



**REGULAR BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
ADMINISTRATIVE FACILITY
SEPTEMBER 19, 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. August 15, 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. August 8, 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. July 2024*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for August 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. August 7, 2024*

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

RECOMMENDED ACTION:

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

- 1. August 5, 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. August 2024

ITEM 6: 2024 BIENNIAL REVIEW OF TRABUCO CANYON WATER DISTRICT'S CONFLICT OF INTEREST CODE

RECOMMENDED ACTION:

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

ENGINEERING MATTERS

ITEM 7: HERITAGE SEWER LIFT STATION DESIGN COMPLETION

RECOMMENDED ACTION:

1. Authorize the General Manager to execute Amendment No. 3 to JIG Consultants for the Heritage Sewer Lift Station Mechanical Improvements in the not-to-exceed amount of \$66,050.
2. Authorize the General Manager to execute Amendment No. 2 to DMc Engineering for the Heritage Sewer Lift Station Site Improvements in the not-to exceed amount of \$23,580.

ITEM 8: QUARTERLY CAPITAL IMPROVEMENT PLAN (CIP) UPDATES

RECOMMENDED ACTION:

Receive information and presentation at the time of the meeting.

LEGISLATIVE AND OTHER MATTERS

ITEM 9: 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)

ITEM 10: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION

RECOMMENDED ACTION(S):



**TRABUCO CANYON WATER DISTRICT
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Provide announcement of action(s) taken in Closed Session, if any.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

ITEM 11: _____

ITEM 12: _____

GENERAL COUNSEL REPORT

OTHER INFORMATION/MATTERS

Reports or comments from the General Manager and/or Staff

ADDITIONAL DIRECTORS' COMMENTS

Additional reports or comments from Directors

END ACTION CALENDAR & ADJOURNMENT

AVAILABILITY OF AGENDA MATERIALS

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

COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2

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

FUTURE SCHEDULED REGULAR BOARD MEETINGS OF THE BOARD OF DIRECTORS

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

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



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 19, 2024**

CONSENT CALENDAR

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. August 15, 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 | AUGUST 15, 2024

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on August 15, 2024, was called to order by President Stephen Dopudja at 5:31 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

DIRECTORS PRESENT

President Stephen Dopudja
Vice President Ed Mandich
Director 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
Jason Stroud, Maintenance Superintendent

DISTRICT CONSULTANTS

Claire Collins, District General Legal Counsel - Hanson & Bridgett, LLP

PUBLIC PRESENT

There were members of the public present.

PLEDGE OF ALLEGIANCE

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

ITEMS TOO LATE TO BE AGENDIZED

None

VISITOR PARTICIPATION

None

ORAL COMMUNICATION

Jay Gentile – Mr. Gentile addressed the Board of Directors with his concerns related to Dove Canyon Master Association's (DCMA) use of property owned by the District per an existing agreement, and he indicated that he has submitted his questions to the General Manager without response.

Allen Burnham – Mr. Burnham submitted a speaker card but had no comments and relinquished his time.

Unnamed Customer – This customer addressed the Board of Directors with her concerns with the meter charge for the two-inch water meter charge, and she shared that she is on limited income and is having trouble making the monthly water payment due to the current charges.

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Sue Marucci – Ms. Marucci addressed the Board of Directors with her concerns with the District’s Meter Downsizing Program and the District’s current rate structure in accordance with Proposition 218. Ms. Marucci asked the Board of Directors to revisit both processes to better serve their customers.

Dan Doke– Mr. Doke addressed the Board of Directors with his concerns with the meter charge for two-inch water meter service and he suggested the Board of Directors re-evaluate the current meter charge.

Director Dopudja expressed his appreciation for all in attendance that shared their concerns with the Board of Directors.

DIRECTOR’S COMMENTS

Director Chadd had no comments

Director Mandich had no comments

Director Safranski reported on his participation at the South Orange County Agencies Group and Rancho Santa Margarita City Council meetings.

Director Acosta had no comments.

Director Dopudja commented that he was scheduled to meet with the Secretary of Natural Resources the following day in his personal time, and he looked forward to the opportunity to discuss the impacts of SB 366 and statewide water issues.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Mr. Paludi reported that the District’s Dimension Water Treatment Plant (DWTP) was offline due to damage observed after the earthquakes from earlier in the week and that staff is investigating the damage and planning for facility improvements.
- Mr. Paludi reported that the District has successfully met the regulatory requirements of the EPA mandated Revised Lead and Copper Rule (LCRR). Mr. Paludi provided a brief overview of the regulation and explained that the District found no lead materials in the identified services and experienced a financial savings of approximately \$65,000 by completing the work with District staff.
- Mr. Paludi reported that the District has completed the EPA mandated Unregulated Contaminant Management Rule (UCMR) testing, which included testing for PFAS, and he reported the testing results did not detect PFAS in the District’s water supplies. Mr. Paludi added that the District’s website will be updated with this information.

CONSENT CALENDAR

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

- MOTION:** Approve the consent calendar as presented – Director Mandich
- SECOND:** Director Acosta
- AYES:** Directors Dopudja, Mandich, Acosta, Chadd & Safranski
- NOES:** None
- ABSTAIN:** None
- ABSENT:** None

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

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 Safranski

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

NOES: None

ABSTAIN: None

ABSENT: None

MOTION PASSED/FAILED: Passed 5 – 0

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

Mr. Paludi presented this matter for Board consideration, and he provided an overview of the event agenda. Mr. Paludi reported that the sponsorship is for a table that will provide seating for the District at the event, and it is the least expensive sponsorship level.

MOTION: Approval of a table sponsorship for the 2024 OC Water Summit in the amount of \$1,600 – 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 7: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT RESPONSE TO 2023-24 ORANGE COUNTY GRAND JURY REPORT

Mr. Paludi presented this matter for Board consideration, and he reported that the District is required to respond to one finding and one recommendation listed in the OC Grand Jury (OCGJ) report titled "Emerging Opportunities in South County Water/Wastewater Systems". Mr. Paludi reviewed the following proposed responses:

- 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."*

Discussion occurred concerning the proposed responses to the OCGJ that includes a ninety-day response deadline and the necessity of post-annexation reviews performed by OC LAFCO.

MOTION: Approve the proposed responses to the 2023-24 Orange County Grand Jury Report titled "Emerging Opportunities in South County Water/Wastewater Systems" – Director Acosta

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

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

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Executive Committee. Mr. Perea provided an overview of the scope of work and issuance of a request for qualifications (RFQ) to six firms for human resources and benefits administration services. Mr. Perea reported that the District received three responses and that District Staff met with CPS HR Consulting and Keenan & Associates to discuss the proposed scope of work. Mr. Perea indicated that staff recommends bifurcating the human resources and benefits administration services and contracting with each firm, and he highlighted the hourly rate breakdown of each firm. Discussion occurred concerning the significant differences in hourly rates for each firm and other associated costs. The Board deferred action on this matter and asked staff to benchmark the hourly rates with other firms.

MOTION: No action was taken.

FINANCIAL MATTERS

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

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Perea reported that CalPERS has released the health plan rates for 2025, and he reviewed the fiscal impact of the employer contribution rate to the District with the Board of Director's newly adopted 90% methodology. Director Dopudja provided context related to the 2024 compensation study that benchmarked neighboring agency health benefit contribution methodologies which resulted in the adoption of the new employer contribution methodology.

MOTION: 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) – Director Acosta

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

MOTION: 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) – Director Acosta

SECOND: Director Mandich
AYES: Directors Dopudja, Mandich, Acosta, Chadd & Safranski
NOES: None
ABSTAIN: None

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ABSENT: None
MOTION PASSED/FAILED: Passed 5 – 0

ENGINEERING MATTERS

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

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten provided a summary of the planned phased improvements for the blower room and equipment at the Robinson Ranch Wastewater Treatment Plant, and she presented a project design amendment with JIG Engineering which includes the relocation of the Hoffman blowers to the exterior of the blower building. Discussion occurred concerning the project phases and potential sound issues with installing equipment outside at the RRWWTP. Director Chadd expressed his concerns with installing the blowers outside of the building as that may result in an increase in noise that could impact surrounding residents. Ms. Lausten reported that staff has performed preliminary sound evaluations, but a full sound study would identify any potential issues with the equipment relocation. Mr. Stroud added that the Hoffman Blowers to be installed are significantly quieter than the existing Sutorbilt, and he mentioned there are other local sites that use Hoffman blowers outside without significant noise. Director Chadd indicated his support for this project if it includes sound attenuation and noise mitigation efforts to limit noise impacts to residents.

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

ITEM 11: BELL CANYON AND BARNEBURG SEWER LIFT STATION EASEMENTS

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten reported that these easements were never transferred to the District from Dove Canyon Master Association following completion of the Dove Canyon development. Ms. Lausten commented that both new easement documents have been completed and recommended that the Board of Directors receive the documents and authorize the District Secretary to execute them.

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

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

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Engineering/Operational Committee. Mr. Paludi added that project was an approved Capital Improvement Project

**TRABUCO CANYON WATER DISTRICT
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(CIP) for Fiscal Year 2024-25. Mr. Perea provided a brief overview of the District’s current business system which was upgraded in 2016 and has maximized storage capacity. Mr. Perea reported that staff has worked with the District’s independent, third-party IT manager, Highroad IT, to plan for the replacement of the system over the next two years, and he reviewed the project proposal and associated costs, noting that Highroad IT solicited competitive pricing from vendors providing the hardware. Mr. Perea mentioned that CalOES (California Office of Emergency Services) announced a \$23M cybersecurity grant opportunity for agencies statewide, and he stated that staff will meet with the grant writing staff to determine if the project meets the minimum requirements. Director Safranski expressed concern with the existing HVAC system and UPS battery backup system meeting the needs of the proposed system improvements; Mr. Perea indicated that this matter would be reviewed Highroad IT during the project.

- MOTION:** Authorize the General Manager to approve the Server Replacement Project Quote No. TCWD24-0726A from Highroad IT in the amount of \$99,648– Director Chadd
- SECOND:** Director Safranski
- AYES:** Directors Dopudja, Mandich, Acosta, Chadd & Safranski
- NOES:** None
- ABSTAIN:** None
- ABSENT:** None
- MOTION PASSED/FAILED:** Passed 5 – 0

LEGISLATIVE AND OTHER MATTERS

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

Mr. Paludi reported that District staff attended the Foothill Trabuco Specific Plan public meeting the previous evening which included a review of Orange County Rescue Mission (OCRM) site application permit for an onsite equine structure. Mr. Paludi added that staff expressed opposition to OCRM’s application due to encroachment of proposed structures on the District’s pipeline easement and lack of coordination with the District by OCRM relative to proposed increases in water and sewer demands as a result of the application.

MOTION: None – Informational item only.

CLOSED SESSION

Before entering closed session, Director Mandich recused himself from the closed session item number one. The Board of Directors, with the exception of Director Mandich, entered closed session in accordance with the agenda at 7:10 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 8:33 p.m.

ITEM 14: 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 agendized, and that there was no action to be reported in closed session.

GENERAL COUNSEL REPORT

Ms. Collins reported that the State Legislature session has ended, and an update will be provided to the Board at a future meeting.

OTHER INFORMATION/MATTERS

None

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ADDITIONAL DIRECTORS' COMMENTS

Director Chadd commented on the Community Associations of Rancho (CAR) groups efforts on home fire hardening discussions and the subsequent award of a Fire Safety Grant for outreach purposes. Director Chadd mentioned that both Robinson Ranch and Trabuco Highlands Community Associations have received \$100,000 in grant funds for materials related to home fire hardening.

Director Safranski reported that the District's Energy Efficiency Ad Hoc Committee met with Southern California Edison (SCE) to review the District's current electrical rates by facility and to evaluate potential grant funding opportunities.

ADJOURNMENT

President Dopudja adjourned the August 15, 2024 Regular Board Meeting at 8:38 p.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 19, 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. *August 8, 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. *July 2024*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

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

EXHIBITS:

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

CONTACTS (staff responsible): PEREA/WARNER



**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING RECAP | AUGUST 8, 2024**

DIRECTORS PRESENT

Don Chadd, Committee Chair
Glenn Acosta, Committee Member

STAFF PRESENT

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

CONSULTANTS PRESENT

None

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Chadd called the August 8, 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

None

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

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | AUGUST 8, 2024**

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

Mr. Paludi presented this matter for Committee consideration, and he reported that this matter was an approved Capital Improvement Project (CIP) for Fiscal Year 2024-25. Mr. Perea provided a brief overview of the District's current business system which was upgraded in 2016 and has maximized storage capacity. Mr. Perea reported that staff has worked with the District's independent, third-party IT manager, Highroad IT, to plan for the replacement of the system over the next two years, and he reviewed the project proposal and associated costs. Mr. Perea mentioned that CalOES (California Office of Emergency Services) announced a \$23M cybersecurity grant opportunity for agencies statewide, and he stated that staff will meet with the grant writing staff to determine if the project meets the minimum requirements.

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

ITEM 4: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT'S HEALTH BENEFIT COSTS FOR CALENDAR YEAR 2025

Mr. Paludi presented this matter for Committee consideration. Mr. Perea reported that CalPERS has released the health benefit rates for calendar year 2025, and he reviewed the rates with the Committee. Mr. Perea added that the Board adopted a health determination methodology by resolution in June which limits the District's health benefit contribution for employees to 90% of the highest enrollment PPO plan, including the enrollment of family members, and he reviewed the employer and employee contribution levels and projected budgetary impacts with the Committee. Discussion occurred concerning CalPERS open enrollment period.

- MOTION:** Recommend the Board of Directors adopt the approved employer health benefit contribution by resolution effective January 1, 2025, consistent with District policy (Action Calendar) – Director Chadd
- SECOND:** Director Acosta
- AYES:** Directors Chadd & Acosta
- NOES:** None

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | AUGUST 8, 2024**

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2-0

ITEM 5: FINANCIAL REPORT

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

WATER FUND

Total Operating Revenue

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

Total Source of Supply

Ms. Warner reported that this line item was trending slightly 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 for the year due to salary savings from employees on paternity leave.

Total Transmission & Distribution

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

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 for the year.

Net Total Unrestricted Cash Inflow/(Outflow)

Ms. Warner reported that this line item trended a positive increase of water reserves for the year in accordance with the rate study.

District Capital – Water

Ms. Warner reviewed the capital improvement costs accrued in June 2024, including costs associated with the following: Dimension Water Treatment Plant (DWTP) Office & Storage, SCADA System Upgrades, and DWTP Vault Improvements, Valve Replacements – Water.

SEWER FUND

Total Operating Revenue

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

Total Salaries & Benefits

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

Total Transmission & Distribution

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

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | AUGUST 8, 2024**

Net Total Unrestricted Cash Inflow/(Outflow)

Ms. Warner reported that trended a positive increase of water reserves for the year in accordance with the rate study.

District Capital – Sewer

Ms. Warner reviewed the capital improvement costs accrued in June 2024, including the following: Golf Club Sewer Lift Station (SLS) Bypass Construction, WWTP Hoffman Blower Building Rehabilitation, PSPS Transfer Switch Upgrade – Sewer, WWTP Fiber Optic Upgrade, Manhole Recoating Program, Wet Well Recoating Program, and unplanned repairs related to El Toro Road Force Main Repair.

RECYCLED WATER FUND

Total Operating Revenue

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

Total Source of Supply

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

Total Salaries & Benefits

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

Total Transmission & Distribution

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

Total General & Administrative

Ms. Warner reported that this line item was trending higher than budgeted for the year 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 was trending lower than budgeted for the year.

District Capital – Recycled Water

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

MOTION: Recommend the Board ratify payment of the bills for consideration for August 8, 2024, as presented (Action Calendar) – Director Chadd

SECOND: Director Acosta

AYES: Directors Chadd & Acosta

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2-0

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | AUGUST 8, 2024**

ITEM 6: OTHER MATTERS

Mr. Paludi provided a brief update on the District’s water supplies at this time, which included the wells going offline due to warmer weather conditions and the Dimension Water Treatment Plant (DWTP) receiving a blended source of 80% untreated MET water and 20% Irvine Lake water. Mr. Paludi reported that District staff have communicated to Irvine Ranch Water District (IRWD) the water quality challenges with Irvine Lake water at the DWTP and met with IRWD staff to discuss these issues.

MOTION: None – Informational item only.

ADJOURNMENT

Director Chadd adjourned the August 8, 2024 Finance/Audit Committee Meeting at 8:23 a.m.

DRAFT

Trabuco Canyon Water District
 Budget to Actual - Summary
 FY 24/25

		FY 25 Adopted			
		Budget	Jul-24	YTD Actual	YTD %
1	Total Operating Revenue	14,125,200	1,101,159	1,101,159	8%
2	Total Source of Supply	4,904,400	218,220	218,220	4%
3	Total Salaries and Benefits	5,344,100	411,498	411,498	8%
4	Total Transmission and Distribution	1,581,600	69,121	69,121	4%
5	Total General and Administrative	2,218,000	157,666	157,666	7%
6	Total Operating Expense	14,048,100	856,506	856,506	6%
7	Net Operating Revenue / (Expense)	77,100	244,653	244,653	317%
8	Net Non-Operating Revenue / (Expense)	2,882,900	72,455	72,455	3%
9	Net Total Revenue / (Expense)	2,960,000	317,108	317,108	11%
10	Other Unrestricted Cash Inflow / (Outflow)				
11	Transfer In - Debt Proceeds for Capital	5,441,589	65,594	65,594	1%
12	Grant Proceeds	-	-	-	
13	Development Impact Fee Receipts	-	-	-	
14	Capital Improvement Program	(5,441,589)	(65,594)	(65,594)	1%
15	Debt Service - Principal and Interest	(881,600)	(103,673)	(103,673)	12%
16	Net Other Unrestricted Cash Inflow / (Outflow)	(881,600)	(103,673)	(103,673)	12%
17	Net Total Unrestricted Cash Inflow / (Outflow)	2,078,400	213,435	213,435	10%



Trabuco Canyon Water District
Balance Sheet
July 31, 2024
(Unaudited)

		July 2024
1	Assets	
2	Cash & Investments	
3	Cash & Investments - Unrestricted	\$ 4,643,300
4	Cash & Investments - Restricted	12,784,507
5	Total Cash & Investments	17,427,807
6	Other Current Assets	
7	Accounts Receivable, Net	2,798,522
8	Prepaid & Other	534,773
9	Fair Market Value Adjustment ¹	(42,334)
10	Total Other Current Assets	3,290,960
11	Capital Assets	
12	Capital Assets, at Cost	128,974,046
13	Accumulated Depreciation	(85,055,942)
14	Construction in Progress	3,858,201
15	Total Capital Assets	47,776,305
16	Net OPEB Asset	201,692
17	Deferred Outflows of Resources (DOR)	2,508,005
18	Total Assets & DOR	\$ 71,204,770
19	Liabilities	
20	Current Liabilities	
21	Accounts Payable	\$ 2,175,881
22	Accrued Expenses	347,713
23	Current Portion-Long Term Debt	97,153
24	Deposits on Hand	52,150
25	Total Current Liabilities	2,672,897
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	29,644,713
34	Net Position	41,560,057
35	Total Liabilities, Net Position & DIR	\$ 71,204,770

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
July 31, 2024
(Unaudited)

	Type	Cost	Market	% Total
District Cash & Investments				
Unrestricted				
Local Agency Investment Fund (LAIF)	Investment	\$ (293,994)	\$ (292,911)	-1.7%
California Cooperative Liquid Assets Securities System (CLASS)	Investment	3,758,705	3,758,734	21.6%
Bank of the West	Checking	1,178,589	1,178,589	6.8%
Total Unrestricted		4,643,300	4,644,412	26.7%
Restricted				
LAIF - Water Storage Facilities	Investment	1,134,612	1,130,432	6.5%
LAIF - Interim Sewage	Investment	120,267	119,824	0.7%
LAIF - Debt Issuance 2022	Investment	890,521	887,241	5.1%
CLASS - Debt Issuance	Investment	10,400,000	10,400,000	59.7%
Cash in CB&T Reserved for SRF Loan	Checking	239,107	239,107	1.4%
Total Restricted		12,784,507	12,776,603	73.3%
Total District Cash & Investments		\$ 17,427,807	\$ 17,421,016	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, 2024 through July 31, 2024
(Unaudited)

	July 2024	YTD Actual	FY 25 Adopted Budget	YTD 8%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 270,732	\$ 270,732	\$ 3,532,800	8%
3 Variable Consumption Charges	383,066	383,066	4,135,900	9%
4 Baker Treatment Plant Water Sales	99,298	99,298	2,115,600	5%
5 Customer Fees	3,924	3,924	149,000	3%
6 Standby Charges	-	-	37,900	0%
7 Uncollectable Accounts	-	-	(25,300)	0%
8 Total Operating Revenue	757,020	757,020	9,945,900	8%
9 Operating Expense				
10 Source of Supply				
11 Fixed Water Purchases	28,864	28,864	406,300	7%
12 Variable Water Purchases	47,705	47,705	2,210,900	2%
13 Baker Treatment Plant Water Sold	81,812	81,812	1,578,700	5%
14 Water Treatment	19,843	19,843	213,000	9%
15 Pumping Electricity	25,353	25,353	340,800	7%
16 Total Source of Supply	203,577	203,577	4,749,700	4%
17 Salaries and Benefits				
18 Employee/Director Wages	180,016	180,016	2,191,700	8%
19 Employee/Director Benefits	38,626	38,626	547,700	7%
20 Retiree Health Insurance	11,675	11,675	179,300	7%
21 Transfer In - 115 OPEB Trust Reimbursement	(11,675)	(11,675)	(179,300)	7%
22 CalPERS Retirement (Normal)	28,848	28,848	349,500	8%
23 CalPERS Unfunded Accrued Liability (Minimum)	18,725	18,725	171,400	11%
24 Payroll Taxes	14,258	14,258	160,900	9%
25 Total Salaries and Benefits	280,473	280,473	3,421,200	8%
26 Transmission and Distribution				
27 System Repairs and Maintenance	13,047	13,047	201,800	6%
28 Vehicles and Equipment	7,888	7,888	90,300	9%
29 Safety, Supplies and Testing	3,156	3,156	78,600	4%
30 Total Transmission and Distribution	24,091	24,091	370,700	6%
31 General and Administrative				
32 Professional Services	37,497	37,497	635,500	6%
33 Office Maintenance, Supplies and Software	30,723	30,723	330,900	9%
34 District Insurance	11,007	11,007	137,600	8%
35 Dues and Memberships	8,680	8,680	101,200	9%
36 Public Outreach	6,083	6,083	138,300	4%
37 Customer Service and Billing	3,764	3,764	77,800	5%
38 Conference, Trainings and Travel	1,182	1,182	31,900	4%
39 Total General and Administrative	98,936	98,936	1,453,200	7%
40 Total Operating Expense	607,077	607,077	9,994,800	6%
41 Net Operating Revenue / (Expense)	149,943	149,943	(48,900)	
42 Non-Operating Revenue / (Expense)				
43 Property Tax Revenue	-	-	1,147,500	0%
44 Interest Revenue - Unrestricted	48,971	48,971	31,000	158%
45 Interest Revenue - Restricted	-	-	40,400	0%
46 Other Revenue and Reimbursements	2,329	2,329	59,200	4%
47 Miscellaneous Expense	-	-	(6,500)	0%
48 Net Non-Operating Revenue / (Expense)	51,300	51,300	1,271,600	4%
49 Net Total Revenue / (Expense)	201,243	201,243	1,222,700	16%
50 Other Unrestricted Cash Inflow / (Outflow)				
51 Transfer In - Debt Proceeds for Capital	11,781	11,781	903,700	1%
52 Capital Improvement Program (CIP)	(11,781)	(11,781)	(903,700)	1%
53 Debt Service - Principal and Interest	(52,326)	(52,326)	(526,500)	10%
54 Net Other Unrestricted Cash Inflow / (Outflow)	(52,326)	(52,326)	(526,500)	10%
55 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 148,917	\$ 148,917	\$ 696,200	21%

Acronym key:

OPEB - Other Post-Employment Benefits



Trabuco Canyon Water District
District Capital - Water
FY 24-25
(Unaudited)

Project	July 2024	YTD Actual	FY 25 Adopted Budget	YTD 8%
1 Water CIP				
2 Capital Improvements / Replacements				
3 SCADA System Upgrades	\$ 5,843	\$ 5,843	\$ 184,729	3%
4 Water Transmission Pipeline Upsizing	-	-	432,250	0%
5 Manual Transfer Switch Installations - Water	5,938	5,938	40,000	15%
6 Total Capital Improvements / Replacements	11,781	11,781	656,979	2%
7 Equipment				
8 Pump Replacements - Water	-	-	99,750	0%
9 New Servers	-	-	80,500	0%
10 Total Equipment	-	-	180,250	0%
11 Programs				
12 Pressure Regulating Valve Improvements - Water	-	-	26,600	0%
13 Valve Replacements - Water	-	-	39,900	0%
14 Total Programs	-	-	66,500	0%
15 Total Water CIP	\$ 11,781	\$ 11,781	\$ 903,729	1%

Acronym key:

SCADA - Supervisory Control and Data Acquisition



Trabuco Canyon Water District
Budget to Actual - Sewer
For the period July 1, 2024 through July 31, 2024
(Unaudited)

	July 2024	YTD Actual	FY 25 Adopted Budget	YTD 8%
1 Operating Revenue				
2 Sewer Residential Charges	\$ 168,177	\$ 168,177	\$ 2,301,500	7%
3 Sewer Commercial Charges	17,209	17,209	257,200	7%
4 Customer Fees	16,980	16,980	284,600	6%
5 Uncollectable Accounts	-	-	(8,400)	0%
6 Total Operating Revenue	202,366	202,366	2,834,900	7%
7 Operating Expense				
8 Salaries and Benefits				
9 Employee/Director Wages	71,620	71,620	1,038,200	7%
10 Employee/Director Benefits	12,941	12,941	227,700	6%
11 Retiree Health Insurance	4,170	4,170	64,100	7%
12 Transfer In - 115 OPEB Trust Reimbursement	(4,170)	(4,170)	(64,100)	7%
13 CalPERS Retirement (Normal)	9,313	9,313	122,600	8%
14 CalPERS Unfunded Accrued Liability (Minimum)	6,688	6,688	79,800	8%
15 Payroll Taxes	5,092	5,092	76,800	7%
16 Total Salaries and Benefits	105,653	105,653	1,545,100	7%
17 Transmission and Distribution				
18 System Repairs and Maintenance	1,868	1,868	378,700	0%
19 T&D Electricity	14,942	14,942	276,300	5%
20 Vehicles and Equipment	2,014	2,014	36,400	6%
21 Safety, Supplies and Testing	1,198	1,198	17,900	7%
22 Total Transmission and Distribution	20,022	20,022	709,300	3%
23 General and Administrative				
24 Professional Services	14,862	14,862	228,100	7%
25 Office Maintenance, Supplies and Software	17,475	17,475	179,300	10%
26 District Insurance	3,931	3,931	49,100	8%
27 Dues and Memberships	9,962	9,962	121,700	8%
28 Public Outreach	2,173	2,173	19,500	11%
29 Customer Service and Billing	1,068	1,068	20,600	5%
30 Conference, Trainings and Travel	422	422	11,500	4%
31 Total General and Administrative	49,892	49,892	629,800	8%
32 Total Operating Expense	175,567	175,567	2,884,200	6%
33 Net Operating Revenue / (Expense)	26,799	26,799	(49,300)	
34 Non-Operating Revenue / (Expense)				
35 Property Tax Revenue	-	-	1,050,900	0%
36 Interest Revenue - Unrestricted	17,443	17,443	192,600	9%
37 Other Revenue and Reimbursements	223	223	11,000	2%
38 Miscellaneous Expense	-	-	(7,600)	0%
39 Net Non-Operating Revenue / (Expense)	17,666	17,666	1,246,900	1%
40 Net Total Revenue / (Expense)	44,465	44,465	1,197,600	4%
41 Other Unrestricted Cash Inflow / (Outflow)				
42 Transfer In - Debt Proceeds for Capital	53,396	53,396	4,086,200	1%
43 Capital Improvement Program	(53,396)	(53,396)	(4,086,200)	1%
44 Debt Service - Principal and Interest	(43,480)	(43,480)	(304,100)	14%
45 Net Other Unrestricted Cash Inflow / (Outflow)	(43,480)	(43,480)	(304,100)	14%
46 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 985	\$ 985	\$ 893,500	0%

Acronym key:

OPEB - Other Post-Employment Benefits



Trabuco Canyon Water District
District Capital - Sewer
FY 24-25
(Unaudited)

Project		July 2024	YTD Actual	FY 25 Adopted Budget	YTD 8%
1	Wastewater CIP				
2	Capital Improvements / Replacements				
3	Golf Club Sewer Lift Station (SLS) Rehabilitation	\$ 43,574	\$ 43,574	\$ 1,350,000	3%
4	SCADA System Upgrades	2,087	2,087	65,975	3%
5	WWTP Hoffman Blower Building Rehabilitation	1,553	1,553	1,100,000	0%
6	Heritage Sewer Lift Station Rehabilitation	246	246	632,250	0%
7	Manual Transfer Switch Installations - Sewer	5,938	5,938	40,000	15%
8	WWTP Fiber Optic Upgrade	-	-	300,000	0%
9	Chiquita CIP FY25	-	-	236,740	0%
10	WWTP Reservoir Gate Improvements	-	-	159,600	0%
11	WWTP Headworks Replacement	-	-	172,900	0%
12	Total Capital Improvements / Replacements	53,396	53,396	4,057,465	1%
13	Equipment				
14	New Servers	-	-	28,750	0%
15	Total Equipment	-	-	28,750	0%
16	Total Wastewater CIP	\$ 53,396	\$ 53,396	\$ 4,086,215	1%

Acronym key:

SCADA - Supervisory Control and Data Acquisition

WWTP - Waste Water Treatment Plant



Trabuco Canyon Water District
Budget to Actual - Recycled
For the period July 1, 2024 through July 31, 2024
(Unaudited)

	July 2024	YTD Actual	FY 25 Adopted Budget	YTD 8%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 11,857	\$ 11,857	\$ 161,600	7%
3 Variable Consumption Charges	129,916	129,916	1,173,600	11%
4 Customer Fees	-	-	13,600	0%
5 Uncollectable Accounts	-	-	(4,400)	0%
6 Total Operating Revenue	141,773	141,773	1,344,400	11%
7 Operating Expense				
8 Source of Supply				
9 Recycled Water Purchases	2,593	2,593	33,300	8%
10 Water Treatment	12,050	12,050	121,400	10%
11 Total Source of Supply	14,643	14,643	154,700	9%
12 Salaries and Benefits				
13 Employee/Director Wages	16,938	16,938	249,200	7%
14 Employee/Director Benefits	4,097	4,097	66,600	6%
15 Retiree Health Insurance	834	834	12,800	7%
16 Transfer In - 115 OPEB Trust Reimbursement	(834)	(834)	(12,800)	7%
17 CalPERS Retirement (Normal)	1,981	1,981	26,400	8%
18 CalPERS Unfunded Accrued Liability (Minimum)	1,338	1,338	18,000	7%
19 Payroll Taxes	1,018	1,018	17,600	6%
20 Total Salaries and Benefits	25,372	25,372	377,800	7%
21 Transmission and Distribution				
22 T&D Electricity	16,654	16,654	341,200	5%
23 System Repairs and Maintenance	887	887	41,400	2%
24 Vehicles and Equipment	439	439	8,200	5%
25 Safety, Supplies and Testing	7,029	7,029	110,800	6%
26 Total Transmission and Distribution	25,008	25,008	501,600	5%
27 General and Administrative				
28 Professional Services	3,046	3,046	45,600	7%
29 Office Maintenance, Supplies and Software	2,834	2,834	30,400	9%
30 District Insurance	786	786	10,000	8%
31 Dues and Memberships	1,439	1,439	38,600	4%
32 Public Outreach	435	435	3,800	11%
33 Customer Service and Billing	214	214	4,200	5%
34 Conference, Trainings and Travel	84	84	2,400	4%
35 Total General and Administrative	8,838	8,838	135,000	7%
36 Total Operating Expense	73,861	73,861	1,169,100	6%
37 Net Operating Revenue / (Expense)	67,912	67,912	175,300	39%
38 Non-Operating Revenue / (Expense)				
39 Property Tax Revenue	-	-	341,400	0%
40 Interest Revenue - Unrestricted	3,489	3,489	24,800	14%
41 Other Revenue and Reimbursements	-	-	2,200	0%
42 Miscellaneous Expense	-	-	(4,000)	0%
43 Net Non-Operating Revenue / (Expense)	3,489	3,489	364,400	1%
44 Net Total Revenue / (Expense)	71,401	71,401	539,700	13%
45 Other Unrestricted Cash Inflow / (Outflow)				
46 Transfer In - Debt Proceeds for Capital	417	417	451,600	0%
47 Capital Improvement Program	(417)	(417)	(451,600)	0%
48 Debt Service - Principal and Interest	(7,868)	(7,868)	(51,000)	15%
49 Net Other Unrestricted Cash Inflow / (Outflow)	(7,868)	(7,868)	(51,000)	15%
50 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 63,533	\$ 63,533	\$ 488,700	13%

Acronym key:

OPEB - Other Post-Employment Benefits



Trabuco Canyon Water District
District Capital - Recycled
FY 24-25
(Unaudited)

Project		July 2024	YTD Actual	FY 25 Adopted Budget	YTD 8%
1	Recycled Water CIP				
2	Capital Improvements / Replacements				
3	SCADA System Upgrades	\$ 417	\$ 417	\$ 13,195	3%
4	Dove Recycled Booster Pump Station	-	-	133,000	0%
5	Dove Canyon Recycled PRV Improvement	-	-	180,000	0%
6	Tick & Dove Creek Pump Station Improvements	-	-	79,800	0%
7	WWTP Reservoir Gate Improvements	-	-	39,900	0%
8	Capital Improvements / Replacements Total	417	417	445,895	0%
9	Equipment				
10	New Servers	-	-	5,750	0%
11	Equipment Total	-	-	5,750	0%
12	Total Recycled Water CIP	\$ 417	\$ 417	\$ 451,645	0%

Acronym key:

SCADA - Supervisory Control and Data Acquisition

PRV - Pressure Regulating Valves

WWTP - Waste Water Treatment Plant



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 08/01/2024 - 08/31/2024

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
08/01/2024		DFT0003655	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,345.90
08/01/2024		DFT0003656	VSP	Accounts Payable	Outstanding	Bank Draft	-852.90
08/02/2024		DFT0003657	ADP	Accounts Payable	Outstanding	Bank Draft	-135,325.70
08/02/2024		DFT0003658	CALPERS	Accounts Payable	Outstanding	Bank Draft	-67,400.48
08/02/2024		DFT0003659	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-3,371.78
08/02/2024		DFT0003660	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-1,463.65
08/02/2024		DFT0003661	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
08/02/2024		DFT0003662	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-10.82
08/05/2024		DFT0003663	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
08/05/2024		DFT0003664	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-33.47
08/05/2024		DFT0003665	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-4,973.47
08/06/2024		DFT0003666	CALPERS	Accounts Payable	Outstanding	Bank Draft	-32,425.86
08/06/2024		DFT0003667	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-543.24
08/07/2024		DFT0003668	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,450.57
08/07/2024		DFT0003669	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-32.68
08/07/2024		DFT0003670	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-4,527.55
08/12/2024		DFT0003671	ADP	Accounts Payable	Outstanding	Bank Draft	-2,107.06
08/12/2024		DFT0003672	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,675.60
08/12/2024		DFT0003673	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
08/12/2024		DFT0003674	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-173.29
08/13/2024		DFT0003675	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-30.00
08/14/2024		DFT0003676	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-171.08
08/15/2024		DFT0003677	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-77.89
08/16/2024		DFT0003678	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-257.45
08/19/2024		DFT0003679	ADP	Accounts Payable	Outstanding	Bank Draft	-155,239.05
08/19/2024		DFT0003680	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,693.44
08/19/2024		DFT0003681	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-114,949.63
08/19/2024		DFT0003682	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-124.00
08/20/2024		DFT0003683	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-35.00
08/21/2024		DFT0003684	CALPERS	Accounts Payable	Outstanding	Bank Draft	-33,963.97
08/21/2024		DFT0003685	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
08/21/2024		DFT0003686	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-30.00
08/22/2024		DFT0003687	SOUTH COAST AQMD	Accounts Payable	Outstanding	Bank Draft	-1,414.00
08/23/2024		DFT0003688	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
08/26/2024		DFT0003689	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-2,820.27

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/26/2024		DFT0003690	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-10,303.19
08/26/2024		DFT0003691	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-232.56
08/26/2024		DFT0003692	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-15.00
08/27/2024		DFT0003693	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-15.00
08/28/2024		DFT0003694	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-753.72
08/30/2024		DFT0003695	ADP	Accounts Payable	Outstanding	Bank Draft	-116.00
Bank Draft Total: (41)							-584,518.27
Check							
08/01/2024		12692	EPD USA, INC.	Accounts Payable	Outstanding	Check	-1,450.80
08/13/2024		12693	AMERICAN BACFKLOW PRODUCTS	Accounts Payable	Outstanding	Check	-582.29
08/13/2024		12694	ARC	Accounts Payable	Outstanding	Check	-280.15
08/13/2024		12695	BLAKE SMITH	Accounts Payable	Outstanding	Check	-313.20
08/13/2024		12696	BRENT MONSON	Accounts Payable	Outstanding	Check	-155.00
08/13/2024		12697	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-2,284.35
08/13/2024		12698	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-294.51
08/13/2024		12699	CSI SERVICES, INC.	Accounts Payable	Outstanding	Check	-1,840.00
08/13/2024		12700	CWEA	Accounts Payable	Outstanding	Check	-116.00
08/13/2024		12701	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-2,272.96
08/13/2024		12702	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-46,286.96
08/13/2024		12703	GARY KESSLER	Accounts Payable	Outstanding	Check	-4,995.65
08/13/2024		12704	GMU GEOTECHNICAL, INC.	Accounts Payable	Outstanding	Check	-1,779.00
08/13/2024		12705	GRAINGER	Accounts Payable	Outstanding	Check	-551.77
08/13/2024		12706	GRAYBAR	Accounts Payable	Outstanding	Check	-186.88
08/13/2024		12707	HARBOR POINTE AIR CONDITIONING & CONTROL SYSTEM:	Accounts Payable	Outstanding	Check	-979.44
08/13/2024		12708	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-13,808.62
08/13/2024		12709	IB CONSULTING	Accounts Payable	Outstanding	Check	-7,510.00
08/13/2024		12710	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-2,801.85
08/13/2024		12711	IWATER, INC.	Accounts Payable	Outstanding	Check	-300.00
08/13/2024		12712	JAMES MONTERO	Accounts Payable	Outstanding	Check	-855.10
08/13/2024		12713	JARROD WALKER	Accounts Payable	Outstanding	Check	-304.00
08/13/2024		12714	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-12,297.50
08/13/2024		12715	MCM CONSULTING	Accounts Payable	Outstanding	Check	-10,294.00
08/13/2024		12716	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,775.00
08/13/2024		12717	ORKIN, INC.	Accounts Payable	Outstanding	Check	-314.98
08/13/2024		12718	PACIFIC MECHANICAL	Accounts Payable	Outstanding	Check	-2,143.50
08/13/2024		12719	PROJECT PARTNERS, INC.	Accounts Payable	Outstanding	Check	-12,400.00
08/13/2024		12720	SOTO RESOURCES	Accounts Payable	Outstanding	Check	-402.50
08/13/2024		12721	UMETECH, INC.	Accounts Payable	Outstanding	Check	-1,600.00
08/13/2024		12722	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-115.45
08/13/2024		12723	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-599.00
08/22/2024		12724	AMERICAN BUSINESS BANK	Accounts Payable	Outstanding	Check	-17,704.25
08/22/2024		12725	CWEA	Accounts Payable	Outstanding	Check	-116.00

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/22/2024		12726	DELCO SERVICE, INC.	Accounts Payable	Outstanding	Check	-4,685.60
08/22/2024		12727	DMC ENGINEERING	Accounts Payable	Outstanding	Check	-38,735.16
08/22/2024		12728	Void Check	Accounts Payable	Voided	Check	0.00
08/22/2024		12729	GRAYBAR	Accounts Payable	Outstanding	Check	-373.76
08/22/2024		12730	HACH COMPANY	Accounts Payable	Outstanding	Check	-9,139.88
08/22/2024		12731	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-34,570.00
08/22/2024		12732	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-7,161.00
08/22/2024		12733	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-37,022.82
08/22/2024		12734	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-1,152.46
08/22/2024		12735	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-398,555.09
08/22/2024		12736	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-22,310.30
08/22/2024		12737	JUAN A. QUINONEZ	Accounts Payable	Outstanding	Check	-4,004.42
08/22/2024		12738	LONE STAR BLOWER, INC.	Accounts Payable	Outstanding	Check	-41,558.88
08/22/2024		12739	MCM CONSULTING	Accounts Payable	Outstanding	Check	-19,080.00
08/22/2024		12740	NEW DIMENSION GENERAL CONSTRUCTION	Accounts Payable	Outstanding	Check	-54,443.85
08/22/2024		12741	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,420.00
08/22/2024		12742	O'REILLY AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-100.87
08/22/2024		12743	PACIFIC HYDROTECH CORPORATION	Accounts Payable	Outstanding	Check	-336,380.75
08/22/2024		12744	QUINCY COMPRESSOR	Accounts Payable	Outstanding	Check	-236.08
08/22/2024		12745	QUINN COMPANY	Accounts Payable	Outstanding	Check	-1,667.05
08/22/2024		12746	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-96,787.57
08/22/2024		12747	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-8,220.50
08/22/2024		12748	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-17,363.52
08/22/2024		12749	VAUGHAN'S INDUSTRIAL REPAIR COMPANY, INC.	Accounts Payable	Outstanding	Check	-48,428.01
08/22/2024		12750	W.M. LYLES CO.	Accounts Payable	Outstanding	Check	-5,772.70
08/22/2024		12751	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-100.00
Check Total: (60)							-1,338,980.98
Check Reversal							
08/01/2024		12429	EPD USA, INC. Reversal	Accounts Payable	Outstanding	Check Reversal	1,450.80
08/22/2024		12725	CWEA Reversal	Accounts Payable	Outstanding	Check Reversal	116.00
Check Reversal Total: (2)							1,566.80
EFT							
08/01/2024		593	AMAZON	Accounts Payable	Outstanding	EFT	-2,625.32
08/01/2024		594	MWDOC	Accounts Payable	Outstanding	EFT	-23,471.98
08/01/2024		595	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-12,957.32
08/01/2024		596	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-62.00
08/01/2024		597	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-616.84
08/01/2024		598	UNITED WATER WORKS, INC.	Accounts Payable	Outstanding	EFT	-2,392.79
08/14/2024		599	ACWA JPIA - WC, PROP., & LIAB	Accounts Payable	Outstanding	EFT	-11,584.54
08/14/2024		600	AMAZON	Accounts Payable	Outstanding	EFT	-106.49
08/14/2024		601	EIDE BAILLY	Accounts Payable	Outstanding	EFT	-9,271.75
08/14/2024		602	P2S LP	Accounts Payable	Outstanding	EFT	-28,400.00

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08/14/2024		603	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-981.90
08/21/2024		604	ACWA JPIA - WC, PROP., & LIAB	Accounts Payable	Outstanding	EFT	-3,963.27
08/21/2024		605	EIDE BAILLY	Accounts Payable	Outstanding	EFT	-9,496.75
08/21/2024		606	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-8,690.00
08/23/2024		607	ACWA JPIA - LIFE	Accounts Payable	Outstanding	EFT	-524.05
08/23/2024		608	ACWA JPIA - WC, PROP., & LIAB	Accounts Payable	Outstanding	EFT	-98,578.33
08/23/2024		609	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-5,664.00
08/23/2024		610	AMAZON	Accounts Payable	Outstanding	EFT	-77.56
08/23/2024		611	EVANS-HYDRO, INC.	Accounts Payable	Outstanding	EFT	-6,932.00
08/23/2024		612	IRVINE PIPE SUPPLY	Accounts Payable	Outstanding	EFT	-930.31
08/23/2024		613	MWDOC	Accounts Payable	Outstanding	EFT	-48,359.14
08/23/2024		614	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-6,080.35
08/23/2024		615	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-75.00
08/23/2024		616	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-464.86
EFT Total: (24)							-282,306.55
Accounts Payable Total: (127)							-2,204,239.00

Accounts Receivable

Deposit							
08/02/2024		DEP0025364	MWDOC refund 8-2-2024	Accounts Receivable	Outstanding	Deposit	14,284.68
08/06/2024		DEP0025427	Apply PT Admin Fees - 8/06/24	Accounts Receivable	Outstanding	Deposit	-0.26
08/06/2024		DEP0025427	Apply PT Admin Fees - 8/06/24	Accounts Receivable	Outstanding	Deposit	-0.27
08/06/2024		DEP0025427	Apply PT Admin Fees - 8/06/24	Accounts Receivable	Outstanding	Deposit	0.23
08/06/2024		DEP0025427	Apply PT Admin Fees - 8/06/24	Accounts Receivable	Outstanding	Deposit	-1.88
08/06/2024		DEP0025427	Apply PT Admin Fees - 8/06/24	Accounts Receivable	Outstanding	Deposit	-1.35
08/06/2024		DEP0025427	Apply PT Admin Fees - 8/06/24	Accounts Receivable	Outstanding	Deposit	0.24
08/06/2024		DEP0025427	Apply PT Admin Fees - 8/06/24	Accounts Receivable	Outstanding	Deposit	1.18
08/06/2024		DEP0025427	Apply PT Admin Fees - 8/06/24	Accounts Receivable	Outstanding	Deposit	0.17
08/06/2024		DEP0025427	Apply PT Admin Fees - 8/06/24	Accounts Receivable	Outstanding	Deposit	0.04
08/06/2024		DEP0025427	Apply PT Admin Fees - 8/06/24	Accounts Receivable	Outstanding	Deposit	1.64
08/06/2024		DEP0025427	Apply PT Admin Fees - 8/06/24	Accounts Receivable	Outstanding	Deposit	0.03
08/06/2024		DEP0025427	Apply PT Admin Fees - 8/06/24	Accounts Receivable	Outstanding	Deposit	0.23
08/07/2024		DEP0025406	County of Orange Invoice 8-7-2024	Accounts Receivable	Outstanding	Deposit	150.00
08/07/2024		DEP0025406	County of Orange Invoice 8-7-2024	Accounts Receivable	Outstanding	Deposit	360.00
08/07/2024		DEP0025406	County of Orange Invoice 8-7-2024	Accounts Receivable	Outstanding	Deposit	3,760.00
08/08/2024		DEP0025430	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	13.22
08/08/2024		DEP0025430	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	13.21
08/08/2024		DEP0025430	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	469.88
08/08/2024		DEP0025430	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	91.36
08/08/2024		DEP0025430	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	490.14
08/08/2024		DEP0025430	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	652.61
08/08/2024		DEP0025430	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	91.36
08/08/2024		DEP0025430	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	94.44

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/08/2024		DEP0025430	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	68.62
08/08/2024		DEP0025430	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	68.00
08/08/2024		DEP0025430	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	68.62
08/08/2024		DEP0025430	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	352.90
08/12/2024		DEP0025448	City of San Clemente Invoice 8-12-2024	Accounts Receivable	Outstanding	Deposit	7,999.56
08/12/2024		DEP0025448	City of San Clemente Invoice 8-12-2024	Accounts Receivable	Outstanding	Deposit	1,897.19
08/15/2024		DEP0025484	Tmobile Invoice 8-15-2024	Accounts Receivable	Outstanding	Deposit	2,329.39
08/15/2024		DEP0025484	Tmobile Invoice 8-15-2024	Accounts Receivable	Outstanding	Deposit	222.78
08/20/2024		DEP0025530	OCFA Invoice 8-20-2024	Accounts Receivable	Outstanding	Deposit	892.00
08/23/2024		DEP0025537	CLASS transfer to BMO Checking	Accounts Receivable	Outstanding	Deposit	37,500.00
08/23/2024		DEP0025537	CLASS transfer to BMO Checking	Accounts Receivable	Outstanding	Deposit	37,500.00
08/23/2024		DEP0025537	CLASS transfer to BMO Checking	Accounts Receivable	Outstanding	Deposit	375,000.00
08/23/2024		DEP0025537	CLASS transfer to BMO Checking	Accounts Receivable	Outstanding	Deposit	1,050,000.00
08/26/2024		DEP0025585	State of California Invoice 8-26-2024	Accounts Receivable	Outstanding	Deposit	4,715.90
08/26/2024		DEP0025585	State of California Invoice 8-26-2024	Accounts Receivable	Outstanding	Deposit	132,045.87
08/26/2024		DEP0025585	State of California Invoice 8-26-2024	Accounts Receivable	Outstanding	Deposit	4,715.90
08/26/2024		DEP0025585	State of California Invoice 8-26-2024	Accounts Receivable	Outstanding	Deposit	47,159.25
08/29/2024		DEP0025631	Dove Cafe Dep. Invoice 8-29-2024	Accounts Receivable	Outstanding	Deposit	750.00
08/29/2024		DEP0025631	Dove Cafe Dep. Invoice 8-29-2024	Accounts Receivable	Outstanding	Deposit	75.00
08/29/2024		DEP0025631	Dove Cafe Dep. Invoice 8-29-2024	Accounts Receivable	Outstanding	Deposit	2,100.00
08/29/2024		DEP0025631	Dove Cafe Dep. Invoice 8-29-2024	Accounts Receivable	Outstanding	Deposit	75.00
08/29/2024		DEP0025633	County of Orange Invoice 8-29-2024	Accounts Receivable	Outstanding	Deposit	7,139.20
Deposit Total: (46)							1,733,146.08
Accounts Receivable Total: (46)							1,733,146.08

Utility Billing

Deposit							
08/01/2024		DEP0025347	Utility Payment Packet UBPKT11253	Utility Billing	Outstanding	Deposit	4,325.56
08/01/2024		DEP0025349	Utility Payment Packet UBPKT11254	Utility Billing	Outstanding	Deposit	4,622.51
08/01/2024		DEP0025352	Utility Payment Packet UBPKT11255	Utility Billing	Outstanding	Deposit	4,491.39
08/01/2024		DEP0025357	Utility Payment Packet UBPKT11256	Utility Billing	Outstanding	Deposit	4,331.63
08/02/2024		DEP0025359	Utility Payment Packet UBPKT11257	Utility Billing	Outstanding	Deposit	2,177.54
08/02/2024		DEP0025361	Utility Payment Packet UBPKT11258	Utility Billing	Outstanding	Deposit	3,514.09
08/02/2024		DEP0025367	Utility Payment Packet UBPKT11259	Utility Billing	Outstanding	Deposit	3,363.10
08/02/2024		DEP0025372	Utility Payment Packet UBPKT11260	Utility Billing	Outstanding	Deposit	29,391.35
08/05/2024		DEP0025374	Utility Payment Packet UBPKT11261	Utility Billing	Outstanding	Deposit	2,216.80
08/05/2024		DEP0025376	Utility Payment Packet UBPKT11262	Utility Billing	Outstanding	Deposit	5,604.22
08/05/2024		DEP0025379	Utility Payment Packet UBPKT11263	Utility Billing	Outstanding	Deposit	11,161.79
08/05/2024		DEP0025382	Utility Payment Packet UBPKT11267	Utility Billing	Outstanding	Deposit	7,732.12
08/05/2024		DEP0025385	Utility Payment Packet UBPKT11269	Utility Billing	Outstanding	Deposit	4,338.56
08/06/2024		DEP0025388	Utility Payment Packet UBPKT11270	Utility Billing	Outstanding	Deposit	2,675.58
08/06/2024		DEP0025391	Utility Payment Packet UBPKT11271	Utility Billing	Outstanding	Deposit	5,576.99
08/06/2024		DEP0025397	Utility Payment Packet UBPKT11277	Utility Billing	Outstanding	Deposit	6,583.99

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/07/2024		DEP0025394	Utility Payment Packet UBPKT11276	Utility Billing	Outstanding	Deposit	889.08
08/07/2024		DEP0025400	Utility Payment Packet UBPKT11278	Utility Billing	Outstanding	Deposit	5,830.57
08/07/2024		DEP0025404	Utility Payment Packet UBPKT11275	Utility Billing	Outstanding	Deposit	23,251.31
08/07/2024		DEP0025409	Utility Payment Packet UBPKT11283	Utility Billing	Outstanding	Deposit	4,161.21
08/08/2024		DEP0025412	Utility Payment Packet UBPKT11284	Utility Billing	Outstanding	Deposit	933.44
08/08/2024		DEP0025415	Utility Payment Packet UBPKT11285	Utility Billing	Outstanding	Deposit	4,746.34
08/08/2024		DEP0025418	Utility Payment Packet UBPKT11282	Utility Billing	Outstanding	Deposit	5,926.30
08/08/2024		DEP0025432	Utility Payment Packet UBPKT11286	Utility Billing	Outstanding	Deposit	7,182.43
08/09/2024		DEP0025434	Utility Payment Packet UBPKT11287	Utility Billing	Outstanding	Deposit	2,721.15
08/09/2024		DEP0025436	Utility Payment Packet UBPKT11288	Utility Billing	Outstanding	Deposit	383.85
08/09/2024		DEP0025438	Utility Payment Packet UBPKT11290	Utility Billing	Outstanding	Deposit	12,904.68
08/12/2024		DEP0025440	Utility Payment Packet UBPKT11291	Utility Billing	Outstanding	Deposit	1,846.59
08/12/2024		DEP0025442	Utility Payment Packet UBPKT11292	Utility Billing	Outstanding	Deposit	2,104.49
08/12/2024		DEP0025446	Utility Payment Packet UBPKT11293	Utility Billing	Outstanding	Deposit	9,895.74
08/12/2024		DEP0025453	Utility Payment Packet UBPKT11296	Utility Billing	Outstanding	Deposit	7,141.39
08/13/2024		DEP0025455	Utility Payment Packet UBPKT11297	Utility Billing	Outstanding	Deposit	3,007.26
08/13/2024		DEP0025457	Utility Payment Packet UBPKT11298	Utility Billing	Outstanding	Deposit	2,485.08
08/13/2024		DEP0025460	Utility Payment Packet UBPKT11299	Utility Billing	Outstanding	Deposit	1,181.13
08/13/2024		DEP0025465	Utility Payment Packet UBPKT11301	Utility Billing	Outstanding	Deposit	2,066.04
08/14/2024		DEP0025467	Utility Payment Packet UBPKT11303	Utility Billing	Outstanding	Deposit	2,045.51
08/14/2024		DEP0025469	Utility Payment Packet UBPKT11304	Utility Billing	Outstanding	Deposit	1,674.78
08/14/2024		DEP0025472	Utility Payment Packet UBPKT11305	Utility Billing	Outstanding	Deposit	1,580.45
08/14/2024		DEP0025477	Utility Payment Packet UBPKT11306	Utility Billing	Outstanding	Deposit	9,490.30
08/15/2024		DEP0025479	Utility Payment Packet UBPKT11307	Utility Billing	Outstanding	Deposit	3,778.86
08/15/2024		DEP0025481	Utility Payment Packet UBPKT11308	Utility Billing	Outstanding	Deposit	2,070.12
08/15/2024		DEP0025488	Utility Payment Packet UBPKT11309	Utility Billing	Outstanding	Deposit	1,234.64
08/15/2024		DEP0025493	Utility Payment Packet UBPKT11312	Utility Billing	Outstanding	Deposit	8,563.12
08/16/2024		DEP0025495	Utility Payment Packet UBPKT11313	Utility Billing	Outstanding	Deposit	10,372.36
08/16/2024		DEP0025497	Utility Payment Packet UBPKT11314	Utility Billing	Outstanding	Deposit	4,222.88
08/16/2024		DEP0025500	Deposit Input Packet UBPKT11316	Utility Billing	Outstanding	Deposit	2,000.00
08/16/2024		DEP0025503	Utility Payment Packet UBPKT11315	Utility Billing	Outstanding	Deposit	2,891.77
08/16/2024		DEP0025508	Utility Payment Packet UBPKT11317	Utility Billing	Outstanding	Deposit	13,299.33
08/19/2024		DEP0025510	Utility Payment Packet UBPKT11318	Utility Billing	Outstanding	Deposit	9,477.98
08/19/2024		DEP0025512	Utility Payment Packet UBPKT11319	Utility Billing	Outstanding	Deposit	6,574.93
08/19/2024		DEP0025514	ACH Draft Packet UBPKT11167	Utility Billing	Outstanding	Deposit	211,350.84
08/19/2024		DEP0025517	Utility Payment Packet UBPKT11320	Utility Billing	Outstanding	Deposit	9,408.25
08/19/2024		DEP0025522	Utility Payment Packet UBPKT11325	Utility Billing	Outstanding	Deposit	247,433.45
08/20/2024		DEP0025524	Utility Payment Packet UBPKT11326	Utility Billing	Outstanding	Deposit	1,141.81
08/20/2024		DEP0025526	Utility Payment Packet UBPKT11327	Utility Billing	Outstanding	Deposit	5,477.40
08/20/2024		DEP0025533	Utility Payment Packet UBPKT11328	Utility Billing	Outstanding	Deposit	545.36
08/20/2024		DEP0025546	Utility Payment Packet UBPKT11343	Utility Billing	Outstanding	Deposit	84,214.49
08/21/2024		DEP0025548	Utility Payment Packet UBPKT11345	Utility Billing	Outstanding	Deposit	176.76
08/21/2024		DEP0025550	Utility Payment Packet UBPKT11346	Utility Billing	Outstanding	Deposit	1,029.66

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/21/2024		DEP0025552	Utility Payment Packet UBPKT11347	Utility Billing	Outstanding	Deposit	2,623.47
08/22/2024		DEP0025557	Utility Payment Packet UBPKT11348	Utility Billing	Outstanding	Deposit	519.20
08/22/2024		DEP0025559	Utility Payment Packet UBPKT11349	Utility Billing	Outstanding	Deposit	500.00
08/22/2024		DEP0025561	Utility Payment Packet UBPKT11350	Utility Billing	Outstanding	Deposit	5,243.35
08/23/2024		DEP0025566	Utility Payment Packet UBPKT11344	Utility Billing	Outstanding	Deposit	695.57
08/23/2024		DEP0025568	Utility Payment Packet UBPKT11351	Utility Billing	Outstanding	Deposit	742.46
08/23/2024		DEP0025570	Utility Payment Packet UBPKT11352	Utility Billing	Outstanding	Deposit	26,014.61
08/26/2024		DEP0025575	Utility Reverse Payment Packet UBPKT11355	Utility Billing	Outstanding	Deposit	-123.56
08/26/2024		DEP0025578	Utility Payment Packet UBPKT11353	Utility Billing	Outstanding	Deposit	1,004.97
08/26/2024		DEP0025580	Utility Payment Packet UBPKT11354	Utility Billing	Outstanding	Deposit	510.12
08/26/2024		DEP0025583	Utility Payment Packet UBPKT11361	Utility Billing	Outstanding	Deposit	3,025.73
08/26/2024		DEP0025597	Utility Payment Packet UBPKT11363	Utility Billing	Outstanding	Deposit	6,137.00
08/27/2024		DEP0025595	Utility Payment Packet UBPKT11364	Utility Billing	Outstanding	Deposit	8,902.81
08/27/2024		DEP0025599	Utility Payment Packet UBPKT11365	Utility Billing	Outstanding	Deposit	1,361.80
08/27/2024		DEP0025602	Utility Payment Packet UBPKT11367	Utility Billing	Outstanding	Deposit	2,743.79
08/27/2024		DEP0025608	Utility Payment Packet UBPKT11369	Utility Billing	Outstanding	Deposit	6,975.01
08/28/2024		DEP0025610	Utility Payment Packet UBPKT11370	Utility Billing	Outstanding	Deposit	6,738.24
08/28/2024		DEP0025612	Utility Payment Packet UBPKT11371	Utility Billing	Outstanding	Deposit	8,172.67
08/28/2024		DEP0025615	Utility Payment Packet UBPKT11373	Utility Billing	Outstanding	Deposit	12,070.99
08/28/2024		DEP0025620	Utility Payment Packet UBPKT11374	Utility Billing	Outstanding	Deposit	3,022.16
08/29/2024		DEP0025622	Utility Payment Packet UBPKT11375	Utility Billing	Outstanding	Deposit	2,679.50
08/29/2024		DEP0025624	Utility Payment Packet UBPKT11376	Utility Billing	Outstanding	Deposit	10,584.76
08/29/2024		DEP0025629	Utility Payment Packet UBPKT11377	Utility Billing	Outstanding	Deposit	7,317.60
08/29/2024		DEP0025638	Utility Payment Packet UBPKT11379	Utility Billing	Outstanding	Deposit	4,940.15
08/30/2024		DEP0025640	Utility Payment Packet UBPKT11380	Utility Billing	Outstanding	Deposit	3,667.11
08/30/2024		DEP0025642	Utility Payment Packet UBPKT11381	Utility Billing	Outstanding	Deposit	3,450.82
08/30/2024		DEP0025645	Utility Payment Packet UBPKT11382	Utility Billing	Outstanding	Deposit	5,473.89
08/30/2024		DEP0025650	Utility Payment Packet UBPKT11384	Utility Billing	Outstanding	Deposit	35,475.44
Deposit Total: (87)							1,011,290.01
Utility Billing Total: (87)							1,011,290.01
Report Total: (260)							540,197.09

Summary

Bank Account	Count	Amount
030866939 BMO Checking	260	540,197.09
Report Total:	260	540,197.09

Cash Account	Count	Amount
No Cash Account	1	0.00
99 99-000-1004 BMO Checking (Pooled Cash)	259	540,197.09
Report Total:	260	540,197.09

Transaction Type	Count	Amount
Bank Draft	41	-584,518.27
Check	60	-1,338,980.98
Check Reversal	2	1,566.80
Deposit	133	2,744,436.09
EFT	24	-282,306.55
Report Total:	260	540,197.09



Trabuco Canyon Water District
General Fund Warrant Register
8/8/2024

Summary of Disbursements

Computer Checks	969,097.47
UB Refund Checks	309.01
Void UB Refund	-
Bank Drafts	552,469.59
Bank EFTs	165,460.74
Voided Payments	(1,450.80)
Total Disbursements	1,685,886.01


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



General Manager / Assistant General Manager

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



By: Date: 8/8/24

By: Date: 8/8/24



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 07/10/2024 - 08/06/2024

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
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
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
08/01/2024		DFT0003655	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,345.90
08/01/2024		DFT0003656	VSP	Accounts Payable	Outstanding	Bank Draft	-852.90
08/02/2024		DFT0003657	ADP	Accounts Payable	Outstanding	Bank Draft	-135,325.70
08/02/2024		DFT0003658	CALPERS	Accounts Payable	Outstanding	Bank Draft	-67,400.48
08/02/2024		DFT0003659	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-3,371.78
08/02/2024		DFT0003660	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-1,463.65
08/02/2024		DFT0003661	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
08/02/2024		DFT0003662	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-10.82
08/05/2024		DFT0003663	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
08/05/2024		DFT0003664	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-33.47
08/05/2024		DFT0003665	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-4,973.47

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/06/2024		DFT0003666	CALPERS	Accounts Payable	Outstanding	Bank Draft	-32,425.86
08/06/2024		DFT0003667	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-543.24
Bank Draft Total: (37)							-552,469.59
Check							
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
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

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
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
08/01/2024		12692	EPD USA, INC.	Accounts Payable	Outstanding	Check	-1,450.80
Check Total: (43)							-969,097.47
Check Reversal							
08/01/2024		12429	EPD USA, INC. Reversal	Accounts Payable	Outstanding	Check Reversal	1,450.80
Check Reversal Total: (1)							1,450.80
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	MWDOC	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
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
08/01/2024		593	AMAZON	Accounts Payable	Outstanding	EFT	-2,625.32
08/01/2024		594	MWDOC	Accounts Payable	Outstanding	EFT	-23,471.98
08/01/2024		595	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-12,957.32
08/01/2024		596	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-62.00
08/01/2024		597	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-616.84
08/01/2024		598	UNITED WATER WORKS, INC.	Accounts Payable	Outstanding	EFT	-2,392.79
EFT Total: (18)							-165,460.74
Accounts Payable Total: (99)							-1,685,577.00
Utility Billing							
Check							
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: (2)							-309.01
Utility Billing Total: (2)							-309.01
Report Total: (101)							-1,685,886.01

Summary

Bank Account	Count	Amount
030866939 BMO Checking	101	-1,685,886.01
Report Total:	101	-1,685,886.01

Cash Account	Count	Amount
99 99-000-1004 BMO Checking (Pooled Cash)	101	-1,685,886.01
Report Total:	101	-1,685,886.01

Transaction Type	Count	Amount
Bank Draft	37	-552,469.59
Check	45	-969,406.48
Check Reversal	1	1,450.80
EFT	18	-165,460.74
Report Total:	101	-1,685,886.01



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

GENERAL FUND PAYROLL WARRANT REGISTER

For the Month of: August 2024


\$ 291,674.84

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

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


General Manager / Assistant General Manager


By 9/12/24
Date


By 9-12-24
Date

Net Pay	Checks				.00
	Direct Deposits				95,905.48
	Subtotal Net Pay				95,905.48
	Adjustments				4,995.65
	Total Net Pay Liability (Net Cash)				100,901.13

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				23,855.64	
	Earned Income Credit Advances					
	Social Security				9,352.06	9,352.05
	Medicare				2,352.25	2,352.26
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal		35,559.95	11,704.31		47,264.26
	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		35,559.95	11,704.31		47,264.26
State	CA State Income Tax				10,286.52	
	CA State Unemployment Insurance-ER 8000					
	CA State Disability Insurance-EE				1,782.79	
	Subtotal CA				12,069.31	12,069.31
	Total Taxes		.00	.00	47,629.26	59,333.57
	Amount ADP Debited From AccountXXXX6939					59,333.57
	Tran/ABA XXXXXXXXX					Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit				95,905.48	26 Employee Transactions
	Transfers Amount ADP Debited From AccountXXXX6939					95,905.48
	Tran/ABA XXXXXXXXX					
	Total Amount ADP Debited From Your Accounts					155,239.05



Statistical Summary Detail

TRABUCO CANYON WATER

Region Name : GKN
Company Code : ADP RESOURCE

Batch : 3741
Quarter Number : 3
Service Center: 580

Period Ending : 08/15/2024
Pay Date : 08/20/2024
Current Date : 08/16/2024
Week 34
Page 2

Net Pay	Checks					133.81
	Direct Deposits					91,425.75
	Subtotal Net Pay					91,559.56
	Adjustments					.00
	Total Net Pay Liability (Net Cash)					91,559.56

Taxes		You are responsible for		Amount debited		
		Depositing these amounts		from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	Federal Income Tax				16,512.86	
	Earned Income Credit Advances					
	Social Security		7,821.47		7,821.48	
	Medicare		2,034.98		2,034.93	
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal		26,369.31		9,856.41	36,225.72
	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		26,369.31		9,856.41	36,225.72
State	CA State Income Tax				7,131.96	
	CA State Unemployment Insurance-ER 8000				6.75	
	CA State Disability Insurance-EE				1,511.80	
	Subtotal CA		8,643.76		6.75	8,650.51
	Total Taxes	.00	.00	35,013.07	9,863.16	44,876.23
	Amount ADP Debited From Account XXXX6939		Tran/ABA XXXXXXXXX			44,876.23

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit					91,425.75	30 Employee Transactions
Transfers	ADP Check					133.81	
	Amount ADP Debited From Account XXXX6939		Tran/ABA XXXXXXXXX			91,559.56	
	Total Amount ADP Debited From Your Accounts					136,435.79	



Statistical Summary Detail

TRABUCO CANYON WATER

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

Batch : **4946**
Quarter Number : **3**
Service Center : **580**

Period Ending : **08/31/2024**
Pay Date : **09/05/2024**
Current Date : **09/03/2024**

Week 36
Page 2

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 19, 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. *August 7, 2024*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | AUGUST 7, 2024

DIRECTORS PRESENT

Mike Safranski, Committee Chair
Stephen Dopudja, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
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

STAFF ABSENT

None

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Safranski called the August 7, 2024 Engineering/Operational Committee Meeting to order at 7:01 a.m.

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

No comments were received.

COMMITTEE MEMBER COMMENTS

None

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported that an emergency line break of the 16" potable water transmission pipeline occurred the prior week near the Dimension Water Treatment Plant (DWTP). Mr. Paludi reported that the break occurred in a commercial center parking lot near an auto repair shop and a Montessori Preschool. Mr. Paludi reported that District staff and Ferreira Construction (contractor) was on-site quickly and repaired the pipeline. Mr. Paludi commended staff for their assistance in the site clean-up, and that both he and Mr. Perea met with a school representative to assess potential damage. Discussion occurred regarding the possible causes for the line break as well as cost-estimating a plan for reinforcing the interior of the pipeline, starting with the most critical segments in order to avoid property damage in the future. Director Dopudja commended Operations for their quick response and clean up.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | AUGUST 7, 2024**

ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

Mr. Paludi presented the Engineering/Operational Committee Meeting Recap for Committee review in accordance with the agenda.

- MOTION:** Approve the Engineering/Operational Committee Meeting Recap and recommend that the Board receive and file the same (Consent Calendar) – Director Dopudja
- SECOND:** Director Safranski
- AYES:** Directors Dopudja & Safranski
- NOES:** None
- ABSTAIN:** None
- MOTION PASSED/FAILED:** Passed 2 – 0

ITEM 2: DOVE RECYCLED WATER PUMP STATION IMPROVEMENTS – RFP ISSUED

Mr. Paludi presented this matter for Committee consideration. Ms. Lausten provided a brief background of phase 1 portion of this project, and she stated that the District is ready to begin the second phase, which includes project design. Ms. Lausten stated that a Request for Proposals (RFP) was sent to 8 firms, and she provided a brief overview of the planned improvements which were included in the RFP. Ms. Lausten noted that cost increases have been accounted for in the budget.

- MOTION:** None – Informational item only.

ITEM 3: ROBINSON RANCH WASTEWATER TREATMENT PLANT (RRWWTP) BLOWER ROOM RE-DESIGN

Mr. Paludi presented this matter for Committee consideration. Ms. Lausten reported that Engineering and Operations have collaborated for the modified design for the blower replacements, which will include placing the blowers outside of the building. Ms. Lausten provided the blower design budget, the Motor Control Center (MCC) replacement budget, and budgetary estimates for the construction of each. Ms. Lausten provided information on the conceptual layout of the modifications, and she reported that noise-testing found almost no noise. Ms. Lausten added that placing the blowers outside of the building will improve access for maintenance of the blowers. Mr. Ulloa commented that placing the blowers outside will relieve the electrical components from heat stress and will also allow the MCC to have a dedicated building. Ms. Lausten noted that the quote did not include flow meters, which will cost an additional approximate \$13,000. Mr. Paludi stated that long-term energy cost-savings should be realized from the design improvements and energy improvements.

- MOTION:** 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 \$81,985 (Action Calendar) – Director Dopudja
- SECOND:** Director Safranski
- AYES:** Directors Dopudja & Safranski
- NOES:** None
- ABSTAIN:** None
- MOTION PASSED/FAILED:** Passed 2 – 0

ITEM 4: DIMENSION WATER TREATMENT PLANT (DWTP) OFFICE TRAILER REHAB PROJECT COMPLETION REPORT

Mr. Paludi presented this matter for Committee consideration, and he reported that the Dimension Water Treatment Plant (DWTP) office rehabilitation project has been completed. Ms. Lausten provided a summary of

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | AUGUST 7, 2024**

the improvements with photos of the exterior and interior of the building. Discussion occurred regarding security improvements at the facility.

MOTION: None – Informational item only.

ITEM 5: THE OAKS AT TRABUCO DEVELOPMENT UPDATE

Mr. Paludi presented this matter for Committee consideration, and he reported that the District contracted with Hazen & Sawyer to perform a cost-of-service study of the plant's operation and replacement. Mr. Paludi reported that staff is working with General Counsel on the best way to assess the condition ahead of the District's acceptance of the facility. Discussion occurred regarding possible changes to reduce operating costs.

MOTION: None – Informational item only.

ITEM 6: LEAD AND COPPER RULE REVISIONS (LCRR) SERVICE LINE INVENTORIES PROJECT

Mr. Paludi presented this matter for Committee consideration. Ms. Lausten reported that the District has completed the field verification testing as required by the United States Environmental Protection Agency (USEPA). Ms. Lausten stated that although service connections installed after January 1, 1986 are assumed not to contain lead, the rule requires agencies to complete an inventory of each service. Ms. Lausten reported that the District worked with the Municipal Water District of Orange County (MWDOC) on a shared services contract with other Orange County agencies on the project and that MWDOC selected Hazen & Sawyer to perform the LCRR field work. Ms. Lausten reported that the District opted to do the field verification with internal staff as a cost-saving effort. Ms. Lausten reported that staff conducted 247 field inspections and that no lead was found on either the utility or owner side of services. Ms. Lausten stated that Hazen & Sawyer will summarize the District's compliance efforts in a report and submit it to the State in time for the October 16, 2024 submission deadline. Ms. Lausten noted that as a result of performing the field verifications in-house, the District saved \$65,000 on the contract.

MOTION: None – Informational item only.

ITEM 7: BELL CANYON AND BARNEBURG SEWER LIFT STATION EASEMENTS

Mr. Paludi presented this matter for Committee consideration, and he commended Ms. Lausten for discovering the lack of easements for both Bell Canyon and Barneburg Sewer Lift Stations. Ms. Lausten reported that both Grants of Easement have been completed and that with the Committee's recommendation, staff will bring these items to the Board for receipt and execution.

MOTION: 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)
– Director Dopudja

SECOND: Director Safranski

AYES: Directors Dopudja & Safranski

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2 – 0

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | AUGUST 7, 2024**

ITEM 8: TCWD BUSINESS SYSTEM SERVER REPLACEMENT PROJECT – PHASE ONE

Mr. Paludi presented this matter for Committee consideration. Mr. Perea reported that the District’s servers were last updated in 2016, and he stated that the District has fully maximized the storage expansion capacity since that time, with approximately ten percent of storage capacity remaining. Mr. Perea reported that staff has been working with the District’s independent contract IT manager, Highroad IT, to budget for a two-phased upgrade approach for this project, which has been built into the CIP budget. Mr. Perea also reported that the State of California has released Cybersecurity Grant Program funding, and he stated that he has started a dialogue with Soto Resources to explore possible grant funding opportunities to offset project costs.

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

ITEM 9: OTHER ENGINEERING AND OPERATIONS PROJECT UPDATES

1. **Santa Margarita Parkway Force Main Repair Completion**
Ms. Lausten provided an update on this matter, and she provided a summary of the repairs that were completed. Ms. Lausten reported that the 8” pipeline is in better condition than the 12” pipeline and she stated that a possible solution would be to do a slip line on the transition.
2. **Live Oak Pipeline Design – PDR Received**
Ms. Lausten provided an update on this matter, and she stated that the design contract has been awarded. Ms. Lausten stated that an aerial survey is being conducted and that Engineering will be meeting with Operations to discuss the materials. Ms. Lausten noted that the project is in its early stages and progress is being made.
3. **Other Projects**
Heritage Sewer Lift Station – Mr. Ulloa provided an update on this matter, and he reported that the station lost power last Monday and is currently running on backup generator power. Mr. Ulloa reported that the connections from Southern California Edison’s (SCE) transformer to the station’s junction box were observed to be damaged during ARC Flash inspections. Mr. Ulloa explained that it is believed that the condition is due to tension on the cables and that the SCE transformer needs replacement along with the junction box. Discussion occurred regarding possible reasons for the connection issues. Ms. Lausten reported that she spoke with a representative from SCE and a transformer has been secured and is scheduled to be completed in the next week.

ITEM 10: 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. Conducted Lead and Copper sampling as required every three years.
2. Worked with contractor to replace 2” air vac on Rose Canyon.
3. Worked with Engineering to complete the Lead Line Survey.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | AUGUST 7, 2024**

4. Repaired 2" Service on Live Oak Canyon.
5. Worked with resident to replace and raise 2" meter on Hamilton Trail.
6. Started/stopped Dimension Water Treatment Plant.

Mr. Kessler presented the Water System Summary for Committee review, and he reported that the District is utilizing Irvine Lake water via Baker Treatment facility and monitoring the distribution system water quality with the introduction of the source water. Mr. Kessler stated that Irvine Ranch Water District (IRWD) is operating the facility with a 17/83 percent blend of Irvine Lake Water and untreated MET water, and that no water quality or operating issues have been observed at this time.

MOTION: None – Informational item only.

ITEM 11: 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 40HP pump for the equalization basin at the Wastewater Treatment Plant (WWTP)
2. Cleaned Barneburg Sewer Lift Station wet well
3. Cleaned sanitary sewer system "hot spots" that lead to Via Allegre Sewer Lift Station
4. Replaced the air solenoids for a backwash filter at the WWTP

Mr. Ulloa presented the Recycled Water System Summary for Committee review, and he reported Dove Lake freeboard was currently 2 feet with the lake pump online. Mr. Ulloa reported that Santa Margarita Water District received 7.7 acre feet on the intertie. Mr. Paludi reported that staff is preparing for inspection of the outlet gate to replace and rehab the outlet gate system. Mr. Paludi stated that the District will contract with divers to re-inspect and assess the gate, and provide us with a quote for the project.

MOTION: None – Informational item only.

ITEM 12: 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. Troubleshoot and replaced damaged ROTRON blower at Dimension Water Treatment Plant (DWTP)
2. Worked with Hydrotech Electric to troubleshoot failed #3 booster pump at DWTP

Wastewater Operations

1. Assisted Wastewater Operations, Hydrotech Electric, and WM Lyles at Plano Lift Station with PLC failure.
2. Participated in a field meeting on Robinson Ranch Wastewater Treatment Plant (WWTP) Blower Room project.
3. Participated in a field meeting on Dove Recycle Booster Station.
4. Replaced damaged EQ basin pump at WWTP
5. Golf Club bypass startup job walk with Pacific Hydrotech

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | AUGUST 7, 2024**

6. Prepped Barneburg Sewer Lift Station for wet well rehab
7. Assisted Hydrotech Electric at Via Allegre Sewer Lift Station with newer dialer upgrade
8. Stage one wet well pump failed at Golf Club Sewer Lift Station. Swapped in new Cornell pump.
9. ARC Flash inspection found failure of electrical distribution bar leading to Heritage Sewer Lift Station. Prepped station for power outage until further notice. Met with Southern California Edison (SCE) representatives to discuss the electrical service repairs needed.
10. VFD lunch and learn meeting at WWTP

District Fleet Upgrades & Other Projects

1. Completed required Sexual Harassment Prevention Training through ACWA JPIA
2. LOF truck #29

MOTION: None – Informational item only.

ITEM 13: OTHER MATTERS/REPORTS

Mr. Perea requested that any Directors who have completed their Ethics Training through ACWA JPIA, please provide their certificate to the District Secretary.

Mr. Perea stated that ACWA JPIA sponsored Sexual Harassment Prevention Training for Managers, Supervisors, and Elected Officials will be held virtually on August 27, 2024 at 10:00 a.m. at the District’s administration building, and he extended an invitation to the Directors.

MOTION: None

ADJOURNMENT

Director Safranski adjourned the August 7, 2024 Engineering/Operational Committee Meeting at 8:21 a.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 19, 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. *August 5, 2024*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | AUGUST 5, 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, Executive Assistant

CONSULTANTS PRESENT

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

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Mandich called the August 5, 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 a line break of the 16" transmission pipeline occurred last Friday in the City of Lake Forest near the Dimension Water Treatment Plant (DWTP). Mr. Paludi reported that the break erupted underneath the parking lot of a commercial center near an auto repair shop and Montessori School, and that the pressure caused water to enter the school grounds. Mr. Paludi reported that Ferreira Construction was on-site quickly and repaired the pipeline. Mr. Paludi commended Mr. Perea on his handling of the event on Friday, and he stated that both he and Mr. Perea have spoken with the Montessori School regarding minor property damage. Mr. Paludi added that he and Mr. Perea have an on-site visit scheduled at the school to assess the reported damage. Mr. Paludi noted that a possible reason for the break may be the aged pipeline coupled with starting up the DWTP the previous day. Discussion occurred regarding the possibility of utilizing alternative sources while easing into capacity.

Mr. Paludi reported that Heritage Lift Station has experienced a power connectivity issue and is currently running on generator power. Mr. Perea reported that during an ARC Flash inspection, Southern California Edison (SCE) assessed that possible underground tension on the station's cable connection to SCE's transformer caused disconnection from the station's junction box. Mr. Perea reported that upon this finding, SCE powered down the station and he reported that along with generator power, a bypass plan is ready if the generator goes down.

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | AUGUST 5, 2024**

Mr. Paludi reported that the next Chat with TCWD community forum is scheduled for September 5th from 6:30 p.m. to 8:30 p.m., and he requested the Committee’s input for topics of discussion.

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

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:

August 2024

Regular Board Meeting – 8/15

- Update on HR & Benefits Administrator Support Services Providers (Exec)
- TCWD Response to 2023-24 OC Grand Jury Report (Exec)
- Authorize Amendment to JIG Agreement for Blower Room Improvements (E/O)
- Execute Grants of Easement for Barneburg Sewer Lift Station and Bell Canyon Sewer Lift Station (E/O)
- Authorize Purchase of Business System Replacement Server (E/O & F/A)
- Approve Employer Health Benefit Contribution for 2025 (F/A)
- Approval of District’s Sponsorship of 2024 OC Water Summit (F/A)
- **Closed Session:**
 - Rutter Development Settlement Update (tent)
 - GM Performance Evaluation

September 2024

Regular Board Meeting – 9/19

- Biennial Review of District’s Conflict of Interest Code (Exec)
- Award Recycled Water P.S. Improvements Design Contract (E/O)
- Authorize Agreement with Myers Marine for Trabuco Dam Outlet Repair (E/O)
- General Manager’s Employment Contract

October 2024

Regular Board Meeting – 10/17

- Quarterly CIP Update – Information Only (E/O)

Other Potential Future Board Items

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | AUGUST 5, 2024**

- Accept Saddle Crest Facilities (E/O)
- Award Design of RW Pump Station Improvements (E/O)
- Award Design of Dove & Tick Creek Pump Station Improvements

Mr. Perea reported that the State of California has released Cybersecurity Grant Program funding, and he stated that staff has started a dialogue with Soto Resources to explore possible grant funding opportunities to offset the cost of the District's Business System Server Replacement project.

MOTION: None – Informational item only.

ITEM 3: TCWD RESPONSE TO 2023-24 ORANGE COUNTY GRAND JURY REPORT

Mr. Paludi presented this matter for Committee consideration, and he reported that the 2023-24 Orange County Grand Jury has requested the District's response to certain findings and recommendations in the report. Mr. Paludi provided a draft response letter for Committee review. Discussion occurred regarding the District's proposed responses, specifically in highlighting regional collaboration. Mr. Paludi noted that the District's response is due September 18th, and he stated that he would incorporate the Committee's recommendations and bring an updated draft response letter to the August Regular Board Meeting.

MOTION: None – Informational item only.

ITEM 4: DISCUSSION ON HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES

Mr. Perea presented this matter for Committee consideration, and he reported that the District issued a request for qualifications (RFQ) to six firms for human resources and benefits administration services. Mr. Perea reported that the District received three responses and that District Staff met with CPS HR Consulting and Keenan & Associates to discuss the proposed scope of work. Discussion occurred regarding bifurcating the human resources and benefits administration services and contracting with each firm. The Committee reviewed both proposals and requested that an hourly rate breakdown from Keenan & Associates be brought to the August Regular Board Meeting.

MOTION: None – Informational item only.

ITEM 5: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

Saddle Crest

Mr. Paludi reported that the District has communicated its position to Rutter Development and has not received a response as of yet.

Groundwater Treatment Facility

Mr. Paludi reported that the wells have gone offline for the season, and he reported that the wells produced a total of 450-acre feet this season. Director Mandich requested that staff calculate the monetary value of the water supply from the wells in comparison to purchasing treated water from Irvine Ranch Water District (IRWD).

Lead and Copper Rule Revisions (LCRR)

Mr. Paludi reported that the District has completed its required Lead and Copper sampling and he was happy to report that there were zero lead lines found. Mr. Paludi also reported that the District opted to do the field testing in-house with District staff at a cost of \$8,000. Mr. Paludi noted that completing the testing in-house resulted in cost savings to the District of approximately \$78,000.

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | AUGUST 5, 2024**

Ms. Collins left the meeting at 5:43 pm.

Mr. Perea reported that Water System Operator Brent Monson took his Water Distribution Grade 5 certification test and passed.

Mr. Perea reported that Customer Service Field Technician Jimmy Montero completed his Cross Connection Control class and passed his American Water Works Association (AWWA) certification test.

ADJOURNMENT

Vice President Mandich adjourned the August 5, 2024 Executive Committee Meeting at 5:48 p.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 19, 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. *August 2024*

EXHIBITS:

1. Directors Fees and Expenses Monthly Report for August 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 | AUGUST 2024**

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
DISTRICT MEETINGS					
Energy Efficiency Ad Hoc Committee Meeting				08/01/24	08/01/24
Executive Committee Meeting			08/05/24	08/05/24	
Engineering/Operational Committee Meeting			08/07/24		08/07/24
Finance/Audit Committee Meeting	08/08/24	08/08/24			
Individual Meeting with General Manager	08/12/24	08/13/24	08/13/24	08/08/24	08/13/24
Regular Board Meeting	08/15/24	08/15/24	08/15/24	08/15/24	08/15/24
REPRESENTATIVE MEETINGS					
Community Associations of Rancho (CAR) Meeting		08/06/24			
City of Rancho Santa Margarita - City Council Meeting				08/28/24	
City of Rancho Santa Margarita - Planning Commission Meeting	08/07/24				
Energy Efficiency Ad Hoc Committee Meeting with Southern California Edison (SCE)				08/08/24	08/08/24
Independent Special Districts of Orange County (ISDOC) Monthly Meeting				08/06/24	
MWDOC Administration/Finance Committee Meeting	08/14/24				
MWDOC Board Meeting					
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					
Santiago Aqueduct Commission Meeting (SAC)					
Urban Water Institute - Day One	08/21/24				
Urban Water Institute - Day Two	08/22/24				
Urban Water Institute - Day Three	08/23/24				
Water Advisory Commission of Orange County (WACO)	08/02/24				
NUMBER OF MEETINGS ATTENDED	9	4	4	5	4
PER DIEMS (\$125 per each meeting*)	\$1,125.00	\$500.00	\$500.00	\$625.00	\$500.00
DIRECT REIMBURSABLE EXPENSES					
Urban Water Institute Conference - San Diego - Attached Expense Report	\$659.70				
DIRECT REIMBURSABLE EXPENSES TOTALS	\$659.70				
INDIRECT REIMBURSABLE EXPENSES					
INDIRECT REIMBURSABLE EXPENSES TOTALS					
TOTAL (PER DIEMS + DIRECT REIMBURSABLE EXPENSES)	\$1,784.70	\$500.00	\$500.00	\$625.00	\$500.00
<i>* Maximum per diem per day is one; maximum per month is 10</i>					

DIRECTOR SIGNATURE

EXPENSE CLAIM

Director Glenn Acosta

Event: Urban Water Institute Annual Conference
Dates: August 21-23, 2024
Location: San Diego

Meals: None claimed
Mileage: Not claimed*
Hotel: Stayed at hotel cheaper than conference hotel**
Aug 21: \$199.80 per night + \$69.40 fees/taxes
Aug 22: \$218.70 per night + \$71.80 fees/taxes

Parking: Aug 21: \$50 self-parking
Aug 22: \$50 self-parking


TOTAL: \$659.70

* Allowable mileage reimbursement is \$105 based on 79 miles one way * 2 * \$0.67/mile.

* Conference hotel (Paradise Point) rate was \$239 per night plus fees and taxes

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 | SEPTEMBER 19, 2024**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 6: 2024 BIENNIAL REVIEW OF TRABUCO CANYON WATER DISTRICT'S CONFLICT OF INTEREST CODE

The Political Reform Act requires every agency to review its Conflict of Interest (COI) Code biennially and to notify the code reviewing body if their current code is accurate, or alternatively, that their code must be amended. In 2018, the Board of Directors adopted an updated COI Code by resolution (Resolution No. 2018-1262) which superseded all previously adopted COI Codes.

LIST OF DESIGNATED POSITIONS CONFLICT OF INTEREST CODE

DESIGNATED POSITIONS	DISCLOSURE CATEGORIES
Board Member	OC-01
General Manager	OC-01
Assistant General Manager	OC-01
District Engineer	OC-01
Principal Engineer	OC-01
District Secretary	OC-01
District Treasurer	OC-01
General Legal Counsel	OC-01
Consultants	OC-30

It is appropriate at this time for the Board of Directors to review the current COI Code consistent with the Political Reform Act requirements. The deadline for submittal of the COI Code is dependent on the following:

- If the COI Code is not amended by Board action, the Biennial Review is required to be submitted to the Orange County Clerk of the Board in eDisclosure by **October 1, 2024**.
- If amendments to the COI Code are necessary, the Biennial Review is required to be submitted to the Orange County Clerk of the Board in eDisclosure by **December 31, 2024**.

District staff has reviewed the current COI Code with District General Legal Counsel and does not recommend amending the current COI Code.

FUNDING SOURCE:

Not applicable

FISCAL IMPACT

None

ENVIRONMENTAL COMPLIANCE:

Not applicable

RECOMMENDED ACTION:

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

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 19, 2024**

EXHIBITS:

1. Resolution No. 2018-1262 - Resolution of the Board of Directors of Trabuco Canyon Water District Adopting a Conflict of Interest Code Superseding All Prior Conflict of Interest Codes and Amendments

CONTACTS (staff responsible): PALUDI/PEREA/COLLINS

RESOLUTION NUMBER 2018-1262

**RESOLUTION OF THE BOARD OF DIRECTORS OF
TRABUCO CANYON WATER DISTRICT ADOPTING A CONFLICT OF INTEREST CODE
SUPERSEDING ALL PRIOR CONFLICT OF INTEREST CODES AND AMENDMENTS**

WHEREAS, the Political Reform Act of 1974, Government Code Section 81000 et. seq. ("the Act"), requires a local government agency to adopt a Conflict of Interest Code pursuant to the Act; and

WHEREAS, the Trabuco Canyon Water District has previously adopted a Conflict of Interest Code and that Code now requires updating; and

WHEREAS, amendments to the Act have in the past and foreseeably will in the future require conforming amendments to be made to the Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, Title 2, California Code of Regulations, Section 18730, which contains terms for a standard model Conflict of Interest Code, which, together with amendments thereto, may be adopted by public agencies and incorporated by reference to save public agencies time and money by minimizing the actions required of such agencies to keep their codes in conformity with the Political Reform Act.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Trabuco Canyon Water District:

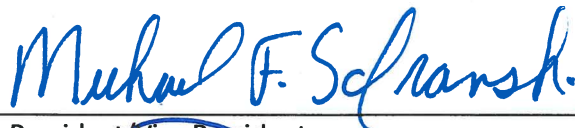
Section 1. The terms of Title 2, California Code of Regulations, Section 18730 (Attachment A) and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, together with Exhibits A and B in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of interest Code of the Trabuco Canyon Water District.

Section 2. The provisions of all Conflict of Interest Codes and Amendments thereto previously adopted by the Trabuco Canyon Water District are hereby superseded.

Section 3. The Filing Officer is hereby authorized to forward a copy of this Resolution to the Clerk of the Orange County Board of Supervisors for review and approval by the Orange County Board of Supervisors as required by California Government Code Section 87303.

ADOPTED, SIGNED AND APPROVED THIS 19th DAY OF DECEMBER 2018.

TRABUCO CANYON WATER DISTRICT:



President/Vice President



Secretary/Assistant Secretary

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, District Secretary of Trabuco Canyon Water District, do hereby certify that the foregoing resolution was duly adopted by the Board of such District at a meeting of such Board held on the 19th day of December 2018, 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: Safranski, Chadd, Acosta, Dopudja, Mandich
NOES: None
ABSTAIN: None
ABSENT: None

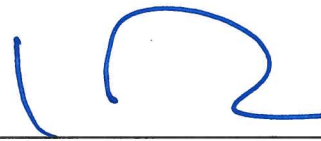


District Secretary
Trabuco Canyon Water District

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, District Secretary of Trabuco Canyon Water District, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2018- 1262 of such Board and that the same has not been amended or repealed.

Dated this 19th day of December 2018.



District Secretary
Trabuco Canyon Water District

ATTACHMENT A

CONFLICT OF INTEREST CODE FOR THE TRABUCO CANYON WATER DISTRICT

The Political Reform Act, Government Code Sections 81000, et. seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) which contains the terms of a standard Conflict of Interest Code, which may be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the Trabuco Canyon Water District.

Designated employees shall file statements of economic interests with the Trabuco Canyon Water District's Political Reform Act Filing Officer, Secretary of the Board of Directors, who will make the statements available for public inspection and reproduction (Government Code Section 82008). Upon receipt of the statements of Board Members, General Manager, Assistant General Manager, District Engineer, Principal Engineer, District Secretary, District Treasurer, General Legal Counsel, and Consultants as the Board deems appropriate, the Filing Officer shall make and retain a copy and forward the original of these statements to the Clerk of the Orange County Board of Supervisors. Statements for all other designated employees will be retained by the Filing Officer.

EXHIBIT A

**TRABUCO CANYON WATER DISTRICT
LIST OF DESIGNATED POSITIONS CONFLICT OF INTEREST CODE**

DESIGNATED POSITIONS	DISCLOSURE CATEGORIES
Board Member	OC-01
General Manager	OC-01
Assistant General Manager	OC-01
District Engineer	OC-01
Principal Engineer	OC-01
District Secretary	OC-01
District Treasurer	OC-01
General Legal Counsel	OC-01
Consultants	OC-30

**EXHIBIT B
TRABUCO CANYON WATER DISTRICT**

DISCLOSURE CATEGORY	DISCLOSURE DESCRIPTION
OC-01	All interest in real property in Orange County or the District, as well as investments, business positions and sources of income (including gifts, loans, and travel payments).
OC-30	Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation: The Trabuco Canyon Water District may determine that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure required. The Trabuco Canyon Water District's determination is a public record and shall be retained for public inspection by the filing officer.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 19, 2024**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 7: HERITAGE SEWER LIFT STATION DESIGN COMPLETION

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

In FY 22/23, a sewer bypass valve assembly was installed for emergency and maintenance work. In FY 23/24 construction was awarded for the installation of an in-stock pump, including new discharge header improvements and isolation valves. The remaining full site upgrades are budgeted for FY 25/26 – FY 26/27, which include dry pit and yard piping improvements, installation of a bypass wet well, wet well lid replacement and site/security improvements. The design for the full upgrade was started in 2021, but due to the prioritization of the Golf Club SLS, the project was put on hold and the plans were not completed (Exhibit 1).

Staff have solicited proposals from the original design engineers for the mechanical, electrical and site improvements (Exhibits 2 & 3). The scope of the project has been revised to address additional asset condition information from the conditional assessment performed by Hazen Sawyer in 2022. Once the project design is complete, staff is planning to put the construction out to bid in one package in December 2024.

FUNDING SOURCE:

Capital Improvement Program

FISCAL IMPACT (PROJECT BUDGET)

FY24-25: \$133,000

FY25-26 & FY26-27: \$1,367,000

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption was filed with the County of Orange on October 21, 2021

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operations Committee and recommended for approval by the Board of Directors.

RECOMMENDED ACTION:

1. *Recommend the Board of Directors authorize the General Manager to execute Amendment No. 3 to JIG Consultants for the Heritage Sewer Lift Station Mechanical Improvements in the not-to-exceed amount of \$66,050 (Action Calendar).*
2. *Recommend the Board of Directors authorize the General Manager to execute Amendment No. 2 to DMc Engineering for the Heritage Sewer Lift Station Site Improvements in the not-to exceed amount of \$23,580 (Action Calendar).*

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 19, 2024**

EXHIBIT(S):

1. JIG Consultants Amendment No. 3 Proposal
2. DMc Engineering Amendment No. 2 Proposal

CONTACTS (staff responsible): PALUDI/LAUSTEN



August 6, 2024

Lorrie Lausten, PE
District Engineer
Trabuco Canyon Water District
32003 Dove Canyon Drive
Rancho Santa Margarita, CA 92679

Subject: Proposal for Amendment No. 3
Update of the Heritage Sewer Lift Station Improvements

Dear Lorrie:

JIG Consultants (JIG) is submitting this letter in response to a request from Trabuco Canyon Water District (TCWD) to resume with design for the Heritage Sewer Lift Station Improvements project. Engineering design of the Heritage Sewer Lift Station Improvements project was contracted under a Professional Services Agreement, dated June 18, 2021. JIG completed engineering design and submitted bid documents to TCWD in February 9, 2022. TCWD opted to delay the Heritage Sewer Lift Station Improvements project to address other immediate needs including the replacement of one failed pump inside the dry well.

Amendment No. 1 was authorized in May 8, 2023. Amendment No. 1 was for engineering design of the Heritage Sewer Lift Station Dry Well Improvements. JIG completed this secondary project and submitted bid documents to TCWD in June 19, 2023. Ferreira Construction is in contract to build the Heritage Sewer Lift Station Dry Well Improvements. Construction is expected to begin in late 2024.

Amendment No. 2 was authorized in December 21, 2023. Amendment No. 2 was for construction administration services for the Heritage Sewer Lift Station Dry Well Improvements.

This proposal is for Amendment No. 3 and will update the completed Heritage Sewer Lift Station Improvements project. TCWD requested the following additional design scope to the Professional Services Agreement.

- ▶ Remove and replace the remaining two pumps with suction and discharge piping in the dry pit.
- ▶ Connect the discharge piping to the new discharge manifold.
- ▶ Demolish the existing discharge piping and old discharge manifold. Reconstruct a section of the manifold to incorporate the flow meter vault and air release valve outside of the building.
- ▶ Demolish and replace the existing electrical panels on the top floor of the building.
- ▶ Electrical improvements will include variable frequency drives for the three pumps in a new MCC with design modifications to the existing TESCO PLC panel. The construction scope to remove and replace the electrical equipment will be coordinated with TCWD staff.

The following design elements are excluded from this proposal:

- ▶ Site improvements (designed by DMc Engineering)
- ▶ Geotechnical investigations (to be provided by TCWD)
- ▶ Structural design
- ▶ Permitting with outside agencies
- ▶ Utility potholing
- ▶ Construction administration, management, or inspection services
- ▶ Preparing record drawings of completed work

JIG will perform the following as the Scope of Work.

SCOPE OF WORK

Task 1 – Project Management and Meetings

JIG will continue to provide project management throughout the engineering design of the Heritage Sewer Lift Station Improvements.

Task 2 – Electrical Preliminary Design

1. Review record documents and visit the project site to confirm and document existing conditions.
2. Perform an assessment of existing equipment and materials and prepare a draft memo outlining items recommended for replacement and any other improvements discovered.
3. Meet with TCWD staff to discuss the assessment findings. TCWD to confirm and approve the final scope of improvements.

Task 3 – Update Construction Plans, Specifications and Cost Estimate (PSE)

1. Update construction plans to include the additional infrastructure described with sufficient details for construction. The construction drawings will include the following sheets with the additional/revised sheets in bold fonts.

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
4	D-02	Top Floor Electrical Demolition Plan and Details
5	D-03	Bottom Floor Mechanical Dry Pit Demolition Plan and Sections
6	C-01	Heritage Sewer Lift Station Bypass Plan
7	C-02	Site Plan and Profile of 8-inch Influent Sewer
8	C-03	Bypass Wet Well – Plan and Sections
9	M-01	Mechanical Plan and Sections
10	M-02	Flow Meter Mechanical Plan and Sections
11	M-03	Miscellaneous Mechanical Details
12	E-01	Electrical Sheets - To Be Determined

2. Update the technical specifications and front-end documents to supplement the construction drawings for bidding purposes. Update the construction cost estimate to include the additional work.
3. 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.
4. 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 4 – Assistance during Project Bid

1. Perform administrative support for bid phase services including answering Contractor questions, attending 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 **\$66,050**. A breakdown of the fee is presented in the attached Fee Proposal.


The following is a summary of the value of the existing contract with amendments.

<u>Contract</u>	<u>Description</u>	<u>Amount</u>
PSA	Original Heritage Sewer Lift Station Improvements	\$ 43,440.00
Amendment No. 1	Dry Pit Improvements and Flow Meter	\$ 53,390.00
Amendment No. 2	Dry Pit Improvements Construction Admin	\$ 15,130.00
<u>Amendment No. 3</u>	<u>Update the Heritage Sewer Lift Station Improvements</u>	<u>\$ 66,050.00</u>
	Total	\$178,010.00

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
Heritage Sewer Lift Station Improvements
Amendment No. 3 - Update of the Heritage Sewer Lift Station Improvements
Fee Proposal

Task	Description	Project Mgr.		Project Engineer		Civil Designer		Admin		Subtotal	Sub Electric	Direct Costs	Total Fee
		Hrly Rate	\$200	Hrly Rate	\$195	Hrly Rate	\$150	Hrly Rate	\$90				
		Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee				
1	Project Management and Meetings	12	\$2,400	0	\$0	0	\$0	0	\$0	\$2,400	\$0	\$0	\$2,400
2	Electrical Preliminary Design	4	\$800	0	\$0	0	\$0	0	\$0	\$800	\$5,000	\$0	\$5,800
3	Update Construction Plans, Specifications, and Estimates	12	\$2,400	70	\$13,650	88	\$13,200	8	\$720	\$29,970	\$24,040	\$270	\$54,280
4	Assistance during Bid Phase	2	\$400	8	\$1,560	8	\$1,200	4	\$360	\$3,520	\$0	\$50	\$3,570
TOTAL (TASKS 1 to 4)		30	\$6,000	78	\$15,210	96	\$14,400	12	\$1,080	\$36,690	\$29,040	\$320	\$66,050



DMc ENGINEERING

CIVIL • SURVEYING • PLANNING • CONSTRUCTION

August 28, 2024

JN 728-42
TCWD Amendment 2

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

**SUBJECT: HERITAGE DRIVE SEWER LIFT STATION – ENGINEERING,
SURVEYING & PROJECT COORDINATION SERVICES**

Dear Ms. Lausten:

In accordance with your request regarding finalizing the work effort, project design and project coordination, DMc Engineering is pleased to provide Trabuco Canyon Water District with this Amendment 2 for engineering, surveying and project coordination services associated with this project.

We appreciate the opportunity to work with you and Trabuco Canyon Water District on this project. Upon acceptance, it is our understanding that we will receive authorization in the form of a new agreement professional services agreement. Should you have any questions, please do not hesitate to call us.

Sincerely,

DMc Engineering

Derek J. McGregor, PE, PLS, QSP, QSD
Principal

Trabuco Canyon Water District

Lorrie Lausten, District Engineer

Date

DJM: dm



**JN 728-42
AMENDMENT 2
SCOPE OF WORK
HERITAGE DRIVE SEWER LIFT STATION
ENGINEERING, SURVEYING & PROJECT COORDINATION SERVICES**

Client (**Trabuco Canyon Water District**) and Consultant (**DMc Engineering**) for mutual consideration herein set forth, agree as follows:

Consultant agrees to perform the following services:

ENGINEERING, SURVEYING AND PROJECT COORDINATION SERVICES

DMc Engineering will revise the construction plans in accordance with the update of the Heritage Sewer Lift Station proposal from JIG Consultants dated July 16, 2024. This proposal for the project includes the following:

SURVEYING SERVICES

1. Provide supplemental topographic surveying services based on recent construction activity at the site and revisions to the site layout.
2. Incorporate supplemental topographic survey into existing base map previously prepared by DMc Engineering.

ENGINEERING SERVICES

1. Provide supplemental engineering design services based on the revised site layout and site upgrades including site grading, utility coordination and appurtenances.
2. Prepare an Engineering's Cost Estimate based on the final bid package including civil plans prepared by DMc Engineering and mechanical and electrical plans prepared by JIG Consultants.
3. Prepare a project schedule based on final design plans, equipment lead time, bidding and construction schedule.

PROJECT COORDINATION SERVICES

1. Coordination final plans and specifications with JIG Consultants on the mechanical and electrical plan including front end specifications provided by TCWD.
2. Bid Package – prepare a final bid package in PDF format per TCWD bidding requirements including the civil, mechanical and electrical plans and specifications. Assist TCWD staff with presentation at Engineering/Operations Committee meeting and approval for advertisement for bids by TCWD's Board of Directors.
3. Bidding Process – Attendance at the pre-bid meeting and provide written response to RFI's during the bid process. Provide bid proposal analysis after the bid opening and provide a bid project summary for presentation at TCWD's Board of Directors for approval.



**JN 728-42
AMENDMENT 2
FEE SCHEDULE
HERITAGE DRIVE SEWER LIFT STATION
ENGINEERING, SURVEYING & PROJECT COORDINATION SERVICES**

Client agrees to compensate consultant for the services as noted below:

Consultant shall perform the services outlined above in accordance with the Fee Schedule below that includes the estimated cost for reproductions, computer plotting, copying and messenger services.

Consultant shall invoice client on a monthly basis. Upon client authorization, additional services not identified herein will be billed on a fixed fee or time and material basis in accordance with the enclosed Hourly Rate Schedule.

Trabuco Canyon Water District								
Heritage Sewer Lift Station - Amendment 2								
Additional Engineering Services								
PROJECT FEE SCHEDULE	PM \$200	PE \$170	SE \$140	PS \$160	SURVEY \$230	ADMIN \$100	MATERIALS	FEE
Surveying Services								
1. Supplemental Field Topographic Survey		2	4	4	8			\$ 3,380.00
2. Incorporate supplemental topographic survey into existing base map		2	12					\$ 2,020.00
Engineering Services								
1. Civil Design - Upgrade Civil Plans per updated plans prepared by JIG Co	2	8	32					\$ 6,240.00
2. Prepare a Engineering Cost Estimate based on revised Civil Plans and updated plans prepared by JIG Consultants	2	8	4			2		\$ 2,520.00
3. Prepare a project schedule based on final design plans, equipment lead time, bidding and construction schedule.	1	8				1		\$ 1,660.00
Project Coordination Services								
1. Coordination with JIG Consultants on the final plans and specifications	2	6	2			4		\$ 2,100.00
2. Bid Package - Coordination & prepare final plans and specifications in PDF format for bidding purposes.		4	2			8		\$ 1,760.00
3. Bidding Process – Attendance at the pre-bid meeting and provide written response to RFI's during the bid process	1	4	2			2		\$ 1,360.00
Project Meetings	1	2						\$ 540.00
Reimbursables							\$ 2,000	\$ 2,000.00
Total Project Fee								
	9	44	58	4	8	17	\$ 2,000	\$23,580.00



**JN 728-42
AMENDMENT 2
CONDITIONS AND/OR EXCLUSIONS
HERITAGE DRIVE SEWER LIFT STATION
ENGINEERING, SURVEYING & PROJECT COORDINATION SERVICES**

This proposal is based on receipt of the following items and conditions:

1. Receipt of Executed TCWD Amendment 2

Services that are specifically *excluded from this proposal, but could be provided as additional services, are as follows:

1. Services not identified in the Scope of Work
2. Attendance at TCWD Board meetings
3. Coordination with SCE
4. Shop Drawing Review
5. Construction Management & Inspection Services
6. Construction Staking Services

**** Exclusions are not limited to the above.***



DMc Engineering
Civil • Surveying • Planning • Construction

Hourly Rate Schedule
(Effective July 1, 2024 through June 30, 2025)

OFFICE PERSONNEL	Cost/Hour
Principal (<i>PR</i>).....	\$ 240.00
Project Manager (<i>PM</i>)	\$ 200.00
Construction Manager (<i>CM</i>)	\$ 180.00
Project Engineer (<i>PE</i>)	\$ 170.00
Project Surveyor (<i>PS</i>)	\$ 160.00
Senior Engineer (<i>SE</i>)	\$ 140.00
Associate Engineer (<i>AE</i>)	\$ 120.00
Administration (<i>ADMIN</i>)	\$ 100.00

FIELD SURVEY	Cost/Hour
Field Survey (<i>FS</i>)	\$ 230.00
GPS Survey (<i>GPS</i>)	\$ 250.00

NOTE: Reproductions, computer plotting, copying, messenger services and other direct expenses will be billed per our reimbursement fee schedule. No additional charges for mileage, supplies or telephone expenses will be included.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 19, 2024**

**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 8: QUARTERLY CAPITAL IMPROVEMENT PLAN (CIP) UPDATES

This report summarizes the status of Trabuco Canyon Water District’s (District’s) twenty-three Capital Improvement Program (CIP) Update as summarized below. Project specific information will be presented to the Committee at the time of the meeting.

Status of the CIP Projects	
No.	Status
0	Completed
0	Out to Bid
8	Design/Planning
3	Bids Received
5	Ongoing
7	In Construction

FUNDING SOURCE:

Capital Improvement Program

FISCAL IMPACT (PROJECT BUDGET):

\$5,981,444

ENVIRONMENTAL COMPLIANCE:

The need for Environmental Compliance is evaluated on a project-specific basis

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operations Committee.

RECOMMENDED ACTION:

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

EXHIBIT(S):

1. FY 2024-25 Capital Improvement Program Summary

CONTACTS (staff responsible): PALUDI/LAUSTEN

**TRABUCO CANYON WATER DISTRICT
CAPITAL IMPROVEMENT PLAN BUDGET
FY 2024/2025 UPDATE**

Item	Name	Status	Project Basis	FY24/25 Budget
WATER PROJECTS				
1	Live Oak Canyon Pipeline Replacement - Ridgeline to Harris Grade	Design/Planning	Reliability	\$375,000
2	Manual Transfer Switch Upgrade-Water	In Construction	Reliability	\$60,000
3	Pump Replacement	Ongoing	End of Service Life	\$99,675
4	PRV Maintenance	Ongoing	General Maintenance	\$26,580
5	Valve Replacement	Ongoing	General Maintenance	\$39,870
6	Saddlecrest Reservoir Outlet Pipe (NEW)	Design/Planning	Reliability	\$300,000
Sub-Total				\$901,125
SEWER PROJECTS				
7	Golf Club SLS Improvement	In Construction	End of Service Life	\$1,412,000
8	WWTP Blower Bldg Rehab-Blowers and MCC	Design/Planning	Reliability	\$1,010,040
9	Chiquita Capital Reim. (SMWD)	Ongoing	Contract Agreement	\$236,562
10	Heritage SLS Pump Replacement	In Construction	End of Service Life	\$265,800
11	Manual Transfer Switch Upgrade-Sewer	In Construction	Reliability	\$60,000
12	WWTP SCADA/Fiber Optic Upgrade	In Construction	End of Service Life	\$330,000
13	Heritage SLS Rehabilitation (Site, Electrical & Mechanical)	Design/Planning	End of Service Life	\$132,900
14	WWTP Reservoir Outlet Gate Improvements	Design/Planning	End of Service Life	\$199,500
15	WWTP Handrail Replacement - Segment B&C (NEW)	Bids Received	Safety	\$107,827
16	Pump Replacement (NEW)	Ongoing	End of Service Life	\$66,450
17	WWTP Headworks Rehabilitation	Bids Received	End of Service Life	\$130,000
Sub-Total				\$3,951,079
NON-DOMESTIC WATER PROJECTS				
18	Dove/Robinson Ranch Recycled BPS Improvements	Design/Planning	End of Service Life	\$132,900
19	Dove Lake Dam Improvements (MOVED UP)	Design/Planning	End of Service Life	\$265,800
20	Recycled PRV Improvements (2)	In Construction	End of Service Life	\$265,800
21	Dove & Tick Creek Pump Station Improvements*	Design/Planning	Reliability	\$79,740
Sub-Total				\$744,240
Shared Projects				
22	SCADA System Upgrades	In Construction	Reliability/End of Service Life	\$270,000
23	New Server Upgrades	Bids Received	End of Service Life	\$115,000
Sub-Total				\$385,000
Total				\$5,981,444

* Dove & Tick Creek PS Improvements have been awarded an IRWM grant for \$389,500 and a USBR grant for \$577,584=\$967,084. The budget does not reflect these funds.

**TRABUCO CANYON WATER DISTRICT
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ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

ITEM 9: 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
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ACTION CALENDAR

ITEM 10: 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