



**REGULAR BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
ADMINISTRATIVE FACILITY
OCTOBER 17, 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. *September 19, 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. *September 12, 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. *August 2024*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

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

ITEM 3: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP(S)

RECOMMENDED ACTION:

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

1. *September 9, 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 4: 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. September 2024

ITEM 5: DISCUSSION OF AIRPORT FIRE IMPACTS TO DISTRICT FACILITIES AND PROPERTY

RECOMMENDED ACTION:

Receive information on this matter only. No action required.

ITEM 6: MULTI-JURISDICTIONAL HAZARDOUS MITIGATION PLAN (MJHMP) UPDATE AND PUBLIC OUTREACH EFFORTS

RECOMMENDED ACTION:

Receive information on this matter only. No action required.

ENGINEERING MATTERS

ITEM 7: GRANT RESOLUTION FOR LIVE OAK PIPELINE IMPROVEMENTS – DROUGHT RESILIENCY PROJECT

RECOMMENDED ACTION:

Adopt Resolution No. 2024-1338 – Authorizing the Submittal of an Application for the USBR “WaterSMART Drought Response Program: Drought Resiliency Projects for Fiscal Year 2025” Grant Program.

ITEM 8: GRANT RESOLUTION FOR DOVE DAM OUTLET IMPROVEMENTS PROJECT GRANT APPLICATION

RECOMMENDED ACTION:

Adopt Resolution No. 2024-1339 Authorizing the Submission of a Grant Application to the Dam Safety and Climate Resilience Local Assistance Program

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.



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING AGENDA | OCTOBER 17, 2024**

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):

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:

November 21, 2024 | December 19, 2024 | January 16, 2025



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 17, 2024**

CONSENT CALENDAR

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. September 19, 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 | SEPTEMBER 19, 2024

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on September 19, 2024, was called to order by President Stephen Dopudja at 5:30 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

DIRECTORS PRESENT

President Stephen Dopudja
Vice President Ed Mandich
Director Glenn Acosta
Director Michael Safranski

DIRECTORS ABSENT

Director Don Chadd

STAFF PRESENT

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

STAFF ABSENT

Lorrie Lausten, District Engineer

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

Sue Marucci – Ms. Marucci addressed the Board of Directors with her concerns related to the District's fixed meter charge under Proposition 218 and its financial impacts to other customers. Ms. Marucci added that there has been water released from the District's Harris Grade reservoir adjacent to her community and asked for additional information concerning this matter.

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

Allen Burnham – Mr. Burnham addressed the Board of Directors with his concerns related to the District’s public meeting oral communication rules and he asked a series of questions directed to Director Dopudja regarding his engineering firm’s contracts with Municipal Water District of Orange County (MWDOC). Mr. Burnham provided a physical copy of the questions to District staff and requested the information be included in the minutes. *[A copy of this submitted document is maintained with the District’s permanent file for this meeting].*

DIRECTOR’S COMMENTS

Director Safranski provided a brief report on the meetings he attended during the previous month, and he thanked staff for their response to the Airport Fire.

Director Mandich reported on a meeting that he, Director Dopudja, and the General Manager, attended with District customer Mark Anderson to discuss the Meter Downsizing Program and possible modifications. Director Mandich noted that the conversation was productive.

Director Dopudja reported on the meeting Mr. Anderson and he echoed Director Mandich’s comments. Director Dopudja also commended staff for their response to the Airport Fire, and he acknowledged the important role of the District’s Dove Lake in fighting the wildfire.

Director Acosta expressed his disappointment with the failed effort for the construction of an Orange County Fire Authority (OCFA) training facility built within the District’s service area considering a member of the City of Rancho Santa Margarita (RSM) City Council also serves on the OCFA Board of Directors. Director Acosta stated that he would like the District to revisit/explore the possibility of having an OCFA facility built in the future to assist with fire response. A brief discussion occurred concerning the identified challenges associated with constructing this type of facility on the District’s Porter Property.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the District’s response to the Airport Fire, and he noted the high level of multi-agency communication and coordination. Mr. Paludi thanked staff for their response to the fire, specifically, he commended Mr. Jason Stroud for his on-the-ground communications efforts, and he added that he received positive comments from the community. Discussion occurred regarding impacts to District property from the Airport Fire, as well as the amount of water TCWD contributed to the firefighting efforts.

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

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

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 August 2024 – Director Acosta

SECOND: Director Mandich

AYES: Directors Dopudja, Mandich, Acosta & Safranski

NOES: None

ABSTAIN: None

ABSENT: Director Chadd

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

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

Mr. Paludi presented this matter for Board consideration. Ms. Collins provided an overview of the required biannual review, and she stated that if there are no changes to the District's list of officers with spending authority, that staff and counsel recommend to approve and adopt the item.

MOTION: Approve the current Conflict of Interest Code (COI Code) as presented and direct staff to submit the unchanged COI Code to the Orange County Clerk of the Board by October 1, 2024 – Director Acosta

SECOND: Director Safranski

AYES: Directors Dopudja Mandich, Acosta & Safranski

NOES: None

ABSTAIN: None

ABSENT: Director Chadd

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

ENGINEERING MATTERS

ITEM 7: HERITAGE SEWER LIFT STATION DESIGN COMPLETION

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Engineering/Operations Committee. Mr. Paludi provided a brief review of this project, and he stated that the proposed amendments have been solicited from the original design engineers. Mr. Paludi added that the scope of the project has been revised to address the identified asset condition information from the conditional assessment report performed by Hazen Sawyer in 2022.

Director Acosta expressed his support for the project and acknowledged the need for infrastructure improvements.

Director Dopudja noted the importance of this project to ensure continued recycled water production for future firefighting efforts.

MOTION: 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 – Director Acosta

SECOND: Director Safranski

AYES: Directors Dopudja, Mandich, Acosta & Safranski

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

NOES: None
ABSTAIN: None
ABSENT: Director Chadd
MOTION PASSED/FAILED: Passed 4 – 0 – 1 with Director Chadd absent

MOTION: 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 – Director Acosta
SECOND: Director Safranski
AYES: Directors Dopudja, Mandich, Acosta & Safranski
NOES: None
ABSTAIN: None
ABSENT: Director Chadd
MOTION PASSED/FAILED: Passed 4 – 0 – 1 with Director Chadd absent

ITEM 8: QUARTERLY CAPITAL IMPROVEMENT PLAN (CIP) UPDATES

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Engineering/Operations Committee. Mr. Paludi provided an update on various CIP projects, and he highlighted the District’s application for grant funds with the U.S. Bureau of Reclamation (USBR) to offset costs associated with the Live Oak Canyon Pipeline Replacement project. Mr. Paludi also highlighted the Dove Lake Dam Improvements project, and he noted that the District is pursuing grant funds for this project as well.

MOTION: No action was taken.

LEGISLATIVE AND OTHER MATTERS

ITEM 9: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

Ms. Collins reported that Governor Newsom has legislative bills on his desk that will likely be signed in the coming days. Ms. Collins stated that she will bring a legislative report to a future meeting with a summary of the signed bills going into effect on January 1, 2024.

MOTION: None – Informational item only.

CLOSED SESSION

Before entering closed session, Director Mandich recused himself from the closed session.

The Board of Directors, with the exception of Director Mandich, entered closed session in accordance with the agenda at 6:13 p.m. The General Manager, Assistant General Manager, and District General Counsel participated in the closed session.

This closed session ended at 6:47 p.m.

ITEM 10: 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

None

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

OTHER INFORMATION/MATTERS

None

ADDITIONAL DIRECTORS' COMMENTS

None

ADJOURNMENT

President Dopudja adjourned the September 19, 2024 Regular Board Meeting at 6:48 p.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 17, 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. *September 12, 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. *August 2024*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

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

EXHIBITS:

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

CONTACTS (staff responsible): PEREA/WARNER



**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING RECAP | SEPTEMBER 12, 2024**

DIRECTORS PRESENT

Glenn Acosta, Committee Member
Edward Mandich, Committee Member Alternate

DIRECTORS ABSENT

Don Chadd, Committee Chair

STAFF PRESENT

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

CONSULTANTS PRESENT

Cindy Byerrum, District Treasurer – Eide Bailly, LLP (virtually)

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Acosta called the September 12, 2024 Finance/Audit Committee Meeting to order at 8:01 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. Director Mandich did not attend the previous committee meeting and did not vote on this matter.

RECOMMENDATION: The Committee recommended forwarding this matter to the Board of Directors (Consent Calendar).

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | SEPTEMBER 12, 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.

RECOMMENDATION: Recommend the Board of Directors ratify the Directors' fees and expenses for August 2024 and tentative future meetings/attendance (Action Calendar).

ITEM 3: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT'S CERBT AND CEPPT ACCOUNT SUMMARY UPDATES

Mr. Paludi presented this matter for Committee consideration, and he indicated that Ms. Byerrum would present a summary of both reports. Ms. Byerrum reviewed both the OPEB and Pension Trust reports with the Committee, and she mentioned the OPEB Trust was performing well but the Pension Trust reported a modest decrease. Discussion occurred concerning the current status of the OPEB Trust as the report was in arrears.

RECOMMENDATION: Recommend the Board of Directors receive and file this information (Action Calendar).

ITEM 4: FINANCIAL REPORT

Ms. Warner presented the preliminary unaudited financials for July 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 as budgeted for the year.

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 as budgeted 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 July 2024, including costs associated with the following: SCADA System Upgrades, and Manual Transfer Switch Installations – Water.

SEWER FUND

Total Operating Revenue

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

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | SEPTEMBER 12, 2024**

Total Salaries & Benefits

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

Total Transmission & Distribution

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

Net Total Unrestricted Cash Inflow/(Outflow)

Ms. Warner reported that this line item trended a lower than budgeted 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 July 2024, including the following: Golf Club Sewer Lift Station (SLS) Rehabilitation, SCADA System Upgrades, WWTP Hoffman Blower Building Rehabilitation, Heritage Sewer Lift Station Rehabilitation, and Manual Transfer Switch Installations – Sewer.

RECYCLED WATER FUND

Total Operating Revenue

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

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 slightly lower than budgeted 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 – Recycled Water

Ms. Warner reviewed the capital improvement costs accrued in July 2024, including the following: SCADA System Upgrades.

RECOMMENDATION: Recommend the Board of Directors receive and file this information (Action Calendar).

ITEM 5: OTHER MATTERS

Mr. Paludi provided a brief update on the Airport Fire, and he reported that none of the District's facilities have been impacted by the fire. Director Mandich stated that debris flow will be an issue in the winter months if there

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | SEPTEMBER 12, 2024**

is significant rainfall, and he recommended that staff start looking into remediation measures now. Discussion occurred regarding debris flow issues at Trabuco Creek in previous years along with the actions taken to harden the areas around the wells.

RECOMMENDATION: None – Informational item only.

ADJOURNMENT

Director Acosta adjourned the September 12, 2024 Finance/Audit Committee Meeting at 8:20 a.m.

DRAFT



**Trabuco Canyon Water District
Budget to Actual - Summary
FY 24/25 (Unaudited)**

	FY 25 Adopted Budget	Aug-24	YTD Actual	YTD %
1 Total Operating Revenue	14,125,200	1,406,280	2,507,439	18%
2 Total Source of Supply	4,904,400	455,720	673,940	14%
3 Total Salaries and Benefits	5,344,100	447,105	858,603	16%
4 Total Transmission and Distribution	1,581,600	179,948	249,070	16%
5 Total General and Administrative	2,218,000	123,071	244,356	11%
6 Total Operating Expense	14,048,100	1,205,844	2,025,969	14%
7 Net Operating Revenue / (Expense)	77,100	200,436	481,470	
8 Net Non-Operating Revenue / (Expense)	2,882,900	68,928	141,383	5%
9 Net Total Revenue / (Expense)	2,960,000	269,363	622,853	
10 Other Unrestricted Cash Inflow / (Outflow)				
11 Transfer In - Debt Proceeds for Capital	5,441,589	98,227	163,821	3%
12 Grant Proceeds	-	-	-	
13 Development Impact Fee Receipts	-	-	-	
14 Capital Improvement Program	(5,441,589)	(172,283)	(237,877)	4%
15 Debt Service - Principal and Interest	(881,600)	(103,673)	(207,347)	24%
16 Net Other Unrestricted Cash Inflow / (Outflow)	(881,600)	(177,730)	(281,403)	32%
17 Net Total Unrestricted Cash Inflow / (Outflow)	2,078,400	91,634	341,450	



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

		August 2024
1	Assets	
2	Cash & Investments	
3	Cash & Investments - Unrestricted	\$ 3,872,761
4	Cash & Investments - Restricted	12,658,101
5	Total Cash & Investments	16,530,861
6	Other Current Assets	
7	Accounts Receivable, Net	2,902,070
8	Prepaid & Other	486,403
9	Fair Market Value Adjustment ¹	(8,058)
10	Total Other Current Assets	3,380,415
11	Capital Assets	
12	Capital Assets, at Cost	129,008,350
13	Accumulated Depreciation	(85,459,925)
14	Construction in Progress	4,030,484
15	Total Capital Assets	47,578,909
16	Net OPEB Asset	201,692
17	Deferred Outflows of Resources (DOR)	2,508,005
18	Total Assets & DOR	\$ 70,199,882
19	Liabilities	
20	Current Liabilities	
21	Accounts Payable	\$ 1,467,029
22	Accrued Expenses	313,507
23	Current Portion-Long Term Debt	97,153
24	Deposits on Hand	50,150
25	Total Current Liabilities	1,927,839
26	Long-Term Liabilities	
27	Net Pension Liability	4,449,117
28	State Revolving Fund Loan	1,482,584
29	Bank of the West Loan	-
30	Debt Issuance 2024	20,508,000
31	Total Long Term Liabilities	26,439,701
32	Deferred Inflows of Resources (DIR)	647,305
33	Total Liabilities & DIR	29,014,846
34	Net Position	41,185,036
35	Total Liabilities, Net Position & DIR	\$ 70,199,882

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
August 31, 2024
(Unaudited)

	Type	Cost	Market	% Total
District Cash & Investments				
Unrestricted				
Local Agency Investment Fund (LAIF)	Investment	\$ (167,587)	\$ (166,970)	-1.0%
California Cooperative Liquid Assets Securities System (CLASS)	Investment	2,321,562	2,321,806	14.1%
Bank of the West	Checking	1,718,786	1,718,786	10.4%
Total Unrestricted		3,872,761	3,873,622	23.4%
Restricted				
LAIF - Water Storage Facilities	Investment	1,134,612	1,130,432	6.8%
LAIF - Interim Sewage	Investment	115,652	115,226	0.7%
LAIF - Debt Issuance 2022	Investment	768,730	765,898	4.6%
CLASS - Debt Issuance	Investment	10,400,000	10,400,000	62.9%
Cash in CB&T Reserved for SRF Loan	Checking	239,107	239,107	1.4%
Total Restricted		12,658,101	12,650,663	76.6%
Total District Cash & Investments		\$ 16,530,861	\$ 16,524,285	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 August 31, 2024
(Unaudited)

	August 2024	YTD Actual	FY 25 Adopted Budget	YTD 17%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 308,749	\$ 579,482	\$ 3,532,800	16%
3 Variable Consumption Charges	518,383	901,449	4,135,900	22%
4 Baker Treatment Plant Water Sales	94,037	193,334	2,115,600	9%
5 Customer Fees	14,688	18,613	149,000	12%
6 Standby Charges	-	-	37,900	0%
7 Uncollectable Accounts	-	-	(25,300)	0%
8 Total Operating Revenue	935,858	1,692,878	9,945,900	17%
9 Operating Expense				
10 Source of Supply				
11 Fixed Water Purchases	28,864	57,729	406,300	14%
12 Variable Water Purchases	266,606	314,311	2,210,900	14%
13 Baker Treatment Plant Water Sold	77,477	159,289	1,578,700	10%
14 Water Treatment	22,786	42,629	213,000	20%
15 Pumping Electricity	44,550	69,903	340,800	21%
16 Total Source of Supply	440,283	643,860	4,749,700	14%
17 Salaries and Benefits				
18 Employee/Director Wages	181,585	361,601	2,191,700	16%
19 Employee/Director Benefits	44,603	83,229	547,700	15%
20 Retiree Health Insurance	11,675	23,349	179,300	13%
21 Transfer In - 115 OPEB Trust Reimbursement	(11,675)	(23,349)	(179,300)	13%
22 CalPERS Retirement (Normal)	28,604	57,452	349,500	16%
23 CalPERS Unfunded Accrued Liability (Minimum)	18,725	37,450	171,400	22%
24 Payroll Taxes	15,093	29,350	160,900	18%
25 Total Salaries and Benefits	288,610	569,082	3,421,200	17%
26 Transmission and Distribution				
27 System Repairs and Maintenance	34,090	47,136	201,800	23%
28 Vehicles and Equipment	9,108	16,996	90,300	19%
29 Safety, Supplies and Testing	9,537	12,694	78,600	16%
30 Total Transmission and Distribution	52,735	76,826	370,700	21%
31 General and Administrative				
32 Professional Services	36,740	50,228	635,500	8%
33 Office Maintenance, Supplies and Software	19,947	50,670	330,900	15%
34 District Insurance	11,007	22,015	137,600	16%
35 Dues and Memberships	3,844	12,524	101,200	12%
36 Public Outreach	1,323	7,406	138,300	5%
37 Customer Service and Billing	4,793	8,557	77,800	11%
38 Conference, Trainings and Travel	5,897	7,079	31,900	22%
39 Total General and Administrative	83,551	158,479	1,453,200	11%
40 Total Operating Expense	865,179	1,448,248	9,994,800	14%
41 Net Operating Revenue / (Expense)	70,678	244,630	(48,900)	
42 Non-Operating Revenue / (Expense)				
43 Property Tax Revenue	1,239	1,239	1,147,500	0%
44 Interest Revenue - Unrestricted	28,450	77,420	31,000	250%
45 Interest Revenue - Restricted	-	-	40,400	0%
46 Other Revenue and Reimbursements	2,775	5,104	59,200	9%
47 Miscellaneous Expense	(2)	(2)	(6,500)	0%
48 Net Non-Operating Revenue / (Expense)	32,462	83,762	1,271,600	7%
49 Net Total Revenue / (Expense)	103,140	328,392	1,222,700	27%
50 Other Unrestricted Cash Inflow / (Outflow)				
51 Transfer In - Debt Proceeds for Capital	262	12,042	903,700	1%
52 Capital Improvement Program (CIP)	(58,929)	(70,709)	(903,700)	8%
53 Debt Service - Principal and Interest	(52,326)	(104,652)	(526,500)	20%
54 Net Other Unrestricted Cash Inflow / (Outflow)	(110,993)	(163,319)	(526,500)	31%
55 Net Total Unrestricted Cash Inflow / (Outflow)	\$ (7,853)	\$ 165,073	\$ 696,200	24%

Acronym key:

OPEB - Other Post-Employment Benefits



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

	Project	August 2024	YTD Actual	FY 25 Adopted Budget	YTD 17%
1	Water CIP				
2	Capital Improvements / Replacements				
3	SCADA System Upgrades	\$ 262	\$ 6,105	\$ 184,729	3%
4	Water Transmission Pipeline Upsizing	-	-	432,250	0%
5	Manual Transfer Switch Installations - Water	-	5,938	40,000	15%
6	Total Capital Improvements / Replacements	262	12,042	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	Unplanned Repairs/Expenses				
16	Motor Rebuild for Dimension Water Treatment Plant	58,667	58,667	-	N/A
17	Total Unplanned Repairs/Expenses	58,667	58,667	-	N/A
18	Total Water CIP	\$ 58,929	\$ 70,709	\$ 903,729	8%

Acronym key:

SCADA - Supervisory Control and Data Acquisition



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

	August 2024	YTD Actual	FY 25 Adopted Budget	YTD 17%
1 Operating Revenue				
2 Sewer Residential Charges	\$ 195,236	\$ 363,413	\$ 2,301,500	16%
3 Sewer Commercial Charges	23,106	40,315	257,200	16%
4 Customer Fees	17,233	34,212	284,600	12%
5 Uncollectable Accounts	-	-	(8,400)	0%
6 Total Operating Revenue	235,574	437,940	2,834,900	15%
7 Operating Expense				
8 Salaries and Benefits				
9 Employee/Director Wages	92,539	164,159	1,038,200	16%
10 Employee/Director Benefits	12,924	25,865	227,700	11%
11 Retiree Health Insurance	4,170	8,339	64,100	13%
12 Transfer In - 115 OPEB Trust Reimbursement	(4,170)	(8,339)	(64,100)	13%
13 CalPERS Retirement (Normal)	10,210	19,522	122,600	16%
14 CalPERS Unfunded Accrued Liability (Minimum)	6,688	13,375	79,800	17%
15 Payroll Taxes	5,390	10,482	76,800	14%
16 Total Salaries and Benefits	127,750	233,404	1,545,100	15%
17 Transmission and Distribution				
18 System Repairs and Maintenance	41,783	43,651	378,700	12%
19 T&D Electricity	23,810	38,752	276,300	14%
20 Vehicles and Equipment	7,806	9,820	36,400	27%
21 Safety, Supplies and Testing	1,536	2,733	17,900	15%
22 Total Transmission and Distribution	74,935	94,956	709,300	13%
23 General and Administrative				
24 Professional Services	13,121	17,693	228,100	8%
25 Office Maintenance, Supplies and Software	8,985	26,460	179,300	15%
26 District Insurance	3,931	7,862	49,100	16%
27 Dues and Memberships	3,067	13,029	121,700	11%
28 Public Outreach	-	2,173	19,500	11%
29 Customer Service and Billing	1,185	2,253	20,600	11%
30 Conference, Trainings and Travel	2,106	2,528	11,500	22%
31 Total General and Administrative	32,396	71,999	629,800	11%
32 Total Operating Expense	235,082	400,359	2,884,200	14%
33 Net Operating Revenue / (Expense)	493	37,582	(49,300)	
34 Non-Operating Revenue / (Expense)				
35 Property Tax Revenue	892	892	1,050,900	0%
36 Interest Revenue - Unrestricted	29,986	47,430	192,600	25%
37 Other Revenue and Reimbursements	(223)	-	11,000	0%
38 Miscellaneous Expense	(1)	(1)	(7,600)	0%
39 Net Non-Operating Revenue / (Expense)	30,654	48,321	1,246,900	4%
40 Net Total Revenue / (Expense)	31,147	85,902	1,197,600	7%
41 Other Unrestricted Cash Inflow / (Outflow)				
42 Transfer In - Debt Proceeds for Capital	97,946	151,343	4,086,200	4%
43 Capital Improvement Program	(110,258)	(163,654)	(4,086,200)	4%
44 Debt Service - Principal and Interest	(43,480)	(86,959)	(304,100)	29%
45 Net Other Unrestricted Cash Inflow / (Outflow)	(55,791)	(99,271)	(304,100)	33%
46 Net Total Unrestricted Cash Inflow / (Outflow)	\$ (24,644)	\$ (13,369)	\$ 893,500	

Acronym key:

OPEB - Other Post-Employment Benefits



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

Project	August 2024	YTD Actual	FY 25 Adopted Budget	YTD 17%
1 Wastewater CIP				
2 Capital Improvements / Replacements				
3 Golf Club Sewer Lift Station (SLS) Rehabilitation	\$ 5,765	\$ 49,339	\$ 1,350,000	4%
4 SCADA System Upgrades	93	2,180	65,975	3%
5 WWTP Hoffman Blower Building Rehabilitation	86,648	88,200	1,100,000	8%
6 Heritage Sewer Lift Station Rehabilitation	-	246	632,250	0%
7 Manual Transfer Switch Installations - Sewer	1,760	7,698	40,000	19%
8 WWTP Fiber Optic Upgrade	3,680	3,680	300,000	1%
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	97,946	151,343	4,057,465	4%
13 Equipment				
14 New Servers	-	-	28,750	0%
15 Total Equipment	-	-	28,750	0%
16 Unplanned Repairs/Expenses				
17 Chlorine Feed System Pump Replacement	12,311	12,311	-	N/A
18 Total Unplanned Repairs/Expenses	12,311	12,311	-	N/A
19 Total Wastewater CIP	\$ 110,258	\$ 163,654	\$ 4,086,215	4%

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 August 31, 2024
(Unaudited)

	August 2024	YTD Actual	FY 25 Adopted Budget	YTD 17%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 13,992	\$ 25,849	\$ 161,600	16%
3 Variable Consumption Charges	220,856	350,772	1,173,600	30%
4 Customer Fees	-	-	13,600	0%
5 Uncollectable Accounts	-	-	(4,400)	0%
6 Total Operating Revenue	234,848	376,621	1,344,400	28%
7 Operating Expense				
8 Source of Supply				
9 Recycled Water Purchases	3,920	6,513	33,300	20%
10 Water Treatment	11,516	23,566	121,400	19%
11 Total Source of Supply	15,437	30,080	154,700	19%
12 Salaries and Benefits				
13 Employee/Director Wages	22,030	38,969	249,200	16%
14 Employee/Director Benefits	4,094	8,191	66,600	12%
15 Retiree Health Insurance	834	1,668	12,800	13%
16 Transfer In - 115 OPEB Trust Reimbursement	(834)	(1,668)	(12,800)	13%
17 CalPERS Retirement (Normal)	2,205	4,186	26,400	16%
18 CalPERS Unfunded Accrued Liability (Minimum)	1,338	2,675	18,000	15%
19 Payroll Taxes	1,078	2,096	17,600	12%
20 Total Salaries and Benefits	30,745	56,117	377,800	15%
21 Transmission and Distribution				
22 T&D Electricity	31,393	48,047	341,200	14%
23 System Repairs and Maintenance	10,036	10,923	41,400	26%
24 Vehicles and Equipment	1,846	2,284	8,200	28%
25 Safety, Supplies and Testing	9,004	16,033	110,800	14%
26 Total Transmission and Distribution	52,278	77,287	501,600	15%
27 General and Administrative				
28 Professional Services	2,624	3,588	45,600	8%
29 Office Maintenance, Supplies and Software	1,892	4,726	30,400	16%
30 District Insurance	786	1,572	10,000	16%
31 Dues and Memberships	1,163	2,602	38,600	7%
32 Public Outreach	-	435	3,800	11%
33 Customer Service and Billing	237	451	4,200	11%
34 Conference, Trainings and Travel	421	506	2,400	21%
35 Total General and Administrative	7,124	13,879	135,000	10%
36 Total Operating Expense	105,583	177,362	1,169,100	15%
37 Net Operating Revenue / (Expense)	129,264	199,259	175,300	114%
38 Non-Operating Revenue / (Expense)				
39 Property Tax Revenue	347	347	341,400	0%
40 Interest Revenue - Unrestricted	5,465	8,954	24,800	36%
41 Other Revenue and Reimbursements	-	-	2,200	0%
42 Miscellaneous Expense	(1)	(1)	(4,000)	0%
43 Net Non-Operating Revenue / (Expense)	5,812	9,300	364,400	3%
44 Net Total Revenue / (Expense)	135,076	208,559	539,700	39%
45 Other Unrestricted Cash Inflow / (Outflow)				
46 Transfer In - Debt Proceeds for Capital	19	436	451,600	0%
47 Capital Improvement Program	(3,097)	(3,514)	(451,600)	1%
48 Debt Service - Principal and Interest	(7,868)	(15,736)	(51,000)	31%
49 Net Other Unrestricted Cash Inflow / (Outflow)	(10,946)	(18,813)	(51,000)	37%
50 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 124,130	\$ 189,746	\$ 488,700	39%

Acronym key:

OPEB - Other Post-Employment Benefits



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

	Project	August 2024	YTD Actual	FY 25 Adopted Budget	YTD 17%
1	Recycled Water CIP				
2	Capital Improvements / Replacements				
3	SCADA System Upgrades	\$ 19	\$ 436	\$ 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	19	436	445,895	0%
9	Equipment				
10	New Servers	-	-	5,750	0%
11	Equipment Total	-	-	5,750	0%
12	Unplanned Repairs/Expenses				
13	Chlorine Feed System Pump Replacement	3,078	3,078	-	N/A
14	Total Unplanned Repairs/Expenses	3,078	3,078	-	N/A
15	Total Recycled Water CIP	\$ 3,097	\$ 3,514	\$ 451,645	1%

Acronym key:

- SCADA - Supervisory Control and Data Acquisition
- PRV - Pressure Regulating Valves
- WWTP - Waste Water Treatment Plant

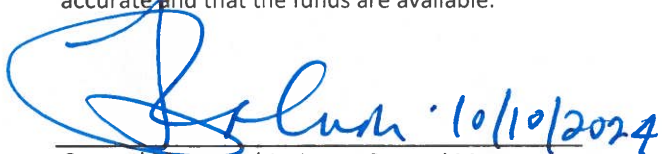


Trabuco Canyon Water District
General Fund Warrant Register
10/10/2024


Summary of Disbursements

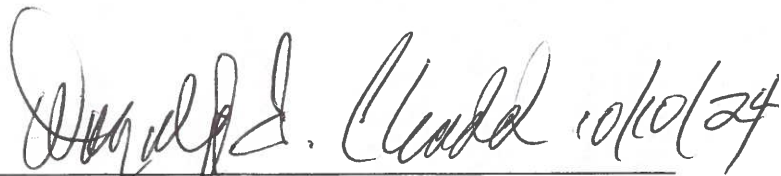
Computer Checks	730,888.21
UB Refund Checks	-
Void UB Refund	-
Bank Drafts	398,814.23
Bank EFTs	257,545.69
Voided Payments	-
Total Disbursements	1,387,248.13

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: 10/10/24


By: _____ Date: 10/10/24



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 09/11/2024 - 10/02/2024

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
09/11/2024		DFT0003715	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-17.61
09/11/2024		DFT0003716	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-783.90
09/12/2024		DFT0003717	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-216.70
09/12/2024		DFT0003718	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
09/16/2024		DFT0003719	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-76.68
09/16/2024		DFT0003720	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-0.75
09/18/2024		DFT0003721	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-121,483.58
09/18/2024		DFT0003722	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-60.00
09/18/2024		DFT0003723	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-7,109.04
09/19/2024		DFT0003724	ADP	Accounts Payable	Outstanding	Bank Draft	-136,858.60
09/19/2024		DFT0003725	CALPERS	Accounts Payable	Outstanding	Bank Draft	-33,560.78
09/19/2024		DFT0003726	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,693.44
09/19/2024		DFT0003727	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
09/19/2024		DFT0003728	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-14.47
09/23/2024		DFT0003729	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-227.28
09/23/2024		DFT0003730	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
09/24/2024		DFT0003731	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-2,820.27
09/24/2024		DFT0003732	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
09/24/2024		DFT0003733	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-15.00
09/26/2024		DFT0003734	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-13,004.85
09/27/2024		DFT0003735	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-2,774.53
09/27/2024		DFT0003736	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-212.45
09/30/2024		DFT0003737	LOWE'S	Accounts Payable	Outstanding	Bank Draft	-262.69
09/30/2024		DFT0003738	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
09/30/2024		DFT0003739	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-10.00
10/01/2024		DFT0003740	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,345.90
10/01/2024		DFT0003741	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Accounts Payable	Outstanding	Bank Draft	-192.34
10/01/2024		DFT0003742	VSP	Accounts Payable	Outstanding	Bank Draft	-852.90
10/02/2024		DFT0003743	CALPERS	Accounts Payable	Outstanding	Bank Draft	-66,880.84
10/02/2024		DFT0003744	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-4,704.63
Bank Draft Total: (30)							-398,814.23
Check							
09/16/2024		12779	AT&T MOBILITY	Accounts Payable	Outstanding	Check	-249.09
09/16/2024		12780	CITY OF LAKE FOREST	Accounts Payable	Outstanding	Check	-2,500.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
09/16/2024		12781	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-1,678.01
09/16/2024		12782	COUNTY OF ORANGE - HEALTH CARE AGENCY	Accounts Payable	Outstanding	Check	-606.00
09/16/2024		12783	DANIELS TIRE SERVICE, INC.	Accounts Payable	Outstanding	Check	-2,341.04
09/16/2024		12784	DMS FACILITY SERVICES	Accounts Payable	Outstanding	Check	-1,268.26
09/16/2024		12785	HACH COMPANY	Accounts Payable	Outstanding	Check	-6,876.72
09/16/2024		12786	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-31,919.38
09/16/2024		12787	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-21,132.00
09/16/2024		12788	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-1,947.37
09/16/2024		12789	LINDE GAS & EQUIPMENT, INC.	Accounts Payable	Outstanding	Check	-566.39
09/16/2024		12790	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,065.00
09/16/2024		12791	ORKIN, INC.	Accounts Payable	Outstanding	Check	-158.99
09/16/2024		12792	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-1,497.50
09/16/2024		12793	SOTO RESOURCES	Accounts Payable	Outstanding	Check	-3,871.25
09/16/2024		12794	SULZER ELECTRO-MECHANICAL SERVICES, INC.	Accounts Payable	Outstanding	Check	-58,667.00
09/16/2024		12795	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
09/16/2024		12796	TYLER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-17,096.24
09/16/2024		12797	UMETECH, INC.	Accounts Payable	Outstanding	Check	-200.00
09/16/2024		12798	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-124.70
09/16/2024		12799	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-1,148.00
09/26/2024		12800	AMERICAN BUSINESS BANK	Accounts Payable	Outstanding	Check	-4,201.50
09/26/2024		12801	AT&T	Accounts Payable	Outstanding	Check	-1,084.17
09/26/2024		12802	BRENT MONSON	Accounts Payable	Outstanding	Check	-86.50
09/26/2024		12803	CHAMPION PAVING, INC.	Accounts Payable	Outstanding	Check	-26,550.00
09/26/2024		12804	DEAVER SPRING, INC.	Accounts Payable	Outstanding	Check	-962.64
09/26/2024		12805	DMC ENGINEERING	Accounts Payable	Outstanding	Check	-7,203.04
09/26/2024		12806	DMV	Accounts Payable	Outstanding	Check	-10.00
09/26/2024		12807	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-7,861.60
09/26/2024		12808	GLENN ACOSTA	Accounts Payable	Outstanding	Check	-659.70
09/26/2024		12809	GRAINGER	Accounts Payable	Outstanding	Check	-623.57
09/26/2024		12810	HAAKER EQUIPMENT COMPANY	Accounts Payable	Outstanding	Check	-829.16
09/26/2024		12811	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-18,190.11
09/26/2024		12812	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-16,320.50
09/26/2024		12813	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-1,151.48
09/26/2024		12814	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-254,931.50
09/26/2024		12815	IWATER, INC.	Accounts Payable	Outstanding	Check	-200.00
09/26/2024		12816	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-44,763.22
09/26/2024		12817	KYLE SITZMANN	Accounts Payable	Outstanding	Check	-3,112.27
09/26/2024		12818	MCM CONSULTING	Accounts Payable	Outstanding	Check	-30,322.50
09/26/2024		12819	MYERS MARINE DIVISION, LLC	Accounts Payable	Outstanding	Check	-53,430.00
09/26/2024		12820	NBS	Accounts Payable	Outstanding	Check	-1,018.85
09/26/2024		12821	OCCUPATIONAL HEALTH CENTERS OF CA	Accounts Payable	Outstanding	Check	-130.00
09/26/2024		12822	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,420.00
09/26/2024		12823	ORANGE COUNTY REGISTER - FREEDOM	Accounts Payable	Outstanding	Check	-816.98

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
09/26/2024		12824	ORKIN, INC.	Accounts Payable	Outstanding	Check	-2,018.95
09/26/2024		12825	PACIFIC HYDROTECH CORPORATION	Accounts Payable	Outstanding	Check	-79,828.50
09/26/2024		12826	QUINN COMPANY	Accounts Payable	Outstanding	Check	-178.83
09/26/2024		12827	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
09/26/2024		12828	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
09/26/2024		12829	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-1,291.35
09/26/2024		12830	W.M. LYLES CO.	Accounts Payable	Outstanding	Check	-14,556.35
09/26/2024		12831	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-312.00
Check Total: (53)							-730,888.21
EFT							
09/17/2024		620	ACWA JPIA - LIFE	Accounts Payable	Outstanding	EFT	-524.05
09/17/2024		621	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-2,592.00
09/17/2024		622	AMAZON	Accounts Payable	Outstanding	EFT	-3,705.91
09/17/2024		623	EIDE BAILLY	Accounts Payable	Outstanding	EFT	-7,865.50
09/17/2024		624	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-6,302.54
09/17/2024		625	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-101.00
09/17/2024		626	TESCO CONTROLS, INC.	Accounts Payable	Outstanding	EFT	-131,000.00
09/17/2024		627	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-202.60
09/27/2024		628	AMAZON	Accounts Payable	Outstanding	EFT	-393.12
09/27/2024		629	MWDOC	Accounts Payable	Outstanding	EFT	-90,157.08
09/27/2024		630	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-6,302.54
09/27/2024		631	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-68.50
09/27/2024		632	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-6,665.00
09/27/2024		633	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-670.85
09/30/2024		634	CALIFORNIA SURVEYING & DRAFTING SUPPLY INC	Accounts Payable	Outstanding	EFT	-995.00
EFT Total: (15)							-257,545.69
Accounts Payable Total: (98)							-1,387,248.13
Report Total: (98)							-1,387,248.13

Bank Transaction Report

Issued Date Range: -

Summary

Bank Account	Count	Amount
030866939 BMO Checking	98	-1,387,248.13
Report Total:	98	-1,387,248.13

Cash Account	Count	Amount
99 99-000-1004 BMO Checking (Pooled Cash)	98	-1,387,248.13
Report Total:	98	-1,387,248.13

Transaction Type	Count	Amount
Bank Draft	30	-398,814.23
Check	53	-730,888.21
EFT	15	-257,545.69
Report Total:	98	-1,387,248.13



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

GENERAL FUND PAYROLL WARRANT REGISTER

For the Month of: September 2024

\$ 281,393.26

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.

D. Salun 10/10/2024
General Manager / Assistant General Manager

[Signature] 10/10/24
By Date

Donald E. Coad 10/10/24
By Date

Net Pay	Checks	.00
	Direct Deposits	88,854.95
	Subtotal Net Pay	88,854.95
	Adjustments	.00
	Total Net Pay Liability (Net Cash)	88,854.95

Taxes		You are responsible for Depositing these amounts		Amount debited from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	Federal Income Tax				19,216.46	
	Earned Income Credit Advances					
	Social Security				7,378.84	7,378.85
	Medicare				2,049.53	2,049.53
	Medicare Surtax				44.37	
	Federal Unemployment Tax					
	Subtotal Federal				28,689.20	9,428.38
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	Total Federal				28,689.20	9,428.38
State	CA State Income Tax				8,332.91	
	CA State Unemployment Insurance-ER	1.8000				
	CA State Disability Insurance-EE				1,553.16	
	Subtotal CA				9,886.07	9,886.07
	Total Taxes		.00	.00	38,575.27	9,428.38

Amount ADP Debited From Account XXXXX6939 Tran/ABA XXXXXXXXXX 48,003.65

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit	88,854.95
Transfers	Amount ADP Debited From Account XXXXX6939 Tran/ABA XXXXXXXXXX	88,854.95
Total Amount ADP Debited From Your Accounts		136,858.60

26 Employee Transactions

Net Pay	Checks	236.75
	Direct Deposits	93,964.45
	Subtotal Net Pay	94,201.20
	Adjustments	7,116.69
	Total Net Pay Liability (Net Cash)	101,317.89

Taxes		You are responsible for		Amount debited		
		Depositing these amounts		from your account		
Federal	Agency	Rate	FR withheld	FR contrib.	EE withheld	FR contrib.
	Federal Income Tax			20,153.40		
	Earned Income Credit Advances					
	Social Security			7,410.95		7,410.93
	Medicare			2,260.78		2,260.79
	Medicare Surtax			102.47		
	Federal Unemployment Tax					
	Subtotal Federal		29,927.60	9,671.72		39,599.32
	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					

State					
	CA State Income Tax		9,047.49		
	CA State Unemployment Insurance-ER 8000			9.00	
	CA State Disability Insurance-EE		1,677.65		
	Subtotal CA		10,725.14	9.00	10,734.14
	Total Taxes	.00	.00	40,652.74	9,680.72

Amount ADP Debited From AccountXXXX6939	Tran/ABA XXXXXXXXX	50,333.46	Excludes Taxes That Are Your Responsibility
Other	ADP Direct Deposit	93,964.45	30 Employee Transactions
Transfers	ADP Check	236.75	
	Amount ADP Debited From AccountXXXX6939		94,201.20
Total Amount ADP Debited From Your Accounts			144,534.66



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 17, 2024**

CONSENT CALENDAR

ITEM 3: 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. *September 9, 2024*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | SEPTEMBER 9, 2024

DIRECTORS PRESENT

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

STAFF PRESENT

Fernando Paludi, General Manager
Roseann Lejsek, Executive Assistant

STAFF ABSENT

Michael Perea, Assistant General Manager

CONSULTANTS PRESENT

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

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Mandich called the September 9, 2024 Executive Committee Meeting to order at 5:04 PM.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

Director Dopudja recommended that the meeting move expeditiously due to the Airport fire emergency.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported that the Board has been apprised of the most current information regarding the Airport fire and that the communities of Dove Canyon and Robinson Ranch were currently under a voluntary evacuation status. Mr. Paludi also noted that the fire was reportedly moving in the south easterly direction.

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.

RECOMMENDATION: The Committee recommended forwarding this matter to the Board of Directors (Consent Calendar).

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | SEPTEMBER 9, 2024**

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:

September 2024

Regular Board Meeting – 9/19

- Heritage SLS Design Completion – JIG and DMc contract amendments (E/O) (Action)
- CalPERS CERBT and CEPPT Account Summary Updates (F/A) (Info)
- Biennial Review of District’s Conflict of Interest Code (Exec)
- **Closed Session (tent):**
 - Rutter Development Settlement

October 2024

Regular Board Meeting – 10/17

- Authorize Agreement with Myers Marine for Trabuco Dam Outlet Repair (E/O)

November 2024

Regular Board Meeting – 11/21

- Award HR and Benefits Support Agreement with CPS
- Award Recycled Water P.S. Improvements Design Contract (E/O)

Other Potential Future Board Items

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

RECOMMENDATION: None – Informational item only.

ITEM 3: DISCUSSION ON HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES

Mr. Paludi presented this matter for Committee consideration, and he reported that staff reviewed the hourly rates for both firms and found the most cost-effective solution would be to contract with CPS HR Consulting for the full suite of services, rather than bifurcating the human resources and benefits administration services. The Committee requested that staff prepare the final numbers and complete scope of work for the Board.

RECOMMENDATION: None – Informational item only.

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

TCWD Chat Community Forum

Mr. Paludi thanked the Board President and Vice President for holding the Chat Community Forum the previous week. Mr. Paludi noted that the event allowed customers to participate in open dialogue with Board members and staff, and he stated that the event was a success from a transparency and public outreach standpoint. Director Dopudja stated that he received input from the public that the District’s efforts were appreciated. Discussion occurred regarding a possible timeline for holding another Chat Community Forum event in the future.

Mr. Paludi stated that staff has been working on implementing a rate calculator for the District’s customers. Mr. Paludi stated that the rate calculator is currently in a testing environment and that staff will be soliciting feedback

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | SEPTEMBER 9, 2024**

on content before rolling it out to customers. Ms. Collins requested to review the rate calculator before it goes live.

RECOMMENDATION: None – Informational item only.

ADJOURNMENT

Vice President Mandich adjourned the September 9, 2024 Executive Committee Meeting at 5:27 p.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 17, 2024**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

**ITEM 4: 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. *September 2024*

EXHIBITS:

1. Directors Fees and Expenses Monthly Report for September 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 | SEPTEMBER 2024**

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
DISTRICT MEETINGS					
Executive Committee Meeting			09/09/24	09/09/24	
Engineering/Operational Committee Meeting			09/04/24		09/04/24
Finance/Audit Committee Meeting	09/12/24			09/12/24	
Individual Meeting with General Manager	09/16/24		09/17/24	09/18/24	09/17/24
Regular Board Meeting	09/19/24		09/19/24	09/19/24	09/19/24
TCWD Chat Community Forum			09/05/24	09/05/24	
REPRESENTATIVE MEETINGS					
Community Associations of Rancho (CAR) Meeting					
City of Rancho Santa Margarita - City Council Meeting					
City of Rancho Santa Margarita - Planning Commission Meeting					
Independent Special Districts of Orange County (ISDOC) Monthly Meeting					
Metropolitan Water District State Water Project Inspection Tour - Day One	09/20/24				
Metropolitan Water District State Water Project Inspection Tour - Day Two	09/21/24				
MWDOC Administration/Finance Committee Meeting	09/11/24				
MWDOC Board Meeting	09/18/24				
South Orange County Integrated Regional Watershed Management Executive Committee Meeting					
O.C. Water Summit	09/27/24			09/27/24	
Orange County Local Agency Formation Commission (OC LAFCO)					
South Orange County Water Agencies Group Meeting				09/23/24	
Santiago Aqueduct Commission Meeting (SAC)					
Water Advisory Commission of Orange County (WACO)	09/06/24				
NUMBER OF MEETINGS ATTENDED	9	0	5	7	3
PER DIEMS (\$125 per each meeting*)	\$1,125.00	\$0.00	\$625.00	\$875.00	\$375.00
DIRECT REIMBURSABLE EXPENSES					
DIRECT REIMBURSABLE EXPENSES TOTALS	\$0.00				
INDIRECT REIMBURSABLE EXPENSES					
INDIRECT REIMBURSABLE EXPENSES TOTALS					
TOTAL (PER DIEMS + DIRECT REIMBURSABLE EXPENSES)	\$1,125.00	\$0.00	\$625.00	\$875.00	\$375.00
<i>* Maximum per diem per day is one; maximum per month is 10</i>					

DIRECTOR SIGNATURE

TRABUCO CANYON WATER DISTRICT | 2024 PUBLIC MEETING AND CONFERENCE CALENDAR

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

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

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 17, 2024**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 5: DISCUSSION OF AIRPORT FIRE IMPACTS TO DISTRICT FACILITIES AND PROPERTY

On Monday, September 9th, a wildfire started adjacent to Trabuco Creek Road near the District's lower Porter Property. This wildfire, subsequently named the Airport Fire, ultimately expanded to more than 23,000 acres throughout Trabuco Canyon, Cleveland National Forest, and other surrounding areas in Orange and Riverside Counties over the following weeks. The communities of Robinson Ranch and Trabuco Highlands were mandatorily evacuated, and the other communities in the District's service area situated on the Plano (including Dove Canyon, Walden, and Rancho Cielo) and in Trabuco Canyon were issued voluntary evacuation notifications; District staff evacuated operations and maintenance staff and heavy equipment from the Robinson Ranch Wastewater Treatment Plant (WWTP). Thankfully, no District employees were injured, nor any operational facilities were damaged from the Airport Fire; the only 'facility' that was damaged was the lower third of the District's Porter Property which is primarily open space land near Trabuco Creek.

At this time, District staff is working with the County Operational Area (OA) on submitting quantified financial damages for CalOES/FEMA consideration in declaring a disaster; it is unknown if the financial threshold will be met in this instance for disaster declaration. Additionally, District staff is working with the OA, Orange County Fire Authority, Orange County Public Works (OCPW), and other local and state agencies in debris flow planning efforts prior to any winter storms that may occur and significantly impact the Trabuco Creek area, including the Trabuco Creek Groundwater Treatment Facility (GWTF). Future updates on this planning will be provided to the Engineering/Operational Committee and Board as the season progresses.

A photographic summary of the Airport Fire impacts is included for Board consideration. More information may be presented at the time of the meeting.

FUNDING SOURCE:

Not applicable at this time

FISCAL IMPACT

Unknown at this time

ENVIRONMENTAL COMPLIANCE:

Not applicable

RECOMMENDED ACTION:

Receive information on this matter only. No action required.

EXHIBITS:

1. TCWD Photo Summary of Airport Fire Impacts to District's Porter Property

CONTACTS (staff responsible): PALUDI/PEREA

TRABUCO CANYON WATER DISTRICT

PHOTO SUMMARY OF AIRPORT FIRE IMPACTS TO DISTRICT'S PORTER PROPERTY (120 ACRES OF OPEN SPACE)



D:\Projects\TRAUD\1010046\05a_Project_Site_20220811.mxd

Trabuco Canyon Water District 120-Acre Project Site



(Rev. 8.11.2022 JVR; R:\Projects\TRAUD\1010046\05a_Project_Site.pdf)



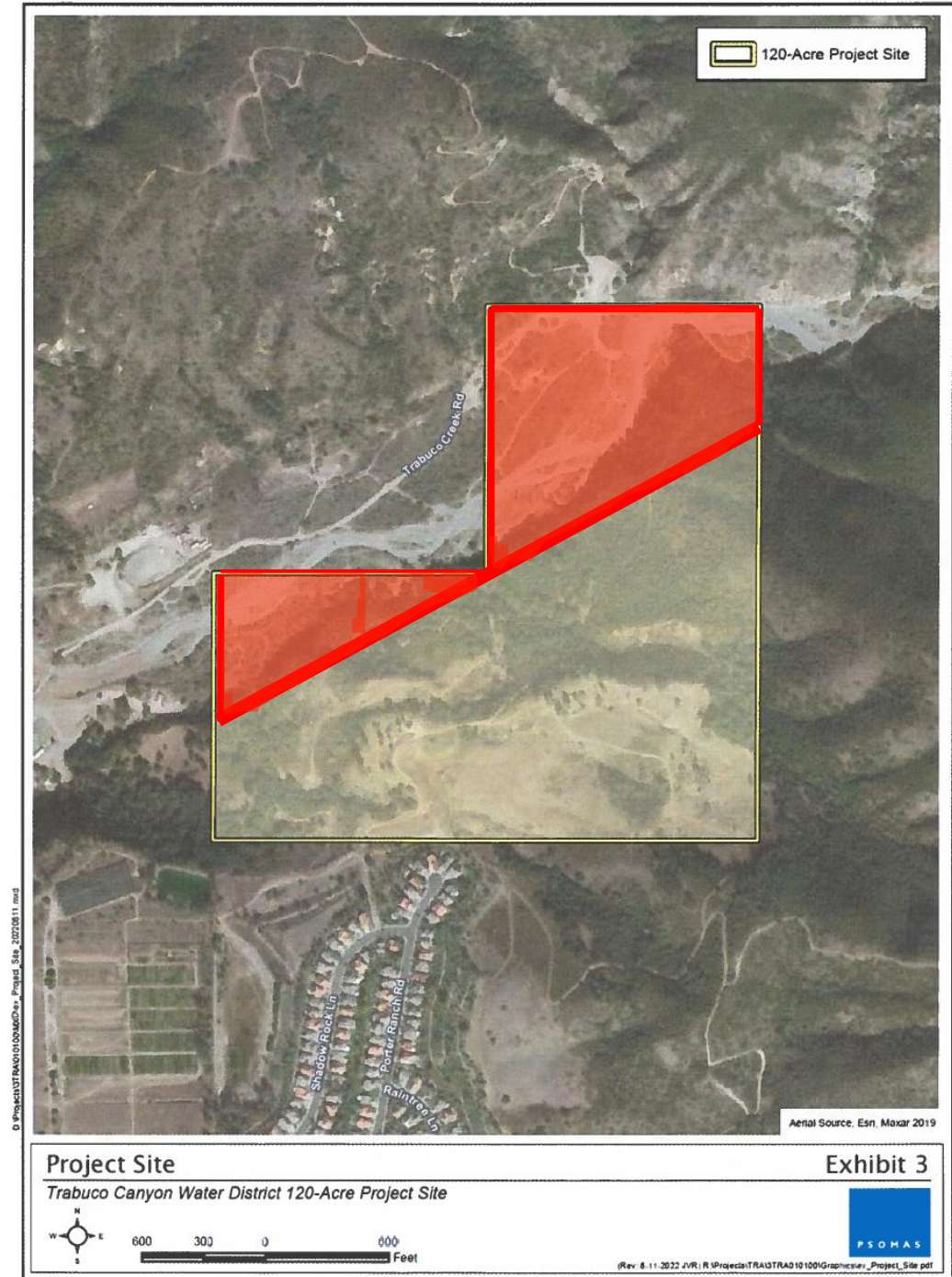
SUMMARY:

Majority of the damage occurred in the lower portion of Porter Property adjacent to Trabuco Creek up and across and up to the Cleveland National Forest border (indicated in red).

The damage primarily consists of loss of natural plant life as well as compromised slopes due to loss of natural plants, brush, and chapparal which has resulted in landslides and slope stability issues.

The District is evaluating short-term efforts to mitigate continued landslides and potential long-term slope re-stabilization with rip rap and other efforts.

The following photos demonstrate the significant impacts to the open space.

















**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 17, 2024**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 6: MULTI-JURISDICTIONAL HAZARDOUS MITIGATION PLAN (MJHMP) UPDATE AND PUBLIC OUTREACH EFFORTS

BACKGROUND

TCWD, and other participating agencies, are working through Municipal Water District of Orange County (MWDOC) and their Water Emergency Response of Orange County (WEROC) to update its Multi-Jurisdictional Hazard Mitigation Plan (MJHMP). The current MJHMP was previously updated in August 2019; excerpts of the MJHMP Annex are included as an exhibit. The MJHMP is the strategic plan to assess and reduce the threats that communities face from current and future hazard conditions which include:

- Climate Change
- Coastal Storms/Erosion
- Contamination
- Dam/Reservoir Failure
- Drought
- Earthquake Fault Rupture
- Flood
- Geologic Hazards – Expansive Soils
- Geologic Hazards – Land Subsidence
- High Winds/Santa Ana Winds
- Human-Cause Hazards – Terrorism
- Human-Caused Hazards – Hazardous Materials
- Landslide/Mudflow
- Power Outage
- Seismic Hazards – Ground Shaking
- Seismic Hazards – Liquefaction
- Tsunami
- Urban Fire
- Wildfire

The overarching goals of the MJHMP include but are not limited to:

Goal 1: Minimize vulnerabilities of critical facilities and infrastructure to minimize damages and loss of life and injury to human life caused by hazards.

Goal 2: Minimize security risks to water and wastewater infrastructure.

Goal 3: Minimize interruption to water and wastewater utilities.

Goal 4: Improve public outreach, awareness, education, and preparedness for hazards in order to increase community resilience.

Goal 5: Eliminate or minimize wastewater spills and overflows (Wastewater agencies).

Goal 6: Protect water quality and supply, critical aquatic resources and habitat to ensure a safe water supply.

Goal 7: Strengthen Emergency Response Services to ensure preparedness, response, and recovery during any major or multi-hazard event.

Guidelines from the Federal Emergency Management Agency (FEMA) require that the agency preparing the plan create opportunities for members of the public to be involved in developing their MJHMP and that these opportunities are documented. This process helps ensure the MJHMP reflects community values, concerns, and priorities. The goals will be reflected throughout the District’s outreach process, with the intent to educate community members and obtain feedback openly and transparently to support the preparation of the plan. Public outreach methods include, but are not limited to, (1) notification of the MJHMP Update process through the District’s website, newsletter, and social media outlets; (2) an online survey for public input on the District’s website; (3) public review of the Draft MJHMP; (4) MJHMP final adoption hearing at a public meeting.

PROJECT STATUS

District staff has collaborated with MWDOC/WEROC and Herndon Group - HSG (Consultant) during the months of August and September 2024 to provide the appropriate responses to prepare the Draft MJHMP in conformance with the goals for Board consideration and review and plans to present the Draft MJHMP findings at the November 21, 2024 Regular Board Meeting prior to submittal to CalOES and FEMA for their review in December 2024; this

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 17, 2024**

review period will be approximately three months. The final MJHMP will be presented to the TCWD Board of Directors at the March 2025 Regular Board Meeting.

The MJHMP update is one component of a cost sharing agreement between TCWD and MWDOC for HSG to update existing regulatory plans; the other two components are the America’s Water Infrastructure Act (AWIA) Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) [regulated by the EPA] which will be updated in CY 2026.

Participating in the cost-sharing agreement with other agencies through MWDOC achieves economies of scale and will result in a lower cost of compliance for the District. More information may be presented at the time of the meeting.

FUNDING SOURCE:

General Fund

FISCAL IMPACT (PROJECT BUDGET)

Hazard Mitigation Plan Update(MJHMP)	\$	9,300
Risk & Resilience Assessment (RRA)	\$	32,200
Emergency Response Plan (ERP)	\$	17,250
Total Project Costs	\$	58,750

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operations Committee.

RECOMMENDED ACTION:

Receive information on this matter only. No action required.

EXHIBIT(S):

1. Trabuco Canyon Water District 2019 Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) Annex excerpts

CONTACTS (staff responsible): PALUDI/PEREA

TRABUCO CANYON WATER DISTRICT ANNEX

The Trabuco Canyon Water District (TCWD) is a participant (Member Agency [MA]) in the Orange County Water and Wastewater Multi-Jurisdictional Hazard Mitigation Plan (HMP or Plan). As a participant MA, TCWD representatives were part of the HMP Planning Process and served on the Planning Team responsible for the Plan Update; refer to Section 2 of the Plan. The primary Plan, including the hazard mitigation plan procedural requirements and planning process apply to TCWD.

This Annex supplements information contained in the primary Plan and describes how TCWD’s risks vary from the planning area. The Risk Assessment (Section 3) summarizes the hazards and risks that pose a threat to Orange County. The primary Plan treats the entire County as the planning area and identifies which MAs are subject to a profiled hazard. The purpose of this Annex is to provide additional information specific to TCWD with a focus on the risk assessment and mitigation strategy.

HAZARD MITIGATION PLAN POINT OF CONTACT AND DEVELOPMENT TEAM

The following representatives attended the Planning Team meetings on behalf of TCWD and coordinated the hazard mitigation planning efforts with TCWD staff:

Primary Point of Contact

Lorrie Lausten
Principal Engineer
949-858-0277 ext. 130
llausten@tcud.cu.gov

In addition to participating on the Planning Team, an internal team was also formed to support Planning Team representatives and provide information for the Plan update. The following staff served as TCWD’s internal hazard mitigation planning development team.

Representative	Title	How Participated
Michael Perea	Assistant General Manager	Reviewed Draft Plan

JURISDICTION PROFILE (Service Population: 12,700)

TCWD is a county water district organized and operating pursuant to Section 30,000 and following of the Water Code of the State of California. The District was organized on February 26, 1962 under Division XII of the California Water Code. The District is governed by a five-member Board of Directors elected to alternating four-year terms at elections held every two years.

TCWD is located in the southeastern portion of Orange County at the foothills of the Santa Ana Mountains and encompasses approximately 9,100 acres. The terrain within the District is generally steep hills and canyons throughout the central area of the District. The east and west sides consist of more gentle terrain made primarily of rolling hills. Elevations within the District range from approximately 900 feet above mean sea level in the lower Aliso Creek area and the southern area of Dove Canyon, to nearly 2,400 feet in the northeasterly portion of the District adjacent to the Cleveland National Forest. In addition, TCWD owns, operates and maintains water and sewer facilities outside of its service area and these vary in elevation from 575 feet (ARWTL) to 950 feet (El Toro Road Trunk Sewer) above mean sea level.

TCWD serves a 2015 estimated population of 12,700 in the Cities of Rancho Santa Margarita, Mission Viejo, and Lake Forest; and unincorporated areas of Orange County in Trabuco Canyon.

The District provides water, wastewater, and recycled water service to major communities within the District's service area. The District's sources of water supply are imported treated water, imported surface water treated at the District's water treatment plant, and treated local groundwater. To provide reliability and redundancy, the District's system is interconnected with adjacent utilities including Santa Margarita Water District and Irvine Ranch Water District.

HAZARDS

Detailed hazard profiles for the planning area are provided in Section 3. TCWD is located inland and therefore is not subject to coastal hazards such as coastal storms/erosion and tsunamis. TCWD is subject to the other hazards identified in for the planning area. Many of these hazards are dispersed and may affect the entire region, including climate change, drought, ground shaking from earthquakes, geologic hazards, and high wind. Regarding the hazard of dam/reservoir failure, the District owns and operates two dams: Trabuco Dam/Reservoir and Dove Canyon and would be subject to inundation in the event of failure; refer to Section 3. In addition, much of the area is located within a very high fire hazard zone and the northernmost portion is susceptible to landslides. Human-caused hazards and power outages are also hazards that could impact the District. There are no hazards that are unique to TCWD.

Based on the risk assessment, the TCWD development team identified the following hazards that affect TCWD and summarized their geographic extent, probability of future occurrence, magnitude/severity and significance; refer to Table Q-1.

**Table Q-1
TCWD Hazard Identification**

Hazard	Geographic Extent	Probability of Future Occurrences	Magnitude/Severity	Significance
Climate Change	Extensive	Likely	Limited	Medium
Contamination/ Salt Water Intrusion	Limited	Unlikely	Negligible	Low
Dam/Reservoir Failure	Extensive	Unlikely	Catastrophic	High
Drought	Extensive	Likely	Catastrophic	High
Earthquake Fault Rupture & Seismic Hazards	Extensive	Likely	Catastrophic	High
Flood	Significant	Likely	Limited	Medium
Geologic Hazards	Limited	Unlikely	Limited	Low
High Winds/Santa Ana Winds	Extensive	Highly Likely	Limited	High
Landslide/Mudflow	Significant	Likely	Limited	Medium
Wildland/Urban Fire	Extensive	Likely	Critical	High
Human-Caused Hazards	Limited	Unlikely	Limited	Low
Power Outage	Significant	Significant	Limited	Medium
Geographic Extent Limited: Less than 10% of planning area Significant: 10-50% of planning area Extensive: 50-100% of planning area		Magnitude/Severity Catastrophic—More than 50 percent of property severely damaged; shutdown of facilities for more than 30 days; and/or multiple deaths. Critical—25-50 percent of property severely damaged; shutdown of facilities for at least two weeks; and/or injuries and/or illnesses result in permanent disability. Limited—10-25 percent of property severely damaged; shutdown of facilities for more than a week; and/or injuries/illnesses treatable do not result in permanent disability. Negligible—Less than 10 percent of property severely damaged, shutdown of facilities and services for less than 24 hours; and/or injuries/illnesses treatable with first aid.		
Probability of Future Occurrences Highly Likely: Near 100% chance of occurrence in next year or happens every year. Likely: Between 10 and 100% chance of occurrence in next year or has a recurrence interval of 10 years or less. Occasional: Between 1 and 10% chance of occurrence in the next year or has a recurrence interval of 11 to 100 years. Unlikely: Less than 1% chance of occurrence in next 100 years or has a recurrence interval of greater than every 100 years.		Significance Low: Minimal potential impact Medium: Moderate potential impact High: Widespread potential impact		

The identification of hazards provided in Table Q-1 is highly dependent on the location of facilities within each agencies jurisdiction and takes into consideration the history of the hazard and associated damage (if any), information provided by agencies specializing in a specific hazard (e.g., FEMA, California Geological Survey), and relies upon each agencies’ expertise and knowledge.

Hazard Maps

The following maps show the location of hazard zones within the jurisdiction relative to either potable water or wastewater systems, as applicable.

VULNERABILITY AND RISK ASSESSMENT

Assets Susceptible to Hazard Events

Table Q-2, TCWD Infrastructure and Exposure to Hazards, identifies TCWD’s water and wastewater infrastructure assets that are located within the mapped hazard zones, identified above.

**Table Q-2
TCWD Infrastructure and Exposure to Hazards**

Hazard		Infrastructure Type							
		Interties (#)	Pump Stations (#)	Reservoirs (#)	Wells (#)	Treatment Plants (#)	Lift Stations (#)	Potable Pipeline (miles)	Wastewater Pipeline (miles)
Fire Hazard Zone	Moderate	2	1	0	0	0	2	1.2	0
	High	0	0	0	0	1	0	2.8	0
	Very High	6	6	7	3	1	7	13.4	3.5
FEMA Flood Zone	100-Year	0	0	0	2	0	1	0.5	0.2
	500-Year	0	0	0	0	1	0	0	0
Alquist-Priolo Rupture Zone		0	0	0	0	0	0	0	0
Ground Shaking	Moderate	0	0	0	0	0	2	0.6	0.1
	High	8	10	7	2	2	6	16.5	3.4
	Extreme	0	0	0	0	0	0	0	0
Liquefaction	Moderate	0	0	0	0	0	0	0	0
	High	0	0	0	0	0	0	0	0
	Very High	0	0	0	0	0	0	0	0
	Unknown	1	2	0	3	1	1	2.0	0.5
Landslide Zone		0	2	5	0	0	5	1.2	0.5
Tsunami Zone		0	0	0	0	0	0	0	0

Much of TCWD’s service area and its associated infrastructure are in very high and high fire hazard areas and areas identified as having high or moderate risk for high ground shaking in the event of an earthquake. Several reservoirs and lift stations are located within landslide hazard areas. TCWD contains infrastructure or pipelines in all hazard areas except the Alquist-Priolo rupture and tsunami zones.

CAPABILITIES ASSESSMENT

The capabilities assessment is designed to identify existing local agencies, personnel, planning tools, public policy and programs, technology, and funds that have the capability to support hazard mitigation activities and strategies outlined in this Plan. TCWD’s internal development team revised the capabilities identified in the 2012 plan and collaborated to identify current local capabilities and mechanisms available to the MA for reducing damage from future hazard events. Tables Q-3a through Q-3d assess the authorities, policies, programs, and resources that the jurisdiction has in place that are available to help with the long-term

reduction of risk through mitigation. These capabilities include planning and regulatory tools, administrative and technical resources, financial resources, and education and outreach programs.

**Table Q-3a
Planning and Regulatory Capabilities Summary**

Ordinance, Plan, Policy, Program	Responsible Agency or Department	Description/Comments
Building Code	Local Cities, CA Division of Dams, OCFA, AQMD	TCWD complies with applicable building codes and works with public agencies in the District service area.
Zoning Ordinance	County of Orange, City of Rancho Santa Margarita, City of Lake Forest, City of Mission Viejo	TCWD complies with applicable zoning ordinances and works with public agencies in the District service area.
Subdivision Ordinance or Regulations	Local cities, County of Orange	TCWD complies with applicable subdivision ordinances or regulations and works with public agencies in the District service area.
Special Purpose Ordinance	County of Orange, Army Corps of Engineers, USFWS/CDFG	TCWD complies with applicable special purpose ordinances and works with the cities within the District service area.
Growth Management Ordinances	Local cities, County of Orange, Foothill Specific Plan, LAFCO	TCWD complies with applicable growth management ordinances and works with the public agencies in the District service area.
Site Plan Review Requirements	Local Cities, County of Orange, Orange County Fire Authority, CA Legislative Bills and Propositions	TCWD complies with applicable site plan review requirements and works with public agencies within the District service area.
General Plan	TCWD Master Plan	TCWD Master Plan outlines the current and future conditions of the District. TCWD also complies with applicable General Plans for cities within the District service area.
Capital Improvements Plan	TCWD CIP	TCWD develops a 10-year CIP for water, waste-water, and recycled water.
Emergency Response Plan	CDHP, SEMS, NIMS, WEROC, MET	The district works with local agencies and WEROC for emergency response.
Disaster Recovery Plan	County of Orange	Adhere to County plan.
Post-Disaster Recovery Ordinance	Local cities, County of Orange, State of California, FEMA	Works with County on Post-Disaster Recovery Ordinance.
Water Discharge Requirements	RWQCB, SOCWA, EPA, County of Orange State Water Resources Control Board	Adhere to all Federal and State regulations.
Vulnerability Assessment	EPA, CA State Water Resources Control Board, Division of Drinking Water	The district works with State, local agencies to determine vulnerabilities.
Urban Water Management Plan	TCWD	The UWMP has been prepared consistent with the requirements under Water Code Sections 10610 through 10656 of the Urban Water Management Planning Act and is due to the California Department of Water Resources (DWR) by July 1, 2016.
How can these capabilities be expanded and improved to reduce risk?		
Conduct a Risk and Resilience Assessment (RRA) and corresponding Emergency Response Plan (ERP) per the America's Water Infrastructure Act of 2018 (AWIA). Consider this plan as a resource to meet the AWIA requirements. Conduct disaster response fuel analysis and contingency planning with WEROC as a component of the CA Southern California Catastrophic Plan. Evaluate ability to contract with local fuel distributors and gas stations for emergency backup supply.		

**Table Q-3b
Administrative and Technical Capabilities Summary**

Staff/Personnel or Type of Resource	Responsible Agency or Department	Description/Comments
Planner(s) or Engineer(s) with Knowledge of Land Development and Land Management Practices	Outside consultants in coordination with the Engineering Department	District staff utilizes an outside consultant with input from staff.
Engineer(s) or Professional(s) Trained in Construction Practices Related to Buildings and/or Infrastructure	Outside consultants in coordination with the Engineering Department	District staff utilizes an outside consultant with input from staff.
Planners or Engineer(s) with an Understanding of Natural and/or Human - Caused Hazards	Outside consultants in coordination with the Engineering Department	District staff utilizes an outside consultant with input from staff.
Floodplain manager	County of Orange, Sheriff's Department	
Surveyors	Outside consultant in coordination with District staff	District staff utilizes an outside consultant with input from staff.
Staff with Education or Expertise to Assess the Community's Vulnerability to Hazards	County of Orange, Emergency Response Plan, Sheriff's Dept., OCFA	Work with the County and local agencies to assess vulnerabilities.
Personnel Skilled in GIS and/or HAZUS	MWDOC, Center for Demographics Research, Outside Consultant	Work with MWDOC and outside consultant.
Scientists Familiar with the Hazards of the Community	County, Orange County Fire Authority, Outside Consultants, Local University and Non-Profit Research Centers	Work with the County and local agencies who are familiar with community hazards.
Emergency Manager	MWDOC, WEROC, Emergency Coordinator	Coordinate with WEROC and the County.
Grant Writers	Engineering Department	Actively searches for Federal and State grants.
Lab Specialist	Contract Laboratories, Neighboring Water Districts	Coordinates with other agencies and outsider consultant.
How can these capabilities be expanded and improved to reduce risk?		
Evaluate participation in MWDOC Water Loss Control Program, including meter testing and leak detection through training of internal staff or through MWDOC's Choice program. Have all agency registered engineers and other qualified individuals attend CalOES Safety Assessment Program (SAP) training for building inspections.		

**Table Q-3c
Financial Capabilities Summary**

Financial Resources	Agency or Department	Description/Comments
Capital Improvements Project Funding	Administrative Services Department	Annual review of capital requirements and forecasting future cap needs.
Fees for Water, Sewer, Gas, or Electric Service	Administrative Services Department	The district is able to charge customers fees for water and sewer services.
Incur Debt Through General Obligation Bonds	Administrative Services Department	Through a general election, the district can incur debt through general obligation bonds.
Incur Debt Through Special Tax and Revenue Bonds	Administrative Services Department	The district may incur special tax or revenue bonds as needed through the appropriate legal process.
How can these capabilities be expanded and improved to reduce risk?		
Learn about how to utilize post disaster mitigation grants (Section 406) and incorporate it into the utility's disaster recovery strategy.		

**Table Q-3d
Education and Outreach Capability Summary**

Resource/Programs	Agency or Department	Description/Comments
AlertOC	County of Orange	Residents are encouraged to sign up for emergency alerts with the City.
Emergency Preparedness Information	Municipal Water District of Orange County, Federal, State	The district directs the public the website for emergency preparedness resources.
How can these capabilities be expanded and improved to reduce risk?		
Participate in WEROC lead efforts to develop standardized messaging for water outages, dam events and general disaster response. Ensure that messaging will work for the general community, as well as the Access, Disability, and Functional Needs community specific to our utility.		

MITIGATION STRATEGY

Mitigation Goals

TCWD adopts the hazard mitigation goals developed by the Planning Team; refer to Section 4.

Mitigation Actions

The internal development team reviewed the mitigation actions identified in the 2012 plan and the updated risk assessment to determine if the mitigation actions were completed, require modification, should be removed because they are no longer relevant, and/or should remain in the Plan Update. New mitigation actions to address the updated risk assessment and capabilities identified above were also considered and added. Table Q-4, TCWD Mitigation Actions, identifies the mitigation actions, including the priority, hazard addressed, risk, timeframe, and potential funding sources.

**Table Q-4
TCWD Mitigation Actions**

Priority (High, Medium, or Low)	Action/Task/Project Description	Location/Facility	Risk (High, Medium, or Low)	Cost	Responsible	Timeframe (Immediate, Short Term, or Long Term)	Possible Funding Sources	Status/Progress (New, Existing, Modified)	Status Rationale
Medium	Evaluate water tanks for structural stability and seismic activity and install flexible coupling and seismic valves where recommended.	Water storage tanks	Low	\$2,000,000	Engineering	Immediate	General Fund	Existing	Assessments, evaluations, and implementations in progress. Seismic; dam/reservoir failure.
Medium	Implement erosion control and slope stabilization measures at Wastewater Treatment Plant and service roads to the facility.	Wastewater treatment plant and service road	Medium to Low	> \$1,000,000	Operations	Long Term	Grants, General Fund	Completed	Completed slope improvement from 2017 failure. Add. Work unfunded. Seismic; Landslide/mudflow
Medium	Construct new storage tanks: -Saddlecrest = 0.6 MG -Harris= 1.5 MG	New water storage tank(s)	Medium	\$2,000,000	Operations	Short Term	Restricted Reserves	Existing On going	Engineering feasibility study completed. Tank Construction Budgeted in FY 18-19 & FY 19-20. Multi-hazards, including seismic, fire and wind.
High	Implement erosion control and slope stabilization measures at existing Transmission Mains. Install new structural supports and reinforce or replace unstable foundations and soils and bridge crossings.	System Wide, including 16-inch water main bridge crossings on old El Toro Road.	Medium to High	>5,000,000	Operations	Short to Long Term	Grants, General Fund	Existing	Budgetary constraints, unfunded. Seismic; Landslide/mudflow

**Table Q-4 [continued]
TCWD Mitigation Actions**

Priority (High, Medium, or Low)	Action/Task/Project Description	Location/Facility	Risk (High, Medium, or Low)	Cost	Responsible	Timeframe (Immediate, Short Term, or Long Term)	Possible Funding Sources	Status/Progress (New, Existing, Modified)	Status Rationale
High	Conduct structural, geotechnical, and/or erosion control studies to determine site specific mitigation measures to protect existing transmission mains. Mitigation measures may include: rip-rap, drainage structures/pipes, asphalt paving, and recompaction/fill of slopes and unpaved areas at or above existing transmission mains. If more feasible, relocate sections of piping and valves.	System Wide, including Rose Canyon water mains in unpaved areas, various treated water mains at and near Trabuco Creek, adjacent hill sides, and unpaved areas on Plano Trabuco Road	Medium to High	> \$10,000,000	Engineering	Short to Long Term	Grants, General Fund	Existing On going	Budget constraints, unfunded. Seismic; Landslide/mudflow
Medium	Install emergency standby generators	Water treatment plant, Ridgeline booster pump station, high altitude pressure zones (Canyon Creek, Rose Reservoir)	High	\$2,000,000	Operations	Short Term	Grant, General Fund	Existing On going	Ridgeline PS upgrade budgeted in FY 18-19. Multi hazards, including fire and wind and power outage.
Low	Install surveillance and lighting equipment.	Water Treatment Plants and System Storage Tanks	Medium	\$250,000	Operations	Long Term	Grants	Existing	Budgetary constraints, unfunded. Human-caused hazards.

**Table Q-4 [continued]
TCWD Mitigation Actions**

Priority (High, Medium, or Low)	Action/Task/Project Description	Location/Facility	Risk (High, Medium, or Low)	Cost	Responsible	Timeframe (Immediate, Short Term, or Long Term)	Possible Funding Sources	Status/Progress (New, Existing, Modified)	Status Rationale
Low	Expand SCADA system monitoring.	Water and Wastewater Facilities	Low	\$3,000,000	Information Technology/Operations	Short Term	General Fund, Restricted Reserves	Existing On going	Study & Design Completed in FY 17-18. Final design and communication. Budgeted in FY 18-19. Multi hazards, including fire and wind.
Low	Add laboratory sampling and analyses for unregulated compounds related to potential terrorist threat or vandalism.	Water Treatment Plants and System Storage Tanks	Medium	Cost estimate not available	Water Quality	Long Term	Grants, General Fund	Existing	Waiting for EPA or AWWA to issue clear direction for compounds, test method, and cost. Human-caused hazards.

Notes:
Timeframe to Completion of Project: "Immediate" is up to 1 year; "Short Term" is 1 to 3 years; "Long Term" is 3 years or longer.
Status: "New" refers to a mitigation initiative newly created as part of the plan update process; "Existing" refers to an unfinished initiative that is carried over from the 2012 plan; "Modified" refers to an existing initiative that carried over from the previous plan, but has changed to limit or expand its scope of activities.
Status Rationale: A statement of justification as to why the project is currently in the status it is in.

Completed or Removed Mitigation Initiatives

The following mitigation actions from the 2012 plan have been completed or are in progress and therefore are removed from the Plan update.

Mitigation: 16-inch Serrano Creek raw water main crossing relocation, 16-inch treated water creek crossing

Status: Complete.

Mitigation: One slope stability improvement.

Status: Complete.

Mitigation: Expand SCADA system monitoring.

Status: Completed study and design; ongoing.

Mitigation: Replace existing 10' with 16' looped water transmission line at Live Oak Canyon Road.

Status: Removed. Budgetary constraints; unfunded. System-wide study is needed to identify and prioritize area for loops. Varying pressure zones makes this task complex.

Mitigation: Implement Vulnerability Risk Assessment recommendations.

Status: Complete.

Mitigation: Install razor or barbed wire around site perimeter at water treatment/storage sites.

Status: Complete.

Mitigation: Install additional security measures/alarms at facility access points, including intrusion alarms.

Status: Complete.

Mitigation: Improve lock system.

Status: Complete.

Mitigation: Keep emergency response plan up to date and coordinate with local fire and sheriff authorities.

Status: Complete.

Mitigation: Coordinate with IRWD and perform studies for treatment of Irvine Lake Water.

Status: Complete.

Mitigation: Install new software and hardware for accessing system infrastructure and manuals.

Status: Complete.

Mitigation: Procure new computer hardware for field emergency use.

Status: Complete.

PLAN INTEGRATION

TCWD's capital budget, Water, Reclaimed Water, and Wastewater Master Plan are all used to implement mitigation initiatives identified in this annex. After adoption of the HMP, the District will continue to integrate mitigation priorities into these documents.

Since the previous Plan Update, TCWD incorporated information from the HMP in its CIP, in addition to the following planning mechanisms:

- The risk assessment and mitigation actions were used to inform the City's Water Master Plan and Urban Water management Plan.
- Mitigation actions were incorporated into the Capital Budget to prioritize and complete initiatives.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 17, 2024**

**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 7: GRANT RESOLUTION FOR LIVE OAK PIPELINE IMPROVEMENTS – DROUGHT RESILIENCY PROJECT

Trabuco Canyon Water District staff regularly evaluates available external funding opportunities against the District’s planned capital project needs. Currently, the United States Bureau of Reclamation’s (USBR) WaterSMART “Drought Response Program: Drought Resiliency Projects for Fiscal Year 2025” presents an opportunity for the District to apply for the design and construction of the Live Oak Pipeline Replacement Project, referred to in the grant application as the Live Oak Pipeline Improvements Drought Resiliency Project (Project). The project, currently at 30% design completion, is identified in the District’s current Capital Improvement Program.

Under Funding Group II of this grant program, USBR may award 50% of the total allowable project costs up to \$3,000,000 for a project that can be completed within three years. Given total current estimates for project construction, it is anticipated that the grant award would offset half of the project cost. The project is scheduled to be in construction in the fourth quarter of 2025 and should be completed well within the three-year requirement of the grant. USBR’s anticipated award date for the grant is September 1, 2025.

USBR requires the District to support the submission of the grant application through the adoption of a resolution by the Board of Directors. The draft resolution is included as Exhibit 1.

FUNDING SOURCE:

General Fund

FISCAL IMPACT (PROJECT BUDGET)

The cost of preparation of the grant application is covered under the District’s professional services agreement with Soto Resources. If successful, the grant award could offset District capital expenditures by up to \$3,000,000.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operations Committee.

RECOMMENDED ACTION:

Adopt Resolution No. 2024-1338 – Authorizing the Submittal of an Application for the USBR “WaterSMART Drought Response Program: Drought Resiliency Projects for Fiscal Year 2025” Grant Program.

EXHIBIT(S):

1. Resolution No. 2024-1338 – Authorizing the Submittal of an Application for the USBR “WaterSMART Drought Response Program: Drought Resiliency Projects for Fiscal Year 2025” Grant Program.

CONTACTS (staff responsible): PALUDI/LAUSTEN

TRABUCO CANYON WATER DISTRICT

RESOLUTION NO. 2024-1338

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TRABUCO CANYON WATER DISTRICT AUTHORIZING
THE SUBMITTAL OF AN APPLICATION FOR THE
WATERSMART DROUGHT RESPONSE PROGRAM:
DROUGHT RESILIENCY PROJECTS FOR FY 2025**

WHEREAS, the United States Bureau of Reclamation is currently offering grant opportunities through the WaterSMART Drought Response Program: Drought Resiliency Projects for Fiscal Year (“FY”) 2025;

WHEREAS, said WaterSMART Drought Response Program: Drought Resiliency Projects for FY 2025 is a cost-shared program emphasizing drought resiliency;

WHEREAS, the Board of Directors (“Board”) of the Trabuco Canyon Water District (“District” or “TCWD”) supports the submission by the TCWD of a grant application for the Live Oak Pipeline Improvements Drought Resiliency Project Project (“Project”) prepared and approved by the TCWD, to the WaterSMART Drought Response Program: Drought Resiliency Projects for FY 2025; and

WHEREAS, under the WaterSMART Drought Response Program: Drought Resiliency Projects for FY 2025 program, the United States Bureau of Reclamation may award up to 50% of the total allowable project costs and the TCWD is capable of providing cash, other contributed costs, or third-party in-kind contributions specified in the grant application's funding plan to pay for all remaining Project costs.

WHEREAS, if selected for a WaterSMART Drought Response Program: Drought Resiliency Projects for FY 2025, TCWD will work with the United States Bureau of Reclamation to meet established deadlines for entering into a grant or cooperative agreement regarding funding for the Project.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1: The Board does hereby approve the submission of the application for the Project for the WaterSMART Drought Response Program: Drought Resiliency Projects for FY 2025 by TCWD for FY 2025-2026, 2026-2027, and 2027-2028.

Section 2: In the event grant funding is provided by the United States Bureau of Reclamation, the General Manager and legal counsel to the District and the District’s staff and consultants are authorized to take any and all actions necessary to accept the grant and sign any contract for administration of the grant funds.

Section 3: The recitals provided in this resolution are true and correct and are incorporated into the operative part of this resolution.

Section 4: If any section, subsection, sentence, clause or phrase of this resolution is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this resolution. The Board hereby declares that it would have passed this resolution, and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional. The District Secretary shall certify to the adoption of this resolution and henceforth and thereafter the same shall be in full force and effect.

Section 5: The Board finds the adoption of this resolution is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

Section 6: This resolution shall be effective as of October 17, 2024 ("Effective Date").

ADOPTED, SIGNED, and APPROVED this 17th day of October 2024.

TRABUCO CANYON WATER DISTRICT

President/Vice President

District Secretary

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 17, 2024**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 8: GRANT RESOLUTION FOR DOVE DAM OUTLET IMPROVEMENTS PROJECT GRANT APPLICATION

Trabuco Canyon Water District staff regularly evaluates available external funding opportunities against the District's planned capital project needs. Currently, the California Department of Water Resources' (DWR) Dam Safety and Climate Resilience Local Assistance Program presents an opportunity for the District to apply for the design and construction of the Dove Lake dam outlet repairs project, referred to in the grant application as the Dove Canyon Dam Outlet Gate Project (Project). The project, currently at a feasibility design stage, is identified in the District's current Capital Improvement Program.

Under this grant program, DWR may award 50% of the total allowable project costs. Given current estimates for project construction range of \$2 million to \$4 million), there is a potential that the grant award would offset as much as \$2 million of the project cost depending on the level of award.

DWR requires the District to support the submission of the grant application through the adoption of a resolution by the Board of Directors. The draft resolution is included as Exhibit 1.

FUNDING SOURCE:

General Fund

FISCAL IMPACT (PROJECT BUDGET)

The cost of preparation of the grant application is covered under the District's professional services agreement with Soto Resources. If successful, the grant award could offset District capital expenditures by up to \$1,500,000.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This matter was reviewed with the Finance/Audit Committee.

RECOMMENDED ACTION:

Adopt Resolution No. 2024-1339 Authorizing the Submission of a Grant Application to the Dam Safety and Climate Resilience Local Assistance Program.

EXHIBIT(S):

1. Resolution No. 2024-1339 Authorizing the Submission of a Grant Application to the Dam Safety and Climate Resilience Local Assistance Program

CONTACTS (staff responsible): PALUDI/LAUSTEN

TRABUCO CANYON WATER DISTRICT

RESOLUTION NO. 2024-1339

**A RESOLUTION BY THE BOARD OF DIRECTORS OF
THE TRABUCO CANYON WATER DISTRICT
AUTHORIZING A PROPOSAL FOR FUNDING FROM THE
DEPARTMENT OF WATER RESOURCES AND
DESIGNATING A REPRESENTATIVE TO EXECUTE THE
AGREEMENT AND ANY AMENDMENTS THERETO, FOR
THE DOVE CANYON DAM OUTLET GATE PROJECT**

WHEREAS, the California Department of Water Resources is currently offering grant opportunities through the Dam Safety and Climate Resilience Local Assistance Program;

WHEREAS, said Dam Safety and Climate Resilience Local Assistance Program is a cost-shared program emphasizing dam safety and climate resilience;

WHEREAS, the Board of Directors (“Board”) of the Trabuco Canyon Water District (“District” or “TCWD”) supports the submission by the TCWD of a grant application for the Dove Canyon Dam Outlet Gate Project prepared and approved by the TCWD, to the Dam Safety and Climate Resilience Local Assistance Program; and

WHEREAS, the Trabuco Canyon Water District is a County Water District with responsibility for and authority over primarily water and sewer, including related flood management, ecosystem management, and water quality management in the area proposed for the project and is willing to participate in, coordinate, and collaborate with other interested parties that are participating in the development of the Trabuco Canyon Water District project;

WHEREAS, Trabuco Canyon Water District is authorized to enter into an agreement with the Department of Water Resources and the State of California;

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1: That pursuant and subject to all of the terms and conditions of the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Fund Act of 2018 (Proposition 68; Water Code, § 80000 et seq.), the Trabuco Canyon Water District shall submit a proposal to obtain funding for the Dove Canyon Dam Outlet Gate Repair Project from the California Department of Water Resources.

Section 2: That the Board of Directors of the Trabuco Canyon Water District authorizes the General Manager, or designee, to execute the funding agreement with the California Department of Water Resources and any amendments thereto.

Section 3: That the General Manager, or designee, shall prepare the necessary data, make investigations, and take other such actions as necessary and appropriate to execute the Dove Canyon Dam Outlet Gate Project.

Section 4: The recitals provided in this resolution are true and correct and are incorporated into the operative part of this resolution.

Section 5: If any section, subsection, sentence, clause or phrase of this resolution is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this resolution. The Board hereby declares that it would have passed this resolution, and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional. The District Secretary shall certify to the adoption of this resolution and henceforth and thereafter the same shall be in full force and effect.

Section 6: The Board finds the adoption of this resolution is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

Section 7: This resolution shall be effective as of October 17, 2024 ("Effective Date").

CERTIFICATION

I hereby certify that the foregoing Resolution No. 2024-1339 was duly and regularly adopted by the Board of Directors of the Trabuco Canyon Water District at the meeting held on October 17, 2024, motion by (member name) and seconded by (member name), motion passed by the following vote:

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

ADOPTED, SIGNED, and APPROVED this 17th day of October 2024.

Attest:

TRABUCO CANYON WATER DISTRICT

President/Vice President

District Secretary

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 17, 2024**

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
REGULAR BOARD MEETING | OCTOBER 17, 2024**

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