



**REGULAR BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
VIDEO/AUDIO BROADCAST MEETING
OCTOBER 21, 2020 AT 7:00 PM**

BOARD OF DIRECTORS

Michael Safranski, President
Don Chadd, Vice President
Glenn Acosta, Director
Stephen Dopudja, Director
Edward Mandich, Director

DISTRICT STAFF

Fernando Paludi, General Manager
Michael Perea, District Secretary
Cindy Byerrum, District Treasurer
Atkinson, Andelson, Loya, Ruud & Romo
District General Legal Counsel

AGENDA NOTE:

*Due to the spread of COVID-19 and as authorized by the Governor's Executive Order, Trabuco Canyon Water District will be holding this Regular Board Meeting by video broadcast via **Go To Meeting**, and will be available live by video conference and telephone audio as follows:*

Video Conferencing: You can join the meeting from your computer, tablet, or smartphone by clicking on the following link:
<https://global.gotomeeting.com/join/177055533>

Telephone Audio: [1 877 309 2073](tel:18773092073) (Toll Free)

Access Code: 177-055-533

Persons desiring to monitor the Board meeting agenda items may download the Board meeting agenda and documents on the internet at www.tcwd.ca.gov.

You may submit public comments by email to the Board at mperea@tcwd.ca.gov. In order to be part of the record, emailed comments on meeting agenda items must be received by the District, at the referenced e-mail address, not later than 6:00 p.m. (PDT) on the day of the meeting. Public comments may also be submitted by teleconference during the meeting.

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

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

VISITOR PARTICIPATION

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

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ORAL COMMUNICATION

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

DIRECTORS' COMMENTS AND MEETING REPORTS

REPORT FROM THE GENERAL MANAGER

CONSENT CALENDAR

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

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

1. September 16, 2020 Regular Board Meeting

ITEM 2: TREASURER'S REPORT

a. **FINANCE/AUDIT COMMITTEE MEETING**

RECOMMENDED ACTION:

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

1. September 9, 2020

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. August 2020

c. **PAYMENT OF BILLS FOR CONSIDERATION**

RECOMMENDED ACTION:

ratify the payment of bills for consideration, Payroll and Payroll Taxes for September 2020.



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ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING

RECOMMENDED ACTION:

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

1. *September 2, 2020*

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

RECOMMENDED ACTION:

Ratify the Directors' expenses and fees from September 2020 and approve tentative future meetings/attendance.

ACTION CALENDAR

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

ADMINISTRATIVE MATTERS

ITEM 5: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE CORONAVIRUS, INCLUDING SAFETY OF DISTRICT SERVICES AND EMPLOYEES, AND IMPACT TO BOARD & COMMITTEE MEETINGS

RECOMMENDED ACTION(S):

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

ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO THE PROPOSED PALOMA SQUARE DEVELOPMENT (DOVE CANYON PLAZA) AND OTHER RELATED MATTERS

RECOMMENDED ACTION(S):

1. *Receive information at the time of the Board meeting.*
2. *Authorize the General Manager to execute the Assumption and Assignment of Contract from Albert Grover and Associates to AGA Engineers, Inc.*

ITEM 7: DISCUSSION AND APPROVAL OF NOTICE OF PUBLIC HEARING ON PROPOSED WATER, WASTEWATER, AND RECYCLED WATER RATE ADJUSTMENTS

RECOMMENDED ACTION:

1. *Receive staff presentation at the time of the Board meeting.*
2. *Provide direction and authorization to District staff to move forward with the preparation of the DRAFT Rate Study and Report and other related matters for a Public Hearing at the December 16, 2020 Regular Board Meeting.*
3. *Approve form of, and authorize District staff to publish, post, and mail the Notice of Public Hearing concerning Proposed Water, Wastewater, and Recycled Water Rate Adjustments in accordance with Proposition 218 and District Policies.*
4. *Take other related action(s) as deemed appropriate.*



ENGINEERING MATTERS

ITEM 8: APPROVAL OF CONTRACT WITH TESCO CONTROLS FOR THE PURCHASE OF SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) EQUIPMENT FOR THE DISTRICT'S SCADA SYSTEM UPGRADE PROJECT

RECOMMENDED ACTION:

1. *Receive information at the time of the Board Meeting.*
2. *Authorize the General Manager to execute a contract for the Fiscal Year 2020-2021 SCADA Upgrades to TESCO Controls, Inc. in the not to exceed amount of \$580,120*

ITEM 9: SKYRIDGE BY LENNAR HOMES OF CALIFORNIA, INC. – ACCEPTANCE OF WATER, NON-DOMESTIC WATER, AND SEWER FACILITIES CONSTRUCTED IN TRACT NO. 17392 AND OFFSITE IMPROVEMENTS

RECOMMENDED ACTION:

1. *Receive information at the time of the Board Meeting.*
2. *Adopt Resolution No. 2020-1287 – Resolution of the Board of Directors of Trabuco Canyon Water District Accepting Water, Non-Domestic Water, and Sewer Facilities Constructed Within Tract No. 17392 and Accepting Off-Site Improvements (Skyridge by Lennar Homes of California, Inc.).*

ITEM 10: APPROVAL OF CONTRACT AMENDMENT WITH TETRA TECH ENGINEERING FOR PORTER PROPERTY RESERVOIR PLANNING LEVEL CONSTRUCTION COST ESTIMATE

RECOMMENDED ACTION:

1. *Receive information at the time of the Board Meeting.*
2. *Approve contract amendment with Tetra Tech Engineering for Porter Property Reservoir Planning Level Construction Cost Estimate for a not to exceed amount of \$11,880.*

ITEM 11: APPROVAL OF CONTRACT WITH FERREIRA CONSTRUCTION FOR SILVERTREE LANE PIPELINE IMPROVEMENTS

RECOMMENDED ACTION:

1. *Receive information at the time of the Board Meeting.*
2. *Ratify the contract with Ferreira Construction for the Slivertree Lane Water Main Replacement Project on Time and Materials Basis, for a not to exceed amount of \$450,000 without further Board approval.*

LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS

ITEM 12: ELECTION OF INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY (ISDOC) EXECUTIVE COMMITTEE OFFICERS

RECOMMENDED ACTION:

1. *Receive information at the time of the Board Meeting.*
2. *Authorize vote through the District Board of Directors ISDOC representative for the ISDOC Executive Committee President for 2021.*
3. *Authorize and direct District staff to submit the ISDOC official ballot accordingly.*



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

RECOMMENDED ACTION(S):

Review and discuss local government and legislative informational matter(s) and take action(s) as deemed appropriate.

CLOSED SESSIONS

CLOSED SESSION NO. 1: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to legal proceedings and/or litigation

Government Code Sections 54956.9(d)(2) and 54954.5(c)

Number of Potential Cases: 1

CLOSED SESSION NO. 2: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Government Code Sections 54956.8 and 54954.5(b)

Property: Real Property located at APN Nos. 842-061-05, 842-061-06, and 842-061-07, Trabuco Canyon, California.

District Negotiator: General Manager

Negotiating parties: Trabuco Canyon Water District & Irvine Ranch Water District

Under negotiation: Price and Terms/Conditions of Sale

ITEM 14: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION

RECOMMENDED ACTION(S):

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

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

ITEM 15: _____

ITEM 16: _____

OTHER INFORMATION/MATTERS

Reports or comments from the General Manager and/or Staff

ADDITIONAL DIRECTORS' COMMENTS

Additional reports or comments from Directors

ADDITIONAL GENERAL MANAGER COMMENTS

Additional reports or comments from the General Manager

END ACTION CALENDAR & ADJOURNMENT

AVAILABILITY OF AGENDA MATERIALS

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



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prior to the meeting, they will be available online at www.tcwd.ca.gov at the same time as they are distributed to the Board Members, except that, if such writings are distributed immediately prior to or during the meeting, they will be posted online on the District's website located at www.tcwd.ca.gov.

COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2

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

FUTURE SCHEDULED REGULAR BOARD MEETINGS OF THE BOARD OF DIRECTORS

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

November 18, 2020 | December 16, 2020 | January 20, 2021

The District may conduct future meetings via teleconferencing and/or video during the current ongoing emergency situation.



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CONSENT CALENDAR

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. September 16, 2020 Regular Board Meeting*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI

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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. *September 9, 2020*

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. *August 2020*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for September 2020.

EXHIBITS:

1. Revenue Report - September 2020
2. Disbursement Report – September 2020
3. Summary of Disbursements - September 2020
4. General Fund Warrant Register - September 2020
5. General Fund Payroll Warrant Register – September 2020

CONTACTS (staff responsible): PALUDI/PEREA/WARNER



**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING RECAP | SEPTEMBER 9, 2020**

DIRECTORS PRESENT

Director Don Chadd, Committee Chair
Director Mike Safranski, Committee Member

STAFF PRESENT

Michael Perea, Assistant General Manager / Board Secretary
Lorrie Lausten, District Engineer
Karen Warner, Senior Accountant
Lisa Marie Sangi, Administrative Assistant
Jason Stroud, Maintenance Superintendent

DISTRICT STAFF ABSENT

Fernando Paludi, General Manager

DISTRICT STAFF VIA CONFERENCE CALL

None

DISTRICT CONSULTANT(S) VIA CONFERENCE CALL

Cindy Byerrum, District Treasurer (Eide Bailly)

PUBLIC PRESENT

There were no members of the public present.

CALL MEETING TO ORDER

Director Chadd called the September 9, 2020 Finance/Audit Committee Meeting to order at 1:00 P.M.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

None

REPORT FROM THE ASSISTANT GENERAL MANAGER

Mr. Perea reported the following matters:

- Mr. Perea reported that the General Manager was out of the office on vacation.
- Mr. Perea reported that he attended the Orange County Local Agency Formation Commission (OC LAFCO) virtual meeting, and he mentioned that the Municipal Service Reviews (MSRs) for the Municipal Water District of Orange County (MWDOC) and Orange County Water District (OCWD) were approved unanimously by the Commission. Mr. Perea briefly highlighted a comment letter the Commission received from Yorba Linda Water

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | SEPTEMBER 9, 2020**

District (YLWD) related to the MSR reports.

- Mr. Perea reported that the District received a Public Safety Power Shutoff (PSPS) notification from Southern California Edison (SCE) the prior weekend, but that SCE did not deactivate any electrical circuits.

ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP

Mr. Perea presented the Finance/Audit Committee Meeting Recap for Committee review in accordance with the agenda.

RECOMMENDED ACTION:

The Committee recommended that the Finance/Audit Committee Meeting Recap be forwarded to the Board of Directors for approval (Consent Calendar).

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

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

RECOMMENDED ACTION:

The Committee recommended that the Directors' Fees and Expenses Report for August 2020, and the Tentative Future Meetings/Attendance Report be forwarded to the Board of Directors for ratification (Consent Calendar).

ITEM 3: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT HEALTH BENEFIT COSTS FOR 2020 OPEN ENROLLMENT

Mr. Perea presented this matter for Committee review, and he mentioned that CalPERS had released their health plan rates later than normally this year due to the impacts of COVID-19. Mr. Perea briefly highlighted the overall financial impacts of the health plan cost adjustments, and he provided a six-year trend analysis of the monthly costs. Discussion occurred concerning the potential impacts to the annual budget for employee health costs; Mr. Perea reported that the benchmark plan is scheduled to increase by six (6) percent in 2021.

RECOMMENDED ACTION:

The Committee recommended that the Board of Directors adopt the CalPERS 2021 Health Benefit Rates effective January 1, 2020 by Resolution (Action Calendar).

ITEM 4: DISCUSSION CONCERNING THE PURCHASE OF A VEHICLE FOR TRABUCO CANYON WATER DISTRICT'S HEAVY EQUIPMENT VEHICLE FLEET

Mr. Perea presented this item for Committee consideration, and he commented that District staff budgeted for the replacement of the current dump truck in the Fiscal Year 2020/2021 budget due to the regulatory impacts of the California Air Resource Board (CARB) on heavy-duty equipment. Mr. Perea reported that District staff procured three quotes for a replacement vehicle, and that District staff recommends the purchase of the Ford F650 Dump Truck for approximately \$90,000. Director Chadd requested that District staff bring additional information and photos for Board consideration at the Regular Board Meeting.

RECOMMENDED ACTION:

The Committee approved and recommended the Board of Directors ratify the purchase of one new 2021 Ford F650 truck from Tuttle Click Automotive Group for a not to exceed amount of \$89,705 (Action Calendar).

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | SEPTEMBER 9, 2020**

ITEM 5: DISCUSSION CONCERNING DISPOSAL OF SURPLUS EQUIPMENT

Mr. Perea presented this matter for Committee review, and he provided a brief review of the District Policy Regarding the Disposal of Surplus Property Other Than Real Property (Policy) for the Committee. Mr. Perea reviewed the property and equipment survey report consistent with Policy requirements. Discussion occurred concerning the use of a national auction company to provide a wider exposure to potential buyers in other states, and California Air Resource Board (CARB) regulatory requirements and restrictions on the use of heavy-duty diesel trucks and equipment within the State.

RECOMMENDED ACTION:

The Committee recommended the Board of Directors approve the disposal of surplus equipment – District vehicles in accordance with District Policy Regarding the Disposal of Surplus Property Other Than Real Property (Action Calendar).

ITEM 6: APPLICATION FOR THE U.S. BUREAU OF RECLAMATION'S WATERSMART GRANTS PROGRAM FOR AN AUTOMATIC METER READING/ADVANCED METERING INFRASTRUCTURE (AMR/AMI) IMPLEMENTATION PROJECT

Mr. Perea presented this matter for Committee review, and he mentioned that this matter was previously reviewed with the Engineering/Operational Committee. Mr. Perea reported that District staff has worked with Soto Resources to assist with the preparation of the proposed application for the U.S. Bureau of Reclamation (USBR) WaterSmart Grant Program. Mr. Perea provided a brief review of the grant application process and funding groups, and he identified areas of cost savings through the implementation of an AMR/AMI metering system. Mr. Perea added that USBR requires the governing board of the applicant agency to adopt a resolution in support of the project. Mr. Perea reported that approximately twenty percent of the residential water meters District's service area have been replaced with AMR meters.

RECOMMENDED ACTION:

The Committee recommended that the information be forwarded to the Board of Directors (Action Calendar).

ITEM 7: DISCUSSION CONCERNING THE PROPOSED BARNEBURG SEWER LIFT STATION DRY PIT PIPING REPAIRS AND INSTALLATION

Mr. Perea presented this matter for Committee review. Mr. Perea mentioned that normally this type of matter would be reviewed with the Engineering/Operational Committee, however the proposals for the proposed repairs were received after the Engineering/Operational Committee Meeting. Mr. Perea reported that Wastewater Operations have performed minor repairs to the facility equipment and infrastructure over the years, but he mentioned that staff have identified significant necessary repairs. Mr. Perea briefly reviewed proposals with the Committee. Discussion occurred concerning certain proposal cost differences related to the project scope of work. Director Safranski asked District staff to confirm with the proposed costs with Ferreira Construction before proceeding. Director Chadd recommended forwarding the matter to the Board of Directors with staff findings.

RECOMMENDED ACTION:

The Committee recommended forwarding this matter to the Board of Directors for their review (Action Calendar).

ITEM 8: OTHER MATTERS

There were no other matters presented for discussion.

RECOMMENDED ACTION:

No action was taken.

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | SEPTEMBER 9, 2020**

ITEM 9: FINANCIAL REPORT

Mr. Perea presented the unaudited financials for July 2020.

STATEMENT OF REVENUES AND EXPENSES

Operating Revenue, Residential Water Revenue

Mr. Perea reported that this line item was higher than anticipated for the time of the year due to increased water demands.

Operating Revenue, Baker Treatment Plant Water Sales

Mr. Perea reported that this line item was lower than the prior month due to decreased water sales to the City of San Clemente.

Operating Expenses, Total Operating Expenses

Mr. Perea reported that this line item was lower than anticipated for the time of the year due to less operating expenses and he briefly reviewed certain associated costs and expenses for the month.

RESTRICTED ASSETS REPORT

Mr. Perea reviewed the District's reserve account levels for the month of July.

INVESTMENT SCHEDULE

Mr. Perea reviewed the District's investments fund levels for the month of July.

RECOMMENDED ACTION:

The Committee signed the bills for consideration and the warrant register and recommended that the Board ratify payment of the bills for consideration for September 9, 2020 as presented (Consent Calendar).

ADJOURNMENT

Director Chadd adjourned the September 9, 2020 Finance/Audit Committee Meeting at 1:41 PM.



Trabuco Canyon Water District

Statement of Revenues & Expenses

FY 2020-21 (Unaudited)

	August 2020	July 2020	Current YTD	Annual Budget	17% YTD	Prior YTD
1 Operating Revenue						
2 Residential Water	\$ 392,580	\$ 347,444	\$ 740,024	\$ 3,497,400	21%	\$ 599,809
3 Business & Industrial Water	13,414	11,438	24,852	150,300	17%	24,831
4 Irrigation Water	99,358	96,431	195,788	823,400	24%	119,206
5 Stand-by	3,417	3,417	6,833	41,000	17%	4,683
6 Sanitation Revenue	141,926	142,044	283,970	1,859,400	15%	278,589
7 Recycled & Reclaimed Revenue	121,697	91,460	213,157	725,000	29%	190,278
8 Baker Treatment Plant Water Sales	76,219	43,324	119,543	1,469,100	8%	94,802
9 Other Operating Revenue	450	1,114	1,564	164,600	1%	30,211
10 Total Operating Revenue	849,061	736,671	1,585,732	8,730,200	18%	1,342,410
11 Non-Operating Revenue						
12 Property Tax Unrestricted	142,283	142,283	284,567	1,707,400	17%	279,000
13 Interest Revenue	438	604	1,041	100,600	1%	2,321
14 Development Services	-	-	-	-	0%	100
15 Sale of Fixed Asset	-	-	-	50,000	0%	-
16 Other Non-Operating Revenue	3,728	2,100	5,828	70,600	8%	12,341
17 Total Non-Operating Revenue	146,449	144,987	291,436	1,928,600	15%	293,762
18 Total Revenues	995,510	881,658	1,877,168	10,658,800	18%	1,636,172
19 Operating Expenses						
20 Source of Supply	199,325	120,989	320,314	2,198,100	15%	383,560
21 Baker Treatment SOS Costs	81,888	35,916	117,804	1,155,300	10%	77,971
22 Water Related Expense	138,596	149,294	287,889	1,946,900	15%	219,781
23 Sanitation Expense	108,338	77,571	185,909	1,168,400	16%	238,853
24 Recycled Expense	25,950	16,283	42,233	225,300	19%	61,773
25 Reclaimed Expense	24,045	14,378	38,423	221,400	17%	47,195
26 Salaries & Benefits	303,009	289,375	592,384	3,684,700	16%	516,714
27 OPEB Trust Contributions & Paygo	7,063	7,388	14,451	91,000	16%	15,281
28 Board Expense	9,708	9,083	18,792	114,400	16%	20,015
29 Total Operating Expenses	897,923	720,278	1,618,200	10,805,500	15%	1,581,143
30 Non-Operating Expenses						
31 Principal and Interest Expense	19,198	19,198	38,397	230,300	17%	38,397
32 Non-Operating Expense	6	-	6	3,600	0%	853
33 Total Non-Operating Expenses	19,205	19,198	38,403	233,900	16%	39,250
Net Income Before OPEB, Depreciation &						
34 Capital Contributions	78,383	142,182	220,565	(380,600)		15,779
35 WRES Fees for Capital	68,335	68,427	136,762	834,300	16%	140,984
36 Developer Impact Fees	-	-	-	-	0%	-
37 Other Capital Contributions	-	-	-	-	0%	-
38 Total Capital Contributions	68,335	68,427	136,762	834,300	16%	140,984
39 Net Income	\$ 146,718	\$ 210,609	\$ 357,327	\$ 453,700	79%	\$ 156,762

*No assurance is provided on these financial statements. The financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the U.S. are not included.

** Baker Treatment Plant O&M revenues and expenses are billed quarterly. As a result the % of budget may appear skewed until billing occurs.



Trabuco Canyon Water District
Balance Sheet - Comparative
As of August 31, 2020
(Unaudited)

	August 2020	July 2020	August 2019
1 Assets			
2 Current Assets			
3 Cash	\$ 833,270	\$ 417,394	\$ 744,330
4 Accounts Receivable, Net	4,833,329	4,832,862	2,516,900
5 Property Tax Receivable	1,745,370	1,748,400	1,700,085
6 Prepaid Expenses	306,452	348,663	325,645
7 Total Current Assets	7,718,421	7,347,320	5,286,959
8 Total Restricted Assets (see Schedule A)	6,127,728	6,627,721	6,285,157
9 Utility Plant			
10 Utility Plant, at Cost	116,004,288	115,732,708	114,200,971
11 Accumulated Depreciation	(72,030,075)	(71,731,138)	(68,802,129)
12 Construction in Progress	3,074,443	3,158,346	528,284
13 Total Utility Plant	47,048,655	47,159,916	45,927,126
14 Other Assets			
15 Due from BTP	1,404,222	1,435,171	1,781,513
16 Deferred Outflow (Pension Related)	1,179,514	1,179,514	1,126,151
17 Total Other Assets	2,583,736	2,614,685	2,907,664
18 Total Assets	\$ 63,478,540	\$ 63,749,641	\$ 60,406,906
19 Liabilities & Retained Earnings			
20 Current Liabilities			
21 Accounts Payable	\$ 1,645,177	\$ 1,607,394	\$ 827,895
22 Due to Internal Financing Fund	1,404,222	1,435,171	1,781,513
23 Accrued Expenses	290,076	257,312	250,356
24 Deferred Property Tax Revenue	1,457,000	1,602,700	1,418,417
25 Total Current Liabilities	4,796,475	4,902,577	4,278,181
26 Liabilities to be Paid from Restricted Assets			
27 Accrued Bond Interest	8,824	4,412	9,488
28 Current Portion-Long Term Debt	178,449	178,449	172,473
29 Refundable Deposits	13,500	11,500	10,500
30 Developer Deposits	139,899	140,916	571,619
31 Total Liabilities to be Paid from Restricted Assets	340,672	335,277	764,080



Trabuco Canyon Water District
Balance Sheet - Comparative
As of August 31, 2020
(Unaudited)

32	Long Term Debt			
33	Accrued Post Employment Benefits	533,587	533,587	570,267
34	Accrued Pension Liability	3,301,860	3,301,860	3,089,532
35	State Revolving Fund Loan	2,140,052	2,140,052	2,320,470
37	Total Long Term Debt	5,975,499	5,975,499	5,980,269
38	Total Liabilities	11,112,647	11,213,354	11,022,531
39	Fund Balance			
40	Invested in Capital Net of Related Debt	44,721,330	44,837,003	43,424,695
41	Restricted for Debt Service	219,180	219,173	288,343
42	Legally Restricted	2,498,831	2,995,846	2,908,914
43	Designated by Board	3,296,396	3,296,542	3,025,981
44	Unrestricted	1,630,156	1,187,725	(263,557)
45	Total Fund Balance	52,365,893	52,536,288	49,384,376
46	Total Liabilities and Fund Balance	\$ 63,478,540	\$ 63,749,641	\$ 60,406,906



Trabuco Canyon Water District
Restricted Assets Report
As of August 31, 2020
(Unaudited)

	August 2020	July 2020	August 2019
1 LAIF Accounts (at Cost)			
2 Internal Financing	\$ (2,737,691)	\$ (2,218,821)	\$ (3,123,730)
3 Capital Improvement Charges	-	-	824,578
4 Water Storage Facilities	1,051,427	1,051,427	1,044,772
5 Sanitation Capital Improvement	405,646	421,184	686,990
7 WRES - Rose Canyon/Lang Wells	1,116,231	1,082,059	906,992
8 WRES - Reservoir/Distribution Improvements	2,587,116	2,583,895	2,494,901
9 RD#5	76,102	76,102	74,412
10 Developer Deposits	(106,213)	(106,068)	406,840
11 LAIF Interim Sewage	113,321	116,161	109,977
13 Water Rate Stabilization Funds	684,080	684,080	607,500
14 Sewer Rate Stabilization Funds	726,160	726,160	265,000
15 Working Capital Funds	1,975,776	1,975,776	1,733,144
16 Market Value Over/(Under) Cost	16,593	16,593	11,960
17 BNY Accounts			
18 Bond Reserve Series C	-	-	46,521
19 State Revolving Fund			
20 Cash in CB&T Reserved for SRF Loan	219,180	219,173	195,301
21 Total Restricted Assets	\$ 6,127,728	\$ 6,627,721	\$ 6,285,157



Trabuco Canyon Water District
Investment Schedule
As of August 31, 2020
(Unaudited)

DESCRIPTION	RATE	COST	MARKET	% OF TOTAL
District Investments in the California Local Agency Investment Fund (LAIF)				
1 Water Storage Fees	0.784%	\$ 1,051,427	\$ 1,056,592	18%
2 Sanitation Capital Improvement	0.784%	405,646	407,639	7%
3 Trabuco Creek Wells	0.784%	1,116,231	1,121,715	19%
5 Reservoir/Distribution	0.784%	2,587,116	2,599,826	44%
6 RD#5	0.784%	76,102	76,475	1%
7 Construction Deposits	0.784%	(106,213)	(106,735)	-2%
8 LAIF Interim Sewage	0.784%	113,321	113,878	2%
9 Water Rate Stabilization Funds	0.784%	684,080	687,441	12%
10 Sewer Rate Stabilization Funds	0.784%	726,160	729,727	12%
11 Working Capital Funds	0.784%	1,975,776	1,985,483	34%
12 Internal Financing	0.784%	(2,737,691)	(2,751,141)	-46%
Total District Investments		\$ 5,891,955	\$ 5,920,901	100%

** A negative number indicates the use of reserves to fund operations.*

*** Market values are adjusted on a quarterly basis and recorded in the District's financials statements at the end of the fiscal year.*

CERTIFICATION

I certify that (1) all investment actions executed since the last report have been made in full compliance with the District's Investment Policy and, (2) the District will meet its expenditure obligations for the next six months as required by California Government Code Sections 53646(b)(2) and (3), respectively.

Cindy Byerrum, CPA

Contract CPA and Treasurer



Trabuco Canyon Water District
Checking Account Activity
August 2020
(Unaudited)

Inflows	Current Month	Year to Date
Utility Billing Collections	\$ 725,517	\$ 1,430,264
Tax Receipts	3,024	25,082
Transfer From LAIF	500,000	500,000
Transfer From State Revolving Loan	-	-
Developer Fees	-	-
Miscellaneous	104,592	4,650,222
Total Inflows	1,333,132	6,605,568
Outflows		
Vouchers	730,220	2,535,852
Payroll	245,182	481,342
Transfer to LAIF	-	3,000,000
Miscellaneous & Online Payments	138,137	781,611
Total Outflows	1,113,539	6,798,805
Net Change in Checking Account	219,593	219,593
Beginning Checking Account	642,588	642,588
Ending Checking Account	\$ 862,181	\$ 862,181



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 09/01/2020 - 09/30/2020

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
09/01/2020		DFT0001633	Santa Margarita Water District	Accounts Payable	Outstanding	Bank Draft	-2,945.54
09/01/2020		DFT0001634	Verizon Wireless	Accounts Payable	Outstanding	Bank Draft	-2,140.47
09/01/2020		DFT0001635	VSP	Accounts Payable	Outstanding	Bank Draft	-854.45
09/01/2020		DFT0001636	Guardian	Accounts Payable	Outstanding	Bank Draft	-4,345.90
09/01/2020		DFT0001637	CalPERS	Accounts Payable	Outstanding	Bank Draft	-37,961.35
09/01/2020		DFT0001638	CalPERS	Accounts Payable	Outstanding	Bank Draft	-5,036.61
09/01/2020		DFT0001639	CalPERS	Accounts Payable	Outstanding	Bank Draft	-700.00
09/01/2020		DFT0001640	CalPERS	Accounts Payable	Outstanding	Bank Draft	-3,181.83
09/01/2020		DFT0001641	CalPERS	Accounts Payable	Outstanding	Bank Draft	-14,382.56
09/01/2020		DFT0001642	CalPERS	Accounts Payable	Outstanding	Bank Draft	-5,642.39
09/02/2020		DFT0001644	Cintas	Accounts Payable	Outstanding	Bank Draft	-1,065.48
09/02/2020		DFT0001645	Cintas	Accounts Payable	Outstanding	Bank Draft	-504.56
09/02/2020		DFT0001646	EPX	Accounts Payable	Outstanding	Bank Draft	-4,090.93
09/02/2020		DFT0001647	Cintas	Accounts Payable	Outstanding	Bank Draft	-84.46
09/02/2020		DFT0001648	Cintas	Accounts Payable	Outstanding	Bank Draft	-84.46
09/02/2020		DFT0001649	Cintas	Accounts Payable	Outstanding	Bank Draft	-84.46
09/02/2020		DFT0001650	Cintas	Accounts Payable	Outstanding	Bank Draft	-84.46
09/02/2020		DFT0001651	Cintas	Accounts Payable	Outstanding	Bank Draft	-35.72
09/02/2020		DFT0001652	Cintas	Accounts Payable	Outstanding	Bank Draft	-148.05
09/02/2020		DFT0001653	Cintas	Accounts Payable	Outstanding	Bank Draft	-96.87
09/02/2020		DFT0001654	Cintas	Accounts Payable	Outstanding	Bank Draft	-42.04
09/02/2020		DFT0001655	Cintas	Accounts Payable	Outstanding	Bank Draft	-35.72
09/02/2020		DFT0001656	Cintas	Accounts Payable	Outstanding	Bank Draft	-35.72
09/02/2020		DFT0001657	Cintas	Accounts Payable	Outstanding	Bank Draft	-35.72
09/02/2020		DFT0001658	Home Depot	Accounts Payable	Outstanding	Bank Draft	-1,385.96
09/02/2020		DFT0001659	MWDOC	Accounts Payable	Outstanding	Bank Draft	-17,958.92
09/02/2020		DFT0001660	Stanley Security Solutions	Accounts Payable	Outstanding	Bank Draft	-642.15
09/03/2020		DFT0001643	ADP	Accounts Payable	Outstanding	Bank Draft	-101,619.67
09/09/2020		DFT0001661	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-3,335.05
09/09/2020		DFT0001662	Southern California Edison	Accounts Payable	Outstanding	Bank Draft	-85,719.16
09/09/2020		DFT0001664	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-1,712.15
09/09/2020		DFT0001667	Shred-it USA LLC	Accounts Payable	Outstanding	Bank Draft	-60.00
09/09/2020		DFT0001668	Umpqua Bank	Accounts Payable	Outstanding	Bank Draft	-9,495.95
09/10/2020		DFT0001663	ADP	Accounts Payable	Outstanding	Bank Draft	-1,843.41
09/11/2020		DFT0001669	ADP	Accounts Payable	Outstanding	Bank Draft	-10.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
09/14/2020		DFT0001665	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-161.95
09/14/2020		DFT0001670	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
09/15/2020		DFT0001671	ADP	Accounts Payable	Outstanding	Bank Draft	-145.00
09/15/2020		DFT0001674	Home Depot	Accounts Payable	Outstanding	Bank Draft	-1,102.25
09/15/2020		DFT0001675	Lowe's	Accounts Payable	Outstanding	Bank Draft	-353.60
09/16/2020		DFT0001680	ADP	Accounts Payable	Outstanding	Bank Draft	-20.00
09/16/2020		DFT0001681	Xerox Corporation	Accounts Payable	Outstanding	Bank Draft	-431.75
09/17/2020		DFT0001676	CalPERS	Accounts Payable	Outstanding	Bank Draft	-7,567.39
09/17/2020		DFT0001677	CalPERS	Accounts Payable	Outstanding	Bank Draft	-14,382.56
09/17/2020		DFT0001678	CalPERS	Accounts Payable	Outstanding	Bank Draft	-3,284.08
09/17/2020		DFT0001679	ADP	Accounts Payable	Outstanding	Bank Draft	-90,405.61
09/17/2020		DFT0001682	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
09/18/2020		DFT0001666	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-686.25
09/18/2020		DFT0001683	Purchase Power	Accounts Payable	Outstanding	Bank Draft	-87.00
09/22/2020		DFT0001684	ADP	Accounts Payable	Outstanding	Bank Draft	-56.55
09/29/2020		DFT0001685	Pitney Bowes	Accounts Payable	Outstanding	Bank Draft	-190.02
Bank Draft Total: (51)							-426,556.18
Check							
09/02/2020		9406	ACWA/JPIA	Accounts Payable	Outstanding	Check	-1,283.00
09/02/2020		9407	ALS - Truesdail Laboratories	Accounts Payable	Outstanding	Check	-810.00
09/02/2020		9408	ASA Manufacturing	Accounts Payable	Outstanding	Check	-608.40
09/02/2020		9409	Atkinson, Andelson, Loya, Ruud & Romo	Accounts Payable	Outstanding	Check	-7,145.58
09/02/2020		9410	Butier Engineering, Inc.	Accounts Payable	Outstanding	Check	-1,915.00
09/02/2020		9411	Chris Holbrook	Accounts Payable	Outstanding	Check	-161.00
09/02/2020		9412	Comoso	Accounts Payable	Outstanding	Check	-456.80
09/02/2020		9413	Eide Bailly	Accounts Payable	Outstanding	Check	-1,938.75
09/02/2020		9414	FedEx	Accounts Payable	Outstanding	Check	-31.82
09/02/2020		9415	Ferguson Waterworks	Accounts Payable	Outstanding	Check	-17,520.15
09/02/2020		9416	Flo-Services, Inc.	Accounts Payable	Outstanding	Check	-8,650.77
09/02/2020		9417	GMU Geotechnical, Inc.	Accounts Payable	Outstanding	Check	-9,750.00
09/02/2020		9418	Granicus, LLC	Accounts Payable	Outstanding	Check	-8,859.00
09/02/2020		9419	Hanson Bridgett LLP	Accounts Payable	Outstanding	Check	-13,187.50
09/02/2020		9420	Hazen and Sawyer	Accounts Payable	Outstanding	Check	-11,567.73
09/02/2020		9421	HMS Industries	Accounts Payable	Outstanding	Check	-73.74
09/02/2020		9422	Hydrotech Electric	Accounts Payable	Outstanding	Check	-29,337.42
09/02/2020		9423	InfoSend, Inc.	Accounts Payable	Outstanding	Check	-2,435.76
09/02/2020		9424	Irvine Pipe Supply	Accounts Payable	Outstanding	Check	-254.62
09/02/2020		9425	JIG Consultants	Accounts Payable	Outstanding	Check	-7,231.53
09/02/2020		9426	OC Superior Cleaning Services	Accounts Payable	Outstanding	Check	-980.00
09/02/2020		9427	Olin Chemicals	Accounts Payable	Outstanding	Check	-4,280.61
09/02/2020		9428	Orange County Pumping, Inc.	Accounts Payable	Outstanding	Check	-1,065.00
09/02/2020		9429	Rain for Rent Long Beach	Accounts Payable	Outstanding	Check	-16,666.68

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
09/02/2020		9430	Robert Bargeron	Accounts Payable	Outstanding	Check	-175.00
09/02/2020		9431	S & J Supply Company	Accounts Payable	Outstanding	Check	-100.96
09/02/2020		9432	Santa Margarita Water District	Accounts Payable	Outstanding	Check	-660.00
09/02/2020		9433	SC Fuels	Accounts Payable	Outstanding	Check	-808.20
09/02/2020		9434	Southern California Edison	Accounts Payable	Outstanding	Check	-4,313.08
09/02/2020		9435	SouthWest Hydro Tech ACV Systems	Accounts Payable	Outstanding	Check	-1,884.27
09/02/2020		9436	Synoptek, LLC	Accounts Payable	Outstanding	Check	-1,335.89
09/02/2020		9437	Tetra Tech, Inc.	Accounts Payable	Outstanding	Check	-17,538.16
09/02/2020		9438	Uline	Accounts Payable	Outstanding	Check	-686.98
09/02/2020		9439	United Water Works, Inc.	Accounts Payable	Outstanding	Check	-148.96
09/02/2020		9440	USABlueBook	Accounts Payable	Outstanding	Check	-233.17
09/02/2020		9441	Watson Bros. Inc.	Accounts Payable	Outstanding	Check	-270.00
09/02/2020		9442	Weck Laboratories, Inc.	Accounts Payable	Outstanding	Check	-110.80
09/15/2020		9443	ALS - Truesdail Laboratories	Accounts Payable	Outstanding	Check	-1,060.50
09/15/2020		9444	ARC	Accounts Payable	Outstanding	Check	-267.16
09/15/2020		9445	AT&T	Accounts Payable	Outstanding	Check	-786.24
09/15/2020		9446	Beavens Systems Inc	Accounts Payable	Outstanding	Check	-2,310.00
09/15/2020		9447	Bright View Landscape Services, Inc.	Accounts Payable	Outstanding	Check	-24,625.00
09/15/2020		9448	Cintas	Accounts Payable	Outstanding	Check	-189.92
09/15/2020		9449	Complete Office of California, Inc	Accounts Payable	Outstanding	Check	-181.07
09/15/2020		9450	CS-amsco	Accounts Payable	Outstanding	Check	-9,700.73
09/15/2020		9451	DirecTV LLC	Accounts Payable	Outstanding	Check	-98.48
09/15/2020		9452	Eurofins Eaton Analytical, Inc.	Accounts Payable	Outstanding	Check	-2,250.00
09/15/2020		9453	Ferreira Construction Company	Accounts Payable	Outstanding	Check	-48,907.00
09/15/2020		9454	Flo-Services, Inc.	Accounts Payable	Outstanding	Check	-24,301.63
09/15/2020		9455	Harrington Industrial Plastics	Accounts Payable	Outstanding	Check	-416.42
09/15/2020		9456	HD Supply Waterworks	Accounts Payable	Outstanding	Check	-1,704.28
09/15/2020		9457	Irvine Pipe Supply	Accounts Payable	Outstanding	Check	-673.12
09/15/2020		9458	Irvine Ranch Water District	Accounts Payable	Outstanding	Check	-71,111.39
09/15/2020		9459	ISGUS America, LLC	Accounts Payable	Outstanding	Check	-91.25
09/15/2020		9460	McFadden-Dale Industrial Hardware	Accounts Payable	Outstanding	Check	-108.29
09/15/2020		9461	Numatic Engineering	Accounts Payable	Outstanding	Check	-420.83
09/15/2020		9462	OC Superior Cleaning Services	Accounts Payable	Outstanding	Check	-980.00
09/15/2020		9463	OC Waste & Recycling	Accounts Payable	Outstanding	Check	-1,603.81
09/15/2020		9464	Olin Chemicals	Accounts Payable	Outstanding	Check	-2,477.32
09/15/2020		9465	Orange County Pumping, Inc.	Accounts Payable	Outstanding	Check	-1,420.00
09/15/2020		9466	Orkin Commercial Services	Accounts Payable	Outstanding	Check	-1,267.20
09/15/2020		9467	Quinn Company	Accounts Payable	Outstanding	Check	-312.51
09/15/2020		9468	Rain for Rent Long Beach	Accounts Payable	Outstanding	Check	-31,056.44
09/15/2020		9469	S & J Supply Company	Accounts Payable	Outstanding	Check	-62.50
09/15/2020		9470	Sandbox Sign Company	Accounts Payable	Outstanding	Check	-150.38
09/15/2020		9471	Sierra Springs	Accounts Payable	Outstanding	Check	-27.75
09/15/2020		9472	Soto Resources	Accounts Payable	Outstanding	Check	-9,713.25

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
09/15/2020		9473	SouthWest Hydro Tech ACV Systems	Accounts Payable	Outstanding	Check	-1,046.74
09/15/2020		9474	Synoptek, LLC	Accounts Payable	Outstanding	Check	-4,748.39
09/15/2020		9475	TAB AnswerNetwork	Accounts Payable	Outstanding	Check	-176.59
09/15/2020		9476	Teledyne Instruments, Inc.	Accounts Payable	Outstanding	Check	-271.53
09/15/2020		9477	Thin Nguyen	Accounts Payable	Outstanding	Check	-70.00
09/15/2020		9478	Touch Tel Mobile	Accounts Payable	Outstanding	Check	-625.00
09/15/2020		9479	Tyler Technologies, Inc.	Accounts Payable	Outstanding	Check	-13,186.06
09/15/2020		9480	Underground Service Alert/SC	Accounts Payable	Outstanding	Check	-72.70
09/15/2020		9481	United Water Works, Inc.	Accounts Payable	Outstanding	Check	-4,276.79
09/15/2020		9482	USABlueBook	Accounts Payable	Outstanding	Check	-11,056.60
09/15/2020		9483	Valvate Associates	Accounts Payable	Outstanding	Check	-422.20
09/15/2020		9484	Weck Laboratories, Inc.	Accounts Payable	Outstanding	Check	-110.80
09/15/2020		9485	Weck Laboratories, Inc.	Accounts Payable	Outstanding	Check	-451.35
09/23/2020		9486	Tuttle-Click Ford	Accounts Payable	Outstanding	Check	-89,704.83
09/30/2020		9487	City of Lake Forest	Accounts Payable	Outstanding	Check	-146,210.40
Check Total: (82)							-685,180.78
Accounts Payable Total: (133)							-1,111,736.96

General Ledger

Deposit							
09/10/2020		DEP0010898	Receipts - County of Orange - Property Taxes	General Ledger	Outstanding	Deposit	26,324.90
09/14/2020		DEP0010950	Receipts - T-Mobile - Cell stie rent	General Ledger	Outstanding	Deposit	2,069.63
09/14/2020		DEP0010951	Receipts - OC Fire Authority - Sewer Services	General Ledger	Outstanding	Deposit	150.00
09/18/2020		DEP0011012	Receipts - SMWD - DSWR	General Ledger	Outstanding	Deposit	897.35
09/23/2020		DEP0011055	Receipts - Johnson - Fireflow Test	General Ledger	Outstanding	Deposit	250.00
09/30/2020		DEP0011111	Receipts - SMWD - DSWR	General Ledger	Outstanding	Deposit	742.49
Deposit Total: (6)							30,434.37
General Ledger Total: (6)							30,434.37

Utility Billing

Deposit							
09/01/2020		DEP0010824	Utility Payment Packet UBPKT04670	Utility Billing	Outstanding	Deposit	3,298.08
09/01/2020		DEP0010827	Utility Payment Packet UBPKT04669	Utility Billing	Outstanding	Deposit	7,391.52
09/01/2020		DEP0010831	Utility Payment Packet UBPKT04671	Utility Billing	Outstanding	Deposit	3,059.66
09/02/2020		DEP0010834	Utility Payment Packet UBPKT04673	Utility Billing	Outstanding	Deposit	5,870.91
09/02/2020		DEP0010837	Utility Payment Packet UBPKT04672	Utility Billing	Outstanding	Deposit	2,475.91
09/02/2020		DEP0010840	Utility Payment Packet UBPKT04674	Utility Billing	Outstanding	Deposit	16,391.32
09/02/2020		DEP0010843	Utility Payment Packet UBPKT04677	Utility Billing	Outstanding	Deposit	5,858.27
09/03/2020		DEP0010846	Utility Payment Packet UBPKT04678	Utility Billing	Outstanding	Deposit	4,587.61
09/03/2020		DEP0010849	Utility Payment Packet UBPKT04679	Utility Billing	Outstanding	Deposit	2,205.67
09/03/2020		DEP0010852	Utility Payment Packet UBPKT04681	Utility Billing	Outstanding	Deposit	4,828.28
09/03/2020		DEP0010855	Utility Payment Packet UBPKT04682	Utility Billing	Outstanding	Deposit	5,020.08
09/04/2020		DEP0010858	Utility Payment Packet UBPKT04683	Utility Billing	Outstanding	Deposit	3,953.13

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
09/04/2020		DEP0010861	Utility Payment Packet UBPKT04684	Utility Billing	Outstanding	Deposit	5,866.09
09/04/2020		DEP0010864	Utility Payment Packet UBPKT04687	Utility Billing	Outstanding	Deposit	2,449.95
09/05/2020		DEP0010867	Utility Payment Packet UBPKT04686	Utility Billing	Outstanding	Deposit	1,832.04
09/06/2020		DEP0010870	Utility Payment Packet UBPKT04688	Utility Billing	Outstanding	Deposit	1,048.59
09/07/2020		DEP0010873	Utility Payment Packet UBPKT04690	Utility Billing	Outstanding	Deposit	1,496.40
09/07/2020		DEP0010876	Utility Payment Packet UBPKT04689	Utility Billing	Outstanding	Deposit	3,087.39
09/07/2020		DEP0010879	Utility Payment Packet UBPKT04685	Utility Billing	Outstanding	Deposit	4,006.90
09/08/2020		DEP0010882	Utility Payment Packet UBPKT04691	Utility Billing	Outstanding	Deposit	3,804.52
09/09/2020		DEP0010885	Utility Payment Packet UBPKT04693	Utility Billing	Outstanding	Deposit	3,381.86
09/09/2020		DEP0010888	Utility Payment Packet UBPKT04692	Utility Billing	Outstanding	Deposit	5,116.83
09/09/2020		DEP0010891	Utility Payment Packet UBPKT04694	Utility Billing	Outstanding	Deposit	7,630.05
09/10/2020		DEP0010894	Utility Payment Packet UBPKT04696	Utility Billing	Outstanding	Deposit	6,947.91
09/10/2020		DEP0010897	Utility Payment Packet UBPKT04695	Utility Billing	Outstanding	Deposit	2,618.90
09/10/2020		DEP0010901	Utility Payment Packet UBPKT04697	Utility Billing	Outstanding	Deposit	6,662.43
09/10/2020		DEP0010904	Utility Payment Packet UBPKT04698	Utility Billing	Outstanding	Deposit	13,011.13
09/10/2020		DEP0010907	Utility Payment Packet UBPKT04699	Utility Billing	Outstanding	Deposit	3,871.82
09/11/2020		DEP0010910	Utility Payment Packet UBPKT04700	Utility Billing	Outstanding	Deposit	6,095.19
09/11/2020		DEP0010914	Utility Payment Packet UBPKT04701	Utility Billing	Outstanding	Deposit	8,158.58
09/11/2020		DEP0010917	Utility Payment Packet UBPKT04703	Utility Billing	Outstanding	Deposit	5,069.69
09/12/2020		DEP0010920	Utility Payment Packet UBPKT04704	Utility Billing	Outstanding	Deposit	110,588.24
09/13/2020		DEP0010923	Utility Payment Packet UBPKT04702	Utility Billing	Outstanding	Deposit	1,745.56
09/14/2020		DEP0010926	Utility Payment Packet UBPKT04705	Utility Billing	Outstanding	Deposit	4,042.60
09/14/2020		DEP0010929	Utility Payment Packet UBPKT04706	Utility Billing	Outstanding	Deposit	5,532.26
09/14/2020		DEP0010932	Utility Payment Packet UBPKT04707	Utility Billing	Outstanding	Deposit	5,506.65
09/14/2020		DEP0010935	Utility Payment Packet UBPKT04708	Utility Billing	Outstanding	Deposit	11,711.32
09/14/2020		DEP0010938	Utility Payment Packet UBPKT04709	Utility Billing	Outstanding	Deposit	12,126.66
09/14/2020		DEP0010943	Utility Payment Packet UBPKT04710	Utility Billing	Outstanding	Deposit	8,729.56
09/15/2020		DEP0010940	ACH Draft Packet UBPKT04624	Utility Billing	Outstanding	Deposit	156,025.36
09/15/2020		DEP0010946	Utility Payment Packet UBPKT04711	Utility Billing	Outstanding	Deposit	11,477.52
09/15/2020		DEP0010949	Utility Payment Packet UBPKT04712	Utility Billing	Outstanding	Deposit	5,783.13
09/15/2020		DEP0010954	Utility Payment Packet UBPKT04713	Utility Billing	Outstanding	Deposit	66,722.53
09/16/2020		DEP0010957	Utility Payment Packet UBPKT04714	Utility Billing	Outstanding	Deposit	896.51
09/16/2020		DEP0010960	Utility Payment Packet UBPKT04715	Utility Billing	Outstanding	Deposit	5,612.37
09/16/2020		DEP0010963	Utility Payment Packet UBPKT04716	Utility Billing	Outstanding	Deposit	6,586.40
09/16/2020		DEP0010966	Utility Payment Packet UBPKT04723	Utility Billing	Outstanding	Deposit	2,852.89
09/17/2020		DEP0010969	Utility Payment Packet UBPKT04724	Utility Billing	Outstanding	Deposit	383.32
09/17/2020		DEP0010972	Utility Payment Packet UBPKT04725	Utility Billing	Outstanding	Deposit	492.50
09/17/2020		DEP0010975	Utility Reverse Payment Packet UBPKT04726	Utility Billing	Outstanding	Deposit	-95.71
09/17/2020		DEP0010984	Utility Payment Packet UBPKT04731	Utility Billing	Outstanding	Deposit	2,788.02
09/18/2020		DEP0010987	Utility Payment Packet UBPKT04732	Utility Billing	Outstanding	Deposit	477.82
09/18/2020		DEP0010990	Utility Payment Packet UBPKT04733	Utility Billing	Outstanding	Deposit	220.00
09/18/2020		DEP0010993	Utility Payment Packet UBPKT04734	Utility Billing	Outstanding	Deposit	19,626.50
09/18/2020		DEP0010996	Utility Payment Packet UBPKT04735	Utility Billing	Outstanding	Deposit	83,091.34

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
09/19/2020		DEP0010999	Utility Payment Packet UBPKT04736	Utility Billing	Outstanding	Deposit	2,163.75
09/20/2020		DEP0011002	Utility Payment Packet UBPKT04737	Utility Billing	Outstanding	Deposit	1,577.84
09/21/2020		DEP0011005	Utility Payment Packet UBPKT04738	Utility Billing	Outstanding	Deposit	325.00
09/21/2020		DEP0011008	Utility Payment Packet UBPKT04739	Utility Billing	Outstanding	Deposit	1,108.82
09/21/2020		DEP0011011	Utility Payment Packet UBPKT04740	Utility Billing	Outstanding	Deposit	5,283.68
09/22/2020		DEP0011015	Utility Payment Packet UBPKT04742	Utility Billing	Outstanding	Deposit	395.15
09/22/2020		DEP0011018	Utility Payment Packet UBPKT04741	Utility Billing	Outstanding	Deposit	2,731.57
09/22/2020		DEP0011027	Utility Payment Packet UBPKT04746	Utility Billing	Outstanding	Deposit	5,048.53
09/23/2020		DEP0011030	Utility Payment Packet UBPKT04748	Utility Billing	Outstanding	Deposit	1,574.70
09/23/2020		DEP0011033	Utility Payment Packet UBPKT04747	Utility Billing	Outstanding	Deposit	7,094.50
09/23/2020		DEP0011036	Utility Payment Packet UBPKT04749	Utility Billing	Outstanding	Deposit	7,973.31
09/23/2020		DEP0011039	Utility Payment Packet UBPKT04750	Utility Billing	Outstanding	Deposit	2,045.25
09/24/2020		DEP0011042	Utility Payment Packet UBPKT04752	Utility Billing	Outstanding	Deposit	5,599.38
09/24/2020		DEP0011045	Utility Payment Packet UBPKT04751	Utility Billing	Outstanding	Deposit	4,132.62
09/24/2020		DEP0011048	Utility Payment Packet UBPKT04756	Utility Billing	Outstanding	Deposit	3,273.44
09/25/2020		DEP0011051	Utility Payment Packet UBPKT04758	Utility Billing	Outstanding	Deposit	5,526.30
09/25/2020		DEP0011054	Utility Payment Packet UBPKT04757	Utility Billing	Outstanding	Deposit	1,316.31
09/25/2020		DEP0011058	Utility Payment Packet UBPKT04760	Utility Billing	Outstanding	Deposit	3,997.52
09/26/2020		DEP0011061	Utility Payment Packet UBPKT04761	Utility Billing	Outstanding	Deposit	991.27
09/27/2020		DEP0011064	Utility Payment Packet UBPKT04762	Utility Billing	Outstanding	Deposit	1,383.57
09/28/2020		DEP0011067	Utility Payment Packet UBPKT04763	Utility Billing	Outstanding	Deposit	16,711.78
09/28/2020		DEP0011071	Utility Payment Packet UBPKT04764	Utility Billing	Outstanding	Deposit	3,676.52
09/28/2020		DEP0011074	Utility Payment Packet UBPKT04765	Utility Billing	Outstanding	Deposit	3,489.70
09/29/2020		DEP0011077	Utility Payment Packet UBPKT04766	Utility Billing	Outstanding	Deposit	2,470.29
09/29/2020		DEP0011080	Utility Payment Packet UBPKT04767	Utility Billing	Outstanding	Deposit	3,976.19
09/29/2020		DEP0011084	Utility Payment Packet UBPKT04759	Utility Billing	Outstanding	Deposit	6,861.59
09/29/2020		DEP0011087	Utility Payment Packet UBPKT04768	Utility Billing	Outstanding	Deposit	9,943.18
09/29/2020		DEP0011089	Utility Payment Packet UBPKT04769	Utility Billing	Outstanding	Deposit	14,369.05
09/29/2020		DEP0011092	Utility Payment Packet UBPKT04770	Utility Billing	Outstanding	Deposit	7,410.95
09/29/2020		DEP0011095	Utility Payment Packet UBPKT04773	Utility Billing	Outstanding	Deposit	3,448.91
09/30/2020		DEP0011098	Utility Payment Packet UBPKT04775	Utility Billing	Outstanding	Deposit	6,858.67
09/30/2020		DEP0011101	Utility Payment Packet UBPKT04774	Utility Billing	Outstanding	Deposit	3,742.26
09/30/2020		DEP0011104	Utility Payment Packet UBPKT04776	Utility Billing	Outstanding	Deposit	4,119.39
Deposit Total: (88)							830,641.05
Utility Billing Total: (88)							830,641.05
Report Total: (227)							-250,661.54

Summary

Bank Account	Count	Amount
030866939 Bank of the West Checking	227	-250,661.54
Report Total:	227	-250,661.54

Cash Account	Count	Amount
99 99-000-1004 Bank of the West Checking (Pooled Cash)	227	-250,661.54
Report Total:	227	-250,661.54

Transaction Type	Count	Amount
Bank Draft	51	-426,556.18
Check	82	-685,180.78
Deposit	94	861,075.42
Report Total:	227	-250,661.54

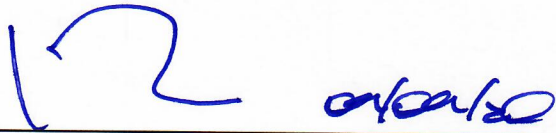


Trabuco Canyon Water District
General Fund Warrant Register
9/9/2020

Summary of Disbursements

Computer Checks	514,214.18
UB Refund Checks	-
Bank Drafts	341,070.27
Voided Checks	-
Total Disbursements	855,284.45

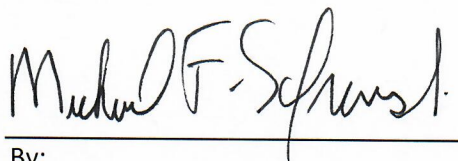
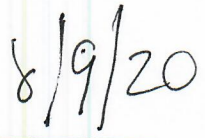
I hereby certify that the claims or demands covered by the above listed warrants have been audited as to accuracy and the availability of funds for payment thereof; and that the said claims or demands are accurate and that the funds are available.




General Manager

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

 
By: Date:

 
By: Date:

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 21, 2020**

CONSENT CALENDAR

ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING

RECOMMENDED ACTION:

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

- 1. September 2, 2020*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 21, 2020**

CONSENT CALENDAR

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

FEES AND EXPENSES

Consistent with Board policy, Directors are reimbursed for expenses incurred while serving in their capacity as Directors. Additionally, Directors earn a per diem stipend for attendance at meetings or functions in a Director capacity. The attached spreadsheet provides a recap of the meetings, seminars, 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 2020/2021 Budgeted Board Expenses: \$39,600

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was reviewed with the Finance/Audit Committee.

RECOMMENDED ACTIONS:

Ratify the Directors' expenses and fees from September 2020 and approve tentative future meetings/attendance.

EXHIBIT(S):

1. Directors Fees and Expenses Monthly Report for September 2020
2. Directors Future/Tentative Meeting/Attendance Schedule for Calendar Year 2020

CONTACTS (staff responsible): PALUDI/PEREA/SANGI

**TRABUCO CANYON WATER DISTRICT
DIRECTORS' FEES AND EXPENSES MONTHLY REPORT | SEPTEMBER 2020**

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
DISTRICT MEETINGS					
Engineering/Operational Committee Meeting		09/02/20	09/02/20		
Finance/Audit Committee Meeting		09/09/20			09/09/20
Individual Meeting with General Manager	09/14/20	09/15/20	09/15/20	09/14/20	09/11/20
Regular Board Meeting	09/16/20	09/16/20	09/16/20	09/16/20	09/16/20
REPRESENTATIVE MEETINGS					
City of Rancho Santa Margarita City Council Meeting	09/09/20				
City of Rancho Santa Margarita City Council Meeting	09/23/20				
City of Rancho Santa Margarita Planning Commission	09/02/20				
Orange County Water District Webinar: Seawater Intrusion Barrier	09/29/20				
South Orange County Agencies Group	09/22/20	09/22/20	09/22/20	09/22/20	09/22/20
South Orange County Watershed Management Agency (SOCWMA)					
South Orange County Wastewater Authority (SOCWA) Regular Board Meeting			09/03/20		
Water Advisory Committee of Orange County Meeting (WACO)	09/11/20				
NUMBER OF MEETINGS ATTENDED	8	5	5	3	4
FEES (\$125 per each meeting*)	\$1,000.00	\$625.00	\$625.00	\$375.00	\$500.00
DIRECT REIMBURSABLE EXPENSES					
DIRECT REIMBURSABLE EXPENSES TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INDIRECT REIMBURSABLE EXPENSES					
INDIRECT REIMBURSABLE EXPENSES TOTALS					
TOTAL	\$1,000.00	\$625.00	\$625.00	\$375.00	\$500.00
<i>* Maximum per diem per day is one; maximum per diems per month is 10</i>					

DIRECTOR SIGNATURE

TRABUCO CANYON WATER DISTRICT | 2020 PUBLIC MEETING AND CONFERENCE CALENDAR

2020													
LINE ITEM	MEETING DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DISTRICT PUBLIC MEETINGS													
1	Executive Committee Meeting	01/08/20			TBD			TBD			TBD		
2	Engineering/Operational Committee Meeting	01/08/20	02/05/20	03/04/20	04/01/20	05/06/20	06/03/20	07/01/20	08/05/20	09/02/20	10/07/20	11/04/20	12/02/20
3	Finance/Audit Committee Meeting	01/08/20	02/12/20	03/11/20	04/08/20	05/13/20	06/10/20	07/08/20	08/12/20	09/09/20	10/14/20	11/11/20	12/09/20
4	Regular Board Meeting	01/15/20	02/19/20	03/18/20	04/15/20	05/20/20	06/17/20	07/15/20	08/19/20	09/16/20	10/21/20	11/18/20	12/16/20
5	District Properties Ad Hoc Committee Meeting	-	-	-	-	-	-	-	-	-	-	-	-
PUBLIC MEETINGS													
6	City of RSM City Council Meeting - Meeting No. 1	01/08/20	02/12/20	03/11/20	04/08/20	05/13/20	06/10/20	07/08/20	08/12/20	09/09/20	10/14/20	11/11/20	12/09/20
7	City of RSM City Council Meeting - Meeting No. 2	01/22/20	02/26/20	03/25/20	04/22/20	05/27/20	06/24/20	07/22/20	08/26/20	09/23/20	10/28/20	11/25/20	12/23/20
8	Independent Special Districts of Orange County Meeting	01/07/20	02/04/20	03/03/20	04/07/20	05/05/20	06/02/20	07/07/20	08/04/20	09/01/20	10/06/20	11/03/20	12/01/20
9	Independent Special Districts of Orange County Meeting	01/30/20	-	-	04/30/20	-	-	07/30/20	-	-	10/29/20	-	-
10	Orange County Local Agency Formation Commission (OC LAFCO)	01/08/20	02/12/20	03/11/20	04/08/20	05/13/20	06/10/20	07/08/20	08/12/20	09/09/20	10/14/20	11/11/20	12/09/20
11	Santiago Aqueduct Commission Meeting	-	-	-	-	-	06/18/20	-	-	09/17/20	-	-	12/17/20
12	South Orange County Water Agencies Group Meeting*	01/28/20	-	03/24/20	-	05/26/20	-	07/28/20	08/25/20	09/22/20	-	11/24/20	-
13	South Orange County Wastewater Authority Regular Board Meeting	01/09/20	02/06/20	03/05/20	04/02/20	05/14/20	06/04/20	07/02/20	08/06/20	09/03/20	10/01/20	11/05/20	12/03/20
14	Water Advisory Committee of Orange County	01/03/20	02/07/20	03/06/20	04/03/20	05/01/20	06/05/20	07/03/20	08/07/20	09/04/20	10/02/20	11/06/20	12/04/20
CONFERENCES													
15	ACWA Spring Conference - Monterey, CA					5/5 - 5/8		07/28 - 7/31					
16	ACWA Fall Conference - Indian Wells, CA												12/1 - 12/4
17	CSDA Annual Conference - Palm Desert, CA								8/24 - 8/27				
18	CSDA GM Leadership Summit - Newport Beach, CA						6/28 - 6/30						
19	CSDA SDLA Conference - San Diego, CA				4/19 - 4/22							11/15 - 11/18	

LEGEND

- District Observed Holiday - Reschedule Meeting
- *4th Tuesday of the Odd Numbered Month
- Meetings with a ~~strikethrough~~ are cancelled

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 21, 2020**

ACTION CALENDAR

ITEM 5: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE CORONAVIRUS, INCLUDING SAFETY OF DISTRICT SERVICES AND EMPLOYEES, AND IMPACT TO BOARD & COMMITTEE MEETINGS

LOCAL STATUS

As of September 8, 2020, the County of Orange has moved from Purple to Red Tier as part of the “Governor Newsom’s Blue Print for a Safer Economy.” This allows certain business sectors to re-open immediately and businesses to expand their operations with certain restrictions. Also, on September 8, the County Health Officer issued revised Orders and Strong Recommendations that supersede the Orders issued on July 13, 2020.

DISTRICT RESPONSE EFFORTS

District customer service functions remain limited to phone and on-line access (no physical access to Administration Facility except for exterior payment drop boxes). As long as Governor Newsom’s Executive Order N-29-20 remains effective, the District’s Board of Directors has the flexibility to conduct public meetings remotely rather than in one physical location.

District staff understands the potential for the pandemic situation to change negatively and well as positively is now well-positioned to adapt as necessary to continue ensuring a safe and secure workplace for its employees while providing essential services to its customers. District staff will continue to closely monitor guidance from both the state and the County of Orange and coordinate with Water Emergency Response Organization of Orange County (WEROC). More information may be presented at the time of the meeting.

WATER TRANSMISSION & COVID-19

According to the CDC, “The COVID-19 virus has not been detected in drinking water. Conventional water treatment methods that use filtration and disinfection, such as those in most municipal drinking water systems, should remove and/or inactivate the virus that causes COVID-19.” The District owns and operates the Dimension Water Treatment Plant (DWTP) which uses multi-media filters and disinfects raw surface water with sodium hypochlorite (free chlorine) and therefore meets the CDC’s definition of conventional water treatment methods.

FUNDING SOURCE:

Unknown at this time

FISCAL IMPACT

Unknown at this time

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was not reviewed at the Committee level.

RECOMMENDED ACTIONS:

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

EXHIBIT(S):

None

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 21, 2020**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO THE PROPOSED PALOMA SQUARE DEVELOPMENT (DOVE CANYON PLAZA) AND OTHER RELATED MATTERS

Trabuco Canyon Water District (TCWD or District) owns the Administration Facility and the property upon which it resides; the property is adjacent to the Dove Canyon Plaza commercial center. On July 24, 2019, Dove Canyon Recovery Acquisition, LLC (DCRA), the owner of Dove Canyon Plaza, with their consultant William Lyon Homes (now Taylor Morrison) submitted a proposal to the City of Rancho Santa Margarita (City) for a change in use from commercial to residential. The proposed project is titled "Paloma Square." The initial submittal to the City, and all subsequent submittals, project information, and correspondence between City and William Lyon Homes/Taylor Morrison related to Paloma Square are available on the City's website. The District's website, under the "Community" tab, also includes information and correspondence regarding proposed project.

Due to the potential impacts of the Paloma Square development to the District's Administration Facility, District Staff recommended conducting a parking study. At the February 19, 2020 Regular Board Meeting, the Board of Directors authorized the General Manager to execute a Contract with Albert Grover and Associates for Trabuco Canyon Water District's Administration Facility Parking Study for a not to exceed amount of \$10,000. As of July 1, 2020, Albert Grover and Associates' assets have been acquired by AGA Engineer's, Inc. due to retirement of the owner.

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

\$10,000

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was not reviewed by a Committee.

RECOMMENDED ACTIONS:

1. *Receive information at the time of the Board meeting.*
2. *Authorize the General Manager to execute the Assumption and Assignment of Contract from Albert Grover and Associates to AGA Engineers, Inc.*

EXHIBIT(S):

1. AGA Engineers, Inc. Request for Project Assignment to New Company
2. AGA Engineers, Inc. Assignment and Assumption of Contract

CONTACTS (staff responsible): PALUDI/PEREA/LAUSTEN



August 13, 2020

Ms. Lorrie Lausten, P.E.
Principal Engineer
Trabuco Canyon Water District

RE: Request for Project Assignment to New Company - AGA Engineers, Inc.

Dear Ms. Lausten

AGA Engineers, Inc., a California corporation ("AGA Engineers"), signed an Asset Purchase Agreement on June 5, 2020 to acquire certain assets of Albert Grover & Associates.

AGA Engineers was founded by Chalap Sadam, MS, MBA, who is a Registered Professional Engineer in the State of California in both Civil Engineering and Traffic Engineering. He is a recognized expert with over three decades of experience in traffic signal systems, communication systems, Intelligent Transportation Systems (ITS), intersection improvements, safety systems and general traffic engineering/transportation planning services. He has successfully delivered multitude of traffic and ITS projects to various cities and counties throughout Southern California.

AGA Engineers team is expected to include experienced Civil and Traffic Engineers including Mark Miller and certain other current employees of Albert Grover & Associates. Mr. Sadam, with nearly thirty years of employment with Albert Grover & Associates, will devote his experience and attention to cater to the needs of AGA's clients.

The purchase became effective July 1, 2020 and includes the assignment of all rights to the parking demand study for the proposed Paloma Square Condominium Project. Of course, this is subject to City approval. Please let us know if you need any further information.

BUYER:
AGA ENGINEERS, INC.

By 
Chalap K. Sadam, President

SELLER:
ALBERT GROVER & ASSOCIATES, INC.

By 
Mark Miller, President

AGA Engineers, Inc.

211 Imperial Highway, Suite 208, Fullerton, CA 92835
(714) 992-4592 Email: aga@agaengineersinc.com

ASSIGNMENT AND ASSUMPTION OF CONTRACT

THIS ASSIGNMENT AND ASSUMPTION OF CONTRACT (the “Assignment”) is entered into effective as of July 1, 2020, by AGA Engineers, Inc., a California corporation, (“Buyer”), and Albert Grover & Associates, Inc., a California corporation (the “Seller”).

RECITALS

A. Seller is a Party to that certain agreement with Trabuco Canyon Water District (“Owner”) with regard to the parking demand study for the proposed Paloma Square Condominium Project dated February 18, 2020, and any amendments thereto (collectively, the “Contract”).

B. Buyer is party to that certain Asset Purchase Agreement dated June 5, 2020 (the “APA”) by and between Buyer and Seller for the purchase of certain assets of Seller.

C. Seller desires to assign to Buyer and Buyer desires to acquire all of Seller’s interest in and to the Contract, subject to the Owner’s consent.

FOR VALUABLE CONSIDERATION, the receipt and sufficiency of which are hereby acknowledged, it is agreed as follows:

1. Assignment. Subject to the Owner’s consent, this Assignment shall be effective as of the time of Closing (as defined in the APA) under the APA (the “Effective Time”). As of the Effective Time, Seller hereby grants, conveys, and assigns unto Buyer, all of Seller’s right, title, and interest in, to and under the Contract, subject however, to the provisions of the Contract and this Assignment.

2. Assumption. Subject to Owner’s consent, effective as of the Effective Time, Buyer hereby assumes all of Seller’s responsibilities, liabilities, covenants and obligations set forth in the Contract, and agrees to perform and observe all of Seller’s covenants and obligations contained in the Contract. Notwithstanding the foregoing, the parties hereto agree that Buyer does not assume (and Seller shall remain exclusively liable for) any liability or obligation of Seller that was incurred, arising under or in connection with the Contract prior to the Effective Time.

3. Seller’s Representations and Warranties. Seller hereby represents and warrants to Buyer, which representations and warranties shall survive the execution and delivery of this Assignment and the assignment of the Contract, as follows:

A. Contract. The Contract has not been modified or amended, is in full force and effect and contains the entire agreement between Seller and Owner.

B. Defaults. There are no defaults by Seller under the Contract, and there are no disputes between Seller and Owner concerning the Contract.

C. Assignment. Seller is in full possession of the Contract as a party thereto and has not previously sold, transferred, hypothecated, encumbered, assigned or subleased all or any portion of Seller’s right, title or interest in and to the Contract.

D. Owner Consent Required. In accordance with Section 8.5 of the Contract, the consent of Owner is required. This effectiveness and enforceability of this Agreement is subject to the consent of the Owner.

4. Appointment. Seller hereby irrevocably appoints Buyer, its successors and assigns, as the attorney and agent of Seller, in Seller's name and stead, to enforce the provisions of the Contract to the extent said rights are assigned herein. Seller hereby acknowledges that such power of attorney is coupled with an interest and may not be revoked in any manner or for any reason.

5. Binding Effect. This Assignment shall inure to the benefit of, and shall be binding upon, the parties hereto and their respective successors and assigns.

6. Choice of Law. This Assignment shall be governed by and construed under the laws of the State of California, without regard to conflicts-of-laws principles that would require the application of any other law.


7. Attorneys' Fees. Should either party institute any legal action or proceeding to enforce the provisions of this Assignment, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs incurred in connection with the exercise of its rights and remedies hereunder as well as court costs and expert witness fees as the court shall determine.

8. Execution of Assignment. This Agreement may be executed in any number of counterparts, using facsimile signatures, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

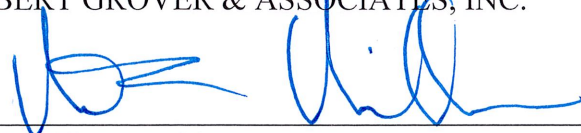
[CONTINUED ON NEXT PAGE]

9. APA Terms Remain. No language, terms, provisions, rights, liabilities, obligations, assumptions or any other terms in this Assignment shall change, alter or amend any terms, provisions, rights, liabilities or obligations as between Seller and Buyer under the APA. If there is a conflict between language or any term, provision, right, liability, obligation or assumption in this Assignment and the APA, as between the Seller and Buyer, the language or the term, provision, right, liability, obligation or assumption in the APA shall take precedence and apply and control.

BUYER:
AGA ENGINEERS, INC.

By  _____
Chalap K. Sadam, President

SELLER:
ALBERT GROVER & ASSOCIATES, INC.

By  _____
Mark Miller, President

By its signature below, the Owner hereby consents to this Assignment between Seller and Buyer as noted above:

OWNER
TRABUCO CANYON WATER DISTRICT

By: _____

Name: _____

Title: _____

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 21, 2020**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 7: DISCUSSION AND APPROVAL OF NOTICE OF PUBLIC HEARING ON PROPOSED WATER, WASTEWATER, AND RECYCLED WATER RATE ADJUSTMENTS

In accordance with the District's General Policy and Rules and Regulations, the Board of Directors sets the rates for water, wastewater, and non-domestic water services, and other related charges. Periodically, the Board reviews the District's rates and charges to determine the need for adjusting rates as deemed necessary and to comply with the following District Mission Statement:

- Provide continuous, reliable, and high-quality level of water and wastewater services in sufficient quantity for present and future beneficial use
- Provide all services in a cost-effective and efficient manner
- Ensure compliance with environmental, safety, and regulatory requirements
- Provide for reliability and emergency preparedness
- Maintain and improve existing infrastructure
- Commit to our customers our constant pursuit of these objectives

The Board of Directors is undertaking a review of the District's Water, Wastewater, Recycled and Reclaimed water rates to ensure that the rates are based on a sound financial plan and the cost of services in accordance with industry standards and compliant with Water Code and conservation-based legislation including Government Code and Article X of the Constitution, and Proposition 218. The District has contracted with Raftelis Financial Consultants (Raftelis) to assist with the review, analysis, and preparation of the District rates and charges study.

Based on feedback received from the Board of Directors at both the first workshop on January 28, 2020 and the second workshop on October 6, District staff has worked with Raftelis to update the financial model and proposed rates and charges. At a minimum, the updated model and presentation addresses the following requested modifications to the initial model:

- January 1, 2021 implementation
- Lower domestic water rate adjustments
- Modified domestic water rate tiers to achieve a more equitable distribution of bill impacts
- Non-domestic water rate adjustment to achieve equity between user classes and an adjustment schedule that is more manageable for non-domestic customers.

At the October 6 workshop, the Board directed staff to prepare a Notice of Public Hearing for board consideration at the October regular board meeting.

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

FUNDING SOURCE:

General Fund

FISCAL IMPACT

Rate Study Costs to Date: approximately \$75,625

ENVIRONMENTAL COMPLIANCE:

Not applicable

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 21, 2020**

RECOMMENDED ACTION:

1. *Receive staff presentation at the time of the Board meeting.*
2. *Provide direction and authorization to District staff to move forward with the preparation of the DRAFT Rate Study and Report and other related matters for a Public Hearing at the December 16, 2020 Regular Board Meeting.*
3. *Approve form of, and authorize District staff to publish, post, and mail the Notice of Public Hearing concerning Proposed Water, Wastewater, and Recycled Water Rate Adjustments in accordance with Proposition 218 and District Policies.*
4. *Take other related action(s) as deemed appropriate.*

EXHIBITS

1. DRAFT Notice of Public Hearing concerning Proposed Water, Wastewater, and Recycled Water Rate Adjustments in accordance with Proposition 218 and District Policies

CONTACTS (staff responsible): PALUDI/PEREA



32003 Dove Canyon Drive,
Trabuco Canyon, CA 92679
949.858.0277
www.tcwd.ca.gov

NOTICE OF PUBLIC HEARING



December **XX**, 2020
7 PM



Administration Building
32003 Dove Canyon Drive,
Trabuco Canyon, CA 92679



NOTICE OF PUBLIC HEARING ON PROPOSED WATER, WASTEWATER AND RECYCLED WATER RATE ADJUSTMENTS

Notice is hereby given that the Board of Directors of the Trabuco Canyon Water District (the "District") will conduct a public hearing on **December XX, 2020, at 7:00 PM at 32003 Dove Canyon Drive, Trabuco Canyon, CA 92679**. Members of the public may attend the public hearing at the address listed above and those who attend in person will be expected to adhere to social distancing restrictions. Due to available space and applicable social distancing restrictions, the District will also provide for remote participation as part of this public hearing. Information regarding remote participation for the public hearing will be posted at the above-referenced location, on the District's website (www.tcwd.ca.gov) or can be obtained by calling telephone: 949.858.0277.

over \$20 million to repair and replace critical water, wastewater and recycled water facilities over the next five years. Compliance with regulatory requirements, maintaining emergency and fire response capabilities, labor and employment costs, energy costs, increasing costs for materials and the need for prudent reserves are also drivers of costs that were factored into the proposed rate/charge adjustments described in this notice and in the Rate Study.

How did the District Assess the Rate Increases?

The District, along with an independent financial consultant, assessed its financial health over the next 5 years by assessing and projecting revenues and expenses as part of a rate study ("Rate Study"). Many factors were considered in the financial assessment including the operating and capital investments required to safely and reliably provide water, wastewater and recycled water service to District customers. The full Rate Study is available both online at www.tcwd.ca.gov and for review at the District offices at the above-referenced address.

Proposed Rates for the Next Five Years

This notice summarizes the proposed rates/charges for the listed services as shown in Tables A through C of this notice. The full rate calculations are detailed in the Rate Study [available at District offices (32003 Dove Canyon Dr., Trabuco Canyon, California 92679) or online at www.tcwd.cs.gov.]

Potable Water Rates/Charges

The District's current domestic water rates consist of: 1) a meter flat charge, and 2) a volumetric water use rate for customers who reside in the base zone (which is described in the Rate Study). The volumetric water use rate is in dollars per hundred cubic feet (\$/hcf). One hundred cubic feet is equal to 748 gallons. The District operates at some of the highest elevations of any water provider in Orange County. If a customer resides in one of the pump zones (Topanga, Canyon Creek, Falcon or Joplin - your bill will identify whether you are in one of these pump zones) they are charged an additional rate (\$/hcf) to cover energy and maintenance costs to pump water to these zones. The current and proposed monthly 5-year water rates are shown in Table A. Note that a component of the existing water rate, known as the WRES charge, is not proposed to be changed as part of these rate adjustment proceedings.

At the public hearing, the Board will consider adopting adjustments to the District's current water, wastewater and recycled water rates and charges.

Why Am I Receiving This Notice?

You are receiving this notice because you are a customer of record or landlord of one or more of the water, wastewater and/or recycled water connections located within the District's service area. California's Proposition 218 law requires water/wastewater service providers to notify customers, so that they can participate in a public hearing, when proposing adjustments (which may include increases) to service rates. If more than 50% of the District's customers oppose the proposed rate adjustment(s), the District may not increase those rates.

Why are Rate Increases Needed?

The District's costs to operate, maintain and replace the water, wastewater and recycled utilities continue to increase. These costs include:

1. The costs to purchase, treat, store and deliver water, which includes energy costs to move water throughout the system;
2. Wastewater collection, treatment and biosolid disposal costs;
3. Recycled water treatment, storage and distribution costs; and
4. Critical reinvestment in aging capital facilities for all three utilities.

The District purchases water from the Metropolitan Water District through the Municipal Water District of Orange County. The cost of water from these two agencies has increased, and will continue to increase, every year. Additionally, the District will be investing

All interested parties are invited to attend the public hearing and

Due to the inability to verify the authenticity of each individual protest, protests received by telephone, electronic mail (e-mail), or via social media sites, including, but not limited to, Facebook or Twitter shall **NOT** be accepted.

Pursuant to State law, protests may be provided by any District customer, or owner of property subject to the proposed District rate adjustments, against any or all of the proposed rate adjustments described in this Public Notice. **Written protests must be received by December XX, 2020 at 7 PM** (a postmarked date is not acceptable). If a written protest is mailed, it must be addressed to the District Secretary, **32003 Dove Canyon Drive, Trabuco Canyon, CA 92679**. Each written protest must: (i) clearly identify the person submitting the protest (ii) clearly state that the identified property owner, tenant (if such tenant is directly liable for payment of District water billing(s)) or customer is opposed to the proposed rate changes; (iii) clearly identify the property or customer account (by assessor's parcel number or street address); and (iv) include the signature of the property owner or tenant, as applicable. Protests, addressed to the District Secretary, may also be delivered by hand to District Offices or deposited in the drop box, located at: 32003 Dove Canyon Drive, Trabuco Canyon, CA 92679. Written protests may also be submitted during the public hearing by hand to the District's business offices at the address referenced above. Only one (1) written protest per parcel or customer address/account will be considered by the Board.

If You Oppose the Proposed Rate Adjustments – Protest Procedures

If a property owner or customer does not submit a written protest to the proposed rate adjustments, as referenced herein, that are applicable to that property owner or customer, then such property owner or customer may be barred from instituting, or participating in, any legal action or challenge the action(s) of the Board to adopt the proposed rate adjustments as referenced herein.

Present written protests and/or oral comments on the proposed rate adjustments referenced herein. The Board will accept and consider all written protests and hear and consider all oral comments concerning the proposed rate adjustments as part of the public hearing. In the event the public hearing involves on-line or teleconference public participation, the Board will receive oral comments via teleconference, but protests must be submitted in writing as described herein. Oral comments made at the public hearing will qualify as formal protests of the proposed rate adjustments *if accompanied by a written protest setting forth the required information* (as set forth above). If written protests are submitted by a majority of the affected property owners or customers, the proposed rate adjustments will not be imposed. If written protests against the proposed rate adjustments, as described herein, are not presented by a majority of the property owners or customers, the Board will be authorized to adopt the proposed rate adjustments as referenced above.

If you have any questions regarding the proposed rate adjustments or have questions on how to submit a written protest, please visit the District website at www.tcwd.ca.gov or call the District Secretary at 949.858.0277.

Table A: Current and Proposed Monthly 5-Year Potable Water Rates and Charges

Monthly Flat Meter Charges						
Meter Size (inches)	Current Charge/Rate	Jan 1, 2021	Jan 1, 2022	Jan 1, 2023	Jan 1, 2024	Jan 1, 2025
5/8	\$16.67	\$18.03	\$19.48	\$21.04	\$22.73	\$24.55
3/4	\$16.67	\$18.03	\$19.48	\$21.04	\$22.73	\$24.55
1	\$24.00	\$26.31	\$28.42	\$30.70	\$33.16	\$35.82
1 1/2	\$43.85	\$47.01	\$50.78	\$54.85	\$59.24	\$63.98
2	\$65.04	\$71.85	\$77.60	\$83.81	\$90.52	\$97.77
3	\$134.03	\$150.51	\$162.56	\$175.57	\$189.62	\$204.79
4	\$233.19	\$266.43	\$287.75	\$310.77	\$335.64	\$362.50
6	\$579.72	\$668.01	\$721.46	\$779.18	\$841.52	\$908.85
10	\$1,513.42	\$1,744.41	\$1,883.97	\$2,034.69	\$2,197.47	\$2,373.27
Hydrant Meter	\$135.01	\$150.51	\$162.56	\$175.57	\$189.62	\$204.79

Water use Rate (\$/hcf)						
Single Family Residential	Current Charge/Rate	Jan 1, 2021	Jan 1, 2022	Jan 1, 2023	Jan 1, 2024	Jan 1, 2025
Tier 1	\$2.68	\$2.50	\$2.70	\$2.92	\$3.16	\$3.42
Tier 2	\$2.98	\$3.18	\$3.44	\$3.72	\$4.02	\$4.35
Tier 3	\$5.91	\$6.04	\$6.53	\$7.06	\$7.63	\$8.25
Tier 4	\$7.30	\$7.85	\$8.48	\$9.16	\$9.90	\$10.70
Multi Family	\$3.08	\$2.93	\$3.17	\$3.43	\$3.71	\$4.01
Irrigation	\$3.65	\$4.16	\$4.50	\$4.86	\$5.25	\$5.67
Commercial	\$3.23	\$3.22	\$3.48	\$3.76	\$4.07	\$4.40
Agriculture	\$3.73	\$5.28	\$5.71	\$6.17	\$6.67	\$7.21
Construction	\$4.70	\$3.72	\$4.02	\$4.35	\$4.70	\$5.08
Pumping Zone Charges* (\$/hcf)	Current Charge/Rate	Jan 1, 2021	Jan 1, 2022	Jan 1, 2023	Jan 1, 2024	Jan 1, 2025
Topanga	\$0.57	\$0.84	\$0.91	\$0.99	\$1.07	\$1.16
Canyon Creek	\$2.01	\$3.73	\$4.03	\$4.36	\$4.71	\$5.09
Falcon	\$2.09	\$1.77	\$1.92	\$2.08	\$2.25	\$2.43
Joplin	\$2.26	\$1.44	\$1.56	\$1.69	\$1.83	\$1.98
Saddlecrest	N/A	\$0.84	\$0.91	\$0.99	\$1.07	\$1.16

*Charges are assessed only to customers located in these zones, not customers in the base zone.

Wastewater Charges

The District charges customers connected to the wastewater system for the costs of collecting, treating and disposing of wastewater flows. The wastewater charge is based upon the volume and treatment requirements classified by development type for each customer class. The current and proposed District wastewater rates/charges are shown in Table B.

Table B: Current and Proposed Monthly Wastewater Rates/Charges

Monthly Wastewater Charges						
Customer Class	Current Charge/Rate	Jan 1, 2021	Jan 1, 2022	Jan 1, 2023	Jan 1, 2024	Jan 1, 2025
Single Family Residential	\$32.62	\$35.20	\$37.32	\$39.56	\$41.94	\$44.46
Multi Family Residential	\$32.62	\$26.99	\$28.61	\$30.33	\$32.16	\$34.10
Commercial						
Billing & Customer Service Charge	\$6.20	\$4.58	\$4.85	\$5.14	\$5.45	\$5.78
Volumetric Rate (\$/hcf)						
Commercial Low	\$4.38	\$5.05	\$5.36	\$5.69	\$6.04	\$6.41
Commercial Medium	\$7.05	\$6.41	\$6.80	\$7.21	\$7.65	\$8.11
Commercial High	\$10.66	\$8.39	\$8.90	\$9.44	\$10.01	\$10.62

Recycled Water Rates/Charges

The current recycled water rates consist of 1) a meter flat charge, and 2) a volumetric water use rate for recycled water customers. Recycled water is not used for human consumption, but is used for other purposes, such as irrigation. The current and proposed recycled water rates/charges are shown in Table C.

Table C: Current and Proposed Monthly Recycled Rates/Charges

Monthly Fixed Service Charges						
Meter Size (inches)	Current Charge/Rate	Jan 1, 2021	Jan 1, 2022	Jan 1, 2023	Jan 1, 2024	Jan 1, 2025
5/8	\$16.67	\$18.03	\$19.48	\$21.04	\$22.73	\$24.55
3/4	\$16.67	\$18.03	\$19.48	\$21.04	\$22.73	\$24.55
1	\$24.00	\$26.31	\$28.42	\$30.70	\$33.16	\$35.82
1 1/2	\$43.85	\$47.01	\$50.78	\$54.85	\$59.24	\$63.98
2	\$65.04	\$71.85	\$77.60	\$83.81	\$90.52	\$97.77
3	\$134.03	\$150.51	\$162.56	\$175.57	\$189.62	\$204.79
4	\$233.19	\$266.43	\$287.75	\$310.77	\$335.64	\$362.50
6	\$579.72	\$668.01	\$721.46	\$779.18	\$841.52	\$908.85
10	\$1,513.42	\$1,744.41	\$1,883.97	\$2,034.69	\$2,197.47	\$2,373.27

Water Use Rate (\$/hcf)						
Meter Size (inches)	Current Charge/Rate	Jan 1, 2021	Jan 1, 2022	Jan 1, 2023	Jan 1, 2024	Jan 1, 2025
Non-Domestic - Dove	\$2.40	\$3.08	\$3.74	\$4.04	\$4.37	\$4.72
Non-Domestic - Golf Course	\$2.50	\$3.14	\$3.82	\$4.13	\$4.47	\$4.83
Non-Domestic - Other Customers	\$2.41	\$2.59	\$3.15	\$3.41	\$3.69	\$3.99

Pass-through Provision

The District may elect to pass-through wholesale water rate increases that are beyond the annual adjustments that are assumed in the Rate Study and incorporated into the proposed rate/charge schedules. Water rate increases that are imposed on the District by its water wholesaler - the Municipal Water District of Orange County may impact District costs of service and may require adjustments of rates over and above the rates/charges set out in the schedules set out above. If such an adjustment is implemented, the water pass-through rate for each subsequent fiscal year will be calculated as the difference between actual wholesale purchased water costs and projected wholesale water purchased costs imposed on the District divided by the estimated water use for that fiscal year. Future year wholesale water costs and the resulting pass-through costs/rates, are not known at this time.

How Will the Typical Total Water and Wastewater Bill for a Single-Family Residence Within the District Change in 2021?

Table D shows the projected bill change for a typical Single Family residence, with a 3/4 inch meter using 1400 cubic feet (10,472 gallons) of water per month.

Table D: Typical Bill Impact for a Single Family Residence

Monthly Fixed Service Charges		
Single Family Residential	Current Bill	Proposed Bill in Jan 2021
Water	\$72.03	\$73.15
Wastewater	\$32.62	\$35.20
Total	\$104.65	\$108.35

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 21, 2020**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 8: APPROVAL OF CONTRACT WITH TESCO CONTROLS FOR THE PURCHASE OF SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) EQUIPMENT FOR THE DISTRICT'S SCADA SYSTEM UPGRADE PROJECT

The District's Supervisory Control and Data Acquisition (SCADA) System is a critical system used for the daily operation and monitoring of facilities in the water, wastewater, and recycled water systems. The SCADA system includes alarms, remote monitoring and controls, and data logging of the District's various facilities including the water and wastewater treatment plants, pump stations, sewage lift stations, and reservoirs. The SCADA system consists of various telemetry, programmable logic computers, PCs, radios, controllers, and antennas of various heights and types. The SCADA system continuously monitors the District's facilities and reports alarm conditions to the operators on a twenty-four hour per day basis every day.

At times, the SCADA system requires complex programming of different software, some of which is outdated and not supported by the original software developer. In addition, the programming and applications are custom to water and wastewater systems and an understanding of operations is necessary when working on the SCADA system. In addition, the District's geography, varying elevations, and remote facilities require the use of different methods of communicating within the SCADA system, including low and ultra-frequency radios, licensed and unlicensed frequencies, and the internet. Over the past 25 years or more, the SCADA system has undergone upgrades and replacement of components with several no longer supported or available for replacement. The maintenance of the SCADA system is performed by one of the District's Mechanical Technologists with assistance from both Beavens Systems and TESCO Controls, Inc.

Staff has implemented a phased approach to update the District's SCADA System, as summarized below:

- **Phase 1** - SCADA System Assessment Study (Completed December 2017).
- **Phase 2** - Wide Area Network Improvements and Hardware Replacement (Completed January 2019).
- **Phase 3** - Radio Frequency system Analysis and Field Study, Software Platform Evaluation and Selection and Purchasing of the Remote PLC Hardware (Completed June 2020).
- **Phase 4** (Exhibit 1):
 - Consolidation of the existing SCADA platforms (Intellution FIX and Wonderware) into a single Wonderware InTouch application
 - Upgrade of the existing main control panel PLC and HMI at the Trabuco Creek Groundwater Treatment Facility (TCGWTF)
 - Implementation of a high-speed radio backbone network throughout the water/wastewater system

FUNDING SOURCE:

General Fund

FISCAL IMPACT (PROJECT BUDGET)

Phase 1: \$45,000

Phase 2: \$200,000

Phase 3: \$400,000

Phase 4: \$600,000

COSTS TO DATE

Phase 1: \$ 44,777 - Study (TESCO/Beavens)

**TRABUCO CANYON WATER DISTRICT
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Phase 2: \$ 182,520 - WAN Improvements/Hardware/Licensing/Programming/Virtualization (TESCO/Beavens)
Phase 3: \$ 386,840 – Radio Frequency Study, Software Evaluation and Purchase of Remote Site PLC's (TESCO)

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee.

RECOMMENDED ACTION(S):

1. Receive information at the time of the Board Meeting.
2. Authorize the General Manager to execute a contract for the Fiscal Year 2020-2021 SCADA Upgrades to TESCO Controls, Inc. in the not to exceed amount of \$580,120

EXHIBIT(S):

1. Fiscal Year 20/21 Recommended Improvements Proposal

CONTACTS (staff responsible): PALUDI/LAUSTEN

To: Trabuco Canyon Water District

Quote Date: 9/30/2020

Attn: Lorrie Lausten

Quote No.: 20I087Q01

Re: Trabuco Canyon Water District
Fiscal 2020 Improvements (SCADA Application Consolidation, TCGWTF Main
PLC Upgrade, & High-Speed Backbone Implementation)

Dear Lorrie:

Thank you for your continued interest in TESCO products, services, and solutions. We are pleased to quote the following scope of work pertaining to the above-referenced project.

Scope of Work

This quote is inclusive of the hardware/software upgrades and TESCO services required to complete the recommended improvements funded through Trabuco Canyon Water District's (TCWD) 2020 fiscal budget. The improvements will consist of the following:

- consolidation of the existing SCADA platforms (*Intellution FIX and Wonderware*) into a single Wonderware InTouch application
- upgrade of the existing main control panel PLC and HMI at the Trabuco Creek Groundwater Treatment Facility (TCGWTF)
- implementation of a high-speed radio backbone network throughout the water/wastewater system

TESCO will utilize TCWD's existing Wonderware InTouch licensing and virtualized SCADA servers hosted at the Dimension Water Filtration Plant (DWFP) and Wastewater Treatment Plant (WWTP) to redevelop and merge the existing *Intellution FIX (Version 7.0)* applications with the Wonderware platform currently monitoring TCGWTF. The existing alarm notification software (*SCADAAlarm*) will also be upgraded and converted to WIN-911 Pro. Both the Wonderware SCADA and WIN-911 alarm notification applications will be developed and configured as required to retain the functionality provided through the existing applications.

For the PLC and HMI upgrade at TCGWTF, TESCO will replace the existing Quantum and Advantech units with a new Modicon M580 controller and Harmony GTU HMI. The new hardware will be programmed to replicate the control logic executed through the existing devices. TESCO will also equip the new HMI with a data logging function to allow TCWD to extract data and still produce manual reports locally if there is ever a communications loss with the SCADA servers and an inability to generate automated reports through Wonderware InTouch ReportBuilder.

Lastly, TESCO will implement the new high-speed radio backbone network as designed from the results of the recently performed radio study. The high-speed radios will utilize the licensed 4.9GHz frequency band and be equipped at the following eight (8) sites: Joplin Reservoir, WWTP, Dove Canyon Reservoir, Main Office, TCGWTF, Harris Grade Reservoir, Saddle Crest Reservoir, and DWFP. In addition to the new high-speed radios, TESCO will also supply and configure the unlicensed 900MHz and licensed 450MHz radios required as subnetwork access points at these sites.

Refer to the *Scope of Supply* below for a complete listing of the materials and services to be provided by TESCO.

Scope of Supply

Item	Qty	Description
FISCAL 2020 IMPROVEMENTS		
1	1	<p>Trabuco Creek Groundwater Treatment Facility – Main Control Panel Upgrades to include:</p> <ul style="list-style-type: none"> ▪ Modicon M580 PAC Controller <ul style="list-style-type: none"> ▫ Controller & I/O Rack Backplane ▫ (2) DC Power Supplies ▫ Central Processing Unit ▫ (6) 16-Point DI Modules ▫ (2) 16-Point DO Modules ▫ (4) 8-Channel AI Modules ▫ (2) 8-Channel AO Modules ▫ Backplane & Cable Expanders as required ▫ I/O Terminal Strip Connectors as required ▪ Harmony GTU HMI <ul style="list-style-type: none"> ▫ CPU Box for Universal Panel ▫ 18.5" Touch Smart Display ▫ SD Memory Card
2	1	<p>Joplin Reservoir – Communications Hardware to include:</p> <ul style="list-style-type: none"> ▪ Radio Panel (<i>Strut-Mount NEMA 3R Enclosure</i>) <ul style="list-style-type: none"> ▫ Panel Disconnect ▫ Power Distribution Blocks as required ▫ Surge Protection Device ▫ Circuit Breakers as required ▫ 1500VA Uninterruptable Power Supply ▫ 24VDC Power Supply ▫ 8-Port Managed Ethernet Switch with Patch Cables as required ▫ (3) PoE Injectors with Ethernet Lightning Arrestors ▫ 900MHz AP Radio with Coaxial Lightning Arrestor ▫ 450MHz AP Radio with Coaxial Lightning Arrestor ▫ GFCI Duplex Receptacle ▫ Panel Service Light with Switch ▫ Panel Fan Kit with Filtered Louvers ▫ Panel Condensation Heater with Thermostat ▫ DIN Rails, Terminal Blocks, Fuses, Relays, Wires, Ground Bus Bar, & Nameplates/Labels as required ▪ (3) High-Speed 4.9GHz Radios with Built-in Antennas ▪ (2) Omni Antennas ▪ Radio/Antenna Mounting Kits ▪ Ethernet & Coaxial Feedline Cables as required ▪ Cable Grounding & Weatherproofing as required
3	1	<p>Wastewater Treatment Plant – Communications Hardware to include:</p> <ul style="list-style-type: none"> ▪ Radio Panel (<i>Strut-Mount NEMA 3R Enclosure</i>) <ul style="list-style-type: none"> ▫ Panel Disconnect ▫ Power Distribution Blocks as required ▫ Surge Protection Device ▫ Circuit Breakers as required ▫ 1500VA Uninterruptable Power Supply

Item	Qty	Description
		<ul style="list-style-type: none"> ▫ 24VDC Power Supply ▫ 8-Port Managed Ethernet Switch with Patch Cables as required ▫ PoE Injector with Ethernet Lightning Arrestor ▫ GFCI Duplex Receptacle ▫ Panel Service Light with Switch ▫ Panel Fan Kit with Filtered Louvers ▫ Panel Condensation Heater with Thermostat ▫ DIN Rails, Terminal Blocks, Fuses, Relays, Wires, Ground Bus Bar, & Nameplates/Labels as required ▪ High-Speed 4.9GHz Radio with Built-in Antenna ▪ Radio/Antenna Mounting Kit ▪ Ethernet Feedline Cable as required ▪ Cable Grounding & Weatherproofing as required
4	1	<p>Dove Canyon Reservoir – Communications Hardware to include:</p> <ul style="list-style-type: none"> ▪ Radio Panel (<i>Strut-Mount NEMA 3R Enclosure</i>) <ul style="list-style-type: none"> ▫ Panel Disconnect ▫ Power Distribution Blocks as required ▫ Surge Protection Device ▫ Circuit Breakers as required ▫ 1500VA Uninterruptable Power Supply ▫ 24VDC Power Supply ▫ 8-Port Managed Ethernet Switch with Patch Cables as required ▫ (3) PoE Injectors with Ethernet Lightning Arrestors ▫ 900MHz AP Radio with Coaxial Lightning Arrestor ▫ 450MHz AP Radio with Coaxial Lightning Arrestor ▫ GFCI Duplex Receptacle ▫ Panel Service Light with Switch ▫ Panel Fan Kit with Filtered Louvers ▫ Panel Condensation Heater with Thermostat ▫ DIN Rails, Terminal Blocks, Fuses, Relays, Wires, Ground Bus Bar, & Nameplates/Labels as required ▪ (3) High-Speed 4.9GHz Radios with Built-in Antennas ▪ (2) Omni Antennas ▪ Radio/Antenna Mounting Kits ▪ Ethernet & Coaxial Feedline Cables as required ▪ Cable Grounding & Weatherproofing as required
5	1	<p>Main Office – Communications Hardware to include:</p> <ul style="list-style-type: none"> ▪ Radio Panel (<i>Strut-Mount NEMA 3R Enclosure</i>) <ul style="list-style-type: none"> ▫ Panel Disconnect ▫ Power Distribution Blocks as required ▫ Surge Protection Device ▫ Circuit Breakers as required ▫ 1500VA Uninterruptable Power Supply ▫ 24VDC Power Supply ▫ 8-Port Managed Ethernet Switch with Patch Cables as required ▫ PoE Injector with Ethernet Lightning Arrestor ▫ GFCI Duplex Receptacle

Item	Qty	Description
		<ul style="list-style-type: none"> ▫ Panel Service Light with Switch ▫ Panel Fan Kit with Filtered Louvers ▫ Panel Condensation Heater with Thermostat ▫ DIN Rails, Terminal Blocks, Fuses, Relays, Wires, Ground Bus Bar, & Nameplates/Labels as required ▪ High-Speed 4.9GHz Radio with Built-in Antenna ▪ Radio/Antenna Mounting Kit ▪ Ethernet Feedline Cable as required ▪ Cable Grounding & Weatherproofing as required
6	1	<p>Trabuco Creek Groundwater Treatment Facility – Communications Hardware to include:</p> <ul style="list-style-type: none"> ▪ Radio Panel (<i>Strut-Mount NEMA 3R Enclosure</i>) <ul style="list-style-type: none"> ▫ Panel Disconnect ▫ Power Distribution Blocks as required ▫ Surge Protection Device ▫ Circuit Breakers as required ▫ 1500VA Uninterruptable Power Supply ▫ 24VDC Power Supply ▫ 8-Port Managed Ethernet Switch with Patch Cables as required ▫ PoE Injector with Ethernet Lightning Arrestor ▫ GFCI Duplex Receptacle ▫ Panel Service Light with Switch ▫ Panel Fan Kit with Filtered Louvers ▫ Panel Condensation Heater with Thermostat ▫ DIN Rails, Terminal Blocks, Fuses, Relays, Wires, Ground Bus Bar, & Nameplates/Labels as required ▪ High-Speed 4.9GHz Radio with Built-in Antenna ▪ Radio/Antenna Mounting Kit ▪ Ethernet Feedline Cable as required ▪ Cable Grounding & Weatherproofing as required
7	1	<p>Harris Grade Reservoir – Communications Hardware to include:</p> <ul style="list-style-type: none"> ▪ Radio Panel (<i>Strut-Mount NEMA 3R Enclosure</i>) <ul style="list-style-type: none"> ▫ Panel Disconnect ▫ Power Distribution Blocks as required ▫ Surge Protection Device ▫ Circuit Breakers as required ▫ 1500VA Uninterruptable Power Supply ▫ 24VDC Power Supply ▫ 8-Port Managed Ethernet Switch with Patch Cables as required ▫ (2) PoE Injectors with Ethernet Lightning Arrestors ▫ 900MHz AP Radio with Coaxial Lightning Arrestor ▫ GFCI Duplex Receptacle ▫ Panel Service Light with Switch ▫ Panel Fan Kit with Filtered Louvers ▫ Panel Condensation Heater with Thermostat ▫ DIN Rails, Terminal Blocks, Fuses, Relays, Wires, Ground Bus Bar, & Nameplates/Labels as required ▪ (2) High-Speed 4.9GHz Radios with Built-in Antennas

Item	Qty	Description
		<ul style="list-style-type: none"> ▪ Omni Antenna ▪ Radio/Antenna Mounting Kits ▪ Ethernet & Coaxial Feedline Cables as required ▪ Cable Grounding & Weatherproofing as required
8	1	<p>Saddle Crest Reservoir – Communications Hardware to include:</p> <ul style="list-style-type: none"> ▪ Radio Panel (<i>Strut-Mount NEMA 3R Enclosure</i>) <ul style="list-style-type: none"> ▫ Panel Disconnect ▫ Power Distribution Blocks as required ▫ Surge Protection Device ▫ Circuit Breakers as required ▫ 1500VA Uninterruptable Power Supply ▫ 24VDC Power Supply ▫ 8-Port Managed Ethernet Switch with Patch Cables as required ▫ (2) PoE Injectors with Ethernet Lightning Arrestors ▫ 450MHz AP Radio with Coaxial Lightning Arrestor ▫ GFCI Duplex Receptacle ▫ Panel Service Light with Switch ▫ Panel Fan Kit with Filtered Louvers ▫ Panel Condensation Heater with Thermostat ▫ DIN Rails, Terminal Blocks, Fuses, Relays, Wires, Ground Bus Bar, & Nameplates/Labels as required ▪ (2) High-Speed 4.9GHz Radios with Built-in Antennas ▪ Omni Antenna ▪ Radio/Antenna Mounting Kits ▪ Ethernet & Coaxial Feedline Cables as required ▪ Cable Grounding & Weatherproofing as required
9	1	<p>Dimension Water Filtration Plant – Communications Hardware to include:</p> <ul style="list-style-type: none"> ▪ Radio Panel (<i>Strut-Mount NEMA 3R Enclosure</i>) <ul style="list-style-type: none"> ▫ Panel Disconnect ▫ Power Distribution Blocks as required ▫ Surge Protection Device ▫ Circuit Breakers as required ▫ 1500VA Uninterruptable Power Supply ▫ 24VDC Power Supply ▫ 8-Port Managed Ethernet Switch with Patch Cables as required ▫ PoE Injector with Ethernet Lightning Arrestor ▫ GFCI Duplex Receptacle ▫ Panel Service Light with Switch ▫ Panel Fan Kit with Filtered Louvers ▫ Panel Condensation Heater with Thermostat ▫ DIN Rails, Terminal Blocks, Fuses, Relays, Wires, Ground Bus Bar, & Nameplates/Labels as required ▪ High-Speed 4.9GHz Radio with Built-in Antenna ▪ Radio/Antenna Mounting Kit ▪ Ethernet Feedline Cable as required ▪ Cable Grounding & Weatherproofing as required

Item	Qty	Description
10	1	<p>SCADA Hardware & Software to include:</p> <ul style="list-style-type: none"> ▪ (2) WIN-911 Pro Version 7 Alarm Notification Software Licenses with Failover (<i>primary and secondary nodes with manual failover</i>) ▪ (2) WIN-911 USB TAPI Modems (<i>voice-call alarm notification</i>) ▪ (2) ReportBuilder Software Licenses for Wonderware InTouch
11	Lot	<p>Professional Services to include:</p> <ul style="list-style-type: none"> ▪ <u>Project Management</u> ▪ <u>Engineering</u> <ul style="list-style-type: none"> ▫ engineered bill of materials, engineered shop drawings, equipment schematics, engineered submittals, technical data, as-built documentation, and project records ▪ <u>Manufacturing Services</u> <ul style="list-style-type: none"> ▫ fabrication/manufacturing, assembly, equipment wiring, and factory testing ▪ <u>PLC/HMI Programming</u> <ul style="list-style-type: none"> ▫ redevelop the existing Modicon Quantum PLC program at TCGWTF within the new M580 platform, while maintaining the existing process application control logic ▫ program the new Harmony HMI at TCGWTF for operator control and monitoring of the plant processes <ul style="list-style-type: none"> — develop screens to display the plant processes, operator controls, control setpoints, alarms, and trends currently provided through the existing Advantech Industrial Panel PC/HMI — configure the new HMI to log the primary data that is currently reported at TCGWTF ▫ assist the project SCADA Programmer with the PLC register and SCADA tag assignments required for integration with the Wonderware InTouch application ▫ testing of the new PLC and HMI programs to ensure proper functionality and correct execution of operator control/input ▪ <u>SCADA Programming</u> <ul style="list-style-type: none"> ▫ consolidate and merge the existing Intellution FIX (<i>Version 7.0</i>) SCADA applications (<i>primary and secondary nodes</i>) utilized for DWFP and WWTP with the Wonderware InTouch application currently monitoring TCGWTF ▫ redevelop the existing Wonderware application as required to replicate the monitoring/control of DWFP and WWTP currently provided through the FIX application ▫ migrate the existing SCADAAlarm alarms at TCGWF, DWFP, and WWTP to the new WIN-911 platform and configure the application for alarm notification via voice-calls ▫ integrate ReportBuilder with the Wonderware InTouch application and configure the software for automated reports of the TCGWTF, DWFP, and WWTP facilities ▫ testing of the redeveloped Wonderware InTouch application to ensure proper functionality and correct execution of operator control/input ▪ <u>Networking/Communications/Telemetry</u> <ul style="list-style-type: none"> ▫ implementation of the new high-speed backbone network

Item	Qty	Description
		for communications throughout the water/wastewater system <ul style="list-style-type: none"> ▫ reconfigure the existing core switching and routing equipment throughout the SCADA network as required to integrate the new high-speed backbone ▫ configuration of the new radio hardware to be installed at the eight (8) high-speed backbone sites listed above ▫ testing and alignment of the new radio antennas to ensure reliable links/communications are established ▫ FCC coordination and license procurement for the 4.9GHz and 450MHz frequencies ▫ update the SCADA system architecture diagram to reflect the integration of the new high-speed backbone network <ul style="list-style-type: none"> ▪ <u>Field Service / Product Startup</u> <ul style="list-style-type: none"> ▫ retrofit of the new M580 PLC and Harmony HMI within the existing main control panel at TCGWTF ▫ assist the project Network/Communications Engineer with alignment of the new radio antennas at the high-speed backbone sites ▫ product quality review, verification of installation, parameter/configuration adjustments as required, software upload/download as required, instrument/device signal spanning, function checks, and startup ▪ <u>Onsite Training</u> ▪ <u>O&M Manuals</u>
		TOTAL (Items 1-11, including applicable sales tax): \$580,120.00

Project Clarifications

- Unless otherwise indicated by the Scope of Work above, quote is to **furnish only** and does not include any trade labor, trade work, construction work, site improvement, contractor services, or any trade installation services. Any trade labor and/or related trade work shall be performed by others/contractor.
- Unless otherwise indicated by the Scope of Work above, the following is **not** included within this quotation:
 - Conduit, field wire, tubing, or basic trade installation materials (brackets, screws, bolts, j-box, stanchions, pull-box, etc.)
 - Instrumentation mounting components, brackets, stanchions, sunshields, etc.
 - Local control stations and/or field mounted disconnects.
 - Instrumentation, devices, components, or equipment not specifically identified in the above quotation.
 - Fiber optic patch panels, cable, splicing or terminations.
 - Networking infrastructure or architecture modifications to existing facilities.
 - Any 3rd party testing, harmonic testing/analysis, protective device coordination study, short-circuit analysis, or Arc-Flash Risk Assessment (AFRA) services.
 - Electrical interconnection diagrams for equipment not furnished by TESCO.
 - ISA process control loop diagrams.
 - Signal loop diagrams for equipment not furnished by TESCO.

Terms & Conditions

- Quote is firm for 30 days unless otherwise stated.
- Intellectual Property and Confidentiality Notice: The scope of work and price quotation shall not be construed as a formal design or recommendations on design for the related project. All content contained within this

quotation is the intellectual property under the proprietorship of Tesco Controls, Inc. and is subject to applicable copyright laws. Such intellectual property shall not be duplicated, replicated, copied, or shared without explicit written consent from Tesco Controls, Inc., as it contains confidential information and work product developed exclusively for use by Tesco Controls, Inc.

- Submittals: to be provided approximately **10-12** weeks after receipt of purchase order, written notice of intent, or notice to proceed.
- Delivery: to be scheduled approximately **16-20** weeks minimum after submittal approval.
- Unless otherwise stated above, price does not include any sales tax, use tax, or applicable fees; please apply any taxes and/or fees as appropriate. Please note that all invoices will include sales tax where applicable.
- TESCO price is FOB factory, full freight allowed.
- TESCO warranties against defect in design, workmanship, and materials for a period of one year from date of installation and does not exceed 18 months from the date of shipment from the factory.
- TESCO carries liability insurance, with full workers' compensation coverage.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.
- All merchandise sold is subject to lien laws.
- Final retention to be paid within 10 days after the project notice of completion.

Please feel free to contact us at (916) 395-8800 to discuss any questions or comments you may have regarding this quotation.

Sincerely,

TESCO CONTROLS, INC.



John Wright
Technical Sales
jwright@tescocontrols.com

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 21, 2020**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 9: SKYRIDGE BY LENNAR HOMES OF CALIFORNIA, INC. – ACCEPTANCE OF WATER, NON-DOMESTIC WATER, AND SEWER FACILITIES CONSTRUCTED IN TRACT NO. 17392 AND OFFSITE IMPROVEMENTS

Lennar Homes of California, Inc., (Developer) has completed the residential neighborhood known as Skyridge Development. The Skyridge Development consists of 84 residential homes located within the City of Mission Viejo on the east side of El Toro Road between Ridgeline Road and Glenn Ranch Road, and within Trabuco Canyon Water District's (TCWD) service area.

The developer has paid all required developer impact fees and has installed the required on-site and off-site water, wastewater, and non-domestic water infrastructure and has submitted the required Grant of Easement in accordance with the Agreement for Construction of Water and Sewer Facilities (Application for Water Service) dated August 19th, 2015.

FUNDING SOURCE:

Developer Funded

FISCAL IMPACT

By Developer

ENVIRONMENTAL COMPLIANCE:

By Developer

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee

RECOMMENDED ACTION(S):

1. *Receive information at the time of the Board Meeting.*
2. *Adopt Resolution No. 2020-1287 – Resolution of the Board of Directors of Trabuco Canyon Water District Accepting Water, Non-Domestic Water, and Sewer Facilities Constructed Within Tract No. 17392 and Accepting Off-Site Improvements (Skyridge by Lennar Homes of California, Inc.).*

EXHIBIT(S):

1. Bill of Sale
2. Resolution No. 2020-1287 – Resolution of the Board of Directors of Trabuco Canyon Water District Accepting Water, Non-Domestic Water, and Sewer Facilities Constructed Within Tract No. 17392 and Accepting Off-Site Improvements (Skyridge by Lennar Homes of California, Inc.)

CONTACTS (staff responsible): PALUDI/LAUSTEN

**TRABUCO CANYON WATER DISTRICT
BILL OF SALE
SEWER SYSTEM FACILITIES**

FOR GOOD AND VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Lennar, the undersigned does hereby transfer and convey to the Trabuco Canyon Water District, a County Water District organized and operating pursuant to Water Code Section 30000 and following, and its successors and assigns, all right, title, and interest in and to the sewer installation including mains, manholes, laterals and other appurtenances to said sewer installation, constructed, installed, and located in the property described below, and further warrants that the same is free and clear of any encumbrances and/or liens.

Said property is described as follows:

Tract No. 17392

Executed this 16th day of October, 2020.

Company or Corporation Name:

Lennar Homes of California, Inc.

DocuSigned by:
By: Crystal Burckle
D7DA51BC64BA40C...

Title: Director, Project Management

DocuSigned by:
By: Brian Benes
E435CD0F450C424...

Title: Regional VP - Land Development

CERTIFICATE OF ACCEPTANCE

As per **Resolution No. 2020-1287** as set forth in the minutes of the meeting of the Board of Directors of Trabuco Canyon Water District held on **October 21, 2020** the above Bill of Sale of Sewer System Facilities, dated _____, is hereby accepted by order of the Board of Directors of the Trabuco Canyon Water District, a County Water District organized and operating pursuant to Water Code Section 30000 and following.

Date of Acceptance: _____.

By: _____
General Manager

TRABUCO CANYON WATER DISTRICT

**TRABUCO CANYON WATER DISTRICT
COST OF CONSTRUCTION STATEMENT
SEWER SYSTEM**

Developer's Name Lennar

Tract/Parcel No. 17392 Date Prepared 9/24/2020

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNITS</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
48" Manhole (Detail B)	1	EA	2,750.00	\$ 2,750
HDPE Pipe Connection to Manhole	3	EA	400.00	\$ 1,200
48" Manhole (Detail A-1 and A-2)	24	EA	4,000.00	\$ 96,000
8" PVC (SDR-35)	3,457	LF	37.00	\$ 127,909
6" PVC (SDR-35)	141	LF	23.00	\$ 3,243
4" PVC (SDR-35) Lateral	82	EA	500.00	\$ 41,000
Cleanout	2	EA	900.00	\$ 1,800
4" PVC (SDR-35) Flat WYE	1	EA	600.00	\$ 600
4" PVC (SDR-35 Extended Flat WYE)	1	EA	600.00	\$ 600
10" HDPE Pipe	154	LF	40.00	\$ 6,160
Rem. & Replace AC Pvmt.	550	SF	13.50	\$ 7,425
Rem. & Replace Curb & Gut.	20	LF	20.00	\$ 400
Concrete Encasement	21	LF	30.00	\$ 630
Plug End Pipe	1	EA	50.00	\$ 50

[] See attached exhibit

GRAND TOTAL INSTALLATION COST* \$289,717

* Excludes fees paid directly to Trabuco Canyon Water District

Prepared by Adams-Streeter Civil Engineers

My signature as witnessed here below attests that the above statement is true and correct to the best of my knowledge.

Date: 10/16/2020

DocuSigned by:

Crystal Bunkle

D7DA51BC64BA46C...

Developer

Director, Project Management

Official Title

**TRABUCO CANYON WATER DISTRICT
BILL OF SALE
WATER SYSTEM FACILITIES**

FOR GOOD AND VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Lennar, the undersigned does hereby transfer and convey to the Trabuco Canyon Water District, a County Water District organized and operating pursuant to Water Code Section 30000 and following, and its successors and assigns, all right, title, and interest in and to the water installation including mains, valves, hydrants, laterals and other appurtenances to said water installation, constructed, installed, and located in the property described below, and further warrants that the same is free and clear of any encumbrances and/or liens.

Said property is described as follows:

Tract No. 17392

Executed this 16th day of October, 2020.

Company or Corporation Name:

Lennar Homes of California, Inc.

DocuSigned by:
By: Crystal Burrelle
D7DA51BC64BA40C...

Title: Director, Project Management

DocuSigned by:
By: Brian Benes
E435CD0F450C424...

Title: Regional VP - Land Development

CERTIFICATE OF ACCEPTANCE

As per **Resolution No. 2020-1287** as set forth in the minutes of the meeting of the Board of Directors of Trabuco Canyon Water District held on **October 21, 2020** the above Bill of Sale of Sewer System Facilities, dated _____, is hereby accepted by order of the Board of Directors of the Trabuco Canyon Water District, a County Water District organized and operating pursuant to Water Code Section 30000 and following.

Date of Acceptance: _____.

By: _____
General Manager

TRABUCO CANYON WATER DISTRICT

**TRABUCO CANYON WATER DISTRICT
COST OF CONSTRUCTION STATEMENT
WATER SYSTEM FACILITY**

Developer's Name LennarTract/Parcel No. 17392 Date Prepared 9/24/2020

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNITS</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
12" SMWD Connection (12" tapping sleeve and 8" valve)	2	EA	2,000.00	\$ 4,000
8" PVC C-900 (CL-200)	3,917	LF	32.00	\$ 125,344
1" Copper Water Service with 3/4" meter	84	EA	1,050.00	\$ 88,200
8" TEE and Thrust Block	4	EA	400.00	\$ 1,600
8" Gate Valve and Valve Box	16	EA	1,150.00	\$ 18,400
Pipe Bend Fittings	18	EA	500.00	\$ 9,000
End of Line Plug with Thrust Block	5	EA	1,500.00	\$ 7,500
Fire Hydrant Assembly	13	EA	6,000.00	\$ 78,000
2" Blow Off	1	EA	1,250.00	\$ 1,250
DG Trail Replacement	135	SF	5.00	\$ 675
Wood Fence Replacement	10	LF	100.00	\$ 1,000
10" HDPE PE4710 DR11 Water Line	148	LF	40.00	\$ 5,920
6" PVC C-900 (CL-200) Water Line	28	LF	27.00	\$ 756
6" Gate Valve and Valve Box	1	EA	1,550.00	\$ 1,550
8"X6" TEE and Thrust Block	1	EA	400.00	\$ 400
1" Combination Air Release and Vacuum Valve Assembly	6	EA	2,700.00	\$ 16,200
10" HDPE 22.5° Bend and Thrust Block	2	EA	500.00	\$ 1,000
8" PVC to 10" HDPE Pipe Joint	2	EA	1,000.00	\$ 2,000

[] See attached exhibit

GRAND TOTAL INSTALLATION COST* \$ 362,795

* Excludes fees paid directly to Trabuco Canyon Water District

Prepared by Adams-Streeter Civil Engineers

My signature as witnessed here below attests that the above statement is true and correct to the best of my knowledge.

Date: 10/16/2020

DocuSigned by:

Crystal Burckle

D7DA51BC64BA40C...

Developer

Director, Project Management

Official Title

**TRABUCO CANYON WATER DISTRICT
BILL OF SALE STATEMENT
NON-DOMESTIC WATER SYSTEM FACILITY**

FOR GOOD AND VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Lennar, the undersigned does hereby transfer and convey to the Trabuco Canyon Water District, a County Water District organized and operating pursuant to Water Code Section 30000 and following, and its successors and assigns, all right, title, and interest in and to the non-domestic water installation including mains, valves, laterals and other appurtenances to said non-domestic water installation, constructed, installed, and located in the property described below, and further warrants that the same is free and clear of any encumbrances and/or liens.

Said property is described as follows:

Tract No. 17392

Executed this 16th day of October, 2020.

Company or Corporation Name:

Lennar Homes of California, Inc.

DocuSigned by:
By: Crystal Burckle
D7DA51BC64BA40C...

Title: Director, Project Management

DocuSigned by:
By: Brian Benes
E435CD0F450C424...

Title: Regional VP - Land Development

CERTIFICATE OF ACCEPTANCE

As per **Resolution No. 2020-1287** as set forth in the minutes of the meeting of the Board of Directors of Trabuco Canyon Water District held on **October 21, 2020** the above Bill of Sale of Sewer System Facilities, dated _____, is hereby accepted by order of the Board of Directors of the Trabuco Canyon Water District, a County Water District organized and operating pursuant to Water Code Section 30000 and following.

Date of Acceptance: _____.

By: _____
General Manager

TRABUCO CANYON WATER DISTRICT

**TRABUCO CANYON WATER DISTRICT
COST OF CONSTRUCTION STATEMENT
NON-DOMESTIC WATER SYSTEM FACILITY**

Developer's Name LennarTract/Parcel No. 17392 Date Prepared 9/24/2020

<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNITS</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
4" PVC C-900 (CL-200) Pipe	561	LF	\$20.00	\$ 11,220
4" Non Domestic Water Service	1	EA	\$2,000.00	\$ 2,000
Back Flow Preventer	1	EA	\$2,500.00	\$ 2,500
Pipe Bend Fitting	4	EA	\$200.00	\$ 800
Pipe Slope Anchor	10	EA	\$500.00	\$ 5,000
End Plug with Service Connection	1	EA	\$1,000.00	\$ 1,000

[] See attached exhibit

GRAND TOTAL INSTALLATION COST* \$22,520

* Excludes fees paid directly to Trabuco Canyon Water District

Prepared by Adams-Streeter Civil Engineers

My signature as witnessed here below attests that the above statement is true and correct to the best of my knowledge.

Date: 10/16/2020

DocuSigned by:

Crystal BurekleD7DA51BC4B2A4C
DeveloperDirector, Project Management

Official Title

RESOLUTION NO. 2020-1287

**RESOLUTION OF THE BOARD OF DIRECTORS OF
TRABUCO CANYON WATER DISTRICT
ACCEPTING WATER, NON-DOMESTIC WATER, AND SEWER FACILITIES
CONSTRUCTED WITHIN TRACT NO. 17392
AND ACCEPTING OFF-SITE IMPROVEMENTS
(SKYRIDGE BY LENNAR HOMES OF CALIFORNIA, INC.)**

WHEREAS, the Trabuco Canyon Water District (the "District") previously approved the plans for the construction of the onsite water, non-domestic water, and sewer facilities in Tract No. 17392 and the Off-Site Improvements for Tract No. 17392; and

WHEREAS, the District required the construction of onsite water, non-domestic water, and sewer facilities and off-site improvements and entered into the Agreement for Construction of Onsite Water, Non-Domestic, and Sewer Facilities; and

WHEREAS, the onsite water, non-domestic water, and sewer facilities in Tract No. 17392 and the off-site improvements for Tract No. 17392 have each been completed in substantial conformance with the approved plans and specifications.

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

Section 1. The onsite water, non-domestic water, and sewer facilities constructed in Tract No. 17392 and dedicated to the District are hereby accepted.

Section 2. The off-site improvements constructed for Tract No. 17392 and dedicated to the District are hereby accepted.

Section 3. The warranty period established under the subject Agreement shall commence on the date this Resolution No. 2020-1287 is adopted by the Board of Directors and shall end three hundred sixty-five (365) days thereafter.

Section 4. Subject to the foregoing, the District's General Manager and other District officers and staff and District consultants and legal counsel are hereby authorized and directed to take all necessary and appropriate actions as may be required or desirable to carry out the determinations and directives of this Resolution, including, but not limited to, counter-signing and delivering dedication and bill of sale documents for the above-reference facilities and improvements.

Section 5. This Resolution shall be effective upon adoption by the Board of Directors.

ADOPTED, SIGNED AND APPROVED this 21st day of October 2020.

TRABUCO CANYON WATER DISTRICT

By: _____
President/Vice President

By: _____
District Secretary

DRAFT

STATE OF CALIFORNIA)

) ss.

COUNTY OF ORANGE)

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, do hereby certify that the foregoing resolution was duly adopted by the Board of said District at a regular meeting of such Board held on the 21st day of October 2020, of which meeting all of the members of the Board had due notice and at which a quorum thereof were present and acting throughout and for which notice and an agenda was prepared and posted as required by law and that at said meeting such resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

District Secretary,
Trabuco Canyon Water District

STATE OF CALIFORNIA)

) ss.

COUNTY OF ORANGE

)

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2020-1287 of such Board and that the same has not been amended, rescinded or repealed.

Dated this 21st day of October 2020.

District Secretary,
Trabuco Canyon Water District

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 21, 2020**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 10: APPROVAL OF CONTRACT AMENDMENT WITH TETRA TECH ENGINEERING FOR PORTER PROPERTY RESERVOIR PLANNING LEVEL CONSTRUCTION COST ESTIMATE

Trabuco Canyon Water District (District) owns an approximately 120-acre property commonly known as the "Porter Property". In April 2002, the District purchased the property with a potential purpose of placement of District facilities, including onsite domestic water and non-domestic water reservoirs. At the September 2, 2020 Engineering/Operational Committee Meeting, the Committee recommended that District staff evaluate the feasibility of constructing a reservoir on the District's Porter Property and bring the matter back for Board consideration. District staff has procured a proposal from Tetra Tech Engineering to prepare a planning level evaluation for an onsite reservoir on the District's Porter Property.

This action represents an amendment to the current professional services contract with Tetra Tech, the scope of which is to evaluate the feasibility of locating additional domestic water storage at the existing Harris Grade reservoir site. The Harris Grade storage evaluation has been completed. The budget for the subject scope of work involving the Porter Property is the contingency funds associated with the original Board approval of the Tetra Tech contract in May 20, 2020.

FUNDING SOURCE:

General Fund

FISCAL IMPACT

\$11,880

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee

RECOMMENDED ACTION(S):

1. *Receive information at the time of the Board Meeting.*
2. *Approve contract amendment with Tetra Tech Engineering for Porter Property Reservoir Planning Level Construction Cost Estimate for a not to exceed amount of \$11,880.*

EXHIBIT(S):

1. Porter Property Planning Level Study - Proposal

CONTACTS (staff responsible): PALUDI/LAUSTEN

**TRABUCO CANYON WATER DISTRICT
PROFESSIONAL SERVICES CONTRACT
CHANGE IN SCOPE OF WORK**

AMENDMENT No. 1

Date: October 21, 2020

Project Title: Harris Grade Reservoir Siting Study - Porter Property Reservoir Planning Level Construction Cost Estimate

Consultant: Tetra Tech

Change in Scope of Services:

The following change to the professional services contract dated March 30, 2020 is proposed: Consultant shall provide additional engineering services to prepare a planning level construction cost estimate for a new domestic water storage tank at the District's Porter Property per proposal dated September 18, 2020.

Attachment(s):

Tetra Tech Proposal "Harris Grade Reservoir Siting Study – Amendment Request Porter Property Planning Level Construction Cost Estimate".

Payment Terms:

In accordance with the attached proposal and fee schedule effective through December 31, 2020.

Schedule Impact: None

Summary

Contract Amendment Amount	= \$ 11,880
Total of Previous Change Orders	= \$ 0
<u>Original Contract Amount</u>	<u>= \$119,211</u>
New Contract Amount	= \$131,091

CHANGE ORDER REQUESTED BY:

- Trabuco Canyon Water District
- Contractor
- Other: _____

Approved By: _____ Approved By: _____

Title: District Engineer

Title: General Manager

September 18, 2020

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

**Reference: Harris Grade Reservoir Siting Study – Amendment Request
Porter Property Planning Level Construction Cost Estimate**

Dear Ms. Lausten:

Tetra Tech has been providing engineering consulting services to complete the Harris Grade Reservoir Siting Study. During the completion of the siting study, Trabuco Canyon Water District (District) requested Tetra Tech to prepare a planning level construction cost estimate for a new domestic water storage tank at the District's Porter Property. Tetra Tech respectfully submits the following scope of work and fee for the requested additional work.

SCOPE OF WORK

Task 1: Prepare Planning Level Construction Cost Estimate

Tetra Tech will prepare a planning level estimate of probable construction costs for a new 2.7 MG domestic water storage tank and PVC inlet/outlet pipeline located at the District's Porter Property. A technical memorandum will be prepared to present the estimate and assumptions.

Tetra Tech will prepare the planning level construction cost estimate using the following available information:

- Engineering Study (Draft) for Dove Canyon and Robinson Ranch Recycled Water Pump Station Rehabilitation – Phase 1 (Engineering Study)
- Preliminary Porter Property road alignment over Google Earth image received from the District on September 3, 2020
- Domestic Water Storage and Reservoir Siting Study, March 2016
- Available USGS elevations and images to approximate elevation and location of the tank pad and pipeline alignment

We have assumed an electronic PDF deliverable of the technical memorandum and one meeting to discuss the information presented in the memorandum. A draft memorandum will be delivered 6 weeks from the notice to proceed.


Ms. Lorrie Lausten, P.E.
September 18, 2020

FEE

Tetra Tech is ready to immediately proceed and begin this work upon receipt of Notice-to-Proceed from the District. We are prepared to perform the above scope of work for a fee of **\$11,880** per the attached price proposal and the hourly charge rate and expense reimbursement schedule contained within our current contract with the District. If this proposal is acceptable to you, please sign in the space provided and return one copy to our office.

Should you have any questions, please do not hesitate to contact me at (949) 809-5154 to discuss the elements of our scope of work.

Sincerely,



Mark Bush, P.E.
Vice President

MWB/KMB


Attachment

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RECEIPT OF THIS PROPOSAL IS ACKNOWLEDGED AND THE CONDITIONS CONTAINED HEREIN ARE ACCEPTED BY TRABUCO CANYON WATER DISTRICT.

APPROVED FOR: Trabuco Canyon Water District DATE: _____

BY: _____ TITLE: _____

 Price Proposal											Price Summary / Totals							
Porter Property Planning Level Construction Cost Estimate						Bill Rate >					Task Pricing Totals							
						340.00 185.00 115.00 150.00 110.00					11,880							
Submitted to: Trabuco Canyon Water District						Proj Area >					Specify Add'l Fees on Setup							
											0							
Contract Type: T&M											Technology Use Fee							
											Total Price 11,880							
											Pricing by Resource							
Project Phases / Tasks	Schedule			Work Days Off	Work Days	Total Labor Hrs	Principal in Charge (Mark Bush)	Project Manager 1 (Kyle Bohn)	Design Engineer (Jackie Lerna)	Sr CAD Designer 2 (Willie Johnson)	Admin (Deana Escamilla)	Labor Rate Esc.	Labor	Subs	Travel	Mat'ls & Equip	ODCs	Task Pricing Totals
	From	Thru	Months															
Porter - Planning Level Estimate					69	7	30	22	8	2	0.00%	11,880	-	-	-	-	11,880	
General Project Management and QA/QC					8	4	4					2,100					2,100	
Meetings (1)					3	1	2					710					710	
Review data (USGS, Reports, etc)					30	2	8	12	8			4,740					4,740	
Technical Memorandum					28		16	10		2		4,330					4,330	
Totals					69	7	30	22	8	2	0.00%	11,880	-	-	-	-	11,880	

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 21, 2020**

**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 11: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING SILVERTREE LANE PIPELINE IMPROVEMENTS

On September 29th and 30th, District Water Operations and Maintenance Department staff responded and repaired three emergency pipeline breaks on the 8-inch Ductile Iron Pipe (DIP) on Silvertree Lane in the Trabuco Highlands community. Water Operations staff have repaired approximately five to eight emergency pipeline breaks in the past ten years and noted identical sub-standard backfill conditions causing the pipeline failures. To this end, District staff recommends replacing approximately 1,250 Linear Feet (LF) of pipeline with 8-inch C900 Polyvinyl Chloride (PVC). This project will include replacement of three fire hydrants, the re-connection of 28 one-inch water services, and the replacement/addition of 8" gate valves.

District staff received two bids for the work as summarized below:

CONSTRUCTION BIDS		
ITEM	TASK DESCRIPTION	COST
1	Ferreira Construction	\$397,472.00
2	GCI Construction	\$416,088.80

After the bids were received, District staff met with the City of Rancho Santa Margarita Inspector to review the project and was advised that the paving may need to be expanded and this would be evaluated as the project progressed. In addition, the contractor spent several days potholing the existing utilities and District staff have identified several areas that the new pipe will need to be deeper than anticipated to avoid these utilities.

FUNDING SOURCE:

Emergency Reserves - WRES Distribution System Improvements

FISCAL IMPACT (PROJECT BUDGET):

\$450,000

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption was filed with the County of Orange on October 13, 2020

COMMITTEE STATUS:

This matter was review with the Engineering/Operational Committee.

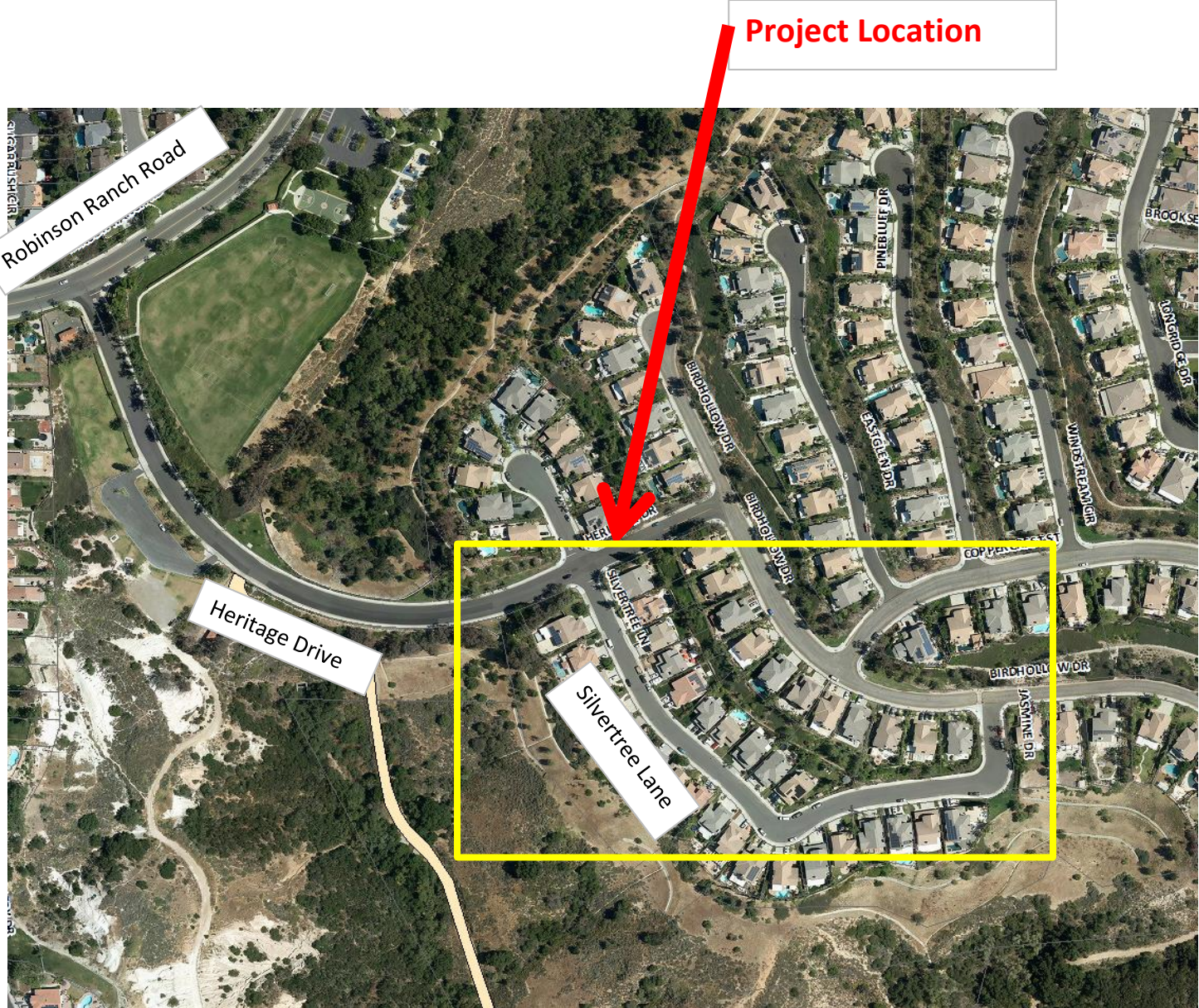
RECOMMENDED ACTION(S):

1. *Receive information at the time of the Board Meeting.*
2. *Ratify the contract with Ferreira Construction for the Slivertree Lane Water Main Replacement Project on Time and Materials Basis*

EXHIBIT(S):

1. Location Map

CONTACTS (staff responsible): PALUDI/LAUSTEN



LOCATION MAP

 Area of Work

Silver Tree/Jasmine Drive Pipeline Replacement

Address: Silvertree Ln./Jasmine Dr., from Heritage Dr. to Birdhollow Dr.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 21, 2020**

ACTION CALENDAR

LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS

ITEM 12: ELECTION OF INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY (ISDOC) EXECUTIVE COMMITTEE OFFICERS

Trabuco Canyon Water District ("District") is a member in good standing of the Independent Special Districts of Orange County (ISDOC). ISDOC is conducting a vote of Regular Special District Members for the 2020 Election of Executive Committee Officers. The ISDOC official ballot for the 2020 Election is included for Board consideration (Exhibits 2). Ballots must be received by 5:00 pm on October 23, 2020 in order to be counted.

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

FUNDING SOURCE:

Not Applicable

FISCAL IMPACT

Not Applicable

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter has not been reviewed at the Committee level.

RECOMMENDED ACTION(S):

1. *Receive information at the time of the Board Meeting.*
2. *Authorize vote through the District Board of Directors ISDOC representative for the ISDOC Executive Committee President for 2021.*
3. *Authorize and direct District staff to submit the ISDOC official ballot accordingly.*

EXHIBIT(S):

1. ISDOC Letter RE: Election of Independent Special Districts of Orange County Officers dated September 15, 2020
2. ISDOC Election of Offices Official Ballot

CONTACTS (staff responsible): PALUDI/PEREA



Mailing Address

P.O. Box 20895
Fountain Valley, CA 92728

Meeting Location

MWDOC/OCWD
18700 Ward Street
Fountain Valley, CA 92708

(714) 963-3058
(714) 964-5930 fax

www.mwdoc.com/isdoc

Executive Committee

President

Hon. Sandra F. Jacobs
Santa Margarita Water District

1st Vice President

Hon. Mark Monin
El Toro Water District

2nd Vice President

Hon. Arlene Schafer
Costa Mesa Sanitary District

3rd Vice President

Hon. Mary Aileen Matheis
Irvine Ranch Water District

Secretary

Hon. Bill Green
South Coast Water District

Treasurer

Hon. Joan C. Finnegan
*Municipal Water District of
Orange County*

Immediate Past President

Hon. James R. Fislser
Mesa Water District

Staff Administration

Heather Baez

*Municipal Water District of Orange
County*

Christina Hernandez

*Municipal Water District of Orange
County*

September 15, 2020

**RE: Election of Independent Special Districts of Orange County (ISDOC)
Officers**

Dear Member Districts,

The nomination period for Executive Committee officer positions closed on September 11th, 2020. At this time, ISDOC is conducting a vote of Regular Special District Members for the election of officers. This letter serves as official notice of the election.

The names of nominated candidates are printed on the ballot. Please vote for one candidate per seat.

The Executive Committee meets at 7:30 am on the first Tuesday of the month. Meetings are open to the public. Duties of Executive Committee members are contained in the ISDOC bylaws, which may be found at the ISDOC website - <http://www.mwdoc.com/ISDOC>.

Each Regular Member District in good standing shall be entitled to one vote. In accordance with current bylaws, the district's presiding officer or an alternate must cast (signed) select the vote by the district board.

You may submit your ballot via mail or email to Heather Baez: P.O. Box 20895, Fountain Valley, CA 92728 (mail) or hbaez@mwdoc.com (email). **Ballots must be received by 5:00 p.m. on Friday, October 23, 2020 in order to be counted. Even if positions are uncontested, it is important to submit a ballot since a quorum of voting members is required for the election of officers.**

The names of officers elected will be announced at the October 29th quarterly meeting.

If you have any questions or wish to discuss the election process further, please contact Heather Baez (MWDOC) at hbaez@mwdoc.com or (714) 593-5012.

Sincerely,

Sandra F. Jacobs

Sandra F. Jacobs, President
Independent Special Districts of Orange County

Enclosed: Ballot for ISDOC Election of Officers
Candidates' Statements

INDEPENDENT SPECIAL DISTRICTS OF ORANGE COUNTY

ELECTION OF OFFICERS

The ISDOC Executive Committee consists of the President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer and Immediate Past President. Officers are elected in October of even numbered years for two-year terms. Please vote for one candidate per seat.

The ISDOC bylaws indicate, "At the end of the nominating period if only one candidate is nominated for a vacant seat, that candidate shall be deemed selected." This is the case for the First Vice President, Second Vice President, Third Vice President, Secretary, and Treasurer positions; therefore they are not on the ballot. Arlene Schafer from Costa Mesa Sanitary District, Larry Dick from the Municipal Water District of Orange County, Mary Aileen Matheis from Irvine Ranch Water District, Greg Mills from Serrano Water District, and Bill Green from South Coast Water District, respectfully, have been selected to these seats.

Cast your Vote: Please cast your vote for the remaining seats by placing an "X" on the line next to the individual for which you wish to vote in each position. If you are writing in a candidate, please include their district affiliation and position.

President

_____ Mark Monin, Director
El Toro Water District

_____ Lucille Kring, President
Orange County Mosquito & Vector Control District

_____ DISTRICT NAME

_____ SIGNATURE OF VOTING REPRESENTATIVE

Ballots must be received no later than 5 p.m. October 23, 2020.
You may return your ballot by mail or email to:

Heather Baez
P.O. Box 20895
Fountain Valley, CA 92728
Attention: ISDOC Executive Committee Election
OR Email: hbaez@mwdoc.com

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 21, 2020**

ACTION CALENDAR

LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS

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

RECOMMENDED ACTION(S):

Review and discuss local government and legislative informational matter(s) and take action(s) as deemed appropriate.

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | OCTOBER 21, 2020**

ACTION CALENDAR

ITEM 14: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION

RECOMMENDED ACTION(S):

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

CONTACTS (staff responsible): PALUDI/PEREA