



**REGULAR BOARD MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA  
ADMINISTRATIVE FACILITY  
FEBRUARY 18, 2026 AT 6:00 PM**

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**BOARD OF DIRECTORS**

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

**DISTRICT STAFF**

Larry McKenney, 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:** 964-7642-1987

*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.*

**DIRECTOR 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. January 7, 2026 Special Board Meeting
2. January 21, 2026 Special Board Meeting
3. January 21, 2026 Regular Board Meeting
4. January 29, 2026 Special Board Meeting

### ITEM 2: TREASURER'S REPORT

a. FINANCE/AUDIT COMMITTEE MEETING

**RECOMMENDED ACTION:**

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

1. January 15, 2026

b. PRESENTATION OF FINANCIALS

**RECOMMENDED ACTION:**

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

1. December 2025

c. PAYMENT OF BILLS FOR CONSIDERATION

**RECOMMENDED ACTION:**

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for January 2026.

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

**RECOMMENDED ACTION:**

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

1. January 7, 2026

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

**RECOMMENDED ACTION:**

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

1. January 5, 2026



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

***RECOMMENDED ACTION(S):***

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

1. January 2026

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

***RECOMMENDED ACTION(S):***

Receive updates and information from Board Committee Chairs/Members and provide direction as deemed appropriate.

#### **ITEM 7: UPDATE ON REQUEST FOR PROPOSALS FOR COMBINED SERVICES TO ACHIEVE RATE RELIEF**

***RECOMMENDED ACTION(S):***

Receive update at the time of the meeting and provide direction as deemed appropriate.

#### **ITEM 8: DISTRICT WEBSITE REDESIGN DEVELOPMENT AND SUPPORT SERVICES**

***RECOMMENDED ACTION(S):***

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

### **FINANCIAL MATTERS**

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#### **ITEM 9: DISCUSSION CONCERNING FY 2027 OPERATING BUDGET ASSUMPTIONS AND DEBT FINANCING SCHEDULING**

***RECOMMENDED ACTION:***

Receive update at the time of the meeting and provide direction as deemed appropriate.

### **ENGINEERING MATTERS**

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#### **ITEM 10: HERITAGE SEWER LIFT STATION CONSTRUCTION MANAGEMENT CONTRACT AWARD**

***RECOMMENDED ACTION:***

Authorize the General Manager to award a professional services contract for the Construction Management of the Heritage Sewer Lift Station Improvements to MCM Consulting in the amount of \$247,464 plus a 10% contingency of \$24,746, for a not-to-exceed amount of \$272,210.



**TRABUCO CANYON WATER DISTRICT  
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**ITEM 11: DIMENSION WATER TREATMENT PLANT TRANSMISSION MAIN PIPELINE REHABILITATION PROJECT UPDATE**

**RECOMMENDED ACTION:**

*Receive project updates at the time of the meeting. No action required.*

**LEGISLATIVE AND OTHER MATTERS**

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**ITEM 12: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)**

**ITEM 12.1. INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY (ISDOC) AMENDED AND RESTATED BYLAWS**

**RECOMMENDED ACTION(S):**

*Approve the Independent Special Districts of Orange County Proposed Amended and Restated Bylaws and authorize President Mark Anderson to cast Trabuco Canyon Water District's vote on the official ballot.*

**GENERAL COUNSEL REPORT**

**CLOSED SESSION(S):**

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

*Agency Designated Representatives: Molly Kaban, & Larry McKenney*

*Employee Organization: IBEW Local 47*

**RETURN TO OPEN SESSION**

**ITEM 13: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION**

**RECOMMENDED ACTION(S):**

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

**ITEM 14: MEMORANDUM OF UNDERSTANDING BETWEEN TCWD AND THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (IBEW)**

**RECOMMENDED ACTION(S):**

*Announce the status of negotiations of a memorandum of understanding.*

**ITEMS RECEIVED TOO LATE TO BE AGENDIZED**

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**ITEM 15:** \_\_\_\_\_

**ITEM 16:** \_\_\_\_\_

**OTHER INFORMATION/MATTERS**

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



**TRABUCO CANYON WATER DISTRICT  
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**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:*

**March 18, 2026 | April 15, 2026 | May 20, 2026**



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 18, 2026**

**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. January 7, 2026 Special Board Meeting*
- 2. January 21, 2026 Special Board Meeting*
- 3. January 21, 2026 Regular Board Meeting*
- 4. January 29, 2026 Special Board Meeting*

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



**MINUTES OF THE SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF  
TRABUCO CANYON WATER DISTRICT | JANUARY 7, 2026**

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The Special Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on January 7, 2026, was called to order by President Mark Anderson at 9:30 a.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

**DIRECTORS PRESENT**

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

**STAFF PRESENT**

Larry McKenney, General Manager  
Michael Perea, Assistant General Manager  
Lorrie Lausten, District Engineer  
Oscar Ulloa, Wastewater Department Superintendent  
Roseann Lejsek, Executive Assistant  
Karen Warner, Principal Accountant  
Phil Serpas, CMMS/SCADA Administrator

**DISTRICT CONSULTANTS**

None

**PUBLIC PRESENT**

None

**PLEDGE OF ALLEGIANCE**

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

**VISITOR PARTICIPATION**

None

**ORAL COMMUNICATION**

None

**DIRECTOR'S COMMENTS**

Director Safranski wished everyone in attendance a Happy New Year.

Director Mandich welcomed Mr. McKenney onboard as the District's General Manager, and Director Anderson as the new Board President.

Director Horst echoed the other Directors' comments.

**TRABUCO CANYON WATER DISTRICT  
SPECIAL MEETING OF THE BOARD OF DIRECTORS MINUTES | JANUARY 7, 2026**

Director Acosta had no comments.

Director Anderson had no comments.

**REPORT FROM THE GENERAL MANAGER**

Mr. McKenney commented that he is pleased to join the District and is eager to contribute to the work ahead.

**ITEM 1: DIMENSION WATER TREATMENT PLANT TRANSMISSION MAIN REHABILITATION PROJECT – APPROVAL OF PHASE 2A CONTRACT CHANGE ORDER**

Mr. McKenney presented this matter for Board consideration, and he reported that Phase 1 is nearing completion, allowing for the contractor to proceed with Phase 2A ahead of schedule. Mr. McKenney added that due to unknown costs associated with the more extensive repairs planned for Phase 2B, moving forward with Phase 2A is an opportunity to realize savings in future mobilization costs as well as water purchases.

Ms. Lausten reported that Phase 1B of the project was expected to be completed the following week, while the open-cut portion was scheduled for completion by mid-February. Ms. Lausten also reported that since Phase 1 progressed faster than anticipated and was currently under budget, she was recommending a change order to advance Phase 2A of the project ahead of the original schedule. Mr. Perea added that staff identified potential savings by completing Phase 2A now while the equipment is on-site and the contractor's prices hold firm.

Director Anderson expressed his concerns concerning potential vulnerabilities in the lower portion of the pipeline compared to the upper portion in Phase 2, and he stressed the need for a contingency plan in the event of a failure. Director Anderson also expressed his concerns regarding the expenditure, given the District's current financial position. Mr. Perea stated that staff will revisit the projected cost savings.

Director Acosta expressed his support for completing Phase 2A at this time, noting that the pipeline is critical and that potential consolidation should not influence the decision to move forward. Director Acosta emphasized that the upper section presents a critical opportunity for cost savings that will assist in offsetting costs once the District moves forward with the lower section. Director Acosta also asked that staff explore all options to fast track Phase 2 of the project.

A brief discussion occurred regarding the District's ground water supply.

**MOTION:** Authorize the General Manager to approve a contract change order for the Dimension Water Treatment Plant Transmission Main Rehabilitation Project – Phase 2A to TE Roberts in the not-to-exceed amount of \$915,998 – Director Acosta

**SECOND:** Director Safranski

**AYES:** Directors Anderson, Acosta, Horst, Mandich and Safranski

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**MOTION PASSED/FAILED:** Passed 5 – 0

**TRABUCO CANYON WATER DISTRICT  
SPECIAL MEETING OF THE BOARD OF DIRECTORS MINUTES | JANUARY 7, 2026**

**ITEM 2: DOVE & TICK CREEK PUMP STATION IMPROVEMENTS – AWARD OF PROFESSIONAL SERVICES CONTRACT – GRANT FUNDED PROJECT**

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Mr. McKenney presented this matter for Board consideration, and he reported that staff has secured approximately \$1 million in grant funding to upgrade both pump stations. Mr. McKenney also reported that in addition to grant funding, staff worked with the design firm to reduce costs by adjusting the scope of work. Mr. McKenney noted the time sensitivity of this matter, in order to retain credibility with the government grant-issuing agencies and stay on schedule.

Ms. Lausten reported that she worked with the design firm to cut down approximately \$100k from the project scope and that she is currently researching opportunities for additional grant funding to help offset costs. Ms. Lausten presented a proposal evaluation comparison, and she stated that staff recommends awarding a professional services contract to AKM Engineering.

**MOTION:** Authorize the General Manager to award a professional services contract for the Dove and Tick Creek Pump Station Improvements to AKM Consulting Engineering in the amount of \$511,412 plus a 10% contingency of \$51,141, for a not-to-exceed amount of \$562,553 – Director Acosta

**SECOND:** Director Safranski

**AYES:** Directors Anderson, Acosta, Horst, Mandich and Safranski

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**MOTION PASSED/FAILED:** Passed 5 – 0

**ACTION CALENDAR**

**CLOSED SESSION(S):**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code § 54957) - TITLE: GENERAL MANAGER**

The Board of Directors entered closed session in accordance with the agenda at 10:11 a.m. The General Manager participated in closed session.

The Board of Directors and General Manager returned to open session at 11:43 a.m.

**ITEM 3: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION**

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

**MOTION:** None

**ADJOURNMENT**

President Anderson adjourned the January 7, 2026 Special Board Meeting at 11:44 a.m.



**MINUTES OF THE SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF  
TRABUCO CANYON WATER DISTRICT | JANUARY 21, 2026**

The Special Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on January 21, 2026, was called to order by President Mark Anderson at 5:01 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

**DIRECTORS PRESENT**

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

**STAFF PRESENT**

Larry McKenney, General Manager  
Michael Perea, Assistant General Manager  
Lorrie Lausten, District Engineer  
Roseann Lejsek, Executive Assistant  
Karen Warner, Principal Accountant  
Phil Serpas, CMMS/SCADA Administrator

**DISTRICT CONSULTANTS**

None

**PUBLIC PRESENT**

There were members of the public present.

**PLEDGE OF ALLEGIANCE**

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

**VISITOR PARTICIPATION**

None

**ORAL COMMUNICATION**

Sue Marucci – Ms. Marucci addressed Mr. McKenney providing a brief summary of her dealings with staff on various District-related matters and she expressed her concerns related to the current rates and charges as well as the District’s current rate consultant. Ms. Marucci expressed her appreciation for District staff and their hard work.

**DIRECTOR’S COMMENTS**

Director Safranski welcomed Mr. McKenney to the District.

**REPORT FROM THE GENERAL MANAGER**

Mr. McKenney had no comments.

**TRABUCO CANYON WATER DISTRICT  
SPECIAL MEETING OF THE BOARD OF DIRECTORS MINUTES | JANUARY 21, 2026**

**ACTION CALENDAR**

**ITEM 1: INTRODUCTION OF TRABUCO CANYON WATER DISTRICT GENERAL MANAGER LARRY MCKENNEY**

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Mr. McKenney introduced himself as the District’s new General Manager, and he provided an overview of his professional background in environmental law as well as the water industry, including his most recent role as General Manager of Amador Water Agency, and noting that he is an advocate for sound policy and local accountability. Mr. McKenney also addressed the public, stating that he is aware of the District’s affordability and long-term viability concerns, and he believes his experience will help guide the District through its current challenges. Lastly, Mr. McKenney expressed his appreciation for the opportunity to serve the Board and the District’s customers.

**MOTION:** None

**ADJOURNMENT**

President Anderson adjourned the January 21, 2026 Special Board Meeting at 5:22 p.m.

DRAFT



## MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | JANUARY 21, 2026

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on January 21, 2026, was called to order by President Mark Anderson at 6:06 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

### **DIRECTORS PRESENT**

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

### **STAFF PRESENT**

Larry McKenney, 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 Operations Superintendent  
Jason Stroud, Maintenance Superintendent  
Other staff were present

### **DISTRICT CONSULTANTS**

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

### **PUBLIC PRESENT**

Paul Cook, General Manager, Irvine Ranch Water District  
Robert Grantham, General Manager, Santa Margarita Water District  
There were other members of the public present.

### **PLEDGE OF ALLEGIANCE**

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

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

None

### **VISITOR PARTICIPATION**

None

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 21, 2026**

**ORAL COMMUNICATION**

Olga Poletaeva – Ms. Poletaeva addressed the Board of Directors expressing her appreciation to District staff for replacing her meter, and to Mr. Perea for conducting an on-site visit to her property. Ms. Poletaeva voiced her support for consolidation, and she requested that the District consider changing the structure of her rates and charges.

**DIRECTOR’S COMMENTS**

None

**REPORT FROM THE GENERAL MANAGER**

Mr. McKenney reported on the following matters:

- The Brown Act has been updated and, per a new provision in the Act, a copy of the Act has been distributed to all Directors electronically.
- An overview of the two capital projects that were approved by the Board at the January 7 Special Board Meeting due to time sensitivity.
- The Orange County Operational Area Executive Board has vacancies for one director and three alternates. Nominee submissions are due by February 5.
- Mr. McKenney requested that the closed session item and item 11 on the agenda, both related to the Memorandum of Understanding between TCWD and IBEW, be deferred at this time. Mr. McKenney noted that he hopes to have this item resolved at the January 29 Special Board meeting.

**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. McKenney 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. December 17, 2025 Regular Board Meeting Minutes

**ITEM 2: TREASURER’S REPORT**

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1. December 11, 2025 Finance/Audit Committee Meeting Recap
2. November 2025 Preliminary Unaudited Financials
3. December 2025 Bills for Consideration, Payroll and Payroll Taxes

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

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1. December 10, 2025 Engineering/Operational Committee Meeting Recap

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

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1. December 1, 2025 Executive Committee Meeting Recap

**MOTION:** Approve the consent calendar as presented – Director Mandich

**SECOND:** Director Safranski

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**MOTION PASSED/FAILED:** Passed 5 – 0

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 21, 2026**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

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

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

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

**SECOND:** Director Mandich

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

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**MOTION PASSED/FAILED:** Passed 5 – 0

Director Anderson requested that Item 7 be moved up as the next item on the agenda.

**ITEM 7: UPDATE ON REQUEST FOR PROPOSALS FOR COMBINED SERVICES TO ACHIEVE RATE RELIEF**

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Director Anderson introduced Mr. Paul Cook, General Manager of Irvine Ranch Water District (IRWD), and Mr. Robert Grantham, General Manager of Santa Margarita Water District (SMWD), to present a joint response to the District's Request for Proposals (RFP) for Combined Services to Achieve Rate Relief. Director Anderson noted that any action taken by the Board at the meeting would not be a decision on consolidation, and that both agencies are simply sharing what they have concluded from their due diligence up to this point.

Mr. Cook and Mr. Grantham delivered a high-level presentation laying out a conceptual approach for consolidation, listing proposed initial terms as follows:

- a. Initial 20% Rate Reduction for TCWD customers
- b. Acquisition Balance calculation / Time-frame to Rate Parity are both to be determined
- c. 688 Dwelling Units to IRWD; 3,248 DU's plus Non-Residential to SMWD
- d. Governance Transition Plan
- e. SMWD to hire TCWD staff

Public comment was received concerning this item.

Allan Burnham – Mr. Burnham thanked the Board for exploring consolidation as a means of potential rate relief.

Gloria Sefton – Ms. Sefton thanked Mr. Cook and Mr. Grantham for their presentation, and expressed her support for TCWD's Board, General Manager, and staff in exploring rate relief through consolidation.

Ray Chandos – Mr. Chandos addressed the Board of Directors with his appreciation for the collective effort invested in the evaluation, and he expressed his support for consolidation.

Sue Marucci – Ms. Marucci addressed the Board of Directors expressing her concerns regarding the District's solvency and her support for consolidation.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 21, 2026**

Gus Alba – Mr. Alba addressed the Board of Directors, recognizing the possibility of an initial rate reduction, while conveying his concerns about the long-term rate implications for TCWD customers, considering the need for future infrastructure repairs.

Chris Kinner – Mr. Kinner thanked Mr. Cook and Mr. Grantham for their presentation and stated that he believes consolidation will benefit TCWD customers.

Pat Lawrence – Mr. Lawrence addressed the Board of Directors with his concerns regarding the District’s current rates and charges, and he noted that if a consolidation were to take place, a more balanced fixed rate structure would be needed.

The Board noted that several written comments on this item had been received by email.

No further public comment was received.

Director Safranski thanked Mr. Cook and Mr. Grantham for their presentation and stated that his support for consolidation would depend upon a determination of measurable rate relief, equivalent or better service, and taking care of all employees.

Director Horst asked Mr. Grantham and Mr. Cook to speak to the San Juan Capistrano and Santiago County Water District consolidations with their respective Districts.

Director Acosta thanked Mr. Cook and Mr. Grantham for their presentation and acknowledged that further details and discussion are required.

Director Anderson expressed his support for moving forward but stated that the evaluation is preliminary and that there is no guarantee consolidation will be the outcome. Director Anderson added that many questions need to be answered and that the process may take one to two years.

Director Mandich asked the public to keep an open mind with the entire process and possible outcomes, and to contact District staff with any questions.

**MOTION:** The Board determined that the proposed conceptual approach addressed TCWD’s initial objectives and the process should continue to establish the required details of the proposal for future consideration. – Director Acosta

**SECOND:** Director Horst

**AYES:** Directors Anderson, Acosta, Horst, Mandich and Safranski

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**MOTION PASSED/FAILED:** Passed 5 – 0

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

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Committee members provided updates on the following Committees:

District Properties Committee – Director Mandich reported that the Committee will meet with the brokerage firm in early February to discuss their evaluation, and that another meeting will be held in late February.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 21, 2026**

Public Outreach Ad Hoc Committee – Director Horst reported that the committee will meet the following week to discuss communications related to the potential consolidation, and he also reported that the next Chat with TCWD Community Forum would be held in the coming months.

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

**ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO CALENDAR YEAR 2026 BOARD MEMBER COMMITTEE APPOINTMENTS AND AGENCY REPRESENTATIVE ASSIGNMENTS**

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Director Anderson presented this matter for Board consideration, and he asked the Board for any comments or changes to the draft 2026 Board member appointments and assignments. A brief discussion occurred regarding Ad Hoc Committee meetings.

**ACTION:** President Anderson assigned Director positions and representative assignments for Calendar Year 2026

**FINANCIAL MATTERS**

**ITEM 9: DISCUSSION CONCERNING RESOLUTION ON TREASURER’S ANNUAL STATEMENT OF INVESTMENT POLICY**

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Mr. McKenney presented this matter for Board consideration, and he reported that a new resolution is adopted each year ahead of the budget review and adoption process. Mr. McKenney added that staff recommends adopting Resolution No. 2026-1363 as written.

Mr. Berg provided a brief summary of the non-substantive changes and noted that a red-lined version was included in the meeting materials.

**MOTION:** Adopt Resolution No. 2026-1363 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting An Investment Policy– Director Horst

**SECOND:** Director Safranski

**AYES:** Directors Anderson, Acosta, Horst, Mandich and Safranski

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**MOTION PASSED/FAILED:** Passed 5 – 0

**ITEM 10: APPROVAL OF FISCAL YEAR 2025-26 MID-YEAR OPERATING AND CAPITAL BUDGET ADJUSTMENTS**

---

Mr. Berg presented this matter for Board consideration, and he delivered a PowerPoint presentation providing an overview of the proposed mid-year budget and financial plan. Discussion occurred concerning capital financing strategy, CIP adjustments, operating adjustments, net income and bottom-line impacts, reserve funding, as well as FY 2027 budget planning.

**MOTION:** Approve the Mid-Year Operating and Capital Budget adjustments for Fiscal Year 2025-26 as presented – Director Acosta

**SECOND:** Director Safranski

**AYES:** Directors Anderson, Acosta, Horst, Mandich and Safranski

**NOES:** None

**ABSTAIN:** None

**ABSENT:** None

**MOTION PASSED/FAILED:** Passed 5 – 0

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 21, 2026**

***ENGINEERING MATTERS***

**ITEM 11: QUARTERLY CAPITAL IMPROVEMENT PROGRAM (CIP) UPDATE**

---

Ms. Lausten presented this matter for Board consideration, and she provided status update to the FY25-26 Capital Improvement Plan projects. Discussion occurred concerning grant funding to offset project costs, and well as the potential for cost-sharing opportunities.

**MOTION:** None. Informational item only

***LEGISLATIVE AND OTHER MATTERS***

**ITEM 12: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)**

---

Mr. McKenney reported that he, Director Horst, and Mr. Perea attended the MWDOC Regular Board Meeting earlier in the day in recognition of MWDOC's 75<sup>th</sup> anniversary.

**GENERAL COUNSEL REPORT**

None

**MOTION:** None.

**ITEM 13: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION**

---

No closed session was held.

**ITEM 14: CONSIDERATION OF MEMORANDUM OF UNDERSTANDING BETWEEN TCWD AND THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (IBEW)**

---

This matter was tabled.

**MOTION:** None.

**OTHER INFORMATION/MATTERS**

None

**ADDITIONAL DIRECTORS' COMMENTS**

Director Horst requested to hold the January 29 Special Board Meeting at 6:30 p.m. The Board concurred with the meeting time change.

**ADJOURNMENT**

Director Anderson adjourned the January 21, 2026 Regular Board Meeting at 7:57 p.m.



**MINUTES OF THE SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF  
TRABUCO CANYON WATER DISTRICT | JANUARY 29, 2026**

The Special Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on January 29, 2026, was called to order by President Mark Anderson at 6:30 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

**DIRECTORS PRESENT**

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

**STAFF PRESENT**

Michael Perea, Assistant General Manager  
Lorrie Lausten, District Engineer  
Oscar Ulloa, Wastewater Department Superintendent  
Blake Smith, Wastewater Chief Plant Operator  
Jason Stroud, Maintenance Superintendent  
Roseann Lejsek, Executive Assistant  
Karen Warner, Principal Accountant

**STAFF PRESENT (REMOTE)**

Larry McKenney, General Manager

**DISTRICT CONSULTANTS**

None

**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.

**VISITOR PARTICIPATION**

None

**ORAL COMMUNICATION**

None

**DIRECTOR'S COMMENTS**

No comments were received.

**REPORT FROM THE GENERAL MANAGER**

No comments were received.

**TRABUCO CANYON WATER DISTRICT  
SPECIAL MEETING OF THE BOARD OF DIRECTORS MINUTES | JANUARY 29, 2026**

**ACTION CALENDAR**

**CLOSED SESSION:**

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

Agency Designated Representatives: Molly Kaban & Larry McKenney

Employee Organization: IBEW Local 47

The Board of Directors entered closed session in accordance with the agenda at 6:33 p.m. The General Manager and Assistant General Manager participated in closed session.

The closed session ended at 7:00 p.m.

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

---

Director Anderson reported that the Board of Directors met in closed session to review the matters as agendized, and that there was no action to be reported in closed session.

**MOTION:** None

**ITEM 2: MEMORANDUM OF UNDERSTANDING BETWEEN TCWD AND THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (IBEW)**

---

There was no discussion on this matter.

**MOTION:** None

**ITEM 3: TCWD WASTEWATER AND NON-POTABLE WATER SYSTEMS OVERVIEW PRESENTATION**

---

Mr. Perea delivered a PowerPoint presentation that provided an overview of the District's wastewater and non-potable water systems and he discussed the following matters:

Sanitary Sewer System Overview

- Infrastructure Review
- Facility Types and Capacities
- System Maintenance Programs

Treatment System Overview

- Robinson Ranch Wastewater Treatment Plant (WWTP)
- Non-Potable Water System and Sources
- Production/Demand Comparison

Capital Improvement Plans

- Cost of Service Recovery
- WWTP Aeration/Motor Control Center Rehabilitation Project
- Heritage Sewer Lift Station Rehabilitation Project

The presentation highlighted the connection and criticality of the Robinson Ranch Wastewater Treatment Plant (WWTP), Dove Recycled Water Pump Station, and non-potable water reservoirs that provide drought-resistant water supplies for both irrigation and firefighting purposes to a service area that is adjacent to the wildfire interface.

**TRABUCO CANYON WATER DISTRICT  
SPECIAL MEETING OF THE BOARD OF DIRECTORS MINUTES | JANUARY 29, 2026**

The Board of Directors asked system-related questions for clarification purposes and expressed their appreciation for staff's efforts on the presentation.

**MOTION:** None

**ADJOURNMENT**

President Anderson adjourned the January 29, 2026 Special Board Meeting at 8:49 p.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 18, 2026**

**CONSENT CALENDAR**

**ITEM 2: TREASURER'S REPORT**

---

a. *FINANCE/AUDIT COMMITTEE MEETING*

**RECOMMENDED ACTION:**

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

1. *January 15, 2026*

b. *PRESENTATION OF FINANCIALS*

**RECOMMENDED ACTION:**

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

1. *December 2025*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

**RECOMMENDED ACTION:**

*Ratify the payment of bills for consideration, Payroll and Payroll Taxes for January 2026.*

**EXHIBITS:**

1. Disbursement Report – January 2026
2. Summary of Disbursements – January 2026
3. General Fund Warrant Register – January 2026
4. General Fund Payroll Warrant Register – January 2026

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



## TRABUCO CANYON WATER DISTRICT FINANCE/AUDIT COMMITTEE MEETING RECAP | JANUARY 15, 2026

---

### **DIRECTORS PRESENT**

John Horst, Committee Chair  
Mike Safranski, Committee Member

### **STAFF PRESENT**

Larry McKenney, General Manager  
Michael Perea, Assistant General Manager  
Karen Warner, Principal Accountant  
Roseann Lejsek, Executive Assistant

### **STAFF ABSENT**

None

### **CONSULTANTS PRESENT**

Ian Berg, Starting Line Advisory

### **PUBLIC PRESENT**

None

### **CALL MEETING TO ORDER**

Director Horst called the January 15, 2026 Finance/Audit Committee Meeting to order at 8:03 a.m.

### **VISITOR PARTICIPATION**

No visitor participation was received.

### **ORAL COMMUNICATION**

No oral communication was received.

### **COMMITTEE MEMBER COMMENTS**

Director Safranski reported on his attendance at the City of Rancho Santa Margarita City Council Meeting. Director Safranski also encouraged staff to continue exploring opportunities to achieve energy savings.

Director Horst noted that he welcomes input and feedback from the District Treasurer and Principal Accountant on budget-related matters.

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

Mr. McKenney concurred with Director Horst's statements.

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

---

Mr. McKenney 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 | JANUARY 15, 2026**

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

---

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

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

**ITEM 3: MID-YEAR OPERATING AND CAPITAL BUDGET DRAFT PROPOSAL**

---

Mr. McKenney presented this matter for Committee consideration. Mr. Berg delivered a PowerPoint presentation providing an overview of the proposed mid-year budget and financial plan. Discussion occurred regarding capital financing strategy, 2026 capital project financing plan, mid-year FY 2026 10-year CIP summary of changes, operating expense budget adjustments, and net income and bottom-line impacts.

**RECOMMENDATION:** Recommend the Board of Directors approve the FY 2026 Mid-Year Operating and Capital Budget Adjustments (Action Calendar).

**ITEM 4: DISCUSSION CONCERNING RESOLUTION ON TREASURER'S ANNUAL STATEMENT OF INVESTMENT POLICY**

---

Mr. McKenney presented this matter for Committee consideration, and he reported that the draft policy has no substantive changes from the previous year. Mr. Berg provided a high-level overview of the updates to the policy. Director Horst suggested that the redlined version of the document be provided when the matter is presented to the full Board for approval.

**RECOMMENDATION:** Recommend the Board of Directors adopt Resolution No. 2026-1363 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting An Investment Policy (Action Calendar).

**ITEM 5: FINANCIAL REPORT**

---

Mr. Berg and Ms. Warner presented the preliminary unaudited financials for November 2025.

**FINANCIAL ANALYSIS SUMMARY**

Discussion occurred regarding an increase to the District's cash position from the prior month.

**DISTRICT SUMMARY BUDGET v. ACTUAL**

Discussion occurred concerning total revenue, net income from operations and net change in unrestricted cash.

Discussion occurred regarding the District's use of capacity at the Baker Water Treatment Plant.

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

**ITEM 6: OTHER MATTERS**

---

Mr. Perea reported that the District has received grant proceeds in the amount of \$248k for the Server Upgrade project.

Director Horst requested that staff continue to pursue discussions with Irvine Ranch Water District (IRWD) concerning a Baker/Ridgeline agreement.

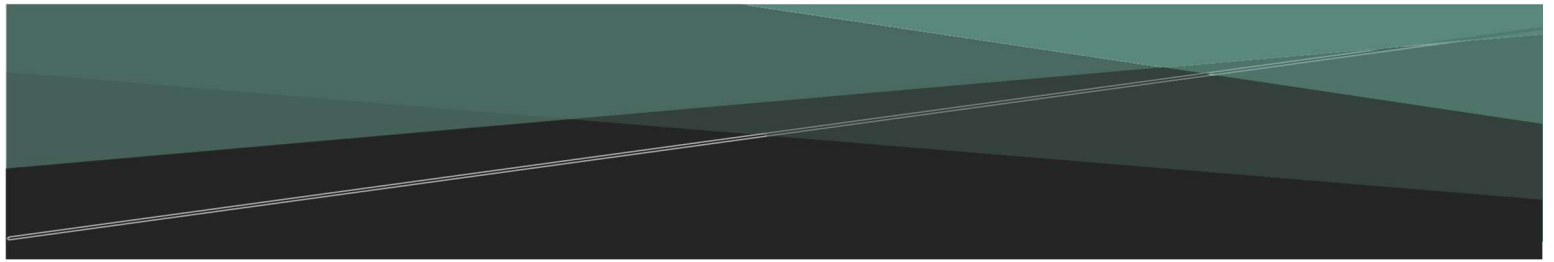
**TRABUCO CANYON WATER DISTRICT  
FINANCE AUDIT COMMITTEE MEETING RECAP | JANUARY 15, 2026**

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

**ADJOURNMENT**

Director Horst adjourned the January 15, 2026 Finance/Audit Committee Meeting at 8:54 a.m.

DRAFT



# Financial Reporting

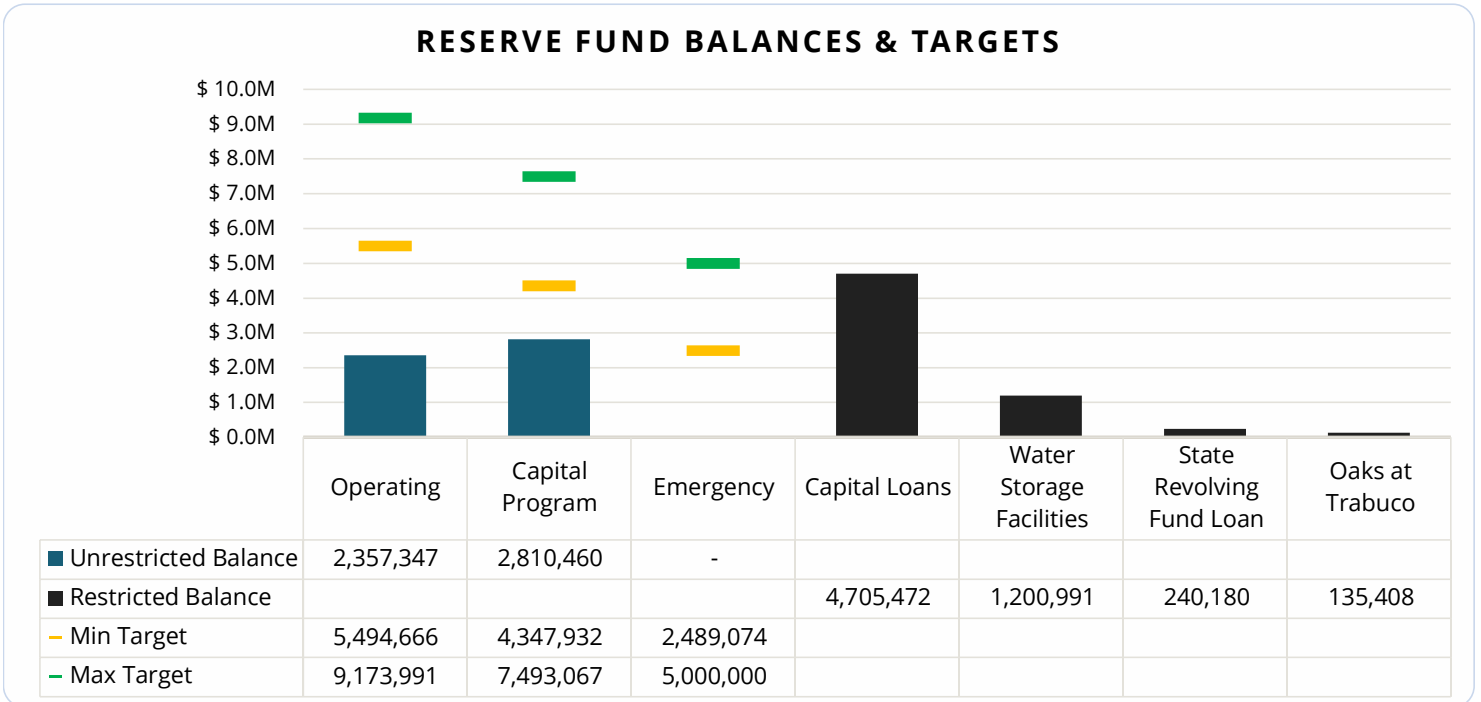
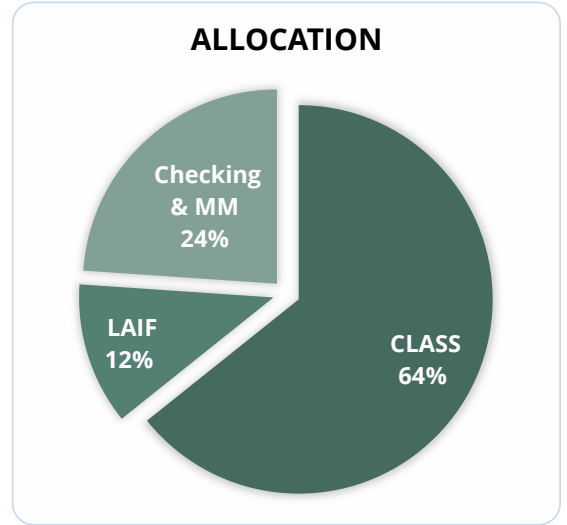
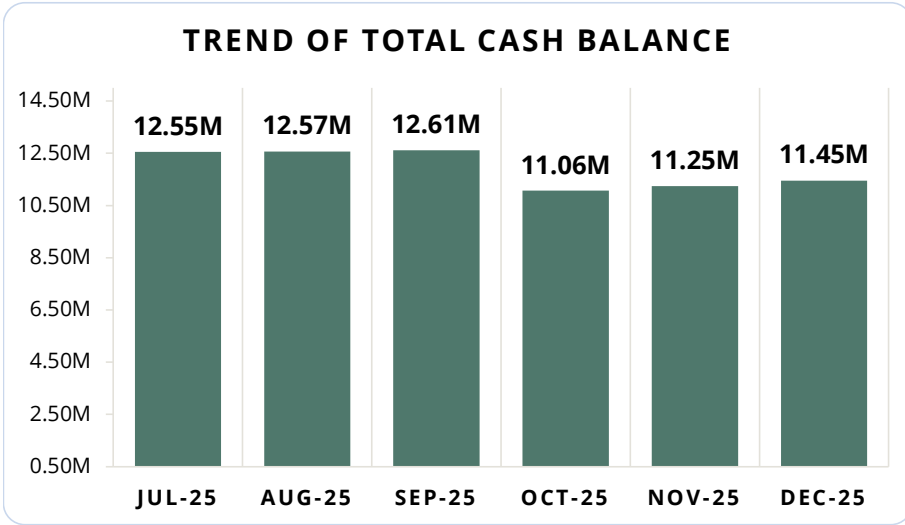
## December 2025

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.



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

	Type	Rate	Par / Book		% Portfolio
			Value	Market Value	
Local Agency Investment Fund	LAIF	4.025%	\$ 1,352,691	\$ 1,355,642	11.8%
California Cooperative Liquid Assets Securities System	CLASS	3.877%	\$ 7,357,406	\$ 7,358,735	64.2%
BMO Checking	Checking	0.000%	\$ 2,499,582	\$ 2,499,582	21.8%
CB&T Money Market (SRF Loan Reserve)	Money Market	0.300%	\$ 240,180	\$ 240,180	2.1%
<b>Total Cash &amp; Investments</b>			<b>\$ 11,449,859</b>	<b>\$ 11,454,139</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



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

**CASH & INVESTMENTS**

As of the reporting date, District cash and investments totaled \$11,449,859. Nearly two-thirds of the investment portfolio is allocated to the California Cooperative Liquid Assets Securities System (CLASS) Prime Fund because this pool provides safety, liquidity, and a competitive yield. During December 2025, the monthly effective return for the Local Agency Investment Fund (LAIF) outperformed the California Cooperative Liquid Assets Securities System (CLASS) by approximately 0.0148%. The District Treasurer will monitor this spread and update the investment allocations whenever necessary.

**CASH FLOW HIGHLIGHTS**

During the reporting month, the District’s cash position increased by \$202,190 from the prior month. The District received \$825,356 in property tax receipts and \$248,400 in grant funds, which are the primary contributors to the increase in cash. During the reporting month, the District also made debt service payments on the 2024 projects loan and the 2011 State Revolving Fund loan. The table below displays the main cash inflow and outflow categories:

<b>Cash Inflows</b>	Utility Payments	\$ 1,438,808
	Property Taxes	825,356
	Grant Funding Receipts	248,400
	OPEB Trust Reimbursements	53,590
	Investments	24,702
	Miscellaneous Receipts	112,621
	<b>Total Inflows</b>	<b>2,703,477</b>
<b>Cash Outflows</b>	Accounts Payable	1,422,273
	Payroll and Benefits	505,798
	Debt Service	573,171
	Miscellaneous Payments	45
	<b>Total Outflows</b>	<b>2,501,287</b>
	<b>Net Cash Inflows / (Outflows)</b>	<b>\$ 202,190</b>

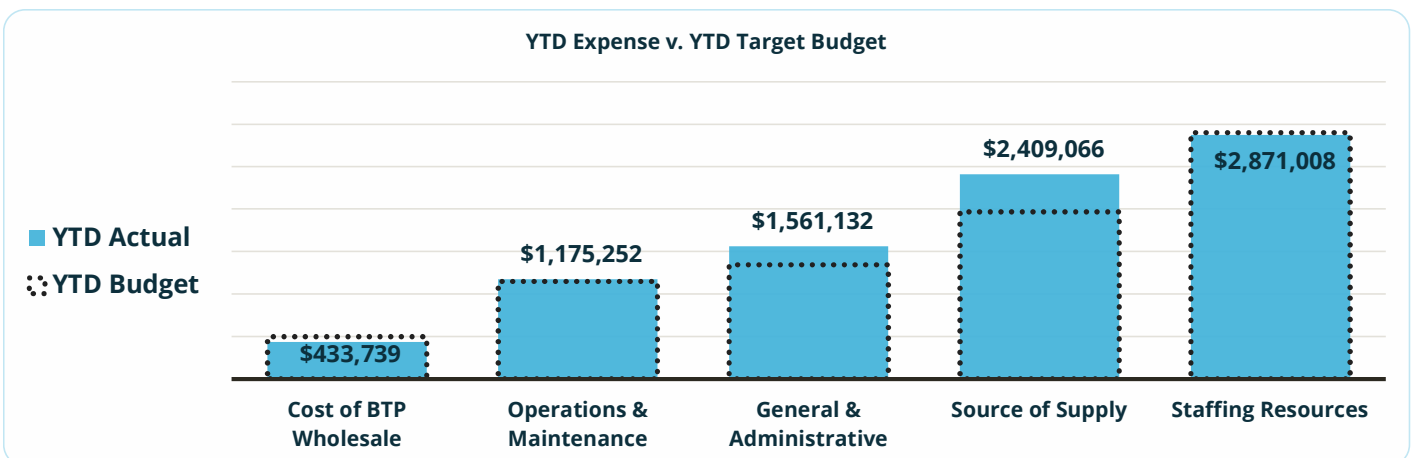
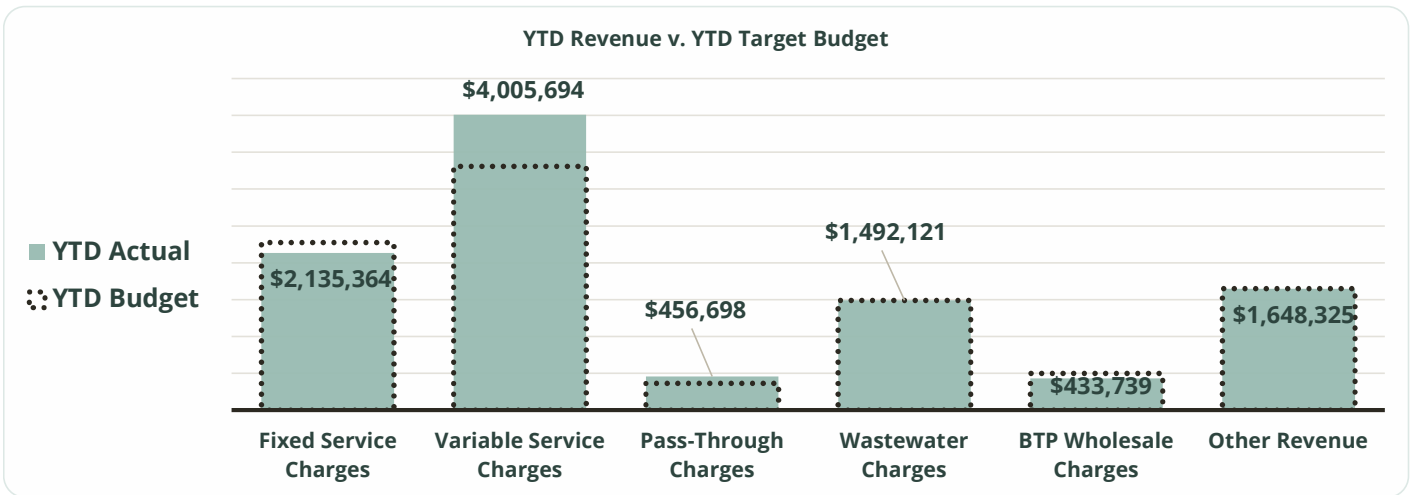
**TOP 10 TOTAL VENDOR PAYMENTS**

Accounts Payable activities represent the largest category of cash outflows for the District during the reporting month. The table below lists the top ten vendor payments for the reporting month with their descriptions:

Top 10 Payments	Vendor	Operating / Capital	Description of Payments
\$457,980.45	CAPITAL ONE PUBLIC FUNDING, LLC	Capital	Semi-annual payment on the 2024 loan (interest only).
\$420,456.07	IRVINE RANCH WATER DISTRICT	Operating	Ridgeline emergency water purchased for October 2025 and Portola Hills water for 10/21 to 11/18. Baker Treatment Plant operating shared costs for Q1.
\$327,134.38	ADP	Operating	Payroll.
\$317,877.60	T.E. ROBERTS INC	Capital	PW-03 DWTP Transmission Main Replacement.
\$178,663.96	CALPERS	Operating	Employee benefits.
\$115,190.52	CALIFORNIA BANK & TRUST	Capital	Semi-annual payment on the 2011 State Revolving Fund Loan (interest and principal).
\$72,363.30	SOUTHERN CALIFORNIA EDISON	Operating	Energy utilities for the District.
\$66,962.00	BUTIER ENGINEERING, INC.	Capital	Construction management for project PW-03 DWTP Transmission Main.
\$58,472.51	JIG CONSULTANTS	Capital	Engineering services for various projects and on-call engineering.
\$53,006.81	MWDOC	Operating	Water deliveries for October 2025.

**Schedule A: Budget v. Actual Summary**  
**December 2025**

	A	B	C	D	E = C - B	F = B / C	
	Dec 2025	Dec 2025	FY 2026	FY 2026	FY 2026	YTD % of	
	Period	YTD	Mid-Year	Original	Remaining	Budget	
	Actuals	Actuals	Budget	Budget	Budget	50.0%	
1	Fixed Service Charges	\$ 365,914	\$ 2,135,364	\$ 4,547,500	\$ 4,499,900	\$ 2,412,136 ▲	47.0%
2	Variable Service Charges	329,759	4,005,694	6,616,700	6,386,300	2,611,006	60.5%
3	Pass-Through Charges	55,065	456,698	728,500	870,800	271,802	62.7%
4	Wastewater Charges	251,580	1,492,121	2,973,200	2,973,200	1,481,079	50.2%
5	BTP Wholesale Charges	93,571	433,739	997,100	1,493,900	563,361 ▲	43.5%
6	Other Revenue	882,196	1,648,325	3,299,000	3,370,400	1,650,675	50.0%
<b>7</b>	<b>Total Revenue</b>	<b>1,978,085</b>	<b>10,171,941</b>	<b>19,162,000</b>	<b>19,594,500</b>	<b>8,990,059</b>	<b>53.1%</b>
8	Source of Supply	316,178	2,409,066	3,937,400	3,674,900	1,528,334 ▲	61.2%
9	Cost of BTP Wholesale	93,571	433,739	997,100	1,493,900	563,361	43.5%
10	Staffing Resources	503,106	2,871,008	5,795,700	5,870,500	2,924,692	49.5%
11	Operations & Maintenance	217,495	1,175,252	2,296,100	2,296,100	1,120,848	51.2%
12	General & Administrative	250,750	1,561,132	2,688,100	2,652,900	1,126,968 ▲	58.1%
<b>13</b>	<b>Total Expense</b>	<b>1,381,100</b>	<b>8,450,196</b>	<b>15,714,400</b>	<b>15,988,300</b>	<b>7,264,204</b> ▲	<b>53.8%</b>
<b>14</b>	<b>Net Income / (Loss) from Operations</b>	<b>596,985</b>	<b>1,721,745</b>	<b>3,447,600</b>	<b>3,606,200</b>	<b>1,725,855</b>	<b>49.9%</b>
15	Capital Loans Reserve	121,668	2,860,982	11,115,656	10,570,177	8,254,674	25.7%
16	Grant Proceeds for CIP	248,400	248,400	250,000	470,700	1,600	99.4%
17	Capital Improvement Program	(121,668)	(2,979,942)	(11,825,356)	(10,969,877)	(8,845,414)	25.2%
18	CIP Contingency	-	-	-	(1,097,000)	-	NA
19	Debt Service	(573,171)	(573,171)	(1,815,341)	(2,570,070)	(1,242,170)	31.6%
<b>20</b>	<b>Net Change in Unrestricted Cash</b>	<b>\$ 272,214</b>	<b>\$ 1,278,014</b>	<b>\$ 1,172,559</b>	<b>\$ 10,130</b>	<b>\$ (105,455)</b>	





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

**SCHEDULE A: 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 50% of the fiscal year.

- **Line 1 Fixed Service Charges** includes fixed charges to customers for Potable and Recycled Water service. The District implemented Recycled Water rates at 100% of the 2023 Cost-of-Service (COS) study rate plan for FY 2026 and Potable Water rates at 94.0% on July 1, 2025. Potable Water rates have been adjusted to 100% of the allowable rate as of January 1, 2026. Due to the semiannual rate adjustment schedule for Potable Water, this line will trend slightly behind the expected target budget until it catches up towards the end of the fiscal year.
- **Line 2 Variable Service Charges** includes volumetric charges for Potable and Recycled Water services. The District implemented Recycled Water rates at 100% of the 2023 Cost-of-Service (COS) study rate plan for FY 2026 and Potable Water rates at 94.0% on July 1, 2025. Potable Water rates have been adjusted to 100% of the allowable rate as of January 1, 2026. As of the reporting period, increased volumetric water consumption trends during the beginning of the fiscal year are offsetting the delayed timing of the Potable Water rate adjustments. Results are trending ahead of expected targets.
- **Line 3 Pass-Through Charges** includes Potable Water fixed and variable charges passed through to customers to recover wholesale water cost escalations beyond the assumptions included in the 2023 COS study. The Board adopted this pass-through rate provision during the last Proposition 218 process. Updated pass-through rates have been implemented as of January 1, 2026, based on updated wholesale water supply costs. As of the reporting period, increased volumetric water purchases are causing results to trend ahead of expected targets.
- **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. The original adopted District budget included 1,113 AF of wholesale water sold and 87 AF of BTP water used for District supply. The mid-year budget was adjusted and assumed 743 AF in sales to San Clemente and 457 AF for District supply. As of the reporting period, the District has sold 413.4 AF to the City of San Clemente and used 179.7 AF to supply District customers.
- **Line 5 Wastewater Charges** include fixed and variable charges billed to customers for wastewater service. The District implemented Wastewater rates at 100.0% of the 2023 COS study rate plan on July 1, 2025. This line item is trending with budgeted expectations.
- **Line 6 Other Revenue** includes property tax receipts, customer fees, investment earnings and other miscellaneous revenue. The District receives most of the property tax revenue in November, December, April and May during the fiscal year, which can cause actual results to vary from the expected budget target. YTD is trending with budgeted expectations as of the reporting period.
- **Line 8 Source of Supply** includes the cost of Potable and Recycled water supply 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, and MET/MWDOC fixed water costs and other surcharges. Currently, the DWTP conveyance pipeline is non-operational, and the mid-year budget includes 9 months of more expensive emergency water purchases during FY 2026. YTD results are trending ahead of the expected budget due to increased Summer



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

demand, and the more expensive source of emergency water purchases. If the District can bring the plant into operation on schedule, this line item should end closer to the expected mid-year budget.

- **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 is trending behind expected targets due to the reduction in sales to the City of San Clemente and the timing of quarterly maintenance costs paid to IRWD.
- **Line 10 Staffing Resources** includes employee compensation, health benefits, retirement contributions, retiree health insurance, and OPEB trust reimbursements (reimbursements from the District's Section 115 OPEB trust). This line is trending near the expected budget target.
- **Line 11 Operations & Maintenance** includes general repairs and maintenance, electrical repairs, vehicle and equipment maintenance, distribution electricity, lab testing and operating supplies. This line is trending near the expected budget target.
- **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 the timing of annual payments for insurance, LAFCO fees, ACWA dues and the MWDOC program for technical assistance with California conservation framework.
- **Line 15 Capital Loans Reserve** includes loan proceeds that fund the District Capital Improvement Program. During the fiscal year, the District has funded roughly 96% of CIP with restricted funds remaining from the 2024 loan.
- **Line 16 Grant Proceeds for CIP** includes grant funds received for capital projects. The original FY 2026 budget included \$220.7K for project RW-23 (Tick & Dove Creek Pump Station Improvements) and \$250K for project DW-03 (Admin Building Server Replacement). The mid-year budget removed the anticipated proceeds for project RW-23 due to a change in project timing. As of the reporting period, the District received \$248.4K for project DW-03 which was completed during FY 2025.
- **Line 17 Capital Improvement Program** includes planned CIP during FY 2026. The Capital Improvement Program Report outlines the financial progress of individual projects as of the reporting date.
- **Line 18 CIP Contingency** included a 10% contingency amount for unplanned capital project needs in the original budget. This funding was projected during the budget process to plan for escalations in project costs and new project needs not known at the time of original budget adoption. During the mid-year budget process, these contingency funds were allocated into the Capital Improvement Program as new needs were identified.
- **Line 19 Debt Service** includes debt service payments for the 2011 SRF loan, 2024 capital project loan, and the projected and budgeted 2026 short-term capital project loan planned 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>).

**Schedule B: Operating Budget v. Actual  
December 2025**

	A	B	C	D	E = C - B	F = B / C
	Dec 2025	Dec 2025	FY 2026	FY 2026	FY 2026	YTD % of
	Period	YTD	Mid-Year	Original	Remaining	Budget
	Actuals	Actuals	Budget	Budget	Budget	50.0%
<b>1 Service Charges</b>						
2 Fixed Service Charges	\$ 365,914	\$ 2,135,364	\$ 4,547,500	\$ 4,499,900	\$ 2,412,136	47.0%
3 Variable Service Charges	329,759	4,005,694	6,616,700	6,386,300	2,611,006	60.5%
4 Fixed Service Charges Pass-Through	18,724	111,136	210,300	262,700	99,164	52.8%
5 Variable Service Charges Pass-Through	36,341	345,562	518,200	608,100	172,638	66.7%
6 Wastewater Charges	251,580	1,492,121	2,973,200	2,973,200	1,481,079	50.2%
<b>7 Total Service Charges</b>	<b>1,002,318</b>	<b>8,089,877</b>	<b>14,865,900</b>	<b>14,730,200</b>	<b>6,776,023</b>	<b>54.4%</b>
<b>8 BTP Wholesale</b>						
9 BTP Wholesale Water Sales	93,571	377,021	704,000	1,054,800	326,979	53.6%
10 BTP Maintenance Charges	-	56,719	293,100	439,100	236,381	19.4%
<b>11 Total BTP Wholesale</b>	<b>93,571</b>	<b>433,739</b>	<b>997,100</b>	<b>1,493,900</b>	<b>563,361</b>	<b>43.5%</b>
<b>12 Other Revenue</b>						
13 BTP Capital Recovery	-	35,030	143,400	214,800	108,371	24.4%
14 Property Tax Receipts	827,488	1,306,419	2,437,300	2,437,300	1,130,881	53.6%
15 Customer Fees	40,243	219,282	520,200	520,200	300,918	42.2%
16 Interest Revenue	10,013	68,025	160,000	160,000	91,975	42.5%
17 Miscellaneous Revenue	4,453	19,568	38,100	38,100	18,532	51.4%
<b>18 Total Other Revenue</b>	<b>882,196</b>	<b>1,648,325</b>	<b>3,299,000</b>	<b>3,370,400</b>	<b>1,650,675</b>	<b>50.0%</b>
<b>19 Total Revenue</b>	<b>1,978,085</b>	<b>10,171,941</b>	<b>19,162,000</b>	<b>19,594,500</b>	<b>8,990,059</b>	<b>53.1%</b>
<b>20 Source of Supply</b>						
21 Variable Water Purchases	274,972	1,880,771	2,678,000	2,849,800	797,229	70.2%
22 BTP Water Purchases TCWD	121	166,049	441,300	93,600	275,251	37.6%
23 BTP Maintenance Expense TCWD	-	44,937	192,800	46,800	147,863	23.3%
24 Fixed Water Purchases	26,363	247,365	401,700	401,700	154,335	61.6%
25 Chemicals & Electricity	14,722	69,943	223,600	283,000	153,657	31.3%
<b>26 Total Source of Supply</b>	<b>316,178</b>	<b>2,409,066</b>	<b>3,937,400</b>	<b>3,674,900</b>	<b>1,528,334</b>	<b>61.2%</b>
<b>27 Cost of BTP Wholesale</b>						
28 BTP Water Purchases for Wholesale	93,571	377,021	704,000	1,054,800	326,979	53.6%
29 BTP Maintenance Expense Sales	-	56,719	293,100	439,100	236,381	19.4%
<b>30 Total Cost of BTP Wholesale</b>	<b>93,571</b>	<b>433,739</b>	<b>997,100</b>	<b>1,493,900</b>	<b>563,361</b>	<b>43.5%</b>
<b>31 Staffing Resources</b>						
32 Employee Compensation	344,015	2,001,307	4,045,600	4,115,500	2,044,293	49.5%
33 Employee Benefits	108,754	619,939	1,355,100	1,360,000	735,161	45.7%
34 CalPERS Retirement Unfunded Liability	32,917	197,499	395,000	395,000	197,501	50.0%
35 Retiree Health Insurance Payments	17,421	105,853	201,700	201,700	95,847	52.5%
36 OPEB Trust Reimbursement	-	(53,590)	(201,700)	(201,700)	(148,110)	26.6%
<b>37 Total Staffing Resources</b>	<b>503,106</b>	<b>2,871,008</b>	<b>5,795,700</b>	<b>5,870,500</b>	<b>2,924,692</b>	<b>49.5%</b>
<b>38 Operations &amp; Maintenance</b>						
39 System Repairs and Maintenance	118,481	541,145	1,030,600	1,030,600	489,455	52.5%
40 Distribution Electricity	66,669	436,646	914,700	914,700	478,054	47.7%
41 Vehicles and Equipment	19,038	102,613	188,800	188,800	86,187	54.4%
42 Lab Testing & Supplies	13,307	94,847	162,000	162,000	67,153	58.5%
<b>43 Total Operations &amp; Maintenance</b>	<b>217,495</b>	<b>1,175,252</b>	<b>2,296,100</b>	<b>2,296,100</b>	<b>1,120,848</b>	<b>51.2%</b>
<b>44 General &amp; Administrative</b>						
45 Professional Services	83,870	518,905	1,148,500	1,033,000	629,595	45.2%
46 Office Maintenance & Supplies	46,245	389,291	616,200	616,200	226,909	63.2%
47 Board of Directors	8,294	53,352	111,700	111,700	58,348	47.8%
48 District Insurance	-	243,663	242,000	237,500	(1,663)	100.7%
49 Dues and Memberships	38,664	200,626	247,200	247,200	46,574	81.2%
50 Public Outreach & Rebate Programs	59,732	87,776	100,000	100,000	12,224	87.8%
51 Customer Service and Billing	9,980	52,271	81,600	81,600	29,329	64.1%
52 Conference, Trainings and Travel	1,832	12,438	32,300	32,300	19,862	38.5%
53 Miscellaneous Expense	2,132	2,810	108,600	193,400	105,790	2.6%
<b>54 Total General &amp; Administrative</b>	<b>250,750</b>	<b>1,561,132</b>	<b>2,688,100</b>	<b>2,652,900</b>	<b>1,126,968</b>	<b>58.1%</b>
<b>55 Total Expense</b>	<b>1,381,100</b>	<b>8,450,196</b>	<b>15,714,400</b>	<b>15,988,300</b>	<b>7,264,204</b>	<b>53.8%</b>
<b>56 Net Income / (Loss) from Operations</b>	<b>\$ 596,985</b>	<b>\$ 1,721,745</b>	<b>\$ 3,447,600</b>	<b>\$ 3,606,200</b>	<b>\$ 1,725,855</b>	<b>49.9%</b>



**Schedule C: Capital Improvement Program**

ID	Project Description	A	B	C	D	E = C - B	F = B / C	Since Project Inception	
		Dec 2025	Dec 2025	FY 2026	FY 2026	FY 2026	YTD % of	F	G
		Period	YTD	Mid-Year	Original	Remaining	Budget	Total	Total
	Actuals	Actuals	Budget	Budget	Budget	50.0%	Project	Project	
							Actuals	Budget	
<b>Potable Water</b>									
PW-02	DWTP Electrical Improvements	\$ 9,500	\$ 10,948	\$ 300,000	\$ 300,000	\$ 289,052	4%	\$ 10,948	\$ 2,000,000
PW-03	Transmission Main Replacement DWTP to Ridgeline PS	48,426	1,934,626	7,000,000	7,000,000	5,065,374	28%	2,102,065	11,000,000
PW-04	DWTP Filter #4 Repair	-	50,879	50,879	-	-	100%	59,879	50,879
PW-20	10" Pipeline Replacement Cooks Corner to Harris Grade	-	-	100,000	225,000	100,000	0%	178,184	3,310,816
PW-25	Trabuco Oaks / Adkinson Fire Flow Improvements	-	-	150,000	150,000	150,000	0%	-	1,539,800
PW-35	Pressure Reducing Vault Improvements - PW	-	6,737	20,000	-	13,263	34%	Program	Program
PW-36	PW Pump Replacements	-	-	100,000	-	100,000	0%	Program	Program
PW-37	PW Valve Replacements	-	-	40,000	-	40,000	0%	Program	Program
PW-38	Saddle Crest Reservoir Outlet Pipe	-	3,799	275,000	275,000	271,201	1%	3,799	275,000
PW-41	PW Meter Replacements	-	10,117	20,000	-	9,883	51%	Program	Program
PW-77	Small Capital - PW	-	10,150	50,000	-	39,850	20%	Program	Program
<b>Total Potable Water</b>		<b>57,926</b>	<b>2,027,256</b>	<b>8,105,879</b>	<b>7,950,000</b>	<b>6,078,622</b>	<b>25%</b>	<b>2,354,875</b>	<b>18,176,495</b>
<b>Recycled Water</b>									
RW-13	Dove Canyon Recycled Booster Pump Station	-	54,480	560,000	560,000	505,520	10%	259,587	1,233,574
RW-23	Tick & Dove Creek Pump Station Improvements	-	-	259,700	259,700	259,700	0%	-	2,484,800
RW-50	Dove Canyon Recycled PRV Improvement	-	-	100,000	-	100,000	0%	73,384	292,546
RW-51	Reservoir V-Ditch Rehabilitation	-	192,106	192,106	-	-	100%	192,106	192,106
RW-77	Small Capital - RW	-	18,071	30,000	-	11,929	60%	Program	Program
<b>Total Recycled Water</b>		<b>-</b>	<b>264,657</b>	<b>1,141,806</b>	<b>819,700</b>	<b>877,148</b>	<b>23%</b>	<b>525,077</b>	<b>4,203,025</b>
<b>Wastewater</b>									
WW-06	WWTP Influent EQB Piping to SBRs & Pump Improvements	-	10,207	100,000	-	89,793	10%	10,207	1,000,000
WW-09	Heritage Sewer Lift Station Rehabilitation	-	32,023	200,000	400,000	167,977	16%	401,594	2,500,000
WW-40	WWTP Hoffman Blower Building Rehab / MCC Replacement	-	202,335	1,477,672	1,290,177	1,275,337	14%	707,840	2,600,000
WW-41	WWTP SCADA & Fiber Optic Upgrade	-	23,319	-	-	(23,319)	NA	Not readily available	
WW-46	Wet Well Recoating Program	-	-	30,000	-	30,000	0%	Program	Program
WW-47	Manhole Recoating Program	-	-	30,000	-	30,000	0%	Program	Program
WW-48	WW Pump Replacements	63,742	103,464	100,000	-	(3,464)	103%	Program	Program
WW-49	SMWD Chiquita WWTP Shared Capital	-	8,623	120,000	140,000	111,377	7%	Program	Program
WW-50	WWTP Headworks Replacement	-	224,055	370,000	370,000	145,945	61%	224,055	370,000
WW-51	WWTP Handrail Replacement - Segment B&C	-	-	20,000	-	20,000	0%	-	20,000
WW-77	Small Capital - WW	-	61,623	75,000	-	13,377	82%	Program	Program
<b>Total Wastewater</b>		<b>63,742</b>	<b>665,649</b>	<b>2,522,672</b>	<b>2,200,177</b>	<b>1,857,022</b>	<b>26%</b>	<b>1,343,695</b>	<b>6,490,000</b>
<b>Wastewater / Recycled</b>									
WR-77	Pump Replacements - WW / Recycled	-	9,076	25,000	-	15,924	36%	9,076	Program
<b>Total Wastewater / Recycled</b>		<b>-</b>	<b>9,076</b>	<b>25,000</b>	<b>-</b>	<b>15,924</b>	<b>36%</b>	<b>9,076</b>	<b>-</b>
<b>Joint Projects</b>									
DW-77	Small Capital - DW	-	13,303	30,000	-	16,697	44%	13,303	Program
<b>Total Joint Projects</b>		<b>-</b>	<b>13,303</b>	<b>30,000</b>	<b>-</b>	<b>16,697</b>	<b>44%</b>	<b>13,303</b>	<b>-</b>
<b>Total Capital Improvement Program</b>		<b>\$ 121,668</b>	<b>\$ 2,979,942</b>	<b>\$ 11,825,356</b>	<b>\$ 10,969,877</b>	<b>\$ 8,845,414</b>	<b>25%</b>	<b>\$ 4,246,027</b>	



Trabuco Canyon Water District, CA

# Bank Transaction Report

## Transaction Detail

Issued Date Range: 01/01/2026 - 01/31/2026

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Accounts Payable</b>							
<b>Bank Draft</b>							
01/02/2026		<a href="#">DFT0004278</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-145,863.95
01/02/2026		<a href="#">DFT0004279</a>	BRINKS HOME SECURITY	Accounts Payable	Outstanding	Bank Draft	-269.99
01/02/2026		<a href="#">DFT0004280</a>	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-5,610.73
01/02/2026		<a href="#">DFT0004281</a>	VSP	Accounts Payable	Outstanding	Bank Draft	-840.46
01/05/2026		<a href="#">DFT0004282</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-116.00
01/05/2026		<a href="#">DFT0004283</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-113,479.94
01/05/2026		<a href="#">DFT0004284</a>	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,338.07
01/07/2026		<a href="#">DFT0004285</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,458.04
01/08/2026		<a href="#">DFT0004286</a>	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-1,579.20
01/12/2026		<a href="#">DFT0004287</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-2,192.18
01/12/2026		<a href="#">DFT0004288</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,661.17
01/12/2026		<a href="#">DFT0004289</a>	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-261.78
01/13/2026		<a href="#">DFT0004290</a>	SOUTH COAST AQMD	Accounts Payable	Outstanding	Bank Draft	-736.57
01/13/2026		<a href="#">DFT0004291</a>	VERIZON BUSINESS	Accounts Payable	Outstanding	Bank Draft	-1,517.68
01/14/2026		<a href="#">DFT0004292</a>	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-69,740.11
01/14/2026		<a href="#">DFT0004293</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-2,012.20
01/15/2026		<a href="#">DFT0004294</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-75.50
01/15/2026		<a href="#">DFT0004295</a>	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-292.85
01/15/2026		<a href="#">DFT0004296</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-5.00
01/16/2026		<a href="#">DFT0004297</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-155,904.08
01/20/2026		<a href="#">DFT0004300</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-37,157.51
01/20/2026		<a href="#">DFT0004301</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,030.00
01/20/2026		<a href="#">DFT0004302</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-675.00
01/20/2026		<a href="#">DFT0004303</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-20.00
01/20/2026		<a href="#">DFT0004304</a>	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-5,345.15
01/20/2026		<a href="#">DFT0004305</a>	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-247.57
01/21/2026		<a href="#">DFT0004306</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-114.80
01/22/2026		<a href="#">DFT0004307</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
01/26/2026		<a href="#">DFT0004308</a>	CR&R Incorporated	Accounts Payable	Outstanding	Bank Draft	-109.63
01/30/2026		<a href="#">DFT0004309</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-116.00
01/30/2026		<a href="#">DFT0004310</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-175.00
<b>Bank Draft Total: (31)</b>							<b>-554,021.16</b>
<b>Check</b>							
01/07/2026		<a href="#">13861</a>	AT&T	Accounts Payable	Outstanding	Check	-741.20

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/07/2026		<a href="#">13862</a>	ATKINSON, ANDELSON, LOYA, RUUD, & ROMO	Accounts Payable	Outstanding	Check	-99.00
01/07/2026		<a href="#">13863</a>	BRAGG CRANE SERVICE	Accounts Payable	Outstanding	Check	-2,524.50
01/07/2026		<a href="#">13864</a>	BUTIER ENGINEERING, INC.	Accounts Payable	Outstanding	Check	-46,082.00
01/07/2026		<a href="#">13865</a>	C.G. LANDSCAPE INC	Accounts Payable	Outstanding	Check	-2,343.92
01/07/2026		<a href="#">13866</a>	ELITE AUTOMOTIVE SERVICES	Accounts Payable	Outstanding	Check	-4,017.96
01/07/2026		<a href="#">13867</a>	FARRELL PRINTING, INC.	Accounts Payable	Outstanding	Check	-189.99
01/07/2026		<a href="#">13868</a>	FEDEX	Accounts Payable	Outstanding	Check	-126.54
01/07/2026		<a href="#">13869</a>	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-3,479.13
01/07/2026		<a href="#">13870</a>	GREENSTONE MATERIALS INC.	Accounts Payable	Outstanding	Check	-2,056.30
01/07/2026		<a href="#">13871</a>	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-9,500.00
01/07/2026		<a href="#">13872</a>	OC KEYS LLC	Accounts Payable	Outstanding	Check	-549.91
01/07/2026		<a href="#">13873</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-5,138.00
01/07/2026		<a href="#">13874</a>	SUPERIOR ELECTRIC MOTOR SERVICE, INC	Accounts Payable	Outstanding	Check	-34,406.01
01/13/2026		<a href="#">13875</a>	ADVANCED INTEGRATION & CONTROLS	Accounts Payable	Outstanding	Check	-1,000.00
01/13/2026		<a href="#">13876</a>	AT&T MOBILITY	Accounts Payable	Outstanding	Check	-126.21
01/13/2026		<a href="#">13877</a>	BEAVENS SYSTEMS, INC.	Accounts Payable	Outstanding	Check	-4,296.46
01/13/2026		<a href="#">13878</a>	BLAKE SMITH	Accounts Payable	Outstanding	Check	-4,401.75
01/13/2026		<a href="#">13879</a>	BRENT MONSON	Accounts Payable	Outstanding	Check	-250.00
01/13/2026		<a href="#">13880</a>	C.G. LANDSCAPE INC	Accounts Payable	Outstanding	Check	-695.00
01/13/2026		<a href="#">13881</a>	CARTEGRAPH	Accounts Payable	Outstanding	Check	-6,655.01
01/13/2026		<a href="#">13882</a>	CONTAINER ALLIANCE COMPANY	Accounts Payable	Outstanding	Check	-4,246.66
01/13/2026		<a href="#">13883</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-273.68
01/13/2026		<a href="#">13884</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-2,001.04
01/13/2026		<a href="#">13885</a>	CPS HR CONSULTING	Accounts Payable	Outstanding	Check	-3,002.50
01/13/2026		<a href="#">13886</a>	FEDEX	Accounts Payable	Outstanding	Check	-126.01
01/13/2026		<a href="#">13887</a>	FERNANDO VALDEZ	Accounts Payable	Outstanding	Check	-261.00
01/13/2026		<a href="#">13888</a>	GARY KESSLER	Accounts Payable	Outstanding	Check	-3,431.77
01/13/2026		<a href="#">13889</a>	GRAINGER	Accounts Payable	Outstanding	Check	-462.61
01/13/2026		<a href="#">13890</a>	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-22,403.50
01/13/2026		<a href="#">13891</a>	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-14,596.94
01/13/2026		<a href="#">13892</a>	IXOM WATERCARE, INC.	Accounts Payable	Outstanding	Check	-29,100.00
01/13/2026		<a href="#">13893</a>	JUAN A. QUINONEZ	Accounts Payable	Outstanding	Check	-1,482.03
01/13/2026		<a href="#">13894</a>	LA HABRA FENCE COMPANY LLC	Accounts Payable	Outstanding	Check	-12,846.00
01/13/2026		<a href="#">13895</a>	MICHAEL PEREA	Accounts Payable	Outstanding	Check	-5,138.54
01/13/2026		<a href="#">13896</a>	OSCAR ULLOA	Accounts Payable	Outstanding	Check	-253.32
01/13/2026		<a href="#">13897</a>	PEBBLE SPRING WATER	Accounts Payable	Outstanding	Check	-94.00
01/13/2026		<a href="#">13898</a>	PHIL SERPAS	Accounts Payable	Outstanding	Check	-1,345.92
01/13/2026		<a href="#">13899</a>	POLYDYNE, INC.	Accounts Payable	Outstanding	Check	-4,708.68
01/13/2026		<a href="#">13900</a>	SECURITAS TECHNOLOGY	Accounts Payable	Outstanding	Check	-3,449.48
01/13/2026		<a href="#">13901</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-4,721.00
01/13/2026		<a href="#">13902</a>	SOTO RESOURCES	Accounts Payable	Outstanding	Check	-1,990.00
01/13/2026		<a href="#">13903</a>	STARTING LINE ADVISORY	Accounts Payable	Outstanding	Check	-12,049.99
01/13/2026		<a href="#">13904</a>	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/13/2026		<a href="#">13905</a>	UMETECH, INC.	Accounts Payable	Outstanding	Check	-700.00
01/13/2026		<a href="#">13906</a>	USDA, FOREST SERVICE	Accounts Payable	Outstanding	Check	-1,033.61
01/13/2026		<a href="#">13907</a>	WBCP INC	Accounts Payable	Outstanding	Check	-6,764.90
01/21/2026		<a href="#">13908</a>	CALIFORNIA WATER EFFICIENCY PARTNERSHIP	Accounts Payable	Outstanding	Check	-1,617.49
01/21/2026		<a href="#">13909</a>	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-9,165.58
01/21/2026		<a href="#">13910</a>	ISDOC	Accounts Payable	Outstanding	Check	-50.00
01/21/2026		<a href="#">13911</a>	SECURITAS TECHNOLOGY	Accounts Payable	Outstanding	Check	-735.69
01/21/2026		<a href="#">13912</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-2,939.00
01/21/2026		<a href="#">13913</a>	STARTING LINE ADVISORY	Accounts Payable	Outstanding	Check	-11,375.00
01/21/2026		<a href="#">13914</a>	TYLER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-41.60
01/30/2026		<a href="#">13919</a>	AT&T	Accounts Payable	Outstanding	Check	-743.68
01/30/2026		<a href="#">13920</a>	BLAKE SMITH	Accounts Payable	Outstanding	Check	-313.20
01/30/2026		<a href="#">13921</a>	BUTIER ENGINEERING, INC.	Accounts Payable	Outstanding	Check	-62,980.00
01/30/2026		<a href="#">13922</a>	C.G. LANDSCAPE INC	Accounts Payable	Outstanding	Check	-13,214.37
01/30/2026		<a href="#">13923</a>	CHAMPION PAVING, INC.	Accounts Payable	Outstanding	Check	-5,322.03
01/30/2026		<a href="#">13924</a>	DUNN-EDWARDS CORPORATION	Accounts Payable	Outstanding	Check	-266.53
01/30/2026		<a href="#">13925</a>	ELITE AUTOMOTIVE SERVICES	Accounts Payable	Outstanding	Check	-1,425.88
01/30/2026		<a href="#">13926</a>	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-4,972.75
01/30/2026		<a href="#">13927</a>	GLENN ACOSTA	Accounts Payable	Outstanding	Check	-587.84
01/30/2026		<a href="#">13928</a>	LONE STAR BLOWER, INC.	Accounts Payable	Outstanding	Check	-35,786.10
01/30/2026		<a href="#">13929</a>	MYERS MARINE DIVISION, LLC	Accounts Payable	Outstanding	Check	-12,160.00
01/30/2026		<a href="#">13930</a>	PEBBLE SPRING WATER	Accounts Payable	Outstanding	Check	-24.00
01/30/2026		<a href="#">13931</a>	SANTIAGO AQUEDUCT COMMISSION	Accounts Payable	Outstanding	Check	-1,275.81
01/30/2026		<a href="#">13932</a>	SCOTT EQUIPMENT	Accounts Payable	Outstanding	Check	-1,414.00
01/30/2026		<a href="#">13933</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-2,627.00
01/30/2026		<a href="#">13934</a>	T.E. ROBERTS INC	Accounts Payable	Outstanding	Check	-469,291.45
01/30/2026		<a href="#">13935</a>	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
01/30/2026		<a href="#">13936</a>	TYLER BUSINESS FORMS	Accounts Payable	Outstanding	Check	-264.14
01/30/2026		<a href="#">13937</a>	USDA, FOREST SERVICE	Accounts Payable	Outstanding	Check	-105.61
01/30/2026		<a href="#">13938</a>	W.M. LYLES CO.	Accounts Payable	Outstanding	Check	-59,695.00
<b>Check Total: (74)</b>							<b>-964,805.82</b>
<b>EFT</b>							
01/08/2026		<a href="#">898</a>	AMAZON	Accounts Payable	Outstanding	EFT	-344.38
01/08/2026		<a href="#">899</a>	BIG O TIRES	Accounts Payable	Outstanding	EFT	-1,457.21
01/08/2026		<a href="#">900</a>	FLEET SERVICES, INC.	Accounts Payable	Outstanding	EFT	-1,169.55
01/08/2026		<a href="#">901</a>	INFOSEND, INC.	Accounts Payable	Outstanding	EFT	-3,029.51
01/08/2026		<a href="#">902</a>	IRVINE PIPE SUPPLY	Accounts Payable	Outstanding	EFT	-2,570.85
01/08/2026		<a href="#">903</a>	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	EFT	-222,773.17
01/08/2026		<a href="#">904</a>	MWDOC	Accounts Payable	Outstanding	EFT	-93,123.86
01/08/2026		<a href="#">905</a>	NBS	Accounts Payable	Outstanding	EFT	-1,045.70
01/08/2026		<a href="#">906</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	EFT	-2,485.00
01/08/2026		<a href="#">907</a>	ORKIN, INC.	Accounts Payable	Outstanding	EFT	-352.97

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/08/2026		<a href="#">908</a>	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-455.79
01/08/2026		<a href="#">909</a>	WECK LABORATORIES	Accounts Payable	Outstanding	EFT	-624.00
01/14/2026		<a href="#">910</a>	AMAZON	Accounts Payable	Outstanding	EFT	-419.95
01/14/2026		<a href="#">911</a>	COMOSO	Accounts Payable	Outstanding	EFT	-1,284.83
01/14/2026		<a href="#">912</a>	DUTHIE ELECTRIC SERVICE CORPORATION	Accounts Payable	Outstanding	EFT	-2,770.00
01/14/2026		<a href="#">913</a>	HARBOR POINTE AIR CONDITIONING & CONTROL SYSTEM	Accounts Payable	Outstanding	EFT	-1,490.48
01/14/2026		<a href="#">914</a>	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	EFT	-7,058.00
01/14/2026		<a href="#">915</a>	INFOSEND, INC.	Accounts Payable	Outstanding	EFT	-3,062.48
01/14/2026		<a href="#">916</a>	JCI JONES CHEMICALS, INC	Accounts Payable	Outstanding	EFT	-4,855.86
01/14/2026		<a href="#">917</a>	LANDSCAPE WEST MANGEMENT SERVICES INC	Accounts Payable	Outstanding	EFT	-24,600.00
01/14/2026		<a href="#">918</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	EFT	-3,550.00
01/14/2026		<a href="#">919</a>	ORKIN, INC.	Accounts Payable	Outstanding	EFT	-761.99
01/14/2026		<a href="#">920</a>	SNELL AND WILMER L.L.P	Accounts Payable	Outstanding	EFT	-1,410.00
01/14/2026		<a href="#">921</a>	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	EFT	-72.00
01/14/2026		<a href="#">922</a>	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-817.71
01/14/2026		<a href="#">923</a>	WECK LABORATORIES	Accounts Payable	Outstanding	EFT	-936.00
01/14/2026		<a href="#">924</a>	California CLASS	Accounts Payable	Outstanding	EFT	-500,000.00
01/22/2026		<a href="#">925</a>	ACWA JPIA - LIFE	Accounts Payable	Outstanding	EFT	-688.64
01/22/2026		<a href="#">926</a>	ACWA JPIA - WC, PROP., & LIAB	Accounts Payable	Outstanding	EFT	-13,165.27
01/22/2026		<a href="#">927</a>	DUTHIE ELECTRIC SERVICE CORPORATION	Accounts Payable	Outstanding	EFT	-1,755.00
01/22/2026		<a href="#">928</a>	IBEW Local 47	Accounts Payable	Outstanding	EFT	-492.00
01/22/2026		<a href="#">929</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	EFT	-1,420.00
01/22/2026		<a href="#">930</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	EFT	-660.00
<b>EFT Total: (33)</b>							<b>-900,702.20</b>
<b>Accounts Payable Total: (138)</b>							<b>-2,419,529.18</b>

**Accounts Receivable**

Deposit							
01/06/2026		<a href="#">DEP0030911</a>	Apply PT Admin fees	Accounts Receivable	Outstanding	Deposit	1.38
01/06/2026		<a href="#">DEP0030911</a>	Apply PT Admin fees	Accounts Receivable	Outstanding	Deposit	88.52
01/06/2026		<a href="#">DEP0030911</a>	Apply PT Admin fees	Accounts Receivable	Outstanding	Deposit	-128.64
01/06/2026		<a href="#">DEP0030911</a>	Apply PT Admin fees	Accounts Receivable	Outstanding	Deposit	38.30
01/06/2026		<a href="#">DEP0030911</a>	Apply PT Admin fees	Accounts Receivable	Outstanding	Deposit	0.42
01/06/2026		<a href="#">DEP0030911</a>	Apply PT Admin fees	Accounts Receivable	Outstanding	Deposit	0.43
01/06/2026		<a href="#">DEP0030911</a>	Apply PT Admin fees	Accounts Receivable	Outstanding	Deposit	-128.62
01/06/2026		<a href="#">DEP0030911</a>	Apply PT Admin fees	Accounts Receivable	Outstanding	Deposit	1.38
01/06/2026		<a href="#">DEP0030911</a>	Apply PT Admin fees	Accounts Receivable	Outstanding	Deposit	88.53
01/06/2026		<a href="#">DEP0030911</a>	Apply PT Admin fees	Accounts Receivable	Outstanding	Deposit	38.30
01/07/2026		<a href="#">DEP0030875</a>	OCFA Invoice AR-A00668 1-7-2026	Accounts Receivable	Outstanding	Deposit	150.00
01/07/2026		<a href="#">DEP0030917</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	0.22
01/07/2026		<a href="#">DEP0030917</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	-17.94
01/07/2026		<a href="#">DEP0030917</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	17.72
01/07/2026		<a href="#">DEP0030917</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	0.22

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/07/2026		<a href="#">DEP0030917</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	17.72
01/07/2026		<a href="#">DEP0030917</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	-17.94
01/08/2026		<a href="#">DEP0030914</a>	County of Orange - Property Taxes 1/6/26	Accounts Receivable	Outstanding	Deposit	168.06
01/08/2026		<a href="#">DEP0030914</a>	County of Orange - Property Taxes 1/6/26	Accounts Receivable	Outstanding	Deposit	15,280.98
01/08/2026		<a href="#">DEP0030914</a>	County of Orange - Property Taxes 1/6/26	Accounts Receivable	Outstanding	Deposit	550.14
01/08/2026		<a href="#">DEP0030914</a>	County of Orange - Property Taxes 1/6/26	Accounts Receivable	Outstanding	Deposit	550.14
01/08/2026		<a href="#">DEP0030914</a>	County of Orange - Property Taxes 1/6/26	Accounts Receivable	Outstanding	Deposit	1,783.93
01/08/2026		<a href="#">DEP0030914</a>	County of Orange - Property Taxes 1/6/26	Accounts Receivable	Outstanding	Deposit	35,320.06
01/08/2026		<a href="#">DEP0030914</a>	County of Orange - Property Taxes 1/6/26	Accounts Receivable	Outstanding	Deposit	4,608.23
01/08/2026		<a href="#">DEP0030914</a>	County of Orange - Property Taxes 1/6/26	Accounts Receivable	Outstanding	Deposit	168.06
01/08/2026		<a href="#">DEP0030914</a>	County of Orange - Property Taxes 1/6/26	Accounts Receivable	Outstanding	Deposit	15,280.97
01/08/2026		<a href="#">DEP0030914</a>	County of Orange - Property Taxes 1/6/26	Accounts Receivable	Outstanding	Deposit	1,479.26
01/08/2026		<a href="#">DEP0030914</a>	County of Orange - Property Taxes 1/6/26	Accounts Receivable	Outstanding	Deposit	1,479.25
01/08/2026		<a href="#">DEP0030914</a>	County of Orange - Property Taxes 1/6/26	Accounts Receivable	Outstanding	Deposit	4,608.24
01/08/2026		<a href="#">DEP0030914</a>	County of Orange - Property Taxes 1/6/26	Accounts Receivable	Outstanding	Deposit	35,320.06
01/09/2026		<a href="#">DEP0030920</a>	County of Orange - Property Taxes 1/7/26	Accounts Receivable	Outstanding	Deposit	88.50
01/09/2026		<a href="#">DEP0030920</a>	County of Orange - Property Taxes 1/7/26	Accounts Receivable	Outstanding	Deposit	7,069.40
01/09/2026		<a href="#">DEP0030920</a>	County of Orange - Property Taxes 1/7/26	Accounts Receivable	Outstanding	Deposit	7,069.39
01/09/2026		<a href="#">DEP0030920</a>	County of Orange - Property Taxes 1/7/26	Accounts Receivable	Outstanding	Deposit	88.50
01/16/2026		<a href="#">DEP0030974</a>	T-mobile lease Invoice 1-16-2026	Accounts Receivable	Outstanding	Deposit	236.35
01/16/2026		<a href="#">DEP0030974</a>	T-mobile lease Invoice 1-16-2026	Accounts Receivable	Outstanding	Deposit	2,471.25
01/26/2026		<a href="#">DEP0031055</a>	FedEx Invoice AR-A00686 1-26-26	Accounts Receivable	Outstanding	Deposit	95.78
01/26/2026		<a href="#">DEP0031055</a>	FedEx Invoice AR-A00686 1-26-26	Accounts Receivable	Outstanding	Deposit	34.21
01/26/2026		<a href="#">DEP0031055</a>	FedEx Invoice AR-A00686 1-26-26	Accounts Receivable	Outstanding	Deposit	6.84
01/26/2026		<a href="#">DEP0031097</a>	UMPQUA Bank - Rebate	Accounts Receivable	Outstanding	Deposit	64.41
01/26/2026		<a href="#">DEP0031097</a>	UMPQUA Bank - Rebate	Accounts Receivable	Outstanding	Deposit	901.76
01/26/2026		<a href="#">DEP0031097</a>	UMPQUA Bank - Rebate	Accounts Receivable	Outstanding	Deposit	322.06
01/27/2026		<a href="#">DEP0031100</a>	Refund online payment fees	Accounts Receivable	Outstanding	Deposit	2.50
01/27/2026		<a href="#">DEP0031100</a>	Refund online payment fees	Accounts Receivable	Outstanding	Deposit	0.50
01/27/2026		<a href="#">DEP0031100</a>	Refund online payment fees	Accounts Receivable	Outstanding	Deposit	7.00
01/27/2026		<a href="#">DEP0031112</a>	Apply admin charges	Accounts Receivable	Outstanding	Deposit	2.99
01/27/2026		<a href="#">DEP0031112</a>	Apply admin charges	Accounts Receivable	Outstanding	Deposit	3.00
01/27/2026		<a href="#">DEP0031112</a>	Apply admin charges	Accounts Receivable	Outstanding	Deposit	-3.00
01/27/2026		<a href="#">DEP0031112</a>	Apply admin charges	Accounts Receivable	Outstanding	Deposit	-2.99
01/28/2026		<a href="#">DEP0031082</a>	OCFA Sewer Contracts Invoice AR-A00683 1-28-2026	Accounts Receivable	Outstanding	Deposit	150.00
01/29/2026		<a href="#">DEP0031115</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	1,135.51
01/29/2026		<a href="#">DEP0031115</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	1,135.51
						<b>Deposit Total: (52)</b>	<b>137,626.85</b>
						<b>Accounts Receivable Total: (52)</b>	<b>137,626.85</b>

**Utility Billing**

Check	Number	Description	Module	Status	Type	Amount
01/05/2026	<a href="#">13860</a>	LINDSAY FINNERAN	Utility Billing	Outstanding	Check	-3,143.15

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/22/2026		<a href="#">13915</a>	REBECCA BOGART	Utility Billing	Outstanding	Check	-27.63
01/22/2026		<a href="#">13916</a>	HARDY AND HARPER, INC.	Utility Billing	Outstanding	Check	-541.08
01/22/2026		<a href="#">13917</a>	AMERICAN ASPHALT SOUTH, INC.	Utility Billing	Outstanding	Check	-617.23
01/22/2026		<a href="#">13918</a>	TRI POINTE HOMES ADLER	Utility Billing	Outstanding	Check	-418.70
<b>Check Total: (5)</b>							<b>-4,747.79</b>
<b>Deposit</b>							
01/01/2026		<a href="#">DEP0030818</a>	Utility Payment Packet UBPKT13934	Utility Billing	Outstanding	Deposit	6,535.61
01/02/2026		<a href="#">DEP0030821</a>	Utility Payment Packet UBPKT13935	Utility Billing	Outstanding	Deposit	2,869.67
01/02/2026		<a href="#">DEP0030824</a>	Utility Payment Packet UBPKT13937	Utility Billing	Outstanding	Deposit	8,453.70
01/02/2026		<a href="#">DEP0030827</a>	Utility Payment Packet UBPKT13941	Utility Billing	Outstanding	Deposit	29,100.91
01/05/2026		<a href="#">DEP0030830</a>	Utility Payment Packet UBPKT13942	Utility Billing	Outstanding	Deposit	6,119.29
01/05/2026		<a href="#">DEP0030833</a>	Utility Payment Packet UBPKT13943	Utility Billing	Outstanding	Deposit	5,514.27
01/05/2026		<a href="#">DEP0030840</a>	Utility Payment Packet UBPKT13947	Utility Billing	Outstanding	Deposit	8,731.32
01/05/2026		<a href="#">DEP0030842</a>	Utility Payment Packet UBPKT13949	Utility Billing	Outstanding	Deposit	24,089.14
01/05/2026		<a href="#">DEP0030845</a>	Utility Payment Packet UBPKT13952	Utility Billing	Outstanding	Deposit	37,132.06
01/06/2026		<a href="#">DEP0030848</a>	Utility Payment Packet UBPKT13953	Utility Billing	Outstanding	Deposit	5,969.48
01/06/2026		<a href="#">DEP0030851</a>	Utility Payment Packet UBPKT13954	Utility Billing	Outstanding	Deposit	4,739.44
01/06/2026		<a href="#">DEP0030857</a>	Utility Payment Packet UBPKT13957	Utility Billing	Outstanding	Deposit	12,431.02
01/06/2026		<a href="#">DEP0030860</a>	Utility Payment Packet UBPKT13958	Utility Billing	Outstanding	Deposit	8,760.74
01/07/2026		<a href="#">DEP0030863</a>	Utility Payment Packet UBPKT13959	Utility Billing	Outstanding	Deposit	819.94
01/07/2026		<a href="#">DEP0030866</a>	Utility Payment Packet UBPKT13960	Utility Billing	Outstanding	Deposit	6,128.24
01/07/2026		<a href="#">DEP0030871</a>	Utility Payment Packet UBPKT13962	Utility Billing	Outstanding	Deposit	82.90
01/07/2026		<a href="#">DEP0030873</a>	Utility Payment Packet UBPKT13961	Utility Billing	Outstanding	Deposit	6,603.54
01/07/2026		<a href="#">DEP0030878</a>	Utility Payment Packet UBPKT13965	Utility Billing	Outstanding	Deposit	5,157.37
01/08/2026		<a href="#">DEP0030881</a>	Utility Payment Packet UBPKT13966	Utility Billing	Outstanding	Deposit	404.66
01/08/2026		<a href="#">DEP0030884</a>	Utility Payment Packet UBPKT13967	Utility Billing	Outstanding	Deposit	3,327.41
01/08/2026		<a href="#">DEP0030887</a>	Utility Payment Packet UBPKT13968	Utility Billing	Outstanding	Deposit	3,869.47
01/08/2026		<a href="#">DEP0030893</a>	Utility Payment Packet UBPKT13971	Utility Billing	Outstanding	Deposit	7,235.49
01/09/2026		<a href="#">DEP0030896</a>	Utility Payment Packet UBPKT13972	Utility Billing	Outstanding	Deposit	3,066.61
01/09/2026		<a href="#">DEP0030899</a>	Utility Payment Packet UBPKT13973	Utility Billing	Outstanding	Deposit	1,505.04
01/09/2026		<a href="#">DEP0030902</a>	Utility Payment Packet UBPKT13974	Utility Billing	Outstanding	Deposit	27,057.83
01/12/2026		<a href="#">DEP0030890</a>	Utility Reverse Payment Packet UBPKT13970	Utility Billing	Outstanding	Deposit	-1,470.00
01/12/2026		<a href="#">DEP0030905</a>	Utility Payment Packet UBPKT13975	Utility Billing	Outstanding	Deposit	645.12
01/12/2026		<a href="#">DEP0030908</a>	Utility Payment Packet UBPKT13976	Utility Billing	Outstanding	Deposit	2,681.99
01/12/2026		<a href="#">DEP0030924</a>	Utility Payment Packet UBPKT13978	Utility Billing	Outstanding	Deposit	4,956.59
01/12/2026		<a href="#">DEP0030926</a>	Utility Payment Packet UBPKT13979	Utility Billing	Outstanding	Deposit	7,259.24
01/12/2026		<a href="#">DEP0030930</a>	Utility Payment Packet UBPKT13981	Utility Billing	Outstanding	Deposit	11,652.09
01/13/2026		<a href="#">DEP0030933</a>	Utility Payment Packet UBPKT13982	Utility Billing	Outstanding	Deposit	2,426.55
01/13/2026		<a href="#">DEP0030936</a>	Utility Payment Packet UBPKT13983	Utility Billing	Outstanding	Deposit	2,218.25
01/13/2026		<a href="#">DEP0030939</a>	Utility Payment Packet UBPKT13988	Utility Billing	Outstanding	Deposit	22,071.23
01/14/2026		<a href="#">DEP0030942</a>	Utility Payment Packet UBPKT13989	Utility Billing	Outstanding	Deposit	2,208.19
01/14/2026		<a href="#">DEP0030945</a>	Utility Payment Packet UBPKT13990	Utility Billing	Outstanding	Deposit	2,657.31

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Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/14/2026		<a href="#">DEP0030948</a>	Utility Payment Packet UBPKT13991	Utility Billing	Outstanding	Deposit	2,887.57
01/14/2026		<a href="#">DEP0030951</a>	Utility Payment Packet UBPKT13992	Utility Billing	Outstanding	Deposit	68,687.62
01/15/2026		<a href="#">DEP0030954</a>	Utility Payment Packet UBPKT13993	Utility Billing	Outstanding	Deposit	4,478.73
01/15/2026		<a href="#">DEP0030957</a>	Utility Payment Packet UBPKT13994	Utility Billing	Outstanding	Deposit	2,194.02
01/15/2026		<a href="#">DEP0030961</a>	Utility Payment Packet UBPKT13996	Utility Billing	Outstanding	Deposit	9,340.77
01/15/2026		<a href="#">DEP0030965</a>	Utility Payment Packet UBPKT13999	Utility Billing	Outstanding	Deposit	16,557.35
01/16/2026		<a href="#">DEP0030968</a>	Utility Payment Packet UBPKT14000	Utility Billing	Outstanding	Deposit	11,765.09
01/16/2026		<a href="#">DEP0030971</a>	Utility Payment Packet UBPKT14002	Utility Billing	Outstanding	Deposit	1,883.13
01/16/2026		<a href="#">DEP0030977</a>	Utility Payment Packet UBPKT14003	Utility Billing	Outstanding	Deposit	860.84
01/16/2026		<a href="#">DEP0030980</a>	Utility Payment Packet UBPKT14004	Utility Billing	Outstanding	Deposit	30,336.07
01/19/2026		<a href="#">DEP0030985</a>	Utility Payment Packet UBPKT14005	Utility Billing	Outstanding	Deposit	7,174.39
01/20/2026		<a href="#">DEP0030982</a>	ACH Draft Packet UBPKT13869	Utility Billing	Outstanding	Deposit	173,745.25
01/20/2026		<a href="#">DEP0030988</a>	Utility Payment Packet UBPKT14006	Utility Billing	Outstanding	Deposit	13,450.23
01/20/2026		<a href="#">DEP0030991</a>	Utility Payment Packet UBPKT14007	Utility Billing	Outstanding	Deposit	5,976.59
01/20/2026		<a href="#">DEP0031001</a>	Utility Payment Packet UBPKT14010	Utility Billing	Outstanding	Deposit	290,360.89
01/21/2026		<a href="#">DEP0030995</a>	Utility Reverse Payment Packet UBPKT14008	Utility Billing	Outstanding	Deposit	-810.32
01/21/2026		<a href="#">DEP0030998</a>	Utility Reverse Payment Packet UBPKT14009	Utility Billing	Outstanding	Deposit	-125.00
01/21/2026		<a href="#">DEP0031004</a>	Utility Payment Packet UBPKT14011	Utility Billing	Outstanding	Deposit	1,655.00
01/21/2026		<a href="#">DEP0031007</a>	Utility Payment Packet UBPKT14012	Utility Billing	Outstanding	Deposit	7,661.12
01/21/2026		<a href="#">DEP0031010</a>	Utility Payment Packet UBPKT14013	Utility Billing	Outstanding	Deposit	912.39
01/21/2026		<a href="#">DEP0031016</a>	Utility Payment Packet UBPKT14021	Utility Billing	Outstanding	Deposit	14,231.89
01/22/2026		<a href="#">DEP0031019</a>	Utility Payment Packet UBPKT14022	Utility Billing	Outstanding	Deposit	20.00
01/22/2026		<a href="#">DEP0031022</a>	Utility Payment Packet UBPKT14023	Utility Billing	Outstanding	Deposit	2,312.59
01/22/2026		<a href="#">DEP0031025</a>	Utility Payment Packet UBPKT14024	Utility Billing	Outstanding	Deposit	3,416.85
01/22/2026		<a href="#">DEP0031028</a>	Utility Payment Packet UBPKT14026	Utility Billing	Outstanding	Deposit	5,163.00
01/23/2026		<a href="#">DEP0031031</a>	Utility Payment Packet UBPKT14027	Utility Billing	Outstanding	Deposit	757.58
01/23/2026		<a href="#">DEP0031034</a>	Utility Payment Packet UBPKT14028	Utility Billing	Outstanding	Deposit	665.60
01/23/2026		<a href="#">DEP0031040</a>	Utility Payment Packet UBPKT14031	Utility Billing	Outstanding	Deposit	24,075.29
01/26/2026		<a href="#">DEP0031037</a>	Utility Reverse Payment Packet UBPKT14029	Utility Billing	Outstanding	Deposit	-780.19
01/26/2026		<a href="#">DEP0031043</a>	Utility Payment Packet UBPKT14032	Utility Billing	Outstanding	Deposit	197.58
01/26/2026		<a href="#">DEP0031046</a>	Utility Payment Packet UBPKT14033	Utility Billing	Outstanding	Deposit	369.00
01/26/2026		<a href="#">DEP0031053</a>	Utility Payment Packet UBPKT14036	Utility Billing	Outstanding	Deposit	3,200.99
01/26/2026		<a href="#">DEP0031061</a>	Utility Payment Packet UBPKT14044	Utility Billing	Outstanding	Deposit	8,099.42
01/27/2026		<a href="#">DEP0031058</a>	Utility Reverse Payment Packet UBPKT14042	Utility Billing	Outstanding	Deposit	-250.00
01/27/2026		<a href="#">DEP0031064</a>	Utility Payment Packet UBPKT14046	Utility Billing	Outstanding	Deposit	3,371.67
01/27/2026		<a href="#">DEP0031067</a>	Utility Payment Packet UBPKT14047	Utility Billing	Outstanding	Deposit	1,163.79
01/28/2026		<a href="#">DEP0031070</a>	Utility Payment Packet UBPKT14050	Utility Billing	Outstanding	Deposit	8,893.73
01/28/2026		<a href="#">DEP0031073</a>	Utility Payment Packet UBPKT14051	Utility Billing	Outstanding	Deposit	2,473.54
01/28/2026		<a href="#">DEP0031076</a>	Utility Payment Packet UBPKT14052	Utility Billing	Outstanding	Deposit	2,105.63
01/28/2026		<a href="#">DEP0031080</a>	Utility Payment Packet UBPKT14063	Utility Billing	Outstanding	Deposit	1,775.85
01/28/2026		<a href="#">DEP0031085</a>	Utility Payment Packet UBPKT14066	Utility Billing	Outstanding	Deposit	9,572.99
01/29/2026		<a href="#">DEP0031088</a>	Utility Payment Packet UBPKT14067	Utility Billing	Outstanding	Deposit	5,496.26
01/29/2026		<a href="#">DEP0031091</a>	Utility Payment Packet UBPKT14068	Utility Billing	Outstanding	Deposit	3,899.54

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/29/2026		<a href="#">DEP0031094</a>	Utility Payment Packet UBPKT14070	Utility Billing	Outstanding	Deposit	1,290.83
01/29/2026		<a href="#">DEP0031103</a>	Utility Payment Packet UBPKT14072	Utility Billing	Outstanding	Deposit	9,408.55
01/30/2026		<a href="#">DEP0031106</a>	Utility Payment Packet UBPKT14073	Utility Billing	Outstanding	Deposit	5,095.00
01/30/2026		<a href="#">DEP0031109</a>	Utility Payment Packet UBPKT14074	Utility Billing	Outstanding	Deposit	3,832.76
01/30/2026		<a href="#">DEP0031118</a>	Utility Payment Packet UBPKT14082	Utility Billing	Outstanding	Deposit	19,849.41
<b>Deposit Total: (84)</b>							<b>1,071,712.59</b>
<b>Utility Billing Total: (89)</b>							<b>1,066,964.80</b>
<b>Report Total: (279)</b>							<b>-1,214,937.53</b>

Bank Transaction Report

Issued Date Range: -

Summary

Bank Account	Count	Amount
<a href="#">030866939 BMO Checking</a>	279	-1,214,937.53
<b>Report Total:</b>	<b>279</b>	<b>-1,214,937.53</b>

Cash Account	Count	Amount
<a href="#">99 99-000-1004 BMO Checking (Pooled Cash)</a>	279	-1,214,937.53
<b>Report Total:</b>	<b>279</b>	<b>-1,214,937.53</b>

Transaction Type	Count	Amount
Bank Draft	31	-554,021.16
Check	79	-969,553.61
Deposit	136	1,209,339.44
EFT	33	-900,702.20
<b>Report Total:</b>	<b>279</b>	<b>-1,214,937.53</b>



Trabuco Canyon Water District  
General Fund Warrant Register  
1/14/2026

**Summary of Disbursements**

Computer Checks	877,442.55
UB Refund Checks	3,143.15
Void UB Refund	-
Bank Drafts	581,594.00
Bank EFTs	449,650.93
Voided Payments	-
<b>Total Disbursements</b>	<b>1,911,830.63</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: Date: 1/15/26

  
\_\_\_\_\_  
By: Date: 1/15/26



Trabuco Canyon Water District, CA

# Bank Transaction Report

## Transaction Detail

Issued Date Range: 12/10/2025 - 01/13/2026

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Accounts Payable</b>							
<b>Bank Draft</b>							
12/10/2025	12/31/2025	<a href="#">DFT0004261</a>	ADP	Accounts Payable	Cleared	Bank Draft	-2,192.18
12/11/2025	12/31/2025	<a href="#">DFT0004262</a>	COX COMMUNICATIONS	Accounts Payable	Cleared	Bank Draft	-1,661.17
12/15/2025	12/31/2025	<a href="#">DFT0004263</a>	ORANGE COUNTY REGISTER - FREEDOM	Accounts Payable	Cleared	Bank Draft	-650.65
12/15/2025	12/31/2025	<a href="#">DFT0004264</a>	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Cleared	Bank Draft	-242.60
12/15/2025	12/31/2025	<a href="#">DFT0004265</a>	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Cleared	Bank Draft	-72,363.30
12/15/2025	12/31/2025	<a href="#">DFT0004266</a>	TAB ANSWER NETWORK	Accounts Payable	Cleared	Bank Draft	-244.51
12/15/2025	12/31/2025	<a href="#">DFT0004267</a>	VERIZON BUSINESS	Accounts Payable	Cleared	Bank Draft	-1,607.68
12/16/2025	12/31/2025	<a href="#">DFT0004268</a>	COX COMMUNICATIONS	Accounts Payable	Cleared	Bank Draft	-75.50
12/17/2025	12/31/2025	<a href="#">DFT0004269</a>	WEX FLEET UNIVERSAL	Accounts Payable	Cleared	Bank Draft	-4,837.02
12/18/2025	12/31/2025	<a href="#">DFT0004270</a>	ADP	Accounts Payable	Cleared	Bank Draft	-170,306.81
12/18/2025	12/31/2025	<a href="#">DFT0004271</a>	XEROX CORPORATION	Accounts Payable	Cleared	Bank Draft	-340.12
12/22/2025	12/31/2025	<a href="#">DFT0004272</a>	CALPERS	Accounts Payable	Cleared	Bank Draft	-35,815.04
12/22/2025	12/31/2025	<a href="#">DFT0004273</a>	COX COMMUNICATIONS	Accounts Payable	Cleared	Bank Draft	-1,030.00
12/24/2025	12/31/2025	<a href="#">DFT0004274</a>	CR&R Incorporated	Accounts Payable	Cleared	Bank Draft	-76.88
12/24/2025	12/31/2025	<a href="#">DFT0004275</a>	WAGE WORKS, INC.	Accounts Payable	Cleared	Bank Draft	-75.00
12/26/2025	12/31/2025	<a href="#">DFT0004276</a>	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Cleared	Bank Draft	-8,192.24
12/30/2025	12/31/2025	<a href="#">DFT0004277</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Cleared	Bank Draft	-957.54
01/02/2026		<a href="#">DFT0004278</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-145,863.95
01/02/2026		<a href="#">DFT0004279</a>	BRINKS HOME SECURITY	Accounts Payable	Outstanding	Bank Draft	-269.99
01/02/2026		<a href="#">DFT0004280</a>	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-5,610.73
01/02/2026		<a href="#">DFT0004281</a>	VSP	Accounts Payable	Outstanding	Bank Draft	-840.46
01/05/2026		<a href="#">DFT0004282</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-116.00
01/05/2026		<a href="#">DFT0004283</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-113,479.94
01/05/2026		<a href="#">DFT0004284</a>	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,338.07
01/07/2026		<a href="#">DFT0004285</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,458.04
01/08/2026		<a href="#">DFT0004286</a>	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-1,579.20
01/12/2026		<a href="#">DFT0004287</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-2,192.18
01/12/2026		<a href="#">DFT0004288</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,661.17
01/12/2026		<a href="#">DFT0004289</a>	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-261.78
01/13/2026		<a href="#">DFT0004290</a>	SOUTH COAST AQMD	Accounts Payable	Outstanding	Bank Draft	-736.57
01/13/2026		<a href="#">DFT0004291</a>	VERIZON BUSINESS	Accounts Payable	Outstanding	Bank Draft	-1,517.68
<b>Bank Draft Total: (31)</b>							<b>-581,594.00</b>
<b>Check</b>							
12/11/2025	12/31/2025	<a href="#">13833</a>	BUTIER ENGINEERING, INC.	Accounts Payable	Cleared	Check	-66,962.00

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
12/11/2025		<a href="#">13834</a>	DMC ENGINEERING	Accounts Payable	Outstanding	Check	-3,444.49
12/11/2025	12/31/2025	<a href="#">13835</a>	FERGUSON WATERWORKS	Accounts Payable	Cleared	Check	-15,668.33
12/11/2025		<a href="#">13836</a>	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-13,886.25
12/11/2025		<a href="#">13837</a>	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-58,472.51
12/11/2025	12/31/2025	<a href="#">13838</a>	MKN	Accounts Payable	Cleared	Check	-2,219.50
12/11/2025	12/31/2025	<a href="#">13839</a>	T.E. ROBERTS INC	Accounts Payable	Cleared	Check	-317,877.60
12/19/2025	12/31/2025	<a href="#">13840</a>	APPLIED INDUSTRIAL TECHNOLOGIES	Accounts Payable	Cleared	Check	-767.04
12/19/2025	12/31/2025	<a href="#">13841</a>	AT&T MOBILITY	Accounts Payable	Cleared	Check	-124.71
12/19/2025	12/31/2025	<a href="#">13842</a>	BUCCOLA LANDSCAPE SERVICES INC	Accounts Payable	Cleared	Check	-5,970.00
12/19/2025		<a href="#">13843</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-2,675.04
12/19/2025		<a href="#">13844</a>	DB SALES & SERVICES	Accounts Payable	Outstanding	Check	-2,890.00
12/19/2025	12/31/2025	<a href="#">13845</a>	Dove Cafe	Accounts Payable	Cleared	Check	-1,529.00
12/19/2025	12/31/2025	<a href="#">13846</a>	FERGUSON WATERWORKS	Accounts Payable	Cleared	Check	-9,222.23
12/19/2025	12/31/2025	<a href="#">13847</a>	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Cleared	Check	-20,485.07
12/19/2025	12/31/2025	<a href="#">13848</a>	HAAKER EQUIPMENT COMPANY	Accounts Payable	Cleared	Check	-2,155.19
12/19/2025	12/31/2025	<a href="#">13849</a>	K2 CALIBRATIONS LLC	Accounts Payable	Cleared	Check	-693.96
12/19/2025	12/31/2025	<a href="#">13850</a>	LA HABRA FENCE COMPANY LLC	Accounts Payable	Cleared	Check	-1,258.00
12/19/2025		<a href="#">13851</a>	NIGRO & NIGRO, PC	Accounts Payable	Outstanding	Check	-14,000.00
12/19/2025	12/31/2025	<a href="#">13852</a>	RICHARD HURTADO	Accounts Payable	Cleared	Check	-183.15
12/19/2025	12/31/2025	<a href="#">13853</a>	SANTA MARGARITA TOYOTA	Accounts Payable	Cleared	Check	-953.64
12/19/2025	12/31/2025	<a href="#">13854</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Cleared	Check	-660.00
12/19/2025	12/31/2025	<a href="#">13855</a>	SIERRA ANALYTICAL	Accounts Payable	Cleared	Check	-3,754.50
12/19/2025	12/31/2025	<a href="#">13856</a>	SOTO RESOURCES	Accounts Payable	Cleared	Check	-846.25
12/19/2025	12/31/2025	<a href="#">13857</a>	SUPERIOR ELECTRIC MOTOR SERVICE, INC	Accounts Payable	Cleared	Check	-29,336.16
12/19/2025	12/31/2025	<a href="#">13858</a>	SWRCB ACCOUNTING OFFICE	Accounts Payable	Cleared	Check	-35,535.94
12/19/2025	12/31/2025	<a href="#">13859</a>	USA BLUEBOOK	Accounts Payable	Cleared	Check	-84.92
01/07/2026		<a href="#">13861</a>	AT&T	Accounts Payable	Outstanding	Check	-741.20
01/07/2026		<a href="#">13862</a>	ATKINSON, ANDELSON, LOYA, RUUD, & ROMO	Accounts Payable	Outstanding	Check	-99.00
01/07/2026		<a href="#">13863</a>	BRAGG CRANE SERVICE	Accounts Payable	Outstanding	Check	-2,524.50
01/07/2026		<a href="#">13864</a>	BUTIER ENGINEERING, INC.	Accounts Payable	Outstanding	Check	-46,082.00
01/07/2026		<a href="#">13865</a>	C.G. LANDSCAPE INC	Accounts Payable	Outstanding	Check	-2,343.92
01/07/2026		<a href="#">13866</a>	ELITE AUTOMOTIVE SERVICES	Accounts Payable	Outstanding	Check	-4,017.96
01/07/2026		<a href="#">13867</a>	FARRELL PRINTING, INC.	Accounts Payable	Outstanding	Check	-189.99
01/07/2026		<a href="#">13868</a>	FEDEX	Accounts Payable	Outstanding	Check	-126.54
01/07/2026		<a href="#">13869</a>	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-3,479.13
01/07/2026		<a href="#">13870</a>	GREENSTONE MATERIALS INC.	Accounts Payable	Outstanding	Check	-2,056.30
01/07/2026		<a href="#">13871</a>	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-9,500.00
01/07/2026		<a href="#">13872</a>	OC KEYS LLC	Accounts Payable	Outstanding	Check	-549.91
01/07/2026		<a href="#">13873</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-5,138.00
01/07/2026		<a href="#">13874</a>	SUPERIOR ELECTRIC MOTOR SERVICE, INC	Accounts Payable	Outstanding	Check	-34,406.01
01/13/2026		<a href="#">13875</a>	ADVANCED INTEGRATION & CONTROLS	Accounts Payable	Outstanding	Check	-1,000.00
01/13/2026		<a href="#">13876</a>	AT&T MOBILITY	Accounts Payable	Outstanding	Check	-126.21
01/13/2026		<a href="#">13877</a>	BEAVENS SYSTEMS, INC.	Accounts Payable	Outstanding	Check	-4,296.46

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/13/2026		<a href="#">13878</a>	BLAKE SMITH	Accounts Payable	Outstanding	Check	-4,401.75
01/13/2026		<a href="#">13879</a>	BRENT MONSON	Accounts Payable	Outstanding	Check	-250.00
01/13/2026		<a href="#">13880</a>	C.G. LANDSCAPE INC	Accounts Payable	Outstanding	Check	-695.00
01/13/2026		<a href="#">13881</a>	CARTEGRAPH	Accounts Payable	Outstanding	Check	-6,655.01
01/13/2026		<a href="#">13882</a>	CONTAINER ALLIANCE COMPANY	Accounts Payable	Outstanding	Check	-4,246.66
01/13/2026		<a href="#">13883</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-273.68
01/13/2026		<a href="#">13884</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-2,001.04
01/13/2026		<a href="#">13885</a>	CPS HR CONSULTING	Accounts Payable	Outstanding	Check	-3,002.50
01/13/2026		<a href="#">13886</a>	FEDEX	Accounts Payable	Outstanding	Check	-126.01
01/13/2026		<a href="#">13887</a>	FERNANDO VALDEZ	Accounts Payable	Outstanding	Check	-261.00
01/13/2026		<a href="#">13888</a>	GARY KESSLER	Accounts Payable	Outstanding	Check	-3,431.77
01/13/2026		<a href="#">13889</a>	GRAINGER	Accounts Payable	Outstanding	Check	-462.61
01/13/2026		<a href="#">13890</a>	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-22,403.50
01/13/2026		<a href="#">13891</a>	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-14,596.94
01/13/2026		<a href="#">13892</a>	IXOM WATERCARE, INC.	Accounts Payable	Outstanding	Check	-29,100.00
01/13/2026		<a href="#">13893</a>	JUAN A. QUINONEZ	Accounts Payable	Outstanding	Check	-1,482.03
01/13/2026		<a href="#">13894</a>	LA HABRA FENCE COMPANY LLC	Accounts Payable	Outstanding	Check	-12,846.00
01/13/2026		<a href="#">13895</a>	MICHAEL PEREA	Accounts Payable	Outstanding	Check	-5,138.54
01/13/2026		<a href="#">13896</a>	OSCAR ULLOA	Accounts Payable	Outstanding	Check	-253.32
01/13/2026		<a href="#">13897</a>	PEBBLE SPRING WATER	Accounts Payable	Outstanding	Check	-94.00
01/13/2026		<a href="#">13898</a>	PHIL SERPAS	Accounts Payable	Outstanding	Check	-1,345.92
01/13/2026		<a href="#">13899</a>	POLYDYNE, INC.	Accounts Payable	Outstanding	Check	-4,708.68
01/13/2026		<a href="#">13900</a>	SECURITAS TECHNOLOGY	Accounts Payable	Outstanding	Check	-3,449.48
01/13/2026		<a href="#">13901</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-4,721.00
01/13/2026		<a href="#">13902</a>	SOTO RESOURCES	Accounts Payable	Outstanding	Check	-1,990.00
01/13/2026		<a href="#">13903</a>	STARTING LINE ADVISORY	Accounts Payable	Outstanding	Check	-12,049.99
01/13/2026		<a href="#">13904</a>	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
01/13/2026		<a href="#">13905</a>	UMETECH, INC.	Accounts Payable	Outstanding	Check	-700.00
01/13/2026		<a href="#">13906</a>	USDA, FOREST SERVICE	Accounts Payable	Outstanding	Check	-1,033.61
01/13/2026		<a href="#">13907</a>	WBCP INC	Accounts Payable	Outstanding	Check	-6,764.90
						<b>Check Total: (74)</b>	<b>-877,442.55</b>
<b>EFT</b>							
12/11/2025	12/31/2025	<a href="#">886</a>	IRVINE RANCH WATER DISTRICT	Accounts Payable	Cleared	EFT	-101,656.14
12/11/2025	12/31/2025	<a href="#">887</a>	MCM CONSULTING	Accounts Payable	Cleared	EFT	-3,880.00
12/11/2025	12/31/2025	<a href="#">888</a>	TETRA TECH, INC.	Accounts Payable	Cleared	EFT	-2,287.50
12/11/2025	12/31/2025	<a href="#">889</a>	WECK LABORATORIES	Accounts Payable	Cleared	EFT	-624.00
12/22/2025	12/31/2025	<a href="#">890</a>	ACWA JPIA - LIFE	Accounts Payable	Cleared	EFT	-761.14
12/22/2025	12/31/2025	<a href="#">891</a>	AMAZON	Accounts Payable	Cleared	EFT	-746.68
12/22/2025	12/31/2025	<a href="#">892</a>	DMS FACILITY SERVICES	Accounts Payable	Cleared	EFT	-1,340.98
12/22/2025	12/31/2025	<a href="#">893</a>	IBEW Local 47	Accounts Payable	Cleared	EFT	-480.00
12/22/2025	12/31/2025	<a href="#">894</a>	INFOSEND, INC.	Accounts Payable	Cleared	EFT	-3,077.54
12/22/2025	12/31/2025	<a href="#">895</a>	JCI JONES CHEMICALS, INC	Accounts Payable	Cleared	EFT	-4,721.42

**Bank Transaction Report**

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
12/22/2025	12/31/2025	<a href="#">896</a>	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Accounts Payable	Cleared	EFT	-192.34
12/22/2025	12/31/2025	<a href="#">897</a>	SNELL AND WILMER L.L.P	Accounts Payable	Cleared	EFT	-451.20
01/08/2026		<a href="#">898</a>	AMAZON	Accounts Payable	Outstanding	EFT	-344.38
01/08/2026		<a href="#">899</a>	BIG O TIRES	Accounts Payable	Outstanding	EFT	-1,457.21
01/08/2026		<a href="#">900</a>	FLEET SERVICES, INC.	Accounts Payable	Outstanding	EFT	-1,169.55
01/08/2026		<a href="#">901</a>	INFOSEND, INC.	Accounts Payable	Outstanding	EFT	-3,029.51
01/08/2026		<a href="#">902</a>	IRVINE PIPE SUPPLY	Accounts Payable	Outstanding	EFT	-2,570.85
01/08/2026		<a href="#">903</a>	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	EFT	-222,773.17
01/08/2026		<a href="#">904</a>	MWDOC	Accounts Payable	Outstanding	EFT	-93,123.86
01/08/2026		<a href="#">905</a>	NBS	Accounts Payable	Outstanding	EFT	-1,045.70
01/08/2026		<a href="#">906</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	EFT	-2,485.00
01/08/2026		<a href="#">907</a>	ORKIN, INC.	Accounts Payable	Outstanding	EFT	-352.97
01/08/2026		<a href="#">908</a>	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-455.79
01/08/2026		<a href="#">909</a>	WECK LABORATORIES	Accounts Payable	Outstanding	EFT	-624.00
<b>EFT Total: (24)</b>							<b>-449,650.93</b>
<b>Accounts Payable Total: (129)</b>							<b>-1,908,687.48</b>
<b>Utility Billing</b>							
<b>Check</b>							
01/05/2026		<a href="#">13860</a>	LINDSAY FINNERAN	Utility Billing	Outstanding	Check	-3,143.15
<b>Check Total: (1)</b>							<b>-3,143.15</b>
<b>Utility Billing Total: (1)</b>							<b>-3,143.15</b>
<b>Report Total: (130)</b>							<b>-1,911,830.63</b>

Bank Transaction Report

Issued Date Range: -

Summary

Bank Account	Count	Amount
<a href="#">030866939 BMO Checking</a>	130	-1,911,830.63
<b>Report Total:</b>	<b>130</b>	<b>-1,911,830.63</b>

Cash Account	Count	Amount
<a href="#">99 99-000-1004 BMO Checking (Pooled Cash)</a>	130	-1,911,830.63
<b>Report Total:</b>	<b>130</b>	<b>-1,911,830.63</b>

Transaction Type	Count	Amount
Bank Draft	31	-581,594.00
Check	75	-880,585.70
EFT	24	-449,650.93
<b>Report Total:</b>	<b>130</b>	<b>-1,911,830.63</b>



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

GENERAL FUND PAYROLL WARRANT REGISTER

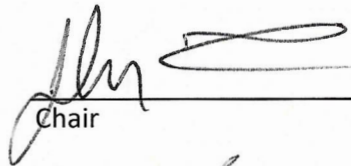
For the Month of: January 2026


\$ 309,780.10

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

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

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

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Member

2-12-26  
\_\_\_\_\_  
Date

2/12/26  
\_\_\_\_\_  
Date

Net Pay	<b>Checks</b>	<b>8,828.76</b>		
	<b>Direct Deposits</b>	<b>86,877.52</b>		
	Subtotal Net Pay			95,706.28
	<b>Adjustments</b>	<b>15,800.01</b>		
	Total Net Pay Liability (Net Cash)			111,506.29

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>20,961.84</b>	
	<b>Earned Income Credit Advances</b>					
	<b>Social Security</b>				<b>10,867.63</b>	<b>10,867.64</b>
	<b>Medicare</b>				<b>2,541.65</b>	<b>2,541.63</b>
	<b>Medicare Surtax</b>					
	<b>Federal Unemployment Tax</b>					
	Subtotal Federal		<b>34,371.12</b>	<b>13,409.27</b>		<b>47,780.39</b>
	<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		<b>34,371.12</b>	<b>13,409.27</b>		<b>47,780.39</b>
State	<b>CA State Income Tax</b>				<b>9,624.65</b>	
	<b>CA State Unemployment Insurance-ER 6000</b>					<b>565.34</b>
	<b>CA State Disability Insurance-EE</b>				<b>2,227.42</b>	
	Subtotal CA		<b>11,852.07</b>	<b>565.34</b>		<b>12,417.41</b>
	Total Taxes	<b>.00</b>	<b>.00</b>	<b>46,223.19</b>	<b>13,974.61</b>	<b>60,197.80</b>
	Amount ADP Debited From AccountXXXX6939					<b>60,197.80 Excludes Taxes That Are Your Responsibility</b>
	Tran/ABA XXXXXXXXXX					

Other	<b>ADP Direct Deposit</b>	<b>86,877.52</b>			<b>30 Employee Transactions</b>
Transfers	<b>ADP Check</b>	<b>8,828.76</b>			
	Amount ADP Debited From AccountXXXX6939				95,706.28
	Tran/ABA XXXXXXXXXX				
	Total Amount ADP Debited From Your Accounts				155,904.08



**Statistical Summary**  
**Detail**

**TRABUCO CANYON WATER**

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

Batch : **4217**  
Quarter Number : **1**  
Service Center : **580**

Period Ending : **01/15/2026** **Week 03**  
Pay Date : **01/20/2026**  
Current Date : **01/15/2026** 49 of 135

Net Pay	<b>Checks</b>	<b>1,139.82</b>		
	<b>Direct Deposits</b>	<b>96,526.26</b>		
	Subtotal Net Pay			97,666.08
	<b>Adjustments</b>	<b>.00</b>		
	Total Net Pay Liability (Net Cash)			97,666.08

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>20,699.45</b>	
	<b>Earned Income Credit Advances</b>					
	<b>Social Security</b>		<b>9,871.58</b>		<b>9,871.57</b>	
	<b>Medicare</b>		<b>2,308.67</b>		<b>2,308.67</b>	
	<b>Medicare Surtax</b>					
	<b>Federal Unemployment Tax</b>					
	Subtotal Federal		32,879.70	12,180.24		45,059.94
	<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		32,879.70	12,180.24		45,059.94
State	<b>CA State Income Tax</b>				<b>9,074.67</b>	
	<b>CA State Unemployment Insurance-ER 6000</b>				<b>56.78</b>	
	<b>CA State Disability Insurance-EE</b>				<b>2,018.55</b>	
	Subtotal CA		11,093.22	56.78		11,150.00
	Total Taxes	.00	.00	43,972.92	12,237.02	56,209.94
	Amount ADP Debited From AccountXXXX6939					56,209.94
	Tran/ABA XXXXXXXXXX					<b>Excludes Taxes That Are Your Responsibility</b>

Other	<b>ADP Direct Deposit</b>	<b>96,526.26</b>			<b>30 Employee Transactions</b>
Transfers	<b>ADP Check</b>	<b>1,139.82</b>			
	Amount ADP Debited From AccountXXXX6939				97,666.08
	Tran/ABA XXXXXXXXXX				
	Total Amount ADP Debited From Your Accounts				153,876.02



### Statistical Summary Detail

### TRABUCO CANYON WATER

Region Name : GKN  
Company Code : ADP RESOURCE

Batch : 5459  
Quarter Number : 1  
Service Center : 580

Period Ending : 01/31/2026 Week 06  
Pay Date : 02/05/2026  
Current Date : 02/03/2026 50 of 135

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 18, 2026**

**CONSENT CALENDAR**

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

---

***RECOMMENDED ACTION:***

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

1. *January 7, 2026*

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



**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JANUARY 7, 2026**

---

**DIRECTORS PRESENT**

Mark Anderson, Committee Chair  
Glenn Acosta, Committee Member

**STAFF PRESENT**

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

**STAFF ABSENT**

None

**DISTRICT CONSULTANTS**

None

**PUBLIC PRESENT**

None

**CALL MEETING TO ORDER**

Director Anderson called the January 7, 2026 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**

Director Acosta commented that the Labor Negotiations Ad Hoc Committee was working with general counsel to expedite the Memorandum of Understanding (MOU), with the goal of completing it this month.

Director Anderson commented that the MOU was 80% complete.

**REPORT FROM THE GENERAL MANAGER**

Mr. McKenney reported that he toured the pipeline rehabilitation project and thanked staff for their time.

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JANUARY 7, 2026**

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

---

Mr. McKenney 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 PIPELINE REHABILITATION PROJECT**

---

Ms. Lausten presented this matter for Committee consideration, and she reported that Phase 1B of the project was expected to be completed the following week, while the open-cut portion was scheduled for completion by mid-February. Ms. Lausten also reported that since Phase 1 progressed faster than anticipated and was currently under budget, she recommended a change order to advance Phase 2A of the project ahead of the original schedule. Mr. Perea added that staff identified potential savings by completing Phase 2A now while the equipment is on-site and the contractor's prices hold firm.

Director Anderson expressed his concerns concerning potential vulnerabilities in the lower portion of the pipeline compared to the upper portion in Phase 2, and he stressed the need for a contingency plan in the event of a failure. Director Anderson also expressed his concerns regarding the expenditure, given the District's current financial position. Mr. Perea stated that staff will revisit the projected cost savings.

Director Acosta expressed his support for completing Phase 2A at this time, stating that the pipeline is critical and that a potential consolidation should not be a determining factor. Director Acosta emphasized that the upper section presents a critical opportunity for cost savings that will help in offsetting costs once the District moves forward with the lower section. Director Acosta also asked that staff explore all options to fast track Phase 2 of the project.

**RECOMMENDATION:** Recommend the Board of Directors authorize the General Manager to approve a contract change order for the DWTP Transmission Main Pipeline Rehabilitation Project – Phase 2A to TE Roberts in the Not-to-exceed amount of \$915,998 (Action Calendar).

**ITEM 3: DOVE & TICK CREEK PUMP STATIONS UPDATE – DESIGN & ENVIRONMENTAL PROFESSIONAL SERVICES**

---

Ms. Lausten presented this matter for Committee consideration, and she reported that the project would upgrade both pump stations and expand runoff capture. Ms. Lausten provided a brief overview of the recycled/reclaimed water system and explained that the current maintenance issues at the pump stations prevent the District from taking advantage of storm flows. Ms. Lausten reported that staff solicited bids and received two proposals. Ms. Lausten presented a proposal evaluation summary, and she stated that staff recommends awarding a professional services agreement to AKM Consulting Engineering.

**RECOMMENDATION:** Recommend the Board of Directors authorize the General Manager to award a professional services contract for the Dove and Tick Creek Station Improvements to AKM Consulting Engineering in the amount of \$511,412 plus a 10% contingency of \$51,141, for a not-to-exceed amount of \$562,553 (Action Calendar).

**ITEM 4: OTHER ENGINEERING AND OPERATIONS PROJECT UPDATES**

---

No other projects were presented to the Committee.

**RECOMMENDATION:** None

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JANUARY 7, 2026**

**ITEM 5: WATER SYSTEM UPDATES**

---

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

1. Replaced leaking fire hydrant on Huntknoll Drive in the Trabuco Highlands community.
2. Recoated and painted the pumps and pipes at Rose Canyon Booster Pump Station.
3. Assisted Customer Service Field Technician with residential curb stop replacement on El Toro Road.
4. Continued to work with contractors on the DWTP Transmission Line Rehabilitation Project.

Ms. Lausten noted that the Saddle Crest pipeline improvements project would be starting the following month.

Director Acosta requested that the hydrant pressures in the Hamilton Oaks community be agendized for discussion the following month. Mr. Perea noted that staff worked with Hazen based on feedback from the Committee and that an update would be provided to the Committee next month.

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

**ITEM 6: WASTEWATER SYSTEM UPDATES**

---

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

1. Repaired the 2” Cla-Val at Portola Basin intertie.
2. Replaced the Sutorbilt blower at the Robinson Ranch Wastewater Treatment Plant (WWTP).
3. Repaired a leaking 6” airline at the WWTP.
4. Built a new airline to be installed in the East SBR tank at the WWTP.
5. Quarterly wet well cleaning completed at sewer lift stations.
6. Quarterly F.O.G. (Fats, Oil, and Grease) source control inspections at commercial accounts completed.

Mr. Ulloa presented the Recycled Water System Summary for Committee review, and he reported that reservoir level was at 1267 feet and Dove Lake was full. Mr. Ulloa also reported that Dove/Tick Dry Season Recovery was offline.

Discussion occurred concerning the Dove Canyon Golf Club F.O.G. cleaning process and frequency.

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

**ITEM 7: MAINTENANCE DEPARTMENT UPDATES**

---

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

**Projects and Repairs**

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

**Water Operations**

1. Performed load banking on the emergency backup generator at the Saddle Crest Booster Pump Station.
2. Serviced Water Department vehicles.

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JANUARY 7, 2026**

**Wastewater Operations**

1. Repaired an air release valve on the compressor at El Toro Sewer Lift Station.
2. Cleared a new area and graded the hillside at the WWTP for future Vactor truck parking.
3. Re-graded and maintained fire roads at WWTP due to rain events.

**District Fleet Upgrades & Other Projects**

1. Assisted in Arc Flash job walk with P2S and Hydrotech Electric at various District facilities.
2. Completed Onboard Diagnostic (OBD) compliance test on the Vactor Truck.
3. Completed BIT Inspection on Class A fleet vehicles.
4. Completed smog test on all District vehicles.
5. Performed ATS transfer checks on all emergency backup generators.

A brief discussion occurred regarding communication with Southern California Edison (SCE) related to isolation switches at the District’s facilities.

Director Anderson requested that staff add long-term projects to the overall CIP list. Mr. Perea stated that a meeting has been set up for the following week with the District’s consultants and that a monthly recurring meeting at the staff level has been scheduled to receive regular updates on projects.

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

**ITEM 8: OTHER MATTERS/REPORTS**

---

No other matters were reported.

**RECOMMENDATION:** None

**ADJOURNMENT**

Director Anderson adjourned the January 7, 2026 Engineering/Operational Committee Meeting at 8:46 a.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 18, 2026**

**CONSENT CALENDAR**

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

---

***RECOMMENDED ACTION:***

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

1. *January 5, 2026*

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



## TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | JANUARY 5, 2026

---

### **DIRECTORS PRESENT**

Vice President Glenn Acosta, Committee Chair  
President Mark Anderson, Committee Member

### **STAFF PRESENT**

Larry McKenney, General Manager  
Michael Perea, Assistant General Manager  
Lorrie Lausten, District Engineer (Remote)  
Roseann Lejsek, Executive Assistant  
Jason Stroud, Maintenance Superintendent

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

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

### **PUBLIC PRESENT**

Members of the public were present.

### **CALL MEETING TO ORDER**

Vice President Acosta called the January 5, 2026 Executive Committee Meeting to order at 4:02 PM.

### **VISITOR PARTICIPATION**

No visitor participation was received.

### **ORAL COMMUNICATION**

No oral communication was received.

### **COMMITTEE MEMBER COMMENTS**

None

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

Mr. McKenney commented that he was happy to be on board and eager to get up to speed.

Mr. Perea commented that all the District's operations weathered the recent storm without issue.

### **ADMINISTRATIVE MATTERS**

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

---

Mr. Perea 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 | JANUARY 5, 2026**

**DISCUSSION MATTERS**

**ITEM 2: BOARD AGENDA PLANNING CALENDAR**

---

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

**January 2026**

Special Board Meeting – (01/07)

Closed Session – Performance Evaluation of the General Manager

Special Board Meeting – (01/21)

General Manager Introduction to the Public

Regular Board Meeting – (01/21)

- Approve 2026 Committee Appointments & Agency Representative Assignments
- RFP for Rate Relief Update
- Quarterly Capital Improvement Plan (CIP) Update
- 2025 Year-End Legislative Report – General Counsel
- Approve Collective Bargaining Agreement (MOU)

Trabuco Canyon Improvement Corporation (TCIC) Annual Meeting – (01/21)

- Confirmation of President & Vice President
- Receive/File annual audit report

Trabuco Canyon Public Financing Authority (TCPFA) Annual Meeting – (01/21)

- Confirmation of President & Vice President
- Receive/File annual audit report

Special Board Meeting 01/29)

- Sewer/Recycled Water Systems Overview - Staff Presentation

**February 2026**

Regular Board Meeting – (02/18)

- RFP for Rate Relief Update
- Porter Property Update

Special Board Meeting (TBD)

- Rate Study – Revenue Requirement

**March 2026**

Regular Board Meeting – (03/18)

- RFP for Rate Relief Update
- FY2026/27 General Fund/CIP Budget Assumptions
- 

Special Board Meeting (TBD)

- Rate Study – Revenue Requirement

**Other Potential Future Board Items**

- Special Board Meeting on Porter Property Options
- Approve Ridgeline Connection Agreement with IRWD

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | JANUARY 5, 2026**

Discussion occurred regarding the potential inclusion of two additional items on the January 7 Special Board Meeting agenda as follows:

- **Dimension Water Treatment Plant Transmission Main Rehabilitation Project Phase 2A Change Order** – Ms. Lausten reported that the project is currently within the approved budget for the fiscal year, and that the contractor has agreed to hold current pricing if the District proceeds with the next phase at this time, rather than demobilizing equipment and deploying again in the future. Mr. Perea added that the contractor will be ready to demobilize the pipe bursting equipment the following week if we do not wish to move forward. Ms. Lausten added that initiating Phase 2A at this time would result in overall cost savings for the District. Director Anderson recommended that the General Manager confirm with SMWD and IRWD their anticipated future use of the pipeline prior to moving forward. Director Acosta expressed his support for proceeding with the next phase of the project. The Committee agreed to placing the item on the Special Board Meeting agenda for discussion and possible action.
- **Dove & Tick Creek Pump Station Improvements Professional Services Contract Award** – Ms. Lausten reported that the District has received grant funding through South OC – Prop 1 IRWM and USBR WaterSMART Drought Resiliency Program. Ms. Lausten noted that the grant requirements include extensive environmental review and permitting. Ms. Lausten stated that in order to remain in compliance with the grant funding utilization timeline, staff recommended bringing this item to the Special Board Meeting for consideration and action to award a professional services contract to AKM Consulting Engineering. The Committee supported placing the item on the Special Board Meeting agenda.

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

**OTHER MATTERS**

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

---

**RFP for Rate Relief**

Ms. Collins reported that both neighboring agencies plan to present a preliminary proposal at the Board and General Manager level, and that the agencies would like to meet ahead of TCWD’s Regular Board Meeting. Mr. McKenney stated he would reach out to the General Manager from each District to set up a meeting with the Rate Relief Ad Hoc Committee.

**Memorandum of Understanding (MOU) with the International Brotherhood of Electrical Workers (IBEW)**

Ms. Collins reported that she has the MOU document and is ready to discuss the document with the Labor Negotiations Ad Hoc Committee as soon as possible. A Labor Negotiations Ad Hoc Committee meeting was scheduled for January 6, 2026 at 4:00 p.m.

**RECOMMENDATION:** None.

**ADJOURNMENT**

Vice President Acosta adjourned the January 5, 2026 Executive Committee Meeting at 5:00 p.m.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 18, 2026**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

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

---

***FEES AND EXPENSES***

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

***TENTATIVE FUTURE MEETINGS***

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

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT**

FY 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. *January 2026*

**EXHIBITS:**

1. Directors Fees and Expenses Monthly Report for January 2026
2. Directors Future/Tentative Meeting/Attendance Schedule for Calendar Year 2026

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

**TRABUCO CANYON WATER DISTRICT  
DIRECTORS' FEES AND EXPENSES MONTHLY REPORT | JANUARY 2026**

MEETING DESCRIPTION	ACOSTA	ANDERSON	HORST	MANDICH	SAFRANSKI
<b>DISTRICT MEETINGS</b>					
Engineering/Operational Committee Meeting	01/07/26	01/07/26			
Executive Committee Meeting	01/05/26	01/05/26			
Finance/Audit Committee Meeting			01/15/26		01/15/26
Individual Meeting with General Manager	01/20/26	01/10/26	01/14/26	01/12/26	01/14/26
Labor Negotiations Ad Hoc Committee Meeting	01/06/26	01/06/26			
Public Outreach Ad Hoc Committee Meeting	01/27/26		01/27/26		
Rate Relief Ad Hoc Committee Meeting		01/15/26		01/15/26	
Regular Board Meeting	01/21/26	01/21/26	01/21/26	01/21/26	01/21/26
Special Board Meeting #1	01/07/26	01/07/26	01/07/26	01/07/26	01/07/26
Special Board Meeting #2	01/21/26	01/21/26	01/21/26	01/21/26	01/21/26
Special Board Meeting #3	01/29/26	01/29/26	01/29/26	01/29/26	01/29/26
Trabuco Canyon Improvement Corporation Regular Annual Meeting	01/21/26	01/21/26	01/21/26	01/21/26	01/21/26
Trabuco Canyon Public Financing Authority Regular Annual Meeting	01/21/26	01/21/26	01/21/26	01/21/26	01/21/26
TCWD/SMWD/IRWD Ad Hoc Committee Meeting		01/13/26		01/13/26	
<b>REPRESENTATIVE MEETINGS</b>					
Community Associations of Rancho (CAR) Meeting					01/13/26
City of Rancho Santa Margarita - City Council Meeting					01/14/26
Independent Special Districts of Orange County (ISDOC) Monthly Meeting		01/06/26			
MWDOC Administration/Finance Committee Meeting			01/14/26		
MWDOC Board Meeting			01/21/26		
MWDOC Water Policy Forum & Dinner	01/26/26				01/26/26
Orange County Local Agency Formation Commission (OC LAFCO)		01/14/26			
Santiago Aqueduct Commission Meeting					
South Orange County Agencies Group Meeting					01/22/26
South Orange County Integrated Regional Watershed Management Executive Committee Meeting					
Water Advisory Commission of Orange County (WACO)		01/09/26			
<b>NUMBER OF MEETINGS ATTENDED</b>	<b>8</b>	<b>10</b>	<b>6</b>	<b>6</b>	<b>8</b>
<b>PER DIEMS (\$125 per each meeting*)</b>	<b>\$1,000.00</b>	<b>\$1,250.00</b>	<b>\$750.00</b>	<b>\$750.00</b>	<b>\$1,000.00</b>
<b>DIRECT REIMBURSABLE EXPENSES</b>					
<b>DIRECT REIMBURSABLE EXPENSES TOTALS</b>					
<b>INDIRECT REIMBURSABLE EXPENSES</b>					
<b>INDIRECT REIMBURSABLE EXPENSES TOTALS</b>					
<b>TOTAL (PER DIEMS + DIRECT REIMBURSABLE EXPENSES)</b>	<b>\$1,000.00</b>	<b>\$1,250.00</b>	<b>\$750.00</b>	<b>\$750.00</b>	<b>\$1,000.00</b>
<i>* Maximum per diem per day is one; maximum per month is 10</i>					

**DIRECTOR SIGNATURE** \_\_\_\_\_

**TRABUCO CANYON WATER DISTRICT | 2026 PUBLIC MEETING AND CONFERENCE CALENDAR**

		2026											
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	01/05/26	02/02/26	03/02/26	04/06/26	05/04/26	06/01/26	07/06/26	08/03/26	09/07/26	10/05/26	11/02/26	12/07/26
2	Engineering/Operational Committee Meeting	01/07/26	02/04/26	03/04/26	04/01/26	05/06/26	06/03/26	07/01/26	08/05/26	09/02/26	10/07/26	11/04/26	12/02/26
3	Finance/Audit Committee Meeting	01/15/26	02/12/26	03/12/26	04/09/26	05/14/26	06/11/26	07/09/26	08/13/26	09/10/26	10/08/26	11/12/26	12/10/26
4	Regular Board Meeting	01/21/26	02/18/26	03/18/26	04/15/26	05/20/26	06/17/26	07/15/26	08/19/26	09/16/26	10/21/26	11/18/26	12/16/26
5	District Properties Committee Meeting	-	-	-	-	-	-	-	-	-	-	-	-
<b>PUBLIC MEETINGS</b>													
6	City of RSM City Council Meeting - Meeting No. 1	01/14/26	02/11/26	03/11/26	04/08/26	05/13/26	06/10/26	07/08/26	08/12/26	09/09/26	10/14/26	11/11/26	12/09/26
7	City of RSM City Council Meeting - Meeting No. 2	01/28/26	02/25/26	03/25/26	04/22/26	05/27/26	06/24/26	07/22/26	08/26/26	09/23/26	10/28/26	11/25/26	12/23/26
8	City of RSM Planning Commission Meeting	01/07/26	02/04/26	03/04/26	04/01/26	05/06/26	06/03/26	07/01/26	08/05/26	09/02/26	10/07/26	11/04/26	12/02/26
9	Independent Special Districts of Orange County Meeting - Executive	01/06/26	02/03/26	03/03/26	04/07/26	05/05/26	06/02/26	07/07/26	08/04/26	09/01/26	10/06/26	11/03/26	12/01/26
10	Independent Special Districts of Orange County Meeting - Quarterly	01/29/26	-	-	04/30/26	-	-	07/30/26	-	-	10/29/26	-	-
11	Orange County Local Agency Formation Commission (OC LAFCO)	01/14/26	02/11/26	03/11/26	04/08/26	05/13/26	06/10/26	07/08/26	08/12/26	09/09/26	10/14/26	11/11/26	12/09/26
12	Municipal Water District of Orange County (MWDOC) Board Meeting	01/21/26	02/18/26	03/18/26	04/15/26	05/20/26	06/17/26	07/15/26	08/19/26	09/16/26	10/21/26	11/18/26	12/16/26
13	Santiago Aqueduct Commission Meeting	-	-	03/19/26	-	-	06/18/26	-	-	09/17/26	-	-	12/17/26
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*	01/27/26	-	03/24/26	-	05/26/26	-	07/28/26	-	09/22/26	-	11/24/26	-
17	Water Advisory Committee of Orange County	01/09/26	02/06/26	03/06/26	04/03/26	05/01/26	06/05/26	07/10/26	08/07/26	09/04/26	10/02/26	11/06/26	12/04/26
<b>CONFERENCES</b>													
18	ACWA Spring Conference - Sacramento, CA					05/05-05/07							
19	ACWA Fall Conference - Anaheim, CA												12/01 - 12/03
20	CSDA Annual Conference -Palm Desert, CA								08/24-08/27				
21	CSDA GM Leadership Summit - Newport Beach, CA						06/28 - 06/30						
22	CSDA SDLA Conference - San Diego, CA					05/11 - 05/14							
23	Colorado River Water User's Association (CRWUA) Annual Conference – Las Vegas, NV												12/09 - 12/11
24	Urban Water Institute (UWI) Annual Conference - San Diego, CA								08/19 - 08/21				
25	Urban Water Institute (UWI) Spring Conference - Indian Wells, CA		02/25-02/27										

**LEGEND**

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

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 18, 2026**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 6: 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. Labor Negotiations Ad Hoc Committee
6. Public Outreach Ad Hoc Committee
7. Rate Relief Ad Hoc Committee
8. 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 provide direction as deemed appropriate.*

**EXHIBITS:**

None

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

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 18, 2026**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 7: UPDATE ON REQUEST FOR PROPOSALS FOR COMBINED SERVICES TO ACHIEVE RATE RELIEF**

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At the April 16, 2025 Regular Board Meeting, the Board of Directors discussed the concept of preparing and issuing a Request for Proposals from neighboring agencies to gauge interest in and potentially receive information regarding options for achieving rate relief for District customers.

The Board subsequently adopted Resolution No. 2025-1347 at the April 28, 2025 Special Board Meeting which authorized the General Manager to issue a Request for Proposal (RFP) for combined services to achieve rate relief consistent with the Board’s criteria and District goals, and that provides an opportunity for non-binding evaluation of potential strategies that would be in the best long-term interests of the ratepayers.

The Board has provided periodic updates at regular meetings as this matter has developed and directed staff to develop a dedicated webpage with a timeline of actions and updates. More information may be presented at the time of the meeting.

**FUNDING SOURCE:**

Not applicable

**FISCAL IMPACT**

Not applicable

**RECOMMENDED ACTION:**

*Receive update at the time of the meeting and provide direction as deemed appropriate.*

**EXHIBITS:**

None

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

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 18, 2026**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 8: DISTRICT WEBSITE REDESIGN DEVELOPMENT AND SUPPORT SERVICES**

**Background**

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

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

Website Developer Firms		
• Civic Plus	• Streamline	• Granicus

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

A summary of the proposals, including future maintenance costs and schedule, is included below:

FY 2025-26 Website Development Budget		\$	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 | FEBRUARY 18, 2026**

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.

**NEW Updated Information**

This matter was discussed with the Board in September 2025, and this proposal was tabled for consideration until after January 2026. District staff have met with Streamline staff to revisit the proposal costs to confirm any changes that may have occurred since September 2025. Streamline has committed to locking in the proposal’s costs without any increase.

A significant change that has occurred is that Streamline has been acquired by Civic Plus as a dedicated website developer for special districts like TCWD. One of the concerns that District staff expressed to Streamline was the continuation of their dedicated tools and CMS platform; Streamline explained that their tools and CMS platform were key reasons for the acquisition and will be available to TCWD.

This matter was reviewed with the Public Outreach Ad Hoc Committee in late January 2026. The committee recommended that staff proceed with contracting with Streamline for the redesign of the District’s website to provide staff with the appropriate tools to improve online communications with District customers and increase the District’s current outreach efforts.

**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 Public Outreach Ad Hoc Committee.

**RECOMMENDED ACTION:**

*Receive update at the time of the meeting. No action required.*

**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): McKENNEY/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

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## APPENDIX ONE

# EXHIBIT B

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APPENDIX TWO

Consultant – Project

Dated  
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85 of 135

**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.

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## 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**

<p> <b>Government Website Content Management System</b></p>	<p>✓</p>
<p><b>Content Management System:</b> Manage pages, menus, navigation, and organize information publicly.</p>	<p>Included</p>
<p><b>Domain Concierge and .gov Registration Support:</b> 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.</p>	<p>Included</p>
<p><b>DNS Management:</b> Assistance with the "Domain Name Service" that routes essential services like web traffic and email on your domain to the correct services.</p>	<p>Included</p>
<p><b>Image Library w/Gallery:</b> Organize, tag, store, caption, and add alt tags automatically using AI.</p>	<p>Included</p>
<p><b>Video w/Closed Captions:</b> 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.</p>	<p>Included</p>
<p><b>Unlimited File Storage:</b> Store as many board meeting and governance documents as you'd like on the Streamline platform.</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


<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>	Included
<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>	Included
<p> <b>Dedicated Content and Support Services</b></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>	Included
<p> <b>Flagship Design Service and Handcrafted Components</b></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>	Included
<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>	Included
<p> <b>Insurance and Uptime Guarantee</b></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>	Included
<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>	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

 **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 | FEBRUARY 18, 2026**

**ACTION CALENDAR  
FINANCIAL MATTERS**

**ITEM 9: DISCUSSION CONCERNING FY 2027 OPERATING BUDGET ASSUMPTIONS AND DEBT FINANCING SCHEDULING**

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The District fiscal year runs from July 1 through June 30. During the last quarter of each fiscal year, District staff reviews financial information and performs analyses relating to projected costs for the upcoming fiscal year in order to recommend a budget to the Board of Directors. Staff will provide a preliminary update on budgetary assumptions and debt financing scheduling for capital infrastructure funding at this time.

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

**FUNDING SOURCE:**

**FISCAL IMPACT**

None at this time

**COMMITTEE STATUS:**

This matter was reviewed with the Finance/Audit Committee.

**RECOMMENDED ACTION:**

*Receive update at the time of the meeting and provide direction as deemed appropriate.*

**EXHIBITS:**

None

**CONTACTS (staff responsible): McKENNEY/PEREA/BERG**

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 18, 2026**

**ACTION CALENDAR**

**ENGINEERING MATTERS**

**ITEM 10: HERITAGE SEWER LIFT STATION CONSTRUCTION MANAGEMENT CONTRACT AWARD**

Trabuco Canyon Water District (District) owns and operates the Heritage Sewer Lift Station (Heritage SLS) located on Heritage Drive between Robinson Ranch Road and Silvertree Lane in the Trabuco Highlands Community. The Heritage SLS is a critical pump station that conveys pumped wastewater flows from a portion of the lower Dove Canyon community and Rancho Cielo community (from Via Alegre SLS), Walden Homes, Trabuco Marketplace, Dahlia Court community, and lower Robinson Ranch (from Plano Trabuco SLS) via a sewer force main. The facility also receives gravity sewer flows from the upper Robinson Ranch community and Trabuco Highlands community and serves as the final pump station of the sanitary sewer system before the Robinson Ranch Wastewater Treatment Plant (WWTP).

In FY 22/23, a sewer bypass valve assembly was installed for emergency and maintenance work. This work was completed in February 2023. In FY 24/25, construction was completed to install a back-up in stock pump, including new discharge header improvements and isolation valves. The remaining full site upgrades were budgeted for FY 25/26 and FY 26/27, which include dry pit and yard piping improvements, installation of a bypass wet well, gravity sewer main, wet well improvements, MCC upgrades and site/security improvements.

At the November 2025 Regular Board Meeting, the construction contract was awarded to Ferreira Construction in the amount of \$1,799,813. Staff solicited proposals for the Construction Management/Inspection Services and received proposals from the following firms:

<b>Heritage SLS Improvements- CM Proposals</b>
AKM Consulting Engineers
Butier
MCM Consulting
MKN, an Ardurra Company

Staff have evaluated proposals, conducted interviews, and have negotiated lower costs by reducing several tasks. District staff recommends the approval of the professional services contract with MCM Consulting.

**FUNDING SOURCE:**

Capital Improvement Program

**FISCAL IMPACT (PROJECT BUDGET):**

Original Project Budget: \$1,506,360

Revised Mid-Year Project Budget: \$2,500,000

**ENVIRONMENTAL COMPLIANCE:**

Notice of Exemption was filed with the County of Orange on October 21, 2021.

**COMMITTEE STATUS:**

This matter was reviewed with the Engineering/Operational Committee.

**RECOMMENDED ACTION:**

*Authorize the General Manager to award a professional services contract for the Construction Management of the Heritage Sewer Lift Station Improvements to MCM Consulting in the amount of \$247,464 plus a 10% contingency of \$24,746, for a not-to-exceed amount of \$272,210.*

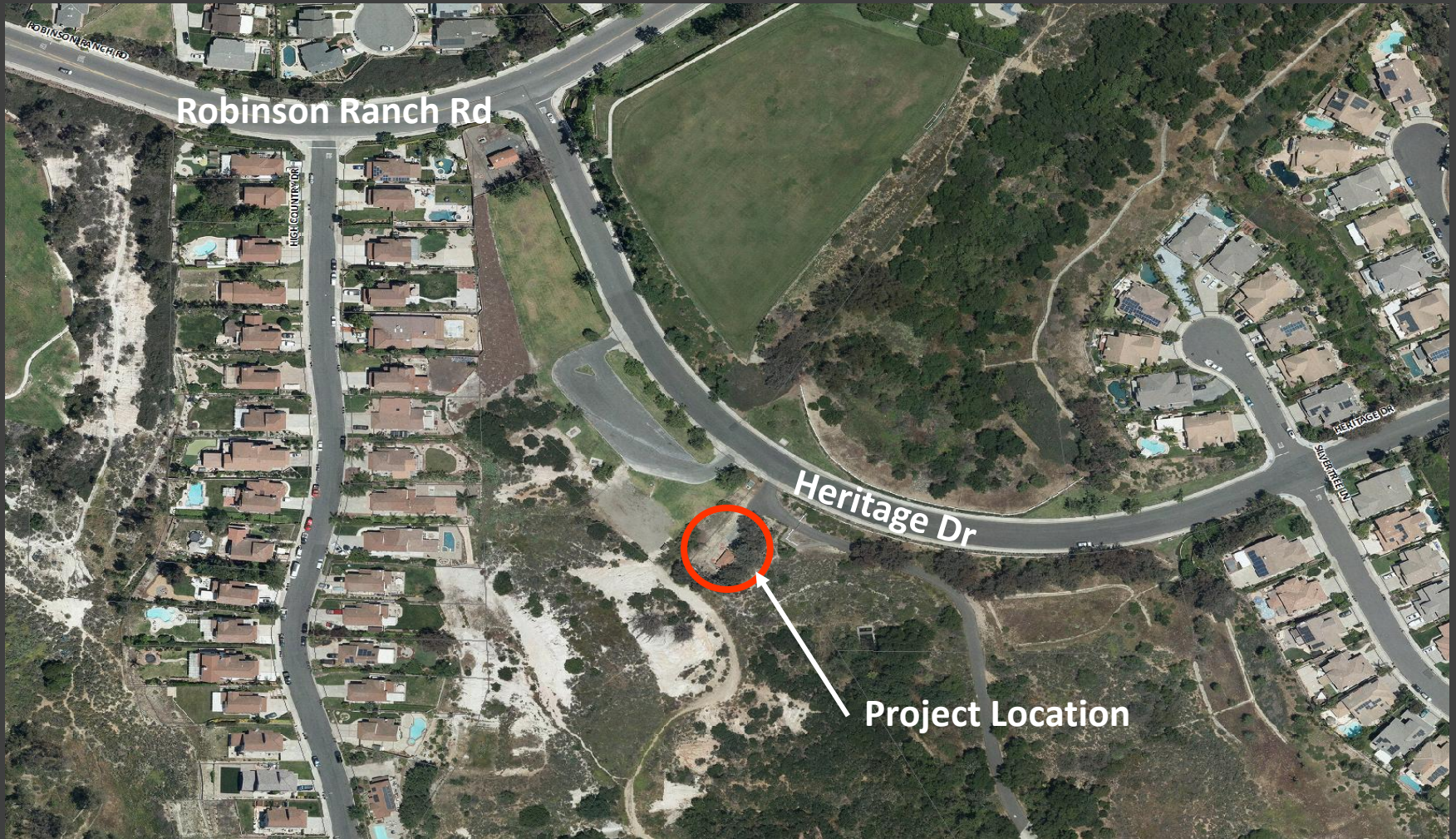
**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 18, 2026**

**EXHIBITS:**

1. Project Location
2. Proposal Evaluation

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

# Heritage Sewer Lift Station Improvements Project Location



## PROPOSAL EVALUATION

Heritage SLS Construction Management and Inspection					
Category	Weight	AKM	MCM	MKN	Butier
<b>Project Approach/Scope of Services</b> Project Approach, Understanding of the Scope of Work & Level of Effort on the Proposal	25%	3	4	5	4
<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%	2	4	4	4
<b>Proposer's understanding of the project and subject matter expertise</b> Firms Experience on Similar Projects, Local Staffing	20%	3	4	4	4
<b>Proposer's ability and available resources to perform the requested services</b>	20%	4	4	4	4
<b>Proposed project cost</b>	15%	3	5	4	4
<b>Total Weighted Score:</b>	100%	<b>3.0</b>	<b>4.2</b>	<b>4.3</b>	<b>4.0</b>
<b>Subconsultants</b> Materials Testing/Special Inspection		<b>AKM</b>	<b>MCM</b>	<b>MKN</b>	<b>Butier</b>
		GMU Geotechnical	GMU Geotechnical	GMU Geotechnical	GMU Geotechnical
<b>Labor *</b>		<b>AKM</b>	<b>MCM</b>	<b>MKN</b>	<b>Butier</b>
Task 1- Pre-Construction Services		46	5	20	20
Task 2 - Construction Manager/Resident Engineer, Inspectors and Testing Services		1300	1229	1064	1052
Task 3 - Project Close-Out		48	34	32	24
<b>Total:</b>		<b>1394</b>	<b>1268</b>	<b>1116</b>	<b>1096</b>
<b>Budget</b>		<b>AKM</b>	<b>MCM</b>	<b>MKN</b>	<b>Butier</b>
Task 1- Pre-Construction		\$ 11,026.00	\$ 950.00	\$ 4,582.00	\$ 4,344.00
Task 2 - Construction Manager, Inspector and Testing Subconsultant/Direct Cost		\$ 257,616.00	\$ 205,590.00	\$ 228,548.00	\$ 221,672.00
		\$ 36,920.00	\$ 34,764.00	\$ 38,240.00	\$ 34,764.00
Task 3 - Project Close-Out		\$ 9,562.00	\$ 6,160.00	\$ 7,002.00	\$ 5,128.00
<b>Total:</b>		<b>\$ 315,124.00</b>	<b>\$ 247,464.00</b>	<b>\$ 278,372.00</b>	<b>\$ 265,908.00</b>
<b>\$/Manhour</b>		<b>\$ 226.06</b>	<b>\$ 195.16</b>	<b>\$ 249.44</b>	<b>\$ 242.62</b>
* Labor hours do not include subconsultants					
<b>CM Cost as a Percentage of Construction Cost</b>		<b>17.51%</b>	<b>13.75%</b>	<b>15.47%</b>	<b>14.77%</b>

Contract is 210 calendar days (7 months); 140 working days. Assume 5 months (800 hours) is FT Inspection and 2 months is PT (10-20 hrs/week) (120 hours)  
Inspector Only Hours: AKM 908, MCM 874, MKN 800, Butier (93 WDx8) 744

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 18, 2026**

**ACTION CALENDAR**

**ENGINEERING MATTERS**

**ITEM 11: DIMENSION WATER TREATMENT PLANT TRANSMISSION MAIN PIPELINE REHABILITATION PROJECT UPDATE**

**Background**

Trabuco Canyon Water District (TCWD or District) owns and operates the Dimension Water Treatment Plant (DWTP) in the City of Lake Forest. The DWTP receives raw untreated water via a connection to the SAC line and filters and treats up to 6 cubic feet per second (CFS) of drinking water for TCWD customers. The Board of Directors awarded two construction contracts to TE Roberts Construction (Contractor) for the first phase (Phases 1A & 1B) of the DWTP transmission main rehabilitation project at the June 18, 2025 Regular Board Meeting. In conjunction with structural work on Filter No. 4 within DWTP (completed October 9, 2025), the project will restore operations for the District’s most reliable and cost-effective drinking water supply source.

**Project Status Update**

Attached for Board review is the January monthly construction report from Butier (Exhibit 1). Construction for Phase 1A has been completed. Phase 1B continued through the month of January with approximately 3,200 LF of Pipe Bursting activities, along with videos of the upstream sections, pit excavations and connections. The pipe bursting was completed the first week of February. The open cut pipe installation and connections will be completed at the end of February. District staff is currently working with Hazen for the analysis and recommendations for Phase 2 (Exhibit 2).

In January 2026, the Board approved the acceleration of a portion of the Phase 2 project scheduled for winter 2026-27 (approximately 1,800 LF of pipe bursting on the northerly portion of the project area). The pipe bursting was completed the first week of February. The table below quantifies the projected construction costs starting in February 2026 as opposed to February 2027. Completing the project now has advantages of efficiency, holding current bid prices, and spending less time on more expensive imported water from the IRWD/Ridgeline connection. These efforts have the potential to save the District approximately \$485,000 as demonstrated in the following table:

<b>February 2026</b>				
<u>Item No.</u>	<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Total</u>
1	Contract (1)	1	LS	\$915,000
2	IRWD/RL Water Delivery (2) (3)	1	Month	\$135,000
			<b>Total:</b>	<b>\$1,050,000</b>
(1) Holding Bid Pricing except for increase in AC due to City Permitting Requirements				
(2) Based on rates effective January 2026; DWTP vs. IRWD Water = \$866/ AF Premium				
(3) Based on a 5-yr avg of 1950/AF=163 AF/month				
<b>February 2027</b>				
<u>Item No.</u>	<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Total</u>
1	Contract (1)	1	LS	\$1,235,250
2	IRWD/RL Water Delivery (2) (3)	2	Month	\$300,000
			<b>Total:</b>	<b>\$1,535,250</b>
(1) Includes mob/demob, construction material increase, higher cost/LF due to low quantity of pipe=+35%				
(2) Based January 2027 with an assumed 6% increase; DWTP vs. IRWD Water = \$918/ AF Premium				
(3) Based on a 5-yr avg of 1950/AF=163 AF/month				

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 18, 2026**

**FUNDING SOURCE:**

Capital Improvement Program

**FISCAL IMPACT (FY25/26):**

FY 2025-26 Project Budget:	\$7,000,000
Phase 1A & 1B Contract with TE Roberts (Incl. 10% Contingency):	\$6,065,902
<b>FY 2025-26 Remaining Budget:</b>	<b>\$ 934,098</b>

**COMMITTEE STATUS:**

This matter was reviewed with the Engineering/Operational Committee.

**RECOMMENDED ACTION:**

Receive project updates at the time of the meeting. No action required.

**EXHIBITS:**

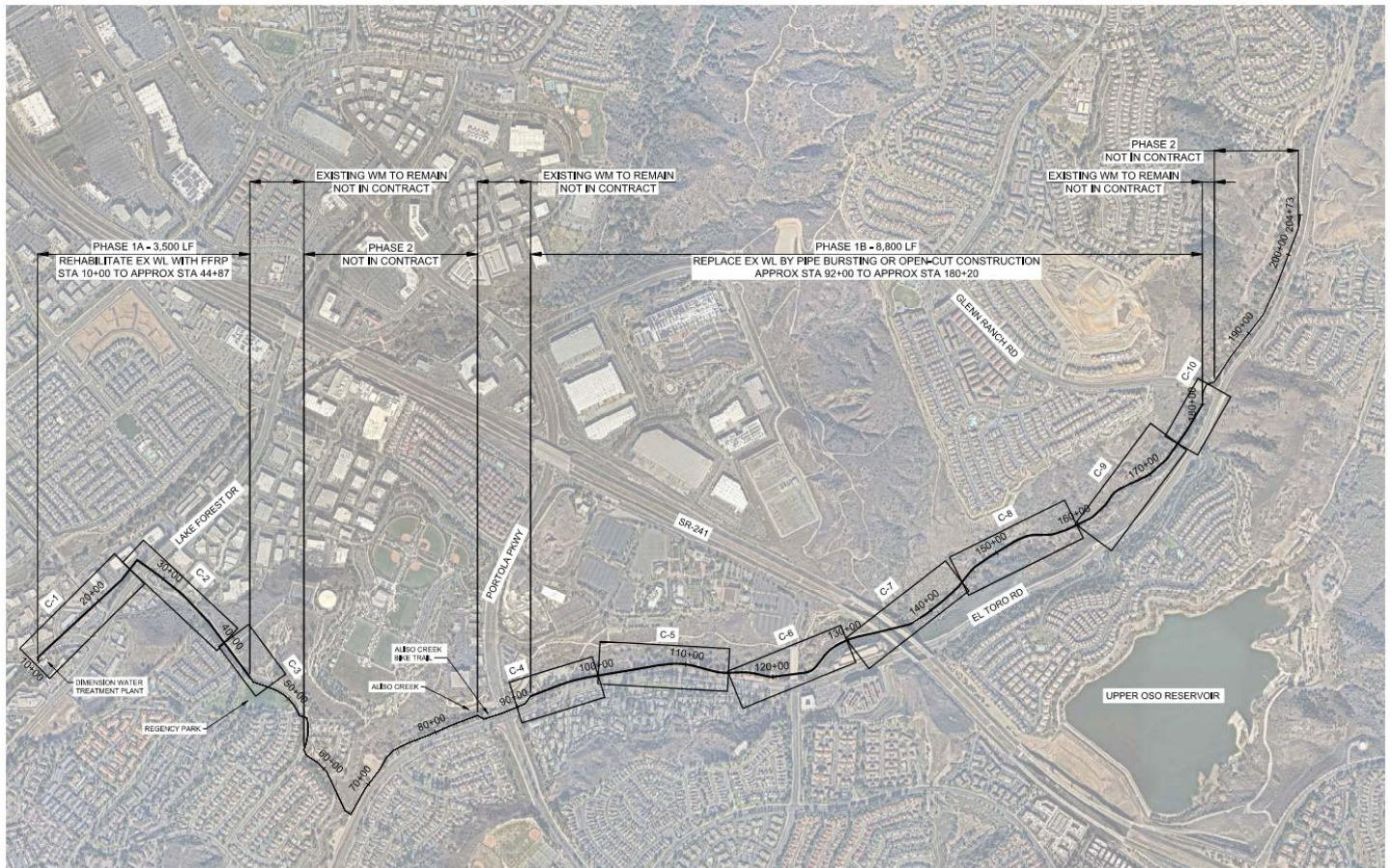
1. January Construction Report
2. Project Location & Phasing Map

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



## Phase 1A/1B/1C - DWTP Transmission Main Rehabilitation and Replacement Project

### Construction Report January 2026



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## I. GENERAL PROJECT INFORMATION

### *Contractor*

TE Roberts, Inc.

### *Contract Time*

Original Calendar Days:	153 Days
Notice to Proceed:	June 23, 2025
Material Delivery:	August 5, 2025
Original Contract Completion Date:	Jan 5, 2026
Revised Contract Completion Date:	Mar 13, 2026

### *Contract Price*

Phase 1A Original Contract Amount:	\$1,793,012.00
Phase 1B Original Contract Amount:	\$3,721,445.00
<b>Total Original Contract Amount:</b>	<b>\$5,514,457.00</b>
Approved Change Order [Unexecuted]: Close Out #1 [Phase 1A]	-\$31,748.95
Approved Change Order [Unexecuted]: Creek Crossing #1 [Phase 1B]	\$186,500.00
Approved Change Order [Unexecuted]: Creek Crossing #2 [Phase 1B]	\$186,500.00
Credit Contract Line Item 09 [Unexecuted] [Phase 1B]	-\$126,200.00
Credit Contract Line Item 19 [Unexecuted] [Phase 1B]	-\$200,000.00
Approved Change Order [Unexecuted]: [Phase 1C]	\$747,077.00
<b>Total Change Order Amount:</b>	<b>\$762,508.05</b>
<b>Revised Contract Amount [Phase 1A, 1B, 1C]:</b>	<b>\$6,291,636.10</b>

## **II. CONSTRUCTION MANAGER SUMMARY**

This report summarizes construction activities for January 2026 for the Phase 1B and Phase 1C – DWTP Transmission Main Rehabilitation and Replacement Project, including associated Phase 1C investigative, preparatory, and limited pipeline installation work performed to support ongoing and future rehabilitation efforts. During January, construction efforts were primarily concentrated on Phase 1B pipeline rehabilitation activities, with emphasis on pipe bursting operations, pit excavation, CCTV investigation, potholing, pipe fusion, and restoration work along the bike trail and creek crossing alignments. In parallel, Phase 1C activities progressed north of Glenn Ranch Road, consisting of investigative efforts as well as approximately 900 linear feet of pipe bursting installation to advance pipeline replacement and support alignment and sequencing considerations.

TE Roberts, Inc., in coordination with Morrow Trenchless, Performance Pipeline Technologies, and testing agencies, advanced work at multiple station locations simultaneously. Early January activities included excavation of insertion and reception pits, removal of existing CMLC piping, installation of speed shoring, and setup of pipe bursting equipment at several stations between approximately STA 156+78 and STA 188+30. Pipe bursting operations progressed throughout the month, including multiple completed bursts, installation of C900 pipe, and placement of ductile iron fittings with mechanical joint restraints. In several locations, unexpected subsurface conditions were encountered, including existing fittings, thrust blocks, butt straps, and alignment conflicts. These conditions required localized excavation, CCTV investigation, potholing, and field coordination with TCWD staff to determine appropriate corrective actions and sequencing adjustments. CCTV camera investigations were performed at multiple locations to verify pipe alignment, identify fittings, and confirm downstream conditions prior to continued bursting operations. Additional potholing was completed to confirm pipe size, depth, and horizontal offset from the bike trail where parallel pipeline alignments were present, including locations associated with Phase 1C work areas.

Phase 1C activities during January included both investigative and construction-related work, consisting of CCTV inspections, potholing, exploratory excavation, survey verification, and completion of pipe bursting installation totaling approximately 900 linear feet. This work was performed to address verified pipeline conditions, advance replacement of existing infrastructure, and inform alignment selection and sequencing for remaining rehabilitation efforts. Environmental coordination was completed, including site review by a qualified environmental biologist, and designated Phase 1C areas were cleared for construction-related activities. Backfill operations followed completed installations and investigative activities, including placement of sand bedding in the pipe zone, warning tape, native backfill, and mechanical compaction. Third-party geotechnical personnel were present to verify compaction where required. Restoration activities included temporary paving and bike trail surface repairs at multiple locations.

Daily traffic control was implemented and maintained at all active work areas in accordance with approved traffic control plans, with coordination among the Contractor, specialty subcontractors, and City and County inspectors. Despite intermittent delays associated with pipe obstructions and investigative work, January represented continued advancement of Phase 1B construction and initial advancement of Phase 1C installation, with multiple pipe segments installed, testing support completed, and alignment verification progressing toward final completion.

## **III. ANTICIPATED CONSTRUCTION ACTIVITIES – NEXT REPORTING PERIOD**

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Based on progress achieved during January, construction activities in February are anticipated to continue at an active pace, with focus on completing remaining Phase 1B, continuing Phase 1C pipeline installation and associated investigative work, and progressing toward final mechanical connections and restoration.

Anticipated construction activities include:

- Ongoing fusion of Fusible C900 pipe at staging areas to support scheduled bursting runs for both Phase 1B and Phase 1C work areas.
- Excavation and preparation of additional insertion and reception pits, including removal of existing piping, installation of shoring systems, and construction of insertion ramps where required.
- Completion of CCTV camera investigations and potholing to verify pipe alignment, identify fittings, valves, and obstructions, and confirm downstream conditions prior to continued bursting, including locations associated with Phase 1C.
- Continued Phase 1C work, consisting of both investigative activities and additional pipe bursting installation, including exploratory excavation, survey verification, and alignment confirmation to support sequencing and constructability planning.
- Installation of ductile iron fittings, couplers, mechanical joint restraints, and corrosion protection at completed burst locations.
- Placement of pipe-zone sand bedding, warning tape, native backfill, and mechanical compaction, with third-party testing and verification as required.
- Completion of overhead pipe installation and bridge crossing work, including welding, fit-up, and inspection of welded connections.
- Ongoing traffic control implementation and environmental compliance, including BMP installation and coordination with City and County inspectors.
- Preparation for upcoming pressure testing, disinfection, and final system commissioning activities as construction progresses.

With multiple work fronts active and Phase 1C installation now underway, February is anticipated to complete Phase 1B construction while continuing to progress Phase 1C pipeline replacement, positioning the project for final installation, testing, and closeout activities.

**IV. CHANGE ORDERS**

The approved amount of change orders to date is **\$762,508.05**; and Contract Completion Date was extended to March 13, 2026 [from January 5, 2026] due to delay in permitting, miscellaneous procurement items, and the added scope of work for Phase 1C.

**V. SCHEDULE**

See Appendix A.

**VI. PHOTOS**

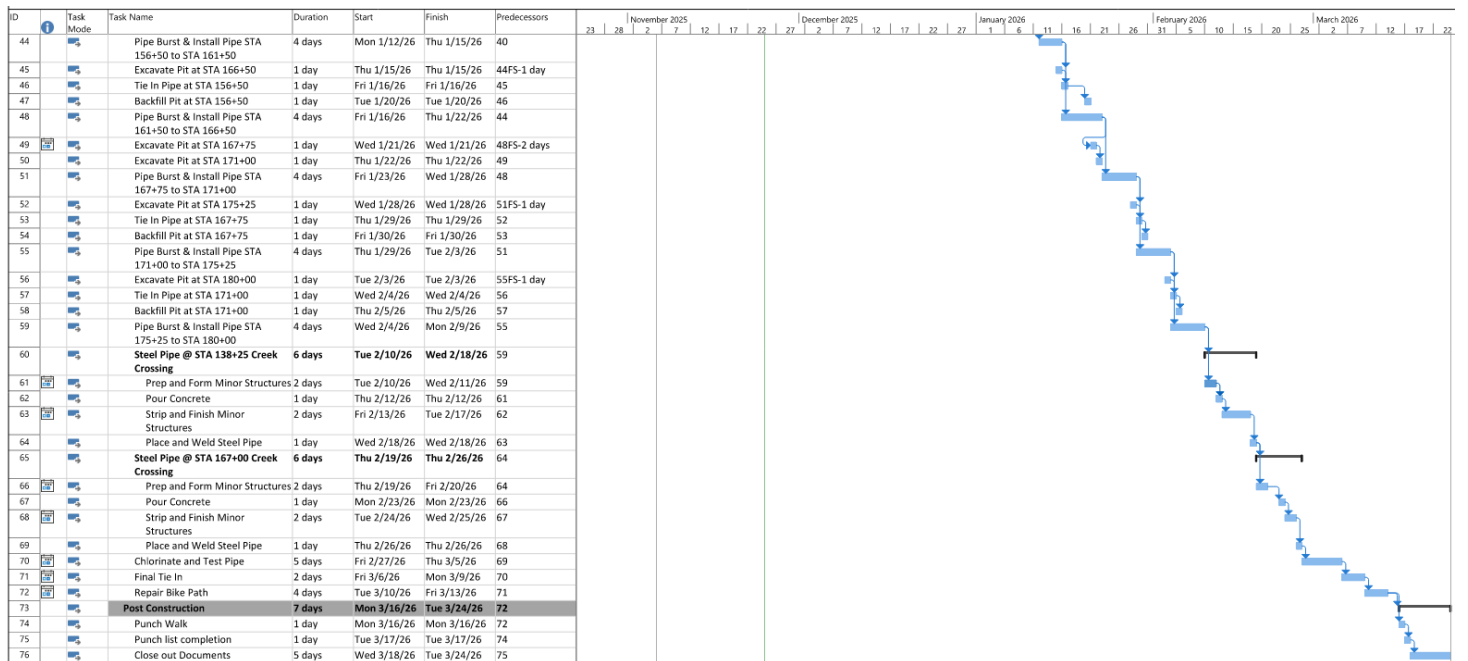
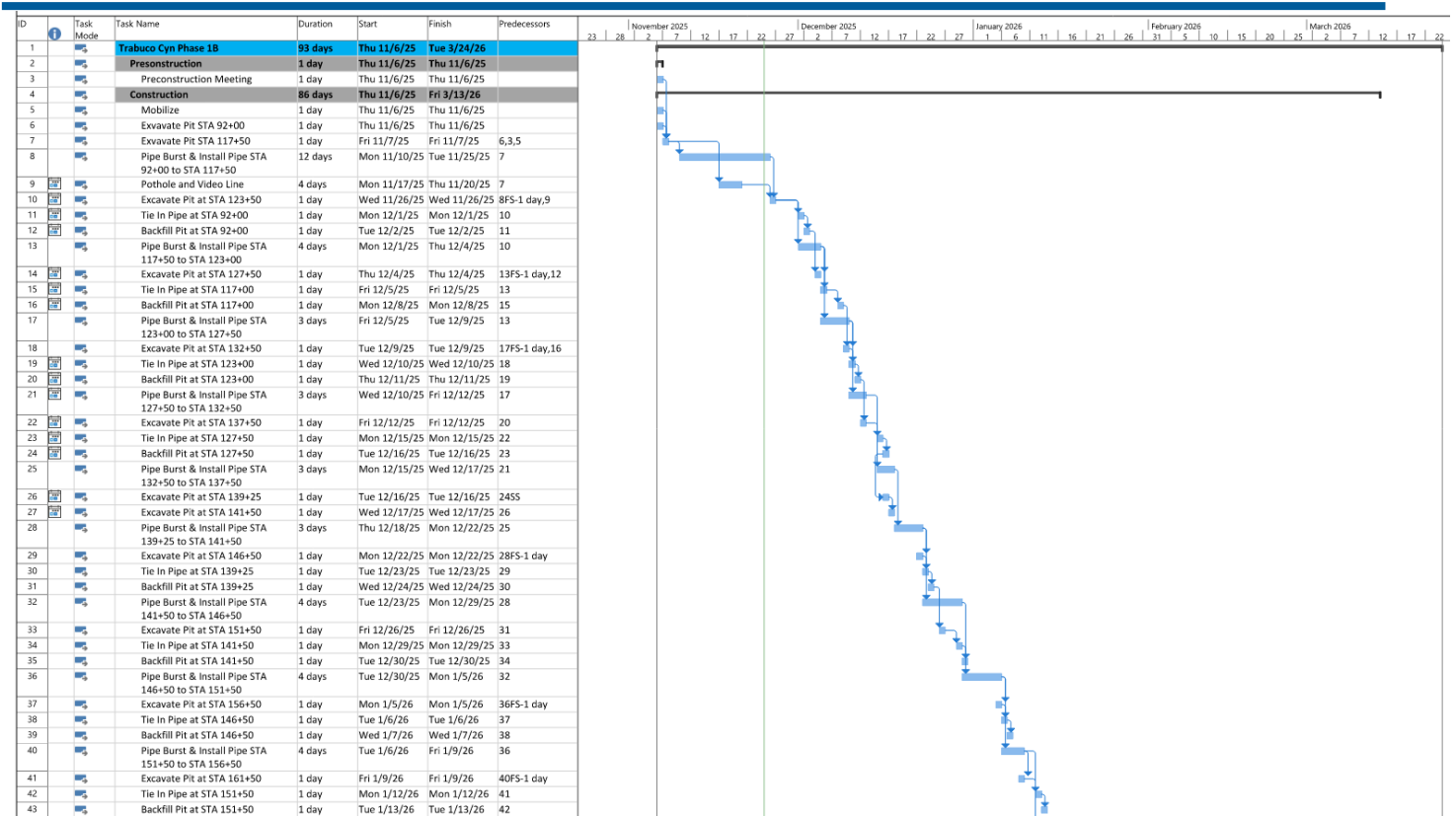
Construction photos documenting TE Roberts' activities and progress during this reporting period are provided in Appendix B.

## APPENDIX A

### Schedule

Phase 1A/1B - DWTP Transmission Main Rehabilitation and Replacement Project

Construction Report  
January 2026



## **APPENDIX B**

### **Construction Photos**



**Bridge Crossing**



**Pavement Restoration**



**Pavement Restoration**



**Pipe Bursting**

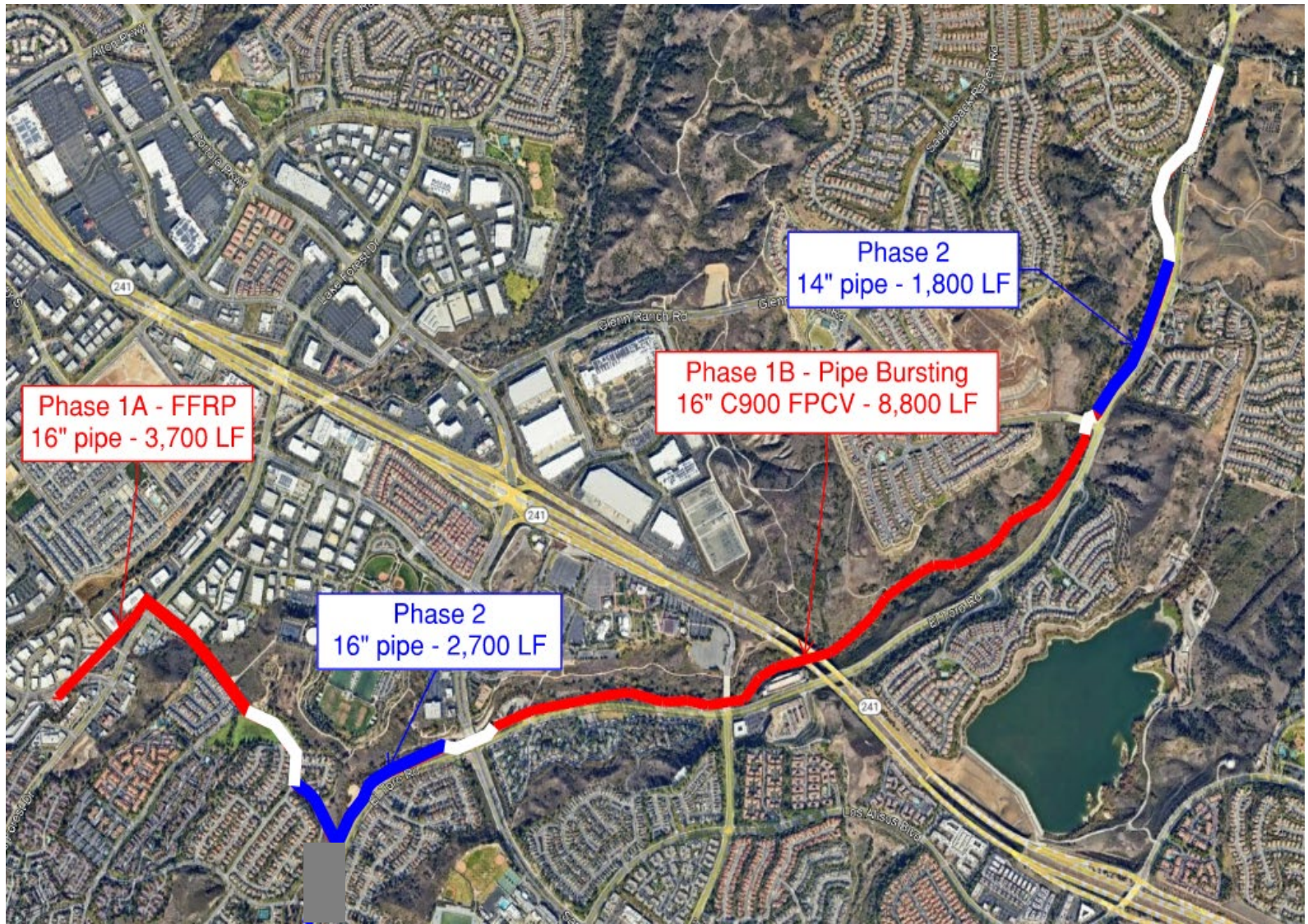


**Pipe Bursting**



**Pipe Bursting**

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**ACTION CALENDAR**

**LEGISLATIVE AND OTHER MATTERS**

**ITEM 12: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)**

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**12.1 INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY (ISDOC) AMENDED AND RESTATED BYLAWS**

**Background**

The Independent Special Districts of Orange County (ISDOC) last updated its bylaws in 2017. At that time, the primary purpose of the update was to add language to comply with State requirements and to protect ISDOC members' liability. The primary purpose of this bylaws update is to add language allowing for a staff member of a Regular Member District to serve in the position as Secretary.

In 2013, the ISDOC Bylaws received a comprehensive overhaul. A part of that update removed language allowing the Secretary and Treasurer positions on the Executive Committee to be filled by an individual who may or may not be an elected official, thereby requiring the positions to be filled by an appointed or elected member of a special district Board of Directors. Since 2017, the ISDOC Executive Committee has had difficulty filling the Secretary position, holding special elections to fill it five times.

The 2026 bylaws update would revert the language, again allowing an individual who may or may not be an elected official to serve as Secretary. It is unclear at this time if that will increase interest in the position, but it will allow for a larger field of candidates. Other minor updates to the bylaws include correcting grammar in one section and allowing for virtual meetings. A memo outlining the proposed amendments is included as Attachment 1, along with a draft version of the bylaws as Attachment 2.

**Next Steps**

The voting period for this election ends on February 27, 2026. To have its ballot counted, TCWD shall submit on or before that date. Staff recommends the Board of Directors authorize President Anderson, or his designee, to cast a vote on behalf of TCWD approving the amended and restated ISDOC bylaws.

***RECOMMENDED ACTION:***

*Approve the Independent Special Districts of Orange County Proposed Amended and Restated Bylaws and authorize President Mark Anderson to cast Trabuco Canyon Water District's vote on the official ballot.*

**EXHIBITS:**

1. ISDOC Correspondence to Special Districts
2. ISDOC Proposed Amended and Restated Bylaws
3. Official Ballot

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



DATE: January 8, 2026  
TO: ISDOC Members  
FROM: Robert R. McVicker, President, ISDOC Executive Committee  
SUBJECT: Proposed Amendments to ISDOC Bylaws

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ISDOC is conducting a vote of regular special district members on proposed changes to the bylaws. The primary purpose of the bylaw amendments is to add language allowing for a staff member of a Regular Member District to serve in the position of Secretary. They were discussed at the Executive Committee meetings in June, October, and November 2025. Upon a motion and a second, the Executive Committee has unanimously approved the revisions and authorized a vote of the membership.

A ballot has been included with this memo, along with a copy of the proposed amended bylaws highlighted in yellow. Each regular member in good standing is entitled to one vote. **The ballot must be signed by the presiding officer of the special district or an alternate designated by official action of the district. Ballots must be received by 5:00 p.m. on Friday, February 27, 2026; the results will be announced via email and at the ISDOC Quarterly Luncheon on Thursday, April 30, 2026.**

The proposed amendments are as follows:

1. Addition to Section VI of Article II  
Minor grammatical correction that was missing during the last bylaws update
2. Addition to Section III (B) of Article III  
Officers: Proposed language makes an exception for the Secretary position to allow for a *staff member or* elected/appointed official of a Regular Member District
3. Addition to Section II of Article IV  
Executive Committee Meetings: Updates language to allow for virtual meetings

Thank you in advance for your consideration of this matter.

Sincerely,

Robert R. McVicker, President  
ISDOC Executive Committee

INDEPENDENT SPECIAL DISTRICTS  
OF  
ORANGE COUNTY

AMENDED AND RESTATED BYLAWS

Proposed January 6, 2026

# INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

## BYLAWS

### ARTICLE I      GENERAL

#### SECTION I.      NAME

The name of the organization shall be **INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY**, herein referred to as **the Organization**.

#### SECTION II.     PURPOSE

The purpose of the Organization is to advance the interests of Orange County special districts through its advocacy of sound public policy, its facilitation of educational opportunities to enhance special district governance and the services provided, and its collaboration with others to elevate awareness of the role special districts play as the form of government closest and most directly accountable to the people. The purpose of the Organization shall not include any duties or responsibilities held by the Orange County Special Districts Selection Committee, which is a separate and unrelated entity from the Organization. Furthermore, these Bylaws shall have no effect on, and are independent and distinct from, the Bylaws of the Orange County Special District Selection Committee. This Organization will not engage in activities for the pecuniary gain or profit of the members.

#### SECTION III.    ADMINISTRATIVE OFFICE

The administrative office for the transaction of the business of the Organization is located at the Municipal Water District of Orange County. All official documents (agendas, minutes, voted ballots, voting authorization and financial records) of the Organization shall be maintained and stored at the administrative office. The Board of Directors is granted full power and authority to change the administrative office from one location to any place within the County of Orange, State of California, and such change shall not be considered an amendment of these bylaws.

## SECTION IV. UNINCORPORATED ASSOCIATION

The Organization is an unincorporated association within the meaning of Part 1 of Title 3 of the California Corporations Code and shall have all of the powers and authority of an unincorporated association as set forth therein.

## SECTION V. ADMINISTRATIVE SERVICES

One or more members may agree to provide administrative services on behalf of Organization, but except as expressly set forth in writing, such member or members will not be entitled to compensation for such services, nor will such member or members be deemed to have assumed any obligation of the Organization.

## SECTION VI. LIMITATION

Notwithstanding any of powers enumerated herein or in the California Corporations Code, this Organization shall not, except to an insubstantial degree engage in any activities or exercise any powers that are not in furtherance of the specific purpose of this organization as set forth in Section II.

## ARTICLE II MEMBERSHIP

### SECTION I. QUALIFICATION FOR MEMBERSHIP

A. There shall be two categories of membership in the Organization:

1. **REGULAR MEMBERS:** Shall be INDEPENDENT SPECIAL DISTRICTS that are public agencies within the County of Orange, State of California, for the local performance of governmental proprietary functions within limited boundaries, governed by a publicly elected Board of Directors or those officials appointed, in whole or in part, by another governmental body. Independent Special Districts do not include the State, the county, cities, or school districts.

Independent Special Districts shall be further defined in accordance with California Government Code Section 56044: *“Independent district” or “independent special district” includes any special district having a*

*legislative body all of whose members are elected by registered voters or landowners within the district, or whose members are appointed to fixed terms, and excludes any special district having a legislative body consisting, in whole or in part, of ex officio members who are officers of a county or another local agency or who are appointees of those officers other than those who are appointed to fixed terms. "Independent special district" does not include any district excluded from the definition of district contained in Sections 56036 and 56036.6.*

2. ASSOCIATE MEMBERS: Shall be those persons, organizations, or governmental entities that have evidenced interest in the purposes and goals of the Organization, but are not Independent Special Districts. Officers or members of an Independent Special District are ineligible to be an Associate Member.

B. APPROVAL OF MEMBERSHIP: The Executive Committee shall review and approve all applications for membership, provided that the applicant meets the established membership criteria.

## SECTION II. VOTING RIGHTS

A. Each Regular Member district, in good standing, shall be entitled to one vote on all matters brought before the membership for a vote. The presiding officer of the governing body of each Regular Member district shall be recognized by the Organization as the voting representative for his/her district. Each district shall designate in writing and submit to the Organization's Secretary one alternate governing board member who shall have the right to vote in the absence of the presiding officer.

B. The Executive Committee may, at its discretion, authorize the voting upon any issue by written ballot which shall be sent via U.S. mail and email to each Regular Member district or by electronic distribution/email. Such authorization shall specify the time, date and method by which the completed written ballots must be received by the Organization.

C. A majority vote of all members present at a meeting or of all written ballots received by the submission deadline shall be necessary to carry any matter voted upon.

D. Associate Members shall not have the right to vote on any matter before the Organization.

### SECTION III. ANNUAL DUES

A. Annual dues shall be due and payable on or before the first day of January of each year. New members shall pay their annual dues at the time they are approved for membership in the Organization. New member dues for the initial year shall not be pro-rated.

B. The dues of the Organization shall be reviewed and set by the Executive Committee for Regular Members and Associate Members. Associate Member dues need not be the same as dues for Regular Members. A minimum of two months' notice of changes in dues will be provided to the membership.

C. No assessments, other than annual dues, shall be levied on the members of the association without an affirmative majority vote of the membership.

### SECTION IV. TERMINATION OF MEMBERSHIP

A. Any member in arrears in the payment of dues for a period of thirty (30) days after said dues are due and payable shall be notified in writing by the Treasurer of such arrearage, and, if such dues shall continue unpaid for a period of another thirty (30) days, such member shall automatically cease to be a member of the Organization.

B. Any member that voluntarily terminates membership in the Organization shall not be eligible for a refund of membership dues or other assessment already paid to the Organization.

### SECTION V. REINSTATEMENT OF MEMBERSHIP

Regular and Associate memberships that were previously terminated may be reinstated after the Executive Committee receives a written petition for reinstatement and payment of the petitioner's annual membership dues and other assessments for the current calendar year have been received by the Organization.

## SECTION VI. LIABILITY OF MEMBERS; NO AUTHORITY

No member will be liable for the obligations, debts or liabilities of the Organization unless such member has expressly assumed such liability in writing. No member will have the authority to enter into any obligation, debt or liability on behalf of the Organization unless approved in **advance** by the Board of Directors.

## ARTICLE III BOARD OF DIRECTORS

### SECTION I. NUMBER AND TERM OF OFFICE

A. The Board of Directors shall consist of the presiding officer from each Regular Member district, in good standing. If the presiding officer is not present, then that district's alternate representative shall act in his/her stead.

B. The members of the Board of Directors shall serve until replaced by another governing board member as the presiding officer of his/her district. Any vacancy on the Board of Directors shall be filled by the new presiding officer of the District from which the vacancy occurred.

### SECTION II. DUTIES OF THE BOARD OF DIRECTORS

A. The Board of Directors shall set policy for the Organization.

B. The Board of Directors shall elect, at or before its final meeting in even years, a President, a First Vice President, a Second Vice President, a Third Vice President, a Secretary, and a Treasurer, who shall serve for two-year terms.

C. These officers, along with the Immediate Past President, shall be designated as the Executive Committee.

D. The Executive Committee shall be elected following a notice of position availability and solicitation for nominations. At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed selected. If two or more candidates are nominated, the Secretary shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all

nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the Secretary by the date specified in the voting instructions.

E. With the exception of the immediate past president, if a vacancy occurs on the Executive Committee, the Committee shall, within 60 days from the commencement of the vacancy, either fill the vacancy by appointment or call a special election to fill the vacancy. A person appointed or elected to fill a vacancy shall hold office for the unexpired term of the former incumbent.

F. If the vacancy is in the offices of President or Vice President, the Executive Committee may, prior to an election to fill the vacancy, move current officers into vacant positions, and proceed then to fill the resulting vacant position in accordance with Section E above.

### SECTION III OFFICERS AND DUTIES

A. The Executive Committee shall assist the Board of Directors in setting and implementing policy, and conducting the business of the Organization, as noted in the bylaws or approved at a General Membership Meeting or a Special Meeting of the membership. The members of the Executive Committee shall consist of:

1. **PRESIDENT:** The President shall be the chief executive officer of the Organization. The President shall preside at all meetings of the Board of Directors, the Executive Committee and the general membership.

The President shall appoint all committees.

The President shall represent the Organization as its official spokesperson and he/she shall also have the authority to delegate such responsibility, with approval of the Executive Committee.

The President shall be an ex-officio member of all Committees.

2. **FIRST VICE PRESIDENT:** The First Vice President, in the absence or disability of the President, shall perform all the duties of the President, and when so acting, he/she shall have the

powers of and be subject to all the restrictions upon the President.

The First Vice President shall be the Chair of the Program Committee.

3. **SECOND VICE PRESIDENT:** The Second Vice President, in the absence or disability of the President and First Vice President, shall perform all the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

The Second Vice President shall be Chair of the Membership Committee.

4. **THIRD VICE PRESIDENT:** The Third Vice President, in the absence or disability of the President, First Vice President, and Second Vice President, shall perform all the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.

The Third Vice President shall be Chair of the Legislative Committee.

5. **SECRETARY:** The Secretary or his/her designee shall be responsible for all correspondence and the dissemination of information to members. All official correspondence to the members will be approved in advance by the President or the President's designee.

6. **TREASURER:** The Treasurer shall maintain the complete financial records and, establish and maintain bank accounts in the name of the Organization, and pay all bills duly approved by the Executive Committee in accordance with the yearly budget.

There shall be an annual audit of the books of the Treasurer by a competent accountant or accounting agency, designated by the Executive Committee, with a report to be presented to the membership at the Organization's next membership meeting.

7. IMMEDIATE PAST PRESIDENT: The Immediate Past President shall serve as a voting, ex-officio member of the Executive Committee.

B. All officers of the Organization shall be elected or appointed officials of a Regular Member district, except the Secretary, who may or may not be an elected official of a Regular Member district.

C. Officials who wish to seek election or appointment as an officer of the Organization shall first secure from his/her district an official endorsement of his/her candidacy in the form of a board resolution.

D. The Executive Committee may consider removing Officers who miss three consecutive meetings. Prior to removing an Officer, the Committee shall consider the reasons for absence and the potential for continued absence. A unanimous vote of the Executive Committee shall be required to remove an officer.

## **ARTICLE IV MEETINGS**

### **SECTION I BOARD OF DIRECTORS**

A. The Board of Directors shall meet quarterly or no less than three times per calendar year. The last meeting of the calendar year shall be designated as the ANNUAL MEETING of the Organization.

B. The Organization shall disseminate notices of Board Meetings at least thirty (30) days prior to the Meeting. Said notices shall be disseminated via email to all Regular and Associate Members. The Notice shall give the date, time, location and any action items for the meeting.

C. Special Meetings of the Board of Directors may be called at any time by the President, any ten (10) Members of the Board of Directors or by a majority of the Executive Committee. The Organization shall disseminate notices of the Special Meeting at least five (5) business days prior to the meeting. Said notice shall give the date, time, location, and the subject matter of the Special Meeting. Action may only be taken on matters listed on the Special Meeting notice.

D. All meetings of the Board of Directors shall be held in Orange County.

E. No action shall be taken unless a quorum has first been established. A quorum shall be established when the designated representatives of fifty percent (50%) of the Regular Members are present at a duly noticed Regular or Special Meeting of the Organization, or, if a vote has been authorized by written ballot, a quorum shall be established only when the designated representatives of fifty percent (50%) of the Regular Members have submitted a ballot in the manner and by the deadline authorized by the Executive Committee.

## SECTION II. EXECUTIVE COMMITTEE

A. The Executive Committee shall meet monthly at the Municipal Water District of Orange County, or be held on a virtual platform, at a time specified by the President and announced in the meeting notice. The monthly meeting may be cancelled by the President if he/she determines that there is not sufficient business to justify a meeting.

B. A Special Meeting of the Executive Committee may be called by the President or a majority of the Executive Committee, with five (5) business days advance notice given in writing via email by the Organization. Such notice shall state the date, time, location and agenda for the Special Meeting.

C. All meetings of the Executive Committee shall take place in Orange County.

D. A quorum shall be established by 50% of the then-filled Executive Committee.

## ARTICLE V AMENDMENTS

These Bylaws may be amended by a majority of the Board of Directors present at a duly noticed membership meeting or, if a vote has been authorized by written ballot, by the combined majority vote of the designated representatives

present and submitting a written ballot. All proposed amendments shall be disseminated via U.S. Mail and email to each Regular Member district no less than thirty (30) days prior to the membership meeting.

**ARTICLE VI      ENACTMENT OF AMENDMENTS**

These Amended and Restated Bylaws are to take effect immediately upon approval of the Board of Directors.

**ARTICLE VII      PARLIAMENTARY AUTHORITY**

All matters not covered under these Bylaws shall be governed by Roberts' Rules of Order.

# INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

## Amended and Restated Bylaws

### The Question

Does your special district, as member in good standing, approve or disapprove of the amended and restated bylaws recommended by the Executive Committee on November 4, 2025.

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### CAST YOUR VOTE

Please cast your vote by checking one box below.

\_\_\_\_\_ **Yes, we approve the amended and restated ISDOC bylaws, as recommended by the Executive Committee**

\_\_\_\_\_ **No, we do not approve the proposed amended and restated bylaws**

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\_\_\_\_\_  
DISTRICT NAME

\_\_\_\_\_  
NAME AND TITLE OF VOTING REPRESENTATIVE\*

\_\_\_\_\_  
SIGNATURE OF VOTING REPRESENTATIVE

\* If not the presiding officer, please provide written authorization documenting your ability to vote on behalf of your district.

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**Please send your completed and executed ballot to Tina Dubuque at either:**

- [tdubuque@mwdoc.com](mailto:tdubuque@mwdoc.com)
- **MWDOC: 18700 Ward St., Fountain Valley, CA 92708**

**All ballots must be received no later than by 5 p.m., Friday, February 27, 2026.**

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 18, 2026**

**ACTION CALENDAR**

**ITEM 13: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION**

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***RECOMMENDED ACTION:***

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

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

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | FEBRUARY 18, 2026**

**ACTION CALENDAR**

**ITEM 14: MEMORANDUM OF UNDERSTANDING BETWEEN TCWD AND THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (IBEW)**

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**RECOMMENDED ACTION:**

*Announce the status of negotiations of a memorandum of understanding.*

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