



**REGULAR BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
ADMINISTRATIVE FACILITY
APRIL 16, 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: APPROVAL OF MINUTES OF BOARD MEETING(S)

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. February 20, 2025 Regular Board Meeting*
- 2. March 19, 2025 Regular Board Meeting*

ITEM 2: TREASURER'S REPORT

a. *FINANCE/AUDIT COMMITTEE MEETING*

RECOMMENDED ACTION:

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

- 1. March 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. February 2025*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

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

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

RECOMMENDED ACTION:

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

- 1. March 5, 2025*

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

RECOMMENDED ACTION:

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

- 1. March 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 5: 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. March 2025

ITEM 6: CONSIDERATION OF ACCOUNT ADJUSTMENTS RESULTING FROM METER DOWNSIZING

RECOMMENDED ACTION:

Authorize the General Manager to approve individual meter-downsizing account adjustments that exceed \$1,001.00 in accordance with the modified program requirements approved by the Board of Directors on December 19, 2024 and submitted prior to February 17, 2025.

ITEM 7: PUBLIC OUTREACH AD HOC COMMITTEE UPDATE – MARCH 27, 2025 MEETING

RECOMMENDED ACTION:

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

ENGINEERING MATTERS

ITEM 8: AWARD OF RECYCLED WATER RESERVOIR DAM V-DITCH AND STORM DRAIN CULVERT REPAIR

RECOMMENDED ACTION:

Award a construction contract for the Recycled Water Reservoir Dam V-Ditch and Culvert Repairs to JES Engineering in the amount of \$162,365.35, plus a 10% contingency of \$16,000, for a not to exceed amount of \$178,365.35.

ITEM 9: AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT WITH HAZEN & SAWYER FOR TRANSMISSION MAIN REHAB ENGINEERING SERVICES

RECOMMENDED ACTION:

Authorize the General Manager to execute Amendment No.1 to Professional Services Agreement with Hazen & Sawyer for Transmission Main Rehabilitation Engineering Services in an amount not-to-exceed \$75,000, for a total agreement not-to-exceed amount of \$173,360.

ITEM 10: QUARTERLY CAPITAL IMPROVEMENT PROGRAM (CIP) UPDATE

RECOMMENDED ACTION:

Information item only. Receive and file report and presentation.



LEGISLATIVE AND OTHER MATTERS

ITEM 11: ORANGE COUNTY LOCAL AGENCY FORMATION COMMISSION (OC LAFCO) REORGANIZATION APPLICATION PROCESS OVERVIEW

RECOMMENDED ACTION:

Information item only. Receive and file report and presentation.

ITEM 12: 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 13: _____

ITEM 14: _____

GENERAL COUNSEL REPORT

OTHER INFORMATION/MATTERS

Reports or comments from the General Manager and/or Staff

ADDITIONAL DIRECTORS' COMMENTS

Additional reports or comments from Directors

END ACTION CALENDAR & ADJOURNMENT

AVAILABILITY OF AGENDA MATERIALS

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

COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2

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

FUTURE SCHEDULED REGULAR BOARD MEETINGS OF THE BOARD OF DIRECTORS

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

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



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 16, 2025**

CONSENT CALENDAR

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. February 20, 2025 Regular Board Meeting*
- 2. March 19, 2025 Regular Board Meeting*

CONTACTS (staff responsible): PALUDI/PEREA



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | FEBRUARY 20, 2025

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on February 20, 2025, was called to order by President Ed Mandich at 5:30 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

DIRECTORS PRESENT

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

DIRECTORS ABSENT

None

STAFF PRESENT

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

DISTRICT CONSULTANTS

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

PUBLIC PRESENT

There were members of the public present.

PLEDGE OF ALLEGIANCE

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

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

None

VISITOR PARTICIPATION

None

DIRECTOR'S COMMENTS

President Mandich stated that Director's comments would be given ahead of Oral Communication.

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Director Anderson commented that after considering discussions at the January Regular Board Meeting, he believes the District must prioritize water rates, water supply, and Saddleback Meadows.

Director Horst apologized for missing the January Regular Board Meeting due to a family matter. Director Horst requested a Special Board Meeting be held to explore funding opportunities to supplement rates. Director Horst reported that he spoke with Assemblywoman Kate Sanchez for her assistance in lobbying the State for funding to supplement the rates. Director Horst acknowledged an over-step in his position as Director concerning a letter he drafted for Assemblywoman Sanchez.

Director Safranski reported that the Energy Efficiency Committee Year End Report for 2024 is in the process of being finalized and will be presented at the March Regular Board Meeting. Director Safranski also reported on the meetings he attended during the previous month.

ORAL COMMUNICATION

President Mandich acknowledged the members of the public who submitted written comments via email before the Regular Board meeting, related to items not on the agenda.

Jeff Maus – Mr. Maus addressed the Board of Directors with his concerns regarding the current rates and charges. Mr. Maus stated that he did not choose the size of his meter and that the rates are unfair and a hardship for him. Mr. Maus stated that he submitted an application for the Meter Downsizing Program and requested that the District communicate with him regarding his application status.

Rick Heard – Mr. Heard addressed the Board of Directors with his concerns regarding the District's infrastructure. Mr. Heard read comments from other agencies regarding their water system limits for firefighting. Mr. Heard requested that the District identify and communicate its system limitations along with the costs for improvements. Mr. Heard thanked Mr. Paludi for speaking about emergency generation, and he thanked staff for recognizing backup power as a necessity. Mr. Heard also thanked Director Acosta for proposing TCWD-owned property for a firefighting facility.

Sue Marucci - Ms. Marucci addressed the Board of Directors with her concerns related to the District's Meter Downsizing Program approval process. Ms. Marucci commented that she had a poor experience with the previous Board and educated herself with the process through speaking with other agencies.

Rena Bates-Smith – Ms. Smith allotted her time to Ms. Marucci. Ms. Marucci stated that she believes the District needs to merge with Irvine Ranch Water District (IRWD).

Raymond Puzio – Mr. Puzio addressed the Board of Directors with his questions regarding any water delivery action plan that the District may have in place for fire events as well as questions regarding the fire hydrants on Hamilton Trail.

Fred Yeakel – Mr. Yeakel addressed the Board of Directors and expressed his appreciation concerning the approval of his meter downsizing request.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- TCWD and SMWD will be giving a joint presentation at the City of RSM City Council Meeting the following week to discuss high wind and wildfire preparedness efforts. Mr. Paludi reported that Mr. Perea would deliver the presentation.

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- Staff were closely monitoring the significant debris flow from the recent rainstorm, and he expressed his appreciation to Orange County Public Works (OCPW) for working with District staff to rehabilitate and improve the earthen berm in Trabuco Creek adjacent to the District’s Groundwater Treatment Facility.

CONSENT CALENDAR

President Mandich indicated that all matters under the Consent Calendar would be approved by one motion unless a Board member or staff member requests a separate action on a specific item. Mr. Paludi presented Items 1-4 for Board consideration and approval in accordance with the agenda, and President Mandich announced the proposed financial terms of the General Manager’s contract amendment under Item 5 before the vote was held.

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

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

ITEM 2: TREASURER’S REPORT

1. January 9, 2025 Finance/Audit Committee Meeting Recap
2. December 2024 Preliminary Unaudited Financials
3. January 2025 Bills for Consideration, Payroll and Payroll Taxes

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

1. January 8, 2025 Engineering/Operational Committee Meeting Recap

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

1. January 13, 2025 Executive Committee Meeting Recap

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

Public Comment was received in relation to Item 5 on the agenda.

Alan Burnham – Mr. Burnham addressed the Board of Directors with his concerns regarding the approval of the amendment to the General Manager’s contract. Mr. Burnham stated that considering the District’s financial position, he does not support the General Manager’s salary increase. Mr. Burnham stated that he believes the District has been mismanaged, specifically citing the transmission main pipeline repair, and that the District should prioritize consolidation talks with IRWD and SMWD.

Discussion occurred regarding the Board’s rationale for approval of the amendment to the General Manager’s contract. Director Anderson and Director Horst both spoke to their personal views prior to being elected to the Board along with the insight they have since received regarding the General Manager’s performance and both expressed their support for approval of the amendment to the General Manager’s employment agreement.

MOTION: Approve the consent calendar as presented – Director Safranski

SECOND: Director Acosta

AYES: Directors Mandich, Acosta, Anderson, Horst & Safranski

NOES: None

ABSTAIN: None

ABSENT: None

MOTION PASSED/FAILED: Passed 5 – 0

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ACTION CALENDAR

ADMINISTRATIVE MATTERS

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

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

MOTION: Approve the tentative future meetings/attendance items and ratify the Directors' expenses and fees from January 2025 – Director Acosta

SECOND: Director Mandich

AYES: Directors Mandich, Acosta, Anderson, Horst & Safranski

NOES: None

ABSTAIN: None

ABSENT: None

MOTION PASSED/FAILED: Passed 5 – 0

ITEM 7: CONSIDERATION OF ACCOUNT ADJUSTMENTS RESULTING FROM METER DOWNSIZING

Mr. Paludi presented this matter for Board consideration, and he provided an overview of the changes made to the Meter Downsizing Program at the December 2024 Regular Board Meeting. Mr. Paludi stated that at that time, the Board authorized the General Manager to approve adjustments and ratify them with the Board. Mr. Paludi provided a brief update on the program's progress including a summary of account adjustments and requests in process. Mr. Paludi reported that staff has received a high volume of phone calls and meter downsizing requests.

MOTION: Ratify individual meter-downsizing account adjustments exceeding \$1,001.00 made by the General Manager, as previously approved by the Board – Director Safranski

SECOND: Director Acosta

AYES: Directors Mandich, Acosta, Anderson, Horst & Safranski

NOES: None

ABSTAIN: None

ABSENT: None

MOTION PASSED/FAILED: Passed 5 – 0

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

Mr. Paludi presented this matter for Board consideration, and he reported that this item was discussed at the January Regular Board Meeting and was tabled for future discussion with the full Board. Discussion occurred among the Board members with proposed changes to the date and time of the Regular Meeting of the Board of Directors to better accommodate the public while being sensitive to staff's schedules.

MOTION: 1. Amend the date and time of the Regular Meeting of the Board of Directors of the Trabuco Canyon Water District to every third Wednesday of each month at 6:00 p.m.

2. Adopt Resolution No. 2025-1341 – Resolution of the Board of Directors of the Trabuco Canyon Water District Providing of the Holding of the Regular Meeting of the Board of Directors and Amending the Rules and Regulations of the Trabuco Canyon Water District – Director Acosta

SECOND: Director Safranski

AYES: Directors Mandich, Acosta, Anderson, Horst & Safranski

NOES: None

ABSTAIN: None

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

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

Mr. Paludi presented this matter for Board consideration, and he reported that in response to the public's concerns regarding the poor audio quality, staff rented audio equipment to pilot test for improvements to the audio in the meeting room.

Public Comment was received in relation to Item 9 on the agenda.

Jay Gentile – Mr. Gentile addressed the Board of Directors with his concerns regarding the rental equipment invoice and various fees. Mr. Gentile expressed his concern with the District's bid review process in light of the District's financial position and certain costs associated with the rental equipment.

Discussion occurred concerning potential solutions to address the audio issues in the Board Room, and the Board directed staff to procure multiple quotes for the Board's review. Director Horst offered to work directly with staff on equipment procurement and set up. Director Safranski commented that although he understands the public's concerns, staff's time and resources should be focused on critical issues and that he is not in support of proceeding with any audio/visual improvements at this time.

MOTION: Approve staff to procure multiple quotes for audio/video (A/V) system improvements – Director Mandich
SECOND: Director Acosta
AYES: Directors Mandich, Acosta, Anderson & Horst
NOES: Director Safranski
ABSTAIN: None
ABSENT: None
MOTION PASSED/FAILED: Passed 4 – 1

ITEM 10: DISCUSSION CONCERNING WATER AWARENESS DAY 2025 EVENT

Mr. Paludi presented this matter for Board consideration, and he provided a brief history of the District's annual family-friendly community outreach and education event. Mr. Paludi stated that the event has been well received by the public in previous years, and he stated that the matter is being presented to the Board for direction on the future hosting of this event. Discussion occurred regarding the low priority of this event and the need to better utilize the District's funds for higher priority projects at this time.

MOTION: Approve to not hold the 2025 Water Awareness Day Event – Director Acosta
SECOND: Director Safranski
AYES: Directors Mandich, Acosta, Anderson, Horst & Safranski
NOES: None
ABSTAIN: None
ABSENT: None
MOTION PASSED/FAILED: Passed 5 – 0

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FINANCIAL MATTERS

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

Mr. Paludi presented this matter for Board consideration, and he provided an overview of the District’s annual requirement to review and incorporate any relevant changes to the investment policy resulting from new laws or regulations. Ms. Collins reported that only non-substantive changes were made to the policy, and she asked for a motion to adopt the new investment policy by way of resolution.

MOTION: Adopt Resolution No. 2025-1342 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting an Investment Policy – Director Horst

SECOND: Director Acosta

AYES: Directors Mandich, Acosta, Anderson, Horst & Safranski

NOES: None

ABSTAIN: None

ABSENT: None

MOTION PASSED/FAILED: Passed 5 – 0

ENGINEERING MATTERS

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

President Mandich invited public comment in relation to Item 12 on the agenda.

Al Burnham – Mr. Burnham addressed the Board of Directors with his concerns regarding the known criticality of the pipeline in 2022. Mr. Burnham stated that he believed consolidation to be the answer and that he believed his water bill would be lower if the District consolidated with Irvine Ranch Water District (IRWD). Mr. Burnham provided a handout that summarized his comments to the Board of Directors.

Ray Chandos – Mr. Chandos addressed the Board of Directors requesting that the Board consider agency consolidation due to the costs associated with the pipeline repair, and he stated that all options should be on the table.

Jay Gentile – Mr. Gentile addressed the Board of Directors concerning potential agency consolidation and asked that the Board consider that other agencies have similar capital improvement challenges, like IRWD’s multi-million-dollar Irvine Lake rehabilitation project. Mr. Gentile stated that consolidation would likely result in establishing a zone rate for Trabuco Canyon for local costs and for pumping water to higher elevations. Mr. Gentile also stated that the District’s infrastructure repairs will still be required and those costs would not be absorbed by other agency customers. Mr. Gentile cautioned that consolidation is not always the answer.

Mr. Paludi presented this matter for Board consideration, and he reported that an Ad Hoc Committee of the Board of Directors was formed to oversee the evaluation of the District’s sources of water supply. Mr. Paludi asked Director Anderson to recap the discussion at the committee meeting.

Director Anderson stated that the Board acknowledges the public’s concerns and that all options are being considered as potential solutions. Director Anderson provided a summary of the Ad Hoc Committee’s discussion concerning repairing versus replacing the pipeline to ensure the District has adequate drinking water supply going into the warmer months. Director Anderson reported that he and the General Manager met with IRWD’s General Manager, and a member of their Board and that discussion occurred regarding the potential need to increase water purchases and how that might require TCWD buying into IRWD’s system. Director Anderson also reported that the discussion included IRWD’s experiences with consolidation and that IRWD provided generic information

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on the steps that the District would need to take to determine feasibility. Director Anderson noted that under a consolidation rates would not decrease but that accessibility to sources of supply may be better. Director Anderson added that the urgent matter at hand is working with IRWD and Santa Margarita Water District (SMWD) to better balance the water supply between interties and get through the summer months. President Mandich asked if a consultant could outline the steps involved in exploring a consolidation.

Ms. Collins stated that staff can bring back the steps required, and the general costs associated for an evaluation of agency consolidation.

Ms. Lausten reported that she is working on a slip-lining repair option for the transmission main pipeline and that she should have the cost estimate in two weeks and a final report in six weeks. Ms. Lausten added that she is also considering a study to balance water supply purchased from IRWD and SMWD.

Director Anderson recommended scheduling a Special Board Meeting to discuss the matter more fully as well as CIP plan reprioritization to consider funding the transmission main pipeline repair.

Director Horst supported evaluating all funding strategies for the District's capital improvement needs.

President Mandich provided the following direction to staff:

1. Schedule Source of Supply Ad Hoc as soon as Ms. Lausten receives the final report on the Dimension Treatment Plant transmission pipeline rehab project
2. Schedule a Special Board Meeting to discuss funding strategies for the District's capital improvement projects
3. Bring back the steps involved if an agency were to consider consolidation

MOTION: None. Informational item only.

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

Mr. Paludi presented this matter for Board consideration, and he asked Mr. Perea to provide a report on this matter. Mr. Perea provided a background of the original server upgrade CIP 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 of the original project, Cal OES announced the Cybersecurity grant funding up to \$250,000 per recipient without agency matching. Mr. Perea reported that 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 reviewed the Highroad IT quote and answered questions from the Board. Mr. Perea recommended the Board increase the project budget to \$300,000 to meet the grant cybersecurity enhancement minimum requirements and hardware cost increases noting the significant project funding. 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 by the Board of Directors.

Director Safranski expressed his appreciation to staff for pursuing grant opportunities to offset District costs.

- MOTION:**
1. Amend the FY 2025-26 Capital Improvement Program Server Upgrade Project budget to \$300,000 with partial funding of \$250,000 from the approved CalOES Cybersecurity Grant.
 2. Approved the Highroad IT Quote No. TCWD25-0129A in the amount of \$279,146.26 for the TCWD Server Project Upgrade.
 3. Adopt Resolution No. 2025-1343 – Resolution of the Board of Directors of Trabuco Canyon Water District Providing and Taking Actions Necessary for the Purpose of Obtaining Federal Assistance Subgranted Through the State of California for the Fiscal Year 2024 SLGCP Cybersecurity Grant Sub-Awards. – Director Acosta

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SECOND: Director Safranski
AYES: Directors Mandich, Acosta, Anderson, Horst & Safranski
NOES: None
ABSTAIN: None
ABSENT: None
MOTION PASSED/FAILED: Passed 5 – 0

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

Mr. Paludi presented this matter for Board consideration, and he reported that the District is seeking to clarify its Rules and Regulations concerning applicability of in-lieu storage fees for developments. Ms. Collins reported that the District’s Rules and Regulations lack clarity and consistency in this area, and she stated that the General Manager has the authority to provide interpretation and clarity as to conditions under which in-lieu storage fees apply to developments. Ms. Collins stated that the General Manager has issued an interpretation clarifying the application of these rules that is consistent with the District’s custom and practice, and she requested a motion to adopt a resolution to ratify this clarification.

MOTION: Adopt Resolution No. 2025-1344 – Resolution of the Board of Directors of the Trabuco Canyon Water District Clarifying the Applicability of the Water Storage Fee to Developments of One (1) Equivalent Dwelling Unit – Director Safranski
SECOND: Director Acosta
AYES: Directors Mandich, Acosta, Anderson, Horst & Safranski
NOES: None
ABSTAIN: None
ABSENT: None
MOTION PASSED/FAILED: Passed 5 – 0

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

Mr. Paludi presented this matter for Board consideration, and he asked Ms. Lausten to provide an update on this matter. Ms. Lausten reported that the District’s 2022 Master Plan states that the District’s storage criteria is to have seven days of emergency storage, and that this is consistent with Metropolitan Water District of Southern California’s (MET) criteria. Ms. Lausten provided a summary of Hazen & Sawyer’s evaluation results.

MOTION: The Board of Directors received and filed the Trabuco Canyon Water District – 2024 Storage Evaluation Report

ITEM 16: DISCUSSION REGARDING FACILITY BACKUP GENERATOR POWER SUPPLY

Mr. Paludi presented this matter for Board consideration, and he reported that staff was asked to put together a backup generation inventory and that Mr. Perea had been working on an evaluation. Mr. Perea expressed his appreciation to staff for their input in gathering the equipment information for the evaluation, and he reported on the backup power vulnerabilities. Mr. Perea noted that those facilities without backup power do have the ability to receive backup power via mobile generators, and he provided an overview of the high priority facilities. Mr. Perea stated that staff will bring quotes for a mobile generator to the Engineering/Operational Committee for review. Discussion occurred regarding plans to provide backup generation to critical sites. Mr. Perea added that staff will pursue grant funding opportunities for an additional generator, where available.

MOTION: None. Informational item only.

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LEGISLATIVE AND OTHER MATTERS

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

Mr. Paludi reported on bills currently being drafted in the current legislative session, and he asked Ms. Collins to expand on the item. Ms. Collins reported that multiple bills were being prepared in the current legislative session concerning wildfire and infrastructure hardening, and she reported that two proposed bills specifically dedicate funding to water infrastructure hardening for rural areas. Ms. Collins added that there may be potential opportunities to apply for funding in the future.

MOTION: None. Informational item only.

GENERAL COUNSEL REPORT

None

OTHER INFORMATION/MATTERS

None

ADDITIONAL DIRECTORS' COMMENTS

Director Safranski reported that the discussion at the South Orange County Agencies meeting was a concern regarding adequate water supply during a fire event and limitations of hydrants to fight fires in high winds.

Director Anderson expressed a sense of urgency to complete the Saddleback Meadows agreement. Mr. Paludi provided a brief overview associated with bringing the proposed amendment to the Board for review and approval.

Director Horst requested a future agenda item on District public outreach efforts. Mr. Paludi indicated this matter would be agenda item for the next regular meeting.

ADJOURNMENT

President Mandich adjourned the February 20, 2025 Regular Board Meeting at 7:49 p.m.



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | MARCH 19, 2025

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on March 19, 2025, was called to order by President Ed Mandich at 6:01 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

DIRECTORS PRESENT

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

DIRECTORS ABSENT

None

STAFF PRESENT

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

DISTRICT CONSULTANTS

Claire Collins, District General Legal Counsel - Hanson Bridgett, LLP
Ian Berg, Starting Line Advisory
Robin Rockey, RockSpark Communications

PUBLIC PRESENT

There were members of the public present.

PLEDGE OF ALLEGIANCE

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

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

None

VISITOR PARTICIPATION

None

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

ORAL COMMUNICATION

Jay Gentile – Mr. Gentile addressed the Board of Directors with his concerns regarding the current rates and charges. Mr. Gentile expressed his concerns with the fixed charges for meters 1” and smaller and that leadership has disproportionately focused on fixed charges for larger meters. Mr. Gentile noted that there are Districts that charge the same rate for meters 1” and smaller.

Allan Burnham – Mr. Burnham addressed the Board of Directors with his concerns regarding the transmission main pipeline repair, and he stated that he would submit his questions via email and requested a response. Mr. Burnham stated that he believes Item 12 on February’s Regular Board Meeting agenda, Sources of Supply Ad Hoc Committee Report, is unclear and does not state that the main transmission line would be discussed. Mr. Burnham expressed his concerns at the prioritization of projects considering the criticality of the main transmission pipeline. Mr. Burnham requested that the Board look into consolidation as a priority and agendaize the matter for future meetings and provide updates.

Ray Chandos – Mr. Chandos addressed the Board of Directors requesting that the Board agendaize an item each month to discuss the District’s rates and charges. Mr. Chandos asked whether the District would perform a mid-term rate study and if there were any updates on the topic of consolidation. Mr. Chandos added that he would like updates from Directors on what they are doing for customers.

Ric Heard – Mr. Heard addressed the Board of Directors with his concerns regarding consolidation. Mr. Heard explained that TCWD ratepayers will lose their local representation and that rates will not go down. Mr. Heard acknowledged that there may be a benefit regarding repairs, but that infrastructure repair costs will still be the responsibility of TCWD ratepayers.

Pat Lawrence – Mr. Lawrence addressed the Board of Directors with his concerns regarding consolidation. Mr. Lawrence commented that he has lived in the community for many years and that in his experience, most people in the Dove Canyon community are very pleased with the District. Mr. Lawrence stated that he is pleased with the Dropcountr app and that he believes an agency merger would not benefit the District’s ratepayers. Mr. Lawrence also stated that other District’s have charges that customers pay at the end of the year in their property taxes. Mr. Lawrence recommended the need to assist customers with larger meters and higher usage, however, he requested that the Board not penalize the majority of ratepayers.

Director Mandich acknowledged the members of the public who submitted written comments via email before the Regular Board meeting, related to items not on the agenda.

DIRECTOR’S COMMENTS

Director Safranski thanked the members of the public in the audience for their attendance.

Director Horst reported that he and Mr. Perea worked to implement a cost-effective audio system improvement for the Board Room. Director Horst also reported on the meetings he attended during the previous month. Director Horst questioned whether the District has vetted the consolidation topic as it relates to how the District’s customers, employees, and rates may be affected. Director Horst stated that although he does not know the true process of consolidation, he hopes that all homeowners will be able to vote on the matter. Director Horst added that he would like rates to come down without sacrificing everything else in the process. Director Horst noted that staff is only gathering information at this time.

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

Director Anderson reported that he received direct communication via email from customer Gloria Sefton, and he requested guidance on answering her questions. Ms. Collins clarified that questions related to items not on the agenda are not answered in the public forum and that communications are not read aloud.

Director Mandich reported on the fire hardening preparedness presentation that Mr. Perea delivered at the City of Rancho Santa Margarita City Council Meeting with Santa Margarita Water District (SMWD). Director Mandich also reported on rebates available to customers through the Municipal Water District of Orange County (MWDOC). Director Mandich stated that the Sources of Supply Ad Hoc Committee is looking into repairing the main transmission pipeline and pursuing cost-saving solutions.

Director Acosta had no comments.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi expressed his appreciation to Director Horst and Mr. Perea for working together and finding a cost-effective audio solution for the Board Room.

CONSENT CALENDAR

Director Mandich indicated that all matters under the Consent Calendar would be approved by one motion unless a Board member or staff member requests a separate action on a specific item. Mr. Paludi presented Items 1-3 for Board consideration and approval in accordance with the agenda.

ITEM 1: TREASURER’S REPORT

1. February 13, 2025 Finance/Audit Committee Meeting Recap
2. January 2025 Preliminary Unaudited Financials
3. February 2025 Bills for Consideration, Payroll and Payroll Taxes

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

1. February 5, 2025 Engineering/Operational Committee Meeting Recap

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

1. February 3, 2025 Executive Committee Meeting Recap

MOTION: Approve the consent calendar as presented – Director Safranski

SECOND: Director Acosta

AYES: Directors Mandich, Acosta, Anderson, Horst & Safranski

NOES: None

ABSTAIN: None

ABSENT: None

MOTION PASSED/FAILED: Passed 5 – 0

ACTION CALENDAR

ADMINISTRATIVE MATTERS

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

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

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

Director Anderson asked his fellow Board members to consider restricting their attendance at seminars and conferences to a minimum in order to curb costs.

Director Safranski requested that Board members attending seminars and conferences bring a report back to the full Board.

- MOTION:** Approve the tentative future meetings/attendance items and ratify the Directors' expenses and fees from February 2025 – Director Acosta
- SECOND:** Director Safranski
- AYES:** Directors Mandich, Acosta, Anderson, Horst & Safranski
- NOES:** None
- ABSTAIN:** None
- ABSENT:** None
- MOTION PASSED/FAILED:** Passed 5 – 0

ITEM 5: CONSIDERATION OF ACCOUNT ADJUSTMENTS RESULTING FROM METER DOWNSIZING

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Paludi provided an overview of the changes made to the Meter Downsizing Program at the December 2024 Regular Board Meeting. Mr. Paludi stated that at that time, the Board authorized the General Manager to approve adjustments and ratify them with the Board. Mr. Paludi provided a brief update on the program's progress including a summary of account adjustments and requests in process.

A brief discussion occurred reviewing the requirement to ratify adjustments exceeding \$1,001.00 each month. Director Mandich directed staff to agendaize this item next month to vote on a one-time approval applicable to all meter downsizing account adjustments prior to the February 17, 2025 deadline that exceed \$1,001.00.

- MOTION:** Ratify individual meter-downsizing account adjustments exceeding \$1,001.00 made by the General Manager, as previously approved by the Board – Director Acosta
- SECOND:** Director Safranski
- AYES:** Directors Mandich, Acosta, Anderson, Horst & Safranski
- NOES:** None
- ABSTAIN:** None
- ABSENT:** None
- MOTION PASSED/FAILED:** Passed 5 – 0

ITEM 6: DISCUSSION CONCERNING DISTRICT COMMUNITY OUTREACH EFFORTS

Director Mandich invited public comment in relation to Item 6 on the agenda.

Allan Burnham – Mr. Burnham addressed the Board of Directors and he provided information regarding his efforts to keep the public informed of District business. Mr. Burnham stated that the information he publishes is taken from the District's website, social media, and other agencies, and he stated that he would like the District and community to work together. Mr. Burnham expressed his concerns regarding the costs associated with public outreach and questioned the cost-effectiveness of the District's recently mailed notice.

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Paludi introduced Ms. Rockey with RockSpark Communications to discuss the District's public education and outreach efforts. Ms. Rockey reported that she strategized with staff on how to

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

cost-effectively communicate with customers and promote engagement with the District. Ms. Rockey delivered a Community Engagement Program Overview presentation, highlighting the District's goals, various customer engagement and outreach materials, email campaign performance overview and social media metrics.

Discussion occurred regarding the need for balance between public education and outreach versus costs.

Director Acosta commented that every agency needs to educate the public and that the District should be the source of information for its ratepayers, while keeping cost controls in place.

Director Anderson commented that he agrees a balance must be made between services and costs, and he remarked that the discussion is moving in the right direction.

Director Horst expressed his concerns with the current communication strategy, and he suggested that the District put a freeze on any consultant public outreach work until a communications plan is formulated. Director Horst also requested the formation of a Public Outreach Ad Hoc Committee to review the District's needs and current communication strategy.

Director Safranski commented that the District needs to keep its customers informed and that although he is not a proponent of a pause in services, he agrees that reviewing the District's public outreach needs is necessary.

Director Mandich stated that an Ad Hoc Committee would be formed for the next 60 days to discuss the District's Public Education and Outreach communication strategy, and he stated that Director Horst and Director Acosta will sit on the Committee, with Director Horst as Committee Chair.

- MOTION:** Freeze Public Education and Outreach Spending for Any New Work with RockSpark Communications for a Period Not-To-Exceed 60 Days – Director Acosta
- SECOND:** Director Horst
- AYES:** Directors Mandich, Acosta, Anderson, Horst
- NOES:** Director Safranski
- ABSTAIN:** None
- ABSENT:** None
- MOTION PASSED/FAILED:** Passed 4 – 1

FINANCIAL MATTERS

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

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Paludi introduced Mr. Berg with Starting Line Advisory to discuss the District's FY 2026 budget assumptions. Mr. Berg delivered a Fiscal Year 2025-26 Budget Kickoff PowerPoint presentation which highlighted the District's budget process, reserve targets, 10-year Capital Improvement Program (CIP) in relation to rates and future debt, and debt management policy objectives.

Discussion occurred concerning CIP project construction costs and the rate of inflation, as well as MET's planned water rate increases and IRWD's treated water rates via interconnection. Mr. Berg noted that these items will be reviewed in the first budget workshop. Director Mandich directed staff to schedule two budget workshops, and Mr. Perea stated that he will reach out the members of the Board for their availability.

MOTION: None. Informational item only.

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

ENGINEERING MATTERS

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

Mr. Paludi presented this matter for Board consideration, and he reported that the Committee met to discuss potential uses of District property consistent with the Surplus Land Act. Director Mandich provided a summary of the Committee’s discussion concerning the District’s Porter Property including looking at options for the best return on investment including the issuance of a request for qualifications (RFQ) for the preparation of real property analysis. Discussion occurred regarding potential uses for the property and value assessment. Director Safranski requested that staff keep costs low for this project.

MOTION: None. Informational item only.

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

Mr. Paludi presented this matter for Board consideration. Director Safranski delivered a brief TCWD Energy Program 2024 year-end presentation highlighting the nine highest sites for usage and demand, along with next steps for improved efficiency through Southern California Edison (SCE) initiatives. Mr. Perea reported on completed District-wide improvements, other planned improvements at the Wastewater Treatment Plant (WWTP), and he thanked staff for their hard work. Director Safranski expressed his thanks to staff and all of the Energy Efficiency Ad Hoc Committee team members for their participation and input. Director Safranski requested that staff provide quarterly updates to the Board on this matter.

MOTION: None. Informational item only.

Director Mandich moved Item 12 after Item 9 on the agenda.

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

Director Mandich invited public comment in relation to Item 12 on the agenda.

John Schatz – Mr. Schatz addressed the Board of Directors and expressed his thanks to staff and Legal Counsel for working to resolve this matter. Mr. Schatz added that he is available to answer any questions.

Bruce Conn – Mr. Conn addressed the Board of Directors with his concerns in regards to building an off-site reservoir. Mr. Conn stated that he believes this would be an imposition to the community with the potential for legal issues. Mr. Conn added that he believes the plan is short-sighted.

Ray Chandos – Mr. Chandos addressed the Board of Directors and questioned why the minutes from the February Regular Board Meeting were not included in the meeting packet. Mr. Chandos expressed his concerns with his rate money potentially being spent on litigation of this issue. Mr. Chandos requested a review of the tank’s location.

Mr. Paludi presented this matter for Board consideration, and he provided a summary of the 2023 Processing Agreement and proposed amendment. Mr. Paludi reported that the Developer bears the responsibility to find a site and complete the reservoir project, and he stated that there is no risk to the District. Mr. Paludi added that the Developer will be obligated to fund any District work in relation to the project.

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

Discussion occurred regarding the proposed amendment and recognition of Director Anderson’s valued contribution to this matter. Discussion also occurred regarding the original project plans and Developer’s challenges with building on the original parcel.

- MOTION:** Authorize 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 – Director Anderson
- SECOND:** Director Safranski
- AYES:** Directors Mandich, Acosta, Anderson, Horst & Safranski
- NOES:** None
- ABSTAIN:** None
- ABSENT:** None
- MOTION PASSED/FAILED:** Passed 5 – 0

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

Mr. Paludi presented this matter for Board consideration, and he reported that the District’s Standards were last updated in 2007. Mr. Paludi complimented Ms. Lausten and Operations for their extensive work on this matter. Ms. Lausten expressed her appreciation to Operations and Legal Counsel for their contributions to the updated manual. Ms. Lausten provided a brief overview of the updates and additions to the Manual, and she noted that the document was reviewed by Legal Counsel for possible conflicts with the District’s Rules and Regulations.

The Board expressed their appreciation for all the work that went into updating the Manual.

- MOTION:**
 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 – Director Anderson
- SECOND:** Director Acosta
- AYES:** Directors Mandich, Acosta, Anderson, Horst & Safranski
- NOES:** None
- ABSTAIN:** None
- ABSENT:** None
- MOTION PASSED/FAILED:** Passed 5 – 0

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

Mr. Paludi presented this matter for Board consideration, and he extended his compliments to Mr. Perea for his complex work on this matter. Mr. Perea reported that this matter was reviewed with the Engineering/Operational Committee. Mr. Perea provided background information on the State Water Board’s adoption of the new Cross-Connection Control Policy Handbook (CCCPH) and the requirement for each agency to adopt these new regulations by July 1, 2025. Mr. Perea stated that the District is participating in a cost-sharing agreement with 26 agencies and a consultant to produce a plan template that each agency can tailor to their specific needs. Mr. Perea expressed his appreciation to the Board for approving the AMR/AMI Infrastructure Implementation project which replaced all meters in the service area with AMR/AMI meters. Mr. Perea stated that these meters have continuous reverse flow monitoring which significantly reduces the District’s distribution system vulnerability for cross-connections and satisfies the requirement for hazard assessments on services without backflow protection

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

assemblies. Mr. Perea provided a timeline for adoption of the CCCPH, and he stated that a final draft will be presented at future Regular Board meeting.

MOTION: None. Informational item only.

LEGISLATIVE AND OTHER MATTERS

ITEM 13: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

Mr. Paludi reported that bills affecting water agencies are being drafted in the current legislative session, and he stated that staff will bring these to the Board in the coming months for support or dissent.

Ms. Collins reported that due to a hold on expenditures over \$50,000, Federal grant funding may not be released which may affect District projects.

MOTION: None. Informational item only.

GENERAL COUNSEL REPORT

None

OTHER INFORMATION/MATTERS

None

ADDITIONAL DIRECTORS' COMMENTS

Director Horst commented that he is looking forward to a Special Board Meeting to discuss cost-saving ideas. Director Horst also stated that he is looking for a way to tie Zoom in and improve meetings.

ADJOURNMENT

President Mandich adjourned the March 19, 2025 Regular Board Meeting at 8:35 p.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 16, 2025**

CONSENT CALENDAR

ITEM 2: TREASURER'S REPORT

a. *FINANCE/AUDIT COMMITTEE MEETING*

RECOMMENDED ACTION:

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

1. *March 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. *February 2025*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

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

EXHIBITS:

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

CONTACTS (staff responsible): PEREA/WARNER



**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING RECAP | MARCH 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

A member of the public joined virtually

CALL MEETING TO ORDER

Director Safranski called the March 13, 2025 Finance/Audit Committee Meeting to order at 8:02 a.m.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

None

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Mr. Paludi expressed his appreciation to Director Horst and Mr. Perea for their efforts in finding a low-cost audio system solution for the Board Room.
- Mr. Paludi reported that the bridge at Trabuco Creek has been closed due to high winds and intense weather during the current rainstorm. Mr. Paludi added that no negative impacts to the District's facilities have been reported.

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | MARCH 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 February 2025 and tentative future meetings/attendance (Action Calendar).

ITEM 3: 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 \$1000 for ratification by the Board. Mr. Paludi provided the Committee with a handout showing the list of applicants and their current application status. Mr. Paludi stated that Ms. Lausten and Mr. Perea were reviewing open applications, and he noted that the table would be updated with any changes and provided to the full Board at the Regular Board Meeting. A brief discussion occurred regarding challenges staff has experienced in changing out meters at some properties in the Canyon area.

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 4: DISCUSSION CONCERNING FY 2026 OPERATING BUDGET ASSUMPTIONS

Mr. Paludi presented this matter for Committee consideration, and he invited Mr. Berg to discuss the District's FY 2025-26 budget process. Mr. Berg delivered a PowerPoint presentation outlining the FY 2025-26 budget process, including a 10-year Capital Improvement Program (CIP) Plan, balancing rates and future debt assumptions, the District's water supply, Metropolitan Water District of Southern California (MET) cost increases and Irvine Ranch Water District's (IRWD) wholesale rates. The Committee requested that they be provided with a copy of Mr. Berg's presentation.

RECOMMENDATION: None. Informational item only.

ITEM 5: FINANCIAL REPORT

Ms. Warner presented the preliminary unaudited financials for January 2025.

FINANCIAL ANALYSIS SUMMARY

Ms. Warner provided an overview of the report for the Committee. Discussion occurred concerning various bullet points in the summary report.

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 | MARCH 13, 2025**

DISTRICT SUMMARY BUDGET v. ACTUAL

Discussion occurred concerning incurred source of supply costs and debt service costs year to date.

WATER FUND

District Capital – Water

Discussion occurred regarding Unplanned Repairs/Expenses for Miscellaneous Electrical work – Water.

The Committee requested information regarding actual project costs versus approved budgeted costs in relation to unplanned projects. Mr. Paludi stated that the information requested will be included in the Quarterly CIP update to the Board.

SEWER FUND

Total Transmission & Distribution

Ms. Warner reported that this line item trended higher than budgeted for the year due to a Southern California Edison billing issue.

District Capital – Sewer

Ms. Lausten reported that the Golf Club Sewer Lift Station (SLS) Rehabilitation project is completed. Ms. Lausten briefly reported on the WWTP Hoffman Blower Building Rehabilitation project.

Discussion occurred regarding the District’s Capital Asset Policy and depreciation schedule.

RECYCLED WATER FUND

District Capital – Recycled Water

Ms. Warner reviewed the capital improvement costs accrued in January 2025, including the Dove Recycled Booster Pump Station.

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

ITEM 6: OTHER MATTERS

Discussion occurred regarding a comment received at the February Regular Board meeting on a rates and charges comparison between TCWD and neighboring agencies, and it was noted that the comparison was not a true comparison and did not include fixed charges on the IRWD customers’ property tax bill.

Discussion occurred regarding the advantages of placing certain fixed rates on the property tax bill. Mr. Berg noted that August 31 is the deadline for submissions to the Tax Collector’s Office.

RECOMMENDATION: None – Informational item only.

ADJOURNMENT

Director Safranski adjourned the March 13, 2025 Finance/Audit Committee Meeting at 9:34 a.m.



Financial Reporting

February 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
February 2025**

Cash & Investments Report Analysis

Total cash and investments as of the reporting date are \$14.9M and represent a decrease of \$611K from the prior month. The reduction in total cash balance from January 2025 to February 2025 is mainly attributed to cash outflows for energy (including payment towards a billing error), salaries and benefits, Baker Treatment Plant operations and maintenance, ongoing capital projects and unplanned repairs and maintenance. The top 10 vendor payments with descriptions during the reporting month are displayed in the following table:

Top 10 Payments	Vendor	Description
\$ 439,173.37	SOUTHERN CALIFORNIA EDISON	Energy – includes an estimated \$250K error in billing that is anticipated to be credited back to the District in future months.
\$ 281,028.24	ADP	Payroll
\$ 142,643.30	CALPERS	Retirement / Health benefits
\$ 126,792.20	IRVINE RANCH WATER DISTRICT	Shared Baker Treatment Plant costs
\$ 112,155.15	HYDROTECH ELECTRIC	Electrical repairs and improvement projects
\$ 102,973.99	FERREIRA CONSTRUCTION COMPANY	Dove Recycled Water vault rehabilitation
\$ 64,047.40	SANTA MARGARITA WATER DISTRICT	Shared facilities operating costs
\$ 60,247.35	BEAVENS SYSTEMS, INC.	Wastewater Treatment Plant Hoffman Blower Building Rehabilitation project
\$ 47,000.00	DOVE CANYON GOLF CLUB	Unplanned repair for Dove Canyon golf club parking lot paving
\$ 31,712.18	HANSON BRIDGETT LLP	Legal services

Throughout the fiscal year, the District has utilized 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 use of these debt proceeds was planned within the 2023 cost of service study with the need to invest in aging capital infrastructure. Additionally, pipeline conveyance issues at the Dimension Water Treatment Plant have resulted in higher-than-expected costs to secure water supply from a more expensive emergency source. The combination of planned capital investments, unexpected repairs and emergency supply costs have resulted in a reduction in total cash balances from July 2024 through the current reporting period.

District Summary Budget v. Actual Report Analysis

This District-wide budget performance is displayed in this report. 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. From July 2024-February 2025, total potable water consumption has increased roughly 15% compared to the same period in the prior year.
- **Line 6 Non-Operating Revenue** is at 62% of budget. This non-operating revenue is anticipated to trend behind the expected budget target until future receipts of property tax revenue throughout April and May.



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

- **Line 6 Source of Supply** continues to trend over the budget target. The Dimension Water Treatment Plant (DWTP) has been out of service this fiscal year due to pipeline conveyance issues and the District is tapping into an emergency water supply source 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 DWTP is active, untreated water is purchased through the Metropolitan Water District of Southern California (MET) at \$912.26 per AF as of January 1, 2025. This untreated rate excludes additional costs for water treatment operations such as plant capital investment, personnel, chemicals, and overhead. For an additional point of reference, 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.

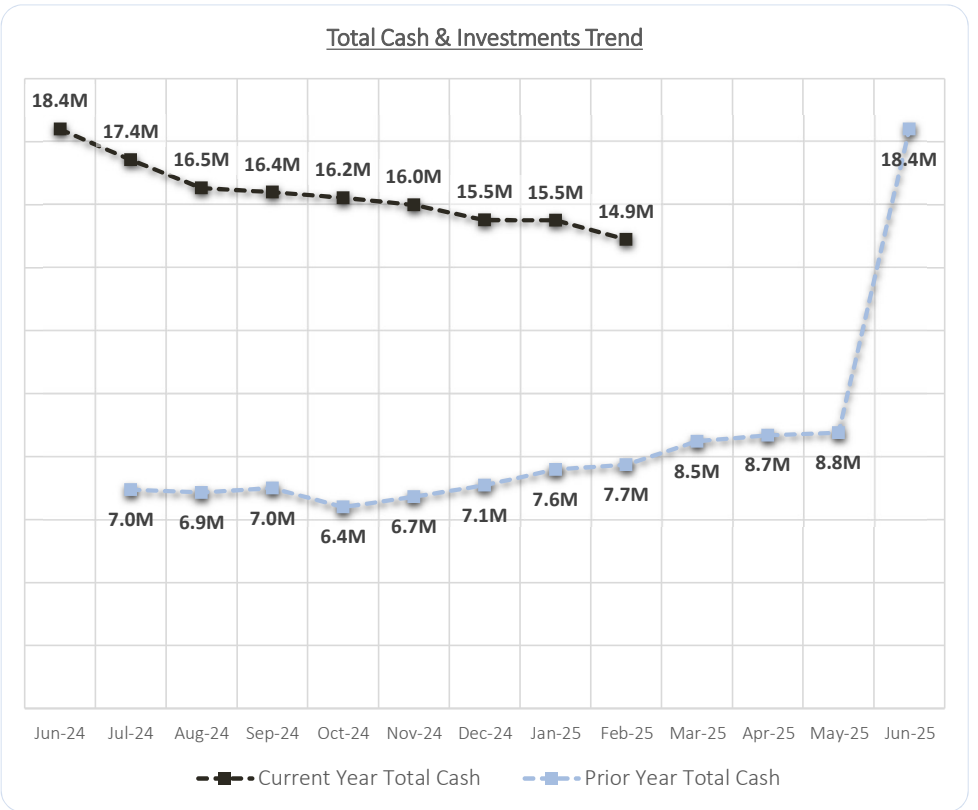
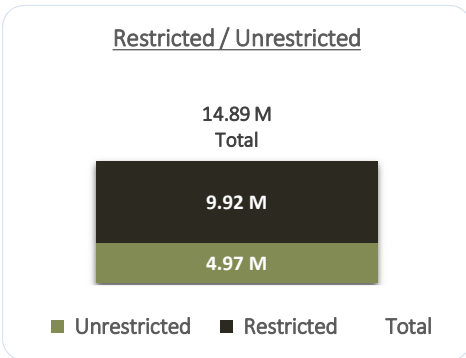
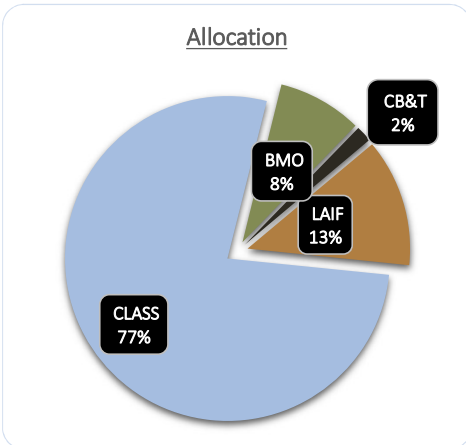
- **Line 15 Debt Service – Principal and Interest** exceeds the budget target in the current month due to the timing of debt service payments on the 2024 loan. During the budget process for Fiscal Year 2024-25, the District did not have a precise structure and timeline for debt service payments on the new loan proceeds received in April 2024. Although the amount and timing of these payments differ within the Fiscal Year 2024-25 budget, the total expected debt service payments over the course of the loan remain unchanged. The 2024 debt issuance and related debt service payments were estimated and included in the District 2023 cost of service study.



Trabuco Canyon Water District Cash & Investments Report

As of February 28, 2025

	Restricted / Unrestricted	Type	Yield	Cost	Market	% Portfolio
Local Agency Investment Fund (LAIF)						
LAIF	Unrestricted	Investment	4.333%	\$ 604,706	\$ 604,478	4.1%
LAIF Water Storage Facilities	Restricted	Investment	4.333%	1,161,420	1,160,981	7.8%
LAIF Interim Sewage	Restricted	Investment	4.333%	129,024	128,975	0.9%
Total LAIF				1,895,150	1,894,433	12.7%
California Cooperative Liquid Assets Securities System (CLASS)						
CLASS	Unrestricted	Investment	4.413%	3,116,942	3,117,114	20.9%
CLASS 2024 Debt Proceeds	Restricted	Investment	4.413%	8,392,786	8,393,250	56.4%
Total CLASS				11,509,727	11,510,363	77.3%
BMO Checking	Unrestricted	Cash	0.000%	1,249,952	1,249,952	8.4%
CB&T Checking (SRF Loan Covenant)	Restricted	Cash	0.400%	239,584	239,584	1.6%
Total Cash & Investments				\$ 14,894,414	\$ 14,894,333	100.0%

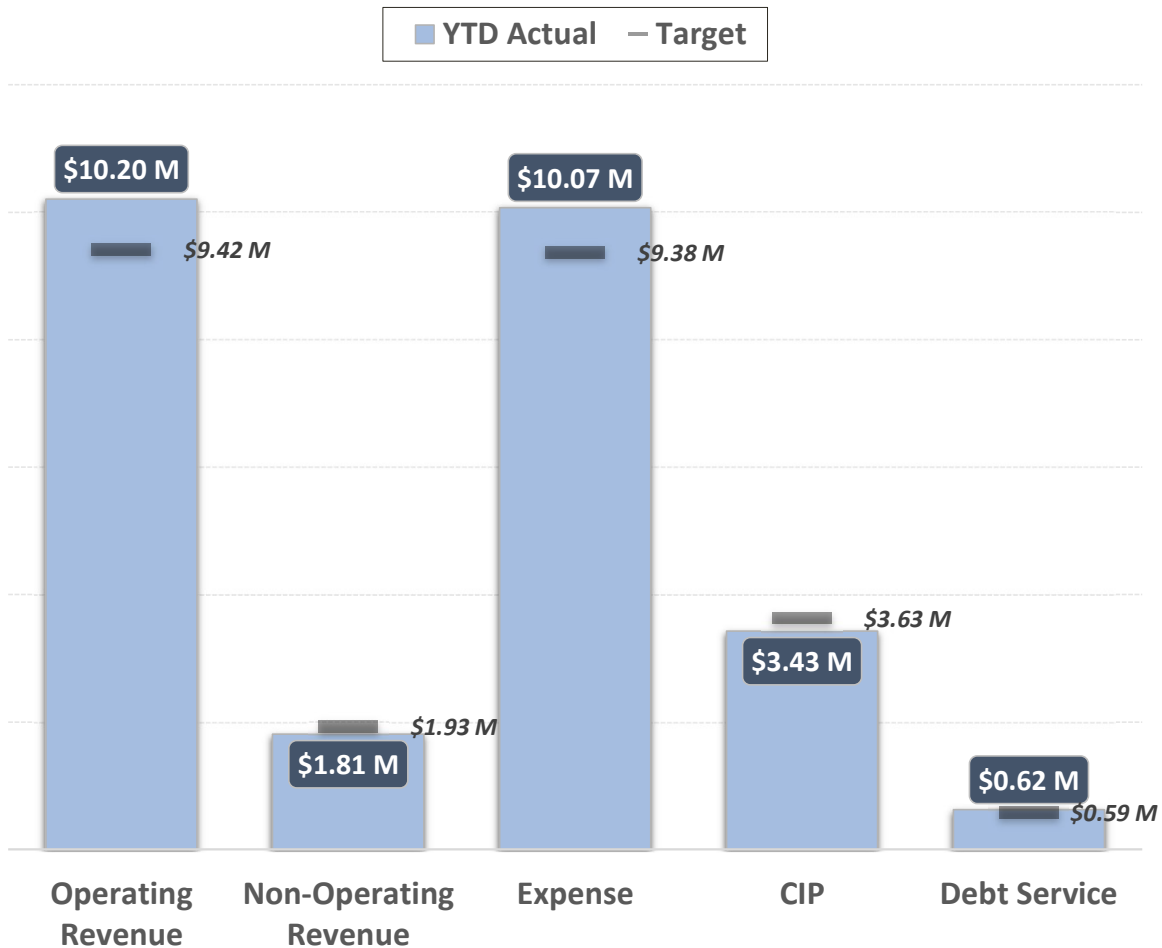




Trabuco Canyon Water District District Summary Budget v. Actual Report

February 2025

	February 2025	YTD Actual	FY 25 Adopted Budget	YTD 67%
1 Revenue				
2 Operating Revenue	\$ 1,174,714	\$ 10,203,952	\$ 14,125,200	72%
3 Non-Operating Revenue	51,541	1,812,130	2,901,000	62%
4 Total Revenue	1,226,254	12,016,082	17,026,200	71%
5 Expense				
6 Source of Supply	353,830	4,002,419	4,904,400	82%
7 Salaries and Benefits	447,036	3,526,685	5,344,100	66%
8 Transmission and Distribution	96,446	1,216,900	1,581,600	77%
9 General and Administrative	158,792	1,321,055	2,218,000	60%
10 Miscellaneous Expense	15	4,006	18,100	22%
11 Total Expense	1,056,119	10,071,065	14,066,200	72%
12 Net Revenue / (Expense)	170,135	1,945,018	2,960,000	66%
13 Transfer In - Debt Proceeds for Capital	561,631	2,760,335	5,441,589	51%
14 Capital Improvement Program (CIP)	(569,295)	(3,428,260)	(5,441,589)	63%
15 Debt Service - Principal and Interest	-	(622,040)	(881,600)	71%
16 Est. Net Cash Inflow / (Outflow)	\$ 162,472	\$ 655,053	\$ 2,078,400	32%





Trabuco Canyon Water District Water Budget v. Actual Report

February 2025

	February 2025	YTD Actual	FY 25 Adopted Budget	YTD 67%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 301,369	\$ 2,422,085	\$ 3,532,800	69%
3 Variable Consumption Charges	343,479	3,569,932	4,135,900	86%
4 Baker Treatment Plant Water Sales	206,439	1,030,271	2,115,600	49%
5 Customer Fees	11,263	110,167	149,000	74%
6 Standby Charges	-	14,826	37,900	39%
7 Uncollectable Accounts	(10)	-	(25,300)	0%
8 Total Operating Revenue	862,539	7,147,280	9,945,900	72%
9 Operating Expense				
10 Source of Supply				
11 Fixed Water Purchases	35,906	262,162	406,300	65%
12 Variable Water Purchases	204,592	2,433,126	2,210,900	110%
13 Baker Treatment Plant Water Sold	82,262	858,897	1,578,700	54%
14 Water Treatment	6,087	97,735	213,000	46%
15 Pumping Electricity	18,495	243,239	340,800	71%
16 Total Source of Supply	347,343	3,895,160	4,749,700	82%
17 Salaries and Benefits				
18 Employee/Director Wages	185,359	1,449,996	2,191,700	66%
19 Employee/Director Benefits	42,517	364,026	547,700	66%
20 Retiree Health Insurance	12,504	93,116	179,300	52%
21 Transfer In - 115 OPEB Trust Reimbursement	(12,504)	(93,116)	(179,300)	52%
22 CalPERS Retirement (Normal)	31,007	234,834	349,500	67%
23 CalPERS Unfunded Accrued Liability (Minimum)	18,725	149,801	171,400	87%
24 Payroll Taxes	15,700	111,487	160,900	69%
25 Total Salaries and Benefits	293,307	2,310,145	3,421,200	68%
26 Transmission and Distribution				
27 System Repairs and Maintenance	14,894	144,809	201,800	72%
28 Vehicles and Equipment	5,279	73,978	90,300	82%
29 Safety, Supplies and Testing	3,962	36,948	78,600	47%
30 Total Transmission and Distribution	24,135	255,735	370,700	69%
31 General and Administrative				
32 Professional Services	44,896	398,077	635,500	63%
33 Office Maintenance, Supplies and Software	23,793	236,521	330,900	71%
34 District Insurance	11,900	92,524	137,600	67%
35 Dues and Memberships	12,377	64,677	101,200	64%
36 Public Outreach	1,520	40,695	138,300	29%
37 Customer Service and Billing	4,383	39,002	77,800	50%
38 Conference, Trainings and Travel	4,604	18,879	31,900	59%
39 Total General and Administrative	103,474	890,375	1,453,200	61%
40 Total Operating Expense	768,259	7,351,414	9,994,800	74%
41 Net Operating Revenue / (Expense)	94,280	(204,134)	(48,900)	
42 Non-Operating Revenue / (Expense)				
43 Property Tax Revenue	1,964	658,021	1,147,500	57%
44 Interest Revenue - Unrestricted	3,161	96,913	31,000	313%
45 Interest Revenue - Restricted	-	26,808	40,400	66%
46 Other Revenue and Reimbursements	4,918	24,200	59,200	41%
47 Miscellaneous Expense	(7)	(2,193)	(6,500)	34%
48 Net Non-Operating Revenue / (Expense)	10,036	803,748	1,271,600	63%
49 Net Total Revenue / (Expense)	104,317	599,614	1,222,700	
50 Other Unrestricted Cash Inflow / (Outflow)				
51 Transfer In - Debt Proceeds for Capital	49,172	232,499	903,729	26%
52 Capital Improvement Program (CIP)	(52,604)	(669,673)	(903,729)	74%
53 Debt Service - Principal and Interest	-	(313,955)	(526,500)	60%
54 Net Other Unrestricted Cash Inflow / (Outflow)	(3,432)	(751,129)	(526,500)	143%
55 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 100,885	\$ (151,515)	\$ 696,200	

Acronym key:

OPEB - Other Post-Employment Benefits



Trabuco Canyon Water District

Water CIP Report

February 2025

Project	February 2025	YTD Actual	FY 25 Adopted Budget	YTD 67%
1 Water CIP				
2 Capital Improvements / Replacements				
3 SCADA System Upgrades	\$ 15,750	\$ 113,631	\$ 184,729	62%
4 Water Transmission Pipeline Upsizing	-	59,320	432,250	14%
5 Manual Transfer Switch Installations - Water	5,986	13,474	40,000	34%
6 Transmission Main Repair	10,024	10,024	-	N/A
6 Total Capital Improvements / Replacements	31,760	196,448	656,979	30%
8 Equipment				
9 Pump Replacements - Water	13,199	28,931	99,750	29%
10 New Servers	-	-	80,500	0%
11 Total Equipment	13,199	28,931	180,250	16%
12 Programs				
13 Pressure Regulating Valve Improvements - Water	4,214	4,214	26,600	16%
14 Valve Replacements - Water	-	2,906	39,900	7%
15 Total Programs	4,214	7,120	66,500	11%
16 Unplanned Repairs/Expenses				
17 Motor Rebuild for DWTP	-	58,667	-	N/A
18 Line break repairs - Sycamore & Inverary	-	35,493	-	N/A
19 Air vac repair - Glen Echo	-	8,708	-	N/A
20 Air vac repair - Rose Canyon	-	5,765	-	N/A
21 16" repair - El Toro Bike Path	-	123,040	-	N/A
22 Filter grate replacements - #1 & 2	-	49,873	-	N/A
23 Pump replacement - WWTP	-	-	-	N/A
24 Repair damaged fence - Porter Property	-	5,872	-	N/A
25 Misc. Electrical work - Water	3,432	90,753	-	N/A
26 O'Neill Park - 10" water main repair	-	16,633	-	N/A
27 Pave parking lot - Dove Golf Course	-	32,900	-	N/A
28 800 gallon water delivery tank	-	9,471	-	N/A
29 Total Unplanned Repairs/Expenses	3,432	437,174	-	N/A
30 Total Water CIP	\$ 52,604	\$ 669,673	\$ 903,729	74%

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

February 2025

	February 2025	YTD Actual	FY 25 Adopted Budget	YTD 67%
1 Operating Revenue				
2 Sewer Residential Charges	\$ 196,003	\$ 1,536,834	\$ 2,301,500	67%
3 Sewer Commercial Charges	20,793	165,598	257,200	64%
4 Customer Fees	16,204	139,386	284,600	49%
5 Uncollectable Accounts	-	-	(8,400)	0%
6 Total Operating Revenue	233,000	1,841,817	2,834,900	65%
7 Operating Expense				
8 Salaries and Benefits				
9 Employee/Director Wages	86,204	682,609	1,038,200	66%
10 Employee/Director Benefits	14,641	122,607	227,700	54%
11 Retiree Health Insurance	4,466	33,256	64,100	52%
12 Transfer In - 115 OPEB Trust Reimbursement	(4,466)	(33,256)	(64,100)	52%
13 CalPERS Retirement (Normal)	10,916	82,201	122,600	67%
14 CalPERS Unfunded Accrued Liability (Minimum)	6,688	53,501	79,800	67%
15 Payroll Taxes	5,607	39,817	76,800	52%
16 Total Salaries and Benefits	124,056	980,734	1,545,100	63%
17 Transmission and Distribution				
18 System Repairs and Maintenance	18,754	170,489	378,700	45%
19 T&D Electricity	26,932	424,799	276,300	154%
20 Vehicles and Equipment	1,757	28,709	36,400	79%
21 Safety, Supplies and Testing	973	11,774	17,900	66%
22 Total Transmission and Distribution	48,416	635,772	709,300	90%
23 General and Administrative				
24 Professional Services	15,765	140,179	228,100	61%
25 Office Maintenance, Supplies and Software	20,993	126,652	179,300	71%
26 District Insurance	4,636	34,972	49,100	71%
27 Dues and Memberships	2,670	27,155	121,700	22%
28 Public Outreach	19	10,935	19,500	56%
29 Customer Service and Billing	1,433	10,406	20,600	51%
30 Conference, Trainings and Travel	1,644	6,743	11,500	59%
31 Total General and Administrative	47,160	357,043	629,800	57%
32 Total Operating Expense	219,632	1,973,549	2,884,200	68%
33 Net Operating Revenue / (Expense)	13,367	(131,732)	(49,300)	
34 Non-Operating Revenue / (Expense)				
35 Property Tax Revenue	1,414	473,775	1,050,900	45%
36 Interest Revenue - Unrestricted	29,366	300,890	192,600	156%
37 Other Revenue and Reimbursements	814	1,745	11,000	16%
38 Miscellaneous Expense	(5)	(1,338)	(7,600)	18%
39 Net Non-Operating Revenue / (Expense)	31,589	775,072	1,246,900	62%
40 Net Total Revenue / (Expense)	44,956	643,340	1,197,600	
41 Other Unrestricted Cash Inflow / (Outflow)				
42 Transfer In - Debt Proceeds for Capital	508,134	2,313,835	4,086,215	57%
43 Capital Improvement Program	(511,874)	(2,518,797)	(4,086,215)	62%
44 Debt Service - Principal and Interest	-	(260,878)	(304,100)	86%
45 Net Other Unrestricted Cash Inflow / (Outflow)	(3,740)	(465,841)	(304,100)	153%
46 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 41,216	\$ 177,500	\$ 893,500	



Trabuco Canyon Water District

Sewer CIP Report

February 2025

Project		February 2025	YTD Actual	FY 25 Adopted Budget	YTD 67%
1	Sewer CIP				
2	Capital Improvements / Replacements				
3	Golf Club Sewer Lift Station (SLS) Rehabilitation	\$ 312,367	\$ 1,400,482	\$ 1,350,000	104%
4	SCADA System Upgrades	5,625	40,583	65,975	62%
5	WWTP Hoffman Blower Building Rehabilitation	12,654	399,402	1,100,000	36%
6	Heritage Sewer Lift Station Rehabilitation	168,141	236,280	632,250	37%
7	Manual Transfer Switch Installations - Sewer	5,986	17,149	40,000	43%
8	WWTP Fiber Optic Upgrade	3,360	25,395	300,000	8%
9	Chiquita CIP FY25	-	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	508,134	2,313,835	4,057,465	57%
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	3,740	43,304	-	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	-	N/A
27	800 gallon water delivery tank	-	3,383	-	N/A
28	Handrails around EQ basin and West SBR	-	5,606	-	N/A
29	Total Unplanned Repairs/Expenses	3,740	204,962	-	N/A
30	Total Sewer CIP	\$ 511,874	\$ 2,518,797	\$ 4,086,215	62%

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

February 2025

	February 2025	YTD Actual	FY 25 Adopted Budget	YTD 67%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 13,992	\$ 109,773	\$ 161,600	68%
3 Variable Consumption Charges	65,183	1,090,253	1,173,600	93%
4 Customer Fees	-	14,829	13,600	109%
5 Uncollectable Accounts	-	-	(4,400)	0%
6 Total Operating Revenue	79,174	1,214,855	1,344,400	90%
7 Operating Expense				
8 Source of Supply				
9 Recycled Water Purchases	611	21,618	33,300	65%
10 Water Treatment	5,876	85,641	121,400	71%
11 Total Source of Supply	6,487	107,259	154,700	69%
12 Salaries and Benefits				
13 Employee/Director Wages	20,391	162,422	249,200	65%
14 Employee/Director Benefits	4,473	36,988	66,600	56%
15 Retiree Health Insurance	893	6,651	12,800	52%
16 Transfer In - 115 OPEB Trust Reimbursement	(893)	(6,651)	(12,800)	52%
17 CalPERS Retirement (Normal)	2,350	17,734	26,400	67%
18 CalPERS Unfunded Accrued Liability (Minimum)	1,338	10,700	18,000	59%
19 Payroll Taxes	1,121	7,963	17,600	45%
20 Total Salaries and Benefits	29,673	235,807	377,800	62%
21 Transmission and Distribution				
22 T&D Electricity	13,339	230,787	341,200	68%
23 System Repairs and Maintenance	5,044	16,475	41,400	40%
24 Vehicles and Equipment	391	6,479	8,200	79%
25 Safety, Supplies and Testing	5,120	71,651	110,800	65%
26 Total Transmission and Distribution	23,895	325,393	501,600	65%
27 General and Administrative				
28 Professional Services	3,044	27,976	45,600	61%
29 Office Maintenance, Supplies and Software	2,293	21,565	30,400	71%
30 District Insurance	850	6,609	10,000	66%
31 Dues and Memberships	1,352	11,871	38,600	31%
32 Public Outreach	4	2,187	3,800	58%
33 Customer Service and Billing	287	2,081	4,200	50%
34 Conference, Trainings and Travel	329	1,349	2,400	56%
35 Total General and Administrative	8,158	73,637	135,000	55%
36 Total Operating Expense	68,213	742,096	1,169,100	63%
37 Net Operating Revenue / (Expense)	10,962	472,760	175,300	
38 Non-Operating Revenue / (Expense)				
39 Property Tax Revenue	550	184,246	341,400	54%
40 Interest Revenue - Unrestricted	9,190	45,184	24,800	182%
41 Other Revenue and Reimbursements	163	349	2,200	16%
42 Miscellaneous Expense	(2)	(475)	(4,000)	12%
43 Net Non-Operating Revenue / (Expense)	9,901	229,304	364,400	63%
44 Net Total Revenue / (Expense)	20,863	702,063	539,700	
45 Other Unrestricted Cash Inflow / (Outflow)				
46 Transfer In - Debt Proceeds for Capital	4,325	214,002	451,645	47%
47 Capital Improvement Program	(4,817)	(239,790)	(451,645)	53%
48 Debt Service - Principal and Interest	-	(47,207)	(51,000)	93%
49 Net Other Unrestricted Cash Inflow / (Outflow)	(492)	(72,995)	(51,000)	143%
50 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 20,371	\$ 629,069	\$ 488,700	



Trabuco Canyon Water District Recycled Water CIP Report

February 2025

Project	February 2025	YTD Actual	FY 25 Adopted Budget	YTD 67%
1 Recycled Water CIP				
2 Capital Improvements / Replacements				
3 SCADA System Upgrades	\$ 1,125	\$ 8,117	\$ 13,195	62%
4 Dove Recycled Booster Pump Station	(93,080)	11,040	133,000	8%
5 Dove Canyon Recycled PRV Improvement	96,280	164,589	180,000	91%
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	4,325	214,002	445,895	48%
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	492	17,863	-	N/A
17 Pave parking lot - Dove Golf Course	-	2,350	-	N/A
18 800 gallon water delivery tank	-	677	-	N/A
19 Handrails around EQ basin and West SBR	-	1,401	-	N/A
20 Total Unplanned Repairs/Expenses	492	25,788	-	N/A
21 Total Recycled Water CIP	\$ 4,817	\$ 239,790	\$ 451,645	53%

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: 03/01/2025 - 03/31/2025

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
03/03/2025		DFT0003921	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-1,939.92
03/03/2025		DFT0003922	LOWE'S	Accounts Payable	Outstanding	Bank Draft	-472.84
03/03/2025		DFT0003923	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-4,643.71
03/03/2025		DFT0003924	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
03/03/2025		DFT0003925	VSP	Accounts Payable	Outstanding	Bank Draft	-895.24
03/04/2025		DFT0003926	ADP	Accounts Payable	Outstanding	Bank Draft	-145,543.84
03/04/2025		DFT0003927	CALPERS	Accounts Payable	Outstanding	Bank Draft	-121,686.69
03/04/2025		DFT0003928	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-3,038.95
03/05/2025		DFT0003929	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-97.40
03/06/2025		DFT0003930	CALPERS	Accounts Payable	Outstanding	Bank Draft	-37,078.50
03/07/2025		DFT0003931	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
03/10/2025		DFT0003932	ADP	Accounts Payable	Outstanding	Bank Draft	-2,107.06
03/10/2025		DFT0003933	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,475.51
03/10/2025		DFT0003934	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-214.08
03/10/2025		DFT0003935	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-433.71
03/11/2025		DFT0003936	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-846.54
03/12/2025		DFT0003937	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-20.00
03/13/2025		DFT0003938	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,676.31
03/13/2025		DFT0003939	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-15.00
03/14/2025		DFT0003940	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
03/17/2025		DFT0003941	CPS HR CONSULTING	Accounts Payable	Outstanding	Bank Draft	-625.00
03/17/2025		DFT0003942	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-261.15
03/17/2025		DFT0003943	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-33.07
03/17/2025		DFT0003944	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-207.92
03/18/2025		DFT0003945	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-77.98
03/18/2025		DFT0003946	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-68,833.93
03/18/2025		DFT0003947	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-50.00
03/19/2025		DFT0003948	ADP	Accounts Payable	Outstanding	Bank Draft	-145,027.68
03/19/2025		DFT0003949	CALPERS	Accounts Payable	Outstanding	Bank Draft	-25,293.95
03/19/2025		DFT0003950	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-63.35
03/20/2025		DFT0003951	CALPERS	Accounts Payable	Outstanding	Bank Draft	-8,621.09
03/20/2025		DFT0003952	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-79.72
03/21/2025		DFT0003953	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,693.07
03/21/2025		DFT0003954	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-10.00
03/24/2025		DFT0003955	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/24/2025		DFT0003956	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-5.00
03/25/2025		DFT0003957	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-3,076.48
03/25/2025		DFT0003958	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-10.00
03/25/2025		DFT0003959	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-4,303.90
03/26/2025		DFT0003960	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-7,006.78
03/26/2025		DFT0003961	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-551.30
03/27/2025		DFT0003962	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-8.47
03/31/2025		DFT0003963	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Accounts Payable	Outstanding	Bank Draft	-192.34
Bank Draft Total: (43)							-589,705.48
Check							
03/14/2025		13181	AT&T MOBILITY	Accounts Payable	Outstanding	Check	-124.71
03/14/2025		13182	BEE MAN PEST CONTROL, INC.	Accounts Payable	Outstanding	Check	-225.00
03/14/2025		13183	BIG BRAND TIRE & SERVICE	Accounts Payable	Outstanding	Check	-1,696.53
03/14/2025		13184	CHAMPION PAVING, INC.	Accounts Payable	Outstanding	Check	-4,200.00
03/14/2025		13185	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-18,460.17
03/14/2025		13186	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-3,938.28
03/14/2025		13187	CUMMINS PACIFIC	Accounts Payable	Outstanding	Check	-81.00
03/14/2025		13188	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-1,416.59
03/14/2025		13189	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-164,540.95
03/14/2025		13190	HACH COMPANY	Accounts Payable	Outstanding	Check	-3,474.55
03/14/2025		13191	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-7,190.00
03/14/2025		13192	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-3,024.19
03/14/2025		13193	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-489,436.34
03/14/2025		13194	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-775.00
03/14/2025		13195	OCCUPATIONAL HEALTH CENTERS OF CA	Accounts Payable	Outstanding	Check	-204.00
03/14/2025		13196	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,775.00
03/14/2025		13197	O'REILLY AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-179.36
03/14/2025		13198	ORKIN, INC.	Accounts Payable	Outstanding	Check	-158.99
03/14/2025		13199	PEBBLE SPRING WATER	Accounts Payable	Outstanding	Check	-115.75
03/14/2025		13200	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
03/14/2025		13201	SECURITAS TECHNOLOGY	Accounts Payable	Outstanding	Check	-700.64
03/14/2025		13202	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-5,309.00
03/14/2025		13203	SPECIALTY EQUIPMENT	Accounts Payable	Outstanding	Check	-4,676.66
03/14/2025		13204	STARTING LINE ADVISORY	Accounts Payable	Outstanding	Check	-8,000.00
03/14/2025		13205	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
03/14/2025		13206	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-113.60
03/14/2025		13207	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-69.46
03/14/2025		13208	W.M. LYLES CO.	Accounts Payable	Outstanding	Check	-7,796.50
03/14/2025		13209	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-594.00
03/14/2025		13210	WESTERLY METER SERVICES CO.	Accounts Payable	Outstanding	Check	-49.82
Check Total: (30)							-729,611.09

Check Reversal

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/14/2025		12930	WESTERLY METER SERVICES CO. Reversal	Accounts Payable	Outstanding	Check Reversal	49.82
Check Reversal Total: (1)							49.82
EFT							
03/01/2025		718	AMAZON	Accounts Payable	Outstanding	EFT	-1,385.96
03/01/2025		719	BIG O TIRES	Accounts Payable	Outstanding	EFT	-62.05
03/01/2025		720	MWDOC	Accounts Payable	Outstanding	EFT	-47,160.57
03/01/2025		721	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-6,318.68
03/01/2025		722	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-655.98
03/17/2025		723	AMAZON	Accounts Payable	Outstanding	EFT	-1,703.27
03/17/2025		724	BIG O TIRES	Accounts Payable	Outstanding	EFT	-6.90
03/17/2025		725	IRVINE PIPE SUPPLY	Accounts Payable	Outstanding	EFT	-753.69
03/17/2025		726	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-6,492.68
03/17/2025		727	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-766.82
EFT Total: (10)							-65,306.60
Accounts Payable Total: (84)							-1,384,573.35

Accounts Receivable

Deposit							
03/04/2025		DEP0027612	F. Paludi Refund Invoice 3-4-2025	Accounts Receivable	Outstanding	Deposit	14.09
03/04/2025		DEP0027612	F. Paludi Refund Invoice 3-4-2025	Accounts Receivable	Outstanding	Deposit	197.27
03/04/2025		DEP0027612	F. Paludi Refund Invoice 3-4-2025	Accounts Receivable	Outstanding	Deposit	70.46
03/04/2025		DEP0027615	California Quartet Deposit Invoice 3-4-2025	Accounts Receivable	Outstanding	Deposit	6,250.00
03/04/2025		DEP0027615	California Quartet Deposit Invoice 3-4-2025	Accounts Receivable	Outstanding	Deposit	625.00
03/04/2025		DEP0027615	California Quartet Deposit Invoice 3-4-2025	Accounts Receivable	Outstanding	Deposit	625.00
03/04/2025		DEP0027615	California Quartet Deposit Invoice 3-4-2025	Accounts Receivable	Outstanding	Deposit	17,500.00
03/04/2025		DEP0027617	John H Reimbursement MWDOC Dinner 3-4-2025	Accounts Receivable	Outstanding	Deposit	105.00
03/04/2025		DEP0027617	John H Reimbursement MWDOC Dinner 3-4-2025	Accounts Receivable	Outstanding	Deposit	37.50
03/04/2025		DEP0027617	John H Reimbursement MWDOC Dinner 3-4-2025	Accounts Receivable	Outstanding	Deposit	7.50
03/11/2025		DEP0027685	Home Depot- Rebate FY24 Invoice 3-11-2025	Accounts Receivable	Outstanding	Deposit	11.71
03/11/2025		DEP0027685	Home Depot- Rebate FY24 Invoice 3-11-2025	Accounts Receivable	Outstanding	Deposit	58.59
03/11/2025		DEP0027685	Home Depot- Rebate FY24 Invoice 3-11-2025	Accounts Receivable	Outstanding	Deposit	164.04
03/11/2025		DEP0027737	County of Orange - Admin fees	Accounts Receivable	Outstanding	Deposit	0.17
03/11/2025		DEP0027737	County of Orange - Admin fees	Accounts Receivable	Outstanding	Deposit	0.23
03/11/2025		DEP0027737	County of Orange - Admin fees	Accounts Receivable	Outstanding	Deposit	0.44
03/11/2025		DEP0027737	County of Orange - Admin fees	Accounts Receivable	Outstanding	Deposit	0.06
03/11/2025		DEP0027737	County of Orange - Admin fees	Accounts Receivable	Outstanding	Deposit	182.32
03/11/2025		DEP0027737	County of Orange - Admin fees	Accounts Receivable	Outstanding	Deposit	-51.27
03/11/2025		DEP0027737	County of Orange - Admin fees	Accounts Receivable	Outstanding	Deposit	-131.87
03/11/2025		DEP0027737	County of Orange - Admin fees	Accounts Receivable	Outstanding	Deposit	0.16
03/11/2025		DEP0027737	County of Orange - Admin fees	Accounts Receivable	Outstanding	Deposit	131.27
03/11/2025		DEP0027737	County of Orange - Admin fees	Accounts Receivable	Outstanding	Deposit	-183.16
03/11/2025		DEP0027737	County of Orange - Admin fees	Accounts Receivable	Outstanding	Deposit	51.04
03/11/2025		DEP0027737	County of Orange - Admin fees	Accounts Receivable	Outstanding	Deposit	0.61

Bank Transaction Report

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/13/2025		DEP0027715	OC O'Neill Regional Park Sewer Invoice 3-13-2025	Accounts Receivable	Outstanding	Deposit	360.00
03/13/2025		DEP0027715	OC O'Neill Regional Park Sewer Invoice 3-13-2025	Accounts Receivable	Outstanding	Deposit	150.00
03/13/2025		DEP0027715	OC O'Neill Regional Park Sewer Invoice 3-13-2025	Accounts Receivable	Outstanding	Deposit	3,760.00
03/13/2025		DEP0027740	County of Orange - Property Taxes 3/11/25	Accounts Receivable	Outstanding	Deposit	242.87
03/13/2025		DEP0027740	County of Orange - Property Taxes 3/11/25	Accounts Receivable	Outstanding	Deposit	1,576.23
03/13/2025		DEP0027740	County of Orange - Property Taxes 3/11/25	Accounts Receivable	Outstanding	Deposit	174.87
03/13/2025		DEP0027740	County of Orange - Property Taxes 3/11/25	Accounts Receivable	Outstanding	Deposit	25.06
03/13/2025		DEP0027740	County of Orange - Property Taxes 3/11/25	Accounts Receivable	Outstanding	Deposit	20,368.09
03/13/2025		DEP0027740	County of Orange - Property Taxes 3/11/25	Accounts Receivable	Outstanding	Deposit	1,605.44
03/13/2025		DEP0027740	County of Orange - Property Taxes 3/11/25	Accounts Receivable	Outstanding	Deposit	1,155.91
03/13/2025		DEP0027740	County of Orange - Property Taxes 3/11/25	Accounts Receivable	Outstanding	Deposit	52,375.08
03/13/2025		DEP0027740	County of Orange - Property Taxes 3/11/25	Accounts Receivable	Outstanding	Deposit	64.43
03/13/2025		DEP0027740	County of Orange - Property Taxes 3/11/25	Accounts Receivable	Outstanding	Deposit	68.00
03/13/2025		DEP0027740	County of Orange - Property Taxes 3/11/25	Accounts Receivable	Outstanding	Deposit	72,743.17
03/13/2025		DEP0027740	County of Orange - Property Taxes 3/11/25	Accounts Receivable	Outstanding	Deposit	89.48
03/13/2025		DEP0027740	County of Orange - Property Taxes 3/11/25	Accounts Receivable	Outstanding	Deposit	449.52
03/14/2025		DEP0027731	T-Mobile lease Invoice 3-14-2025	Accounts Receivable	Outstanding	Deposit	2,628.74
03/24/2025		DEP0027839	Oaks at Trabuco Sewage Hauling Acct Invoice 3-24-2025	Accounts Receivable	Outstanding	Deposit	12,000.00
Deposit Total: (43)							195,503.05
Accounts Receivable Total: (43)							195,503.05

Utility Billing

Check

03/03/2025		13180	TERRI AND JOHN DELANCE	Utility Billing	Outstanding	Check	-4,489.80
03/25/2025		13211	PAT JENNY BRAY	Utility Billing	Outstanding	Check	-908.83
03/25/2025		13212	PATRICIA FOSTER	Utility Billing	Outstanding	Check	-3,419.47
03/25/2025		13213	CAROLYN JOHNSON	Utility Billing	Outstanding	Check	-1,724.31
03/25/2025		13214	LES LEWIS	Utility Billing	Outstanding	Check	-1,323.00
Check Total: (5)							-11,865.41

Check Reversal

03/27/2025		13213	Reverse Refund Check CAROLYN JOHNSON	Utility Billing	Outstanding	Check Reversal	1,724.31
Check Reversal Total: (1)							1,724.31

Deposit

03/03/2025		DEP0027579	Utility Payment Packet UBPKT12344	Utility Billing	Outstanding	Deposit	5,569.84
03/03/2025		DEP0027582	Utility Payment Packet UBPKT12345	Utility Billing	Outstanding	Deposit	6,537.26
03/03/2025		DEP0027585	Utility Payment Packet UBPKT12346	Utility Billing	Outstanding	Deposit	8,939.66
03/03/2025		DEP0027588	Utility Payment Packet UBPKT12351	Utility Billing	Outstanding	Deposit	10,546.08
03/03/2025		DEP0027594	Utility Payment Packet UBPKT12370	Utility Billing	Outstanding	Deposit	12,314.06
03/04/2025		DEP0027597	Utility Payment Packet UBPKT12371	Utility Billing	Outstanding	Deposit	6,614.68
03/04/2025		DEP0027600	Utility Payment Packet UBPKT12372	Utility Billing	Outstanding	Deposit	6,788.99
03/04/2025		DEP0027603	Utility Payment Packet UBPKT12373	Utility Billing	Outstanding	Deposit	6,727.86
03/04/2025		DEP0027619	Utility Payment Packet UBPKT12376	Utility Billing	Outstanding	Deposit	2,890.18

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/04/2025		DEP0027622	Utility Payment Packet UBPKT12378	Utility Billing	Outstanding	Deposit	4,663.81
03/05/2025		DEP0027625	Utility Payment Packet UBPKT12379	Utility Billing	Outstanding	Deposit	3,198.61
03/05/2025		DEP0027628	Utility Payment Packet UBPKT12380	Utility Billing	Outstanding	Deposit	9,839.09
03/05/2025		DEP0027631	Utility Payment Packet UBPKT12382	Utility Billing	Outstanding	Deposit	9,979.61
03/05/2025		DEP0027634	Utility Payment Packet UBPKT12383	Utility Billing	Outstanding	Deposit	8,182.92
03/06/2025		DEP0027637	Utility Payment Packet UBPKT12384	Utility Billing	Outstanding	Deposit	1,798.62
03/06/2025		DEP0027640	Utility Payment Packet UBPKT12385	Utility Billing	Outstanding	Deposit	9,422.75
03/06/2025		DEP0027643	Utility Payment Packet UBPKT12386	Utility Billing	Outstanding	Deposit	8,414.95
03/06/2025		DEP0027649	Utility Payment Packet UBPKT12388	Utility Billing	Outstanding	Deposit	5,688.48
03/07/2025		DEP0027652	Utility Payment Packet UBPKT12389	Utility Billing	Outstanding	Deposit	2,328.50
03/07/2025		DEP0027655	Utility Payment Packet UBPKT12390	Utility Billing	Outstanding	Deposit	4,066.07
03/07/2025		DEP0027661	Utility Payment Packet UBPKT12392	Utility Billing	Outstanding	Deposit	14,834.79
03/10/2025		DEP0027646	Utility Reverse Payment Packet UBPKT12387	Utility Billing	Outstanding	Deposit	-335.02
03/10/2025		DEP0027658	Utility Reverse Payment Packet UBPKT12391	Utility Billing	Outstanding	Deposit	-116.64
03/10/2025		DEP0027664	Utility Payment Packet UBPKT12393	Utility Billing	Outstanding	Deposit	4,619.44
03/10/2025		DEP0027667	Utility Payment Packet UBPKT12394	Utility Billing	Outstanding	Deposit	3,020.73
03/10/2025		DEP0027670	Utility Payment Packet UBPKT12395	Utility Billing	Outstanding	Deposit	8,906.40
03/10/2025		DEP0027673	Utility Payment Packet UBPKT12397	Utility Billing	Outstanding	Deposit	10,770.35
03/11/2025		DEP0027676	Utility Payment Packet UBPKT12398	Utility Billing	Outstanding	Deposit	3,910.06
03/11/2025		DEP0027679	Utility Payment Packet UBPKT12399	Utility Billing	Outstanding	Deposit	2,851.25
03/11/2025		DEP0027682	Utility Payment Packet UBPKT12400	Utility Billing	Outstanding	Deposit	8,060.73
03/11/2025		DEP0027688	Utility Payment Packet UBPKT12401	Utility Billing	Outstanding	Deposit	13,775.95
03/11/2025		DEP0027691	Utility Payment Packet UBPKT12402	Utility Billing	Outstanding	Deposit	8,032.37
03/12/2025		DEP0027694	Utility Payment Packet UBPKT12403	Utility Billing	Outstanding	Deposit	1,702.32
03/12/2025		DEP0027697	Utility Payment Packet UBPKT12404	Utility Billing	Outstanding	Deposit	4,173.36
03/12/2025		DEP0027700	Utility Payment Packet UBPKT12405	Utility Billing	Outstanding	Deposit	6,945.45
03/12/2025		DEP0027703	Utility Payment Packet UBPKT12406	Utility Billing	Outstanding	Deposit	7,187.80
03/13/2025		DEP0027706	Utility Payment Packet UBPKT12407	Utility Billing	Outstanding	Deposit	2,821.70
03/13/2025		DEP0027709	Utility Payment Packet UBPKT12408	Utility Billing	Outstanding	Deposit	4,402.09
03/13/2025		DEP0027713	Utility Payment Packet UBPKT12411	Utility Billing	Outstanding	Deposit	2,030.68
03/13/2025		DEP0027722	Utility Payment Packet UBPKT12417	Utility Billing	Outstanding	Deposit	6,225.53
03/14/2025		DEP0027719	Utility Reverse Payment Packet UBPKT12416	Utility Billing	Outstanding	Deposit	-157.88
03/14/2025		DEP0027725	Utility Payment Packet UBPKT12418	Utility Billing	Outstanding	Deposit	10,020.96
03/14/2025		DEP0027728	Utility Payment Packet UBPKT12419	Utility Billing	Outstanding	Deposit	5,490.17
03/14/2025		DEP0027734	Utility Payment Packet UBPKT12420	Utility Billing	Outstanding	Deposit	5,700.17
03/14/2025		DEP0027743	Utility Reverse Payment Packet UBPKT12423	Utility Billing	Outstanding	Deposit	-157.12
03/14/2025		DEP0027746	Utility Reverse Payment Packet UBPKT12425	Utility Billing	Outstanding	Deposit	-165.00
03/14/2025		DEP0027750	Utility Payment Packet UBPKT12427	Utility Billing	Outstanding	Deposit	45,706.98
03/17/2025		DEP0027752	ACH Draft Packet UBPKT12296	Utility Billing	Outstanding	Deposit	187,057.36
03/17/2025		DEP0027755	Utility Payment Packet UBPKT12428	Utility Billing	Outstanding	Deposit	13,351.33
03/17/2025		DEP0027758	Utility Payment Packet UBPKT12429	Utility Billing	Outstanding	Deposit	7,459.30
03/17/2025		DEP0027761	Utility Payment Packet UBPKT12430	Utility Billing	Outstanding	Deposit	10,600.49
03/17/2025		DEP0027767	Utility Payment Packet UBPKT12433	Utility Billing	Outstanding	Deposit	253,269.88

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/18/2025		DEP0027764	Utility Reverse Payment Packet UBPKT12432	Utility Billing	Outstanding	Deposit	-550.00
03/18/2025		DEP0027770	Utility Payment Packet UBPKT12434	Utility Billing	Outstanding	Deposit	1,446.14
03/18/2025		DEP0027773	Utility Payment Packet UBPKT12435	Utility Billing	Outstanding	Deposit	5,692.04
03/18/2025		DEP0027776	Utility Payment Packet UBPKT12436	Utility Billing	Outstanding	Deposit	529.54
03/18/2025		DEP0027782	Utility Payment Packet UBPKT12446	Utility Billing	Outstanding	Deposit	5,929.78
03/19/2025		DEP0027785	Utility Payment Packet UBPKT12448	Utility Billing	Outstanding	Deposit	490.67
03/19/2025		DEP0027788	Utility Payment Packet UBPKT12449	Utility Billing	Outstanding	Deposit	2,254.59
03/19/2025		DEP0027791	Utility Payment Packet UBPKT12452	Utility Billing	Outstanding	Deposit	8,755.09
03/20/2025		DEP0027794	Utility Payment Packet UBPKT12453	Utility Billing	Outstanding	Deposit	616.70
03/20/2025		DEP0027797	Utility Payment Packet UBPKT12454	Utility Billing	Outstanding	Deposit	1,152.80
03/20/2025		DEP0027800	Utility Payment Packet UBPKT12456	Utility Billing	Outstanding	Deposit	1,552.90
03/20/2025		DEP0027803	Utility Reverse Payment Packet UBPKT12457	Utility Billing	Outstanding	Deposit	-695.04
03/20/2025		DEP0027806	Utility Reverse Payment Packet UBPKT12458	Utility Billing	Outstanding	Deposit	-1,117.60
03/20/2025		DEP0027809	Utility Reverse Payment Packet UBPKT12459	Utility Billing	Outstanding	Deposit	-112.94
03/20/2025		DEP0027812	Utility Reverse Payment Packet UBPKT12460	Utility Billing	Outstanding	Deposit	-136.88
03/20/2025		DEP0027818	Utility Payment Packet UBPKT12462	Utility Billing	Outstanding	Deposit	61,607.74
03/21/2025		DEP0027821	Utility Payment Packet UBPKT12463	Utility Billing	Outstanding	Deposit	1,068.25
03/21/2025		DEP0027824	Utility Payment Packet UBPKT12464	Utility Billing	Outstanding	Deposit	100.00
03/21/2025		DEP0027827	Utility Payment Packet UBPKT12465	Utility Billing	Outstanding	Deposit	17,981.93
03/24/2025		DEP0027815	Utility Reverse Payment Packet UBPKT12461	Utility Billing	Outstanding	Deposit	-131.82
03/24/2025		DEP0027830	Utility Payment Packet UBPKT12466	Utility Billing	Outstanding	Deposit	1,367.64
03/24/2025		DEP0027833	Utility Payment Packet UBPKT12467	Utility Billing	Outstanding	Deposit	1,463.36
03/24/2025		DEP0027837	Utility Payment Packet UBPKT12469	Utility Billing	Outstanding	Deposit	13,833.48
03/24/2025		DEP0027842	Utility Payment Packet UBPKT12472	Utility Billing	Outstanding	Deposit	9,324.81
03/25/2025		DEP0027845	Utility Payment Packet UBPKT12474	Utility Billing	Outstanding	Deposit	8,664.65
03/25/2025		DEP0027851	Utility Payment Packet UBPKT12479	Utility Billing	Outstanding	Deposit	2,398.13
03/25/2025		DEP0027857	Utility Payment Packet UBPKT12488	Utility Billing	Outstanding	Deposit	4,978.06
03/25/2025		DEP0027860	Utility Payment Packet UBPKT12494	Utility Billing	Outstanding	Deposit	4,518.41
03/26/2025		DEP0027863	Utility Payment Packet UBPKT12495	Utility Billing	Outstanding	Deposit	2,697.22
03/26/2025		DEP0027866	Utility Payment Packet UBPKT12496	Utility Billing	Outstanding	Deposit	7,830.65
03/26/2025		DEP0027869	Utility Payment Packet UBPKT12498	Utility Billing	Outstanding	Deposit	5,770.76
03/26/2025		DEP0027872	Utility Payment Packet UBPKT12499	Utility Billing	Outstanding	Deposit	3,484.36
03/26/2025		DEP0027878	Utility Payment Packet UBPKT12503	Utility Billing	Outstanding	Deposit	7,921.73
03/27/2025		DEP0027881	Utility Payment Packet UBPKT12504	Utility Billing	Outstanding	Deposit	1,086.36
03/27/2025		DEP0027884	Utility Payment Packet UBPKT12505	Utility Billing	Outstanding	Deposit	7,617.12
03/27/2025		DEP0027887	Utility Payment Packet UBPKT12513	Utility Billing	Outstanding	Deposit	7,878.87
03/27/2025		DEP0027893	Utility Payment Packet UBPKT12520	Utility Billing	Outstanding	Deposit	7,529.95
03/28/2025		DEP0027890	Utility Reverse Payment Packet UBPKT12519	Utility Billing	Outstanding	Deposit	-183.56
03/28/2025		DEP0027896	Utility Payment Packet UBPKT12521	Utility Billing	Outstanding	Deposit	2,473.11
03/28/2025		DEP0027899	Utility Payment Packet UBPKT12522	Utility Billing	Outstanding	Deposit	3,198.91
03/28/2025		DEP0027902	Utility Payment Packet UBPKT12526	Utility Billing	Outstanding	Deposit	6,104.65
03/31/2025		DEP0027905	Utility Payment Packet UBPKT12527	Utility Billing	Outstanding	Deposit	11,619.41
03/31/2025		DEP0027908	Utility Payment Packet UBPKT12528	Utility Billing	Outstanding	Deposit	1,626.14

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/31/2025		DEP0027911	Utility Payment Packet UBPKT12529	Utility Billing	Outstanding	Deposit	2,313.23
03/31/2025		DEP0027914	Utility Payment Packet UBPKT12532	Utility Billing	Outstanding	Deposit	7,469.36
03/31/2025		DEP0027917	Utility Payment Packet UBPKT12533	Utility Billing	Outstanding	Deposit	2,667.99
Deposit Total: (98)							1,028,596.69
Utility Billing Total: (104)							1,018,455.59
Report Total: (231)							-170,614.71

Summary

Bank Account	Count	Amount
030866939 BMO Checking	231	-170,614.71
Report Total:	231	-170,614.71

Cash Account	Count	Amount
99 99-000-1004 BMO Checking (Pooled Cash)	231	-170,614.71
Report Total:	231	-170,614.71

Transaction Type	Count	Amount
Bank Draft	43	-589,705.48
Check	35	-741,476.50
Check Reversal	2	1,774.13
Deposit	141	1,224,099.74
EFT	10	-65,306.60
Report Total:	231	-170,614.71



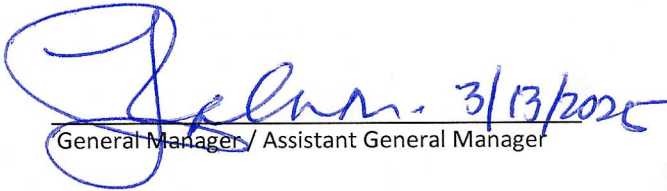
Trabuco Canyon Water District
General Fund Warrant Register
3/13/2025

Summary of Disbursements

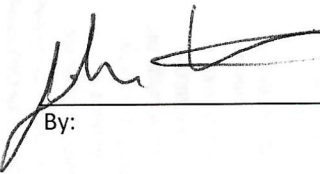
Computer Checks	115,871.94
UB Refund Checks	4,489.80
Void UB Refund	-
Bank Drafts	964,652.82
Bank EFTs	83,195.70
Voided Payments	-
Total Disbursements	1,168,210.26

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

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


General Manager / Assistant General Manager

 3/13/25
By: _____ Date: _____


By: _____ Date: 3/13/25



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 02/12/2025 - 03/11/2025

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
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
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
03/03/2025		DFT0003921	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-1,939.92
03/03/2025		DFT0003922	LOWE'S	Accounts Payable	Outstanding	Bank Draft	-472.84
03/03/2025		DFT0003923	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-4,643.71
03/03/2025		DFT0003924	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
03/03/2025		DFT0003925	VSP	Accounts Payable	Outstanding	Bank Draft	-895.24
03/04/2025		DFT0003926	ADP	Accounts Payable	Outstanding	Bank Draft	-145,543.84
03/04/2025		DFT0003927	CALPERS	Accounts Payable	Outstanding	Bank Draft	-121,686.69
03/04/2025		DFT0003928	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-3,038.95
03/05/2025		DFT0003929	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-97.40
03/06/2025		DFT0003930	CALPERS	Accounts Payable	Outstanding	Bank Draft	-37,078.50
03/07/2025		DFT0003931	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
03/10/2025		DFT0003932	ADP	Accounts Payable	Outstanding	Bank Draft	-2,107.06

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
03/10/2025		DFT0003933	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,475.51
03/10/2025		DFT0003934	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-214.08
03/10/2025		DFT0003935	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-433.71
03/11/2025		DFT0003936	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-846.54
Bank Draft Total: (39)							-964,652.82
Check							
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: (33)							-115,871.94
EFT							
02/12/2025		712	ACWA JPIA - WC, PROP., & LIAB	Accounts Payable	Outstanding	EFT	-11,331.96

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
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
02/12/2025		717	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-433.72
03/01/2025		718	AMAZON	Accounts Payable	Outstanding	EFT	-1,385.96
03/01/2025		719	BIG O TIRES	Accounts Payable	Outstanding	EFT	-62.05
03/01/2025		720	MWDOC	Accounts Payable	Outstanding	EFT	-47,160.57
03/01/2025		721	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-6,318.68
03/01/2025		722	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-655.98
EFT Total: (11)							-83,195.70
Accounts Payable Total: (83)							-1,163,720.46
Utility Billing							
Check							
03/03/2025		13180	TERRI AND JOHN DELANCE	Utility Billing	Outstanding	Check	-4,489.80
Check Total: (1)							-4,489.80
Utility Billing Total: (1)							-4,489.80
Report Total: (84)							-1,168,210.26

Summary

Bank Account	Count	Amount
030866939 BMO Checking	84	-1,168,210.26
Report Total:	84	-1,168,210.26

Cash Account	Count	Amount
99 99-000-1004 BMO Checking (Pooled Cash)	84	-1,168,210.26
Report Total:	84	-1,168,210.26

Transaction Type	Count	Amount
Bank Draft	39	-964,652.82
Check	34	-120,361.74
EFT	11	-83,195.70
Report Total:	84	-1,168,210.26



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

GENERAL FUND PAYROLL WARRANT REGISTER

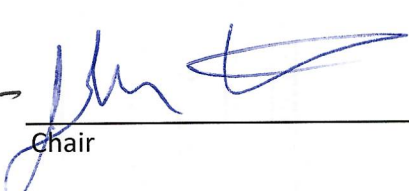
For the Month of: March 2025

\$ 281,374.69

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

4-10-25
Date


Member

4/10/25
Date

Net Pay	Checks				.00
	Direct Deposits				95,945.34
	Subtotal Net Pay				95,945.34
	Adjustments				.00
	Total Net Pay Liability (Net Cash)				95,945.34

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				16,877.16	
	Earned Income Credit Advances					
	Social Security				9,170.22	9,170.21
	Medicare				2,144.65	2,144.65
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal		28,192.03	11,314.86		39,506.89
	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		28,192.03	11,314.86		39,506.89
State	CA State Income Tax				7,802.50	
	CA State Unemployment Insurance-ER 7000					
	CA State Disability Insurance-EE				1,772.95	
	Subtotal CA				9,575.45	9,575.45
	Total Taxes	.00	.00	37,767.48	11,314.86	49,082.34
	Amount ADP Debited From Account XXXX6939		Tran/ABA XXXXXXXXX			49,082.34 Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit				95,945.34	26 Employee Transactions
	Transfers Amount ADP Debited From Account XXXX6939		Tran/ABA XXXXXXXXX			95,945.34
	Total Amount ADP Debited From Your Accounts					145,027.68



Statistical Summary Detail

TRABUCO CANYON WATER

Region Name : GKN
Company Code : ADP RESOURCE

Batch : 1152
Quarter Number : 1
Service Center : 580

Period Ending : 03/15/2025
Pay Date : 03/20/2025
Current Date : 03/18/2025
Week 12
Page 2

Net Pay	Checks		908.94		
	Direct Deposits		87,255.70		
	Subtotal Net Pay				88,164.64
	Adjustments		.00		
	Total Net Pay Liability (Net Cash)				88,164.64

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				17,411.62	
	Earned Income Credit Advances					
	Social Security		8,686.82		8,686.87	
	Medicare		2,031.64		2,031.61	
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal		28,130.08	10,718.48		38,848.56
	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		28,130.08	10,718.48		38,848.56
State	CA State Income Tax				7,694.89	
	CA State Unemployment Insurance-ER 7000					
	CA State Disability Insurance-EE				1,638.92	
	Subtotal CA				9,333.81	9,333.81
	Total Taxes	.00	.00	37,463.89	10,718.48	48,182.37
	Amount ADP Debited From AccountXXXX6939		Tran/ABA XXXXXXXXXX			48,182.37
						Excludes Taxes That Are Your Responsibility
Other	ADP Direct Deposit				87,255.70	29 Employee Transactions
Transfers	ADP Check				908.94	
	Amount ADP Debited From AccountXXXX6939		Tran/ABA XXXXXXXXXX			88,164.64
	Total Amount ADP Debited From Your Accounts					136,347.01



Statistical Summary
Detail

TRABUCO CANYON WATER

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

Batch : **2160**
Quarter Number : **2**
Service Center : **580**

Period Ending : **03/31/2025** **Week 14**
Pay Date : **04/04/2025**
Current Date : **04/01/2025** Page 2

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 16, 2025**

CONSENT CALENDAR

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

RECOMMENDED ACTION:

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

1. *March 5, 2025*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | MARCH 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
Gary Kessler, Water Superintendent
Oscar Ulloa, Wastewater Superintendent
Jason Stroud, Maintenance Superintendent
Roseann Lejsek, Executive Assistant

STAFF ABSENT

None

DISTRICT CONSULTANTS

None

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Acosta called the March 5, 2025 Engineering/Operational Committee Meeting to order at 8:00 a.m. and he reminded staff that Director Anderson would become Committee Chair starting next month.

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.

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

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

ITEM 2: DISCUSSION REGARDING MOBILE BACKUP GENERATOR POWER SUPPLY AUGMENTATION

Mr. Paludi presented this matter for Committee consideration. Mr. Perea reported that he has been working with Operations staff to perform an internal analysis of all backup generator power equipment and energy demands at all District operated facilities to identify vulnerabilities and areas for improvement. Mr. Perea stated that he has updated the summary sheet to identify facilities with critical backup generator needs, as requested by the Committee. Mr. Perea provided a summary of two proposals for mobile generators for discussion purposes. Mr. Stroud reported that staff is in the process of disposing of equipment that is no longer South Coast Air Quality Management District (AQMD) compliant. Discussion occurred regarding potential improvements at the Canyon Creek site to allow for better flexibility and access to the site for generator power.

RECOMMENDATION: None – Informational item only.

ITEM 3: UPDATE ON STATE WATER BOARD CROSS CONNECTION CONTROL PLAN HANDBOOK (CCCPH) REQUIREMENTS AND PLAN ADOPTION

Mr. Paludi presented this matter for Committee consideration, and he noted that these new requirements may impact the District’s Meter Downsizing Program. Mr. Perea reported that the State Water Board has adopted a Cross-Connection Control Policy Handbook (CCCPH), and he stated that the District is participating in an inter-agency joint effort with other Orange County water agencies and cities to develop a CCCP tailored to each agency’s needs. Mr. Perea reported that as a part of the meter downsizing review, staff is completing a hazard assessment on properties to evaluate the potential requirement for installation of a backflow device. Mr. Perea noted that properties with an Advanced Metering Infrastructure (AMI) meter installed may allow for an exception if other conditions are met. Mr. Perea added that CCCPH is linked in the staff report for the Committee’s review.

RECOMMENDATION: None – Informational item only.

ITEM 4: OTHER ENGINEERING AND OPERATIONS PROJECT UPDATES

1. Orange County Public Works (OCPW) Trabuco Creek Bridge Project Status

Ms. Lausten reported that OCPW will start construction at the end of 2026. Discussion occurred regarding protection or relocation of the District’s pipeline, and possible encroachment into District property. Ms. Lausten stated that she will set up a meeting to discuss all potential impacts to the District. Discussion occurred regarding the County’s cost for this project. Ms. Lausten stated that she will research and provide those numbers.

2. 16” Transmission Main Line Repair

Mr. Paludi reported that staff has received preliminary cost estimates and that staff will schedule a Source of Supply Ad Hoc Committee meeting for discussion and direction on this project. Ms. Lausten stated that she will have better project cost numbers next week.

RECOMMENDATION: None – Informational item only.

ITEM 5: WATER SYSTEM UPDATES

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

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

1. Repaired leak that flooded Admin.
2. Serviced 64 valves in the Rancho Cielo and Walden Homes area.
3. Flushed 21 dead end hydrants in Dove Canyon.
4. Replaced all copper tubing on pumps and flow control valve at the Field Office.
5. Worked with the Meter Dept. to replace 1" angle stop on Pennington in Robinson Ranch.

Mr. Kessler presented the Water System Summary for Committee review.

RECOMMENDATION: None – Informational item only.

ITEM 6: WASTEWATER SYSTEM UPDATES

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

1. Assisted in the replacement and programming of two VFD's 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 Recycle Pump Station.
4. Installed a new emergency dialer at Barneburg Lift Station.
5. Completed annual maintenance on Recycle System Cla-Val's.

Mr. Ulloa presented the Recycled Water System Summary for Committee review. A brief discussion occurred regarding the increase in production due to rain, as well as a discussion regarding the Dove/Tick Creek Improvement project. Mr. Paludi reported that the District has received approximately \$1 million in grant funding, and that a design RFP would be going out in the near future.

RECOMMENDATION: None – Informational item only.

ITEM 7: 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. Job walk with Engineering at Canyon Creek for mobile diesel parking/setup.
2. Job walk with Engineering and JES at Res one for culvert repair.
3. EOC meeting to talk about mud/debris flow in Holy Jim/Trabuco Creek.
4. New Dimension job walk at Field Office

Wastewater Operations

1. Maint/Electrical room clean up and organization.
2. Beavans Systems at WWTP for fiber optic install.
3. VFD swap out at Dove Canyon Recycle station.
4. Reclaim res/dam V-Ditch job walk with JES.
5. Aluminum platform built inside WWTP SBR dry pit for PLC control box.

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

District Fleet Upgrades & Other Projects

1. New 800-gallon water trailer delivered.
2. Haaker meetup at WWTP to look over Vactor truck.
3. Dropped off Ford Explorer for body repair and paint.
4. Water Dept. service truck #4 sent to Specialty Equipment for HD lock upgrade.
5. New tires on service truck #29.

Director Acosta suggested that staff prepare a document with a list of projects that have been completed by staff along with cost comparisons of actual in-house costs versus projected contractor costs.

RECOMMENDATION: None – Informational item only.

ITEM 8: OTHER MATTERS/REPORTS

Director Anderson stated that a large mound of sandy material is available for free in San Juan Capistrano if the District has any applications for it, and he mentioned that it can be delivered if needed.

RECOMMENDATION: None

ADJOURNMENT

Director Acosta adjourned the March 5, 2025 Engineering/Operational Committee Meeting at 8:48 a.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 16, 2025**

CONSENT CALENDAR

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

RECOMMENDED ACTION:

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

1. *March 3, 2025*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | MARCH 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
Jason Stroud, Maintenance Superintendent
Karen Warner, Principal Accountant
Roseann Lejsek, Executive Assistant

CONSULTANTS PRESENT

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

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Acosta called the March 3, 2025 Executive Committee Meeting to order at 5:00 PM.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

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).

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:

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

March 2025

Regular Board Meeting – 3/19

- Adopt Resolution for Updated Standard Drawings and Specs (E/O)
- Info item on Cross Connection Control Plan (CCCPH) Handbook / Plan Adoption (E/O)
- WWTP Blower Room Sound Panels Cost Estimate (E/O*)
- Ratification of Account Adjustments Resulting from Meter Downsizing (F/A)
- Discussion Regarding Public Education and Community Outreach Activities
- Approval of Settlement Agreement with Rutter Development
- Discussion Regarding an Enhanced Scope of Responsibilities for the District’s Accountant Consultant

*estimate not available in time for E/O CM – staff will request bringing directly to Board

Special Board Meeting (TBD)

- Discussion Regarding the DWTP and Transmission Pipe Rehab Cost Estimates
- Approval of Saddleback Meadows Processing Agmt Amendment

Special Board Meeting (TBD)

- Discussion of Financial Enhancement Concepts

April 2025

Regular Board Meeting – 4/16

- Review of Final Plans and Specs for Heritage LS Improvements Project (E/O)
- Accept Saddle Crest On-Site Facilities (E/O)
- Information item regarding Quarterly CIP Update (E/O)
- Review of Final CCCPH (E/O)

Special Board Meeting (TBD)

- FY 2026 Budget/CIP Workshop #1

May 2025

Regular Board Meeting – 5/21

- Award of Dove/Tick Creek Improvements Design (E/O)
- Award of WWTP Blower Room Construction (E/O)

Special Board Meeting (TBD)

- Budget/CIP Workshop #2

Other Potential Future Board Items

- Award Construction Contract for Heritage SLS Improvements
- Adopt Resolution Updating TCWD Procurement Policy
- Water Intertie Agreement with IRWD
- Adoption of Ordinance regarding Cross Connection Control Plan (June)
- Water Intertie Agreement with IRWD
- Water Awareness Day Discussion

RECOMMENDATION: None – Informational item only.

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

OTHER MATTERS

ITEM 3: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

Pass-Through Rates

Mr. Paludi reported that the pass-through rates postcard notice was mailed to customers the previous Friday, informing them of the increases as of April 1, 2025.

Emergency Generators

Mr. Stroud reported that the Maintenance staff is working on purchasing an emergency generator, and that two quotes have been received which will be brought to the Engineering/Operational Committee for review.

RECOMMENDATION: None – Informational item only.

ADJOURNMENT

Vice President Acosta adjourned the March 3, 2025 Executive Committee Meeting at 5:44 p.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 16, 2025**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

**ITEM 5: 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. *March 2025*

EXHIBITS:

1. Directors Fees and Expenses Monthly Report for March 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 | MARCH 2025**

MEETING DESCRIPTION	ACOSTA	ANDERSON	HORST	MANDICH	SAFRANSKI
DISTRICT MEETINGS					
District Properties Committee Meeting		03/13/25		03/13/25	
Executive Committee Meeting	03/03/25			03/03/25	
Energy Efficiency Ad Hoc Committee Meeting				03/14/25	03/14/25
Engineering/Operational Committee Meeting	03/05/25	03/05/25			
Finance/Audit Committee Meeting			03/13/25		03/13/25
Individual Meeting with General Manager	03/17/25	03/19/25	03/17/25	03/17/25	03/18/25
Public Outreach Ad Hoc Committee Meeting	03/27/25		03/27/25		
Regular Board Meeting	03/19/25	03/19/25	03/19/25	03/19/25	03/19/25
Sources of Supply Ad Hoc Committee Meeting (1)		03/06/25		03/06/25	
Sources of Supply Ad Hoc Committee Meeting (2)		03/25/25		03/25/25	
REPRESENTATIVE MEETINGS					
Community Associations of Rancho (CAR) Meeting			03/04/25		
City of Rancho Santa Margarita - City Council Meeting				03/26/25	
Independent Special Districts of Orange County (ISDOC) Monthly Meeting					
Independent Special Districts of Orange County (ISDOC) Quarterly Meeting					
MWDOC Administration/Finance Committee Meeting			03/12/25		
MWDOC Board Meeting			03/19/25		
MWDOC Water Policy Forum & Dinner				03/20/25	
South Orange County Integrated Regional Watershed Management Executive Committee Meeting				03/06/25	
Orange County Local Agency Formation Commission (OC LAFCO)					
South Orange County Water Agencies Group Meeting			03/24/25		
Santiago Aqueduct Commission Meeting (SAC)					
Water Advisory Commission of Orange County (WACO)		03/07/25			
NUMBER OF MEETINGS ATTENDED	5	6	7	9	4
PER DIEMS (\$125 per each meeting*)	\$625.00	\$750.00	\$875.00	\$1,125.00	\$500.00
DIRECT REIMBURSABLE EXPENSES					
DIRECT REIMBURSABLE EXPENSES TOTALS					
INDIRECT REIMBURSABLE EXPENSES					
INDIRECT REIMBURSABLE EXPENSES TOTALS					
TOTAL (PER DIEMS + DIRECT REIMBURSABLE EXPENSES)	\$625.00	\$750.00	\$875.00	\$1,125.00	\$500.00
<i>* Maximum per diem per day is one; maximum per month is 10</i>					

DIRECTOR SIGNATURE

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 | APRIL 16, 2025**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 6: 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:

Authorize the General Manager to approve individual meter-downsizing account adjustments that exceed \$1,001.00 in accordance with the modified program requirements approved by the Board of Directors on December 19, 2024 and submitted prior to February 17, 2025.

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	OCFA APPROVAL	APPLICATION RCVD DATE	METER CHANGE OUT DATE	APPROVED ADJUSTMENT AMOUNT
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CLOSED

Philip E. Turgasen	5 Windy Ridge Road	1.5"	1"	N/A	1/22/2025	3/31/2025	\$1,695.16 - refund 04/07/2025
Carolyn Johnson	20102 Trabuco Oaks Drive	2"	1.5"	2/27/2025	2/12/2025	3/18/2025	\$1,926.23 - refund 04/07/2025
Patricia Foster	30531 Hamilton Trail	2"	1"	N/A	2/11/2025	3/20/2025	\$3,419.47 - refund 03/25/2025
Patrick & Jenny Bray	20061 Trabuco Oaks Dr.	1"	3/4"	N/A	2/17/2025	3/19/2025	\$908.83 - refund 03/25/2025

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 16, 2025**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 7: PUBLIC OUTREACH AD HOC COMMITTEE UPDATE – MARCH 27, 2025 MEETING

At the March 19, 2025 Regular Board Meeting, Board President Mandich approved the formation of an Ad Hoc Committee of the Board of Directors to oversee the evaluation and comparison of Trabuco Canyon Water District's public outreach methods and practices. This item will provide an opportunity for Committee and/or staff members to recap the discussions and possible direction to staff from the meeting on March 27.

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 | APRIL 16, 2025**

**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 8: AWARD OF RECYCLED WATER RESERVOIR DAM V-DITCH AND STORM DRAIN CULVERT REPAIR

The Robinson Ranch Wastewater Treatment Plant (RRWWTP) provides treated effluent to the Dove and Robinson Ranch Recycled Water Pump Stations (RWPS) via a 150 AF Reclaimed Water Reservoir. It is the District's responsibility to maintain the reservoir dam, outlet structures, V-ditches, appurtenances and landscape, per the Division of Safety of Dams (DSOD) annual inspection. During a pipeline break at the RWPS, there was damage to the V-ditch and culvert structure downstream. Staff prepared a scope of work and invited contractors to bid on the repair work, and the results are as follows:

V-Ditch and Culvert Repairs	
Contractor	Cost
JES Engineering	\$162,365.35
Champion Paving	\$191,760.00
Ferreira Construction	Declined to Bid

FUNDING SOURCE:

Capital Improvement Program

FISCAL IMPACT:

Up to \$178,365.53

ENVIRONMENTAL COMPLIANCE:

Not Applicable

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee

RECOMMENDED ACTION:

Award a construction contract for the Recycled Water Reservoir Dam V-Ditch and Culvert Repairs to JES Engineering in the amount of \$162,365.35, plus a 10% contingency of \$16,000, for a not to exceed amount of \$178,365.35.

EXHIBIT(S):

1. Repair Exhibit

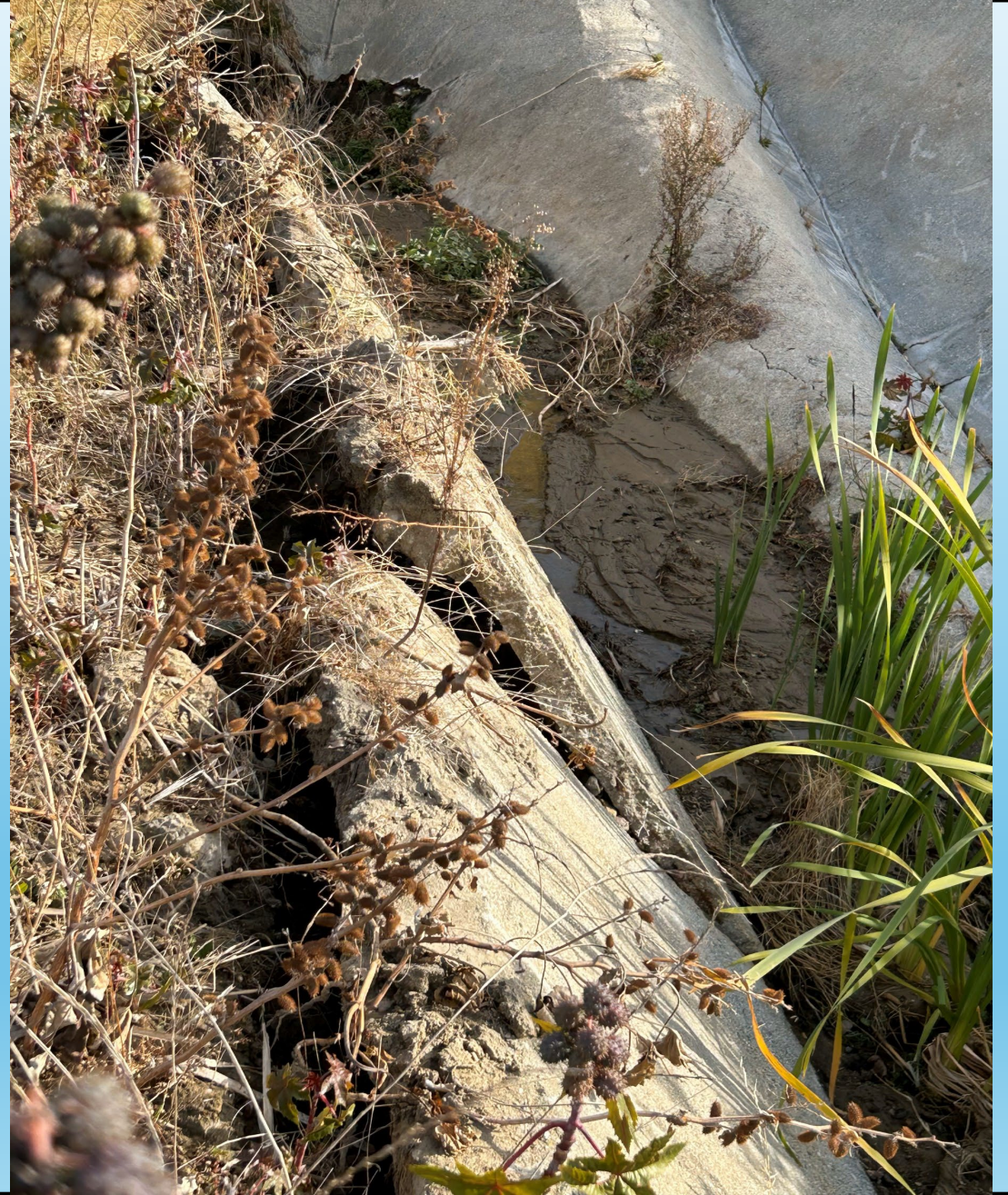
CONTACTS (staff responsible): PALUDI/LAUSTEN

V-Ditch and Culvert Replacement Project

Trabuco Canyon Water District
#####, 2025



V-DITCH



V-DITCH



CULVERT PIPE ENTRANCE



CULVERT PIPE ENTRANCE



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 16, 2025**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 9: AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT WITH HAZEN & SAWYER FOR TRANSMISSION MAIN REHAB ENGINEERING SERVICES

Trabuco Canyon Water District (District) operates a transmission main that transports potable water from the Dimension Water Treatment Plant (DWTP) to the distribution system through the Ridgeline Booster Pump Station. This cement mortar lined and coated (CMLC) steel transmission main was originally constructed in 1964 and is approximately 22,000 linear feet (LF) long ranging from 14 inches to 24 inches in diameter. Over time, portions of the line have been replaced as part of road improvement projects, residential development, and overall system upgrades. The remaining portions of the original pipeline have experienced leaks and are believed to have surpassed their useful life. The leaks appear to be the result of exterior corrosion that has reduced or eliminated the mortar coating and reduced the pipe wall thickness. The pipeline is currently not in service.

Operating DWTP is the primary means of supplying drinking water to the District's service area. As an alternative, the District is purchasing water from Irvine Ranch Water District through an emergency intertie at a significant cost increase over operating DWTP. Under the direction of the Sources of Supply Ad Hoc Committee, staff has been researching the most effective method to rehabilitate the line and get it back into service as quickly as possible. Staff contracted with Hazen & Sawyer to evaluate rehabilitation options for the pipeline which includes a hydraulic analysis, rehabilitation alternatives, phasing plan and cost comparisons. This work has been completed, and Staff has developed the Repair Phasing Exhibit (Exhibit 1). Staff propose to bid out Phase 1A and Phase 1B soon and put the pipeline back into service once that work is completed. Phase 2 has some additional challenges, and Staff will work on this design once Phase 1 is in construction. Phase 2 will be constructed at a time when demands are low, and the pipeline can be taken out of service.

Staff requests to amend Hazen's contract for additional as-needed services for bid and construction support.

FUNDING SOURCE:

Capital Improvement Program

FISCAL IMPACT:

Up to \$75,000 for Amendment No. 1

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption

COMMITTEE STATUS:

This matter was not reviewed at Committee.

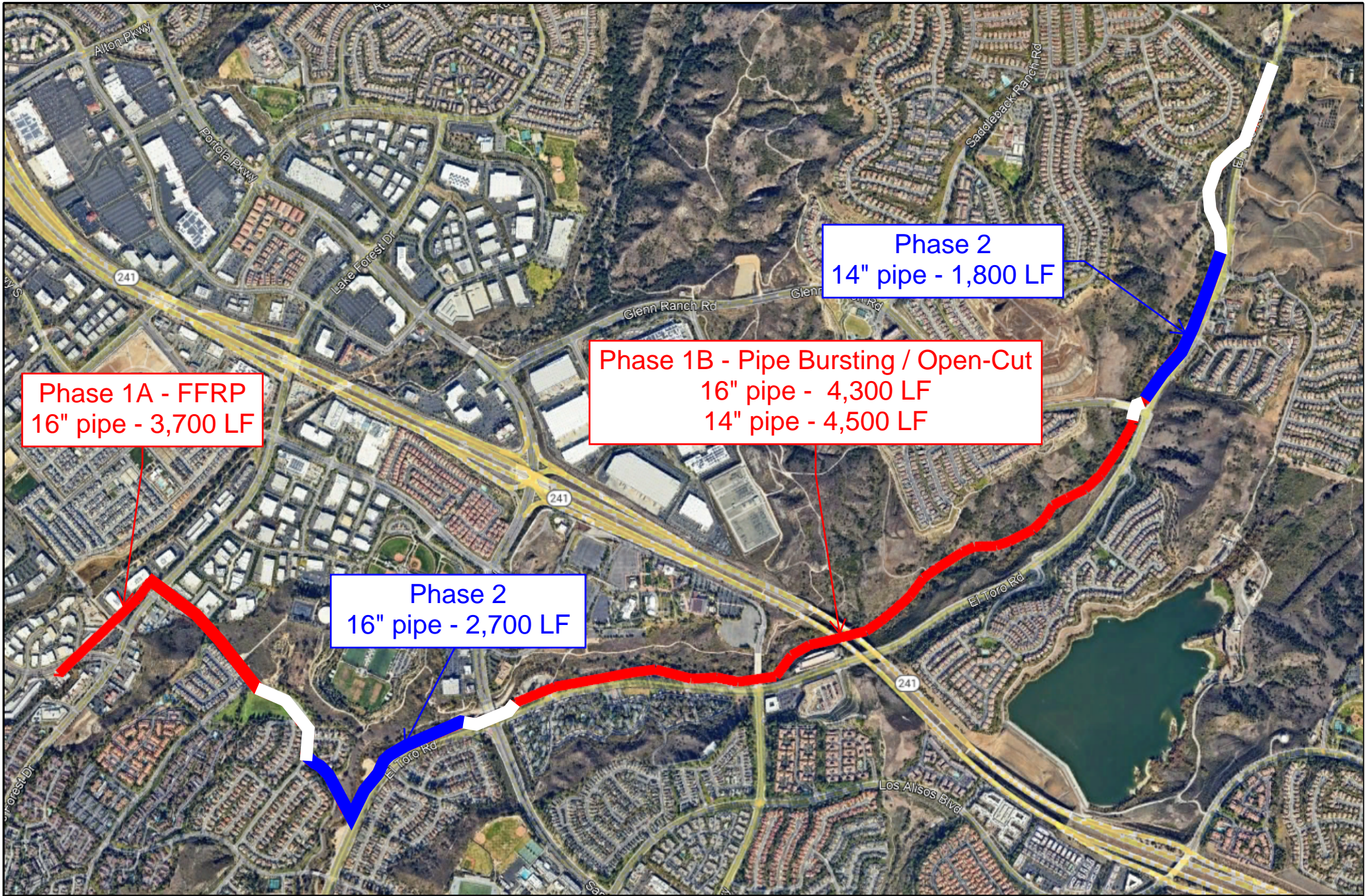
RECOMMENDED ACTIONS:

Authorize the General Manager to execute Amendment No.1 to Professional Services Agreement with Hazen & Sawyer for Transmission Main Rehabilitation Engineering Services in an amount not-to-exceed \$75,000, for a total agreement not-to-exceed amount of \$173,360.

EXHIBIT(S):

1. Repair Phasing Exhibit
2. Hazen's Proposal

CONTACTS (staff responsible): PALUDI/LAUSTEN



Hazen



Figure X-X: Project Phase 1 and Phase 2

March 2025



Hazen and Sawyer
7700 Irvine Center Drive, Suite 200
Irvine, CA 92618

April 8, 2025

Ms. Lorrie Lausten, P.E.
District Engineer
Trabuco Canyon Water District
32003 Dove Canyon Drive
Trabuco Canyon, CA 92679

Subject: Proposal for Transmission Main As-Needed Bid and Construction Support

Dear Lorrie:

We are pleased to submit this proposal to provide as-needed bid and construction support services to Trabuco Canyon Water District (TCWD) as you move forward in implementing improvements to the existing DWTP transmission main. Hazen is currently finishing the transmission main rehabilitation evaluation and tech memo. The next phase of the project is the District intends to contract with a general contractor to implement improvements to the transmission main.

Hazen will provide as-needed bid and construction support services, which may include:

- Bid package development
- Bid review and RFI response
- Bid evaluation
- Construction coordination
- Shop drawing review
- RFI review
- District coordination and support

Hazen proposes to perform the as-needed consulting services based on Time and Material with Not-To-Exceed (NTE) amount of **\$75,000.00** including all labor and expenses. Additional work will not be performed by Hazen without prior written authorization by TCWD. Progress billings will be forwarded to TCWD on a monthly basis. Typical hourly bill rates for staff that may assist you on this project are as follows:

- Principal-in-Charge: \$350
- Project Manager: \$340
- Senior Associate: \$330
- Principal Engineer: \$230
- Assistant Engineer: \$185
- Technician: \$140

Hazen

It is assumed TCWD will engage a construction management firm to oversee construction. Hazen's support excludes CM and inspection services. Hazen also recommends TCWD engage a geotechnical firm for geotechnical investigations that will be necessary for the project. Hazen will coordinate with the geotechnical firm regarding soil testing requirements.

Should you have any questions or comments with regards to this letter, please feel free to contact me at (949) 557-8557 or tyokoyama@hazenandsawyer.com.

Sincerely,



Tori Yokoyama, PE
Project Manager



Cindy Miller, PE
Vice President

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 16, 2025**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 10: QUARTERLY CAPITAL IMPROVEMENT PROGRAM (CIP) UPDATE

This report summarizes the status of Trabuco Canyon Water District’s (District’s) twenty-six Capital Improvement Program (CIP) Update as summarized below. Project specific information will be presented to the Committee at the time of the meeting.

Status of the CIP Projects	
No.	Status
5	Completed
7	Design/Planning
2	Bids Received
7	Ongoing
5	In Construction

FUNDING SOURCE:

Capital Improvement Program

FISCAL IMPACT:

\$5,918,453 (total FY 2024-25 CIP Budget)

ENVIRONMENTAL COMPLIANCE:

Not Applicable

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee

RECOMMENDED ACTIONS:

Information item only. Receive and file report and presentation.

EXHIBIT(S):

1. CIP FY24-25 Budget Update

CONTACTS (staff responsible): PALUDI/LAUSTEN

**TRABUCO CANYON WATER DISTRICT
CAPITAL IMPROVEMENT PLAN BUDGET
FY 2024/2025 UPDATE**

Item	Name	Status	Project Basis	FY24/25 Budget	FY24/25 Revised Budget
WATER PROJECTS					
1	Live Oak Canyon Pipeline Replacement - Ridgeline to Harris Grade	Design/Planning	Reliability	\$375,000	\$375,000
2	Manual Transfer Switch Upgrade-Water	In Construction	Reliability	\$60,000	\$60,000
3	Pump Replacement	Ongoing	End of Service Life	\$99,671	\$99,671
4	PRV Maintenance	Ongoing	General Maintenance	\$26,579	\$26,579
5	Valve Replacement	Ongoing	General Maintenance	\$39,868	\$39,868
6	Saddlecrest Reservoir Outlet Pipe (NEW)	Design/Planning	Reliability	\$300,000	\$300,000
Sub-Total				\$901,118	\$901,118
SEWER PROJECTS					
7	Golf Club SLS Improvement	Complete	End of Service Life	\$1,412,000	\$1,412,000
8	WWTP Blower Bldg Rehab-Blowers and MCC	Design/Planning	Reliability	\$1,009,994	\$1,009,994
9	Chiquita Capital Reim. (SMWD)	Ongoing	Contract Agreement	\$178,000	\$178,000
10	Heritage SLS Pump Replacement	Complete	End of Service Life	\$265,788	\$218,576
11	Manual Transfer Switch Upgrade-Sewer	In Construction	Reliability	\$60,000	\$60,000
12	WWTP SCADA/Fiber Optic Upgrade	Complete	End of Service Life	\$330,000	\$330,000
13	Heritage SLS Rehabilitation (Site, Electrical & Mechanical)	Design/Planning	End of Service Life	\$132,900	\$132,900
14	WWTP Reservoir Outlet Gate Improvements	Complete	End of Service Life	\$199,341	\$151,000
15	WWTP Handrail Replacement - Segment B&C (NEW) (1)	In Construction	Safety	\$108,000	\$20,000
16	Pump Replacement (NEW)	Ongoing	End of Service Life	\$66,447	\$66,447
17	Wetwell Recoating	Ongoing	End of Service Life	\$39,868	\$0
18	Manhole Recoating	Ongoing	End of Service Life	\$26,579	\$0
19	WWTP Headworks Rehabilitation	Bids Received	End of Service Life	\$130,000	\$380,000
20	Dam V-Ditch and Culvert Repairs (NEW)	Bids Received	End of Service Life	\$0	\$178,000
Sub-Total				\$3,958,917	\$3,958,917
NON-DOMESTIC WATER PROJECTS					
21	Dove/Robinson Ranch Recycled BPS Improvements	Design/Planning	End of Service Life	\$132,894	\$132,894
22	Dove Lake Dam Improvements (MOVED UP)	Design/Planning	End of Service Life	\$0	\$30,000
23	Recycled PRV Improvements (2)	Complete	End of Service Life	\$265,788	\$235,788
24	Dove & Tick Creek Pump Station Improvements (3)	Design/Planning	Reliability	\$79,736	\$79,736
Sub-Total				\$478,418	\$478,418
Shared Projects					
25	SCADA System Upgrades	In Construction	Reliability/End of Service Life	\$280,000	\$280,000
26	New Server Upgrades	In Constructicon	End of Service Life	\$300,000	\$300,000
Sub-Total				\$580,000	\$580,000
Total				\$5,918,453	\$5,918,453

(1) Staff will complete project in house

(2) Dove & Tick Creek PS Improvements have been awarded an IRWM grant for \$389,500 and a USBR grant for \$577,584=\$967,084. The budget does not reflect these funds.

(3) Dove Golf Course Vault Rehab. is completed; Dove HOA Vault Rehab. is in planning.

RED indicates projects completed since December 2024 Update

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 16, 2025**

ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

ITEM 11: ORANGE COUNTY LOCAL AGENCY FORMATION COMMISSION (OC LAFCO) REORGANIZATION APPLICATION PROCESS OVERVIEW

At the February 20, 2025 Regular Meeting, the Board of Directors directed staff to identify the steps involved if an agency were to consider consolidation with another agency. Staff approached this request from the perspective of an agency whose governing body has formally initiated proceedings with the Local Agency Formation Commission of Orange County (“LAFCO”) by adopting a resolution of application proposing a “reorganization.” Although “consolidation” has been used by the public to refer generally to the process by which an agency might be absorbed into a different neighboring agency, the correct legal term is “reorganization” consisting of *annexation* into an existing district, and *dissolution* of the prior district. Legally, a consolidation creates an entirely new agency with a newly-constituted board.

The process by which LAFCO formally considers a reorganization proposal is highly detailed and prescriptive. Consequently, staff requested that the District’s General Counsel prepare a high-level summary and explanation for the Board’s review. This summary was provided both in the form of a Memorandum, included as Exhibit 1, and a simplified process flow chart, included as Exhibit 2. However, what is arguably more important than the formal LAFCO proceedings are the many critical factors and considerations that an agency should carefully consider in weighing the risks and benefits of a reorganization during the pre-application process. This is also briefly described in the Memorandum.

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

FISCAL IMPACT

The costs associated with LAFCO reorganization proceedings are application-specific and unknown at this time.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

RECOMMENDED ACTION:

Information item only. Receive and file report and presentation.

EXHIBIT(S):

1. Memorandum Regarding LAFCO Reorganization Proceedings dated April 7, 2025, prepared by Hanson Bridgett LLP.
2. Flow Chart Slide of LAFCO Reorganization Proceedings

CONTACTS (staff responsible): PALUDI/COLLINS

Memorandum

TO: Trabuco Canyon Water District
FROM: Hanson Bridgett
DATE: April 7, 2025
RE: LAFCO Reorganization Proceedings

You asked us to prepare a memorandum outlining the reorganization process pursuant to Local Agency Formation Commission of Orange County (OC LAFCO) rules and regulations. The below summary is a high-level explanation of the process for OC LAFCO consideration of a reorganization application submitted by one or more special districts. Each step of the process (LAFCO review, protest procedures, elections, etc.) may warrant additional analysis and engagement with OC LAFCO staff. Please feel free to contact us with any particular questions or concerns.

I. PRE-APPLICATION PROCESS AND CONSIDERATIONS

Before reorganization proceedings are formally initiated, districts considering the process will undertake an informal process to evaluate the risks and benefits of pursuing an application. A formal application to LAFCO is time-consuming and expensive, so an agency may want to carefully evaluate the financial impacts, legal implications, personnel/morale impacts, political factors, and many other considerations before agreeing to pursue reorganization discussions with one or more districts. We are not aware of any formal legal process or requirements for how to assess these factors, however many agencies engage in several months (or more) of fiscal analyses, public outreach, staff listening sessions, and inter-agency conversations before the formal phases outlined in this memo commence.

Thus, an agency or agencies considering reorganization will likely spend significant time preparing an outline of the proposed reorganization, identifying key terms/dealbreakers, and come to a high-level agreement with its partner agency prior to engaging the formal legal process outlined below. This likely involves hiring a financial consultant to prepare an initial financial analysis and evaluation of the physical jurisdictions of the agencies. In our experience, various informal and formal public meetings and communications between agencies take place to formulate the reorganization plan and develop the key terms that will become the basis for the parties' resolutions, described below.

II. LAFCO AUTHORITY

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 created local agency formation commissions (LAFCOs) in each county with the primary purpose to encourage orderly boundaries and growth by overseeing the boundaries of cities and special

districts. (Gov. Code § 56000 et seq.) LAFCOs' responsibilities include overseeing changes of organization or reorganization, which, of relevance here, includes annexation of land into existing districts and district dissolutions. (Gov. Code § 56021.)

- An annexation is the inclusion, attachment, or addition of territory to a district. (Gov. Code § 56017.)
- A dissolution is the disincorporation, extinguishment, or termination of the existence of a district, and the cessation of all its corporate powers, except as a LAFCO may otherwise provide pursuant to Government Code section 56886 for the purpose of winding up the affairs of the district. (Gov. Code § 56035.)

If a LAFCO proposal contains more than two or more boundary changes, that is known as a "reorganization." (Gov. Code § 56073.) A reorganization may be initiated by landowners or voters by petition¹ or by a local agency by adoption of a resolution of application by the governing body of that agency. (Gov. Code § 56650.) LAFCOs may also initiate reorganizations for certain changes, such as the consolidation or dissolution of districts. (Gov. Code § 56375(a)(2).)

III. PROCESS OF REORGANIZATION

A reorganization consists of four or five stages: (1) initiation of proceedings; (2) LAFCO review; (3) conducting authority (protest) proceedings; (4) election, if applicable; and (5) completion of proceedings.

Although "consolidation" has been used by the public to refer generally to the process by which an agency might be absorbed into a different neighboring water agency, that is not the technically correct term. Legally, a consolidation creates an entirely new agency with a newly-constituted board (Gov. Code § 56030). The legal term for an agency to be absorbed into another agency is a "reorganization" consisting of *annexation* into an existing district, and *dissolution* of the prior district.

Stage One: Initiation of Proceedings by Resolution of Application

An initiation by resolution of application occurs when the governing body of an affected local agency proposes a change of organization or reorganization. (Gov. Code § 56654.)

At least 21 days before the adoption of the resolution, the legislative body may give mailed notice of its intention to adopt a resolution of application to LAFCO and to each interested

¹ This memorandum only focuses on the steps for a reorganization initiated by resolution of application and does not address the process for a reorganization initiated by petition.

agency² and each subject agency³. (Gov. Code § 56654(c).) In addition, Orange County LAFCO requires a mandatory pre-filing meeting of all applicants to understand the application.

The application must be in the form prescribed by OC LAFCO⁴ and must include the following:

1. A petition or resolution initiating the proposal
2. Application form
3. A map and description of the boundary change area
4. Whether the proposal is consistent with the sphere of influence of any affected district
5. Any data and information as required by LAFCO's regulations
6. Other relevant supporting documents
7. A plan for providing services
8. Applicable fees

(Gov. Code §§ 56652, 56653, 56654; see also § 56700.)

Stage Two: LAFCO Review

LAFCO review consists of three phases: (a) staff report and recommendation; (b) public hearing, and (c) final decision. In addition, LAFCO may, but is not required to, refer a proposal for reorganization to a reorganization committee.

If a majority of the members of each legislative body of two or more local agencies adopt substantially similar resolutions of application to consolidate or for the reorganization of the districts, LAFCO **shall** approve, or conditionally approve, the proposal. (Gov. Code § 56853(a).) The word "shall" means this is not a discretionary action; if LAFCO finds that the resolutions of application to be "substantially similar," it **must** approve the proposal and the process proceeds.

a. Staff Report and Recommendation

Notice of Application. After receiving the application, LAFCO's executive officer will provide mailed notice to each affected local agency, the county committee on school district organization, and each school superintendent whose school district overlies the affected territory confirming that the application has been received. (Gov. Code § 56658(b)(1).) However, if the local agency already gave notice to LAFCO and to all interested and subject agencies before the adoption of the resolution (Government Code section 56654(c)), then the executive officer is not required to provide notice. (Gov. Code § 56658(b)(1).)

Certificate of Filing and Hearing Date. The executive officer must determine the completeness or incompleteness of the application within 30 days of receiving the application. (Gov. Code §

² "Interested agency" means each local agency which provides facilities or services in the affected territory, such as a city, county, or special district with overlapping jurisdiction. (GC 56047.5)

³ "Subject agency" means each district for which a change of organization or reorganization is proposed (GC 56077).

⁴ OC LAFCO's sample documents and guidelines for proposal processing can be found [here](#).

56658(c).) If the application is complete and accepted for filing, the executive officer will then issue a certificate of filing, which provides the date and time of the Commission hearing. (Gov. Code § 56658(f).) The Commission hearing must be held within 90 days of the issuance of the certificate of filing. (Gov. Code § 56658(h).) If the application is deemed to be incomplete, the executive officer must inform the local agency so that the agency can provide the missing information. (Gov. Code § 56658(g).)

Notice of Hearing. Notice of the hearing will be provided by the executive officer by mailing, publication (electronic and newspaper), and posting. (Gov. Code §§ 56660, 56661.) Mailed notice must be sent to (among potential other parties): (a) each affected local agency (to the legislative body and the executive officer of the agency), (b) the proponents, if any, (c) each person who has filed a written request for special notice with the executive officer, (d) each city within three miles of the exterior boundaries of the territory proposed to be annexed, (e) all landowners within the affected territory, and (g) all registered voters within the affected territory. (Gov. Code § 56661; see also Gov. Code § 56157.)

Staff Report. Following the review of the application, the LAFCO executive officer will prepare a report, including his or her recommendations, which must be mailed at least five (5) days prior to the hearing to (a) the persons designated in the application, (b) each local agency whose boundaries or sphere of influence would be changed by the proposal, (c) each affected local agency which has filed a request for a report with the executive officer, and (d) each affected city. (Gov. Code § 56665.) The report must be provided to interested and affected local agencies and counties. (Gov. Code § 56665(a)-(e).) "Interested agency" means each local agency which provides facilities or services in the affected territory (Gov. Code § 56047.5.), and "affected local agency" means any local agency that contains or would contain, or whose sphere of influences contains or would contain, any territory for which a change of reorganization is proposed. (Gov. Code § 56014.)

Reorganization Committee/Hearing (Optional)

LAFCO may refer the proposal for reorganization to a reorganization committee. (Gov. Code § 56827.) Before LAFCO refers the proposal to a reorganization committee, LAFCO may set a time and place for a public hearing to decide whether the proposal should be disapproved or referred to a reorganization committee. (Gov. Code § 56828.) If such hearing is scheduled, the executive officer is required to give notice of the hearing by mailing, publication (electronic and newspaper), and posting to interested and affected local agencies (Gov. Code §§ 56829, 56830.) Mailed notices must be sent to (a) each affected city and affected district, (b) the chief petitioners, if any, and (c) each person who has filed a written request for special notice with the executive officer. (Gov. Code § 56830.)

After such hearing, LAFCO must adopt a resolution to either (1) disapprove the proposal of reorganization, or (2) order the proposal to be referred to a reorganization committee for study, report, and recommendation. (Gov. Code § 56831.) LAFCO's resolution ordering a reorganization committee must do the following: (1) describe the proposed organization, (2) specify the number of members on the committee (maximum of 3 members for each subject district), (3) fix a time and place for the committee's first meeting, and (4) designate a date for the completion and submission of the committee's report and recommendation. (Gov. Code § 56833.) At least 15 days before the committee's first meeting, LAFCO's executive officer must

mail copies of the resolution to each subject district designated in the resolution. (Gov. Code § 56835.) The reorganization committee must prepare and submit to LAFCO a report and recommendation containing the following: (1) a summary of the nature and extent of the committee's study, (2) a description of the reorganization plan, along with any alternatives, and (3) the committee's recommendation to approve or disapprove all or any part of the reorganization plan, or any alternative reorganization plan. (Gov. Code § 56847.) Approval of the committee's report and recommendation requires the affirmative vote of more than half of the subject districts represented on the committee. (Gov. Code § 56848.) The committee must then file the original report and recommendation with LAFCO's executive officer; copies of the report must be filed with the clerk of each subject district. (Gov. Code § 56849.)

b. Changes to Reorganization Terms and Conditions

During the LAFCO consideration process, LAFCO may order material change(s) in the terms and conditions of the reorganization (Gov. Code § 56853(b).) Before doing so, the executive officer must mail notices to all subject agencies and provide 30 days, during which any subject agency may file a written demand with the executive officer. In case of such a demand, LAFCO must set a hearing on the proposed changes in order to make determinations on the changes. If no written demand is filed, LAFCO may make the determinations without notice and hearing. (Gov. Code § 56853(b).)

c. Tax Exchange Agreement

Concurrently with LAFCO review of the application, the parties must conduct an analysis of the property tax exchange per Revenue and Taxation Code Section 99. The LAFCO executive officer will send a copy of the application to the auditor of the Orange County, who will estimate the amount of property tax revenue generated within the territory that is subject to the change. Then, the parties "shall commence negotiations" to determine the amount of property tax revenues to be exchanged between and among" the parties. This negotiation takes place over a period not to exceed 60 days, although the period may be extended to 90 days by the parties. (R&T §99(b)(4)).

If an agreement is not reached, R&T §99(e)(1) outlines an alternative negotiation, mediation, and arbitration process that is required by statute. The Act does not require that the parties reach an agreement at the end of the process, however if the parties cannot reach an agreement on the exchange of property tax, an impasse will stall or could terminate the process. Without an agreement, the LAFCO Executive Officer is prohibited from issuing a certificate of filing, and the application cannot proceed.

d. Public Hearing

During the second phase of Stage One, LAFCO will hold a hearing to consider the staff report and factors related to the proposal, testimony of affected agencies and parties, and the proposed service plan. (Gov. Code §§ 56666, 56668, 56668.3, 56881.) The hearing may be continued from time to time but may not exceed 70 days from the date specified in the original notice. (Gov. Code § 56666.)

e. Final Decision

Within 35 days after the hearing, LAFCO must adopt a resolution making determinations to approve or disapprove the proposal and initiate protest proceedings. (Gov. Code §§ 56880, 56881.) If LAFCO disapproves the proposal, no further proceedings can be taken on the proposal and no similar proposal may be made within one year. (Gov. Code §§ 56880, 56884.) If the proposal is approved, LAFCO may approve it with revisions or conditions. (Gov. Code § 56880.) LAFCO's resolution ordering reorganization must comply with Government Code sections 57100 and 57102. LAFCO must mail copies of the resolution to affected local agencies. (Gov. Code § 56882.)

Terms and Conditions of Approval

LAFCO may order approval of the reorganization or may make the approval conditional upon a number of factors, or subject to terms and conditions, including:

- payment of funds;
- acquisition or transfer of property;
- levying or fixing of taxes or assessments;
- "establishment, continuation, or termination of any office, department, or board, or the transfer, consolidation, or separation of any offices, departments, or boards;"
- "employment, transfer, or discharge of employees, the continuation, modification, or termination of existing employment contracts, civil service rights, seniority rights, retirement rights, and other employee benefits and rights"; or
- "designation of (1) the method for the selection of members of the legislative body of the district or (2) the number of those members or (3) both where the principal act provides for alternative methods of that selection or for varying numbers of those members, or both."

A more complete list of the terms and conditions LAFCO may impose are listed in Government Code sections 56885.5 and 56886.

Reconsideration

When LAFCO has adopted a resolution making determinations, any person or affected agency may file a written request with the executive officer requesting amendments to or reconsideration of the resolution within 30 days of the adoption of the initial or superseding resolution. (Gov. Code § 56895). LAFCO shall consider such request and receive oral or written testimony at its next meeting following a notice period.

Stage Three: Conducting Authority (Protest) Proceedings

Once LAFCO approves a boundary change, it acts as the "conducting authority" and holds another public hearing to measure protests to the change. (Gov. Code §§ 56028, 56029, 56066.)

Within 35 days following LAFCO's resolution making determinations, the executive officer must set the proposal for hearing and give notice by mailing, publication, and posting. (Gov. Code § 57002(a), 57025.) Notices must be mailed to (a) all landowners owning land within the affected territory, (b) all registered voters residing within the affected territory, if the affected territory is inhabited, (c) each affected city, district, county, the proponents—if any, and persons requesting special notice, and (d) each landowner within the affected territory, if the reorganization results in the extension of any previously authorized special tax or benefit assessment to the affected territory. (Gov. Code § 57025.) The protest hearing must be held 21-60 days after notice is given. (Gov. Code § 57002(a).) The protest hearing may be continued from time to time but may not exceed 60 days from the date specified in the notice. (Gov. Code § 57050(a).)

At the hearing, prior to considering protests, LAFCO's resolution must be summarized. (Gov. Code § 57050(b).) Written protests filed with the clerk prior to the conclusion of the hearing must have the proper date, signature, and address. (Gov. Code §§ 57050, 57051.) Any person who has filed a written protest may withdraw the protest at any time prior to the conclusion of the hearing. (Gov. Code § 57050(b).) At the end of the protest hearing, LAFCO must determine the value (as defined below) of written protests filed and not withdrawn prior to the conclusion of the hearing. (Gov. Code § 57052.) The proposal must be terminated if a majority protest exists. (Gov. Code § 57078.)

A majority protest exists if 50% or more of voters file protests. (Gov. Code § 57078.)

If no majority protest is filed, then LAFCO shall order the reorganization either with or without an election. LAFCO must order the reorganization subject to confirmation by the registered voters residing within the affected territory if written protests have been filed by either of the following:

- (1) At least 25 percent of the landowners within the territory subject to the reorganization who own at least 25 percent of the assessed value of land within the territory (such as in the case of an uninhabited / "landowner-voter" district); or
- (2) At least 25 percent of the voters entitled to vote as a result of residing within, or owning land within, the territory.

(See Gov. Code §§ 57077.3(b)(1); 57092; 57093)

If none of the requirements above are met, LAFCO may then waive an election and order the reorganization without confirmation by the voters. (Gov. Code § 57077.4(b).)

Stage Four: Election

If an election is not required, skip this step and move onto "Completion of Proceedings."

If an election is required, LAFCO may order the election to be held within the territory ordered to be annexed or within both the territory and all or part of the district outside of such territory. (Gov. Code §§ 56876; 57118.) Special elections called within a registered-voter district are governed by the Election Code's general election provisions and the local election provisions. (Gov. Code § 57125.) Special elections may be conducted wholly by mail ballot on any date other than an established election date. (Gov. Code §§ 57125(b), 57126(b).)

Stage Five: Completion of Proceedings

If an election is not required, LAFCO must execute a certificate of completion, which must contain:

- (1) The name of each new district for which the change of reorganization was ordered and the name of the county within which any existing local agencies are located;
- (2) A statement of each type of change of reorganization ordered;
- (3) A description of the boundaries of the new district ordered formed or of any territory affected by the change of reorganization, which description may be made by reference to a map and legal description showing the boundaries attached to the certificate; and
- (4) Any terms and conditions of the change of reorganization.

(Gov. Code §§ 57200, 57201.)

If an election is required, within 30 days of the canvass of the election, LAFCO must execute a certificate of completion that includes the information above to confirm the order of the change of reorganization if a majority of votes cast are in favor of the reorganization in either of the following circumstances:

- (1) At an election called in the affected territory; or
- (2) At an election called within the affected territory and within the territory of the affected agency.

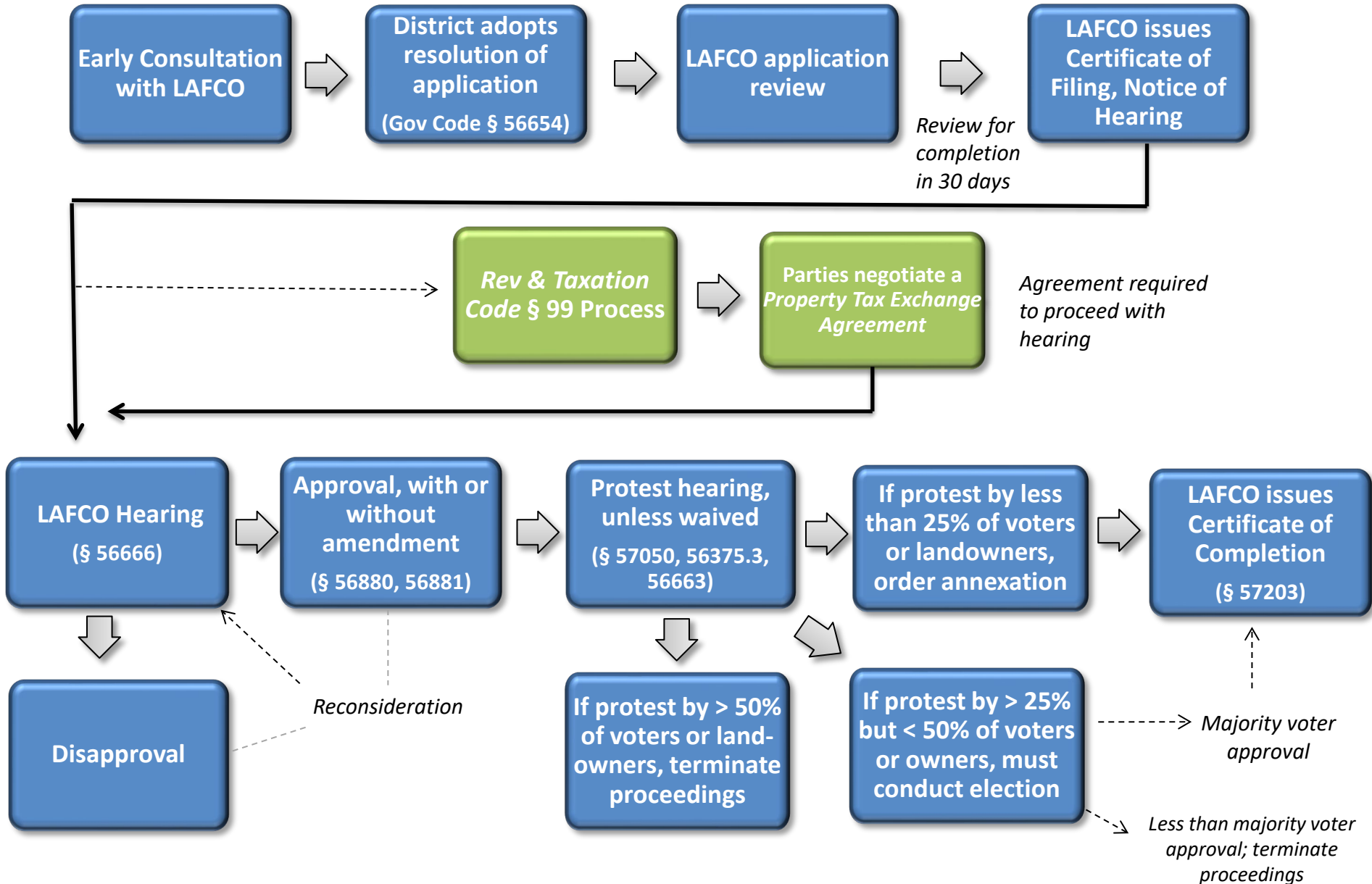
(Gov. Code §§ 57176, 57201.)

If the proceedings are terminated, either by majority protest or if a majority of voters do not vote in favor of the reorganization, LAFCO must execute a certificate of termination. (Gov. Code §§ 57090, 57179.) No similar proposal may be filed with LAFCO for one year after the date of the certificate of termination. (Gov. Code § 57090.)

The reorganization is deemed to be completed on the date of execution of the certificate of completion. (Gov. Code § 56102.) If the terms and conditions do not include an effective date, the effective date will be the date of recordation by the county recorder. (Gov. Code § 57202(c).) Within 90 days of the election, LAFCO must record a certified copy of the certificate of completion with the county recorder of each county in which the territories are located and must file a certified copy of the certificate, indicating the recording numbers affixed by the county recorder, with the clerk of the legislative body of each local agency subject to the reorganization. (Gov. Code § 57203.) LAFCO must also file the statement of boundary change with the Board of Equalization, the county assessor, and the county auditor. (Gov. Code § 57204.)

Government Code sections 57450-57463 provide detailed information and procedures about how to conclude the affairs of a dissolved district.

LAFCO Reorganization Process



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | APRIL 16, 2025**

ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

ITEM 12: 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