



**FINANCE/AUDIT COMMITTEE MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
ADMINISTRATION FACILITY  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA  
SEPTEMBER 11, 2025 at 8:00 AM**

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**COMMITTEE MEMBERS**

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

**DISTRICT STAFF**

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

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**AGENDA NOTE:**

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

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

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

**CALL MEETING TO ORDER**

**VISITOR PARTICIPATION**

*Members of the public wishing to address the Committee regarding a particular item on the agenda are requested to submit public comments at the time of the meeting or by email to the Board at [mperea@tcwd.ca.gov](mailto:mperea@tcwd.ca.gov). Public comments may also be submitted by teleconference during the meeting. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decisions on matters. The Committee makes recommendations only to the Board of Directors. Members of the public will be given the opportunity to speak to the Committee prior to making a recommendation on the matter. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.*

**ORAL COMMUNICATION**

*Members of the public who wish to make comment on matters not appearing on the agenda are regarding a particular item on the agenda are requested to submit public comments at the time of the meeting or by email to the Board at [mperea@tcwd.ca.gov](mailto:mperea@tcwd.ca.gov). Public comments may also be submitted by teleconference during the meeting. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decisions on matters. The Committee makes recommendations only to the Board of Directors. Under the requirements of State Law, Committee Members cannot take action on items not identified on the agenda and will not make decisions on such matters. The Committee Chair may direct District Staff to follow up on issues as may be deemed appropriate. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.*

**COMMITTEE MEMBER COMMENTS**

**REPORT FROM THE GENERAL MANAGER**

**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING AGENDA | SEPTEMBER 11, 2025**

**FINANCIAL MATTERS**

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

**RECOMMENDED ACTION:**

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

1. August 14, 2025

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

**RECOMMENDED ACTION:**

*Recommend the Board of Directors approve the Directors' fees and expenses for August 2025 and tentative future meetings/attendance (Action Calendar).*

**ITEM 3: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT'S FIXED CHARGES METHODOLOGY**

**RECOMMENDED ACTION:**

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

**ITEM 4: DISTRICT WEBSITE REDESIGN DEVELOPMENT AND SUPPORT SERVICES**

**RECOMMENDED ACTION:**

*Committee to recommend the Board of Directors authorize the General Manager to execute a general services agreement with Streamline for \$27,200 (Action Calendar).*

**ITEM 5: FINANCIAL REPORT**

**A) PRESENTATION OF PRELIMINARY UNAUDITED FINANCIAL STATEMENTS**

**RECOMMENDED ACTION:**

*Recommend that the Board receive and file the preliminary unaudited financial statements for July 2025 (Consent Calendar).*

**B) BILLS FOR CONSIDERATION**

**RECOMMENDED ACTION:**

*Approve and ratify the bills for consideration and warrant register and recommend that the Board ratify payment of the Bills for Consideration for September 11, 2025 as presented (Consent Calendar).*

**ITEM 6: OTHER MATTERS**

**RECOMMENDED ACTION:**

*Hear Other Matters from the General Manager or District Staff.*

**ADJOURNMENT**



**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING AGENDA | SEPTEMBER 11, 2025**

**AVAILABILITY OF AGENDA MATERIALS**

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

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

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



**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING | SEPTEMBER 11, 2025**

**FINANCIAL MATTERS**

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

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**RECOMMENDED ACTION:**

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

1. *August 14, 2025*

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



**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING RECAP | AUGUST 14, 2025**

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**DIRECTORS PRESENT**

John Horst, Committee Chair  
Mike Safranski, 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, CMMS/SCADA Administrator

**STAFF ABSENT**

None

**CONSULTANTS PRESENT**

Claire Collins, Hanson Bridgett, LLP (Remote)  
Ian Berg, Starting Line Advisory

**PUBLIC PRESENT**

None

**CALL MEETING TO ORDER**

Director Horst called the August 14, 2025 Finance/Audit Committee Meeting to order at 8:15 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 that Ms. Collins was in attendance remotely to discuss Item 2 on the agenda.

**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).

**TRABUCO CANYON WATER DISTRICT  
FINANCE AUDIT COMMITTEE MEETING RECAP | AUGUST 14, 2025**

**ITEM 2: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT'S FIXED CHARGES METHODOLOGY**

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Mr. Paludi presented this matter for Committee consideration, and he reported that the Board requested to review the District's fixed charges methodology related to the 1-inch fixed charge. Mr. Berg delivered a PowerPoint presentation which analyzed the potential impacts of a reduction of the 1-inch fixed meter charge to the District's current financial plan. Mr. Berg presented an alternate rate scenario with potential revenue impact along with a recommendation from staff, legal, and finance to keep the current rates as published in the cost-of-service study. Discussion occurred regarding the capacity of a 1-inch, 5/8" and 3/4" meter in relation to the methodology for calculating the fixed charge, along with requirements for customers with 1-inch meters and fire sprinklers. Ms. Collins cautioned that reducing the 1-inch meter fixed charge may create legal and financial risk to the District. The Committee asked staff to bring back additional analysis to the September meeting, including what the fixed charges for each meter size would be if the 3/4" meter was the "base size" instead of the 5/8"; and what the fixed charges for each meter size would be in the current rate study (5/8" as base) if the 3/4" meter size was assigned a fixed charge according to its corresponding capacity rating.

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

**ITEM 3: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, TENTATIVE FUTURE MEETINGS/ATTENDANCE**

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

**RECOMMENDATION:** Recommend the Board of Directors ratify the Directors' fees and expenses for July 2025 and tentative future meetings/attendance (Action Calendar).

**ITEM 4: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT'S HEALTH BENEFIT COSTS FOR CALENDAR YEAR 2026**

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Mr. Paludi presented this matter for Committee consideration, and he reported that CalPERS requires the District to adopt an annual resolution establishing its employer health benefit contribution. Mr. Perea provided a brief background of the health benefit methodology calculation established by the Board in June 2024, and he presented the CalPERS health benefit rates for calendar year 2026 along with a proposed employer contribution amount and fiscal impact. Discussion occurred concerning the potential financial impacts to the health benefit budget based on the approved rate increases.

**RECOMMENDATION:** Recommend the Board of Directors adopt the approved employer health benefit contribution by resolution effective January 1, 2026, consistent with District policy (Action Calendar).

**ITEM 5: DISCUSSION OF DISTRICT RESERVE FUND ALLOCATION IN INVESTMENT POOLS**

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Mr. Paludi presented this matter for Committee consideration. Mr. Berg delivered a PowerPoint presentation reviewing the District's investment pool activity and a high-level comparison of both Local Agency Investment Fund (LAIF) and California Cooperative Liquid Assets Securities System (CLASS) assets and investments Mr. Berg provided a recommended allocation strategy for eligible funds that considers policy requirements, administrative efforts, and reserve fund transparency. After a brief discussion regarding the proposed strategy, the Committee expressed their support for Mr. Berg's recommendations.

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

**TRABUCO CANYON WATER DISTRICT  
FINANCE AUDIT COMMITTEE MEETING RECAP | AUGUST 14, 2025**

**ITEM 6: FINANCIAL REPORT**

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

***FINANCIAL ANALYSIS SUMMARY***

Discussion occurred concerning the District's draw on loan proceeds throughout the fiscal year to advance Capital Projects.

***CASH & INVESTMENTS REPORT (UNAUDITED)***

Discussion occurred concerning LAIF versus CLASS yield percentages, and the potential risk to the District's financial position by moving unrestricted funds.

***DISTRICT SUMMARY BUDGET v. ACTUAL***

Discussion occurred concerning Net Revenue/Expenses year to date.

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

**ITEM 7: OTHER MATTERS**

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Mr. Paludi reported that the unfilled Customer Service Representative I position budgeted for FY 2025-26 will be put on hold and proposed that Mr. David Rodriguez be hired as a full-time Principal Engineer for the District. Mr. Paludi noted that Mr. Rodriguez is currently a contracted employee through Project Partners and that a significant portion of the projected cost of the full-time Principal Engineer position would be offset by what the District currently pays Project Partners. He also stated that Mr. Rodriguez has proven to be a great asset by helping to keep the District's Capital projects on track. Mr. Berg added that staffing will be re-evaluated during the mid-year budget process.

Mr. Paludi provided a brief update on the RFP for Potential Combined Services to Achieve Rate Relief, and he reported that a meeting will be set up with both agencies at the Board level to discuss a timeline and progress goals. Mr. Paludi added that he will provide updates at the Regular Board Meeting during General Manager comments.

Director Safranski applauded the District's efforts to mitigate infrastructure issues by prioritizing capital improvements to the system.

Director Horst requested that potential dates for the upcoming TCWD community Chat forums be provided to the Board members to determine their availability for participation.

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

**ADJOURNMENT**

Director Horst adjourned the August 14, 2025 Finance/Audit Committee Meeting at 10:21 a.m.

**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING | SEPTEMBER 11, 2025**

**FINANCIAL MATTERS**

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

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***Directors' Fees and Expenses***

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

***Future Meetings***

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

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT (PROJECT BUDGET)**

FY 2025-26 Budgeted Board Expenses: \$45,100

**RECOMMENDED ACTION:**

*Recommend that the Board ratify the Directors' fees and expenses for August 2025 and tentative future meetings/attendance. (Action Calendar)*

**EXHIBIT(S):**

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

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

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

| MEETING DESCRIPTION  | ACOSTA            | ANDERSON        | HORST           | MANDICH         | SAFRANSKI       |
|--|-------------------|-----------------|-----------------|-----------------|-----------------|
| <b>DISTRICT MEETINGS</b>   |                   |                 |                 |                 |                 |
| Executive Committee Meeting  | 08/04/25          |                 |                 | 08/04/25        |                 |
| Meeting with General Manager - GM Recruitment  | 08/18/25          |                 |                 | 08/18/25        |                 |
| Engineering/Operational Committee Meeting  | 08/06/25          | 08/06/25        |                 |                 |                 |
| Finance/Audit Committee Meeting  |                   |                 | 08/14/25        |                 | 08/14/25        |
| Individual Meeting with General Manager  | 08/19/25          | 08/20/25        | 08/19/25        | 08/18/25        | 08/19/25        |
| Special Board Meeting  | 08/04/25          | 08/04/25        | 08/04/25        | 08/04/25        | 08/04/25        |
| Regular Board Meeting  |                   | 08/20/25        | 08/20/25        |                 | 08/20/25        |
| Baker Plant Tour   | 08/27/25          | 08/27/25        | 08/27/25        |                 |                 |
| Chat with TCWD - Morning Session   | 08/28/25          |                 | 08/28/25        |                 |                 |
| Chat with TCWD - Evening Session   |                   | 08/28/25        | 08/28/25        |                 |                 |
| <b>REPRESENTATIVE MEETINGS</b>   |                   |                 |                 |                 |                 |
| City of Rancho Santa Margarita - City Council Meeting                                    |                   |                 |                 | 08/13/25        |                 |
| Independent Special Districts of Orange County (ISDOC) Monthly Meeting                   |                   | 08/05/25        |                 |                 |                 |
| MWDOC Administration/Finance Committee Meeting   |                   |                 | 08/13/25        |                 |                 |
| MWDOC Board Meeting  |                   |                 | 08/20/25        |                 |                 |
| South Orange County Integrated Regional Watershed Management Executive Committee Meeting |                   |                 |                 |                 |                 |
| Orange County Local Agency Formation Commission (OC LAFCO)                               |                   |                 |                 |                 |                 |
| Santiago Aqueduct Commission Meeting (SAC)   |                   |                 |                 |                 |                 |
| Tour of Dove Canyon Recovery Station - City of RSM Staff                                 |                   |                 |                 | 08/13/25        |                 |
| Urban Water Institute Conference - Day 1   | 08/20/25          |                 |                 |                 |                 |
| Urban Water Institute Conference - Day 2   | 08/21/25          |                 |                 |                 |                 |
| Urban Water Institute Conference - Day 3   | 08/22/25          |                 |                 |                 |                 |
| Water Advisory Commission of Orange County (WACO)  |                   | 08/01/25        |                 |                 |                 |
| <b>NUMBER OF MEETINGS ATTENDED</b>   | <b>9</b>          | <b>7</b>        | <b>7</b>        | <b>3</b>        | <b>4</b>        |
| <b>PER DIEMS (\$125 per each meeting*)</b>   | <b>\$1,125.00</b> | <b>\$875.00</b> | <b>\$875.00</b> | <b>\$375.00</b> | <b>\$500.00</b> |
| <b>DIRECT REIMBURSABLE EXPENSES</b>  |                   |                 |                 |                 |                 |
| Urban Water Institute Conference - San Diego - Attached Expense Report                   | \$556.56          |                 |                 |                 |                 |
| <b>DIRECT REIMBURSABLE EXPENSES TOTALS</b>   | <b>\$556.56</b>   |                 |                 |                 |                 |
| <b>INDIRECT REIMBURSABLE EXPENSES</b>  |                   |                 |                 |                 |                 |
|  |                   |                 |                 |                 |                 |
|  |                   |                 |                 |                 |                 |
| <b>INDIRECT REIMBURSABLE EXPENSES TOTALS</b>   |                   |                 |                 |                 |                 |
| <b>TOTAL (PER DIEMS + DIRECT REIMBURSABLE EXPENSES)</b>                                  | <b>\$1,681.56</b> | <b>\$875.00</b> | <b>\$875.00</b> | <b>\$375.00</b> | <b>\$500.00</b> |
| <i>* Maximum per diem per day is one; maximum per month is 10</i>                        |                   |                 |                 |                 |                 |

**DIRECTOR SIGNATURE**

EXPENSE CLAIM

Director Glenn Acosta

Event: Urban Water Institute - 2025 Annual Conference

Dates: August 20-22, 2025

Location: San Diego

Meals: None claimed

Mileage: Not claimed\*

Hotel: Aug 20: \$242.10 per night + \$36.18 fees/taxes

Aug 21: \$242.10 per night + \$36.18 fees/taxes

TOTAL: \$556.56

\* Allowable mileage reimbursement is \$112 based on 80 miles one way \* 2 \* \$0.70/mile.

**TRABUCO CANYON WATER DISTRICT | 2025 PUBLIC MEETING AND CONFERENCE CALENDAR**

|                                 |  | 2025     |             |          |             |             |             |          |             |          |          |          |             |
|---------------------------------|--|----------|-------------|----------|-------------|-------------|-------------|----------|-------------|----------|----------|----------|-------------|
| LINE ITEM                       | MEETING DESCRIPTION  | JAN      | FEB         | MAR      | APR         | MAY         | JUN         | JUL      | AUG         | SEP      | OCT      | NOV      | DEC         |
| <b>DISTRICT PUBLIC MEETINGS</b> |  |          |             |          |             |             |             |          |             |          |          |          |             |
| 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   | -        | -           | -        | -           | -           | -           | -        | -           | -        | -        | -        | -           |
| <b>PUBLIC MEETINGS</b>          |  |          |             |          |             |             |             |          |             |          |          |          |             |
| 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    |
| <b>CONFERENCES</b>              |  |          |             |          |             |             |             |          |             |          |          |          |             |
| 18                              | ACWA Spring Conference - Monterey, CA  |          |             |          |             | 05/13-05/15 |             |          |             |          |          |          |             |
| 19                              | ACWA Fall Conference - San Diego, CA   |          |             |          |             |             |             |          |             |          |          |          | 12/02-12/04 |
| 20                              | CSDA Annual Conference -Monterey, CA   |          |             |          |             |             |             |          | 08/25-08/28 |          |          |          |             |
| 21                              | CSDA GM Leadership Summit - Lake Tahoe, CA   |          |             |          |             |             | 06/29-07/01 |          |             |          |          |          |             |
| 22                              | CSDA SDLA Conference - La Quinta, CA   |          |             |          | 04/21-04/24 |             |             |          |             |          |          |          |             |
| 23                              | Colorado River Water User's Association (CRWUA) Annual Conference – Las Vegas, NV          |          |             |          |             |             |             |          |             |          |          |          | 12/16-12/18 |
| 24                              | Urban Water Institute (UWI) Annual Conference - San Diego, CA                              |          |             |          |             |             |             |          | 08/20-08/22 |          |          |          |             |
| 25                              | Urban Water Institute (UWI) Spring Conference - Palm Springs, CA                           |          | 02/26-02/28 |          |             |             |             |          |             |          |          |          |             |

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

**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING | SEPTEMBER 11, 2025**

**FINANCIAL MATTERS**

**ITEM 3: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT'S FIXED CHARGES METHODOLOGY**

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**Background**

Trabuco Canyon Water District's (TCWD or District) potable water rates and charges are determined through a rigorous rate-setting process that adheres to the cost-of-service provisions of Proposition 218. The District's most recent rate study was completed in early 2023 and established the five-year potable water rate schedule beginning fiscal year (FY) 2024 through FY 2028.

TCWD's potable water rates include both fixed charges and commodity, or consumption-based, rates that reflect the cost of providing potable water service to customers. Fixed charges recover District costs that don't vary with the quantity of water delivered and are allocated to customers based on the service demands that each place on the system.

Based on recent questions from District Board members regarding the water meter capacity component of fixed charges, the Board President requested that a discussion item be added to the July Regular Board Meeting agenda that includes the District's rate study consultant.

**Update from July 2025 Regular Board Meeting:**

Staff was provided direction to bring to the August 14 Finance and Audit Committee an analysis of the financial, legal or other implications of adjusting the current water fixed charge for a 1-inch meter.

**Update from August 2025 Finance and Audit Committee Meeting**

Staff presented an analysis that forecasted a loss of approximately \$415,000 in revenue in fiscal year 2026, and a loss of approximately \$1.4 million over the remainder of the rate study period, if the current fixed charge for a 1" meter were reduced to the current 5/8" and 3/4" charge of \$64.18 per month. Alternatively, increasing other fixed charges to compensate for lowering the 1" fixed charge to be revenue-neutral for the District, would legally require a new rate study. The Committee requested additional analysis to be brought back to the September 11 Committee meeting.

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

**FUNDING SOURCE:**

Not applicable.

**FISCAL IMPACT:**

Potential financial impacts of adjusting established rates and charges will be discussed at the time of the Committee.

**RECOMMENDED ACTION:**

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

**EXHIBITS:**

None

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

**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING | SEPTEMBER 11, 2025**

**FINANCIAL MATTERS**

**ITEM 4: DISTRICT WEBSITE REDESIGN DEVELOPMENT AND SUPPORT SERVICES**

**Background**

Trabuco Canyon Water District’s (TCWD or District) website is the District’s primary online source of public-facing information on policy, rates & charges, capital projects, online payments, and public meeting scheduling and related materials. The current website was updated/refreshed in 2020 with Granicus.

The District’s Public Outreach Ad Hoc Committee has directed staff to issue a Request for Qualifications (RFQ) for Website Redesign Development and Support Services (attached) in July 2025. The committee shared concerns with staff regarding the current website configuration and layout. Some of the concerns with the current website are overall design layout constraints, a desire to refresh the District’s online image, improve the backend content management system (CMS), and flexibility to provide information on demand. District staff issued the RFQ to three website development firms that specialize in public sector/special district websites:

**Website Developer Firms**

- Civic Plus
- Streamline
- Granicus

District staff met with each firm to review their respective levels of services, including, but not limited to, analysis/review of the District’s existing website, a demonstration of their respective CMS solution, website design & intuitive navigation, mobile device compatibility, social media integration, ADA compliance tools/strategies, and file storage/site management, as well as a proposal for redesign and support services consistent with the RFQ. A summary of the proposals, including future maintenance costs and schedule, is included below:

|                             | <b>FY 2025-26 Website Development Budget</b>  | \$ 50,000 |           |            |                  |                 |
|-----------------------------|---|-----------|-----------|------------|------------------|-----------------|
| <b>Summary of Proposals</b> |   |           |           |            |                  |                 |
| Line Item                   | Developer                                     | Year One  | Year Two  | Year Three | Three Year Total | Completion Time |
| 1                           | Civic Plus                                    | \$ 21,786 | \$ 11,208 | \$ 11,768  | \$ 44,762        | 10 Weeks        |
| 2                           | Streamline                                    | \$ 27,700 | \$ 25,200 | \$ 25,200  | \$ 78,100        | 12 Weeks        |
| 3a                          | Granicus (Current Level of Service)           | \$ 14,000 | \$ 14,000 | \$ 14,000  | \$ 42,000        | -               |
| 3b                          | Granicus (Homepage Redesign/Reimplimentation) | \$ 50,000 | \$ 14,000 | \$ 14,000  | \$ 78,000        | 36-52 Weeks     |
| 3c                          | Granicus (Service Cloud Solution)             | \$ 70,000 | \$ 45,000 | \$ 45,000  | \$ 160,000       |                 |

**Website Accessibility Legislative Requirements**

The U.S. Department of Justice (DOJ) has adopted the Web Content Accessibility Guidelines (WCAG) 2.1, Level AA, as the technical standard for accessibility for web content and mobile applications provided by state and local governments under the Americans with Disabilities Act (ADA). This standard requires conformance with specific criteria to ensure that digital content is accessible to individuals with disabilities, including those with vision, hearing, cognitive, and manual dexterity impairments. The rule, published on April 24, 2024, establishes staggered compliance deadlines: public entities with populations of 50,000 or more must comply by April 24, 2026, while all other public entities, including small governments and special districts, have until April 26, 2027.

According to the California Special Districts Association (CSDA), more than 2,400 districts have been impacted by a website accessibility action and 6% of all districts in the US have been fined, received demand letters, or received DOJ Office of Civil Rights (OCR) letters for website ADA violations.

**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING | SEPTEMBER 11, 2025**

During the interview process, District staff requested each responder to provide a summary and demonstration of their respective WCAG/ADA compliance tools to meet these regulatory requirements. While each developer has a tool for this purpose, Streamline Enterprise utilizes a software solution that provides real-time monitoring and recommendations to meet compliance requirements, as well as monthly scanning and accessibility site review. Additionally, Streamline is the only developer that provides indemnification up to \$1M in legal protection in the event of challenges to the site's WCAG/ADA compliance.

**Staff Recommendation**

District staff recommends the selection of Streamline for website redesign development and support services at the Enterprise level. Streamline is a CSDA preferred vendor, and as TCWD is a CSDA member, a 30% discount is provided for the Enterprise solution.

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

**FUNDING SOURCE:**

General Fund – Contract Services  
FY 2025-26 Budget: \$50,000

**FISCAL IMPACT:**

Year One: \$27,200  
Annual Maintenance: \$25,200

**RECOMMENDED ACTION:**

Committee to recommend the Board of Directors authorize the General Manager to execute a general services agreement with Streamline for \$27,200 (Action Calendar).

**EXHIBITS:**

1. TCWD Request for Qualifications (RFQ) for Website Redesign Development and Support Services
2. Streamline Response to RFQ & Pricing Quote

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

# **REQUEST FOR QUALIFICATIONS**

## **Website Redesign Development & Support Services**



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

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

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

Established in 1962, TCWD's mission is to provide high-quality water, sewer, and recycled water services to its customers, and its website should serve as the primary resource for its customers, and the public at large, to ensure confidence in the services that it provides with a design that promotes transparency and ease of access for public information. The updated website should offer a theme that promotes the District with a welcoming, sophisticated, user-friendly, and professional feel. The new site will need to be flexible, attractive, and simple for staff to maintain; the District will be responsible for content management and will own all content.

TCWD is interested in receiving responsive and competitive proposals from experienced and qualified consultants to provide website redesign and support services. TCWD is soliciting qualifications (SOQs) from firms for this purpose and interested providers should submit their qualifications by noon (PST) on **Wednesday, July 9, 2025**.

## **II. SCOPE OF WORK**

The selected vendor will be responsible for providing website redesign development and support services under the direction of the General Manager, and other senior management as determined by the General Manager, including but not limited to the following listed items:

### **WEBSITE DEVELOPMENT**

#### **Analysis/Review of Existing Website**

Perform an in-depth analysis and review of the District's current website with District staff to identify any areas of improvement and expansion/reduction, as well as identify all inherent deficiencies of the site based on the vendor's expertise and experience.

#### **Content Management System (CMS) Solution**

The updated website needs to include a CMS solution that is efficient, easy to use, and not cumbersome, which allows staff to make adjustments, updates, or changes with relative ease and ensures regulatory compliance.

#### **Attractive Design & Intuitive Navigation**

The design of the website is extremely important and should reflect TCWD while providing users with an easy-to-use interface. Each section and page should feel unified and complete, and that reinforces the District's image as the local water district and consistent with the District's branding.

### **Mobile Device & Multiple Browser Compatibility**

Utilization of responsive web design without sacrificing public access of key information on the website. All functionalities should work on desktop through the use of typically used internet browsers, including Google Chrome, Safari, Firefox, and Microsoft Edge, as well as most mobile device platforms.

### **Social Media Account Integration**

Ensure the site integrates seamless interaction with all social media outlets. Users of the site will be able to “like”, “share”, and “tweet” directly from site pages. Share features should include appropriate image tags, headline(s), and description(s).

## **SECURITY & ACCESSIBILITY**

### **Site Security**

Maintain the website’s security via an internet protocol suite, implementing different cryptographic methods and protocols, including secure sockets layers (SSL) for logged in secure pages, firewall controls, antivirus programs, and accessibility compliance (ADA). Promptly notify TCWD of security vulnerabilities and/or ADA compliance issues.

### **Disaster Recovery**

Maintain web servers, database servers, and load balancers in order to minimize load across servers and keep the website up and serving pages in the event that a server fails/crashes. Implement regular website data and database backups.

### **Google Analytics**

Develop and maintain a dashboard for staff to receive a monthly report on page views, time spent on site, load time, referrals, and search terms.

## **MAINTENANCE & SUPPORT**

### **General Website Maintenance**

Maintain the technological framework for the website flow, including, but not limited to, content and information flow, logic patterns, sitemaps, and wireframes, as applicable. Maintain standardization of the URL structure for all legacy and new content to be consistent and SEO-friendly. Maintain development of the website as it relates to database connectivity and site functionality.

### **Technical Support & Expertise**

Provide continual support for all technical programs associated with the website and content management system, including associated programs such as social media sites, blogging, analytics, etc. Support response times should be in line with the following level of importance:

- Basic requests/regular maintenance – 24-48 hours
- Fixes or general troubleshooting – same business day
- Major site outage – within 1-2 hours

### **Periodic Website Update Recommendations**

Provide periodic recommendations on updates to the website based on industry standards and technological advancements.

### **Staff Training**

The selected vendor will include sufficient training for District staff to operate and navigate the CMS effectively and efficiently.

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

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

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

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

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

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

- a) Experience of the Company's Team with respect to the RFPs tasks and role, i.e. Project Manager, Quality Control, etc.
- b) Experience on similar projects.
- c) Qualifications, including certifications, of team and members performing the work.
- d) Recent references from clients on similar types of work performed and successful completion of previous work.

### **3. Level of Effort**

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

### **4. Project Responsiveness**

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

### **5. Contractual Requirements**

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

### **6. Value Added**

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

## **IV. SELECTION PROCESS**

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

The SOQs will be initially screened by the District and an invitation to interview with the District will be extended to selected providers. Selected providers may be invited to participate in one or more interviews, which may include an opportunity for the proposers to make a brief presentation to the District. The District currently anticipates that the initial interviews of selected providers will take place at the District's administrative facility in Trabuco Canyon, California, the week of **July 28, 2025**, subject to schedule availability.

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

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

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

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

Responses to this RFQ will be in writing only and should respond to each element of the Scope of Work and submittal requirements. Responses should be complete and self-contained and should not require reference to other documents or sources in order to be complete. Interested providers should submit their qualifications by noon (PST) on **Wednesday, July 9, 2025**.

## **VI. ANTICIPATED EVALUATION TIMELINE**

TCWD anticipates that it will review and consider submitted SOQs the week of **July 14, 2025**. The target for initial interviews with selected firms is currently the week of **July 28, 2025**, with interviews expected to take place at the District's administrative facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. The selection and work on TCWD's behalf is expected to begin **September 1, 2025**.

The contract for website redesign development & support services will be in accordance with TCWD's Professional Services Agreement (Attached). TCWD is not inclined to modify the Professional Services Agreement but will consider proposed modifications that specifically included as part of the written proposal.

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

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

**PROFESSIONAL SERVICES CONTRACT**  
**[INSERT PROJECT NAME] PROJECT**

THIS PROFESSIONAL SERVICES AGREEMENT (“**Agreement**”) is effective [Enter Date] and is between **Trabuco Canyon Water District**, a county water district organized and existing under the County Water District Law (“**TCWD**”), and [REDACTED] (“**Consultant**”), each a "**Party**" and together the "**Parties**."

A. TCWD issued a [Identify RFP], attached as Exhibit A, for \_\_\_\_\_ services (**the "Project"**).

B. Consultant has furnished TCWD with a proposal to perform the Project as set forth in detail in Exhibit B, subject to the terms and conditions of this Agreement.

C. The Parties intend by this Agreement to establish the terms and conditions for Consultant to provide the **Services** (defined below) to TCWD.

The Parties therefore agree as follows:

**1. Services.**

1.1 Scope of Work. The scope of the Consultant's services will consist of services set forth in Exhibit A and Exhibit B (collectively referred to as the "Services"). If any conflict or other discrepancy arises or appears between the body of this Agreement and the exhibits to this Agreement, the body of the Agreement takes precedence over the exhibits, and Exhibit A takes precedence over Exhibit B.

1.2 Changes and/or Extra Work.

1.2.1 TCWD may, at any time, by written order, make changes within the Scope of Work described in this Agreement. If those changes cause an increase in the budgeted cost or the time required for the performance of the Services, then upon the submission of sufficient support by Consultant for compensation for a change to either the amount of Consultant's compensation and/or the schedule for performance of the Services, TCWD will approve such change request. If Consultant encounters any unanticipated conditions or contingencies that may affect the Scope of Services and result in an adjustment in the amount of compensation or time required for performance of the Services, Consultant must so advise TCWD immediately upon notice of such condition or contingency. The written notice must explain the circumstances giving rise to the unforeseen condition or contingency and must set forth the proposed adjustment in compensation and/or schedule resulting therefrom. Consultant shall give such notice to TCWD before Consultant performs work related to the proposed adjustment in compensation. Any and all pertinent changes must be expressed in a written supplement or amendment to this Agreement before Consultant implements the changes.

1.2.2 Only TCWD's Board of Directors or General Manager or his or her designee may authorize changed or extra work, modification of the time of completion of the Services, or

additional compensation for the tasks to be performed by Consultant. Consultant recognizes that other TCWD personnel do not have authorization to order changed or extra work or to obligate TCWD to the payment of additional compensation. The failure of Consultant to secure the prior written authorization for any changed or extra work will constitute a waiver of any and all right to adjustment in the contract price due to the unauthorized work, and Consultant will not be entitled to any compensation whatsoever for the performance of that changed or extra work. If Consultant and TCWD agree that changed or extra work is required, a change order by supplemental agreement or amendment to this Agreement will be required.

1.3 TCWD's Duties Regarding Data and Property Access. TCWD shall furnish Consultant available studies, reports, and other data pertinent to the Services. Consultant may use and rely upon all the information provided by TCWD in performing the Services. TCWD shall arrange for the Consultant to access and make all provisions for Consultant to enter upon public and private property as may be reasonably necessary for Consultant to perform the Services.

## **2. Time of Completion.**

Consultant shall begin performing the Services promptly upon the date included on TCWD's notice to proceed ("Notice to Proceed"), and shall complete the Services no later than \_\_\_ days after that date. The schedule for completion of the work shall be as shown upon \_\_\_\_\_. Consultant shall complete the Services in accordance with the schedule for completion shown in \_\_\_\_\_.

## **3. Compensation.**

3.1 Not to Exceed Price. If the Consultant performs the Services to the satisfaction of TCWD, then TCWD shall pay the Consultant an all-inclusive compensation not to exceed \$ \_\_\_\_\_ ("Contract Price"). Further detail regarding the Contract Price is set forth in [Appendix or Exhibit]. The Contract Price will fully compensate Consultant for all indirect and direct personnel, materials, supplies, equipment and services costs incurred by the Consultant and used in carrying out or completing the Services. Any Services requiring additional compensation must be authorized in advance by a written supplement or amendment to this Agreement pursuant to Section 1.2.

3.2 Invoice. Consultant shall invoice TCWD no more than once each month for the Services performed during the preceding month. All invoices shall be submitted to TCWD's Project Manager, with a copy to TCWD's purchasing department by email to [purchasing@tcwd.ca.gov](mailto:purchasing@tcwd.ca.gov). The invoice shall itemize all charges in the detail generally required by TCWD, including at a minimum:

- 3.2.1 the date of performance of each of the Services,
- 3.2.2 identification of the person who performed the Services,
- 3.2.3 a detailed description of the Services performed on each date,
- 3.2.4 if applicable, the hourly rate at which the Services on each date are charged,
- 3.2.5 an itemization of all costs incurred and

3.2.6 the total charges for the Services for the month invoiced.

Each invoice shall contain the following affidavit signed by a principal of the firm of Consultant:

“I hereby certify as principal of the firm of \_\_\_\_\_ that the charge of \$ \_\_\_\_\_ as summarized above and shown in detail on the attachments is fair and reasonable, is in accordance with the terms of the Agreement dated \_\_\_\_\_, and has not been previously paid.”

3.3 Audit; Timeliness. Consultant shall provide, upon TCWD’s request, documentation substantiating charges billed to TCWD pursuant to this Agreement. TCWD may perform an audit of the Consultant's relevant records pertaining to the charges. Any Services performed more than 60 days prior to the date upon which they are invoiced to TCWD will not be compensable.

3.4 Payment. TCWD shall endeavor to pay Consultant no later than 30 days after approval of an invoice by TCWD’s staff. If TCWD objects to any invoice submitted by Consultant, TCWD will advise the Consultant in writing giving reasons for its objection. If any invoice submitted by the Consultant is disputed by TCWD, only the disputed portion will be withheld from payment and the Consultant must continue to perform diligently during the pendency of any dispute resolution process that may ensue.

#### **4. Personnel; Professional Ability; Standard of Quality; Financial Stability**

4.1 Personnel. Consultant shall be responsible for the supervision and direction of the Services by Consultant employees and provide consulting to District employees working on this project. It is understood and agreed by the Parties that at all times during the term of this Agreement that \_\_\_\_\_ will serve as the designated representative of the Consultant to undertake, render and oversee all of the services under this Agreement (the “Consultant’s Representative”). The Consultant may not reassign the Consultant’s Representative or assign another person as Consultant’s Representative until and unless TCWD, in its reasonable discretion, approves a replacement in writing. TCWD reserves the right to direct the removal of any personnel, including but not limited to Consultant’s Representative, when in District's opinion the individual's performance violates District policy or applicable law. Replacement of personnel will not excuse the Consultant from compliance with all of the requirements of this Agreement. Consultant may not employ subcontractors, other than those specified in the RFP, without prior approval by TCWD.

4.2 Professional Ability and Standard of Quality. TCWD has relied upon the Consultant’s representations regarding its professional training and ability to perform the Services as a material inducement to enter into this Agreement. Consultant shall therefore provide properly skilled professional and technical personnel to perform all Services under this Agreement. All Services under this Agreement must be performed in a skillful, professional manner in accordance with applicable legal requirements and must meet the standard of quality ordinarily to be expected of competent professionals in Consultant’s field of expertise.

4.3 Financial and Regulatory Stability. TCWD has also relied upon the financial capability and status of Consultant as substantial inducements for TCWD to enter into this Agreement. Therefore, Consultant shall, and hereby specifically acknowledges its duty to do so, notify TCWD of any significant financial change, or significant change in status of Consultant no later than seven days after any significant financial change or significant change in status. “Significant financial change” or “significant change in status” shall mean the following:

4.3.1 Any action(s) by which Consultant consolidates with, merges, or is converted into another partnership or corporation;

4.3.2 Any filing of bankruptcy by the Consultant (or any of its partners);

4.3.3 Loss of Consultant’s professional qualifications; and

4.3.4 The fact that Consultant is no longer in compliance with federal or state equal opportunity laws.

## 5. **Safety.**

5.1 Consultant's Responsibility for Work Conditions. If Consultant will be present on any jobsite, then the Consultant shall be solely and completely responsible for conditions of its work on the jobsite, including safety of all persons and property regarding the performance of the Services. This requirement will apply continuously and not be limited to normal working hours. The Consultant shall promptly and fully comply with and carry out safety requirements as prescribed by federal, state, or local laws or regulations and industry standards. The Consultant shall take such measures as may be necessary or required to assure that the safety and health of its employees and of the public at or near the jobsite will be safeguarded.

5.2 Subcontractor Compliance. The Contractor shall assure that its subcontractors of all tiers shall, without expense to TCWD, comply with this Section 5. Consultant shall comply with all applicable TCWD ordinances, policies and procedures, including but not limited to those pertaining to safety in the workplace. The Consultant shall assure that its subcontractors promptly and fully comply with and carry out safety requirements as prescribed by federal, state, or local laws or regulations and industry standards.

## 6. **Termination of Services.**

6.1 Termination Without Cause. TCWD may at any time, at its sole discretion, terminate all or any portion of the Services and this Agreement upon written notice to Consultant. Upon receipt of notice of termination, Consultant shall stop performance of the Services at the stage directed by TCWD. Consultant will be entitled to payment within 30 days for Services performed up to the date of receipt of the written notice of termination. Consultant will not be entitled to payment for any Services performed after the receipt of the notice of termination unless TCWD authorizes that payment in advance in writing.

6.2 Termination for Cause. If Consultant fails to perform any of the obligations required of Consultant within the time and in the manner provided for under the terms of this Agreement, or if Consultant violates any of the terms and conditions of this Agreement, TCWD may terminate this Agreement by providing Consultant with written notice. The Consultant will be compensated for all Services performed prior to the date of receipt of the notice of termination. However, TCWD may deduct from the compensation owed to Consultant the amount of damage sustained or estimated by TCWD resulting from Consultant's breach of this Agreement. In the event of termination, the TCWD will not in any manner be liable for the Consultant's actual or projected lost profits had the Consultant completed the services required by this Agreement.

6.3 Survival. Consultant's obligations pursuant to Section 8 (Indemnification) and Section 9 (Insurance) will survive termination and continue in effect for as long as necessary to fulfill the purposes of those sections.

## 7. **Suspension of Services.**

7.1 Suspension by TCWD. TCWD may, at any time and without cause, suspend all or a portion of the services of Consultant for a period of not more than 90 days by notice in writing to Consultant. Consultant shall resume the service on receipt from TCWD of a notice of resumption of services. Any change to the Agreement, price, or time of completion sought by Consultant as a result of suspension hereunder, shall be processed as a change order under the provisions of Section 1.2 of this Agreement.

7.2 Suspension Upon Consultant's Request. Upon written request by Consultant, TCWD may suspend, in writing, all or any portion of the Services if unforeseen circumstances beyond the control of TCWD or Consultant make normal progress of the Services impossible, impractical or infeasible. Upon TCWD's written determination to suspend performance of the Services, the time for completion of the Services will be extended by the number of days that performance of the Services is suspended.

## 8. **Indemnification.**

Consultant shall hold harmless and indemnify, including without limitation the duty and cost to defend, TCWD, as well as TCWD's directors, officers, officials, employees, and authorized volunteers from and against all liability and all claims, demands, damages, losses, expenses, or costs, subject to the limitations set forth by law, including attorney's fees and litigation costs, (a) arising out of or related to the Services, or (b) arising out of any allegation that materials or services provided by Consultant infringe or violate any copyright, trademark, patent, trade secret, or any other intellectual property or proprietary right of any third party. In no event will the cost to defend exceed the Consultant's proportionate percentage of fault, provided, however, that this limitation is subject to the meet-and-confer requirements of California Civil Code Section 2782.8, as amended from time-to-time. The obligations under this Section shall exclude Liabilities that (i) arise from TCWD's sole negligence and willful acts, or (ii) with respect to design professionals, arise from either the active negligence of TCWD, or any passive negligence of TCWD not caused at least in part by Consultant. Consultant's

obligation to indemnify shall not be restricted to insurance proceeds, if any, received by TCWD or its directors, officers, officials, employees, and authorized volunteers.

## 9. Insurance.

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees, sub-contractors, or sub-consultants. Such insurance shall comply with the requirements set forth in this Section 9.

### 9.1 Coverage. Coverage shall be at least as broad as the following:

9.1.1 *Commercial General Liability (CGL).* Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to TCWD) or the general aggregate limit shall be twice the required occurrence limit.

9.1.2 *Automobile Liability (if necessary).* Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.

9.1.3 *Workers' Compensation Insurance.* Must be provided as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** Consultant hereby agrees, and the insurer providing such coverage shall agree, to waive all rights of subrogation against TCWD, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not TCWD has received a waiver of subrogation from the insurer.

### 9.1.4 *Professional Liability or Cyber Liability Insurance*

(i) Professional Liability Insurance. Consultant must provide Insurance appropriate to the Consultant's profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate; or

(ii) Cyber Liability Insurance (Technology Professional Liability – Errors and Omissions). To the extent Consultant will be providing technology related services, Cyber Liability Insurance (Technology Professional Liability), with limits not less than \$2,000,000 per occurrence or claim, and \$2,000,000 aggregate or the full per occurrence limits of the policies

available, whichever is greater. Coverage must be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy must provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

(iii) If the policy provided is a claims-made policy:

(1) The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.

(2) Insurance must be maintained and evidence of insurance must be provided for at least five years after the completion of the Services.

(3) If coverage is canceled or not renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of five years after the completion of the Services.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown in this Section 9, the Consultant shall provide the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage must be available to TCWD.

## 9.2 Other Required Provisions.

9.2.1 *General Liability.* The general liability policy must contain, or be endorsed to contain, the following provisions:

(i) Additional Insured Status. TCWD, its directors, officers, employees, and authorized volunteers must be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

(ii) Primary Coverage. For any claims related to this project, the Consultant’s insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to TCWD, its directors, officers, employees and authorized volunteers. Any insurance or self-insurance maintained by TCWD its directors, officers, employees and authorized volunteers shall be excess of the Consultant’s insurance and shall not contribute with it.

9.2.2 *Notice of Cancellation.* Each insurance policy required by this Section 9 must provide that coverage shall not be canceled, except with notice to TCWD.

9.2.3 *Self-Insured Retentions.* Self-insured retentions must be declared to and approved by TCWD. TCWD may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language must provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or TCWD.

9.2.4 *Acceptability of Insurers.* Consultant must place insurance with insurers having a current A.M. Best rating of no less than A: VII or as otherwise approved by TCWD.

9.2.5 *Verification of Coverage.* Consultant shall furnish TCWD with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this Section 9. All certificates and endorsements must be received and approved by TCWD before Consultant begins performing the Services. However, the Consultant's failure to obtain the required documents prior to beginning its performance of the Services will not waive the Consultant's obligation to provide them. TCWD reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages.

9.2.6 *Renewal of Coverage.* Consultant shall provide proof to TCWD that policies of insurance required by this Agreement that expire during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Consultant shall submit to TCWD proof that such coverage has been ordered prior to expiration. A coverage binder or letter from Consultant's insurance agent to this effect is acceptable. A certificate of insurance and/or additional insured endorsement as required in these specifications applicable to the renewing or new coverage must be provided to TCWD no later than five days prior to the expiration of the coverages.

9.2.7 *Subcontractors/Subconsultants.* Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated in this Agreement, and Consultant shall ensure that TCWD its directors, officers, employees, and authorized volunteers are an additional insured are additional insureds for Commercial General Liability Coverage.

## **10. Ownership of Work.**

10.1 No later than 30 days after the Consultant substantially completes performance of the Services, or no later than 30 days after the termination of this Agreement, the Consultant shall deliver to TCWD all files, records, materials, and documents drafted or prepared by Consultant in the performance of the Services ("Deliverables") but excluding any Consultant Property, as described in Section 10.2. All Deliverables are the property of TCWD and not the property of the Consultant, and TCWD retains the right to use the Deliverables in any way it sees fit. All finished and unfinished reports, plans, studies, documents and other writings prepared by and for Consultant, its officers, employees and agents in the course of performing the Services become the sole property of TCWD upon payment to Consultant for the Services, and TCWD will have the exclusive right to use those materials in its sole discretion without further compensation to Consultant or to any other person or entity. Consultant shall, at Consultant's expense, provide such Deliverables to TCWD or any person or entity TCWD may designate, upon written request. Consultant may keep file copies of all documents prepared for TCWD for use in its general business activities, unless otherwise specified by TCWD.

Use of any such documents by TCWD for projects that are not the subject of this Agreement or for purposes beyond the scope of the Services will be at TCWD's sole risk without legal liability or expense to Consultant.

10.2 TCWD hereby acknowledges and agrees that, as between the Parties, Consultant will remain the exclusive owner of Consultant Property. "Consultant's Property" means Background IP, reports, books and records, plans, designs, software, information technology systems and tools; processes, procedures and methodologies or other information and all Intellectual Property rights in any of the foregoing that is, in each case, generated, developed, created by or licensed to Consultant whether prior to or after the Effective Date, that are (i) furnished to or made available by Consultant in connection with the Services, and (ii) not unique to, or custom made for, District or any Project. Consultant hereby grants District a non-exclusive, nontransferable, perpetual, royalty free license to use any Intellectual Property included within Consultant Property incorporated in any deliverables, reports, work product or other items provided by Consultant to District as part of the Services.

#### **11. Subcontracts.**

Consultant shall not subcontract any portion of the Services without the written authorization of TCWD. If TCWD consents to a subcontract, Consultant shall be fully responsible to TCWD and third parties for all acts or omissions of the subcontractor to which the Services or any portion thereof are subcontracted. Nothing in this Agreement creates any contractual relationship between TCWD and any subcontractor or any obligation on the part of TCWD to pay or cause the payment of any monies due to any subcontractor except as otherwise is required by law.

#### **12. Assignment.**

Consultant shall not assign any right or obligation under this Agreement without TCWD's prior written consent. Any attempted assignment of any right or obligation under this Agreement without TCWD's prior written consent will be void.

#### **13. Entire Agreement.**

This Agreement represents the entire understanding of TCWD and Consultant as to the Services. No prior oral or written understanding will be of any force or effect with respect to the Services. This Agreement may not be modified or altered except in writing signed by both Parties.

#### **14. Severability.**

The provisions of this Agreement are severable. If any portion of this Agreement is held invalid by a court of competent jurisdiction, the remainder of the Agreement will remain in full force and effect unless amended by the mutual written consent of the Parties.

#### **15. Jurisdiction.**

This Agreement will be administered and interpreted under the laws of the State of California. Venue for any litigation arising from this Agreement will be the Superior Court of the State of California in Orange County.

**16. Compliance with Federal, State and Local Laws.**

Consultant shall comply with all applicable federal, state and local laws, statutes, ordinances, rules and regulations affecting the Services, including without limitation laws requiring licensing and prohibiting discrimination in employment because of race, creed, color, sex, age, marital status, physical or mental disability, national origin or other protected bases. TCWD will not be responsible or liable for Consultant's failure to comply with applicable laws, statutes, ordinances, rules or regulations.

**17. Retention of Records.**

Consultant and any subcontractors authorized by this Agreement shall keep and maintain full and complete documentation and accounting records, employees' time sheets, and correspondence pertaining to the Services, and Consultant shall make such documents available for review and/or audit by TCWD and TCWD's representatives at all reasonable times during performance of the Services and for at least four years after completion of the Services and/or termination of this Agreement.

**18. Alternative Dispute Resolution.**

Before resorting to mediation or other legal process, the primary contacts of the Parties shall meet and confer and attempt to amicably resolve any dispute arising from or relating to this Agreement subject to the following provisions. Any Party desiring to meet and confer shall so advise the other Party pursuant to a written notice. Within 15 days after a Party provides that written notice, the primary contacts for each Party shall meet and attempt to amicably resolve their dispute. Each primary contact, or the person acting in their absence with full authority to resolve the dispute, shall attend the meeting and shall be prepared to devote an entire day thereto. This Section survives the termination or expiration of this Agreement.

**19. Written Notification.**

Except as otherwise specified in this Agreement, any notice, request, demand, consent or approval, or other communication that either Party seeks or is required to give to the other Party must be in writing and either served personally or sent by first class mail, postage prepaid and addressed as follows. Either Party may change its address by notifying the other party in writing of the change of address. Notice will be deemed given two business days after mailing if mailed within the State of California as provided in this Section.

To TCWD: Trabuco Canyon Water District  
Attention: General Manager  
32003 Dove Canyon Dr.  
Trabuco Canyon, CA 92679

To Consultant:

\_\_\_\_\_  
Attention: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**20. Successors.**

This Agreement will be binding on and inure to the benefit of the Parties and TCWD’s successors or assigns, except to the extent of any contrary provision in this Agreement.

**21. Third Parties**

The Services are intended solely for the benefit of TCWD. No other person or entity may rely on the Consultant's performance of the Services, and no right to assert a claim against Consultant by assignment of indemnity rights or otherwise shall accrue to a third party as a result of this Agreement or Consultant's performance of the Services.

**22. Execution**

This Agreement may be executed in counterparts. Electronic signatures are valid as original signatures. The signatories to this Agreement warrant that they are appropriately authorized to execute this Agreement on behalf of the party for which they signed.

**CONSULTANT**

**TRABUCO CANYON WATER DISTRICT**

By: \_\_\_\_\_

By: \_\_\_\_\_

Fernando Paludi, General Manager

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**Approved as to Form:  
Hanson Bridgett, LLP**

**General Legal Counsel:**

By: \_\_\_\_\_

# EXHIBIT A

# EXHIBIT B

**RESPONSE TO REQUEST FOR QUALIFICATIONS  
Website Redesign, Development, and Support Services**

**Submitted by: Streamline**

Taylor Gordon, Special Districts Manager  
3301 C Street, Suite 1000  
Sacramento, CA 95816  
(916) 313-7911  
[taylor@getstreamline.com](mailto:taylor@getstreamline.com)

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

Submitted: June 23, 2025



**TRABUCO CANYON**  
WATER DISTRICT

## I. Project Understanding and Approach

Streamline is a company built specifically for special districts and local government agencies. Our platform was created to simplify compliance, improve communication, and help small teams operate more efficiently. We understand that Trabuco Canyon Water District is not just looking for a new website design, but a long-term solution that is easy to manage, fully accessible, and compliant with current laws and expectations.

We propose a complete redesign of your website using the Streamline platform, which is trusted by more than 2,400 public agencies nationwide, including over 900 in California. The new site will consist of a modern, mobile-friendly design, clear content organization, a user-friendly CMS, and tools that support transparency, ADA compliance, and internal efficiency. We will manage the entire process, including content migration, accessibility optimization, staff training, and ongoing support.

## II. Proposed Team Experience and Qualifications

**Mac Clemmens**, our CEO, has more than 15 years of experience working with public agencies and received the Access Award from Disability Rights California for his leadership in ADA-compliant design. Stephen Potenza, our Head of Engineering, ensures our technology remains reliable, secure, and scalable. Lindsay Hardy leads product design and has delivered high-impact websites for large government institutions.

**Maria Lara**, Senior Director of Legislative Affairs, brings deep knowledge of Section 508 compliance and government web policies, while Karey Hansen, Head of Customer Happiness, oversees customer onboarding and training.

### Past Project Examples

Water Replenishment District ([www.wrd.org](http://www.wrd.org))

Oak Lodge Water Services ([www.oaklodgewaterservices.org](http://www.oaklodgewaterservices.org))

Sacramento Metropolitan Fire District ([www.metrofire.ca.gov](http://www.metrofire.ca.gov))

Cottonwood Heights Parks and Recreation District ([www.cottonwoodheights.com](http://www.cottonwoodheights.com))

Sunrise Recreation and Park District ([www.sunriseparks.com](http://www.sunriseparks.com))

### Certifications and Coverage

Our platform is certified for ADA and Section 508 compliance, hosted on Amazon Web Services, and covered by a \$2 million cyber liability policy and a \$1 million ADA indemnification policy.

### Client References

Evan Lue, Water Replenishment District – (562) 275-4271

Arthur Hong, Sacramento Metropolitan Fire – (303) 557-0168

Duane Burk, Beaumont-Cherry Valley Recreation and Park District – (951) 845-9555

### **III. Level of Effort**

Streamline provides a complete, turnkey implementation. We migrate content, review for accessibility, configure your new design, and train your staff. You will be fully launched within 90 days. Our streamlined platform allows your team to make updates independently without coding knowledge or third-party developers.

Our services include content migration, compliance reviews, stakeholder coordination, site customization, and full staff training.

### **IV. Project Responsiveness**

We commit to the following response times:

- Major outages: Immediately
- Bug fixes or troubleshooting: 1 hour
- Routine updates or minor support: Call or support ticket within 2 hours.

Our team proactively monitors system performance and ensures that support requests are answered promptly, with an average first-response time under one hour.

### **V. Contractual Requirements**

Streamline meets or exceeds all requirements outlined in the District's professional services agreement. We carry appropriate general liability, cyber, and experienced insurance. We also provide indemnification for any accessibility-related liability arising from our platform. We take no exceptions to the contract as provided.

### **VI. Value-Added Offerings**

#### **Streamline includes multiple value-added offerings:**

##### **DocAccess PDF Remediation**

DocAccess, Streamline's ADA overlay tool, automatically remediates PDFs for accessibility, eliminating the need for costly manual remediation or third-party services.

- Integrated overlay for real-time ADA compliance
- Supports all PDFs uploaded to your website
- Helps meet Section 508 and WCAG 2.1 AA standards

### **Premium Design Service and Plugins**

Upgrade your design experience with customizable layout sections, landing pages, and ongoing visual refreshes.

- Premium Designer Sections and Interior Landing Pages
- Annual Design Reviews
- Annual Board Reports and Compliance Analytics
- Access to Streamline's Plugin Library

### **Advanced Cybersecurity**

Protect your agency with built-in best practices and security tools.

- Single Sign-On (SSO) for secure login management
- Dual Coast Redundancy and Failover Hosting
- Advanced Permissions and User Monitoring

### **Dedicated Content and Support Services**

Our customer success team becomes an extension of your staff, helping with content updates, third-party integrations, and custom reports.

- Embedded Integration Support
- Dedicated Content Posting and Compliance Assistance

### **Flagship Design Service and Handcrafted Components**

This is a white-glove, high-touch design process ideal for agencies with custom needs.

- Flagship Design Service, including stakeholder interviews
- Custom Plugin Development, such as interactive maps or calculators

### **Insurance and Uptime Guarantee**

Streamline offers professional indemnity coverage and industry-leading hosting reliability.

- Certificate of Cybersecurity and ADA Indemnification Insurance

- 99.99% Uptime Guarantee

### **Secure Intranet Portal**

Enable secure staff or board-only access to internal resources, calendars, and collaboration tools.

## **VII. Conclusion**

Streamline was built for agencies like Trabuco Canyon Water District. We understand the need for a website that does more than meet basic requirements. It must be secure, ADA-compliant, and easy for your team to manage. With over 2,400 public agencies on our platform and a 98 percent customer retention rate, we are confident that we can provide a website that improves access, supports staff, and meets all legal obligations.

We would be honored to partner with you on this critical project. We are available to provide a demonstration or respond to any follow-up questions.

Sincerely,

Taylor Gordon  
Special Districts Manager, Streamline  
taylor@getstreamline.com  
(916) 313-7911

# Streamline Package:



## Pricing Quote for Trabuco Canyon Water District

Paid annually for a \$20/mo discount

**Streamline  
Enterprise™  
Custom**

Feature Overview

|  |   |
|--|---|
| Government Website Content Management System >       | ✓ |
| Time-Saving Tools for Water Districts >              | ✓ |
| Unlimited Support and Continuing Education >         | ✓ |
| California Regulatory Compliance >                   | ✓ |
| ADA Compliance >                                     | ✓ |
| Water District Community Engagement Suite >          | ✓ |
| Premium Design Service and Plugins >                 | ✓ |
| Advanced Cybersecurity >                             | ✓ |
| Dedicated Content and Support Services >             | ✓ |
| Flagship Design Service and Handcrafted Components > | ✓ |
| Insurance and Uptime Guarantee >                     | ✓ |
| Secure Intranet Portal >                             | ✓ |

## Streamline Plan for Trabuco Canyon Water District

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### Streamline Enterprise™

#### Custom Pricing – Built for Scale, Designed for Impact

The **Streamline Enterprise™** package is our best offering, created for agencies like Trabuco Canyon Water District that demand more than just a basic looking compliant website. It combines robust operations tools, white-glove design services, advanced security, internal collaboration capabilities, and legal protection into a unified, future-proof platform.

This plan includes exclusive enhancements that elevate your digital presence and protect your organization at every level.

---

## Key Features

### Website Management and Hosting

- Full-featured Content Management System (CMS) for public pages and navigation
- Domain concierge service, including .gov registration and annual renewals
- DNS and email routing support
- Image gallery with AI tagging and alt-text automation
- Embedded video support with automatic closed captions
- Unlimited file storage for agendas, policies, and governance documents

### Transparency and Accessibility Tools

- Sitewide emergency alerts, mobile-friendly and dismissible
- Full-site and PDF search with predictive, error-tolerant functionality
- Meetings Assistant to post agendas, minutes, and materials in seconds
- ADA Assistant to detect and fix accessibility issues with real-time feedback
- Monthly ADA scanning and automated PDF accessibility checks
- Manual accessibility testing performed by LevelAccess
- **ADA Indemnification up to \$1,000,000** for complete legal protection

### Engagement and Communication

- Online forms with secure e-signature collection
- Integrated calendar with color-coded filters, registrations, and ticketing
- One-click email newsletter creation and social media sharing
- Built-in online payment processing (via Stripe)

- Amplify Design Suite for drag-and-drop layout updates and quick link modules

### **Design and Security Enhancements**

- Premium designer sections and internal landing pages
- Annual design reviews and visual update sessions
- Board-level analytics and regulatory transparency reporting
- Plugin library for advanced display and functionality components
- Advanced user permissions with full audit history and change tracking
- Dual coast redundancy and automatic failover hosting
- Single Sign-On (SSO) with Office365, Google, and more
- Support for embedded third-party tools like maps, job boards, and livestreams

### **Enterprise-Exclusive Features**

- **Flagship Design Service:** Includes stakeholder interviews, content strategy, and fully custom layouts
- **Custom Plug-ins:** Develop rate calculators, maps, access-controlled content, or other agency-specific tools
- **Certificate of Insurance:** Add your district as an additional insured under Streamline's \$2M cyber/pro liability policy
- **99.99% Uptime Guarantee:** Industry-leading service reliability standard
- **Secure Intranet Portal:** Included at no additional cost, this internal workspace supports staff, board, and volunteer collaboration

### **Support and Training**

- Unlimited live support and on-demand help from Streamline's government-focused team

- Quarterly webinars on ADA, cybersecurity, social media, and more (with CEU certificates)
- Built-in compliance checklist and policy templates, developed with CSDA, NSDA, and accessibility experts

---

**Streamline Enterprise™ is more than a website—it's your district's operational backbone, communication hub, and legal safety net.**

This package is designed to reduce risk, streamline internal workflows, and deliver a best-in-class digital experience. It ensures that your agency is future-ready and always in compliance.



# Pricing Quote for Trabuco Canyon Water District

## CSDA special packages and pricing.

Paid annually for a \$20/mo discount

**Streamline  
Enterprise™**  
~~36,000~~  
**25,200/yr**

### Government Website Content Management System



**Content Management System:** Manage pages, menus, navigation, and organize information publicly.

Included

**Domain Concierge and .gov Registration Support:** Assistance getting your own domain and renewing each year. We can help provide guidance getting a free and permanent .gov domain for added security and credibility. Receive assistance acquiring and renewing your own domain annually.

Included

**DNS Management:** Assistance with the "Domain Name Service" that routes essential services like web traffic and email on your domain to the correct services.

Included

**Image Library w/Gallery:** Organize, tag, store, caption, and add alt tags automatically using AI.

Included

**Video w/Closed Captions:** Upload your own or use your favorite providers like YouTube, Vimeo, and live video streaming services. Automatically enable closed captions on embedded video services for users with disabilities.

Included

**Unlimited File Storage:** Store as many board meeting and governance documents as you'd like on the Streamline platform.

Included

### PAYMENT SUMMARY:

**One-time setup fee of \$ 2,500 base price** (Complete+ Setup 200+ pages, files, images, videos, etc )

**First Year Total:** \$27,700.00

**Ongoing Year Total:** \$25,200.00


|  |                 |
|--|-----------------|
| <p><b>⚡ Time-Saving Tools for Water Districts</b><br/> <a href="#">See Tools in Action for Fire &amp; Rescue</a></p>   | <p>✓</p>        |
| <p><b>Sitewide Emergency Notification Tool:</b> Display an alert that can redirect to any page, be dismissed, and works on mobile.</p>   | <p>Included</p> |
| <p><b>Sitewide Search, Including PDF files:</b> Benefit from error-tolerant, predictive search including inside file attachments.</p>  | <p>Included</p> |
| <p><b>Meetings Assistant:</b> Add meetings, attach necessary materials, and post to your Streamline site in seconds.</p>   | <p>Included</p> |
| <p><b>Forms:</b> Go paperless to make your lives, and your community's lives, a little bit easier. Convenient and secure.</p>  | <p>Included</p> |
| <p><b>👤 Unlimited Support and Continuing Education</b></p>   | <p>✓</p>        |
| <p><b>Training &amp; Support:</b> Utilize unlimited training as needed for your staff.</p>   | <p>Included</p> |
| <p><b>Webinars and CEUs:</b> Quarterly trainings led by Streamline on a wide range of topics from Cybersecurity to ADA compliance, communication, social media strategies, and more.</p>   | <p>Included</p> |
| <p><b>⚖️ California Regulatory Compliance</b><br/> Get and stay compliant with posting requirements in California.</p>   | <p>✓</p>        |
| <p><b>CA Compliance Checklist:</b> Monitor your district's compliance with a comprehensive checklist of all laws affecting districts like you in your state, in a sleek dashboard. Even has templates that you can start with for some items. Made in partnership with the Special District Leadership Foundation, the National Special District Association, and experts in each state. <a href="#">Watch Video</a></p> | <p>Included</p> |
| <p><b>♿️ ADA Compliance</b></p>  | <p>✓</p>        |

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| <b>ADA Accessibility Assistant:</b> Find and fix accessibility issues right on your page with ease. Built-in tutorials to address common issues. Instant re-scanning of pages.   | Included    |
| <b>ADA Monthly Scanning:</b> Maintain compliance, worry-free, with automatic testing of your entire site for ADA issues each month.  | Included    |
| <b>PDF Accessibility Scanning:</b> Make all your PDF accessible with built-in scanning using the CommonLook scanner, which tests to the new WCAG 2.1 AA standards required by the DOJ and ADA.   | Included    |
| <b>PDF Remediation:</b> Save money with Streamline's master agreement with top PDF remediation providers. Available for \$7/page, 5 day turnaround. You can send directly from your Streamline site and it will automatically be delivered back into your site for approval, along with a certification of compliance.   | \$7/page    |
| <b>ADA Manual Testing:</b> Benefit from manual testing by real users with disabilities, performed by LevelAccess, the leader in website accessibility testing. Provides a third party report of platform compliance which can be extremely helpful evidence if there is a complaint against your district.   | Included    |
| <b>ADA Indemnification:</b> Streamline will defend you in court and handle all costs, communications, and remediation for any ADA legal action against your district. Up to \$10,000 on lower plans and up to \$1,000,000 on Enterprise plans.   | \$1,000,000 |
|  <b>Water District Community Engagement Suite</b>   | ✓           |
| <b>Calendar <span style="background-color: #ffe0b2;">New</span>:</b> Organize and color-code calendar events, see start and end times, filter by type, click through for more detail, and include on website, mobile-responsive, accept registrations, sell tickets or class registrations. Advanced color coding, tagging, recurring events, and times in the new Amplify Calendar releasing in 2025. | Included    |
| <b>E-Signatures:</b> Collect signatures online. Apply it to any form or payment that would otherwise require a pdf or docx.  | Included    |
| <b>Amplify Design <span style="background-color: #ffe0b2;">New</span>:</b> A design suite that allows you to build beautiful, compliant pages. The ability to restructure your homepage, integrate video, add new quick links regions. <a href="#">Watch Video</a>   | Included    |

PAYMENT SUMMARY:

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| <p><b>Payments + Billing:</b> Collect online payments and bills directly from your website. Backed by Stripe, so payments are always secure. Conveniently built into your website, so you don't have to deal with yet another log-in. <a href="#">Twain Harte CSD Case Study</a></p>  | Included |
| <p><b>One-Click Share to Social:</b> Draft your content once, then share it to social media channels in seconds.</p>  | Included |
| <p><b>One-click Share via Email Newsletters:</b> Use Streamline Engage™ to build content right on your website, bundle in other content, and send directly from the platform, saving both time and money! Engage emails are pre-formatted so they are always professional and mobile friendly.</p>  | Included |
| <p> <b>Premium Design Service and Plugins</b></p>  | ✓        |
| <p><b>Premium Designer Sections and Interior Landing Pages</b> <span>New</span> : Turbocharge your website design with our suite of advanced design modules at your fingertips. Modern, customizable, and easy to use.</p>  | Included |
| <p><b>Annual Board Reports + Web/Compliance Analytics</b> <span>New</span> : Generate a report anytime your board wants to know how the district is doing online - your regulatory compliance, transparency, ADA accessibility, page visits and engagements, email sends and engagements, and more.</p>                                     | Included |
| <p><b>Annual Design Reviews:</b> Update the design of your site annually with our expert service—from the homepage layout to creating a new logo or updating the menu flow. Whatever is top of mind, our experts will make it happen!</p>   | Included |
| <p><b>Plug-In Library</b> <span>New</span> : Plug-ins are custom components that can improve the experience of the website. One example is a member-only access code system that we built for the National Special District Association. If your district is looking to have a special content display, a plugin architecture may help.</p> | Included |
| <p> <b>Advanced Cybersecurity</b></p>  | ✓        |
| <p><b>Single Sign-On</b> <span>New</span> : Log into your Streamline site using your existing district login—be it Office365, Google Workspace, or many more.</p>   | Included |

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|   |                 |
|---|-----------------|
| <p><b>Dual Coast Redundancy and Failover:</b> Use Streamline's advanced failover system to automatically back up your data to a standby server in another availability zone and switch over in the case of a major disaster.</p>  | <p>Included</p> |
| <p><b>Advanced Permissions and Monitoring:</b> Manage your users and control what they can access, see when they've last logged in, and audit their changes to content. Streamline saves all changes in perpetuity, so you have a full content history.</p>   | <p>Included</p> |
| <p> <b>Dedicated Content and Support Services</b></p>  | <p>✓</p>        |
| <p><b>Embedded Integration Support:</b> Support with any embedded HTML component, from ESRI district Maps, to video streaming, to RFP listings to job postings that might be feeding content from another system.</p>   | <p>Included</p> |
| <p> <b>Flagship Design Service and Handcrafted Components</b></p>  | <p>✓</p>        |
| <p><b>Flagship Design Service:</b> Enjoy the ultimate white-glove design experience, including stakeholder interviews, needs discovery, design presentations, content strategy, and advanced analytics.</p>   | <p>Included</p> |
| <p><b>Custom Plug-ins:</b> The ability to create any display component you might need from scratch, be it a rate calculator, a mapping tool, or an access-control code to view content. Development fee may apply depending on scope. <a href="#">See Example</a></p>                               | <p>Included</p> |
| <p> <b>Insurance and Uptime Guarantee</b></p>  | <p>✓</p>        |
| <p><b>Certificate of Insurance:</b> Streamline can extend its cybersecurity and professional liability and cybersecurity insurance to your organization by issuing a certificate of additional insured for up to \$2M. This applies to content and systems that are hosted through the website.</p> | <p>Included</p> |
| <p><b>99.99% Uptime Guarantee:</b> Ensure ultra-reliable service to your district with the highest standard for government website hosting. See Status</p>  | <p>Included</p> |

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**Ongoing Year Total:** \$25,200.00

 **Secure Intranet Portal**



**Secure Intranet Portal** **New** : A locked intranet system for your teams (staff, volunteers, board) to communicate, store documents, and manage back office operations like shift scheduling, share board documents ahead of the next meeting, and so much more. Flexible enough to do almost anything you need, templated enough to save you time and headache.

Included

PAYMENT SUMMARY:

**One-time setup fee of \$ 2,500 base price** (Complete+ Setup 200+ pages, files, images, videos, etc )

**First Year Total:** \$27,700.00

**Ongoing Year Total:** \$25,200.00

**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING | SEPTEMBER 11, 2025**

**FINANCIAL MATTERS  
ITEM 5: FINANCIAL REPORT**

---

**A) PRESENTATION OF PRELIMINARY UNAUDITED FINANCIAL STATEMENTS**

**RECOMMENDED ACTION:**

*Recommend that the Board receive and file the preliminary unaudited financial statements for July 2025 (Consent Calendar).*

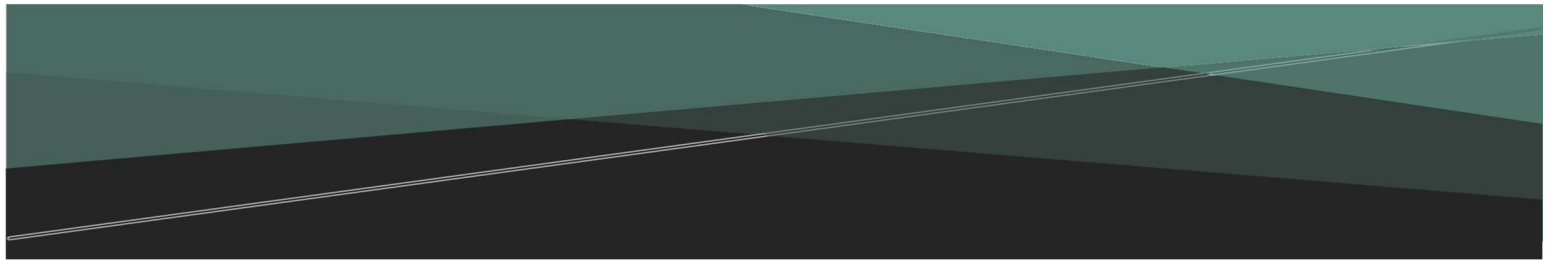
**B) BILLS FOR CONSIDERATION**

The total of the bills for consideration will be presented at the time of the September 11, 2025 Finance/Audit Committee Meeting.

**RECOMMENDED ACTION:**

*Approve and ratify the bills for consideration and warrant register and recommend that the Board ratify payment of the Bills for Consideration for September 11, 2025 as presented (Consent Calendar).*

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



# Financial Reporting

## July 2025

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 (GAAP) are not included.





**Trabuco Canyon Water District**  
**Financial Analysis**  
**July 2025**

**CASH & INVESTMENTS**

District cash and investments as of the reporting date total \$12.55M and decreased \$811K from the prior month. The decrease resulted from increased payments to vendors for ongoing capital projects as well as annual payments made during July for normal operations. Notably, the District paid \$280.1K for the Admin Building Server Replacement project at District Headquarters, for which grant funds will be received through Cal OES to offset the cost to the District. Annual payments for operations included the retail service connection charge for wholesale water deliveries, insurance payments for the property program and cybersecurity, and LAFCO apportionments that cover the fiscal year.

**CASH FLOW HIGHLIGHTS**

|                      |  |                       |
|----------------------|--|-----------------------|
| <b>Cash Inflows</b>  | Utility Billing Payments               | \$1,034,359.07        |
|                      | OPEB Trust Reimbursement               | \$204,476.30          |
|                      | BTP Quarterly Maintenance Revenue      | \$128,295.75          |
|                      | Property Tax Receipts                  | \$41,458.49           |
|                      | Investments                            | \$56,730.30           |
|                      | Other                                  | \$72,076.19           |
|                      | <b>Total Inflows</b>                   | <b>\$1,537,396.10</b> |
| <b>Cash Outflows</b> | Accounts Payable                       | \$1,901,958.63        |
|                      | ADP Payroll & CalPERS Benefits         | \$447,159.44          |
|                      | Debt Service Payments                  | \$-                   |
|                      | CB&T Wire Fee for Debt Service Payment | \$45.00               |
|                      | <b>Total Outflows</b>                  | <b>\$2,349,163.07</b> |
|                      | <b>Net Cash Inflow / (Outflow)</b>     | <b>\$(811,766.97)</b> |



**Trabuco Canyon Water District  
Financial Analysis  
July 2025**

**TOP 10 VENDOR PAYMENTS**

| Top 10 Payments | Vendor                               | Description   |
|-----------------|--------------------------------------|---|
| \$ 302,139.61   | Highroad Information Technology, LLC | New server project and IT services  |
| \$ 292,570.63   | Irvine Ranch Water District          | May 2025 emergency water purchases and Portola Hills water purchases  |
| \$ 273,497.07   | ADP                                  | Payroll and payroll taxes   |
| \$ 183,426.70   | MWDOC                                | July annual retail service connection charge and May and June 2025 wholesale water costs  |
| \$ 173,662.37   | CalPERS                              | Normal retirement contributions during payroll processing, monthly health insurance premiums, and monthly unfunded (UAL) retirement contributions |
| \$ 98,484.53    | ACWA JPIA                            | Property and cyber insurance  |
| \$ 84,586.89    | Tekdraulics                          | Pump stations rehabilitation and replacements   |
| \$ 76,158.10    | Hanson Bridgett LLP                  | Legal matters   |
| \$ 68,111.10    | Lone Star Blower, Inc.               | WWTP Hoffman Blower Building Rehabilitation CIP   |
| \$ 66,072.01    | Jig Consultants                      | Services for various capital projects and permitting  |

**BUDGET V. ACTUAL SUMMARY**

The District Financial Summary presents financial performance in comparison to the adopted budget for each major category. The current reporting period represents 8.3% of the fiscal year.

- **Line 1 Fixed Service Charges** includes fixed charges to customers for Potable and Recycled Water service. Recycled Water rates were implemented at 100% of the 2023 Cost-of-Service (COS) study rate plan for FY 2026 on July 1, 2025. Potable Water rates were implemented at 94.0% of the 2023 COS study rate plan for FY 2026 on July 1, 2025, and will be adjusted to 100% on January 1, 2026. Due to the semiannual rate adjustment schedule for Potable Water, this line will trend behind the expected target budget throughout the fiscal year.
- **Line 2 Variable Service Charges** includes volumetric charges for Potable and Recycled Water services. Recycled Water rates were implemented at 100% of the 2023 Cost-of-Service (COS) study rate plan for FY 2026 on July 1, 2025. Potable Water rates were implemented at 94.0% of the 2023 COS study rate plan for FY 2026 on July 1, 2025, and will be adjusted to 100% on January 1, 2026. As a result, this line may trend behind the expected target budget throughout the fiscal year. As of the reporting period, increased volumetric water purchases during the summer months are offsetting the delayed timing of the Potable Water rate adjustments.
- **Line 3 Pass-Through Charges** includes fixed and variable charges passed through to customers to recover wholesale water cost escalations beyond the assumptions included in the 2023 COS study. The pass-through rate provision was adopted by the Board during the Proposition 218 hearing process. Pass-through rates will be updated and implemented on January 1, 2026, based on updated wholesale water supply costs.
- **Line 4 BTP Wholesale Charges** includes one-to-one reimbursement from the City of San Clemente for Baker Water Treatment Plant (BTP) water purchased from the District at Metropolitan Water District of Southern California (MET) untreated water rates, as well as a pro-rated share of maintenance cost reimbursements. FY 2026 is budgeted at 1,113



**Trabuco Canyon Water District**  
**Financial Analysis**  
**July 2025**

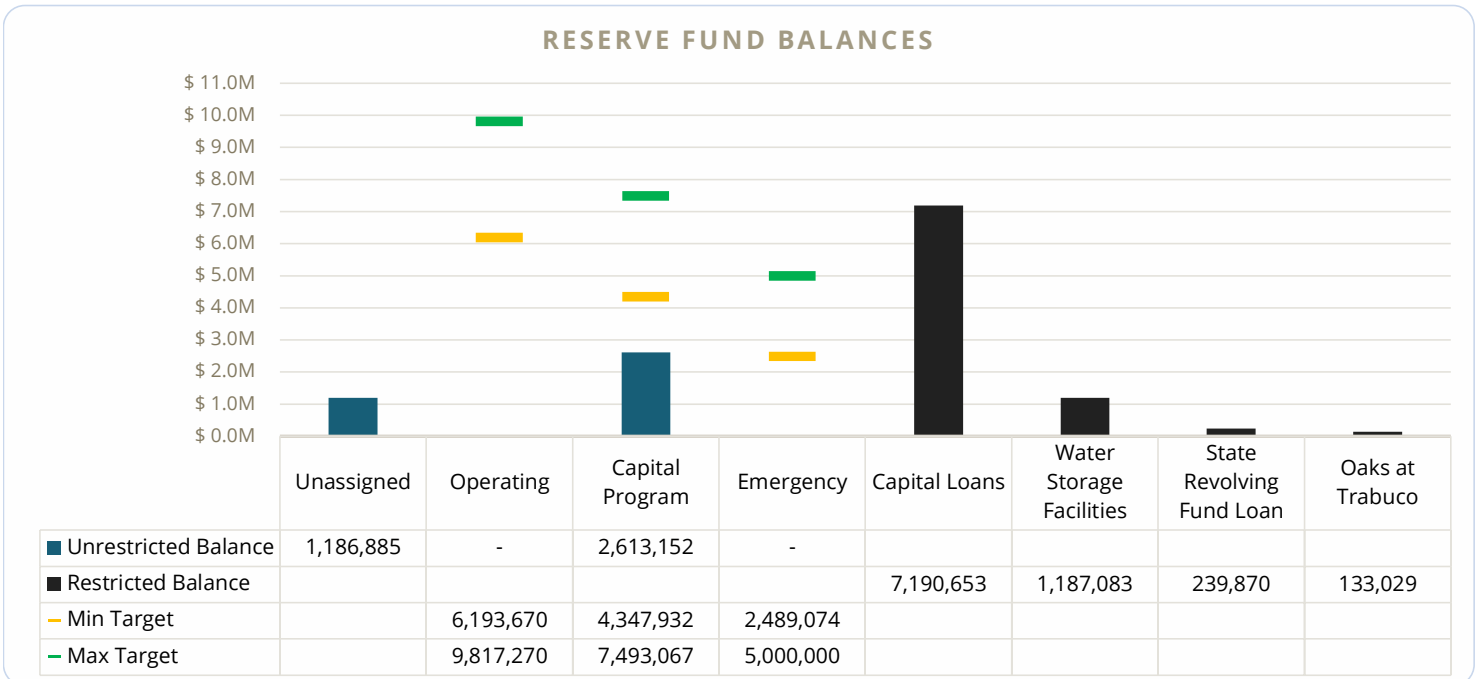
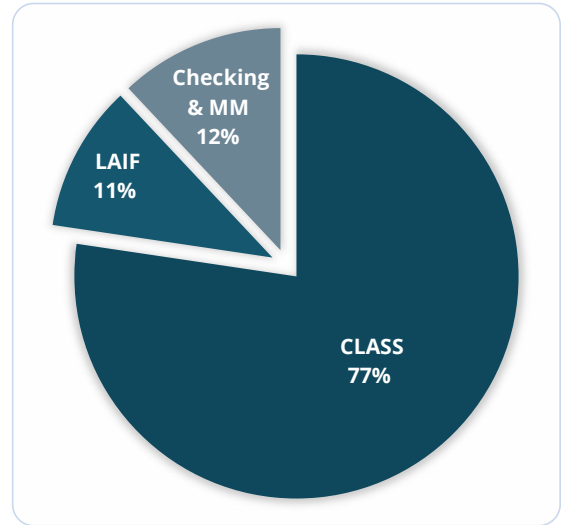
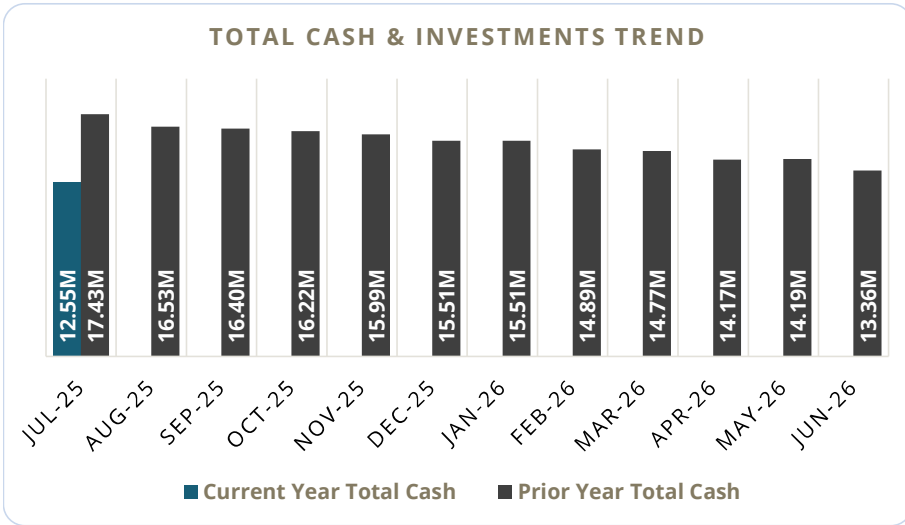
AF of wholesale water sold and 87 AF of BTP water used by the District. As of the reporting period, the District has sold 62.5 AF to San Clemente.

- **Line 5 Wastewater Charges** include fixed and variable charges billed to customers for wastewater service. Rate adjustments were implemented at 100.0% of the 2023 COS study rate plan on July 1, 2025.
- **Line 6 Other Revenue** includes property tax receipts, customer fees, investment earnings and other miscellaneous revenue. Property taxes are generally received in large semiannual installments throughout the fiscal year. YTD is trending behind the expected target budget due to the timing of these receipts.
- **Line 8 Source of Supply** includes the cost of Potable and Recycled water supplies to meet customer demand. This includes the purchase of untreated water at the Dimension Water Treatment Plant, fully treated water purchases via neighboring agency connections, MET/MWDOC surcharges on volumetric water, and MET/MWDOC fixed water costs. Currently, the DWTP conveyance pipeline is non-operational, and the budget includes 6-months of more expensive emergency Potable Water purchases during FY 2026.
- **Line 9 Cost of BTP Wholesale** includes the cost of Baker Water Treatment Plant water sold to the City of San Clemente. This line item accounts for the per acre-foot charge of water paid to MWDOC at MET untreated water rates, excluding the SAC Operational Surcharge, and the quarterly maintenance charges. This line will often trend behind the expected budget target due to the timing of quarterly maintenance costs from IRWD.
- **Line 10 Staffing Resources** includes employee compensation, health benefits, retirement contributions, retiree health insurance, and OPEB trust reimbursements (offsetting revenue).
- **Line 11 Operations & Maintenance** includes system repairs and maintenance, distribution electricity, vehicles and equipment, lab testing and operating supplies.
- **Line 12 General & Administrative** includes professional services, office maintenance and supplies, Board of Directors, liability insurance, dues and memberships, public outreach and rebate programs, customer service and billing, conference, training, travel and miscellaneous expenses. YTD is trending ahead of the expected target budget due to annual payments for insurance premiums, LAFCO fees, and MWDOC programs participation.
- **Line 15 Capital Loans Reserve** includes restricted capital loan funding purposed for use on the District Capital Improvement Program.
- **Line 16 Grant Proceeds for CIP** includes anticipated grant funds received for capital projects. The FY 2026 budget includes \$220.7K for project RW-23 (Tick & Dove Creek Pump Station Improvements) and \$250K for project DW-03 (Admin Building Server Replacement).
- **Line 17 Capital Improvement Program** includes planned CIP during FY 2026. The CIP Budget v. Actual Report outlines the financial progress of individual projects as of the reporting date.
- **Line 18 CIP Contingency** includes a 10% contingency amount for unplanned capital project needs. This funding can be purposed and allocated to critical projects and emergencies that were unknown at the time of budget adoption.
- **Line 19 Debt Service** includes debt service payments for the 2011 SRF loan, 2024 capital project loan, and budgeted 2026 capital project loan that was estimated at the time of budget adoption). The 2011 and 2024 loans are paid twice per year in December (due January 1<sup>st</sup>) and in June (due July 1<sup>st</sup>).

**District**

**Cash & Investments as of July 31, 2025**

|  | Type         | Rate   | Par / Book Value     | Market Value         | % Portfolio   |
|--|--------------|--------|----------------------|----------------------|---------------|
| Local Agency Investment Fund                           | LAIF         | 4.258% | \$ 1,337,026         | \$ 1,338,628         | 10.7%         |
| California Cooperative Liquid Assets Securities System | CLASS        | 4.342% | \$ 9,705,780         | \$ 9,705,355         | 77.3%         |
| BMO Checking   | Checking     | 0.000% | \$ 1,267,997         | \$ 1,267,997         | 10.1%         |
| CB&T Money Market (SRF Loan Reserve)                   | Money Market | 0.300% | \$ 239,870           | \$ 239,870           | 1.9%          |
| <b>Total Cash &amp; Investments</b>                    |              |        | <b>\$ 12,550,673</b> | <b>\$ 12,551,850</b> | <b>100.0%</b> |



**Treasurer Certification**

I certify that all investment actions executed since the last reporting period have been made in full compliance with the District's Investment Policy and the District is able to meet its expenditure obligations for the next six months.

**Ian Berg, CPA**  
District Treasurer

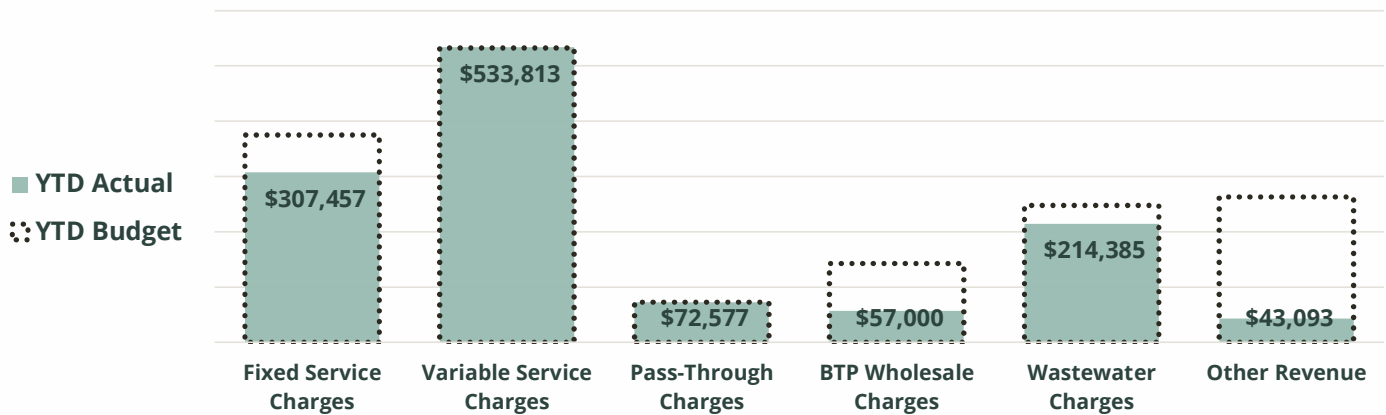


District

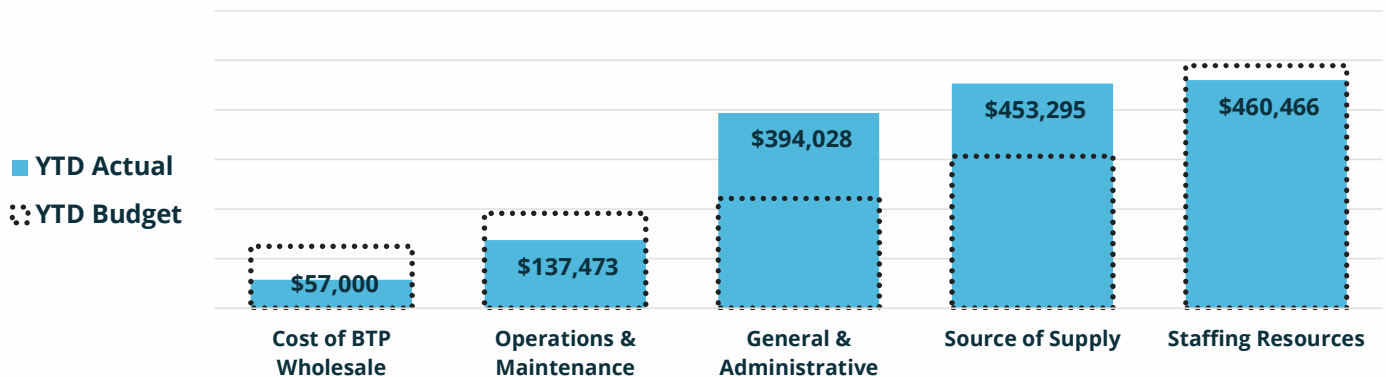
Budget v. Actual Summary July 2025

|    | A  | B                   | C                   | D = C - B         | E = B / C         |                 |
|----|--|---------------------|---------------------|-------------------|-------------------|-----------------|
|    | Jul 2025                                   | Jul 2025            | FY 2026             | FY 2026           | YTD % of          |                 |
|    | Period                                     | YTD                 | Adopted             | Remaining         | Budget            |                 |
|    | Actuals                                    | Actuals             | Budget              | Budget            | 8.3%              |                 |
| 1  | Fixed Service Charges                      | \$ 307,457          | \$ 307,457          | \$ 4,499,900      | \$ 4,192,443      | 6.8%            |
| 2  | Variable Service Charges                   | 533,813             | 533,813             | 6,386,300         | 5,852,487         | 8.4%            |
| 3  | Pass-Through Charges                       | 72,577              | 72,577              | 870,800           | 798,223           | 8.3%            |
| 4  | BTP Wholesale Charges                      | 57,000              | 57,000              | 1,708,700         | 1,651,700         | 3.3%            |
| 5  | Wastewater Charges                         | 214,385             | 214,385             | 2,973,200         | 2,758,815         | 7.2%            |
| 6  | Other Revenue                              | 43,093              | 43,093              | 3,155,600         | 3,112,507         | 1.4%            |
| 7  | <b>Total Revenue</b>                       | <b>1,228,325</b>    | <b>1,228,325</b>    | <b>19,594,500</b> | <b>18,366,175</b> | <b>6.3%</b>     |
| 8  | Source of Supply                           | 453,295             | 453,295             | 3,674,900         | 3,221,605         | 12.3%           |
| 9  | Cost of BTP Wholesale                      | 57,000              | 57,000              | 1,493,900         | 1,436,900         | 3.8%            |
| 10 | Staffing Resources                         | 460,466             | 460,466             | 5,870,500         | 5,410,034         | 7.8%            |
| 11 | Operations & Maintenance                   | 137,473             | 137,473             | 2,296,100         | 2,158,627         | 6.0%            |
| 12 | General & Administrative                   | 394,028             | 394,028             | 2,652,900         | 2,258,872         | 14.9%           |
| 13 | <b>Total Expense</b>                       | <b>1,502,262</b>    | <b>1,502,262</b>    | <b>15,988,300</b> | <b>14,486,038</b> | <b>9.4%</b>     |
| 14 | <b>Net Income / (Loss) from Operations</b> | <b>(273,938)</b>    | <b>(273,938)</b>    | <b>3,606,200</b>  | <b>3,880,138</b>  | <b>-7.6%</b>    |
| 15 | Capital Loans Reserve                      | 62,327              | 62,327              | 10,570,177        | 10,507,850        | 0.6%            |
| 16 | Grant Proceeds for CIP                     | -                   | -                   | 470,700           | 470,700           | 0.0%            |
| 17 | Capital Improvement Program                | (62,327)            | (62,327)            | (10,969,877)      | (10,907,550)      | 0.6%            |
| 18 | CIP Contingency                            | -                   | -                   | (1,097,000)       | (1,097,000)       | 0.0%            |
| 19 | Debt Service                               | -                   | -                   | (2,570,070)       | (2,570,070)       | 0.0%            |
| 20 | <b>Net Change in Unrestricted Cash</b>     | <b>\$ (273,938)</b> | <b>\$ (273,938)</b> | <b>\$ 10,130</b>  | <b>\$ 284,068</b> | <b>-2704.2%</b> |

YTD Revenue v. YTD Target Budget



YTD Expense v. YTD Target Budget





District

Operating Budget v. Actual July 2025

|    | A  | B                   | C                   | D = C - B           | E = B / C           |              |
|----|--|---------------------|---------------------|---------------------|---------------------|--------------|
|    | Jul 2025                                   | Jul 2025            | FY 2026             | FY 2026             | YTD % of            |              |
|    | Period                                     | YTD                 | Adopted             | Remaining           | Budget              |              |
|    | Actuals                                    | Actuals             | Budget              | Budget              | 8.3%                |              |
| 1  | Fixed Service Charges                      | \$ 307,457          | \$ 307,457          | \$ 4,499,900        | \$ 4,192,443        | 6.8%         |
| 2  | Variable Service Charges                   | 533,813             | 533,813             | 6,386,300           | 5,852,487           | 8.4%         |
| 3  | Fixed Service Charges Pass-Through         | 18,364              | 18,364              | 262,700             | 244,336             | 7.0%         |
| 4  | Variable Service Charges Pass-Through      | 54,214              | 54,214              | 608,100             | 553,886             | 8.9%         |
| 5  | BTP Wholesale Water Sales                  | 57,000              | 57,000              | 1,054,800           | 997,800             | 5.4%         |
| 6  | BTP Maintenance Charges                    | -                   | -                   | 439,100             | 439,100             | 0.0%         |
| 7  | BTP Capital Recovery                       | -                   | -                   | 214,800             | 214,800             | 0.0%         |
| 8  | Wastewater Charges                         | 214,385             | 214,385             | 2,973,200           | 2,758,815           | 7.2%         |
| 9  | Property Tax Receipts                      | -                   | -                   | 2,437,300           | 2,437,300           | 0.0%         |
| 10 | Customer Fees                              | 30,459              | 30,459              | 520,200             | 489,741             | 5.9%         |
| 11 | Interest Revenue                           | 10,005              | 10,005              | 160,000             | 149,995             | 6.3%         |
| 12 | Miscellaneous Revenue                      | 2,629               | 2,629               | 38,100              | 35,471              | 6.9%         |
| 13 | <b>Total Revenue</b>                       | <b>1,228,325</b>    | <b>1,228,325</b>    | <b>19,594,500</b>   | <b>18,366,175</b>   | <b>6.3%</b>  |
| 14 | <b>Source of Supply</b>                    |                     |                     |                     |                     |              |
| 15 | Variable Water Purchases                   | 331,139             | 331,139             | 2,849,800           | 2,518,661           | 11.6%        |
| 16 | BTP Water Purchases TCWD                   | 31,399              | 31,399              | 93,600              | 62,201              | 33.5%        |
| 17 | BTP Maintenance Expense TCWD               | -                   | -                   | 46,800              | 46,800              | 0.0%         |
| 18 | Fixed Water Purchases                      | 89,925              | 89,925              | 401,700             | 311,775             | 22.4%        |
| 19 | Chemicals & Electricity                    | 833                 | 833                 | 283,000             | 282,167             | 0.3%         |
| 20 | <b>Total Source of Supply</b>              | <b>453,295</b>      | <b>453,295</b>      | <b>3,674,900</b>    | <b>3,221,605</b>    | <b>12.3%</b> |
| 21 | <b>Cost of BTP Wholesale</b>               |                     |                     |                     |                     |              |
| 22 | BTP Water Purchases for Wholesale          | 57,000              | 57,000              | 1,054,800           | 997,800             | 5.4%         |
| 23 | BTP Maintenance Expense Sales              | -                   | -                   | 439,100             | 439,100             | 0.0%         |
| 24 | <b>Total Cost of BTP Wholesale</b>         | <b>57,000</b>       | <b>57,000</b>       | <b>1,493,900</b>    | <b>1,436,900</b>    | <b>3.8%</b>  |
| 25 | <b>Staffing Resources</b>                  |                     |                     |                     |                     |              |
| 26 | Employee Compensation                      | 310,148             | 310,148             | 4,115,500           | 3,805,352           | 7.5%         |
| 27 | Employee Benefits                          | 99,539              | 99,539              | 1,360,000           | 1,260,461           | 7.3%         |
| 28 | CalPERS Retirement Unfunded Liability      | 32,917              | 32,917              | 395,000             | 362,084             | 8.3%         |
| 29 | Retiree Health Insurance Payments          | 17,863              | 17,863              | 201,700             | 183,837             | 8.9%         |
| 30 | OPEB Trust Reimbursement                   | -                   | -                   | (201,700)           | (201,700)           | 0.0%         |
| 31 | <b>Total Staffing Resources</b>            | <b>460,466</b>      | <b>460,466</b>      | <b>5,870,500</b>    | <b>5,410,034</b>    | <b>7.8%</b>  |
| 32 | <b>Operations &amp; Maintenance</b>        |                     |                     |                     |                     |              |
| 33 | System Repairs and Maintenance             | 57,915              | 57,915              | 1,030,600           | 972,685             | 5.6%         |
| 34 | Distribution Electricity                   | 51,572              | 51,572              | 914,700             | 863,128             | 5.6%         |
| 35 | Vehicles and Equipment                     | 13,833              | 13,833              | 188,800             | 174,967             | 7.3%         |
| 36 | Lab Testing & Supplies                     | 14,153              | 14,153              | 162,000             | 147,847             | 8.7%         |
| 37 | <b>Total Operations &amp; Maintenance</b>  | <b>137,473</b>      | <b>137,473</b>      | <b>2,296,100</b>    | <b>2,158,627</b>    | <b>6.0%</b>  |
| 38 | <b>General &amp; Administrative</b>        |                     |                     |                     |                     |              |
| 39 | Professional Services                      | 33,361              | 33,361              | 1,033,000           | 999,639             | 3.2%         |
| 40 | Office Maintenance & Supplies              | 94,581              | 94,581              | 616,200             | 521,619             | 15.3%        |
| 41 | Board of Directors                         | 8,645               | 8,645               | 111,700             | 103,055             | 7.7%         |
| 42 | District Insurance                         | 114,120             | 114,120             | 237,500             | 123,380             | 48.1%        |
| 43 | Dues and Memberships                       | 106,889             | 106,889             | 247,200             | 140,311             | 43.2%        |
| 44 | Public Outreach & Rebate Programs          | 27,528              | 27,528              | 100,000             | 72,472              | 27.5%        |
| 45 | Customer Service and Billing               | 6,490               | 6,490               | 81,600              | 75,110              | 8.0%         |
| 46 | Conference, Trainings and Travel           | 2,415               | 2,415               | 32,300              | 29,885              | 7.5%         |
| 47 | Miscellaneous Expense                      | -                   | -                   | 193,400             | 193,400             | 0.0%         |
| 48 | <b>Total General &amp; Administrative</b>  | <b>394,028</b>      | <b>394,028</b>      | <b>2,652,900</b>    | <b>2,258,872</b>    | <b>14.9%</b> |
| 49 | <b>Total Expense</b>                       | <b>1,502,262</b>    | <b>1,502,262</b>    | <b>15,988,300</b>   | <b>14,486,038</b>   | <b>9.4%</b>  |
| 50 | <b>Net Income / (Loss) from Operations</b> | <b>\$ (273,938)</b> | <b>\$ (273,938)</b> | <b>\$ 3,606,200</b> | <b>\$ 3,880,138</b> | <b>-7.6%</b> |



**District**

**CIP Budget v. Actual July 2025**

| ID        | Project Description   | A                             | B                          | C                            | D = C - B                      | E = B / C                  |
|-----------|---|-------------------------------|----------------------------|------------------------------|--------------------------------|----------------------------|
|           |   | Jul 2025<br>Period<br>Actuals | Jul 2025<br>YTD<br>Actuals | FY 2026<br>Adopted<br>Budget | FY 2026<br>Remaining<br>Budget | YTD % of<br>Budget<br>8.3% |
| <b>1</b>  | <b>Potable Water</b>  |                               |                            |                              |                                |                            |
| 2         | PW-02 DWTP Electrical Improvements                            | \$ -                          | \$ -                       | \$ 300,000                   | \$ 300,000                     | 0.0%                       |
| 3         | PW-03 Transmission Main Replacement - DWTP to Ridgeline PS    | -                             | -                          | 7,000,000                    | 7,000,000                      | 0.0%                       |
| 4         | PW-20 10" Pipeline Replacement - Cooks Corner to Harris Grade | -                             | -                          | 225,000                      | 225,000                        | 0.0%                       |
| 5         | PW-25 Fire Flow Availability Improvements                     | -                             | -                          | 150,000                      | 150,000                        | 0.0%                       |
| 6         | PW-38 Saddle Crest Reservoir Outlet Pipe                      | -                             | -                          | 275,000                      | 275,000                        | 0.0%                       |
| <b>7</b>  | <b>Total Potable Water</b>                                    | <b>-</b>                      | <b>-</b>                   | <b>7,950,000</b>             | <b>7,950,000</b>               | <b>0.0%</b>                |
| <b>8</b>  | <b>Recycled Water</b>   |                               |                            |                              |                                |                            |
| 9         | RW-13 Dove Canyon Recycled Booster Pump Station               | 1,920                         | 1,920                      | 560,000                      | 558,080                        | 0.3%                       |
| 10        | RW-23 Tick & Dove Creek Pump Station Improvements             | -                             | -                          | 259,700                      | 259,700                        | 0.0%                       |
| 11        | RW-51 Reservoir V-Ditch Rehabilitation                        | 15,600                        | 15,600                     | -                            | (15,600)                       | NA                         |
| 12        | RW-53 Pump Replacements - RW                                  | 18,071                        | 18,071                     | -                            | (18,071)                       | NA                         |
| <b>13</b> | <b>Total Recycled Water</b>                                   | <b>35,591</b>                 | <b>35,591</b>              | <b>819,700</b>               | <b>784,109</b>                 | <b>4.3%</b>                |
| <b>14</b> | <b>Wastewater</b>   |                               |                            |                              |                                |                            |
| 15        | WW-09 Heritage Sewer Lift Station Rehabilitation              | -                             | -                          | 400,000                      | 400,000                        | 0.0%                       |
| 16        | WW-40 WWTP Hoffman Blower Building Rehabilitation             | 9,600                         | 9,600                      | 1,290,177                    | 1,280,577                      | 0.7%                       |
| 17        | WW-49 SMWD Chiquita WWTP Shared Capital                       | -                             | -                          | 140,000                      | 140,000                        | 0.0%                       |
| 18        | WW-50 WWTP Headworks Replacement                              | 17,136                        | 17,136                     | 370,000                      | 352,864                        | 4.6%                       |
| <b>19</b> | <b>Total Wastewater</b>                                       | <b>26,736</b>                 | <b>26,736</b>              | <b>2,200,177</b>             | <b>2,173,441</b>               | <b>1.2%</b>                |
| <b>20</b> | <b>Joint Projects</b>   |                               |                            |                              |                                |                            |
| 21        |   | -                             | -                          | -                            | -                              | NA                         |
| <b>22</b> | <b>Total Joint Projects</b>                                   | <b>-</b>                      | <b>-</b>                   | <b>-</b>                     | <b>-</b>                       | <b>NA</b>                  |
| <b>23</b> | <b>Total Capital Improvement Program</b>                      | <b>\$ 62,327</b>              | <b>\$ 62,327</b>           | <b>\$ 10,969,877</b>         | <b>\$ 10,907,550</b>           | <b>0.6%</b>                |

**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING | SEPTEMBER 11, 2025**

**FINANCIAL MATTERS  
ITEM 6: OTHER MATTERS**

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**RECOMMENDED ACTION:**

*Hear Other Matters from the General Manager or District Staff.*

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