



**REGULAR BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
ADMINISTRATIVE FACILITY
MARCH 19, 2025 AT 6:00 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: TREASURER’S REPORT

a. *FINANCE/AUDIT COMMITTEE MEETING*

RECOMMENDED ACTION:

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

1. *February 13, 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. *January 2025*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

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

ITEM 2: APPROVAL OF ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP(S)

RECOMMENDED ACTION:

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

1. *February 5, 2025*

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

RECOMMENDED ACTION:

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

1. *February 3, 2025*



ACTION CALENDAR

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

ADMINISTRATIVE MATTERS

ITEM 4: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, AND TENTATIVE FUTURE MEETINGS/ ATTENDANCE

RECOMMENDED ACTION(S):

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

1. February 2025

ITEM 5: 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 6: DISCUSSION CONCERNING DISTRICT COMMUNITY OUTREACH EFFORTS

RECOMMENDED ACTION:

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

FINANCIAL MATTERS

ITEM 7: DISCUSSION CONCERNING FY 2026 OPERATING BUDGET ASSUMPTIONS AND BUDGET WORKSHOP SCHEDULES

RECOMMENDED ACTION:

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

ENGINEERING MATTERS

ITEM 8: DISTRICT PROPERTIES COMMITTEE REPORT – MARCH 13, 2025 MEETING

RECOMMENDED ACTION:

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

ITEM 9: ENERGY EFFICIENCY AD HOC COMMITTEE REPORT – MARCH 14, 2025 MEETING

RECOMMENDED ACTION:

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

ITEM 10: 2024 UPDATE TO THE DISTRICT'S DESIGN CRITERIA AND STANDARD DRAWINGS

RECOMMENDED ACTION:

1. Receive and file the Domestic and Nondomestic Water and Sewer Design and Construction Manual.



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2. *Recommend that the Board of Directors adopt Resolution No. 2025-1340 adopting the Domestic and Non-Domestic Water and Sewer Design & Construction Manual.*

ITEM 11: UPDATE ON STATE WATER BOARD CROSS CONNECTION CONTROL PLAN HANDBOOK (CCCPH) REQUIREMENTS AND PLAN ADOPTION

RECOMMENDED ACTION:

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

ITEM 12: CONSIDERATION OF AMENDMENT NO. 1 TO PROCESSING AGREEMENT IN CONNECTION WITH REQUEST FOR CONDITIONAL WILL-SERVE LETTER FOR SADDLEBACK MEADOWS DEVELOPMENT

RECOMMENDED ACTION:

That the Board of Directors authorizes the General Manager to execute Amendment No. 1 to the Processing Agreement in Connection with Request for Conditional Will-Serve Letter, which includes approval to sign Final Map No. 15230.

LEGISLATIVE AND OTHER MATTERS

ITEM 13: 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 14: _____

ITEM 15: _____

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



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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:

April 16, 2025 | May 21, 2025 | June 18, 2025



TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 19, 2025

CONSENT CALENDAR

ITEM 1: TREASURER'S REPORT

a. *FINANCE/AUDIT COMMITTEE MEETING*

RECOMMENDED ACTION:

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

- 1. February 13, 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. January 2025*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

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

EXHIBITS:

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

CONTACTS (staff responsible): PEREA/WARNER



**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING RECAP | FEBRUARY 13, 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 February 13, 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

Director Horst reported on his attendance at the MWDOC meeting which included an update on their participation in the California Asset Management Program (CAMP) and he asked how this fund compares to the District's investment strategies. Mr. Berg provided a brief overview on the recent rates of return for CAMP and Local Agency Investment Fund (LAIF) versus California Cooperative Liquid Assets Securities System (CLASS) funds.

Director Safranski had no comments.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported that staff was monitoring the current rainstorm for potential mudslides in the Canyon areas affected by the Airport Fire, and he stated that the County stated that they may shut down Trabuco Creek Bridge as a precaution.

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | FEBRUARY 13, 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 January 2025 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 of the District's annual requirement to prepare and submit a statement of investment policy. Mr. Paludi stated that the Board is required to pass a resolution to include changes that would impact the District's investment policy. Mr. Perea reviewed the proposed non-substantive changes to the policy and that red-lined draft resolution reflected those changes.

RECOMMENDATION: Recommend the Board of Directors adopt Resolution No. 2025-1342 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting an Investment Policy (Action Calendar).

ITEM 4: DISCUSSION CONCERNING ACCOUNT ADJUSTMENTS RESULTING FROM METER DOWNSIZING

Mr. Paludi presented this matter for Committee consideration, and he reported that staff is bringing forward account adjustments over \$1,000 for ratification by the Board. Mr. Perea reported that the number of meter downsizing applications has increased, as the February 17, 2025 deadline approaches. Mr. Paludi reported that staff has been fielding a high volume of phone calls due to a customer's public outreach efforts with program information. Director Horst requested that staff place a sign on the front door with drop-off instructions, as the deadline landed on a District holiday.

RECOMMENDATION: 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 (Action Calendar).

ITEM 5: FINANCIAL REPORT

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

CASH & INVESTMENTS REPORT (UNAUDITED)

Ms. Warner provided an overview of the report for the Committee. Discussion occurred concerning the District's banking investment requirements and strategies.

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | FEBRUARY 13, 2025**

DISTRICT SUMMARY BUDGET v. ACTUAL

Discussion occurred concerning incurred source of supply costs and debt service costs year to date. Director Horst asked for clarification between Debt Proceeds for Capital as opposed to Capital Improvement Program; Ms. Warner responded that Debt Proceeds for Capital line item indicates funds expended for CIP projects at 36% year to date.

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.

Net Total Unrestricted Cash Inflow/(Outflow)

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

District Capital – Water

Ms. Warner reviewed the capital improvement costs accrued in December 2024, including costs associated with the following: SCADA System Upgrades, Manual Transfer Switch Installations – Water, 16” Repair – El Toro Bike Path, Miscellaneous Electrical Work – Water, O’Neill Park – 10” water main repair.

Director Safranski recommended that District staff work with the Sources of Supply Ad Hoc Committee to act quickly on the rehabilitation of the transmission main pipeline.

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.

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | FEBRUARY 13, 2025**

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 December 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, WWTP Reservoir Gate Improvements, Miscellaneous Electrical Work – Sewer, Pump Repair – Barneburg Lift Station.

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 lower than budgeted for the year.

Total General & Administrative

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

Net Total Unrestricted Cash Inflow/Outflow)

Ms. Warner reported that this line item 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, WWTP Reservoir Gate Improvements, Miscellaneous Electrical Work – Recycled.

Mr. Berg reviewed the Cash and Investment Sheet and answered the Committee's questions regarding restricted and unrestricted funds. Director Safranski requested a budget forecast in order to capture unplanned items and help determine if the year will end within budget.

Discussion occurred concerning the Dam project, and Mr. Paludi reported that staff will be sending out an RFP for design. A brief discussion also occurred regarding HOA's and recycled water use.

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

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | FEBRUARY 13, 2025**

ITEM 6: OTHER MATTERS

Director Horst commented that he spoke with the General Manager about holding a Special Board Meeting to discuss ideas on the current rates and budget planning.

RECOMMENDATION: None – Informational item only.

ADJOURNMENT

Director Safranski adjourned the February 13, 2025 Finance/Audit Committee Meeting at 9:05 a.m.

DRAFT



Financial Reporting January 2025

Prepared by



No assurance is provided on these financial statements. These statements do not include a statement of cash flows. All disclosures required by Generally Accepted Accounting Principles are not included.



**Trabuco Canyon Water District
Financial Analysis Summary
January 2025**

Cash & Investments Report Analysis

Total cash and investments as of the reporting date are \$15.5M and represent a decrease of \$6.7K from the prior month. From December to January cash balances remain consistent, and the slowing rate of declining cash balances represents an improvement in the recent trend. Throughout the fiscal year, the total cash balance has declined as the District draws on debt proceeds to advance Capital projects, most notably for the Lift Station Rehabilitation project and Hoffman Blower Building Rehabilitation projects for the Sewer system.

The current month's change in the total cash balance resulted from an inflow of \$331.3K in property tax receipts and a reduction in total cash outflows from the previous month. Total cash outflows during the reporting month totaled \$1.93M, a decrease of \$0.93M from the prior month total of \$2.46M, which included a \$506.8K debt service payment and \$268.9K payment for the Golf Club Sewer Lift Station project.

Balance Sheet Report Analysis

The balance sheet measures the financial health of the District at a specific point in time. Balances of assets and liabilities fluctuate from month to month depending on a variety of factors, and a more reliable evaluation of changes are derived when comparing fiscal year-end audited financial reports. At the end of the current reporting period, the following month over month changes are highlighted:

- Line 5 Total Cash & Investments decreased \$6.7K.
- Line 21 Accounts Payable liabilities increased \$818.7K due to timing of bill payments.
- Line 22 Accrued Expenses decreased \$293.7K due to bills received from IRWD for water purchases and Southern California Edison for energy costs accounted for in December 2024.
- Line 33 Total Net Position decreased \$571.2K and represents an overall decline in the financial health of the District from the prior month.

District Summary Budget v. Actual Report Analysis

This report summarizes District-wide budget performance, and the following items are highlighted in the current reporting month:

- Line 2 Operating Revenue exceeds the YTD% budget target due to higher-than-expected variable consumption charges from all water sales. Fiscal Year 2024-25 has been a dry year, resulting in higher-than-expected water usage among District customers.
- Line 6 Non-Operating Revenue exceeds the YTD% budget target. In the current reporting period, the District received \$331.3K in property tax receipts.
- Line 6 Source of Supply continues to trend over the budget target. Unexpectedly, the Dimension Water Treatment Plant (DWTP) has been out of service this fiscal year due to pipeline conveyance issues and the District has been purchasing fully treated water from Irvine Ranch Water District (IRWD). The price of this water has increased to \$1,946.69 per Acre-Foot (AF) from \$1,775.96/AF as of January 1, 2025. When the DWTP is active, untreated water is available for purchase at Metropolitan Water District of



**Trabuco Canyon Water District
Financial Analysis Summary
January 2025**

Southern California (MET) rates. The MET untreated rate stands at \$912.26 per AF as of January 1, 2025. This untreated rate excludes other costs attributed to water treatment operations such as plant capital investment, personnel, chemicals, and overhead. For additional context, the fully treated MET rate stands at \$1,395/AF as of January 1, 2025.

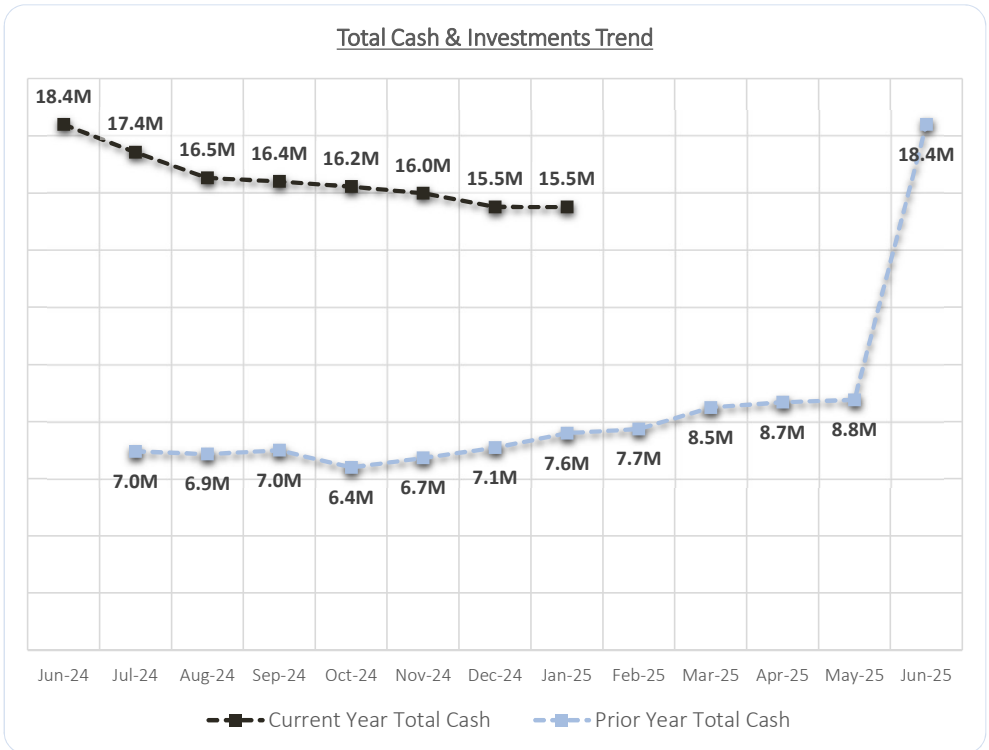
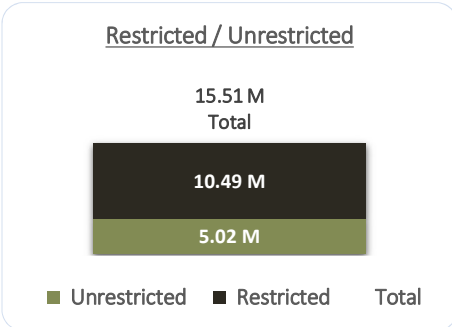
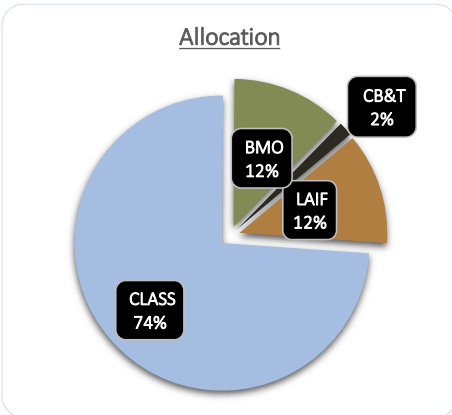
- Line 8 Transmission and Distribution exceeds the budget target in the current month due to a vendor billing error. The District identified a billing calculation error from Southern California Edison for the 21276 Plano Trabuco Road service account. Staff are currently in the process of resolving a billing adjustment to correct the issue. The charges paid on this account totaled \$246.3K and should be reimbursed or credited in future months.
- Line 15 Debt Service – Principal and Interest exceeds the budget target in the current month due to the timing of debt service payments on the 2024 loan. During the budget process for Fiscal Year 2024-25, the District did not include debt service payments for the new loan proceeds received in April 2024. Although the timing of payments was not considered in the Fiscal Year 2024-25 budget, the total expected debt service payments over the course of the loan remain unchanged and will be factored into the Fiscal Year 2025-26 budget.



Trabuco Canyon Water District Cash & Investments Report

As of January 31, 2025

	Restricted / Unrestricted	Type	Yield	Cost	Market	% Portfolio
Local Agency Investment Fund (LAIF)						
LAIF	Unrestricted	Investment	4.366%	\$ 600,091	\$ 599,864	3.9%
LAIF Water Storage Facilities	Restricted	Investment	4.366%	1,161,420	1,160,981	7.5%
LAIF Interim Sewage	Restricted	Investment	4.366%	133,639	133,588	0.9%
LAIF 2022 Credit Line Proceeds	Restricted	Investment	4.366%	-	-	0.0%
Total LAIF				1,895,150	1,894,433	12.2%
California Cooperative Liquid Assets Securities System (CLASS)						
CLASS	Unrestricted	Investment	4.421%	2,516,470	2,516,502	16.2%
CLASS 2024 Debt Proceeds	Restricted	Investment	4.421%	8,954,417	8,954,531	57.8%
Total CLASS				11,470,887	11,471,033	74.0%
BMO Checking	Unrestricted	Cash	0.000%	1,900,378	1,900,378	12.3%
CB&T Checking (SRF Loan Covenant)	Restricted	Cash	0.400%	239,511	239,511	1.5%
Total Cash & Investments				\$ 15,505,925	\$ 15,505,355	100.0%





Trabuco Canyon Water District Balance Sheet Report

As of January 31, 2025

	January 2025	December 2024	Increase (Decrease)
1 Assets			
2 Cash & Investments			
3 Cash & Investments - Unrestricted	\$ 5,016,939	\$ 4,909,967	\$ 106,972
4 Cash & Investments - Restricted	10,488,986	10,602,688	(113,702)
5 Total Cash & Investments	15,505,925	15,512,655	(6,729)
6 Other Current Assets			
7 Accounts Receivable, Net	2,515,542	2,497,218	18,324
8 Prepaid & Other	417,951	474,331	(56,380)
9 Fair Market Value Adjustment ¹	(8,058)	(8,058)	-
10 Total Other Current Assets	2,925,435	2,963,491	(38,056)
11 Capital Assets			
12 Capital Assets, at Cost	129,008,350	129,008,350	-
13 Accumulated Depreciation	(87,448,091)	(87,051,315)	(396,777)
14 Construction in Progress	6,651,571	6,238,351	413,220
15 Total Capital Assets	48,211,830	48,195,386	16,444
16 Net OPEB Asset	201,692	201,692	-
17 Deferred Outflows of Resources (DOR)	2,822,616	2,822,616	-
18 Total Assets & DOR	69,667,498	69,695,840	(28,342)
19 Liabilities			
20 Current Liabilities			
21 Accounts Payable	1,886,358	1,149,261	737,098
22 Accrued Expenses	308,676	618,806	(310,129)
23 Current Portion of Long Term Debt	97,153	-	97,153
24 Deposits on Hand	68,117	49,379	18,738
25 Total Current Liabilities	2,360,305	1,817,445	542,860
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	30,174,917	29,632,057	542,860
33 Total Net Position	39,492,581	40,063,783	(571,201)
34 Total Liabilities, Net Position & DIR	\$ 69,667,498	\$ 69,695,840	\$ (28,342)

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.

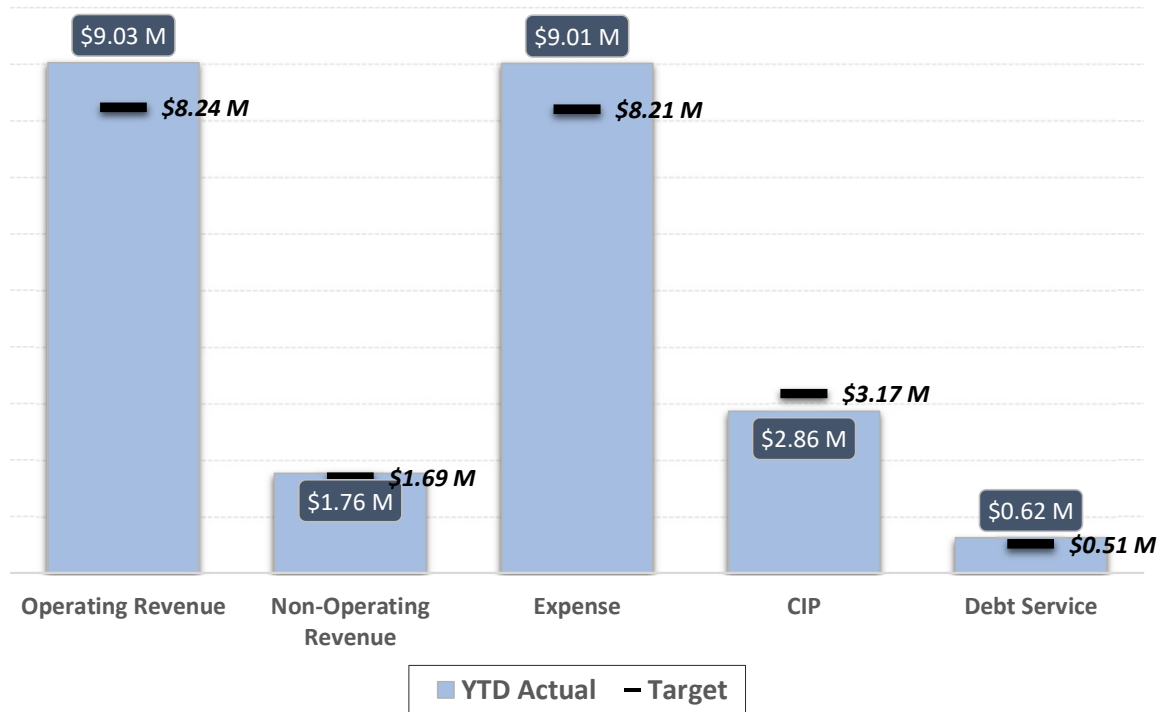


Trabuco Canyon Water District District Summary Budget v. Actual Report

January 2025

	January 2025	YTD Actual	FY 25 Adopted Budget	YTD 58%
1 Revenue				
2 Operating Revenue	\$ 1,068,893	\$ 9,029,239	\$ 14,125,200	64%
3 Non-Operating Revenue	377,980	1,760,589	2,901,000	61%
4 Total Revenue	1,446,873	10,789,828	17,026,200	63%
5 Expense				
6 Source of Supply	551,554	3,648,589	4,904,400	74%
7 Salaries and Benefits	472,257	3,079,649	5,344,100	58%
8 Transmission and Distribution	449,611	1,120,454	1,581,600	71%
9 General and Administrative	147,318	1,162,263	2,218,000	52%
10 Miscellaneous Expense	558	3,991	18,100	22%
11 Total Expense	1,621,298	9,014,946	14,066,200	64%
12 Net Revenue / (Expense)	(174,425)	1,774,882	2,960,000	60%
13 Transfer In - Debt Proceeds for Capital	251,454	2,198,704	5,441,589	40%
14 Capital Improvement Program (CIP)	(413,220)	(2,858,965)	(5,441,589)	53%
15 Debt Service - Principal and Interest	(204,483)	(622,040)	(881,600)	71%
16 Est. Net Cash Inflow / (Outflow)	\$ (540,675)	\$ 492,581	\$ 2,078,400	24%

YTD Actuals v. YTD Target Budget





Trabuco Canyon Water District Water Budget v. Actual Report

January 2025

	January 2025	YTD Actual	FY 25 Adopted Budget	YTD 58%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 307,402	\$ 2,120,716	\$ 3,532,800	60%
3 Variable Consumption Charges	347,960	3,226,453	4,135,900	78%
4 Baker Treatment Plant Water Sales	87,516	823,831	2,115,600	39%
5 Customer Fees	11,730	98,905	149,000	66%
6 Standby Charges	7,553	14,826	37,900	39%
7 Uncollectable Accounts	-	10	(25,300)	0%
8 Total Operating Revenue	762,160	6,284,741	9,945,900	63%
9 Operating Expense				
10 Source of Supply				
11 Fixed Water Purchases	36,525	226,256	406,300	56%
12 Variable Water Purchases	285,451	2,228,534	2,210,900	101%
13 Baker Treatment Plant Water Sold	199,023	776,635	1,578,700	49%
14 Water Treatment	(7,932)	91,648	213,000	43%
15 Pumping Electricity	18,022	224,744	340,800	66%
16 Total Source of Supply	531,088	3,547,817	4,749,700	75%
17 Salaries and Benefits				
18 Employee/Director Wages	187,363	1,264,637	2,191,700	58%
19 Employee/Director Benefits	60,104	321,509	547,700	59%
20 Retiree Health Insurance	12,504	80,612	179,300	45%
21 Transfer In - 115 OPEB Trust Reimbursement	(12,504)	(80,612)	(179,300)	45%
22 CalPERS Retirement (Normal)	29,432	203,828	349,500	58%
23 CalPERS Unfunded Accrued Liability (Minimum)	18,725	131,076	171,400	76%
24 Payroll Taxes	16,456	95,787	160,900	60%
25 Total Salaries and Benefits	312,080	2,016,837	3,421,200	59%
26 Transmission and Distribution				
27 System Repairs and Maintenance	16,654	129,915	201,800	64%
28 Vehicles and Equipment	16,762	68,699	90,300	76%
29 Safety, Supplies and Testing	2,341	32,986	78,600	42%
30 Total Transmission and Distribution	35,756	231,601	370,700	62%
31 General and Administrative				
32 Professional Services	27,350	353,180	635,500	56%
33 Office Maintenance, Supplies and Software	39,386	212,729	330,900	64%
34 District Insurance	11,900	80,623	137,600	59%
35 Dues and Memberships	9,322	52,300	101,200	52%
36 Public Outreach	7,726	39,175	138,300	28%
37 Customer Service and Billing	4,760	34,619	77,800	44%
38 Conference, Trainings and Travel	392	14,275	31,900	45%
39 Total General and Administrative	100,836	786,901	1,453,200	54%
40 Total Operating Expense	979,760	6,583,156	9,994,800	66%
41 Net Operating Revenue / (Expense)	(217,600)	(298,414)	(48,900)	
42 Non-Operating Revenue / (Expense)				
43 Property Tax Revenue	165,678	656,057	1,147,500	57%
44 Interest Revenue - Unrestricted	19,210	93,751	31,000	302%
45 Interest Revenue - Restricted	-	26,808	40,400	66%
46 Other Revenue and Reimbursements	2,395	19,282	59,200	33%
47 Miscellaneous Expense	(279)	(2,186)	(6,500)	34%
48 Net Non-Operating Revenue / (Expense)	187,005	793,712	1,271,600	62%
49 Net Total Revenue / (Expense)	(30,595)	495,298	1,222,700	
50 Other Unrestricted Cash Inflow / (Outflow)				
51 Transfer In - Debt Proceeds for Capital	-	183,326	903,729	20%
52 Capital Improvement Program (CIP)	(110,734)	(617,069)	(903,729)	68%
53 Debt Service - Principal and Interest	(91,859)	(313,955)	(526,500)	60%
54 Net Other Unrestricted Cash Inflow / (Outflow)	(202,594)	(747,698)	(526,500)	142%
55 Net Total Unrestricted Cash Inflow / (Outflow)	\$ (233,189)	\$ (252,400)	\$ 696,200	

Acronym key:

OPEB - Other Post-Employment Benefits



Trabuco Canyon Water District Water CIP Report

January 2025

Project	January 2025	YTD Actual	FY 25 Adopted Budget	YTD 58%
1 Water CIP				
2 Capital Improvements / Replacements				
3 SCADA System Upgrades	\$ -	\$ 97,881	\$ 184,729	53%
4 Water Transmission Pipeline Upsizing	-	59,320	432,250	14%
5 Manual Transfer Switch Installations - Water	-	7,488	40,000	19%
6 Total Capital Improvements / Replacements	-	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	-	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	68,363	87,321	-	N/A
25 O'Neill Park - 10" water main repair	-	16,633	-	N/A
26 Pave parking lot - Dove Golf Course	32,900	32,900	-	N/A
27 800 gallon water delivery tank	9,471	9,471	-	N/A
28 Total Unplanned Repairs/Expenses	110,734	433,742	-	N/A
29 Total Water CIP	\$ 110,734	\$ 617,069	\$ 903,729	68%

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 Report

January 2025

	January 2025	YTD Actual	FY 25 Adopted Budget	YTD 58%
1 Operating Revenue				
2 Sewer Residential Charges	\$ 195,803	\$ 1,340,830	\$ 2,301,500	58%
3 Sewer Commercial Charges	19,921	144,805	257,200	56%
4 Customer Fees	15,290	123,182	284,600	43%
5 Uncollectable Accounts	-	-	(8,400)	0%
6 Total Operating Revenue	231,014	1,608,817	2,834,900	57%
7 Operating Expense				
8 Salaries and Benefits				
9 Employee/Director Wages	86,398	596,405	1,038,200	57%
10 Employee/Director Benefits	20,038	107,966	227,700	47%
11 Retiree Health Insurance	4,466	28,790	64,100	45%
12 Transfer In - 115 OPEB Trust Reimbursement	(4,466)	(28,790)	(64,100)	45%
13 CalPERS Retirement (Normal)	10,275	71,285	122,600	58%
14 CalPERS Unfunded Accrued Liability (Minimum)	6,688	46,813	79,800	59%
15 Payroll Taxes	5,877	34,210	76,800	45%
16 Total Salaries and Benefits	129,276	856,678	1,545,100	55%
17 Transmission and Distribution				
18 System Repairs and Maintenance	57,810	151,734	378,700	40%
19 T&D Electricity	280,027	397,867	276,300	144%
20 Vehicles and Equipment	3,704	26,952	36,400	74%
21 Safety, Supplies and Testing	2,176	10,802	17,900	60%
22 Total Transmission and Distribution	343,716	587,356	709,300	83%
23 General and Administrative				
24 Professional Services	9,399	124,414	228,100	55%
25 Office Maintenance, Supplies and Software	18,717	105,660	179,300	59%
26 District Insurance	4,636	30,336	49,100	62%
27 Dues and Memberships	2,286	24,485	121,700	20%
28 Public Outreach	2,099	10,916	19,500	56%
29 Customer Service and Billing	1,100	8,974	20,600	44%
30 Conference, Trainings and Travel	140	5,098	11,500	44%
31 Total General and Administrative	38,377	309,883	629,800	49%
32 Total Operating Expense	511,369	1,753,917	2,884,200	61%
33 Net Operating Revenue / (Expense)	(280,355)	(145,100)	(49,300)	
34 Non-Operating Revenue / (Expense)				
35 Property Tax Revenue	119,288	472,361	1,050,900	45%
36 Interest Revenue - Unrestricted	20,823	271,524	192,600	141%
37 Other Revenue and Reimbursements	369	931	11,000	8%
38 Miscellaneous Expense	(201)	(1,332)	(7,600)	18%
39 Net Non-Operating Revenue / (Expense)	140,279	743,484	1,246,900	60%
40 Net Total Revenue / (Expense)	(140,076)	598,384	1,197,600	
41 Other Unrestricted Cash Inflow / (Outflow)				
42 Transfer In - Debt Proceeds for Capital	89,104	1,805,701	4,086,215	44%
43 Capital Improvement Program	(131,341)	(2,006,923)	(4,086,215)	49%
44 Debt Service - Principal and Interest	(95,367)	(260,878)	(304,100)	86%
45 Net Other Unrestricted Cash Inflow / (Outflow)	(137,603)	(462,101)	(304,100)	152%
46 Net Total Unrestricted Cash Inflow / (Outflow)	\$ (277,680)	\$ 136,283	\$ 893,500	



Trabuco Canyon Water District Sewer CIP Report

January 2025

Project	January 2025	YTD Actual	FY 25 Adopted Budget	YTD 58%
1 Sewer CIP				
2 Capital Improvements / Replacements				
3 Golf Club Sewer Lift Station (SLS) Rehabilitation	\$ -	\$ 1,088,115	\$ 1,350,000	81%
4 SCADA System Upgrades	-	34,958	65,975	53%
5 WWTP Hoffman Blower Building Rehabilitation	64,087	386,747	1,100,000	35%
6 Heritage Sewer Lift Station Rehabilitation	-	68,139	632,250	11%
7 Manual Transfer Switch Installations - Sewer	-	11,163	40,000	28%
8 WWTP Fiber Optic Upgrade	2,720	22,035	300,000	7%
9 Chiquita CIP FY25	22,297	57,209	236,740	24%
10 WWTP Reservoir Gate Improvements	-	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	89,104	1,805,701	4,057,465	45%
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	21,498	39,564	-	N/A
24 Repair generator - Plano Trabuco	-	19,537	-	N/A
25 Pump repair - Barneburg LS	-	21,793	-	N/A
26 Pave parking lot - Dove Golf Course	11,750	11,750	-	N/A
27 800 gallon water delivery tank	3,383	3,383	-	N/A
28 Handrails around EQ basin and West SBR	5,606	5,606	-	N/A
29 Total Unplanned Repairs/Expenses	42,236	201,222	-	N/A
30 Total Sewer CIP	\$ 131,341	\$ 2,006,923	\$ 4,086,215	49%

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 Report

January 2025

	January 2025	YTD Actual	FY 25 Adopted Budget	YTD 58%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 13,992	\$ 95,781	\$ 161,600	59%
3 Variable Consumption Charges	57,557	1,025,070	1,173,600	87%
4 Customer Fees	4,170	14,829	13,600	109%
5 Uncollectable Accounts	-	-	(4,400)	0%
6 Total Operating Revenue	75,719	1,135,681	1,344,400	84%
7 Operating Expense				
8 Source of Supply				
9 Recycled Water Purchases	3,039	21,007	33,300	63%
10 Water Treatment	17,427	79,765	121,400	66%
11 Total Source of Supply	20,466	100,772	154,700	65%
12 Salaries and Benefits				
13 Employee/Director Wages	20,529	142,032	249,200	57%
14 Employee/Director Benefits	5,639	32,514	66,600	49%
15 Retiree Health Insurance	893	5,758	12,800	45%
16 Transfer In - 115 OPEB Trust Reimbursement	(893)	(5,758)	(12,800)	45%
17 CalPERS Retirement (Normal)	2,220	15,384	26,400	58%
18 CalPERS Unfunded Accrued Liability (Minimum)	1,338	9,363	18,000	52%
19 Payroll Taxes	1,175	6,842	17,600	39%
20 Total Salaries and Benefits	30,901	206,134	377,800	55%
21 Transmission and Distribution				
22 T&D Electricity	63,489	217,448	341,200	64%
23 System Repairs and Maintenance	1,089	11,431	41,400	28%
24 Vehicles and Equipment	821	6,087	8,200	74%
25 Safety, Supplies and Testing	4,740	66,531	110,800	60%
26 Total Transmission and Distribution	70,139	301,498	501,600	60%
27 General and Administrative				
28 Professional Services	1,880	24,932	45,600	55%
29 Office Maintenance, Supplies and Software	3,574	19,272	30,400	63%
30 District Insurance	850	5,759	10,000	58%
31 Dues and Memberships	1,134	10,518	38,600	27%
32 Public Outreach	420	2,183	3,800	57%
33 Customer Service and Billing	220	1,795	4,200	43%
34 Conference, Trainings and Travel	28	1,020	2,400	42%
35 Total General and Administrative	8,105	65,479	135,000	49%
36 Total Operating Expense	129,611	673,883	1,169,100	58%
37 Net Operating Revenue / (Expense)	(53,892)	461,798	175,300	
38 Non-Operating Revenue / (Expense)				
39 Property Tax Revenue	46,390	183,696	341,400	54%
40 Interest Revenue - Unrestricted	3,753	35,994	24,800	145%
41 Other Revenue and Reimbursements	74	186	2,200	8%
42 Miscellaneous Expense	(78)	(473)	(4,000)	12%
43 Net Non-Operating Revenue / (Expense)	50,139	219,402	364,400	60%
44 Net Total Revenue / (Expense)	(3,753)	681,200	539,700	
45 Other Unrestricted Cash Inflow / (Outflow)				
46 Transfer In - Debt Proceeds for Capital	162,349	209,677	451,645	46%
47 Capital Improvement Program	(171,145)	(234,973)	(451,645)	52%
48 Debt Service - Principal and Interest	(17,257)	(47,207)	(51,000)	93%
49 Net Other Unrestricted Cash Inflow / (Outflow)	(26,053)	(72,503)	(51,000)	142%
50 Net Total Unrestricted Cash Inflow / (Outflow)	\$ (29,806)	\$ 608,698	\$ 488,700	



Trabuco Canyon Water District Recycled Water CIP Report

January 2025

Project	January 2025	YTD Actual	FY 25 Adopted Budget	YTD 58%
1 Recycled Water CIP				
2 Capital Improvements / Replacements				
3 SCADA System Upgrades	\$ -	\$ 6,992	\$ 13,195	53%
4 Dove Recycled Booster Pump Station	96,280	104,120	133,000	78%
5 Dove Canyon Recycled PRV Improvement	66,069	68,309	180,000	38%
6 Tick & Dove Creek Pump Station Improvements	-	-	79,800	0%
7 WWTP Reservoir Gate Improvements	-	30,256	39,900	76%
8 Dove Lake Repairs	-	-	-	N/A
9 Capital Improvements / Replacements Total	162,349	209,677	445,895	47%
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 Repair damaged fence - Porter Property	-	419	-	N/A
16 Misc. Electrical work - Recycled	4,368	17,371	-	N/A
17 Pave parking lot - Dove Golf Course	2,350	2,350	-	N/A
18 800 gallon water delivery tank	677	677	-	N/A
19 Handrails around EQ basin and West SBR	1,401	1,401	-	N/A
20 Total Unplanned Repairs/Expenses	8,796	25,296	-	N/A
21 Total Recycled Water CIP	\$ 171,145	\$ 234,973	\$ 451,645	52%

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: 02/01/2025 - 02/28/2025

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
02/03/2025		DFT0003881	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-3,598.07
02/03/2025		DFT0003882	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-1,962.79
02/03/2025		DFT0003883	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
02/03/2025		DFT0003884	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
02/03/2025		DFT0003885	VSP	Accounts Payable	Outstanding	Bank Draft	-793.38
02/04/2025		DFT0003886	ADP	Accounts Payable	Outstanding	Bank Draft	-140,462.19
02/04/2025		DFT0003887	CALPERS	Accounts Payable	Outstanding	Bank Draft	-73,975.08
02/04/2025		DFT0003888	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-200.00
02/05/2025		DFT0003889	CALPERS	Accounts Payable	Outstanding	Bank Draft	-34,512.96
02/07/2025		DFT0003890	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,475.97
02/07/2025		DFT0003891	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
02/07/2025		DFT0003892	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-4.69
02/10/2025		DFT0003893	ADP	Accounts Payable	Outstanding	Bank Draft	-2,107.06
02/10/2025		DFT0003894	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,676.31
02/10/2025		DFT0003895	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-215.04
02/10/2025		DFT0003896	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-56.31
02/11/2025		DFT0003897	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-58.23
02/12/2025		DFT0003898	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-15.00
02/14/2025		DFT0003915	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-266.85
02/14/2025		DFT0003916	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-4.64
02/18/2025		DFT0003899	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,768.53
02/18/2025		DFT0003900	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-41.79
02/18/2025		DFT0003901	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-221.93
02/19/2025		DFT0003094	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-63.34
02/19/2025		DFT0003902	ADP	Accounts Payable	Outstanding	Bank Draft	-138,342.99
02/19/2025		DFT0003903	CALPERS	Accounts Payable	Outstanding	Bank Draft	-25,534.17
02/19/2025		DFT0003905	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-9,088.34
02/20/2025		DFT0003906	CALPERS	Accounts Payable	Outstanding	Bank Draft	-8,621.09
02/20/2025		DFT0003907	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-439,173.36
02/20/2025		DFT0003908	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-0.01
02/21/2025		DFT0003909	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-8.04
02/24/2025		DFT0003910	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,662.55
02/24/2025		DFT0003911	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
02/24/2025		DFT0003912	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
02/25/2025		DFT0003913	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-2,942.26

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/25/2025		DFT0003914	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-151.54
02/26/2025		DFT0003917	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-11,507.69
02/26/2025		DFT0003918	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-211.68
02/28/2025		DFT0003919	ADP	Accounts Payable	Outstanding	Bank Draft	-116.00
02/28/2025		DFT0003920	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-14.03
Bank Draft Total: (40)							-905,416.91
Check							
02/05/2025		13109	INDUSTRIAL METAL SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-7,006.89
02/11/2025		13111	AT&T	Accounts Payable	Outstanding	Check	-1,114.78
02/11/2025		13112	BEAVENS SYSTEMS, INC.	Accounts Payable	Outstanding	Check	-60,247.35
02/11/2025		13113	BIG BRAND TIRE & SERVICE	Accounts Payable	Outstanding	Check	-884.61
02/11/2025		13114	BLACK KNIGHT FINANCIAL SERVICES, LCC	Accounts Payable	Outstanding	Check	-6.60
02/11/2025		13115	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-3,106.78
02/11/2025		13116	CUMMINS PACIFIC	Accounts Payable	Outstanding	Check	-1,595.97
02/11/2025		13117	DON CHADD	Accounts Payable	Outstanding	Check	-115.44
02/11/2025		13118	DOVE CANYON GOLF CLUB	Accounts Payable	Outstanding	Check	-47,000.00
02/11/2025		13119	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-16,948.75
02/11/2025		13120	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-95,000.00
02/11/2025		13121	GREENSTONE MATERIALS INC.	Accounts Payable	Outstanding	Check	-970.51
02/11/2025		13122	HACH COMPANY	Accounts Payable	Outstanding	Check	-437.46
02/11/2025		13123	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-5,767.97
02/11/2025		13124	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-7,201.00
02/11/2025		13125	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-100,182.59
02/11/2025		13126	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-126,792.20
02/11/2025		13127	LINDE GAS & EQUIPMENT, INC.	Accounts Payable	Outstanding	Check	-269.15
02/11/2025		13128	OC KEYS LLC	Accounts Payable	Outstanding	Check	-162.02
02/11/2025		13129	OCCUPATIONAL HEALTH CENTERS OF CA	Accounts Payable	Outstanding	Check	-278.00
02/11/2025		13130	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-2,130.00
02/11/2025		13131	O'REILLY AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-439.03
02/11/2025		13132	ORKIN, INC.	Accounts Payable	Outstanding	Check	-1,536.96
02/11/2025		13133	PARKWAY ARBORIST & LANDSCAPE SUPPLIES	Accounts Payable	Outstanding	Check	-172.40
02/11/2025		13134	SANTA MARGARITA FORD	Accounts Payable	Outstanding	Check	-3,648.89
02/11/2025		13135	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-61,424.61
02/11/2025		13136	SECURITAS TECHNOLOGY	Accounts Payable	Outstanding	Check	-2,713.79
02/11/2025		13137	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-4,564.00
02/11/2025		13138	STARTING LINE ADVISORY	Accounts Payable	Outstanding	Check	-8,000.00
02/11/2025		13139	SUPERIOR STORAGE TANKS & TRAILERS	Accounts Payable	Outstanding	Check	-13,530.00
02/11/2025		13140	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
02/11/2025		13141	TRENCH SHORING COMPANY	Accounts Payable	Outstanding	Check	-850.50
02/11/2025		13142	ULINE	Accounts Payable	Outstanding	Check	-5,126.37
02/11/2025		13143	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-176.50
02/11/2025		13144	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-606.83

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/11/2025		13145	W.M. LYLES CO.	Accounts Payable	Outstanding	Check	-29,164.00
02/11/2025		13146	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-312.00
02/24/2025		13147	JAMES MONTERO	Accounts Payable	Outstanding	Check	-2,586.76
02/28/2025		13148	AMERICAN BACFKLOW PRODUCTS	Accounts Payable	Outstanding	Check	-350.27
02/28/2025		13149	AMERICAN WATER WORKS ASSOCIATION	Accounts Payable	Outstanding	Check	-525.00
02/28/2025		13150	AT&T	Accounts Payable	Outstanding	Check	-1,119.18
02/28/2025		13151	AT&T MOBILITY	Accounts Payable	Outstanding	Check	-124.71
02/28/2025		13152	ATKINSON, ANDELSON, LOYA, RUUD, & ROMO	Accounts Payable	Outstanding	Check	-522.00
02/28/2025		13153	DMC ENGINEERING	Accounts Payable	Outstanding	Check	-12,323.91
02/28/2025		13154	DMS FACILITY SERVICES	Accounts Payable	Outstanding	Check	-1,340.98
02/28/2025		13155	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-1,089.14
02/28/2025		13156	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-7,973.99
02/28/2025		13157	FLO-SYSTEMS, INC.	Accounts Payable	Outstanding	Check	-741.09
02/28/2025		13158	HACH COMPANY	Accounts Payable	Outstanding	Check	-4,581.54
02/28/2025		13159	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-31,712.18
02/28/2025		13160	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-11,972.56
02/28/2025		13161	IB CONSULTING	Accounts Payable	Outstanding	Check	-2,205.00
02/28/2025		13162	INDUSTRIAL METAL SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-9,449.08
02/28/2025		13163	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-2,487.17
02/28/2025		13164	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-900.00
02/28/2025		13165	JRT ROOFING & WATERPROOFING	Accounts Payable	Outstanding	Check	-2,860.00
02/28/2025		13166	MARK ANDERSON	Accounts Payable	Outstanding	Check	-21.11
02/28/2025		13167	MKN	Accounts Payable	Outstanding	Check	-8,773.00
02/28/2025		13168	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,775.00
02/28/2025		13169	ORKIN, INC.	Accounts Payable	Outstanding	Check	-955.97
02/28/2025		13170	PEBBLE SPRING WATER	Accounts Payable	Outstanding	Check	-68.75
02/28/2025		13171	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
02/28/2025		13172	SANTIAGO AQUEDUCT COMMISSION	Accounts Payable	Outstanding	Check	-2,450.92
02/28/2025		13173	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-822.50
02/28/2025		13174	SOTO RESOURCES	Accounts Payable	Outstanding	Check	-1,005.00
02/28/2025		13175	STARTING LINE ADVISORY	Accounts Payable	Outstanding	Check	-520.00
02/28/2025		13176	TOTAL COMPENSATION SYSTEMS, INC.	Accounts Payable	Outstanding	Check	-900.00
02/28/2025		13177	UNIFIRST FIRST AID CORPORATION	Accounts Payable	Outstanding	Check	-549.98
02/28/2025		13178	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-1,257.15
02/28/2025		13179	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-1,248.00
Check Total: (70)							-725,980.89
EFT							
02/12/2025		712	ACWA JPIA - WC, PROP., & LIAB	Accounts Payable	Outstanding	EFT	-11,331.96
02/12/2025		713	AMAZON	Accounts Payable	Outstanding	EFT	-173.98
02/12/2025		714	HERC RENTALS	Accounts Payable	Outstanding	EFT	-1,770.69
02/12/2025		715	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-6,237.11
02/12/2025		716	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-7,665.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/12/2025		717	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-433.72
EFT Total: (6)							-27,612.46
Accounts Payable Total: (116)							-1,659,010.26

Accounts Receivable

Deposit							
02/03/2025		DEP0027292	OCFA Invoice 2-3-2025	Accounts Receivable	Outstanding	Deposit	150.00
02/03/2025		DEP0027294	Williamsburg National Ins. Co. repairs to building 2-3-2025	Accounts Receivable	Outstanding	Deposit	71.50
02/03/2025		DEP0027294	Williamsburg National Ins. Co. repairs to building 2-3-2025	Accounts Receivable	Outstanding	Deposit	2,002.00
02/03/2025		DEP0027294	Williamsburg National Ins. Co. repairs to building 2-3-2025	Accounts Receivable	Outstanding	Deposit	715.00
02/03/2025		DEP0027294	Williamsburg National Ins. Co. repairs to building 2-3-2025	Accounts Receivable	Outstanding	Deposit	71.50
02/06/2025		DEP0027331	OCPW O'Neill Regional Park Sewer Invoice 2-6-2025	Accounts Receivable	Outstanding	Deposit	360.00
02/06/2025		DEP0027331	OCPW O'Neill Regional Park Sewer Invoice 2-6-2025	Accounts Receivable	Outstanding	Deposit	150.00
02/06/2025		DEP0027331	OCPW O'Neill Regional Park Sewer Invoice 2-6-2025	Accounts Receivable	Outstanding	Deposit	3,760.00
02/11/2025		DEP0027480	County of Orange - Admin fees 2/11/25	Accounts Receivable	Outstanding	Deposit	4.50
02/11/2025		DEP0027480	County of Orange - Admin fees 2/11/25	Accounts Receivable	Outstanding	Deposit	-2.07
02/11/2025		DEP0027480	County of Orange - Admin fees 2/11/25	Accounts Receivable	Outstanding	Deposit	-5.34
02/11/2025		DEP0027480	County of Orange - Admin fees 2/11/25	Accounts Receivable	Outstanding	Deposit	1.75
02/11/2025		DEP0027480	County of Orange - Admin fees 2/11/25	Accounts Receivable	Outstanding	Deposit	0.28
02/11/2025		DEP0027480	County of Orange - Admin fees 2/11/25	Accounts Receivable	Outstanding	Deposit	6.26
02/11/2025		DEP0027480	County of Orange - Admin fees 2/11/25	Accounts Receivable	Outstanding	Deposit	0.64
02/11/2025		DEP0027480	County of Orange - Admin fees 2/11/25	Accounts Receivable	Outstanding	Deposit	-7.43
02/11/2025		DEP0027480	County of Orange - Admin fees 2/11/25	Accounts Receivable	Outstanding	Deposit	0.24
02/11/2025		DEP0027480	County of Orange - Admin fees 2/11/25	Accounts Receivable	Outstanding	Deposit	0.08
02/11/2025		DEP0027480	County of Orange - Admin fees 2/11/25	Accounts Receivable	Outstanding	Deposit	0.20
02/11/2025		DEP0027480	County of Orange - Admin fees 2/11/25	Accounts Receivable	Outstanding	Deposit	0.89
02/13/2025		DEP0027483	County of Orange - Property Taxes 2/12/25	Accounts Receivable	Outstanding	Deposit	30.83
02/13/2025		DEP0027483	County of Orange - Property Taxes 2/12/25	Accounts Receivable	Outstanding	Deposit	1,500.35
02/13/2025		DEP0027483	County of Orange - Property Taxes 2/12/25	Accounts Receivable	Outstanding	Deposit	312.61
02/13/2025		DEP0027483	County of Orange - Property Taxes 2/12/25	Accounts Receivable	Outstanding	Deposit	420.10
02/13/2025		DEP0027483	County of Orange - Property Taxes 2/12/25	Accounts Receivable	Outstanding	Deposit	803.87
02/13/2025		DEP0027483	County of Orange - Property Taxes 2/12/25	Accounts Receivable	Outstanding	Deposit	98.68
02/13/2025		DEP0027483	County of Orange - Property Taxes 2/12/25	Accounts Receivable	Outstanding	Deposit	352.41
02/13/2025		DEP0027483	County of Orange - Property Taxes 2/12/25	Accounts Receivable	Outstanding	Deposit	1,080.25
02/13/2025		DEP0027483	County of Orange - Property Taxes 2/12/25	Accounts Receivable	Outstanding	Deposit	1,116.47
02/13/2025		DEP0027483	County of Orange - Property Taxes 2/12/25	Accounts Receivable	Outstanding	Deposit	79.28
02/13/2025		DEP0027483	County of Orange - Property Taxes 2/12/25	Accounts Receivable	Outstanding	Deposit	253.73
02/13/2025		DEP0027483	County of Orange - Property Taxes 2/12/25	Accounts Receivable	Outstanding	Deposit	110.11
02/21/2025		DEP0027573	ADP - SUI reimbursement	Accounts Receivable	Outstanding	Deposit	40.38
02/21/2025		DEP0027573	ADP - SUI reimbursement	Accounts Receivable	Outstanding	Deposit	8.07
02/21/2025		DEP0027573	ADP - SUI reimbursement	Accounts Receivable	Outstanding	Deposit	113.05
02/24/2025		DEP0027508	T-Mobile lease Invoice 2-24-2025	Accounts Receivable	Outstanding	Deposit	2,628.74
Deposit Total: (36)							16,228.93

Bank Transaction Report

Issued Date Range: -

Accounts Receivable Total: (36)

16,228.93

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount	
Utility Billing								
Check								
02/10/2025		13110	FRED T YEAKEL JR	Utility Billing	Outstanding	Check	-3,784.28	
							Check Total: (1)	-3,784.28
Deposit								
02/03/2025		DEP0027273	Utility Reverse Payment Packet UBPKT12177	Utility Billing	Outstanding	Deposit	-717.93	
02/03/2025		DEP0027279	Utility Payment Packet UBPKT12179	Utility Billing	Outstanding	Deposit	5,920.18	
02/03/2025		DEP0027282	Utility Payment Packet UBPKT12180	Utility Billing	Outstanding	Deposit	6,288.99	
02/03/2025		DEP0027287	Utility Payment Packet UBPKT12188	Utility Billing	Outstanding	Deposit	8,117.93	
02/03/2025		DEP0027290	Utility Payment Packet UBPKT12190	Utility Billing	Outstanding	Deposit	6,814.25	
02/03/2025		DEP0027297	Utility Payment Packet UBPKT12194	Utility Billing	Outstanding	Deposit	9,574.25	
02/04/2025		DEP0027300	Utility Payment Packet UBPKT12195	Utility Billing	Outstanding	Deposit	7,529.69	
02/04/2025		DEP0027303	Utility Payment Packet UBPKT12196	Utility Billing	Outstanding	Deposit	7,093.28	
02/04/2025		DEP0027306	Utility Payment Packet UBPKT12199	Utility Billing	Outstanding	Deposit	11,143.61	
02/04/2025		DEP0027309	Utility Payment Packet UBPKT12202	Utility Billing	Outstanding	Deposit	6,901.97	
02/05/2025		DEP0027312	Utility Payment Packet UBPKT12203	Utility Billing	Outstanding	Deposit	2,604.41	
02/05/2025		DEP0027315	Utility Payment Packet UBPKT12204	Utility Billing	Outstanding	Deposit	8,550.14	
02/05/2025		DEP0027318	Utility Payment Packet UBPKT12205	Utility Billing	Outstanding	Deposit	8,760.34	
02/05/2025		DEP0027321	Utility Payment Packet UBPKT12206	Utility Billing	Outstanding	Deposit	4,343.80	
02/06/2025		DEP0027324	Utility Payment Packet UBPKT12207	Utility Billing	Outstanding	Deposit	1,122.33	
02/06/2025		DEP0027327	Utility Payment Packet UBPKT12208	Utility Billing	Outstanding	Deposit	10,108.91	
02/06/2025		DEP0027334	Utility Payment Packet UBPKT12211	Utility Billing	Outstanding	Deposit	16,621.60	
02/06/2025		DEP0027338	Utility Payment Packet UBPKT12215	Utility Billing	Outstanding	Deposit	5,931.59	
02/07/2025		DEP0027341	Utility Payment Packet UBPKT12216	Utility Billing	Outstanding	Deposit	2,769.25	
02/07/2025		DEP0027344	Utility Payment Packet UBPKT12217	Utility Billing	Outstanding	Deposit	2,593.52	
02/07/2025		DEP0027347	Utility Payment Packet UBPKT12218	Utility Billing	Outstanding	Deposit	37,989.87	
02/10/2025		DEP0027350	Utility Payment Packet UBPKT12219	Utility Billing	Outstanding	Deposit	3,894.30	
02/10/2025		DEP0027356	Utility Payment Packet UBPKT12226	Utility Billing	Outstanding	Deposit	3,830.07	
02/10/2025		DEP0027359	Utility Payment Packet UBPKT12233	Utility Billing	Outstanding	Deposit	946.99	
02/10/2025		DEP0027365	Utility Payment Packet UBPKT12239	Utility Billing	Outstanding	Deposit	12,355.62	
02/11/2025		DEP0027368	Utility Payment Packet UBPKT12240	Utility Billing	Outstanding	Deposit	5,056.13	
02/11/2025		DEP0027371	Utility Payment Packet UBPKT12241	Utility Billing	Outstanding	Deposit	3,081.60	
02/11/2025		DEP0027374	Utility Payment Packet UBPKT12242	Utility Billing	Outstanding	Deposit	16,426.80	
02/11/2025		DEP0027377	Utility Payment Packet UBPKT12243	Utility Billing	Outstanding	Deposit	6,105.95	
02/11/2025		DEP0027380	Utility Reverse Payment Packet UBPKT12244	Utility Billing	Outstanding	Deposit	-141.94	
02/11/2025		DEP0027383	Utility Reverse Payment Packet UBPKT12245	Utility Billing	Outstanding	Deposit	-219.00	
02/11/2025		DEP0027386	Utility Payment Packet UBPKT12247	Utility Billing	Outstanding	Deposit	12,913.08	
02/11/2025		DEP0027535	Utility Payment Packet UBPKT12323	Utility Billing	Outstanding	Deposit	200.00	
02/12/2025		DEP0027389	Utility Payment Packet UBPKT12248	Utility Billing	Outstanding	Deposit	1,354.42	
02/12/2025		DEP0027392	Utility Payment Packet UBPKT12249	Utility Billing	Outstanding	Deposit	3,094.51	
02/12/2025		DEP0027395	Utility Payment Packet UBPKT12253	Utility Billing	Outstanding	Deposit	8,567.37	

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/12/2025		DEP0027607	Utility Payment Packet UBPKT12374	Utility Billing	Outstanding	Deposit	0.01
02/13/2025		DEP0027398	Utility Payment Packet UBPKT12255	Utility Billing	Outstanding	Deposit	3,887.46
02/13/2025		DEP0027401	Utility Payment Packet UBPKT12256	Utility Billing	Outstanding	Deposit	2,080.45
02/13/2025		DEP0027404	Utility Payment Packet UBPKT12257	Utility Billing	Outstanding	Deposit	3,939.30
02/13/2025		DEP0027408	Utility Payment Packet UBPKT12258	Utility Billing	Outstanding	Deposit	1,904.07
02/13/2025		DEP0027411	Utility Payment Packet UBPKT12259	Utility Billing	Outstanding	Deposit	12,937.12
02/14/2025		DEP0027414	Utility Payment Packet UBPKT12260	Utility Billing	Outstanding	Deposit	10,552.81
02/14/2025		DEP0027417	Utility Payment Packet UBPKT12261	Utility Billing	Outstanding	Deposit	4,063.90
02/14/2025		DEP0027420	Utility Payment Packet UBPKT12267	Utility Billing	Outstanding	Deposit	3,128.59
02/14/2025		DEP0027426	Utility Payment Packet UBPKT12273	Utility Billing	Outstanding	Deposit	19,042.71
02/17/2025		DEP0027429	Utility Payment Packet UBPKT12274	Utility Billing	Outstanding	Deposit	6,860.01
02/18/2025		DEP0027424	ACH Draft Packet UBPKT12106	Utility Billing	Outstanding	Deposit	180,647.15
02/18/2025		DEP0027432	Utility Payment Packet UBPKT12275	Utility Billing	Outstanding	Deposit	13,218.58
02/18/2025		DEP0027435	Utility Payment Packet UBPKT12278	Utility Billing	Outstanding	Deposit	9,997.73
02/18/2025		DEP0027438	Utility Payment Packet UBPKT12280	Utility Billing	Outstanding	Deposit	344,105.78
02/19/2025		DEP0027441	Utility Payment Packet UBPKT12281	Utility Billing	Outstanding	Deposit	2,301.32
02/19/2025		DEP0027444	Utility Payment Packet UBPKT12283	Utility Billing	Outstanding	Deposit	7,723.37
02/19/2025		DEP0027447	Utility Reverse Payment Packet UBPKT12285	Utility Billing	Outstanding	Deposit	-200.00
02/19/2025		DEP0027450	Utility Reverse Payment Packet UBPKT12286	Utility Billing	Outstanding	Deposit	-132.00
02/19/2025		DEP0027453	Utility Reverse Payment Packet UBPKT12287	Utility Billing	Outstanding	Deposit	-270.00
02/19/2025		DEP0027456	Utility Payment Packet UBPKT12284	Utility Billing	Outstanding	Deposit	1,945.18
02/19/2025		DEP0027473	Utility Payment Packet UBPKT12299	Utility Billing	Outstanding	Deposit	6,930.79
02/20/2025		DEP0027467	Utility Payment Packet UBPKT12297	Utility Billing	Outstanding	Deposit	421.88
02/20/2025		DEP0027470	Utility Payment Packet UBPKT12298	Utility Billing	Outstanding	Deposit	2,177.72
02/20/2025		DEP0027476	Utility Payment Packet UBPKT12300	Utility Billing	Outstanding	Deposit	3,209.66
02/20/2025		DEP0027486	Utility Payment Packet UBPKT12305	Utility Billing	Outstanding	Deposit	5,564.39
02/21/2025		DEP0027490	Utility Payment Packet UBPKT12306	Utility Billing	Outstanding	Deposit	1,217.92
02/21/2025		DEP0027493	Utility Payment Packet UBPKT12307	Utility Billing	Outstanding	Deposit	1,180.56
02/21/2025		DEP0027499	Utility Payment Packet UBPKT12309	Utility Billing	Outstanding	Deposit	27,992.16
02/24/2025		DEP0027496	Utility Reverse Payment Packet UBPKT12308	Utility Billing	Outstanding	Deposit	-294.00
02/24/2025		DEP0027502	Utility Payment Packet UBPKT12310	Utility Billing	Outstanding	Deposit	560.00
02/24/2025		DEP0027505	Utility Payment Packet UBPKT12311	Utility Billing	Outstanding	Deposit	790.32
02/24/2025		DEP0027511	Utility Payment Packet UBPKT12312	Utility Billing	Outstanding	Deposit	1,986.46
02/24/2025		DEP0027514	Utility Reverse Payment Packet UBPKT12315	Utility Billing	Outstanding	Deposit	-12.96
02/24/2025		DEP0027517	Utility Reverse Payment Packet UBPKT12317	Utility Billing	Outstanding	Deposit	-673.00
02/24/2025		DEP0027520	Utility Reverse Payment Packet UBPKT12318	Utility Billing	Outstanding	Deposit	-581.73
02/24/2025		DEP0027523	Utility Reverse Payment Packet UBPKT12319	Utility Billing	Outstanding	Deposit	-1,013.75
02/24/2025		DEP0027526	Utility Payment Packet UBPKT12320	Utility Billing	Outstanding	Deposit	11,878.36
02/25/2025		DEP0027529	Utility Payment Packet UBPKT12321	Utility Billing	Outstanding	Deposit	1,452.54
02/25/2025		DEP0027532	Utility Payment Packet UBPKT12322	Utility Billing	Outstanding	Deposit	1,523.07
02/25/2025		DEP0027538	Utility Reverse Payment Packet UBPKT12324	Utility Billing	Outstanding	Deposit	-300.00
02/25/2025		DEP0027542	Utility Payment Packet UBPKT12327	Utility Billing	Outstanding	Deposit	4,612.85
02/26/2025		DEP0027545	Utility Payment Packet UBPKT12328	Utility Billing	Outstanding	Deposit	1,245.81

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/26/2025		DEP0027548	Utility Payment Packet UBPKT12329	Utility Billing	Outstanding	Deposit	1,316.58
02/26/2025		DEP0027551	Utility Payment Packet UBPKT12333	Utility Billing	Outstanding	Deposit	6,656.57
02/27/2025		DEP0027554	Utility Payment Packet UBPKT12334	Utility Billing	Outstanding	Deposit	5,434.91
02/27/2025		DEP0027557	Utility Payment Packet UBPKT12335	Utility Billing	Outstanding	Deposit	3,635.55
02/27/2025		DEP0027560	Utility Payment Packet UBPKT12336	Utility Billing	Outstanding	Deposit	1,016.88
02/27/2025		DEP0027564	Utility Payment Packet UBPKT12339	Utility Billing	Outstanding	Deposit	5,308.88
02/28/2025		DEP0027567	Utility Payment Packet UBPKT12340	Utility Billing	Outstanding	Deposit	4,563.70
02/28/2025		DEP0027570	Utility Payment Packet UBPKT12341	Utility Billing	Outstanding	Deposit	4,001.52
02/28/2025		DEP0027576	Utility Payment Packet UBPKT12343	Utility Billing	Outstanding	Deposit	19,074.73
Deposit Total: (88)							996,139.79
Utility Billing Total: (89)							992,355.51
Report Total: (241)							-650,425.82

Bank Transaction Report

Issued Date Range: -

Summary

Bank Account	Count	Amount
030866939 BMO Checking	241	-650,425.82
Report Total:	241	-650,425.82

Cash Account	Count	Amount
99 99-000-1004 BMO Checking (Pooled Cash)	241	-650,425.82
Report Total:	241	-650,425.82

Transaction Type	Count	Amount
Bank Draft	40	-905,416.91
Check	71	-729,765.17
Deposit	124	1,012,368.72
EFT	6	-27,612.46
Report Total:	241	-650,425.82



Trabuco Canyon Water District
General Fund Warrant Register
2/13/2025

Summary of Disbursements

Computer Checks	1,204,242.45
UB Refund Checks	5,865.64
Void UB Refund	-
Bank Drafts	485,121.99
Bank EFTs	193,174.23
Voided Payments	-
Total Disbursements	1,888,404.31

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

General Manager / Assistant General Manager

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

By:

Date:

By:

2/13/25
Date:



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 01/08/2025 - 02/11/2025

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
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
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	-382.08
02/03/2025		DFT0003881	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-3,598.07
02/03/2025		DFT0003882	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-1,962.79
02/03/2025		DFT0003883	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
02/03/2025		DFT0003884	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
02/03/2025		DFT0003885	VSP	Accounts Payable	Outstanding	Bank Draft	-793.38
02/04/2025		DFT0003886	ADP	Accounts Payable	Outstanding	Bank Draft	-140,462.19
02/04/2025		DFT0003887	CALPERS	Accounts Payable	Outstanding	Bank Draft	-73,975.08
02/04/2025		DFT0003888	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-200.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/05/2025		DFT0003889	CALPERS	Accounts Payable	Outstanding	Bank Draft	-34,512.96
02/07/2025		DFT0003890	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,475.97
02/07/2025		DFT0003891	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
02/07/2025		DFT0003892	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-4.69
02/10/2025		DFT0003893	ADP	Accounts Payable	Outstanding	Bank Draft	-2,107.06
02/10/2025		DFT0003894	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,676.31
02/10/2025		DFT0003895	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-215.04
02/10/2025		DFT0003896	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-56.31
02/11/2025		DFT0003897	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-58.23
Bank Draft Total: (44)							-485,121.99
Check							
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	GRAINGER	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
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

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
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
02/05/2025		13109	INDUSTRIAL METAL SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-7,006.89
02/11/2025		13111	AT&T	Accounts Payable	Outstanding	Check	-1,114.78
02/11/2025		13112	BEAVENS SYSTEMS, INC.	Accounts Payable	Outstanding	Check	-60,247.35
02/11/2025		13113	BIG BRAND TIRE & SERVICE	Accounts Payable	Outstanding	Check	-884.61
02/11/2025		13114	BLACK KNIGHT FINANCIAL SERVICES, LCC	Accounts Payable	Outstanding	Check	-6.60
02/11/2025		13115	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-3,106.78
02/11/2025		13116	CUMMINS PACIFIC	Accounts Payable	Outstanding	Check	-1,595.97
02/11/2025		13117	DON CHADD	Accounts Payable	Outstanding	Check	-115.44
02/11/2025		13118	DOVE CANYON GOLF CLUB	Accounts Payable	Outstanding	Check	-47,000.00
02/11/2025		13119	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-16,948.75
02/11/2025		13120	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-95,000.00
02/11/2025		13121	GREENSTONE MATERIALS INC.	Accounts Payable	Outstanding	Check	-970.51
02/11/2025		13122	HACH COMPANY	Accounts Payable	Outstanding	Check	-437.46
02/11/2025		13123	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-5,767.97
02/11/2025		13124	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-7,201.00
02/11/2025		13125	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-100,182.59
02/11/2025		13126	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-126,792.20
02/11/2025		13127	LINDE GAS & EQUIPMENT, INC.	Accounts Payable	Outstanding	Check	-269.15
02/11/2025		13128	OC KEYS LLC	Accounts Payable	Outstanding	Check	-162.02
02/11/2025		13129	OCCUPATIONAL HEALTH CENTERS OF CA	Accounts Payable	Outstanding	Check	-278.00
02/11/2025		13130	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-2,130.00
02/11/2025		13131	O'REILLY AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-439.03
02/11/2025		13132	ORKIN, INC.	Accounts Payable	Outstanding	Check	-1,536.96
02/11/2025		13133	PARKWAY ARBORIST & LANDSCAPE SUPPLIES	Accounts Payable	Outstanding	Check	-172.40

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/11/2025		13134	SANTA MARGARITA FORD	Accounts Payable	Outstanding	Check	-3,648.89
02/11/2025		13135	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-61,424.61
02/11/2025		13136	SECURITAS TECHNOLOGY	Accounts Payable	Outstanding	Check	-2,713.79
02/11/2025		13137	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-4,564.00
02/11/2025		13138	STARTING LINE ADVISORY	Accounts Payable	Outstanding	Check	-8,000.00
02/11/2025		13139	SUPERIOR STORAGE TANKS & TRAILERS	Accounts Payable	Outstanding	Check	-13,530.00
02/11/2025		13140	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
02/11/2025		13141	TRENCH SHORING COMPANY	Accounts Payable	Outstanding	Check	-850.50
02/11/2025		13142	ULINE	Accounts Payable	Outstanding	Check	-5,126.37
02/11/2025		13143	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-176.50
02/11/2025		13144	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-606.83
02/11/2025		13145	W.M. LYLES CO.	Accounts Payable	Outstanding	Check	-29,164.00
02/11/2025		13146	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-312.00

Check Total: (87) -1,204,242.45

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
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: (148) -1,882,538.67

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
02/10/2025		13110	FRED T YEAKEL JR	Utility Billing	Outstanding	Check	-3,784.28

Bank Transaction Report

Issued Date Range: -

Check Total: (6)	<u>-5,865.64</u>
Utility Billing Total: (6)	<u>-5,865.64</u>
Report Total: (154)	<u>-1,888,404.31</u>

Summary

Bank Account	Count	Amount
030866939 BMO Checking	154	-1,888,404.31
Report Total:	154	-1,888,404.31

Cash Account	Count	Amount
No Cash Account	1	0.00
99 99-000-1004 BMO Checking (Pooled Cash)	153	-1,888,404.31
Report Total:	154	-1,888,404.31

Transaction Type	Count	Amount
Bank Draft	44	-485,121.99
Check	93	-1,210,108.09
EFT	17	-193,174.23
Report Total:	154	-1,888,404.31



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

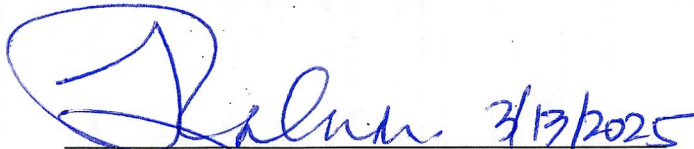
GENERAL FUND PAYROLL WARRANT REGISTER

For the Month of: February 2025

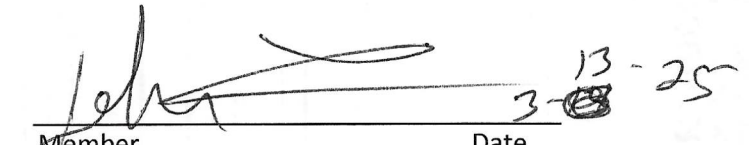
\$ 283,886.83

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


Chair Date


Member Date

Net Pay	Checks				.00
	Direct Deposits				88,812.70
	Subtotal Net Pay				88,812.70
	Adjustments				115.44
	Total Net Pay Liability (Net Cash)				88,928.14

Taxes		You are responsible for		Amount debited		
		Depositing these amounts		from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	Federal Income Tax				18,041.52	
	Earned Income Credit Advances					
	Social Security				8,805.10	8,805.09
	Medicare				2,059.23	2,059.26
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal		28,905.85	10,864.35		39,770.20
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	Total Federal		28,905.85	10,864.35		39,770.20
State	CA State Income Tax				8,057.27	
	CA State Unemployment Insurance-ER 7000					2.13
	CA State Disability Insurance-EE				1,700.69	
	Subtotal CA		9,757.96	2.13		9,760.09
	Total Taxes	.00	.00	38,663.81	10,866.48	49,530.29
	Amount ADP Debited From Account XXXX6939			Tran/ABA XXXXXXXXX		49,530.29

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit				88,812.70	27 Employee Transactions
	Transfers Amount ADP Debited From Account XXXX6939			Tran/ABA XXXXXXXXX		88,812.70
	Total Amount ADP Debited From Your Accounts					138,342.99



Statistical Summary Detail

TRABUCO CANYON WATER

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

Batch : **7901**
Quarter Number : **1**
Service Center : **580**

Period Ending : **02/15/2025**
Pay Date : **02/20/2025**
Current Date : **02/18/2025**

Week **08**
Page **2**

Net Pay	Checks	1,024.38		
	Direct Deposits	90,458.71		
	Subtotal Net Pay		91,483.09	
	Adjustments	2,586.76		
	Total Net Pay Liability (Net Cash)		94,069.85	

Taxes		You are responsible for		Amount debited		
		Depositing these amounts		from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	Federal Income Tax				20,289.19	
	Earned Income Credit Advances					
	Social Security		9,371.76		9,371.75	
	Medicare		2,191.78		2,191.78	
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal		31,852.73	11,563.53	43,416.26	
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	Total Federal		31,852.73	11,563.53	43,416.26	
State	CA State Income Tax				8,865.54	
	CA State Unemployment Insurance-ER 7000					
	CA State Disability Insurance-EE				1,778.95	
	Subtotal CA		10,644.49		10,644.49	
	Total Taxes	.00	.00	42,497.22	11,563.53	54,060.75
	Amount ADP Debited From AccountXXXX6939		Tran/ABA XXXXXXXXXX		54,060.75	Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit	90,458.71			29 Employee Transactions
Transfers	ADP Check	1,024.38			
	Amount ADP Debited From AccountXXXX6939		Tran/ABA XXXXXXXXXX		91,483.09
Total Amount ADP Debited From Your Accounts					145,543.84



Statistical Summary
Detail

TRABUCO CANYON WATER

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

Batch : **8808**
Quarter Number : **1**
Service Center : **580**

Period Ending : **02/28/2025** **Week 10**
Pay Date : **03/05/2025**
Current Date : **03/03/2025** Page 2

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 19, 2025**

CONSENT CALENDAR

ITEM 2: 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. *February 5, 2025*

CONTACTS (staff responsible): PALUDI/PEREA



**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | FEBRUARY 5, 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
Oscar Ulloa, Wastewater Superintendent
Jason Stroud, Maintenance Superintendent
Roseann Lejsek, Executive Assistant

STAFF ABSENT

Gary Kessler, Water Superintendent

DISTRICT CONSULTANTS

None

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Acosta called the February 5, 2025 Engineering/Operational Committee Meeting to order at 8:09 a.m.

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

No comments were received.

COMMITTEE MEMBER COMMENTS

None

REPORT FROM THE GENERAL MANAGER

None

ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

Mr. Paludi presented the Engineering/Operational 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).

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | FEBRUARY 5, 2025**

ITEM 2: SOURCES OF SUPPLY AD HOC COMMITTEE REPORT – JANUARY 28, 2025 MEETING

Mr. Paludi presented this matter for Committee consideration, and he reported that the District formed an Ad Hoc Committee to focus on the planned improvements for the Dimension Water Treatment Plant (DWTP) system and transmission main pipeline, which are currently offline. Director Anderson provided a summary of the Committee discussion concerning the current operational status of the pipeline and the appropriate solution, including, but not limited to rehabilitating the pipeline. Director Anderson added that this project is not in the current adopted Capital Improvement Program (CIP) budget but that slip lining the pipeline seemed to be the best solution, and that Ms. Lausten was putting together budgetary costs for the repair. Discussion occurred concerning the prioritization of District capital improvement projects and the reliance on one source of water supply from Irvine Ranch Water District (IRWD). Director Anderson also stated that the District is in a vulnerable position going into the summer months where demand increases, and he stated that the District is purchasing treated water from IRWD at a premium. Director Anderson stated that Mr. Paludi was to set up a meeting with IRWD to discuss the District's costs for treated water and alternative sources of supply, and he stated that these items would be brought to the full Board once a full budget estimate and timeline are confirmed.

Mr. Paludi stated that filter #4 at DWTP still needs structural design and repairs, and he stated that if the pipeline is going to be slip-lined that the long-term fixes for the plant will need to be evaluated and he believes the total costs to be between seven and eight million dollars. Mr. Paludi stated that the District will need to take a hard look at the CIP and remove projects or raise rates again. Mr. Paludi stated that we need to look at all options and that the Board deserves to have other options.

Ms. Lausten stated that the slip lining material will take approximately three months to procure, and that the contractor will be able to slip line one thousand feet of pipeline per day. Ms. Lausten stated that there is an option to use an emergency contractor if we want to expedite the process.

Director Acosta asked if there is enough room in the CIP to defer other projects. Mr. Paludi stated that there is the potential to defer projects and that the District has approval to reallocate capital funding in order to complete these projects.

RECOMMENDATION: None – Informational item only.

ITEM 3: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT SERVER UPGRADE PROJECT – CAL-OES CYBERSECURITY GRANT FUNDED

Mr. Paludi presented this matter for Committee consideration, and he reported that the District has been awarded a Cal OES Cybersecurity grant. Mr. Perea provided a background of the original server project and budget totaling \$180,000 which was approved by the Board of Directors in August 2024. Mr. Perea reported that soon after the Board's approval for the original project, Cal OES announced the Cybersecurity grant funding up to \$250,000 per recipient without agency matching. Mr. Perea reported District staff worked with Highroad IT and Soto Resources to apply for the grant, and the District was awarded the full \$250,000 grant in December 2024. Mr. Perea stated that staff is asking the Board to increase the original budget of \$180,000 to \$300,000, with \$250,000 funded by the Cal OES Cybersecurity grant. Mr. Perea noted that this would bring the District's actual costs down to \$50,000 instead of the original \$180,000. Mr. Perea added that as a condition of the grant, Cal OES requires a resolution to be passed and that the recommended action will be amended to include the resolution.

RECOMMENDATION: Recommend the Board of Directors approve the following 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 (Action Calendar).

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | FEBRUARY 5, 2025**

2. Approve the Highroad IT Quote No. TCWD25-0129A in the amount of \$279,146.26 for the TCWD Server Project Upgrade (Action Calendar).

ITEM 4: 2024 UPDATE TO STANDARD DRAWINGS, SPECIFICATIONS, AND CONSTRUCTION MANUAL

Mr. Paludi presented this matter for Committee consideration. Ms. Lausten provided a brief overview of the contents of the manual, and she stated the last update was completed 17 years ago. Ms. Lausten reported that the manual was currently being reviewed by General Counsel and that this matter would be brought as an informational item to the February Regular Board Meeting and final approval in March. Ms. Lausten added that Engineering worked with Mr. Kessler and Mr. Ulloa and that the departments have thoroughly reviewed the manual. Discussion occurred on whether the Saddleback Meadows developer is aware of the new proposed standards; Director Anderson stated that it may be prudent to provide the developer with the District's most current standards and drawings.

RECOMMENDATION: Recommend the Board of Directors adopt Resolution No. 2025-1340 adopting the Domestic and Non-Domestic Water and Sewer Design & Construction Manual (Action Calendar).

ITEM 5: RESOLUTION CLARIFYING APPLICATION OF IN-LIEU STORAGE FEES

Mr. Paludi presented this matter for Committee consideration, and he stated that General Legal Counsel is preparing supporting documents that will be provided at the Regular Board Meeting. Mr. Paludi stated that the District intends to provide additional clarification on which developments require the preparation of a sub-area master plan or may pay in-lieu storage fees. Mr. Paludi stated that the General Counsel has recommended that the General Manager draft a memo clarifying the District's application of in-lieu storage fees with subsequent ratification by the Board of Directors by resolution at the Regular Board Meeting. Discussion occurred regarding the current in-lieu storage fees.

RECOMMENDATION: None – Informational item only.

ITEM 6: POTABLE WATER SYSTEM STORAGE EVALUATION 2024 UPDATE

Mr. Paludi presented this matter for Committee consideration, and he reported that Hazen & Sawyer was retained to review and update the District's storage inventory and future needs. Ms. Lausten reported that the District's 2022 Master Plan states that the District's storage criteria is to have 7 days of emergency storage, and that this is consistent with Metropolitan Water District of Southern California's (MET) criteria. Ms. Lausten provided the Committee with a summary of Hazen's evaluation results. Discussion occurred regarding the District's 7-day criteria versus actual current days of storage, and whether the District is maximizing storage.

RECOMMENDATION: Recommend the Board of Directors receive and file the Trabuco Canyon Water District – 2024 Storage Evaluation report (Action Calendar).

ITEM 7: GOLF CLUB SEWER LIFT STATION IMPROVEMENTS PROJECT COMPLETION

Mr. Paludi presented this matter for Committee consideration. Ms. Lausten provided a summary of the improvements made to the station from 2021-2024, and she stated that the project costs have been approximately \$3 million over the last four to five years. Discussion occurred regarding the original scope and cost of the project, and Mr. Paludi stated that the project has evolved over time.

RECOMMENDATION: None – Informational item only.

ITEM 8: HERITAGE SEWER LIFT STATION IMPROVEMENTS PROJECT PHASE 1 COMPLETION

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | FEBRUARY 5, 2025**

Mr. Paludi presented this matter for Committee consideration, and he stated that Phase 1 is complete of this multi-phase project. Ms. Lausten provided a brief summary of the Phase 1 improvements made to the station from 2021-2024 and she provided a brief overview of the improvements planned for Phase 2 of the project.

RECOMMENDATION: None – Informational item only.

ITEM 9: OTHER ENGINEERING AND OPERATIONS PROJECT UPDATES

1. District Facility Backup Generator Power Summary

Mr. Paludi commended Mr. Perea’s efforts in working with staff to identify the District’s energy needs. Mr. Perea expressed his appreciation to the superintendents for their assistance in identifying the District’s facilities and potential vulnerabilities. Mr. Perea provided a handout to the Committee with staff’s findings. Mr. Stroud provided an update on staff’s efforts to purchase small and medium-sized generators, and he discussed the challenges of mobility and placement of larger generators.

2. Saddle Crest Development Update

Mr. Paludi provided an update on this matter, and he reported that the Saddle Crest settlement is close to a final resolution. Mr. Paludi stated that the final inspection and acceptance of facilities should happen in the next two to three months. Mr. Paludi added that the District will need to complete a small CIP project of approximately \$300,000 for improvements to the system.

3. Oaks at Trabuco Development Update

Mr. Paludi provided an update on this matter, and he provided a brief overview of the Oaks at Trabuco Development’s construction timeline. Mr. Paludi stated that the District has a contractual agreement with the Developer to accept and operate the package sewer plant that needs to be honored. Mr. Paludi stated that the District will bring the plant online and operate on a provisional basis.

4. Other Projects

None

RECOMMENDATION: None – Informational item only.

ITEM 10: WATER SYSTEM UPDATES

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

1. Worked with contractor to replace 8” isolation valve on the slope at the end on Foxtail in Dove Canyon.
2. Serviced all 4 pump flow control valves at El Toro BPS.
3. Worked to keep generator power running at all key locations during extended PSPS event.
4. Exercised 102 valves in the Dove Canyon and Rancho Cielo service areas.

Mr. Perea presented the Water System Summary for Committee review. Mr. Perea reported that Mr. Serpas was working with his counterparts at Irvine Ranch Water District (IRWD) to receive certain SCADA information from the Baker Water Treatment Plant . Director Anderson noted that the Santiago Aqueduct Commission reported the potential for a temporary shutdown of the SAC line in Fall 2025 for approximately one week for pipeline realignment.

RECOMMENDATION: None – Informational item only.

ITEM 11: WASTEWATER SYSTEM UPDATES

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

1. Repaired 8" line break at Dove Recycle Pump Station.
2. Assisted in the fiber optic work at the WWTP.
3. Assisted in the cutover to the new SCADA system at Dove and Tick Creek Dry Season Recovery System.
4. Replaced the call-out float at Plano Sewer Lift Station.
5. Replaced a submersible pump at Shadow Rock Dry Season Recovery.

Mr. Ulloa presented the Recycled Water System Summary for Committee review. .

RECOMMENDATION: None – Informational item only.

ITEM 12: MAINTENANCE DEPARTMENT UPDATES

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

Projects and Repairs

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

Water Operations

1. Mobilized emergency generators to Field Office/Booster One pump station.
2. Mobilized emergency generator to Canyon Creek booster pump station.
3. Oil changes on booster pumps at Plano Intertie.
4. Hydrotech disconnected pump #2 at Shadow Rock dry season recovery for removal.

Wastewater Operations

1. El Toro Lift Station bypassed due to Surge Tank system failure. Waiting for replacement parts.
2. Golf Club Lift Station bypass to replace failed flow meter with new flow meter. PacHydro and Hydrotech Electric performing work.
3. MWDOC site visit at WWTP is preps for Boy Scout field trip.
4. Assisted Wastewater with pipe/header repair at Dove Recycle Booster Pump Station.
5. Rebuilt slope at Dove Recycle Booster Station due to water erosion.
6. Continued Fiber Optic install with Hydrotech at WWTP.

District Fleet Upgrades & Other Projects

1. Assisted with re-fueling emergency generators during SCE PSPS.
2. Oil change on truck #25.
3. Sent out Truck #18 to upholstery shop for front seat repair.
4. Sent out Truck #1 for new brakes and suspension alignment.
5. Attended CERT training at OC Sheriff Training Center with WEROC, El Toro WD, and City of Orange. Emergency water distribution displays were onsite and demonstrated to CERT participants.
6. Sat on an interview panel for City of Westminster to begin a hiring process for Meter Dept foreman.
7. SMOG HD diesel trucks.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | FEBRUARY 5, 2025**

Mr. Perea reported that he and staff are working with MWDOC to host approximately 80 Boy Scouts in April, and that the District plans to host a smaller troop from Dove Canyon in the near future.

RECOMMENDATION: None – Informational item only.

ITEM 13: OTHER MATTERS/REPORTS

There were no other matters reported.

RECOMMENDATION: None

ADJOURNMENT

Director Acosta adjourned the February 5, 2025 Engineering/Operational Committee Meeting at 9:35 a.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 19, 2025**

CONSENT CALENDAR

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

RECOMMENDED ACTION:

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

1. *February 3, 2025*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | FEBRUARY 3, 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
Lorrie Lausten, District Engineer
Gary Kessler, Water Operations Superintendent
Jason Stroud, Maintenance Superintendent
Phil Serpas, CMMS/SCADA Administrator
Karen Warner, Principal Accountant
Roseann Lejsek, Executive Assistant

CONSULTANTS PRESENT

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

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Acosta called the February 3, 2025 Executive Committee Meeting to order at 5:02 PM.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

None

REPORT FROM THE GENERAL MANAGER

None

ADMINISTRATIVE MATTERS

ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

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

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

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | FEBRUARY 3, 2025**

DISCUSSION MATTERS

ITEM 2: BOARD AGENDA PLANNING CALENDAR

Mr. Paludi provided a handout that included the following agenda planning items for Committee review and consideration:

February 2025

Regular Board Meeting – 2/20

- Amend CIP budget for Server Upgrade Project (E/O)
- Adopt Resolution for Updated Standard Drawings and Specs (E/O)
- Approve Resolution Clarifying Application of In-Lieu Storage Charge (E/O)
- Receive and File Water System Storage 2024 Update (E/O)
- Adopt Resolution Regarding Annual Statement of Investment Policy (F/A)
- Ratification of Account Adjustments Resulting from Meter Downsizing (F/A)
- Discussion Regarding Public Education and Outreach Activities
- Approve Amendment to GM Contract
- **Closed Session:**
 - Rutter Development Settlement (if needed)

March 2025

Regular Board Meeting – 3/20

- Accept Saddle Crest Facilities
- WWTP Blower Sound Panel Design Results/Cost Estimate (E/O)
- Discussion on DWTP and Transmission Pipe Rehab Cost Estimates and Alternatives
- Server Upgrade Project – CalOES Cybersecurity Grant Funds
- In Lieu Fees for Developments

April 2025

Regular Board Meeting – 4/17

- Information item regarding Quarterly CIP Update (E/O)

Special Board Meeting (TBD)

- Budget/CIP Workshop #1

Other Potential Future Board Items

- Special Board Meeting – Budget Workshop #2
- Award Design of Dove & Tick Creek Pump Station Improvements
- Award Construction Contract for Heritage SLS Improvements
- Adopt Resolution Updating TCWD Procurement Policy
- Water Intertie Agreement with IRWD
- Water Awareness Day Discussion

Discussion occurred regarding a high wind and wildfires preparedness presentation that Mr. Perea will be delivering at the City of Rancho Santa Margarita City Council Meeting in February. Mr. Paludi reported that he attempted to re-engage with the Orange County Fire Authority (OCFA) regarding the District's Porter property for a possible OCFA facility, and he stated that OCFA maintained that there are no current opportunities on the horizon. Discussion also occurred regarding the District's public education and outreach, potential legal matters, and the upcoming budget workshops in relation to public outreach and transparency.

RECOMMENDATION: None – Informational item only.

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | FEBRUARY 3, 2025**

ITEM 3: DISCUSSION REGARDING FACILITY BACKUP GENERATOR POWER SUMMARY

Mr. Paludi presented this matter for Committee consideration. Mr. Perea provided a Facility Backup Power Generator Summary handout to the Committee listing each of the District’s facilities, backup generator status, and electrical needs. Mr. Perea reported that staff has worked on identifying vulnerabilities at the District’s facilities. The Committee requested that staff identify and highlight the most critical facilities in the summary handout. Mr. Stroud reported on his efforts to purchase small and medium-sized generators.

RECOMMENDATION: None – Informational item only.

ITEM 4: DISCUSSION REGARDING POTABLE WATER SYSTEM PRESSURE

Mr. Paludi presented this matter for Committee consideration, and he provided two handouts to the Committee showing low pressure locations and available residential fire flow locations within the District’s service area. Mr. Kessler provided information on areas of system pressure challenges, and he explained that staff notifies OCFA of these specific sites. Mr. Paludi suggested that fire flow availability be looked at as part of the District’s Capital Improvement Program (CIP). Director Acosta recommended discussing the District’s low pressure areas at the Engineering/Operational Committee Meeting. Discussion occurred with General Counsel regarding the District’s responsibility in resolving system pressure issues and technical options and funding strategies.

RECOMMENDATION: None – Informational item only.

ITEM 5: DISCUSSION REGARDING BOARDROOM AUDIO/VISUAL SYSTEM IMPROVEMENTS

Mr. Paludi presented this matter for Committee consideration. Mr. Perea provided an update on staff’s efforts to find a cost-efficient solution to the Boardroom’s audio issues. The Committee requested that staff rent a small audio system with portable microphones and speakers to pilot test at the next Regular Board Meeting. Mr. Perea stated that he would reach out to the company that the District hired to provide audio/visual enhancements at the Public Hearings.

RECOMMENDATION: None – Informational item only.

OTHER MATTERS

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

Employee Recognition Awards

Mr. Paludi reported that Director Horst recommended that the District hand out Employee Recognition Awards.

Pass-Through Rates

Mr. Paludi reported that the pass-through rates are in the process of being updated, and that they will be issued since Board approval is not required. Mr. Paludi stated that a postcard mailer will be prepared and mailed to customers informing them of what the increases will be.

Staff Photo

Director Acosta recommended that staff take a group photo to be put in the District’s On Tap newsletter.

ATT First Net System

Mr. Serpas reported that there are portions of the District’s service area where mobile phone coverage does not work well, specifically areas in the Canyon. Mr. Perea stated that staff will further evaluate this issue and report back to the Board , if necessary.

RECOMMENDATION: None.

ADJOURNMENT

Vice President Acosta adjourned the February 3, 2025 Executive Committee Meeting at 6:30 p.m.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 19, 2025**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

**ITEM 4: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, AND TENTATIVE FUTURE MEETINGS/
ATTENDANCE**

FEES AND EXPENSES

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

TENTATIVE FUTURE MEETINGS

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

FUNDING SOURCE:

General Fund

FISCAL IMPACT

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

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. *February 2025*

EXHIBITS:

1. Directors Fees and Expenses Monthly Report for February 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 | FEBRUARY 2025**

MEETING DESCRIPTION	ACOSTA	ANDERSON	HORST	MANDICH	SAFRANSKI
DISTRICT MEETINGS					
Executive Committee Meeting	02/03/25			02/03/25	
Engineering/Operational Committee Meeting	02/05/25	02/05/25			
District Facilities Tour - Golf Club & Heritage Sewer Lift Stations	02/06/25		02/06/25	02/06/25	02/06/25
Finance/Audit Committee Meeting			02/13/25		02/13/25
Individual Meeting with General Manager	02/18/25	02/19/25	02/12/25	02/18/25	02/18/25
President & Vice President Meeting with District Employees	02/25/25			02/25/25	
Regular Board Meeting	02/20/25	02/20/25	02/20/25	02/20/25	02/20/25
REPRESENTATIVE MEETINGS					
Community Associations of Rancho (CAR) Meeting					
City of Rancho Santa Margarita - City Council Meeting				02/26/25	
Independent Special Districts of Orange County (ISDOC) Monthly Meeting					
Independent Special Districts of Orange County (ISDOC) Quarterly Meeting					
MWDOC Administration/Finance Committee Meeting			02/12/25		
MWDOC Board Meeting			02/19/25		
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					
Santiago Aqueduct Commission Meeting (SAC)					
Urban Water Institute Conference - Day One	02/26/25				
Urban Water Institute Conference - Day Two	02/27/25				
Water Advisory Commission of Orange County (WACO)		02/07/25			
NUMBER OF MEETINGS ATTENDED	8	4	5	6	4
PER DIEMS (\$125 per each meeting*)	\$1,000.00	\$500.00	\$625.00	\$750.00	\$500.00
DIRECT REIMBURSABLE EXPENSES					
Urban Water Institute Conference - Palm Springs - Attached Expense Report	\$563.64				
DIRECT REIMBURSABLE EXPENSES TOTALS	\$563.64				
INDIRECT REIMBURSABLE EXPENSES					
INDIRECT REIMBURSABLE EXPENSES TOTALS					
TOTAL (PER DIEMS + DIRECT REIMBURSABLE EXPENSES)	\$1,563.64	\$500.00	\$625.00	\$750.00	\$500.00
<i>* Maximum per diem per day is one; maximum per month is 10</i>					

DIRECTOR SIGNATURE _____

EXPENSE CLAIM

Director Glenn Acosta

Event: Urban Water Institute Conference
Dates: February 26-28, 2025
Location: Palm Springs

Meals: None claimed
Mileage: Not claimed*

Hotel: Feb 26: \$194.40 per night** + \$59.07 fees/taxes
Feb 27: \$194.40 per night + \$55.77 fees/taxes

Self-Parking: Feb 26: \$30
Feb 27: \$30

TOTAL: \$563.64

* Allowable mileage reimbursement is \$134 based on 100 miles one way * 2 * \$0.67/mile.

** Hyatt was cheaper than conference hotel (\$219 + fees/taxes)

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	03/19/25	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
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 | MARCH 19, 2025**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 5: 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	ORIGINAL METER SIZE	APPROVED METER SIZE	OFCA APPROVAL	APPLICATION RCVD DATE	METER CHANGE OUT DATE	APPROVED ADJUSTMENT AMOUNT
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CLOSED

John Delance	30462 Hamilton Trail	2"	3/4"	N/A	02/03/2025	02/24/2025	\$ 4,489.80 – refund 03/04/2025
Ray Chandos	31122 Mountain View Rd	1"	3/4"	N/A	02/12/2025	02/25/2025	\$ 962.08 - credit - 02/25/2025

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 19, 2025**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 6: DISCUSSION CONCERNING DISTRICT COMMUNITY OUTREACH EFFORTS

There are many important reasons for Trabuco Canyon Water District (District) to communicate effectively and proactively with District customers and other stakeholders, including the need to disseminate accurate information about District services and their value in the context of the cost of providing those services, as well as other District policies and priorities.

Past and current communication approaches used by the District include but are not limited to community events (Water Awareness Day), regular newsletters (On Tap), social media posting, bill inserts, banners, fact sheets and FAQs, facility tours, and the District website. Over time, these approaches should be reevaluated in part because their effectiveness can change with technological advances, shifting demographics, and other factors and trends. In addition, District resources available for community outreach are limited and should be applied to the highest priorities as determined by staff, the Board of Directors, and the preferences of their primary audience, the customers and ratepayers.

More information will be provided at the time of the Board Meeting.

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

The FY 2024-25 Operating Budget includes approximately \$85,000 for customer engagement and outreach.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

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 | MARCH 19, 2025**

**ACTION CALENDAR
FINANCIAL MATTERS**

ITEM 7: DISCUSSION CONCERNING FY 2026 OPERATING BUDGET ASSUMPTIONS AND BUDGET WORKSHOP SCHEDULES

The District fiscal year runs from July 1 through June 30. During the last quarter of each fiscal year, District staff reviews financial information and performs analyses relating to projected costs for the upcoming fiscal year in order to recommend a budget to the Board of Directors.

Additional information may be provided at the time of the Board Meeting.

FISCAL IMPACT

None at this time

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was reviewed with the Finance/Audit 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 | MARCH 19, 2025**

**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 8: DISTRICT PROPERTIES COMMITTEE REPORT – MARCH 13, 2025 MEETING

Trabuco Canyon Water District (District) owns certain facilities and real property within and outside of its service area for District-related purposes and uses. The Committee met on March 13, 2024 to discuss potential uses of District property consistent with the Surplus Land Act, the California law which establishes requirements for public agencies intending to sell or lease surplus property.

FISCAL IMPACT

None at this time.

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was discussed with the District Properties Committee.

RECOMMENDED ACTIONS:

Receive information at the time of the meeting. No action required.

EXHIBIT(S):

None

CONTACTS (staff responsible): PALUDI/PEREA/LAUSTEN

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 19, 2025**

**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 9: ENERGY EFFICIENCY AD HOC COMMITTEE REPORT – MARCH 14, 2025 MEETING

At the August 17, 2023 Regular Board Meeting, the Board of Directors established the Energy Efficiency Ad Hoc Committee for the purpose of formalizing actions of the District by setting up an energy program to promote and identify and energy savings. The Committee met on March 14th to review energy demand performance over the past 4 years and efficiency projects completed to date and planned for the calendar year. More information may be presented at the time of the meeting.

FISCAL IMPACT

None at this time.

ENVIRONMENTAL COMPLIANCE:

Not applicable

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 | MARCH 19, 2025**

**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 10: 2024 UPDATE TO THE DISTRICT'S DESIGN CRITERIA AND STANDARD DRAWINGS

Trabuco Canyon Water District (District) standards, specifications, and construction and design guidelines (Standards) are intended for use by consultants, contractors, and developers for the design and construction of facilities owned and/or operated by the District. The last update to the Standards was in 2007. Staff have produced a comprehensive document that ensures consistency in design and construction, along with providing policies and procedures for development and obtaining service from the District. In addition to updating the standard drawings and design/construction procedures, the new document, "[Domestic and Nondomestic Water and Sewer Design and Construction Manual](#)" (Manual) includes Technical Specifications and Rules and Regulations for Nondomestic Water (previously a separate document). The Development of the Manual was a collaborative effort with Engineering and Operations staff, an Engineering Consultant and Legal Counsel. Hard copies of the Standards will be distributed at the time of the meeting and the document will be placed on the District's website.

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

\$60,000

ENVIRONMENTAL COMPLIANCE:

Not Applicable

COMMITTEE STATUS:

Reviewed with the Engineering/Operations Committee

RECOMMENDED ACTION:

1. *Receive and file the Domestic and Nondomestic Water and Sewer Design and Construction Manual.*
2. *Recommend that the Board of Directors adopt Resolution No. 2025-1340 adopting the Domestic and Non-Domestic Water and Sewer Design & Construction Manual.*

EXHIBIT(S):

1. Draft Resolution No. 2025-1340
2. [Domestic and Nondomestic Water and Sewer Design and Construction Manual](#)

CONTACTS (staff responsible): PALUDI/LAUSTEN

RESOLUTION NO. 2025-1340

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TRABUCO CANYON WATER DISTRICT ADOPTING UPDATED
DOMESTIC AND NON DOMESTIC WATER AND SEWER
DESIGN & CONSTRUCTION MANUAL**

WHEREAS, the Trabuco Canyon Water District (“District”) adopted Procedures and Design Criteria for Water and Sewer Facilities (“Standard Specifications”) in July 2002; and

WHEREAS, the District has revised its Standard Specifications to include updated policies and procedures, design criteria, general technical specifications and standard drawings for domestic and non-domestic water and sewer facilities; and

WHEREAS, it would be in the best interest of the District to have said revised Standard Specifications approved and adopted by the Board of Directors.

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

Section 1. The Board of Directors of the Trabuco Canyon Water District hereby adopt the 2025 edition of the Domestic and Non Domestic Water and Sewer Design and Construction Manual.

Section 2. Said revisions shall apply to all design and construction of domestic and non-domestic water and sewer facilities effective the date of the adoption.

ADOPTED, SIGNED, AND APPROVED this 19th day of March 2025

TRABUCO CANYON WATER DISTRICT

By: _____
President/Vice President

By: _____
Secretary/Assistant Secretary

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 Directors at a meeting of said Board held on the 19th day of March 2025, and that it was so 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. 2025-1340 of such Board and that the same has not been amended or repealed.

Dated this 19th day of March 2025.

District Secretary,
Trabuco Canyon Water District

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 19, 2025**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 11: UPDATE ON STATE WATER BOARD CROSS CONNECTION CONTROL PLAN HANDBOOK (CCCPH) REQUIREMENTS AND PLAN ADOPTION

Background

On December 19, 2023, the State Water Board adopted the [Cross-Connection Control Policy Handbook \(CCCPH\)](#) which was effective on July 1, 2024. The CCCPH will replace the existing cross-connection control and backflow prevention regulations currently in Title 17. While the CCCPH has the same authority as a standard regulation, it is intended to provide more technical details and explanatory language than a standard regulation.

Implementation of the CCCPH requires the preparation and adoption of a Cross-Connection Control Plan, which will be due July 1, 2025. The CCCPH does not remove any elements from existing cross connection control programs, so while public water systems (PWS) work toward compliance with the CCCPH, they must ensure they continue to effectively operate their cross-connection control programs in accordance with Title 17 of the California Code of Regulations, which includes at least annual testing of backflow prevention assemblies. These regulations and the CCCPH apply to all California public water systems (community, non-transient non-community, and transient non-community).

The primary objective of the CCCPH is the protection of public health through the establishment of standards intended to ensure a PWS drinking water distribution system will not be subject to backflow. In addition, by providing basic educational information on backflow prevention, the State Water Board intends to build a foundation of awareness within the regulated community regarding the importance of backflow protection and cross-connection control, leading to the implementation of a robust cross-connection control program for each PWS.

Updated Information

TCWD staff has participated in an inter-agency joint effort with other Orange County water agencies and cities to prepare a CCCP that is consistent with the adopted CCCPH and tailored to TCWD's needs and goal with the assistance of John Robinson Consulting. The review and plan development process has included monthly joint-agency meetings with representatives from the State Water Board and the Division of Drinking Water to review the draft plan template language for consistency with the adopted regulations. The final draft CCCPH will be presented to the Board of Directors in April 2025 for review and consideration with the goal of adoption by ordinance in June 2025 with an effective date of July 1, 2025.

Low Hazard Fire Protection Systems with AMR/AMI Meters

A significant potential financial impact to water purveyor customers Statewide is the required installation of backflow prevention accessories (BPA) to ensure cross-connection control and prevent the backflow of contaminants into potable water distribution systems, including, but not limited to residential low hazard fire protection systems (fire sprinklers). The proposed plan will include key criteria that will need to be met to eliminate the need of a BPA for homes with fire sprinklers.

Another key provision of the plan that benefits TCWD customers is the recently completed AMR/AMI Infrastructure Implementation Project that include water meters which monitor flow on a continuous basis and can notify the District of a backflow condition when it occurs. The proposed plan will allow District staff to monitor all water services in its database, and those connections that do not indicate a backflow condition will not require a BPA. Upon adoption of the plan, the District will provide written notification to residential customers with fire sprinkler systems of this requirement. Any AMR/AMI water meters that indicate a "Major Reverse Flow" condition

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 19, 2025**

will be followed up with a Hazard Assessment to determine the necessity of the installation of a BPA consistent with District standards.

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

FUNDING SOURCE:

General Fund – Professional Services

FISCAL IMPACT:

Cost Sharing Agreement Costs for Professional Services: \$150,000

TCWD Share: Approximately \$6,000

RECOMMENDED ACTION:

Receive information at the time of the meeting. No action required at this time.

EXHIBIT(S):

1. CCCPH Cost Sharing Agreement with John Robinson Consulting
2. State Water Board [Cross-Connection Control Policy Handbook \(CCCPH\)](#)

CONTACTS (staff responsible): PALUDI/PEREA/LAUSTEN

COST SHARING AGREEMENT
(Development of Template Cross-Connection Control Plan)

This Development of Template Cross-Connection Control Plan Cost Sharing Agreement ("**Agreement**") is effective for each party as of the later date of the two signatures below ("**Effective Date**") and is between IRVINE RANCH WATER DISTRICT ("**IRWD**"), CITY OF ANAHEIM, CITY OF BREA, CITY OF BUENA PARK, CITY OF FOUNTAIN VALLEY, CITY OF FULLERTON, CITY OF GARDEN GROVE, CITY OF HUNTINGTON BEACH, CITY OF NEWPORT BEACH, CITY OF SAN CLEMENTE, CITY OF SANTA ANA, CITY OF SEAL BEACH, CITY OF TUSTIN, CITY OF WESTMINSTER, EL TORO WATER DISTRICT, LAGUNA BEACH COUNTY WATER DISTRICT, MESA WATER DISTRICT, MOULTON NIGUEL WATER DISTRICT, SANTA MARGARITA WATER DISTRICT, SOUTH COAST WATER DISTRICT, TRABUCO CANYON WATER DISTRICT, YORBA LINDA WATER DISTRICT and CITY OF ORANGE. Each is referred to individually as a "**Party**," and collectively as the "**Parties**."

A. The California State Water Resources Control Board ("State Board"), which regulates all Public Water Systems ("PWSs") in California, requires PWSs to protect the public water supply by compliance with Title 17 of the California Code of Regulations. The State Board has adopted the Cross-Connection Control Policy Handbook ("Handbook"), effective July 1, 2024, to establish standards to which each PWS's drinking water distribution system will be subject regarding the backflow of liquids, gases, or other substances. The Handbook requires each PWS, no later than July 1, 2025, to prepare and submit a Control Plan that will describe how the PWS will fulfill the ten requirements identified in the Handbook. Each PWS in Orange County must submit its Control Plan to the Division of Drinking Water at the Santa Ana Regional Water Quality Control Board office for review and approval.

B. The Parties have determined that it will be to their joint advantage to collaborate to develop a template for a control plan ("Template Control Plan") that may, with minor modifications, be adapted for use by each of the Parties. The Parties further agree that a qualified consultant with industry knowledge will be required to assist the Parties in developing the Template Control Plan (the "Work"). The Parties will schedule meetings that will be held approximately monthly with the selected consultant to advance the creation of the Template Control Plan.

C. The Parties intend by this Agreement to provide the framework under which they will share costs for the selected consultant's Work.

The Parties therefore agree as follows:

1. Contract for the Work. On behalf of all of the Parties, IRWD shall serve as the contracting agency and will request proposals from qualified consultants and ultimately select and enter into a Professional Services Agreement ("PSA") with the successful proposer ("Consultant") to perform the Work. The selection will be made with the assistance of whichever other Parties volunteer to participate in the selection process. IRWD shall promptly pay all invoices submitted by the Consultant for the Work. At the conclusion of the Work and IRWD's receipt of the Consultant's final invoice, or by August 1, 2025, whichever occurs first, IRWD shall invoice each

of the Parties (including any additional parties hereafter added to this Agreement pursuant to Section 3, below) for their proportional share of the costs of the Work (as further described in Section 4, below).

2. Scope of Work. The Consultant will develop a specific scope for the Work, budget, and schedule necessary to produce a Template Control Plan that the Parties can adapt to meet requirements of the State Board as set forth in the Handbook. The Consultant will perform the Work on a time-and-materials basis for an estimated not-to-exceed amount of \$180,000, which includes 20 percent for contingencies above the Consultant's estimated costs of \$150,000. These costs are subject to the cost-sharing provisions set forth in Section 4, below.

3. Additional Parties. In addition to the Parties listed above, additional parties may be added to this Agreement, subject to all of the covenants, terms, and conditions of the Agreement. Additional parties may join this Agreement at any time before completion of the Work upon written invitation by one or more of the original Parties, by executing the signature page and delivering an electronic version to all then-current Parties. Additional parties will be treated as original parties to this Agreement and equally share in the total cost of the Work, as described in Section 4, below.

4. Cost Sharing. The Parties shall share equally the cost of the Work. Each Party's share of the cost will be determined by taking the total invoiced amount from Consultant for all completed Work and dividing that amount by the number of Parties at the conclusion of the Work. At the conclusion of the Work, IRWD will invoice each Party for an equal share of the total cost of the Work. Each Party shall pay IRWD its equal share no later than 60 days after receiving the invoice. Upon the request of any Party, IRWD will provide copies of the Consultant's invoices and IRWD's payment records.

5. Meetings. IRWD shall coordinate all aspects of the Work with the selected Consultant. Any Party may participate in meetings with the Consultant to review interim and final results of the Work. IRWD will schedule meetings of the Parties to facilitate review of the Work, and will schedule meetings with the Consultant and the Parties at the reasonable request of any Party for the same purpose.

6. Indemnity. Each Party shall indemnify, defend, and hold the other Parties, and their officers, agents, and employees harmless from any expense, liability, injury, loss, damage or expense to persons or property (collectively, "**Claims**") that may arise or may be claimed to have arisen as a result of the development and approval of the Template Control Plan. Each Party's indemnity and defense obligations will not apply to any portion of any Claims determined by a court of competent jurisdiction to have been proximately caused by the negligence, gross negligence or willful misconduct of another Party, its officers, agents, or employees. Notwithstanding the foregoing sentences in this section, each Party is solely responsible for its own costs and expenses associated with the indemnity and defense obligations set forth in this section, and such costs are not subject to cost sharing under this Agreement. This section shall survive the termination or expiration of this Agreement.

7. Property. All documents, data, and written materials furnished by a Party to Consultant shall remain that Party's property and shall be returned to that Party upon request. All

documents, data, or written material prepared or caused to be prepared by Consultant, its officers, employees, agents, and subcontractors in the course of implementing this Agreement shall become the joint property of the Parties, and each Party shall have the right to use and modify such materials without further approval or compensation to Consultant or the other Parties.

8. Withdrawal. Any Party may withdraw from this Agreement upon 30 days' written notice to the other Parties. However, the payment obligations of that Party will be pro-rated based on the percent of the Work accomplished up to the withdrawal date.

9. Warranty of Authority. Each person executing this Agreement in a representative capacity represents and warrants that he or she is authorized to execute this Agreement on behalf of and to bind the Party on whose behalf he or she executes the Agreement.

10. Construction. This Agreement will be construed as if the Parties jointly prepared it.

11. No Third Party Beneficiaries. This Agreement is not for the benefit of any person or entity other than the Parties and any additional parties described in Section 3 above.

12. Modification. This Agreement may not be modified by any of the Parties by oral representation made before or after the execution of this Agreement. All modifications must be in writing and signed by the Parties or their successors in interest at the time of modification.

13. Further Documents. The Parties shall execute and deliver all documents and perform all further acts that may be reasonably necessary to effectuate the provisions of this Agreement.

14. Governing Law. This Agreement is entered into and will be construed and interpreted in accordance with the laws of the State of California.

15. Execution of Agreement. This Agreement may be executed in multiple counterparts. The signature page of this Agreement may be executed by way of a manual or electronic or digital signature. Delivery of an executed counterpart of a signature page by electronic transmission will be effective.

16. Incorporation of Recitals. The Recitals set forth above are incorporated herein and made an operative part of this Agreement.

17. Relationship of the Parties. Nothing contained in this Agreement shall be deemed or construed by the Parties or by any third person to create the relationship of principal and agent, or partnership or joint venture, or any association between the Parties, and none of the provisions contained in this Agreement or any act of the Parties shall be deemed to create any relationship other than as specified herein.

18. Severability. If any provision of this Agreement shall be held illegal, invalid, or unenforceable, in whole or in part, by a court of competent jurisdiction, the legality, validity, and enforceability of the remaining provisions shall not be affected thereby.

19. Entire Agreement. This Agreement contains the entire agreement of the Parties relating to the subject matter hereof; and the Parties have made no agreements, representations or warranties, either written or oral, relating to the subject matter hereof that are not set forth herein.

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

IRVINE RANCH WATER DISTRICT

Date: _____

By: _____

Paul A. Cook
General Manager

APPROVED AS TO FORM:
Hanson Bridgett, LLP

By: _____

IRWD Counsel

CITY OF ANAHEIM

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____

City Attorney

CITY OF BREA

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____

City Attorney

CITY OF BUENA PARK

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____

City Attorney

CITY OF FOUNTAIN VALLEY

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____

City Attorney

CITY OF FULLERTON

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____

City Attorney

CITY OF GARDEN GROVE

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____

City Attorney

CITY OF HUNTINGTON BEACH

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____

City Attorney

CITY OF NEWPORT BEACH

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____

City Attorney

CITY OF ORANGE

Date: _____

By: _____

Name: Thomas C. Kisela
Title: City Manager

ATTEST:

APPROVED AS TO FORM:

Pamela Coleman, City Clerk

By: _____

Mike Vigliotta, City Attorney

CITY OF SAN CLEMENTE

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____

City Attorney

CITY OF SANTA ANA

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____

City Attorney

CITY OF SEAL BEACH

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____

City Attorney

CITY OF TUSTIN

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____

City Attorney

CITY OF WESTMINSTER

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____

City Attorney

EL TORO WATER DISTRICT

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____

District Counsel

LAGUNA BEACH COUNTY WATER DISTRICT

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____

District Counsel

MESA WATER DISTRICT

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____

District Counsel

MOULTON NIGUEL WATER DISTRICT

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____

District Counsel

SANTA MARGARITA WATER DISTRICT

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____

District Counsel

SOUTH COAST WATER DISTRICT

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____

District Counsel

TRABUCO CANYON WATER DISTRICT

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____
District Counsel

YORBA LINDA WATER DISTRICT

Date: _____

By: _____

Name:
Title:

APPROVED AS TO FORM:

By: _____
District Counsel

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 19, 2025**

**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 12: CONSIDERATION OF AMENDMENT NO. 1 TO PROCESSING AGREEMENT IN CONNECTION WITH REQUEST FOR CONDITIONAL WILL-SERVE LETTER FOR SADDLEBACK MEADOWS DEVELOPMENT

California Quartet (Developer) is a California limited partnership that owns approximately 222 acres of land on the east side of El Toro Road between Valley Vista Way and Ridgeline Road within Trabuco Canyon Water District's (District) jurisdiction. Developer is proposing to develop 181 residential units on its property (the Project) and has obtained approval from the County of Orange of Vesting Tentative Tract Map No. 15230. Proposed Final Map No. 15230 (Final Map) is being currently reviewed and processed by the County of Orange and the County is prepared to present the Final Map to the Board of Supervisors for approval pursuant to the Subdivision Map Act, pending District's signature on the Final Map solely for the purpose of accepting and abandoning easements and for no other purposes.

Because development of the Project will require water and sewer services from the District, Developer has requested a Will-Serve Letter from the District. The District has reviewed the Project and determined that a Conditional Will-Serve Letter is required because of limitations in water storage capacity available to serve the Project based upon the Sub Area Master Plan (SAMP) approved for the Project by the District in January 2022. Per the SAMP, the Developer and District agreed to pursue an off-site storage option at the District's Harris Grade reservoir site through a joint participation agreement, based upon Developer's assessment that on-site storage was infeasible. Developer and District entered into a Processing Agreement in October 2023 to address, among other things, the Developer's responsibility to pay for District costs in connection with the Conditional Will-Serve Letter and the negotiation and preparation of the joint participation agreement.

In April 2024, the District removed the storage reservoir project at Harris Grade from its Capital Improvement Program based on the projected costs of its share of a joint storage project. In December 2024, Developer and District discussed alternative resolutions to the Developer's storage requirement, resulting in a proposal in which the Developer will: i) identify and acquire an off-site property to site a 1 million gallon (MG) reservoir; ii) pay the District to prepare a revised SAMP that includes the proposed new reservoir using the District's 2022 Master Plan update water supply assumptions; and, iii) design and construct the new reservoir and appurtenant connections to the District's system, solely at the Developer's expense and all as approved by the District.

The proposed *Amendment No. 1 to Processing Agreement in Connection with Request for Conditional Will-Serve Letter* (Amendment No. 1) amends the October 2023 Processing Agreement to reflect both parties' intent to negotiate an agreement for the proposed new Developer-funded reservoir rather than the joint project at Harris Grade. All other terms and conditions of the Processing Agreement will remain in full force and effect. Upon execution of Amendment No. 1, the District agrees to sign the Final Map, which will include as part of the Trabuco Canyon Water District Acceptance Certificate that the tract map is subject to the terms and conditions of Amendment No. 1.

FUNDING SOURCE:

Not applicable.

FISCAL IMPACT:

The Processing Agreement will ensure that the Developer will pay for eligible District costs and services related to the advancement of the Saddleback Meadows development.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 19, 2025**

COMMITTEE STATUS:

This item was previously discussed by the Board of Directors at the January 13, 2025 Regular Board Meeting.

RECOMMENDED ACTION:

That the Board of Directors authorizes the General Manager to execute Amendment No. 1 to the Processing Agreement in Connection with Request for Conditional Will-Serve Letter, which includes approval to sign Final Map No. 15230.

EXHIBIT(S):

1. Final Draft Amendment No. 1 to Processing Agreement in Connection with Request for Conditional Will-Serve Letter
2. Processing Agreement in Connection with Request for Conditional Will-Serve Letter (October 2023)

CONTACTS (staff responsible): PALUDI/LAUSTEN

AMENDMENT NO. 1
PROCESSING AGREEMENT IN CONNECTION WITH REQUEST FOR
CONDITIONAL WILL-SERVE LETTER

VESTING TENTATIVE TRACT NO. 15230 SADDLEBACK MEADOWS
COUNTY OF ORANGE

This Amendment No. 1 to the Processing Agreement In Connection With Request For Conditional Will-Serve Letter (“Amendment No. 1”) shall be deemed effective as of the date of the last Party to sign (the “Effective Date”) and is entered into by and between the TRABUCO CANYON WATER DISTRICT (the “District” or “TCWD”), a County water district organized and operating pursuant to Water Code sections 30000 *et seq.*, and CALIFORNIA QUARTET, a California limited partnership (“Developer”). The District and Developer may each be referred to herein individually as a “Party” and collectively as the “Parties”. There are no other Parties to this Amendment No. 1.

This Amendment No. 1 is made with reference to the following facts.

RECITALS

- A. Developer owns approximately 222 acres in the County of Orange within the service area of District. Developer is proposing to develop 181 residential units on its property and has obtained approval, among other land use entitlements, from the County of Orange of Vesting Tentative Tract Map No. 15230 (the “Project”). Proposed Final Map No. 15230 (“Final Map”) is being currently reviewed and processed by the County of Orange and the County is prepared to present the Final Map to the Board of Supervisors for approval pursuant to the Subdivision Map Act, pending District’s signature on the Final Map solely for the purpose of accepting and abandoning easements and for no other purposes.
- B. Effective October 16, 2023, the Parties entered into the Processing Agreement In Connection with Request For Conditional Will-Serve Letter (the “Processing Agreement”).
- C. The Processing Agreement described the process by which the Parties could enter into a Cost Sharing Agreement pursuant to which the Parties would jointly fund costs related to an offsite storage site, to be constructed by the District, and which would, in part, reserve the necessary storage capacity to serve the Project, as detailed further in the Sub Area Master Plan ("SAMP") approved for the Project by the District in January 2022.
- D. The SAMP approved for the Project by the District in January 2022 discussed storage options for the Project on either on-site or off-site locations, and stated that the most feasible alternative available to the District for providing off-site storage, which the

developer could contribute to, was a project at the District's existing Harris Grade Reservoir site.

- E. In April 2024, upon further review, the District removed a new water tank at the Harris Grade Reservoir site from its 2024-25 Capital Improvement Project budget.
- F. In December, 2024, the Parties discussed alternative resolutions to the Developer's storage requirement. The District proposed that Developer: i) identify and acquire an off-site property ("Off-Site Property") to site a 1 MG reservoir ("New Reservoir"); ii) pay the District to prepare a revised SAMP that includes the New Reservoir using the District's 2022 Master Plan update water supply assumptions; and, iii) design and construct a New Reservoir and appurtenant connections to the District's system on the Off-Site Property, all as approved by the District.
- G. District also proposed that upon acceptance of fee title to the Off-Site Property, the District will convey fee title to the District's 3.78 acre parcel (APN 856-091-01) to Developer.
- H. Since execution of the Processing Agreement, the District's plan review of Developer's plans has sufficiently progressed to enable the District to determine, confirm, and accept the location of required easements, and quitclaim existing easements no longer required by District for purposes of signing the Final Map.
- I. As stated in Section 4 of the SAMP, water capital improvement charges for up to 705 equivalent dwelling units ("EDUs") were previously purchased in connection with Tract No. 10692 which encompasses the land area now within Vesting Tentative Tract No. 15230 by Developer's predecessor in interest through an agreement with the District dated September 21, 1988, and have been reserved by the District for this development. Therefore, no water capital improvement charges or supplemental water capacity fees are due for the Project.
- J. As stated in Section 4 of the SAMP, Developer's predecessor in interest purchased wastewater collection and treatment capacity rights over thirty years ago in connection with Tract No. 10692 that created residential lots for 705 EDUs which is substantially more dwelling units than the 181 EDUs now proposed by the Project, therefore, no sewer capacity charges are due for the Project.

NOW, THEREFORE, in consideration of the mutual agreements, covenants and conditions set forth herein and Developer's commitment to proceed with Developer's obligations as provided herein, the Parties agree as follows:

Section 1. Processing Agreement Amendment. In consideration of the County's desire to agendize Final Map No. 15230 for approval, and in recognition of the Project's substantial investment in water and wastewater facilities as set forth in Recitals I., J., above, the Parties agree to amend the Processing Agreement as follows:

- A. The District agrees to sign the Final Map concurrent with the Effective Date of this Amendment No. 1 that includes the following language:

TRABUCO CANYON WATER DISTRICT ACCEPTANCE CERTIFICATE:

I, _____, _____ OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT DO HEREBY CERTIFY THAT THIS MAP WAS PRESENTED FOR ACCEPTANCE AND DEDICATION TO THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT AT A REGULAR MEETING OF THE BOARD OF DIRECTORS HELD ON THE **19th DAY OF MARCH, 2025**, AND THAT THEREUPON SAID BOARD DID, BY AN ORDER DULY PASSED AND ENTERED, ACCEPT THE WATER RIGHTS AND EASEMENTS FOR WATER, SEWER PIPELINES, APPURTENANCES, ACCESS, ROADWAY, MAINTENANCE AND DRAINAGE PURPOSES DEDICATED HEREON.

THIS TRACT MAP IS SUBJECT TO THE TERMS AND CONDITIONS OF AMENDMENT NO. 1 TO THE PROCESSING AGREEMENT IN CONNECTION WITH REQUEST FOR CONDITIONAL WILL-SERVE LETTER, **DATED _____**.

WE ALSO HEREBY ABANDON, PURSUANT TO GOVERNMENT CODE SECTION 66434 (g) OF THE SUBDIVISION MAP ACT, THE WATER RIGHTS, THE EASEMENTS FOR INGRESS AND EGRESS, DOMESTIC WATER SYSTEM AND SEWER SYSTEM PURPOSES AS DEDICATED TO THE TRABUCO CANYON WATER DISTRICT, SUCCESSOR IN INTEREST TO SANTA ANA MOUNTAINS COUNTY WATER DISTRICT PER TRACT NO. 10692, M.M. 621/9-26, NOT SHOWN ON THIS MAP.

- B. Developer shall identify and acquire an Off-Site Property for the New Reservoir that is suitable for the construction of the New Reservoir, as approved by the District in its reasonable discretion. Developer shall obtain a Phase I Environmental Site Assessment, preliminary title report, ALTA survey, and other documents relating to the proposed site as requested by the District prior to acquisition of the Off-Site Property.
- C. The District and Developer will enter into an agreement providing the terms and conditions under which the Developer will construct and dedicate to the District the New Reservoir on the Off-Site Property. The District reserves complete discretion and authority regarding the contents, scope, and analysis of the agreement and District determinations and decisions on the Project and future development of the Property. Nothing in this Amendment No. 1 shall in any way commit or obligate the District to provide water or sewer services to any portion of the Property, or to enter into the agreement.
- D. Upon acceptance of fee title to the Off-Site Property, District will convey fee title to the District's 3.78 acre parcel (APN 856-091-01) to Developer.

- E. Developer shall pay the District's reasonable costs to prepare a revised SAMP that includes the New Reservoir using the District's 2022 Water Master Plan update water supply assumptions.
- F. Developer shall pay all costs associated with the design and construct the New Reservoir and appurtenant connections to the District's system, in accordance with the agreement and in accordance with District's design specifications, as approved by the District on the Off-Site Property which approval shall not be unreasonably withheld. District will cooperate with Developer and the Developer shall pay all costs associated with preparing and certifying all California Environmental Quality Act (CEQA) requirements, including District acting as CEQA lead agency for the New Reservoir, and certifying the requisite CEQA document(s).
- G. Upon request by Developer and/or as required by the County of Orange, District shall issue a Will-Serve Letter to include the provisions of the attached Conditional Will-Serve Letter as updated for: i) the revised SAMP provided for in Section 1.E. hereinabove, ii) description of fees and charges, and costs, and iii) provisions addressing storage as set forth in this Agreement. Other than as provided in this Agreement or the agreement, Developer shall not be responsible for the construction of or payment for any other capital facilities.
- H. The Parties acknowledge and agree that the Developer shall construct the New Reservoir and may concurrently begin grading and constructing the 181 residential units on its property consistent with the Final Map and Area Plan 98-2 approved by the County of Orange. The Parties agree that no later than the completion of rough grading of the Project area, Developer shall have executed a construction contract for the New Reservoir, and prior to the completion of finish grading of the Project area, Developer shall have commenced construction of the New Reservoir. Upon commencement of construction of the New Reservoir, District agrees to provide water and sewer service to the Project, and shall provide or authorize setting meters to the first ninety (90) houses constructed on the Project area. The Parties agree that prior to the setting of the 91st water meter, Developer and District shall meet and confer to review the status of the New Reservoir construction and evaluate whether service beyond the first 90 houses can be provided based upon the District's determination of its water supply, storage, and those rules and regulations in effect at the time.
- I. For clarification, the Parties no longer intend to pursue the Cost Sharing Agreement relating to Harris Grade, and instead intend to negotiate an agreement for the New Reservoir as described in Section 1.C., above. All other terms and conditions of the Processing Agreement will remain in full force and effect. References to the "Cost Sharing Agreement" will mean the Section 1.C. agreement and "Project Related Tasks" shall mean District-related tasks associated with the New Reservoir. To the extent a conflict arises between the Processing Agreement and this Amendment No. 1, the terms and conditions of Amendment No. 1 will control.
- J. With regard to the obligations set forth in this Amendment No. 1 time is of the essence.

K. Successors and Assigns. The Parties may assign any or all of their respective rights, interests and obligations subject to the written consent of the other Party. The terms, covenants and conditions of this Amendment No. 1 shall be binding upon and shall inure to the benefit of the heirs, executors, administrators and assignees of the respective Parties. If any Party assigns its interest in this Amendment No. 1, the assignee shall expressly assume any and all obligations of the assignor as set forth in this Amendment No. 1.

SIGNATURES ON THE FOLLOWING PAGE

Revised: 3/11/2025

IN WITNESS WHEREOF, District and Developer have executed this Amendment, effective as of the last date set forth below.

Date: _____

“DISTRICT”

TRABUCO CANYON WATER DISTRICT

By: _____

**Edward Mandich, President
Board of Directors**

Date: _____

“DEVELOPER”

CALIFORNIA QUARTET, a California Limited Partnership

By: ARADI LTD., its General Partner

By: ARADI INC., its General Partner

Name: _____

Title: _____

**RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:**

Trabuco Canyon Water District
32003 Dove Canyon Drive
Trabuco Canyon, CA 92679

Exempt from recording fees – request by public agency
(Cal. Gov. Code §§ 6103, 27383)

(Space above this line for recorder's use)

**PROCESSING AGREEMENT IN CONNECTION WITH
REQUEST FOR CONDITIONAL WILL-SERVE LETTER**

SADDLEBACK MEADOWS

ORANGE COUNTY TRACT NO. 15230

This PROCESSING AGREEMENT IN CONNECTION WITH REQUEST FOR CONDITIONAL WILL-SERVE LETTER ("**Agreement**") shall be deemed effective as of the date of the last Party to sign, (the "**Effective Date**") by and between the TRABUCO CANYON WATER DISTRICT (the "**District**" or "**TCWD**"), a county water district organized and operating pursuant to Water Code sections 30000 et seq., and CALIFORNIA QUARTET, a California limited partnership, ("**Developer**"). The District and the Developer may each be referred to herein individually as a "**Party**" and collectively as the "**Parties**." There are no other parties to this Agreement.

This Agreement is made with reference to the following facts:

RECITALS

A. Developer owns, controls, or has an interest in 222.222 acres of land on the east side of El Toro Road between Valley Vista Way and Ridgeline Road (the "**Property**"), which is subject to development rights under the subdivision map for Orange County Tract No. 15230, consisting of the development of 181 single-family residences and related public utilities as depicted therein (the "**Project**"). Because development of the Project on the Property will require water and sewer services from the District, the Developer has requested a Will-Serve Letter from the District.

B. The District has reviewed the Project and determined that a Conditional Will-Serve Letter is required because of limitations in water storage capacity available to serve the Project per the Sub Area Master Plan ("**SAMP**") approved for the Project by the District in January 2022. Section 2.3 of the SAMP noted the Developer and District have agreed to pursue the off-site storage option at the Harris Grade site through a joint participation agreement.

C. This Agreement is for the purpose of addressing the Conditional Will-Serve Letter costs and indemnification of the District in connection with the District's issuance of the Conditional Will-Serve Letter, and the negotiation and preparation of a joint participation agreement for the Developer to fund the Developer's share of the cost of constructing water storage capacity at the Harris Grade site ("**Cost Sharing Agreement**"). Services provided by

the District may include the following: costs to review and analyze the Project and related plans; consult with Developer and its representatives; research and visit Project site; prepare staff reports, recommendations, conditions, resolutions, exhibits and other Project-related documents; attend Project-related meetings, phone calls, emails, and other work involving the Developer, District, and potentially outside agencies (collectively, the "Project-Related Tasks"). The Project-Related Task shall culminate with the Conditional Will-Serve Letter and Cost Sharing Agreement being concurrently presented to the District Board for approval, pursuant to District Rules and Regulations and the terms of this Agreement.

D. Pursuant to Section 5.4.4.1 of the District's Rules and Regulations, prior to the District approving a Conditional Will-Serve Letter, the Developer shall enter into an agreement to pay for the District's reasonable attorneys' fees, engineering fees, and costs, related to the negotiation of the agreement (the Cost Sharing Agreement) and the Conditional Will-Serve Letter; and, Developer shall indemnify the District for any and all damages, costs and liability accruing from the District's requirements for issuing a Conditional Will-Serve Letter.

E. Developer has requested that the District proceed with plan review in conjunction with District processing of the Conditional Will-Serve Letter. This Agreement therefore includes provisions for the District to process plan review concurrently with the District's preparation of the Conditional Will-Serve Letter and the parties' negotiation of the Cost Sharing Agreement, provided that Developer acknowledges it is proceeding at its own risk given that the Conditional Will-Serve Letter and Cost Sharing Agreement have not yet been presented to the Board for approval.

NOW, THEREFORE, in consideration of the mutual agreements, covenants and conditions set forth herein, the Parties agree as follows:

Section 1. Funding for Conditional Will-Serve Letter and Cost Sharing Agreement.

(a) The Developer agrees to provide funding to District to cover the reasonable cost of negotiating this Agreement and the Project-Related Tasks, subject to the terms of this Agreement. The District may utilize staff and contract services for the work and services to be performed for the Project-Related Tasks; (2) billing under this Agreement will include the fully burdened labor costs of District employees (as set forth in **Exhibit A**) and the actual contract fees and costs for District contract service providers. The Developer's initial payment constitutes a deposit toward such costs. The District will prepare and provide to Developer an estimate of costs of the Project-Related Tasks for the purpose of enabling Developer to budget and expeditiously provide funding for the Project-Related Tasks.

(b) Developer will initially deposit \$25,000 with the District as funding toward the cost of negotiating this Agreement and the Project-Related Tasks. District will draw on this deposit to reimburse District for the cost of District employee time and materials and to pay or reimburse periodic invoices from District contract service providers. If, prior to the completion of the Project-Related Tasks, 20% or less of the deposit remains or the deposit otherwise becomes depleted below \$5,000, the District reserves the right to require additional deposits to cover additional anticipated District costs. Developer shall pay additional deposits within 30 calendar days of each request from the District. The District will maintain a record of costs related to Project-Related Tasks, which shall include the amount of time and expenses charged against Developer's deposit. Such records shall be provided or made available to Developer upon request.

(c) If any requested deposit is not timely made, the District will notify the Developer and the Developer will have ten (10) days to restore the deposit. If deposit or payment has not been made within the ten-day period or if the funds become depleted, then the District will suspend all work on the Project-Related Tasks pending receipt of the deposit or payment. If the deposit or payment remains unpaid for a period of thirty (30) days, District may terminate this Agreement by giving written notice of termination to Developer and District may cease work on the Project- Related Tasks if Developer does not restore the deposit within ten (10) days from the date of the written notice to terminate this Agreement.

(d) The District shall deposit the Developer's deposits into a special general ledger account (the "Special Fund") for the purpose of paying and reimbursing the District costs on the Project-Related Tasks. Any Developer deposit remaining upon completion of the Project- Related Tasks shall be refunded without interest to Developer. If the total cost of the Project- Related Tasks exceeds the amount of the deposit(s), Developer shall promptly pay any such difference to the District within 30 calendar days of such request by the District.

Section 2. Funding for Concurrent Plan Check and Inspection Costs. The District shall require a separate deposit in the initial amount of \$25,000 for review and processing the plans for the proposed improvements as provided in Section 5.6 of the District's Rules and Regulations ("Plan Check Costs"). The initial deposit shall be replenished to \$25,000 whenever the initial balance maintained by the District falls below \$5,000. District agrees to conduct plan check concurrently with processing the Project-Related Tasks, however, the District's plan check review shall in no way effect the District Board's discretion to approve or deny the Conditional Will-Serve Letter and Cost Sharing Agreement.

Section 3. Term. This Agreement shall take effect upon the Effective Date and shall commence through the date that the Conditional Will-Serve Letter and Cost Sharing Agreement are concurrently presented for approval by the District Board at a public hearing. District reserves the right to continue the hearing on the Conditional Will-Serve Letter until such time that both agreements may be concurrently presented to the District Board.

Section 4. Termination. This Agreement may be terminated in one of the following manners: (a) by completion of the Project-Related Tasks as provided in Section 3 above, and Developer's payment in full of all costs related to the Project-Related Tasks and Plan Check Costs; (b) by mutual written consent of the Parties; (c) by District pursuant to section 1(c); or, (d) by the Developer giving written notice of termination to the District, provided that all costs for the Project-Related Tasks and Plan Check Costs must be satisfied up to the date of Developer's termination. If Developer provides a written notice of termination, the District will cease work on the Project-Related Tasks. Any Developer deposit remaining upon termination of the Agreement will be refunded without interest to Developer after District has paid all Project-Related Tasks costs incurred up to termination.

Section 4. Record Keeping. The District shall keep and maintain accurate records relating to the District's performance of the Project-Related Tasks costs and Special Fund, including all deposits into the Special Fund and all District costs paid or reimbursed from the Special Fund. District will also keep and maintain accurate records for Plan Check Costs, including all deposits and District costs paid or reimbursed. Developer and its employees, accountants, attorneys and agents may review, inspect, copy and audit these records, including all non-privileged source documents.

Section 5. Reservation of District Authority. The District reserves complete discretion and authority regarding the (a) outcome of its work funded by the Project-Related Tasks, (b) contents, scope, analysis and conclusions of any Project-Related Tasks documents,

and (c) District determinations and decisions on the Project and future development of the Property. Nothing in this Agreement shall in any way commit or obligate District to provide water or sewer services to any portion of the Property, or to enter into the Cost Sharing Agreement. District staff and contract service providers work directly for the District and will be responsible only to the District.

Section 6. Indemnity. Developer agrees to indemnify, defend, protect and hold harmless the District, and its officers, employees, and agents, from and against any and all liability, losses, claims, damages, expenses, and costs (including attorney, expert witness and consultant fees, and litigation costs) arising out of or in connection with (a) the performance and actions under this Agreement by the Developer or its employees, contractors or agents, or failure to perform or act under this Agreement, except such loss or damage that was caused by the sole negligence or willful misconduct of District or except as otherwise limited by law. The Parties acknowledge that additional indemnities or waivers may be required of Developer for the benefit of the District in connection with the Cost Sharing Agreement. Developer further agrees to waive any claims against the District and hold harmless the District, and its officers, employees, and agents, from and against any and all liability, losses, claims, damages, expenses, and costs (including attorney, expert witness and consultant fees, and litigation costs) arising out of or in connection with District review and approval of the Conditional Will-Serve Letter and Cost Sharing Agreement. Developer expressly acknowledges that it is proceeding with concurrent plan review at its own risk prior to the District's consideration and approval of the Conditional Will-Serve Letter and Cost Sharing Agreement.

Section 7. General Provisions.

(a) **Entire Agreement.** The Parties intend this writing to be the sole, final, complete, exclusive and integrated expression and statement concerning the subject matter of this Agreement, namely funding for Project-Related Tasks and plan review and inspection costs.

(b) **Waiver.** Either Party may specifically and expressly waive, in writing, the requirements of any portion of this Agreement, or any breach thereof but no such waiver shall constitute a further or continuing waiver of the obligation of any preceding or succeeding breach of the same or any other provision. A waiving Party may, at any time thereafter, require future compliance by the other Party hereto with the provisions that are so waived. The consent of one Party to any acts by the other party for which such written consent was required shall not be deemed to imply consent or waiver of the necessity of obtaining such consent for the same or any similar acts in the future. No waiver or consent shall be implied from silence or any failure of any Party to act, except as otherwise specified in this Agreement. All rights, remedies, undertakings, obligations, covenants, conditions and agreements contained in this Agreement shall be cumulative and no one of them shall be exclusive of any other.

(c) **Remedies Not Exclusive.** The remedies provided in this Agreement are cumulative and not exclusive, and are in addition to any other remedies that may be provided by law or equity. The exercise by either Party of any remedy under this Agreement will be without prejudice to the enforcement of any other remedy.

(d) **Assignment.** The Developer shall not assign its obligations under this Agreement to any transferee of all or any part of the Property or any other third party without the express written consent of District, which consent will not be withheld unreasonably. Prior to any assignment of this Agreement by the Developer, there shall be a complete substitution of all securities, required by this Agreement, with the District. Developer shall also inform all future assignees, if any, of the terms and conditions of this Agreement.

(e) Amendment. No addition to, or modification of, any provision contained in this Agreement shall be effective unless fully set forth in writing signed by the authorized representatives of both Parties.

(f) Governing Law and Venue. Except as otherwise required by law, (a) this Agreement will be interpreted, governed by, and construed under the laws of the State of California; (b) the County of Orange will be venue for any state court litigation and (c) the Central District of California will be the venue for any federal court litigation seeking to enforce or construe this Agreement.

(g) Enforcement. If either Party brings an action or a proceeding against the other by reason of default of any term or condition of this Agreement, or otherwise arising out of this Agreement, the prevailing Party in such action or proceeding shall be entitled to recover reasonable attorney's fees, as an element of its costs of suit and not as damages, which shall be payable whether or not such action is prosecuted to judgment. The "prevailing Party" as the term is used herein, shall be the Party who is entitled to recover costs of suit, whether or not suit proceeds to final judgment, and shall include, without limitation, a party who dismisses an action for recovery hereunder in exchange for payment of the sums allegedly due, performance of covenants allegedly breached, or considerations substantially equal to the relief sought in such action.

(h) Notices. Any notice, request, demand, consent, approval, or other communication required or permitted hereunder by law, shall be validly given and made only if in writing and delivered in person to an officer or duly authorized representative of the Party or deposited in the United States mail, first class postage prepaid and addressed to the Party for whom it is intended, as follows:

If to the District: Trabuco Canyon Water District
 32003 Dove Canyon Drive
 Trabuco Canyon, CA 92679

If to the Developer: California Quartet, LP
 C/O
 Capital Guidance Corp.
 1000 Maine Avenue SW,
 Suite 301
 Washington, DC 20024

Any Party may, from time to time, by written notice to the other Party hereto, designate a different address which shall be substituted for that above. If any notice or other documents is sent by mail as aforesaid, the same shall be deemed fully delivered and received 48 hours after mailing as provided above.


(i) Interpretation. The Parties acknowledge and agree that each has been given the opportunity to independently review this Agreement with legal counsel, and has the requisite experience and sophistication to understand, interpret and agree to the particular provisions of this Agreement. In the event of a controversy or dispute between the Parties concerning the provisions herein, this document shall be interpreted according to the provisions herein and no presumption shall arise concerning the draftsman of such provision.

(j) Authority of Signatories. The signatories hereto represent that they have been appropriately authorized to enter into this Agreement on behalf of the Party forwhom they signed.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the above-referenced Effective Date.

TRABUCO CANYON WATER DISTRICT

By:  10/13/23
Stephen Dopudja, District President

By:  10/16/2023
Michal Perea, District Secretary
Michal

DEVELOPER

CALIFORNIA QUARTET, a California limited partnership

By: ARIDI LTD., its General Partner

By: ARIDI INC., its General Partner

Name: 

Title: Vice President

Exhibit A

**Trabuco Canyon Water District
Staff Hourly Labor Rates (fully burdened)**

Labor Rates	\$/Hr
General Manager (GM)/Asst. GM	\$165.00
District Engineer	\$129.00
Finance	\$99.00
Administration	\$79.00
Operations	\$81.00

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 19, 2025**

ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

ITEM 13: 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