department.

Responses Required

Comments to the Presiding Judge of the Superior Court in compliance with Penal Code Section 933.05 are required from:

Findings – 90 Day Response Required

City of Laguna Beach	F3, F4
City of San Clemente	F3, F4
City of San Juan Capistrano	F1, F2
El Toro Water District	F3, F4
Emerald Bay Service District	F3, F4
Irvine Ranch Water District	F4
Laguna Beach County Water District	F4
Moulton Niguel Water District	F3, F4
Santa Margarita Water District	F1, F2, F3, F4
SOCWA Board of Directors	F3, F4
South Coast Water District	F3, F4
Trabuco Canyon Water District	F4

Recommendations – 90 Day Response Required

Orange County LAFCO Board of Commissioners	R1, R2
City of Laguna Beach	R2
City of San Clemente	R2

Emerging Opportunities in South County Water/Wastewater Systems

El Toro Water District	R2
Emerald Bay Service District	R2
Irvine Ranch Water District	R2
Laguna Beach County Water	R2
Moulton Niguel Water District	R2
Santa Margarita Water District	R2
SOCWA Board of Directors	R2
South Coast Water District	R2
Trabuco Canyon Water District	R2

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Orange County Register, April 22, 2015. <https://www.ocregister.com/2015/04/22/ruling-on-san-juan-capistranos-water-rates-may-mean-higher-prices-for-some/>

San Juan Basin Authority ([SJBA](#)), a Joint Powers Authority ([JPA](#)) that manages the local groundwater and desalinization plant. The JPA is managed by SMWD and SCWD.
See: [AMENDED AND RESTATED PROJECT IMPLEMENTATION AGREEMENT](#)

Santa Margarita Water District Letter to Local Agency Formation Commission, Orange County Subject: City of San Juan Capistrano Potable Water, Recycled Water, and Wastewater Utilities – Santa Margarita Water District’s Plan of Service and Application Form, December 23, 2020

Santa Margarita Water District Memorandum to: Board of Directors From Daniel Ferons, Erica Castillo Subject: Public Hearing on Proposition 218 Rate Structure; and Consideration and Action on Adoption of Resolution No. 2023-07-01 Adopting Adjustments in its Potable Water, Recycled Water, and Wastewater Service Charges and Water Shortage Contingency Rates for Improvement District No. 9 (San Juan Capistrano) Agenda Packet July 12, 2023:
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GLOSSARY

Acre-foot - A unit of measure used to calculate volumes of water. One acre-foot equals the volume of water that would cover an acre of land at a depth of one foot.

AWWA - American Water Works Association is a non-profit organization. Its mission is to improve water quality and supply.

Desalination - A process that removes salt and other minerals from water.

ISDOC - Independent Special Districts of Orange County is an association that advocates for Orange County’s independent special districts.

JPA - Joint Powers Authority is a membership between two or more public agencies to jointly exercise common powers.

LAFCO - Local Agency Formation Commission is a countywide commission, required in each California county. LAFCO’s powers include approving, establishing, expanding, reorganizing, and, in limited circumstances, dissolving cities and special districts.

MSR - Municipal Service Review is a comprehensive analysis conducted by LAFCO to assess the performance of municipal services within a specific geographic area.

NPDES - National Pollutant Discharge Elimination System

OASIS - A initiative for advanced integrated water management started by MNWD. (Optimal, Adaptive, Sustainable, Integrated, Supply)

OCSAN - Orange County Sanitation District provides wastewater collection, treatment, and recycling North and Central Orange County.

Potable Water - Water that is suitable for human consumption.

Recycled Water - Wasterwater that has been treated (filtered and disinfected). It is used as irrigation for golf courses and parks.

Special District - A local government entity that was created to provide a specific public service. Examples are water service, cemeteries and fire protection.

SOCWA - South Orange County Wastewater Authority is a Joint Powers Authority with seven member agencies, consisting of local retail water agencies and cities that provide

Emerging Opportunities in South County Water/Wastewater Systems

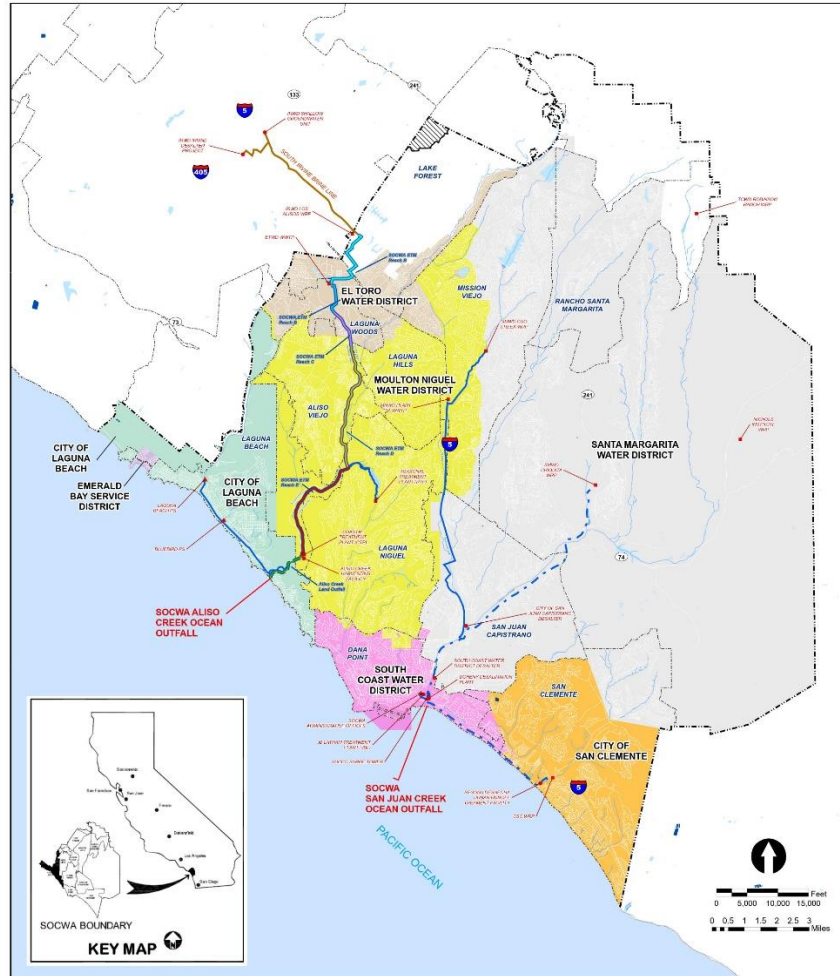
water to their residents. SOCWA manages the collection, transmission, treatment, and disposal of wastewater across South Orange County.

WACO - Water Advisory Committee of Orange County

APPENDICES

APPENDIX 1

South Orange County Water Resource Agencies



Emerging Opportunities in South County Water/Wastewater Systems

APPENDIX 2

South Orange County Water Resource Agencies Summary Data

Location	Type	Established	Services	SOCWA Member	Water Lines (Miles)	Sewer Lines (Miles)	Sewage Treatment Plants	Residents Served	Service Connections	Area (sq mi)	# Employees	Board / Council Members
Emerald Bay Service District (EBSD) *	Community Services District	1961	Water & Sewer	Yes	6	6	0	2,000	540	1	1	5
Trabuco Canyon Water District (TCWD)	Special District	1961	Water & Sewer	No	66	45	1	14,000	4,200	13	21	5
City of Laguna Beach	Municipal Utility	1927	Sewer	Yes	n/a	95	0	23,000	8,000	9	14	5
Laguna Beach County Water District (LBCWD)	Dependent Special District**	1925	Water	n/a	135	n/a	n/a	25,000	8,450	9	40	5
South Coast Water District (SCWD)	Special District	1932	Water & Sewer	Yes	158	136	0	39,000	12,600	8	85	5
El Toro Water District (ETWD)	Special District	1960	Water & Sewer	Yes	170	158	1	51,000	10,000	9	61	5
City of San Clemente	Municipal Utility	1928	Water & Sewer	Yes	230	162	1	64,000	17,800	19	45	5
Moulton Niguel Water District (MNWD)	Special District	1960	Water & Sewer	Yes	656	500	1	170,000	55,000	37	163	7
Santa Margarita Water District (SMWD)	Special District	1964	Water & Sewer	Yes	1,080	665	3	200,000	65,000	111	200	5
South Orange County Totals				7	2,501	1,767	7	588,000	181,590	216	630	47
Irvine Ranch Water District (IRWD)	Special District	1961	Water & Sewer	No	1,976	1,374	2	465,000	122,000	181	337	5
South Orange County Wastewater Authority	Joint Powers Authority	2001	Sewage Treatment	n/a	n/a	51	3	600,000	n/a	n/a	64	7***

Notes

Data obtained from agency websites and interviews.

South Orange County imports approximately 90% of Water from Metropolitan Water District of Southern California

TCWD operates the only potable water treatment facility in South Orange County

IRWD Listed Separately as Majority of Customers in Central Orange County

SOCWA operates the two ocean outfalls: Aliso Creek and San Juan Creek

* Water system operated and maintained by LBCWD

** LBCWD is a Subsidiary (Dependent) District of the City whose Council serves as the Board.

*** 7 Appointed by Member Agencies

APPENDIX 3

South Orange County Water Districts/Providers

El Toro Water District (ETWD) - Provides water and wastewater service in the cities of Laguna Hills, Laguna Woods, Lake Forest, Aliso Viejo, and Mission Viejo.

Emerald Bay Service District (EBSD) - Provides fresh water supply under contract with the Laguna Beach County Water District. Collects wastewater and transmits to Laguna Beach.

Irvine Ranch Water District (IRWD) - Serves Central Orange County, including the following cities: Irvine, Newport Beach, Tustin, Orange, Lake Forest, and Costa Mesa.

Laguna Beach County Water District (LBCWD) - Provides water service to portions of the city of Laguna Beach, a portion of Crystal Cove State Park, and the unincorporated community of Emerald Bay.

City of Laguna Beach - Provides wastewater collection and/or transmission services to the city of Laguna Beach, a portion of Crystal Cove State Park, and the unincorporated community of Emerald Bay.

Moulton Niguel Water District (MNWD) - Provides water and wastewater services to customers in Laguna Niguel, Aliso Viejo, Mission Viejo, Laguna Hills, and Dana Point.

Municipal Water District of Orange County (MWDOC) is a wholesale water provider. It purchases imported water through the Metropolitan Water District of Southern California (MET) and delivers this water to its 27 member agencies, who in turn, provide retail water services to the public. It is the only agency with members from all water providers in South Orange County.

Orange County Water District (OCWD) - Manages the ground water supply for Orange County. It is a wholesale agency.

City of San Clemente - Provides water/wastewater services to the residents of San Clemente

Santa Margarita Water District (SMWD) - Serves the cities of Mission Viejo, San Juan Capistrano, Rancho Santa Margarita, and the communities of Coto de Caza, Las Flores, Ladera Ranch, Rancho Mission Viejo, and Talega in San Clemente.

South Coast Water District (SCWD) - Serves the communities of Dana Point, South Laguna Beach, and areas of San Clemente and San Juan Capistrano.

Trabuco Canyon Water District (TCWD) - Serves the Communities of Trabuco Canyon, Robinson Ranch, Trabuco Highlands, Walden, Rancho Cielo, Portola Hills, Santiago Canyon Estates, and Dove Canyon.

DRAFT August 15, 2024

August 5, 2024

The Honorable Maria D. Hernandez
Presiding Judge of the Superior Court of California
700 Civic Center Drive West
Santa Ana, CA 92701

Re: TCWD Response to OCGJ Report *“Emerging Opportunities in South County Water/Wastewater Systems”*

Dear Presiding Judge Hernandez:

The Orange County Grand Jury report released June 21, 2024, titled *“Emerging Opportunities in South County Water/Wastewater Systems”* requested that Trabuco Canyon Water District (TCWD) respond to certain findings and recommendations in the report. In accordance with Penal Code Sections 933 and 933.05, TCWD provides the following responses to Finding F4 and Recommendation R2:

Finding F4: *“There is currently no unified strategy for the future of water/wastewater provision in South Orange County.”*

Response: TCWD disagrees partially with this finding.

The group of water and wastewater service providers in South Orange County share a history of collaboration and cooperation in promoting effective water management policy and planning regional infrastructure. At the same time, each individual entity is responsible for the safe, reliable, and cost-effective provision of services that meets the unique conditions and circumstances of the ratepayers within its local communities, even if the entity also participates in a jointly governed organization such as South Orange County Wastewater Authority (SOCWA). The “unified strategy” is a common understanding of the roles and responsibilities of individual water/wastewater providers that also benefit from and rely on regional collaboration and knowledge transfer.

Recommendation R2: *“The OCGJ recommends that by January 1, 2025, LAFCO form a task force comprising representatives of affected water agencies to study the transformation of SOCWA and prepare a report on the future of water/wastewater in South Orange County.”*

Response: The recommendation will not be implemented by TCWD because it calls for another entity, LAFCO, to form a task force.

TCWD recently separated from the SOCWA joint powers authority and would not participate in discussions about the transformation of SOCWA as a directly affected agency. However, as a

DRAFT August 15, 2024

water, wastewater, and recycled water services provider in South Orange County, TCWD understands the value of regional collaboration and participating in discussions about the future of water and wastewater services.

If you need additional information concerning this response, please contact me at (949) 709-5724,

Sincerely,

Fernando Paludi, P.E.
General Manager

cc: TCWD Board of Directors

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 15, 2024**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 8: DISCUSSION ON HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES

Trabuco Canyon Water District (TCWD or District) has issued a request for qualifications (RFQ) for the purpose of contracting with a third-party administrator (TPA) for human resources and benefits administration services. District staff met with special legal counsel representatives with Liebert Cassidy Whitmore (LCW) to discuss the development of a scope of work that meets the District’s needs to provide adequate services to staff. Based on these discussions, District staff identified a short list of six firms that provide TPA services and submitted the RFQ, including:

- MRG
- CPS HR Consulting
- Keenan & Associates
- Alliant Employee Benefits
- Burnham Benefits
- USI Insurance Services

Of the six firms identified, three firms responded to the RFQ, and two firms met with District staff to discuss the proposed SOW and provided responsive proposals (CPS HR Consulting and Keenan and Associates). Based on these discussions and previous discussions with the Executive Committee, District staff recommends bifurcating the human resources and benefits administration services and contracting with two separate firms. A summary of the proposals and District proposed costs based on professional services budget is below:

Third-Party Administrator	Year 1 Proposed Costs	District Proposed Costs
CPS HR Consulting - Human Resources Support	\$ 80,000	\$ 65,000
Keenan & Associates- Benefits Support	\$ 13,995	\$ 13,995
	\$ 93,995	\$ 78,995

The standard practice for services of both firms is to invoice clients after services are rendered as indicated in the proposals. District staff have identified several areas of focus in the SOW but will work with the respective TPA on a planned phase approach to address these needs.

FUNDING SOURCE:

FY 2024/25 General Fund, Professional Services Budget

FISCAL IMPACT

Proposed \$80,000

COMMITTEE STATUS:

This matter was reviewed with the Executive Committee.

RECOMMENDED ACTION(S):

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

EXHIBIT(S):

1. District Request for Qualifications (RFQ)
2. CPS HR Consulting Proposal & Fee Structure
3. Keenan & Associates Proposal & Fee Structure

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 15, 2024**

CONTACTS (Staff Responsible): PALUDI/PEREA

REQUEST FOR QUALIFICATIONS

Human Resources and Employee Benefits Support Services



Trabuco Canyon Water District
32003 Dove Canyon Drive
Trabuco Canyon, CA 92679
(949) 858-0277

I. BACKGROUND/INTRODUCTION & PURPOSE

Trabuco Canyon Water District (TCWD or District) is a county water district organized and operating pursuant to Section 30000, and following, of the Water Code of the State of California, responsible for providing retail potable water service, groundwater filtration and treatment, wastewater collection and treatment, water recycling, and urban runoff collection and treatment services to approximately 13,500 residents through approximately 4,300 connections with less than 25 full-time employees (FTEs).

TCWD intends to retain and contract with a well-qualified human resources and employee benefits support services provider to augment District staff to meet employee human resources and benefits needs and to provide guidance to the Board of Directors on employee benefits. TCWD is soliciting qualifications (SOQs) from firms for this purpose and interested providers should submit their qualifications by noon (PST) on **Wednesday, May 15, 2024**.

II. SCOPE OF WORK

The selected proposer will be responsible for providing human resources and employee benefits consulting services under the direction of the General Manager or other senior management as determined by the General Manager, including but not limited to:

Employee Recruitment, Selection, and Retention Services

- Assist with job description preparation & periodic updates;
- Maintain the organizational chart and update as needed;
- Assist with hiring new employees, including, but not limited to, drafting open position announcements and working with the hiring manager to ensure compliance with interviewing and hiring laws and best practices;
- Work with new employees during the onboarding process, specifically District policies and benefits;
- Support District management on the employee separation processes, including, but not limited to, final exit interviews and collection of District-issued property/items;
- Provide recommendation on improving ways to attract, hire, and retain qualified employees.

Classification and Compensation

- Maintain the District's classification plan;
- As necessary, support District labor market surveys of total compensation to ensure a competitive workforce.

Employee Benefits Administration

- Manage annual enrollment period for all benefits, including, but not limited to explanation of insurance plans and benefits; prepare staff communications materials; and provide timely updates to the District's Board of Directors for their consideration and adoption, including District's annual health benefit contribution;
- Work with employees throughout the year to answer questions regarding benefits enrollment and plans;
- Administer employee safety program and Worker's Compensation program;
- Administer and advise employees on types of leave available to them;

- Ensure TCWD is compliant with all labor requirements as established by the California Department of Labor/Labor Relations Board.

Employee Relations Services

- Provide assistance on annual updates to the Employee Handbook with District management team;
- Administer performance evaluation process and provide guidance and support to supervisors with employee disciplinary issues;
- Manage and resolve employee grievances, disputes and conflicts;
- Administer employee and supervisor training and other employee development strategies;
- Provide support and recommendations regarding enhanced employee recognition and engagement.

Coordination with District legal counsel

- Should the need for legal assistance occur, coordinate with TCWD's general or special counsel to act as a partner throughout the proceedings.

General Staff Support & Program Administration

- Participate in quarterly calls with the TCWD management team on human resources and benefits;
- Work onsite for ½ day at TCWD administration facility during open enrollment periods;
- Provide a monthly activity report to the District management team for the respective billing period.

Additional work may be required and will be negotiated with the selected provider.

The District understands that this is an extensive list of services and that not all firms may provide all of these services. Respondents should list the suite of services at best meet most, if not all, of the tasks listed in the Scope of Work.

III. REQUIREMENTS FOR RESPONSIVE SOQS

The purpose of this Request for Qualifications (RFQ) is for each proposer to demonstrate that it has the background, qualifications, competence, and capability to provide services to the District as outlined in the Scope of Work section. Submittals should include a discussion of the provider's ability to provide the services listed in the Scope of Work as well as the following information:

1. Project Understanding and Approach

Approach and methodology to performing scope of services, including completeness, demonstrated capability, responsiveness to the District's needs, and understanding of the work requirements.

2. Proposed Team Experience and Qualifications

- a) Experience of the Company's Team with respect to the RFPs tasks and role, i.e. Project Manager, Quality Control, etc.
- b) Experience on similar projects.
- c) Qualifications, including certifications, of team and members performing the work.

d) Recent references from clients on similar types of work performed and successful completion of previous work.

3. Level of Effort

Proposed level of effort to respond and satisfy the District’s service requirements and needs.

4. Project Responsiveness

Ability to respond to service requirements, including potential day and night-time work.

5. Contractual Requirements

Ability to meet all District’s administrative requirements, including, but not limited to, proposed monthly fees and hourly rates, insurance, liability, equal opportunity practice, labor compliance, and any exceptions taken to the District’s Professional Services Contract.

6. Value Added

Consideration of any optional added value scope of services tasks/items with demonstrated significant and measurable cost savings.

IV. SELECTION PROCESS

TCWD intends to select a provider best suited to meet its needs based on the SOQs received and conducted interviews. Final selection will be based on evaluation of qualifications and interview(s). Submitting firms should note that fee proposals and pricing, while important, will not be the sole deciding factor in the final selection. TCWD will negotiate a final scope and fee for services with the selected provider.

The SOQs will be initially screened by the District and an invitation to interview with the District will be extended to selected providers. Selected providers may be invited to participate in one or more interviews, which may include an opportunity for the proposers to make a brief presentation to the District. The District currently anticipates that the initial interviews of selected providers will take place at the District’s administrative facility in Trabuco Canyon, California, the week of **June 3, 2024**.

TCWD is not, nor shall be, deemed liable for any costs incurred by proposers during the preparation, submittal, or presentation of their proposal, any interviews, and/or meetings with the District as part of this selection process. The project manager(s) will be expected to be physically present for any interview the agency has been invited to participate in. TCWD is not inclined to waive the requirement for the project manager(s) to be physically present for the interview, but may accommodate alternative methods for participation, if justified. Written clarification of a submitted SOQ may also be required of a submitter.

Proposers responding to the RFQ are advised that **all** information contained in submitted proposals and associated materials **shall** become a matter of public record subject to the California Public Records Act of 2004 (Govt. Code Section 6250 et seq.), and the information’s use and disclosure are governed by this Act.

TCWD reserves the right to reject any and all proposals, waive any proposal formalities, and modify, postpone, or cancel the proposed selection procedure at its sole discretion. The District, at its sole discretion, may waive any omission that it deems to be non-essential or inconsequential.

V. SOQ SUBMITTAL FORMAT AND DEADLINE

Responses to this RFQ will be in writing only and should respond to each element of the Scope of Work and submittal requirements. Responses should be complete and self-contained and should not require reference to other documents or sources in order to be complete.

VI. ANTICIPATED EVALUATION TIMELINE

TCWD anticipates that it will review and consider submitted SOQs the week of **May 20, 2024**. The target for initial interviews with selected firms is currently the week of **June 3, 2024**, with interviews expected to take place at the District's administrative facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. The selection and work on TCWD's behalf are expected to begin **July 1, 2024**.

The contract for human resources and employee benefit support services will be in accordance with TCWD's Professional Services Agreement, a copy of which may be requested by emailing admin@tcwd.ca.gov. TCWD is not inclined to modify the Professional Services Agreement but will consider proposed modifications that specifically included as part of the written proposal.

VII. ADDITIONAL INFORMATION AND CHANGES

All requests for additional information shall be made in writing to the Assistant General Manager by letter or email. No oral modifications of this RFQ shall be valid. Any modifications shall be written and issued by an RFQ addendum.

PROPOSAL

Trabuco Canyon Water District HR Consulting Services

June 31, 2024

SUBMITTED BY:
CHRISTINA BATORSKI PEACOCK
Manager, Talent Acquisition & HR Services

CPS HR Consulting
2450 Del Paso Road, Suite 220
Sacramento, CA 95834
P: 916-471-3426
cbpeacock@cpshr.us
Tax ID: 68-0067209

www.cpshr.us



Your Path to Performance

June 31, 2024

Michael Perea, Assistant General Manager
Trabuco Canyon Water District
32003 Dove Canyon Drive
Trabuco Canyon, CA 92679

Submitted via email to: MPerea@tcwd.ca.gov

Subject: HR and Employee Benefits Support Services RFQ

Dear Michael,

CPS HR Consulting ("CPS HR") is pleased to have the opportunity to submit a proposal to assist the Trabuco Canyon Water District ("District") with HR Consulting Services provide support for your agency's HR needs. We are uniquely qualified to undertake this effort as we have vast experience in assisting public agencies as necessary.

We can assist with any of your Human Resources functions as well as providing strategic HR consultation to support the day-to-day HR function as needed and on-demand. With a rich history of assisting government agencies with a full range of human resources services, we at CPS HR are confident that together we can provide expert solutions to meet your needs in a cost-effective manner.

We have a deep bench of experts in a broad array of human resources disciplines, long-term experience providing services within the public sector, and an emphasis on quality and value that can be confirmed by our current and past clients.

CPS HR also delivers personalized results-oriented service, utilizing best practice methods and strategies from our team of experts. You will find that:

- ***We are practiced at providing exemplary and responsive service for a variety of HR services.*** CPS HR has held many contracts with local government agencies, so we know how to be responsive to your unique needs. We have the staff, expertise, and resources to provide top-notch professional audit and review services and we are also full-service HR practitioners.
- ***We bring in-depth understanding of all local government operations, programs, and services.*** CPS HR has been helping public agencies meet their human resource needs ***for 35 years.*** Our team of experts includes a variety of professionals with the credentials and direct public agency experience necessary to deliver technically accurate content in an innovative and engaging manner.

- ***We have local presence and commitment to maintaining open communications with the District.*** Our project team will focus on integrating with your team and maintaining open communication with your staff to ensure that every activity is completed in a quality manner and adheres to the timeline and budget.

Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this proposal, **please contact me at cbpeacock@cps hr.us or (916) 471-3426.**

Sincerely,



Christina Batorski Peacock
Manager, Talent Acquisition & HR Services

About CPS HR Consulting

ORGANIZATION IDENTIFICATION INFORMATION	
Legal Name and DBA	Cooperative Personnel Services dba CPS HR Consulting
Headquarters	Physical: 2450 Del Paso Road, Suite 220, Sacramento, CA 95834 Mailing: 2450 Del Paso Road, Suite 160, Sacramento, CA 95834
Main Phone	(800) 822-4277
Regional Offices	20211 Guadalupe Street, Suite 260, Austin, TX 78705 9233 Park Meadows Dr #139, Lone Tree, CO 80124 1968 S. Coast Hwy # 961, Laguna Beach, CA 92651
Year Established	1985
# of FTEs	110
Type of Organization	Joint Powers Authority
Website	www.cpshr.us

CPS HR is a client-centric human resources and management consulting firm specializing in addressing the unique challenges and complexities encountered by government and non-profit organizations. With a history dating back to 1985, **we have consistently served as a trusted advisor to our clients**, understanding their specific needs as self-supporting public agencies.

Our mission is to advance excellence in human resources within the public sector, and our vision is to empower individuals to fulfill the ideals of public service. CPS HR's core competency lies in our in-depth knowledge and expertise in the public sector landscape. Being a public agency ourselves, we possess a deep understanding of the intricacies and issues faced by our client base.

For nearly four decades, CPS HR has been delivering ongoing HR consultation services to a wide spectrum of clients, ranging from state, federal, and local governments to special districts and non-profit organizations. CPS HR is headquartered in Sacramento, California with regional offices in Texas, Colorado and Southern California. Our extensive experience includes numerous projects with agencies of similar size and scope.

Core Services

CPS HR believes in an integrated, systems-based approach to talent management and provides consulting in all the key areas listed below.

CPS HR CONSULTING CORE SERVICES



Comprehensive HR solutions for advanced organizational performance.



CLASSIFICATION & COMPENSATION

- Classification
- Compensation



DIVERSITY, EQUITY & INCLUSION (DEI)

- DEI Strategic Planning
- DEI Training



HR CONSULTING

- Audit & Compliance
- HR Outsourcing
- HR Membership
- Complaint Investigations



LICENSING & CERTIFICATION

- Accreditation
- Candidate Management
- Program Management
- Testing Services



ORGANIZATIONAL STRATEGY

- Organizational Assessment
- Change Management
- Employee Engagement
- Performance Management
- Succession Planning
- Workforce Planning



RECRUITMENT & SELECTION

- Executive Search
- Mid-Management and Specialized Recruitment
- General Recruitment
- Employer Branding



TESTING

- Assessment Center
- Job Analysis
- Test Rental
- Test Administration
- Selection Tools Development



TRAINING & DEVELOPMENT

- Executive Coaching
- Training Center
- Open Enrollment Training
- On-Site Training

CORE MARKETS



Federal



State



Local



Special Districts



Education



Non-Profit Organizations

Joint Powers Authority

Cooperative Personnel Services, doing business as CPS HR Consulting, is a national firm and is a governmental Joint Powers Authority (JPA) of the State of California. A JPA is a public agency created pursuant to the Joint Exercise of Powers Act (Government Code 6500 et seq). This Act allows two or more government agencies to establish a new public entity authorized to exercise those powers jointly held. A JPA is an instrumentality of a state or a political subdivision of a state and is not a registered corporation of any state. Cooperative Personnel Services was established under a “Joint Powers Agreement” by the State Personnel Board of the State of California, the counties of Sacramento and Sonoma, the Hayward Unified School District, the City of Anaheim, and the East Bay Municipal Utility District, and its purpose is to provide the opportunity for the joint powers “to discuss, study and solve common or similar problems with respect to modern human resource and related management processes.”

Our Chief Executive Officer (CEO) reports to a Board of Directors representing diverse public sector agencies across the nation. Our Board members are listed in the chart on the next page.



CPS HR BOARD OF DIRECTORS

1. Linda Andal, HR Director, City of Anaheim (CA)
2. Vincent Zamora, HR Director, City of Las Vegas (NV)
3. Fernando Yañez, Exec Director of Classified HR, Hayward Unified School District (CA)
4. Vacant, Pinellas County (FL)
5. Kimberly Crum, Director of HR, County of Mecklenburg (NC)
6. LaShon Ross, HR Director/Risk Management, City of Plano (TX)
7. Joseph Hsieh, Personnel Services Manager, County of Sacramento (CA)

Approach to Providing Outstanding Customer Service

CPS HR uses a comprehensive approach for planning, organizing, directing, and controlling consulting engagements. **At CPS HR Consulting, our philosophy for delivering outstanding customer service is deeply rooted in our commitment to client satisfaction and success.** We understand that every client is unique, and we tailor our approach to meet their specific needs and objectives. Our core principles for exceptional customer service include:

- **Client-Centric Approach:** We prioritize the client's goals and vision, ensuring that our solutions align with their objectives. By actively listening and engaging with our clients, we develop a comprehensive understanding of their challenges, allowing us to provide tailored and effective solutions.
- **Open Communication:** We believe in transparent and open communication throughout the project lifecycle. Our dedicated project managers maintain regular contact with clients, providing updates, addressing concerns, and seeking feedback to ensure alignment and satisfaction.
- **Responsive and Accessible:** Our team is readily available to address client inquiries and concerns promptly. Whether through scheduled meetings, e-mail, or phone calls, we maintain accessibility to support our clients whenever needed.
- **Expertise and Innovation:** Our consultants bring a wealth of knowledge and experience to each project. We stay current with industry best practices and innovative approaches to deliver solutions that drive success.

HR Consultation

Our Understanding of the Scope of Work

We understand that the District is currently looking for a professional consulting firm to provide an human resources consultant to perform human resources services in the absence of having an in-house HR staff, to support your District's ongoing HR needs. We are committed to provide the District with public sector HR Consultants that are significantly experienced and able to meet the level of effort to respond and satisfy the needs and requirements of your District. We are committed to respond in a timely manner to all requests within a 24-hour period and if necessary to be available on an occasional evening or weekend when required. We can attest we are able to meet all contractual requirements listed in the RFQ with the exception that we do not own any vehicles.

Our HR Consulting services include but are not limited to supporting all the areas requested in your RFQ on the topic of Employee Recruitment, Selection, and Retention Services, Classification and Compensation, Employee Benefits Administration, Employee Benefits Administration, Employee Relations Services, Coordination with District Legal Counsel General Staff Support & Program Administration as defined by the District.

Although we propose providing virtual HR support during the term of the agreement, we can provide ½ day in-person support during open enrollment periods when necessary.

Our standard HR Consulting Services does provide for single classification and base pay compensation studies. In the event the District seeks a complete comprehensive total compensation and review of all job classifications, for comparison to market, we would be happy to provide a separate cost letter.

Value Added Service

VALUE PROPOSITION

We deliver comprehensive HR solutions built on unparalleled government expertise to meet our clients' unique needs. Our experienced HR advisors bring an unmatched perspective.

We help clients succeed by:

- **Understanding Their Goals:** We listen to your needs, understand your business, and focus on achieving your desired outcomes.
- **Unlocking New Perspectives:** Together we explore new ideas, expand possibilities, and consider the broader impact on those you serve.
- **Bringing Solutions to Life:** We put plans into action, making strategies operational and effective.

- **Empowering Their Growth:** Provide you with the tools and knowledge to elevate performance and expand capabilities for your organization and those you serve.

HR Consulting Services

Our standard approach includes providing human resources expertise, advice, and consultation to ensure appropriate research, analysis, and professional HR guidance are utilized for all assigned duties and responsibilities. These duties would include delivery of HR services as well as providing best practice recommendations and assistance with implementation in the requested service areas.

CPS HR staff assigned would work remotely and can assist with a specific project or provide operational or strategic HR consultation to support the day-to-day HR function as needed and on-demand. We will comply with any confidentiality and system requirements the District has determined are necessary to maintain the integrity and confidentiality of its data.

HR Support and Consultation: In addition to the items you have specified in the RFQ, CPS HR can provide the District with **virtual** HR consultation in the areas requested by the District, and we also provide support in these primary areas below. Some typical tasks listed below:

HR Administrative Services (administration, policy development and review, compliance audits, etc.)

- Assist with the review and interpretation of current, revised, and/or new HR-related laws, policies, and/or procedures
- Write new policies, as needed, or requested
- Periodically audit HR records and practices for compliance
- Recommend best practices for ongoing compliance
- Leave management administration

Recruitment, Examination, and Selection

- Work with hiring managers to develop job postings and ideal candidate profiles
- Devise a recruitment strategy and timeline
- Develop recruitment flyers or brochures, if needed
- Create and post advertising in appropriate channels
- Perform outreach to build awareness of the position and attract diverse candidate pools
- Review application materials
- Conduct scoring and screening processes
- Conduct reference and background checks, if requested (background checks incur a cost per candidate)

Benefit Administration

- Field employee questions
- Process benefit enrollments, changes, and terminations
- Work with third party providers
- Assist with open enrollment activities

Employee Relations (investigations, mediation, etc.)

- Provide advice, counsel, recommendations, and training to ensure a positive and productive work environment
- Provide direction for employee related matters such as time-off, medical leave, formal and informal employee complaints, discipline, termination of employees, and unemployment
- Prepare and implement strategies to prevent and resolve employee problems or disputes
- Provide mediation or investigative services if needed (and at an additional cost/higher pay rate)

Labor Relations

- Ensure compliance with MOUs or other bargaining agreements
- Policy creation relative to MOUs
- Respond to grievances
- Union communications

Classification and Compensation Studies

- Draft or revise job descriptions
- Perform single classification studies
- Conduct market rate base salary compensation studies

Performance Management

- Review performance management processes, procedures, tools, and resources and updated, if needed.
- Ensure performance management schedule is updated and communicated to employees and supervisors.
- Facilitate training of performance management process with new employees and supervisors.
- Ensure all required documentation is submitted for the employee's personnel file at the completion of the performance period.

Human Resources Consulting Experience

CPS HR frequently works with government organizations to assist with day-to-day human resources activities which include but are not limited to recruitment and selection, policy review or development, employee relations and performance evaluations, progressive discipline, and PIPs, processing new hires and personnel record administration, classification/compensation, and providing analysis and consultation and correspondence on a variety of human resource related policies and procedures. Some examples include:

- City of Hawaiian Gardens, CA
- City of Oakland, CA
- City of Ontario, CA
- City of Rialto, CA
- City of Salinas, CA
- City of Santa Rosa, CA
- City of Turlock, CA
- Contra Costa Youth Services Board, CA
- Contra Costa Community College District, CA
- City of Moreno Valley, CA
- City of Cathedral City
- Las Gallinas Valley Sanitation District, CA
- San Bernardino Valley Municipal Water District, CA
- San Bernardino Valley Water Conservation District, CA
- Ventura County Transportation Commission, CA
- Jurupa Area Recreation and Parks District, CA
- Riverside Community College District, CA
- City of Sheridan, CO
- Park County, CO
- Town of Eaton, CO

Examples of Similar Work

City of Santa Rosa, CA

In Santa Rosa, we placed a principal consultant to work 20 hours a week onsite to handle specific human resources related activities which include but are not limited to general human resource administration, recruitment and selection efforts including public safety, classification and compensation studies, review and/or development of desk manuals related to recruitment and selection processes, review of City's current recruitment and selection processes to include recommendations of best practices.

City of Sheridan CO

In Sheridan, we have placed a consultant to work 30 hours a week both onsite and remote to handle all of the day-to-day human resources activities which include, but are not limited to, general human resources administration and records management; manage hiring, onboarding, promotion and separation of employees; handle employee relations and conflict resolution; review compensation and benefits package; administer leave policies; performance management; administer worker's compensation; ensure employee handbook is current; and administer and interpret personnel policies. This engagement is current and has been in place since 2018.

City of Turlock, CA

In Turlock, we have placed a senior consultant and administrative technician to work a combined 30 hours a week both remote and onsite to handle all recruitment and selection activities for the City. This engagement is current.

San Bernardino Valley Municipal Water District

At San Bernardino, we provided remote human resources support up to 20 hours a week on an as needed basis. A senior consultant provided support in the areas of recruitment and selection, policy and procedure review, handbook update, employee relations, and recommendations for best practices. CPS HR also conducted an assessment of the human resource functions and determined the City needed a designated HR Manager and presented this recommendation to the District's Board for approval. CPS HR assisted with the recruitment and selection for this newly added position.

Similar Work References

Reference #1

Agency:	Ventura County Transportation Commission
Type of Agency:	Public Sector – Local Government
Size of Agency:	20 employees
Contact Person/Info:	Sally DeGeorge, Finance Director; (805) 642-1591; ssellers@goventura.org
Description of Services:	Assigned a consultant to work 20 hours a week remotely to provide HR support, as needed including: general human resources administration and records management; manage hiring, onboarding, promotion and separation of employees; handle employee relations and conflict resolution; review compensation and benefits package; administer leave policies; performance management; and administer and interpret personnel policies. (September 2022 to present)

Reference #2

Agency:	City of Turlock, CA
Type of Agency:	Public Sector – Local Government
Size of Agency:	530 employees
Contact Person/Info:	Jessie Dhami; (209) 668-5810; JDhami@Turlock.ca.us
Description of Services:	We have placed a senior human resource consultant and administrative technician for a combined 30 hours a week both onsite and remote to assist with the City's recruitment and selection needs. (March 2021 to January 2023)

Pricing Structure

In response to the needs described, CPS HR will assign a highly skilled and fully knowledgeable Human Resource Consultant who will be available to provide **virtual** ongoing HR support to the District for up to 10 hours per week from contract execution (expected to begin July 29, 2024 through August 1, 2025 (approximately 52 weeks x 10 hours/week = 520 hours) at which times the agency may extend the agreement for a second year for continued services based upon the set hourly rates for 2025. In the event the District no longer needs HR Consulting Services, there is no obligation to expend the NTE amount set forth in the Agreement. CPS HR will invoice the District on a monthly basis for the hours expended.

CPS HR proposes a time and materials contract with a **not-to-exceed amount of \$80,000** for the first year for all labor and expenses related to HR Consulting services. At any time by mutual agreement the District may extend the NTE amount for ongoing HR Consulting services if needed.

Project Team Roles and Hourly Rate	
CPS HR Staff Classification	Hourly Rate
Project Manager	\$180/hour
Principal Consultant/Technical Expert	\$150/hour
Senior Consultant	\$130/hour
HR Consultant	\$120/hour
Administrative Support	\$100/hour

It is assumed the scope of services will be performed remotely. If onsite meetings are requested, travel time will be billed at 50% of the hourly rate and travel expenses will be billed at the standard IRS rates. Actual out-of-pocket reimbursable expenses for such items as advertising for a recruitment, printing/copying, postage/delivery charges, and related fees, if paid by CPS HR, will be billed directly to the City for actual expenses incurred. The District will have final approval on any expenses utilized for each recruitment effort. CPS HR is open to discussing alternative work plans which may alter the cost of the project.

Project Team

Key Personnel

Project Manager

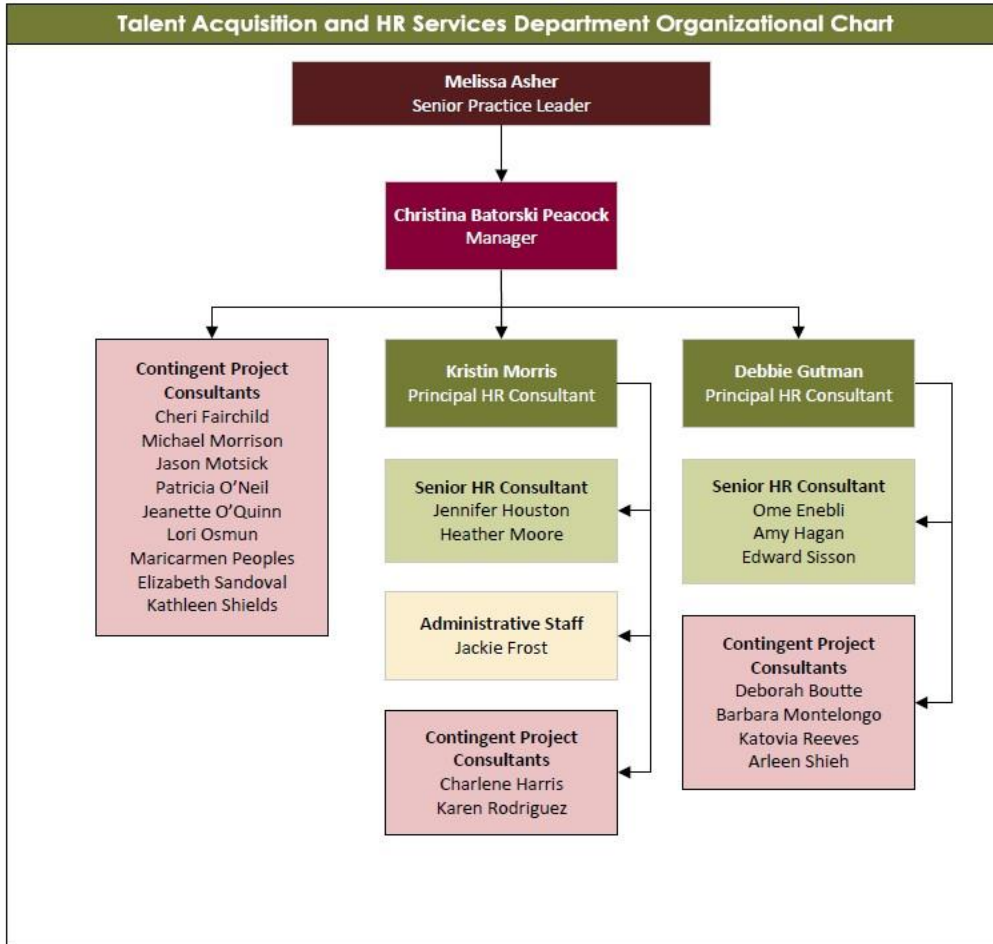
We have assembled a strong project team, with each member selected for their specific expertise, experience working in the public sector, and professionalism. We have selected **Ms. Debbie Gutman M.A., SPHR, PHR-CA** to be the Project Manager for this assignment because of her strong project management skills. She will serve as the main point of contact for the District coordinating all aspects of the project including the project staff, finalizing project plans and deliverables, organizing and securing resources, managing communications, monitoring project progress, resolving any problems, and ensure timely and successful completion of the engagement.

Ms. Gutman has over 25 years of comprehensive experience in Human Resources, including both public and private sector. She has a knowledge and understanding of federal and state labor laws, full-cycle recruiting, employee relations, compensation, training, budget administration, and policy development.

Project Team

The specific project team will be based on team member availability and expertise at the time of contract execution. We have included an organizational chart of the team that will be supporting this scope of work.

All our project staff have extensive experience working with public agencies and are skilled in using programs in the Microsoft Office Suite.



Employee Benefits Broker Proposal for Trabuco Canyon Water District

Scope of Services

Keenan shall provide the following Services:

1. Plan Review – Keenan shall review applicable benefit plan(s) and provide information and recommendations regarding insured and/or self-insured options, as requested by Client.
2. Insurance Needs Assessment – Keenan shall work with Client to determine Client’s insurance needs.
3. Insurance Marketing Plan – Review, evaluate and negotiate insurance renewals on Client’s behalf. Keenan shall prepare and present to Client its plan for marketing Client to various carriers and/or Coverage providers. In furtherance of its plan, Keenan shall contact those markets that it has determined most likely to meet Client’s needs, as made known to Keenan, but shall not necessarily contact every available market for the particular Coverage being sought. In so far as practical, Keenan shall honor Client’s timely and reasonable requests to contact specific markets, but Keenan shall not be obligated to present Client to any carrier or Coverage provider which Keenan has determined would not be willing to quote Client’s business or would not give a competitive quote.
4. Insurance Marketing Results – Keenan shall present to the client, in summary format, information concerning all markets and carriers approached. The summary shall include, as applicable: name of carrier and Coverage providers approached, limits, premium, and deductible. The summary shall also include the names of any carriers or Coverage providers who declined to provide a quote.
5. Review of Insurance Options – Keenan shall present, along with the Marketing Results, a comparison summary highlighting the significant terms and/or differences among the various Coverages quoted. This summary is provided for Client’s convenience only. It is Client’s responsibility to ask questions and to request any additional information that it deems necessary for it to make an informed decision regarding its insurance or self-insurance program.
6. Obtain Coverage – Once the Client has made its decision, Keenan shall take all steps necessary to communicate Client’s decision to the carrier selected and to have the carrier or other Coverage provider bind Coverage on behalf of the Client.
7. Implementation – Keenan shall assist Client in the preparation and distribution of materials relating to the implementation of its coverage, for which client shall give final approval.
8. Ongoing Service -- Keenan will provide the following Client support services:
 - Continued analysis of benefit plan design and performance noting available alternatives as appropriate;

- Direction and support with claims resolution and other related issues;
- Review of claims experience and trends;
- Support with billing/eligibility concerns;
- Acting as a liaison between Client and carriers and vendors and serving as a proactive Client advocate;
- Responding to day-to-day benefit questions from Client;
- Assisting Client with governmental reporting and filings (e.g., 5500's and Summary Annual Reports), as applicable;
- Providing information concerning current developments and trends in employee benefits and new legislation that may affect Client's plans;
- Assisting in drafting, review and/or amendment of benefit plan and related documents. Any document drafted or reviewed by Keenan and approved by Client under this Agreement shall apply solely to the plan year for which the Service was provided. They are not intended for use beyond the plan year for which they were created, reviewed or revised. Keenan shall not be held liable for any direct, punitive, special, consequential or incidental damages, loss of profit or revenue, loss of business, loss or inaccuracy of data or scope of insurance resulting from the continued use of such plan documents or SPD beyond the dates for which they were intended;
- Notwithstanding the foregoing, benefit guides shall not be part of the services contemplated herein, unless Keenan has explicitly agreed in writing to include them pursuant to the current agreement;
- Assisting in the coordination and preparation of open enrollment, orientation, health fairs, and/or question and answer meetings for Client's employees.



Keenan offers the following three compensation options for consideration:

a. Flat Fee

- i. Keenan's proposed fixed fee model for a five year (5) year an annual concierge retainer as follows:

Year 1 - \$13,995

Year 2 - \$14,275

Year 3 - \$14,560

Year 4 - \$14,852

Year 5 – \$15,149

Subsequent contract years subject to mutual agreement.

b. Commission

As compensation for its provision of the Services, Keenan shall receive commissions from insurance carriers and/or other vendors for the placement of insurance coverage. The District shall have no responsibility for the payment of any such commission to Keenan. The District acknowledges that commissions paid by insurers to Keenan that are directly related to the insurance coverage purchased by the District as part of the plans may impact the pricing that Keenan is able to obtain for the District for such coverage.

c. Commission Not To Exceed

Keenan shall receive commissions from insurance carriers and/or other vendors for the placement of insurance coverage pursuant to this Agreement. The District shall have no responsibility for the payment of any such commission to Keenan. The District acknowledges that commissions paid by insurance carriers and/or other vendors that are directly related to the coverage purchased by the District may impact the pricing that Keenan is able to obtain on behalf of the District for such coverage.

B. Once all fees and commissions payable above have been received, Keenan will perform a reconciliation of the total amount received. If the amount received is less than the flat fee stated in 'A' of this proposal, the District will be balance billed for the difference. If the amount received is over the flat fee stated in 'A' of this proposal, Keenan will return to the District the amount of the overage.

d. Please also note the following for all three options above:

- i. As it directly relates to the services provided under this agreement, there are no additional fees/compensation that would be built into applicable premium rates.
- ii. The commissions/fees in this proposal include the development of a digital Employee Benefit Guide at no additional cost. Guide Styles will include ADA, compressed PDF and Dynamic Flip book style. Printing and mailing (if applicable) will be additional cost at the current market pricing at the time of request.



- iii. Proprietary add on programs that the District may, from time to time, participate in are excluded from the above pricing. Examples of such proprietary programs include (but are not limited to): Futuris Care, RetireeFirst, KPPC, CompleteCare, and other proprietary programs not yet developed but that may result in savings to the District that are greater than the fee associated with the program.
- iv. Additionally, the cost (if any) of Benefits Administration System or Platform services, as applicable, would be separate from the above fees stated.
- v. Voluntary/Worksite programs/coverages are not included in the fees above and would be subject to standard carrier commissions.

Employee Benefits Scope of Services

Keenan



Brokerage

- Benchmarking
- Plan design
- Plan comparison
- Market opportunities
- Negotiate renewals
- Voluntary Benefits



Consulting & Analytics

- Medical and Rx analysis
- Plan disruption analysis
- Forecasting and predictive modeling
- Plan design and funding analysis



Communications

- Communications strategy
- Branded benefits guide, postcard, poster
- E-mail branded announcements



Employee Advocacy

- Employee call center
- Escalated claims resolution
- Dedicated 800 number and email
- Liaison between employee and carrier
- Telephonic support for over 200 languages



Compliance

- ERISA attorneys and compliance team
- Health care reform guidance
- Plan documents and SPDs
- Initial compliance audit
- Signature ready 5500s and SARs
- Notification of legislative changes



Benefits Administration

- Online enrollment platform
- Eligibility and billing administration
- Consolidated billing
- FSA, COBRA, HRA administration
- Real-time administration panel, employee portal

Employee Benefits Scope of Services

Keenan



Pharmacy & Analytics

- Custom PBM and clinical programs
- Pharmacy coalition drug purchasing tool
- Clinical care management
- RFP / vendor selection
- Contract review and negotiation
- Market check analysis



Executive Benefits

- Executive benefit plans to attract top talent
- Retirement plans
- Business succession planning
- Wealth preservation
- Life and disability plans
- Executive long-term care



CompleteCare

- Creates savings and enhances coverage by transitioning employees, spouses and dependent children from your group medical plan to spouse's employer-sponsored plan
- Reimbursements for eligible out-of-pocket expenses: co-pays, deductibles, coinsurance, etc.
- Provides financial relief, especially for high utilizers
- Participation is voluntary



Employee Health Management

- Health and wellness needs assessment
- Health management strategic planning
- Wellness program implementation, coordination, and evaluation
- Wellness service provider acquisition
- Wellness platform
- Wellness program compliance



Additional Services

- COBRA, FSA, HSA management
- Stop Loss Coalition
- Medical TPA
- Translation services
- Mobile applications
- Printing, mailing and fulfillment

Keenan & Associates
Classifications Hourly Rate Breakdown

Classification	Hourly Rate
Practice Leader	\$450
Lead Consultant	\$300
Technical Consultant	\$300
Supporting Consultant	\$300
Service Consultant	\$250
Underwriting Consultant	\$400
Actuary	\$400
Underwriter	\$300
Wellness Consultant	\$225
Wellness Specialist	\$200
Technology Consultant	\$250
Communications Consultant	\$275
Legislative / Regulatory Consultant	\$250
Employee Benefit Attorney	\$250
Art Director	\$200
Videographer	\$200
Graphic Designer	\$175
Digital Marketing Specialist	\$175
Technical Writer	\$175
Clerical	\$125

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 15, 2024**

**ACTION CALENDAR
FINANCIAL MATTERS**

ITEM 9: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT'S HEALTH BENEFIT COSTS FOR CALENDAR YEAR 2025

Each year, the CalPERS Board of Directors reviews medical benefits, negotiates with the medical providers, and establishes medical rates that are effective January 1st of the following year. The CalPERS Board of Directors has released the medical rates that will be effective January 1, 2025; a multi-year trend analysis of the CalPERS Health Benefit Rates prepared by District staff is included for Committee review. On June 20, 2024, the Board of Directors adopted Resolution No. 2024-1331 (attached) which established a policy regarding the health benefit determination methodology as *“the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, based on the calculation methodology of 90% of the highest enrollment PPO plan, plus administrative fees and contingency reserve fund assessments”*.

CalPERS has released the health benefit rates for calendar year 2025, and the premiums for Orange County are included in the table below:

Basic Premiums - Region 2							
Fresno, Imperial, Inyo, Kern, Kings, Madera, Orange, San Diego, San Luis Obispo, Santa Barbara, Tulare and Ventura							
Anthem Blue Cross Select HMO	\$807.71	\$1,615.42	\$2,100.05	\$919.00	\$1,838.00	\$2,389.40	13.78%
Anthem Blue Cross Traditional HMO	\$1,034.38	\$2,068.76	\$2,689.39	\$1,110.97	\$2,221.94	\$2,888.52	7.40%
Blue Shield Access+ HMO	\$869.14	\$1,738.28	\$2,259.76	\$948.53	\$1,897.06	\$2,466.18	9.13%
Blue Shield Trio HMO	\$810.24	\$1,620.48	\$2,106.62	\$909.10	\$1,818.20	\$2,363.66	12.20%
Health Net Salud y Más	\$684.77	\$1,369.54	\$1,780.40	\$823.49	\$1,646.98	\$2,141.07	20.26%
Kaiser Permanente	\$904.95	\$1,809.90	\$2,352.87	\$944.34	\$1,888.68	\$2,455.28	4.35%
PERS Gold	\$799.44	\$1,598.88	\$2,078.54	\$864.75	\$1,729.50	\$2,248.35	8.17%
PERS Platinum	\$1,151.50	\$2,303.00	\$2,993.90	\$1,258.76	\$2,517.52	\$3,272.78	9.31%
Sharp Performance Plus	\$833.24	\$1,666.48	\$2,166.42	\$868.45	\$1,736.90	\$2,257.97	4.23%
UnitedHealthcare Signature/Value Alliance	\$837.88	\$1,675.76	\$2,178.49	\$890.66	\$1,781.32	\$2,315.72	6.30%
UnitedHealthcare Signature/Value Harmony	\$792.65	\$1,585.30	\$2,060.89	\$819.64	\$1,639.28	\$2,131.06	3.41%

One of the significant changes for 2025 includes CalPERS contracting with Blue Shield of California for its self-funded preferred provider organization (PPO) plans [PERS Gold & PERS Platinum]; the provider for 2024 is Anthem Blue Cross of California. The current employer contribution is \$2,638.48. The following table demonstrates the proposed employer contribution based on the District's adopted health benefit policy:

Description	Costs
PERS Platinum 2025, monthly	\$ 3,272.78
Policy - Employer Contribution Rate	90%
90% Proposed 2025 Employer Contribution, monthly	\$ 2,945.50
Current Employer Contribution, monthly	\$ 2,638.48
Employer Contribution Increase/(Decrease), monthly	\$ 307.02
Employer Contribution Increase/(Decrease) %	10.4%
Employee Contribution - PERS Platinum, Family Rate	\$ 327.28

An analysis of projected health benefit costs for FY 2024-25 is included for Committee review. More information may be presented at the time of the meeting.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 15, 2024**

FUNDING SOURCE:

General Fund

FISCAL IMPACT

Classification	TCWD Portion	FY 25 BUDGET	(Over) / Under
Active Employees	\$ 605,269.24	\$ 599,900.00	\$ (5,369.24)
Retired Employees	\$ 217,450.87	\$ 256,200.00	\$ 38,749.13
Directors	\$ 44,003.52	\$ 44,600.00	\$ 596.48
Total Health Benefits	\$ 866,723.63	\$ 900,700.00	\$ 33,976.37

COMMITTEE STATUS:

This matter was reviewed with the Finance/Audit Committee.

RECOMMENDED ACTION(S):

Adopt the approved employer health benefit contribution by the following resolutions consistent with District policy:

- 1. Adopt Resolution No. 2024-1336 – Fixing the Employer Contribution Under the Public Employees’ Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants (000 All Employees – CalPERS).*
- 2. Adopt Resolution No. 2024-1337 – Fixing the Employer Contribution Under the Public Employees’ Medical and Hospital Care Act at an Equal Amount for Employees and Annuitants (700 Elected Officials – NonCalPERS).*

EXHIBITS:

1. Resolution No. 2024-1331 – Resolution of the Board of Directors of the Trabuco Canyon Water District Establishing a Policy Regarding Health Benefit Insurance Premium Benefit Available to District Health Insurance Benefit Recipients
2. CalPERS Health Benefit Rates for Calendar Year 2025
3. FY 2024-25 Projected Health Benefit Costs
4. Resolution No. 2024-1336 (000 All Employees – CalPERS)
5. Resolution No. 2024-1337 (700 Elected Officials – NonCalPERS)

CONTACTS (Staff Responsible): PALUDI/PEREA/WARNER

RESOLUTION NO. 2024-1331

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TRABUCO CANYON WATER DISTRICT
ESTABLISHING A POLICY REGARDING HEALTH INSURANCE BENEFIT
DETERMINATION METHODOLOGY OF HEALTH BENEFIT INSURANCE PREMIUM
BENEFIT AVAILABLE TO DISTRICT HEALTH INSURANCE BENEFIT RECIPIENTS**

Trabuco Canyon Water District (the “**District**”) is a contracting agency under Government Code Section 22920 and is subject to the Public Employees’ Medical and Hospital Care Act (the “**Act**”).

Government Code Section 22892(a) provides that a contracting agency subject to the Act shall fix the amount of the employer contribution by resolution.

Government Code Section 22892(b) provides that the employer contribution be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act.

The Board of Directors of the District intends by this Resolution to fix the amount of the employer contribution pursuant to the Act.

The Board of Directors therefore resolves as follows:

1. The employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, based on the calculation methodology of 90% of the highest enrollment PPO Plan offered, plus administrative fees and Contingency Reserve Fund assessments.
2. The District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.
3. The participation of the employees and annuitants of the District shall be subject to determination of the District’s status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final regulations pursuant to such Section. If it is determined that the District would not qualify as an agency or instrumentality of the state or political subdivision of a State under those final regulations, the District acknowledges that CalPERS may be obligated, and has reserved the right to terminate the health coverage of all participants of the District.
4. The General Manager is hereby authorized to perform on behalf of the District all functions required of the District under the Act.

ADOPTED, SIGNED AND APPROVED this 30th day of May 2024.

 6-20-24

President/Vice President



Secretary/Assistant 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 said District at a special meeting of said Board held on the 30th day of May 2024, of which meeting all of the members of the Board had due notice and at which a quorum thereof were present and acting throughout and for which notice and an agenda was prepared and posted as required by law and that at such meeting such resolution was adopted by the following vote:

AYES: Dopudja, Mandich, Acosta, Chadd, Safranski

NOES: None

ABSTAIN: None

ABSENT: None



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. 2024-1331 of such Board and that the same has not been amended or repealed.

Dated this 30th day of May 2024.



District Secretary,
Trabuco Canyon Water District

July Board of Administration Offsite

Regional 2025 Premiums Per Subscriber Per Month (PSPM)

Public Agency & School Members

Basic Plans	2024			2025			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
Basic Premiums - Region 1							
Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo and Yuba							
Anthem Blue Cross Select HMO	\$1,138.86	\$2,277.72	\$2,961.04	\$1,256.65	\$2,513.30	\$3,267.29	10.34%
Anthem Blue Cross Traditional HMO	\$1,339.70	\$2,679.40	\$3,483.22	\$1,500.40	\$3,000.80	\$3,901.04	12.00%
Blue Shield Access+ HMO	\$1,076.84	\$2,153.68	\$2,799.78	\$1,170.17	\$2,340.34	\$3,042.44	8.67%
Blue Shield Trio HMO	\$946.84	\$1,893.68	\$2,461.78	\$1,134.79	\$2,269.58	\$2,950.45	19.85%
Kaiser Permanente	\$1,021.41	\$2,042.82	\$2,655.67	\$1,112.90	\$2,225.80	\$2,893.54	8.96%
PERS Gold	\$914.82	\$1,829.64	\$2,378.53	\$1,013.70	\$2,027.40	\$2,635.62	10.81%
PERS Platinum	\$1,314.27	\$2,628.54	\$3,417.10	\$1,476.10	\$2,952.20	\$3,837.86	12.31%
UnitedHealthcare SignatureValue Alliance	\$1,091.13	\$2,182.26	\$2,836.94	\$1,184.58	\$2,369.16	\$3,079.91	8.56%
UnitedHealthcare SignatureValue Harmony	\$937.39	\$1,874.78	\$2,437.21	\$1,005.02	\$2,010.04	\$2,613.05	7.21%
Western Health Advantage HMO	\$807.23	\$1,614.46	\$2,098.80	\$914.27	\$1,828.54	\$2,377.10	13.26%
Basic Premiums - Region 2							
Fresno, Imperial, Inyo, Kern, Kings, Madera, Orange, San Diego, San Luis Obispo, Santa Barbara, Tulare and Ventura							
Anthem Blue Cross Select HMO	\$807.71	\$1,615.42	\$2,100.05	\$919.00	\$1,838.00	\$2,389.40	13.78%
Anthem Blue Cross Traditional HMO	\$1,034.38	\$2,068.76	\$2,689.39	\$1,110.97	\$2,221.94	\$2,888.52	7.40%
Blue Shield Access+ HMO	\$869.14	\$1,738.28	\$2,259.76	\$948.53	\$1,897.06	\$2,466.18	9.13%
Blue Shield Trio HMO	\$810.24	\$1,620.48	\$2,106.62	\$909.10	\$1,818.20	\$2,363.66	12.20%
Health Net Salud y Más	\$684.77	\$1,369.54	\$1,780.40	\$823.49	\$1,646.98	\$2,141.07	20.26%
Kaiser Permanente	\$904.95	\$1,809.90	\$2,352.87	\$944.34	\$1,888.68	\$2,455.28	4.35%
PERS Gold	\$799.44	\$1,598.88	\$2,078.54	\$864.75	\$1,729.50	\$2,248.35	8.17%
PERS Platinum	\$1,151.50	\$2,303.00	\$2,993.90	\$1,258.76	\$2,517.52	\$3,272.78	9.31%
Sharp Performance Plus	\$833.24	\$1,666.48	\$2,166.42	\$868.45	\$1,736.90	\$2,257.97	4.23%
UnitedHealthcare SignatureValue Alliance	\$837.88	\$1,675.76	\$2,178.49	\$890.66	\$1,781.32	\$2,315.72	6.30%
UnitedHealthcare SignatureValue Harmony	\$792.65	\$1,585.30	\$2,060.89	\$819.64	\$1,639.28	\$2,131.06	3.41%
Basic Premiums - Region 3							
Los Angeles, Riverside and San Bernardino							
Anthem Blue Cross Select HMO	\$841.13	\$1,682.26	\$2,186.94	\$916.88	\$1,833.76	\$2,383.89	9.01%
Anthem Blue Cross Traditional HMO	\$1,012.67	\$2,025.34	\$2,632.94	\$1,065.46	\$2,130.92	\$2,770.20	5.21%
Blue Shield Access+ HMO	\$756.65	\$1,513.30	\$1,967.29	\$828.48	\$1,656.96	\$2,154.05	9.49%
Blue Shield Trio HMO	\$704.69	\$1,409.38	\$1,832.19	\$738.11	\$1,476.22	\$1,919.09	4.74%
Health Net Salud y Más	\$630.13	\$1,260.26	\$1,638.34	\$714.40	\$1,428.80	\$1,857.44	13.37%
Kaiser Permanente	\$865.41	\$1,730.82	\$2,250.07	\$926.52	\$1,853.04	\$2,408.95	7.06%
PERS Gold	\$785.28	\$1,570.56	\$2,041.73	\$868.15	\$1,736.30	\$2,257.19	10.55%
PERS Platinum	\$1,131.47	\$2,262.94	\$2,941.82	\$1,263.73	\$2,527.46	\$3,285.70	11.69%
UnitedHealthcare SignatureValue Alliance	\$826.44	\$1,652.88	\$2,148.74	\$866.40	\$1,732.80	\$2,252.64	4.84%
UnitedHealthcare SignatureValue Harmony	\$734.76	\$1,469.52	\$1,910.38	\$756.28	\$1,512.56	\$1,966.33	2.93%
Basic Premiums - Out of State							
Kaiser Permanente Out of State	\$1,312.45	\$2,624.90	\$3,412.37	\$1,422.26	\$2,844.52	\$3,697.88	8.37%
PERS Platinum	\$1,146.86	\$2,293.72	\$2,981.84	\$1,244.55	\$2,489.10	\$3,235.83	8.52%

Trabuco Canyon Water District
FY 2024-25 Projected Health Benefits Costs Analysis

Line Item	Classification	CY 2024	CY 2025	TCWD Portion CY 2025	TCWD Portion - FY 2024-25
1	Retired Employees	2,262.94	2,527.46	2,527.46	28,742.40
2	Active Employees	1,151.50	1,258.76	1,258.76	14,461.56
3	Retired Employees	1,595.01	2,081.00	2,081.00	22,056.06
4	Retired Employees	324.79	343.08	343.08	4,007.22
5	Retired Employees	896.30	1,169.40	1,169.40	12,394.20
6	Retired Employees	683.44	884.50	884.50	9,407.64
7	Retired Employees	1,809.90	1,888.68	1,888.68	22,191.48
8	Active Employees	2,689.39	2,888.52	2,888.52	33,467.46
9	Active Employees	799.44	864.75	864.75	9,985.14
10	Retired Employees	2,981.84	3,235.83	2,945.50	35,564.05
11	Active Employees	2,303.00	2,517.52	2,517.52	28,923.12
12	Active Employees	2,303.00	2,517.52	2,517.52	28,923.12
13	Active Employees	1,809.90	1,888.68	1,888.68	22,191.48
14	Directors	1,809.90	1,888.68	1,888.68	22,191.48
15	Active Employees	2,100.05	2,389.40	2,389.40	26,936.70
16	Active Employees	2,689.39	2,888.52	2,888.52	33,467.46
17	Retired Employees	683.44	884.50	884.50	9,407.64
18	Retired Employees	324.79	343.08	343.08	4,007.22
19	Active Employees	2,993.90	3,272.78	2,945.50	35,636.41
20	Active Employees	2,352.87	2,455.28	2,455.28	28,848.90
21	Active Employees	2,303.00	2,517.52	2,517.52	28,923.12
22	Retired Employees	2,259.76	2,466.18	2,466.18	28,355.64
23	Directors	1,738.28	1,897.06	1,897.06	21,812.04
24	Active Employees	2,262.94	2,527.46	2,527.46	28,742.40
25	Retired Employees	2,303.00	2,517.52	2,517.52	28,923.12
26	Active Employees	2,993.90	3,272.78	2,945.50	35,636.41
27	Active Employees	2,078.54	2,248.35	2,248.35	25,961.34
28	Active Employees	841.13	916.88	916.88	10,548.06
29	Active Employees	2,993.90	3,272.78	2,945.50	35,636.41
30	Active Employees	2,259.76	2,466.18	2,466.18	28,355.64
31	Active Employees	2,303.00	2,517.52	2,517.52	28,923.12
32	Active Employees	2,100.05	2,389.40	2,389.40	26,936.70
33	Active Employees	2,993.90	3,272.78	2,945.50	35,636.41
34	Active Employees	2,689.39	2,888.52	2,888.52	33,467.46
35	Retired Employees	896.30	1,169.40	1,169.40	12,394.20
36	Active Employees	2,993.90	3,272.78	2,945.50	23,660.81
		\$ 70,575.54	\$ 77,801.05	\$ 75,874.33	\$ 866,723.63

Qty	Classification	FY 25	FY 25 BUDGET	Budget
22	Active Employees	\$ 605,269.24	\$ 599,900.00	(5,369.24)
12	Retired Employees	\$ 217,450.87	\$ 256,200.00	38,749.13
2	Directors	\$ 44,003.52	\$ 44,600.00	596.48
36	Total Health Benefits	\$ 866,723.63	\$ 900,700.00	33,976.37

-

Health Resolution Template Packet

Contract vs. Resolution

The CalPERS Health Program is governed by the Public Employees Medical and Hospital Care Act (PEMHCA), and the California Code of Regulations (CCR), of the California Public Employees Retirement Law (PERL). PEMHCA contains all the rules and regulations that a contracting agency must adhere to. We define PEMHCA as the actual *health contract*, and the *resolution* as the method by which an agency elects to become subject to PEMHCA.

Resolution Type (Enclosed)

Change Resolution	Purpose
Format: <input checked="" type="checkbox"/> All, Equal <input type="checkbox"/> All, Unequal <input type="checkbox"/> By Group, Equal <input type="checkbox"/> By Group, Unequal	An agency must file a <i>change resolution</i> to change the monthly employer health contribution. Contracting agencies may change their employer contribution anytime in the contracting year. A change resolution becomes effective on the first day of the second month in which the resolution is filed and received by CalPERS. It is the agency's responsibility to notify its active and retired employees of the change.

Instructions

- The enclosed resolution should be completed by filling in the editable fields with the information requested in the field tab. Contracting agencies may not add, edit, or remove language in the enclosed resolution, other than the editable fields. CalPERS may reject resolutions that are submitted with additional changes.
- The certification shown following the resolution is to be completed by those individuals authorized to sign for the contracting agency in legal actions and is to include the name of the governing body (i.e. Board of Directors, Board of Trustees, etc.), and the location and the date of signing.
- **This resolution serves as a legally binding document, and we require the original resolution, certified copy with original signatures, or a copy of the resolution with the agency's raised seal.** Please complete and include the enclosed cover sheet when mailing the resolution.

Questions or Additional Information

The Health Resolutions & Compliance Unit is responsible for authoring and maintaining this document. The unit can be contacted directly at HealthContracts@calpers.ca.gov.



**Please staple on top of your health resolution(s) or cover letter.
This will ensure that the CalPERS mailroom expedites delivery to our office.
Mail packet to either:**

Overnight Mail Service

California Public Employees' Retirement System
Health Resolutions & Compliance Services, HAMD
400 Q Street
Sacramento, CA 95811

Regular Mail

California Public Employees' Retirement System
Health Resolutions & Compliance Services, HAMD
PO BOX 942714
Sacramento, CA 94229-2714

HEALTH RESOLUTION

CalPERS ID #	1857932454
Agency Name	Trabuco Canyon Water District
Desired Effective Date	January 1, 2025

RESOLUTION NO. 2024-1336
FIXING THE EMPLOYER CONTRIBUTION
UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS
(000 All Employees-CalPERS)

WHEREAS, (1) Trabuco Canyon Water District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”); and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members in a health benefits plan up to a maximum of \$2,945.50 per month with respect to employee enrolled for self alone, \$2,945.50 per month for employee enrolled for self and one family member, and \$2,945.50 per month for employee enrolled for self and two or more family members, plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) Trabuco Canyon Water District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of Trabuco Canyon Water District shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Trabuco Canyon Water District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, District Secretary to file with the Board a verified copy of this resolution, and to perform on behalf of Trabuco Canyon Water District all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on January 1, 2025.

Adopted at a Regular meeting of the Board of Directors at Trabuco Canyon, CA,
this 15th day of August, 2024.

Signed: _____
Board President or Vice-President

Attest: _____
District Secretary

RESOLUTION NO. 2024-1337
FIXING THE EMPLOYER CONTRIBUTION
UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS
(700 Elected Officials-NonCalPERS)

WHEREAS, (1) Trabuco Canyon Water District is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”); and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members in a health benefits plan up to a maximum of \$2,945.50 per month with respect to employee enrolled for self alone, \$2,945.50 per month for employee enrolled for self and one family member, and \$2,945.50 per month for employee enrolled for self and two or more family members, plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) Trabuco Canyon Water District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of Trabuco Canyon Water District shall be subject to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Trabuco Canyon Water District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, District Secretary to file with the Board a verified copy of this resolution, and to perform on behalf of Trabuco Canyon Water District all functions required of it under the Act; and be it further

RESOLVED, (e) That coverage under the Act be effective on January 1, 2025.

Adopted at a Regular meeting of the Board of Directors at Trabuco Canyon, CA,
this 15th day of August, 2024.

Signed: _____
Board President or Vice President

Attest: _____
District Secretary

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 15, 2024**

**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 10: ROBINSON RANCH WASTEWATER TREATMENT PLANT (RRWWTP) BLOWER ROOM RE-DESIGN

The District’s Robinson Ranch Wastewater Treatment Plant operates a blower-aeration system consisting of four (4) blower-motor configurations. The existing Sutorbilt positive displacement blowers lack the needed capacity to effectively overcome pressure changes as a result of varying elevation within the sequencing batch reactors (SBR). Staff will be transitioning to multistage centrifugal air blowers, matching the existing Hoffman configuration, which will provide increased efficiency and redundancy.

The replacement of the two positive displacement blowers was originally budgeted in FY23-24. Staff worked with JIG consultants who prepared bid documents which replaced the two blowers inside the building, with plans to move the Motor Control Center (MCC) to the outside of the building. In March 2024, staff solicited bids and the low bid was \$874,400.

The original budget was \$400,000, which was based on equipment quotes in March 2023. JIG Consultants engineer’s estimate was \$547,000. The majority of the bid cost above the engineer’s estimate was related to installation of the blower assemblies because the existing trolley system is inefficient and does not allow removal and installation of the new equipment. Also, the District’s requirement of maintaining one blower in service at all times during construction is additional work/phasing for the contractor.

To reduce costs, Staff has pre-purchased the two blowers which avoids the contractor’s markup. The estimate for the delivery of the blowers is December 2024, which provides time for the re-design and bidding of the new project. The new design places the equipment outside of the building, which will improve access for maintenance of the blowers (Exhibit 1). The next phase of the project, replacing the MCC, will be constructed inside the building.

Below is a summary of total project budget and construction estimates:

BLOWER REPLACEMENT PROJECT		
ITEM	TASK DESCRIPTION	BUDGET
Blower Design		
1	Original Design	\$44,540
2	Re-Design	\$81,985
3	Blower Purchase (2)	\$209,050
4	Construction/CM (budgetary estimate)*	\$650,000
	Total:	\$985,575
MCC Replacement		
1	MCC Electrical Design	\$49,210
2	Survey and Utility Investigation	\$40,000
3	Construction/CM (budgetary estimate)*	\$1,000,000
	Total:	\$1,089,210
	Grand Total:	\$2,074,785

**The Engineer will prepare a construction estimate when design is completed*

FUNDING SOURCE:

Capital Improvement Program

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 15, 2024**

FISCAL IMPACT (PROJECT BUDGET):

\$1,100,000 for Blower Re-Design/Construction & MCC Design – FY 2024-25 CIP Budget

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operations Committee.

RECOMMENDED ACTION:

Recommend the Board of Directors authorize the General Manager to Amendment No. 1 to JIG Consultants for the Blower Room Improvements in the not-to exceed amount of \$84,735. (Action Calendar).

EXHIBIT(S):

1. Conceptual Blower Layout
2. JIG Amendment No. 1 Proposal

CONTACTS (staff responsible): PALUDI/LAUSTEN



August 5, 2024

David Rodriguez, PE
Trabuco Canyon Water District
32003 Dove Canyon Drive
Rancho Santa Margarita, CA 92679

Subject: Proposal for Amendment No. 1
Robinson Ranch Wastewater Treatment Plant
Blower Equipment Station and Blower Relocation

Dear David:

JIG Consultants (JIG) is submitting this letter proposal in response to a request from Trabuco Canyon Water District (TCWD) for additional engineering design services for the Robinson Ranch Wastewater Treatment Plant (RRWWTP) Blower Equipment Station and Blower Relocation. The engineering design for the RRWWTP Blower Modifications was contracted under a Professional Services Agreement, dated May 11, 2023. JIG completed the bid documents for the RRWWTP Blower Modifications project on February 28, 2024.

Our staff visited the project site on several occasions, discussed the project with TCWD operations staff, and received information on the Owner purchased Lonestar Blower units.

1. The Robinsons Ranch Wastewater Treatment Plant (WWTP) was constructed in 1984. The WWTP is a tertiary treatment sequential batch reactor which treats wastewater into recycled water discharged to the Robinsons Ranch Reservoir. The 1984 WWTP included construction of the pump station building with the blower equipment located in the top floor. The blowers introduce low pressure air into the aerated sludge tank. The blowers received power from an undersized 1200-amp MCC also located inside the same building.
2. As of today, there are four blowers on the top floor of the pump station building. Two 30-horsepower Sutorbilt blowers are in the center of the building set at a 45-degree configuration. Two 60-horsepower Hoffman blowers are along the south wall of the building.
3. A single sludge tank is aerated using one Sutorbilt blower and one Hoffman blower. With two sludge tanks, all four existing blowers are needed for daily operations.

TCWD preordered two Lonestar Series MC5-10 blowers along with VFD controllers. The lead time for ordering, manufacturing, and shipment of the equipment is 22 weeks. The intent of this project is to design the Blower Equipment Station while the Lonestar blowers are in production.

TCWD instructed JIG to provide additional engineering design of a Blower Equipment Station which will be constructed outside and south of the pump station building. The Blower Equipment Station will be approximately 33 feet x 25 feet in plan dimension, with a concrete slab and equipment pads for the blower assemblies, a housekeeping pad for the two VFD controllers, and an overhead metal canopy. The station will house the two preordered 60-horsepower Lonestar blowers with space for the relocation of the two existing 60-horsepower Hoffman blowers. The VFD for the Lonestar blowers will be set on its housekeeping pad in the northwest corner of the station.

According to TCWD operations staff, there is a minimum amount of air volume required to operate the treatment plant. The minimum air volume is supplied by the two existing Sutorbilt blowers and the two existing Hoffman blowers. During construction, the Contractor will be required to construct and test the two new Lonestar blowers before removing and relocating the two Hoffman blowers.

The maximum allowable duration to relocate each of the Hoffman blowers will be limited to 16 continuous hours. This constraint is driven by the amount of air that is required for the aerated sludge tanks. The 16 continuous hours will be planned for disconnection of the existing discharge and suction pipes, disconnection of motor electrical leads, removal and salvage of one existing Hoffman blower, setting the salvaged blower on the new concrete pad, constructing discharge and suction piping, and connecting to the new motor electrical leads. The Contractor will be allowed 24-hours to run the relocated Hoffman blower for functional testing. Once the first Hoffman blower is accepted, the Contractor will proceed with the removal and relocation of the second Hoffman blower, also limited to 16 continuous hours.

Each blower discharge will have one wafer check valve, and one wafer butterfly valve. There will be two discharge headers, one to the east tank and one to the west tank. The discharge headers will be supported from the overhead canopy structure. Each discharge header will have an analog flow meter with digital display (no SCADA). Two outdoor electrical outlets and auxiliary lighting will be incorporated on to the overhead canopy. The discharge piping and header will be solvent welded PVC schedule 80 UV-resistant pipe.

SCOPE OF WORK

JIG will perform the following as the project Scope of Work.

Task 1 – Project Management and Meetings

1. JIG will provide project management throughout the engineering design of the Robinson Ranch Wastewater Treatment Plant Blower Equipment Station and Blower Relocation. The Project Manager will attend a kick-off meeting which will be followed by a site visit. The Project Manager will also attend one submittal review meeting.

Task 2 – Collect Information and Prepare Project Base Map

1. Collect and review available record drawings of the WWTP, the proposed blower equipment including power requirements and dimensional data, the operating information available for all equipment, and all other information available from TCWD.
2. Prepare a base map of the area immediately south of the pump station building using field measurements and record drawings. Populate the base map with known aboveground and underground facilities. Surveying is not included in this proposal.

Task 3 – Preliminary Layout Review of Blower Equipment

1. Prepare a preliminary mechanical layout of the Blower Equipment Station showing plan view, section view, and dimensions of proposed blowers, discharge piping, and VFD equipment.
2. Submit preliminary mechanical layout to TCWD for review. Obtain comments and update the layout based on directives from operations staff.

Task 4 – Coordinate, Review and Support Structural Design of the Overhead Metal Canopy Structure

1. Contract with EC Steel for structural design and layout of the overhead metal canopy structure. EC Steel will prepare preliminary engineering, structural member layout and detailing, and calculations for the structure. EC Steel will prepare 11x17 layout drawings wet stamped by a Structural Engineer in the State of California.
2. Review all design load criteria including live loads, wind loads, collateral loads, dead loads, roof loads, seismic loads, zoning, and other relevant information to verify that such criteria meet or exceed the building code requirements for the State of California.
3. Perform structural design for miscellaneous site improvements to support the structure including foundation, anchor bolt locations and sizing, frame structural calculations, and reaction force diagrams.
4. Structural drawings prepared by EC Steel will be included as an appendix in the technical specifications and referenced in the construction plans.

Task 5 – Prepare Construction Plans, Specifications and Cost Estimate (PSE)

1. Prepare construction drawings with sufficient details to construct the Robinson Ranch Wastewater Treatment Plant Blower Equipment Station. The construction drawings will include the following sheets:

Sheet No.	Dwg. No.	Sheet Description
1	G-01	Title Sheet
2	G-02	Location and Vicinity Map, General Notes, Sheet Index
3	D-01	Site Demolition Plan and Details
4	D-02	Mechanical Demolition Plan inside Blower Building
5	M-01	Mechanical Plan
6	M-02	Mechanical Sections
7	M-03	Mechanical Details
8	E-01	Electrical General Sheets and Symbols
9	E-02	Electrical Site Plan
10	E-03	Electrical Power Plan
11	E-04	Electrical Single Line Diagram
12	E-05	Electrical Lighting Plan and Details

2. Prepare technical specifications to supplement the construction drawings. The technical specifications will include front-end documents which will be supplied by TCWD.
3. Prepare construction cost estimates for the work.
4. Submit the PSE for Draft Submittal to TCWD. Draft submittal will include one full size copy of the plans, three 11 x 17 copies of the plans, and one bound copy of the specifications.
5. Receive comments and revise the PSE for final. Final submittal will include one full size copy of the plans, three 11 x 17 copies of the plans, and one bound copy of the specifications. Final submittal will also include a USB drive with pdf and AutoCAD files of the construction plans and Microsoft Word documents for the technical specifications.

Task 6 – Assistance with Bid Phase Services

1. Perform administration support for bid phase services including answering Contractor questions, attending the pre-bid meeting, and preparing one project addenda.
2. Prepare conformed plans and specifications and submit to TCWD.

FEE SUMMARY

JIG will complete the above Scope of Work for a total fee of **\$84,735**. A breakdown of the fee is presented in the attached Fee Proposal.

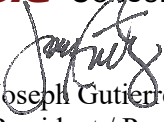
The following is the value of the existing contract with this amendment.

<u>Contract</u>	<u>Description</u>	<u>Amount</u>
PSA	RRWWTP Blower Modifications	\$ 44,540.00
<u>Amendment No. 1</u>	<u>RRWWTP Blower Equipment Station and Relocation</u>	<u>\$ 84,735.00</u>
	Total	\$129,275.00

We appreciate this opportunity to work with TCWD. If you have questions regarding this proposal, please do not hesitate to contact our office.

Sincerely,

JIG CONSULTANTS


Joseph Gutierrez, PE, PMP
President / Project Manager

Enc.

TRABUCO CANYON WATER DISTRICT
 Proposal for Amendment No. 1
 Robinson Ranch Wastewater Treatment Plant Blower Equipment Station and Blower Relocation

Fee Proposal

Task	Description	Project Mgr.		Project Engineer		Sr. Civil Designer		Admin		Subtotal	Subconsultant		Direct Costs	Total Fee
		Hrly Rate	\$200	Hrly Rate	\$185	Hrly Rate	\$150	Hrly Rate	\$90		Elect.	Struct.		
		Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee					
1	Project Management and Meetings	20	\$4,000	0	\$0	0	\$0	0	\$0	\$4,000	\$0	\$0	\$100	\$4,100
2	Collect Information and Prepare Project Base Map	0	\$0	2	\$370	12	\$1,800	0	\$0	\$2,170	\$0	\$0	\$0	\$2,170
3	Preliminary Layout and Review of Blower Equipment	1	\$200	2	\$370	12	\$1,800	0	\$0	\$2,370	\$0	\$0	\$0	\$2,370
4	Coordinate, Review, and Support Structural Design	1	\$200	0	\$0	0	\$0	0	\$0	\$200	\$0	\$15,000	\$0	\$15,200
5	Prepare Construction Plans, Specifications, and Estimates	15	\$3,000	81	\$14,985	128	\$19,200	8	\$720	\$37,905	\$20,350	\$0	\$250	\$58,505
6	Assistance with Bid Phase Services	2	\$400	4	\$740	8	\$1,200	0	\$0	\$2,340	\$0	\$0	\$50	\$2,390
TOTAL (TASKS 1 to 6)		39	\$7,800	89	\$16,465	160	\$24,000	8	\$720	\$48,985	\$20,350	\$15,000	\$400	\$84,735

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 15, 2024**

**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 11: BELL CANYON AND BARNEBURG SEWER LIFT STATION EASEMENTS

Trabuco Canyon Water District (District) owns and operates the Bell Canyon and Barneburg Sewer Lift Stations (SLS) in the Dove Canyon community.

The stations were 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 sewer lift stations were never converted to permanent easements nor dedicated in fee. District staff worked with the Dove Canyon Master Association on acquiring easements which are included as Exhibit 1.

FUNDING SOURCE:

Capital Improvement Program

FISCAL IMPACT (PROJECT BUDGET):

\$15,000 for survey and easement preparation.

ENVIRONMENTAL COMPLIANCE:

Not Applicable

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operations Committee

RECOMMENDED ACTION:

Recommend that the Board of Directors receive the Grants of Easement to the Trabuco Canyon Water District by Dove Canyon Master Association for the Bell Canyon and Barneburg Sewer Lift Stations and authorize the District Secretary to execute said Grants of Easement (Action Calendar).

EXHIBIT(S):

1. Grants of Easement

CONTACTS (staff responsible): PALUDI/LAUSTEN

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
DOVE CANYON MASTER ASSOCIATION
FOR
BELL CANYON WASTEWATER LIFT STATION**

1. FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, DOVE CANYON MASTER ASSOCIATION, a nonprofit mutual benefit corporation, ("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 and right-of-way for the "Bell Canyon Sewer Lift Station" facilities and purposes.

2. This easement shall include, but not by way of limitation, the right to install, construct, reconstruct, remove, and replace, renew, inspect, maintain, repair, improve, and relocate sewer pipelines, lift station equipment, electrical equipment, emergency electrical generator and together with incidental appurtenances, connections and structures in, over, under, upon, along, through and across the respective portions of the real property hereinafter the following described real property (the "Easement Area") in the County of Orange, State of California. The Easement Area shall not be used for any purpose other than that expressly set forth in this Grant of Easement.

3. Said easement shall lie in, over, under, upon, along, through and across that certain real property situated in Unincorporated Territory, Orange County, described in Exhibit "A" and depicted in Exhibit "B", both of which are attached hereto and by this reference incorporated herein (the "Easement Area"),

4. This easement shall include 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.

5. Grantee expressly agrees to defend, indemnify and hold the Grantor, Grantor's management agent, and their agents, employees, directors, officers, committees and committee members, members, attorneys, insurers and the like, free and harmless from claims, demands, suits, causes of action, damage, and loss which arise out of or are in any way connected with the performance of work, maintenance of improvements, or exercise of any other right or obligation expressed within or related to this Grant of Easement. This indemnity will not extend to claims arising from the sole negligence or sole willful misconduct or gross negligence of Grantor.

6. Grantee shall not suffer or permit to be enforced against the Easement Area, or any part thereof, any mechanics', laborers', materialmen's, contractors', subcontractors', or any other liens arising from any claims for damages growing out of any work of construction or improvement performed in or under the Easement Area by or for Grantee, or any other claim or demand howsoever the same may arise, but Grantee shall pay or cause to be paid all of said liens, claims, and demands before any action is brought to enforce the same against the Easement Area.

7. Grantee agrees at its sole expense to repair to the original functioning state or replace all those improvements or other things, including without limitation, streets, alleys, roadways, landscaping and other growing things, sidewalks, fences, pipelines, and conduits upon, under, over, across or along Grantor's property, including but not limited to the Easement Area, which are removed or damaged in connection with the exercise by Grantee of the rights herein granted. Any such repair or replacement shall be accomplished promptly following completion of the work of Grantee causing the damage or removal.

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. 13148 RECORDED ON MAY 25, 1990, IN BOOK 661, PAGES 5 - 8 OF SAID COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

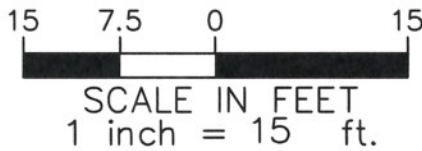
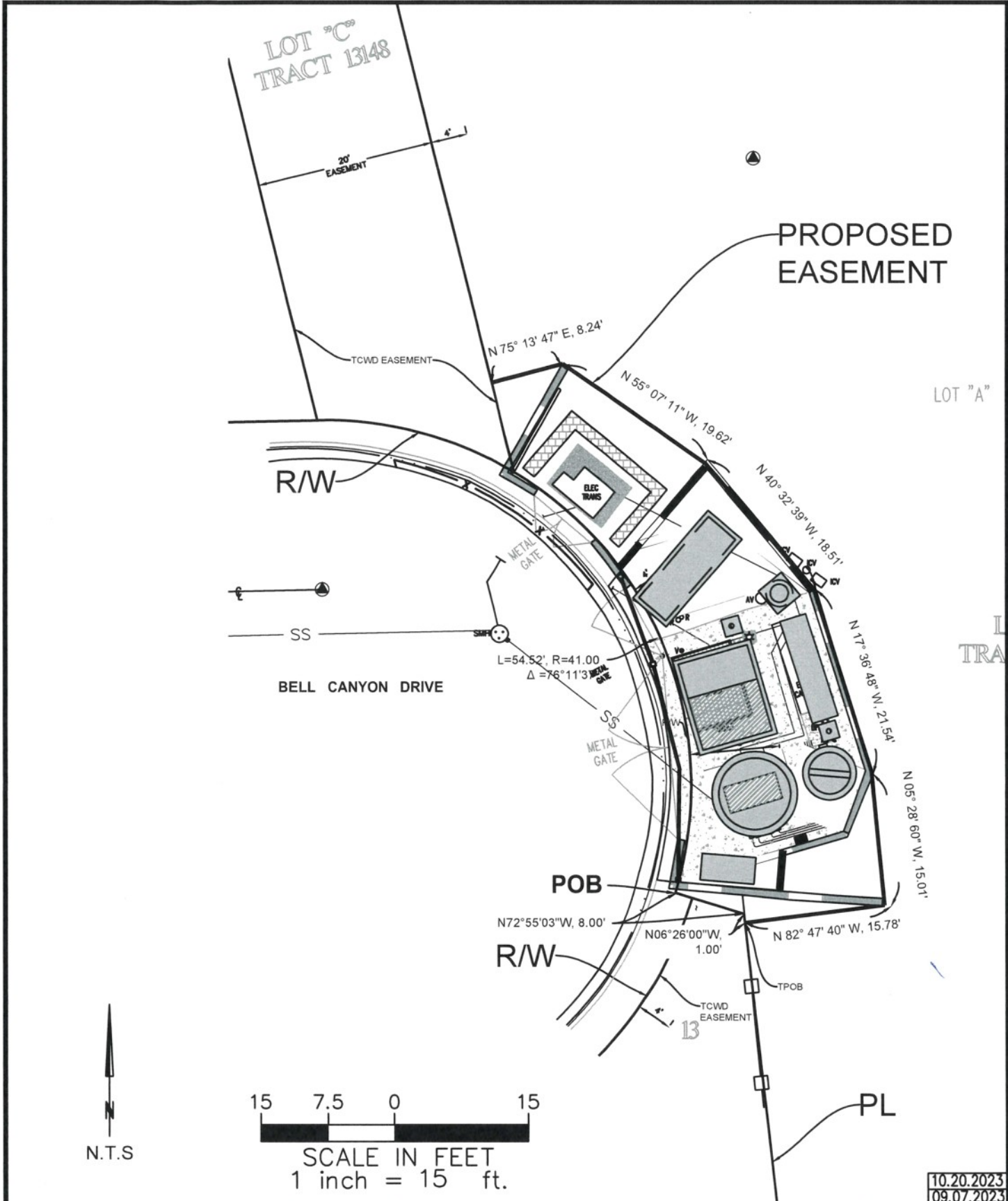
POINT OF BEGINNING (**POB**) AT THE MOST NORTHWESTERLY CORNER OF LOT 13 OF SAID PARCEL OF LAND AS SHOWN ON TRACT NO. 13148, SAID CORNER BEING ALONG THE RIGHT-OF-WAY OF BELL CANYON DRIVE. THENCE ALONG A NON-TANGENT CURVE, A DISTANCE OF 54.52 FEET CONCAVE NORTHWESTERLY, HAVING A RADIUS OF 41.00 FEET, A RADIAL LINE TO SAID POINT BEARS N 19° 38' 57" E. THENCE N 13°56'00" W A DISTANCE OF 10.36 FEET; THENCE N 76°04'00" E, A DISTANCE OF 8.09 FEET; THENCE N 57°06'21" E, A DISTANCE OF 19.53 FEET; THENCE N 39°42'43" W, A DISTANCE OF 18.97 FEET; THENCE N 17°14'17" W, A DISTANCE OF 21.64 FEET; THENCE N 07°35'33" W, A DISTANCE OF 15.00 FEET; THENCE N 83°34'00" W, A DISTANCE OF 16.41 FEET; THENCE N 06°26'00" W, A DISTANCE OF 1.00 FEET; THENCE N 72°55'00" W, A DISTANCE OF 8.00 FEET; TO THE POB.

SUBJECT TO COVENANTS, CONDITIONS AND RESTRICTIONS, IF ANY.

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



S-24-24



10.20.2023
09.07.2023

**BELL CANYON LIFT STATION
EASEMENT AREA
TRABUCO CANYON, CA**



DMC ENGINEERING

CIVIL ■ SURVEYING ■ PLANNING ■ CONSTRUCTION

Tel: (949) 753-9393

18 Technology Drive, Suite 100, Irvine, California 92618

E-Mail: dmc@dmcceng.com ■ www.dmceng.com

DATE: 09.07.2023

DRAFTED: AB

CHECKED: DJM

SHEET: 1 OF 1

IN WITNESS WHEREOF, the undersigned has executed this Grant of Easement as of the date written.

DATED: _____

Trabuco Canyon Water District, a County water district formed and existing pursuant to Division 12, Sections 30000-33901 of the California Water Code (“Grantee”)

By: _____

Print name: _____

Title: _____

By: _____

Print name: _____

Title: _____

Dove Canyon Master Association, a nonprofit mutual benefit corporation (“Grantor”)

By:  _____

Robert Murphy, President
President, Board of Directors

By:  _____

Neil Phillips
Vice President, Board of Directors

See Attached Certificate

CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

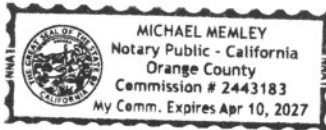
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }
County of ORANGE }
On JUNE 27, 2024 before me, MICHAEL MEMLEY, NOTARY PUBLIC
Date Here Insert Name and Title of the Officer
personally appeared NEIL PHILLIPS
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.



Place Notary Seal and/or Stamp Above

Signature Michael Memley, NOTARY PUBLIC
Signature of Notary Public

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: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____

Signer's Name: _____

Corporate Officer - Title(s): _____

Corporate Officer - Title(s): _____

Partner - Limited General

Partner - Limited General

Individual Attorney in Fact

Individual Attorney in Fact

Trustee Guardian or Conservator

Trustee Guardian or Conservator

Other: _____

Other: _____

Signer is Representing: _____

Signer is Representing: _____

CALIFORNIA ACKNOWLEDGMENT

CIVIL CODE § 1189

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State of California }
County of ORANGE }

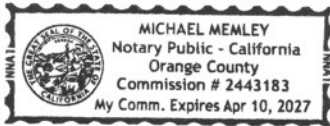
On JUNE 25, 2024 before me, MICHAEL MEMLEY, NOTARY PUBLIC
Date Here Insert Name and Title of the Officer

personally appeared ROBERT MURPHY
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 Michael Memley NOTARY PUBLIC
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: _____

Document Date: _____ Number of Pages: _____

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: _____

Signer's Name: _____

Corporate Officer – Title(s): _____

Partner – Limited General

Individual Attorney in Fact

Trustee Guardian or Conservator

Other: _____

Signer is Representing: _____



July 8, 2024

RE: AUTHORIZATION TO SIGN EASEMENTS

TO WHOM IT MAY CONCERN:

Robert (Bob) Murphy is currently seated as the President of the Dove Canyon Master Association and Neil Phillips is seated as Vice President of the Dove Canyon Master Association.

As two of the five Directors they have authorization to sign documents on behalf of the Association.

Should you have any questions, please forward them to me at debi.cole@seabreezgmt.com or call me at (949) 672-9067.

Sincerely,
On behalf of the Board of Directors,
Debi Cole, General Manager
Dove Canyon Master Association

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

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)

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
DOVE CANYON MASTER ASSOCIATION
FOR
BARNEBURG WASTEWATER LIFT STATION**

1. FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Dove Canyon Master Association, ("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 "Barneburg Sewer Lift Station" facilities and purposes.

2. This easement shall include, but not by way of limitation, the right to install, construct, reconstruct, remove, and replace, renew, inspect, maintain, repair, improve, and relocate sewer pipelines, lift station equipment, wet well, electrical equipment, emergency electrical generator and together with incidental appurtenances, connections and structures in, over, under, upon, along, through and across the respective portions of the real property hereinafter the following described real property (the "Easement Area") in the County of Orange, State of California. The Easement Area shall not be used for any purpose other than that expressly set forth in this Grant of Easement

3. Said easement shall lie in, over, under, upon, along, through and across that certain real property situated in Unincorporated Territory, Orange County, described in Exhibit "A" and depicted in Exhibit "B", both of which are attached hereto and by this reference incorporated herein (the "Easement Area"),

4. This easement shall include 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 assign.

5. Grantee expressly agrees to defend, indemnify and hold the Grantor, Grantor's management agent, and their agents, employees, directors, officers, committees and committee members, members, attorneys, insurers and the like, free and harmless from claims, demands, suits, causes of action, damage, and loss which arise out of or are in any way connected with the performance of work, maintenance of improvements, or exercise of any other right or obligation expressed within or related to this Grant of Easement. This indemnity will not extend to claims arising from the sole negligence or sole willful misconduct or gross negligence of Grantor.

6. Grantee shall not suffer or permit to be enforced against the Easement Area, or any part thereof, any mechanics', laborers', materialmen's, contractors', subcontractors', or any other liens arising from any claims for damages growing out of any work of construction or improvement performed in or under the Easement Area by or for Grantee, or any other claim or demand howsoever the same may arise, but Grantee shall pay or cause to be paid all of said liens, claims, and demands before any action is brought to enforce the same against the Easement Area.

7. Grantee agrees at its sole expense to repair to the original functioning state or replace all those improvements or other things, including without limitation, streets, alleys, roadways, landscaping and other growing things, sidewalks, fences, pipelines, and conduits upon, under, over, across or along Grantor's property, including but not limited to the Easement Area, which are removed or damaged in connection with the exercise by Grantee of the rights herein granted. Any such repair or replacement shall be accomplished promptly following completion of the work of Grantee causing the damage or removal.

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. 13139 RECORDED ON MARCH 29, 1989, IN BOOK 629, PAGES 31 - 36 OF SAID COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

POINT OF BEGINNING (**POB**) AT THE MOST NORTHWESTERLY CORNER OF LOT 21 OF SAID PARCEL OF LAND AS SHOWN ON TRACT NO. 13139, SAID CORNER BEING ALONG THE RIGHT-OF-WAY OF BARNEBURG. THENCE S 31°46'00" E, A DISTANCE OF 105.30 FEET; THENCE S 58°34'50" W A DISTANCE OF 12.50 FEET; THENCE S 80°29'17" E, A DISTANCE OF 8.60 FEET; THENCE N 31°35'47" W, A DISTANCE OF 81.70 FEET; THENCE ALONG A CURVE WITH A RADIUS 150.00 FEET, LENGTH OF 30.85' WITH A DELTA OF 11°46'56"; AND ALONG A CURVE WITH A RADIUS OF 38.31 FEET, LENGTH OF 13.03 FEET WITH A DELTA OF 19°28'50" TO THE POB.

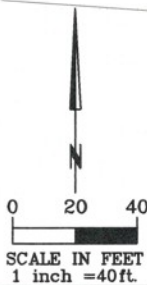
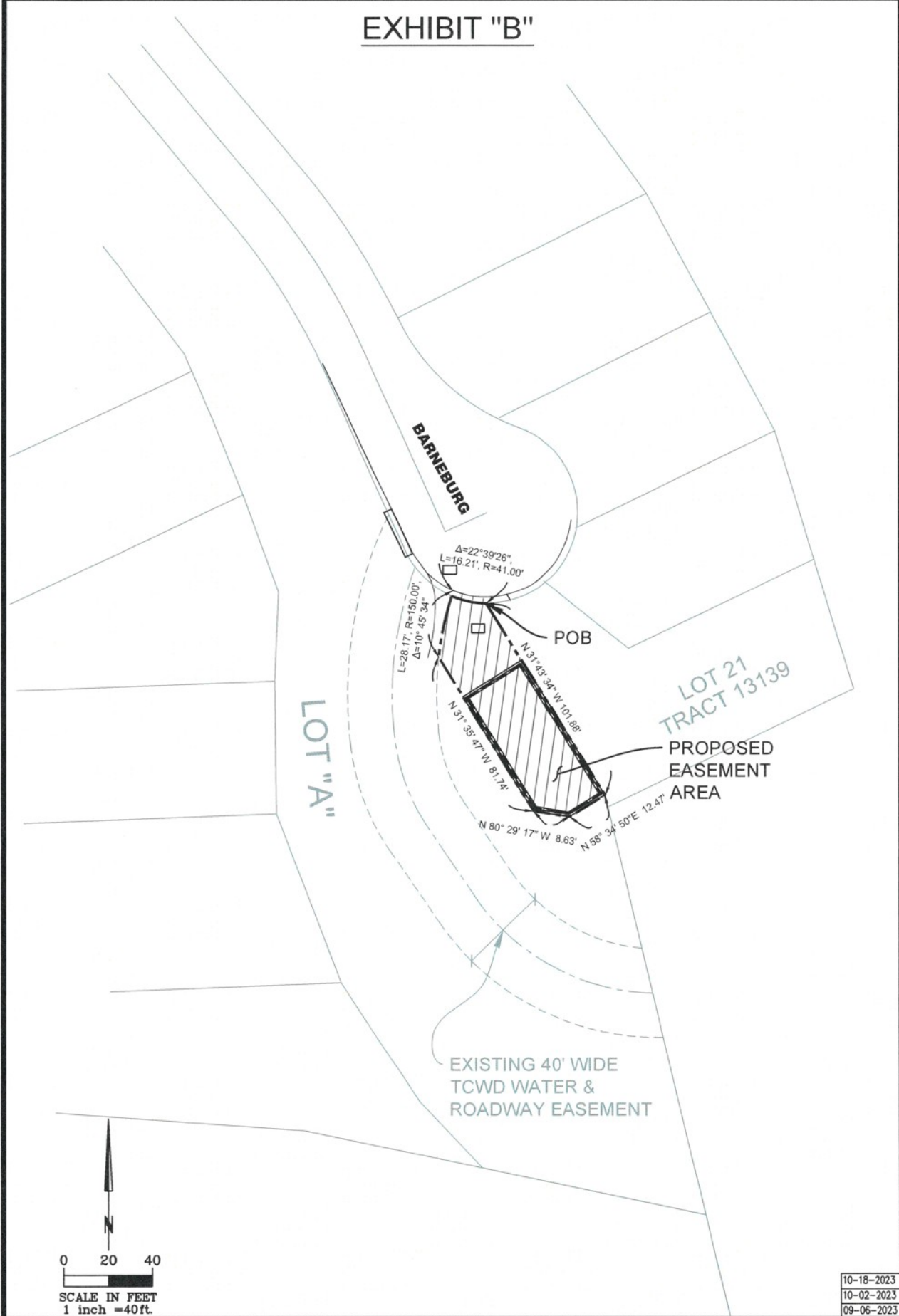
SUBJECT TO COVENANTS, CONDITIONS AND RESTRICTIONS, IF ANY.

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



5/24/24

EXHIBIT "B"



10-18-2023
10-02-2023
09-06-2023

BARNEBURG LIFT STATION PROPOSED EASEMENT AREA



DMC ENGINEERING
 CIVIL ■ SURVEYING ■ PLANNING ■ CONSTRUCTION
 Tel: (949) 753-9393 ♦ Fax: (949) 753-9322
 18 Technology Drive, Suite 100, Irvine, California 92618
 E-Mail: dmc@dmceng.com ♦ www.dmceng.com

FILENAME: J:\PROJECTS\2023\Barneburg Lift Station\2023-03-Barneburg Lift Station Proposed Easement Area.dwg, LAST SAVED ON: Oct 18 2023 8:21am PLOTTED BY: MBR/ALC, ON: Oct 18 2023 11:22am

IN WITNESS WHEREOF, the undersigned has executed this Grant Deed as of the date written.

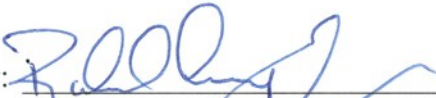
DATED: _____


Trabuco Canyon Water District, a County water district formed and existing pursuant to Division 12, Sections 30000-33901 of the California Water Code ("Grantee")

By: _____
Print name: _____
Title: _____

By: _____
Print name: _____
Title: _____

Dove Canyon Master Association, a nonprofit mutual benefit corporation ("Grantor")

By:  _____
Robert Murphy, President
President, Board of Directors

By:  _____
Neil Phillips
Vice President, Board of Directors

See Attached Certificate

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.

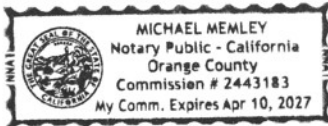
State of California }
County of ORANGE }

On JUNE 27, 2024 before me, MICHAEL MEMLEY, NOTARY PUBLIC
Date Here Insert Name and Title of the Officer
personally appeared NEIL PHILLIPS
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.



Place Notary Seal and/or Stamp Above

Signature Michael Memley, NOTARY PUBLIC
Signature of Notary Public

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: _____

Document Date: _____ Number of Pages: _____

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: _____

Signer's Name: _____

Corporate Officer - Title(s): _____

Partner - Limited General

Individual Attorney in Fact

Trustee Guardian or Conservator

Other: _____

Signer is Representing: _____

NOTARY ACKNOWLEDGEMENT

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

On JUNE 25, _____, 2024, before me, MICHAEL MEMLEY, NOTARY PUBLIC, a
Notary Public in and for said State, personally appeared ROBERT MURPHY

_____, 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.

Michael Memley, NOTARY PUBLIC
Notary Public in and for said State

(SEAL)

See Attached Certificate

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.

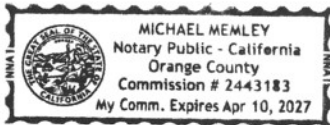
State of California }
County of ORANGE }

On JUNE 25, 2024 before me, MICHAEL MEMLEY, NOTARY PUBLIC
Date Here Insert Name and Title of the Officer
personally appeared ROBERT MURPHY
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.



Place Notary Seal and/or Stamp Above

Signature Michael Memley, NOTARY PUBLIC
Signature of Notary Public

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: _____

Document Date: _____ Number of Pages: _____

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: _____

Signer's Name: _____

Corporate Officer – Title(s): _____

Partner – Limited General

Individual Attorney in Fact

Trustee Guardian or Conservator

Other: _____

Signer is Representing: _____



July 8, 2024

RE: AUTHORIZATION TO SIGN EASEMENTS

TO WHOM IT MAY CONCERN:

Robert (Bob) Murphy is currently seated as the President of the Dove Canyon Master Association and Neil Phillips is seated as Vice President of the Dove Canyon Master Association.

As two of the five Directors they have authorization to sign documents on behalf of the Association.

Should you have any questions, please forward them to me at debi.cole@seabreezgmt.com or call me at (949) 672-9067.

Sincerely,
On behalf of the Board of Directors,
Debi Cole, General Manager
Dove Canyon Master Association

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 | AUGUST 15, 2024**

ACTION CALENDAR

ENGINEERING MATTERS

**ITEM 12: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT’S BUSINESS SYSTEM SERVER
REPLACEMENT PROJECT – PHASE ONE**

TCWD’s business system is comprised of two physical servers and multiple virtual machines to provide staff the required software solutions and storage requirements for day-to-day business. The last server upgrade occurred in 2016, and the District has fully maximized the storage expansion capacity and the use of the existing business system since that time. The physical servers require replacement as there is approximately ten percent storage capacity remaining, and the risk of not replacing the servers include (1) the inability to increase file storage; (2) limitations on critical system upgrades; and (3) the risk of system failure using non-updated software due to storage capacity restrictions.

It is the opinion of District staff that these limitations have the potential to significantly slow down business productivity due to the limited storage capacity and lack of expansion without upgrading, and as such, District staff has worked with Highroad IT (independent contract IT manager) to budget for a two-phased upgrade approach. The project would include the implementation of a Single Node On-Premises Server System with an Azure Disaster Recovery Network Solution and associated networking configuration improvements to ensure continuous access, storage availability, and redundant systems. Please note that this project is independent and separate from the District’s SCADA server environment.

In 2021, the Board of Directors authorized the General Manager to contract with Highroad IT for professional IT contract services after issuing an RFP to six IT firms. Highroad IT has negotiated competitive pricing with its partners (Microsoft, Dell, SonicWall, and Netgear) to provide best value for the District for the proposed improvement project, including hardware, software, and maintenance agreements, that meets the District’s goals. This project is an approved CIP project in the FY 2024-25 budget.

FUNDING SOURCE:

Capital Improvement Plan

FISCAL IMPACT (PROJECT BUDGET):

Highroad IT Quote:	\$ 99,648
Project Contingency:	\$ 15,352
FY 24/25 Budget (Phase 1):	\$115,000
FY 25/26 Budget (Phase 2):	\$ 65,000
Total Project Budget:	\$180,000

ENVIRONMENTAL COMPLIANCE:

None

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operations Committee.

RECOMMENDED ACTION:

Recommend the Board of Directors authorize the General Manager to approve the Server Replacement Project Quote No. TCWD24-0726A from Highroad IT in the amount of \$99,648 (Action Calendar).

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 15, 2024**

EXHIBIT:

1. Highroad IT Quote No. TCWD24-0726A

CONTACTS (Staff Responsible): PALUDI/PEREA



Quote for Products and Services

Company Name	Trabuco Canyon Water District	Quote Number	TCWD24-0726A
Requested By	Michael Perea	Initiate Date	July 26, 2024
Quote Type	Project	Expiration Date	August 26, 2024
Description	Server Replacement		

Cost Breakdown						
Description	Qty	Unit Price	Total	Type	Taxable	Notes
Server						
Dell AX7525 – 32 Core Single Node	1	69,521	69,521	Hardware	Yes	<i>Includes 3 Year Mfr Mnt</i>
Azure Stack HCI (32 core) *	1	400/mo	400/mo	Software	No	
I7 16GB 32GB SSD	1	1,224	1,224	Hardware	Yes	
27" Standard Monitor	1	350	350	Hardware	Yes	
Wireless Keyboard & Mouse	1	75	75	Hardware	Yes	
Windows 10 Pro	1	233	233	Software	Yes	
Workstation Antivirus *	1	7/mo	7/mo	Software	Yes	
Configuration, Installation and Data Migration	160	100	16,000	Services	No	
Networking						
Netgear 28-Port Ethernet Smart Switch	2	2,699	5,398	Hardware	Yes	
10GBASE Transceiver	12	65	780	Hardware	Yes	
Network Cabling	1	4,860	4,860	Hardware	Yes	
Configuration and Installation	8	100	800	Services	No	
Total			\$ 99,648	<i>* Monthly software Renewal begins at project launch</i>		

All applicable taxes, shipping and handling will be applied at the time of invoice.

As evidenced by the signature below, I hereby authorize Highroad IT to furnish all materials and services mentioned in this quote, and Trabuco Canyon Water District agrees to pay the quoted amount, including all applicable taxes, shipping, and handling costs.

Approval Signature	
Printed Name	
Title	
Approved Date	

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 15, 2024**

ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

ITEM 13: 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

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 15, 2024**

ACTION CALENDAR

ITEM 14: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION

RECOMMENDED ACTION:

Provide announcement of action(s) taken in Closed Session, if any.

CONTACTS (staff responsible): PALUDI/COLLINS