



**REGULAR BOARD MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA  
ADMINISTRATIVE FACILITY  
SEPTEMBER 17, 2025 AT 6:00 PM**

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**BOARD OF DIRECTORS**

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

**DISTRICT STAFF**

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

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**AGENDA NOTE:**

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

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

*Persons desiring to monitor the Board meeting agenda items may download the Board meeting agenda and documents on the internet at [www.tcwd.ca.gov](http://www.tcwd.ca.gov). You may submit public comments by email to the Board 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 5:00 p.m. (PDT) on the day of the meeting.*

**CALL MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ITEMS RECEIVED TOO LATE TO BE AGENDIZED**

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

**VISITOR PARTICIPATION**

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

**ORAL COMMUNICATION**

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

**DIRECTORS' COMMENTS AND MEETING REPORTS**

**REPORT FROM THE GENERAL MANAGER**

## CONSENT CALENDAR

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

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

**RECOMMENDED ACTION**

Approve the minutes of the following Board Meetings:

1. August 20, 2025 Regular Board Meeting

### ITEM 2: TREASURER'S REPORT

a. FINANCE/AUDIT COMMITTEE MEETING

**RECOMMENDED ACTION:**

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

1. August 14, 2025

b. PRESENTATION OF FINANCIALS

**RECOMMENDED ACTION:**

Receive and file the preliminary statement(s) of revenues and expenses and preliminary unaudited financials for the following month(s):

1. July 2025

c. PAYMENT OF BILLS FOR CONSIDERATION

**RECOMMENDED ACTION:**

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

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

**RECOMMENDED ACTION:**

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

1. August 6, 2025

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

**RECOMMENDED ACTION:**

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

1. August 4, 2025

### ITEM 5: APPROVAL OF DISTRICT PROPERTIES COMMITTEE MEETING RECAP(S)

**RECOMMENDED ACTION:**

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

1. March 13, 2025



**ACTION CALENDAR**

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

**ADMINISTRATIVE MATTERS**

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

**RECOMMENDED ACTION(S):**

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

1. August 2025

**ITEM 7: INFORMATIONAL UPDATES FROM BOARD COMMITTEES**

**RECOMMENDED ACTION(S):**

Receive updates and information from Board Committee Chairs/Members and take action(s) as deemed appropriate.

**ITEM 8: AUTHORIZATION TO SUBMIT APPLICATION FOR INCLUSION ON THE FIRE RISK REDUCTION COMMUNITY LIST**

**RECOMMENDED ACTION(S):**

1. Receive and file the application for inclusion on the California Board of Forestry and Fire Protection Fire Risk Community List and provide input as necessary.
2. Authorize staff to submit the application for inclusion on the California Board of Forestry and Fire Protection Fire Risk Community List.

**FINANCIAL MATTERS**

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**ITEM 9: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT'S FIXED CHARGES METHODOLOGY**

**RECOMMENDED ACTION(S):**

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

**ITEM 10: DISTRICT WEBSITE REDESIGN DEVELOPMENT AND SUPPORT SERVICES CONTRACT AWARD**

**RECOMMENDED ACTION(S):**

Authorize the General Manager to execute a general services agreement with Streamline for website redesign development and support services for \$27,700.



**ENGINEERING MATTERS**

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**ITEM 11: ROBINSON RANCH WASTEWATER TREATMENT PLANT BLOWER MODIFICATION PROJECT CONSTRUCTION MANAGEMENT CONTRACT AWARD**

**RECOMMENDED ACTION:**

*Award a Construction Management Services contract for the WWTP Blower Modification Project to MCM Consulting for a fee not-to exceed \$118,310 with a 10% contingency, for a total to-to-exceed amount of \$130,141.*

**ITEM 12: RATIFICATION OF ROBINSON RANCH WASTEWATER TREATMENT PLANT BLOWER EQUIPMENT PURCHASE**

**RECOMMENDED ACTION:**

*Ratify the purchase of two blower/motor assemblies and one blower only from Lone Star Blower in the amount of \$177,635.*

**ITEM 13: DOVE RESERVOIR MAINTENANCE ROAD ASPHALT RESURFACING PROJECT**

**RECOMMENDED ACTION(S):**

*Ratify the District's cost-share for the asphalt resurfacing project to the Dove Reservoir maintenance road in the amount of \$13,639.*

**LEGISLATIVE AND OTHER MATTERS**

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**ITEM 14: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)**

**RECOMMENDED ACTION(S):**

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

**CLOSED SESSION(S):**

**1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code § 54957)**

*Title: General Manager*

**2. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code § 54957.6)**

*Agency Negotiator: Board President Ed Mandich*

*Unrepresented employee: General Manager*

**3. PUBLIC EMPLOYMENT (Gov. Code § 54957)**

*Title: General Manager*

**4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code § 54957)**

*Title: General Counsel*

**5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION (Gov. Code § 54956.9(d)(2))**

*Significant exposure to litigation: 1 potential case*



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING AGENDA | SEPTEMBER 17, 2025**

**ITEM 15: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION**

**RECOMMENDED ACTION(S):**

*Provide announcement(s) of any action(s) taken in Closed Session(s), if any.*

**ITEM 16: APPROVAL OF GENERAL MANAGER CONTRACT AMENDMENT**

**RECOMMENDED ACTION(S):**

*Announce labor negotiator's proposed changes to General Manager's contract and consider approval of new terms.*

**ITEMS RECEIVED TOO LATE TO BE AGENDIZED**

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**ITEM 17:** \_\_\_\_\_

**ITEM 18:** \_\_\_\_\_

**GENERAL COUNSEL REPORT**

**OTHER INFORMATION/MATTERS**

*Reports or comments from the General Manager and/or Staff*

**ADDITIONAL DIRECTORS' COMMENTS**

*Additional reports or comments from Directors*

**END ACTION CALENDAR & ADJOURNMENT**

**AVAILABILITY OF AGENDA MATERIALS**

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

**FUTURE SCHEDULED REGULAR BOARD MEETINGS OF THE BOARD OF DIRECTORS**

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

**October 15, 2025 | November 19, 2025 | December 17, 2025**



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | SEPTEMBER 17, 2025**

**CONSENT CALENDAR**

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

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**RECOMMENDED ACTION**

*Approve the minutes of the following Board Meetings:*

- 1. August 20, 2025 Regular Board Meeting*

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



## **MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | AUGUST 20, 2025**

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on August 20, 2025, was called to order by District Secretary Michael Perea at 6:10 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Perea called for a vote for a meeting Chair, due to President Mandich and Vice President Acosta's absence. Director Horst nominated Director Anderson to chair the meeting. The Board unanimously voted to appoint Director Anderson as meeting Chair. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

### **DIRECTORS PRESENT**

Director Mark Anderson  
Director John Horst  
Director Michael Safranski

### **DIRECTORS ABSENT**

President Ed Mandich  
Vice President Glenn Acosta

### **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  
Gary Kessler, Water Operations Superintendent  
Oscar Ulloa, Wastewater Superintendent  
Jason Stroud, Maintenance Superintendent  
Other staff were present

### **DISTRICT CONSULTANTS**

Claire Collins, District General Legal Counsel - Hanson Bridgett, LLP  
Ian Berg, District Treasurer – Starting Line Advisory

### **PUBLIC PRESENT**

There were members of the public present.

### **PLEDGE OF ALLEGIANCE**

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

### **ITEMS RECEIVED TOO LATE TO BE AGENDIZED**

None

### **VISITOR PARTICIPATION**

None

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | AUGUST 20, 2025**

**ORAL COMMUNICATION**

Ray Chandos – Mr. Chandos addressed the Board of Directors requesting a progress report on any discussions with Irvine Ranch Water District (IRWD) and Santa Margarita Water District (SMWD), and he requested that this item be agendized each month. Mr. Chandos also requested that the discussions be impartial and free of conflict.

Allan Burnham – Mr. Burnham addressed the Board of Directors requesting that that discussions regarding consolidation be agendized at every meeting, and he noted that the dedicated webpage related to consolidation updates and information was not yet on the District’s website. Mr. Burnham expressed his frustration with the process, and he requested that a committee be established related to consolidation discussions.

Sue Marucci – Ms. Marucci addressed the Board of Directors requesting that discussions regarding the hydrants on Hamilton Trail be agendized at every meeting, and she stated her concerns regarding adequate hydrant pressure in the event of a fire.

Russ Khouri – Mr. Khouri addressed the Board of Directors expressing his opposition to a potential merger with another water district. Mr. Khouri conveyed his support of reviewing the current rates, but he cautioned against inconsistencies with information being communicated within the community including an expectation of rate decreases.

Director Anderson read the names of members of the public that submitted e-comments after the posting of the agenda.

**DIRECTOR’S COMMENTS**

Director Safranski commented that as the District’s primary liaison to ACWA and its voting representative, he cast votes as approved by the Board for the positions of ACWA President and Vice President.

Director Horst provided a brief report on the meetings he attended during the previous month, and he requested that updates related to potential consolidation be reported during the General Manager’s comments.

Director Anderson echoed Director Horst’s comments related to communications about potential consolidation, and he reported that the Board is approaching the possibility of forming a committee to discuss this matter. Director Anderson also commented that staff is analyzing the 1-inch meter flat charges, however, agendizing the matter is premature at this time.

**REPORT FROM THE GENERAL MANAGER**

Mr. Paludi reported on the following matters:

- The Board President was not in attendance due to a home emergency, and the Board Vice President was out of town.
- A meeting will be set up at the Board level to set expectations for the RFP process, and he noted that due to ongoing data collection by the two neighboring agencies, the District has no further updates at this time.
- Mr. Paludi will retire as General Manager of the District within the next few months, and he stated that he will be assisting the Board with recruitment efforts.
- The General Manager will be on vacation in September and will not be in attendance at the September Regular Board meeting.
- The OC Water Summit will be held September 5<sup>th</sup> in Costa Mesa, and he noted that registration is still open for the event.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | AUGUST 20, 2025**

**CONSENT CALENDAR**

Director Anderson indicated that all matters under the Consent Calendar would be approved by one motion unless a Board member or staff member requests separate action on a specific item. Mr. Paludi presented Items 1-4 for Board consideration and approval in accordance with the agenda.

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

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1. July 16, 2025 Regular Board Meeting
2. August 4, 2025 Special Board Meeting

**ITEM 2: TREASURER’S REPORT**

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1. July 10, 2025 Finance/Audit Committee Meeting Recap
2. June 2025 Preliminary Unaudited Financials
3. July 2025 Bills for Consideration, Payroll and Payroll Taxes

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

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1. July 2, 2025 Engineering/Operational Committee Meeting Recap

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

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1. July 7, 2025 Executive Committee Meeting Recap

**MOTION:** Approve the consent calendar as presented – Director Safranski  
**SECOND:** Director Horst  
**AYES:** Directors Anderson, Horst & Safranski  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Directors Mandich & Acosta  
**MOTION PASSED/FAILED:** Passed 3 – 0 - 2 with Directors Mandich & Acosta absent

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

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

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

**MOTION:** Approve the tentative future meetings/attendance items and ratify the amended Directors’ expenses and fees from July 2025 – Director Horst  
**SECOND:** Director Safranski  
**AYES:** Directors Anderson, Horst & Safranski  
**NOES:** None  
**ABSTAIN:** None  
**ABSENT:** Directors Mandich & Acosta  
**MOTION PASSED/FAILED:** Passed 3 – 0 - 2 with Directors Mandich & Acosta absent

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | AUGUST 20, 2025**

**ITEM 6: INFORMATIONAL UPDATES FROM BOARD COMMITTEES**

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Committee members and District staff provided updates on the following Committees:

Executive Committee – Mr. Paludi reported that the Committee reviewed the Board planning calendar and took no action.

District Properties Committee – Mr. Paludi reported that a meeting is scheduled for September 3<sup>rd</sup> to review options for the Porter property, and he stated that a Special Board meeting will be scheduled in the coming weeks to discuss the consultant’s evaluation report.

Public Outreach Committee – Director Horst reported that staff have scheduled Community chat forums for the morning and evening of August 28.

Finance/Audit Committee – Director Horst reported that the Committee discussed meter charges and rate study options, and that the Committee will continue to work with staff to explore all available options before presenting to the full Board for discussion.

**MOTION:** None. Informational item only.

**FINANCIAL MATTERS**

**ITEM 7: APPROVAL OF CONTRACT RENEWAL WITH CPS HR FOR HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES**

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Mr. Paludi presented this matter for Board consideration, and he reported that this item was reviewed with the Finance/Audit Committee in July. Mr. Perea reported that the District’s contract with CPS HR ended June 30, 2025, but they are providing ongoing services and that staff is proposing a contract renewal through FY 2027. Mr. Perea reported that CPS HR is currently assisting staff with personnel policy updates and ongoing negotiations with the union. Mr. Paludi noted that the District is billed on a time and materials basis and that the District may not utilize the entire budgeted amount.

**MOTION:** Authorize the General Manager to execute a professional services contract with CPS HR for Human Resources and Health Benefits Third-Party Administrator Support Services for a two-year period with a not-to-exceed amount of \$50,000 per year – Director Safranski

**SECOND:** Director Horst

**AYES:** Directors Anderson, Horst & Safranski

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Directors Mandich & Acosta

**MOTION PASSED/FAILED:** Passed 3 – 0 - 2 with Directors Mandich & Acosta absent

**ITEM 8: APPROVAL AND ADOPTION OF RESOLUTIONS FOR TRABUCO CANYON WATER DISTRICT’S HEALTH BENEFIT COSTS FOR CALENDAR YEAR 2026**

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Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Perea provided a brief background of the current health benefit methodology, and he reviewed the employer/employee contribution and fiscal impacts. Mr. Perea added that staff projects a budget surplus of approximately \$22,000 at the end of the fiscal year.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | AUGUST 20, 2025**

**MOTION:** Adopt Resolution No. 2025-1357 – Resolution of the Board of Directors of Trabuco Canyon Water District Fixing the Employer Contribution Under the Public Employees’ Medical and Hospital Care Act At An Equal Amount for Employees and Annuitants (000 All Employees-CalPERS) – Director Horst

**SECOND:** Director Safranski

**AYES:** Directors Anderson, Horst & Safranski

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Directors Mandich & Acosta

**MOTION PASSED/FAILED:** Passed 3 – 0 - 2 with Directors Mandich & Acosta absent

**MOTION:** Adopt Resolution No. 2025-1358 – Resolution of the Board of Directors of Trabuco Canyon Water District Fixing the Employer Contribution Under the Public Employees’ Medical and Hospital Care Act At An Equal Amount for Employees and Annuitants (700 Elected Officials-NonCalPERS) – Director Horst

**SECOND:** Director Safranski

**AYES:** Directors Anderson, Horst & Safranski

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Directors Mandich & Acosta

**MOTION PASSED/FAILED:** Passed 3 – 0 - 2 with Directors Mandich & Acosta absent

**ITEM 9: AWARD OF CONTRACT FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE DIMENSION TRANSMISSION MAIN PIPELINE REHABILITATION PROJECT AND OTHER RELATED PROJECT UPDATES**

Mr. Paludi presented this matter for Board consideration, and he noted due to the timing of the proposal submissions, this matter was being brought directly to the Board for approval. Ms. Lausten provided an updated timeline, and she stated that Phase 1A was on track to begin mobilization after the Labor Day holiday. Ms. Lausten reported that staff solicited proposals from five firms for Construction Management and Inspection Services and received three proposals. Ms. Lausten reviewed the proposal evaluations for both Phase 1A and 1B of the project and recommended that both phases be awarded to Butier. Ms. Lausten emphasized the importance of construction management and inspection services to ensure safety, communication, and timely project completion. Ms. Lausten added that approving both phases of the contract with Butier will reduce inspection costs.

Director Safranski expressed his support of construction management for the project, and he requested that changes to the project schedule and costs be kept at a minimum.

Director Horst requested further clarification from the contractor regarding the role of construction manager.

Director Anderson noted the aggressive timeline of the project.

- MOTION:**
1. Receive Dimension Water Transmission Main Rehabilitation Project status updates.
  2. Authorize the General Manager to award a professional services contract for the construction management services for the Dimension Transmission Main Pipeline Project – Phase 1A (FFRP) to Butier in the amount of \$127,387.00 plus a 10% contingency of \$12,738.70, for a not-to-exceed amount of \$140,125.70.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | AUGUST 20, 2025**

3. Authorize the General Manager to award a professional services contract for the construction management services for the Dimension Transmission Main Pipeline Project – Phase 1B (Pipe Bursting) to Butier in the amount of \$236,309.00 plus a 10% contingency of \$23,630.90, for a not-to-exceed amount of \$259,939.90 – Director Safranski

**SECOND:** Director Anderson

**AYES:** Directors Anderson, Horst & Safranski

**NOES:** None

**ABSTAIN:** None

**ABSENT:** Directors Mandich & Acosta

**MOTION PASSED/FAILED:** Passed 3 – 0 - 2 with Directors Mandich & Acosta absent

**LEGISLATIVE AND OTHER MATTERS**

**ITEM 10: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)**

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Ms. Collins provided a brief report on two proposed legislative bills as follows:

AB 367 would require Ventura County to harden their water systems for fire suppression efforts related to wildfires. Ms. Collins added that although the bill applies only to Ventura County, if passed, a state-wide bill will be proposed in the future. Ms. Collins noted that the Association of California Water agencies, neighboring agencies and the water community in general oppose this bill.

SB 707 would amend the Brown Act to require special districts who serve a population of 200,000 or more to translate public meeting material into other languages, among other changes. Ms. Collins noted that this bill would not apply to the District due to its population size.

**MOTION:** None

**CLOSED SESSION**

The Board of Directors entered into closed session in accordance with the agenda at 7:16 p.m. The General Manager and District General Counsel participated in closed session.

The closed session ended at 9:06 p.m.

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

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

**ITEM 12: APPROVAL OF GENERAL MANAGER CONTRACT AMENDMENT**

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Ms. Collins reported that this matter would be tabled for discussion at a future meeting.

**GENERAL COUNSEL REPORT**

None

**OTHER INFORMATION/MATTERS**

None

**ADDITIONAL DIRECTORS' COMMENTS**

None

**ADJOURNMENT**

Director Anderson adjourned the August 20, 2025 Regular Board Meeting at 9:07 p.m.

TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | SEPTEMBER 17, 2025

CONSENT CALENDAR

ITEM 2: TREASURER'S REPORT

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a. *FINANCE/AUDIT COMMITTEE MEETING*

**RECOMMENDED ACTION:**

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

1. *August 14, 2025*

b. *PRESENTATION OF FINANCIALS*

**RECOMMENDED ACTION:**

*Receive and file the preliminary statement(s) of revenues and expenses and preliminary unaudited financials for the following month(s):*

1. *July 2025*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

**RECOMMENDED ACTION:**

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

**EXHIBITS:**

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

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



**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.

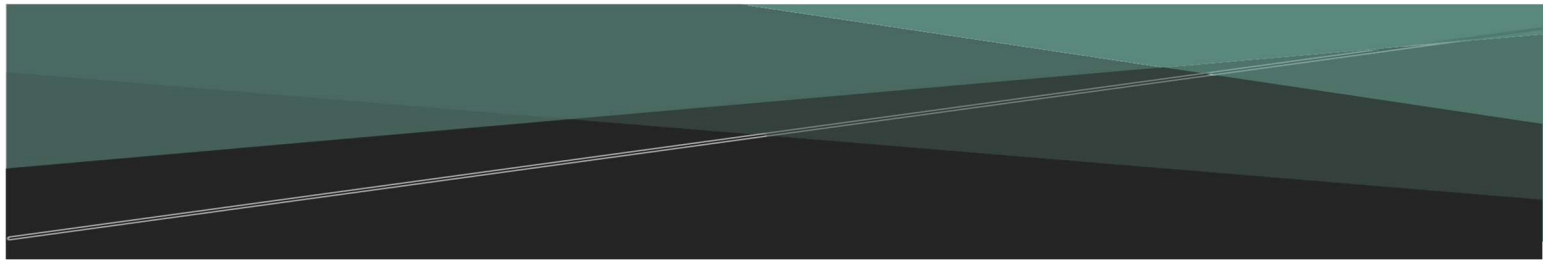
Director Safranski applauded the District's efforts to mitigate infrastructure issues by prioritizing capital improvements to the system.

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.



# 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**

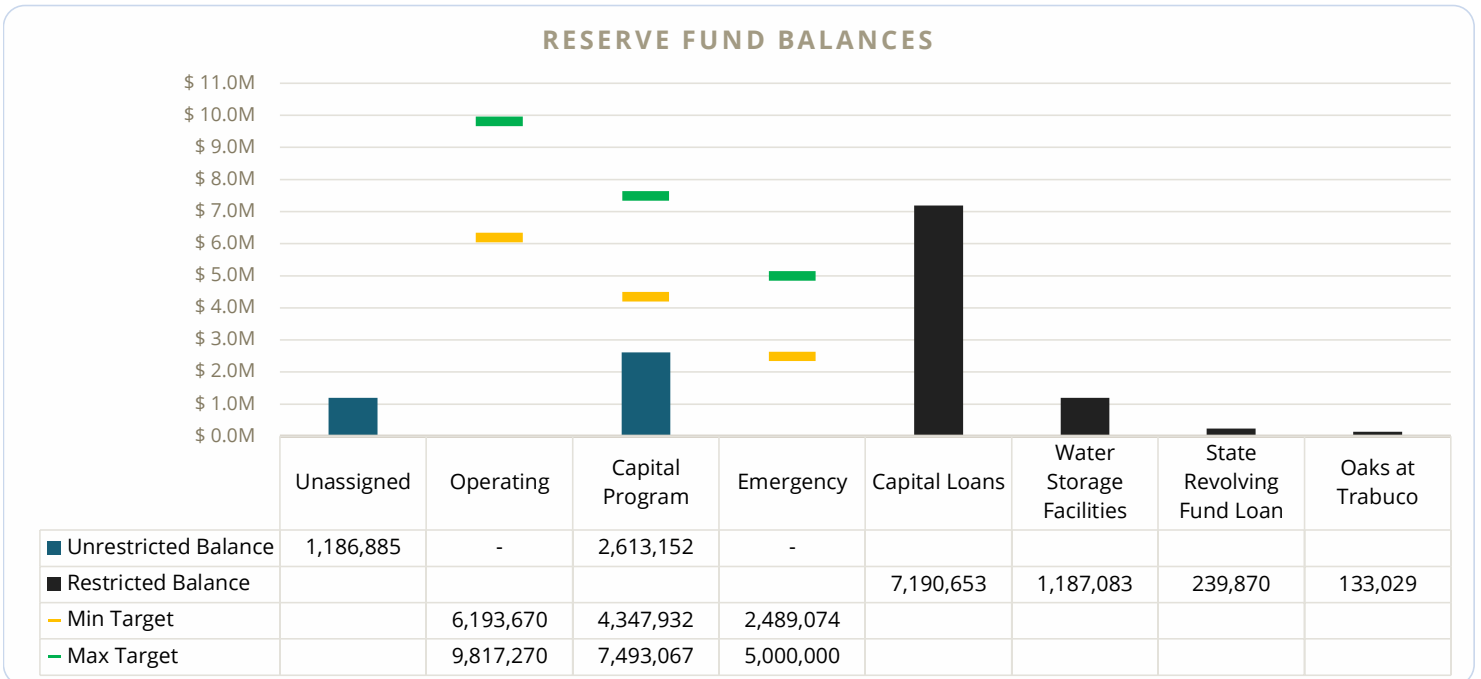
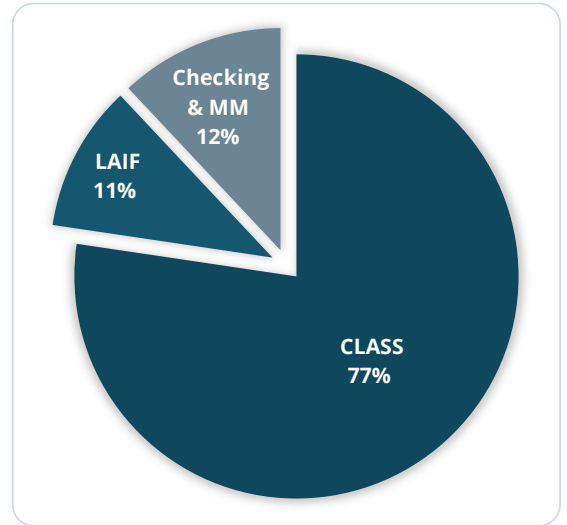
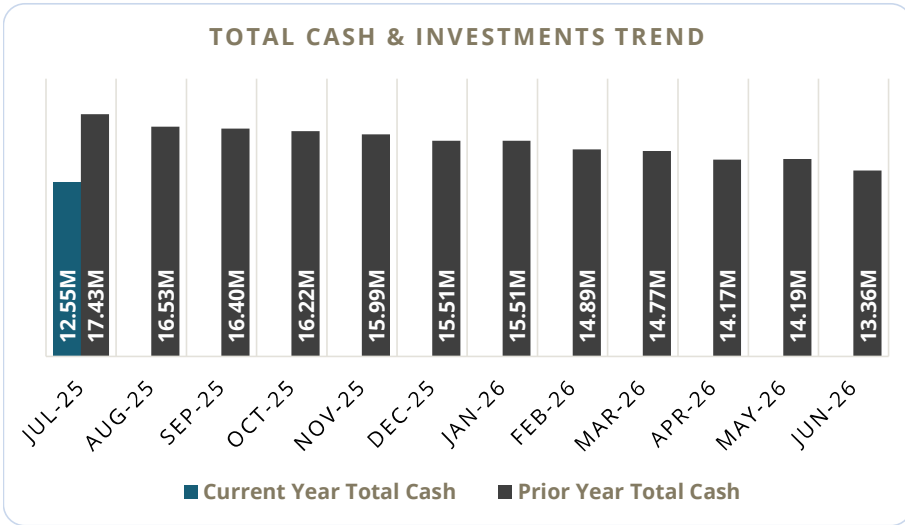
AF of wholesale water sold and 87 AF of BTP water used by the District. As of the reporting period, the District has sold 62.5 AF to San Clemente.

- **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

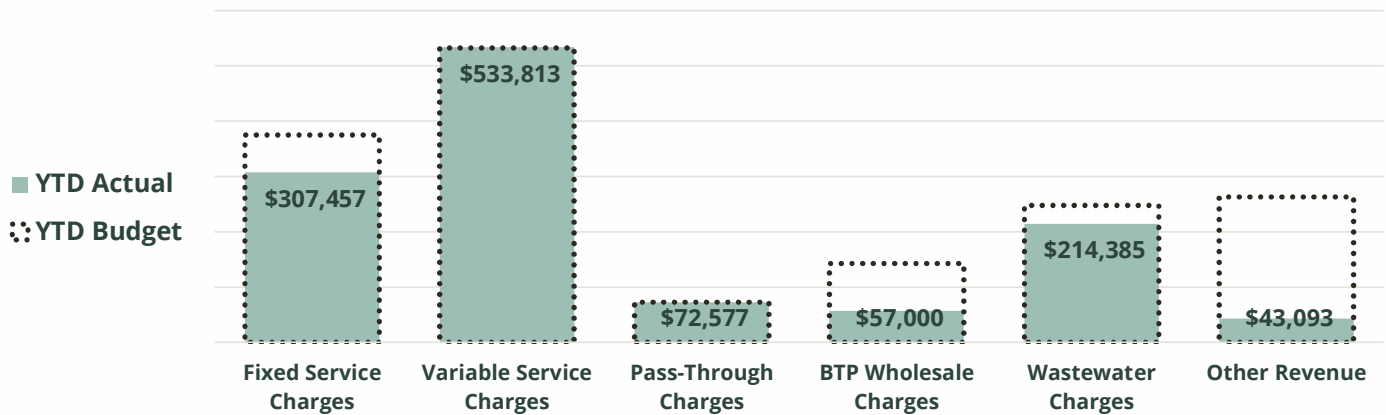


District

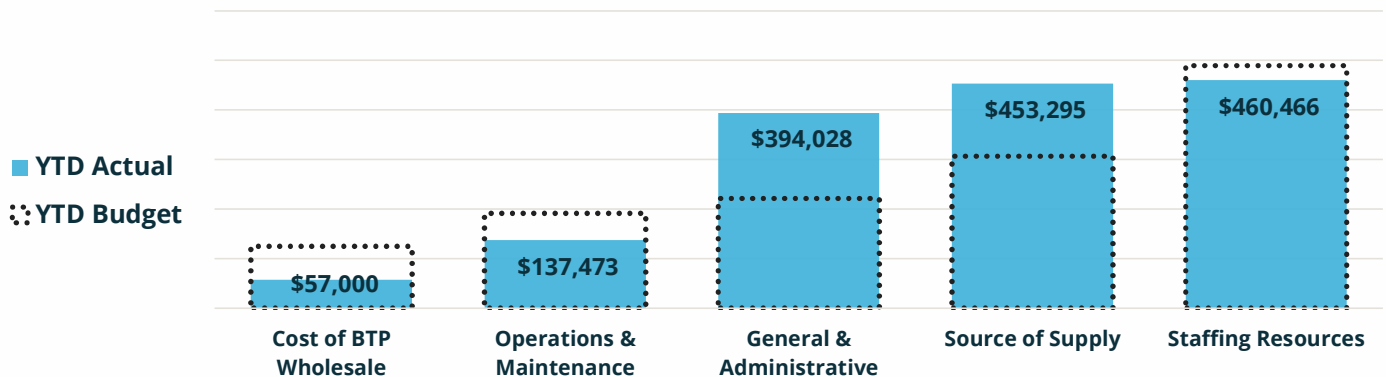
Budget v. Actual Summary July 2025

	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%
<b>13</b>	<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>
<b>14</b>	<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%
<b>20</b>	<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>
<b>21</b>	<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%
<b>24</b>	<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>
<b>25</b>	<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%
<b>31</b>	<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>
<b>32</b>	<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%
<b>37</b>	<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>
<b>38</b>	<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%
<b>48</b>	<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>
<b>49</b>	<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>
<b>50</b>	<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 Period Actuals	Jul 2025 YTD Actuals	FY 2026 Adopted Budget	FY 2026 Remaining Budget	YTD % of Budget 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, CA

# Bank Transaction Report

## Transaction Detail

Issued Date Range: 08/01/2025 - 08/31/2025

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Accounts Payable</b>							
<b>Bank Draft</b>							
08/01/2025		<a href="#">DFT0004122</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-112.00
08/01/2025		<a href="#">DFT0004123</a>	SOUTH COAST AQMD	Accounts Payable	Outstanding	Bank Draft	-1,473.14
08/01/2025		<a href="#">DFT0004124</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-427.57
08/04/2025		<a href="#">DFT0004125</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-149,284.30
08/04/2025		<a href="#">DFT0004126</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-72,324.06
08/04/2025		<a href="#">DFT0004127</a>	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-4,301.60
08/04/2025		<a href="#">DFT0004128</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-3,566.41
08/04/2025		<a href="#">DFT0004129</a>	VSP	Accounts Payable	Outstanding	Bank Draft	-775.06
08/05/2025		<a href="#">DFT0004130</a>	BRINKS HOME SECURITY	Accounts Payable	Outstanding	Bank Draft	-269.99
08/06/2025		<a href="#">DFT0004131</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-37,639.16
08/07/2025		<a href="#">DFT0004132</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,431.08
08/11/2025		<a href="#">DFT0004133</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-2,146.54
08/11/2025		<a href="#">DFT0004134</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,623.38
08/13/2025		<a href="#">DFT0004135</a>	VERIZON BUSINESS	Accounts Payable	Outstanding	Bank Draft	-1,583.09
08/14/2025		<a href="#">DFT0004136</a>	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-2,690.93
08/14/2025		<a href="#">DFT0004137</a>	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-270.70
08/15/2025		<a href="#">DFT0004138</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-75.03
08/15/2025		<a href="#">DFT0004139</a>	LOWE'S	Accounts Payable	Outstanding	Bank Draft	-567.26
08/18/2025		<a href="#">DFT0004140</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-32,916.50
08/18/2025		<a href="#">DFT0004141</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-675.00
08/18/2025		<a href="#">DFT0004142</a>	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-172.67
08/19/2025		<a href="#">DFT0004143</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-138,159.08
08/19/2025		<a href="#">DFT0004144</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-878.36
08/20/2025		<a href="#">DFT0004145</a>	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-6,390.60
08/21/2025		<a href="#">DFT0004146</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-36,353.63
08/22/2025		<a href="#">DFT0004147</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
08/25/2025		<a href="#">DFT0004148</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-72,324.06
08/25/2025		<a href="#">DFT0004149</a>	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-253.51
08/26/2025		<a href="#">DFT0004150</a>	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-9,546.86
08/26/2025		<a href="#">DFT0004151</a>	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,150.84
08/26/2025		<a href="#">DFT0004152</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-175.00
08/29/2025		<a href="#">DFT0004153</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-112.00
08/29/2025		<a href="#">DFT0004154</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-120.06
<b>Bank Draft Total: (33)</b>							<b>-583,864.47</b>

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/11/2025		<a href="#">13534</a>	SOUTH COAST AQMD	Accounts Payable	Outstanding	Check	-1,209.00
08/12/2025		<a href="#">13535</a>	BRENT MONSON	Accounts Payable	Outstanding	Check	-327.19
08/12/2025		<a href="#">13536</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-1,573.00
08/12/2025		<a href="#">13537</a>	CPS HR CONSULTING	Accounts Payable	Outstanding	Check	-740.00
08/12/2025		<a href="#">13538</a>	CS-AMSCO	Accounts Payable	Outstanding	Check	-8,873.49
08/12/2025		<a href="#">13539</a>	CWEA	Accounts Payable	Outstanding	Check	-124.00
08/12/2025		<a href="#">13540</a>	FEDEX	Accounts Payable	Outstanding	Check	-447.46
08/12/2025		<a href="#">13541</a>	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-738.09
08/12/2025		<a href="#">13542</a>	FLEET SERVICES, INC.	Accounts Payable	Outstanding	Check	-497.76
08/12/2025		<a href="#">13543</a>	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-7,058.00
08/12/2025		<a href="#">13544</a>	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-246,822.55
08/12/2025		<a href="#">13545</a>	JARROD WALKER	Accounts Payable	Outstanding	Check	-352.00
08/12/2025		<a href="#">13546</a>	MCM CONSULTING	Accounts Payable	Outstanding	Check	-4,485.00
08/12/2025		<a href="#">13547</a>	MOBILE FIRE EXTINGUISHER, INC.	Accounts Payable	Outstanding	Check	-1,556.50
08/12/2025		<a href="#">13548</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,420.00
08/12/2025		<a href="#">13549</a>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-158.99
08/12/2025		<a href="#">13550</a>	SANTIAGO AQUEDUCT COMMISSION	Accounts Payable	Outstanding	Check	-13,538.08
08/12/2025		<a href="#">13551</a>	UMETECH, INC.	Accounts Payable	Outstanding	Check	-1,600.00
08/12/2025		<a href="#">13552</a>	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-124.00
08/12/2025		<a href="#">13553</a>	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-936.00
08/21/2025		<a href="#">13554</a>	AT&T MOBILITY	Accounts Payable	Outstanding	Check	-124.71
08/21/2025		<a href="#">13555</a>	ATKINSON, ANDELSON, LOYA, RUUD, & ROMO	Accounts Payable	Outstanding	Check	-1,218.00
08/21/2025		<a href="#">13556</a>	CHAMPION PAVING, INC.	Accounts Payable	Outstanding	Check	-5,097.00
08/21/2025		<a href="#">13557</a>	CITY OF RANCHO SANTA MARGARITA	Accounts Payable	Outstanding	Check	-48,180.00
08/21/2025		<a href="#">13558</a>	COOK'S TIRE & SERVICE	Accounts Payable	Outstanding	Check	-1,738.63
08/21/2025		<a href="#">13559</a>	CS-AMSCO	Accounts Payable	Outstanding	Check	-3,104.70
08/21/2025		<a href="#">13560</a>	DMC ENGINEERING	Accounts Payable	Outstanding	Check	-12,214.38
08/21/2025		<a href="#">13561</a>	ECLIPSE SIGNS, LLC	Accounts Payable	Outstanding	Check	-765.78
08/21/2025		<a href="#">13562</a>	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-8,259.22
08/21/2025		<a href="#">13563</a>	FIELDMAN, ROLAPP & ASSOC.	Accounts Payable	Outstanding	Check	-9,480.20
08/21/2025		<a href="#">13564</a>	FLEET SERVICES, INC.	Accounts Payable	Outstanding	Check	-381.37
08/21/2025		<a href="#">13565</a>	GMU GEOTECHNICAL, INC.	Accounts Payable	Outstanding	Check	-21,403.75
08/21/2025		<a href="#">13566</a>	GRAINGER	Accounts Payable	Outstanding	Check	-566.17
08/21/2025		<a href="#">13567</a>	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-23,033.20
08/21/2025		<a href="#">13568</a>	HARBOR POINTE AIR CONDITIONING & CONTROL SYSTEMS	Accounts Payable	Outstanding	Check	-1,490.48
08/21/2025		<a href="#">13569</a>	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-50,380.00
08/21/2025		<a href="#">13570</a>	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-661.35
08/21/2025		<a href="#">13571</a>	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-5,840.27
08/21/2025		<a href="#">13572</a>	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-3,227.50
08/21/2025		<a href="#">13573</a>	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-85,219.68
08/21/2025		<a href="#">13574</a>	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-24,193.47
08/21/2025		<a href="#">13575</a>	MKN	Accounts Payable	Outstanding	Check	-5,328.50

**Bank Transaction Report**

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/21/2025		<a href="#">13576</a>	NIGRO & NIGRO, PC	Accounts Payable	Outstanding	Check	-11,000.00
08/21/2025		<a href="#">13577</a>	OC KEYS LLC	Accounts Payable	Outstanding	Check	-325.00
08/21/2025		<a href="#">13578</a>	OCCUPATIONAL HEALTH CENTERS OF CA	Accounts Payable	Outstanding	Check	-138.00
08/21/2025		<a href="#">13579</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,775.00
08/21/2025		<a href="#">13580</a>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-269.98
08/21/2025		<a href="#">13581</a>	PARK WEST LANDSCAPE MANAGEMENT	Accounts Payable	Outstanding	Check	-1,350.00
08/21/2025		<a href="#">13582</a>	PARKWAY ARBORIST & LANDSCAPE SUPPLIES	Accounts Payable	Outstanding	Check	-1,842.51
08/21/2025		<a href="#">13583</a>	PEBBLE SPRING WATER	Accounts Payable	Outstanding	Check	-73.00
08/21/2025		<a href="#">13584</a>	QUINCY COMPRESSOR	Accounts Payable	Outstanding	Check	-4,012.73
08/21/2025		<a href="#">13585</a>	QUINN COMPANY	Accounts Payable	Outstanding	Check	-2,995.07
08/21/2025		<a href="#">13586</a>	SANTA FE SPRINGS WATER SYSTEMS CO	Accounts Payable	Outstanding	Check	-8,944.44
08/21/2025		<a href="#">13587</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-68,216.47
08/21/2025		<a href="#">13588</a>	SECURITAS TECHNOLOGY	Accounts Payable	Outstanding	Check	-2,025.16
08/21/2025		<a href="#">13589</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-2,757.00
08/21/2025		<a href="#">13590</a>	SOTO RESOURCES	Accounts Payable	Outstanding	Check	-3,078.75
08/21/2025		<a href="#">13591</a>	SOUTHERN CALIFORNIA NEWSGROUP	Accounts Payable	Outstanding	Check	-1,296.67
08/21/2025		<a href="#">13592</a>	UNITED RENTALS (NORTH AMERICA), INC.	Accounts Payable	Outstanding	Check	-666.01
08/21/2025		<a href="#">13593</a>	USDA, FOREST SERVICE	Accounts Payable	Outstanding	Check	-105.61
08/21/2025		<a href="#">13594</a>	W.M. LYLES CO.	Accounts Payable	Outstanding	Check	-3,637.75
08/21/2025		<a href="#">13595</a>	WALTERS WHOLESALE ELECTRIC CO.	Accounts Payable	Outstanding	Check	-737.16
08/21/2025		<a href="#">13596</a>	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-332.00
08/21/2025		<a href="#">13597</a>	WESTECH	Accounts Payable	Outstanding	Check	-1,209.18
<b>Check Total: (64)</b>							<b>-721,276.96</b>
<b>Check Reversal</b>							
08/21/2025		<a href="#">13559</a>	CS-AMSCO Reversal	Accounts Payable	Outstanding	Check Reversal	3,104.70
<b>Check Reversal Total: (1)</b>							<b>3,104.70</b>
<b>EFT</b>							
08/13/2025		<a href="#">791</a>	ALS GROUP	Accounts Payable	Outstanding	EFT	-540.00
08/13/2025		<a href="#">792</a>	JCI JONES CHEMICALS, INC	Accounts Payable	Outstanding	EFT	-4,910.04
08/13/2025		<a href="#">793</a>	MWDOC	Accounts Payable	Outstanding	EFT	-16,561.00
08/13/2025		<a href="#">794</a>	PLANETBIDS LLC	Accounts Payable	Outstanding	EFT	-10,850.00
08/13/2025		<a href="#">795</a>	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-211.25
08/13/2025		<a href="#">796</a>	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-569.34
08/21/2025		<a href="#">797</a>	IBEW Local 47	Accounts Payable	Outstanding	EFT	-480.00
08/22/2025		<a href="#">798</a>	ALS GROUP	Accounts Payable	Outstanding	EFT	-600.00
08/22/2025		<a href="#">799</a>	AMAZON	Accounts Payable	Outstanding	EFT	-713.37
08/22/2025		<a href="#">800</a>	BIG O TIRES	Accounts Payable	Outstanding	EFT	-975.62
08/22/2025		<a href="#">801</a>	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-894.47
<b>EFT Total: (11)</b>							<b>-37,305.09</b>
<b>Accounts Payable Total: (109)</b>							<b>-1,339,341.82</b>

**Accounts Receivable**

**Bank Transaction Report**

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Deposit</b>							
08/05/2025		<a href="#">DEP0029381</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	3.04
08/05/2025		<a href="#">DEP0029381</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	-3.41
08/05/2025		<a href="#">DEP0029381</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	-3.39
08/05/2025		<a href="#">DEP0029381</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.37
08/05/2025		<a href="#">DEP0029381</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.36
08/05/2025		<a href="#">DEP0029381</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	3.03
08/06/2025		<a href="#">DEP0029335</a>	SA Recycling Invoice 8-6-2025	Accounts Receivable	Outstanding	Deposit	42.48
08/06/2025		<a href="#">DEP0029335</a>	SA Recycling Invoice 8-6-2025	Accounts Receivable	Outstanding	Deposit	212.40
08/06/2025		<a href="#">DEP0029335</a>	SA Recycling Invoice 8-6-2025	Accounts Receivable	Outstanding	Deposit	594.72
08/07/2025		<a href="#">DEP0029386</a>	County of Orange - Property Taxes 8/5/25	Accounts Receivable	Outstanding	Deposit	1,208.98
08/07/2025		<a href="#">DEP0029386</a>	County of Orange - Property Taxes 8/5/25	Accounts Receivable	Outstanding	Deposit	364.40
08/07/2025		<a href="#">DEP0029386</a>	County of Orange - Property Taxes 8/5/25	Accounts Receivable	Outstanding	Deposit	364.41
08/07/2025		<a href="#">DEP0029386</a>	County of Orange - Property Taxes 8/5/25	Accounts Receivable	Outstanding	Deposit	53.38
08/07/2025		<a href="#">DEP0029386</a>	County of Orange - Property Taxes 8/5/25	Accounts Receivable	Outstanding	Deposit	144.56
08/07/2025		<a href="#">DEP0029386</a>	County of Orange - Property Taxes 8/5/25	Accounts Receivable	Outstanding	Deposit	144.55
08/07/2025		<a href="#">DEP0029386</a>	County of Orange - Property Taxes 8/5/25	Accounts Receivable	Outstanding	Deposit	12.34
08/07/2025		<a href="#">DEP0029386</a>	County of Orange - Property Taxes 8/5/25	Accounts Receivable	Outstanding	Deposit	1,208.97
08/11/2025		<a href="#">DEP0029368</a>	County of Orange Invoice AR-A00603 8-11-2025	Accounts Receivable	Outstanding	Deposit	3,760.00
08/11/2025		<a href="#">DEP0029368</a>	County of Orange Invoice AR-A00603 8-11-2025	Accounts Receivable	Outstanding	Deposit	360.00
08/11/2025		<a href="#">DEP0029368</a>	County of Orange Invoice AR-A00603 8-11-2025	Accounts Receivable	Outstanding	Deposit	150.00
08/18/2025		<a href="#">DEP0029447</a>	OCFA Invoice 8-18-2025	Accounts Receivable	Outstanding	Deposit	150.00
08/27/2025		<a href="#">DEP0029557</a>	OCPW Invoice 8-27-2025	Accounts Receivable	Outstanding	Deposit	3,760.00
08/27/2025		<a href="#">DEP0029557</a>	OCPW Invoice 8-27-2025	Accounts Receivable	Outstanding	Deposit	150.00
08/27/2025		<a href="#">DEP0029557</a>	OCPW Invoice 8-27-2025	Accounts Receivable	Outstanding	Deposit	360.00
08/27/2025		<a href="#">DEP0029559</a>	Oaks at Trabuco AR-A00607 8-27-2025	Accounts Receivable	Outstanding	Deposit	12,000.00
<b>Deposit Total: (25)</b>							<b>25,041.19</b>
<b>Accounts Receivable Total: (25)</b>							<b>25,041.19</b>
<b>Utility Billing</b>							
<b>Deposit</b>							
08/01/2025		<a href="#">DEP0029287</a>	Utility Payment Packet UBPKT13112	Utility Billing	Outstanding	Deposit	4,475.47
08/01/2025		<a href="#">DEP0029289</a>	Utility Payment Packet UBPKT13113	Utility Billing	Outstanding	Deposit	6,238.18
08/01/2025		<a href="#">DEP0029292</a>	Utility Payment Packet UBPKT13114	Utility Billing	Outstanding	Deposit	6,851.51
08/01/2025		<a href="#">DEP0029295</a>	Utility Payment Packet UBPKT13116	Utility Billing	Outstanding	Deposit	36,467.37
08/04/2025		<a href="#">DEP0029298</a>	Utility Payment Packet UBPKT13118	Utility Billing	Outstanding	Deposit	5,053.97
08/04/2025		<a href="#">DEP0029301</a>	Utility Payment Packet UBPKT13119	Utility Billing	Outstanding	Deposit	4,359.20
08/04/2025		<a href="#">DEP0029304</a>	Utility Payment Packet UBPKT13122	Utility Billing	Outstanding	Deposit	8,191.94
08/04/2025		<a href="#">DEP0029307</a>	Utility Payment Packet UBPKT13123	Utility Billing	Outstanding	Deposit	14,685.46
08/04/2025		<a href="#">DEP0029310</a>	Utility Payment Packet UBPKT13129	Utility Billing	Outstanding	Deposit	21,773.18
08/05/2025		<a href="#">DEP0029313</a>	Utility Payment Packet UBPKT13130	Utility Billing	Outstanding	Deposit	5,857.75
08/05/2025		<a href="#">DEP0029317</a>	Utility Payment Packet UBPKT13131	Utility Billing	Outstanding	Deposit	6,915.93
08/05/2025		<a href="#">DEP0029320</a>	Utility Payment Packet UBPKT13132	Utility Billing	Outstanding	Deposit	4,098.35

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/05/2025		<a href="#">DEP0029326</a>	Utility Payment Packet UBPKT13137	Utility Billing	Outstanding	Deposit	8,464.23
08/06/2025		<a href="#">DEP0029323</a>	Utility Payment Packet UBPKT13136	Utility Billing	Outstanding	Deposit	1,562.63
08/06/2025		<a href="#">DEP0029329</a>	Utility Payment Packet UBPKT13138	Utility Billing	Outstanding	Deposit	6,149.67
08/06/2025		<a href="#">DEP0029333</a>	Utility Payment Packet UBPKT13140	Utility Billing	Outstanding	Deposit	6,614.75
08/06/2025		<a href="#">DEP0029338</a>	Utility Payment Packet UBPKT13144	Utility Billing	Outstanding	Deposit	6,533.43
08/07/2025		<a href="#">DEP0029341</a>	Utility Payment Packet UBPKT13145	Utility Billing	Outstanding	Deposit	766.67
08/07/2025		<a href="#">DEP0029344</a>	Utility Payment Packet UBPKT13146	Utility Billing	Outstanding	Deposit	5,927.98
08/07/2025		<a href="#">DEP0029347</a>	Deposit Input Packet UBPKT13148	Utility Billing	Outstanding	Deposit	2,000.00
08/07/2025		<a href="#">DEP0029350</a>	Utility Payment Packet UBPKT13149	Utility Billing	Outstanding	Deposit	3,970.68
08/08/2025		<a href="#">DEP0029353</a>	Utility Payment Packet UBPKT13150	Utility Billing	Outstanding	Deposit	2,084.32
08/08/2025		<a href="#">DEP0029356</a>	Utility Payment Packet UBPKT13151	Utility Billing	Outstanding	Deposit	23,146.75
08/08/2025		<a href="#">DEP0029359</a>	Utility Payment Packet UBPKT13152	Utility Billing	Outstanding	Deposit	3,306.44
08/11/2025		<a href="#">DEP0029362</a>	Utility Payment Packet UBPKT13153	Utility Billing	Outstanding	Deposit	1,887.29
08/11/2025		<a href="#">DEP0029365</a>	Utility Payment Packet UBPKT13154	Utility Billing	Outstanding	Deposit	3,626.09
08/11/2025		<a href="#">DEP0029371</a>	Utility Payment Packet UBPKT13155	Utility Billing	Outstanding	Deposit	27,870.71
08/11/2025		<a href="#">DEP0029374</a>	Utility Payment Packet UBPKT13157	Utility Billing	Outstanding	Deposit	12,106.14
08/12/2025		<a href="#">DEP0029377</a>	Utility Payment Packet UBPKT13158	Utility Billing	Outstanding	Deposit	4,015.30
08/12/2025		<a href="#">DEP0029383</a>	Utility Payment Packet UBPKT13159	Utility Billing	Outstanding	Deposit	3,320.36
08/12/2025		<a href="#">DEP0029389</a>	Utility Payment Packet UBPKT13160	Utility Billing	Outstanding	Deposit	8,542.65
08/12/2025		<a href="#">DEP0029392</a>	Utility Payment Packet UBPKT13162	Utility Billing	Outstanding	Deposit	6,834.37
08/13/2025		<a href="#">DEP0029395</a>	Utility Payment Packet UBPKT13163	Utility Billing	Outstanding	Deposit	1,607.93
08/13/2025		<a href="#">DEP0029398</a>	Utility Payment Packet UBPKT13164	Utility Billing	Outstanding	Deposit	2,376.30
08/13/2025		<a href="#">DEP0029401</a>	Utility Payment Packet UBPKT13165	Utility Billing	Outstanding	Deposit	1,709.99
08/13/2025		<a href="#">DEP0029407</a>	Utility Payment Packet UBPKT13168	Utility Billing	Outstanding	Deposit	7,608.56
08/14/2025		<a href="#">DEP0029404</a>	Utility Reverse Payment Packet UBPKT13167	Utility Billing	Outstanding	Deposit	-238.00
08/14/2025		<a href="#">DEP0029410</a>	Utility Payment Packet UBPKT13170	Utility Billing	Outstanding	Deposit	3,019.03
08/14/2025		<a href="#">DEP0029413</a>	Utility Payment Packet UBPKT13171	Utility Billing	Outstanding	Deposit	2,776.77
08/14/2025		<a href="#">DEP0029416</a>	Utility Payment Packet UBPKT13172	Utility Billing	Outstanding	Deposit	5,963.53
08/14/2025		<a href="#">DEP0029421</a>	Utility Payment Packet UBPKT13173	Utility Billing	Outstanding	Deposit	79,239.60
08/15/2025		<a href="#">DEP0029424</a>	Utility Payment Packet UBPKT13174	Utility Billing	Outstanding	Deposit	11,087.23
08/15/2025		<a href="#">DEP0029427</a>	Utility Payment Packet UBPKT13175	Utility Billing	Outstanding	Deposit	6,382.44
08/15/2025		<a href="#">DEP0029430</a>	Utility Payment Packet UBPKT13176	Utility Billing	Outstanding	Deposit	1,019.25
08/15/2025		<a href="#">DEP0029438</a>	Utility Payment Packet UBPKT13179	Utility Billing	Outstanding	Deposit	22,728.00
08/18/2025		<a href="#">DEP0029433</a>	Utility Reverse Payment Packet UBPKT13178	Utility Billing	Outstanding	Deposit	-100.97
08/18/2025		<a href="#">DEP0029435</a>	ACH Draft Packet UBPKT13068	Utility Billing	Outstanding	Deposit	240,310.51
08/18/2025		<a href="#">DEP0029441</a>	Utility Payment Packet UBPKT13180	Utility Billing	Outstanding	Deposit	12,798.64
08/18/2025		<a href="#">DEP0029444</a>	Utility Payment Packet UBPKT13181	Utility Billing	Outstanding	Deposit	10,433.61
08/18/2025		<a href="#">DEP0029450</a>	Utility Payment Packet UBPKT13182	Utility Billing	Outstanding	Deposit	9,834.10
08/18/2025		<a href="#">DEP0029453</a>	Utility Payment Packet UBPKT13184	Utility Billing	Outstanding	Deposit	281,912.02
08/19/2025		<a href="#">DEP0029456</a>	Utility Payment Packet UBPKT13185	Utility Billing	Outstanding	Deposit	1,104.88
08/19/2025		<a href="#">DEP0029459</a>	Utility Payment Packet UBPKT13186	Utility Billing	Outstanding	Deposit	7,040.30
08/19/2025		<a href="#">DEP0029462</a>	Utility Payment Packet UBPKT13188	Utility Billing	Outstanding	Deposit	2,183.96
08/19/2025		<a href="#">DEP0029465</a>	Utility Reverse Payment Packet UBPKT13189	Utility Billing	Outstanding	Deposit	-429.80

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/19/2025		<a href="#">DEP0029468</a>	Utility Reverse Payment Packet UBPKT13190	Utility Billing	Outstanding	Deposit	-165.00
08/19/2025		<a href="#">DEP0029471</a>	Utility Reverse Payment Packet UBPKT13191	Utility Billing	Outstanding	Deposit	-173.56
08/19/2025		<a href="#">DEP0029483</a>	Utility Payment Packet UBPKT13201	Utility Billing	Outstanding	Deposit	16,800.55
08/20/2025		<a href="#">DEP0029486</a>	Utility Payment Packet UBPKT13202	Utility Billing	Outstanding	Deposit	600.00
08/20/2025		<a href="#">DEP0029489</a>	Utility Payment Packet UBPKT13203	Utility Billing	Outstanding	Deposit	2,793.00
08/20/2025		<a href="#">DEP0029492</a>	Utility Payment Packet UBPKT13204	Utility Billing	Outstanding	Deposit	5,162.86
08/21/2025		<a href="#">DEP0029480</a>	Utility Reverse Payment Packet UBPKT13200	Utility Billing	Outstanding	Deposit	-493.07
08/21/2025		<a href="#">DEP0029495</a>	Utility Payment Packet UBPKT13205	Utility Billing	Outstanding	Deposit	1,793.42
08/21/2025		<a href="#">DEP0029498</a>	Utility Payment Packet UBPKT13206	Utility Billing	Outstanding	Deposit	493.02
08/21/2025		<a href="#">DEP0029502</a>	Utility Payment Packet UBPKT13208	Utility Billing	Outstanding	Deposit	874.52
08/21/2025		<a href="#">DEP0029504</a>	Deposit Input Packet UBPKT13207	Utility Billing	Outstanding	Deposit	2,000.00
08/21/2025		<a href="#">DEP0029507</a>	Utility Payment Packet UBPKT13214	Utility Billing	Outstanding	Deposit	4,591.21
08/22/2025		<a href="#">DEP0029510</a>	Utility Payment Packet UBPKT13216	Utility Billing	Outstanding	Deposit	503.86
08/22/2025		<a href="#">DEP0029516</a>	Utility Payment Packet UBPKT13220	Utility Billing	Outstanding	Deposit	45,849.86
08/25/2025		<a href="#">DEP0029513</a>	Utility Reverse Payment Packet UBPKT13217	Utility Billing	Outstanding	Deposit	-370.63
08/25/2025		<a href="#">DEP0029519</a>	Utility Payment Packet UBPKT13221	Utility Billing	Outstanding	Deposit	1,511.06
08/25/2025		<a href="#">DEP0029522</a>	Utility Payment Packet UBPKT13222	Utility Billing	Outstanding	Deposit	257.33
08/25/2025		<a href="#">DEP0029525</a>	Utility Reverse Payment Packet UBPKT13229	Utility Billing	Outstanding	Deposit	-651.90
08/25/2025		<a href="#">DEP0029528</a>	Utility Reverse Payment Packet UBPKT13231	Utility Billing	Outstanding	Deposit	-206.85
08/25/2025		<a href="#">DEP0029531</a>	Utility Payment Packet UBPKT13233	Utility Billing	Outstanding	Deposit	9,788.61
08/26/2025		<a href="#">DEP0029534</a>	Utility Payment Packet UBPKT13234	Utility Billing	Outstanding	Deposit	11,300.94
08/26/2025		<a href="#">DEP0029537</a>	Utility Payment Packet UBPKT13235	Utility Billing	Outstanding	Deposit	1,319.42
08/26/2025		<a href="#">DEP0029540</a>	Utility Payment Packet UBPKT13236	Utility Billing	Outstanding	Deposit	3,532.73
08/26/2025		<a href="#">DEP0029544</a>	Utility Payment Packet UBPKT13241	Utility Billing	Outstanding	Deposit	12,868.23
08/27/2025		<a href="#">DEP0029547</a>	Utility Payment Packet UBPKT13243	Utility Billing	Outstanding	Deposit	3,989.39
08/27/2025		<a href="#">DEP0029550</a>	Utility Payment Packet UBPKT13242	Utility Billing	Outstanding	Deposit	10,925.49
08/27/2025		<a href="#">DEP0029555</a>	Utility Payment Packet UBPKT13244	Utility Billing	Outstanding	Deposit	12,787.74
08/27/2025		<a href="#">DEP0029563</a>	Utility Payment Packet UBPKT13248	Utility Billing	Outstanding	Deposit	6,066.90
08/28/2025		<a href="#">DEP0029566</a>	Utility Payment Packet UBPKT13249	Utility Billing	Outstanding	Deposit	3,956.37
08/28/2025		<a href="#">DEP0029569</a>	Utility Payment Packet UBPKT13250	Utility Billing	Outstanding	Deposit	9,967.95
08/28/2025		<a href="#">DEP0029572</a>	Utility Payment Packet UBPKT13253	Utility Billing	Outstanding	Deposit	11,475.41
08/28/2025		<a href="#">DEP0029575</a>	Utility Payment Packet UBPKT13254	Utility Billing	Outstanding	Deposit	11,994.60
08/29/2025		<a href="#">DEP0029578</a>	Utility Payment Packet UBPKT13255	Utility Billing	Outstanding	Deposit	3,205.05
08/29/2025		<a href="#">DEP0029581</a>	Utility Payment Packet UBPKT13256	Utility Billing	Outstanding	Deposit	5,871.62
08/29/2025		<a href="#">DEP0029587</a>	Utility Payment Packet UBPKT13261	Utility Billing	Outstanding	Deposit	47,752.75
<b>Deposit Total: (90)</b>							<b>1,222,039.53</b>
<b>Utility Billing Total: (90)</b>							<b>1,222,039.53</b>
<b>Report Total: (224)</b>							<b>-92,261.10</b>

**Summary**

Bank Account	Count	Amount
<a href="#">030866939 BMO Checking</a>	224	-92,261.10
<b>Report Total:</b>	<b>224</b>	<b>-92,261.10</b>

Cash Account	Count	Amount
<a href="#">99 99-000-1004 BMO Checking (Pooled Cash)</a>	224	-92,261.10
<b>Report Total:</b>	<b>224</b>	<b>-92,261.10</b>

Transaction Type	Count	Amount
Bank Draft	33	-583,864.47
Check	64	-721,276.96
Check Reversal	1	3,104.70
Deposit	115	1,247,080.72
EFT	11	-37,305.09
<b>Report Total:</b>	<b>224</b>	<b>-92,261.10</b>



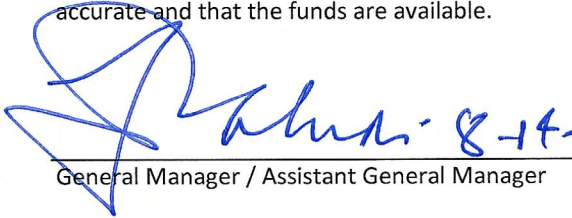
Trabuco Canyon Water District  
General Fund Warrant Register  
8/14/2025


**Summary of Disbursements**

Computer Checks	1,060,283.27
UB Refund Checks	1,458.92
Void UB Refund	-
Bank Drafts	517,758.03
Bank EFTs	256,321.40
Voided Payments	(12,062.25)
<b>Total Disbursements</b>	<b>1,823,759.37</b>

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

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

  
General Manager / Assistant General Manager

  
By: 8-14-25  
Date:

  
By: 8/14/25  
Date:



Trabuco Canyon Water District, CA

# Bank Transaction Report

## Transaction Detail

Issued Date Range: 07/09/2025 - 08/11/2025

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Accounts Payable</b>							
<b>Bank Draft</b>							
07/09/2025	07/31/2025	<a href="#">DFT0004098</a>	WAGE WORKS, INC.	Accounts Payable	Pending Clear	Bank Draft	-53.27
07/10/2025	07/31/2025	<a href="#">DFT0004099</a>	ADP	Accounts Payable	Pending Clear	Bank Draft	-2,064.46
07/11/2025	07/31/2025	<a href="#">DFT0004101</a>	COX COMMUNICATIONS	Accounts Payable	Pending Clear	Bank Draft	-2,029.45
07/11/2025	07/31/2025	<a href="#">DFT0004102</a>	HOME DEPOT CREDIT SERVICES	Accounts Payable	Pending Clear	Bank Draft	-1,734.77
07/11/2025	07/31/2025	<a href="#">DFT0004103</a>	WAGE WORKS, INC.	Accounts Payable	Pending Clear	Bank Draft	-20.00
07/14/2025	07/31/2025	<a href="#">DFT0004104</a>	VERIZON BUSINESS	Accounts Payable	Pending Clear	Bank Draft	-1,829.20
07/14/2025	07/31/2025	<a href="#">DFT0004105</a>	WAGE WORKS, INC.	Accounts Payable	Pending Clear	Bank Draft	-427.32
07/16/2025	07/31/2025	<a href="#">DFT0004107</a>	COX COMMUNICATIONS	Accounts Payable	Pending Clear	Bank Draft	-75.11
07/16/2025	07/31/2025	<a href="#">DFT0004108</a>	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Pending Clear	Bank Draft	-269.40
07/16/2025	07/31/2025	<a href="#">DFT0004109</a>	WEX FLEET UNIVERSAL	Accounts Payable	Pending Clear	Bank Draft	-5,628.75
07/17/2025	07/31/2025	<a href="#">DFT0004110</a>	ADP	Accounts Payable	Pending Clear	Bank Draft	-134,195.94
07/17/2025	07/31/2025	<a href="#">DFT0004111</a>	CALPERS	Accounts Payable	Pending Clear	Bank Draft	-34,190.67
07/17/2025	07/31/2025	<a href="#">DFT0004112</a>	SOUTH COAST AQMD	Accounts Payable	Pending Clear	Bank Draft	-6,669.09
07/17/2025	07/31/2025	<a href="#">DFT0004113</a>	XEROX CORPORATION	Accounts Payable	Pending Clear	Bank Draft	-259.15
07/21/2025	07/31/2025	<a href="#">DFT0004114</a>	COX COMMUNICATIONS	Accounts Payable	Pending Clear	Bank Draft	-1,409.13
07/22/2025	07/31/2025	<a href="#">DFT0004115</a>	WAGE WORKS, INC.	Accounts Payable	Pending Clear	Bank Draft	-15.00
07/23/2025	07/31/2025	<a href="#">DFT0004116</a>	CALPERS	Accounts Payable	Pending Clear	Bank Draft	-32,916.50
07/24/2025	07/31/2025	<a href="#">DFT0004117</a>	AT&T MOBILITY	Accounts Payable	Pending Clear	Bank Draft	-1,179.96
07/25/2025	07/31/2025	<a href="#">DFT0004118</a>	WAGE WORKS, INC.	Accounts Payable	Pending Clear	Bank Draft	-250.00
07/28/2025	07/31/2025	<a href="#">DFT0004119</a>	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Pending Clear	Bank Draft	-11,752.44
07/28/2025	07/31/2025	<a href="#">DFT0004120</a>	GUARDIAN	Accounts Payable	Pending Clear	Bank Draft	-4,150.84
07/28/2025	07/31/2025	<a href="#">DFT0004121</a>	TAB ANSWER NETWORK	Accounts Payable	Pending Clear	Bank Draft	-263.29
08/01/2025		<a href="#">DFT0004122</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-112.00
08/01/2025		<a href="#">DFT0004123</a>	SOUTH COAST AQMD	Accounts Payable	Outstanding	Bank Draft	-1,473.14
08/01/2025		<a href="#">DFT0004124</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-427.57
08/04/2025		<a href="#">DFT0004125</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-149,284.30
08/04/2025		<a href="#">DFT0004126</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-72,324.06
08/04/2025		<a href="#">DFT0004127</a>	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-4,301.60
08/04/2025		<a href="#">DFT0004128</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-3,566.41
08/04/2025		<a href="#">DFT0004129</a>	VSP	Accounts Payable	Outstanding	Bank Draft	-775.06
08/05/2025		<a href="#">DFT0004130</a>	BRINKS HOME SECURITY	Accounts Payable	Outstanding	Bank Draft	-269.99
08/06/2025		<a href="#">DFT0004131</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-37,639.16
08/07/2025		<a href="#">DFT0004132</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,431.08
08/11/2025		<a href="#">DFT0004133</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-2,146.54
08/11/2025		<a href="#">DFT0004134</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,623.38

**Bank Transaction Report**

**Issued Date Range: -**

**Bank Draft Total: (35) -517,758.03**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Check							
07/15/2025	07/31/2025	<a href="#">13466</a>	AT&T MOBILITY	Accounts Payable	Pending Clear	Check	-124.71
07/15/2025	07/31/2025	<a href="#">13467</a>	BLACK KNIGHT FINANCIAL SERVICES, LCC	Accounts Payable	Pending Clear	Check	-49.50
07/15/2025	07/31/2025	<a href="#">13468</a>	COUNTY OF ORANGE	Accounts Payable	Pending Clear	Check	-3,589.47
07/15/2025	07/31/2025	<a href="#">13469</a>	ELITE AUTOMOTIVE SERVICES	Accounts Payable	Pending Clear	Check	-1,359.22
07/15/2025	07/31/2025	<a href="#">13470</a>	FEDEX	Accounts Payable	Pending Clear	Check	-49.82
07/15/2025	07/31/2025	<a href="#">13471</a>	FERGUSON WATERWORKS	Accounts Payable	Pending Clear	Check	-26,305.03
07/15/2025	07/31/2025	<a href="#">13472</a>	FLEET SERVICES, INC.	Accounts Payable	Pending Clear	Check	-917.44
07/15/2025	07/31/2025	<a href="#">13473</a>	GRAINGER	Accounts Payable	Pending Clear	Check	-1,962.15
07/15/2025	07/31/2025	<a href="#">13474</a>	HANSON BRIDGETT LLP	Accounts Payable	Pending Clear	Check	-32,531.90
07/15/2025	07/31/2025	<a href="#">13475</a>	HARBOR POINTE AIR CONDITIONING & CONTROL SYSTEM	Accounts Payable	Pending Clear	Check	-884.43
07/15/2025	07/31/2025	<a href="#">13476</a>	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Pending Clear	Check	-8,185.35
07/15/2025	07/31/2025	<a href="#">13477</a>	INFOSEND, INC.	Accounts Payable	Pending Clear	Check	-6,567.61
07/15/2025	07/31/2025	<a href="#">13478</a>	IRVINE RANCH WATER DISTRICT	Accounts Payable	Pending Clear	Check	-270,556.47
07/15/2025	07/31/2025	<a href="#">13479</a>	LONE STAR BLOWER, INC.	Accounts Payable	Pending Clear	Check	-68,111.10
07/15/2025	07/31/2025	<a href="#">13480</a>	NBS	Accounts Payable	Pending Clear	Check	-1,018.85
07/15/2025	07/31/2025	<a href="#">13481</a>	OCCUPATIONAL HEALTH CENTERS OF CA	Accounts Payable	Pending Clear	Check	-138.00
07/15/2025	07/31/2025	<a href="#">13482</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Pending Clear	Check	-3,550.00
07/15/2025	07/31/2025	<a href="#">13483</a>	O'REILLY AUTOMOTIVE, INC.	Accounts Payable	Pending Clear	Check	-205.16
07/15/2025	07/31/2025	<a href="#">13484</a>	ORKIN, INC.	Accounts Payable	Pending Clear	Check	-2,572.95
07/15/2025	07/31/2025	<a href="#">13485</a>	PARKWAY ARBORIST & LANDSCAPE SUPPLIES	Accounts Payable	Pending Clear	Check	-158.61
07/15/2025	07/31/2025	<a href="#">13486</a>	PEBBLE SPRING WATER	Accounts Payable	Pending Clear	Check	-87.00
07/15/2025	07/31/2025	<a href="#">13487</a>	QUINN COMPANY	Accounts Payable	Pending Clear	Check	-398.72
07/15/2025	07/31/2025	<a href="#">13488</a>	S & J SUPPLY COMPANY	Accounts Payable	Pending Clear	Check	-4,007.76
07/15/2025	07/31/2025	<a href="#">13489</a>	SECURITAS TECHNOLOGY	Accounts Payable	Pending Clear	Check	-42.00
07/15/2025	07/31/2025	<a href="#">13490</a>	SIERRA ANALYTICAL	Accounts Payable	Pending Clear	Check	-10,892.50
07/15/2025	07/31/2025	<a href="#">13491</a>	Void Check	Accounts Payable	Voided	Check	0.00
07/15/2025	07/31/2025	<a href="#">13492</a>	SOTO RESOURCES	Accounts Payable	Pending Clear	Check	-400.00
07/15/2025	07/31/2025	<a href="#">13493</a>	SOUTHERN CALIFORNIA NEWSGROUP	Accounts Payable	Pending Clear	Check	-1,511.13
07/15/2025	07/31/2025	<a href="#">13494</a>	STARTING LINE ADVISORY	Accounts Payable	Pending Clear	Check	-9,870.00
07/15/2025	07/31/2025	<a href="#">13495</a>	TEKDRAULICS	Accounts Payable	Pending Clear	Check	-51,322.25
07/15/2025	07/31/2025	<a href="#">13496</a>	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
07/15/2025	07/31/2025	<a href="#">13497</a>	TRENCH SHORING COMPANY	Accounts Payable	Pending Clear	Check	-850.50
07/15/2025	07/31/2025	<a href="#">13498</a>	TYLER TECHNOLOGIES, INC.	Accounts Payable	Pending Clear	Check	-25.20
07/15/2025	07/31/2025	<a href="#">13499</a>	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Pending Clear	Check	-170.95
07/15/2025	07/31/2025	<a href="#">13500</a>	USA BLUEBOOK	Accounts Payable	Pending Clear	Check	-884.99
07/15/2025	07/31/2025	<a href="#">13501</a>	WECK LABORATORIES	Accounts Payable	Pending Clear	Check	-936.00
07/15/2025	07/31/2025	<a href="#">13502</a>	WESTECH	Accounts Payable	Pending Clear	Check	-4,460.82
07/21/2025	07/31/2025	<a href="#">13503</a>	CS-AMSCO	Accounts Payable	Pending Clear	Check	-10,636.80
07/29/2025		<a href="#">13505</a>	AT&T	Accounts Payable	Outstanding	Check	-736.19
07/29/2025		<a href="#">13506</a>	ATKINSON, ANDELSON, LOYA, RUUD, & ROMO	Accounts Payable	Outstanding	Check	-145.00

**Bank Transaction Report**

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
07/29/2025		<a href="#">13507</a>	BLACK KNIGHT FINANCIAL SERVICES, LCC	Accounts Payable	Outstanding	Check	-7.80
07/29/2025		<a href="#">13508</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-25,718.55
07/29/2025		<a href="#">13509</a>	CRAIG FRY & ASSOCIATES, LLC	Accounts Payable	Outstanding	Check	-1,500.00
07/29/2025		<a href="#">13510</a>	DANIELS TIRE SERVICE, INC.	Accounts Payable	Outstanding	Check	-3,424.52
07/29/2025		<a href="#">13511</a>	ENVIRONMENTAL DYNAMICS INTERNATIONA, INC.	Accounts Payable	Outstanding	Check	-17,000.00
07/29/2025		<a href="#">13512</a>	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-11,793.73
07/29/2025		<a href="#">13513</a>	FIELDMAN, ROLAPP & ASSOC.	Accounts Payable	Outstanding	Check	-607.60
07/29/2025		<a href="#">13514</a>	FLEET SERVICES, INC.	Accounts Payable	Outstanding	Check	-289.80
07/29/2025		<a href="#">13515</a>	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-20,415.63
07/29/2025	07/31/2025	<a href="#">13516</a>	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Pending Clear	Check	-280,896.26
07/29/2025		<a href="#">13517</a>	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-17,721.06
07/29/2025		<a href="#">13518</a>	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-8,446.90
07/29/2025		<a href="#">13519</a>	MCM CONSULTING	Accounts Payable	Outstanding	Check	-15,600.00
07/29/2025		<a href="#">13520</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-2,485.00
07/29/2025		<a href="#">13521</a>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-1,000.97
07/29/2025		<a href="#">13522</a>	PEBBLE SPRING WATER	Accounts Payable	Outstanding	Check	-108.75
07/29/2025		<a href="#">13523</a>	PROJECT PARTNERS, INC.	Accounts Payable	Outstanding	Check	-11,520.00
07/29/2025		<a href="#">13524</a>	S & J SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-22.09
07/29/2025		<a href="#">13525</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
07/29/2025		<a href="#">13526</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-6,840.00
07/29/2025		<a href="#">13527</a>	T.E. ROBERTS INC	Accounts Payable	Outstanding	Check	-44,786.00
07/29/2025		<a href="#">13528</a>	TEKDRAULICS	Accounts Payable	Outstanding	Check	-18,071.19
07/29/2025		<a href="#">13529</a>	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
07/29/2025		<a href="#">13530</a>	TYLER BUSINESS FORMS	Accounts Payable	Outstanding	Check	-497.33
07/29/2025		<a href="#">13531</a>	W.M. LYLES CO.	Accounts Payable	Outstanding	Check	-41,556.50
07/29/2025		<a href="#">13532</a>	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-624.00
07/29/2025	07/31/2025	<a href="#">13533</a>	DAVID RODRIGUEZ	Accounts Payable	Pending Clear	Check	-15.01
08/11/2025		<a href="#">13534</a>	SOUTH COAST AQMD	Accounts Payable	Outstanding	Check	-1,209.00
<b>Check Total: (68)</b>							<b>-1,060,283.27</b>
<b>Check Reversal</b>							
07/21/2025		<a href="#">13420</a>	CS-AMSCO Reversal	Accounts Payable	Outstanding	Check Reversal	11,596.25
07/31/2025		<a href="#">13421</a>	CWEA Reversal	Accounts Payable	Outstanding	Check Reversal	466.00
<b>Check Reversal Total: (2)</b>							<b>12,062.25</b>
<b>EFT</b>							
07/16/2025	07/31/2025	<a href="#">777</a>	ACWA JPIA - LIFE	Accounts Payable	Pending Clear	EFT	-595.44
07/16/2025	07/31/2025	<a href="#">778</a>	ALS GROUP	Accounts Payable	Pending Clear	EFT	-792.00
07/16/2025	07/31/2025	<a href="#">779</a>	AMAZON	Accounts Payable	Pending Clear	EFT	-2,593.94
07/16/2025	07/31/2025	<a href="#">780</a>	DUTHIE ELECTRIC SERVICE CORPORATION	Accounts Payable	Pending Clear	EFT	-9,824.54
07/16/2025	07/31/2025	<a href="#">781</a>	HERC RENTALS	Accounts Payable	Pending Clear	EFT	-54.61
07/16/2025	07/31/2025	<a href="#">782</a>	IRVINE PIPE SUPPLY	Accounts Payable	Pending Clear	EFT	-1,753.54
07/16/2025	07/31/2025	<a href="#">783</a>	MWDOC	Accounts Payable	Pending Clear	EFT	-67,237.00
07/16/2025	07/31/2025	<a href="#">784</a>	OLIN CHEMICALS	Accounts Payable	Pending Clear	EFT	-6,362.17

**Bank Transaction Report**

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
07/16/2025	07/31/2025	<a href="#">785</a>	ROCKSPARK INC.	Accounts Payable	Pending Clear	EFT	-1,263.75
07/16/2025	07/31/2025	<a href="#">786</a>	UNIFIRST CORPORATION	Accounts Payable	Pending Clear	EFT	-1,409.35
07/30/2025	07/31/2025	<a href="#">787</a>	ACWA JPIA - WC, PROP., & LIAB	Accounts Payable	Pending Clear	EFT	-98,484.53
07/30/2025	07/31/2025	<a href="#">788</a>	DUTHIE ELECTRIC SERVICE CORPORATION	Accounts Payable	Pending Clear	EFT	-2,332.93
07/30/2025	07/31/2025	<a href="#">789</a>	MWDOC	Accounts Payable	Pending Clear	EFT	-63,082.95
07/30/2025	07/31/2025	<a href="#">790</a>	UNIFIRST CORPORATION	Accounts Payable	Pending Clear	EFT	-534.65
<b>EFT Total: (14)</b>							<b>-256,321.40</b>
<b>Accounts Payable Total: (119)</b>							<b>-1,822,300.45</b>
<b>Utility Billing</b>							
<b>Check</b>							
07/23/2025	07/31/2025	<a href="#">13504</a>	HARDY AND HARPER, INC.	Utility Billing	Pending Clear	Check	-1,458.92
<b>Check Total: (1)</b>							<b>-1,458.92</b>
<b>Utility Billing Total: (1)</b>							<b>-1,458.92</b>
<b>Report Total: (120)</b>							<b>-1,823,759.37</b>

**Summary**

Bank Account	Count	Amount
<a href="#">030866939 BMO Checking</a>	120	-1,823,759.37
<b>Report Total:</b>	<b>120</b>	<b>-1,823,759.37</b>

Cash Account	Count	Amount
<a href="#">**No Cash Account**</a>	1	0.00
<a href="#">99 99-000-1004 BMO Checking (Pooled Cash)</a>	119	-1,823,759.37
<b>Report Total:</b>	<b>120</b>	<b>-1,823,759.37</b>

Transaction Type	Count	Amount
Bank Draft	35	-517,758.03
Check	69	-1,061,742.19
Check Reversal	2	12,062.25
EFT	14	-256,321.40
<b>Report Total:</b>	<b>120</b>	<b>-1,823,759.37</b>



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

GENERAL FUND PAYROLL WARRANT REGISTER

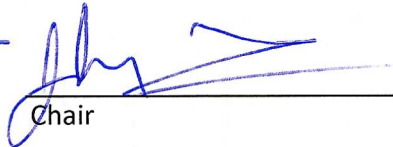
For the Month of: August 2025

\$ 283,449.56

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

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

  
\_\_\_\_\_  
General Manager / Assistant General Manager

 9-11-25  
\_\_\_\_\_  
Chair Date

  
\_\_\_\_\_  
Member Date

Net Pay	<b>Checks</b>				.00
	<b>Direct Deposits</b>				88,145.81
	Subtotal Net Pay				88,145.81
	<b>Adjustments</b>				.00
	Total Net Pay Liability (Net Cash)				88,145.81

Taxes		You are responsible for		Amount debited		
		Depositing these amounts		from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	<b>Federal Income Tax</b>				19,360.30	
	<b>Earned Income Credit Advances</b>					
	<b>Social Security</b>				8,052.70	8,052.71
	<b>Medicare</b>				2,081.66	2,081.67
	<b>Medicare Surtax</b>				123.13	
	<b>Federal Unemployment Tax</b>					
	Subtotal Federal		29,617.79	10,134.38		39,752.17
	<b>FMLA-PSL Payments Credit</b>					
	<b>FMLA-PSL ER FICA Credit</b>					
	<b>FMLA-PSL Health Care Premium Credit</b>					
	<b>Employee Retention Qualified Payments Cre</b>					
	<b>Employee Retention Qualified Health Care</b>					
	<b>Cobra Premium Assistance Payments</b>					
	Total Federal		29,617.79	10,134.38		39,752.17
State	<b>CA State Income Tax</b>				8,540.29	
	<b>CA State Unemployment Insurance-ER 7000</b>					
	<b>CA State Disability Insurance-EE</b>				1,720.81	
	Subtotal CA				10,261.10	10,261.10
	Total Taxes	.00	.00	39,878.89	10,134.38	50,013.27
	Amount ADP Debited From AccountXXXX6939			Tran/ABA XXXXXXXXX		50,013.27

**Excludes Taxes That Are Your Responsibility**

Other	<b>ADP Direct Deposit</b>				88,145.81	26 Employee Transactions
	Transfers Amount ADP Debited From AccountXXXX6939			Tran/ABA XXXXXXXXX		88,145.81
	Total Amount ADP Debited From Your Accounts					138,159.08



**Statistical Summary Detail**

**TRABUCO CANYON WATER**

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

Batch : **2847**  
Quarter Number : **3**  
Service Center : **580**

Period Ending : **08/15/2025**  
Pay Date : **08/20/2025**  
Current Date : **08/18/2025**

**Week 34**  
Page 2

Net Pay	<b>Checks</b>	<b>908.94</b>			
	<b>Direct Deposits</b>	<b>93,094.98</b>			
	Subtotal Net Pay				94,003.92
	<b>Adjustments</b>	<b>.00</b>			
	Total Net Pay Liability (Net Cash)				94,003.92

Taxes		You are responsible for		Amount debited		
		Depositing these amounts		from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	<b>Federal Income Tax</b>				<b>20,123.16</b>	
	<b>Earned Income Credit Advances</b>					
	<b>Social Security</b>		<b>8,003.39</b>		<b>8,003.37</b>	
	<b>Medicare</b>		<b>2,185.61</b>		<b>2,185.57</b>	
	<b>Medicare Surtax</b>		<b>123.13</b>			
	<b>Federal Unemployment Tax</b>					
	Subtotal Federal		30,435.29	10,188.94		40,624.23
	<b>FMLA-PSL Payments Credit</b>					
	<b>FMLA-PSL ER FICA Credit</b>					
	<b>FMLA-PSL Health Care Premium Credit</b>					
	<b>Employee Retention Qualified Payments Cre</b>					
	<b>Employee Retention Qualified Health Care</b>					
	<b>Cobra Premium Assistance Payments</b>					
	Total Federal		30,435.29	10,188.94		40,624.23
State	<b>CA State Income Tax</b>				<b>8,885.51</b>	
	<b>CA State Unemployment Insurance-ER 7000</b>					
	<b>CA State Disability Insurance-EE</b>				<b>1,776.82</b>	
	Subtotal CA		10,662.33			10,662.33
	Total Taxes	.00	.00	41,097.62	10,188.94	51,286.56
	Amount ADP Debited From Account XXXX6939					51,286.56
	Tran/ABA XXXXXXXXX					<b>Excludes Taxes That Are Your Responsibility</b>

Other	<b>ADP Direct Deposit</b>	<b>93,094.98</b>			<b>29 Employee Transactions</b>
Transfers	<b>ADP Check</b>	<b>908.94</b>			
	Amount ADP Debited From Account XXXX6939				94,003.92
	Tran/ABA XXXXXXXXX				
	Total Amount ADP Debited From Your Accounts				145,290.48



### Statistical Summary Detail

## TRABUCO CANYON WATER

Region Name : GKN  
Company Code : ADP RESOURCE

Batch : 3974  
Quarter Number : 3  
Service Center : 580

Period Ending : 08/31/2025  
Pay Date : 09/05/2025  
Current Date : 09/03/2025

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Page 2

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | SEPTEMBER 17, 2025**

**CONSENT CALENDAR**

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

---

**RECOMMENDED ACTION:**

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

1. *August 6, 2025*

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



**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | AUGUST 6, 2025**

---

**DIRECTORS PRESENT**

Mark Anderson, Committee Chair  
Glenn Acosta, Committee Member

**STAFF PRESENT**

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

**STAFF ABSENT**

None

**DISTRICT CONSULTANTS**

None

**PUBLIC PRESENT**

None

**CALL MEETING TO ORDER**

Director Anderson called the August 6, 2025 Engineering/Operational Committee Meeting to order at 8:00 a.m.

**VISITOR PARTICIPATION**

No comments were received.

**ORAL COMMUNICATION**

No comments were received.

**COMMITTEE MEMBER COMMENTS**

None

**REPORT FROM THE GENERAL MANAGER**

None

**ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP**

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

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

**ITEM 2: DIMENSION WATER TREATMENT PLANT TRANSMISSION MAIN & FILTER 4 REHABILITATION UPATE**

---

Mr. Paludi presented this matter for Committee consideration. Ms. Lausten provided an update on the material delivery schedules for phases 1A and 1B of the transmission main pipeline rehabilitation project. Ms. Lausten reported that an RFP has been issued for construction management, and she added that the results will be presented at the Regular Board meeting with staff's recommendation for award. A brief discussion occurred regarding the need to notify businesses located in close proximity to the work site.

Ms. Lausten provided a brief update on the Filter 4 rehabilitation project, and she stated that the project will take a few days to complete once construction begins.

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

**ITEM 3: OTHER ENGINEERING AND OPERATIONS PROJECT UPDATES**

---

**1. Heritage SLS Improvements**

Ms. Lausten reported that this project is in the final design phase, and that the project is scheduled to go out to bid the following week.

**2. Saddle Crest Reservoir/Pump Station Piping Improvements**

Ms. Lausten reported that the pipe improvement plans are complete, and the bid package will be issued soon. Ms. Lausten added that the costs for the project are estimated at \$170k.

**3. RRWWTP Blower Equipment Station and Blower Relocation**

Ms. Lausten reported that SS Mechanical is on board for this project. Ms. Lausten added that the District has received the blowers and staff anticipates sending out a bid for construction management shortly.

**4. Other Projects**

V-Ditch Replacement Project – Ms. Lausten reported that the project has been completed, and a guardrail has been installed at the culvert crossing.

Hamilton Oaks Community Fire Hydrants – Mr. Perea reported that he and staff performed preliminary pressure tests on all of the fire hydrants on Hamilton Trail, and that the results have been provided to Hazen & Sawyer for further discussion and evaluation. Mr. Perea added that an update will be provided to the Committee and the community at a future meeting.

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

**ITEM 4: WATER SYSTEM UPDATES**

---

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

1. Replaced another curb stop in Saddle Crest.
2. Raised 6 valve cans in the Trabuco Oaks area.
3. Mr. Brent Monson attended Cross Connection Control training at USC.
4. Worked with hazmat specialist to dispose of 1,700 gallons of old Clarion A7 at DWTP.
5. Rebuilt sump pump at the Bell Canyon PRV.
6. Serviced 59 valves.

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | AUGUST 6, 2025**

Mr. Kessler presented the Water System Summary for Committee review, and he noted that Irvine Ranch Water District (IRWD) had challenges in meeting the District’s potable water demands during two warm weather events in the month of July.

Mr. Perea reported that the District currently contracts with a cross-connection specialist to ensure compliance with the newly adopted Cross-Connection Control Plan. Mr. Perea added that Mr. Monson, Lead Water System Operator, has completed the USC cross-connection specialist certification, and that the District plans to have an additional employee obtain their certification in the future to meet the new requirements.

Director Anderson requested an update on the Santa Margarita Water District (SMWD) interconnection discussion. Mr. Kessler reported that the connection only functions to send water to SMWD. Ms. Lausten reported that Hazen and Sawyer are working with IRWD and SMWD to redesign the interconnection to flow water in both directions.

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

**ITEM 5: WASTEWATER SYSTEM UPDATES**

---

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

1. Assisted in the replacement of the East Hoffman Blower.
2. Replaced Dove Lake Pump.
3. Plano Lift Station wet well cleaning and inspection.
4. Quarterly cleaning of hot spots with vector truck.

Mr. Ulloa presented the Recycled Water System Summary for Committee review, and he reported that the reservoir was at 1,258 feet and Dove Lake had 4 feet of freeboard. Mr. Ulloa also reported that TY Nursery is approaching their annual maximum allocation of recycled water, and that Dove & Tick Creek Dry Season recovery has started production.

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

**ITEM 6: MAINTENANCE DEPARTMENT UPDATES**

---

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

**Projects and Repairs**

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

**Water Operations**

1. Attended job walk at DWTP for Filter #4 seismic brackets.

**Wastewater Operations**

1. Emergency repairs needed for failed blower at WWTP. Vaughan Industrial called out for immediate repairs.
2. Dove Lake motor replacement.
3. Reclaim Water Filter tour at Tustin Golf Course, potential new filters for Dove Recycle booster station.

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | AUGUST 6, 2025**

**District Fleet Upgrades & Other Projects**

1. Repairs on truck #8, AC service new steering wheel, LOF and all new shocks with Elite Services.
2. Repairs on truck #7, AC service and LOF and recall checks with Ford Fleet Center.
3. LOF on truck #16 and #29.
4. Complete BIT inspections.
5. Began fire extinguisher inspections/repair.
6. OBD smog check on Crane truck.
7. OVI smog check on Slide Rail, and inspection.
8. Emergency gen and ATS testing.

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

**ITEM 7: OTHER MATTERS/REPORTS**

---

No other matters were reported.

**RECOMMENDATION:** None

**ADJOURNMENT**

Director Anderson adjourned the August 6, 2025 Engineering/Operational Committee Meeting at 8:20 a.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | SEPTEMBER 17, 2025**

**CONSENT CALENDAR**

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

---

**RECOMMENDED ACTION:**

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

1. *August 4, 2025*

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



## TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | AUGUST 4, 2025

---

### **DIRECTORS PRESENT**

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

### **STAFF PRESENT**

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

### **CONSULTANTS PRESENT (REMOTE)**

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

### **PUBLIC PRESENT**

None

### **CALL MEETING TO ORDER**

Vice President Acosta called the August 4, 2025 Executive Committee Meeting to order at 4:03 PM.

### **VISITOR PARTICIPATION**

No visitor participation was received.

### **ORAL COMMUNICATION**

No oral communication was received.

### **COMMITTEE MEMBER COMMENTS**

None

### **REPORT FROM THE GENERAL MANAGER**

None

### **ADMINISTRATIVE MATTERS**

#### **ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP**

---

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

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

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | AUGUST 4, 2025**

**DISCUSSION MATTERS**

**ITEM 2: BOARD AGENDA PLANNING CALENDAR**

---

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

**August 2025**

Annual TCIC Board Meeting – (8/20)

- Appointment of TCIC Treasurer
- Receive/file annual audit report

Annual TCPFA Board Meeting (8/20)

- Appointment of TCPFA Treasurer
- Receive/file annual audit report

Regular Board Meeting – (8/20)

- Approve Contract Renewal with CPS HR for HR Support Services (F/A)
- Award Construction Management Contract for DWTP Pipeline Rehab (E/O\*)
- Approve GM Contract Amendment (month to month)
- Discussion regarding Water Fixed Charges (F/A)

\*will not be recommended by E/O due to timing; will be brought directly to Board (urgency)

**September 2025**

Regular Board Meeting – (9/17) – GM Paludi will be on vacation

- Adopt Health Benefit Employer Contribution for 2026 by Resolution (F/A)

**October 2025**

Regular Board Meeting – (10/15)

- Award Heritage SLS Improvements Construction Contract (E/O)

**Other Potential Future Board Items**

- Approve Collective Bargaining Agreement (Exec)
- Special Board Meeting on Porter Property Options
- Approve Ridgeline Connection Agreement with IRWD (E/O)
- Special Board Meeting re: Sewer/Recycled Water Systems Overview

Mr. Paludi reported that Hazen and Sawyer is working on the Irvine Ranch Water District (IRWD) and Santa Margarita Water District (SMWD) interconnections and water supply analysis.

Discussion occurred regarding next steps with the Collective Bargaining Agreement. Ms. Collins stated that once a first draft of the agreement is completed, the full Board may meet in closed session to discuss.

Director Mandich requested that a District Properties Committee meeting be scheduled ahead of the September Regular Board meeting once the consultant's report is complete.

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

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | AUGUST 4, 2025**

**OTHER MATTERS**

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

---

Ms. Collins provided an update on case Patz v. City of San Diego in which an appellate court upheld the lower court’s ruling that the City’s tiered water rates were not sufficiently justified and violated Proposition 218. Ms. Collins added that due to a newly enacted law, refunds will not be given in this case. Ms. Collins noted that both sides are appealing to the Supreme Court.

Mr. Perea reported that a small wildfire broke out in O’Neill Park on Saturday afternoon but was quickly extinguished by the Orange County Fire Authority (OCFA).

**RECOMMENDATION:** None

**ADJOURNMENT**

Vice President Acosta adjourned the August 4, 2025 Executive Committee Meeting at 4:36 p.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | SEPTEMBER 17, 2025**

**CONSENT CALENDAR**

**ITEM 5: APPROVAL OF DISTRICT PROPERTIES COMMITTEE MEETING RECAP(S)**

---

**RECOMMENDED ACTION:**

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

1. *March 13, 2025*

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



**TRABUCO CANYON WATER DISTRICT  
DISTRICT PROPERTIES COMMITTEE MEETING RECAP | MARCH 13, 2025**

---

**DIRECTORS PRESENT**

Director Edward Mandich, Committee Chair  
Director Mark Anderson, Committee Member

**STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Roseann Lejsek, Executive Assistant

**CONSULTANTS PRESENT**

None

**PUBLIC PRESENT**

John Schatz, Esq. representing Foremost Pacific Group  
Mike Canfield, Foremost Pacific Group  
Steve Cameron, Foremost Pacific Group

**CALL MEETING TO ORDER**

Director Mandich called the March 13, 2025 District Properties Committee Meeting to order at 1:00 p.m.

**VISITOR PARTICIPATION**

No visitor participation was received.

**ORAL COMMUNICATION**

No oral communication was received.

**COMMITTEE MEMBER COMMENTS**

None

**REPORT FROM THE GENERAL MANAGER**

None

**DISCUSSION MATTERS**

**ITEM 1: APPROVAL OF DISTRICT PROPERTIS COMMITTEE MEETING RECAP**

---

Mr. Paludi presented the District Properties Committee Meeting Recap for Committee review in accordance with the agenda.

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

**TRABUCO CANYON WATER DISTRICT  
DISTRICT PROPERTIES COMMITTEE MEETING | MARCH 13, 2025**

**ITEM 2: DISCUSSION AND POSSIBLE ACTION(S) REGARDING POTENTIAL USES OF DISTRICT PROPERTY**

---

Mr. Paludi introduced this matter for Committee consideration. Mr. Mike Canfield with Foremost Pacific Group presented a map of the District’s Porter Property and surrounding areas to discuss access and easement requirements. Discussion occurred concerning potential uses of the Porter Property for the best return on investment, including issuance of a request for qualifications (RFQ) for the preparation of a real property analysis.

Discussion occurred regarding the Saddleback Meadows Development processing agreement amendment, signing of Final Map No. 15230 and future storage requirements for the development.

**MOTION:** Provide an update on this matter to the Board of Directors at the following regular meeting. (Action Calendar).

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

---

There were no reports or comments presented to the Committee.

**MOTION:** No action was taken.

**ADJOURNMENT**

Director Mandich adjourned the March 13, 2025 District Properties Committee Meeting at 2:04 p.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | SEPTEMBER 17, 2025**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

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

---

***FEES AND EXPENSES***

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

***TENTATIVE FUTURE MEETINGS***

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

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT**

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

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

**COMMITTEE STATUS:**

This matter was reviewed with the Finance/Audit Committee.

**RECOMMENDED ACTION:**

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

1. *August 2025*

**EXHIBITS:**

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

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

**TRABUCO CANYON WATER DISTRICT  
DIRECTORS' FEES AND EXPENSES MONTHLY REPORT | 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  
REGULAR BOARD MEETING | SEPTEMBER 17, 2025**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 7: INFORMATIONAL UPDATES FROM BOARD COMMITTEES**

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The Trabuco Canyon Water District (TCWD or District) Board of Directors have established standing committees for designated purposes, and occasionally, may establish ad hoc committees for specific purposes for a short term. Each committee has a Chair that may provide an update at the time of the meeting.

**Standing Committees**

1. Executive Committee
2. District Properties Committee
3. Engineering/Operational Committee
4. Finance/Audit Committee

**Ad Hoc Committees**

5. Public Outreach Ad Hoc Committee
6. Shared Services Ad Hoc Committee
7. Sources of Supply Ad Hoc Committee

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT**

Not applicable

**RECOMMENDED ACTION:**

*Receive updates and information from Board Committee Chairs/Members and take action(s) as deemed appropriate.*

**EXHIBITS:**

None

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

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | SEPTEMBER 17, 2025**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 8: AUTHORIZATION TO SUBMIT APPLICATION FOR INCLUSION ON THE FIRE RISK REDUCTION COMMUNITY LIST**

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**Background**

State law directs the Board of Forestry and Fire Protection (BOF) to develop and maintain a list of local agencies located in state responsibility areas or very high hazard severity zones that meet best practices for local fire planning. This list is known as the Fire Risk Reduction Community List (FRRCL), and communities on the list have achieved a Fire Risk Reduction Community Designation. In order to receive this designation, qualifying agencies, including special districts like TCWD, must apply during the open application period from July 1, 2025 through October 1, 2025, and applications are only available every other year. Eligible communities/applicants that are approved by BOF will be added to the 2026 list and will remain on the list for two years.

The benefits of achieving the Fire Risk Reduction Community Designation and being recognized on the FRRCL include the following:

- Applications for CalFire Wildfire Prevention Grants receive priority if the community is on the FRRCL; and
- The California Department of Insurance “Safer from Wildfires” regulations require that insurance companies consider and reflect whether a structure is in a Fire Risk Reduction Community

In order to qualify for the FRRCL, special district applicants must meet a minimum of two of the seven mandatory criteria in accordance with the application (Exhibit 1), and District staff has identified three of the seven criteria as indicated below:

<b>Criteria Description</b>	<b>TCWD Eligibility</b>
(1) Identification of wildfire as a high priority hazard in a Local, Tribal or Multi-Jurisdictional Hazard Mitigation Plan updated within the last five years, or as a low- or medium priority hazard with the inclusion of one or more mitigation actions.	Yes
(2) Adoption of a Community Wildfire Protection Plan; critical infrastructure protection plan; evacuation plan; Integrated Resource Management Plan including a Fire Management Plan; or similar plan addressing fire protection within the Local Agency’s jurisdiction within the last five years.	Yes
(3) Sponsorship, coordination of, or active engagement with a community disaster preparedness council or group, including but not limited to a Firewise USA community or a Fire Safe Council, with events or meetings at least quarterly. Calendars, meeting schedules, minutes, flyers, and brochures can be used to qualify if the named applicant along with the community group can be identified on the document.	Yes

Several recent actions by the Board of Directors contribute to TCWD’s eligibility for this list. These actions include the adoption of the 2025 Multi-Jurisdictional Hazard Mitigation Plan and Annex, approval of the 2021 American Water Infrastructure Act (AWIA) Emergency Response Plan (ERP), and hosting the monthly meetings of the Community Associations of Rancho (CAR) group at the District’s administration facility with the purpose of pursuing Firewise Community status, developing a website to spread wildfire preparedness to the communities

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | SEPTEMBER 17, 2025**

in the TCWD service area ([www.befiresafe.org](http://www.befiresafe.org)), and receiving CalFire fuel modification grant funding for tree removal/replacement consistent with the Very High Fire Hazard Severity Zone maps.

In August 2025, the City of Rancho Santa Margarita City Council approved the submittal of an FRRCL application to the BOF for this same purpose. Once approved by the BOF, the District's FRRCL will provide coverage for residents not only in the City of Rancho Santa Margarita but also other areas in the service area, including the unincorporated county canyon areas and portions of the Cities of Lake Forest and Mission Viejo.

**Staff Recommendation**

District staff recommends the Board of Directors authorize staff to submit the application to the BOF for TCWD's inclusion on the California Board of Forestry and Fire Protection Fire Risk Community List by the October 1, 2025 deadline.

**FUNDING SOURCE:**

Not applicable

**FISCAL IMPACT:**

None

**RECOMMENDED ACTION(S):**

1. *Receive and file the application for inclusion on the California Board of Forestry and Fire Protection Fire Risk Community List and provide input as necessary.*
2. *Authorize staff to submit the application for inclusion on the California Board of Forestry and Fire Protection Fire Risk Community List.*

**EXHIBITS:**

1. Draft Fire Risk Reduction Community List Application for Trabuco Canyon Water District
2. Board of Forestry and Fire Protection Fire Risk Reduction Community List Information for Applicants

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

# Fire Risk Reduction Community List Application

Board of Forestry and Fire Protection



July 2025

## Contents

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Board Evaluation .....	9

## Purpose and Background

The Board of Forestry & Fire Protection (Board) is responsible for maintaining a Fire Risk Reduction Community List of Local Agencies located in a State Responsibility Area (SRA) or Very High Fire Hazard Severity Zone (VHFHSZ) which meet best practices for local fire planning (Public Resources Code § 4290.1). By qualifying for the List, a Local Agency demonstrates both compliance with the Board's requirements and dedication to fire planning that exceeds state minimum standards. The Department of Forestry and Fire Protection is required to prioritize local assistance grant funding applications from Local Agencies based on the List (Public Resources Code § 4124.7).

Please allow 60 days from the submission of this application form and response from Board staff. During this review period you may be contacted by staff to provide additional information. To ensure your application is not delayed please provide current contact information. You will receive confirmation of your applications status once Board staff have completed their review. Applications received during the 2025 open application period will be reviewed for placement on the list effective July 1, 2026. The lifespan of the list is 2 years after its effective date. All application questions can be directed to [LandUsePlanning@bof.ca.gov](mailto:LandUsePlanning@bof.ca.gov).

## Local Agency Information

Agency name: Trabuco Canyon Water District

Agency type Other: If "Other" selected, describe here: Special District

Agency Mailing address: 32003 Dove Canyon Drive, Trabuco Canyon, CA 92679

Agency Fax number: [Click or tap here to enter text.](#)

Point of contact #1: Michael Perea

Contact #1 Email address: mperea@tcwd.ca.gov

Contact #1 Phone number: (949) 858-0277

Optional point of contact #2: Lorrie Lausten

Optional contact #2 Email address: llausten@tcwd.ca.gov

Optional contact #2 Phone number: (949) 858-0277

Does the Local Agency meet the definition of a Low-Income Local Agency in 14 CCR 1268.00?

Yes  No

Local Agency location: Very High Fire Hazard Severity Zone

## Section 1- City and County Application

Applicants which are not cities and counties should skip this section and only complete the section titled “Section 2- Non-City and County Application.”

### Eligibility Criteria

Applicants which are cities and counties must meet criteria (1)-(4) as specified below.

Requirements	Meets	N/A	Attached supporting evidence file name(s)
(1) Adoption of local ordinance designating Very High Fire Hazard Severity Zones (VHFHSZ) pursuant to Government Code § 51179(a) and submission to the Board pursuant to 14 CCR § 1280.02. <b>Include ordinance or, if previously submitted, date of submission to the Board.</b>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
(2) <b>Counties only:</b> Submission of findings for all tentative and parcel maps approved for areas located in SRA or LRA VHFHSZ to the Board pursuant to 14 CCR § 1266.02. <b>Provide a list of subdivisions submitted to the Board since January 1, 2019, or the last time the applicant submitted an application for the Fire Risk Reduction Community List, whichever is most recent.</b>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
(3) The safety element of the Local Agency’s general plan has been submitted to the Board for review pursuant to Government Code § 65302.5(b) within the last eight years, and all recommendations have been adopted. <b>Provide the adopted Safety Element and the year of submission for Board review.</b>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Requirements	Meets	N/A	Attached supporting evidence file name(s)
(4) After July 1, 2022, a progress report on implementation of the most recent fire safety recommendations from the Board upon subdivision review in a Fire Safety Survey, pursuant to 14 CCR § 1267.01, for each community reviewed within the jurisdiction. <b>Provide this progress report or the date this report was submitted to the Board. Note: there is no required format for this report. If no progress has been made, a report with that information will be accepted.</b>	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Applicants which are cities and counties must meet two of criteria (5) - (10). Low-Income Local Agencies shall qualify if two or more of criteria (5) - (10) have not yet been met but are included in the safety element of the Local Agency’s general plan as policy objectives. **Provide appropriate evidence demonstrating that each criterion the applicant meets has been satisfied. If using criterion 5-8, which require exceeding state minimum regulations, please specify which state regulation code and section your local agency is exceeding along with the local code and an analysis on how it exceeds the state minimum. Only one example is needed. Please provide the page numbers which contain the information that is pertinent to the criteria you are trying to meet.**

Requirements	Meets	Attached supporting evidence file name(s)
(5) Adoption of one or more local regulations which exceed the minimum regulations adopted by the state in the Fire Safe Regulations (14 CCR §§ 1270.00-1276.04).	<input type="checkbox"/>	Click or tap here to enter text.
(6) Adoption of one or more local defensible space ordinance, rule, or regulation which exceeds state minimum regulations in 14 CCR § 1299.03.	<input type="checkbox"/>	Click or tap here to enter text.
(7) Adoption of a Wildland Urban Interface code stricter than Chapter 49, Part 9, of	<input type="checkbox"/>	Click or tap here to enter text.

Requirements	Meets	Attached supporting evidence file name(s)
Title 24 of the California Code of Regulations.		
(8) Adoption of a zoning ordinance, special district, or special overlay zone that includes fire hazard mitigation requirements which exceed state minimum requirements. Such requirements may address safe zones or areas of refuge, structure density, ornamental vegetation, subdivision design, structure design features, or other fire safety features. The applicant shall cite which state minimum requirements the local requirements exceed.	<input type="checkbox"/>	Click or tap here to enter text.
(9) Adoption of a comprehensive retrofit code or plan for existing homes.	<input type="checkbox"/>	Click or tap here to enter text.
(10) Identification of wildfire as a high priority hazard in a Local or Multi-Jurisdictional Hazard Mitigation Plan (LHMP or MJHMP) updated within the last five years, or as a low- or medium priority hazard with the inclusion of one or more mitigation actions, and has adopted the LHMP or MJHMP into the general plan safety element.	<input type="checkbox"/>	Click or tap here to enter text.

**Local Agency Verification**

Signature of Local Agency representative: \_\_\_\_\_

Printed name: Click or tap here to enter text.

Date: Click or tap to enter a date.

**Board Evaluation**

Does the applicant satisfy all four mandatory criteria (1)-(4)? Yes  No

Does the applicant satisfy at least two of optional criteria (5)-(10)? Yes  No

1. Choose an item.
2. Choose an item.

Applicant qualifies for placement on the Fire Risk Reduction Community List

Effective date: July 1, 2026 [Click or tap here to enter text.](#) Applicant does not qualify for placement on the Fire Risk Reduction Community List

If applicant does not qualify, specify reasons: [Click or tap here to enter text.](#)

Signature of Board staff evaluator: \_\_\_\_\_

Date: [Click or tap to enter a date.](#)

## Section 2- Non-City and County Application

Applicants which are cities and counties should skip this section and only complete the previous section titled "Section 1- City and County Application."

### Eligibility Criteria

Applicants which are not cities and counties must meet two of criteria (1) – (7) as specified below. Low Income Local Agencies shall qualify for the list if one or more of criteria (1) - (7) has been met, and one or more is included as an objective or expected outcome in that Agency's management or strategic plan or similar planning document (such as but not limited to a capital improvement plan, climate adaptation plan, or resiliency plan). Provide appropriate evidence demonstrating that each criterion the applicant meets has been satisfied. **Please provide the page numbers which contain the information that is pertinent to the criteria you are trying to meet. For planning documents, please provide the page number which names the applying jurisdiction as a contributor as well as verification of adoption.**

Requirements	Meets	Attached supporting evidence file name(s)
(1) Identification of wildfire as a high priority hazard in a Local, Tribal or Multi-Jurisdictional Hazard Mitigation Plan updated within the last five years, or as a low- or medium priority hazard with the inclusion of one or more mitigation actions.	<input checked="" type="checkbox"/>	Multi-Jurisdictional Hazard Mitigation Plan (MJHMP) 2025 Update Annex M, M3
(2) Adoption of a Community Wildfire Protection Plan; critical infrastructure protection plan; evacuation plan; Integrated Resource Management Plan including a Fire Management Plan; or similar plan addressing fire protection within the Local Agency's jurisdiction within the last five years.	<input checked="" type="checkbox"/>	American Water Infrastructure Act (AWIA) Emergency Response Plan – 2021 IA2 – Wildfire, 2-1 to 2-4

Requirements	Meets	Attached supporting evidence file name(s)
<p>(3) Sponsorship, coordination of, or active engagement with a community disaster preparedness council or group, including but not limited to a Firewise USA community or a Fire Safe Council, with events or meetings at least quarterly. Calendars, meeting schedules, minutes, flyers, and brochures can be used to qualify if the named applicant along with the community group can be identified on the document.</p>	<input checked="" type="checkbox"/>	<p>TCWD hosts monthly meetings for the Community Associations of Rancho (CAR) group at its administration facility. This group is working toward forming a Firewise Community and produced a website <a href="http://www.befiresafe.org">www.befiresafe.org</a> to spread wildfire preparedness to the communities in TCWD's service area.</p>
<p>(4) Adoption of a plan within the last five years or implementation of an ongoing program to conduct a hazardous fuels reduction project or projects, including but not limited to California Vegetation Treatment Program (CalVTP) projects, Forest Management and Fuels Reduction Plans (FMRFP), Program Timberland Environmental Impact Reports (PTEIR), prescribed or cultural burns, and community fuels reduction work days.</p>	<input type="checkbox"/>	<p>Click or tap here to enter text.</p>
<p>(5) Adoption of a plan within the last five years or implementation of an ongoing program to conduct public outreach and education about water conservation, wildfire prevention, vegetation management and fuels reduction, home hardening, evacuation preparedness, defensible space, Traditional Ecological Knowledge pertaining to fire, fire risk reduction, or similar topics.</p>	<input type="checkbox"/>	<p>Click or tap here to enter text.</p>
<p>(6) Adoption of a special benefit assessment or tax measure or fee that addresses wildfire prevention. This would be specific to wildfire prevention and would not include facilities, equipment and personnel for fire suppression programs.</p>	<input type="checkbox"/>	<p>Click or tap here to enter text.</p>
<p>(7) Submission of substantial evidence demonstrating an equivalent means of</p>	<input type="checkbox"/>	<p>Click or tap here to enter text.</p>

Requirements	Meets	Attached supporting evidence file name(s)
local fire planning, if a Local Agency is unable to meet at least two of the criteria within (1)-(6) because the criteria are inapplicable to that agency.		

**Local Agency Verification**

Signature of Local Agency representative: \_\_\_\_\_

Printed name: Michael Perea

Date:9/19/2025

**Board Evaluation**

Does the applicant satisfy at least two of criteria (1)-(7)? Yes  No

- 1. Choose an item.
- 2. Choose an item.

Applicant qualifies for placement on the Fire Risk Reduction Community List

Effective date: July 1, 2026 Click or tap here to enter text.

Applicant does not qualify for placement on the Fire Risk Reduction Community List

If applicant does not qualify, specify reasons: Click or tap here to enter text.

Signature of Board staff evaluator: \_\_\_\_\_

Date: Click or tap to enter a date.



# Fire Risk Reduction Community List

## Information for Applicants

### What is the Fire Risk Reduction Community List?

The Fire Risk Reduction Community List (FRRCL) is a list of local agencies located in state responsibility areas or very high fire hazard severity zones that meet best practices for local fire planning.

#### What are the benefits to local agencies ?

- Priority for CAL FIRE Wildfire Prevention Grants
- Possible insurance discounts for FRRCL communities.

#### How can my agency apply for the list?

The application form is available on:  
[bof.fire.ca.gov](http://bof.fire.ca.gov)

### WHO IS ELIGIBLE TO APPLY?

- ✓ Cities
- ✓ Counties
- ✓ Tribal Nations
- ✓ Special Districts



### Connect with us!



Call Us  
+916-653-8007



Visit Our Website  
[www.bof.fire.ca.gov](http://www.bof.fire.ca.gov)



email:  
[LandUsePlanning@bof.ca.gov](mailto:LandUsePlanning@bof.ca.gov)

# Benefit of FRRCL for Grants

Wildfire Prevention Grants are funds for projects in and near fire threatened communities to improve public health and safety while reducing greenhouse gas emissions. CAL FIRE's Wildfire Prevention Grants can be used to fund projects or activities focused on the protection of people, structures, and communities.

## What types of projects can be funded with Wildfire Prevention Grants?

### Hazardous Fuels Reduction

- Vegetation Clearance
- Fuel Breaks
- Chipping Days
- Prescribed Grazing
- Green Waste Programs

### Wildfire Prevention Planning

- Wildfire Risk Mapping
- Strategic Fire Planning Documents

### Wildfire Prevention Education

- Outreach Programs
- Educational Materials

Wildfire Prevention Grant applicants will receive priority if the applicant is on the Fire Risk Reduction Community List, or if the applicant plans to utilize the grant funding to meet the List eligibility requirements.



**Want to learn more about CAL FIRE's Grants Program?**



# Benefit of FRRCL for Insurance

The California Department of Insurance "Safer From Wildfires" regulations in Title 10, Section 2644.9(d), require insurance companies to use a rating plan that takes into account and reflects whether a structure is in a Fire Risk Reduction Community.



**[Read the Safer From Wildfire Regulations Here!](#)**

FRRCL communities may see a discount on insurance costs. Property owners in FRRCL communities can be directed to the Board's FRRCL webpage to access the list and other supporting documents for submission to their insurance providers. Questions or concerns regarding their insurance can be directed to the California Department of Insurance, or their insurance provider.

## Quick Links for Property Owners

For documents which can be submitted to insurance Providers to verify FRRCL community status, including the resolution of Board approval:

[Board of Forestry's FRRCL Webpage](#)

For information on Safer from Wildfires insurance discounts for homeowners:

[California Department of Insurance, Safer from Wildfires](#)

# Ready to Apply for the Fire Risk Reduction Community List?

To receive the Fire Risk Reduction Community designation, and benefits of the FRRCL, qualifying agencies must apply during the open application period. Once the list is updated it will remain valid for two years.

## Timeline:

The application for the 2026 list will open July 1, 2025 and close October 1, 2025. Applicants *including* returning applicants *must* apply during the open application period for inclusion in the 2026 list.

### July 1st, 2025

Application period opens. Application form posted to the Board's FRRCL webpage. Board staff begins review of applications.

### October 1st, 2025

Application period closes, all applications due by midnight. Application form removed from webpage.

### October 2025- June 2026

Board staff reviews applications. Applicants will be notified if additional information is needed to process their application. The Board will send notifications on application status.

### June 16-17, 2026

The tentative 2026 FRRCL comes first before the Resource Protection Committee, and the before the full Board. Full Board will vote to adopt 2026 FRRCL.

### July 1st, 2026

2026 list becomes effective. List is posted to the Board's website. List will remain active for 2 years.



- ✓ Complete your application early.
- ✓ Provide files in lieu of links.
- ✓ Include the name of the local agency in file names.
- ✓ For lengthy documents such as Local Hazard Mitigation Plans, note which pages contain the pertinent details.
- ✓ Include at least two points of contact with up-to date information.



## Once my agency has submitted our application, what can we expect next?

Your application will be reviewed by Board staff. If additional information is needed to process your application Board staff will contact your agency via the information provided on your agency's FRRCL application. You will be notified of your application status during the Board review period. If the applicant meets all requirements the agency's name will be recommended to be added onto the next iteration of the list.

The list will first come before the Resource Protection Committee, and then before the full Board for adoption. Both meetings are open to the public.



To be added to the Board's mailing list and receive FRRCL updates including open application period notifications please email: [LandUsePlanning@bof.ca.gov](mailto:LandUsePlanning@bof.ca.gov)

# Cities and Counties

To qualify for the FRRCL cities and counties will need to demonstrate compliance and exceedance of state minimum fire regulations.

Cities and Counties should complete the "City and County" portion of the application form. There are 10 total criteria, criteria 1-4 are mandatory criteria, and 5-10 are optional criteria. To qualify for the list a city or county would need to meet all 4 mandatory criteria, and 2 optional criteria.

## Mandatory Criteria

The first four criteria are designed to determine whether a city or county has done its due diligence in keeping compliant with state regulations. In this portion cities and counties will be asked to provide documentation showing they have fulfilled the requirements of the following areas:



[Fire Hazard Severity Zones](#)



***For Counties only:***  
[Subdivision Map Submission](#)



[Safety Elements](#)



[Subdivision Review Recommendations Progress Reports](#)



Click on the links above for more information!

## Optional Criteria

The optional criteria are designed to credit agencies for local fire planning actions they have taken which exceed state minimums or demonstrate best practices. Cities and counties can select which two optional criteria they would like to use to qualify.



## Low Income Cities and Counties

The FRRCL program includes additional avenues for low-income cities and counties to qualify for the List. To be considered a **low-income city** the median household income must be equal or less than **80% of the area median income for the county** in which it is located.

A **county** with a median household income equal to or less than **80% of the California statewide median household income** is defined as low income.

Low Income cities and counties must meet all applicable mandatory criteria, one optional criteria, and have one optional criteria included as an objective in their Safety Element.



# Special Districts and Tribal Nations

To qualify for the FRRCL designation, a special district or Tribe will need to demonstrate it meets or exceeds best fire planning practices. The application form consists of eligibility criteria which allow applicants to receive credit for a variety of fire planning actions, ranging from administrative actions to participating in community outreach and education.

Special Districts and Tribal Nations that are not cities and counties should complete the "Non-City and County" portion of the application. The application consists of 7 optional eligibility criteria. Special districts and Tribal applicants will qualify for the list if they demonstrate they meet 2 of the criteria.



## What type of fire planning actions can be used to qualify for the list?

There are many actions that can be utilized to qualify for the list, such as:

- Recent adoption of a Community Wildfire Protection Plan.
- Active engagement Firewise USA community.
- Implementation of a California Vegetation Treatment Program (CalVTP) project.
- Identification of wildfire as a high priority hazard in a recent Local or Tribal Hazard Mitigation Plan.
- Implementation of an ongoing public outreach and education program about water conservation, defensible space, or Traditional Ecological Knowledge pertaining to fire.



## Low Income Special Districts and Tribal Nations

The FRRCL program includes additional avenues for low-income special districts and Tribes to qualify for the List. To be considered low-income the special district or Tribe must serve **at least one city or county with a median household income equal or less than 80% of the area median income for the county or state** in which it is located. Low Income special districts or Tribes must meet 1 criteria, and have one criteria included as an objective or expected outcome in that agency's strategic plan or similar.



## What type of evidence will my agency be asked to provide?

As part of the FRRCL application process you will be asked to submit evidence for each criterion being used to qualify.

For example, a Fire District might submit a flyer from a recent community event to demonstrate active engagement with a Firewise USA community.



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | SEPTEMBER 17, 2025**

**ACTION CALENDAR  
FINANCIAL MATTERS**

**ITEM 9: 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.

**Update from September 2025 Finance and Audit Committee**

Staff presented additional data related to fixed charge scenarios. The Committee requested that staff prepare a preliminary schedule for conducting a new rate study that would have new rates effective January 1, 2027, for board discussion purposes. Staff will present the schedule at the September regular board 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 meeting.

**COMMITTEE STATUS:**

This matter was reviewed with the Finance/Audit 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/PEREA/BERG**

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | SEPTEMBER 17, 2025**

**ACTION CALENDAR  
FINANCIAL MATTERS**

**ITEM 10: DISTRICT WEBSITE REDESIGN DEVELOPMENT AND SUPPORT SERVICES CONTRACT AWARD**

**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  
REGULAR BOARD MEETING | SEPTEMBER 17, 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

**COMMITTEE STATUS:**

This matter was reviewed with the Finance/Audit Committee.

**RECOMMENDED ACTION:**

*Authorize the General Manager to execute a general services agreement with Streamline for website redesign development and support services for \$27,700.*

**EXHIBIT(S):**

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. 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 ▾ Download PDF

🏠 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>  <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>  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>

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



<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:

**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>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

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>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>

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

 **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  
REGULAR BOARD MEETING | SEPTEMBER 17, 2025**

**ACTION CALENDAR  
ENGINEERING MATTERS**

**ITEM 11: ROBINSON RANCH WASTEWATER TREATMENT PLANT BLOWER MODIFICATION PROJECT  
CONSTRUCTION MANAGEMENT CONTRACT AWARD**

The District’s Robinson Ranch Wastewater Treatment Plant (RRWWTP) operates a blower-aeration system consisting of four (4) blower-motor configurations. The existing Sutorbilt positive displacement blowers lack the needed capacity to effectively overcome pressure changes as a result of varying elevation within the sequencing batch reactors (SBR). Staff will be transitioning to multistage centrifugal air blowers, matching the existing Hoffman configuration, which will provide increased efficiency and redundancy. The four blowers are to be relocated outside of the existing Blower Building at the RRWWTP due to issues with heat from the blowers damaging the Motor Control Center (MCC), along with easier maintenance of the blowers. The remaining building space will be dedicated to an electrical room with the upgraded MCC currently in the design phase. Due to the long procurement time of equipment, Staff pre-purchased the two Hoffman blowers. At the June 18, 2025 Regular Board of Directors meeting, the construction project was awarded to SS Mechanical for an amount of \$919,022.

To support the construction, the District solicited proposals from the following five (5) firms for Construction Management and Inspection Services:

<b>WWTP Blower Modification Project</b>
Ardurra
Dudek
MKN
Butier
MCM Consulting

Although three (3) firms attended the pre-proposal meeting, staff received one proposal from MCM Consulting. Staff evaluation is included as Exhibit 1. MCM has provided excellent professional services on other similar projects, saving the district money in construction. An example is the recent Golf Club SLS project with a construction award of \$1,900,000 with only \$37,000 in changes, which were all District drive and well within the \$75,000 allowance in the contract.

**FUNDING SOURCE:**

Capital Improvement Program

**FISCAL IMPACT (PROJECT BUDGET):**

\$1,995,000 for the WWTP Blower Modification Rehabilitation (FY26 and FY27) which includes the Blower Modification award and the future MCC Replacement.

**ENVIRONMENTAL COMPLIANCE:**

Notice of Exemption was filed on July 21, 2025

**COMMITTEE STATUS:**

This matter was reviewed with the Engineering/Operations Committee.

**RECOMMENDED ACTION:**

*Award a Construction Management Services contract for the WWTP Blower Modification Project to MCM Consulting for a fee not-to exceed \$118,310 with a 10% contingency, for a total to-to-exceed amount of \$130,141.*

**EXHIBIT(S):**

1. CM/Inspection Evaluation

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

## PROPOSAL EVALUATION

<b>Blower Equipment Station &amp; Blower Relocation Project</b>		
Category	Weight	MCM
<b>Project Approach/Scope of Services</b> Project Approach, Understanding of the Scope of Work & Level of Effort on the Proposal	25%	5
<b>Qualifications and experience of the Proposer related to the services described in this RFP</b> Team Expertise & Experience (Qualifications, Registrations, Licenses), including subconsultants	20%	5
<b>Proposer's understanding of the project and subject matter expertise</b> Firms Experience on Similar Projects, Local Staffing	20%	5
<b>Proposer's ability and available resources to perform the requested services</b>	20%	5
<b>Proposed project cost</b>	15%	4
<b>Total Weighted Score:</b>		<b>100% 4.9</b>
<b>Subconsultants</b>		
Materials Testing/Special Inspection		GMU
<b>Labor *</b>		<b>MCM</b>
Task 1- Pre-Construction Services		6
Task 2 - Construction Manager/Resident Engineer, Inspectors and Testing Services		589
Task 3 - Project Close-Out		18
<b>Total:</b>		<b>613</b>
<b>Budget</b>		<b>MCM</b>
Task 1- Pre-Construction		\$ 1,120.00
Task 2 - Construction Manager, Inspector and Testing Subconsultant/Direct Cost		\$ 102,390.00
Task 3 - Project Close-Out		\$ 3,300.00
<b>Total:</b>		<b>\$ 118,310.00</b>
<b>\$/Manhour</b>		<b>\$ 193.00</b>

\* Labor hours do not include subconsultants

**\*\*CM Cost as a Percentage of Construction/Equipment Cost** **10.49%**

**Construction Cost	\$	919,022.00
**Blower Equipment Cost (TCWD pre-purchase)	\$	209,000.00
<b>Total:</b>		<b>\$ 1,128,022.00</b>

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | SEPTEMBER 17, 2025**

**ACTION CALENDAR**

**ENGINEERING MATTERS**

**ITEM 12: RATIFICATION OF ROBINSON RANCH WASTEWATER TREATMENT PLANT BLOWER EQUIPMENT PURCHASE**

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The District operates the Robinson Ranch Wastewater Treatment Plant (RRWWTP) which treats up to 0.85 million gallons (MG) of sewage per day. The blower-aeration system (System) is a critical stage of treatment and the update to this System is a current construction project. The blower-aeration system pumps air into the sequence batch reactors (SMR's). This process increases the amount of dissolved oxygen (DO) in the water, which is critical for the growth of aerobic bacteria that helps to break down pollutants in the wastewater (Exhibit 1). The existing Hoffman centrifugal air blowers, which are slated to be re-used in the current project, have been re-built three times in the past 30 years.

After rebuilding the equipment three times, it has reached the end of its useful life. Years of use have caused rust to form, which has compromised the tolerances of this blower and reduced its efficiency for SBR treatment. While the blower could still be used for less critical processes, it is no longer reliable for essential plant operations and must be replaced immediately. In addition, purchasing this new equipment will support the current blower project by easing the transition, minimizing downtime, and potentially expediting completion of the current construction project.

Staff proposes to purchase two (2) additional Lone Star blower/motor configurations and one (1) additional blower only to provide backup equipment to this critical treatment System.

**FUNDING SOURCE:**

Capital Improvement Program

**FISCAL IMPACT (PROJECT BUDGET):**

The total recommended expenditure is \$177,635.

**ENVIRONMENTAL COMPLIANCE:**

Not Applicable

**COMMITTEE STATUS:**

This matter was reviewed with the Engineering/Operations Committee.

**RECOMMENDED ACTION:**

*Ratify the purchase of two blower/motor assemblies and one blower only from Lone Star Blower in the amount of \$177,635.*

**EXHIBIT(S):**

1. Photos of the Existing/Proposed Equipment and Summary of the Wastewater Treatment Process
2. Detailed Quote from Lone Star Blower

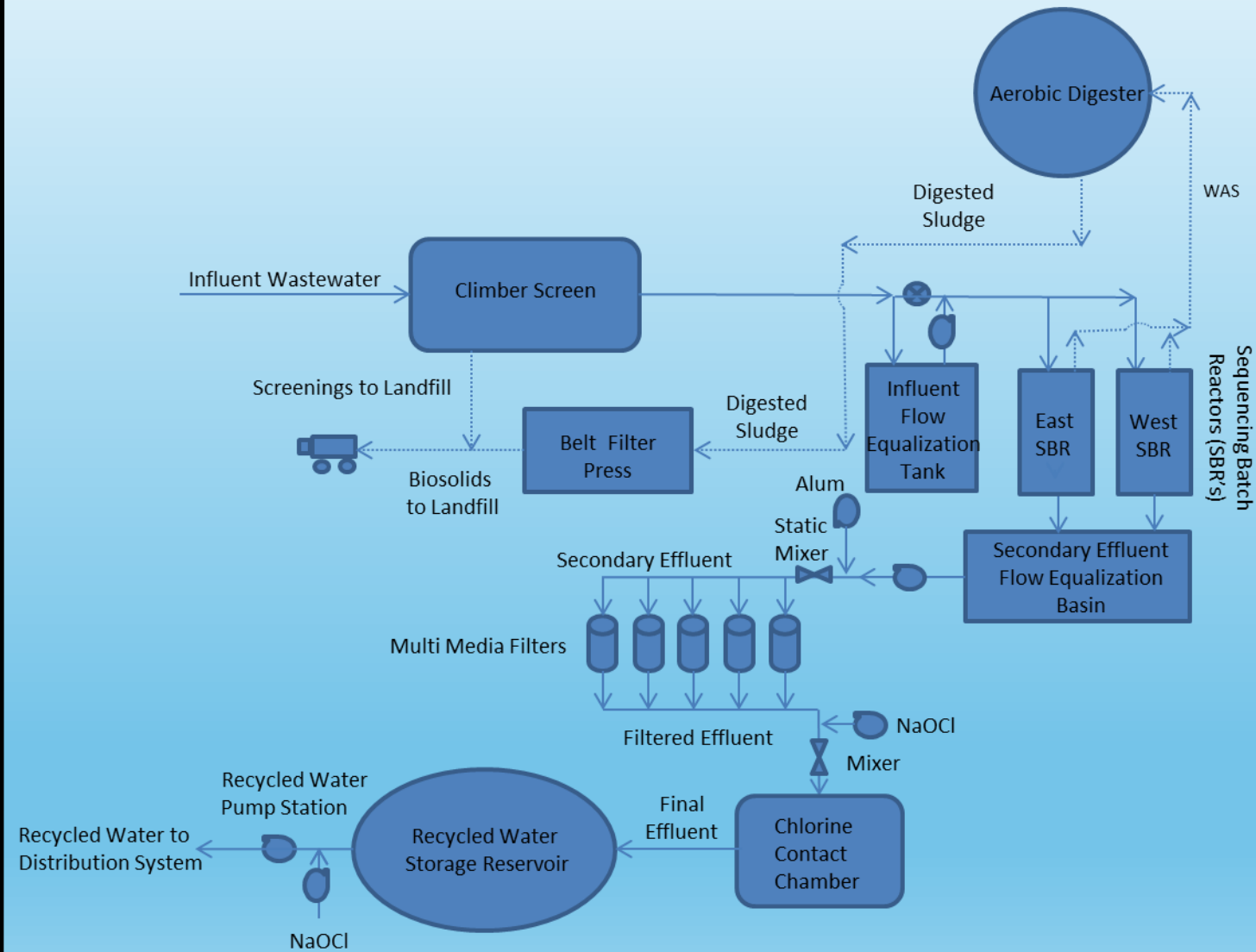
**CONTACTS (staff responsible): LAUSTEN/ULLOA**

# Robinson Ranch Wastewater Treatment Plant Replacement Blowers Project

Trabuco Canyon Water District  
September 17, 2025 Regular Board Meeting



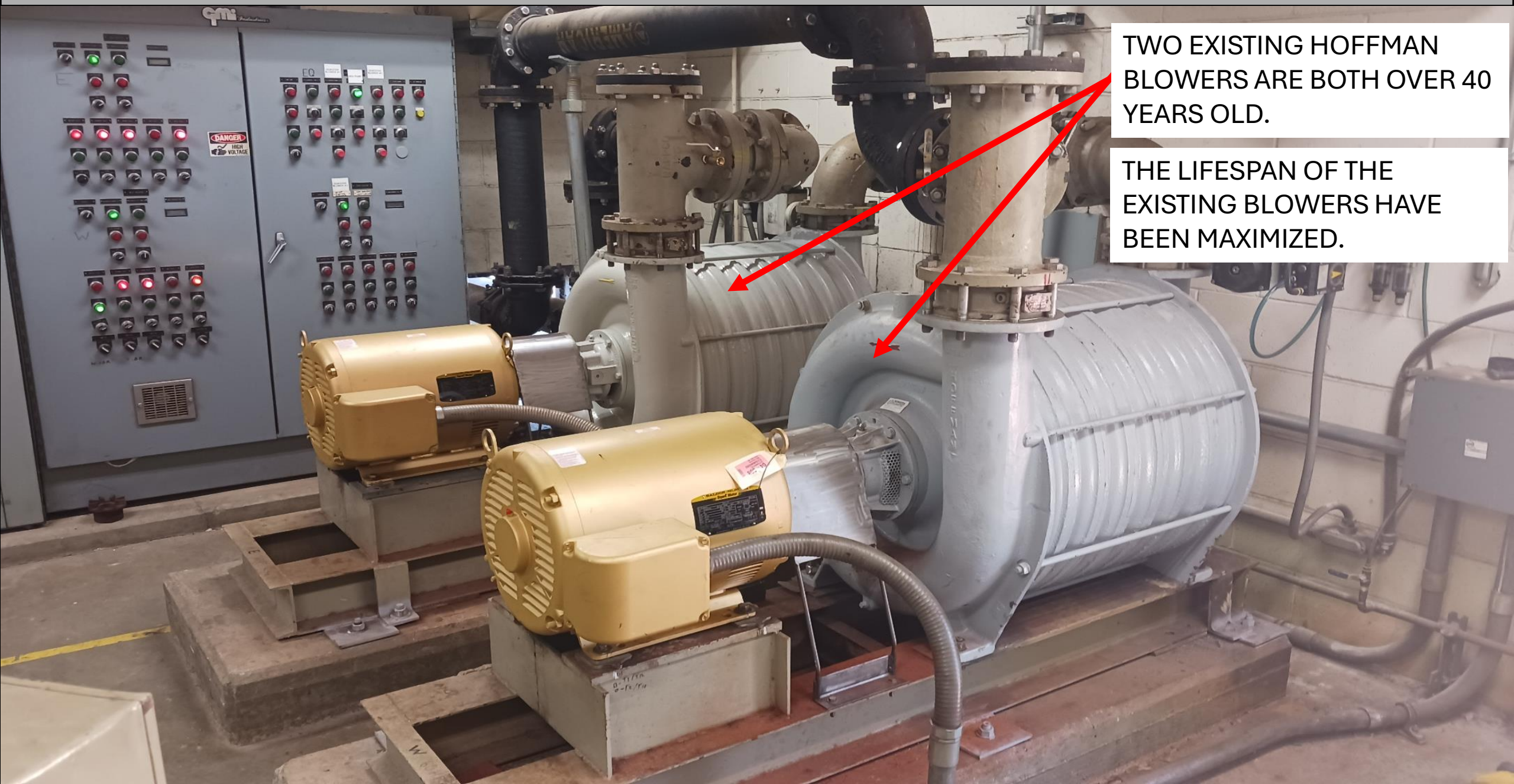
# Robinson Ranch Waste Water Treatment Plant (RRWWTP)



## **RRWWTP treats 0.85 MGD of waste water**

1. Plant influent is first screened by a climber screen before being sent to the north and south influent equalization (EQ) tanks.
2. From these EQ tanks, wastewater is pumped to the east and west sequence batch reactors (SBRs) where it is treated, decanted, and sent to filtration.
3. The final step for the liquid stream is disinfection in the chlorine contact chamber before being stored in the nearby recycled water storage Reservoir.
4. The sludge wasted from the SBRs is sent to an aerobic digester to be stabilized before being sent to the belt filter press for dewatering and ultimately hauled away.
5. The Blower-Aeration System for the SBR's is a critical component of the treatment system. The blower-aeration system pumps air into the SBR's to enhance oxygen levels
6. Aeration helps to break down the harmful substances so that they can be removed more easily. This process increases the amount of dissolved oxygen (DO) in the water, which is critical for the growth of aerobic bacteria that helps break down pollutants in the wastewater.

# Existing Hoffman Blowers Inside of Blower Building

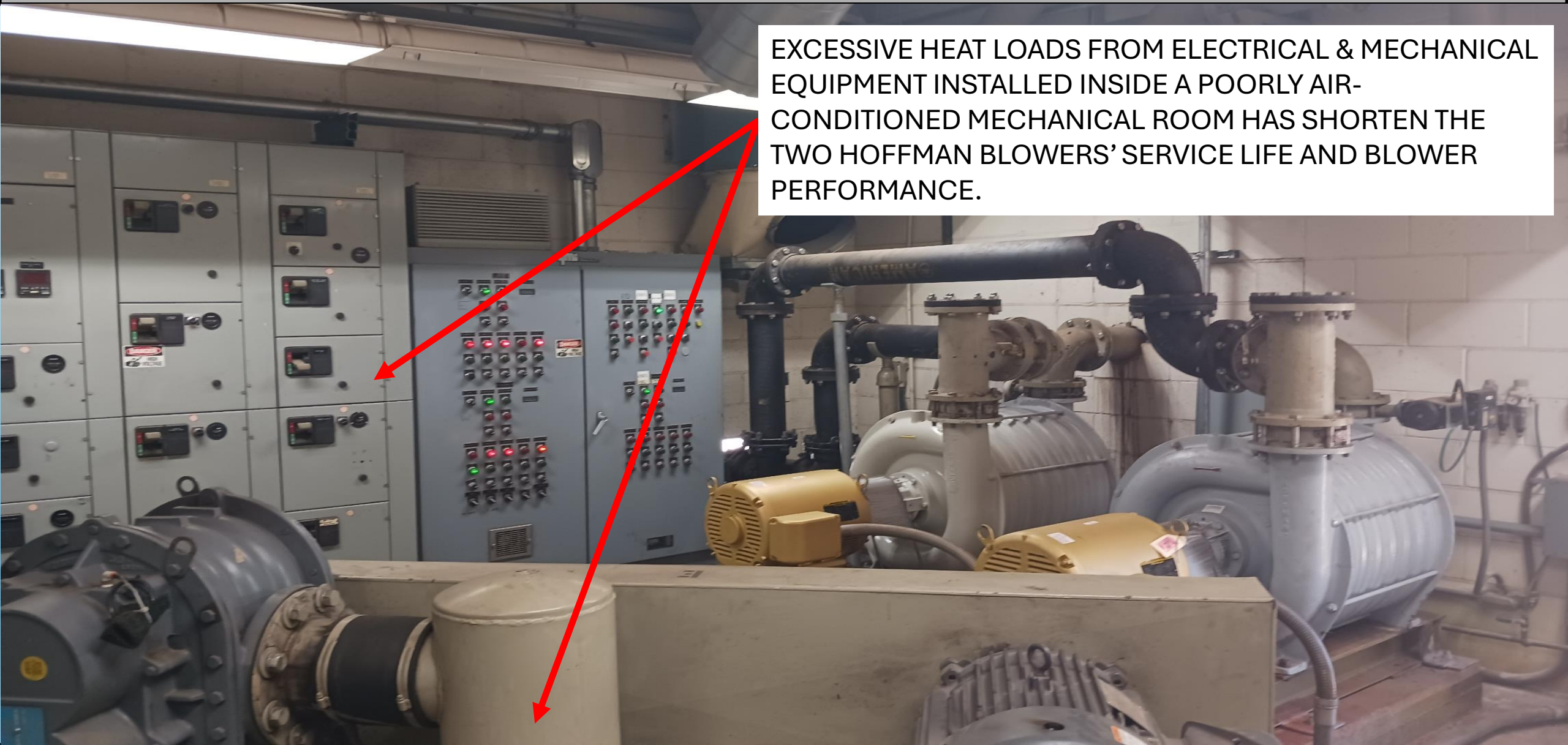


TWO EXISTING HOFFMAN BLOWERS ARE BOTH OVER 40 YEARS OLD.

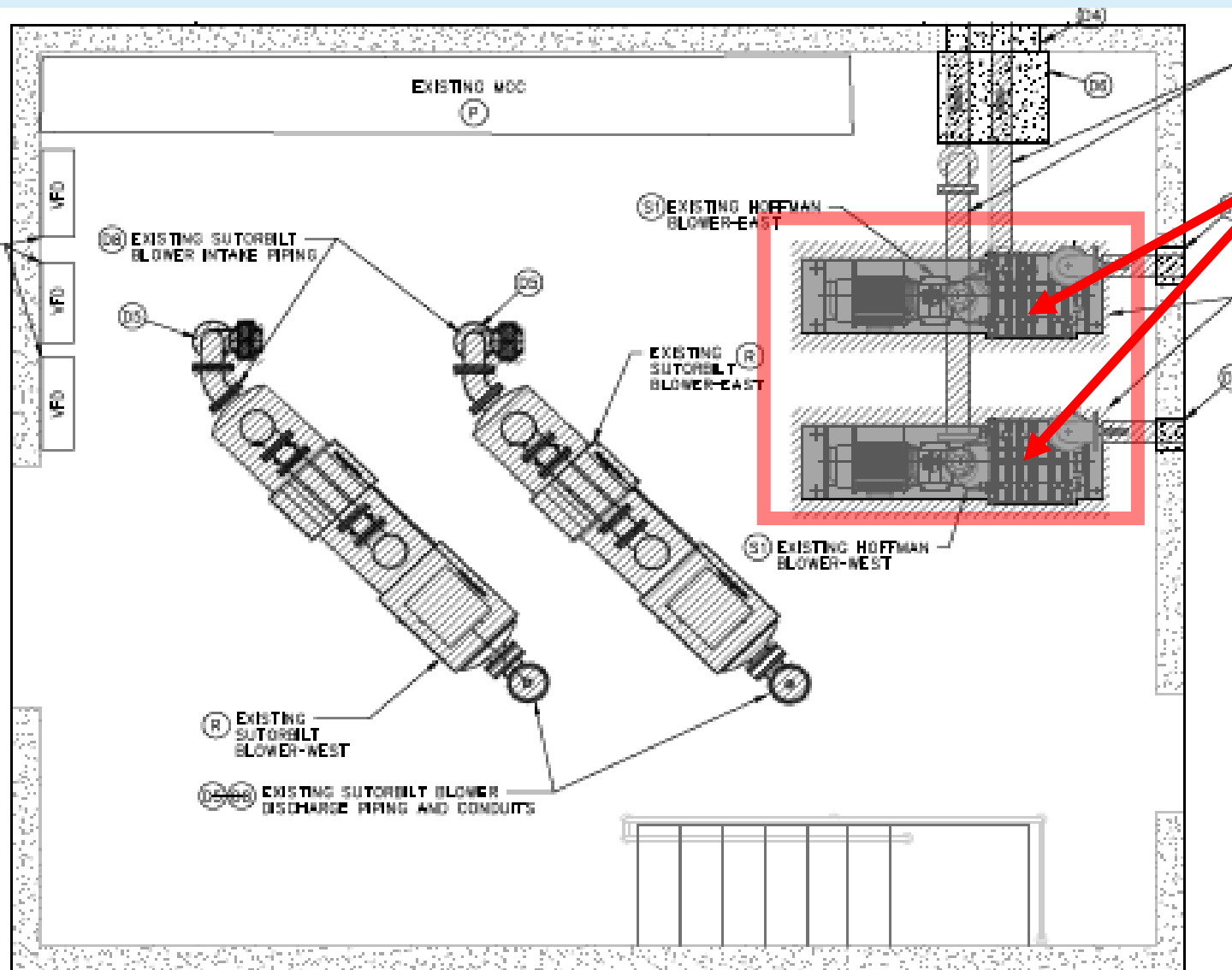
THE LIFESPAN OF THE EXISTING BLOWERS HAVE BEEN MAXIMIZED.

# Existing Environmental Conditions Inside of the Blower Building

EXCESSIVE HEAT LOADS FROM ELECTRICAL & MECHANICAL EQUIPMENT INSTALLED INSIDE A POORLY AIR-CONDITIONED MECHANICAL ROOM HAS SHORTEN THE TWO HOFFMAN BLOWERS' SERVICE LIFE AND BLOWER PERFORMANCE.



# Current Layout of the Blower Building



**GROUND FLOOR MECHANICAL DEMOLITION PLAN**

TWO EXISTING HOFFMAN BLOWERS TO BE REPLACED WITH TWO NEW LONE STAR BLOWERS.

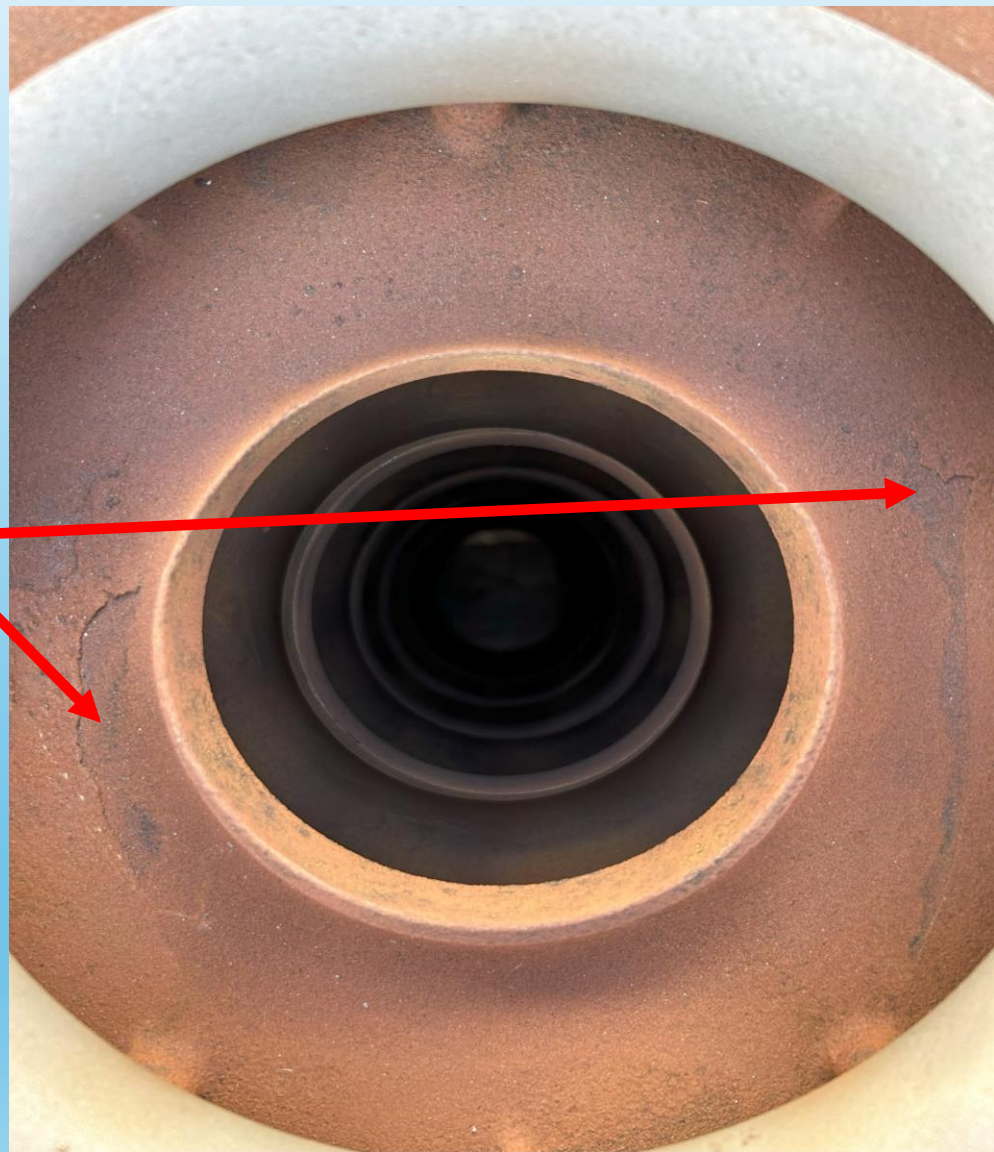
THE CURRENT MECHANICAL LAYOUT OF THE BLOWER BUILDING HAS CONTRIBUTED TO EXCESSIVELY HIGH MECHANICAL VIBRATIONS WHICH HAS LED TO THE DETERIORATION AND CRACKING OF THE EAST HOFFMAN BLOWER'S CONCRETE EQUIPMENT PAD.

# Existing Hoffman Blowers Internal Components

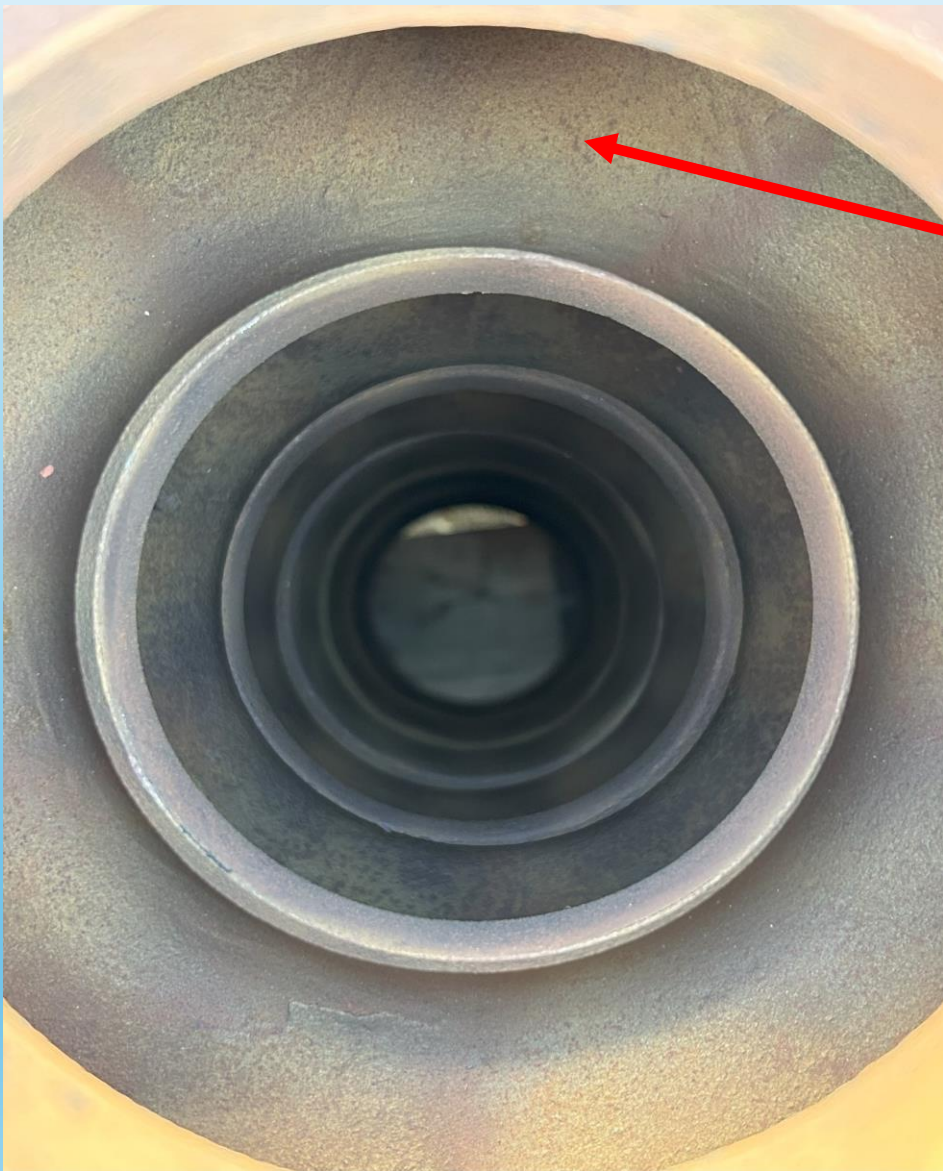


40-YEAR-OLD  
HOFFMAN BLOWER  
INNER CAST HOUSING

BLOWER'S INNER  
BAFFLE RING SHOWS  
SIGNS OF SEVERE  
SURFACE PITTING.



# Existing Hoffman Blowers Internal Components

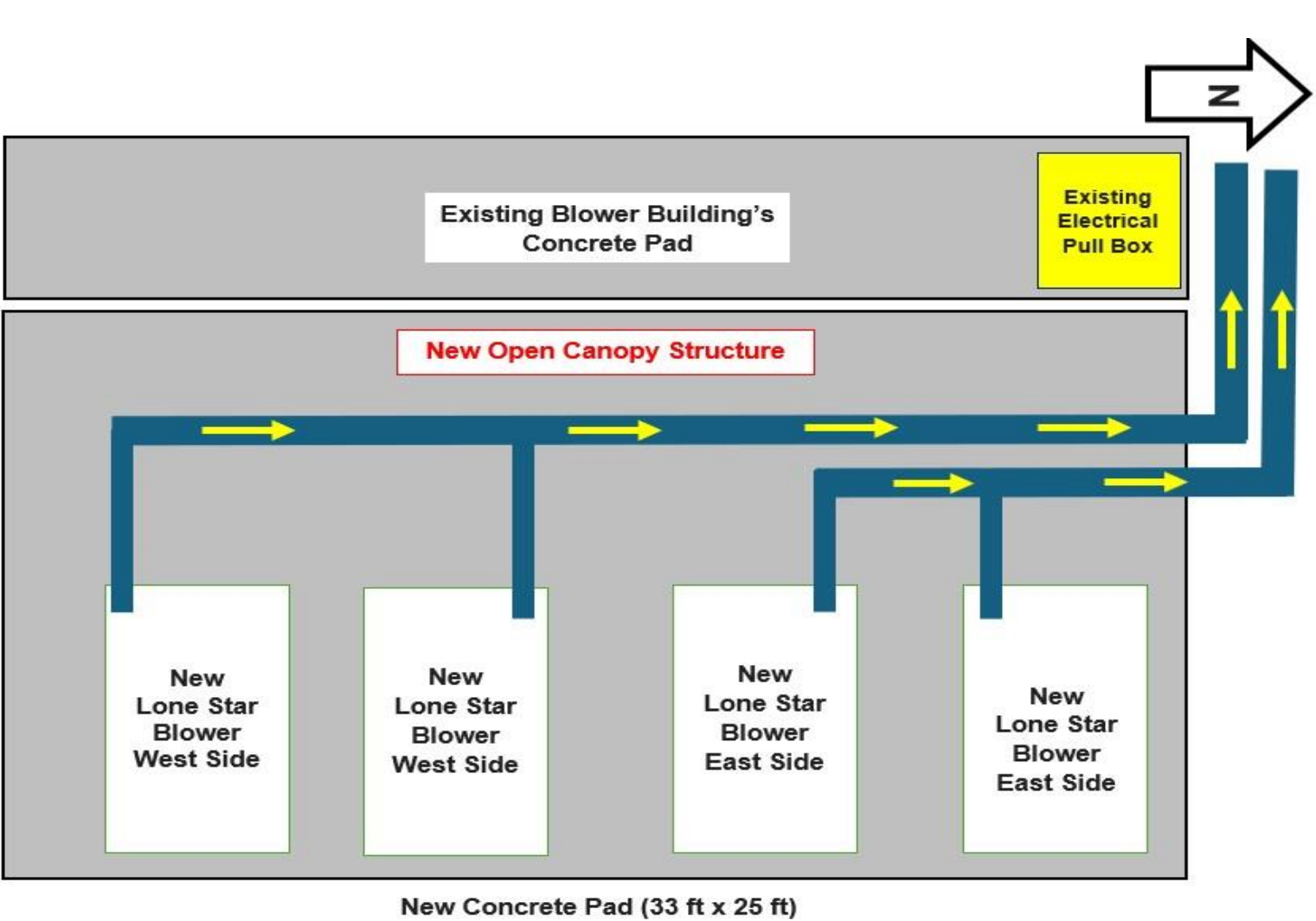


BLOWER'S SHROUDED  
IMPELLERS SHOW  
SIGNS OF SEVERE  
SURFACE PITTING.



BLOWER'S SHROUDED  
IMPELLERS SHOW  
SIGNS OF EXTREME  
WEAR.

# Proposed Layout Lone Star - Four Blowers



**Proposed  
Outdoor  
Layout**

**Layout – Four New Lone Star Blowers**



# New Lone Star Blowers Cost & Design Criteria

Lone Star Blower Cost	Number of Spare Blower Core Required	Number of Blowers Required	Inlet & Discharge Expansion Joints	Total Project Costs/ Including Miscellaneous Costs
\$72,400 per blower	\$29,300 per Spare Blower Core Assembly Unit	Two Complete Blower Units Plus One Blower Assembly Unit	\$3,535 Two Sets	\$177,635

Note: Shipping & Taxes (Included Per Blower Cost)



## **BLOWER DESIGN CRITERIA**

APPLICATION	Aeration
DESIGN FLOW	800 SCFM
DESIGN PRESSURE	10 PSIG
DESIGN TEMPERATURE	89°F
DESIGN RH%	70%
BLOWER HP	60 HP

# Questions?





**LONE STAR**  
**TURBO**

## **MC MULTISTAGE CENTRIFUGAL AIR BLOWER PROPOSAL**

---

CUSTOMER: Robinson Ranch WWTP, CA                      REPRESENTATIVE: MISCOWater  
DATE: August 29, 2025                                      QUOTE NO.: ALR0122  
EQUIPMENT: MC Multistage                                      REVISION: 3  
PROPOSED BY: Amber Roberts ([aroberts@lonestarturbo.com](mailto:aroberts@lonestarturbo.com), 832-982-8877)

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SUPPLIER: LONE STAR BLOWER

SPECIFICATION: Blowers quoted to match design of blowers provided for Lone Star project # S14943 and proposal dated June 4, 2024. VFD's not included.

REVISION 1: Changed quantity of complete skid packages from three (3) to two (2). Revised spares to include a spare blower core.

REVISION 2: Removed inlet and discharge accessories.

REVISION 3: Updated delivery and submittal times. Added option for inlet and discharge expansion joints.

LONE STAR BLOWER  
8883 West Monroe Road  
Houston, Texas 77061

TEL: 832-532-3112  
FAX: 832-532-3115

## 1.1 APPLICATION

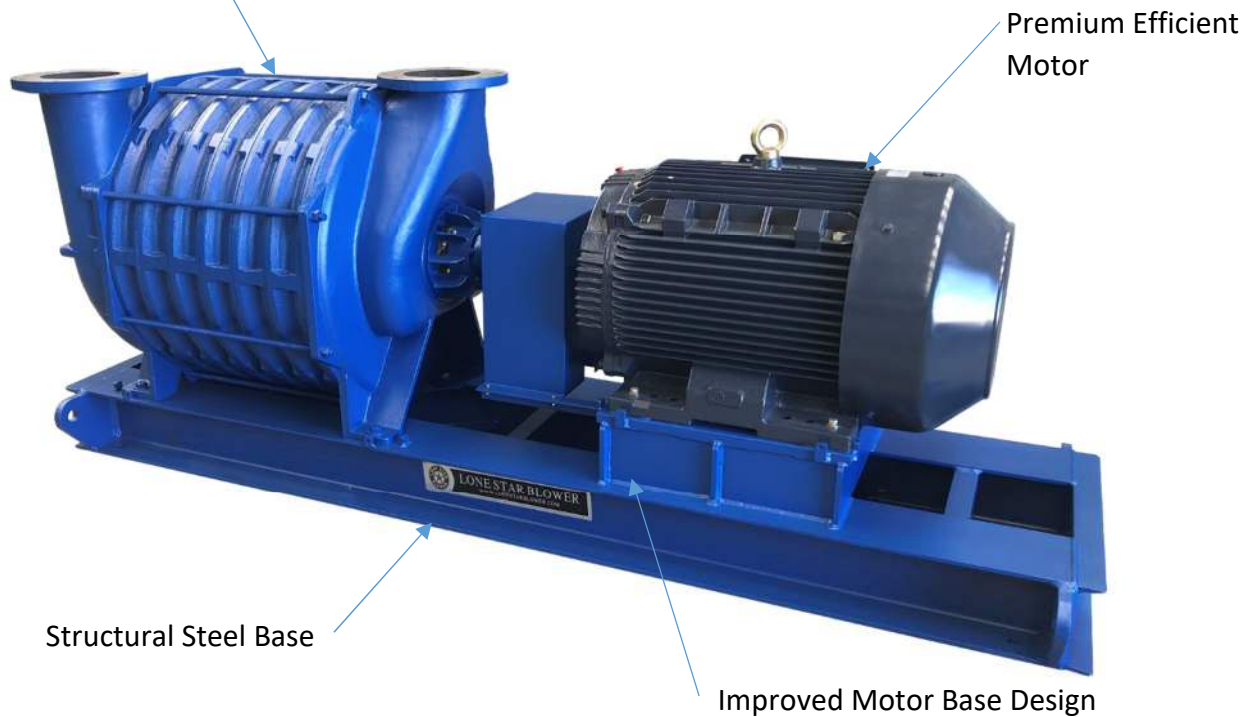
APPLICATION	Aeration
DESIGN FLOW	800 SCFM
DESIGN PRESSURE	10 PSIG
DESIGN TEMPERATURE	89°F
DESIGN RH%	70%
BLOWER HP	60 HP

## 1.2 BLOWER DESIGN

The MC Series Multistage Centrifugal Blower is a proven & reliable technology has been the industry workhorse for compressed air & gas applications throughout all industries. Lone Star Blower has enhanced its design to operate more efficiently, reliable and cooler than other competitor's products. Lone Star's full product line of LS & MC Multistage Blowers includes units from 5HP to 3,500HP with flows up to 45,000 CFM and pressure reaching up to 25 PSIG. The MC series blower offers:

- Longer Bearing Life
- Oil Free Compression
- Low Maintenance
- High Reliability

MC High Efficiency Blower



To: Robinson Ranch WWTP, CA

Quotation No.: ALR0122

The following is a price summary for this quotation.

DESCRIPTION	QTY	EXTENDED
MC Series Blower, MC5-10	2	Included
Factory Testing	Lot	Included
Packaging & Freight	Lot	Included
Recommended Spare Parts	Lot	Included
Field Start-up Services	Lot	Included
	<b>TOTAL</b>	<b>\$144,800</b>

Options	QTY	EXTENDED
One (1) Spare Blower Core	1	\$29,300
Inlet & Discharge Expansion Joints - Lone Star requires inlet and discharge expansion joint at the blower inlet and discharge flange in order to minimize/prevent any vibration, noise, thermal expansion and misalignment between the blower and connected piping and to maintain the warranty.	2 Sets	\$3,535

**\*Sales Tax of 7.75% is include. If Sales Tax not applicable, please advise and quote will be updated.**

**SCOPE OF SUPPLY:** Any work or equipment beyond the scope of this proposal will be performed or provided only after customer approval and acceptance by Lone Star Blower. No assumption should be made that anything not specifically defined is included.

**PRICE:** The price quoted is for all items purchased at one time. Partial orders may be subject to a price adjustment.

**PAYMENT TERMS:** 20% upon Purchase Order Acceptance, 25% upon Approval of Submittals; 50% upon delivery or readiness for shipping; 5% upon successful startup or latest 8 weeks after delivery. Terms subject to credit approval.

**FREIGHT:** Packaging, Handling & Shipping Cost DAP Jobsite (INCOTERMS® 2010) are included.

**APPROVAL DRAWINGS:** 1-2 Weeks after acceptance of order.

**ESTIMATED SHIPMENT:** 14 Weeks after receipt of release for production. Schedule will be confirmed upon approval of submittals and release to manufacturer.

**WARRANTY:** A 12-month warranty will begin upon successful completion of startup and certification for full-scale operation by Lone Star Blower, or 18 months from shipment, whichever occurs first. Under no circumstances will the warranty begin upon "beneficial use", completion of the project, or acceptance of the equipment as determined by the engineer or end user. Any and all warranty terms and conditions detailed in the proposal herein shall supersede and/or supplement the warranty language denoted in the Lone Star Blower terms and conditions.

**TERMS & CONDITIONS:** Attached is a copy of our standard terms & conditions.

## Technical Offer – MC Series Blower

Customer	Robinson Ranch WWTP, CA
Date	August 29, 2025

Lone Star Multistage Centrifugal Blower, accessories and controls for efficiency optimization and minimized power consumption.

### **Standard Major Skid Components:**

(2) Lone Star MC5-10 Series Blower Package consisting of:

- Cast Iron Body
- Stainless Steel Shaft
- Aluminum Alloy Impellers (shrouded design)
- Grease Lubricated

(2) Lone Star Premium Structural Steel Skid/Base consisting of:

- Heavy Duty I-Beam Construction
- Powder Coated
- Motor Mounting Pads
- Motor Jack Bolts
- Lifting Eyes on Corners
- Premium Coupling
- OSHA Coupling Guard

(2) 60 HP Premium Efficient Motor; TEFC, 460/3/60, 1.15 S.F., 3,600RPM

- Grounding Rings
- Insulated Non-Drive End Bearing
- 120V Space Heater
- Motor Winding Protection

### **Blower Instrumentation Protection: (Shipped loose for Customer mounting & wiring):**

Blower Bearing Temperature Sensors (mounted on inlet and outlet bearing housing)

- 100 ohm Platinum RTD w/4-20 mA Transmitter for precise monitoring/protection

## Technical Offer – Factory Testing

Customer	Robinson Ranch WWTP, CA
Date	August 29, 2025

The following unwitnessed Factory Test are included:

- Blower Mechanical test under full load for each blower (includes vibration analysis, dynamic balancing, and hydrostatic testing).
- Motor Factory Short Commercial Test

### Technical Offer – Packaging & Freight

Customer	Robinson Ranch WWTP, CA
Date	August 29, 2025

Lone Star Blower ships from our Houston, Texas, USA factory. Packaging, Handling & Freight DAP jobsite (INCOTERM® 2010) is included. Equipment will be shrink wrapped & labeled.

### Technical Offer – Field/Startup Services

Customer	Robinson Ranch WWTP, CA
Date	August 29, 2025

Lone Star Blower has a fully trained & experienced service group which can perform field service, equipment commissioning & onsite repairs. The following services are included and will be performed in one trip.

- Two (2) days of onsite field services for startup of blowers
- Four (4) hours of onsite services for training

Additional service available in accordance with LSB current rate sheet,

### Technical Offer – Recommended Spare Parts

Customer	Robinson Ranch WWTP, CA
Date	August 29, 2025

Lone Star Blower stocks parts locally in Houston, TX. The following spare parts are included:

- (1) Lot Lubrication for the Blower Bearings

### Technical Offer – Comments & Clarifications

Customer	Robinson Ranch WWTP, CA
Date	August 29, 2025

- 1. ITEMS NOT INCLUDED:** Inlet Air Filters, Anchors Bolts, Fittings, Piping Hardware, Elbows, Existing Equipment Removal and Loading, Equipment Installation, Programming of Existing Equipment, Equipment Wiring and anything not listed in the above scope of supply shall be provided by others.
- 2.** Anchoring Calculations, stamped by CA registered Engineer are included; however, anchors (if required) are to be provided by others and are not included.
- 3.** Internal coating and lining is not applicable to the proposed equipment and is not included.
- 4.** VFD's and main motor starters are not included with this offer, however, it can be provided for an added cost if required.



Office: + 832 532 3112  
 Fax: + 832 532 3115  
 www.lonestarblower.com

**Lone Star Blower, Inc**

**TERMS & CONDITIONS OF SALE**  
 OF MACHINERY OR SERVICE

**1. GENERAL:** As used herein "Seller" means Lone Star Blower "Purchaser" means the entity to which Seller's order is made or the entity that purchases equipment or service from Seller. Seller's "Equipment" as used herein includes any and all products, equipment, accessories, and parts sold by Seller to our purchaser. Seller's order is made by Seller or the purchaser. Our purchaser's purchase order is the only document that shall govern the sale of the equipment or service. Seller's order is made by Seller or the purchaser. Our purchaser's purchase order is the only document that shall govern the sale of the equipment or service. Seller's order is made by Seller or the purchaser. Our purchaser's purchase order is the only document that shall govern the sale of the equipment or service.

**2. DELIVERY:** Seller's delivery period is the only period in which Seller's representative shall be responsible for the delivery of the equipment or service. Seller reserves the right to deliver the equipment or service at a later date if necessary. Seller's order is made by Seller or the purchaser. Our purchaser's purchase order is the only document that shall govern the sale of the equipment or service.

**3. TITLE and RISK OF LOSS:** Unless otherwise specified in Seller's order, the title and risk of loss for the equipment or service shall pass to our purchaser upon delivery. Seller's order is made by Seller or the purchaser. Our purchaser's purchase order is the only document that shall govern the sale of the equipment or service.

**4. TAXES:** Our purchaser shall be responsible for all taxes, duties, and fees associated with the sale of the equipment or service. Seller's order is made by Seller or the purchaser. Our purchaser's purchase order is the only document that shall govern the sale of the equipment or service.

**5. PAYMENT:** Unless otherwise specified in Seller's order, payment is due within 30 days of invoice date. Seller reserves the right to charge interest on overdue payments. Seller's order is made by Seller or the purchaser. Our purchaser's purchase order is the only document that shall govern the sale of the equipment or service.

**6. INSTALLATION:** Unless Seller's order specifies otherwise, Seller will be responsible for the installation of the equipment or service. Seller's order is made by Seller or the purchaser. Our purchaser's purchase order is the only document that shall govern the sale of the equipment or service.

**7. START-UP, OTHER SERVICE:** Any service or other work performed by Seller is subject to Seller's start-up service schedule. Seller's order is made by Seller or the purchaser. Our purchaser's purchase order is the only document that shall govern the sale of the equipment or service.

**8. INSURANCE:** Purchaser shall be responsible for obtaining insurance coverage for the equipment or service. Seller's order is made by Seller or the purchaser. Our purchaser's purchase order is the only document that shall govern the sale of the equipment or service.







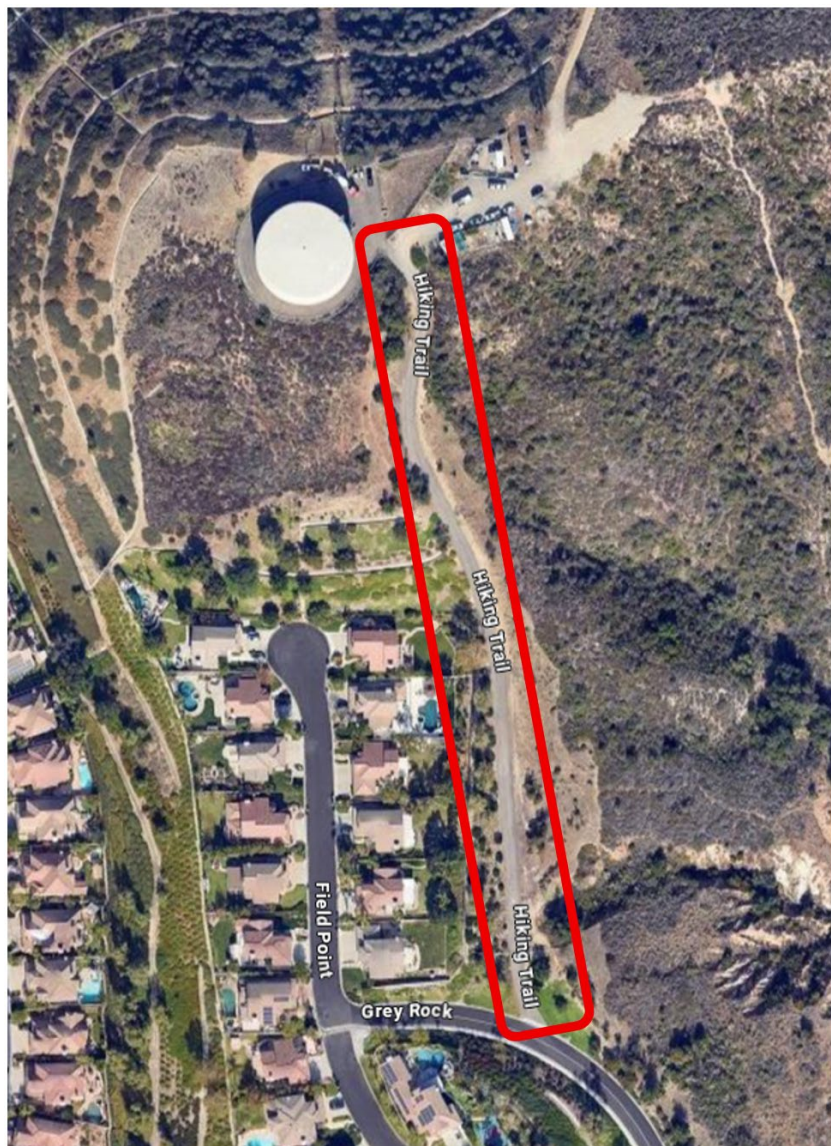
**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | SEPTEMBER 17, 2025**

**ACTION CALENDAR  
ENGINEERING MATTERS**

**ITEM 13: DOVE RESERVOIR MAINTENANCE ROAD ASPHALT RESURFACING PROJECT**

Trabuco Canyon Water District owns and operates Dove Reservoir to provide potable water services to the Dove Canyon community and owns open property adjacent to the reservoir. Dove Canyon Master Association (DCMA) has contacted the District concerning a planned road maintenance project in the community that provides access to the District’s Dove Reservoir and adjacent property.

The DCMA Board bid the project out and approved a contract with Champion Paving in the amount of \$27,278 for asphalt and fabric (14,848 sq. ft. of 1.5” hot mix asphalt). DCMA has requested the District split the costs 50/50 as (1) this road is the primary access point for the District’s Dove Reservoir and (2) the District has easement access on this road. If approved by the Board, the District’s cost share would be **\$13,639**. Attached is the Champion Paving proposal approved by the DCMA Board of Directors and a project map (project area is indicated in **Red**).



**FUNDING SOURCE:**

None - This is not a budgeted expenditure for TCWD

**TRABUCO CANYON WATER DISTRICT  
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**FISCAL IMPACT:**

\$13,639

**ENVIRONMENTAL COMPLIANCE:**

All environmental compliance will be met by Dove Canyon Master Association

**COMMITTEE STATUS:**

This matter was reviewed with the Engineering/Operations Committee.

**RECOMMENDED ACTION:**

*Ratify the District's cost-share for the asphalt resurfacing project to the Dove Reservoir maintenance road in the amount of \$13,639.*

**EXHIBIT(S):**

1. Champion Paving Bid Proposal & Contract with DCMA, Estimate No. 8671

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



**Champion Paving**  
Anaheim, CA 92806

Ph (714) 284-1100  
Contractors License #595611  
www.championpaving.com

## Bid Proposal & Contract

Date: 5/23/2025

Project Manager:

Estimate #: 8671

To: Dove Canyon Master Association  
c/o Seabreeze Management  
26840 Aliso Viejo Pkwy # 100  
Aliso Viejo, CA 92656

Contact: Debi Cole

Phone #: 949-672-9067

Cell #:

Fax #: 949-672-9167

Email: debi.cole@seabreezemgmt.c...

Job Location: NO NAME STREET  
Grind and Pave  
2 Options  
Dove Canyon, CA

Scope of Work	Total
<div style="background-color: black; width: 100%; height: 100%;"></div>	<div style="background-color: black; width: 100%; height: 100%;"></div>
<p>ASPHALT RESURFACE - LANDSCAPE ROAD: 1. Clean, tack and resurface 14,848 square feet with 1.5" of new hot mix asphalt COST:</p>	<p style="text-align: right;">27,278.00</p> <hr style="width: 50%; margin-left: auto; margin-right: 0;"/> <p style="text-align: right; font-size: 1.5em;"><i>Total # 49,558.<sup>00</sup></i></p>

### TERMS AND CONDITIONS & ACCEPTANCE AND AUTHORIZATION

1. Prices subject to change if not accepted within 30 days.
2. Terms: 100% due upon presentation of invoice.
3. Buyer agrees to pay court costs and reasonable attorney fees in the event of default or if this contract is sent to an attorney for enforcement of collection.
4. Any invoice not paid in 30 days is subject to 1½% service charge per month.
5. Champion Paving, Inc. is not responsible for underground utilities.

I/We accept this proposal and agree to pay the said amount in accordance with the terms set forth. All of the Terms and Conditions are incorporated herein and made a part hereof.

Date of Acceptance: 7-15-25

Signature: *Kim French*

6. Prices do not include testing, permits, inspections, soils or engineering.
7. Champion Paving, Inc. is not responsible for reflective cracking on resurfaced areas.
8. Champion Paving, Inc. is not responsible for drainage in asphalt areas with less than 1% slope.
9. Champion Paving, Inc. is not responsible for growth of vegetation.
10. Champion Paving Inc., is not liable for damage (caused by others) to new concrete, asphalt, seal coat, striping and surrounding areas.

I/We agree to furnish all labor materials and equipment for the completion, in a good and workmanlike manner, of the work described above.

Respectfully submitted

By: \_\_\_\_\_, Senior Project Manager

*Kim French, Board Secretary*

**TRABUCO CANYON WATER DISTRICT  
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**ACTION CALENDAR**

**LEGISLATIVE AND OTHER MATTERS**

**ITEM 14: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)**

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Staff may provide information at the time of the meeting.

**RECOMMENDED ACTION:**

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

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

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | SEPTEMBER 17, 2025**

**ACTION CALENDAR  
LEGISLATIVE AND OTHER MATTERS  
ITEM 15: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION**

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**RECOMMENDED ACTION:**

*Provide announcement of action(s) taken in Closed Session, if any.*

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

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | SEPTEMBER 17, 2025**

**ACTION CALENDAR**

**LEGISLATIVE AND OTHER MATTERS**

**ITEM 16: APPROVAL OF GENERAL MANAGER CONTRACT AMENDMENT**

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Trabuco Canyon Water District's (District) General Manager (GM) is a contract position, and the employment agreement provides that the GM's compensation will be subject to renegotiation each August for the annual period beginning each September. The Board of Directors will meet in closed session to review the terms of the GM's employment.

**RECOMMENDED ACTION:**

*Announce labor negotiator's proposed changes to General Manager's contract and consider approval of new terms.*

**EXHIBITS:**

None.

**CONTACTS (staff responsible): COLLINS**