



**REGULAR BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
ADMINISTRATIVE FACILITY
FEBRUARY 20, 2025 AT 5:30 PM**

BOARD OF DIRECTORS

Edward Mandich, President
Glenn Acosta, Vice President
Mark Anderson, Director
John Horst, Director
Michael Safranski, Director

DISTRICT STAFF

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

AGENDA NOTE:

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

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

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

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

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

VISITOR PARTICIPATION

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

ORAL COMMUNICATION

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

DIRECTORS' COMMENTS AND MEETING REPORTS

REPORT FROM THE GENERAL MANAGER

CONSENT CALENDAR

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

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

1. January 13, 2025 Special Board Meeting
2. January 16, 2025 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. January 9, 2025

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. December 2024

c. PAYMENT OF BILLS FOR CONSIDERATION

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for January 2025.

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

RECOMMENDED ACTION:

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

1. January 8, 2025

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

RECOMMENDED ACTION:

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

1. January 13, 2025



ITEM 5: APPROVAL OF SECOND AMENDMENT TO GENERAL MANAGER'S EMPLOYMENT AGREEMENT

RECOMMENDED ACTION:

1. Receive information at the time of the Board Meeting.
2. Announce the compensation terms of the proposed contract pursuant to Government Code Section 54953.
3. Authorize the Board President to execute the Second Amendment to Employment Agreement for the General Manager.

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

RECOMMENDED ACTION(S):

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

1. January 2025

ITEM 7: CONSIDERATION OF ACCOUNT ADJUSTMENTS RESULTING FROM METER DOWNSIZING

RECOMMENDED ACTION:

Recommend the Board of Directors ratify individual meter-downsizing account adjustments exceeding \$1,001.00 made by the General Manager, as previously approved by the Board.

ITEM 8: CONSIDERATION OF A RESOLUTION CONCERNING THE HOLDING OF REGULAR MEETINGS OF THE BOARD OF DIRECTORS AND AMENDING THE REGULAR BOARD MEETING DATE AND TIME

RECOMMENDED ACTION:

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

ITEM 9: DISCUSSION CONCERNING BOARD ROOM AUDIO/VISUAL SYSTEM UPGRADES

RECOMMENDED ACTION:

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

ITEM 10: DISCUSSION CONCERNING WATER AWARENESS DAY 2025 EVENT

RECOMMENDED ACTION:

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



FINANCIAL MATTERS

ITEM 11: CONSIDERATION OF A RESOLUTION CONCERNING DISTRICT TREASURER’S ANNUAL STATEMENT OF INVESTMENT POLICY

RECOMMENDED ACTION:

Adopt Resolution No. 2025-1342 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting An Investment Policy.

ENGINEERING MATTERS

ITEM 12: SOURCES OF SUPPLY AD HOC COMMITTEE REPORT – JANUARY 28, 2025 MEETING

RECOMMENDED ACTION:

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

ITEM 13: CONSIDERATION OF DISTRICT SERVER UPGRADE PROJECT - CAL-OES CYBERSECURITY GRANT-FUNDED

RECOMMENDED ACTIONS:

- 1. Amend the FY 2024-25 Capital Improvement Program Server Upgrade Project budget to \$300,000 with partial funding of \$250,000 from the approved CalOES Cybersecurity Grant.*
- 2. Approve the Highroad IT Quote No. TCWD25-0129A in the amount of \$279,146.26 for the TCWD Server Project Upgrade.*
- 3. Adopt Resolution No. 2025-1343 – Resolution of the Board of Directors of Trabuco Canyon Water District Providing and Taking Actions Necessary for the Purpose of Obtaining Federal Assistance Subgranted Through the State of California for the Fiscal Year 2024 SLGCP Cybersecurity Grant Subawards.*

ITEM 14: CONSIDERATION OF A RESOLUTION CLARIFYING TCWD’S APPLICATION OF IN-LIEU STORAGE CHARGE

RECOMMENDED ACTION(S):

Adopt Resolution No. 2025-1344 – Resolution of the Board of Directors of the Trabuco Canyon Water District Clarifying the Applicability of the Water Storage Fee to Developments of One (1) Equivalent Dwelling Unit.

ITEM 15: CONSIDERATION OF POTABLE WATER SYSTEM STORAGE EVALUATION 2024 UPDATE

RECOMMENDED ACTION(S):

Receive and file the Trabuco Canyon Water District - 2024 Storage Evaluation report.

ITEM 16: DISCUSSION REGARDING FACILITY BACKUP GENERATOR POWER SUMMARY

RECOMMENDED ACTION:

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

LEGISLATIVE AND OTHER MATTERS

ITEM 17: 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.



ITEMS RECEIVED TOO LATE TO BE AGENDIZED

ITEM 18: _____

ITEM 19: _____

GENERAL COUNSEL REPORT

OTHER INFORMATION/MATTERS

Reports or comments from the General Manager and/or Staff

ADDITIONAL DIRECTORS' COMMENTS

Additional reports or comments from Directors

END ACTION CALENDAR & ADJOURNMENT

AVAILABILITY OF AGENDA MATERIALS

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

COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2

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

FUTURE SCHEDULED REGULAR BOARD MEETINGS OF THE BOARD OF DIRECTORS

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

March 20, 2025 | April 17, 2025 | May 15, 2025



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 20, 2025**

CONSENT CALENDAR

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. January 13, 2025 Special Board Meeting*
- 2. January 16, 2025 Regular Board Meeting*

CONTACTS (staff responsible): PALUDI/PEREA



MINUTES OF THE SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | JANUARY 13, 2025

The Special Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on January 13, 2025, was called to order by President Edward Mandich at 6:20 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 Ed Mandich
Vice President Glenn Acosta
Director Mark Anderson
Director John Horst
Director Michael Safranski

STAFF PRESENT

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

DISTRICT CONSULTANTS

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

PUBLIC PRESENT

John Schatz, Esq. representing California Quartet

PLEDGE OF ALLEGIANCE

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

ITEMS TOO LATE TO BE AGENDIZED

None

VISITOR PARTICIPATION

John Schatz – Mr. Schatz addressed the Board of Directors regarding Closed Session No. 2 on the agenda. Mr. Schatz stated that the Developer, California Quartet, would like to get the Final Tract Map signed. Mr. Schatz also stated that the Developer is willing to work with the District in order to move forward and obtain the District's approval of the map.

ORAL COMMUNICATION

None

DIRECTOR'S COMMENTS

Director Acosta extended his thoughts and prayers to those affected by the Los Angeles fires.

**TRABUCO CANYON WATER DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS MINUTES | DECEMBER 12, 2024**

Director Horst thanked his fellow Board members for holding a Special Board Meeting, permitting him to participate in the Closed Session discussions since he will be unable to attend January's Regular Board Meeting.

Director Mandich encouraged staff to continue working to get through the wind events.

Director Anderson had no comments.

Director Safranski had no comments.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported that staff is working to ensure that District facilities are operating during Southern California Edison's (SCE) PSPS event.

ACTION CALENDAR

CLOSED SESSION(S)

Before entering closed session, Ms. Collins stated that there would be four items for discussion. Ms. Collins read each item, and she opened the floor for comments before entering closed session.

No comments were received.

The Board of Directors entered closed session in accordance with the agenda at 6:27 p.m. The General Manager and District General Counsel participated in closed session.

This closed session ended at 9:27 p.m.

ADMINISTRATIVE MATTERS

ITEM 1: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION

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

ADJOURNMENT

President Mandich adjourned the January 13, 2025 Special Board Meeting at 9:28 p.m.



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | JANUARY 16, 2025

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on January 16, 2025, was called to order by President Ed Mandich 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 Ed Mandich
Vice President Glenn Acosta
Director Mark Anderson
Director Michael Safranski

DIRECTORS ABSENT

Director John Horst

STAFF PRESENT

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

DISTRICT CONSULTANTS

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

PUBLIC PRESENT

There were members of the public present.

PLEDGE OF ALLEGIANCE

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

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

None

VISITOR PARTICIPATION

None

ORAL COMMUNICATION

Fred Yeakel – Mr. Yeakel addressed the Board of Directors, and he thanked the Board for finding an acceptable resolution to the public's Meter Downsizing Program concerns. Mr. Yeakel requested information on the refund process after the meter downsizing is complete.

Sue Marucci -Ms. Marucci addressed the Board of Directors with her questions about aspects of the Meter Downsizing Program, specifically the District's requirements for Engineering approval. Ms. Marucci requested point of contact information for her questions regarding the meter downsizing process.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 16, 2025**

Rick Heard – Mr. Heard addressed the Board of Directors with his concerns regarding the District’s water storage capacity and days of storage, in light of the issues during the recent Los Angeles fires. Mr. Heard requested to know what the District’s long-term prospects are for a fire suppression reservoir.

Ray Chandos – Mr. Chandos addressed the Board of Directors with his concerns regarding the District’s rates and charges. Mr. Chandos suggested a monthly status report on the rates and budget as an informational item.

DIRECTOR’S COMMENTS

Director Safranski offered his prayers to those affected by the Los Angeles fires.

Director Acosta commented that the District was previously approached by Orange County Fire Authority (OCFA) concerning potential use of the District’s Porter Property for an OCFA facility, however, the City was not in support of the project at the time. Director Acosta proposed that staff re-engage OCFA to gauge their interest in utilizing the Porter Property for a firefighting facility due to the recent fire events in Southern California.

Director Anderson commented that he has been busy learning about the District and that he is focused on responding to the issues that he was elected to address. Director Anderson noted that he is optimistic about these matters.

Director Mandich commented that Director Anderson suggested creating an Ad Hoc Committee to review the District’s sources of supply, and he stated that he and Director Anderson will sit on the Committee, with Director Anderson as Committee Chair. Director Mandich directed staff to schedule the first Sources of Supply Ad Hoc Committee meeting as well as scheduling a District Properties Committee meeting.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Director Horst was not in attendance due to a funeral out of town.
- Ms. Collins was joining the meeting virtually.
- The deadline for receiving Meter Downsizing Program applications with retroactive refund eligibility is February 17, 2025, and that any refunds or account adjustments over \$1,000 will be brought to the Board of Directors for ratification.
- Due to the increase in Public Safety Power Shutoff (PSPS) events, along with the recent Los Angeles fires, staff is reviewing the status of emergency power generation at all TCWD facilities and will share the findings at the Engineering/Operational Committee meeting in February. Mr. Paludi commended Operations for ensuring that the District’s storage tanks are full and facilities have electrical power, including backup emergency power.
- The General Manager gave a presentation on TCWD at the Municipal Water District of Orange County (MWDOC) Board of Directors meeting as part of their member agency spotlight campaign.
- Staff will reach out to the Board members to schedule a site visit to both Golf Club Sewer Lift Station and Heritage Sewer Lift Station.

CONSENT CALENDAR

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

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

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 16, 2025**

MOTION PASSED/FAILED: Passed 3 – 1 – 1 with Director Anderson abstaining and Director Horst absent

ACTION CALENDAR

ADMINISTRATIVE MATTERS

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

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

MOTION: Approve the tentative future meetings/attendance items and ratify the Directors' expenses and fees from December 2024 – Director Acosta

SECOND: Director Mandich

AYES: Directors Mandich, Acosta, Anderson & Safranski

NOES: None

ABSTAIN: None

ABSENT: Director Horst

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

ITEM 6: DISCUSSION AND CONSIDERATION OF A RESOLUTION CONCERNING THE HOLDING OF REGULAR MEETINGS OF THE BOARD OF DIRECTORS AND AMENDING THE TCWD REGULAR BOARD MEETING DATE AND TIME

Mr. Paludi presented this matter for Board consideration, and he reported that the Board currently meets on the third Thursday of each month at 5:30 p.m. Mr. Perea provided a brief history of the changes to the meeting date and time in recent years.

Jay Gentile – Mr. Gentile addressed the Board of Directors expressing his concerns with moving the meeting time to later in the evening. Mr. Gentile stated that important items may not be given proper consideration if discussed later in the evening. Mr. Gentile requested that his comments be taken into consideration when making a decision to move the meeting to a later time.

Fred Yeakel – Mr. Yeakel addressed the Board of Directors, and he stated that he would prefer that the meeting time be moved to 6:00 p.m.

Discussion occurred among the Board regarding moving the meeting time to later in the evening and the possibility of moving the date from the third Thursday to the third Wednesday of each month. Ms. Collins suggested that this item be tabled and brought to a vote at the next Regular Board Meeting so that Director Horst may vote on the matter, and a resolution may be drafted. Ms. Collins asked the Board to be open to all times, and she suggested earlier meetings for staff accommodations due to early start times. Mr. Perea provided additional context related to the alternative schedule (9/80) and that staff starts the workday at 6:30 a.m., and he suggested that the meeting be moved to Wednesdays to allow staff to meet the next day to track any follow up direction from the Board.

MOTION: No action was taken.

ITEM 7: DISCUSSION CONCERNING BOARD ROOM AUDIO/VISUAL SYSTEM UPGRADES

Mr. Paludi presented this matter for Board consideration, and he asked Mr. Perea to report on this matter. Mr. Perea provided an overview of the proposal that the District received in April 2024, and he reviewed the various options for improvements to the audio/visual system. Mr. Perea added that this was discussed with the Executive Committee and that the Committee directed staff to put together a short list of the current set up and options for the Board's review and feedback.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 16, 2025**

Beth Heard – Mr. Perea stated that Ms. Heard submitted a public comment via e-mail with her support for the improvements, and that a copy of Ms. Heard’s email was provided to the Board members for their consideration.

Ray Chandos – Mr. Chandos addressed the Board of Directors, and he thanked Director Acosta for having this item added to the agenda. Mr. Chandos stated that he believes the proposal costs are too high and that the public is requesting improvements to address the audio issues.

Alan Burnham – Mr. Burnham addressed the Board of Directors, and he stated that he believes Bluetooth microphones and speakers would be sufficient to improve the audio issues. Mr. Burnham stated that he does not believe that monitors are needed, however, he suggested that the District purchase a video camera to record the meetings.

Sue Marucci – Ms. Marucci addressed the Board of Directors, and she commented that she cannot hear Mr. Paludi or Ms. Collins due to their seat placement at the dais. Ms. Marucci stated that she believes microphones and speakers would help with the audio issues.

Fred Yeakel – Mr. Yeakel addressed the Board of Directors, and he stated that he believes the positioning of the dais is the issue, and he stated that he believes microphones and speakers will resolve the audio issues.

Discussion occurred among the Board regarding the prioritization of audio over video improvements, and that the acoustics of the room are an issue that may need to be addressed. Discussion occurred regarding the advantage of consulting with an audio technician to ensure the District’s funds are properly utilized to provide a viable solution. Mr. Perea stated that he would reach out to the District’s IT consultant for leads on a sub-contractor to address the audio issues.

MOTION: No action was taken.

ITEM 8: AGREEMENT AMENDMENT NO. 1 WITH W.M. LYLES FOR SCADA UPGRADE PROJECT – PHASE 2

Mr. Paludi presented this matter for Board consideration, and he reported that this item was reviewed with the Engineering/Operational Committee. Mr. Paludi provided a brief background of the District’s working relationship with W.M. Lyles, and he stated that staff is pleased with W.M. Lyles’ performance with the SCADA upgrade project after the District terminated its contract with TESCO Controls. Mr. Paludi presented an overview of Phase 1 of the SCADA upgrade project, and a summary of Phase 2 of the project along with project costs.

MOTION: Approve and authorize the General Manager to execute Amendment No. 1 to the SCADA Integration Services Agreement with W.M. Lyles Co. for a not-to-exceed amount of \$59,695 plus a 10% contingency of \$5,970 for a total Amendment not-to-exceed amount of \$65,665, and a total Agreement not-to-exceed amount of \$283,535 – Director Acosta

SECOND: Director Anderson

AYES: Directors Mandich, Acosta, Anderson & Safranski

NOES: None

ABSTAIN: None

ABSENT: Director Horst

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

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 16, 2025**

ITEM 9: QUARTERLY CAPITAL IMPROVEMENT PROGRAM UPDATE

Mr. Paludi presented this matter for Board consideration, and he reported that this item was reviewed with the Engineering/Operational Committee. Mr. Paludi stated that Ms. Lausten manages the Capital Improvement Program (CIP), and he asked Ms. Lausten to provide an update. Ms. Lausten highlighted projects that have been completed since the last quarterly update in September 2024, and she presented photographs of the projects through their various stages of completion. Discussion occurred regarding the impact of unplanned projects to the CIP budget and transparency of total project costs for multi-year projects.

MOTION: None. Informational item only.

ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

ITEM 10: 2024 YEAR-END LEGISLATIVE REPORT

Ms. Collins provided a high-level overview of several newly passed laws affecting Public Agencies. Ms. Collins highlighted the following bills.

- AB 2302 limiting how often members of a local agency can participate remotely in public meetings.
- AB 3090 authorizing a public water system to utilize communication technology such as text messages, email or social media when updating an emergency notification plan.
- SB 937 imposing new limitations on the ability of local agencies to collect developer fees at an earlier time than certificate of occupancy.

Ms. Collins also provided information on three bills in relation to Proposition 218 that address the defense of peaking rates, an administrative exhaustion procedure when protesting rates, and refund amounts applied as a credit to a customer's account for Proposition 218 violations.

MOTION: None. Informational item only.

ITEM 11: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

Mr. Paludi reported that California Special Districts Association (CSDA) published a year end legislation report which highlights CSDA's major advocacy accomplishments, and he provided a handout of the report.

Mr. Paludi reported that a Summary Report for The Metropolitan Water District of Southern California (MET) Board Meeting January 14, 2025 was issued, and he provided a handout of the summary.

Mr. Paludi reported on the current water supply conditions, and he reported that the Northern Sierra Snowpack was 126% of normal, while the Colorado River Basin Snowpack is 94% of normal. Mr. Paludi provided a handout of the Water Supply Conditions Report published by MET.

MOTION: None. Informational item only.

GENERAL COUNSEL REPORT

None

OTHER INFORMATION/MATTERS

None

ADDITIONAL DIRECTORS' COMMENTS

None

ADJOURNMENT

President Mandich adjourned the January 16, 2025 Regular Board Meeting at 7:19 p.m.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 20, 2025**

CONSENT CALENDAR

ITEM 2: TREASURER'S REPORT

a. *FINANCE/AUDIT COMMITTEE MEETING*

RECOMMENDED ACTION:

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

1. *January 9, 2025*

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. *December 2024*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for January 2025.

EXHIBITS:

1. Disbursement Report – January 2025
2. Summary of Disbursements – January 2025
3. General Fund Warrant Register – January 2025
4. General Fund Payroll Warrant Register – January 2025

CONTACTS (staff responsible): PEREA/WARNER



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

DIRECTORS PRESENT

Mike Safranski, Committee Chair
John Horst, Committee Member

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 Safranski called the January 9, 2025 Finance/Audit Committee Meeting to order at 8:00 a.m.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

None

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- District facilities continue to experience Southern California Edison's (SCE) Public Safety Power Shutoff (PSPS) outages due to high wind warnings.
- The District has been awarded a Cal OES Cybersecurity Grant in the amount of \$250,000 which will be used to supplement the CIP server replacement project budget.

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

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 December 2024 and tentative future meetings/attendance (Action Calendar).

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

Mr. Paludi presented this matter for Committee consideration, and he provided an overview the District's annual requirement to prepare and submit a statement of investment policy. Mr. Paludi stated that staff will work with General Legal Counsel and the District's financial consultant to update the policy with any relevant changes resulting from new laws and regulations. Mr. Berg provided a brief summary of advantages in the District's current participation in California Cooperative Liquid Assets Securities System (CLASS) versus Local Agency Investment Fund (LAIF) investments.

RECOMMENDATION: None – Informational item only.

ITEM 4: FINANCIAL REPORT

Ms. Warner presented the preliminary unaudited financials for November 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 due to increased potable water sales.

Total Source of Supply

Ms. Warner reported that this line item was trending higher than budgeted for the year due to the related source of supply costs for increased water sales.

Total Salaries & Benefits

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

Total Transmission & Distribution

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

Total General & Administrative

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

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

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 November 2024, including costs associated with the following: SCADA System Upgrades, Water Transmission Pipeline Upsizing, Repair Damaged Fence – Porter Property, and Miscellaneous Electrical Work – Water.

SEWER FUND

Total Operating Revenue

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

Total Salaries & Benefits

Ms. Warner reported that this line item was trending 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.

District Capital – Sewer

Ms. Warner reviewed the capital improvement costs accrued in November 2024, including the following: Golf Club Sewer Lift Station (SLS) Rehabilitation, SCADA System Upgrades, WWTP Hoffman Blower Building Rehabilitation, Heritage Sewer Lift Station Rehabilitation, Manual Transfer Switch Installations – Sewer, WWTP Fiber Optic Upgrade, Repair Damaged Fence – Porter Property, Miscellaneous Electrical Work – Sewer, Repair Generator – Plano Trabuco.

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 as budgeted for the year.

Total Salaries & Benefits

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

Total Transmission & Distribution

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

Total General & Administrative

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

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

Net Total Unrestricted Cash Inflow/Outflow

Ms. Warner reported that this line item trended 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 November 2024, including the following: SCADA System Upgrades, Dove Recycled Booster Pump Station, Dove Canyon Recycled PRV Improvement, Dove Lake Repairs, Repair Damaged Fence – Porter Property, Miscellaneous Electrical Work – Recycled.

The Committee requested that staff add footnotes to the unaudited financial statements to list any anomalies. The Committee inquired about line items on the unaudited financials balance sheet and Mr. Berg provided clarification on those items. Discussion occurred regarding a cost assessment of the Dimension Water Treatment Plant (DWTP) repair feasibility versus purchasing treated water. Discussion also occurred regarding the District's share of property tax revenue.

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

ITEM 5: OTHER MATTERS

Mr. Paludi stated that staff will be reaching out to the Directors to schedule a Wastewater and Recycled Water tour.

Director Safranski asked staff look into all opportunities to make reductions to the District's budget, and he also suggested that Director Horst sit down with Mr. Paludi, Mr. Berg and staff to gain a better understanding of the District's finances.

RECOMMENDATION: None – Informational item only.

ADJOURNMENT

Director Safranski adjourned the January 9, 2025 Finance/Audit Committee Meeting at 9:21 a.m.



Financial Reporting December 2024

Prepared by





**Trabuco Canyon Water District
Financial Analysis
December 2024
(Unaudited)**

Cash and Investments

Total cash and investments as of the reporting date are valued at \$15.5M and represent a decrease of \$(478.8)K from the prior month. Cash and investments have declined steadily from the beginning of the fiscal year through the current reporting date. As projected in the rate model, the District issued debt in April 2024 and has continued to draw on this funding to advance Capital projects. The change in the current reporting month is mainly attributed to the paydown of current liabilities, as reflected in line 25 of the Balance Sheet. At the end of the prior month, the District had \$2.8M in current liabilities and reduced them to \$1.8M in the current month. The cash outflows from this paydown were partially offset by cash inflows of property taxes in December 2024.

Balance Sheet

The financial health of the District at a specific point in time is measured in this report. Balances of assets and liabilities can fluctuate from month to month depending on a variety of factors, but a more reliable evaluation of changes in District financial health can be derived when comparing fiscal year-end audited financial reports. In the current reporting period, the following month over month changes are noted:

- Line 5 Total Cash & Investments decreased \$(478.8)K
- Line 21 Accounts Payable liabilities decreased \$(955.6)K
- Line 33 Total Net Position increased \$159.4K and represents a positive improvement in the financial health of the District compared to the prior month.

District Summary Budget v. Actual

This is a consolidation and high-level report of District-wide budget performance. In the current reporting period, the following line items are highlighted:

- Line 2 Operating Revenue has exceeded the YTD% budget target largely due to higher-than-expected variable consumption charges from both potable and recycled water sales. Thus far, fiscal year 2024-25 has been a relatively dry year and has resulted in higher-than-expected water usage among customers.
- Line 6 Non-Operating Revenue has reached within 2% of the YTD% budget target. In the current reporting period, the District received \$557K in property tax receipts.
- Line 6 Source of Supply continues to trend over the expected YTD% of budget. As of the current reporting period, the Dimension Water Treatment Plant (DWTP) was out of service due to issues with the pipeline conveying the water. While the plant is unavailable, the District is purchasing fully treated water from Irvine Ranch Water District (IRWD) at a price of \$1,775.96 per Acre-Foot (AF). Untreated water purchased for treatment at the DWTP is purchased for \$912.26 per AF and paid to the Municipal Water District of Orange County (MWDOC). The cost of treating water at the DWTP includes more than just the price paid to MWDOC, and District staff are in the process of understanding a more accurate analysis of the potential cost savings available when the plant is in service.



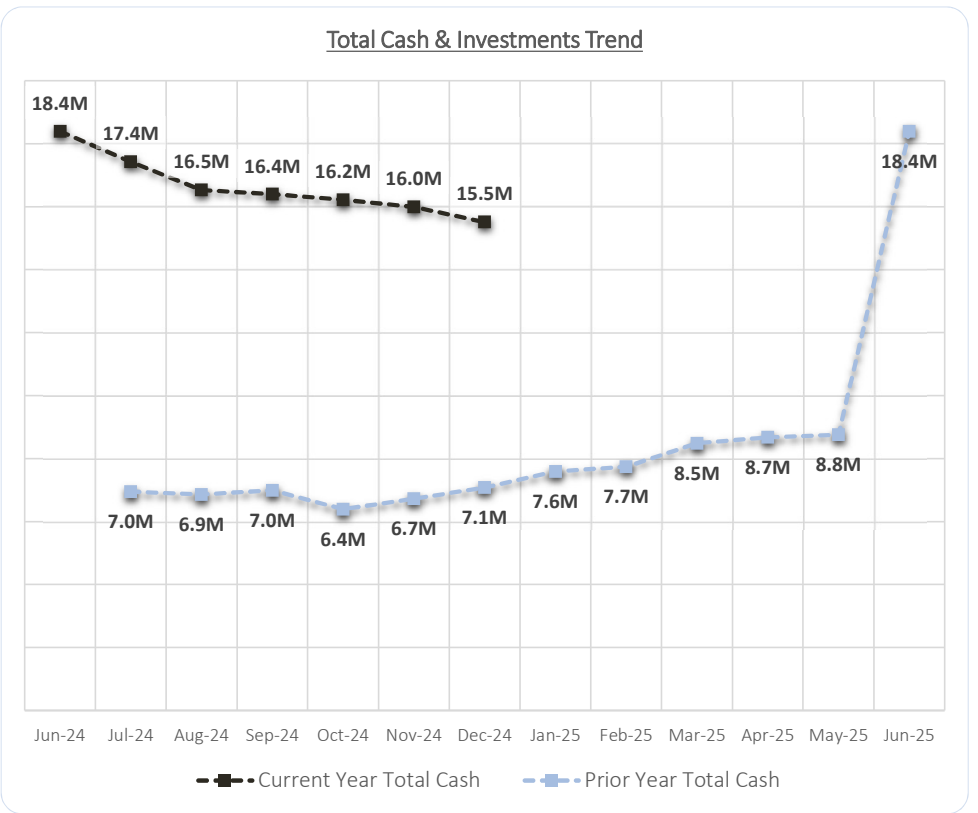
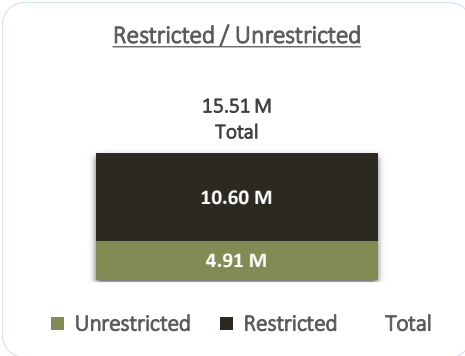
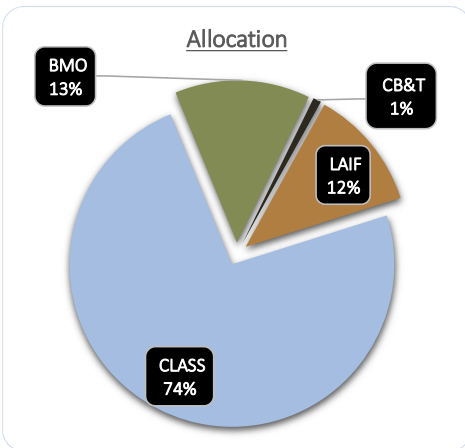
Trabuco Canyon Water District

Cash & Investments

As of December 31, 2024

(Unaudited)

	Restricted / Unrestricted	Type	Yield	Cost	Market	% Portfolio
Local Agency Investment Fund (LAIF)						
LAIF	Unrestricted	Investment	4.434%	\$ 600,856	\$ 600,629	3.9%
LAIF Water Storage Facilities	Restricted	Investment	4.434%	1,148,067	1,147,633	7.4%
LAIF Interim Sewage	Restricted	Investment	4.434%	124,438	124,391	0.8%
LAIF 2022 Credit Line Proceeds	Restricted	Investment	4.434%	-	-	0.0%
Total LAIF				1,873,362	1,872,654	12.1%
California Cooperative Liquid Assets Securities System (CLASS)						
CLASS	Unrestricted	Investment	4.635%	2,222,077	2,222,105	14.3%
CLASS 2024 Debt Proceeds	Restricted	Investment	4.635%	9,205,871	9,205,988	59.3%
Total CLASS				11,427,948	11,428,093	73.7%
BMO Checking	Unrestricted	Cash	0.000%	2,087,033	2,087,033	13.5%
CB&T Checking (SRF Loan Covenant)	Restricted	Cash	0.400%	124,312	124,312	0.8%
Total Cash & Investments				\$ 15,512,655	\$ 15,512,092	100.0%





Trabuco Canyon Water District

Balance Sheet

As of December 31, 2024
(Unaudited)

		December 2024	November 2024	Increase (Decrease)
1	Assets			
2	Cash & Investments			
3	Cash & Investments - Unrestricted	\$ 4,909,967	\$ 4,990,075	\$ (80,109)
4	Cash & Investments - Restricted	10,602,688	11,001,393	(398,705)
5	Total Cash & Investments	15,512,655	15,991,468	(478,814)
6	Other Current Assets			
7	Accounts Receivable, Net	2,497,218	2,895,461	(398,243)
8	Prepaid & Other	474,331	500,233	(25,902)
9	Fair Market Value Adjustment ¹	(8,058)	(8,058)	-
10	Total Other Current Assets	2,963,491	3,387,636	(424,145)
11	Capital Assets			
12	Capital Assets, at Cost	129,008,350	129,008,350	-
13	Accumulated Depreciation	(87,051,315)	(86,654,538)	(396,777)
14	Construction in Progress	6,238,351	5,839,764	398,587
15	Total Capital Assets	48,195,386	48,193,576	1,810
16	Net OPEB Asset	201,692	201,692	-
17	Deferred Outflows of Resources (DOR)	2,822,616	2,822,616	-
18	Total Assets & DOR	\$ 69,695,840	\$ 70,596,988	\$ (901,148)
19	Liabilities			
20	Current Liabilities			
21	Accounts Payable	\$ 1,149,261	\$ 2,104,874	\$ (955,613)
22	Accrued Expenses	618,806	614,846	3,960
23	Current Portion-Long Term Debt	-	97,153	(97,153)
24	Deposits on Hand	49,379	61,123	(11,744)
25	Total Current Liabilities	1,817,445	2,877,995	(1,060,550)
26	Long-Term Liabilities			
27	Net Pension Liability	5,352,817	5,352,817	-
28	State Revolving Fund Loan	1,482,584	1,482,584	-
29	Debt Issuance 2024	20,508,000	20,508,000	-
30	Total Long Term Liabilities	27,343,401	27,343,401	-
31	Deferred Inflows of Resources (DIR)	471,211	471,211	-
32	Total Liabilities & DIR	29,632,057	30,692,608	(1,060,550)
33	Total Net Position	40,063,783	39,904,381	159,402
34	Total Liabilities, Net Position & DIR	\$ 69,695,840	\$ 70,596,988	\$ (901,148)

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.

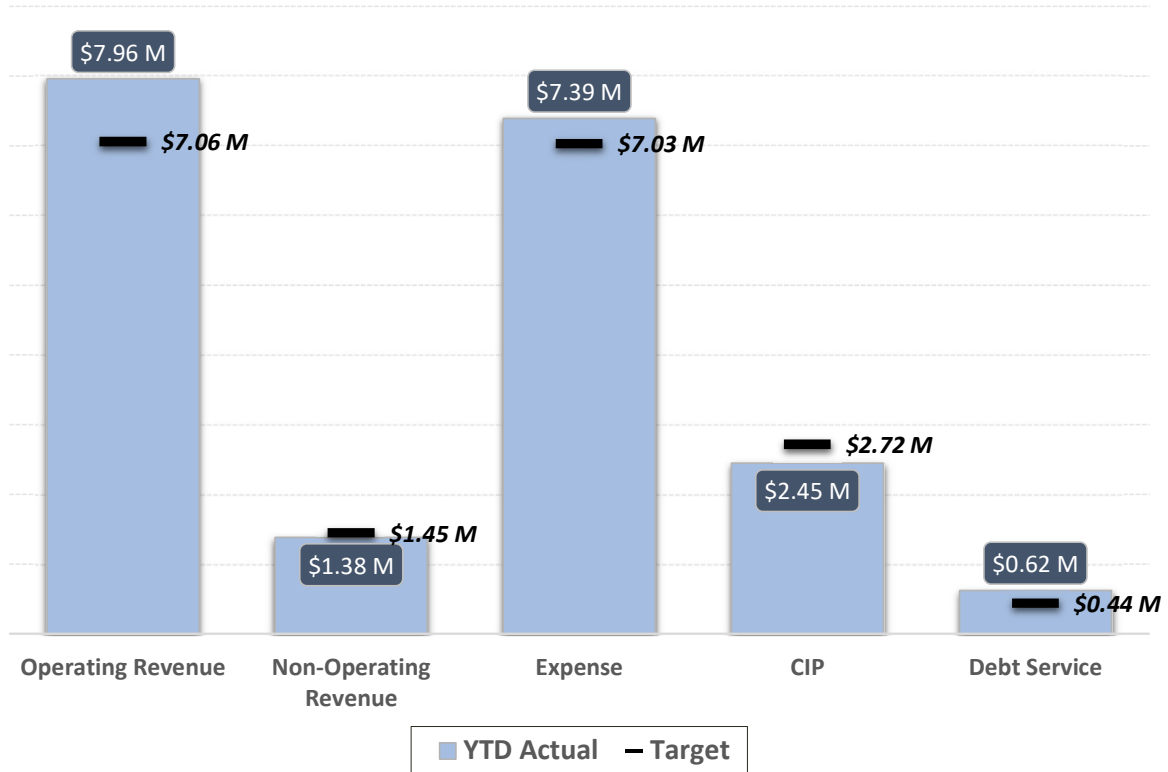


Trabuco Canyon Water District District Summary Budget v. Actual

December 2024
(Unaudited)

	December 2024	YTD Actual	FY 25 Adopted Budget	YTD 50%
1 Revenue				
2 Operating Revenue	\$ 1,131,885	\$ 7,960,346	\$ 14,125,200	56%
3 Non-Operating Revenue	629,736	1,382,609	2,901,000	48%
4 Total Revenue	1,761,621	9,342,955	17,026,200	55%
5 Expense				
6 Source of Supply	440,444	3,097,035	4,904,400	63%
7 Salaries and Benefits	446,143	2,607,392	5,344,100	49%
8 Transmission and Distribution	71,197	670,843	1,581,600	42%
9 General and Administrative	142,537	1,014,945	2,218,000	46%
10 Miscellaneous Expense	1,447	3,433	18,100	19%
11 Total Expense	1,101,769	7,393,648	14,066,200	53%
12 Net Revenue / (Expense)	659,852	1,949,307	2,960,000	66%
13 Transfer In - Debt Proceeds for Capital	279,692	1,947,250	5,441,589	36%
14 Capital Improvement Program (CIP)	(398,587)	(2,445,744)	(5,441,589)	45%
15 Debt Service - Principal and Interest	(103,673)	(622,040)	(881,600)	71%
16 Est. Net Cash Inflow / (Outflow)	\$ 437,284	\$ 828,773	\$ 2,078,400	40%

YTD Actuals v. YTD Target Budget





Trabuco Canyon Water District Water Budget v. Actual

December 2024
(Unaudited)

	December 2024	YTD Actual	FY 25 Adopted Budget	YTD 50%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 307,896	\$ 1,813,314	\$ 3,532,800	51%
3 Variable Consumption Charges	372,241	2,878,493	4,135,900	70%
4 Baker Treatment Plant Water Sales	108,066	736,315	2,115,600	35%
5 Customer Fees	22,220	87,175	149,000	59%
6 Standby Charges	3,880	7,273	37,900	19%
7 Uncollectable Accounts	-	10	(25,300)	0%
8 Total Operating Revenue	814,303	5,522,581	9,945,900	56%
9 Operating Expense				
10 Source of Supply				
11 Fixed Water Purchases	32,528	189,731	406,300	47%
12 Variable Water Purchases	266,624	1,943,083	2,210,900	88%
13 Baker Treatment Plant Water Sold	89,036	577,612	1,578,700	37%
14 Water Treatment	11,100	99,580	213,000	47%
15 Pumping Electricity	27,800	206,723	340,800	61%
16 Total Source of Supply	427,088	3,016,729	4,749,700	64%
17 Salaries and Benefits				
18 Employee/Director Wages	178,952	1,077,274	2,191,700	49%
19 Employee/Director Benefits	47,261	261,405	547,700	48%
20 Retiree Health Insurance	10,823	68,108	179,300	38%
21 Transfer In - 115 OPEB Trust Reimbursement	(10,823)	(68,108)	(179,300)	38%
22 CalPERS Retirement (Normal)	29,462	174,395	349,500	50%
23 CalPERS Unfunded Accrued Liability (Minimum)	18,725	112,351	171,400	66%
24 Payroll Taxes	13,641	79,332	160,900	49%
25 Total Salaries and Benefits	288,041	1,704,757	3,421,200	50%
26 Transmission and Distribution				
27 System Repairs and Maintenance	6,839	113,262	201,800	56%
28 Vehicles and Equipment	7,192	51,937	90,300	58%
29 Safety, Supplies and Testing	4,535	30,645	78,600	39%
30 Total Transmission and Distribution	18,565	195,844	370,700	53%
31 General and Administrative				
32 Professional Services	45,019	325,830	635,500	51%
33 Office Maintenance, Supplies and Software	15,456	173,343	330,900	52%
34 District Insurance	11,900	68,723	137,600	50%
35 Dues and Memberships	15,136	42,978	101,200	42%
36 Public Outreach	6,167	31,449	138,300	23%
37 Customer Service and Billing	4,531	29,859	77,800	38%
38 Conference, Trainings and Travel	1,319	13,883	31,900	44%
39 Total General and Administrative	99,528	686,065	1,453,200	47%
40 Total Operating Expense	833,222	5,603,395	9,994,800	56%
41 Net Operating Revenue / (Expense)	(18,919)	(80,814)	(48,900)	
42 Non-Operating Revenue / (Expense)				
43 Property Tax Revenue	278,876	490,379	1,147,500	43%
44 Interest Revenue - Unrestricted	(27,010)	74,541	31,000	240%
45 Interest Revenue - Restricted	13,352	26,808	40,400	66%
46 Other Revenue and Reimbursements	3,718	16,887	59,200	29%
47 Miscellaneous Expense	(724)	(1,907)	(6,500)	29%
48 Net Non-Operating Revenue / (Expense)	268,213	606,708	1,271,600	48%
49 Net Total Revenue / (Expense)	249,295	525,893	1,222,700	
50 Other Unrestricted Cash Inflow / (Outflow)				
51 Transfer In - Debt Proceeds for Capital	75,467	183,326	903,729	20%
52 Capital Improvement Program (CIP)	(154,001)	(506,334)	(903,729)	56%
53 Debt Service - Principal and Interest	(52,326)	(313,955)	(526,500)	60%
54 Net Other Unrestricted Cash Inflow / (Outflow)	(130,860)	(636,963)	(526,500)	121%
55 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 118,434	\$ (111,070)	\$ 696,200	

Acronym key:

OPEB - Other Post-Employment Benefits



Trabuco Canyon Water District

Water CIP

December 2024

(Unaudited)

Project	December 2024	YTD Actual	FY 25 Adopted Budget	YTD 50%
1 Water CIP				
2 Capital Improvements / Replacements				
3 SCADA System Upgrades	\$ 73,917	\$ 97,881	\$ 184,729	53%
4 Water Transmission Pipeline Upsizing	-	59,320	432,250	14%
5 Manual Transfer Switch Installations - Water	1,550	7,488	40,000	19%
6 Total Capital Improvements / Replacements	75,467	164,688	656,979	25%
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 DWTP	-	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	46,870	123,040	-	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	-	N/A
24 Misc. Electrical work - Water	15,032	18,958	-	N/A
25 O'Neill Park - 10" water main repair	16,633	16,633	-	N/A
26 Total Unplanned Repairs/Expenses	78,534	323,008	-	N/A
27 Total Water CIP	\$ 154,001	\$ 506,334	\$ 903,729	56%

Acronym key:

SCADA - Supervisory Control and Data Acquisition

DWTP - Dimension Water Treatment Plant

WWTP - Wastewater Treatment Plant



Trabuco Canyon Water District

Sewer Budget v. Actual

December 2024

(Unaudited)

	December 2024	YTD Actual	FY 25 Adopted Budget	YTD 50%
1 Operating Revenue				
2 Sewer Residential Charges	\$ 195,497	\$ 1,145,028	\$ 2,301,500	50%
3 Sewer Commercial Charges	18,722	124,884	257,200	49%
4 Customer Fees	19,300	107,892	284,600	38%
5 Uncollectable Accounts	-	-	(8,400)	0%
6 Total Operating Revenue	233,519	1,377,803	2,834,900	49%
7 Operating Expense				
8 Salaries and Benefits				
9 Employee/Director Wages	87,147	510,007	1,038,200	49%
10 Employee/Director Benefits	18,118	87,927	227,700	39%
11 Retiree Health Insurance	3,865	24,324	64,100	38%
12 Transfer In - 115 OPEB Trust Reimbursement	(3,865)	(24,324)	(64,100)	38%
13 CalPERS Retirement (Normal)	10,544	61,010	122,600	50%
14 CalPERS Unfunded Accrued Liability (Minimum)	6,688	40,125	79,800	50%
15 Payroll Taxes	4,872	28,333	76,800	37%
16 Total Salaries and Benefits	127,370	727,402	1,545,100	47%
17 Transmission and Distribution				
18 System Repairs and Maintenance	1,671	93,924	378,700	25%
19 T&D Electricity	20,400	117,841	276,300	43%
20 Vehicles and Equipment	1,535	23,249	36,400	64%
21 Safety, Supplies and Testing	1,219	8,626	17,900	48%
22 Total Transmission and Distribution	24,825	243,639	709,300	34%
23 General and Administrative				
24 Professional Services	15,709	115,015	228,100	50%
25 Office Maintenance, Supplies and Software	9,684	86,943	179,300	48%
26 District Insurance	4,636	25,701	49,100	52%
27 Dues and Memberships	2,247	22,199	121,700	18%
28 Public Outreach	1,678	8,817	19,500	45%
29 Customer Service and Billing	1,185	7,873	20,600	38%
30 Conference, Trainings and Travel	471	4,958	11,500	43%
31 Total General and Administrative	35,610	271,506	629,800	43%
32 Total Operating Expense	187,805	1,242,547	2,884,200	43%
33 Net Operating Revenue / (Expense)	45,715	135,256	(49,300)	
34 Non-Operating Revenue / (Expense)				
35 Property Tax Revenue	200,791	353,073	1,050,900	34%
36 Interest Revenue - Unrestricted	74,687	250,701	192,600	130%
37 Other Revenue and Reimbursements	416	562	11,000	5%
38 Miscellaneous Expense	(521)	(1,131)	(7,600)	15%
39 Net Non-Operating Revenue / (Expense)	275,373	603,205	1,246,900	48%
40 Net Total Revenue / (Expense)	321,088	738,460	1,197,600	
41 Other Unrestricted Cash Inflow / (Outflow)				
42 Transfer In - Debt Proceeds for Capital	315,170	1,716,597	4,086,215	42%
43 Capital Improvement Program	(346,411)	(1,875,583)	(4,086,215)	46%
44 Debt Service - Principal and Interest	(43,480)	(260,878)	(304,100)	86%
45 Net Other Unrestricted Cash Inflow / (Outflow)	(74,720)	(419,865)	(304,100)	138%
46 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 246,368	\$ 318,596	\$ 893,500	



Trabuco Canyon Water District

Sewer CIP

December 2024

(Unaudited)

Project	December 2024	YTD Actual	FY 25 Adopted Budget	YTD 50%
1 Sewer CIP				
2 Capital Improvements / Replacements				
3 Golf Club Sewer Lift Station (SLS) Rehabilitation	\$ 47,428	\$ 1,088,115	\$ 1,350,000	81%
4 SCADA System Upgrades	26,399	34,958	65,975	53%
5 WWTP Hoffman Blower Building Rehabilitation	104,824	322,660	1,100,000	29%
6 Heritage Sewer Lift Station Rehabilitation	9,515	68,139	632,250	11%
7 Manual Transfer Switch Installations - Sewer	1,705	11,163	40,000	28%
8 WWTP Fiber Optic Upgrade	4,275	19,315	300,000	6%
9 Chiquita CIP FY25	-	34,912	236,740	15%
10 WWTP Reservoir Gate Improvements	121,024	121,024	159,600	76%
11 WWTP Headworks Replacement	-	-	172,900	0%
12 Barneburg SLS Wetwell Rehab	-	16,312	-	N/A
12 Total Capital Improvements / Replacements	315,170	1,716,597	4,057,465	42%
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	-	N/A
23 Misc. Electrical work - Sewer	9,448	18,066	-	N/A
24 Repair generator - Plano Trabuco	-	19,537	-	N/A
25 Pump repair - Barneburg LS	21,793	21,793	-	N/A
26 Total Unplanned Repairs/Expenses	31,241	158,986	-	N/A
27 Total Sewer CIP	\$ 346,411	\$ 1,875,583	\$ 4,086,215	46%

Acronym key:

SCADA - Supervisory Control and Data Acquisition

WWTP - Waste Water Treatment Plant

SLS - Sewer Lift Station



Trabuco Canyon Water District Recycled Water Budget v. Actual

December 2024

(Unaudited)

	December 2024	YTD Actual	FY 25 Adopted Budget	YTD 50%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 13,992	\$ 81,790	\$ 161,600	51%
3 Variable Consumption Charges	66,075	967,513	1,173,600	82%
4 Customer Fees	3,996	10,659	13,600	78%
5 Uncollectable Accounts	-	-	(4,400)	0%
6 Total Operating Revenue	84,062	1,059,962	1,344,400	79%
7 Operating Expense				
8 Source of Supply				
9 Recycled Water Purchases	1,963	17,968	33,300	54%
10 Water Treatment	11,394	62,338	121,400	51%
11 Total Source of Supply	13,356	80,306	154,700	52%
12 Salaries and Benefits				
13 Employee/Director Wages	20,777	121,502	249,200	49%
14 Employee/Director Benefits	5,357	26,876	66,600	40%
15 Retiree Health Insurance	773	4,865	12,800	38%
16 Transfer In - 115 OPEB Trust Reimbursement	(773)	(4,865)	(12,800)	38%
17 CalPERS Retirement (Normal)	2,286	13,164	26,400	50%
18 CalPERS Unfunded Accrued Liability (Minimum)	1,338	8,025	18,000	45%
19 Payroll Taxes	974	5,667	17,600	32%
20 Total Salaries and Benefits	30,732	175,233	377,800	46%
21 Transmission and Distribution				
22 T&D Electricity	23,200	153,958	341,200	45%
23 System Repairs and Maintenance	(5,632)	10,342	41,400	25%
24 Vehicles and Equipment	323	5,267	8,200	64%
25 Safety, Supplies and Testing	9,916	61,792	110,800	56%
26 Total Transmission and Distribution	27,807	231,359	501,600	46%
27 General and Administrative				
28 Professional Services	3,142	23,052	45,600	51%
29 Office Maintenance, Supplies and Software	1,473	15,699	30,400	52%
30 District Insurance	850	4,909	10,000	49%
31 Dues and Memberships	1,268	9,384	38,600	24%
32 Public Outreach	336	1,763	3,800	46%
33 Customer Service and Billing	237	1,575	4,200	37%
34 Conference, Trainings and Travel	94	992	2,400	41%
35 Total General and Administrative	7,399	57,373	135,000	42%
36 Total Operating Expense	79,295	544,272	1,169,100	47%
37 Net Operating Revenue / (Expense)	4,767	515,690	175,300	
38 Non-Operating Revenue / (Expense)				
39 Property Tax Revenue	78,085	137,306	341,400	40%
40 Interest Revenue - Unrestricted	6,736	32,240	24,800	130%
41 Other Revenue and Reimbursements	83	112	2,200	5%
42 Miscellaneous Expense	(203)	(395)	(4,000)	10%
43 Net Non-Operating Revenue / (Expense)	84,702	169,264	364,400	46%
44 Net Total Revenue / (Expense)	89,469	684,953	539,700	
45 Other Unrestricted Cash Inflow / (Outflow)				
46 Transfer In - Debt Proceeds for Capital	(110,944)	47,328	451,645	10%
47 Capital Improvement Program	101,824	(63,828)	(451,645)	14%
48 Debt Service - Principal and Interest	(7,868)	(47,207)	(51,000)	93%
49 Net Other Unrestricted Cash Inflow / (Outflow)	(16,988)	(63,707)	(51,000)	125%
50 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 72,482	\$ 621,247	\$ 488,700	



Trabuco Canyon Water District

Recycled Water CIP

December 2024

(Unaudited)

Project	December 2024	YTD Actual	FY 25 Adopted Budget	YTD 50%
1 Recycled Water CIP				
2 Capital Improvements / Replacements				
3 SCADA System Upgrades	\$ 5,280	\$ 6,992	\$ 13,195	53%
4 Dove Recycled Booster Pump Station	2,880	7,840	133,000	6%
5 Dove Canyon Recycled PRV Improvement	1,920	2,240	180,000	1%
6 Tick & Dove Creek Pump Station Improvements	-	-	79,800	0%
7 WWTP Reservoir Gate Improvements	30,256	30,256	39,900	76%
8 Dove Lake Repairs	(151,280)	-	-	N/A
9 Capital Improvements / Replacements Total	(110,944)	47,328	445,895	11%
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	-	N/A
17 Misc. Electrical work - Recycled	9,120	13,003	-	N/A
18 Total Unplanned Repairs/Expenses	9,120	16,500	-	N/A
19 Total Recycled Water CIP	\$ (101,824)	\$ 63,828	\$ 451,645	14%

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: 01/01/2025 - 01/31/2025

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
01/02/2025		DFT0003843	ADP	Accounts Payable	Outstanding	Bank Draft	-146,942.97
01/02/2025		DFT0003844	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,470.72
01/02/2025		DFT0003845	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-3,766.60
01/02/2025		DFT0003846	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
01/02/2025		DFT0003847	VSP	Accounts Payable	Outstanding	Bank Draft	-870.08
01/03/2025		DFT0003848	ADP	Accounts Payable	Outstanding	Bank Draft	-116.00
01/03/2025		DFT0003849	CALPERS	Accounts Payable	Outstanding	Bank Draft	-73,865.08
01/03/2025		DFT0003850	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-1,934.47
01/03/2025		DFT0003851	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
01/06/2025		DFT0003852	CALPERS	Accounts Payable	Outstanding	Bank Draft	-35,406.49
01/07/2025		DFT0003853	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,473.33
01/08/2025		DFT0003854	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-35.36
01/10/2025		DFT0003855	ADP	Accounts Payable	Outstanding	Bank Draft	-2,107.06
01/10/2025		DFT0003856	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,676.19
01/13/2025		DFT0003857	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-204.43
01/13/2025		DFT0003858	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-43.07
01/14/2025		DFT0003859	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-1,760.64
01/15/2025		DFT0003860	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-76.39
01/15/2025		DFT0003861	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-262.40
01/15/2025		DFT0003862	SOUTH COAST AQMD	Accounts Payable	Outstanding	Bank Draft	-707.00
01/15/2025		DFT0003863	ADP	Accounts Payable	Outstanding	Bank Draft	-152,095.48
01/15/2025		DFT0003864	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
01/15/2025		DFT0003865	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-5.00
01/17/2025		DFT0003866	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-175.00
01/17/2025		DFT0003867	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-304.81
01/21/2025		DFT0003868	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,693.44
01/21/2025		DFT0003869	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-4,968.60
01/22/2025		DFT0003870	CALPERS	Accounts Payable	Outstanding	Bank Draft	-34,407.08
01/22/2025		DFT0003871	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-1,104.79
01/24/2025		DFT0003872	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-7,547.36
01/27/2025		DFT0003873	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-5,023.57
01/27/2025		DFT0003874	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
01/27/2025		DFT0003875	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
01/28/2025		DFT0003876	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-348.16
01/30/2025		DFT0003877	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-3,063.75

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/31/2025		DFT0003878	ADP	Accounts Payable	Outstanding	Bank Draft	-116.00
01/31/2025		DFT0003879	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,213.25
01/31/2025		DFT0003880	LOWE'S	Accounts Payable	Outstanding	Bank Draft	-382.00
Bank Draft Total: (38)							-492,729.65
Check							
01/07/2025		13030	BRENT MONSON	Accounts Payable	Outstanding	Check	-341.58
01/07/2025		13031	CARTEGRAPH	Accounts Payable	Outstanding	Check	-13,155.24
01/07/2025		13032	CHAMPION PAVING, INC.	Accounts Payable	Outstanding	Check	-7,910.00
01/07/2025		13033	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-1,854.55
01/07/2025		13034	CWEA	Accounts Payable	Outstanding	Check	-239.00
01/07/2025		13035	DELCO SERVICE, INC.	Accounts Payable	Outstanding	Check	-525.00
01/07/2025		13036	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-536.14
01/07/2025		13037	GOVERNMENT FINANCE OFFICERS ASSOCIATION	Accounts Payable	Outstanding	Check	-460.00
01/07/2025		13038	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-25,703.55
01/07/2025		13039	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-7,201.00
01/07/2025		13040	MCM CONSULTING	Accounts Payable	Outstanding	Check	-33,198.00
01/07/2025		13041	MOULTON NIGUEL WATER DISTRICT	Accounts Payable	Outstanding	Check	-423.03
01/07/2025		13042	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,420.00
01/07/2025		13043	O'REILLY AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-172.91
01/07/2025		13044	ORKIN, INC.	Accounts Payable	Outstanding	Check	-585.95
01/07/2025		13045	PEBBLE SPRING WATER	Accounts Payable	Outstanding	Check	-203.25
01/07/2025		13046	PSOMAS	Accounts Payable	Outstanding	Check	-430.00
01/07/2025		13047	S & J SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-1,221.89
01/07/2025		13048	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-3,575.00
01/07/2025		13049	STARTING LINE ADVISORY	Accounts Payable	Outstanding	Check	-8,000.00
01/07/2025		13050	SWRCB ACCOUNTING OFFICE	Accounts Payable	Outstanding	Check	-31,921.44
01/07/2025		13051	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-87.70
01/07/2025		13052	W.M. LYLES CO.	Accounts Payable	Outstanding	Check	-105,595.00
01/07/2025		13053	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-936.00
01/14/2025		13054	AT&T	Accounts Payable	Outstanding	Check	-1,140.29
01/14/2025		13055	AT&T MOBILITY	Accounts Payable	Outstanding	Check	-124.71
01/14/2025		13056	BC WIRE ROPE & RIGGING	Accounts Payable	Outstanding	Check	-1,629.08
01/14/2025		13057	BEAVENS SYSTEMS, INC.	Accounts Payable	Outstanding	Check	-66,562.77
01/14/2025		13058	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-294.51
01/14/2025		13059	DMC ENGINEERING	Accounts Payable	Outstanding	Check	-2,578.43
01/14/2025		13060	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-923.42
01/14/2025		13061	FLEET SERVICES, INC.	Accounts Payable	Outstanding	Check	-430.60
01/14/2025		13062	GARY KESSLER	Accounts Payable	Outstanding	Check	-2,652.30
01/14/2025		13063	GRAINER	Accounts Payable	Outstanding	Check	-777.74
01/14/2025		13064	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-20,386.78
01/14/2025		13065	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-16,370.00
01/14/2025		13066	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-3,005.86

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/14/2025		13067	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-245,746.49
01/14/2025		13068	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-55,893.78
01/14/2025		13069	JUAN A. QUINONEZ	Accounts Payable	Outstanding	Check	-523.99
01/14/2025		13070	MICHAEL PEREA	Accounts Payable	Outstanding	Check	-4,432.14
01/14/2025		13071	NBS	Accounts Payable	Outstanding	Check	-1,018.85
01/14/2025		13072	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,065.00
01/14/2025		13073	ORKIN, INC.	Accounts Payable	Outstanding	Check	-272.98
01/14/2025		13074	PHIL SERPAS	Accounts Payable	Outstanding	Check	-2,259.83
01/14/2025		13075	PROJECT PARTNERS, INC.	Accounts Payable	Outstanding	Check	-39,550.00
01/14/2025		13076	Void Check	Accounts Payable	Voided	Check	0.00
01/14/2025		13077	ROSEANN LEJSEK	Accounts Payable	Outstanding	Check	-557.02
01/14/2025		13078	SECURITAS TECHNOLOGY	Accounts Payable	Outstanding	Check	-4,115.07
01/14/2025		13079	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-1,852.50
01/14/2025		13080	SOTO RESOURCES	Accounts Payable	Outstanding	Check	-1,183.75
01/14/2025		13081	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
01/14/2025		13082	TRENCH SHORING COMPANY	Accounts Payable	Outstanding	Check	-850.50
01/14/2025		13083	TYLER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-65.50
01/14/2025		13084	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-212.00
01/14/2025		13085	WIENHOFF DRUG TESTING	Accounts Payable	Outstanding	Check	-935.00
01/28/2025		13091	MARK MARTY	Accounts Payable	Outstanding	Check	-721.50
01/28/2025		13092	MARK MARTY	Accounts Payable	Outstanding	Check	-544.98
01/29/2025		13093	DANIELS TIRE SERVICE, INC.	Accounts Payable	Outstanding	Check	-1,174.96
01/29/2025		13094	DMS FACILITY SERVICES	Accounts Payable	Outstanding	Check	-2,536.52
01/29/2025		13095	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-4,508.71
01/29/2025		13096	JARROD WALKER	Accounts Payable	Outstanding	Check	-105.00
01/29/2025		13097	OCCUPATIONAL HEALTH CENTERS OF CA	Accounts Payable	Outstanding	Check	-66.00
01/29/2025		13098	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,420.00
01/29/2025		13099	ORKIN, INC.	Accounts Payable	Outstanding	Check	-685.99
01/29/2025		13100	PEBBLE SPRING WATER	Accounts Payable	Outstanding	Check	-66.75
01/29/2025		13101	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-22,957.00
01/29/2025		13102	SMARTCOVER SYSTEMS	Accounts Payable	Outstanding	Check	-3,915.00
01/29/2025		13103	SPECIALTY EQUIPMENT	Accounts Payable	Outstanding	Check	-3,296.55
01/29/2025		13104	URBAN WATER INSTITUTE, INC.	Accounts Payable	Outstanding	Check	-3,000.00
01/29/2025		13105	VARIABLE SPEED SOLUTIONS, INC.	Accounts Payable	Outstanding	Check	-63,829.46
01/29/2025		13106	W.M. LYLES CO.	Accounts Payable	Outstanding	Check	-6,995.00
01/29/2025		13107	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-212.00
01/29/2025		13108	YO FIRE	Accounts Payable	Outstanding	Check	-62.19
Check Total: (74)							-839,829.73
EFT							
01/08/2025		695	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-3,768.00
01/08/2025		696	AMAZON	Accounts Payable	Outstanding	EFT	-1,086.41
01/08/2025		697	MWDOC	Accounts Payable	Outstanding	EFT	-290.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/08/2025		698	OPENGOV, INC.	Accounts Payable	Outstanding	EFT	-11,500.00
01/08/2025		699	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-731.25
01/08/2025		700	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-533.46
01/15/2025		701	AMAZON	Accounts Payable	Outstanding	EFT	-281.81
01/15/2025		702	BIG O TIRES	Accounts Payable	Outstanding	EFT	-62.55
01/15/2025		703	COGITO REALTY PARTNERS	Accounts Payable	Outstanding	EFT	-7,500.00
01/15/2025		704	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-230.18
01/23/2025		705	CALIFORNIA BANK & TRUST	Accounts Payable	Outstanding	EFT	-115,190.52
01/30/2025		706	ACWA JPIA - LIFE	Accounts Payable	Outstanding	EFT	-615.67
01/30/2025		707	AMAZON	Accounts Payable	Outstanding	EFT	-1,441.37
01/30/2025		708	DUTHIE ELECTRIC SERVICE CORPORATION	Accounts Payable	Outstanding	EFT	-1,710.45
01/30/2025		709	MWDOC	Accounts Payable	Outstanding	EFT	-35,304.88
01/30/2025		710	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-12,501.41
01/30/2025		711	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-426.27
EFT Total: (17)							-193,174.23
Accounts Payable Total: (129)							-1,525,733.61

Accounts Receivable

Deposit

01/02/2025		DEP0026968	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	713.21
01/02/2025		DEP0026968	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	5,094.34
01/02/2025		DEP0026968	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	713.21
01/02/2025		DEP0026968	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	3,667.92
01/07/2025		DEP0026980	OCFA Sewer Contacts Invoice 1-7-2025	Accounts Receivable	Outstanding	Deposit	150.00
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.06
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	-188.83
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	-36.71
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	32.36
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	-36.72
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.06
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.42
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	32.36
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	-262.28
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	166.42
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	4.09
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	4.09
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	1.08
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.20
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.21
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	29.21
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	231.15
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	21.03
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.30

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/07/2025		DEP0027026	Apply admin fees	Accounts Receivable	Outstanding	Deposit	1.50
01/08/2025		DEP0027038	County of Orange - Property Taxes - 1/8/25	Accounts Receivable	Outstanding	Deposit	10.55
01/08/2025		DEP0027038	County of Orange - Property Taxes - 1/8/25	Accounts Receivable	Outstanding	Deposit	917.65
01/08/2025		DEP0027038	County of Orange - Property Taxes - 1/8/25	Accounts Receivable	Outstanding	Deposit	4,719.34
01/08/2025		DEP0027038	County of Orange - Property Taxes - 1/8/25	Accounts Receivable	Outstanding	Deposit	6,554.64
01/08/2025		DEP0027038	County of Orange - Property Taxes - 1/8/25	Accounts Receivable	Outstanding	Deposit	54.28
01/08/2025		DEP0027038	County of Orange - Property Taxes - 1/8/25	Accounts Receivable	Outstanding	Deposit	75.39
01/08/2025		DEP0027038	County of Orange - Property Taxes - 1/8/25	Accounts Receivable	Outstanding	Deposit	917.65
01/08/2025		DEP0027038	County of Orange - Property Taxes - 1/8/25	Accounts Receivable	Outstanding	Deposit	10.56
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	83.27
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	12,911.67
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	187.34
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	92,226.19
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	3,890.19
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	119.93
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	1,631.42
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	756.43
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	756.42
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	23.32
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	187.35
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	594.71
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	23.31
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	11,652.98
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	8,390.15
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	5,403.04
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	963.49
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	83.26
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	1,338.19
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	7,552.96
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	66,402.86
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	166.57
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	1,631.41
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	428.19
01/09/2025		DEP0027029	County of Orange - Property Taxes 1/7/25	Accounts Receivable	Outstanding	Deposit	12,911.66
01/09/2025		DEP0027032	County of Orange - Property taxes 1/7/25-02	Accounts Receivable	Outstanding	Deposit	6,634.26
01/09/2025		DEP0027032	County of Orange - Property taxes 1/7/25-02	Accounts Receivable	Outstanding	Deposit	47,387.61
01/09/2025		DEP0027032	County of Orange - Property taxes 1/7/25-02	Accounts Receivable	Outstanding	Deposit	6,634.26
01/09/2025		DEP0027032	County of Orange - Property taxes 1/7/25-02	Accounts Receivable	Outstanding	Deposit	34,119.08
01/15/2025		DEP0027065	SMWD Cons. & Water Recovery Project Invoice 1-15-2025	Accounts Receivable	Outstanding	Deposit	1,711.18
01/17/2025		DEP0027093	Santa Margarita Pop Warner Deposit Invoice 1-17-2025	Accounts Receivable	Outstanding	Deposit	350.00
01/17/2025		DEP0027093	Santa Margarita Pop Warner Deposit Invoice 1-17-2025	Accounts Receivable	Outstanding	Deposit	12.50
01/17/2025		DEP0027093	Santa Margarita Pop Warner Deposit Invoice 1-17-2025	Accounts Receivable	Outstanding	Deposit	125.00
01/17/2025		DEP0027093	Santa Margarita Pop Warner Deposit Invoice 1-17-2025	Accounts Receivable	Outstanding	Deposit	12.50

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/22/2025		DEP0027137	T-Mobile lease Invoice 1-22-2025	Accounts Receivable	Outstanding	Deposit	2,628.74
01/28/2025		DEP0027212	County of Orange O'Neill Park AR-A00463 1-28-2025	Accounts Receivable	Outstanding	Deposit	3,760.00
01/28/2025		DEP0027212	County of Orange O'Neill Park AR-A00463 1-28-2025	Accounts Receivable	Outstanding	Deposit	150.00
01/28/2025		DEP0027212	County of Orange O'Neill Park AR-A00463 1-28-2025	Accounts Receivable	Outstanding	Deposit	360.00
01/28/2025		DEP0027214	County of Orange O'Neill Park Sewer Invoice 1-28-2025	Accounts Receivable	Outstanding	Deposit	150.00
01/28/2025		DEP0027214	County of Orange O'Neill Park Sewer Invoice 1-28-2025	Accounts Receivable	Outstanding	Deposit	360.00
01/28/2025		DEP0027214	County of Orange O'Neill Park Sewer Invoice 1-28-2025	Accounts Receivable	Outstanding	Deposit	3,760.00
01/29/2025		DEP0027248	UMPQUA Bank - Rebate CY2024	Accounts Receivable	Outstanding	Deposit	1,032.93
01/29/2025		DEP0027248	UMPQUA Bank - Rebate CY2024	Accounts Receivable	Outstanding	Deposit	36.89
01/29/2025		DEP0027248	UMPQUA Bank - Rebate CY2024	Accounts Receivable	Outstanding	Deposit	368.91
01/29/2025		DEP0027248	UMPQUA Bank - Rebate CY2024	Accounts Receivable	Outstanding	Deposit	36.89
Deposit Total: (78)							363,545.80
Accounts Receivable Total: (78)							363,545.80

Utility Billing

Check							
01/27/2025		13086	ROBERT E TARLTON	Utility Billing	Outstanding	Check	-76.93
01/27/2025		13087	JULIEN BELY	Utility Billing	Outstanding	Check	-184.20
01/27/2025		13088	MICHELLE PHAM	Utility Billing	Outstanding	Check	-162.18
01/27/2025		13089	LEE ANN / EVRETT ORRICK	Utility Billing	Outstanding	Check	-76.75
01/27/2025		13090	TRI POINTE HOMES ADLER	Utility Billing	Outstanding	Check	-1,581.30
Check Total: (5)							-2,081.36

Deposit							
01/01/2025		DEP0026933	Utility Payment Packet UBPKT12011	Utility Billing	Outstanding	Deposit	3,307.34
01/02/2025		DEP0026936	Utility Payment Packet UBPKT12012	Utility Billing	Outstanding	Deposit	3,025.24
01/02/2025		DEP0026939	Utility Payment Packet UBPKT12021	Utility Billing	Outstanding	Deposit	11,233.26
01/03/2025		DEP0026942	Utility Payment Packet UBPKT12022	Utility Billing	Outstanding	Deposit	3,521.31
01/03/2025		DEP0026945	Utility Payment Packet UBPKT12023	Utility Billing	Outstanding	Deposit	4,244.75
01/03/2025		DEP0026948	Utility Payment Packet UBPKT12024	Utility Billing	Outstanding	Deposit	49,906.45
01/03/2025		DEP0026952	Utility Payment Packet UBPKT12025	Utility Billing	Outstanding	Deposit	12,448.00
01/06/2025		DEP0026955	Utility Payment Packet UBPKT12026	Utility Billing	Outstanding	Deposit	5,528.26
01/06/2025		DEP0026958	Utility Payment Packet UBPKT12027	Utility Billing	Outstanding	Deposit	7,283.41
01/06/2025		DEP0026961	Utility Payment Packet UBPKT12028	Utility Billing	Outstanding	Deposit	15,183.20
01/06/2025		DEP0026965	Utility Payment Packet UBPKT12032	Utility Billing	Outstanding	Deposit	11,505.64
01/07/2025		DEP0026971	Utility Payment Packet UBPKT12033	Utility Billing	Outstanding	Deposit	1,695.68
01/07/2025		DEP0026974	Utility Payment Packet UBPKT12034	Utility Billing	Outstanding	Deposit	6,342.75
01/07/2025		DEP0026978	Utility Payment Packet UBPKT12035	Utility Billing	Outstanding	Deposit	5,104.02
01/07/2025		DEP0026983	Utility Payment Packet UBPKT12036	Utility Billing	Outstanding	Deposit	7,057.78
01/08/2025		DEP0026986	Utility Payment Packet UBPKT12038	Utility Billing	Outstanding	Deposit	4,487.28
01/08/2025		DEP0026989	Utility Payment Packet UBPKT12037	Utility Billing	Outstanding	Deposit	1,300.46
01/08/2025		DEP0026992	Utility Payment Packet UBPKT12039	Utility Billing	Outstanding	Deposit	2,101.02
01/08/2025		DEP0026998	Utility Payment Packet UBPKT12042	Utility Billing	Outstanding	Deposit	2,572.04
01/09/2025		DEP0026995	Utility Reverse Payment Packet UBPKT12041	Utility Billing	Outstanding	Deposit	-158.85

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/09/2025		DEP0027001	Utility Payment Packet UBPKT12043	Utility Billing	Outstanding	Deposit	1,298.12
01/09/2025		DEP0027004	Utility Payment Packet UBPKT12044	Utility Billing	Outstanding	Deposit	3,389.15
01/09/2025		DEP0027007	Utility Payment Packet UBPKT12046	Utility Billing	Outstanding	Deposit	7,654.32
01/10/2025		DEP0027010	Utility Payment Packet UBPKT12047	Utility Billing	Outstanding	Deposit	1,859.96
01/10/2025		DEP0027014	Utility Payment Packet UBPKT12048	Utility Billing	Outstanding	Deposit	1,905.46
01/10/2025		DEP0027017	Utility Payment Packet UBPKT12049	Utility Billing	Outstanding	Deposit	29,275.27
01/13/2025		DEP0027020	Utility Payment Packet UBPKT12050	Utility Billing	Outstanding	Deposit	2,152.08
01/13/2025		DEP0027023	Utility Payment Packet UBPKT12051	Utility Billing	Outstanding	Deposit	912.76
01/13/2025		DEP0027041	Utility Reverse Payment Packet UBPKT12054	Utility Billing	Outstanding	Deposit	-150.00
01/13/2025		DEP0027044	Utility Payment Packet UBPKT12053	Utility Billing	Outstanding	Deposit	13,599.35
01/13/2025		DEP0027047	Utility Payment Packet UBPKT12058	Utility Billing	Outstanding	Deposit	8,394.90
01/14/2025		DEP0027050	Utility Payment Packet UBPKT12059	Utility Billing	Outstanding	Deposit	4,763.62
01/14/2025		DEP0027053	Utility Payment Packet UBPKT12060	Utility Billing	Outstanding	Deposit	1,509.36
01/14/2025		DEP0027056	Utility Payment Packet UBPKT12063	Utility Billing	Outstanding	Deposit	14,428.90
01/15/2025		DEP0027059	Utility Payment Packet UBPKT12064	Utility Billing	Outstanding	Deposit	4,415.76
01/15/2025		DEP0027062	Utility Payment Packet UBPKT12065	Utility Billing	Outstanding	Deposit	2,680.68
01/15/2025		DEP0027068	Utility Payment Packet UBPKT12067	Utility Billing	Outstanding	Deposit	3,609.17
01/15/2025		DEP0027071	Utility Payment Packet UBPKT12069	Utility Billing	Outstanding	Deposit	8,135.29
01/16/2025		DEP0027074	Utility Payment Packet UBPKT12070	Utility Billing	Outstanding	Deposit	2,499.21
01/16/2025		DEP0027077	Utility Payment Packet UBPKT12072	Utility Billing	Outstanding	Deposit	2,602.68
01/16/2025		DEP0027084	Utility Payment Packet UBPKT12075	Utility Billing	Outstanding	Deposit	13,099.66
01/17/2025		DEP0027087	Utility Payment Packet UBPKT12076	Utility Billing	Outstanding	Deposit	8,725.01
01/17/2025		DEP0027090	Utility Payment Packet UBPKT12077	Utility Billing	Outstanding	Deposit	3,786.46
01/17/2025		DEP0027096	Utility Payment Packet UBPKT12078	Utility Billing	Outstanding	Deposit	12,227.10
01/20/2025		DEP0027104	Utility Payment Packet UBPKT12080	Utility Billing	Outstanding	Deposit	7,888.88
01/21/2025		DEP0027099	Utility Payment Packet UBPKT12079	Utility Billing	Outstanding	Deposit	20,749.48
01/21/2025		DEP0027101	ACH Draft Packet UBPKT11957	Utility Billing	Outstanding	Deposit	205,516.66
01/21/2025		DEP0027107	Utility Payment Packet UBPKT12081	Utility Billing	Outstanding	Deposit	11,992.16
01/21/2025		DEP0027110	Utility Reverse Payment Packet UBPKT12082	Utility Billing	Outstanding	Deposit	-132.00
01/21/2025		DEP0027113	Utility Payment Packet UBPKT12087	Utility Billing	Outstanding	Deposit	2,683.70
01/21/2025		DEP0027116	Utility Reverse Payment Packet UBPKT12089	Utility Billing	Outstanding	Deposit	-239.10
01/21/2025		DEP0027119	Utility Payment Packet UBPKT12091	Utility Billing	Outstanding	Deposit	294,577.23
01/22/2025		DEP0027122	Utility Payment Packet UBPKT12092	Utility Billing	Outstanding	Deposit	898.16
01/22/2025		DEP0027125	Utility Payment Packet UBPKT12093	Utility Billing	Outstanding	Deposit	7,297.68
01/22/2025		DEP0027128	Utility Reverse Payment Packet UBPKT12096	Utility Billing	Outstanding	Deposit	-902.63
01/22/2025		DEP0027131	Utility Reverse Payment Packet UBPKT12097	Utility Billing	Outstanding	Deposit	-152.06
01/22/2025		DEP0027135	Utility Payment Packet UBPKT12094	Utility Billing	Outstanding	Deposit	1,919.97
01/22/2025		DEP0027150	Utility Payment Packet UBPKT12108	Utility Billing	Outstanding	Deposit	5,123.17
01/23/2025		DEP0027153	Utility Payment Packet UBPKT12109	Utility Billing	Outstanding	Deposit	278.00
01/23/2025		DEP0027156	Utility Payment Packet UBPKT12110	Utility Billing	Outstanding	Deposit	1,555.60
01/23/2025		DEP0027159	Utility Payment Packet UBPKT12111	Utility Billing	Outstanding	Deposit	2,663.61
01/24/2025		DEP0027162	Utility Payment Packet UBPKT12112	Utility Billing	Outstanding	Deposit	175.00
01/24/2025		DEP0027166	Utility Payment Packet UBPKT12113	Utility Billing	Outstanding	Deposit	416.24

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/24/2025		DEP0027169	Utility Payment Packet UBPKT12114	Utility Billing	Outstanding	Deposit	4,324.67
01/27/2025		DEP0027147	Utility Reverse Payment Packet UBPKT12107	Utility Billing	Outstanding	Deposit	-250.00
01/27/2025		DEP0027172	Utility Payment Packet UBPKT12115	Utility Billing	Outstanding	Deposit	193.94
01/27/2025		DEP0027175	Utility Payment Packet UBPKT12116	Utility Billing	Outstanding	Deposit	1,014.50
01/27/2025		DEP0027178	Utility Payment Packet UBPKT12119	Utility Billing	Outstanding	Deposit	3,155.60
01/27/2025		DEP0027187	Utility Payment Packet UBPKT12123	Utility Billing	Outstanding	Deposit	20,599.69
01/28/2025		DEP0027184	Utility Reverse Payment Packet UBPKT12122	Utility Billing	Outstanding	Deposit	-157.88
01/28/2025		DEP0027190	Utility Payment Packet UBPKT12124	Utility Billing	Outstanding	Deposit	1,932.71
01/28/2025		DEP0027193	Utility Payment Packet UBPKT12125	Utility Billing	Outstanding	Deposit	929.18
01/28/2025		DEP0027196	Utility Reverse Payment Packet UBPKT12129	Utility Billing	Outstanding	Deposit	-219.00
01/28/2025		DEP0027199	Utility Reverse Payment Packet UBPKT12131	Utility Billing	Outstanding	Deposit	-463.36
01/28/2025		DEP0027202	Utility Reverse Payment Packet UBPKT12132	Utility Billing	Outstanding	Deposit	-853.42
01/28/2025		DEP0027205	Utility Reverse Payment Packet UBPKT12133	Utility Billing	Outstanding	Deposit	-172.30
01/28/2025		DEP0027208	Utility Reverse Payment Packet UBPKT12135	Utility Billing	Outstanding	Deposit	-323.50
01/28/2025		DEP0027220	Utility Payment Packet UBPKT12142	Utility Billing	Outstanding	Deposit	15,922.63
01/29/2025		DEP0027217	Utility Reverse Payment Packet UBPKT12141	Utility Billing	Outstanding	Deposit	-1,272.94
01/29/2025		DEP0027223	Utility Payment Packet UBPKT12144	Utility Billing	Outstanding	Deposit	985.61
01/29/2025		DEP0027226	Utility Payment Packet UBPKT12145	Utility Billing	Outstanding	Deposit	2,178.44
01/29/2025		DEP0027230	Utility Payment Packet UBPKT12148	Utility Billing	Outstanding	Deposit	201.80
01/29/2025		DEP0027233	Utility Reverse Payment Packet UBPKT12149	Utility Billing	Outstanding	Deposit	-201.80
01/29/2025		DEP0027236	Utility Payment Packet UBPKT12154	Utility Billing	Outstanding	Deposit	2,077.02
01/29/2025		DEP0027239	Utility Payment Packet UBPKT12160	Utility Billing	Outstanding	Deposit	5,200.82
01/29/2025		DEP0027252	Utility Payment Packet UBPKT12166	Utility Billing	Outstanding	Deposit	0.10
01/30/2025		DEP0027242	Utility Payment Packet UBPKT12161	Utility Billing	Outstanding	Deposit	5,971.88
01/30/2025		DEP0027245	Utility Payment Packet UBPKT12162	Utility Billing	Outstanding	Deposit	3,456.32
01/30/2025		DEP0027255	Utility Reverse Payment Packet UBPKT12167	Utility Billing	Outstanding	Deposit	-201.80
01/30/2025		DEP0027258	Utility Payment Packet UBPKT12168	Utility Billing	Outstanding	Deposit	1,876.24
01/30/2025		DEP0027261	Utility Payment Packet UBPKT12173	Utility Billing	Outstanding	Deposit	9,223.00
01/31/2025		DEP0027264	Utility Payment Packet UBPKT12175	Utility Billing	Outstanding	Deposit	5,313.54
01/31/2025		DEP0027267	Utility Payment Packet UBPKT12174	Utility Billing	Outstanding	Deposit	5,555.07
01/31/2025		DEP0027270	Utility Payment Packet UBPKT12176	Utility Billing	Outstanding	Deposit	1,417.04
01/31/2025		DEP0027276	Utility Payment Packet UBPKT12178	Utility Billing	Outstanding	Deposit	17,427.22
Deposit Total: (95)							977,614.08
Utility Billing Total: (100)							975,532.72
Report Total: (307)							-186,655.09

Summary

Bank Account	Count	Amount
030866939 BMO Checking	307	-186,655.09
Report Total:	307	-186,655.09

Cash Account	Count	Amount
No Cash Account	1	0.00
99 99-000-1004 BMO Checking (Pooled Cash)	306	-186,655.09
Report Total:	307	-186,655.09

Transaction Type	Count	Amount
Bank Draft	38	-492,729.65
Check	79	-841,911.09
Deposit	173	1,341,159.88
EFT	17	-193,174.23
Report Total:	307	-186,655.09

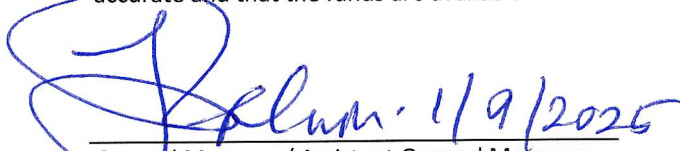


Trabuco Canyon Water District
General Fund Warrant Register
1/9/2025

Summary of Disbursements

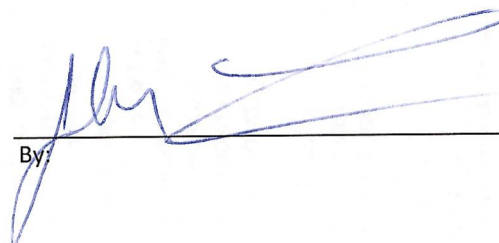
Computer Checks	379,950.91
UB Refund Checks	-
Void UB Refund	-
Bank Drafts	562,611.07
Bank EFTs	657,313.54
Voided Payments	-
Total Disbursements	1,599,875.52

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


General Manager / Assistant General Manager

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

 1/9/25
By: _____ Date: _____

 1-9-25
By: _____ Date: _____



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 12/11/2024 - 01/07/2025

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
12/11/2024		DFT0003822	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,676.19
12/12/2024		DFT0003823	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-50.00
12/16/2024		DFT0003824	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-77.30
12/16/2024		DFT0003825	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-246.45
12/16/2024		DFT0003826	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-230.77
12/17/2024		DFT0003827	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-207.49
12/18/2024		DFT0003828	CALPERS	Accounts Payable	Outstanding	Bank Draft	-34,073.26
12/18/2024		DFT0003829	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-24.94
12/18/2024		DFT0003830	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-5,526.98
12/19/2024		DFT0003831	ADP	Accounts Payable	Outstanding	Bank Draft	-135,459.79
12/20/2024		DFT0003832	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,693.44
12/20/2024		DFT0003833	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
12/23/2024		DFT0003834	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-316.71
12/23/2024		DFT0003835	SECURITAS TECHNOLOGY	Accounts Payable	Outstanding	Bank Draft	-13,634.68
12/23/2024		DFT0003836	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-170.64
12/24/2024		DFT0003837	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-2,821.53
12/26/2024		DFT0003838	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-12,230.42
12/30/2024		DFT0003839	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-83,751.00
12/30/2024		DFT0003840	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-5.00
12/31/2024		DFT0003841	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Accounts Payable	Outstanding	Bank Draft	-192.34
12/31/2024		DFT0003842	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-28.40
01/02/2025		DFT0003843	ADP	Accounts Payable	Outstanding	Bank Draft	-146,942.97
01/02/2025		DFT0003844	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,470.72
01/02/2025		DFT0003845	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-3,766.60
01/02/2025		DFT0003846	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
01/02/2025		DFT0003847	VSP	Accounts Payable	Outstanding	Bank Draft	-870.08
01/03/2025		DFT0003848	ADP	Accounts Payable	Outstanding	Bank Draft	-116.00
01/03/2025		DFT0003849	CALPERS	Accounts Payable	Outstanding	Bank Draft	-73,865.08
01/03/2025		DFT0003850	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-1,934.47
01/03/2025		DFT0003851	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
01/06/2025		DFT0003852	CALPERS	Accounts Payable	Outstanding	Bank Draft	-35,406.49
01/07/2025		DFT0003853	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,473.33
Bank Draft Total: (32)							-562,611.07

Check

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
12/16/2024		13002	BLAKE SMITH	Accounts Payable	Outstanding	Check	-4,714.68
12/16/2024		13004	AT&T MOBILITY	Accounts Payable	Outstanding	Check	-124.71
12/16/2024		13005	AT&T MOBILITY	Accounts Payable	Outstanding	Check	-124.71
12/16/2024		13006	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-6,399.00
12/19/2024		13007	FERNANDO VALDEZ	Accounts Payable	Outstanding	Check	-2,279.54
12/20/2024		13008	AMERICAN BACFKLOW PRODUCTS	Accounts Payable	Outstanding	Check	-843.52
12/20/2024		13009	ATKINSON, ANDELSON, LOYA, RUUD, & ROMO	Accounts Payable	Outstanding	Check	-1,653.00
12/20/2024		13010	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-2,494.48
12/20/2024		13011	DETECTION INSTRUMENTS CORPORATION	Accounts Payable	Outstanding	Check	-8,904.79
12/20/2024		13012	DMC ENGINEERING	Accounts Payable	Outstanding	Check	-12,492.71
12/20/2024		13013	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-1,584.29
12/20/2024		13014	GARY KESSLER	Accounts Payable	Outstanding	Check	-28.99
12/20/2024		13015	GLENN ACOSTA	Accounts Payable	Outstanding	Check	-535.82
12/20/2024		13016	GMU GEOTECHNICAL, INC.	Accounts Payable	Outstanding	Check	-625.50
12/20/2024		13017	HARRINGTON INDUSTRIAL PLASTICS LLC	Accounts Payable	Outstanding	Check	-1,120.60
12/20/2024		13018	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-24,075.00
12/20/2024		13019	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-3,444.70
12/20/2024		13020	JARROD WALKER	Accounts Payable	Outstanding	Check	-239.00
12/20/2024		13021	JUAN A. QUINONEZ	Accounts Payable	Outstanding	Check	-723.51
12/20/2024		13022	MCM CONSULTING	Accounts Payable	Outstanding	Check	-52,520.00
12/20/2024		13023	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-2,485.00
12/20/2024		13024	ORKIN, INC.	Accounts Payable	Outstanding	Check	-719.98
12/20/2024		13025	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
12/20/2024		13026	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-777.50
12/20/2024		13027	SWRCB ACCOUNTING OFFICE	Accounts Payable	Outstanding	Check	-3,945.00
12/20/2024		13028	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-624.00
12/20/2024		13029	YO FIRE	Accounts Payable	Outstanding	Check	-239.36
01/07/2025		13030	BRENT MONSON	Accounts Payable	Outstanding	Check	-341.58
01/07/2025		13031	CARTEGRAPH	Accounts Payable	Outstanding	Check	-13,155.24
01/07/2025		13032	CHAMPION PAVING, INC.	Accounts Payable	Outstanding	Check	-7,910.00
01/07/2025		13033	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-1,854.55
01/07/2025		13034	CWEA	Accounts Payable	Outstanding	Check	-239.00
01/07/2025		13035	DELCO SERVICE, INC.	Accounts Payable	Outstanding	Check	-525.00
01/07/2025		13036	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-536.14
01/07/2025		13037	GOVERNMENT FINANCE OFFICERS ASSOCIATION	Accounts Payable	Outstanding	Check	-460.00
01/07/2025		13038	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-25,703.55
01/07/2025		13039	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-7,201.00
01/07/2025		13040	MCM CONSULTING	Accounts Payable	Outstanding	Check	-33,198.00
01/07/2025		13041	MOULTON NIGUEL WATER DISTRICT	Accounts Payable	Outstanding	Check	-423.03
01/07/2025		13042	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,420.00
01/07/2025		13043	O'REILLY AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-172.91
01/07/2025		13044	ORKIN, INC.	Accounts Payable	Outstanding	Check	-585.95
01/07/2025		13045	PEBBLE SPRING WATER	Accounts Payable	Outstanding	Check	-203.25

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/07/2025		13046	PSOMAS	Accounts Payable	Outstanding	Check	-430.00
01/07/2025		13047	S & J SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-1,221.89
01/07/2025		13048	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-3,575.00
01/07/2025		13049	STARTING LINE ADVISORY	Accounts Payable	Outstanding	Check	-8,000.00
01/07/2025		13050	SWRCB ACCOUNTING OFFICE	Accounts Payable	Outstanding	Check	-31,921.44
01/07/2025		13051	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-87.70
01/07/2025		13052	W.M. LYLES CO.	Accounts Payable	Outstanding	Check	-105,595.00
01/07/2025		13053	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-936.00
Check Total: (51)							-380,075.62
Check Reversal							
12/16/2024		13004	AT&T MOBILITY Reversal	Accounts Payable	Outstanding	Check Reversal	124.71
Check Reversal Total: (1)							124.71
EFT							
12/11/2024		678	AMAZON	Accounts Payable	Outstanding	EFT	-99.79
12/11/2024		679	CAPITAL ONE PUBLIC FUNDING, LLC	Accounts Payable	Outstanding	EFT	-506,849.52
12/11/2024		680	DUTHIE ELECTRIC SERVICE CORPORATION	Accounts Payable	Outstanding	EFT	-19,955.41
12/11/2024		681	EIDE BAILLY	Accounts Payable	Outstanding	EFT	-7,303.00
12/11/2024		682	EVANS-HYDRO, INC.	Accounts Payable	Outstanding	EFT	-21,792.98
12/11/2024		683	HERC RENTALS	Accounts Payable	Outstanding	EFT	-1,508.97
12/11/2024		684	IRVINE PIPE SUPPLY	Accounts Payable	Outstanding	EFT	-289.48
12/11/2024		685	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-5,959.78
12/11/2024		686	OPENGOV, INC.	Accounts Payable	Outstanding	EFT	-375.00
12/11/2024		687	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-6,712.50
12/11/2024		688	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-306.48
12/11/2024		689	XYLEM	Accounts Payable	Outstanding	EFT	-245.11
12/23/2024		690	ACWA JPIA - LIFE	Accounts Payable	Outstanding	EFT	-647.29
12/23/2024		691	AMAZON	Accounts Payable	Outstanding	EFT	-2,161.39
12/23/2024		692	MWDOC	Accounts Payable	Outstanding	EFT	-76,337.14
12/23/2024		693	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-6,291.49
12/23/2024		694	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-478.21
EFT Total: (17)							-657,313.54
Accounts Payable Total: (101)							-1,599,875.52
Report Total: (101)							-1,599,875.52

Summary

Bank Account	Count	Amount
030866939 BMO Checking	101	-1,599,875.52
Report Total:	101	-1,599,875.52

Cash Account	Count	Amount
99 99-000-1004 BMO Checking (Pooled Cash)	101	-1,599,875.52
Report Total:	101	-1,599,875.52

Transaction Type	Count	Amount
Bank Draft	32	-562,611.07
Check	51	-380,075.62
Check Reversal	1	124.71
EFT	17	-657,313.54
Report Total:	101	-1,599,875.52



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

GENERAL FUND PAYROLL WARRANT REGISTER

For the Month of: January 2025

\$ 292,557.67

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

2-13-25
Date

Net Pay	Checks	.00
	Direct Deposits	92,838.87
	Subtotal Net Pay	92,838.87
	Adjustments	9,868.26
	Total Net Pay Liability (Net Cash)	102,707.13

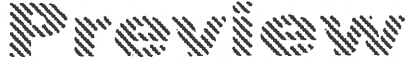
Taxes		You are responsible for Depositing these amounts		Amount debited from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	Federal Income Tax				22,338.12	
	Earned Income Credit Advances					
	Social Security				10,130.84	10,130.83
	Medicare				2,369.32	2,369.31
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal				34,838.28	12,500.14
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	Total Federal				34,838.28	12,500.14
State	CA State Income Tax				9,403.86	
	CA State Unemployment Insurance-ER	1.8000				555.49
	CA State Disability Insurance-EE				1,958.84	
	Subtotal CA				11,362.70	555.49
	Total Taxes		.00	.00	46,200.98	13,055.63

Amount ADP Debited From Account XXXXX6939 Tran/ABA XXXXXXXXXX 59,256.61

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit	92,838.87
Transfers	Amount ADP Debited From Account XXXXX6939 Tran/ABA XXXXXXXXXX	92,838.87
	Total Amount ADP Debited From Your Accounts	152,095.48

27 Employee Transactions



Net Pay	Checks	678.06
	Direct Deposits	89,765.66
	Subtotal Net Pay	90,443.72
	Adjustments	.00
	Total Net Pay Liability (Net Cash)	90,443.72

Taxes		You are responsible for Depositing these amounts		Amount debited from your account	
Federal	Agency Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	Federal Income Tax			18,228.79	
	Earned Income Credit Advances				
	Social Security			8,921.48	8,921.47
	Medicare			2,086.48	2,086.47
	Medicare Surtax				
	Federal Unemployment Tax				
	Subtotal Federal			29,236.75	11,007.94
	FMLA-PSL Payments Credit				
	FMLA-PSL ER FICA Credit				
	FMLA-PSL Health Care Premium Credit				
	Employee Retention Qualified Payments Cre				
	Employee Retention Qualified Health Care				
	Cobra Premium Assistance Payments				
	Total Federal			29,236.75	11,007.94
State	CA State Income Tax			7,965.13	
	CA State Unemployment Insurance-ER 1.8000				119.95
	CA State Disability Insurance-EE			1,688.70	
	Subtotal CA			9,653.83	119.95
	Total Taxes	.00	.00	38,890.58	11,127.89

Amount ADP Debited From Account XXXXX6939 Tran/ABA XXXXXXXXXX 50,018.47

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit	89,765.66
Transfers	ADP Check	678.06
	Amount ADP Debited From Account XXXXX6939 Tran/ABA XXXXXXXXXX	90,443.72

30 Employee Transactions

Total Amount ADP Debited From Your Accounts 140,462.19

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 20, 2025**

CONSENT CALENDAR

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

RECOMMENDED ACTION:

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

1. *January 8, 2025*

CONTACTS (staff responsible): PALUDI/PEREA



**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JANUARY 8, 2025**

DIRECTORS PRESENT

Glenn Acosta, Committee Chair
Mark Anderson, 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

DISTRICT CONSULTANTS

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

PUBLIC PRESENT

John Schatz, Esq. representing California Quartet
Fred Graylee, Hunsaker & Associates

CALL MEETING TO ORDER

Director Acosta called the January 8, 2025 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 welcomed Director Mark Anderson to the Engineering/Operational Committee.

Mr. Paludi noted that Mr. John Schatz was in the audience for Item 2 on the agenda.

Mr. Paludi provided a report on the power outage impacts to District facilities due to Southern California Edison's (SCE) Public Safety Power Shutoff (PSPS) event.

ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

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

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JANUARY 8, 2025**

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

ITEM 2: SADDLEBACK MEADOWS DEVELOPMENT UPDATE

Mr. Paludi presented this matter for Committee consideration, and he introduced Mr. Schatz to provide information on this matter. Mr. Paludi provided a brief overview and history of the development for Committee consideration. Mr. Paludi added that the developer has requested the District approve the development tract map and other related matters.

John Schatz – Mr. Schatz presented the Committee with a handout, and he provided a brief summary of the Developer’s efforts to work with District staff to obtain the District’s authorization of the Final Tract Map. Mr. Schatz requested that the District sign off on the Final Tract Map so that it could be considered by the County of Orange for approval.

Discussion occurred among the Committee, staff, Mr. Schatz and Mr. Graylee regarding this matter.

RECOMMENDATION: None – Informational item only.

ITEM 3: AGREEMENT AMENDMENT NO. 1 WITH WM LYLES FOR SCADA UPGRADE PROJECT – PHASE 2

Mr. Paludi presented this matter for Committee consideration, and he provided a history of the project and the District’s challenges with the original contractor TESCO Controls, which resulted in the termination of their contract. Mr. Paludi reported that the District contracted with W.M. Lyles Co. in April 2024 for the first of two phases to complete the project. Mr. Paludi stated that the proposed Agreement Amendment No. 1 budget would be utilized to complete Phase 2 of the SCADA project.

RECOMMENDATION: Committee to recommend the Board of Directors approve and authorize the General Manager to execute Amendment No. 1 to the SCADA Integration Services Agreement with W.M. Lyles Co. for a not-to-exceed amount of \$59,695 plus a 10% contingency of \$5,970 for a total not-to-exceed amount of \$65,665 [total Agreement not-to-exceed \$283,535] (Action Calendar).

ITEM 4: QUARTERLY CAPITAL IMPROVEMENT PROGRAM UPDATE

Mr. Paludi presented this matter for Committee consideration, and Ms. Lausten presented the Capital Improvement Program (CIP) budget summary update for FY 2024-25. Ms. Lausten highlighted projects that have been completed since the previous quarterly update in September 2024. Discussion occurred in regards to adding Engineering information on the District’s website for transparency purposes.

RECOMMENDATION: None – Informational item only.

ITEM 5: OTHER ENGINEERING AND OPERATIONS PROJECT UPDATES

1. Golf Club SLS Improvement Project

Ms. Lausten provided an update on this matter, and she reported that this project is complete. Ms. Lausten added that the Notice of Completion should be filed the following month.

2. Heritage SLS Improvement Project

Ms. Lausten provided an update on this matter, and she reported that this project is complete. Discussion occurred concerning the District’s other Lift Stations, and Mr. Ulloa stated that although the other Lift Stations

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JANUARY 8, 2025**

do need improvements, both Golf Club and Heritage Lift Stations are critical facilities and were prioritized as such.

3. Trabuco Bridge Replacement Project

Ms. Lausten provided an update on this matter, and she reported that the County of Orange will complete the design by the end of 2025. Ms. Lausten stated that the District has two pipelines adjacent to the bridge, and she questioned whether the District may want to relocate the two pipelines. Ms. Lausten stated that she will bring this item back to the Committee when she has more information.

4. Other Projects

None

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. Replaced all Influent and Effluent valves on 18 filters at the Groundwater Treatment Facility (GWTF).
2. Assisted Maintenance Department with the transfer of power supply at the El Toro Field Office during the PSPS event.
3. Worked with Orange County Public Works (OCPW) on the Trabuco Creek berm modification.
4. Assisted with the PLC upgrade at the Robinson Ranch PS.
5. Replaced all 4 air vacs at the El Toro PS.

Mr. Kessler presented the Water System Summary for Committee review. Mr. Kessler reported that the Dimension Water Treatment Plant (DWTP) and the 16" potable water transmission pipeline is offline due to the condition of the pipeline. Discussion occurred regarding potential options to repair the pipeline. Discussion also occurred regarding the District's sources of supply, and putting together the costs associated with each source for a future discussion.

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 shutdown and install of new 10" and 6" Cla-Vals for Dove Canyon Golf Course.
2. Assisted in the installation and startup of the sewer pump at Heritage Lift Station.
3. Quarterly cleaning of gravity sewer hot spots throughout the District.
4. Repaired 6" recycled line at the WWTP.

Mr. Ulloa presented the Recycled Water System Summary for Committee review, and he reported that Dove Lake had approximately 11 feet of freeboard. Mr. Ulloa reported on various improvement projects that the staff is working on. Mr. Ulloa noted that staff has completed the sewer line cleaning for the year.

RECOMMENDATION: None – Informational item only.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JANUARY 8, 2025**

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. Attended meeting with Water Operations and OCPW on debris flow, berm repair and creek preparations.
2. PSPS required the mobile generator at field office.

Wastewater Operations

1. Assisted WW ops with small reclaim leak at WWTP.

District Fleet Upgrades & Other Projects

1. Completed BIT Inspections.
2. SMOG'd four service trucks.
3. Attended RSM Town Hall meeting on the debris flow concerns. OCSD, OCFA, and OCPW presented info that TCWD is already aware of.
4. Received Greenstone delivery of sand and road base.
5. HAZMAT/CERS report was submitted and accepted by OC Environmental Health.
6. Mobile generator having issues that Maintenance Dept. is dealing with and utilizing Duthie Power Services.

RECOMMENDATION: None – Informational item only.

ITEM 9: OTHER MATTERS/REPORTS

There were no other matters reported.

RECOMMENDATION: None

ITEM 10: CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

The Committee entered closed session at 8:28 a.m. The General Manager, Assistant General Manager, District Engineer and District General Counsel participated in closed session.

This closed session ended at 9:35 a.m.

ITEM 11: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION

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

ADJOURNMENT

Director Acosta adjourned the January 8, 2025 Engineering/Operational Committee Meeting at 9:36 a.m.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 20, 2025**

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. *January 13, 2025*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | JANUARY 13, 2025

DIRECTORS PRESENT

Vice President Glenn Acosta, Committee Chair
President Edward Mandich, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager
Karen Warner, Principal Accountant
Roseann Lejsek, Executive Assistant

CONSULTANTS PRESENT

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

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Acosta called the January 13, 2025 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

President Mandich expressed his relief that the District has fared well during the recent wind events.

Vice President Acosta extended his thoughts and prayers to those affected by the Los Angeles fires.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the current Public Safety Power Shutoff (PSPS) event, and he stated that service has been restored to Canyon Creek with the assistance of an electrical contractor. Mr. Paludi stated that with PSPS events happening with greater frequency, staff is identifying areas of facility deficiencies, both short-term and long-term.

Mr. Paludi reported that the Dimension Water Treatment Plant (DWTP) system is offline, and he stated that the District is currently purchasing water from Irvine Ranch Water District (IRWD) through an interconnection near the District's El Toro Booster Pump Station. Mr. Paludi also reported that the District's generator is currently down, and he stated that staff has a rented generator staged at the field office in preparation for PSPS events. Mr. Paludi noted that staff would like to discuss with the Board, the purchase of an additional generator, in order to be better prepared for future PSPS events.

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | JANUARY 13, 2025**

ADMINISTRATIVE MATTERS

ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

Mr. Paludi presented the Executive Committee Meeting Recap(s) for Committee consideration in accordance with the agenda.

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

DISCUSSION MATTERS

ITEM 2: BOARD AGENDA PLANNING CALENDAR

Mr. Paludi presented the following agenda planning items for Committee consideration:

January 2025

Regular Board Meeting – 1/16

- Time of the Regular Board Meeting
- Boardroom Audio/Visual Improvements (Exec)
- W.M. Lyles Agreement Amendment (E/O)
- Quarterly CIP Update (E/O)
- 2024 Year-End Legislative Report
- **Closed Session:**
 - No closed session being held due to SBM Closed Session 1/13

February 2025

Regular Board Meeting – 2/20

- Update to TCWD’s Annual Statement of Investment Policy
- Update to TCWD’s Procurement Policy
- RFP Design for Dove & Tick Creek Improvement Project (E/O)
- Server Upgrade Project – CalOES Cybersecurity Grant Funds
- In Lieu Fees for Developments

March 2025

Regular Board Meeting – 3/20

-

Other Potential Future Board Items

- Rockspark Contract
- Accept Saddle Crest Facilities
- Analysis of DWTP Transmission Line
- Adopt Resolution Updating TCWD Procurement Policy

The Committee requested that staff put together a list of the District’s sites and their respective electrical needs, as well as a map of the areas within the District with low pressure. The Committee also requested that staff attempt to re-engage the Orange County Fire Authority (OCFA) regarding the District’s Porter property for a possible OCFA facility.

RECOMMENDATION: None – Informational item only.

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | JANUARY 13, 2025**

ITEM 3: UPDATE ON HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES WITH CPS HR

Mr. Paludi presented this matter for Committee consideration. Mr. Perea reported that the District executed a contract with CPS HR Consulting as of January 1, 2025, and that staff met with CPS HR staff for a kickoff meeting the prior week to provide an overview of the District’s organization and identify key goals for the fiscal year. Mr. Perea also reported that staff will set up an in-person meeting with CPS HR in mid-February to familiarize staff with the dedicated point of contact and services that CPS HR will provide.

RECOMMENDATION: None – Informational item only.

ITEM 4: DISCUSSION REGARDING FY 2025-26 BUDGET PROCESS AND SCHEDULE

Mr. Paludi presented this matter for Committee consideration, and he reported that staff will be initiating the Fiscal Year 2025-26 budget development process in February with the assistance of Ian Berg with Starting Line Advisory. Mr. Paludi presented a FY 2024-25 Budget Key Milestones slide to show the budget process flow. The Committee recommended that staff hold multiple budget workshops to engage the District’s ratepayers. Mr. Paludi added that the District’s 2025 pass-through rate increase is currently being reviewed by the District’s rate consultant, and he added that staff will inform the Board once the pass-through rate messaging goes out.

RECOMMENDATION: None – Informational item only.

ITEM 5: DISCUSSION REGARDING BOARDROOM AUDIO/VISUAL IMPROVEMENTS

Mr. Paludi presented this matter for Committee consideration, and he provided an overview of the current audio/visual (A/V) system and its technological challenges. Mr. Perea reported that in April 2024 the Executive Committee directed staff to explore options and cost estimates for upgrades to the Boardroom A/V system. Mr. Perea provided a handout to the Committee members with the quote that the District received at that time from Western Audio Visual. The Committee expressed that improving the audio is the critical component at this time. The Committee instructed staff to streamline the scope of work before sending out an RFP.

RECOMMENDATION: None – Informational item only.

ITEM 6: DISCUSSION REGARDING PUBLIC OUTREACH AND EDUCATION ACTIVITIES AND SUPPORT

Mr. Paludi presented this matter for Committee consideration, and he reported that the District currently contracts with Rockspark Communications for support in developing and executing communications and outreach. Mr. Paludi provided an overview of the reoccurring monthly services that Rockspark provides, including the District’s monthly On Tap newsletter, social media postings and other outreach as needed. Discussion occurred regarding re-assessment of the budget and scope of work, transparency to the District’s customers, and ensuring that funds are utilized in a manner that benefits the ratepayers. The Committee requested that this item be agendaized for the February Regular Board Meeting for further discussion.

RECOMMENDATION: None – Informational item only.

OTHER MATTERS

ITEM 7: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

There were no other matters presented.

RECOMMENDATION: None.

ADJOURNMENT

Vice President Acosta adjourned the January 13, 2025 Executive Committee Meeting at 6:15 p.m.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 20, 2025**

CONSENT CALENDAR

ITEM 5: APPROVAL OF SECOND AMENDMENT TO GENERAL MANAGER'S EMPLOYMENT AGREEMENT

This item presents the proposed changes to the annual compensation of the General Manager. The Board of Directors authorized the President of the Board to negotiate the terms of the General Manager's compensation, subject to Board approval. The President reports that the General Manager has not received a salary increase in more than two years, and the President now recommends an amendment to the General Manager's employment contract to provide for a salary of \$295,100 per year, effective as of September 1, 2024. This salary represents a 4% increase each year for the last two years. He recommends that all other provisions of the General Manager's employment agreement remain unchanged.

The President notes that among Mr. Paludi's accomplishments, he has adjusted the Capital Improvement budget which has allowed the last rate increase to maintain below the 5-year planned rate increases approved by the Board, and that the District has received grants under his leadership which reduces costs passed on to customers.

The President reports that the General Manager's current and proposed salary is and will continue to be (under the proposed increase) well below the salaries of all the general managers of the other South Orange County water districts.

FUNDING SOURCE:

General Fund

FISCAL IMPACT (PROJECT BUDGET):

Proposed Total Fiscal Impact: \$ 21,860

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter is not reviewed at the Committee level.

RECOMMENDED ACTION:

1. *Receive information at the time of the Board Meeting.*
2. *Announce the compensation terms of the proposed contract pursuant to Government Code Section 54953.*
3. *Authorize the Board President to execute the Second Amendment to Employment Agreement for the General Manager.*

EXHIBIT(S):

1. Second Amendment to Employment Agreement

CONTACTS (staff responsible): COLLINS

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 District has not increased Mr. Paludi's compensation since 2022, and intends by this Second Amendment to adjust Mr. Paludi's compensation by 4% per year for each of the past two years, retroactive to the 2024 anniversary date.

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 **\$295,100** for his services as General Manager, and the Employment Agreement at Section 3 is hereby amended to that effect.

Section 2. 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: _____
Ed Mandich, President

Fernando Paludi

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 20, 2025**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

**ITEM 6: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, AND TENTATIVE FUTURE MEETINGS/
ATTENDANCE**

FEES AND EXPENSES

Consistent with Board policy, Directors are reimbursed for expenses incurred while serving in their capacity as Directors. Additionally, Directors earn a per diem stipend for attendance at meetings or functions in a Director capacity. Per Ordinance No. 91-15 (adopted July 17, 1991), Directors' per diem amount is limited to \$125 per day for a maximum of ten days per calendar month. The attached spreadsheet provides a recap of the meetings, seminars, and conferences attended by Directors along with expenses recorded to date.

TENTATIVE FUTURE MEETINGS

The attached spreadsheet provides a schedule of the tentative future meetings and attendance items.

FUNDING SOURCE:

General Fund

FISCAL IMPACT

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

Directors receive \$125.00 per diem, not to exceed ten (10) per diems per month, for meetings approved by the Board.

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. *January 2025*

EXHIBITS:

1. Directors Fees and Expenses Monthly Report for January 2025
2. Directors Future/Tentative Meeting/Attendance Schedule for Calendar Year 2025

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
DIRECTORS' FEES AND EXPENSES MONTHLY REPORT | JANUARY 2025**

MEETING DESCRIPTION	ACOSTA	ANDERSON	HORST	MANDICH	SAFRANSKI
DISTRICT MEETINGS					
Executive Committee Meeting	01/13/25			01/13/25	
Engineering/Operational Committee Meeting	01/08/25	01/08/25			
District Properties Committee Meeting		01/28/25		01/28/25	
Finance/Audit Committee Meeting			01/09/25		01/09/25
Individual Meeting with General Manager	01/14/25			01/13/25	01/13/25
Regular Board Meeting	01/16/25	01/16/25		01/16/25	01/16/25
Sources of Supply Ad Hoc Committee Meeting		01/28/25		01/28/25	
Special Board Meeting	01/13/25	01/13/25	01/13/25	01/13/25	01/13/25
REPRESENTATIVE MEETINGS					
Community Associations of Rancho (CAR) Meeting			01/07/25		
City of Rancho Santa Margarita - City Council Meeting					
Independent Special Districts of Orange County (ISDOC) Monthly Meeting					
Independent Special Districts of Orange County (ISDOC) Quarterly Meeting	01/29/25	01/29/25			
MWDOC Administration/Finance Committee Meeting					
MWDOC Board Meeting			01/15/25		
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					01/27/25
Santiago Aqueduct Commission Meeting (SAC)					
Water Advisory Commission of Orange County (WACO)		01/03/25			
NUMBER OF MEETINGS ATTENDED	5	6	4	3	4
PER DIEMS (\$125 per each meeting*)	\$625.00	\$750.00	\$500.00	\$375.00	\$500.00
DIRECT REIMBURSABLE EXPENSES					
ISDOC Quarterly Luncheon Registration - Attached Expense Report		\$21.11			
DIRECT REIMBURSABLE EXPENSES TOTALS		\$21.11			
INDIRECT REIMBURSABLE EXPENSES					
INDIRECT REIMBURSABLE EXPENSES TOTALS					
TOTAL (PER DIEMS + DIRECT REIMBURSABLE EXPENSES)	\$625.00	\$771.11	\$500.00	\$375.00	\$500.00
<i>* Maximum per diem per day is one; maximum per month is 10</i>					

DIRECTOR SIGNATURE _____



TRABUCO CANYON WATER DISTRICT Expense Reimbursement Form

DIRECTOR/EMPLOYEE NAME:

Mark Anderson

PURPOSE:

ISDOC

DATE(S):

1/19/2025

EXPENSE DETAIL	DATE	DISTRICT PAID	DIRECTOR/EMPLOYEE PAID	TOTAL
Conference Cost		\$ -	\$ 21.11	\$ 21.11
Lodging		\$ -	\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
Meals		\$ -	\$ -	\$ -
Mileage		\$ -	\$ -	\$ -
TOTAL COST		\$ -	\$ 21.11	\$ 21.11
Director/Employee Reimbursement			\$ 21.11	

**All expenses submitted for consideration of reimbursement shall be consistent with Section 1: Authorized Expenses in the District's adopted Expense Reimbursement Policy approved by the Board of Directors on June 16, 2022.*

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
REGULAR BOARD MEETING | FEBRUARY 20, 2025**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 7: CONSIDERATION OF ACCOUNT ADJUSTMENTS RESULTING FROM METER DOWNSIZING

The Meter Downsizing Program has been available since November 2023 to help qualifying residential customers save on their monthly water bills by changing to a smaller water meter. At the December 19, 2024 Regular Board Meeting, the Board of Directors approved a one-time opportunity for customers that submit Meter Downsizing applications on or before February 17, 2025 are then eligible for an account adjustment for the difference in meter service charges from July 1, 2023 to the date of the meter change out, if their applications are approved.

Section 6.2.1 of the District's Rules and Regulations limits account adjustments made by the General Manager to \$1,000 or less. For any account adjustment resulting from a meter downsizing in conformance with the aforementioned condition, and that exceeds \$1,001, the Board of Directors (Board) has authorized the General Manager to reimburse those customers then submit the adjustments for ratification by the Board at the next regular meeting.

Staff will report on any qualifying account adjustments at the time of the Board meeting.

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

The District will reimburse certain water accounts subject to the conditions described in the staff report. The total amount of reimbursement will be reported at the time of the Board meeting.

COMMITTEE STATUS:

This matter was reviewed with the Finance/Audit Committee.

RECOMMENDED ACTIONS:

Recommend the Board of Directors ratify individual meter-downsizing account adjustments exceeding \$1,001.00 made by the General Manager, as previously approved by the Board.

EXHIBIT(S):

1. Meter Downsizing Application
2. Summary of Reimbursements

CONTACTS (staff responsible): PALUDI/PEREA



For TCWD Staff Use Only	
Received date:	Approved date:
	Installation date:

APPLICATION FOR WATER METER DOWNSIZING

Property Owner Name(s): _____

Property Service Address: _____

Assessor Parcel Number: _____ Phone: _____

Account Number: _____ Email: _____

**Does Property contain a Fire Suppression System?
(e.g. sprinklers)***

YES NO

*If YES, a professional engineer's review and Orange County Fire Authority approval is required.

Current Meter Size: _____-inch

Requested Meter Size:

3/4" 1" 1 1/2"

REQUEST: Owner hereby requests that the Trabuco Canyon Water District ("TCWD") install a _____-inch water meter in place of the current _____-inch water meter (the "**Meter Downsizing**"). The Meter Downsizing will result in a lower monthly meter fee, but will also result in a lower rate of water flow to the Property.

OWNER ACKNOWLEDGMENT AND DECLARATION. I declare, under penalty of perjury, that I am the Owner, or authorized agent of the Owner, of the Property identified above and that the information provided here is accurate and true to the best of my knowledge.

I understand that it is my responsibility to determine that the requested water meter size will provide adequate flow and pressure for the Property. I acknowledge that the lower rate of water flow to the Property resulting from the Meter Downsizing may impair the effectiveness or operation of any fire sprinkler system or other water systems. I acknowledge that TCWD has disclaimed any responsibility for evaluating the impact of the Meter Downsizing on the Property, including any fire sprinkler system. I have been advised to consult with a civil or mechanical engineer to confirm that the Meter Downsizing is adequate for the demands of the Property.

I understand that any future upsizing of the meter will be at the owner's cost. I hereby waive any claims against and release TCWD from any liability arising out of or relating to the Meter Downsizing, including any change in water pressure or flow; but TCWD will remain responsible for any damages caused by TCWD arising out of the installation process. I acknowledge that without this release, TCWD would not allow for the Meter Downsizing.

Property Owner Signature: _____

Print Name: _____ Date: _____



WATER METER DOWNSIZING WORKSHEET
(SINGLE FAMILY RESIDENTIAL USE)
According to UPC-2022 – Appendix A

The following worksheet is intended to estimate a minimum meter size and must be completed with the required information regarding type and number of fixtures served by the meter.

TCWD recommends that the applicant seek the advice of a qualified civil or mechanical engineer to be sure that any reduction in meter size is appropriate for their particular property.

Instructions for Sizing Water Meter:

To estimate the minimum meter size under the California Plumbing Code:

Step 1: In Table 1, insert in Column 2 (“Number of Fixtures”) the number of each type of fixture shown in Column 1.

Step 2: In Table 1, multiply Column 2 by Column 3 (“Fixture Value”) and insert that value in Column 4 (“Total Fixture Valve Units”).

Step 3: In Table 1, total the values in Column 4 to get “Total Fixture Units” at the bottom.

Step 4: In Table 2, identify the “Recommended Meter Size” that corresponds to the range of “Total Fixture Units” for the subject property.

Miscellaneous on-site water demands that may affect the size of the meter:

Additional information and analysis may be required to determine minimum water meter size for a property with additional on-site water demands or equipment.

Please check all that apply:

- Animal Husbandry - Animals raised such as chickens, goats, cows, or other livestock including day-to-day care.
- Dog/Cat daycare and boarding facility
- Ponds that are connected to the water supply and require aeration.
- Decorative Fountains and Waterscapes
- Pool and/or spa
- Horse Stables
- Irrigation of crops, pastureland, and/or fruit trees
- Aquaculture (Fish Farm)
- Fire Suppression (mounted sprinkler system on roof top)
- On-site pumps, tanks, or other related equipment to pump water to property
- Other (Specify) _____



WATER METER DOWNSIZING WORKSHEET
(SINGLE FAMILY RESIDENTIAL USE)
 According to UPC-2022 – Appendix A

Service Address: _____ Account Number: _____

Date: _____

Table 1

Column 1	Column 2	Column 3	Column 4
Appliance, Appurtenances or Fixtures	Number of Fixtures	Fixture Value	Total Fixture Value Units
Bathtub or Tub w/Shower	_____ x	4.0	= _____
Shower Only (per head)	_____ x	2.0	= _____
Clothes Washer	_____ x	4.0	= _____
Dishwasher	_____ x	1.5	= _____
Hose Bib/Spigot	_____ x	2.5	= _____
Hose Bib/Spigot, Each Additional	_____ x	1.0	= _____
Bar Sink	_____ x	1.0	= _____
Kitchen Sink	_____ x	1.5	= _____
Laundry Sink	_____ x	1.5	= _____
Bathroom/Lavatory Sink	_____ x	1.0	= _____
Urinal or Bidet	_____ x	2.0	= _____
Toilet (1.28 gpf*)	_____ x	2.0	= _____
Toilet (1.6 gpf)	_____ x	2.5	= _____
Toilet (>1.6 gpf)	_____ x	3.0	= _____
*gallons per flush		TOTAL	_____

Table 2

Total Fixture Units	Recommended Meter Size
0 – 39 Units	¾" meter
39.5 – 85 Units	1" meter
85.5 – 151 Units	1-½" meter
151.5 – 370 Units	2" meter

NAME	ADDRESS	CURRENT METER SIZE	APPROVED METER SIZE	OCFA APPROVAL (IF APPLICABLE)	INITIAL METER CHANGE REQUESTED	DATE APPLICATION & DOWNSIZE WORKSHEET RECEIVED	DATE SENT TO GM/AGM/DE FOR REVIEW	DATE APPROVED BY TCWD	DATE METER IS REPLACED	DATE ACCOUNT IS CREDITED FOR ADJUSTMENT & AMOUNT	
1	Fred Yeakel	30472 Hamilton Trail	2"	3/4"	N/A	1/17/2025	1/17/2025	1/17/2025	1/23/25 by LL	1/29/2025	\$3784.28 - refund check - 2-10-2025
2	Philip E. Turgasen	5 Windy Ridge Road	1.5"		N/A	1/22/2025	1/22/2025				
3	Carolyn Johnson	20102 Trabuco Oaks Drive	2"		Not approved by OCFA 1/28/25 *update resubmitted for 1.5 " pending OCFA approval	2/12/2025	2/12/2025	2/12/2025			
4	Robin Ijams	32915 Arrowhead Drive	1"		Not approved by OCFA 1/29 will need plans and hydraulic calculations for 3/4" meter						
5	Paula Kinnison	11 Deer Run	1"		Not approved by OCFA 1/29 will need plans and hydraulic calculations for 3/4" meter						
6	Geoff Maus	2 Windy Ridge	2"		N/A	1/31/2025	1/31/2025	1/31/2025	Initial Approval 02/06; Cross Conn. Review Pending		
7	John Delance	30462 Hamilton Trail	2"		N/A	2/3/2025	2/3/2025	2/3/2025	2/3/2025		
8	Carlos Garcia	31252 Mountain View Rd	3"		N/A	2/11/2025	2/11/2025	2/11/2025			
9	Patricia Foster	30531 Hamilton Trail	2"		N/A	2/11/2025	2/11/2025	2/11/2025			
10	Ray Chandos	31122 Mountain View Rd	1"		N/A	2/12/2025	2/12/2025	2/12/2025			
11	Karol Reedy	3 Deer Run	1"		pending	2/12/2025	2/12/2025	2/12/2025			
12	Jody R Craycraft	20171 Trabuco Oaks Drive	2"		N/A	2/13/2025	2/13/2025	2/13/2025			
13	Ismail Derkan	18 Cielo Arroyo	1"		N/A	2/13/2025	2/13/2025	2/13/2025			

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 20, 2025**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 8: CONSIDERATION OF A RESOLUTION CONCERNING THE HOLDING OF REGULAR MEETINGS OF THE BOARD OF DIRECTORS AND AMENDING THE REGULAR BOARD MEETING DATE AND TIME

Trabuco Canyon Water District (District) is a county water district organized and operating pursuant to Water Code Sections 30000 and following and related California law. The District's Board of Directors are required to provide for the time and place of holding its regular meetings [Section 30521(a)], and as such, adopted Resolution No. 96-803 which established the third Wednesday of each month at 7:00 p.m. for holding a Regular Board Meeting to conduct District business.

In July 2021, the Board of Directors adopted Resolution No. 2021-1298 which changed the date of the Regular Board Meeting to the third Thursday of each month and subsequently adopted Resolution No. 2022-1309 in October 2022 which changed the time from 7:00 p.m. to 5:30 p.m. to better address District business. This matter was discussed with the Board at the January 16, 2025 Regular Meeting and was tabled for discussion with the full Board. A draft resolution has been prepared by staff and attached to this staff report for Board consideration without the day and time for final Board approval, if any change is approved.

More information may be provided at the time of the meeting.

FUNDING SOURCE:

Not applicable

FISCAL IMPACT (PROJECT BUDGET):

Not applicable

ENVIRONMENTAL COMPLIANCE:

Not applicable

RECOMMENDED ACTION:

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

EXHIBIT(S):

1. Draft Resolution No. 2025-1341

CONTACTS (staff responsible): PALUDI/PEREA

RESOLUTION NO. 2025-1341

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT
PROVIDING FOR THE HOLDING OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
AND AMENDING THE RULES AND REGULATIONS OF THE TRABUCO CANYON WATER DISTRICT**

WHEREAS, the Trabuco Canyon Water District (District) is a county water district organized and operating pursuant to Water Code Sections 30000 and following and related California law; and

WHEREAS, the District's Board of Directors (Board) currently hold regular meetings of the Board on the third Thursday of each month at 5:30 p.m. at the District's Administration Facility pursuant to its Rules and Regulations, Section 2.5.1 and Appendix C; and

WHEREAS, the Board of Directors has considered and reviewed the amendment of the current time of the month of regular meetings of the Board of Directors, as established pursuant to Water Code Section 30521; and

WHEREAS, it is appropriate to provide for the holding of such meetings by way of a resolution of the Board and to provide for corresponding amendment of the District's Rules and Regulations.

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

Section 1. Pursuant to Water Code Section 30521(a), the Board of Directors do hereby provide that a regular meeting of the Board of Directors of the Trabuco Canyon Water District shall be held as follows:

- (a) Third **[Insert Day]** of each month at **[Insert Time]** p.m. at the District Administration Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California 92679.

The new schedule of the Regular Meeting of the Board of Directors of the Trabuco Canyon Water District shall be effective beginning November 1, 2022.

Section 2. Section 2.5.1 and Appendix C of the Trabuco Canyon Water District Rules and Regulation is hereby amended to read as follows:

- (a) As of March 1, 2025, the Regular Meeting of the Board of Directors of Trabuco Canyon Water District shall be the third **[Insert Day]** of each month at **[Insert Time]** p.m. at the District Administration Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California 92679. This is subject to change and interested persons should contact the District Administration Facility or visit the District website at www.tcwd.ca.gov to determine the current time and place for the regular meeting.

The remainder of this page is blank.

ADOPTED, SIGNED, AND APPROVED this 20th day of February 2025

TRABUCO CANYON WATER DISTRICT

By: _____
President/Vice President

By: _____
District Secretary

DRAFT

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, do hereby certify that the foregoing resolution was duly adopted by the Board of said District at a regular meeting of such Board held on the 20th day of February 2025, of which meeting all of the members of the Board had due notice and at which a quorum thereof were present and acting throughout and for which notice and an agenda was prepared and posted as required by law and that at said meeting such resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

District Secretary,
Trabuco Canyon Water District

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 2025-1341 of such Board and that the same has not been amended, rescinded, or repealed.

Dated this 20th day of February 2025.

District Secretary,
Trabuco Canyon Water District

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 20, 2025**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 9: DISCUSSION CONCERNING BOARD ROOM AUDIO/VISUAL SYSTEM UPGRADES

The District's Administration Facility serves as the primary public meeting room for the Board of Directors, as well as the de facto community center for groups like homeowner associations, voting centers, and local non-profit organizations. The current audio/visual (A/V) system has been in use since 2012 and is still in working order, but there have been significant technological advances and unforeseen meeting challenges, namely hybrid meeting formats, that are not compatible with the current system.

In April 2024, District staff procured a budgetary estimate with options from a local contractor that has worked with neighboring water agencies and special districts to upgrade their board room A/V systems to review with the Executive Committee and subsequently with the Board of Directors at the January 16, 2025 Regular Board Meeting for the purpose of receiving input from the Board on system improvement priorities. At that meeting, the general direction provided to staff was to focus on audio improvements to better compensate for the room's poor acoustics, including, but not limited to, microphones, speakers, and associated equipment.

At the February 3, 2025 Executive Committee Meeting, the Committee recommended a pilot system for testing at the following Regular Board Meeting. Attached is the quote from PCE Events for the pilot test system for reference purposes. More information may be presented at the time of the meeting.

FUNDING SOURCE:

None at this time.

FISCAL IMPACT

To be determined.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This matter was reviewed with the Executive Committee.

RECOMMENDED ACTION:

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

EXHIBIT(S):

1. PCE Events Invoice No. 1226933– Audio Rental Equipment

CONTACTS (staff responsible): PALUDI/PEREA

Invoice

1226933

Trabuco Canyon WDHQ - Board Meeting



A division of Bar None Group, Inc.

PCE Orange County

7601 Woodwind Drive, Huntington Beach, CA 92647 | 714-841-6455 | www.gopce.com

Delivery Method: PCE Delivery
Equipment Arrival Time: Thursday Feb 20 2025, 10:00 AM
Return Method: PCE Pickup
Equipment Pickup Time: Friday Feb 21 2025, 1:00 PM

Department: Production
Sales Rep: Andrew Gingras
Status: Invoice Paid
Terms: In Advance
Client PO:

Invoice Date: 2/12/2025

Due Date: 2/12/2025

Bill To

Trabuco Canyon Water District Headquarters
32003 Dove Canyon Dr.
Trabuco Canyon, CA 92679
US

Designated Contact

Trabuco Canyon Water District
Headquarters
Michael Perea
32003 Dove Canyon Dr.
Trabuco Canyon, CA 92679
US
Phone: 949.858.0277, ext. 121
Email: MPerea@tcwd.ca.gov

Paid In Full -- No Balance Due

Type	Qty	Item Description	Billed At	Disc	Ext. Price
Audio					
Rental	6	XLR Cable - 100' (White Rip-Tie)			
Rental	6	XLR Cable - 50' (Blue Rip-Tie)			
Rental	12	XLR Cable - 25' (Red Rip-Tie)			
Rental	12	XLR Cable - 10' (Yellow Rip-Tie)			
Rental	10	XLR Cable - 5' (Purple Rip-Tie)			
Rental	6	Atlas MS-12 Mic Stand with Round Base - 37-60"			
Rental	7	Tabletop Microphone Stand - Adjustable			
Rental	8	Shure SM58 Dynamic Vocal Mic - Cardioid			
Rental	1	Shure Podium Mic Kit - 18"			
Rental	1	Yamaha 01V96 16-Channel Digital Mixer			
Rental	1	Yamaha Rio3224-D Digital Stage Box			
Rental	1	Ethernet Cable (Cat5e or better) - 25'			
Rental	1	Ethernet Cable (Cat5e or better) - 100'			
Rental	4	Ultimate Support Speaker Stand			

Audio Total: 745.75

Power					
Rental	4	Edison Cable - 10' (Yellow Rip-Tie)			
Rental	2	Edison Cable - 15' (Green Rip-Tie)			
Rental	2	Edison Cable - 25' (Red Rip-Tie)			
Rental	2	Edison Cable - 50' (Blue Rip-Tie)			
Rental	2	Edison Cable - 100' (White Rip-Tie)			
Rental	5	Cube Tap			
Rental	2	Power Strip			

Power Total: 85.50

Labor					
Labor	1	Audio- Engineer A1 Intermediate Console <i>Note: Setup/Strike</i>			



Type	Qty	Item Description	Billed At	Disc	Ext. Price
Labor					
				Labor Total:	1,566.18
Service					
Service	1	Credit Card Processing Fee <i>Note: 3.5%</i>			
				Service Total:	109.58
Trucking					
Trucking	33	Point to Point Miles- Box Truck			
				Trucking Total:	733.52



Invoice

1226933

Trabuco Canyon WDHQ - Board Meeting



A division of Bar None Group, Inc.

PCE Orange County

7601 Woodwind Drive, Huntington Beach, CA 92647 | 714-841-6455 | www.gopce.com

Summary for Invoice 1226933

Carefully review the following for accuracy

Delivery Method: PCE Delivery	Subtotal:	\$3,240.53
Equipment Arrival Time: Thursday Feb 20 2025, 10:00 AM	CA Orange County Sales Tax:	\$0.00
Return Method: PCE Pickup	Total:	\$3,240.53
Equipment Pickup Time: Friday Feb 21 2025, 1:00 PM	Balance Due:	\$0.00
Venue:	Invoice Date:	2/12/2025
Not Specified	Due Date:	2/12/2025

**Make Checks Payable to Bar None Group, Inc.
-OR- Pacific Coast Entertainment**

Standard Terms and Conditions between Lessee and Bar None Group, inc dba Pacific Coast Entertainment (PCE)
Revised 09/29/2020

Availability: Equipment availability and pricing are subject to the availability at which time a quote is moved to Confirmed status in PCE's rental system. PCE does not hold or reserve any equipment until a signed quote is received and PCE has had time to verify the availability of such equipment. PCE reserves the right to make substitutions to equipment on an as needed basis, and will always use like or better substitutions.

Purchase Orders: If your organization requires a Purchase Order (PO), please send that to us ASAP. If a PO is required and not provided, Pacific Coast Entertainment is not responsible for pursuing the PO. Once the invoice is sent to the client (with or without the PO), payment is still due according to the terms of the contract.

Rental Deliveries: Delivery times are provided to customers in 2-hour windows. It is the customers responsibility to be at the delivery location ready to accept equipment during this window. Any delays caused by customer may result in additional charges, or a missed delivery. In the event of a missed delivery, the customer may pay an additional delivery fee, and reschedule delivery at PCE's availability. On rental orders with delivery and/or pickup, PCE only provides a driver to assist in the loading and unloading of equipment. It is the customers responsibility to assist in unloading as needed. Once equipment leaves PCE's truck custody is transferred to the lessee. Delivery windows are not guaranteed and may be subject to delays within or outside of PCE's control. PCE shall not be liable for consequences or damages resulting from delays in delivery resulting from circumstances within or outside of PCE control.

Rental and Production Cancellation Policy: For any rental orders cancelled within 1 business day of your expected ship or will call time a 75% restocking fee will be assessed. For rental orders cancelled within 3 business days of expected ship, a 50% restocking fee will be assessed. For any production order cancelled within 5 business days of your expected delivery time, customer will be liable for a 75% restocking fee on equipment, as well as the full value of labor and delivery charges for first scheduled day of work.

Retail Cancellation and Restocking: Returns are accepted on in stock and special-order items for a period of 7 days from the time of delivery and are subject to the following restocking fees. In stock retail items are subject to a 30% restocking fee. Special order items are subject to a 60% restocking fee. Custom and made to order products may not be cancelled and are non-refundable and non-returnable due to the custom nature of these items.

Rush Orders: For rental and production orders that confirm within 24 business hours of the ship time, PCE may charge a \$150 nonrefundable rush fee. This fee will remain in place even in the event of order cancellation, in addition to standard cancellation fees. Orders confirmed within 24 business hours are still subject to equipment and labor availability. Confirm with your agent the feasibility of such orders.

Interest and Credit Card Fees: If any balance owed to PCE is over 14 days past due, the remaining balance will bear an interest of 1.5% per month. Lessee agrees to pay any attorney, court, legal or collection fees related to the collection of any balance that is 45 days or more overdue. A 3.5% Processing Fee will be added to the total of any Credit Card payment applied to a Quote totaling \$2,500.00 or greater.

Use and Return of Equipment: Lessee agrees to return equipment in the same condition that it was received. All equipment must be returned by the time and date stated on confirmed contract, unless otherwise agreed to, in writing, between lessee and PCE. If equipment is not returned by the agreed upon time, lessee will incur additional charges for each day equipment is not returned, and shall be liable for any losses PCE incurs due to the late equipment. If lessee fails to return equipment or loses equipment, PCE will bill lessee at PCE's list rate for missing equipment. It is lessee's responsibility to ensure that all equipment is received at time of pickup, and returned by the time and date stated on confirmed contract. PCE will inform lessee of any missing equipment once returned items have been checked in to PCE's system, and items have been thoroughly inspected for damage. Equipment shall only be used by qualified agents determined by the lessee. Failure to operate equipment due to a lack of training, or qualification is not cause for refund and shall incur full rental charges if equipment is deemed by PCE to be in working order. Lessee agrees to adhere to any restrictions and laws during the use of this equipment. Once equipment is in the possession of the lessee, the lessee is responsible for any loss, damage or theft including but not limited to: burglary, fire, fraud, disappearance, water, confiscation or acts of God. In such instances lessee agrees to pay PCE the full replacement value of the item(s) without depreciation in addition to PCE losses or damages resulting from the inability to rent such equipment, and PCE inventory control costs as determined by PCE. If an item can be repaired as determined by PCE, the lessee agrees to pay the costs as determined by PCE to repair the item.

Liability of PCE: The lessee acknowledges that it has examined all equipment and found it in appropriate working order. Non-functioning equipment shall be reported to PCE immediately at the time of discovery via the PCE after hours phone number- 714-727-5400. In the instance of damaged or inoperable equipment the lessee shall return the equipment during regular operating hours to PCE for repair or replacement. In the instance that PCE cannot repair or replace the equipment, the lessee is entitled to a pro-rated refund or credit, that is limited to the rental value of the non-functioning item. Lessee accepts that any and all services, equipment and labor are provided without guaranty of any kind. Lessee further understands that PCE assumes no liability whatsoever for any person, company or other entity for any type of injury or damage claim related to a) equipment b) use of equipment c) any labor or services provided as a result of this contract. Lessee waives the right to any claims against PCE.

Ownership: Lessee acknowledges that PCE maintains sole ownership of all equipment. Lessee shall not sub-rent or transfer any of the equipment under this agreement to any other party. Lessee does not have any right to mortgage or guarantee any equipment in this contract to any other party.

Representations and Warranties: PCE makes no warranties. Lessee acknowledges that the equipment is of a model, size, and design selected by or equal or exceeding that selected by the Lessee. PCE has not made and does not make any representation or warranty regarding the condition, quality, durability, suitability, or merchantability of equipment as to the use to which it is being applied. Lessee agrees to hold PCE harmless for any illegal use, nonperformance of equipment, and specifically for any unauthorized use where life-threatening or substantial risk to life and/or property may be present. PCE shall not be responsible for any subsequent costs incurred by lessee for equipment failure.

Indemnity: Lessee agrees to indemnify and hold PCE and all of its employees, subcontractors, officers and agents harmless from any legal claims, actions, lawsuits, and other proceedings resulting from use of equipment or execution of this lease. The exception to this being the willful negligence of PCE.

Shipment: Unless otherwise specified and agreed upon by PCE and the lessee, the lessee is responsible for any and all costs of shipment to and from the lessee. Lessee is responsible for any loss or damage of equipment during shipping. PCE's acceptance of returned equipment does not waive lessee's responsibility for damage prior to return. PCE will test and check all equipment and inform lessee of any identified damages within 7 days of return.

Union and Incidental Costs: Lessee agrees to be responsible for all union fees, venue fees, promoter fees, dock fees, parking and yard fees, electrical fees and any fees pertaining to weight of equipment, trucking and permitting and any storage fees pertaining to this contract.

Insurance / Security Deposit:

- Equipment: Lessee agrees that it is responsible, at the lessee's cost, to insure all equipment for its full replacement cost. Coverage must begin at the time the equipment leaves PCE's premises. Insurance should name PCE as the payee for loss or damage to the equipment. Limit of insurance must be sufficient to cover the replacement cost of the entire contract.
- General Liability: Lessee agrees to maintain, at its cost, a general liability policy including coverage for independent contractors and contractual liability pursuant to this contract in a policy amount meeting or exceeding \$1,000,000 per occurrence. Insurance should name Bar None Group, Inc. as additionally insured for the term of the contract and must include Broad Form Contractual Liability, Personal Injury Liability, Completed Operations and Products Liability. In the case of a claim this policy must be exhausted before any obligation arises under PCE's Insurance.
- Insurer: Any insurance obtained by the lessee pursuant to this contract must be issued by an insurance carrier who is authorized to do business in the state of California and who maintains a BEST rating of A or better.
- Waiver: All insurance maintained by the lessee in accordance with this contract and its above terms and conditions shall contain a waiver of subrogation against PCE.
- Certificate of Insurance: Before taking possession of any equipment the lessee shall provide a certificate of insurance along with any other insured, loss and payee endorsements confirming the coverage specified in the above terms and conditions. All certificates must be signed by an authorized agent of the insurance company.
- A Credit Card authorization must remain on file with PCE to cover lost, missing, late, and/or damaged equipment. This card will be charged for such overages unless another payment method is provided. Said card must remain active and maintain an available balance sufficient to cover the maximum damages applicable to your order, including total loss and lost revenue damages. ATM and debit cards will not be accepted; cards must be a true credit card drawn on a major institution. PCE reserved the right to determine card eligibility on a case by case basis.

Legal Proceedings: This lease shall be governed by the laws of the state of California. Lessee agrees that any legal proceedings resulting from this contract will be brought in the Superior Court in the State of California for the County of Orange. Lessee agrees to pay PCE's legal fees that arise from legal proceedings relating to PCE's enforcing the terms and conditions of this contract. The lessor and lessee agree that if the lessor was to breach the provisions of this contract by failing to provide agreed equipment or services that damages would be extremely difficult to determine and any proof of damages would be speculative. Due to these facts, parties agree that in such an event PCE will be obligated to pay the lessee up to a sum of \$500 as liquidated damages and the lessee shall accept this sum in lieu of all other monetary damages that have or may have been suffered due to lessor's said breach.

Government Permits and Licensing Laws: Lessee is responsible to obtain any permits or licenses pertaining to the use or operations of equipment. Furthermore, the lessee agrees to comply with all applicable laws and regulations.

Penal Code Provisions: Lessee acknowledges the California Penal Code Section-484 which states that the intent to commit theft by fraud may be presumed if one who has leased or rented the personal property of another pursuant to a written contract fails to return the property to its owner within 20 days after the owner has made a written demand following the expiration of the lease or contract. Lessee also acknowledges that Penal Code Section-484 also states that such intent may be presumed if one presents to the owner the personal property identification which bears false information for the purposes of obtaining a lease or rental agreement.

Additional Provisions: The general terms and conditions addressed above shall apply to all and any equipment rented or leased from PCE. Section headings are for convenience and should not be considered among the terms and conditions of this contract.

Severability: If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions contained within this Agreement, but such term or provision shall be deemed modified to the extent necessary in the courts opinion to render such term or provision enforceable, and the rights and obligation of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreement of the parties herein set forth.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 20, 2025**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 10: DISCUSSION CONCERNING WATER AWARENESS DAY 2025 EVENT

The District regularly recognizes the month of May as Water Awareness Month and holds an annual community outreach and education event, Water Awareness Day, at the Administration Facility and parking lot. The most recent event was held on Saturday, May 11, 2024. These events have consistently been well received by the members of the public who have attended and offer an opportunity to learn more about the role the District plays in the community and the amount of infrastructure and operations required to provide water and sewer services to the District.

This matter was discussed with the Executive Committee for the purpose of receiving feedback on the future of hosting this event. More information may be presented at the time of the meeting.

FUNDING SOURCE:

General Fund

FISCAL IMPACT

In FY 2023/24, the District secured a Community Partnering Program grant from the Metropolitan Water District of Southern California in the amount of \$3,000.

District direct expenses, net of the Metropolitan grant proceeds, are estimated to be approximately \$10,000.

COMMITTEE STATUS:

This matter was reviewed with the Executive Committee.

RECOMMENDED ACTION:

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

EXHIBIT(S):

None

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 20, 2025**

**ACTION CALENDAR
FINANCIAL MATTERS**

ITEM 11: CONSIDERATION OF A RESOLUTION CONCERNING DISTRICT 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 has worked with General Counsel to review the current language to ensure consistency with applicable laws and regulations, and a redlined draft resolution is included for consideration (Exhibit 2). More information may be presented at the time of the meeting.

FUNDING SOURCE:

Not applicable

FISCAL IMPACT:

None at this time

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was reviewed with the Finance/Audit Committee.

RECOMMENDED ACTION:

Adopt Resolution No. 2025-1342 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting An Investment Policy

EXHIBIT(S):

1. Resolution No. 2024-1326
2. Draft Resolution No. 2025-1342 with Redlines

CONTACTS (staff responsible): PALUDI/PEREA/COLLINS

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

RESOLUTION NO. 20254-XXXX13261342
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~~ February 20, 20254.

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 ~~February 20~~March 21, 2025~~4~~, 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:

NOES:

ABSTAIN:

ABSENT:

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. 202~~54-1326-1342~~ and it has not been amended or repealed.

Dated ~~March 21~~February 20, 2025~~4~~.

District Secretary
Trabuco Canyon Water District

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 20, 2025**

**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 12: SOURCES OF SUPPLY AD HOC COMMITTEE REPORT – JANUARY 28, 2025 MEETING

At the December 19, 2024 Regular Board Meeting, Board President Mandich approved the formation of an Ad Hoc Committee of the Board of Directors to oversee the evaluation and comparison of Trabuco Canyon Water District’s alternative sources of potable water supply. This item will provide an opportunity for Committee and/or staff members to recap the discussions and possible direction to staff from the initial meeting on January 28.

FUNDING SOURCE:

Not applicable

FISCAL IMPACT:

None at this time

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee.

RECOMMENDED ACTION:

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

EXHIBIT(S):

None

CONTACTS (staff responsible): PALUDI/PEREA/LAUSTEN

**TRABUCO CANYON WATER DISTRICT
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**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 13: CONSIDERATION OF DISTRICT SERVER UPGRADE PROJECT – CAL-OES CYBERSECURITY GRANT-FUNDED

Background

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

District staff worked with Highroad IT (the District’s independent contract IT manager) in early 2024 to budget for a two-phased upgrade approach in Fiscal Years 2024-25 and 2025-26. The project was originally designed to include the implementation of a Single Node On-Premises Server System (Single Node) with Microsoft Azure Disaster Recovery Network Solution (Azure) and associated networking configuration improvements to ensure continuous access, storage availability, and redundant systems. Please note that this project is independent and separate from the District’s SCADA server environment.

At the August 15, 2024 Regular Board Meeting, the Board approved a quote from Highroad IT (Quote No. TCWD24-0726A) in the amount of \$99,648 for the first phase of the project. Simultaneously, Cal OES announced the 2024 Cybersecurity Grant opportunity of unmatched funding up to \$250,000 in cybersecurity enhancements for public agencies to meet significant cyber threats. TCWD did not move forward on Quote No. TCWD24-0726A due to the timing of the Cal OES grant announcement in an effort to secure additional funding to augment the project.

Updated Information

In September 2024, District staff worked with Highroad IT and Soto Resources to apply for the Cal OES Cybersecurity Grant and was subsequently awarded the full grant amount of \$250,000 in December 2024 (Exhibit 1). In the application, District staff modified the planned improvements to include not only Azure but Microsoft Defender Server Antivirus as well to meet Cal OES minimum goals for cybersecurity system hardening, redundancy, and reliability which increased the total project costs beyond the Board-approved funding. Additionally, the proposal reflects an increase in manufacturer hardware and software costs in comparison with the early 2024 budget proposal.

In January 2025, District staff and Highroad IT reviewed the planned improvements submitted to Cal OES in the application and the possibility of enhancing the project to include a second node as indicated in the table below.

	CIP Budget	\$ 180,000
	CalOES Grant	\$ 250,000
	Total Available Funds	\$ 430,000
CalOES Proposal Option	Single Node - Azure - Defender	\$ 279,147
Cybersecurity Enhanced Option	Dual Node - Azure - Defender	\$ 399,937

Staff Recommendation

District staff recommends amending the approved CIP project budget to accommodate the updated Cal OES Proposal Option of \$279,146.26 (Exhibit 2) augmented with the approved grant funding from Cal OES and a small

**TRABUCO CANYON WATER DISTRICT
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contingency for unforeseen project changes, resulting in an approximate \$130,000 in capital improvement project fund savings as indicated below.

Total NTE Project Budget	\$ 300,000
Cal OES Grant Funding	\$ 250,000
TCWD Funding	\$ 50,000
TCWD Approved CIP Funding	\$ 180,000
Total CIP Savings to TCWD	\$ 130,000

More information may be provided at the time of the meeting.

FUNDING SOURCE:

Capital Improvement Program

FISCAL IMPACT (PROJECT BUDGET):

Original Budget

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

Proposed Amended Budget

Cal OES Proposal Option	\$279,147
Contingency	\$ 20,853
Total Project Amended Budget	\$300,000

ENVIRONMENTAL COMPLIANCE:

None

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee.

RECOMMENDED ACTION:

1. Amend the FY 2024-25 Capital Improvement Program Server Upgrade Project budget to \$300,000 with partial funding of \$250,000 from the approved CalOES Cybersecurity Grant.
2. Approve the Highroad IT Quote No. TCWD25-0129A in the amount of \$279,146.26 for the TCWD Server Project Upgrade.
3. Adopt Resolution No. 2025-1343 – Resolution of the Board of Directors of Trabuco Canyon Water District Providing and Taking Actions Necessary for the Purpose of Obtaining Federal Assistance Subgranted Through the State of California for the Fiscal Year 2024 SLGCP Cybersecurity Grant Subawards.

EXHIBIT(S):

1. Cal OES Notification of Subrecipient Allocation FY 2024 State & Local Cybersecurity Grants for Local & Tribal Governments (SL) Program
2. Highroad IT Quote No. TCWD25-0129A for TCWD Server Project Upgrade
3. Draft Resolution No. 2025-1343

CONTACTS (staff responsible): PALUDI/PEREA



December 24, 2024

DELIVERED VIA EMAIL: FPaludi@tcwd.ca.gov

Fernando Paludi
General Manager
Trabuco Canyon Water District
32003 Dove Canyon Drive
Trabuco Canyon, CA 92679

SUBJECT: NOTIFICATION OF SUBRECIPIENT ALLOCATION

Fiscal Year (FY) 2024 State & Local Cybersecurity Grants for Local & Tribal Governments (SL) Program

Grant Subaward Performance Period: December 1, 2024, to December 31, 2026

Dear Fernando Paludi:

We are pleased to announce that your proposal has been selected to receive funding through the FY 2024 SL Program of the California Governor's Office of Emergency Services (Cal OES). As outlined in the SL Program Competitive Funding Opportunity (CFO) section E, 3. Notification Process, Applicants not selected for funding may appeal Cal OES's decision pursuant to the Cal OES Appeal Guidelines for Competitive Funding. If any appeal is successful, this may affect your requested funding amount. Provided there are no successful appeals, your organization will be awarded the amount of \$250,000.

This subaward is subject to requirements in Title 2 Code of Federal Regulations, Part 200, including the Notice of Funding Opportunity (NOFO), the Preparedness Grants Manual, the California Supplement to the NOFO, reporting requirements, all policies and provisions set forth in the FY 2024 SL CFO, and all applicable federal, state, and local requirements. All activities funded with this subaward must be completed within the subaward period of performance. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final review or audit, must be refunded to Cal OES.

Subrecipients must obtain written approval **prior** to incurring costs for activities such as aviation, watercraft, allowability request logs, noncompetitive procurement,



and projects requiring Environmental Planning and Historic Preservation review.

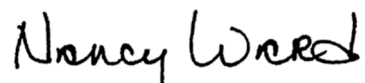
Your organization will be required to prepare and submit performance reports annually for the duration of the subaward period of performance or until all activities are completed and the subaward is formally closed. Failure to submit required reports could result in subaward reduction, suspension, or termination. Throughout the subaward cycle, project status and milestones from the performance reports will be used as indicators of project feasibility, performance, and grant management capacity. This information may also be used in assessing proposals for future grant opportunities.

Next Steps:

- Your signature is required on this letter. Please sign and return this letter via email to your Cal OES Grants Analyst (GA) within 20 calendar days of receipt and keep a copy for your records.
- If you have not already, please visit the [Grants Central System \(GCS\) webpage](#) to register your organization.
- You will be notified to complete your application as soon as it is available in GCS – we anticipate mid-January 2025.
- Once the completed application is submitted and approved in GCS, you will be able to request reimbursement of eligible subaward expenditures in the system.

Please contact your GA if you have questions or need further assistance.

Sincerely,



NANCY WARD
Director

Quote for Products and Services

Company Name	Trabuco Canyon Water District	Quote Number	TCWD25-0129A
Requested By	Michael Perea	Initiate Date	January 29, 2025
Quote Type	Project	Expiration Date	February 28, 2025
Description	CalOES Cybersecurity Grant Project – Hardware and Software Implementation		

Cost Breakdown						
Item Description	Qty	Unit Price	Total <i>(2 year)</i>	Type	Taxable	Notes
IT Infrastructure Fortification						
Dell AX7525 (32 Core)	1	96,993	96,993	Hardware		
Azure Local (32 core)	1	400/month	8,400	Software		Monthly renewal (21 months)
Windows Server Standard - 2 Core Pack	16	992/year	15,872	Software		Annual renewal (2 years)
Windows Server User CAL	33	60/year	1,980	Software		Annual renewal (2 years)
SQL Server Standard - 2 Core	2	4,620/year	9,240	Software		Annual renewal (2 years)
I7 16GB 512GB SSD	1	1,224	1,224	Hardware		
Windows 11 Pro	1	233	233	Software		
Configuration and Installation	160	100	16,000	Services		
Networking						
Netgear 28-Port Ethernet 10G	2	2,699	5,398	Hardware		
10GBASE Transceiver	12	65	780	Hardware		
Network Cabling	1	4,860	4,860	Hardware		
Configuration and Installation	8	100	800	Services		
Cybersecurity Enhancement						
Business Premium Upgrade	31	22/month	15,004	Software		Monthly renewal (22 months)
Defender Implementation	120	100	12,000	Services		
Azure Cloud Disaster Recovery						
Network Build and Data Migration - Qty 240	240	100	24,000	Services		
Azure Cloud Subscriptions	1	2,886/month	57,720	Software		Monthly renewal (20 months)
Shipping	1	175	175	Taxes		
Orange County Sales Tax		7.75%	8,467.26	Taxes		
Total			\$279,146.26	<i>Includes all costs incurred over the 2-year grant reimbursement period ending December 30, 2026</i>		

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



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

Approval Signature	
Printed Name	
Title	
Approved Date	

RESOLUTION NO. 2025-1343

**RESOLUTION OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT
PROVIDING AND TAKING ACTIONS NECESSARY FOR THE PURPOSE OF OBTAINING
FEDERAL FINANCIAL ASSISTANCE SUBGRANTED THROUGH THE STATE OF CALIFORNIA
FOR THE FISCAL YEAR 2024 SLCGP CYBERSECURITY GRANT SUBAWARDS**

BE IT RESOLVED BY THE **BOARD OF DIRECTORS** OF THE **TRABUCO CANYON WATER DISTRICT** THAT
(Governing Body) (Name of Applicant)

General Manager OR
(Title of Authorized Agent)

Assistant General Manager OR
(Title of Authorized Agent)

(Name or Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the named Applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and subgranted through the State of California for the following Grant Award:

Fiscal Year 2024 SLCGP Cybersecurity Grant Subaward

(List Grant Year and Program)

Passed and approved this **20th day of February, 2025**

TRABUCO CANYON WATER DISTRICT

By: _____
President/Vice President

By: _____
District Secretary/Assistant District Secretary

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I hereby certify that the foregoing resolution was duly adopted by the Board of the District at a meeting held on February 20, 2025, 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:

NOES:

ABSTAIN:

ABSENT:

District Secretary/Assistant District Secretary
Trabuco Canyon Water District

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 2025-1343 and it has not been amended or repealed.

Dated February 20, 2025.

District Secretary/Assistant District Secretary
Trabuco Canyon Water District

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 20, 2025**

**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 14: CONSIDERATION OF A RESOLUTION CLARIFYING TCWD'S APPLICATION OF IN-LIEU STORAGE CHARGE

All developers of property within Trabuco Canyon Water District are required by TCWD's Rules and Regulations (Rules) to provide water storage capacity in order to meet the water storage demand generated by their development. This storage capacity must be provided, at the District's discretion, either through construction and dedication of new storage facilities to the District, or through payment of an in-lieu charge that represents the proportional cost of the District's existing excess or surplus storage capacity that may be allocated to that development.

The District's Rules include provisions for when a development may be subject to in-lieu storage fees or subject to additional water storage analyses through the preparation of a Sub-Area Master Plan. The District's General Manager has determined that these provisions within the existing Rules warrant an interpretation and the issuance of guidelines that will provide clarity as to the conditions under which in-lieu storage fees apply to developments. The authority to issue interpretations and guidelines is vested in the General Manager by the Board pursuant to Section 12.1.3 of the District's Rules.

The *General Manager Interpretation of Trabuco Canyon Water District Rules and Regulations Regarding Applicability of the Water Storage Fee* was issued on February 14, 2025 and is included as Exhibit 1.

Resolution No. 2025-1344, included as Exhibit 2, is intended to ratify and confirm the General Manager's interpretation and clarification.

FUNDING SOURCE:

Not applicable.

FISCAL IMPACT:

This item does not propose a change in the amount of the District's in-lieu storage fee.

ENVIRONMENTAL COMPLIANCE:

This action is exempt from the requirements of the CEQA.

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee.

RECOMMENDED ACTION:

Adopt Resolution No. 2025-1344 – Resolution of the Board of Directors of the Trabuco Canyon Water District Clarifying the Applicability of the Water Storage Fee to Developments of One (1) Equivalent Dwelling Unit.

EXHIBIT(S):

1. General Manager Interpretation of Trabuco Canyon Water District Rules and Regulations Regarding Applicability of the Water Storage Fee, February 14, 2025.
2. Resolution No. 2025-1344 – A Resolution of the Board of Directors of the Trabuco Canyon Water District Clarifying the Applicability of the Water Storage Fee to Developments of One (1) Equivalent Dwelling Unit.

CONTACTS (staff responsible): PALUDI/LAUSTEN/COLLINS



GENERAL MANAGER INTERPRETATION OF TRABUCO CANYON WATER DISTRICT RULES AND REGULATIONS REGARDING APPLICABILITY OF THE WATER STORAGE FEE

Date: February 14, 2025

Summary

Pursuant to Section 12.1.2 of the Trabuco Canyon Water District (“District”)’s Rules and Regulations, the General Manager issues this permanent interpretation of the Rules and Regulations to clarify and harmonize the provisions of Chapter 5, including sections 5.1 and 5.3, declaring that an In-Lieu Water Storage Charge is only automatically applicable to developments of one (1) Equivalent Dwelling Unit, and is inapplicable to any development for which a Sub-Area Master Plan (“SAMP”) requires construction of storage facilities.

Background

Under Section 5.1 of the District’s Rules and Regulations, the provision by the District of water service is subject to the existence of all required facilities to provide such service. All developers of property within TCWD are required by TCWD’s Rules and Regulations to provide water storage capacity in order to meet the water storage demand generated by their development. This storage capacity must be provided, at the District’s discretion, either through construction and dedication of new storage facilities to the District (generally for developments of two or more Equivalent Dwelling Units), or through payment of an in-lieu charge that represents the proportional cost of the District’s existing excess or surplus storage capacity that may be allocated to that development.

Section 5.3 of the District’s Rules and Regulations provides: “If, in the opinion of the General Manager or District Engineer, [a] proposed development has the potential to use water in excess of one (1) Equivalent Dwelling Unit, the General Manager may require a Sub-Area Master Plan of an Applicant or Consumer. The condition of a Sub-Area Master Plan requirement may be a condition for the issuance of a Will-Serve Letter.” Sub-Area Master Plans analyze a development’s specific water storage requirements, and may call for the developer to construct, at the developer’s expense, all necessary infrastructure for the water system (including water storage) to the extent determined by the District to be required to serve the development.

The District may, from time to time, have limited existing surplus or unused storage capacity. The District has established an In-Lieu Water Storage Charge (sometimes also referred to as an “In-Lieu (Reservoir) Storage Fee” or “[Water] Storage Fee”). The In-Lieu Water Storage Charge is only automatically imposed on developments of one (1) Equivalent Dwelling Unit, and may be allowed in the General Manager’s discretion for other developments that do not require a Sub-Area Master Plan. The charge is required *in lieu of* that development being required to construct its own water storage facilities. Revenue from the fee is used to pay for that development’s proportional cost of the acquisition and construction of District storage facilities.

Permanent Interpretation of Section 5.1 and 5.3

Based on the foregoing, the General Manager hereby issues the following Permanent Interpretation of the applicability of the District's In-Lieu Fee:

(a) The In-Lieu Water Storage Charge is only automatically applicable to developments of one (1) Equivalent Dwelling Unit. An In-Lieu Water Storage Charge may be allowed in the General Manager's discretion for other small developments that do not require a SAMP.

(b) The projected water demands of developments of two or more Equivalent Dwelling Units are generally subject to a more particularized analysis through the preparation of a SAMP. The SAMP will provide a more detailed analysis of the water storage requirements for that particular development and offer particular solutions to fulfill those requirements as consistent with the District's Rules and Regulations and applicable laws.

(c) The In-Lieu Water Storage Charge is inapplicable to any development for which a SAMP requires construction of storage facilities.

(d) The General Manager may reasonably determine, in connection with a SAMP, whether sufficient surplus water storage capacity exists to allow a development of more than one (1) Equivalent Dwelling Unit to satisfy its water storage requirements through the payment of an In-Lieu Water Storage Charge.

TRABUCO CANYON WATER DISTRICT



Fernando Paludi
General Manager

RESOLUTION NO. 2025-1344

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT CLARIFYING THE APPLICABILITY OF THE WATER STORAGE FEE TO DEVELOPMENTS OF ONE (1) EQUIVALENT DWELLING UNIT

The Trabuco Canyon Water District (“TCWD” or “District”) is a county water district formed and operating pursuant to Water Code Section 30000, *et seq.*, with the authority to adopt and amend fees and charges and the authority to enforce and interpret its Rules and Regulations.

Under Section 5.1 of the District’s Rules and Regulations, the provision by the District of water service is subject to the existence of all required facilities to provide such service. All developers of property within TCWD are required by TCWD’s Rules and Regulations to provide water storage capacity in order to meet the water storage demand generated by their development. This storage capacity must be provided, at the District’s discretion, either through construction and dedication of new storage facilities to the District (generally for developments of two or more Equivalent Dwelling Units), or through payment of an in-lieu charge that represents the proportional cost of the District’s existing excess or surplus storage capacity that may be allocated to that development.

Section 5.3 of the District’s Rules and Regulations provides that if, in the opinion of the General Manager or District Engineer, a proposed development has the potential to use water in excess of one (1) Equivalent Dwelling Unit, the General Manager may require a Sub-Area Master Plan (SAMP) of an Applicant or Consumer as a condition for issuance of a Will-Serve Letter. Sub-Area Master Plans will analyze that development’s specific water storage requirements, and may call for the developer to construct, at the developer’s expense, all necessary infrastructure for the water system (including water storage) to the extent determined by the District to be required to serve the development.

The District may, from time to time, have limited existing surplus or unused storage capacity. The District has established an In-Lieu Water Storage Charge (sometimes also referred to as an “In-Lieu (Reservoir) Storage Fee” or “[Water] Storage Fee”). The General Manager has interpreted the Rules and Regulations to provide that the In-Lieu Water Storage Charge is only automatically imposed on developments of one Equivalent Dwelling Unit, and may be allowed in the General Manager’s discretion for other developments that do not require a SAMP. The charge is required *in lieu of* that development being required to construct its own water storage facilities. Revenue from the fee is used to pay for that development’s proportional cost of the acquisition and construction of District storage facilities.

Rules and Regulations Section 12.1.2 provides that if a conflict arises between various Rules and Regulations, the following guidelines, in order of priority, shall apply: (a) every effort shall be made to harmonize the relevant provisions to avoid a conflict; (b) in the event of a conflict, the more specific provision(s) shall apply, or be effective, over the more general provision(s); and (c) if necessary, the General Manager may issue an interpretation of the provision(s) in question as authorized by these Rules and Regulations.

Under Rules and Regulations Section 12.1.3, the Board has vested in the General Manager the authority to issue permanent or temporary interpretations of the Rules and Regulations, and to issue guidelines which shall not conflict with, and shall otherwise be compatible with, the Rules and Regulations.

The General Manager on February 11, 2025 issued a permanent interpretation of the Rules and Regulations that clarifies and harmonizes the provisions of Chapter 5, including sections 5.1 and 5.3, declaring that an In-Lieu Water Storage Charge is only automatically applicable to developments of one (1) Equivalent Dwelling Unit , and is inapplicable to any development for which a SAMP requires construction of storage facilities. The General Manager may reasonably determine, in connection with a SAMP, whether sufficient surplus water storage capacity exists to allow a development of more than one Equivalent Dwelling Unit to satisfy its water storage requirements through payment of an In-Lieu Water Storage Charge. This permanent interpretation is consistent with long-standing District practice.

The intent of this resolution is for the Board to ratify and confirm the General Manager's interpretation and clarification.

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

Section 1. The foregoing recitals are true and correct and are incorporated herein by this reference.

Section 2. This resolution is a clarification of the District's existing rules and requirements relating to the In-Lieu Water Storage Charge, and is not an amendment of an existing fee or adoption of a new fee. Therefore, the Board determines that the notice, informational and procedural requirements of Government Code Section 66016 are not applicable to this resolution.

Section 3. The Board hereby finds and determines as follows:

(a) The In-Lieu Water Storage Charge is only automatically applicable to developments of one (1) Equivalent Dwelling Unit. An In-Lieu Water Storage Charge may be allowed in the General Manager's discretion for other small developments that do not require a SAMP.

(b) The projected water demands of developments of two or more Equivalent Dwelling Units are generally subject to a more particularized analysis through the preparation of a SAMP. The SAMP will provide a more detailed analysis of the water storage requirements for that particular development and offer particular solutions to fulfill those requirements as consistent with the District's Rules and Regulations and applicable laws.

(c) The In-Lieu Water Storage Charge is inapplicable to any development for which a SAMP requires construction of storage facilities.

(d) The General Manager may reasonably determine, in connection with a SAMP, whether sufficient surplus water storage capacity exists to allow a development of more than one (1) Equivalent Dwelling Unit to satisfy its water storage requirements through the payment of an In-Lieu Water Storage Charge.

Section 4. The clarification to the In-Lieu Water Storage Charge as set forth herein will not have an effect on the environment and this action is therefore exempt from the requirements of the California Environmental Quality Act.

Section 5. This Resolution is effective upon adoption.

ADOPTED, SIGNED AND APPROVED this 20th day of February, 2025.

TRABUCO CANYON WATER DISTRICT:

President/Vice President

Secretary/Assistant Secretary

APPROVED AS TO FORM:

By: _____
District Counsel

DRAFT

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, Secretary of the Board of the Trabuco Canyon Water District, do hereby certify that the foregoing resolution was duly adopted by the Board of said District at a meeting of said Board held on February 20, 2025, of which meeting all of the members of the Board had due notice and at which a quorum thereof were present and acting throughout and for which notice and an agenda was prepared and posted as required by law and that at such meeting such resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Secretary of the Board,
Trabuco Canyon Water District

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, Secretary of the Board of the Trabuco Canyon Water District, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2025-1344 of such Board and that the same has not been amended or repealed.

Dated this 20th day of February, 2025.

Secretary of the Board,
Trabuco Canyon Water District

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 20, 2025**

**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 15: CONSIDERATION OF POTABLE WATER SYSTEM STORAGE EVALUATION 2024 UPDATE

Reservoir storage is a critical component of the Trabuco Canyon Water District's (District) potable water system. Reservoir storage provides operational storage to meet daily demands, fire-flow storage to provide the required flow and duration to fight a structure fire, and emergency storage to meet daily demands in the event of a supply outage. Hazen & Sawyer was retained to review the District's storage inventory and future needs in light of a proposed development known as Saddleback Meadows.

The purpose of the 2024 Storage Evaluation includes the following:

1. Consideration of future usage estimates and the potential impact on storage needs.
2. Review of the 2021 Saddleback Meadows (SBM) Sub Area Master Plan (SAMP) related to storage recommendations, and providing a professional opinion on the recommendations.
3. Determine how much District-wide storage is available today, and how much is needed in the future.

The District's storage criteria is to have 7-days of emergency storage with a 25% customer demand reduction per the 2022 District Master Plan, which is consistent with Metropolitan Water District's guidelines.

The study looked at various scenarios on existing and future needs. The results of the evaluation are the following:

1. Currently, with all supplies offline and existing demand reduced by 25%, the District has 5 - 6 days of storage under average day demand (ADD). Under this scenario, there is a need for an additional 1.56 million gallons (MG) of storage.
2. Currently, with all supplies offline and existing demands reduced by 25%, the District has 2 - 2.5 days of emergency storage under maximum day demand (MDD), which would typically occur in the summer.
3. With all supplies offline and projected future demands reduced by 25%, an additional 2.14 MG of storage under ADD is needed to achieve 7-days of emergency storage.
4. SBM must provide an additional 0.93 MG of reservoir storage to support this development.

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

\$35,150 in consulting fees

ENVIRONMENTAL COMPLIANCE:

Not Applicable

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee.

RECOMMENDED ACTION:

Receive and file the Trabuco Canyon Water District – 2024 Storage Evaluation report.

EXHIBIT(S):

1. 2024 Storage Evaluation Report

CONTACTS (staff responsible): PALUDI/LAUSTEN

Hazen *Technical Memorandum*

January 10, 2025

To: Lorrie Lausten, PE, TCWD District Engineer

From: Tori Yokoyama, PE, Hazen and Sawyer
Amy Erdenedalai, EIT, Hazen and Sawyer

Trabuco Canyon Water District – 2024 Storage Evaluation

FINAL

20120-006

1. Introduction and Background

Reservoir storage is a critical component of the District’s potable water system. Reservoir storage provides operational storage to meet daily demands, fire storage to provide the required flow and duration to fight a structure fire, and emergency storage to meet daily demands in the event of a supply outage. Potable water reservoirs are not sized for fighting wildfires.

The purpose of this technical memorandum is to conduct analyses related to the District’s storage:

- Consideration of future usage estimates (gallons per capita per day (gpcd) factors) and the potential impact on storage needs.
- Review of the 2021 Saddleback Meadows (SBM) Sub Area Master Plan (SAMP) related to storage recommendations, and providing a professional opinion on the recommendations.
- Determining how much storage is available today, and how much is needed in the future.

2. Usage Factor Evaluation

The purpose of this section is to evaluate water usage factors and the potential impact on the storage evaluation. This section addresses the following:

- Review of usage factors from previous planning documents – 2021 Saddleback Meadows SAMP (Psomas, Dec 2021) and the 2022 Master Plan
- Review of latest production data
- Conclusion on usage factors

For the purpose of this discussion, both production and demand (or consumption) are considered the same, since both typically trend within 10% of each other.

2.1 Usage Factors from SBM SAMP and the Master Plan

2.1.1 SBM SAMP Usage Factor

Saddleback Meadows will have 181 single-family dwelling units, with an average lot size of 6,067 sq ft. Based on evaluating demand data from 2017 and 2018 for similar sized lots in Trabuco Highlands, Robinson Ranch, and Dove Canyon, the SBM SAMP identified a proposed average day demand usage factor of 352 gpd/du.

2.1.2 Master Plan Usage Factor

The Master Plan evaluated demand data for the entire service area from 2014 through 2021. Demand factors were calculated for residential lots for the entire service area, as well as separate factors for both

the Portola and Skyridge developments. The residential demand factors from 2021 demand data are shown in Table 1.

Table 1: 2021 Residential Demand Factors

Rate Code	Average Daily Demand (Per Dwelling Unit Demand Factor)
System-wide Residential	400 gpd
Residential Portola	246 gpd
Residential Skyridge	279 gpd

It was observed that production in 2021 was close to the average of production from 2015-2021.

2.2 Review of Latest Production Data

Water system production trends closely with demand data. Production includes water supplied to the system from:

- Dimension Water Treatment Plant (DWTP)
- Rose Canyon Groundwater Treatment Plant
- Ridgeline Road connection or Plano Trabuco connection

Production data from January 2022 through December 2023 was obtained to compare recent production data to the data used in the Master Plan (2013-2021). Rainfall data from January 2016 through December 2023 was obtained through NOAA’s Climate Data Report for Trabuco Canyon Station US1CAOR0049, and rainfall data from January 2014 through December 2021 was obtained through NOAA’s Climate Data Report for Mission Viejo Station US1CAOR0019. The production and rainfall data are shown in Figure 1 and Figure 2, respectively.

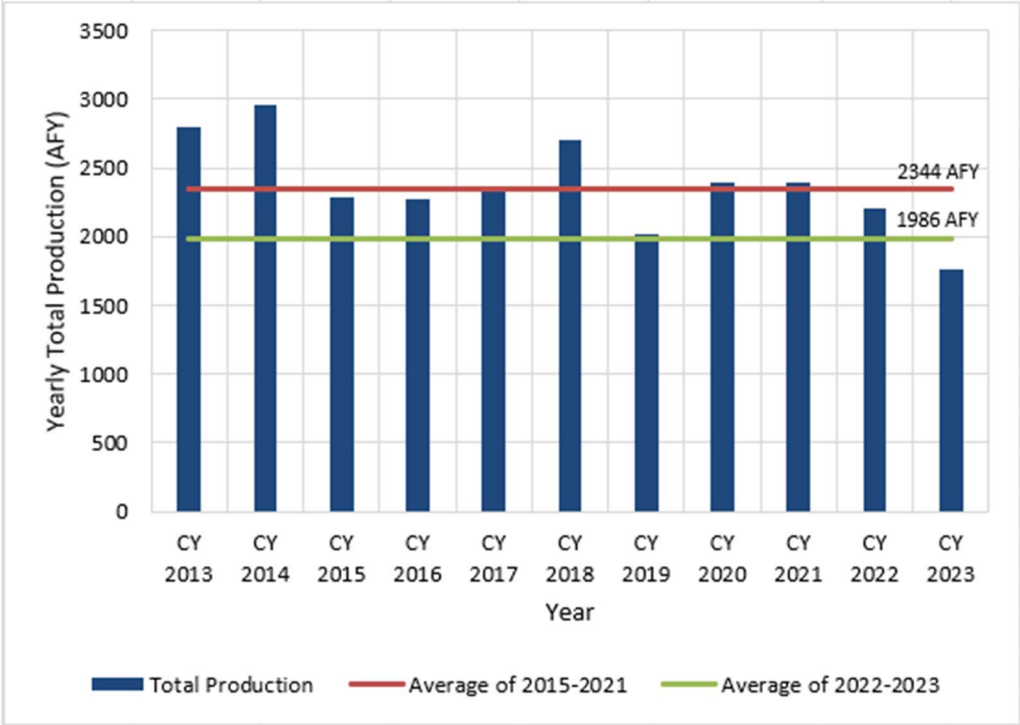


Figure 1: Annual Total Production

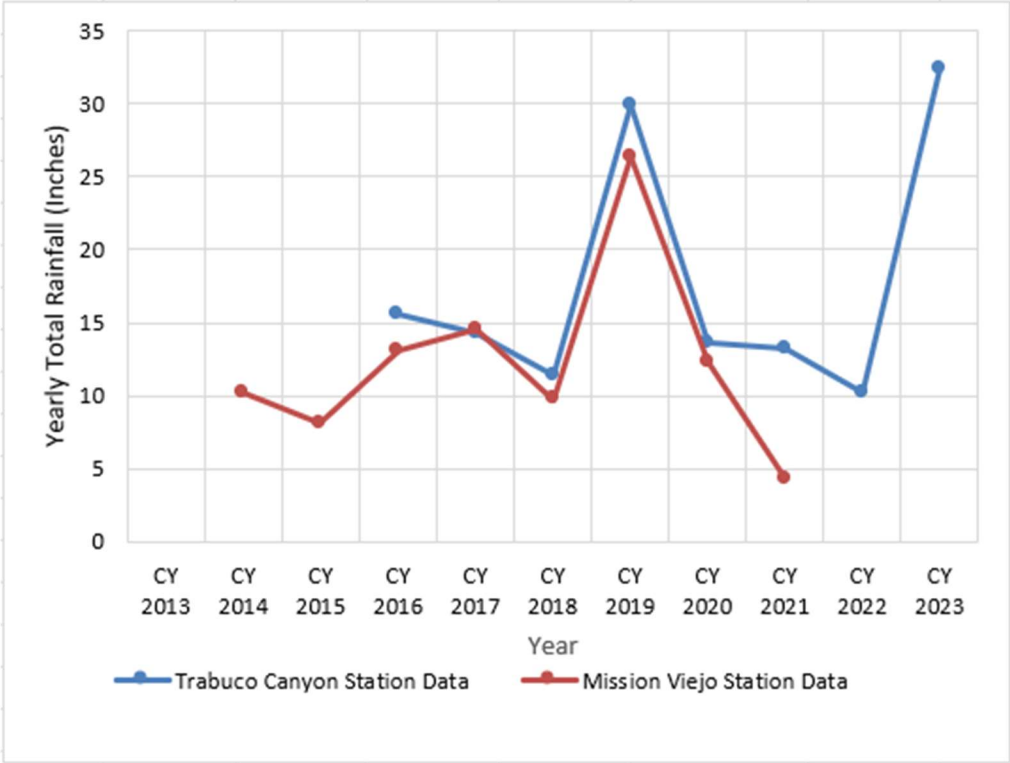


Figure 2: Annual Total Rainfall

Conservation mandates were implemented starting in 2015, so production data prior to that is skewed higher. Looking at the data from the Master Plan (2015-2021), yearly production averaged 2344 AFY. Compared to that average, the production data from 2022 was consistent with the 2015-2021 average. However, production in 2023 was 25% below the average.

Annual rainfall typically does impact total production. The years 2019 and 2023, which experienced significant rainfall, saw production levels drop approximately 15% and 25% below the 2015-2021 average of 2344 AFY, respectively. In the years 2014-2018 with lower rainfall totals, higher production occurred.

2.3 Urban Water Use Objectives and Projected Demand Impacts

The Urban Water Use Objectives (UWUO), established under California’s 2018 water conservation legislation, set long-term efficiency regulatory standards for indoor residential, outdoor residential, and CII (commercial, industrial, and institutional) water use. Starting in 2024, these standards require urban water agencies to calculate their UWUO annually based on efficient water use across various categories, including indoor and outdoor residential water use, CII irrigation, water losses, and approved variances. These objectives influence demand forecasts by integrating efficiency standards and local growth assumptions. See Figure 3.

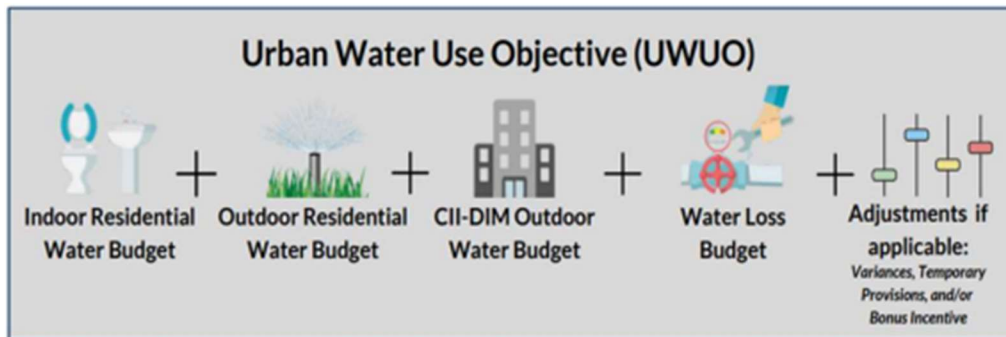


Figure 3: Components of the Urban Water Use Objectives (UWUO)

For the District’s service area, preliminary estimates suggest that adherence to UWUO standards could reduce projected demands by 5-10%. To maintain a conservative approach, the system-wide storage analysis in Section 4 assumes a 5% reduction on projected future demand. This reduction, driven by efficiency measures and conservation, highlights the potential impact of UWUO compliance on future demand and storage needs.

2.4 Usage Factor Summary

In summary:

- Usage factors from the SBM SAMP were based on demand data from 2017 and 2018
- Usage factors from the Master Plan were based on data from 2021

- Production data from 2022-2023 shows a lower trend compared to the 2015-2021 period
- Years with greater rainfall result in less water production data
- A 5% reduction in projected (2045) demand, based on UWUO compliance, has been conservatively applied to inform storage evaluation analysis

Although 2023 production data is over 20% lower than the previous years (2015-2021), it is uncertain if this lower trend will continue. There is a clear trend that depicts lower production data due to wetter years.

At this time, it is recommended to:

- Use the SBM SAMP recommended demand estimates for the Saddleback Meadows development – 352 gpd/du (plus common area irrigation).
- Use the Master Plan recommended demand factors for other future demand estimates – 400 gpd/du.
- Monitor demand and production data over the next two years to observe if the lower trends continue or if they return to higher levels. If the lower trends continue over the next two years, it is recommended to adjust down future demand factors.

3. Review of Saddleback Meadows SAMP Storage Recommendations

The purpose of this section is to review the Saddleback Meadows SAMP storage recommendations. This section addresses:

- Storage criteria comparison
- Revised storage requirements for Saddleback Meadows
- Recommendations

3.1 SBM SAMP Storage Criteria

The SBM SAMP storage criteria compared with the latest Master Plan storage criteria are compared side-by-side in Table 2. The Master Plan criteria has a lower requirement for operational storage, but a higher requirement for emergency storage. The fire flow requirement is approximately the same.

Table 2: SBM SAMP vs Master Plan Storage Criteria

Storage Component	SBM SAMP Criteria	Master Plan Criteria
Operational	42% (or 10 hrs) of Maximum Day Demand	20% of Maximum Day Demand
Fire Flow	1,125 gpm Fire Flow for 1 Hour	Worst-Case Fire Flow Volume

Storage Component	SBM SAMP Criteria	Master Plan Criteria
Emergency	5 days of Average Day Demand	7 Days of Average Day Demand

3.2 Saddleback Meadows Storage Requirement

It is recommended to reassess the required storage for SBM based on the Master Plan Criteria. However, as discussed in Section 2, it is recommended to use the demand estimates from the SBM SAMP. The SBM SAMP required storage, and the updated Master Plan criteria required storage are shown in Table 3.

Table 3: SAMP vs 2021 MP Storage Requirement Analysis

Storage Type	SBM SAMP Required Storage (gal)	Master Plan Required Storage (gal)
Operational	101,000	48,000
Fire Flow	68,000	60,000 ¹
Emergency	587,000	821,000
Total	0.75 MG	0.93 MG

¹Based on most recent requirement from Orange County Fire Authority of 1000 gpm for 1-hr duration.

The updated required storage for SBM is a minimum 0.93 MG.

3.3 Recommendations

Based on the Master Plan criteria, it is recommended to add a minimum 0.93 MG additional storage to the system to support the proposed SBM development.

4. Water System Storage Evaluation

Storage evaluations for a water system are conducted to assess how much storage is available for daily operations, fire flow needs, and emergencies. The District’s storage criteria is to have 7-days of emergency storage. Emergency storage is needed when a major supply (or supplies) go off-line. Determining how much emergency storage is available is based on system demand, fire flow needs, and how much local water supply is available.

4.1 Water Demands

Existing water demands are based on average production from 2015 – 2021. As discussed in Section 2, this is over 20% higher than production seen in 2023, but it is not known if this lower trend will continue or return back to previous year levels. Future demands are based on the estimates from the 2020 UWMP. The District’s existing and projected demands are shown in Table 4.

Table 4: Water Demands

Scenario	Average Day	Max Day
Existing	2.09 MGD	3.88 MGD
	3.2 cfs	6.0 cfs
	2342 AFY	4349 AFY
Future (2045)	2.31 MGD	4.27 MGD
	3.6 cfs	6.6 cfs
	2589 AFY	4786 AFY
Future (2045 with UWUO)	2.19 MGD	4.05 MGD
	3.4 cfs	6.3 cfs
	2460 AFY	4547 AFY

4.2 Reservoir Storage

There are eight (8) active reservoirs (also called tanks) in the water system. The total capacity of the active reservoirs is 11.40 MG, however total effective volume based on actual operating levels is 10.73 MG. A summary of reservoir type, capacity, and year of construction is provided in Table 5.

Table 5: Existing Reservoirs

Pressure Zone	Name	HWL Elevation (ft)	Total Capacity (MG)	Type	Year Constructed
Cooks	Cooks	1165	0.06	Steel	1963
Harris Grade	Harris Grade No. 1	1504	2.00	Steel	1980
	Harris Grade No. 2	1496	0.42	Steel	1965
	Saddle Crest	1508	1.50	Steel	2020
Rose Canyon	Rose Canyon	1357	0.42	Steel	1979
Upper Dove Canyon	Upper Dove Canyon	1418	2.50	Steel	1988
Trabuco	Trabuco No. 1	1686	1.50	Steel	1984
	Trabuco No. 2	1686	3.00	Steel	1986
Total Capacity (MG)			11.40¹		

¹Total effective volume based on actual operating level is 10.73 MG

4.3 Analysis

Emergency storage was calculated under both Average Day Demand (ADD) and Maximum Day Demand (MDD) under one supply outage scenario –all supplies. It is assumed all reservoirs are full and there is access to the total effective storage for each reservoir. Emergency storage days were calculated as:

- $\text{Emergency Storage Days} = \text{Emergency Storage} / (\text{Average Day Demand} - \text{Supply})$
- Supply Facilities:
 - DWTP
 - Ridgeline Pump Station (supply from IRWD)
 - Plano Trabuco (supply from SMWD/IRWD)

4.3.1 Average Day Demand Storage Analysis - All Water Supplies Offline

This analysis evaluates emergency storage with all supply sources offline under average day demand (ADD) conditions. Table 6 shows that the District has approximately 4 – 4.5 days of emergency storage if all supply facilities were to go offline.

Table 6: System-wide Storage Analysis under ADD – All Water Supplies Offline

Scenario	Local Supply (MGD)	Average Day Demand (MGD)	Total Effective Storage ¹ (MG)	Equalization Storage (MG)	Fire Flow Storage (MG)	Emergency Storage (MG)	Emergency Storage (Days)
Existing	0.00	2.09	10.73	0.78	0.54	9.41	4.5
Future (2045)	0.00	2.31	10.73	0.85	0.54	9.34	4.0
Future (2045 with UWUO)	0.00	2.19 ²	10.73	0.81	0.54	9.38	4.3

¹Calculated using reservoir diameter and operating level.

²Assumes a 5% demand reduction per UWUO guidance in the year 2045

4.3.2 Average Day Demand Storage Analysis – Reduced Demand with all Supplies Offline

In the event of a water supply emergency such as a loss of all water supplies, MWD assumes a demand reduction of 25 percent could be achieved by placing short-term restrictions on irrigation and non-essential water usage. Table 7 shows storage analysis results with a 25% reduction in average day demand and with all water supply sources offline. The District has 5-6 days of emergency storage when average day demands are reduced by 25 percent.

Table 7: System-wide Storage Analysis under ADD – Reduced demand with all Supplies Offline

Scenario	Local Supply (MGD)	Average Day Demand ² (MGD)	Total Effective Storage ¹ (MG)	Equalization Storage (MG)	Fire Flow Storage (MG)	Emergency Storage (MG)	Emergency Storage (Days)
Existing	0.00	1.57	10.73	0.78	0.54	9.41	6.0
Future (2045)	0.00	1.73	10.73	0.85	0.54	9.34	5.4
Future (2045 with UWUO)	0.00	1.65 ³	10.73	0.81	0.54	9.38	5.7

¹Calculated using reservoir diameter and operating level.

²Average day demand reduced by 25 percent.

³Assumes a 5% demand reduction per UWUO guidance in the year 2045

4.3.3 Max Day Demand Storage Analysis - All Water Supplies Offline

This analysis evaluates emergency storage with all supply sources offline under MDD conditions. Table 8 shows that the District has approximately 2 – 2.5 days of emergency storage if all supply facilities were to go offline.

Table 8: System-wide Storage Analysis under MDD – All Water Supplies Offline

Scenario	Local Supply (MGD)	Max Day Demand (MGD)	Total Effective Storage ¹ (MG)	Equalization Storage (MG)	Fire Flow Storage (MG)	Emergency Storage (MG)	Emergency Storage (Days)
Existing	0.00	3.88	10.73	0.78	0.54	9.41	2.4
Future (2045)	0.00	4.27	10.73	0.85	0.54	9.34	2.2
Future (2045 with UWUO)	0.00	4.05 ²	10.73	0.81	0.54	9.38	2.3

¹Calculated using reservoir diameter and operating level.

²Assumes a 5% demand reduction per UWUO guidance in the year 2045

4.3.4 Max Day Demand Storage Analysis – Reduced Demand with all Supplies Offline

In the event of a water supply emergency such as a loss of all water supplies, Table 9 shows storage analysis results with a 25% reduction in max day demand. The District has 2-3 days of emergency storage when max day demands are reduced by 25 percent.

Table 9: System-wide Storage Analysis under MDD – Reduced demand with all Supplies Offline

Scenario	Local Supply (MGD)	Max Day Demand ² (MGD)	Total Effective Storage ¹ (MG)	Equalization Storage (MG)	Fire Flow Storage (MG)	Emergency Storage (MG)	Emergency Storage (Days)
Existing	0.00	2.91	10.73	0.78	0.54	9.41	3.2
Future (2045)	0.00	3.20	10.73	0.85	0.54	9.34	2.9
Future (2045 with UWUO)	0.00	3.04 ³	10.73	0.81	0.54	9.38	3.1

¹Calculated using reservoir diameter and operating level.

²Max day demand reduced by 25 percent.

³Assumes a 5% demand reduction per UWUO guidance in the year 2045

In order to achieve an emergency storage duration of 7 days under ADD for existing conditions, the District would need to add 1.56 MG of new effective storage to the system.

In order to achieve an emergency storage duration of 7 days under ADD for future (2045) conditions, the District would need to add 2.14 MG of new effective storage to the system.

4.4 Storage Evaluation Recommendations

This technical memorandum concludes that:

- Additional 0.93 MG of storage is needed for the proposed SBM development.
- With all supplies offline and existing demands reduced by 25%, an additional 1.56 MG of storage under ADD.
- With all supplies offline and projected future (2045 with UWUO) demands reduced by 25%, an additional 2.14 MG of storage under ADD to achieve 7-days of emergency storage. Note, projected future demands include the proposed SBM development.

It is recommended the District construct additional storage in their system – a minimum of 1.56 MG. This additional storage would provide 7-days of emergency storage under existing conditions with all supplies off-line (the worst-case scenario), and 6.6 days of emergency storage under projected future conditions.

The District would be justified in only constructing 1.56 MG of new storage for several reasons. First, it is unknown to what extent future demands will increase. As discussed, recent trends in consumption show lower trends, and even if the future demands are realized, the District is still providing 6.6 days of emergency storage in this future condition. Second, the District’s three primary supplies enter the system at three different locations from three different sources. The likelihood is low that all three supplies go off-line at the same time. Third, although additional storage provides a benefit in emergencies, it also can be a challenge to manage water quality during lower demand conditions. The more storage that is added, the bigger that challenge becomes.

5. Summary and Recommendations

Section 2 showed that although 2023 production data is over 20% lower than the previous years (2015-2021), it is uncertain if this lower trend will continue due to it being a wet year.

At this time, it is recommended to:

- Use the SBM SAMP recommended demand estimates for the Saddleback Meadows development
- Use the Master Plan recommended demand factors for other future demand estimates
- Monitor demand and production data over the next two years to observe if the lower trends continue or if they return to higher levels. If the lower trends continue over the next two years, it is recommended to adjust down future demand factors.

Section 3 compared the storage criteria from the SBM SAMP and the Master Plan. Based on the Master Plan criteria, SBM requires an additional 0.93 MG of reservoir storage to support this new development.

Section 4 conducted system-wide storage analyses. The results show that the District does not have 7-days of emergency storage when all water supply sources are offline. It is recommended the District construct additional storage in their system – a minimum of 1.56 MG. This additional storage would provide 7-days of emergency storage under existing conditions with all supplies off-line (the worst-case scenario), and 6.6 days of emergency storage under projected future conditions.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 20, 2025**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 16: DISCUSSION REGARDING FACILITY BACKUP GENERATOR POWER SUPPLY

Trabuco Canyon Water District (TCWD or District) owns and operates water, wastewater, and recycled water treatment and pumping facilities that require a significant amount of electrical energy to ensure continuity of services to its customers. Recently, Southern California Edison (SCE) has implemented [Public Safety Power Shutoffs \(PSPS\)](#) to proactively deactivate their electric grids and circuits during periods of adverse weather conditions, specifically, high wind events. Beginning in mid-October 2024 through January 2025, SCE has activated approximately eight (8) PSPS events due to high wind conditions based on internal assessments by their meteorologists and incident management teams. Some of these PSPS events lasted for seven days or more, which has the potential to create serious interruptions of water service for District customers in rural areas.

District staff have performed an internal analysis of all backup generator power equipment, both onsite and mobile, at District operated facilities throughout the service area and the respective energy demands to identify areas of improvement and/or enhancement to meet the reality of frequent PSPS events and extended power outages in the District’s service area. Based on the analysis, there is a need to augment the District’s mobile backup generator power supply to meet certain emergency preparedness needs, specifically at the following water operations facilities:

Facility Description	Onsite Backup Generator, Y/N	Minimum Electrical Needs, KW	Backup Gen Critical Priority
WATER OPERATIONS			
Booster Pump Stations (BPS)			
El Toro BPS	N	350 kw	Yes
Falcon BPS	N	275 kw	Yes
Canyon Creek BPS	N	170 kw	Yes
Robinson Ranch BPS	N	275 kw	Yes

A full summary of the internal analysis is included with this staff report and more information may be provided at the time of the meeting.

FUNDING SOURCE:

None at this time.

FISCAL IMPACT:

To be determined.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

RECOMMENDED ACTION:

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

EXHIBIT(S):

1. District Facility Backup Generator Power Summary

CONTACTS (staff responsible): PALUDI/PEREA/LAUSTEN

**TRABUCO CANYON WATER DISTRICT
DISTRICT FACILITY BACKUP POWER GENERATOR SUMMARY**

	Facility Description	Onsite Backup Generator, Y/N	Storm Weather Switch Installed	Install Date, MM/DD/YY	Age, Years	Status/ Condition	Minimum Electrical Needs, KW	Compliant w/ State Regs, Y/N	AQMD Issue Date	Backup Gen Critical Priority
WATER OPERATIONS										
Treatment Facilities										
1	Dimension Water Treatment Plant	N	<input type="checkbox"/>	N/A	N/A	N/A	650 kw	N/A	N/A	
2	Trabuco Creek Groundwater Treatment Facility	N	<input checked="" type="checkbox"/>	N/A	N/A	N/A	400 kw	N/A	N/A	
Booster Pump Stations (BPS)										
3	Ridgeline BPS	Y	<input type="checkbox"/>	2019	6	GOOD	400 kw	Y	3/30/2023	
4	El Toro BPS	N	<input type="checkbox"/>	N/A	N/A	N/A	350 kw	N/A	N/A	Yes
5	Topanga BPS	Y	<input checked="" type="checkbox"/>	1997	28	POOR	150 kw	N	none on file	
6	Saddle Crest BPS	Y	<input type="checkbox"/>	2020	5	UNKNOWN	80 kw	Y	6/28/2023	
7	Falcon BPS	N	<input checked="" type="checkbox"/>	N/A	N/A	N/A	275 kw	N/A	N/A	Yes
8	Canyon Creek BPS	N	<input type="checkbox"/>	N/A	N/A	N/A	170 kw	N/A	N/A	Yes
9	Plano BPS	N	<input checked="" type="checkbox"/>	N/A	N/A	N/A	3000 w	N/A	N/A	
10	Robinson Ranch BPS	N	<input checked="" type="checkbox"/>	N/A	N/A	N/A	275 kw	N/A	N/A	Yes
Reservoirs										
11	Cooks Reservoir	N	<input type="checkbox"/>	N/A	N/A	N/A	3000 w	N/A	N/A	
12	Saddle Crest Reservoir	Y	<input type="checkbox"/>	2020	5	UNKNOWN	80 kw	Y	6/28/2023	
13	Harris Grade Reservoirs	N	<input checked="" type="checkbox"/>	N/A	N/A	N/A	3000 w	N/A	N/A	
14	Trabuco Reservoirs	Solar Backup	<input type="checkbox"/>	N/A	N/A	N/A	3000 w	N/A	N/A	
15	Dove Canyon Reservoir	N	<input checked="" type="checkbox"/>	N/A	N/A	N/A	3000 w	N/A	N/A	
WASTEWATER OPERATIONS										
Treatment Facilities										
16	Robinson Ranch Wastewater Treatment Plant	Y	<input type="checkbox"/>	1984	41	FAIR	250 kw	Y	6/2/1992	
Sewer Lift Stations (SLS)										
17	Barneburg SLS	Y	<input type="checkbox"/>	1988	37	FAIR	60 kw	Y	2/11/1992	
18	Bell Canyon SLS	Y	<input type="checkbox"/>	2021	4	GOOD	125 kw	Y	6/28/2022	
19	Golf Club SLS	Y	<input checked="" type="checkbox"/>	1988	37	FAIR	250 kw	Y	8/26/1992	
20	Via Allegre SLS	Y	<input type="checkbox"/>	1988	37	FAIR	60 kw	Y	12/7/1992	
21	Plano SLS	Y	<input type="checkbox"/>	1982	43	POOR	150 kw	Y	7/25/1991	
22	Heritage SLS	Y	<input checked="" type="checkbox"/>	2000	25	FAIR	100 kw	Y	8/31/2001	
23	El Toro SLS	Diesel Pumps/Bypass	<input type="checkbox"/>	1987	38	POOR	275/450 kw	Y	3/22/1993	
24	O'Neill SLS	Y	<input type="checkbox"/>	2008	17	FAIR	117 kw	Y	10/9/2007	
25	Santiago SLS	N	<input type="checkbox"/>	N/A	N/A	N/A	275 kw	N/A	N/A	
RECYCLED WATER OPERATIONS										
26	Dove Recycled Water Pump Station	N	<input type="checkbox"/>	N/A	N/A	N/A	320 kw	N/A	N/A	
27	Dove Creek Urban Water Recovery Pump Station	N	<input type="checkbox"/>	N/A	N/A	N/A	150 kw	N/A	N/A	
28	Tick Creek Urban Water Recovery Pump Station	N	<input type="checkbox"/>	N/A	N/A	N/A	150 kw	N/A	N/A	
29	Shadow Rock Detention Basin Facility	N	<input type="checkbox"/>	N/A	N/A	N/A	275 kw	N/A	N/A	
30	Dove Lake Pump	N	N/A	N/A	N/A	N/A	150 kw	N/A	N/A	

**TRABUCO CANYON WATER DISTRICT
DISTRICT FACILITY BACKUP POWER GENERATOR SUMMARY**

MOBILE BACKUP GENERATORS										
31	Mobile Generator #1	N/A	N/A	2021	4	OFFLINE - R	275 kw	Y	N/A	
32	Mobile Generator #2	N/A	N/A	2007	18	FAIR	26 kw	N	N/A	
33	Small Generators (Qty X)	N/A	N/A	2015	10	GOOD	3000 kw	N/A	N/A	
34	Honda Generators (Qty X)	N/A	N/A	2005	20	GOOD	2500 kw	N/A	N/A	
	Mobile Generator	N/A	N/A	N/A	N/A	N/A	275 kw	Y	N/A	Yes
	Small Generator	N/A	N/A	N/A	N/A	N/A	3000 kw	Y	N/A	Yes
	Small Generator	N/A	N/A	N/A	N/A	N/A	2500 kw	Y	N/A	Yes

Condition Legend

Good - In working order

Fair - In working order but needs improvements/repairs/service

Poor - The backup generator needs rehabilitation/replacement

Unknown

Offline - R - Service for Repairs

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 20, 2025**

ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

ITEM 17: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

Staff may provide information at the time of the meeting.

RECOMMENDED ACTION:

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

CONTACTS (staff responsible): PALUDI/COLLINS