



**FINANCE/AUDIT COMMITTEE MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
ADMINISTRATION FACILITY
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA
JANUARY 9, 2025 at 8:00 AM**

COMMITTEE MEMBERS

Mike Safranski, Committee Chair
John Horst, Committee Member
Edward Mandich, Committee Member Alternate

DISTRICT STAFF

Fernando Paludi, General Manager
Michael Perea, District Secretary
Ian Berg, District Treasurer
Karen Warner, Principal Accountant

AGENDA NOTE:

Trabuco Canyon Water District will make this Finance/Audit Committee Meeting available by telephone audio as follows:

Telephone Audio: 1 (669) 900-6833 **Access Code:** 969-3001-9067

Persons desiring to monitor the Committee meeting agenda items may download the agenda and documents on the internet at www.tcwd.ca.gov. You may submit public comments by email to the Committee at mperea@tcwd.ca.gov. In order to be part of the record, emailed comments on meeting agenda items must be received by the District, at the referenced e-mail address, not later than 7:00 a.m. (PDT) on the day of the meeting.

CALL MEETING TO ORDER

VISITOR PARTICIPATION

Members of the public wishing to address the Committee regarding a particular item on the agenda are requested to complete a speaker card and submit it to staff. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decisions on matters. The Committee makes recommendations only to the Board of Directors. Members of the public will be given the opportunity to speak to the Committee prior to making a recommendation on the matter. 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 invited to identify themselves and encouraged to make comment at this time. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decision on matters. The Committee makes recommendations only to the Board of Directors. Under the requirements of State Law, Committee Members cannot take action on items not identified on the agenda and will not make decisions on such matters. The Committee Chair 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.

COMMITTEE MEMBER COMMENTS

REPORT FROM THE GENERAL MANAGER

FINANCIAL MATTERS

ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

Approve the following Finance/Audit Committee Meeting Recap(s) and recommend that the Board receive and file the same (Consent Calendar):

1. December 12, 2024

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

RECOMMENDED ACTION:

Recommend the Board of Directors approve the Directors' fees and expenses for December 2024 and tentative future meetings/attendance (Action Calendar).

ITEM 3: DISCUSSION CONCERNING DISTRICT RESOLUTION ON TREASURER'S ANNUAL STATEMENT OF INVESTMENT POLICY

RECOMMENDED ACTION:

Informational item only. No action required.

ITEM 4: FINANCIAL REPORT

A) PRESENTATION OF PRELIMINARY UNAUDITED FINANCIAL STATEMENTS

RECOMMENDED ACTION:

Recommend that the Board receive and file the preliminary unaudited financial statements for November 2024 (Consent Calendar).

B) BILLS FOR CONSIDERATION

RECOMMENDED ACTION:

Approve and ratify the bills for consideration and warrant register and recommend that the Board ratify payment of the Bills for Consideration for January 9, 2025 as presented (Consent Calendar).

ITEM 5: OTHER MATTERS

RECOMMENDED ACTION:

Hear Other Matters from the General Manager or District Staff.

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 Finance/Audit Committee in connection with a matter subject to discussion or consideration at an open meeting of the Finance/Audit Committee are available for public inspection at the Trabuco Canyon Water District Administrative Facility, 32003 Dove Canyon Drive, Trabuco Canyon, California (District Administrative Facility) or will be posted online on the District's website located at www.tcwd.ca.gov. If such writings are distributed to members of the Committee less than 72 hours prior to the meeting, they will be available online at www.tcwd.ca.gov at the same time as they are distributed to the Committee,



**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING AGENDA | JANUARY 9, 2025**

except that, if such writings are distributed immediately prior to or during the meeting, they will be posted online on the District's website located at www.tcwd.ca.gov.

COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2

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



TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING | JANUARY 9, 2025

FINANCIAL MATTERS

ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

Approve the following Finance/Audit Committee Meeting Recap(s) and recommend that the Board receive and file the same. (Consent Calendar):

1. *December 12, 2024*

CONTACTS (staff responsible): PALUDI/PEREA



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

DIRECTORS PRESENT

Glenn Acosta, Committee Member
Edward Mandich, Committee Member Alternate

STAFF PRESENT

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

STAFF ABSENT

None

CONSULTANTS PRESENT

Ian Berg, Starting Line Advisory

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Acosta called the December 12, 2024 Finance/Audit Committee Meeting to order at 11:00 a.m.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

None

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Southern California Edison (SCE) had a Public Safety Power Shutoff (PSPS) outage earlier in the week due to high wind warnings. No incidents were reported; however, the Canyon facilities did lose power.
- Orange County Public Works (OCPW) has been proactively working on heightening and hardening the berm in front of the District's Ground Water Treatment Facility (GWTF). Mr. Paludi stated that OCPW has drawn up a design and will begin the work next week.

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

ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP

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

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

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

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

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

ITEM 3: UPDATE ON METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA (MET) REVERSE CYCLIC PROGRAM

Mr. Paludi presented this matter for Committee consideration, and he provided an overview of MET's Reverse Cyclic Program. Mr. Paludi reported that MET has developed the program as a financial and resource management tool which will allow member agencies to pre-purchase both treated and untreated water at the current full-service rate for deferred delivery in a future year. Mr. Paludi reported that Municipal Water District of Orange County (MWDOC) asked member agencies for their interest in the program, and he stated that the District has decided not to participate.

RECOMMENDATION: The Committee recommended forwarding this matter to the Board of Directors as an informational item. (Action Calendar).

ITEM 4: PRESENTATION OF TRABUCO CANYON WATER DISTRICT'S FISCAL YEAR 2023-24 ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR)

Mr. Paludi presented this matter for Committee consideration, and he introduced the District's accounting and financial services consultant, Ian Berg, with Starting Line Advisory. Mr. Berg reported that the District's financial statements were prepared by District staff and audited by certified independent auditors Nigro & Nigro LLP. Mr. Berg stated that Nigro & Nigro LLP presented a clean opinion of the District's FY 2023-24 financial statements. Mr. Berg presented a summary of the District's financial position as of FY 2023-24, and he highlighted the change to the District's financial position from FY 2022-23.

RECOMMENDATION: The Committee recommended forwarding this matter to the Board of Directors as an informational item. (Action Calendar).

ITEM 5: CONSIDERATION OF LINE BREAK BILLING ADJUSTMENT FOR DOVE CANYON MASTER ASSOCIATION

Mr. Paludi presented this matter for Committee consideration. Mr. Perea provided a summary of Dove Canyon Master Association's (DCMA) request for a line break adjustment due to a series of line breaks to their recycled water distribution system in May 2024. Mr. Perea provided an overview of the District's long-standing administrative procedure, which allows customers to request an account adjustment due to line breaks. Mr. Perea added that this request requires approval by the Board due to the dollar amount consistent with District policy.

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

RECOMMENDATION: Recommend the Board of Directors approve a line break account adjustment in the amount of \$2,468.40 for Dove Canyon Master Association consistent with District General Policy & Rules and Regulations. (Action Calendar).

ITEM 6: FINANCIAL REPORT

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

WATER FUND

Total Operating Revenue

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

Total Source of Supply

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

Total Salaries & Benefits

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

Total Transmission & Distribution

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

Total General & Administrative

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

Net Total Unrestricted Cash Inflow/(Outflow)

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

District Capital – Water

Ms. Warner reviewed the capital improvement costs accrued in October 2024, including costs associated with the following: SCADA System Upgrades, Water Transmission Pipeline Upsizing, Valve Replacements – Water, 16” Repair – El Toro Bike Path, Filter grate replacements - #1 & 2.

SEWER FUND

Total Operating Revenue

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

Total Salaries & Benefits

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

Total Transmission & Distribution

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

Total General & Administrative

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

Net Total Unrestricted Cash Inflow/(Outflow)

Ms. Warner reported that this line item showed a positive increase in sewer reserves for the year.

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

District Capital – Sewer

Ms. Warner reviewed the capital improvement costs accrued in October 2024, including the following: Golf Club Sewer Lift Station (SLS) Rehabilitation, SCADA System Upgrades, WWTP Hoffman Blower Building Rehabilitation, Heritage Sewer Lift Station Rehabilitation, Chiquita FY25 Quarterly Bill, Pump Replacement – WWTP.

RECYCLED WATER FUND

Total Operating Revenue

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

Total Source of Supply

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

Total Salaries & Benefits

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

Total Transmission & Distribution

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

Total General & Administrative

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

Net Total Unrestricted Cash Inflow/Outflow

Ms. Warner reported that this line item trended higher than the budgeted increase of recycled water reserves for the year.

District Capital – Recycled Water

Ms. Warner reviewed the capital improvement costs accrued in October 2024, including the following: SCADA System Upgrade and Dove Lake Repairs.

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

ITEM 7: OTHER MATTERS

Discussion occurred regarding rate comparisons with other Districts, and Director Acosta asked staff to put together a comparison of the District's rates versus other agencies. Director Acosta stated that this comparison may answer customers' questions and help put context to the District's rates.

RECOMMENDATION: None – Informational item only.

ADJOURNMENT

Director Acosta adjourned the December 12, 2024 Finance/Audit Committee Meeting at 11:55 a.m.

FINANCIAL MATTERS

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

Directors' 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 meeting for a maximum of ten days per calendar month. The attached spreadsheet provides a recap of the meetings, seminars, conferences attended by Directors along with expenses recorded to date.

Future Meetings

Future meetings have been identified for reference purposes and the designated directors are anticipated to attend. In the event an unanticipated meeting occurs that requires attendance by a director, the meeting attendance will be subsequently presented to the Board of Directors for ratification.

FUNDING SOURCE:

General Fund

FISCAL IMPACT (PROJECT BUDGET)

FY 2024-25 Budgeted Board Expenses: \$45,200

RECOMMENDED ACTION:

Recommend that the Board ratify the Directors' fees and expenses for December 2024 and tentative future meetings/attendance. (Action Calendar)

EXHIBIT(S):

1. Directors' Fees and Expenses Report for December 2024
2. Directors' Tentative Future Meetings/Attendance – Calendar Year 2025.

CONTACTS (staff responsible): PALUDI/PEREA

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

MEETING DESCRIPTION	ACOSTA	ANDERSON	HORST	MANDICH	SAFRANSKI	**CHADD	**DOPUDJA
DISTRICT MEETINGS							
Executive Committee Meeting							
Engineering/Operational Committee Meeting					12/04/24	12/04/24	
Finance/Audit Committee Meeting	12/12/24			12/12/24			
Individual Meeting with General Manager	12/16/24		12/11/24	12/16/24	12/18/24		
Regular Board Meeting	12/19/24	12/19/24	12/19/24	12/19/24	12/19/24		
Special Board Meeting	12/12/24	12/12/24	12/12/24	12/12/24	12/12/24		
TCWD Facilities Tour		12/20/24	12/20/24				
REPRESENTATIVE MEETINGS							
Association of California Water Agencies (ACWA) Fall Conference - Day One	12/03/24						
Association of California Water Agencies (ACWA) Fall Conference - Day Two	12/04/24						
Association of California Water Agencies (ACWA) Fall Conference - Day Three	12/05/24						
Community Associations of Rancho (CAR) Meeting							
City of Rancho Santa Margarita - City Council Meeting							
City of Rancho Santa Margarita - Planning Commission Meeting							
Independent Special Districts of Orange County (ISDOC) Monthly Meeting				12/10/24			
Independent Special Districts of Orange County (ISDOC) Quarterly Meeting							
MWDOC Administration/Finance Committee Meeting	12/11/24						
MWDOC Board Meeting	12/18/24						
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)				12/12/24			
Water Advisory Commission of Orange County (WACO)	12/13/24						
NUMBER OF MEETINGS ATTENDED	9	3	4	4	4	1	0
PER DIEMS (\$125 per each meeting*)	\$1,125.00	\$375.00	\$500.00	\$500.00	\$500.00	\$125.00	\$0.00
DIRECT REIMBURSABLE EXPENSES							
Association of California Water Agencies Conference - Palm Desert - Attached Expense Report	\$535.82						
DIRECT REIMBURSABLE EXPENSES TOTALS	\$535.82						
INDIRECT REIMBURSABLE EXPENSES							
INDIRECT REIMBURSABLE EXPENSES TOTALS							
TOTAL (PER DIEMS + DIRECT REIMBURSABLE EXPENSES)	\$1,660.82	\$375.00	\$500.00	\$500.00	\$500.00	\$125.00	\$0.00
* Maximum per diem per day is one; maximum per month is 10							
**Outgoing Board Member							

DIRECTOR SIGNATURE _____

EXPENSE CLAIM

Director Glenn Acosta

Event: ACWA Fall Conference
Dates: December 3-5, 2024
Location: Palm Desert

Meals: None claimed
Mileage: Not claimed*

Hotel: Dec 3: \$219 per night + \$48.91 fees/taxes
Dec 4: \$219 per night + \$48.91 fees/taxes

TOTAL: \$535.82

* Allowable mileage reimbursement is \$152.76 based on 114 miles one way * 2 * \$0.67/mile.

TRABUCO CANYON WATER DISTRICT | 2025 PUBLIC MEETING AND CONFERENCE CALENDAR

		2025											
LINE ITEM	MEETING DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DISTRICT PUBLIC MEETINGS													
1	Executive Committee Meeting	01/06/25	02/03/25	03/03/25	04/07/25	05/05/25	06/02/25	07/07/25	08/04/25	09/01/25	10/06/25	11/03/25	12/01/25
2	Engineering/Operational Committee Meeting	01/08/25	02/05/25	03/05/25	04/02/25	05/07/25	06/04/25	07/02/25	08/06/25	09/03/25	10/01/25	11/05/25	12/03/25
3	Finance/Audit Committee Meeting	01/09/25	02/13/25	03/13/25	04/10/25	05/08/25	06/12/25	07/10/25	08/14/25	09/11/25	10/09/25	11/13/25	12/11/25
4	Regular Board Meeting	01/16/25	02/20/25	03/20/25	04/17/25	03/15/25	06/19/25	07/17/25	08/21/25	09/18/25	10/16/25	11/20/25	12/18/25
5	District Properties Ad Hoc Committee Meeting	-	-	-	-	-	-	-	-	-	-	-	-
PUBLIC MEETINGS													
6	City of RSM City Council Meeting - Meeting No. 1	01/08/25	02/12/25	03/12/25	04/09/25	05/14/25	06/11/25	07/09/25	08/13/25	09/10/25	10/08/25	11/12/25	12/10/25
7	City of RSM City Council Meeting - Meeting No. 2	01/22/25	02/26/25	03/26/25	04/23/25	05/28/25	06/25/25	07/23/25	08/27/25	09/24/25	10/22/25	11/26/25	12/24/25
8	City of RSM Planning Commission Meeting	01/01/25	02/05/25	03/05/25	04/02/25	05/07/25	06/04/25	07/02/25	08/06/25	09/03/25	10/01/25	11/05/25	12/03/25
9	Independent Special Districts of Orange County Meeting - Executive	01/07/25	02/04/25	03/04/25	04/01/25	05/06/25	06/03/25	07/01/25	08/05/25	09/02/25	10/07/25	11/04/25	12/09/25
10	Independent Special Districts of Orange County Meeting - Quarterly	01/30/25	-	-	04/24/25	-	-	07/31/25	-	-	10/30/25	-	-
11	Orange County Local Agency Formation Commission (OC LAFCO)	01/08/25	02/12/25	03/12/25	04/09/25	05/14/25	06/11/25	07/09/25	08/13/25	09/10/25	10/08/25	11/12/25	12/10/25
12	Municipal Water District of Orange County (MWDOC) Board Meeting	01/15/25	02/19/25	03/19/25	04/16/25	05/21/25	06/18/25	07/16/25	08/20/25	09/17/25	10/15/25	11/19/25	12/17/25
13	Santiago Aqueduct Commission Meeting	-	-	03/20/25	-	-	06/19/25	-	-	09/18/25	-	-	12/18/25
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*	01/27/25	-	03/24/25	-	05/26/25	-	07/28/25	-	09/22/25	-	11/24/25	-
17	Water Advisory Committee of Orange County	01/03/25	02/07/25	03/07/25	04/04/25	05/02/25	06/06/25	07/11/25	08/01/25	09/05/25	10/03/25	11/07/25	12/05/25
CONFERENCES													
18	ACWA Spring Conference - Monterey, CA					05/13-05/15							
19	ACWA Fall Conference - San Diego, CA												12/02-12/04
20	CSDA Annual Conference -Monterey, CA								08/25-08/28				
21	CSDA GM Leadership Summit - Lake Tahoe, CA						06/29-07/01						
22	CSDA SDLA Conference - La Quinta, CA				04/21-04/24								
23	Colorado River Water User's Association (CRWUA) Annual Conference – Las Vegas, NV												12/16-12/18
24	Urban Water Institute (UWI) Annual Conference - San Diego, CA								08/20-08/22				
25	Urban Water Institute (UWI) Spring Conference - Palm Springs, CA		02/26-02/28										

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

**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING | JANUARY 9, 2025**

FINANCIAL MATTERS

ITEM 3: DISCUSSION CONCERNING DISTRICT RESOLUTION ON TREASURER’S ANNUAL STATEMENT OF INVESTMENT POLICY

Effective January 1, 1997, legislation was passed which affected the language of investment policies for local agencies. The changes under the legislative mandates included the addition of Section 2 (Prudence), and Section 3 (Objectives), which specifies that safety, liquidity, and return on investments shall be primary objectives. The District is also required to annually prepare and submit a statement of investment policy to be considered by the Board of Directors at a public meeting. With the assistance of Legal Counsel and financial consultants, District staff incorporates any relevant changes to the investment policy resulting from new laws or regulations as part of this annual requirement.

On March 21, 2024, the Board of Directors adopted Resolution No. 2024–1326 in compliance with the legislatively-mandated annual requirement. This Resolution is included as Exhibit 1. District staff will present any updates to the current resolution to the Finance and Audit Committee and Regular Board Meeting in February 2025. More information may be presented at the time of the meeting.

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

None at this time

RECOMMENDED ACTIONS:

Informational item only. No action required.

EXHIBIT(S):

1. Resolution No. 2024-1326 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting an Investment Policy

CONTACTS (staff responsible): PALUDI/PEREA

RESOLUTION NO. 2024-1326
RESOLUTION OF THE BOARD OF DIRECTORS
OF TRABUCO CANYON WATER DISTRICT ADOPTING
AN INVESTMENT POLICY

The legislative body of a local agency may invest surplus monies not required for the immediate necessities of that local agency in accordance with California Government Code Sections 5920 *et seq.* and 53600 *et seq.*

The Treasurer of the Trabuco Canyon Water District (“**District**”) annually prepares and submits a statement of investment policy for consideration by the Board of Directors (“**Board**”) at a public meeting (California Government Code Section 53646(a)).

The Board intends by adopting this investment policy to establish clear requirements and limitations on the District’s authorized investment activities.

THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT HEREBY RESOLVES, DETERMINES AND ORDERS AS FOLLOWS:

Section 1. Scope of Policy: This resolution constitutes the District's Investment Policy (“Policy”) and applies to all financial assets of the District. These funds are accounted for in the annual District audited financial statements and include:

- General Fund
- Bond Funds consisting of debt service reserve funds and construction funds
- Reserve Funds

Funds in the deferred compensation plan and funds in California Employers’ Retiree Benefit Trust fund plan for retiree benefits are not included in the scope of this Resolution.

Section 2. Prudence: Investments shall be made with judgment and care, under circumstances then prevailing, including, but not limited to, the general economic conditions and anticipated financial needs of the District, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the “prudent investor” standard (as set out in California Government Code Section 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the Policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Section 3. Objectives: As specified in California Government Code Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

a. **Safety:** Safety of principal is the foremost objective of the Policy. Investments by the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required so that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

b. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements that might be reasonably anticipated.

c. **Return on Investment(s):** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Section 4. Delegation of Authority: Authority to manage the Policy is derived from California Government Code Section 53600, *et seq.* This delegation of authority will expire one year from the policy effective date and may be renewed by the Board of Directors from year to year, or revoked at the discretion of the Board of Directors. Management responsibility for the Policy is hereby delegated to the Treasurer. No person may engage in an investment transaction except as provided under the terms of the Policy. The Board shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of the Treasurer or any other subordinate officials. Under the provisions of California Government Code Section 53600.3, in exercising the powers set out in this Resolution and under the Policy the Treasurer is, and shall act as, a trustee and a fiduciary subject to the prudent investor standard.

Section 5. Ethics and Conflicts of Interest: District officers and employees involved in the investment process shall fully comply with the District's current Conflict of Interest Code in the execution of the Policy. District officers and employees involved in the investment process shall refrain from personal business activity that could conflict, or appear to conflict, with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Section 6. Authorized Financial Institutions and Dealers:

a. The Treasurer shall maintain a list of financial institutions, selected on the basis of creditworthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list may also be maintained of approved security brokers/dealers selected by credit worthiness, who are authorized to provide investment and financial advisory services in the State. No public deposit shall be made except in a qualified public depository as established by State laws.

b. For brokers/dealers of government securities and other investments, the Treasurer shall select only brokers/dealers who are licensed and in good standing with the California Department of Securities, the United States Securities and Exchange Commission, the National Association of Securities Dealers, or other applicable self-regulatory organizations.

c. Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from such firm a signed certification form. This certification form shall attest that the individual responsible for the District's account(s) with that firm has reviewed the Policy and that the firm understands the Policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of the Policy.

d. Where all funds of the District not placed in FDIC insured accounts are invested through the State of California Local Agency Investment Fund ("LAIF"), the District's Authorized Investment Officers shall not be required investigate the qualifications of those financial institutions and broker/dealers with whom LAIF transacts business.

Section 7. Authorized and Suitable Investments:

a. **Permitted Investments:** District funds may be invested as authorized by, and subject to the limitations and special conditions of California Government Code Sections 53601 *et seq.*, and 53635.

b. **Prohibited Investments:** Under the provisions of California Government Code Sections 53601.6 and 53635, the District shall not invest any funds covered by the Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools. In addition, and more generally, investments are further restricted as follows:

- A security purchased will not have a forward settlement date exceeding 45 days from the time of investment.
- No investment will be made that has either (1) an embedded option or characteristic which could result in a loss of principal if the investment is held to maturity, or (2) an embedded option or characteristic which could seriously limit accrual rates or which could result in zero interest accrual periods.
- No investment will be made that could cause the portfolio to be leveraged.

Section 8. Collateralization: All certificates of deposits must be collateralized by U.S. Treasury obligations. Such collateral must be held by a third-party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required under California Government Code Section 53601(j).

Section 9. Safekeeping and Custody: All security transactions entered into by the District shall be conducted on a delivery-versus-payment basis. All securities purchased or acquired shall be delivered to the District by book-entry, physical delivery or by third party custodial agreement as required by California Government Code Section 53601.

Section 10. Diversification: The District shall diversify its investments by security type and institution. It is the policy of the District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- a. Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- b. Maturities selected shall provide for stability of income and liquidity.
- c. Disbursement and payroll dates shall be covered through maturities investments, marketable U. S. Treasury Bills or other cash equivalent instruments such as money market mutual funds.

Section 11. Reporting:

- a. The Treasurer may submit to each member of the Board a quarterly investment report. If the Treasurer submits a quarterly investment report to the Board, the report must comply with California Government Code Section 53646(b)(1). Such report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values on current market values of each component of the portfolio, including funds managed for the District by third party contracted managers, if applicable. The report will also include a certification that: (1) all investment actions executed since the last report have been made in full compliance with the Policy and (2) the District will meet its expenditure obligations for the next six months as required by California Government Code Sections 53646(b)(2) and (3), respectively. The Treasurer shall maintain a complete and timely written record of all investment transactions.
- b. In accordance with California Government Code Section 53607, the Treasurer shall make a monthly report of transactions to the Board. The Treasurer shall make monthly reports until the delegation to invest is revoked or expires.


Section 12. Investment Policy Adoption: The Policy shall be adopted by resolution adopted by the Board. The Policy shall be reviewed on at least an annual basis, and any modifications must be approved by the Board.

ADOPTED, SIGNED AND APPROVED March 21, 2024.

TRABUCO CANYON WATER DISTRICT

By: 

President/Vice President

By: 

District Secretary

APPROVED AS TO FORM:
Hanson Bridgett, LLP

By: 

General Counsel

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, hereby certify that the foregoing resolution was duly adopted by the Board of the District at a meeting held on March 21, 2024, at which a quorum was present and acting throughout and for which notice and an agenda was prepared and posted as required by law, and the resolution was adopted by the following vote:

AYES: Dopudja, Mandich, Acosta, & Safranski
NOES: None
ABSTAIN: None
ABSENT: Chadd



District Secretary
Trabuco Canyon Water District

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 2024-1326 and it has not been amended or repealed.

Dated March 21, 2024.



District Secretary
Trabuco Canyon Water District

TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING | JANUARY 9, 2025

FINANCIAL MATTERS
ITEM 4: FINANCIAL REPORT

A) PRESENTATION OF PRELIMINARY UNAUDITED FINANCIAL STATEMENTS

RECOMMENDED ACTION:

Recommend that the Board receive and file the preliminary unaudited financial statements for November 2024 (Consent Calendar).

B) BILLS FOR CONSIDERATION

The total of the bills for consideration will be presented at the time of the January 9, 2025 Finance/Audit Committee Meeting.

RECOMMENDED ACTION:

Approve and ratify the bills for consideration and warrant register and recommend that the Board ratify payment of the Bills for Consideration for January 9, 2025 as presented (Consent Calendar).

CONTACTS (staff responsible): PALUDI/PEREA/WARNER



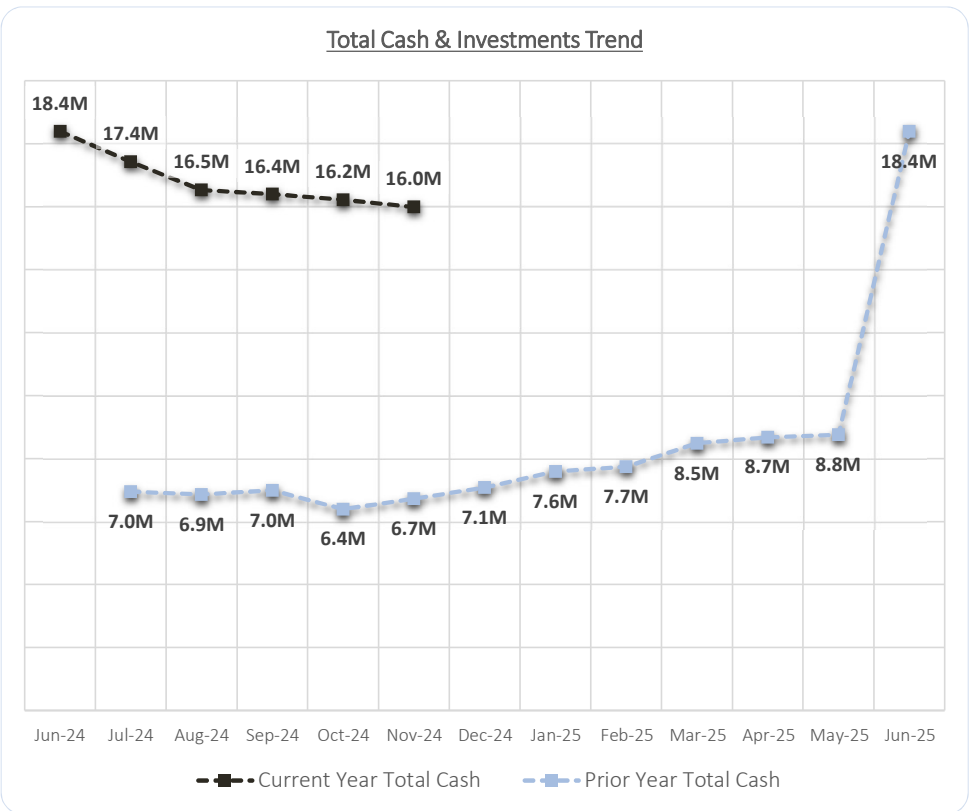
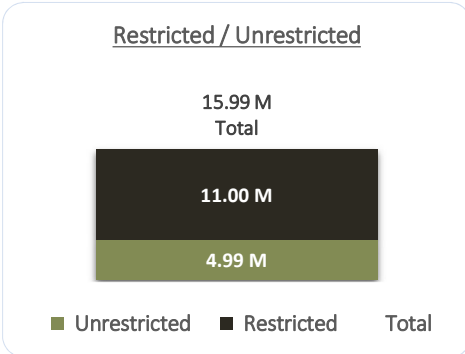
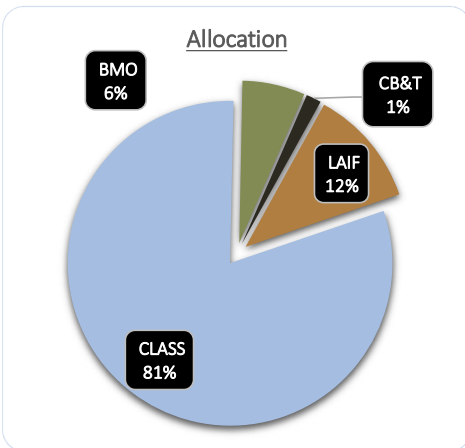
Trabuco Canyon Water District

Cash & Investments

As of November 30, 2024

(Unaudited)

	Restricted / Unrestricted	Type	Yield	Cost	Market	% Portfolio
Local Agency Investment Fund (LAIF)						
LAIF	Unrestricted	Investment	4.477%	\$ 596,951	\$ 598,182	3.7%
LAIF Water Storage Facilities	Restricted	Investment	4.477%	1,148,067	1,150,434	7.2%
LAIF Interim Sewage	Restricted	Investment	4.477%	128,343	128,608	0.8%
LAIF 2022 Credit Line Proceeds	Restricted	Investment	4.477%	-	-	0.0%
Total LAIF				1,873,362	1,877,223	11.7%
California Cooperative Liquid Assets Securities System (CLASS)						
CLASS	Unrestricted	Investment	4.827%	3,395,741	3,396,666	21.2%
CLASS 2024 Debt Proceeds	Restricted	Investment	4.827%	9,485,563	9,488,148	59.3%
Total CLASS				12,881,304	12,884,814	80.5%
BMO Checking	Unrestricted	Cash	0.000%	997,383	997,383	6.2%
CB&T Checking (SRF Loan Covenant)	Restricted	Cash	0.400%	239,420	239,420	1.5%
Total Cash & Investments				\$ 15,991,468	\$ 15,998,840	100.0%





Trabuco Canyon Water District

Balance Sheet

As of November 30, 2024
(Unaudited)

		November 2024
1	Assets	
2	Cash & Investments	
3	Cash & Investments - Unrestricted	\$ 4,990,075
4	Cash & Investments - Restricted	11,001,393
5	Total Cash & Investments	15,991,468
6	Other Current Assets	
7	Accounts Receivable, Net	2,895,495
8	Prepaid & Other	500,233
9	Fair Market Value Adjustment ¹	(8,058)
10	Total Other Current Assets	3,387,669
11	Capital Assets	
12	Capital Assets, at Cost	129,008,350
13	Accumulated Depreciation	(86,654,538)
14	Construction in Progress	5,839,764
15	Total Capital Assets	48,193,576
16	Net OPEB Asset	201,692
17	Deferred Outflows of Resources (DOR)	2,822,616
18	Total Assets & DOR	\$ 70,597,021
19	Liabilities	
20	Current Liabilities	
21	Accounts Payable	\$ 2,104,907
22	Accrued Expenses	614,846
23	Current Portion-Long Term Debt	97,153
24	Deposits on Hand	61,123
25	Total Current Liabilities	2,878,029
26	Long-Term Liabilities	
27	Net Pension Liability	5,352,817
28	State Revolving Fund Loan	1,482,584
29	Debt Issuance 2024	20,508,000
30	Total Long Term Liabilities	27,343,401
31	Deferred Inflows of Resources (DIR)	471,211
32	Total Liabilities & DIR	30,692,641
33	Total Net Position	39,904,381
34	Total Liabilities, Net Position & DIR	\$ 70,597,021

¹ 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.

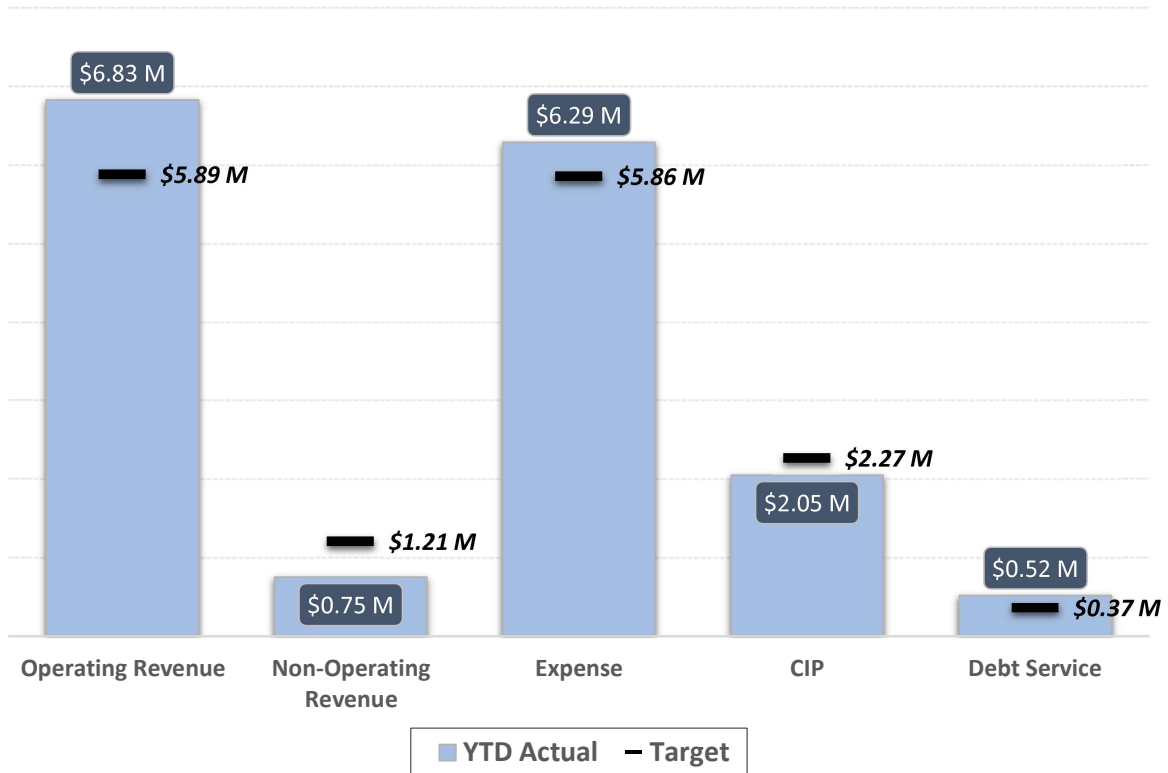


Trabuco Canyon Water District District Budget v. Actual Summary

November 2024
(Unaudited)

	November 2024	YTD Actual	FY 25 Adopted Budget	YTD 42%
1 Revenue				
2 Operating Revenue	\$ 1,306,273	\$ 6,828,461	\$ 14,125,200	48%
3 Non-Operating Revenue	432,391	752,873	2,901,000	26%
4 Total Revenue	1,738,664	7,581,334	17,026,200	45%
5 Expense				
6 Source of Supply	422,466	2,656,591	4,904,400	54%
7 Salaries and Benefits	433,265	2,161,249	5,344,100	40%
8 Transmission and Distribution	132,301	599,645	1,581,600	38%
9 General and Administrative	260,211	872,408	2,218,000	39%
10 Miscellaneous Expense	937	1,986	18,100	11%
11 Total Expense	1,249,180	6,291,879	14,066,200	45%
12 Net Revenue / (Expense)	489,484	1,289,455	2,960,000	44%
13 Transfer In - Debt Proceeds for Capital	549,465	1,667,558	5,441,589	31%
14 Capital Improvement Program (CIP)	(593,817)	(2,047,157)	(5,441,589)	38%
15 Debt Service - Principal and Interest	(103,673)	(518,367)	(881,600)	59%
16 Est. Net Cash Inflow / (Outflow)	\$ 341,458	\$ 391,489	\$ 2,078,400	19%

YTD Actuals v. YTD Target Budget





Trabuco Canyon Water District Water Budget v. Actual

November 2024
(Unaudited)

	November 2024	YTD Actual	FY 25 Adopted Budget	YTD 42%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 308,190	\$ 1,505,418	\$ 3,532,800	43%
3 Variable Consumption Charges	496,367	2,506,252	4,135,900	61%
4 Baker Treatment Plant Water Sales	76,391	628,250	2,115,600	30%
5 Customer Fees	23,756	64,955	149,000	44%
6 Standby Charges	3,384	3,392	37,900	9%
7 Uncollectable Accounts	-	10	(25,300)	0%
8 Total Operating Revenue	908,088	4,708,277	9,945,900	47%
9 Operating Expense				
10 Source of Supply				
11 Fixed Water Purchases	34,300	157,204	406,300	39%
12 Variable Water Purchases	275,155	1,676,459	2,210,900	76%
13 Baker Treatment Plant Water Sold	62,939	488,576	1,578,700	31%
14 Water Treatment	14,444	88,480	213,000	42%
15 Pumping Electricity	27,782	178,923	340,800	53%
16 Total Source of Supply	414,619	2,589,641	4,749,700	55%
17 Salaries and Benefits				
18 Employee/Director Wages	185,047	898,321	2,191,700	41%
19 Employee/Director Benefits	37,686	214,144	547,700	39%
20 Retiree Health Insurance	11,312	57,285	179,300	32%
21 Transfer In - 115 OPEB Trust Reimbursement	(11,312)	(57,285)	(179,300)	32%
22 CalPERS Retirement (Normal)	30,227	144,934	349,500	41%
23 CalPERS Unfunded Accrued Liability (Minimum)	18,725	93,626	171,400	55%
24 Payroll Taxes	11,299	65,691	160,900	41%
25 Total Salaries and Benefits	282,984	1,416,716	3,421,200	41%
26 Transmission and Distribution				
27 System Repairs and Maintenance	27,884	106,423	201,800	53%
28 Vehicles and Equipment	11,194	44,746	90,300	50%
29 Safety, Supplies and Testing	4,550	26,111	78,600	33%
30 Total Transmission and Distribution	43,628	177,279	370,700	48%
31 General and Administrative				
32 Professional Services	96,763	280,811	635,500	44%
33 Office Maintenance, Supplies and Software	51,131	157,888	330,900	48%
34 District Insurance	11,900	56,823	137,600	41%
35 Dues and Memberships	5,281	27,842	101,200	28%
36 Public Outreach	6,160	25,282	138,300	18%
37 Customer Service and Billing	6,341	25,328	77,800	33%
38 Conference, Trainings and Travel	910	12,564	31,900	39%
39 Total General and Administrative	178,487	586,537	1,453,200	40%
40 Total Operating Expense	919,718	4,770,173	9,994,800	48%
41 Net Operating Revenue / (Expense)	(11,630)	(61,896)	(48,900)	
42 Non-Operating Revenue / (Expense)				
43 Property Tax Revenue	189,236	211,503	1,147,500	18%
44 Interest Revenue - Unrestricted	22,829	101,551	31,000	328%
45 Interest Revenue - Restricted	-	13,455	40,400	33%
46 Other Revenue and Reimbursements	2,552	13,169	59,200	22%
47 Miscellaneous Expense	(469)	(1,183)	(6,500)	18%
48 Net Non-Operating Revenue / (Expense)	214,149	338,494	1,271,600	27%
49 Net Total Revenue / (Expense)	202,520	276,599	1,222,700	23%
50 Other Unrestricted Cash Inflow / (Outflow)				
51 Transfer In - Debt Proceeds for Capital	32,024	107,860	903,729	12%
52 Capital Improvement Program (CIP)	(41,822)	(352,333)	(903,729)	39%
53 Debt Service - Principal and Interest	(52,326)	(261,629)	(526,500)	50%
54 Net Other Unrestricted Cash Inflow / (Outflow)	(62,124)	(506,103)	(526,500)	96%
55 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 140,396	\$ (229,504)	\$ 696,200	



Trabuco Canyon Water District

Water CIP

November 2024

(Unaudited)

Project	November 2024	YTD Actual	FY 25 Adopted Budget	YTD 42%
1 Water CIP				
2 Capital Improvements / Replacements				
3 SCADA System Upgrades	\$ 1,176	\$ 23,965	\$ 184,729	13%
4 Water Transmission Pipeline Upsizing	30,849	59,320	432,250	14%
5 Manual Transfer Switch Installations - Water	-	5,938	40,000	15%
6 Total Capital Improvements / Replacements	32,024	89,222	656,979	14%
7 Equipment				
8 Pump Replacements - Water	-	15,732	99,750	16%
9 New Servers	-	-	80,500	0%
10 Total Equipment	-	15,732	180,250	9%
11 Programs				
12 Pressure Regulating Valve Improvements - Water	-	-	26,600	0%
13 Valve Replacements - Water	-	2,906	39,900	7%
14 Total Programs	-	2,906	66,500	4%
15 Unplanned Repairs/Expenses				
16 Motor Rebuild for Dimension Water Treatment Plant	-	58,667	-	N/A
17 Line break repairs - Sycamore & Inverary	-	35,493	-	N/A
18 Air vac repair - Glen Echo	-	8,708	-	N/A
19 Air vac repair - Rose Canyon	-	5,765	-	N/A
20 16" repair - El Toro Bike Path	-	76,170	-	N/A
21 Filter grate replacements - #1 & 2	-	49,873	-	N/A
22 Pump replacement - WWTP	-	-	-	N/A
23 Repair damaged fence - Porter Property	5,872	5,872	-	N/A
24 Misc. Electrical work - Water	3,926	3,926	-	N/A
25 Total Unplanned Repairs/Expenses	9,798	244,474	-	N/A
26 Total Water CIP	\$ 41,822	\$ 352,333	\$ 903,729	39%

Acronym key:

SCADA - Supervisory Control and Data Acquisition



Trabuco Canyon Water District

Sewer Budget v. Actual

November 2024
(Unaudited)

	November 2024	YTD Actual	FY 25 Adopted Budget	YTD 42%
1 Operating Revenue				
2 Sewer Residential Charges	\$ 195,480	\$ 949,531	\$ 2,301,500	41%
3 Sewer Commercial Charges	21,611	106,162	257,200	41%
4 Customer Fees	18,649	88,591	284,600	31%
5 Uncollectable Accounts	-	-	(8,400)	0%
6 Total Operating Revenue	235,740	1,144,284	2,834,900	40%
7 Operating Expense				
8 Salaries and Benefits				
9 Employee/Director Wages	86,880	422,859	1,038,200	41%
10 Employee/Director Benefits	12,946	69,809	227,700	31%
11 Retiree Health Insurance	4,040	20,459	64,100	32%
12 Transfer In - 115 OPEB Trust Reimbursement	(4,040)	(20,459)	(64,100)	32%
13 CalPERS Retirement (Normal)	10,501	50,465	122,600	41%
14 CalPERS Unfunded Accrued Liability (Minimum)	6,688	33,438	79,800	42%
15 Payroll Taxes	4,035	23,461	76,800	31%
16 Total Salaries and Benefits	121,049	600,032	1,545,100	39%
17 Transmission and Distribution				
18 System Repairs and Maintenance	17,948	92,254	378,700	24%
19 T&D Electricity	20,391	97,441	276,300	35%
20 Vehicles and Equipment	3,805	21,714	36,400	60%
21 Safety, Supplies and Testing	1,188	7,407	17,900	41%
22 Total Transmission and Distribution	43,333	218,814	709,300	31%
23 General and Administrative				
24 Professional Services	34,189	99,306	228,100	44%
25 Office Maintenance, Supplies and Software	22,683	77,259	179,300	43%
26 District Insurance	4,636	21,065	49,100	43%
27 Dues and Memberships	2,472	19,952	121,700	16%
28 Public Outreach	1,727	7,139	19,500	37%
29 Customer Service and Billing	1,736	6,688	20,600	32%
30 Conference, Trainings and Travel	325	4,487	11,500	39%
31 Total General and Administrative	67,768	235,896	629,800	37%
32 Total Operating Expense	232,150	1,054,743	2,884,200	37%
33 Net Operating Revenue / (Expense)	3,590	89,541	(49,300)	-182%
34 Non-Operating Revenue / (Expense)				
35 Property Tax Revenue	136,250	152,282	1,050,900	14%
36 Interest Revenue - Unrestricted	24,139	176,014	192,600	91%
37 Other Revenue and Reimbursements	-	146	11,000	1%
38 Miscellaneous Expense	(337)	(610)	(7,600)	8%
39 Net Non-Operating Revenue / (Expense)	160,052	327,831	1,246,900	26%
40 Net Total Revenue / (Expense)	163,642	417,372	1,197,600	35%
41 Other Unrestricted Cash Inflow / (Outflow)				
42 Transfer In - Debt Proceeds for Capital	414,227	1,401,427	4,086,215	34%
43 Capital Improvement Program	(444,479)	(1,529,172)	(4,086,215)	37%
44 Debt Service - Principal and Interest	(43,480)	(217,399)	(304,100)	71%
45 Net Other Unrestricted Cash Inflow / (Outflow)	(73,732)	(345,144)	(304,100)	113%
46 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 89,910	\$ 72,228	\$ 893,500	8%



Trabuco Canyon Water District

Sewer CIP

November 2024

(Unaudited)

Project	November 2024	YTD Actual	FY 25 Adopted Budget	YTD 42%
1 Sewer CIP				
2 Capital Improvements / Replacements				
3 Golf Club Sewer Lift Station (SLS) Rehabilitation	\$ 283,030	\$ 1,040,687	\$ 1,350,000	77%
4 SCADA System Upgrades	420	8,559	65,975	13%
5 WWTP Hoffman Blower Building Rehabilitation	72,661	217,836	1,100,000	20%
6 Heritage Sewer Lift Station Rehabilitation	44,996	58,624	632,250	9%
7 Manual Transfer Switch Installations - Sewer	1,760	9,458	40,000	24%
8 WWTP Fiber Optic Upgrade	11,360	15,040	300,000	5%
9 Chiquita CIP FY25	-	34,912	236,740	15%
10 WWTP Reservoir Gate Improvements	-	-	159,600	0%
11 WWTP Headworks Replacement	-	-	172,900	0%
12 Barneburg SLS Wetwell Rehab	-	16,312	-	N/A
12 Total Capital Improvements / Replacements	414,227	1,401,427	4,057,465	35%
14 Equipment				
15 New Servers	-	-	28,750	0%
16 Total Equipment	-	-	28,750	0%
17 Unplanned Repairs/Expenses				
18 Chlorine Feed System Pump Replacement	-	12,311	-	N/A
19 Asphalt repair - El Toro Rd force main break	-	24,750	-	N/A
20 Odor control - Lift stations	-	14,604	-	N/A
21 Pump replacement - WWTP	-	45,828	-	N/A
22 Repair damaged fence - Porter Property	2,097	2,097	-	N/A
23 Misc. Electrical work - Sewer	8,618	8,618	-	N/A
24 Repair generator - Plano Trabuco	19,537	19,537	-	N/A
25 Total Unplanned Repairs/Expenses	30,252	127,746	-	N/A
26 Total Sewer CIP	\$ 444,479	\$ 1,529,172	\$ 4,086,215	37%

Acronym key:

SCADA - Supervisory Control and Data Acquisition

WWTP - Waste Water Treatment Plant



Trabuco Canyon Water District Recycled Water Budget v. Actual

November 2024

(Unaudited)

	November 2024	YTD Actual	FY 25 Adopted Budget	YTD 42%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 13,992	\$ 67,798	\$ 161,600	42%
3 Variable Consumption Charges	141,789	901,439	1,173,600	77%
4 Customer Fees	6,663	6,663	13,600	49%
5 Uncollectable Accounts	-	-	(4,400)	0%
6 Total Operating Revenue	162,444	975,900	1,344,400	73%
7 Operating Expense				
8 Source of Supply				
9 Recycled Water Purchases	1,934	16,005	33,300	48%
10 Water Treatment	5,912	50,944	121,400	42%
11 Total Source of Supply	7,846	66,950	154,700	43%
12 Salaries and Benefits				
13 Employee/Director Wages	20,713	100,725	249,200	40%
14 Employee/Director Benefits	4,098	21,519	66,600	32%
15 Retiree Health Insurance	808	4,092	12,800	32%
16 Transfer In - 115 OPEB Trust Reimbursement	(808)	(4,092)	(12,800)	32%
17 CalPERS Retirement (Normal)	2,276	10,878	26,400	41%
18 CalPERS Unfunded Accrued Liability (Minimum)	1,338	6,688	18,000	37%
19 Payroll Taxes	807	4,692	17,600	27%
20 Total Salaries and Benefits	29,232	144,501	377,800	38%
21 Transmission and Distribution				
22 T&D Electricity	23,188	130,758	341,200	38%
23 System Repairs and Maintenance	961	15,974	41,400	39%
24 Vehicles and Equipment	816	4,944	8,200	60%
25 Safety, Supplies and Testing	20,374	51,876	110,800	47%
26 Total Transmission and Distribution	45,339	203,552	501,600	41%
27 General and Administrative				
28 Professional Services	6,838	19,910	45,600	44%
29 Office Maintenance, Supplies and Software	4,340	14,226	30,400	47%
30 District Insurance	850	4,059	10,000	41%
31 Dues and Memberships	1,171	8,116	38,600	21%
32 Public Outreach	345	1,428	3,800	38%
33 Customer Service and Billing	347	1,338	4,200	32%
34 Conference, Trainings and Travel	65	897	2,400	37%
35 Total General and Administrative	13,957	49,974	135,000	37%
36 Total Operating Expense	96,374	464,977	1,169,100	40%
37 Net Operating Revenue / (Expense)	66,070	510,923	175,300	291%
38 Non-Operating Revenue / (Expense)				
39 Property Tax Revenue	52,986	59,221	341,400	17%
40 Interest Revenue - Unrestricted	4,398	25,504	24,800	103%
41 Other Revenue and Reimbursements	-	29	2,200	1%
42 Miscellaneous Expense	(131)	(192)	(4,000)	5%
43 Net Non-Operating Revenue / (Expense)	57,253	84,562	364,400	23%
44 Net Total Revenue / (Expense)	123,323	595,484	539,700	110%
45 Other Unrestricted Cash Inflow / (Outflow)				
46 Transfer In - Debt Proceeds for Capital	103,214	158,272	451,645	35%
47 Capital Improvement Program	(107,516)	(165,652)	(451,645)	37%
48 Debt Service - Principal and Interest	(7,868)	(39,339)	(51,000)	77%
49 Net Other Unrestricted Cash Inflow / (Outflow)	(12,170)	(46,719)	(51,000)	92%
50 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 111,153	\$ 548,765	\$ 488,700	112%



Trabuco Canyon Water District Recycled Water CIP

November 2024
(Unaudited)

Project	November 2024	YTD Actual	FY 25 Adopted Budget	YTD 42%
1 Recycled Water CIP				
2 Capital Improvements / Replacements				
3 SCADA System Upgrades	\$ 84	\$ 1,712	\$ 13,195	13%
4 Dove Recycled Booster Pump Station	4,960	4,960	133,000	4%
5 Dove Canyon Recycled PRV Improvement	320	320	180,000	0%
6 Tick & Dove Creek Pump Station Improvements	-	-	79,800	0%
7 WWTP Reservoir Gate Improvements	-	-	39,900	0%
8 Dove Lake Repairs	97,850	151,280	-	N/A
9 Capital Improvements / Replacements Total	103,214	158,272	445,895	35%
10 Equipment				
11 New Servers	-	-	5,750	0%
12 Equipment Total	-	-	5,750	0%
13 Unplanned Repairs/Expenses				
14 Chlorine Feed System Pump Replacement	-	3,078	-	N/A
15 Diving at Dove Dam	-	-	-	N/A
16 Repair damaged fence - Porter Property	419	419	-	N/A
17 Misc. Electrical work - Recycled	3,883	3,883	-	N/A
18 Total Unplanned Repairs/Expenses	4,302	7,380	-	N/A
19 Total Recycled Water CIP	\$ 107,516	\$ 165,652	\$ 451,645	37%

Acronym key:

SCADA - Supervisory Control and Data Acquisition

PRV - Pressure Regulating Valves

WWTP - Waste Water Treatment Plant

TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING | JANUARY 9, 2025

FINANCIAL MATTERS
ITEM 5: OTHER MATTERS

RECOMMENDED ACTION:

Hear Other Matters from the General Manager or District Staff.

CONTACTS (staff responsible): PALUDI/PEREA