



**REGULAR BOARD MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA  
ADMINISTRATIVE FACILITY  
NOVEMBER 21, 2024 AT 5:30 PM**

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**BOARD OF DIRECTORS**

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

**DISTRICT STAFF**

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

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**AGENDA NOTE:**

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

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

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

**CALL MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ITEMS RECEIVED TOO LATE TO BE AGENDIZED**

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

**RECOGNITION OF DIRECTOR DON CHADD'S SERVICE TO TRABUCO CANYON WATER DISTRICT**

**VISITOR PARTICIPATION**

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

**ORAL COMMUNICATION**

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

**DIRECTORS' COMMENTS AND MEETING REPORTS**

**REPORT FROM THE GENERAL MANAGER**

**CONSENT CALENDAR**

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

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

**RECOMMENDED ACTION**

Approve the minutes of the following Board Meetings:

1. October 17, 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. October 10, 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. September 2024

c. PAYMENT OF BILLS FOR CONSIDERATION

**RECOMMENDED ACTION:**

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

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

**RECOMMENDED ACTION:**

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

1. September 4, 2024
2. October 2, 2024

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

**RECOMMENDED ACTION:**

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

1. October 7, 2024



**ACTION CALENDAR**

*All matters under the Action Calendar have been reviewed by the General Manager and Staff prior to the Board's consideration.*

**ADMINISTRATIVE MATTERS**

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

**RECOMMENDED ACTION:**

*Approve the tentative future meetings/attendance items and ratify the Directors' expenses and fees from the following period(s):*

1. *October 2024*

**ITEM 6: APPROVE SECOND AMENDMENT TO GENERAL MANAGER'S EMPLOYMENT AGREEMENT**

**RECOMMENDED ACTION:**

1. *President to announce the compensation terms of the proposed Second Amendment to Employment Agreement for General Manager Fernando Paludi pursuant to Government Code Section 54953.*
2. *Authorize the Board President to execute the Second Amendment to Employment Agreement for Fernando Paludi.*

**ITEM 7: MULTI-JURISDICTIONAL HAZARDOUS MITIGATION PLAN (MJHMP) UPDATE AND PUBLIC OUTREACH EFFORTS**

**RECOMMENDED ACTION:**

*Receive information on this matter. No action required.*

**ITEM 8: APPROVAL OF HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES CONTRACT**

**RECOMMENDED ACTION:**

*Authorize the General Manager to execute a professional services contract with CPS HR for Human Resources and Health Benefits Third-Party Administrator Support Services with a not-to-exceed amount of \$50,000 for Fiscal Year 2024-25.*

**LEGISLATIVE AND OTHER MATTERS**

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

**RECOMMENDED ACTION(S):**

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

**CLOSED SESSION(S)**

**1. CONFERENCE WITH LEGAL COUNSEL- ANTICIPATED LITIGATION**

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



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING AGENDA | NOVEMBER 21, 2024**

**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***

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

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

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

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

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

**December 19, 2024 | January 16, 2025 | February 20, 2025**



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | NOVEMBER 21, 2024**

**CONSENT CALENDAR**

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

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**RECOMMENDED ACTION**

*Approve the minutes of the following Board Meetings:*

- 1. October 17, 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 | OCTOBER 17, 2024**

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on October 17, 2024, was called to order by President Stephen Dopudja at 5:31 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

### **DIRECTORS PRESENT**

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

### **STAFF PRESENT**

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

### **DISTRICT CONSULTANTS**

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

### **PUBLIC PRESENT**

There were members of the public present.

### **PLEDGE OF ALLEGIANCE**

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

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

None

### **VISITOR PARTICIPATION**

None

### **ORAL COMMUNICATION**

Sue Marucci – Ms. Marucci addressed the Board of Directors with her concerns related to the District's fixed meter charge, and she expressed her opposition to the District's indemnification form.

Ray Chandos – Mr. Chandos addressed the Board of Directors with his concerns related to the Board of Directors election, and he stated that he and fellow volunteers experienced attempts to hinder their campaigning efforts within the community. Mr. Chandos stressed that all residents have the right to communicate freely on issues that affect them, and he stated that customers want a free and fair election.

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

Fred Yeakel – Mr. Yeakel addressed the Board of Directors with his concerns regarding the installation and necessity of a 2” water meter on his property at the time his property was built.

**DIRECTOR’S COMMENTS**

Director Mandich reported on his attendance at the South Orange County Agencies joint meeting with the Municipal Water District of Orange County (MWDOC) and Orange County Water District (OCWD).

Director Dopudja acknowledged the public’s concerns regarding issues they experienced while campaigning for the upcoming Board election, and he stated that he supports all candidates in their campaigning efforts.

Director Acosta had no comments.

Director Chadd had no comments.

Director Safranski had no comments.

**REPORT FROM THE GENERAL MANAGER**

Mr. Paludi reported that El Toro Water District (ETWD) Director Fred Adjarian has resigned from the ETWD Board of Directors and that the District will be recognizing Director Adjarian’s service at its October 24, 2024 Board Meeting.

Mr. Paludi reported that Southern California Edison issued a Public Safety Power Shutoff (PSPS) warning for the next two days due to high winds.

**CONSENT CALENDAR**

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

- MOTION:** Approve the consent calendar as presented – Director Safranski
- SECOND:** Director Acosta
- AYES:** Directors Dopudja, Mandich, Acosta, Chadd & Safranski
- NOES:** None
- ABSTAIN:** None
- ABSENT:** None
- MOTION PASSED/FAILED:** Passed 5 – 0

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 4: 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 September 2024 – Director Acosta
- SECOND:** Director Mandich
- AYES:** Directors Dopudja, Mandich, Acosta, Chadd & Safranski
- NOES:** None
- ABSTAIN:** None

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

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

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

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Mr. Paludi presented this matter for Board consideration, and he reported that the District is preparing for potential post-fire impacts to District facilities. Mr. Perea reported that although none of the District’s facilities were damaged in the fire, a portion of the District’s Porter property had burned. Mr. Perea provided the Board with pictures of the damaged property and surrounding areas. Mr. Perea stated that the District is working with Orange County Fire Authority (OCFA) and Orange County Public Works (OCPW) to submit a claim for damages, and assess the area for debris flow hardening surrounding the District’s well facilities.

**MOTION:** No action was taken.

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

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Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Engineering/Operations Committee. Mr. Perea provided an overview of the plan’s hazard condition categories and goals, the District’s extensive public outreach, and the timeline for completion of the updated plan. Mr. Perea expressed his appreciation to Ms. Lausten and David Rodriguez for their efforts in gathering information for this plan update.

**MOTION:** No action was taken.

**ENGINEERING MATTERS**

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

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Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Engineering/Operations Committee. Mr. Paludi reported that staff is diligently applying for grant funding to support various Capital Improvement Plan (CIP) projects, and he stated that the District will be submitting an 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 provided a brief overview of the project and estimated costs.

**MOTION:** 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 – Director Safranski

**SECOND:** Director Mandich

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**MOTION PASSED/FAILED:** Passed 5 – 0

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

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Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Paludi reported the District is applying for grant funding through the California Department of Water Resources’ (DWR) Dam Safety and Climate Resilience Local Assistance Program. Mr. Paludi stated that DWR may award 50% of the total allowable project costs up to \$1.5 million dollars.

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

Director Safranski thanked staff for pursuing grant funding in order to maintain the District’s Capital Improvement Plan.

Director Chadd echoed Director Safranski’s comments.

- MOTION:** Adopt Resolution No. 2024-1339 Authorizing the Submission of a Grant Application to the Dam Safety and Climate Resilience Local Assistance Program – Director Acosta
- SECOND:** Director Safranski
- AYES:** Directors Dopudja, Mandich, Acosta, Chadd & Safranski
- NOES:** None
- ABSTAIN:** None
- ABSENT:** None
- MOTION PASSED/FAILED:** Passed 5 – 0

***LEGISLATIVE AND OTHER MATTERS***

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

Mr. Paludi reported that Ms. Collins will bring a legislative report to next month’s Board meeting which will include a summary of the signed bills going into effect on January 1, 2025.

Mr. Paludi reported that the District is working with neighboring agencies to offer as well as acquire letters of support for the Dove Dam grant application from Dove Canyon Master Association and Santa Margarita Water District.

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

**CLOSED SESSION**

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

Director Chadd did not enter the closed session and left the meeting at 6:13 p.m.

The Board of Directors, with the exception of Directors Mandich and Chadd, entered closed session in accordance with the agenda at 6:08 p.m. The General Manager, Assistant General Manager, District Engineer, Water Operations Superintendent and District General Counsel participated in the closed session.

This closed session ended at 6:32 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

**OTHER INFORMATION/MATTERS**

None

**ADDITIONAL DIRECTORS’ COMMENTS**

None

**ADJOURNMENT**

President Dopudja adjourned the October 17, 2024 Regular Board Meeting at 6:32 p.m.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | NOVEMBER 21, 2024**

**CONSENT CALENDAR**

**ITEM 2: TREASURER'S REPORT**

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a. *FINANCE/AUDIT COMMITTEE MEETING*

**RECOMMENDED ACTION:**

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

1. *October 10, 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. *September 2024*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

**RECOMMENDED ACTION:**

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

**EXHIBITS:**

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

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



**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING RECAP | OCTOBER 10, 2024**

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**DIRECTORS PRESENT**

Don Chadd, Committee Chair  
Glenn Acosta, Committee Member

**STAFF PRESENT**

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

**STAFF ABSENT**

Karen Warner, Principal Accountant

**CONSULTANTS PRESENT**

None

**PUBLIC PRESENT**

None

**CALL MEETING TO ORDER**

Director Chadd called the October 10, 2024 Finance/Audit Committee Meeting to order at 8:00 a.m.

**VISITOR PARTICIPATION**

No visitor participation was received.

**ORAL COMMUNICATION**

No oral communication was received.

**COMMITTEE MEMBER COMMENTS**

None

**REPORT FROM THE GENERAL MANAGER**

None

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

Mr. Paludi presented the Finance/Audit Committee Meeting Recap for Committee review in accordance with the agenda. Director Chadd 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 | OCTOBER 10, 2024**

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

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

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

**ITEM 3: GRANT RESOLUTION FOR DOVE DAM OUTLET IMPROVEMENTS PROJECT GRANT APPLICATION**

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Mr. Paludi presented this matter for the Committee's consideration. Ms. Lausten reported that the District is applying for grant funding through the California Department of Water Resources' (DWR) Dam Safety and Climate Resilience Local Assistance Program. Ms. Lausten stated that she worked with the Department of Dam Safety to reclassify the condition of Dove Dam to meet the Program's eligibility requirements for grant funding. Ms. Lausten also stated that DWR may award 50% of the total allowable project costs up to \$1.5 million dollars.

**RECOMMENDATION:** Recommend that the Board of Directors adopt Resolution No. 2024-XXXX Authorizing the Submission of a Grant Application to the Dam Safety and Climate Resilience Local Assistance Program (Action Calendar).

**ITEM 4: FINANCIAL REPORT**

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Mr. Perea presented the preliminary unaudited financials for August 2024 in Ms. Warner's absence, and he highlighted the following items:

***WATER FUND***

***Total Operating Revenue***

Mr. Perea reported that this line item was trending as budgeted for the year.

***Total Source of Supply***

Mr. Perea reported that this line item was trending slightly lower than budgeted due to lower-than-normal water sales.

***Total Salaries & Benefits***

Mr. Perea reported that this line item was trending as budgeted for the year.

***Total Transmission & Distribution***

Mr. Perea reported that this line item was trending higher than budgeted for the year due to system repairs and maintenance.

***Total General & Administrative***

Mr. Perea reported that this line item was trending lower than budgeted for the year.

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

Mr. Perea reported that this line item trended a use of water reserves funds for the month, but trended a higher than budgeted for the year in accordance with the rate study.

**TRABUCO CANYON WATER DISTRICT  
FINANCE AUDIT COMMITTEE MEETING RECAP | OCTOBER 10, 2024**

***District Capital – Water***

Mr. Perea reviewed the capital improvement costs accrued in August 2024, including costs associated with the following: SCADA System Upgrades and the unplanned repair of Motor Rebuild for Dimension Water Treatment Plant (DWTP).

***SEWER FUND***

***Total Operating Revenue***

Mr. Perea reported that this line item was trending slightly lower than budgeted for the year.

***Total Salaries & Benefits***

Mr. Perea reported that this line item was trending slightly lower than budgeted for the year.

***Total Transmission & Distribution***

Mr. Perea reported that this line item was trending lower than budgeted for the year.

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

Mr. Perea reported that this line item reported a use of wastewater reserves for the month in accordance with the rate study.

***District Capital – Sewer***

Mr. Perea reviewed the capital improvement costs accrued in August 2024, including the following: Golf Club Sewer Lift Station (SLS) Rehabilitation, SCADA System Upgrades, WWTP Hoffman Blower Building Rehabilitation, Manual Transfer Switch Installations – Sewer, WWTP Fiber Optic Upgrade, and unplanned repairs of the Chlorine Feed System Pump Replacement.

***RECYCLED WATER FUND***

***Total Operating Revenue***

Mr. Perea 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***

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

***Total Salaries & Benefits***

Mr. Perea reported that this line item was trending slightly lower than budgeted for the year.

***Total Transmission & Distribution***

Mr. Perea reported that this line item was trending lower than budgeted for the year.

***Total General & Administrative***

Mr. Perea reported that this line item trended lower than budgeted for the year.

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

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

**TRABUCO CANYON WATER DISTRICT  
FINANCE AUDIT COMMITTEE MEETING RECAP | OCTOBER 10, 2024**

***District Capital – Recycled Water***

Mr. Perea reviewed the capital improvement costs accrued in August 2024, including the following: SCADA System Upgrades and unplanned repairs of the Chlorine Feed System Pump Replacement.

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

**ITEM 5: OTHER MATTERS**

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Mr. Paludi presented the following matters for Committee consideration:

***Airport Fire***

Mr. Paludi reported that a portion of the District’s Porter Property was burned in the Airport Fire. Mr. Paludi stated that the District is submitting the reported damages to CalOES, however the Orange County damages may not reach the monetary threshold for FEMA disaster relief. Mr. Paludi also reported on the multi-agency coordination and response during and after the fire. Mr. Perea added that the National Park Service reached out to the District requesting to be invoiced for the water that their agency used in the fire-fighting efforts.

***DWTP Earthquake Damage***

Ms. Lausten reported that a structural assessment was completed by Hazen Sawyer, and she stated that the District will need to contract with a structural engineer for a structural fix recommendation.

***District Treasurer***

Mr. Paludi provided the Committee with at status update on the contract with the District’s accounting firm, Eide Baily. Mr. Paludi reported on the District’s transition plan, and he stated that staff is evaluating the need for an internal financial employee position within the District.

***Montessori School***

Mr. Paludi provided the Committee with a brief status update on the Montessori School’s damage claim.

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

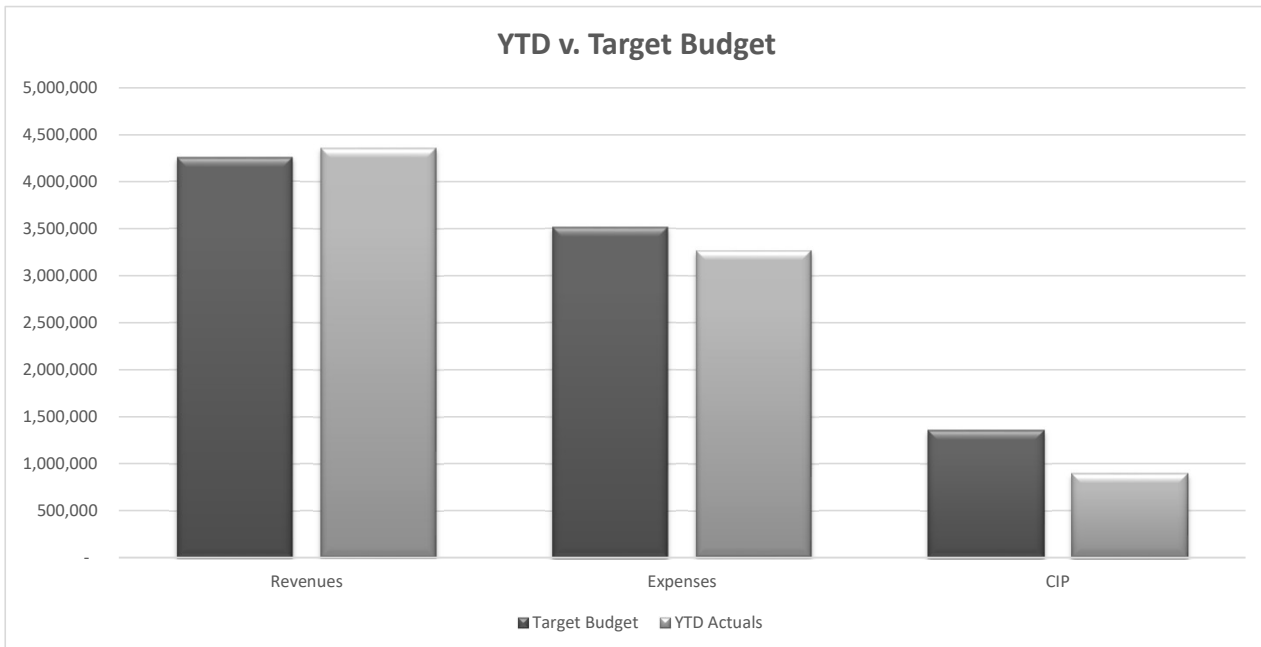
**ADJOURNMENT**

Director Chadd adjourned the October 10, 2024 Finance/Audit Committee Meeting at 8:25 a.m.



**Trabuco Canyon Water District  
Consolidated Budget to Actuals  
FY 2024/2025  
(Unaudited)**

	Adopted Budget	September 2024	TYD Actual	25%
<b>Revenues</b>				
Total Operating Revenue	14,125,200	1,597,227	4,104,666	29%
Total Non-Operating Revenue	2,901,000	115,993	257,380	9%
<b>Total Revenues</b>	<b>17,026,200</b>	<b>1,713,221</b>	<b>4,362,046</b>	<b>26%</b>
<b>Expenses</b>				
Total Source of Supply	4,904,400	490,387	1,164,327	24%
Total Salaries and Benefits	5,344,100	451,754	1,310,357	25%
Total Transmission and Distribution	1,581,600	48,499	297,569	19%
Total General and Administrative	2,218,000	253,214	497,570	22%
<b>Total Operating Expense</b>	<b>14,048,100</b>	<b>1,243,855</b>	<b>3,269,824</b>	<b>23%</b>
Miscellaneous Expense	18,100	89	93	1%
<b>Total Expenses</b>	<b>14,066,200</b>	<b>1,243,944</b>	<b>3,269,917</b>	<b>23%</b>
<b>Net Total Revenue / (Expense)</b>	<b>2,960,000</b>	<b>469,276</b>	<b>1,092,129</b>	<b>37%</b>
Transfer In - Debt Proceeds for Capital	5,441,589	539,271	703,092	13%
Grant Proceeds	-	-	-	
Development Impact Fee Receipts	-	-	-	
Capital Improvement Program	(5,441,589)	(657,701)	(895,579)	16%
Debt Service - Principal and Interest	(881,600)	(103,673)	(311,020)	35%
<b>Net Total Cash Inflow / (Outflow)</b>	<b>2,078,400</b>	<b>247,173</b>	<b>588,623</b>	<b>28%</b>





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

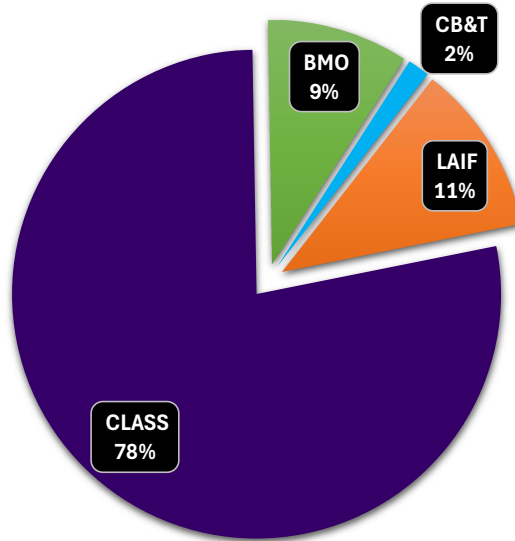
		September 2024
<b>1</b>	<b>Assets</b>	
<b>2</b>	<b>Cash &amp; Investments</b>	
3	Cash & Investments - Unrestricted	\$ 4,275,425
4	Cash & Investments - Restricted	12,127,480
<b>5</b>	<b>Total Cash &amp; Investments</b>	16,402,905
<b>6</b>	<b>Other Current Assets</b>	
7	Accounts Receivable, Net	2,875,102
8	Prepaid & Other	494,654
9	Fair Market Value Adjustment <sup>1</sup>	(8,058)
<b>10</b>	<b>Total Other Current Assets</b>	3,361,697
<b>11</b>	<b>Capital Assets</b>	
12	Capital Assets, at Cost	129,008,350
13	Accumulated Depreciation	(85,858,191)
14	Construction in Progress	4,688,185
<b>15</b>	<b>Total Capital Assets</b>	47,838,345
16	Net OPEB Asset	201,692
17	Deferred Outflows of Resources (DOR)	2,983,516
<b>18</b>	<b>Total Assets &amp; DOR</b>	<b>\$ 70,788,154</b>
<b>19</b>	<b>Liabilities</b>	
<b>20</b>	<b>Current Liabilities</b>	
21	Accounts Payable	\$ 1,614,258
22	Accrued Expenses	334,344
23	Current Portion-Long Term Debt	97,153
24	Deposits on Hand	56,138
<b>25</b>	<b>Total Current Liabilities</b>	2,101,894
<b>26</b>	<b>Long-Term Liabilities</b>	
27	Net Pension Liability	5,352,817
28	State Revolving Fund Loan	1,482,584
29	Bank of the West Loan	-
30	Debt Issuance 2024	20,508,000
<b>31</b>	<b>Total Long Term Liabilities</b>	27,343,401
32	Deferred Inflows of Resources (DIR)	471,211
<b>33</b>	<b>Total Liabilities &amp; DIR</b>	29,916,506
<b>34</b>	<b>Net Position</b>	40,871,649
<b>35</b>	<b>Total Liabilities, Net Position &amp; DIR</b>	<b>\$ 70,788,154</b>

<sup>1</sup> Changes in LAIF and CLASS fair market values are recorded annually at June 30th. The fair market value balance will differentiate from the cash and investments report throughout the year, which reports fair market value on a monthly basis.



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

	Restricted / Unrestricted	Type	Yield	Cost	Market	% Portfolio
<b>Local Agency Investment Fund (LAIF)</b>						
LAIF	Unrestricted	Investment	4.575%	\$ 363,234	\$ 363,983	2.2%
LAIF Water Storage Facilities	Restricted	Investment	4.575%	1,134,612	1,136,951	6.9%
LAIF Interim Sewage	Restricted	Investment	4.575%	124,102	124,358	0.8%
LAIF 2022 Credit Line Proceeds	Restricted	Investment	4.575%	229,459	229,932	1.4%
<b>Total LAIF</b>				<b>1,851,406</b>	<b>1,855,222</b>	<b>11.3%</b>
<b>California Cooperative Liquid Assets Securities System (CLASS)</b>						
CLASS	Unrestricted	Investment	5.260%	2,376,387	2,377,034	14.5%
CLASS 2024 Debt Proceeds	Restricted	Investment	5.260%	10,400,000	10,402,834	63.4%
<b>Total CLASS</b>				<b>12,776,387</b>	<b>12,779,868</b>	<b>77.9%</b>
BMO Checking	Unrestricted	Cash	0.000%	1,535,804	1,535,804	9.4%
CB&T Checking (SRF Loan Covenant)	Restricted	Cash	0.460%	239,308	239,308	1.5%
<b>Total Cash &amp; Investments</b>				<b>\$ 16,402,905</b>	<b>\$ 16,410,202</b>	<b>100.0%</b>





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

	September 2024	YTD Actual	FY 25 Adopted Budget	YTD 25%
<b>1 Operating Revenue</b>				
2 Fixed / Capital Service Charges	\$ 308,765	\$ 888,247	\$ 3,532,800	25%
3 Variable Consumption Charges	613,528	1,514,977	4,135,900	37%
4 Baker Treatment Plant Water Sales	149,659	342,993	2,115,600	16%
5 Customer Fees	16,926	35,538	149,000	24%
6 Standby Charges	8	8	37,900	0%
7 Uncollectable Accounts	-	-	(25,300)	0%
<b>8 Total Operating Revenue</b>	<b>1,088,886</b>	<b>2,781,764</b>	<b>9,945,900</b>	<b>28%</b>
<b>9 Operating Expense</b>				
<b>10 Source of Supply</b>				
11 Fixed Water Purchases	31,244	88,973	406,300	22%
12 Variable Water Purchases	322,734	637,045	2,210,900	29%
13 Baker Treatment Plant Water Sold	80,999	240,288	1,578,700	15%
14 Water Treatment	142	42,770	213,000	20%
15 Pumping Electricity	45,231	115,134	340,800	34%
<b>16 Total Source of Supply</b>	<b>480,351</b>	<b>1,124,211</b>	<b>4,749,700</b>	<b>24%</b>
<b>17 Salaries and Benefits</b>				
18 Employee/Director Wages	181,233	542,834	2,191,700	25%
19 Employee/Director Benefits	52,024	135,253	547,700	25%
20 Retiree Health Insurance	11,312	34,661	179,300	19%
21 Transfer In - 115 OPEB Trust Reimbursement	(11,312)	(34,661)	(179,300)	19%
22 CalPERS Retirement (Normal)	28,650	86,102	349,500	25%
23 CalPERS Unfunded Accrued Liability (Minimum)	18,725	56,176	171,400	33%
24 Payroll Taxes	13,370	42,720	160,900	27%
<b>25 Total Salaries and Benefits</b>	<b>294,002</b>	<b>863,084</b>	<b>3,421,200</b>	<b>25%</b>
<b>26 Transmission and Distribution</b>				
27 System Repairs and Maintenance	(16,196)	30,940	201,800	15%
28 Vehicles and Equipment	9,513	26,510	90,300	29%
29 Safety, Supplies and Testing	4,486	17,179	78,600	22%
<b>30 Total Transmission and Distribution</b>	<b>(2,197)</b>	<b>74,630</b>	<b>370,700</b>	<b>20%</b>
<b>31 General and Administrative</b>				
32 Professional Services	107,573	157,801	635,500	25%
33 Office Maintenance, Supplies and Software	31,515	82,184	330,900	25%
34 District Insurance	11,007	33,022	137,600	24%
35 Dues and Memberships	5,434	17,958	101,200	18%
36 Public Outreach	10,394	17,800	138,300	13%
37 Customer Service and Billing	5,445	14,002	77,800	18%
38 Conference, Trainings and Travel	1,827	8,906	31,900	28%
<b>39 Total General and Administrative</b>	<b>173,195</b>	<b>331,674</b>	<b>1,453,200</b>	<b>23%</b>
<b>40 Total Operating Expense</b>	<b>945,351</b>	<b>2,393,599</b>	<b>9,994,800</b>	<b>24%</b>
<b>41 Net Operating Revenue / (Expense)</b>	<b>143,536</b>	<b>388,165</b>	<b>(48,900)</b>	
<b>42 Non-Operating Revenue / (Expense)</b>				
43 Property Tax Revenue	18,247	19,486	1,147,500	2%
44 Interest Revenue - Unrestricted	(23,178)	54,242	31,000	175%
45 Interest Revenue - Restricted	13,455	13,455	40,400	33%
46 Other Revenue and Reimbursements	2,949	8,053	59,200	14%
47 Miscellaneous Expense	(45)	(46)	(6,500)	1%
<b>48 Net Non-Operating Revenue / (Expense)</b>	<b>11,428</b>	<b>95,190</b>	<b>1,271,600</b>	<b>7%</b>
<b>49 Net Total Revenue / (Expense)</b>	<b>154,963</b>	<b>483,355</b>	<b>1,222,700</b>	<b>40%</b>
<b>50 Other Unrestricted Cash Inflow / (Outflow)</b>				
51 Transfer In - Debt Proceeds for Capital	16,318	28,361	903,700	3%
52 Capital Improvement Program (CIP)	(66,285)	(136,994)	(903,700)	15%
53 Debt Service - Principal and Interest	(52,326)	(156,978)	(526,500)	30%
<b>54 Net Other Unrestricted Cash Inflow / (Outflow)</b>	<b>(102,292)</b>	<b>(265,611)</b>	<b>(526,500)</b>	<b>50%</b>
<b>55 Net Total Unrestricted Cash Inflow / (Outflow)</b>	<b>\$ 52,671</b>	<b>\$ 217,745</b>	<b>\$ 696,200</b>	<b>31%</b>

Acronym key:

OPEB - Other Post-Employment Benefits



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

Project	September 2024	YTD Actual	FY 25 Adopted Budget	YTD 25%
<b>1 Water CIP</b>				
<b>2 Capital Improvements / Replacements</b>				
3 SCADA System Upgrades	\$ 586	\$ 6,691	\$ 184,729	4%
4 Water Transmission Pipeline Upsizing	-	-	432,250	0%
5 Manual Transfer Switch Installations - Water	-	5,938	40,000	15%
<b>6 Total Capital Improvements / Replacements</b>	<b>586</b>	<b>12,628</b>	<b>656,979</b>	<b>2%</b>
<b>7 Equipment</b>				
8 Pump Replacements - Water	15,732	15,732	99,750	16%
9 New Servers	-	-	80,500	0%
<b>10 Total Equipment</b>	<b>15,732</b>	<b>15,732</b>	<b>180,250</b>	<b>9%</b>
<b>11 Programs</b>				
12 Pressure Regulating Valve Improvements - Water	-	-	26,600	0%
13 Valve Replacements - Water	-	-	39,900	0%
<b>14 Total Programs</b>	<b>-</b>	<b>-</b>	<b>66,500</b>	<b>0%</b>
<b>15 Unplanned Repairs/Expenses</b>				
16 Motor Rebuild for Dimension Water Treatment Plant	-	58,667	-	N/A
17 Line break repairs - Sycamore & Inverary	35,493	35,493	-	N/A
18 Air vac repair - Glen Echo	8,708	8,708	-	N/A
19 Air vac repair - Rose Canyon	5,765	5,765	-	N/A
<b>20 Total Unplanned Repairs/Expenses</b>	<b>49,966</b>	<b>108,633</b>	<b>-</b>	<b>N/A</b>
<b>21 Total Water CIP</b>	<b>\$ 66,285</b>	<b>\$ 136,994</b>	<b>\$ 903,729</b>	<b>15%</b>

*Acronym key:*

SCADA - Supervisory Control and Data Acquisition



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

	September 2024	YTD Actual	FY 25 Adopted Budget	YTD 25%
<b>1 Operating Revenue</b>				
2 Sewer Residential Charges	\$ 195,233	\$ 558,646	\$ 2,301,500	24%
3 Sewer Commercial Charges	23,976	64,291	257,200	25%
4 Customer Fees	18,332	52,544	284,600	18%
5 Uncollectable Accounts	-	-	(8,400)	0%
<b>6 Total Operating Revenue</b>	<b>237,540</b>	<b>675,480</b>	<b>2,834,900</b>	<b>24%</b>
<b>7 Operating Expense</b>				
<b>8 Salaries and Benefits</b>				
9 Employee/Director Wages	87,432	251,591	1,038,200	24%
10 Employee/Director Benefits	18,076	43,941	227,700	19%
11 Retiree Health Insurance	4,040	12,379	64,100	19%
12 Transfer In - 115 OPEB Trust Reimbursement	(4,040)	(12,379)	(64,100)	19%
13 CalPERS Retirement (Normal)	10,233	29,755	122,600	24%
14 CalPERS Unfunded Accrued Liability (Minimum)	6,688	20,063	79,800	25%
15 Payroll Taxes	4,775	15,257	76,800	20%
<b>16 Total Salaries and Benefits</b>	<b>127,203</b>	<b>360,607</b>	<b>1,545,100</b>	<b>23%</b>
<b>17 Transmission and Distribution</b>				
18 System Repairs and Maintenance	(15,648)	28,002	378,700	7%
19 T&D Electricity	21,139	59,891	276,300	22%
20 Vehicles and Equipment	2,810	12,631	36,400	35%
21 Safety, Supplies and Testing	685	3,418	17,900	19%
<b>22 Total Transmission and Distribution</b>	<b>8,986</b>	<b>103,943</b>	<b>709,300</b>	<b>15%</b>
<b>23 General and Administrative</b>				
24 Professional Services	38,419	56,112	228,100	25%
25 Office Maintenance, Supplies and Software	15,643	42,103	179,300	23%
26 District Insurance	3,931	11,794	49,100	24%
27 Dues and Memberships	2,928	15,957	121,700	13%
28 Public Outreach	3,240	5,412	19,500	28%
29 Customer Service and Billing	1,457	3,710	20,600	18%
30 Conference, Trainings and Travel	653	3,181	11,500	28%
<b>31 Total General and Administrative</b>	<b>66,270</b>	<b>138,269</b>	<b>629,800</b>	<b>22%</b>
<b>32 Total Operating Expense</b>	<b>202,460</b>	<b>602,818</b>	<b>2,884,200</b>	<b>21%</b>
<b>33 Net Operating Revenue / (Expense)</b>	<b>35,080</b>	<b>72,662</b>	<b>(49,300)</b>	
<b>34 Non-Operating Revenue / (Expense)</b>				
35 Property Tax Revenue	13,138	14,030	1,050,900	1%
36 Interest Revenue - Unrestricted	78,652	126,082	192,600	65%
37 Other Revenue and Reimbursements	142	142	11,000	1%
38 Miscellaneous Expense	(32)	(33)	(7,600)	0%
<b>39 Net Non-Operating Revenue / (Expense)</b>	<b>91,899</b>	<b>140,220</b>	<b>1,246,900</b>	<b>11%</b>
<b>40 Net Total Revenue / (Expense)</b>	<b>126,980</b>	<b>212,882</b>	<b>1,197,600</b>	<b>18%</b>
<b>41 Other Unrestricted Cash Inflow / (Outflow)</b>				
42 Transfer In - Debt Proceeds for Capital	522,911	674,254	4,086,200	17%
43 Capital Improvement Program	(562,265)	(725,919)	(4,086,200)	18%
44 Debt Service - Principal and Interest	(43,480)	(130,439)	(304,100)	43%
<b>45 Net Other Unrestricted Cash Inflow / (Outflow)</b>	<b>(82,834)</b>	<b>(182,105)</b>	<b>(304,100)</b>	<b>60%</b>
<b>46 Net Total Unrestricted Cash Inflow / (Outflow)</b>	<b>\$ 44,146</b>	<b>\$ 30,777</b>	<b>\$ 893,500</b>	

Acronym key:

OPEB - Other Post-Employment Benefits



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

Project	September 2024	YTD Actual	FY 25 Adopted Budget	YTD 25%
<b>1 Wastewater CIP</b>				
<b>2 Capital Improvements / Replacements</b>				
3 Golf Club Sewer Lift Station (SLS) Rehabilitation	\$ 463,361	\$ 512,700	\$ 1,350,000	38%
4 SCADA System Upgrades	209	2,390	65,975	4%
5 WWTP Hoffman Blower Building Rehabilitation	43,029	131,229	1,100,000	12%
6 Heritage Sewer Lift Station Rehabilitation	-	246	632,250	0%
7 Manual Transfer Switch Installations - Sewer	-	7,698	40,000	19%
8 WWTP Fiber Optic Upgrade	-	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 Barneburg SLS Wetwell Rehab	16,312	16,312	-	N/A
<b>12 Total Capital Improvements / Replacements</b>	<b>522,911</b>	<b>674,254</b>	<b>4,057,465</b>	<b>17%</b>
<b>14 Equipment</b>				
15 New Servers	-	-	28,750	0%
<b>16 Total Equipment</b>	<b>-</b>	<b>-</b>	<b>28,750</b>	<b>0%</b>
<b>17 Unplanned Repairs/Expenses</b>				
18 Chlorine Feed System Pump Replacement	-	12,311	-	N/A
19 Asphalt repair - El Toro Rd force main break	24,750	24,750	-	N/A
20 Odor control - Lift stations	14,604	14,604	-	N/A
<b>21 Total Unplanned Repairs/Expenses</b>	<b>39,354</b>	<b>51,665</b>	<b>-</b>	<b>N/A</b>
<b>22 Total Wastewater CIP</b>	<b>\$ 562,265</b>	<b>\$ 725,919</b>	<b>\$ 4,086,215</b>	<b>18%</b>

*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 September 30, 2024**  
**(Unaudited)**

	September 2024	YTD Actual	FY 25 Adopted Budget	YTD 25%
<b>1 Operating Revenue</b>				
2 Fixed / Capital Service Charges	\$ 13,966	\$ 39,815	\$ 161,600	25%
3 Variable Consumption Charges	256,835	607,607	1,173,600	52%
4 Customer Fees	-	-	13,600	0%
5 Uncollectable Accounts	-	-	(4,400)	0%
<b>6 Total Operating Revenue</b>	<b>270,801</b>	<b>647,422</b>	<b>1,344,400</b>	<b>48%</b>
<b>7 Operating Expense</b>				
<b>8 Source of Supply</b>				
9 Recycled Water Purchases	4,175	10,689	33,300	32%
10 Water Treatment	5,861	29,428	121,400	24%
<b>11 Total Source of Supply</b>	<b>10,037</b>	<b>40,116</b>	<b>154,700</b>	<b>26%</b>
<b>12 Salaries and Benefits</b>				
13 Employee/Director Wages	20,910	59,879	249,200	24%
14 Employee/Director Benefits	5,136	13,327	66,600	20%
15 Retiree Health Insurance	808	2,476	12,800	19%
16 Transfer In - 115 OPEB Trust Reimbursement	(808)	(2,476)	(12,800)	19%
17 CalPERS Retirement (Normal)	2,211	6,397	26,400	24%
18 CalPERS Unfunded Accrued Liability (Minimum)	1,338	4,013	18,000	22%
19 Payroll Taxes	955	3,051	17,600	17%
<b>20 Total Salaries and Benefits</b>	<b>30,549</b>	<b>86,666</b>	<b>377,800</b>	<b>23%</b>
<b>21 Transmission and Distribution</b>				
22 T&D Electricity	31,685	79,731	341,200	23%
23 System Repairs and Maintenance	1,791	12,714	41,400	31%
24 Vehicles and Equipment	599	2,883	8,200	35%
25 Safety, Supplies and Testing	7,635	23,668	110,800	21%
<b>26 Total Transmission and Distribution</b>	<b>41,710</b>	<b>118,997</b>	<b>501,600</b>	<b>24%</b>
<b>27 General and Administrative</b>				
28 Professional Services	7,684	11,271	45,600	25%
29 Office Maintenance, Supplies and Software	2,932	7,659	30,400	25%
30 District Insurance	786	2,359	10,000	24%
31 Dues and Memberships	1,277	3,878	38,600	10%
32 Public Outreach	648	1,082	3,800	28%
33 Customer Service and Billing	291	742	4,200	18%
34 Conference, Trainings and Travel	131	636	2,400	27%
<b>35 Total General and Administrative</b>	<b>13,749</b>	<b>27,628</b>	<b>135,000</b>	<b>20%</b>
<b>36 Total Operating Expense</b>	<b>96,045</b>	<b>273,407</b>	<b>1,169,100</b>	<b>23%</b>
<b>37 Net Operating Revenue / (Expense)</b>	<b>174,756</b>	<b>374,015</b>	<b>175,300</b>	<b>213%</b>
<b>38 Non-Operating Revenue / (Expense)</b>				
39 Property Tax Revenue	5,109	5,456	341,400	2%
40 Interest Revenue - Unrestricted	7,452	16,406	24,800	66%
41 Other Revenue and Reimbursements	28	28	2,200	1%
42 Miscellaneous Expense	(12)	(13)	(4,000)	0%
<b>43 Net Non-Operating Revenue / (Expense)</b>	<b>12,577</b>	<b>21,877</b>	<b>364,400</b>	<b>6%</b>
<b>44 Net Total Revenue / (Expense)</b>	<b>187,333</b>	<b>395,892</b>	<b>539,700</b>	<b>73%</b>
<b>45 Other Unrestricted Cash Inflow / (Outflow)</b>				
46 Transfer In - Debt Proceeds for Capital	42	478	451,600	0%
47 Capital Improvement Program	(29,152)	(32,666)	(451,600)	7%
48 Debt Service - Principal and Interest	(7,868)	(23,603)	(51,000)	46%
<b>49 Net Other Unrestricted Cash Inflow / (Outflow)</b>	<b>(36,978)</b>	<b>(55,791)</b>	<b>(51,000)</b>	<b>109%</b>
<b>50 Net Total Unrestricted Cash Inflow / (Outflow)</b>	<b>\$ 150,355</b>	<b>\$ 340,101</b>	<b>\$ 488,700</b>	<b>70%</b>

Acronym key:

OPEB - Other Post-Employment Benefits



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

Project	September 2024	YTD Actual	FY 25 Adopted Budget	YTD 25%
<b>1 Recycled Water CIP</b>				
<b>2 Capital Improvements / Replacements</b>				
3 SCADA System Upgrades	\$ 42	\$ 478	\$ 13,195	4%
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%
<b>8 Capital Improvements / Replacements Total</b>	<b>42</b>	<b>478</b>	<b>445,895</b>	<b>0%</b>
<b>9 Equipment</b>				
10 New Servers	-	-	5,750	0%
<b>11 Equipment Total</b>	<b>-</b>	<b>-</b>	<b>5,750</b>	<b>0%</b>
<b>12 Unplanned Repairs/Expenses</b>				
13 Chlorine Feed System Pump Replacement	-	3,078	-	N/A
14 Diving at Dove Dam	29,110	29,110	-	N/A
<b>15 Total Unplanned Repairs/Expenses</b>	<b>29,110</b>	<b>32,188</b>	<b>-</b>	<b>N/A</b>
<b>16 Total Recycled Water CIP</b>	<b>\$ 29,152</b>	<b>\$ 32,666</b>	<b>\$ 451,645</b>	<b>7%</b>

*Acronym key:*

SCADA - Supervisory Control and Data Acquisition

PRV - Pressure Regulating Valves

WWTP - Waste Water Treatment Plant



Trabuco Canyon Water District, CA

# Bank Transaction Report

## Transaction Detail

Issued Date Range: 10/01/2024 - 10/31/2024

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Accounts Payable</b>							
<b>Bank Draft</b>							
10/01/2024		<a href="#">DFT0003740</a>	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,345.90
10/01/2024		<a href="#">DFT0003741</a>	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Accounts Payable	Outstanding	Bank Draft	-192.34
10/01/2024		<a href="#">DFT0003742</a>	VSP	Accounts Payable	Outstanding	Bank Draft	-852.90
10/02/2024		<a href="#">DFT0003743</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-66,880.84
10/02/2024		<a href="#">DFT0003744</a>	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-4,704.63
10/03/2024		<a href="#">DFT0003745</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-144,534.66
10/03/2024		<a href="#">DFT0003746</a>	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-136.00
10/03/2024		<a href="#">DFT0003760</a>	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
10/04/2024		<a href="#">DFT0003747</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-112.00
10/04/2024		<a href="#">DFT0003748</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-3,920.41
10/08/2024		<a href="#">DFT0003749</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-33,413.97
10/08/2024		<a href="#">DFT0003750</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,450.13
10/08/2024		<a href="#">DFT0003751</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-983.99
10/10/2024		<a href="#">DFT0003752</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-2,064.46
10/11/2024		<a href="#">DFT0003753</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,675.60
10/15/2024		<a href="#">DFT0003754</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
10/16/2024		<a href="#">DFT0003755</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-77.51
10/16/2024		<a href="#">DFT0003756</a>	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-100,940.40
10/16/2024		<a href="#">DFT0003757</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-8.62
10/16/2024		<a href="#">DFT0003758</a>	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-5,125.88
10/17/2024		<a href="#">DFT0003761</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-125,660.63
10/17/2024		<a href="#">DFT0003762</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-5.00
10/17/2024		<a href="#">DFT0003763</a>	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-270.31
10/21/2024		<a href="#">DFT0003764</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-33,413.97
10/21/2024		<a href="#">DFT0003765</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,693.44
10/21/2024		<a href="#">DFT0003766</a>	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-215.61
10/22/2024		<a href="#">DFT0003767</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-3.73
10/24/2024		<a href="#">DFT0003768</a>	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-2,821.53
10/24/2024		<a href="#">DFT0003769</a>	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-1,073.94
10/25/2024		<a href="#">DFT0003770</a>	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-251.05
10/25/2024		<a href="#">DFT0003771</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
10/28/2024		<a href="#">DFT0003772</a>	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-5,432.25
10/28/2024		<a href="#">DFT0003773</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
10/31/2024		<a href="#">DFT0003774</a>	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,345.90

**Bank Transaction Report**

Issued Date Range: -

Bank Draft Total: (34) -548,030.60

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Bank Draft Reversal</b>							
10/03/2024		<a href="#">DFT0003746</a>	SHRED-IT USA, LLC Reversal	Accounts Payable	Outstanding	Bank Draft Reversal	136.00
<b>Bank Draft Reversal Total: (1)</b>							<b>136.00</b>
<b>Check</b>							
10/03/2024		<a href="#">12832</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-8,676.75
10/03/2024		<a href="#">12833</a>	DUNN-EDWARDS CORPORATION	Accounts Payable	Outstanding	Check	-125.43
10/03/2024		<a href="#">12834</a>	O'REILLY AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-224.03
10/03/2024		<a href="#">12835</a>	TRENCH SHORING COMPANY	Accounts Payable	Outstanding	Check	-1,000.50
10/17/2024		<a href="#">12836</a>	AMERICAN BACFKLOW PRODUCTS	Accounts Payable	Outstanding	Check	-81.01
10/17/2024		<a href="#">12837</a>	AMERICAN BUSINESS BANK	Accounts Payable	Outstanding	Check	-14,279.00
10/17/2024		<a href="#">12838</a>	CHAMPION PAVING, INC.	Accounts Payable	Outstanding	Check	-18,760.00
10/17/2024		<a href="#">12839</a>	CONSOLIDATED WATER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-14,604.00
10/17/2024		<a href="#">12840</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-1,812.13
10/17/2024		<a href="#">12841</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-950.46
10/17/2024		<a href="#">12842</a>	DEAVER SPRING, INC.	Accounts Payable	Outstanding	Check	-2,887.91
10/17/2024		<a href="#">12843</a>	DIVE/CORR, INC.	Accounts Payable	Outstanding	Check	-3,800.00
10/17/2024		<a href="#">12844</a>	DMC ENGINEERING	Accounts Payable	Outstanding	Check	-1,178.22
10/17/2024		<a href="#">12845</a>	DMS FACILITY SERVICES	Accounts Payable	Outstanding	Check	-1,268.26
10/17/2024		<a href="#">12846</a>	ECLIPSE SIGNS, LLC	Accounts Payable	Outstanding	Check	-90.51
10/17/2024		<a href="#">12847</a>	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-503.41
10/17/2024		<a href="#">12848</a>	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-31,206.21
10/17/2024		<a href="#">12849</a>	FIELDMAN, ROLAPP & ASSOC.	Accounts Payable	Outstanding	Check	-24,141.50
10/17/2024		<a href="#">12850</a>	GRAYBAR	Accounts Payable	Outstanding	Check	-837.38
10/17/2024		<a href="#">12851</a>	HACH COMPANY	Accounts Payable	Outstanding	Check	-780.71
10/17/2024		<a href="#">12852</a>	HARBOR POINTE AIR CONDITIONING & CONTROL SYSTEM!	Accounts Payable	Outstanding	Check	-1,354.22
10/17/2024		<a href="#">12853</a>	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-7,171.00
10/17/2024		<a href="#">12854</a>	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-2,088.84
10/17/2024		<a href="#">12855</a>	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-282,471.21
10/17/2024		<a href="#">12856</a>	JARROD WALKER	Accounts Payable	Outstanding	Check	-60.00
10/17/2024		<a href="#">12857</a>	MCFADDEN-DALE INDUSTRIAL HARDWARE	Accounts Payable	Outstanding	Check	-109.58
10/17/2024		<a href="#">12858</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-2,130.00
10/17/2024		<a href="#">12859</a>	PACIFIC HYDROTECH CORPORATION	Accounts Payable	Outstanding	Check	-271,301.00
10/17/2024		<a href="#">12860</a>	RICHARD HURTADO	Accounts Payable	Outstanding	Check	-2,632.91
10/17/2024		<a href="#">12861</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
10/17/2024		<a href="#">12862</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-6,563.50
10/17/2024		<a href="#">12863</a>	TEKDRAULICS	Accounts Payable	Outstanding	Check	-54,249.57
10/17/2024		<a href="#">12864</a>	TYLER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-42.40
10/17/2024		<a href="#">12865</a>	UMETECH, INC.	Accounts Payable	Outstanding	Check	-350.00
10/17/2024		<a href="#">12866</a>	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-137.65
10/17/2024		<a href="#">12867</a>	VAUGHAN'S INDUSTRIAL REPAIR COMPANY, INC.	Accounts Payable	Outstanding	Check	-15,732.13
10/17/2024		<a href="#">12868</a>	W.M. LYLES CO.	Accounts Payable	Outstanding	Check	-5,212.90

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
10/17/2024		<a href="#">12869</a>	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-936.00
10/31/2024		<a href="#">12870</a>	AMERICAN BACFKLOW PRODUCTS	Accounts Payable	Outstanding	Check	-161.89
10/31/2024		<a href="#">12871</a>	AT&T	Accounts Payable	Outstanding	Check	-1,087.30
10/31/2024		<a href="#">12872</a>	BRENT MONSON	Accounts Payable	Outstanding	Check	-105.00
10/31/2024		<a href="#">12873</a>	CSDA	Accounts Payable	Outstanding	Check	-9,548.00
10/31/2024		<a href="#">12874</a>	DELCO SERVICE, INC.	Accounts Payable	Outstanding	Check	-1,375.14
10/31/2024		<a href="#">12875</a>	ELITE AUTOMOTIVE SERVICES	Accounts Payable	Outstanding	Check	-1,086.64
10/31/2024		<a href="#">12876</a>	FLEET SERVICES, INC.	Accounts Payable	Outstanding	Check	-778.55
10/31/2024		<a href="#">12877</a>	GREENSTONE MATERIALS INC.	Accounts Payable	Outstanding	Check	-1,400.39
10/31/2024		<a href="#">12878</a>	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-4,365.34
10/31/2024		<a href="#">12879</a>	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-1,157.78
10/31/2024		<a href="#">12880</a>	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-41,981.76
10/31/2024		<a href="#">12881</a>	LA HABRA FENCE COMPANY, INC.	Accounts Payable	Outstanding	Check	-672.00
10/31/2024		<a href="#">12882</a>	OCCUPATIONAL HEALTH CENTERS OF CA	Accounts Payable	Outstanding	Check	-130.00
10/31/2024		<a href="#">12883</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,420.00
10/31/2024		<a href="#">12884</a>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-158.99
10/31/2024		<a href="#">12885</a>	PEBBLE SPRING WATER	Accounts Payable	Outstanding	Check	-94.50
10/31/2024		<a href="#">12886</a>	QUINCY COMPRESSOR	Accounts Payable	Outstanding	Check	-139.88
10/31/2024		<a href="#">12887</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-34,911.99
10/31/2024		<a href="#">12888</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-2,704.00
10/31/2024		<a href="#">12889</a>	STATE WATER RESOURCES CONTROL BOARD	Accounts Payable	Outstanding	Check	-60.00
10/31/2024		<a href="#">12890</a>	SWRCB ACCOUNTING OFFICE	Accounts Payable	Outstanding	Check	-1,944.00
10/31/2024		<a href="#">12891</a>	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-441.55
10/31/2024		<a href="#">12892</a>	VAUGHAN'S INDUSTRIAL REPAIR COMPANY, INC.	Accounts Payable	Outstanding	Check	-45,827.86
10/31/2024		<a href="#">12893</a>	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-312.00
10/31/2024		<a href="#">12894</a>	YO FIRE	Accounts Payable	Outstanding	Check	-61.70
<b>Check Total: (63)</b>							<b>-932,336.59</b>
<b>EFT</b>							
10/04/2024		<a href="#">635</a>	MWDOC	Accounts Payable	Outstanding	EFT	-145.00
10/18/2024		<a href="#">636</a>	ACWA	Accounts Payable	Outstanding	EFT	-23,705.00
10/18/2024		<a href="#">637</a>	ACWA JPIA - WC, PROP., & LIAB	Accounts Payable	Outstanding	EFT	-16,961.60
10/18/2024		<a href="#">638</a>	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-2,748.00
10/18/2024		<a href="#">639</a>	AMAZON	Accounts Payable	Outstanding	EFT	-2,421.89
10/18/2024		<a href="#">640</a>	DUTHIE ELECTRIC SERVICE CORPORATION	Accounts Payable	Outstanding	EFT	-1,573.76
10/18/2024		<a href="#">641</a>	EIDE BAILLY	Accounts Payable	Outstanding	EFT	-7,303.00
10/18/2024		<a href="#">642</a>	HERC RENTALS	Accounts Payable	Outstanding	EFT	-5,482.19
10/18/2024		<a href="#">643</a>	IRVINE PIPE SUPPLY	Accounts Payable	Outstanding	EFT	-903.33
10/18/2024		<a href="#">644</a>	P2S LP	Accounts Payable	Outstanding	EFT	-51,630.00
10/18/2024		<a href="#">645</a>	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-6,293.75
10/18/2024		<a href="#">646</a>	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-560.54
10/18/2024		<a href="#">647</a>	XYLEM	Accounts Payable	Outstanding	EFT	-16,311.92
<b>EFT Total: (13)</b>							<b>-136,039.98</b>

Bank Transaction Report

Issued Date Range: -

Accounts Payable Total: (111) -1,616,271.17

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Accounts Receivable</b>							
<b>Deposit</b>							
10/01/2024		<a href="#">DEP0026274</a>	Move unapplied credit	Accounts Receivable	Outstanding	Deposit	4,270.00
10/01/2024		<a href="#">DEP0026274</a>	Move unapplied credit	Accounts Receivable	Outstanding	Deposit	-4,270.00
10/01/2024		<a href="#">DEP0026277</a>	Apply credits	Accounts Receivable	Outstanding	Deposit	294.06
10/01/2024		<a href="#">DEP0026277</a>	Apply credits	Accounts Receivable	Outstanding	Deposit	150.00
10/01/2024		<a href="#">DEP0026277</a>	Apply credits	Accounts Receivable	Outstanding	Deposit	3,825.24
10/01/2024		<a href="#">DEP0026277</a>	Apply credits	Accounts Receivable	Outstanding	Deposit	0.50
10/01/2024		<a href="#">DEP0026277</a>	Apply credits	Accounts Receivable	Outstanding	Deposit	-4,270.00
10/01/2024		<a href="#">DEP0026277</a>	Apply credits	Accounts Receivable	Outstanding	Deposit	0.20
10/01/2024		<a href="#">DEP0026280</a>	Write off balance	Accounts Receivable	Outstanding	Deposit	150.00
10/01/2024		<a href="#">DEP0026280</a>	Write off balance	Accounts Receivable	Outstanding	Deposit	-150.00
10/01/2024		<a href="#">DEP0026283</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	-150.00
10/01/2024		<a href="#">DEP0026283</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	150.00
10/01/2024		<a href="#">DEP0026286</a>	apply credit	Accounts Receivable	Outstanding	Deposit	12,000.00
10/01/2024		<a href="#">DEP0026286</a>	apply credit	Accounts Receivable	Outstanding	Deposit	-12,000.00
10/01/2024		<a href="#">DEP0026289</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	-12,000.00
10/01/2024		<a href="#">DEP0026289</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	12,000.00
10/01/2024		<a href="#">DEP0026292</a>	Fix credit	Accounts Receivable	Outstanding	Deposit	715.75
10/01/2024		<a href="#">DEP0026292</a>	Fix credit	Accounts Receivable	Outstanding	Deposit	715.75
10/01/2024		<a href="#">DEP0026292</a>	Fix credit	Accounts Receivable	Outstanding	Deposit	7,157.46
10/01/2024		<a href="#">DEP0026292</a>	Fix credit	Accounts Receivable	Outstanding	Deposit	-8,588.96
10/01/2024		<a href="#">DEP0026292</a>	Fix credit	Accounts Receivable	Outstanding	Deposit	7,157.46
10/01/2024		<a href="#">DEP0026292</a>	Fix credit	Accounts Receivable	Outstanding	Deposit	715.75
10/01/2024		<a href="#">DEP0026292</a>	Fix credit	Accounts Receivable	Outstanding	Deposit	715.75
10/01/2024		<a href="#">DEP0026295</a>	Reverse "payment"	Accounts Receivable	Outstanding	Deposit	-715.75
10/01/2024		<a href="#">DEP0026295</a>	Reverse "payment"	Accounts Receivable	Outstanding	Deposit	-7,157.46
10/01/2024		<a href="#">DEP0026295</a>	Reverse "payment"	Accounts Receivable	Outstanding	Deposit	-715.75
10/01/2024		<a href="#">DEP0026298</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	-7,157.46
10/01/2024		<a href="#">DEP0026298</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	7,157.46
10/01/2024		<a href="#">DEP0026298</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	-715.75
10/01/2024		<a href="#">DEP0026298</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	715.75
10/01/2024		<a href="#">DEP0026298</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	715.75
10/01/2024		<a href="#">DEP0026298</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	-715.75
10/01/2024		<a href="#">DEP0026301</a>	Fix credit	Accounts Receivable	Outstanding	Deposit	-4,500.00
10/01/2024		<a href="#">DEP0026301</a>	Fix credit	Accounts Receivable	Outstanding	Deposit	3,750.00
10/01/2024		<a href="#">DEP0026301</a>	Fix credit	Accounts Receivable	Outstanding	Deposit	375.00
10/01/2024		<a href="#">DEP0026301</a>	Fix credit	Accounts Receivable	Outstanding	Deposit	375.00
10/01/2024		<a href="#">DEP0026304</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	375.00
10/01/2024		<a href="#">DEP0026304</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	-375.00
10/01/2024		<a href="#">DEP0026304</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	3,750.00

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
10/01/2024		<a href="#">DEP0026304</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	-375.00
10/01/2024		<a href="#">DEP0026304</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	375.00
10/01/2024		<a href="#">DEP0026304</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	-3,750.00
10/01/2024		<a href="#">DEP0026307</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	0.01
10/01/2024		<a href="#">DEP0026307</a>	Apply credit	Accounts Receivable	Outstanding	Deposit	-0.01
10/03/2024		<a href="#">DEP0026014</a>	Mariners Church Invoice 10-3-2024	Accounts Receivable	Outstanding	Deposit	125.00
10/03/2024		<a href="#">DEP0026014</a>	Mariners Church Invoice 10-3-2024	Accounts Receivable	Outstanding	Deposit	3,500.00
10/03/2024		<a href="#">DEP0026014</a>	Mariners Church Invoice 10-3-2024	Accounts Receivable	Outstanding	Deposit	125.00
10/03/2024		<a href="#">DEP0026014</a>	Mariners Church Invoice 10-3-2024	Accounts Receivable	Outstanding	Deposit	1,250.00
10/07/2024		<a href="#">DEP0026040</a>	OCFA Invoice 10-7-2024	Accounts Receivable	Outstanding	Deposit	150.00
10/08/2024		<a href="#">DEP0026135</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	-0.37
10/08/2024		<a href="#">DEP0026135</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	0.46
10/08/2024		<a href="#">DEP0026135</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	0.06
10/08/2024		<a href="#">DEP0026135</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	0.31
10/08/2024		<a href="#">DEP0026135</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	1.59
10/08/2024		<a href="#">DEP0026135</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	-0.37
10/08/2024		<a href="#">DEP0026135</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	0.06
10/08/2024		<a href="#">DEP0026135</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	-1.92
10/08/2024		<a href="#">DEP0026135</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	0.31
10/08/2024		<a href="#">DEP0026135</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	-2.68
10/08/2024		<a href="#">DEP0026135</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	0.33
10/08/2024		<a href="#">DEP0026135</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	2.22
10/09/2024		<a href="#">DEP0026071</a>	Oaks at Trabuco Invoice 10-9-2024	Accounts Receivable	Outstanding	Deposit	12,000.00
10/10/2024		<a href="#">DEP0026138</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	129.66
10/10/2024		<a href="#">DEP0026138</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	123.65
10/10/2024		<a href="#">DEP0026138</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	1,234.56
10/10/2024		<a href="#">DEP0026138</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	25.21
10/10/2024		<a href="#">DEP0026138</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	240.05
10/10/2024		<a href="#">DEP0026138</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	635.92
10/10/2024		<a href="#">DEP0026138</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	25.21
10/10/2024		<a href="#">DEP0026138</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	883.22
10/10/2024		<a href="#">DEP0026138</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	123.65
10/10/2024		<a href="#">DEP0026138</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	180.08
10/10/2024		<a href="#">DEP0026138</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	240.05
10/10/2024		<a href="#">DEP0026138</a>	County of Orange - Property Taxes 10/8/24	Accounts Receivable	Outstanding	Deposit	1,714.66
10/17/2024		<a href="#">DEP0026146</a>	County Of Orange Invoice 10-17-2024	Accounts Receivable	Outstanding	Deposit	3,760.00
10/17/2024		<a href="#">DEP0026146</a>	County Of Orange Invoice 10-17-2024	Accounts Receivable	Outstanding	Deposit	150.00
10/17/2024		<a href="#">DEP0026146</a>	County Of Orange Invoice 10-17-2024	Accounts Receivable	Outstanding	Deposit	360.00
10/17/2024		<a href="#">DEP0026148</a>	T-Mobile Lease Invoice 10-17-2024	Accounts Receivable	Outstanding	Deposit	2,552.17
10/21/2024		<a href="#">DEP0026181</a>	SMWD Invoice 10-21-2024	Accounts Receivable	Outstanding	Deposit	6,937.56
10/21/2024		<a href="#">DEP0026183</a>	City of San Clemente Invoice 10-21-2024	Accounts Receivable	Outstanding	Deposit	9,843.00
10/21/2024		<a href="#">DEP0026183</a>	City of San Clemente Invoice 10-21-2024	Accounts Receivable	Outstanding	Deposit	41,504.82
10/22/2024		<a href="#">DEP0026201</a>	Fernando Paludi Refund Invoice 10-22-2024	Accounts Receivable	Outstanding	Deposit	0.40

**Bank Transaction Report**

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
10/22/2024		<a href="#">DEP0026201</a>	Fernando Paludi Refund Invoice 10-22-2024	Accounts Receivable	Outstanding	Deposit	11.31
10/22/2024		<a href="#">DEP0026201</a>	Fernando Paludi Refund Invoice 10-22-2024	Accounts Receivable	Outstanding	Deposit	4.04
10/22/2024		<a href="#">DEP0026201</a>	Fernando Paludi Refund Invoice 10-22-2024	Accounts Receivable	Outstanding	Deposit	0.40
10/25/2024		<a href="#">DEP0026237</a>	Dental Office Admin & Plan Check Invoice 10-25-2024	Accounts Receivable	Outstanding	Deposit	25.00
10/25/2024		<a href="#">DEP0026237</a>	Dental Office Admin & Plan Check Invoice 10-25-2024	Accounts Receivable	Outstanding	Deposit	25.00
10/25/2024		<a href="#">DEP0026237</a>	Dental Office Admin & Plan Check Invoice 10-25-2024	Accounts Receivable	Outstanding	Deposit	700.00
10/25/2024		<a href="#">DEP0026237</a>	Dental Office Admin & Plan Check Invoice 10-25-2024	Accounts Receivable	Outstanding	Deposit	250.00
10/25/2024		<a href="#">DEP0026271</a>	National Park Service - Payment	Accounts Receivable	Outstanding	Deposit	2,161.20
10/25/2024		<a href="#">DEP0026271</a>	National Park Service - Payment	Accounts Receivable	Outstanding	Deposit	223.72
<b>Deposit Total: (91)</b>							<b>91,214.54</b>
<b>Accounts Receivable Total: (91)</b>							<b>91,214.54</b>

**Utility Billing**

**Check**

10/31/2024		<a href="#">12895</a>	DIANE NELMS	Utility Billing	Outstanding	Check	-46.29
10/31/2024		<a href="#">12896</a>	PRIYANGA DESILVA	Utility Billing	Outstanding	Check	-230.69
10/31/2024		<a href="#">12897</a>	TERRY HOWARD	Utility Billing	Outstanding	Check	-148.31
10/31/2024		<a href="#">12898</a>	CR&R INCORPORATED	Utility Billing	Outstanding	Check	-588.53
<b>Check Total: (4)</b>							<b>-1,013.82</b>

**Deposit**

10/01/2024		<a href="#">DEP0025980</a>	Utility Payment Packet UBPKT11549	Utility Billing	Outstanding	Deposit	10,377.34
10/01/2024		<a href="#">DEP0025983</a>	Utility Payment Packet UBPKT11550	Utility Billing	Outstanding	Deposit	8,279.65
10/01/2024		<a href="#">DEP0025987</a>	Utility Payment Packet UBPKT11552	Utility Billing	Outstanding	Deposit	7,010.79
10/02/2024		<a href="#">DEP0025990</a>	Utility Payment Packet UBPKT11553	Utility Billing	Outstanding	Deposit	5,639.94
10/02/2024		<a href="#">DEP0025993</a>	Utility Payment Packet UBPKT11554	Utility Billing	Outstanding	Deposit	8,828.32
10/02/2024		<a href="#">DEP0025996</a>	Utility Payment Packet UBPKT11555	Utility Billing	Outstanding	Deposit	14,040.38
10/02/2024		<a href="#">DEP0026002</a>	Utility Payment Packet UBPKT11558	Utility Billing	Outstanding	Deposit	9,461.60
10/03/2024		<a href="#">DEP0026005</a>	Utility Payment Packet UBPKT11559	Utility Billing	Outstanding	Deposit	2,445.04
10/03/2024		<a href="#">DEP0026008</a>	Utility Payment Packet UBPKT11560	Utility Billing	Outstanding	Deposit	8,138.67
10/03/2024		<a href="#">DEP0026012</a>	Utility Payment Packet UBPKT11562	Utility Billing	Outstanding	Deposit	15,487.55
10/03/2024		<a href="#">DEP0026020</a>	Utility Payment Packet UBPKT11565	Utility Billing	Outstanding	Deposit	6,149.68
10/04/2024		<a href="#">DEP0026025</a>	Utility Payment Packet UBPKT11566	Utility Billing	Outstanding	Deposit	4,548.75
10/04/2024		<a href="#">DEP0026027</a>	Utility Payment Packet UBPKT11567	Utility Billing	Outstanding	Deposit	5,012.98
10/04/2024		<a href="#">DEP0026029</a>	Utility Payment Packet UBPKT11568	Utility Billing	Outstanding	Deposit	40,679.59
10/07/2024		<a href="#">DEP0026017</a>	Utility Reverse Payment Packet UBPKT11564	Utility Billing	Outstanding	Deposit	-195.90
10/07/2024		<a href="#">DEP0026032</a>	Utility Payment Packet UBPKT11569	Utility Billing	Outstanding	Deposit	1,565.38
10/07/2024		<a href="#">DEP0026035</a>	Utility Payment Packet UBPKT11570	Utility Billing	Outstanding	Deposit	4,191.31
10/07/2024		<a href="#">DEP0026042</a>	Utility Payment Packet UBPKT11571	Utility Billing	Outstanding	Deposit	12,976.87
10/07/2024		<a href="#">DEP0026044</a>	Utility Payment Packet UBPKT11573	Utility Billing	Outstanding	Deposit	5,481.78
10/07/2024		<a href="#">DEP0026047</a>	Utility Payment Packet UBPKT11576	Utility Billing	Outstanding	Deposit	5,963.88
10/08/2024		<a href="#">DEP0026050</a>	Utility Payment Packet UBPKT11577	Utility Billing	Outstanding	Deposit	5,090.50
10/08/2024		<a href="#">DEP0026053</a>	Utility Payment Packet UBPKT11578	Utility Billing	Outstanding	Deposit	5,810.87
10/08/2024		<a href="#">DEP0026056</a>	Utility Payment Packet UBPKT11579	Utility Billing	Outstanding	Deposit	10,351.78

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
10/08/2024		<a href="#">DEP0026059</a>	Utility Payment Packet UBPKT11580	Utility Billing	Outstanding	Deposit	5,615.75
10/09/2024		<a href="#">DEP0026062</a>	Utility Payment Packet UBPKT11581	Utility Billing	Outstanding	Deposit	1,950.63
10/09/2024		<a href="#">DEP0026065</a>	Utility Payment Packet UBPKT11582	Utility Billing	Outstanding	Deposit	7,885.14
10/09/2024		<a href="#">DEP0026069</a>	Utility Payment Packet UBPKT11594	Utility Billing	Outstanding	Deposit	7,660.50
10/09/2024		<a href="#">DEP0026074</a>	Utility Payment Packet UBPKT11598	Utility Billing	Outstanding	Deposit	6,971.49
10/10/2024		<a href="#">DEP0026077</a>	Utility Payment Packet UBPKT11599	Utility Billing	Outstanding	Deposit	1,474.23
10/10/2024		<a href="#">DEP0026080</a>	Utility Payment Packet UBPKT11600	Utility Billing	Outstanding	Deposit	2,630.36
10/10/2024		<a href="#">DEP0026083</a>	Utility Payment Packet UBPKT11601	Utility Billing	Outstanding	Deposit	29,701.50
10/10/2024		<a href="#">DEP0026086</a>	Utility Payment Packet UBPKT11606	Utility Billing	Outstanding	Deposit	6,700.20
10/11/2024		<a href="#">DEP0026089</a>	Utility Payment Packet UBPKT11607	Utility Billing	Outstanding	Deposit	2,500.07
10/11/2024		<a href="#">DEP0026092</a>	Utility Payment Packet UBPKT11608	Utility Billing	Outstanding	Deposit	2,617.13
10/11/2024		<a href="#">DEP0026095</a>	Utility Payment Packet UBPKT11609	Utility Billing	Outstanding	Deposit	1,024.87
10/11/2024		<a href="#">DEP0026099</a>	Utility Payment Packet UBPKT11610	Utility Billing	Outstanding	Deposit	20,745.90
10/14/2024		<a href="#">DEP0026102</a>	Utility Payment Packet UBPKT11612	Utility Billing	Outstanding	Deposit	1,241.31
10/15/2024		<a href="#">DEP0026105</a>	Utility Payment Packet UBPKT11614	Utility Billing	Outstanding	Deposit	3,874.75
10/15/2024		<a href="#">DEP0026108</a>	Utility Payment Packet UBPKT11613	Utility Billing	Outstanding	Deposit	2,242.86
10/15/2024		<a href="#">DEP0026111</a>	Utility Payment Packet UBPKT11617	Utility Billing	Outstanding	Deposit	32,517.78
10/16/2024		<a href="#">DEP0026114</a>	Utility Payment Packet UBPKT11619	Utility Billing	Outstanding	Deposit	5,780.99
10/16/2024		<a href="#">DEP0026117</a>	Utility Reverse Payment Packet UBPKT11621	Utility Billing	Outstanding	Deposit	-150.00
10/16/2024		<a href="#">DEP0026120</a>	Utility Payment Packet UBPKT11624	Utility Billing	Outstanding	Deposit	2,759.69
10/16/2024		<a href="#">DEP0026123</a>	Utility Payment Packet UBPKT11620	Utility Billing	Outstanding	Deposit	8,931.19
10/16/2024		<a href="#">DEP0026126</a>	Utility Payment Packet UBPKT11632	Utility Billing	Outstanding	Deposit	19,547.05
10/17/2024		<a href="#">DEP0026129</a>	Utility Payment Packet UBPKT11633	Utility Billing	Outstanding	Deposit	4,130.15
10/17/2024		<a href="#">DEP0026132</a>	Utility Payment Packet UBPKT11634	Utility Billing	Outstanding	Deposit	6,238.22
10/17/2024		<a href="#">DEP0026144</a>	Utility Payment Packet UBPKT11635	Utility Billing	Outstanding	Deposit	1,008.07
10/17/2024		<a href="#">DEP0026151</a>	Utility Payment Packet UBPKT11636	Utility Billing	Outstanding	Deposit	4,600.51
10/18/2024		<a href="#">DEP0026156</a>	Utility Payment Packet UBPKT11637	Utility Billing	Outstanding	Deposit	12,095.27
10/18/2024		<a href="#">DEP0026165</a>	Utility Payment Packet UBPKT11642	Utility Billing	Outstanding	Deposit	59,596.98
10/21/2024		<a href="#">DEP0026153</a>	ACH Draft Packet UBPKT11472	Utility Billing	Outstanding	Deposit	322,185.99
10/21/2024		<a href="#">DEP0026159</a>	Utility Reverse Payment Packet UBPKT11640	Utility Billing	Outstanding	Deposit	-273.00
10/21/2024		<a href="#">DEP0026162</a>	Utility Reverse Payment Packet UBPKT11641	Utility Billing	Outstanding	Deposit	-562.82
10/21/2024		<a href="#">DEP0026168</a>	Utility Payment Packet UBPKT11644	Utility Billing	Outstanding	Deposit	8,586.49
10/21/2024		<a href="#">DEP0026171</a>	Utility Payment Packet UBPKT11645	Utility Billing	Outstanding	Deposit	16,228.36
10/21/2024		<a href="#">DEP0026174</a>	Utility Payment Packet UBPKT11646	Utility Billing	Outstanding	Deposit	10,065.58
10/21/2024		<a href="#">DEP0026179</a>	Utility Payment Packet UBPKT11643	Utility Billing	Outstanding	Deposit	15,138.09
10/21/2024		<a href="#">DEP0026192</a>	Utility Payment Packet UBPKT11650	Utility Billing	Outstanding	Deposit	312,319.22
10/22/2024		<a href="#">DEP0026186</a>	Utility Reverse Payment Packet UBPKT11649	Utility Billing	Outstanding	Deposit	-200.00
10/22/2024		<a href="#">DEP0026189</a>	Utility Payment Packet UBPKT11651	Utility Billing	Outstanding	Deposit	2,232.25
10/22/2024		<a href="#">DEP0026195</a>	Utility Payment Packet UBPKT11652	Utility Billing	Outstanding	Deposit	6,622.87
10/22/2024		<a href="#">DEP0026199</a>	Utility Payment Packet UBPKT11653	Utility Billing	Outstanding	Deposit	4,616.78
10/22/2024		<a href="#">DEP0026207</a>	Utility Payment Packet UBPKT11664	Utility Billing	Outstanding	Deposit	6,740.37
10/23/2024		<a href="#">DEP0026210</a>	Utility Payment Packet UBPKT11665	Utility Billing	Outstanding	Deposit	607.00
10/23/2024		<a href="#">DEP0026213</a>	Utility Payment Packet UBPKT11666	Utility Billing	Outstanding	Deposit	2,042.56

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
10/23/2024		<a href="#">DEP0026216</a>	Utility Payment Packet UBPKT11667	Utility Billing	Outstanding	Deposit	2,595.05
10/24/2024		<a href="#">DEP0026219</a>	Utility Payment Packet UBPKT11668	Utility Billing	Outstanding	Deposit	1,300.36
10/24/2024		<a href="#">DEP0026222</a>	Utility Payment Packet UBPKT11669	Utility Billing	Outstanding	Deposit	4,105.17
10/25/2024		<a href="#">DEP0026225</a>	Utility Payment Packet UBPKT11670	Utility Billing	Outstanding	Deposit	123.22
10/25/2024		<a href="#">DEP0026228</a>	Utility Reverse Payment Packet UBPKT11674	Utility Billing	Outstanding	Deposit	-128.49
10/25/2024		<a href="#">DEP0026231</a>	Utility Reverse Payment Packet UBPKT11675	Utility Billing	Outstanding	Deposit	-224.73
10/25/2024		<a href="#">DEP0026234</a>	Utility Payment Packet UBPKT11671	Utility Billing	Outstanding	Deposit	3,819.55
10/25/2024		<a href="#">DEP0026240</a>	Utility Payment Packet UBPKT11677	Utility Billing	Outstanding	Deposit	38,206.68
10/28/2024		<a href="#">DEP0026243</a>	Utility Payment Packet UBPKT11678	Utility Billing	Outstanding	Deposit	412.18
10/28/2024		<a href="#">DEP0026247</a>	Utility Payment Packet UBPKT11679	Utility Billing	Outstanding	Deposit	718.00
10/28/2024		<a href="#">DEP0026250</a>	Utility Payment Packet UBPKT11683	Utility Billing	Outstanding	Deposit	10,404.16
10/29/2024		<a href="#">DEP0026253</a>	Utility Payment Packet UBPKT11684	Utility Billing	Outstanding	Deposit	1,607.78
10/29/2024		<a href="#">DEP0026256</a>	Utility Payment Packet UBPKT11685	Utility Billing	Outstanding	Deposit	635.26
10/29/2024		<a href="#">DEP0026259</a>	Utility Payment Packet UBPKT11687	Utility Billing	Outstanding	Deposit	3,359.95
10/29/2024		<a href="#">DEP0026262</a>	Utility Payment Packet UBPKT11691	Utility Billing	Outstanding	Deposit	8,393.74
10/30/2024		<a href="#">DEP0026265</a>	Utility Payment Packet UBPKT11692	Utility Billing	Outstanding	Deposit	2,150.77
10/30/2024		<a href="#">DEP0026268</a>	Utility Payment Packet UBPKT11693	Utility Billing	Outstanding	Deposit	2,954.12
10/30/2024		<a href="#">DEP0026316</a>	Utility Payment Packet UBPKT11700	Utility Billing	Outstanding	Deposit	6,069.10
10/31/2024		<a href="#">DEP0026310</a>	Utility Reverse Payment Packet UBPKT11697	Utility Billing	Outstanding	Deposit	-178.20
10/31/2024		<a href="#">DEP0026313</a>	Utility Reverse Payment Packet UBPKT11699	Utility Billing	Outstanding	Deposit	-172.30
10/31/2024		<a href="#">DEP0026319</a>	Utility Payment Packet UBPKT11701	Utility Billing	Outstanding	Deposit	7,034.27
10/31/2024		<a href="#">DEP0026322</a>	Utility Payment Packet UBPKT11702	Utility Billing	Outstanding	Deposit	3,294.36
10/31/2024		<a href="#">DEP0026325</a>	Utility Reverse Payment Packet UBPKT11704	Utility Billing	Outstanding	Deposit	-556.10
10/31/2024		<a href="#">DEP0026331</a>	Utility Payment Packet UBPKT11709	Utility Billing	Outstanding	Deposit	5,707.82
						<b>Deposit Total: (90)</b>	<b>1,267,210.80</b>
						<b>Utility Billing Total: (94)</b>	<b>1,266,196.98</b>
						<b>Report Total: (296)</b>	<b>-258,859.65</b>

**Summary**

Bank Account	Count	Amount
<a href="#">030866939 BMO Checking</a>	296	-258,859.65
<b>Report Total:</b>	<b>296</b>	<b>-258,859.65</b>

Cash Account	Count	Amount
<a href="#">99 99-000-1004 BMO Checking (Pooled Cash)</a>	296	-258,859.65
<b>Report Total:</b>	<b>296</b>	<b>-258,859.65</b>

Transaction Type	Count	Amount
Bank Draft	34	-548,030.60
Bank Draft Reversal	1	136.00
Check	67	-933,350.41
Deposit	181	1,358,425.34
EFT	13	-136,039.98
<b>Report Total:</b>	<b>296</b>	<b>-258,859.65</b>



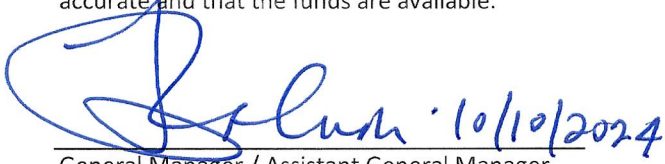
Trabuco Canyon Water District  
General Fund Warrant Register  
10/10/2024


**Summary of Disbursements**

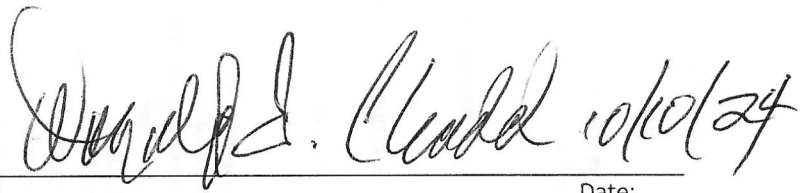
Computer Checks	730,888.21
UB Refund Checks	-
Void UB Refund	-
Bank Drafts	398,814.23
Bank EFTs	257,545.69
Voided Payments	-
<b>Total Disbursements</b>	<b>1,387,248.13</b>

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

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

  
General Manager / Assistant General Manager

  
By: \_\_\_\_\_ Date: 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
<b>Accounts Payable</b>							
<b>Bank Draft</b>							
09/11/2024		<a href="#">DFT0003715</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-17.61
09/11/2024		<a href="#">DFT0003716</a>	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-783.90
09/12/2024		<a href="#">DFT0003717</a>	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-216.70
09/12/2024		<a href="#">DFT0003718</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
09/16/2024		<a href="#">DFT0003719</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-76.68
09/16/2024		<a href="#">DFT0003720</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-0.75
09/18/2024		<a href="#">DFT0003721</a>	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-121,483.58
09/18/2024		<a href="#">DFT0003722</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-60.00
09/18/2024		<a href="#">DFT0003723</a>	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-7,109.04
09/19/2024		<a href="#">DFT0003724</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-136,858.60
09/19/2024		<a href="#">DFT0003725</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-33,560.78
09/19/2024		<a href="#">DFT0003726</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,693.44
09/19/2024		<a href="#">DFT0003727</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
09/19/2024		<a href="#">DFT0003728</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-14.47
09/23/2024		<a href="#">DFT0003729</a>	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-227.28
09/23/2024		<a href="#">DFT0003730</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
09/24/2024		<a href="#">DFT0003731</a>	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-2,820.27
09/24/2024		<a href="#">DFT0003732</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
09/24/2024		<a href="#">DFT0003733</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-15.00
09/26/2024		<a href="#">DFT0003734</a>	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-13,004.85
09/27/2024		<a href="#">DFT0003735</a>	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-2,774.53
09/27/2024		<a href="#">DFT0003736</a>	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-212.45
09/30/2024		<a href="#">DFT0003737</a>	LOWE'S	Accounts Payable	Outstanding	Bank Draft	-262.69
09/30/2024		<a href="#">DFT0003738</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
09/30/2024		<a href="#">DFT0003739</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-10.00
10/01/2024		<a href="#">DFT0003740</a>	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,345.90
10/01/2024		<a href="#">DFT0003741</a>	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Accounts Payable	Outstanding	Bank Draft	-192.34
10/01/2024		<a href="#">DFT0003742</a>	VSP	Accounts Payable	Outstanding	Bank Draft	-852.90
10/02/2024		<a href="#">DFT0003743</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-66,880.84
10/02/2024		<a href="#">DFT0003744</a>	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-4,704.63
<b>Bank Draft Total: (30)</b>							<b>-398,814.23</b>
<b>Check</b>							
09/16/2024		<a href="#">12779</a>	AT&T MOBILITY	Accounts Payable	Outstanding	Check	-249.09
09/16/2024		<a href="#">12780</a>	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		<a href="#">12781</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-1,678.01
09/16/2024		<a href="#">12782</a>	COUNTY OF ORANGE - HEALTH CARE AGENCY	Accounts Payable	Outstanding	Check	-606.00
09/16/2024		<a href="#">12783</a>	DANIELS TIRE SERVICE, INC.	Accounts Payable	Outstanding	Check	-2,341.04
09/16/2024		<a href="#">12784</a>	DMS FACILITY SERVICES	Accounts Payable	Outstanding	Check	-1,268.26
09/16/2024		<a href="#">12785</a>	HACH COMPANY	Accounts Payable	Outstanding	Check	-6,876.72
09/16/2024		<a href="#">12786</a>	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-31,919.38
09/16/2024		<a href="#">12787</a>	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-21,132.00
09/16/2024		<a href="#">12788</a>	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-1,947.37
09/16/2024		<a href="#">12789</a>	LINDE GAS & EQUIPMENT, INC.	Accounts Payable	Outstanding	Check	-566.39
09/16/2024		<a href="#">12790</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,065.00
09/16/2024		<a href="#">12791</a>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-158.99
09/16/2024		<a href="#">12792</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-1,497.50
09/16/2024		<a href="#">12793</a>	SOTO RESOURCES	Accounts Payable	Outstanding	Check	-3,871.25
09/16/2024		<a href="#">12794</a>	SULZER ELECTRO-MECHANICAL SERVICES, INC.	Accounts Payable	Outstanding	Check	-58,667.00
09/16/2024		<a href="#">12795</a>	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
09/16/2024		<a href="#">12796</a>	TYLER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-17,096.24
09/16/2024		<a href="#">12797</a>	UMETECH, INC.	Accounts Payable	Outstanding	Check	-200.00
09/16/2024		<a href="#">12798</a>	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-124.70
09/16/2024		<a href="#">12799</a>	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-1,148.00
09/26/2024		<a href="#">12800</a>	AMERICAN BUSINESS BANK	Accounts Payable	Outstanding	Check	-4,201.50
09/26/2024		<a href="#">12801</a>	AT&T	Accounts Payable	Outstanding	Check	-1,084.17
09/26/2024		<a href="#">12802</a>	BRENT MONSON	Accounts Payable	Outstanding	Check	-86.50
09/26/2024		<a href="#">12803</a>	CHAMPION PAVING, INC.	Accounts Payable	Outstanding	Check	-26,550.00
09/26/2024		<a href="#">12804</a>	DEAVER SPRING, INC.	Accounts Payable	Outstanding	Check	-962.64
09/26/2024		<a href="#">12805</a>	DMC ENGINEERING	Accounts Payable	Outstanding	Check	-7,203.04
09/26/2024		<a href="#">12806</a>	DMV	Accounts Payable	Outstanding	Check	-10.00
09/26/2024		<a href="#">12807</a>	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-7,861.60
09/26/2024		<a href="#">12808</a>	GLENN ACOSTA	Accounts Payable	Outstanding	Check	-659.70
09/26/2024		<a href="#">12809</a>	GRAINGER	Accounts Payable	Outstanding	Check	-623.57
09/26/2024		<a href="#">12810</a>	HAAKER EQUIPMENT COMPANY	Accounts Payable	Outstanding	Check	-829.16
09/26/2024		<a href="#">12811</a>	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-18,190.11
09/26/2024		<a href="#">12812</a>	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-16,320.50
09/26/2024		<a href="#">12813</a>	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-1,151.48
09/26/2024		<a href="#">12814</a>	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-254,931.50
09/26/2024		<a href="#">12815</a>	IWATER, INC.	Accounts Payable	Outstanding	Check	-200.00
09/26/2024		<a href="#">12816</a>	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-44,763.22
09/26/2024		<a href="#">12817</a>	KYLE SITZMANN	Accounts Payable	Outstanding	Check	-3,112.27
09/26/2024		<a href="#">12818</a>	MCM CONSULTING	Accounts Payable	Outstanding	Check	-30,322.50
09/26/2024		<a href="#">12819</a>	MYERS MARINE DIVISION, LLC	Accounts Payable	Outstanding	Check	-53,430.00
09/26/2024		<a href="#">12820</a>	NBS	Accounts Payable	Outstanding	Check	-1,018.85
09/26/2024		<a href="#">12821</a>	OCCUPATIONAL HEALTH CENTERS OF CA	Accounts Payable	Outstanding	Check	-130.00
09/26/2024		<a href="#">12822</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,420.00
09/26/2024		<a href="#">12823</a>	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		<a href="#">12824</a>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-2,018.95
09/26/2024		<a href="#">12825</a>	PACIFIC HYDROTECH CORPORATION	Accounts Payable	Outstanding	Check	-79,828.50
09/26/2024		<a href="#">12826</a>	QUINN COMPANY	Accounts Payable	Outstanding	Check	-178.83
09/26/2024		<a href="#">12827</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
09/26/2024		<a href="#">12828</a>	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
09/26/2024		<a href="#">12829</a>	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-1,291.35
09/26/2024		<a href="#">12830</a>	W.M. LYLES CO.	Accounts Payable	Outstanding	Check	-14,556.35
09/26/2024		<a href="#">12831</a>	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-312.00
<b>Check Total: (53)</b>							<b>-730,888.21</b>
<b>EFT</b>							
09/17/2024		<a href="#">620</a>	ACWA JPIA - LIFE	Accounts Payable	Outstanding	EFT	-524.05
09/17/2024		<a href="#">621</a>	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-2,592.00
09/17/2024		<a href="#">622</a>	AMAZON	Accounts Payable	Outstanding	EFT	-3,705.91
09/17/2024		<a href="#">623</a>	EIDE BAILLY	Accounts Payable	Outstanding	EFT	-7,865.50
09/17/2024		<a href="#">624</a>	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-6,302.54
09/17/2024		<a href="#">625</a>	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-101.00
09/17/2024		<a href="#">626</a>	TESCO CONTROLS, INC.	Accounts Payable	Outstanding	EFT	-131,000.00
09/17/2024		<a href="#">627</a>	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-202.60
09/27/2024		<a href="#">628</a>	AMAZON	Accounts Payable	Outstanding	EFT	-393.12
09/27/2024		<a href="#">629</a>	MWDOC	Accounts Payable	Outstanding	EFT	-90,157.08
09/27/2024		<a href="#">630</a>	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-6,302.54
09/27/2024		<a href="#">631</a>	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-68.50
09/27/2024		<a href="#">632</a>	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-6,665.00
09/27/2024		<a href="#">633</a>	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-670.85
09/30/2024		<a href="#">634</a>	CALIFORNIA SURVEYING & DRAFTING SUPPLY INC	Accounts Payable	Outstanding	EFT	-995.00
<b>EFT Total: (15)</b>							<b>-257,545.69</b>
<b>Accounts Payable Total: (98)</b>							<b>-1,387,248.13</b>
<b>Report Total: (98)</b>							<b>-1,387,248.13</b>

## Summary

Bank Account	Count	Amount
<a href="#">030866939 BMO Checking</a>	98	-1,387,248.13
<b>Report Total:</b>	<b>98</b>	<b>-1,387,248.13</b>

Cash Account	Count	Amount
<a href="#">99 99-000-1004 BMO Checking (Pooled Cash)</a>	98	-1,387,248.13
<b>Report Total:</b>	<b>98</b>	<b>-1,387,248.13</b>

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



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

GENERAL FUND PAYROLL WARRANT REGISTER


For the Month of: October 2024


\$ 264,259.87

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

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

  
General Manager / Assistant General Manager

  
By \_\_\_\_\_ Date 11/14/24

  
By \_\_\_\_\_ Date 11/14/24

Net Pay	<b>Checks</b>				.00
	<b>Direct Deposits</b>				83,454.87
	Subtotal Net Pay				83,454.87
	<b>Adjustments</b>				.00
	Total Net Pay Liability (Net Cash)				83,454.87

Taxes		You are responsible for		Amount debited		
		Depositing these amounts		from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	<b>Federal Income Tax</b>				17,104.53	
	<b>Earned Income Credit Advances</b>					
	<b>Social Security</b>				6,172.44	6,172.42
	<b>Medicare</b>				1,905.70	1,905.69
	<b>Medicare Surtax</b>				123.10	
	<b>Federal Unemployment Tax</b>					
	Subtotal Federal		25,305.77		8,078.11	33,383.88
	<b>FMLA-PSL Payments Credit</b>					
	<b>FMLA-PSL ER FICA Credit</b>					
	<b>FMLA-PSL Health Care Premium Credit</b>					
	<b>Employee Retention Qualified Payments Cre</b>					
	<b>Employee Retention Qualified Health Care</b>					
	<b>Cobra Premium Assistance Payments</b>					
	Total Federal		25,305.77		8,078.11	33,383.88
State	<b>CA State Income Tax</b>				7,377.88	
	<b>CA State Unemployment Insurance-ER 8000</b>					
	<b>CA State Disability Insurance-EE</b>				1,444.00	
	Subtotal CA				8,821.88	8,821.88
	Total Taxes	.00	.00	34,127.65	8,078.11	42,205.76
	Amount ADP Debited From AccountXXXX6939			Tran/ABA XXXXXXXXX		42,205.76

**Excludes Taxes That Are Your Responsibility**

Other	<b>ADP Direct Deposit</b>				83,454.87	26 Employee Transactions
	Transfers Amount ADP Debited From AccountXXXX6939			Tran/ABA XXXXXXXXX		83,454.87
	Total Amount ADP Debited From Your Accounts					125,660.63



### Statistical Summary Detail

## TRABUCO CANYON WATER

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

Batch : **7960**  
Quarter Number : **4**  
Service Center : **580**

Period Ending : **10/15/2024**  
Pay Date : **10/18/2024**  
Current Date : **10/16/2024**

Week **42**  
Page 2

Net Pay	<b>Checks</b>					.00
	<b>Direct Deposits</b>					91,065.33
	Subtotal Net Pay					91,065.33
	<b>Adjustments</b>					2,632.91
	Total Net Pay Liability (Net Cash)					93,698.24

Taxes		You are responsible for		Amount debited		
		Depositing these amounts		from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	<b>Federal Income Tax</b>				20,129.99	
	<b>Earned Income Credit Advances</b>					
	<b>Social Security</b>				6,470.50	6,470.53
	<b>Medicare</b>				2,125.03	2,125.04
	<b>Medicare Surtax</b>				210.58	
	<b>Federal Unemployment Tax</b>					
	Subtotal Federal		28,936.10		8,595.57	37,531.67
	<b>FMLA-PSL Payments Credit</b>					
	<b>FMLA-PSL ER FICA Credit</b>					
	<b>FMLA-PSL Health Care Premium Credit</b>					
	<b>Employee Retention Qualified Payments Cre</b>					
	<b>Employee Retention Qualified Health Care</b>					
	<b>Cobra Premium Assistance Payments</b>					
	Total Federal		28,936.10		8,595.57	37,531.67
State	<b>CA State Income Tax</b>				8,424.83	
	<b>CA State Unemployment Insurance-ER 8000</b>					
	<b>CA State Disability Insurance-EE</b>				1,577.41	
	Subtotal CA				10,002.24	10,002.24
	Total Taxes		.00	.00	38,938.34	8,595.57
	Amount ADP Debited From AccountXXXX6939					47,533.91
	Tran/ABA XXXXXXXXX					<b>Excludes Taxes That Are Your Responsibility</b>

Other	<b>ADP Direct Deposit</b>					91,065.33	<b>30 Employee Transactions</b>
	Transfers Amount ADP Debited From AccountXXXX6939					91,065.33	
	Tran/ABA XXXXXXXXX						
	Total Amount ADP Debited From Your Accounts					138,599.24	



### Statistical Summary Detail

## TRABUCO CANYON WATER

Region Name : GKN  
Company Code : ADP RESOURCE

Batch : 0342  
Quarter Number : 4  
Service Center : 580

Period Ending : 10/31/2024  
Pay Date : 11/05/2024  
Current Date : 10/31/2024

Week 45  
Page 2

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | NOVEMBER 21, 2024**

**CONSENT CALENDAR**

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

---

**RECOMMENDED ACTION:**

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

- 1. September 4, 2024*
- 2. October 2, 2024*

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



## TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | SEPTEMBER 4, 2024

---

### **DIRECTORS PRESENT**

Mike Safranski, Committee Chair  
Stephen Dopudja, Committee Member

### **STAFF PRESENT**

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

### **STAFF ABSENT**

None

### **PUBLIC PRESENT**

None

### **CALL MEETING TO ORDER**

Director Safranski called the September 4, 2024 Engineering/Operational Committee Meeting to order at 7:01 a.m.

### **VISITOR PARTICIPATION**

No comments were received.

### **ORAL COMMUNICATION**

No comments were received.

### **COMMITTEE MEMBER COMMENTS**

Director Dopudja wished everyone in attendance a happy belated Labor Day.

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

Mr. Paludi reported that the next Chat with TCWD Public Forum would be held on September 5, 2024 at 6:30 p.m.

### **ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP**

---

Mr. Paludi presented the Engineering/Operational Committee Meeting Recap for Committee review in accordance with the agenda. Director Safranski commented on the Robinson Ranch Wastewater Treatment Plant (WWTP) Blower Relocation project, and he recommended that staff diligently review the noise mitigation efforts.

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

**ITEM 2: DOVE RECYCLED PUMP STATION IMPROVEMENTS DESIGN AWARD**

---

Mr. Paludi presented this matter for Committee consideration. Ms. Lausten reported that the District sent out a Request for Proposals (RFP) to seven firms. Ms. Lausten stated that five firms attended the pre-bid meeting, however, the District only received one bid. Ms. Lausten stated that she is not comfortable moving forward due to the high cost of the electrical components in the bid. Ms. Lausten stated that she would like to re-evaluate the electrical component before moving forward with the project. Discussion occurred regarding extending the bidding period for firms to possibly increase responsivity and the overall project scope of work.

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

**ITEM 3: HERITAGE SEWER LIFT STATION DESIGN COMPLETION**

---

Mr. Paludi presented this matter for Committee consideration, and he stated that this project was temporarily delayed but restarted. Ms. Lausten provided a brief background of the project, and she stated that the design for full upgrade was started in 2021. Ms. Lausten reported that during that time, the design was close to completion, however, due to the prioritization of the Golf Club Sewer Lift Station improvements, the project was put on hold and the plans were not completed. Ms. Lausten reported that staff solicited proposals from the original design engineers, and she stated that the scope of the project has been revised to address the asset condition information from the conditional assessment performed by Hazen Sawyer. Ms. Lausten provided a handout with information regarding the original project scope and proposed amendments.

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

**ITEM 4: QUARTERLY CIP UPDATE**

---

Mr. Paludi presented this matter for Committee consideration. Ms. Lausten provided a CIP Summary handout, and she presented updates to various CIP projects. Ms. Lausten reported on new projects added to the CIP FY24-25 budget due to reliability, end-of-service life, and safety issues. Discussion occurred regarding extended lead times for equipment and how that may affect project timelines.

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

**ITEM 5: OTHER ENGINEERING AND OPERATIONS PROJECT UPDATES**

---

1. **Robinson Ranch Wastewater Treatment Plant Blower Replacement Project-Sound Study**  
Ms. Lausten provided an update on this matter, and she reported that although staff performed initial sound testing and found there to be no issues, a sound study will provide a thorough evaluation and offer possible recommendations for improvements. Discussion occurred regarding the prudence of completing a sound study to ensure minimal noise impact to residents.
  
2. **Barneburg Manhole and Wet Well Recoating Summary**  
Mr. Ulloa provided an update on this matter, and he reported that both the manhole and wet well required re-coating to maintain the integrity of the wet well. Mr. Ulloa provided a summary of the work that was completed, including setting up the bypass and using an electrical pump to minimize the noise impact to

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | SEPTEMBER 4, 2024**

residents. Mr. Perea added that this asset has been added into Cartegraph for tracking of costs and future maintenance.

**3. Golf Club Sewer Lift Station Construction Report**

Ms. Lausten provided an update on this matter, and she reported that the project experienced downtime due to the procurement of bypass equipment but is moving along for the expected October completion date. Ms. Lausten also noted that staff is working with the Dove Canyon Golf Club on parking lot repairs.

**4. Santa Margarita Parkway Force Main Rehabilitation**

Ms. Lausten provided an update on this matter, and she reported that staff received a preliminary budgetary estimate of \$1.2 to \$1.4 million for the slip lining of both pipes. Discussion occurred regarding the scope of the necessary repairs. Director Dopudja commented that this is a more cost-effective solution than replacing the line. Ms. Lausten added that District staff will be meeting with pipeline slip-line vendor later in the week; Director Safranski requested to attend the meeting to learn more about the process.

**5. WWTP Handrailing Improvements**

Ms. Lausten provided an update on this matter, and she reported that Engineering and Operations are working together to find cost-effective solutions to replace and repair various handrails at the WWTP. Ms. Lausten also reported that there are two segments that will need handrails installed as a safety measure. Discussion occurred regarding the importance of the project to ensure the District is in compliance for the upcoming State Water Board safety inspection. Mr. Ulloa stated that staff would like to purchase the rails and complete the installation to mitigate costs. Mr. Ulloa added that Operations is looking for cost-savings ideas while maintaining safety.

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

**ITEM 6: WATER SYSTEM UPDATES**

---

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

1. Responded to 16" main break across from Dimension Water Treatment Plant (DWTP) along with Maintenance and Wastewater Departments.
2. Worked with contractor to repair 16" main and add a blow off on bike trail.
3. Repaired stuck hydrant on Flannigan Road.
4. Replaced broken hydrant auxiliary valve on Banstead in Dove Canyon.
5. Worked with the Maintenance Department to install a new 8" meter at Topanga Booster Pump Station.
6. Worked with developer to repair struck Air Vac in Saddle Crest development.
7. Worked with Hazen & Sawyer to investigate/diagnose the causes of the physical shifting of Filter #4 at DWTP.

Mr. Kessler presented the Water System Summary for Committee review, and he reported that he did not have the most current numbers yet, but that the DWTP was operating at 3 CFS. Mr. Kessler also reported filter # 4 was found to be bound with organics after shifting from its foundation after the recent earthquake. Mr. Kessler stated that Operations took the plant offline to clean out the filter. Director Dopudja commented that the District needs an analysis on what the cost will be to complete a sizeable retrofit of the facility. Discussion occurred regarding the cost of shutting down the plant and purchasing treated water, as well as the District's ability to utilize the Baker Treatment Plant as a source. Mr. Paludi stated that he will continue to have discussions with Irvine Ranch Water District concerning Baker Water Treatment Plant (BWTP) operations and their source water.

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

**ITEM 7: WASTEWATER SYSTEM UPDATES**

---

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

1. Set up a bypass at Heritage Lift Station during SCE repairs to electrical feed to the station.
2. Set up bypass at Barneburg Lift Station to recoat wet well and manhole.
3. Installed a backup level control system to Via Allegre Lift Station.
4. Repaired two check valves at O’Neill Lift Station.
5. Assisted in the bypass for Golf Club Lift Station.

Mr. Ulloa presented the Recycled Water System Summary for Committee review, and he reported that he did not have the most current numbers yet, but he reported that Dove Lake had 6 feet of freeboard. Ms. Lausten reported that contractors were currently diving the dam to inspect the condition of the previously completed repairs. Mr. Ulloa added that there is adequate supply in Dove Lake in anticipation of the pending heatwave.

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

**ITEM 8: MAINTENANCE DEPARTMENT UPDATES**

---

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

**Projects and Repairs**

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

**Water Operations**

1. Worked with Operations and Ferreira Construction on the 16” potable water transmission line break across from the Dimension Water Treatment Plant. Assisted with post-repair cleanup at the impacted Montessori Pre-School.
2. Investigated issues with hydro-pneumatic system air compressor at Canyon Creek Booster Pump Station.
3. Booster #3 and Blower #2 issues at Dimension Water Treatment Plant. Hydrotech Electric troubleshooting and sourcing parts. MCC is outdated and obsolete.
4. Flowmeter installation at Topanga Booster Pump Station.

**Wastewater Operations**

1. Attended meeting with Operations and Pacific Hydrotech (contractor) to review the Golf Club Sewer Lift Station bypass.
2. New transformer pad and transformer install with Southern California Edison (SCE) at Heritage Sewer Lift Station.
3. Barneburg Sewer Lift Station bypass for wet well coating.
4. Job walk with Ferreira Construction (contractor) at Heritage Sewer Lift Station.

**District Fleet Upgrades & Other Projects**

1. Coyote Flats cleanup
2. LOF truck #2 Toyota Tundra

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | SEPTEMBER 4, 2024**

3. New front tires installed on Vactor truck with Daniel's Tire Service (vendor)

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

**ITEM 9: OTHER MATTERS/REPORTS**

---

There were no other matters reported.

**RECOMMENDATION:** None

**ADJOURNMENT**

Director Safranski adjourned the September 4, 2024 Engineering/Operational Committee Meeting at 8:21 a.m.

DRAFT



## TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | OCTOBER 2, 2024

---

### **DIRECTORS PRESENT**

Mike Safranski, Committee Chair  
Stephen Dopudja, Committee Member

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Lorrie Lausten, District Engineer  
Gary Kessler, Water Superintendent  
Oscar Ulloa, Wastewater Superintendent  
Jason Stroud, Maintenance Superintendent  
Roseann Lejsek, Executive Assistant

### **STAFF ABSENT**

None

### **PUBLIC PRESENT**

None

### **CALL MEETING TO ORDER**

Director Safranski called the October 2, 2024 Engineering/Operational Committee Meeting to order at 7:00 a.m.

### **VISITOR PARTICIPATION**

No comments were received.

### **ORAL COMMUNICATION**

No comments were received.

### **COMMITTEE MEMBER COMMENTS**

None

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

Mr. Paludi reported that a portion of the District's Porter Property was burned in the Airport Fire, and he stated that the District will be submitting the reported damages to CalOES this week.

Mr. Paludi provided the Committee with a status update on the Montessori School's damage claim.

### **ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP**

---

Mr. Paludi presented the Engineering/Operational Committee Meeting Recap for Committee review in accordance with the agenda. Discussion occurred regarding the format of the District's Committee Meeting Recaps. The Committee requested that this discussion be brought before the Executive Committee and Legal Counsel before approving the agendaized recap.

**RECOMMENDATION:** The Committee recommended forwarding this matter to the Executive Committee.

**ITEM 2: GRANT RESOLUTION FOR LIVE OAK PIPELINE IMPROVEMENTS – DROUGHT RESILIENCY PROJECT**

---

Mr. Paludi presented this matter for Committee consideration. Ms. Lausten reported that the District is applying for grant funding through the United States Bureau of Reclamation’s (USBR) WaterSMART Drought Response Program, and she stated that the USBR may award 50% up to \$3 million dollars of the total allowable project costs. Ms. Lausten stated that USBR requires the District to support the submission of the grant application through the adoption of a resolution by the Board of Directors.

**RECOMMENDATION:** Recommend the Board of Directors adopt Resolution No. 2024-XXXX – Authorizing the Submittal of an Application for the USBR “WaterSMART Drought Response Program: Drought Resiliency Projects for Fiscal Year 2025” Grant Program.

**ITEM 3: MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN UPDATE AND PUBLIC OUTREACH EFFORTS**

---

Mr. Paludi presented this matter for Committee consideration. Mr. Perea reported that the District’s Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) requires periodic review and was previously updated in 2019. Mr. Perea stated that public outreach is required, and he noted that the District is employing various public outreach methods to obtain community members’ input to support the preparation of the plan. Mr. Perea provided the Committee with the timeline for review and completion of the plan. Mr. Perea expressed his appreciation for Ms. Lausten and David Rodriguez efforts in gathering information for this plan update. Ms. Lausten noted that the MJHMP is required in order to apply for federal grant funds.

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

**ITEM 4: SYSTEM WIDE ARC FLASH COORDINATION STUDY**

---

Mr. Paludi presented this matter for Committee consideration. Ms. Lausten provided the Committee with an outline of the deliverables that the District received from the study, and she stated that Mr. Stroud has taken the lead in implementing the recommendations. Mr. Stroud stated that staff will work with Hydrotech Electric to prepare the schedule and budget. Discussion occurred regarding the prioritization of the most critical items and staff was directed to competitively bid the work.

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

**ITEM 5: OTHER ENGINEERING AND OPERATIONS PROJECT UPDATES**

---

**1. Golf Club SLS Construction Report**

Ms. Lausten provided an update on this matter, and she reported that there have been no changes to the project budget but that the completion date has been changed to November 13<sup>th</sup> due to procurement issues.

**2. SCADA Project Update – Schedule for Completion**

Mr. Paludi provided an update on this matter, and he reported that the project is on schedule with contractor WM Lyles. Mr. Perea added that the projected completion is scheduled for the end of this calendar year.

**3. Extended Maintenance and System Service (EMASS) Annual Service Contract – Hydrotech Electric Proposal**

Mr. Stroud provided an update on this matter, and he reported that the District had a multi-year contract with TESCO Controls for EMASS but that Hydrotech Electric took over when the District terminated its contracts with TESCO. Mr. Stroud added that staff will have Hydrotech Electric complete this year’s EMASS and that the District will competitively bid for a new service contract next year.

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | OCTOBER 2, 2024**

**4. Trabuco Creek Groundwater Treatment Facility – Potential Berm Reinforcement**

Mr. Perea provided an update on this matter, and he reported that he and Mr. Kessler met with the Orange County Fire Authority (OCFA) at the wells site to discuss berm reinforcement. Mr. Perea provided the Committee with an overview of the discussion, and he noted that OCFA was very receptive to working with the District on this matter.

**5. Other Projects**

Ms. Lausten provided an update on this matter, and she reported that multiple businesses are moving into Dove Center Plaza. Ms. Lausten stated that staff is looking into what types of services will be offered to ensure each type of business complies with the District's standards.

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

**ITEM 6: WATER SYSTEM UPDATES**

---

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

1. Repaired 2" service to the Trabuco Presbyterian Church on Las Amigas.
2. Disassembled and cleaned clarifier on filter #4 at Dimension Water Treatment Plant.
3. Worked extensively with developer/contractors at the Saddle Crest Development.
4. Responded to emergency conditions of the Airport Fire.
5. Responded to and worked to get main break repaired on Sycamore Canyon in Dove Canyon.

Mr. Kessler presented the Water System Summary for Committee review. Discussion occurred regarding the water quality issues from the Baker Water Treatment Plant and the challenges with utilizing this asset to meet the District's potable water demands. Mr. Paludi reported that he is meeting with Irvine Ranch Water District's General Manager to discuss these issues.

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

**ITEM 7: WASTEWATER SYSTEM UPDATES**

---

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

1. Assisted in the inspection of Myers Diving for WWTP Reservoir Dam Valve.
2. Coordinated and evacuated heavy equipment out of WWTP during fire event.
3. Replaced 20' section of 6" airline at the WWTP.
4. Replaced a pump at Tick Creek Dry Season Recovery Station.
5. Repaired air vac that was struck by a vehicle on Plano Lift Station Force Main.

Mr. Ulloa presented the Recycled Water System Summary for Committee review, and he reported that he did not have the most current numbers yet. Mr. Ulloa reported that the Reservoir was at 1258 feet and that Dove Lake had 10 feet of freeboard. Mr. Ulloa added that there is adequate supply in Dove Lake in anticipation of any potential heatwaves. Discussion occurred regarding the amount of water pulled from Dove Lake to assist in firefighting efforts of the Airport Fire. Discussion also occurred regarding potential risks to staff at the WWTP

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | OCTOBER 2, 2024**

during emergency events; Mr. Ulloa reported that Operations and Maintenance staff evacuated heavy equipment, vehicles, and staff in a safe and timely manner.

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

**ITEM 8: MAINTENANCE DEPARTMENT UPDATES**

---

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

**Projects and Repairs**

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

**Water Operations**

1. Removed failed booster pump from Topanga Booster Pump Station and sent to Vaughan Industrial for tear down and repair.
2. Saddle Back Meadows site visit.
3. Picked up parts for Vactor to assist Water Department at DWTP filter #4 clean up.
4. Water line break in Dove Canyon on Sycamore and Inverary.

**Wastewater Operations**

1. Site visit with TCWD Engineering Department at WWTP and Dove Recycled Booster Station.
2. Pothole at WWTP for electrical survey.
3. Tick Creek dry season pump/motor failed. Swapped out motor (to be installed).
4. Sutorbilt motor failure WWTP blower room. Worked with Hydrotech to replace.

**District Fleet Upgrades & Other Projects**

1. Primus/Performance Pipeline lunch & learn at Admin.
2. Airport Fire Response.
3. Service trucks sent to Deaver Spring for rear leaf spring upgrades.
4. Quarterly BIT inspection.
5. Emergency diesel/gen repairs and PM's using Duthie Power.

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

**ITEM 9: OTHER MATTERS/REPORTS**

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There were no other matters reported.

**RECOMMENDATION:** None

**ADJOURNMENT**

Director Safranski adjourned the October 2, 2024 Engineering/Operational Committee Meeting at 7:57 a.m.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | NOVEMBER 21, 2024**

**CONSENT CALENDAR**

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

---

**RECOMMENDED ACTION:**

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

1. *October 7, 2024*

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



## TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | OCTOBER 7, 2024

---

### **DIRECTORS PRESENT**

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

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Jason Stroud, Maintenance Superintendent  
Roseann Lejsek, Executive Assistant

### **CONSULTANTS PRESENT (VIRTUALLY)**

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

### **PUBLIC PRESENT**

None

### **CALL MEETING TO ORDER**

Vice President Mandich called the October 7, 2024 Executive Committee Meeting to order at 5:00 PM.

### **VISITOR PARTICIPATION**

No visitor participation was received.

### **ORAL COMMUNICATION**

No oral communication was received.

### **COMMITTEE MEMBER COMMENTS**

None

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

None

### **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. Discussion occurred regarding the format of the District's Committee Meeting Recaps.

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

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | OCTOBER 7, 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:

**October 2024**

Regular Board Meeting – 10/17

- Approve grant resolution for USBR WaterSMART grant program (E/O) (Action)
- Approve grant resolution for DWR dam safety grant program (F/A) (Action)
- **Closed Session:**
  - Rutter Development Settlement

**November 2024**

Regular Board Meeting – 11/21

- Award HR and Benefits Support Agreement with CPS
- Approve Amendment to GM Contract
- **Closed Session: property-related matters (tentative)**

**December 2024**

Regular Board Meeting – 12/19

- Election of Board Officers
- Appointments of Board Members to Committee and Representative Assignments

**Other Potential Future Board Items**

- Authorize Agreement with Myers Marine for Trabuco Dam Outlet Repair (E/O)
- Award Recycled Water P.S. Improvements Design Contract (E/O)
- 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 REGARDING AIRPORT FIRE AND IMPACTS TO DISTRICT PROPERTY**

---

Mr. Paludi presented this matter for Committee consideration, and he reported that none of the District’s facilities were impacted by the Airport Fire, however one-third of the District’s Porter Property had burned. Discussion occurred regarding potential impacts to the District’s wells facilities and water supply during the upcoming wet season. Mr. Perea noted that the District has invoiced the National Park Service for the water pulled from two hydrants in the District’s service area to assist in fire-fighting efforts.

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

**ITEM 4: DISCUSSION REGARDING METER DOWNSIZING PROGRAM**

---

Mr. Paludi presented this matter for Committee consideration. Director Dopudja reported that the Executive Committee members and the General Manager met with District customer Mark Anderson and discussed potential alternatives to the District’s indemnification form. Discussion occurred concerning the current program criteria related to risk mitigation and District indemnification from homeowner actions.

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | OCTOBER 7, 2024**

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

**ITEM 5: 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 recommends contracting with CPS HR Consulting to provide support services. A brief discussion occurred regarding the cost effectiveness of contracting with CPS HR versus other firms.

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

*Ms. Collins left the meeting at 6:15 p.m.*

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

---

**Montessori School**

Mr. Paludi provided the Committee with a status update on the Montessori School’s damage claim.

**Grant Applications Support**

Mr. Paludi provided the Committee with a status update on the District’s multiple applications for grant funding, and he stated that the District is working with neighboring agencies to offer as well as acquire letters of support for grant applications.

**District Treasurer**

Mr. Paludi provided the Committee with a status update on the contract with the District’s accounting firm, Eide Bailly. Mr. Paludi reported on the District’s short term plan to bridge the gap, and he stated that staff is evaluating the need for an internal financial employee position within the District.

**2024 H2O for HOAs Event**

Mr. Perea reported that the District will be participating in the H2O for HOA’s event next Thursday at the Laguna Hills Community Center.

**CSDA District Secretary Training**

Mr. Perea reported that Ms. Lejsek will be attending the Board Secretary Clerk Conference in the next few weeks to obtain her training certificate.

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

**ADJOURNMENT**

Vice President Mandich adjourned the October 7, 2024 Executive Committee Meeting at 6:31 p.m.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | NOVEMBER 21, 2024**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

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

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***FEES AND EXPENSES***

Consistent with Board policy, Directors are reimbursed for expenses incurred while serving in their capacity as Directors. Additionally, Directors earn a per diem stipend for attendance at meetings or functions in a Director capacity. Per Ordinance No. 91-15 (adopted July 17, 1991), Directors' per diem amount is limited to \$125 per 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. *October 2024*

**EXHIBITS:**

1. Directors Fees and Expenses Monthly Report for October 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 | OCTOBER 2024**

<b>MEETING DESCRIPTION</b>	<b>ACOSTA</b>	<b>CHADD</b>	<b>DOPUDJA</b>	<b>MANDICH</b>	<b>SAFRANSKI</b>
<b>DISTRICT MEETINGS</b>					
Executive Committee Meeting			10/07/24	10/07/24	
Energy Efficiency Ad Hoc Committee Meeting				10/24/24	10/24/24
Engineering/Operational Committee Meeting			10/02/24		10/02/24
Finance/Audit Committee Meeting	10/10/24	10/10/24			
Individual Meeting with General Manager	10/15/24		10/15/24	10/16/24	10/15/24
Regular Board Meeting	10/17/24	10/17/24	10/17/24	10/17/24	10/17/24
<b>REPRESENTATIVE MEETINGS</b>					
Community Associations of Rancho (CAR) Meeting		10/01/24			
City of Rancho Santa Margarita - City Council Meeting				10/23/24	
City of Rancho Santa Margarita - Planning Commission Meeting					
Independent Special Districts of Orange County (ISDOC) Monthly Meeting				10/01/24	
Independent Special Districts of Orange County (ISDOC) Quarterly Meeting					
MWDOC Administration/Finance Committee Meeting	10/09/24				
MWDOC Board Meeting	10/16/24				
South Orange County Integrated Regional Watershed Management Executive Committee Meeting					
Orange County Local Agency Formation Commission (OC LAFCO)					
South Orange County Water Agencies Group Meeting					
Santiago Aqueduct Commission Meeting (SAC)					
Water Advisory Commission of Orange County (WACO)	10/04/24				
<b>NUMBER OF MEETINGS ATTENDED</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>6</b>	<b>4</b>
<b>PER DIEMS (\$125 per each meeting*)</b>	<b>\$750.00</b>	<b>\$375.00</b>	<b>\$500.00</b>	<b>\$750.00</b>	<b>\$500.00</b>
<b>DIRECT REIMBURSABLE EXPENSES</b>					
<b>DIRECT REIMBURSABLE EXPENSES TOTALS</b>	<b>\$0.00</b>				
<b>INDIRECT REIMBURSABLE EXPENSES</b>					
<b>INDIRECT REIMBURSABLE EXPENSES TOTALS</b>					
<b>TOTAL (PER DIEMS + DIRECT REIMBURSABLE EXPENSES)</b>	<b>\$750.00</b>	<b>\$375.00</b>	<b>\$500.00</b>	<b>\$750.00</b>	<b>\$500.00</b>
<i>* Maximum per diem per day is one; maximum per month is 10</i>					

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

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

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

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

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | NOVEMBER 21, 2024**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 6: APPROVE SECOND AMENDMENT TO GENERAL MANAGER'S EMPLOYMENT AGREEMENT**

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Trabuco Canyon Water District's (District) General Manager (GM) is a contract position, and the Board of Directors met to review the terms of the GM's employment contract and gave direction to the District's negotiator, President Dopudja, in closed session at August 15, 2024 Regular Board Meeting. The Board President recommends an amendment to the General Manager's employment contract to provide for a salary of \$301,100 per year and an automobile allowance of \$700 per month, effective September 1, 2024. Mr. Paludi's current salary was effective September 1, 2022. All other provisions of his employment agreement will remain unchanged.

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT**

Proposed Salary Adjustment: \$ 27,860

Proposed Auto Allowance Adjustment: (\$ 6,000)

Proposed Total Fiscal Impact: \$ 21,860

**RECOMMENDED ACTION:**

- 1. President to announce the compensation terms of the proposed Second Amendment to Employment Agreement for General Manager Fernando Paludi pursuant to Government Code Section 54953.*
- 2. Authorize the Board President to execute the Second Amendment to Employment Agreement for Fernando Paludi.*

**EXHIBIT:**

1. Second Amendment to Employment Agreement

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

## SECOND AMENDMENT TO EMPLOYMENT AGREEMENT

This Second Amendment to Employment Agreement (“**Second Amendment**”) is effective as of September 1, 2024 and is between the **TRABUCO CANYON WATER DISTRICT**, a County Water District (“**District**”) acting by and through its Board of Directors (“**Board**”), and **FERNANDO PALUDI**, an individual (“**Mr. Paludi**”) (individually sometimes referred to as “**Party**” or collectively as “**Parties**”).

The Parties entered into an Employment Agreement effective September 1, 2021, and amended September 1, 2022, which establishes the terms under which Mr. Paludi serves as General Manager to the District. The Employment Agreement provides that Mr. Paludi's compensation will be subject to renegotiation each August for the annual period beginning each September.

The Employment Agreement also provides for an auto allowance for Mr. Paludi.

The District intends by this First Amendment to adjust Mr. Paludi's compensation and his auto allowance.

The Parties therefore amend the Employment Agreement as follows:

### **Section 1. Compensation Adjustment.**

Mr. Paludi's gross annual salary beginning September 1, 2024 will be **\$301,100** for his services as General Manager, and the Employment Agreement at Section 3 is hereby amended to that effect.

### **Section 2. Auto Allowance Adjustment.**

The District shall provide Mr. Paludi **\$700.00 per month** as an allowance for automobile expenses, and the Employment Agreement at Section 4(c) is hereby amended to that effect.

### **Section 3. No Other Changes.**

Except as described in this Second Amendment, there are no other changes to the Employment Agreement.

The Parties are signing this Agreement to be effective as of the Effective Date.

TRABUCO CANYON WATER DISTRICT

By: \_\_\_\_\_  
Stephen Dopudja, President

\_\_\_\_\_  
Fernando Paludi

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | NOVEMBER 21, 2024**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 7: MULTI-JURISDICTIONAL HAZARDOUS MITIGATION PLAN (MJHMP) UPDATE AND PUBLIC OUTREACH EFFORTS**

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**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 - UPDATED**

District staff internally reviewed the Draft Administrative Report (Base Plan) and Annex Jurisdictional Profile (Annex) specific to TCWD during late October and provided comments and edits to MWDOC/WEROC and Herndon Group - HSG (Consultant) by the deadline of November 1, 2024; a copy of the Annex with redlines is included for Committee review. The final draft Base Plan and Annex is available on the District’s website for public review and

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING | NOVEMBER 4, 2024**

a form for public comment/feedback is included on the webpage. The public review period will continue through Tuesday, November 26<sup>th</sup>.

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 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
<b>Total Project Costs</b>	<b>\$</b>	<b>58,750</b>

**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 2024 DRAFT Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) Annex Jurisdictional Profile- REDLINES

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

# 2024



**Orange County Water and Wastewater  
Multi-Jurisdictional Hazard Mitigation Plan**

**Annex M: Trabuco Canyon Water District**



## Contents

<b>M.1 Hazard Mitigation Plan Point of Contact and Development Team</b> .....	<b>1</b>
<b>M.2 Jurisdiction Profile</b> .....	<b>21</b>
<b>M.3 Hazards</b> .....	<b>2</b>
<b>M.4 Hazard Maps</b> .....	<b>4</b>
<b>M.5 Vulnerability and Risk Assessment</b> .....	<b>15</b>
<b>M.6 Capabilities Assessment</b> .....	<b>17</b>
<b>M.7 Mitigation Strategy</b> .....	<b>2120</b>
M.7.1 Mitigation Goals .....	<b>2120</b>
M.7.2 Mitigation Actions.....	<b>2120</b>
M.7.3 Completed or Removed Mitigation Initiatives.....	<b>24</b>
<b>M.8 Plan Integration</b> .....	<b>24</b>

## Exhibits

Exhibit M-1. Planning Team Lead .....	1
Exhibit M-2. Internal Hazard Mitigation Planning Development Team .....	1
Exhibit M-3. Trabuco Canyon Hazard Identification .....	3
Exhibit M-4. Fire Hazard and TCWD Potable Water Infrastructure.....	5
Exhibit M-5. Fire Hazard and TCWD Wastewater Infrastructure .....	6
Exhibit M-6. Flood Hazard and TCWD Potable Water Infrastructure.....	7
Exhibit M-7. Flood Hazard and TCWD Wastewater Infrastructure .....	8
Exhibit M-8. Seismic Shaking Hazard and TCWD Potable Water Infrastructure .....	9
Exhibit M-9. Seismic Shaking and Trabuco Canyon Wastewater Infrastructure .....	10
Exhibit M-10. Landslide Hazard and TCWD Potable Water Infrastructure .....	11
Exhibit M-11. Landslide Hazard and TCWD Wastewater Infrastructure .....	12
Exhibit M-12. Liquefaction Hazard and TCWD Potable Water Infrastructure .....	13
Exhibit M-13. Liquefaction Hazard and TCWD Wastewater Infrastructure.....	14
Exhibit M-14. TCWD Infrastructure and Exposure to Hazards .....	15
Exhibit M-15a. Planning and Regulatory Capabilities Summary .....	17
Exhibit M-15b. Administrative and Technical Capabilities Summary.....	19
Exhibit M-15c. Financial Capabilities Summary .....	<b>2019</b>
Exhibit M-15d. Education and Outreach Capability Summary .....	<b>2120</b>
Exhibit M-16. TCWD Mitigation Actions .....	22

## TRABUCO CANYON WATER DISTRICT ANNEX

Trabuco Canyon Water District (TCWD) is a participant (Member Agency [MA]) in the Orange County Water and Wastewater Multi-Jurisdictional Hazard Mitigation Plan (MJHMP). As a participant MA, TCWD representatives were part of the MJHMP planning process and served on the planning team responsible for the plan update; refer to **Section 2** of the MJHMP. The base plan, including the MJHMP procedural requirements and planning process apply to TCWD.

This annex details the hazard mitigation planning elements specific to TCWD and describes how TCWD's risks vary from the planning area. This annex is not intended to be a standalone document but supplements the information contained in the base plan. All sections of the MJHMP, including the planning process and other procedural requirements, apply to and were met by TCWD. The base 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 strategies.

### M.1 HAZARD MITIGATION PLAN POINT OF CONTACT AND DEVELOPMENT TEAM

The representative listed in **Exhibit M-1** lead the TCWD planning team, attended meetings, and coordinated the hazard mitigation planning efforts with TCWD staff and the consultant team supporting the effort.

#### Exhibit M-1. Planning Team Lead

Primary Point of Contact
Name: Michael Perea
Title: Assistant General Manager
Telephone: (949) 858-0277
Email: mperea@tcwd.ca.gov

TCWD followed the planning process detailed in **Section 2** and formed an internal team to support and provide information for the plan update. The following staff served as TCWD's internal hazard mitigation planning development team.

#### Exhibit M-2. Internal Hazard Mitigation Planning Development Team

Name	Title
Lorrie Lausten	District Engineer
David Rodriguez	Engineering Support

Outreach to the public within TCWD's service area was performed to ensure residents could access information on this planning effort. To reach the largest number of people possible, TCWD published a webpage with information on the MJHMP process and a link to the MJHMP survey.

**Note to Staff: Please add any additional outreach efforts you have undertaken such as social media posts or public meetings.**

[TCWD maintains a dedicated webpage to the MJHMP update on its official website with a link to the public input online survey. TCWD used its social media platform outlets \(X, Facebook, and Instagram\) to communicate to the public, and specifically, its customers, regarding the MJHMP](#)

[update efforts and the need for public input by the online survey in September and October 2024. Additionally, District staff agendaized the MJHMP update process for review with the District's Engineering/Operational Committee and the Board of Directors at public meetings held at the Administration Facility in October 2024.](#)

## M.2 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. TCWD was organized on February 26, 1962, under Division XII of the California Water Code. TCWD 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 TCWD is generally steep hills and canyons throughout the central area. The east and west sides consist of more gentle terrain made primarily of rolling hills. Elevations within TCWD 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 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.

TCWD provides water, wastewater, and recycled water service to major communities within the service area. TCWD sources of water supply are imported treated water, imported surface water treated at the TCWD treatment plant, and treated local groundwater. To provide reliability and redundancy, TCWD system is interconnected with adjacent utilities including Santa Margarita Water District, [El Toro Water District](#), and Irvine Ranch Water District.

## M.3 HAZARDS

This section is intended to profile the hazards and assess the vulnerabilities that TCWD faces, distinct from that of the county-wide planning area. The hazard profiles in the MJHMP discuss overall impacts to the planning area and describes the hazard problem description, hazard extent, magnitude/severity, previous occurrences of hazard events and the likelihood of future occurrences. For more information on risk assessment methodologies, see **Section 3**.

TCWD's service area is subject to most of the other hazards identified for the planning area. Many of these hazards are dispersed and may affect the entire region, including power outages, drought, seismic shaking, and windstorms. Based on the risk assessment, the TCWD development team discussed which hazards should or should not be profiled in the base plan. This discussion resulted in the identification of the following hazards that affect TCWD and summarized their probability of future occurrence, level of impact and significance as outlined in **Exhibit M-3**. Detailed hazard profiles for the planning area are provided in **Section 3** of the base plan.

**Exhibit M-3. Trabuco Canyon Hazard Identification**

Hazard Type	Occurrence Probability*	Affected Area*	Primary Impact*	Secondary Impact*	Hazard Planning Consideration*	Significance to Trabuco Canyon
Human-Caused Hazards: Power Outage	Highly Likely	Medium	Catastrophic	High	High	High
Wildfire	Highly Likely	Medium	Critical	High	High	High
Human-Caused Hazards: Terrorism (Cyber Threat)	Highly Likely	Medium	Critical	Limited	High	High
Seismic Hazards: Seismic Shaking	Likely	Medium	Catastrophic	High	High	High
Seismic Hazards: Seismic Liquefaction	Likely	Medium	Catastrophic	High	High	Low
Severe Weather: Windstorm	Highly Likely	Large	Limited	Negligible	Medium	High
Severe Weather: Extreme Heat	Likely	Medium	Critical	Moderate	Medium	Medium
Severe Weather: Drought	Highly Likely	Large	Negligible	Negligible	Medium	High
Dam/Reservoir Failure	Somewhat Likely	Medium	Catastrophic	High	Medium	High
Flood	Likely	Medium	Limited	Negligible	Medium	Medium
Coastal Hazards: Coastal Storms	Likely	Small	Limited	Limited	Medium	N/A
Coastal Hazards: Coastal Erosion	Likely	Isolated	Limited	Limited	Medium	N/A
Seismic Hazards: Fault Rupture	Somewhat Likely	Isolated	Catastrophic	Limited	Medium	Low
Geological Hazards: Landslide and Mudflow	Somewhat Likely	Small	Limited	Moderate	Medium	Medium
Coastal Hazards: Sea Level Rise	Likely	Isolated	Limited	Negligible	Medium	N/A
Human-Caused Hazards: Contamination/ Saltwater Intrusion	Unlikely	Small	Critical	High	Low	Medium
Human-Caused Hazards: Terrorism (MCI)	Unlikely	Isolated	Critical	Moderate	Low	Low
Human-Caused Hazards: Hazardous Materials	Unlikely	Isolated	Limited	Moderate	Low	Medium
Urban Fire	Unlikely	Isolated	Limited	Negligible	Low	Low
Geological Hazards: Land Subsidence	Unlikely	Isolated	Negligible	Limited	Low	N/A <sup>Low</sup>
Geological Hazards: Expansive Soils	Unlikely	Isolated	Negligible	Limited	Low	Low
Coastal Hazards: Tsunami	Unlikely	Isolated	Negligible	Negligible	Low	N/A

\*The values within these columns are representative of the entire planning area of Orange County and are not narrowed down to TCWD's service area.

<p><b>Geographic Affected Area</b></p> <ul style="list-style-type: none"> <li>▪ Isolated: Less than 10% of planning area</li> <li>▪ Small: 10-30% of planning area</li> <li>▪ Medium: 30-60% of planning area</li> <li>▪ Large: 60-100% of planning area</li> </ul>	<p><b>Significance</b></p> <ul style="list-style-type: none"> <li>▪ Low: Minimal potential impact</li> <li>▪ Medium: Moderate potential impact</li> <li>▪ High: Widespread potential impact</li> </ul>
<p><b>Probability of Future Occurrences</b></p> <ul style="list-style-type: none"> <li>▪ Highly Likely: Near 100% chance of occurrence in next year or happens every year.</li> <li>▪ Likely: Between 10 and 100% chance of occurrence in next year or has a recurrence interval of 10 years or less.</li> <li>▪ Occasional: Between 1 and 10% chance of occurrence in the next year or has a recurrence interval of 11 to 100 years.</li> <li>▪ Unlikely: Less than 1% chance of occurrence in next 100 years or has a recurrence interval of greater than every 100 years</li> </ul>	<p><b>Magnitude/Severity</b></p> <ul style="list-style-type: none"> <li>▪ Catastrophic: More than 50% of property severely damaged; shutdown of facilities for more than 30 days; and/or multiple deaths.</li> <li>▪ Critical: 25-50% of property severely damaged; shutdown of facilities for at least two weeks; and/or injuries and/or illnesses result in permanent disability.</li> <li>▪ Limited: 10-25% of property severely damaged; shutdown of facilities for more than a week; and/or injuries/illnesses treatable; does not result in permanent disability.</li> <li>▪ Negligible: Less than 10% of property severely damaged, shutdown of facilities and services for less than 24 hours; and/or injuries/illnesses treatable with first aid</li> </ul>

The FEMA Local Mitigation Planning Handbook requires each agency to identify the magnitude/severity of each hazard to their infrastructure. The identification of hazards provided in **Exhibit M-3** is highly dependent on the location of facilities within each agency’s 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 agency’s expertise and knowledge. The table was created with input from the Water Emergency Response Organization of Orange County (WERO), consultant staff, and TCWD.

## M.4 HAZARD MAPS

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

Exhibit M-4. Fire Hazard and TCWD Potable Water Infrastructure

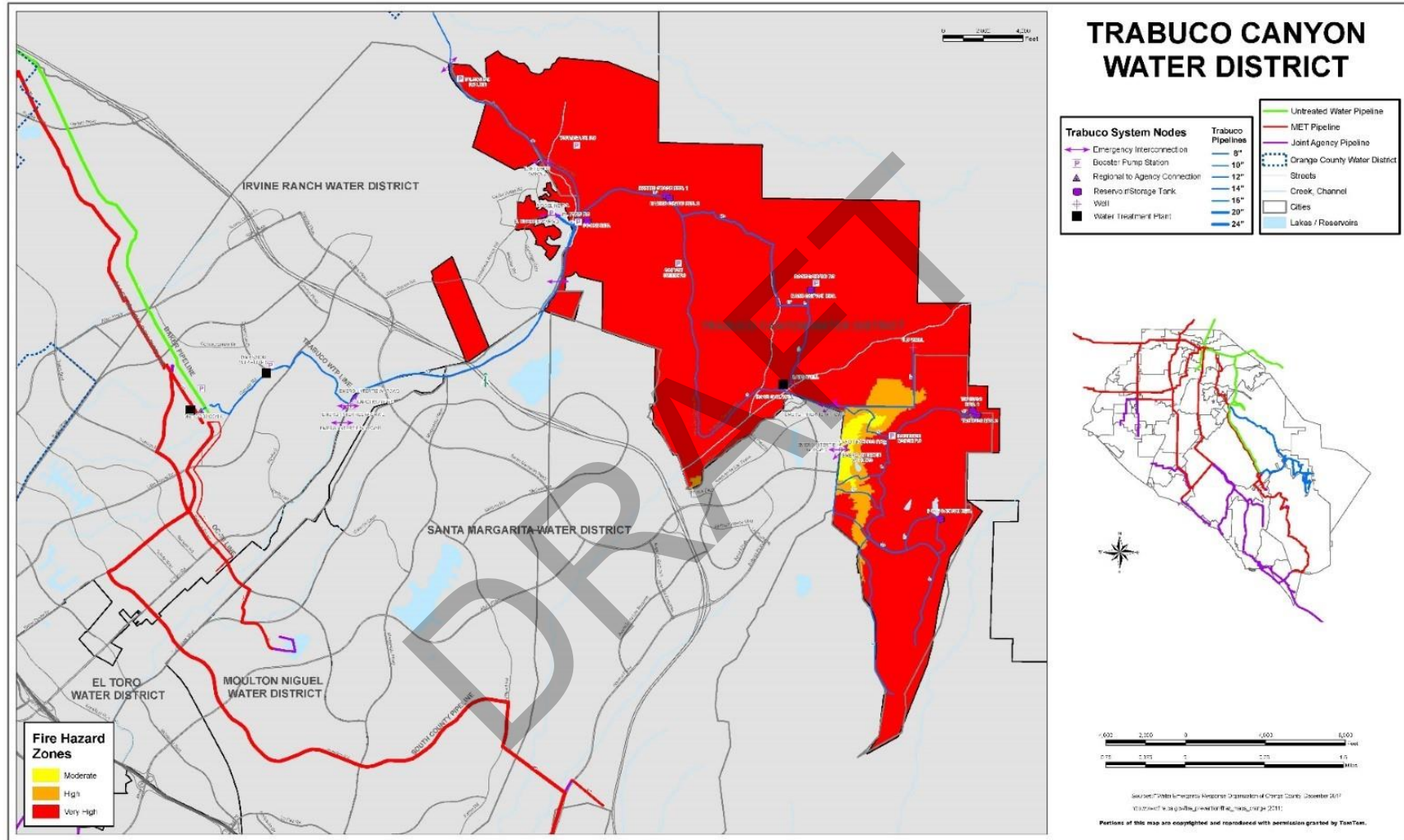


Exhibit M-5. Fire Hazard and TCWD Wastewater Infrastructure

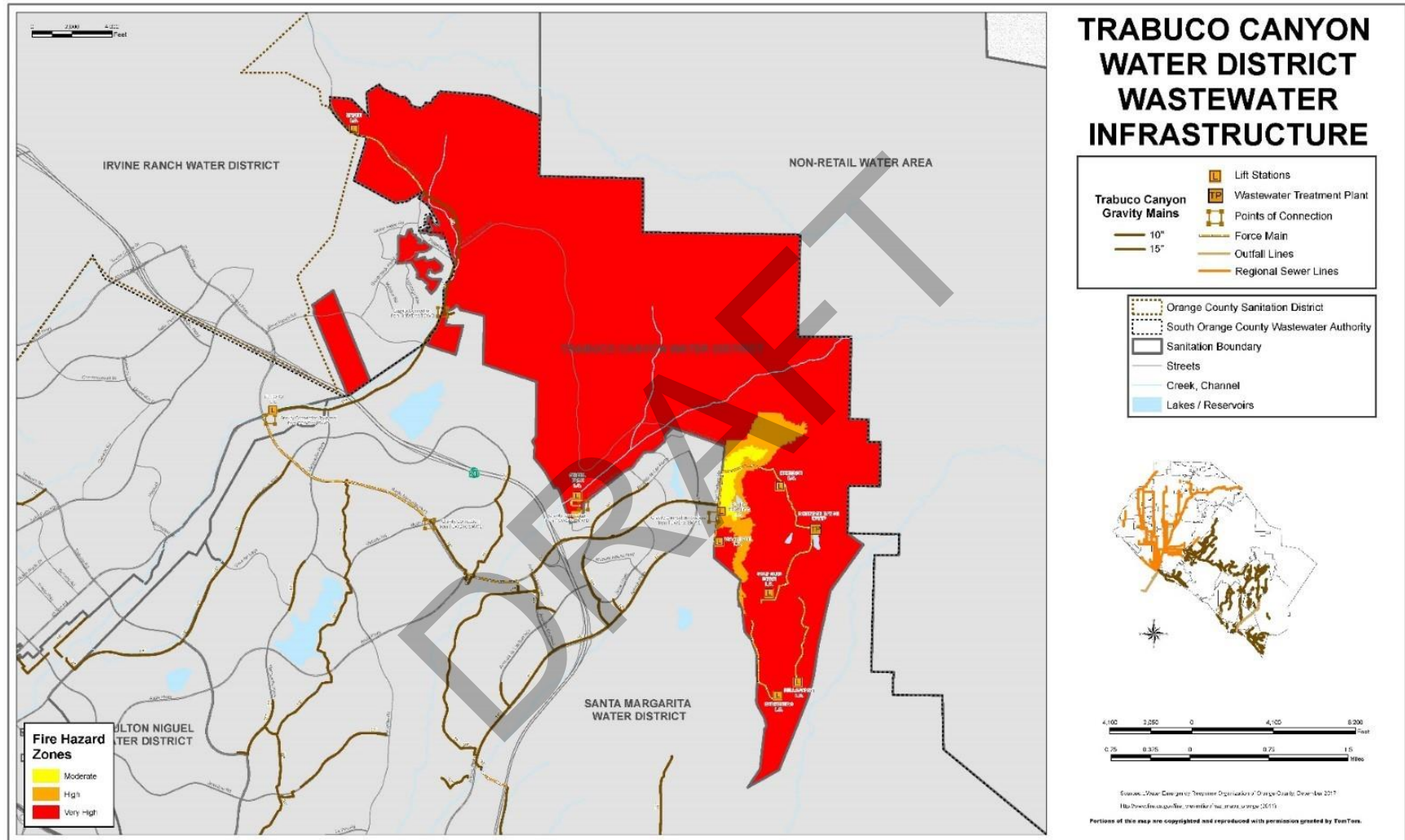


Exhibit M-6. Flood Hazard and TCWD Potable Water Infrastructure

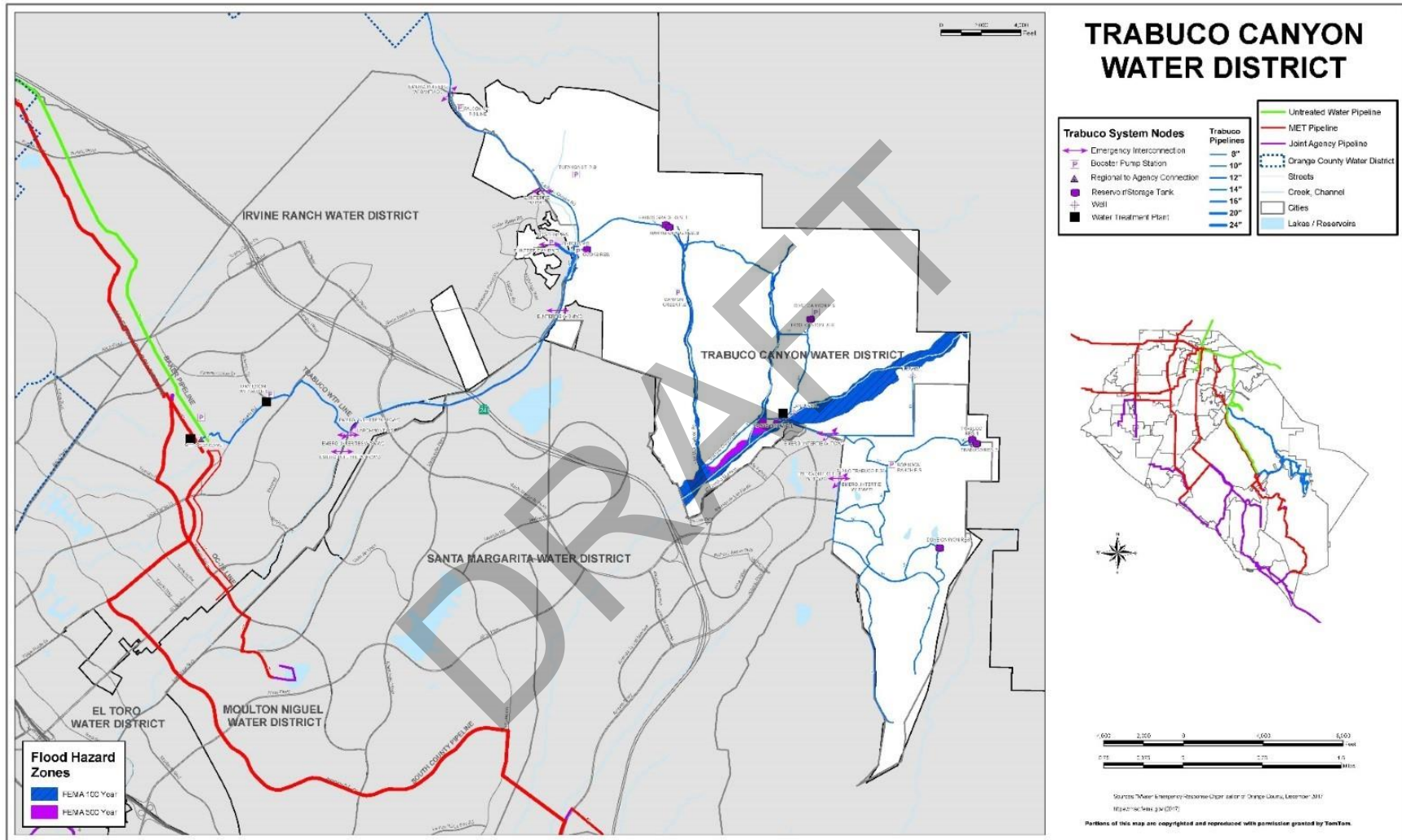


Exhibit M-7. Flood Hazard and TCWD Wastewater Infrastructure

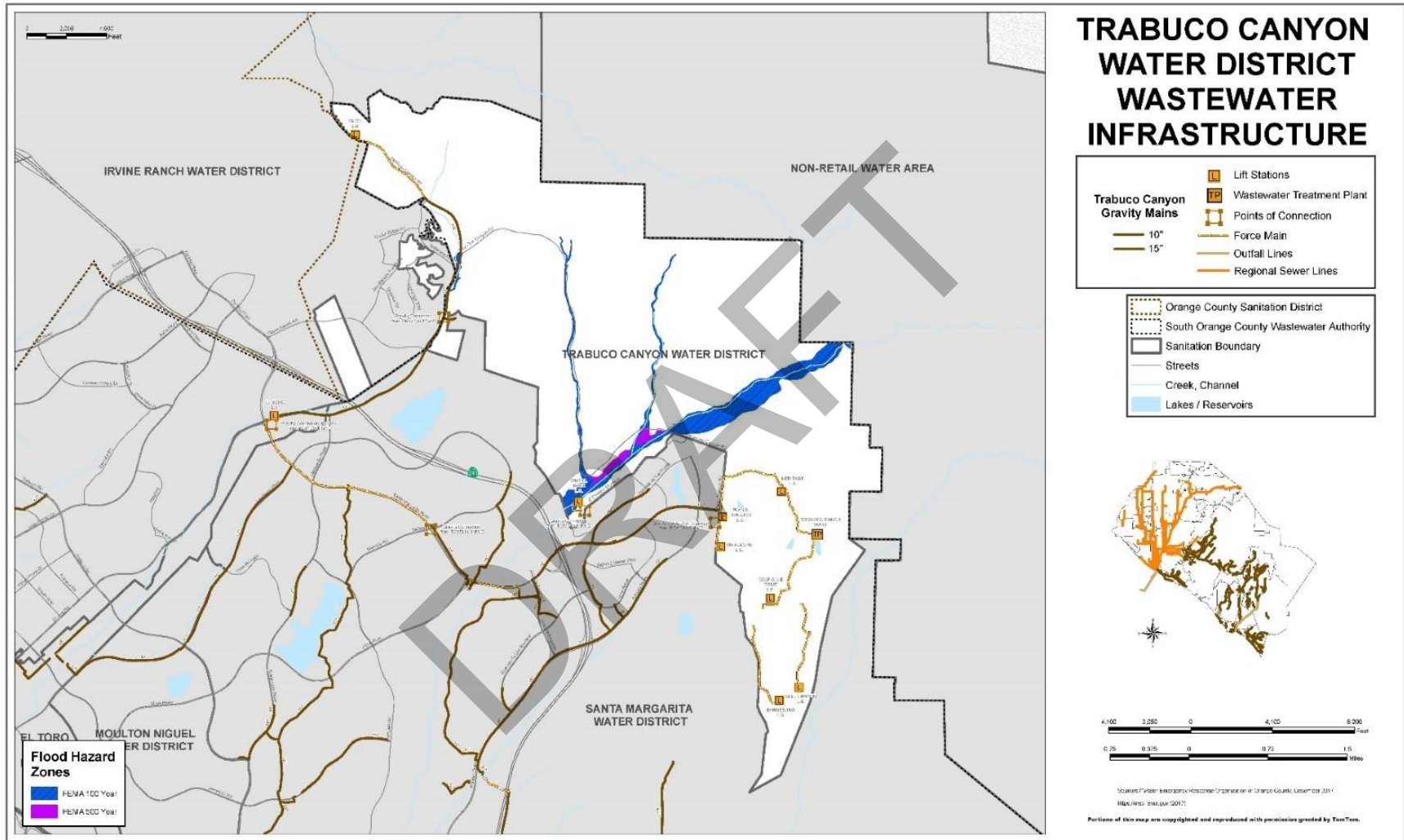


Exhibit M-8. Seismic Shaking Hazard and TCWD Potable Water Infrastructure

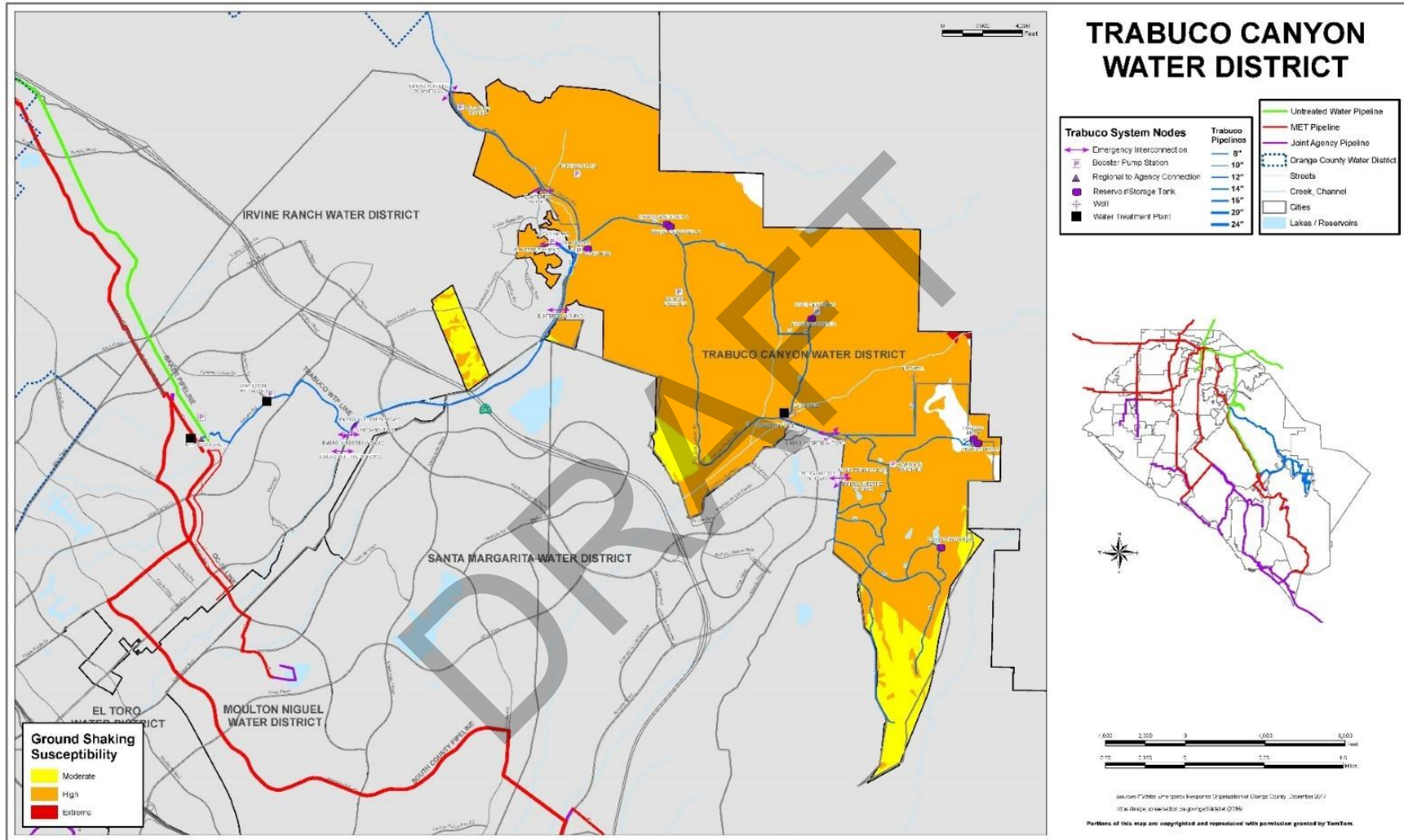


Exhibit M-9. Seismic Shaking and Trabuco Canyon Wastewater Infrastructure

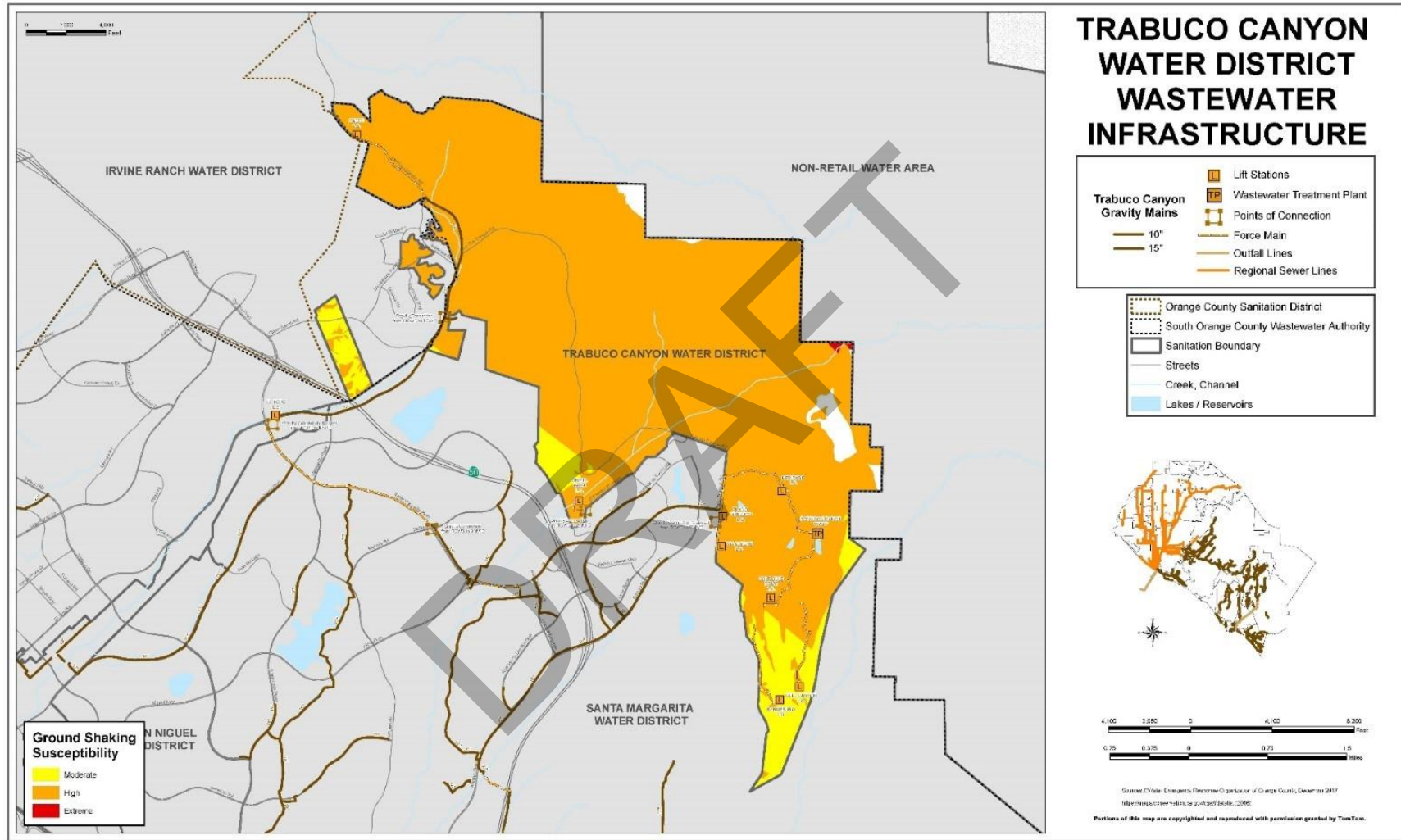


Exhibit M-10. Landslide Hazard and TCWD Potable Water Infrastructure

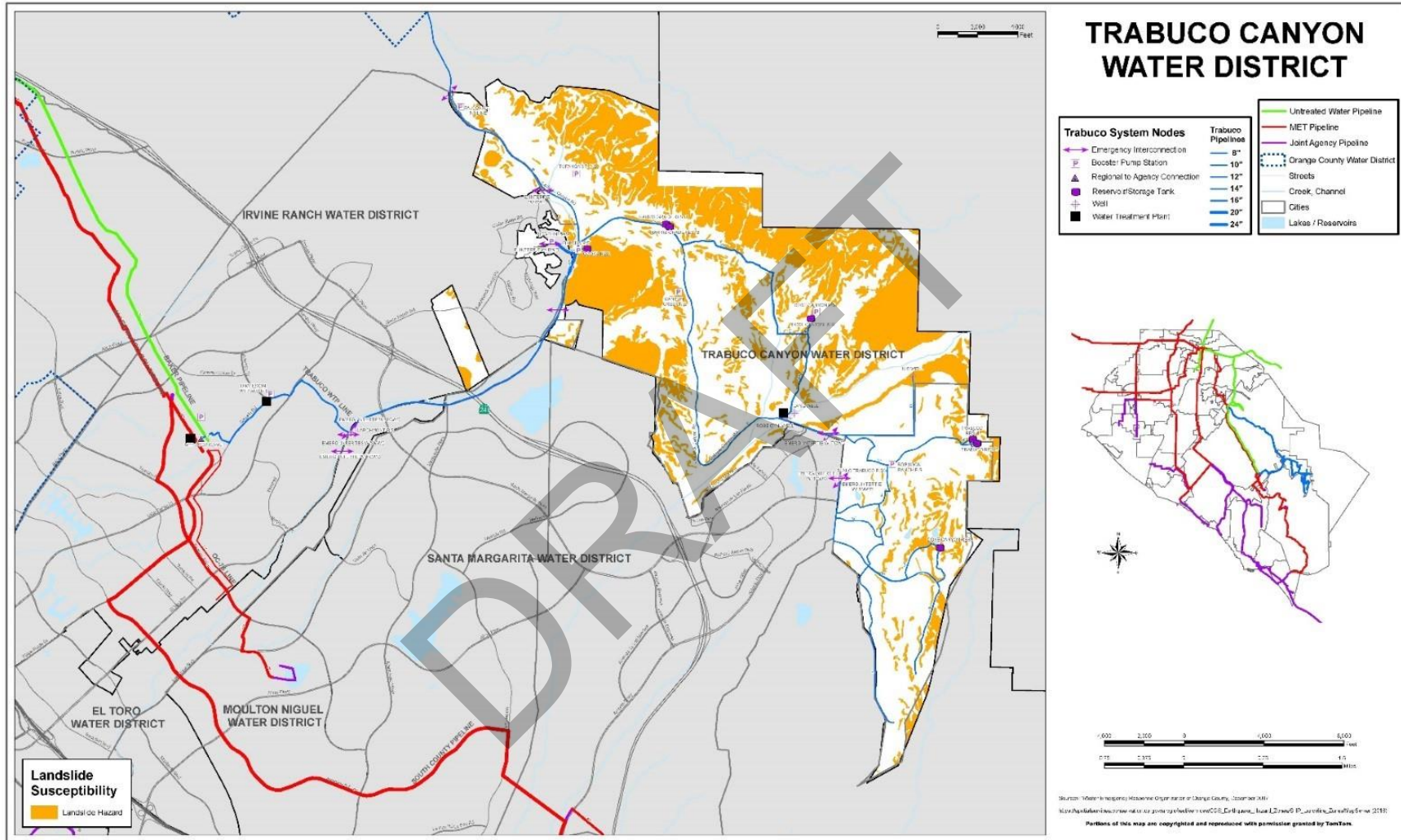


Exhibit M-11. Landslide Hazard and TCWD Wastewater Infrastructure

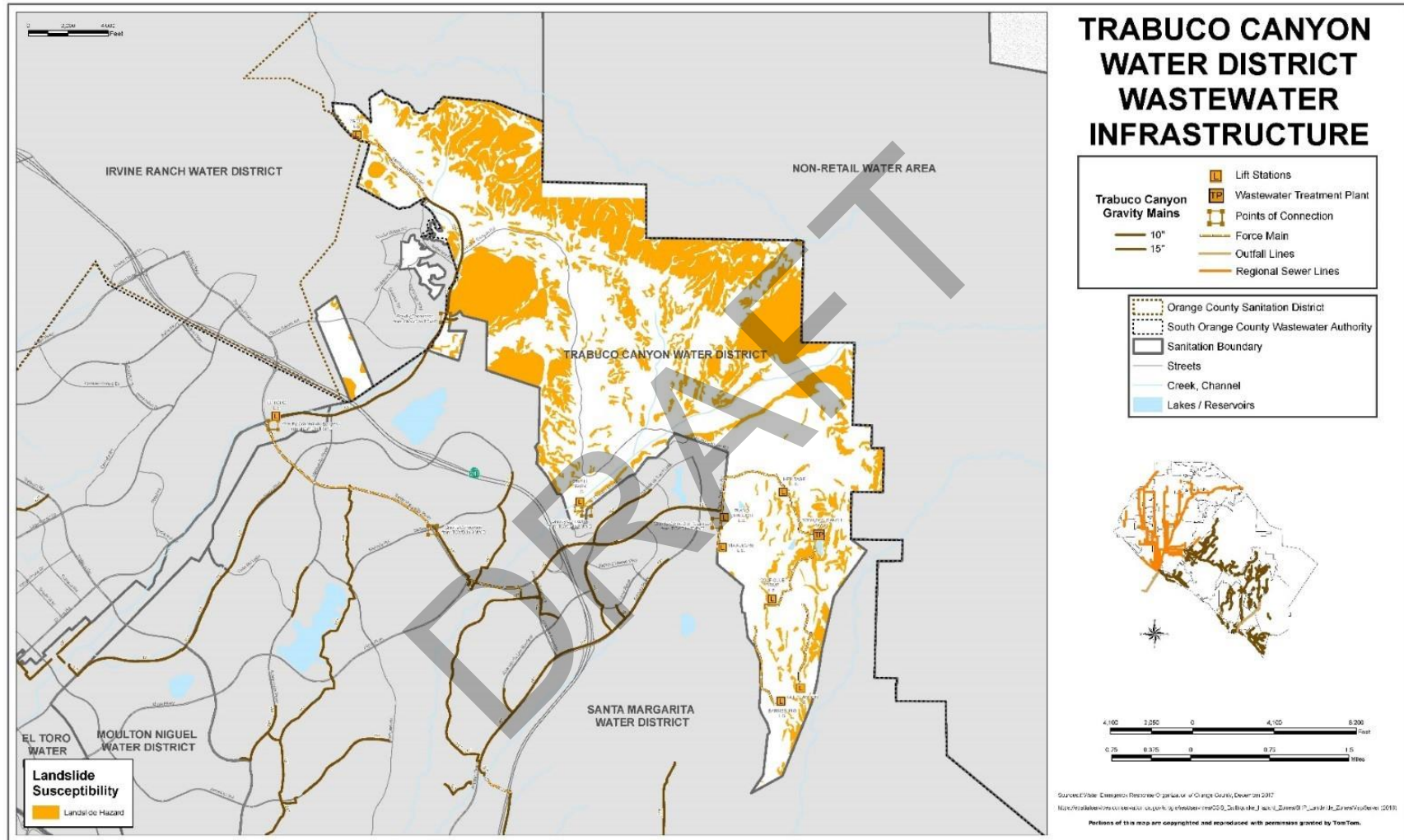
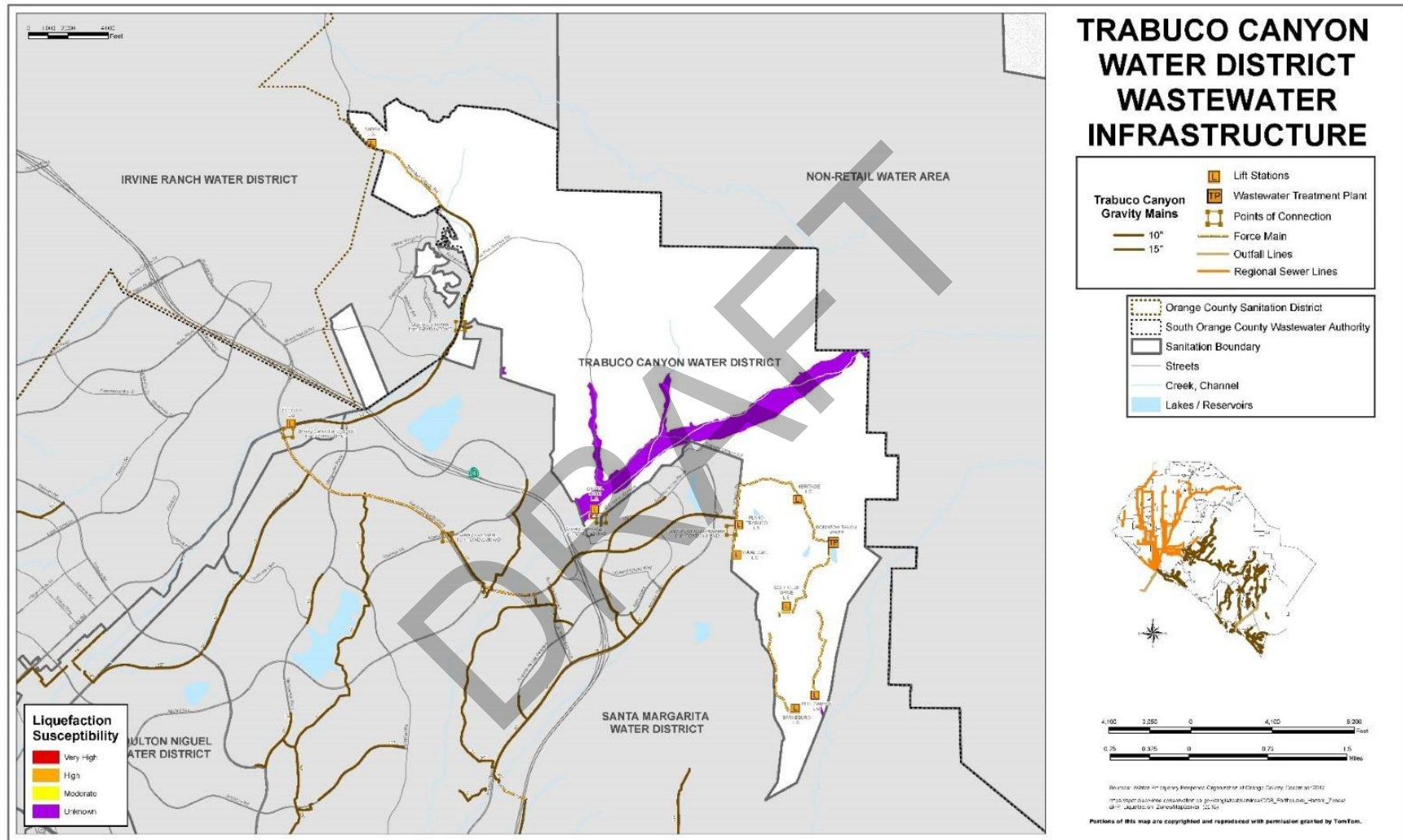




Exhibit M-13. Liquefaction Hazard and TCWD Wastewater Infrastructure



## M.5 VULNERABILITY AND RISK ASSESSMENT

Assessing vulnerabilities shows the unique characteristics of individual hazards and begins the process of narrowing down locations within TCWD’s service area that are vulnerable to specific hazard events. The vulnerability assessment considered unique local knowledge of hazards and impacts and a GIS overlaying method for examining such vulnerabilities more in depth. Using these methods vulnerable populations, infrastructure, and potential losses from hazards can be estimated.

### Assets Susceptible to Hazard Events

TCWD’s infrastructure is outlined in **Exhibit M-14**, which lists the number of TCWD’s infrastructure assets are located within the mapped hazard zones identified above.

**Exhibit M-14. TCWD Infrastructure and Exposure to Hazards**

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

Much of TCWD’s service area and its associated infrastructure are located in very high fire hazard areas and high seismic shaking hazard areas. Several reservoirs and lift stations are located within landslide hazard areas. Additionally, TCWD does not contain infrastructure or pipelines in the Alquist-Priolo Rupture Zone nor in the tsunami zone except for the new Saddlecrest location.

### Changes in Land Use and Development

TCWD serves eight communities across 7,000 plus acres that consist mostly of residential and open space land use. Approximately 56% of the service area is residential housing, with high, medium, and low-income families living in the communities. Within these communities, there are currently over 40 development projects that are anticipated to generate an additional 1.3 MGD of average daily demand by 2035. To ensure the ability to serve all customers, **Trabuco Canyon TCWD** has a variety of projects ongoing and planned to increase service capacity. Projects on the potable

water system such as improvements at the Dimension's Water Treatment Plant, upgrades to Plano Trabuco Pump Station, pipeline replacements, and the creation of a new 1.5 MG reservoir are anticipated to help meet the new drinking water demand. Within the wastewater system, TCWD is performing upgrades to lift stations across the service area and improvements to the Robinson Ranch Wastewater Treatment Plant.

**Vulnerabilities Associated with Climate Change**

Hazard	Climate Change Vulnerabilities
<b>Hazards of High Concern</b>	
<b>Dam/Reservoir Failure</b>	There are no expected climate change impacts on dam/reservoir failure. However, fluctuations in the amount of precipitation and intensity of events could cause stress on dam/reservoir facilities not previously anticipated during initial design. These types of issues could increase the vulnerability of these facilities, which is described in the base plan.
<b>Human-Caused Hazard: Power Outage</b>	Climate change will likely increase TCWD's vulnerability to power outages as local electric companies implement protocols such as rolling blackouts or targeted shutoffs that may impact facilities located within areas such as the Dove Canyon and Bell Peak area.
<b>Human-Caused Hazards: Terrorism (Cyber Threat)</b>	Connections between climate change and cyber based terrorism have not been identified.
<b>Seismic Hazards: Seismic Shaking</b>	Climate change is not expected to cause any changes to the frequency or intensity of seismic shaking occurring within TCWD's service area.
<b>Severe Weather: Drought</b>	Droughts are expected to increase in length and frequency due to climate change and impact TCWD as described in the base plan.
<b>Severe Weather: Windstorm</b>	The challenges to TCWD from climate change's impacts on windstorms is expected to follow the impacts described in the base plan.
<b>Wildfire</b>	Climate change is expected to cause an increase in wildfires within TCWD's service area due to the high amount of urban-wildland interfaces and the proximity to the Trabuco Ranger District of the Cleveland National Forest.
<b>Hazards of Medium Concern</b>	
<b>Flood</b>	Climate change is expected to potentially cause some increased flooding within TCWD's service area, especially along the Tijeras Creek area.
<b>Geological Hazards: Landslide and Mudflow</b>	Climate change could indirectly affect the conditions for landslides within TCWD's service area as increased precipitation and storm intensities may cause more moisture-induced landslides.
<b>Human-Caused Hazards: Contamination/ Saltwater Intrusion</b>	Changes in contamination and saltwater intrusion vulnerability due to climate change are expected to follow the changes outlined in the base plan.
<b>Human-Caused Hazards: Hazardous Materials</b>	Climate change has the potential of increasing hazardous materials releases resulting from transportation crashes or damage to storage vessels.
<b>Severe Weather: Extreme Heat</b>	Temperatures are expected to increase due to climate change and impact TCWD's service area as described in the base plan.
<b>Hazards of Low Concern</b>	
<b>Geological Hazards: Expansive Soils</b>	The impacts to expansive soils within TCWD's service area are anticipated to be as described in the base plan.
<b>Human-Caused Hazards: Terrorism (MCI)</b>	Climate change has no direct link to human-caused hazards and is expected to follow the impacts described in the base plan.

Hazard	Climate Change Vulnerabilities
<b>Seismic Hazards: Fault Rupture</b>	There are no expected changes to the frequency or intensity of fault ruptures occurring within Trabuco Canyon’s service area as a result of climate change.
<b>Seismic Hazards: Seismic Liquefaction</b>	Climate change is anticipated to impact liquefaction potential within the TCWD service area as periods of both intense rain and drought could potentially increase or decrease groundwater elevations affecting the risk of liquefaction, depending on the circumstances.
<b>Urban Fire</b>	There is no anticipated impact to how climate change could influence the ignition or behavior of urban fires.

## M.6 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 MJHMP. TCWD’s internal development team revised the capabilities identified in the 2019 plan and collaborated to identify current local capabilities and mechanisms available to the MA for reducing damage from future hazard events. **Exhibits M-15a through M-15d** 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. TCWD has the ability to expand on and improve existing emergency management policies and programs to implement mitigation programs. In some instances, methods of expansion and improvement have been identified within a specific capability, while a majority of these capabilities are anticipated to be expanded and improved upon through additional projects/initiatives underway by the Agency. These have been included at the bottom of each table.

**Exhibit M-15a. 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 service area. <b>Expansion and Improvement:</b> As retrofits and replacement projects are identified TCWD will anticipate meeting or exceeding the latest building codes to ensure greater resilience is incorporated into their infrastructure.
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 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 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 service area.

Ordinance, Plan, Policy, Program	Responsible Agency or Department	Description/Comments
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 service area. <b>Expansion and Improvement:</b> Growth management ordinances need to take into account water needs and available supplies for existing and future populations. Working closely with the Cities and County in the region, SCWD can help better understand how growth management ordinances could impact these resources.
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 service area. <b>Expansion and Improvement:</b> Developing better methods and techniques to support site plan reviews within Orange County can help ensure adequate planning, design, and engineering analysis is available to Cities and the County when new subdivisions are proposed.
General Plans	TCWD Master Plan	TCWD Master Plan outlines the current and future conditions and complies with applicable General Plans for cities within the service area.
Capital Improvements Plan	TCWD CIP	TCWD develops a 10-year CIP for water, wastewater, and recycled water. <b>Expansion and Improvement:</b> Incorporation of mitigation strategies into the CIP can help support future funding of improvements necessary to enhance water/wastewater systems.
Emergency Response Plan	CDHP, SEMS, NIMS, WEROC, MET	The district works with local agencies and WEROC for emergency response. <b>Expansion and Improvement:</b> Continued improvement and enhancement of emergency response plans can help ensure TCW is better prepared for future incidents and can anticipate their communities' needs.
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

Ordinance, Plan, Policy, Program	Responsible Agency or Department	Description/Comments
		<p>due to the California Department of Water Resources (DWR) by July 1, 2021+6.</p> <p><b>Expansion and Improvement:</b> Integration of future projects from UWMPs into Local Hazard Mitigation Plans can ensure both plans are supporting the necessary improvements needed to ensure future water supplies and minimize risks to hazards and disasters.</p>

How can these capabilities be expanded and improved to reduce risk?
<ul style="list-style-type: none"> <li>▪ Update the 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.</li> <li>▪ Conduct disaster response fuel analysis and contingency planning with WEROC as a component of the Southern California Catastrophic Plan.</li> <li>▪ Evaluate ability to contract with local fuel distributors and gas stations for emergency backup supply.</li> </ul>

**Exhibit M-15b. 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.
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.
Emergency Manager	MWDOC, WEROC, Emergency Coordinator	Coordinate with WEROC and the County.
Lab Specialist	Contract Laboratories, Neighboring Water Districts	Coordinates with other agencies and outsider consultant.
Floodplain manager	County of Orange, Sheriff’s Department	
Grant Writers	Engineering Department	Actively searches for Federal and State grants.

Staff/Personnel or Type of Resource	Responsible Agency or Department	Description/Comments
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.
Surveyors	Outside consultant in coordination with District staff	District staff utilizes an outside consultant with input from staff.
Mutual aid agreements	<a href="#">WEROC</a>	Note to Staff: Do you use this tool? As an MA of MWDOC/WEROC, TCWD has utilized mutual aid request for disaster response efforts.

How can these capabilities be expanded and improved to reduce risk?
<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Have all agency-registered engineers and other qualified individuals attend California Governor’s Office of Emergency Services (CalOES) Safety Assessment Program (SAP) training for building inspections.</li> </ul>

**Exhibit M-15c. 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. <b>Expansion and Improvement:</b> During annual budgeting TCWD can highlight HMP strategies that support funding needs for the CIP.
Fees for Water, Sewer, Gas, or Electric Service	Administrative Services Department	The district is able to charge customers fees for water and sewer services. <b>Expansion and Improvement:</b> Analysis of future fees for services should analyze potential mitigation funding support opportunities to capture funding for these projects.
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.
Grants	<a href="#">Engineering Department</a>	Note to Staff: Do you use this tool? Actively searches for Federal and State grants.

How can these capabilities be expanded and improved to reduce risk?
<ul style="list-style-type: none"> <li>▪ Learn about how to utilize post-disaster mitigation grants (Section 406) and incorporate it into the utility’s disaster recovery strategy.</li> </ul>

**Exhibit M-15d. 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.
Public Awareness and Education	<a href="#">District website &amp; Social Media platforms</a>	<a href="#">The District uses its official website as the primary source of public awareness and education. Social media platforms are a secondary source of public awareness and education.</a>
Local News	<a href="#">Orange County Register</a>	<a href="#">The newspaper is used for the publication of required notices or public outreach purposes.</a>
Community Newsletter	<a href="#">TCWD On Tap Newsletter</a>	<a href="#">The District publishes a monthly newsletter that is included with customer utility bills.</a>

How can these capabilities be expanded and improved to reduce risk?
<ul style="list-style-type: none"> <li>▪ Participation in WEROC-led 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 TCWD.</li> </ul>

## M.7 MITIGATION STRATEGY

### M.7.1 Mitigation Goals

TCWD adopts the hazard mitigation goals developed by the planning team; refer to **Section 4**.

### M.7.2 Mitigation Actions

The internal development team reviewed the mitigation actions identified in the 2019 plan and the updated risk assessment to determine if the mitigation actions were completed, required modification, should be removed because they are no longer relevant, and/or should remain in the MJHMP update. New mitigation actions to address the updated risk assessment and capabilities identified above were also considered and added. **Exhibit N-16**, TCWD Mitigation Actions, identifies the mitigation actions, including the priority, hazard addressed, risk, timeframe, and potential funding sources.

**Exhibit M-16. TCWD Mitigation Actions**

Action/Task/Project Description	Location/ Facility	Hazard	Cost	Responsible	Timeframe	Possible Funding Sources	Status
<b>HIGH PRIORITY</b>							
Dove and Trabuco Dam Outlet Gate Structure Repair/Replacement.	Trabuco Dam	Dam/Reservoir Failure	\$2,500,000	Engineering	Immediate	Grants, General Fund	New
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.	Geological Hazards: Landslide and Mudflow	>\$5 Million	Operations	Short to Long Term	Grants, General Fund	Existing, On Going
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 re-compaction/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	Geological Hazards: Landslide and Mudflow	>\$10 Million	Engineering	Short to Long Term	Grants, General Fund	Existing, On Going
<b>MEDIUM PRIORITY</b>							
Evaluate water tanks for structural stability and seismic activity and install flexible coupling and seismic valves where recommended.	Water storage tanks	Seismic Hazards: Seismic Shaking	\$5 Million	Engineering	Immediate	General Fund	Existing, On Going
Implement erosion control and slope stabilization measures at Wastewater Treatment Plant and service roads to the facility.	Wastewater treatment plant and service road	Geological Hazards: Landslide and Mudflow	>\$1 Million	Operations	Long Term	Grants, General Fund	Existing, On Going
Construct a new storage tank, <del>Harris Tank</del> with a capacity of 1.5 MG	New water storage tank	All Hazards	\$7 Million	Operations	Short Term	Grants /Developer	Existing, On Going

Action/Task/Project Description	Location/ Facility	Hazard	Cost	Responsible	Timeframe	Possible Funding Sources	Status
Install emergency standby generators	Water treatment plant, high altitude pressure zones (Robinson Ranch Pump Station, Canyon Creek, Rose Reservoir)	Human-Caused Hazards: Power Outage; Severe Weather: Windstorm; Wildfire	\$4 Million	Operations	Short Term	Grant, General Fund	Existing, On Going
Fire Flow Availability Improvements	Sections of service area with less-than-optimal fire flow availability.	Wildfire, Urban Fire	\$1,540,000	Engineering	Long Term	General Fund	New
<b>LOW PRIORITY</b>							
Install surveillance and lighting equipment.	Water Treatment Plants and System Storage Tanks	Human-Caused Hazards: Terrorism (MCI)	\$250,000	Operations	Long Term	Grants	Existing, On Going
Expand SCADA system monitoring.	Water and Wastewater Facilities	Human-Caused Hazards: Terrorism (Cyber Threat)	\$3 Million	Information Technology and Operations	Short Term	General Fund, Restricted Reserves	Existing, On Going
Add laboratory sampling and analyses for unregulated compounds related to potential terrorist threat or vandalism.	Water Treatment Plants and System Storage Tanks	Human-Caused Hazards: Contamination/ Saltwater Intrusion	No cost estimate available	Water Quality	Long Term	Grants, General Fund	Existing, On Going

### M.7.3 Completed or Removed Mitigation Initiatives

The following mitigation actions from the 2019 plan have been completed or are in progress and therefore are removed from this plan update.

- **Mitigation:** Construct new Saddlecrest storage tank.
  - **Status:** Complete in 2023.

## M.8 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 MJHMP, TCWD will continue to integrate mitigation priorities into these documents.

Since the previous Plan Update, TCWD incorporated information from the MJHMP 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.

DRAFT

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING | NOVEMBER 4, 2024**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 8: APPROVAL OF HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES CONTRACT**

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

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

Of the six firms identified, three firms responded to the RFQ, and two firms met with District staff to discuss the proposed SOW and provided responsive proposals (CPS HR Consulting and Keenan and Associates).

The standard practice for the services of both firms is to invoice clients after services are rendered as indicated in the proposals. District staff have identified several areas of focus in the SOW but will work with the respective TPA on a planned phase approach to address these needs. At the August 15, 2024, Regular Board Meeting, District staff presented this information to the Board for their consideration and received feedback related to the proposed TPA services to benchmark the certain rate schedule costs with other firms.

At the September 9, 2024 Executive Committee, District staff provided updated information and consultant rate information with the recommendation to contract with one firm, CPS HR Consulting, to provide the TPA support services to meet the scope of work in the RFQ. District staff recommends Board approval to authorize the General Manager to contract with CPS HR Consulting to provide support services for a not to exceed amount of \$50,000 for FY 2024-25; the not to exceed budget was based on support services for a 12-month period, and as such, the actual costs may be significantly lower due to starting support services mid-year.

**FUNDING SOURCE:**

FY 2024/25 General Fund, Professional Services Budget

**FISCAL IMPACT**

Proposed Not to Exceed \$50,000 for FY 2024-25

**ENVIRONMENTAL COMPLIANCE:**

Not applicable

**COMMITTEE STATUS:**

This matter was reviewed with the Executive Committee.

**RECOMMENDED ACTIONS:**

*Authorize the General Manager to execute a professional services contract with CPS HR for Human Resources and Health Benefits Third-Party Administrator Support Services with a not-to-exceed amount of \$50,000 for Fiscal Year 2024-25.*

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | NOVEMBER 21, 2024**

**EXHIBIT(S):**

1. TCWD RFQ and Scope of Work
2. CPS HR Consulting Proposal

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

# **REQUEST FOR QUALIFICATIONS**

## **Human Resources and Employee Benefits Support Services**



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

## **I. BACKGROUND/INTRODUCTION & PURPOSE**

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

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

## **II. SCOPE OF WORK**

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

### **Employee Recruitment, Selection, and Retention Services**

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

### **Classification and Compensation**

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

### **Employee Benefits Administration**

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

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

### **Employee Relations Services**

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

### **Coordination with District legal counsel**

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

### **General Staff Support & Program Administration**

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

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

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

## **III. REQUIREMENTS FOR RESPONSIVE SOQS**

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

### **1. Project Understanding and Approach**

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

### **2. Proposed Team Experience and Qualifications**

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

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

**3. Level of Effort**

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

**4. Project Responsiveness**

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

**5. Contractual Requirements**

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

**6. Value Added**

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

**IV. SELECTION PROCESS**

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

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

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

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

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

#### **V. SOQ SUBMITTAL FORMAT AND DEADLINE**

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

#### **VI. ANTICIPATED EVALUATION TIMELINE**

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

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

#### **VII. ADDITIONAL INFORMATION AND CHANGES**

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

PROPOSAL

# Trabuco Canyon Water District HR Consulting Services

June 31, 2024

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

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

[www.cpshr.us](http://www.cpshr.us)



Your Path to Performance

June 31, 2024

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

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

**Subject: HR and Employee Benefits Support Services RFQ**

Dear Michael,

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

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

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

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

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

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

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

Sincerely,



Christina Batorski Peacock  
Manager, Talent Acquisition & HR Services

## About CPS HR Consulting

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

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

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

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

### Core Services

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

# CPS HR CONSULTING CORE SERVICES



**Comprehensive HR solutions for advanced organizational performance.**



## CLASSIFICATION & COMPENSATION

- Classification
- Compensation



## DIVERSITY, EQUITY & INCLUSION (DEI)

- DEI Strategic Planning
- DEI Training



## HR CONSULTING

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



## LICENSING & CERTIFICATION

- Accreditation
- Candidate Management
- Program Management
- Testing Services



## ORGANIZATIONAL STRATEGY

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



## RECRUITMENT & SELECTION

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



## TESTING

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



## TRAINING & DEVELOPMENT

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

## CORE MARKETS



Federal



State



Local



Special Districts



Education



Non-Profit Organizations

## Joint Powers Authority

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

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



## CPS HR BOARD OF DIRECTORS

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

### **Approach to Providing Outstanding Customer Service**

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

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

# HR Consultation

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## Our Understanding of the Scope of Work

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

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

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

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

## Value Added Service

### VALUE PROPOSITION

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

### We help clients succeed by:

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

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

## **HR Consulting Services**

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

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

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

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

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

### **Recruitment, Examination, and Selection**

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

**Benefit Administration**

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

**Employee Relations (investigations, mediation, etc.)**

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

**Labor Relations**

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

**Classification and Compensation Studies**

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

**Performance Management**

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

## Human Resources Consulting Experience

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

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

## **Examples of Similar Work**

### **City of Santa Rosa, CA**

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

### **City of Sheridan CO**

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

### **City of Turlock, CA**

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

### **San Bernardino Valley Municipal Water District**

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

## Similar Work References

### Reference #1

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

### Reference #2

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

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## Pricing Structure

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

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

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

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

# Project Team

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## Key Personnel

### **Project Manager**

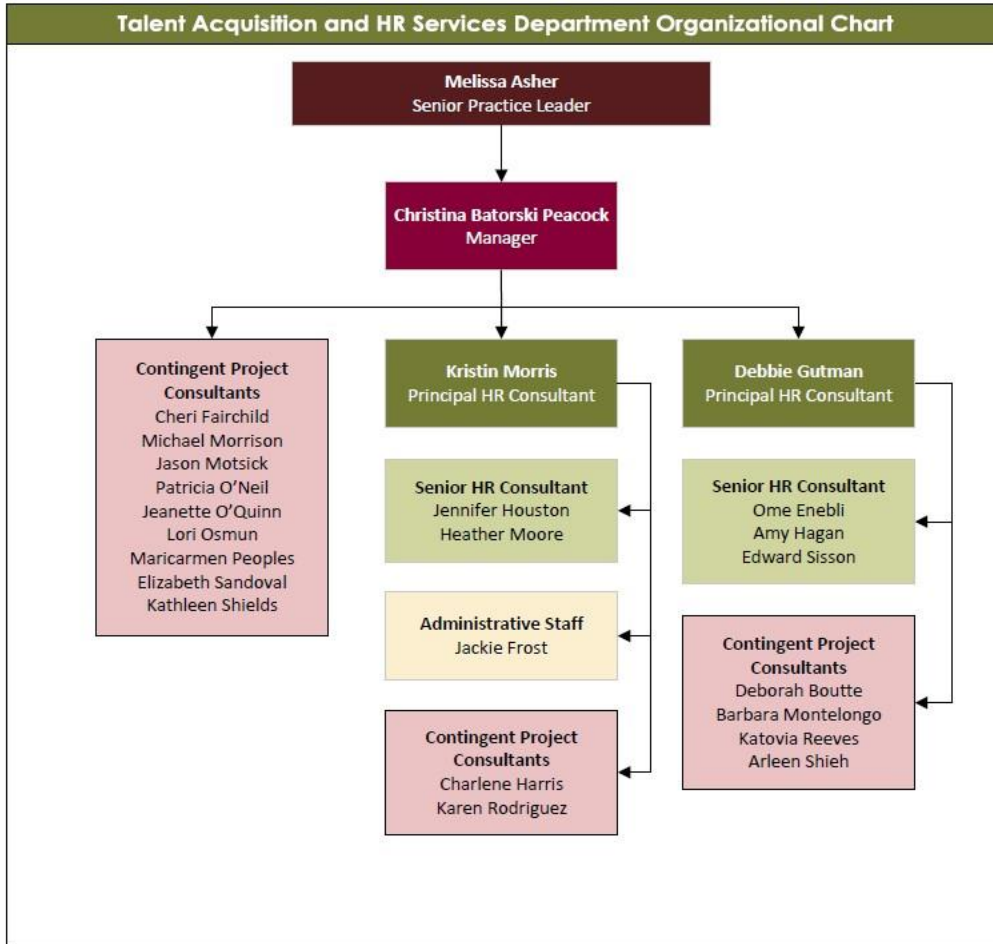
We have assembled a strong project team, with each member selected for their specific expertise, experience working in the public sector, and professionalism. We have selected **Ms. Debbie Gutman M.A., SPHR, PHR-CA** to be the Project Manager for this assignment because of her strong project management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

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

### **Project Team**

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

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



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | NOVEMBER 21, 2024**

**ACTION CALENDAR**

**LEGISLATIVE AND OTHER MATTERS**

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

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Staff may provide information at the time of the meeting.

**RECOMMENDED ACTION:**

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

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

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | NOVEMBER 21, 2024**

**ACTION CALENDAR**

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

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**RECOMMENDED ACTION:**

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

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