



**REGULAR BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
ADMINISTRATIVE FACILITY, BOARD ROOM
SEPTEMBER 16, 2021 AT 7:00 PM**

BOARD OF DIRECTORS

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

DISTRICT STAFF

Fernando Paludi, General Manager
Michael Perea, District Secretary
Cindy Byerrum, District Treasurer
Hanson Bridgett LLP, 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 and the meeting 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://zoom.us/j/91386811652>

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

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

You may submit public comments by email to the Board at mperea@tcwd.ca.gov. In order to be part of the record, emailed comments on meeting agenda items must be received by the District, at the referenced e-mail address, not later than 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.

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

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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. August 19, 2021 Regular Board Meeting*

ITEM 2: TREASURER'S REPORT

a. *FINANCE/AUDIT COMMITTEE MEETING*

RECOMMENDED ACTION:

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

- 1. August 11, 2021*

b. *PRESENTATION OF FINANCIALS*

RECOMMENDED ACTION:

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

- 1. July 2021*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for August 2021.

ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING

RECOMMENDED ACTION:

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

- 1. June 9, 2021 Engineering/Operational Special Meeting*
- 2. August 4, 2021 Engineering/Operational Meeting*



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

RECOMMENDED ACTION:

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

1. August 2021

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.

FINANCIAL MATTERS

ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING AWARDING A CONTRACT WITH FERGUSON WATERWORKS FOR AUTOMATIC METER READING/AUTOMATED METERING INFRASTRUCTURE (AMR/AMI) FOR DISTRICT SERVICE AREA

RECOMMENDED ACTION:

1. Receive information at the time of the Board Meeting.
2. Authorize the General Manager to contract with Ferguson Waterworks for the District's Automatic Meter Reading/Automated Metering Infrastructure (AMR/AMI) Project for a not to exceed amount of \$1,700,000.

ITEM 7: CONSIDER AND APPROVE GENERAL MANAGER EMPLOYMENT CONTRACT

RECOMMENDED ACTION:

1. Receive information at the time of the Board Meeting.
2. Announce the compensation terms of the proposed contract.
3. Authorize the Board President to execute the General Manager employment contract.

ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING PROFESSIONAL INFORMATION TECHNOLOGY CONTRACT SERVICES

RECOMMENDED ACTION:

1. Receive information at the time of the Board Meeting.
2. Authorize the General Manager to contract with Highroad IT for professional information technology contract services for a one-year period with standard annual costs not to exceed \$70,000.



ENGINEERING MATTERS

ITEM 9: DISCUSSION AND POSSIBLE ACTION CONCERNING ELECTRICAL IMPROVEMENTS AT EL TORO SEWER LIFT STATION

RECOMMENDED ACTION:

1. Receive information at the time of the Board Meeting.
2. Approve the Flo-Services proposal for Electrical Upgrades in the amount of \$175,698 with a 10% contingency for a total not to exceed amount of \$193,267.

ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE APPROVAL OF TESCO CONTROLS EMASS PROGRAM CONTRACT

RECOMMENDED ACTION:

1. Receive information at the time of the Board Meeting.
2. Approve the TESCO Controls proposal for the EMASS Program Service Contract (3 Years) for a not to exceed amount of \$84,000.

LEGISLATIVE AND OTHER MATTERS

ITEM 11: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

RECOMMENDED ACTION(S):

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

ITEM 12: STATE LEGISLATIVE UPDATE

RECOMMENDED ACTION(S):

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

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

ITEM 13: _____

ITEM 14: _____

OTHER INFORMATION/MATTERS

Reports or comments from the General Manager and/or Staff

ADDITIONAL DIRECTORS' COMMENTS

Additional reports or comments from Directors

END ACTION CALENDAR & ADJOURNMENT



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AVAILABILITY OF AGENDA MATERIALS

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

COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2

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

FUTURE SCHEDULED REGULAR BOARD MEETINGS OF THE BOARD OF DIRECTORS

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

October 21, 2021 | November 18, 2021 | December 16, 2021

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



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REGULAR BOARD MEETING | SEPTEMBER 16, 2021**

CONSENT CALENDAR

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

1. *August 19, 2021 Regular Board Meeting*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | AUGUST 19, 2021

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on August 19, 2021 was called to order by President Chadd at 7:02 p.m., via conference call in the Board Room at the District Administrative Facility, located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

DIRECTORS PRESENT

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

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager
Lorrie Lausten, District Engineer
Karen Warner, Principal Accountant
Jason Stroud, Maintenance Superintendent
Lisa Marie Sangi, Executive Assistant

DISTRICT CONSULTANTS PRESENT

Claire Collins, Hanson Bridgett LLP – District General Counsel

PUBLIC PRESENT ON THE CONFERENCE CALL

None

PLEDGE OF ALLEGIANCE

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

ITEMS TOO LATE TO BE AGENDIZED

None

VISITOR PARTICIPATION VIA CONFERENCE CALL

None

DIRECTOR'S COMMENTS

Director Acosta reported on his attendance at the Southern California Water Coalition conference. Discussion occurred concerning the impacts of outdoor water demands and the benefits of water use efficiency public messaging. Director Acosta extended an invitation to Wastewater Operations staff to the Los Angeles County Sanitation District Carson Wastewater Treatment Plant.

Director Safranski reported on his attendance at the City of Rancho Santa Margarita City Council meeting, and he highlighted the discussion concerning the Regional Housing Needs Assessment (RHNA) requirements for the city.

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Director Mandich reported on his attendance at the South Orange County Integrated Watershed Management Area Executive Committee Meeting, and he highlighted the presentation delivered at the meeting. Director Mandich reported on his attendance at the Communities of Rancho (CAR) meeting, and briefly updated the Board on certain City of Rancho Santa Margarita capital improvement projects.

Director Dopudja reported on his attendance at the South Orange County Water Agency (SOCWA) regular meeting.

Director Chadd had no comments.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Mr. Robert Baldwin, Lead Maintenance Technologist (SCADA) is retiring from the District on August 24, 2021 after thirty-five years of dedicated service.
- Municipal Water District of Orange County (MWDOC) has scheduled a Water Policy Forum and Dinner for September 30, 2021, and the Keynote Speaker is the new General Manager for Metropolitan Water District.
- MWDOC's Orange County Water Summit to be held on October 15, 2021.
- District staff has met with the developer of the Saddle Crest Development and learned that thirty-eight (38) parcels have been sold to another developer.
- Mr. Paludi will be out of the office the week of August 23, 2021.

CONSENT CALENDAR

President Chadd indicated that all matters under the Consent Calendar would be approved by one motion unless a Board member or staff member requests a separate action on a specific item.

Action: A motion was made by Director Acosta and seconded by Director Safranski to approve the Consent Calendar.
The motion was approved by a vote of 5 – 0.

ADMINISTRATIVE MATTERS

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

Mr. Paludi presented this matter for Board consideration. Director Acosta indicated he did not attend the City of Rancho Santa Margarita Council meeting on July 14, 2021. There were no other requests from the Directors to change or amend the Directors' Fees and Expenses Report.

Action: A motion was made by Director Acosta and seconded by Director Safranski to approve of the Directors' Fees and Expenses Report as amended.
The motion was approved by a vote of 5 – 0.

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

Mr. Paludi provided a brief update on COVID-19 related matters throughout the County, and he reported the District is in the process of updating the District's Board Room Use Policy. Mr. Paludi reported that the Governor's Executive Order on remote access for public meetings is set to expire on November 30, 2021.

Action: No action concerning this matter was taken.

**TRABUCO CANYON WATER DISTRICT
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ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING ALTERNATIVE WORK SCHEDULE FOR DISTRICT EMPLOYEES

Mr. Paludi introduced this matter for Board consideration, and he reported that this matter was reviewed at the prior Regular Board Meeting. Discussion occurred concerning a priority on customer service and operational controls to ensure ongoing District services. Mr. Paludi indicated that the District's Personnel Policy and individual job descriptions will need to be updated to include the proposed alternative schedule. Ms. Collins provided a recommended motion for the adoption of the alternative work schedule.

Action: A motion was made by Director Acosta and seconded by Director Chadd to approve the proposed alternative work schedule and to implement the schedule at the beginning of September 2021.
The motion was approved by a vote of 5 – 0.

FINANCIAL MATTERS

ITEM 7: DISCUSSION AND ACTION RELATED TO URBAN WATER INSTITUTE'S 2021 ANNUAL WATER CONFERENCE

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Paludi mentioned that the District is a member of the Urban Water Institute (UWI) and highlighted the benefit to District as it related to the participation in this program. Mr. Paludi recommended the Board approve a sponsorship of this event.

Action: A motion was made by Director Acosta and seconded by Director Mandich to approve a sponsorship of the Urban Water Institute's 2021 Annual Water Conference in an amount not to exceed \$1,500.
The motion was approved by a vote of 5 – 0.

ITEM 8: ADOPTION OF RESOLUTIONS CONCERNING TRABUCO CANYON WATER DISTRICT HEALTH BENEFIT COSTS FOR 2021 OPEN ENROLLMENT

Mr. Paludi introduced this matter for Board consideration, and he reported this matter was reviewed with the Finance/Audit Committee. Mr. Perea highlighted the current level of the District's health benefit allowance, and he reviewed the 2022 health plan costs and changes with the Board of Directors. Mr. Perea reviewed the results of the projected budgetary impacts of the proposed health benefit allowance adjustment, and he reported that it is anticipated that the District will experience a health benefit cost savings. Mr. Perea recommended the Board of Directors adopt the proposed resolutions to increase the monthly health benefit allowance.

Action: A motion was made by Director Dopudja and seconded by Director Mandich to Adopt Resolution No. 2021-1299 – Resolution of the Board of Directors of Trabuco Canyon Water District Fixing the Employer Contribution at an Equal Amount of Employees and Annuitants Under the Public Employees' Medical and Hospital Care Act (PERS Members).
The motion was approved by a vote of 5 – 0.

A motion was made by Director Dopudja and seconded by Director Mandich to Adopt Resolution No. 2021-1300 - Resolution of the Board of Directors of Trabuco Canyon Water District Fixing the Employer Contribution at an Equal Amount of Employees and Annuitants Under the Public Employees' Medical and Hospital Care Act (Non-PERS Members).
The motion was approved by a vote of 5 – 0.

ENGINEERING MATTERS

ITEM 9: DISCUSSION AND POSSIBLE ACTION EL TORO SEWER LIFT STATION SURGE TANK REPLACEMENT

Mr. Paludi introduced this matter for Board consideration, and he mentioned this matter was reviewed with the Engineering/Operational Committee. Mr. Perea provided an overview of the planned facility improvements and reviewed the project scope of work with the Board. Mr. Perea added that the Engineering/Operational Committee approved a budget of \$100,000 for the project, but that District staff have not received a proposal to date due to significant supply chain challenges and other issues outside of the District's control. Discussion occurred concerning the impacts of the offline station to downstream facilities owned and operated by Irvine Ranch Water District; Mr. Perea expressed his appreciation to IRWD Operations staff for their understanding at this time.

Action: No action concerning this matter was taken.

ITEM 10: DISCUSSION AND RATIFICATION OF REPAIR OF VERTICAL TURBINE PUMP NO. 3 FOR THE DIMENSION WATER TREATMENT PLANT

Mr. Paludi introduced this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Perea reported that during the period that the Dimension Water Treatment Plant (DWTP) has been offline, that District staff has worked with Flo-Services, Inc. to remove the onsite vertical turbine pump (3 CFS) pump for rehabilitation. Mr. Stroud added that the pump would be installed prior to the start-up of the DWTP. Mr. Perea recommended the Board of Directors approve the Flo-Services, Inc. proposal for the pump repair.

Action A motion was made by Director Mandich and seconded by Director Safranski to Ratify Flo-Services, Inc. Proposal No. 21-048 in the amount of \$60,951 for the repair of the Dimension Water Treatment Plant Vertical Booster Pump No. 3 (3 CFS).
The motion was approved by a vote of 5 – 0.

LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS

ITEM 11: CONSIDERATION AND POSSIBLE ACTION CONCERNING THE ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) REGION 10 BOARD ELECTION FOR THE 2022-2023 TERM

Mr. Paludi provided a brief update on the Association of California Water Agencies (ACWA) Region 10 Board of Directors Election, and he reported on the candidate slate and election bylaws.

Action A motion was made by Director Acosta and seconded by Director Safranski to authorize District staff to cast the official election ballot on behalf the Board of Directors.
The motion was approved by a vote of 5 – 0.

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

Mr. Paludi provided an update on the following items:

- MET Board summary on the current water supply level alert and shortage, and he indicated that District staff will review the current water contingency plan impacts and encourage voluntary conservation.
- MWDOC facilitated process to review the role of the agency through a two-phase process which will include individual agency interviews with an agency-selected elected official and general manager to be interviewed separately.

Action: A motion was made by Director Acosta and seconded by Director Mandich to appoint Director Dopudja as primary and Director Safranski as secondary to participate in the

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“Role of MWDOC” facilitated process including an interview with the consultant facilitator.

The motion was approved by a vote of 5 – 0.

CLOSED SESSION

The Board of Directors entered closed session in accordance with the agenda at 8:00 p.m. The General Manager and District General Counsel participated in portions of the closed session.

This closed session ended at 8:56 p.m.

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

Action: President Chadd announced there was no action to report.

OTHER INFORMATION/MATTERS

Mr. Paludi provided a brief update to the Board on a potential conflict of interest-related matter related to TCWD and the San Juan Basin Authority which had been referred to the Fair Political Practices Commission (FPPC) for an advice letter, and to which the FPPC subsequently responded with questions concerning South Orange County Wastewater Authority (SOCWA). Ms. Collins provided her legal opinion that SOCWA’s general counsel will need to respond to the FPPC. Mr. Paludi added that this matter may be discussed more fully at a later date.

ADDITIONAL DIRECTORS’ COMMENTS

None

ADDITIONAL GENERAL MANAGER COMMENTS

None

ADJOURNMENT

President Chadd adjourned the August 19, 2021 Regular Board Meeting 9:02 p.m.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 16, 2021**

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. *August 11, 2021*

b. *PRESENTATION OF FINANCIALS*

RECOMMENDED ACTION:

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

1. *July 2021*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for August 2021.

EXHIBITS:

1. Revenue Report – July 2021
2. Disbursement Report – July 2021
3. Summary of Disbursements – July 2021
4. General Fund Warrant Register – July 2021
5. General Fund Payroll Warrant Register – July 2021

CONTACTS (staff responsible): PALUDI/PEREA/WARNER



**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING RECAP | AUGUST 11, 2021**

DIRECTORS PRESENT

Director Don Chadd, Committee Chair
Director Ed Mandich, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager
Karen Warner, Principal Accountant
Lisa Marie Sangi, Executive Assistant
Gary Kessler, Water Operations Superintendent
Jason Stroud, Maintenance Superintendent

STAFF VIA CONFERENCE CALL

Lorrie Lausten, District Engineer

CONSULTANTS VIA CONFERENCE CALL

Cindy Byerrum, Eide Bailly

PUBLIC PRESENT VIA CONFERENCE CALL

None

CALL MEETING TO ORDER

Director Chadd called the August 11, 2021 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

There were no comments received.

REPORT FROM THE GENERAL MANAGER

There were no comments received.

ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP

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

RECOMMENDED ACTION:

President Chadd and Mr. Perea recommended that the Finance/Audit Committee Meeting Recap be forwarded to the Board of Directors for approval (Consent Calendar).

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | AUGUST 11, 2021**

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

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

RECOMMENDED ACTION:

The Committee recommended that the Directors' Fees and Expenses Report for July 2021 and the Tentative Future Meetings/Attendance Report be forwarded to the Board of Directors for consideration (Action Calendar).

ITEM 3: DISCUSSION AND ACTION RELATED TO URBAN WATER INSTITUTE'S 2021 ANNUAL WATER CONFERENCE

Mr. Paludi presented this matter for Committee consideration, and he provided a brief overview of the Urban Water Institute (UWI) 2021 Annual Water Conference. Mr. Paludi recommended the Board of Directors approve a sponsorship for the event for a not to exceed amount of \$1,500. Discussion occurred concerning the conference agenda.

RECOMMENDED ACTION:

The Committee recommended the Board of Directors approve a sponsorship of the Urban Water Institute's 2021 Annual Water Conference in an amount not to exceed \$1,500. (Action Calendar)

ITEM 4: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT HEALTH BENEFIT COSTS FOR CALENDAR YEAR 2022

Mr. Paludi introduced this matter for Committee consideration. Mr. Perea provided a brief overview of the CalPERS approved health plan monthly rates for calendar year 2022, and he highlighted the changes of certain health plans. Mr. Perea reported that the Board approved benchmark plan of PERS Choice has been consolidated with the PERS Care plan for the new PERS Platinum plan. Mr. Perea provided an overview of an internal analysis of health costs and projected costs for Fiscal Year 2021/2022.

RECOMMENDED ACTION(S):

The Committee recommended that the Board of Directors adopt the CalPERS 2022 Health Benefit Rates effective January 1, 2022 by Resolution (Action Calendar).

ITEM 5: OTHER MATTERS

Mr. Paludi reported that District staff prepared a memo concerning a proposal for the repair of the 3 cfs vertical turbine pump at the Dimension Water Treatment Plant (DWTP) that was an item too late to be agenized. Mr. Perea provided an overview of the proposed work to repair the pump, and he indicated that the DWTP was currently offline due to the Backwash Tank Replacement Project. Mr. Kessler reported that the DWTP was scheduled to return to normal operations in mid-September, and Flo-Services proposes to complete the repair and installation prior to the re-start date. Mr. Stroud provided an overview of the mechanical failures and planned repairs.

Mr. Paludi reported the District received a letter from Ducks Unlimited soliciting for donations to their organization, he mentioned that the District has not contributed to this organization in the past. Discussion occurred concerning the organization's mission statement and goals.

RECOMMENDED ACTION:

The Committee approved the purchase of the emergency pump for the Dimension Water Treatment Plant.

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | AUGUST 11, 2021**

ITEM 6: FINANCIAL REPORT

Mr. Paludi reported that there were no preliminary unaudited financial statements for Committee review as the District’s auditors were currently preparing the Fiscal Year 2020/2021 Financial Report (Audit). Director Chadd mentioned that he requested the Ms. Byerrum provide an overview of the District’s current and projected financial standing.

Ms. Byerrum provided an overview of the District’s current financial position and she recommended the District complete and rates and charges analysis sooner than the end of the currently adopted five-year rates due to anticipated increased capital improvement project costs and conservation impacts due to statewide drought impacts.

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 August 11, 2021 as presented (Consent Calendar).

ADJOURNMENT

Director Chadd adjourned the August 11, 2021 Finance/Audit Committee Meeting at 1:29 p.m.

DRAFT



Bank Transaction Report

Transaction Detail

Issued Date Range: 08/01/2021 - 08/31/2021

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
08/02/2021		DFT0002198	ADP	Accounts Payable	Outstanding	Bank Draft	-10.00
08/02/2021		DFT0002199	CalPERS	Accounts Payable	Outstanding	Bank Draft	-5,266.88
08/02/2021		DFT0002200	CalPERS	Accounts Payable	Outstanding	Bank Draft	-44,105.15
08/02/2021		DFT0002202	Guardian	Accounts Payable	Outstanding	Bank Draft	-4,345.90
08/02/2021		DFT0002205	VSP	Accounts Payable	Outstanding	Bank Draft	-852.90
08/03/2021		DFT0002207	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
08/03/2021		DFT0002208	Shell Fleet Plus	Accounts Payable	Outstanding	Bank Draft	-1,134.97
08/03/2021		DFT0002209	Cintas	Accounts Payable	Outstanding	Bank Draft	-149.12
08/03/2021		DFT0002210	Cintas	Accounts Payable	Outstanding	Bank Draft	-388.69
08/03/2021		DFT0002211	Cintas	Accounts Payable	Outstanding	Bank Draft	-57.36
08/03/2021		DFT0002212	Stanley Security Solutions	Accounts Payable	Outstanding	Bank Draft	-680.25
08/03/2021		DFT0002213	EPX	Accounts Payable	Outstanding	Bank Draft	-6,049.01
08/05/2021		DFT0002206	ADP	Accounts Payable	Outstanding	Bank Draft	-104,779.52
08/05/2021		DFT0002214	Sparkletts	Accounts Payable	Outstanding	Bank Draft	-23.45
08/05/2021		DFT0002215	Sparkletts	Accounts Payable	Outstanding	Bank Draft	-452.33
08/06/2021		DFT0002201	CalPERS	Accounts Payable	Outstanding	Bank Draft	-9,330.68
08/06/2021		DFT0002203	CalPERS	Accounts Payable	Outstanding	Bank Draft	-13,930.60
08/06/2021		DFT0002204	CalPERS	Accounts Payable	Outstanding	Bank Draft	-4,948.31
08/06/2021		DFT0002216	Shred-it USA LLC	Accounts Payable	Outstanding	Bank Draft	-60.00
08/06/2021		DFT0002217	Santa Margarita Water District	Accounts Payable	Outstanding	Bank Draft	-3,992.89
08/09/2021		DFT0002218	Home Depot	Accounts Payable	Outstanding	Bank Draft	-363.40
08/09/2021		DFT0002219	Lowe's	Accounts Payable	Outstanding	Bank Draft	-539.47
08/09/2021		DFT0002220	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-2,374.72
08/10/2021		DFT0002221	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-1,723.25
08/10/2021		DFT0002222	ADP	Accounts Payable	Outstanding	Bank Draft	-1,935.80
08/11/2021		DFT0002223	Umpqua Bank	Accounts Payable	Outstanding	Bank Draft	-9,250.42
08/11/2021		DFT0002224	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
08/12/2021		DFT0002225	Xerox Corporation	Accounts Payable	Outstanding	Bank Draft	-233.77
08/16/2021		DFT0002226	Home Depot	Accounts Payable	Outstanding	Bank Draft	-418.85
08/16/2021		DFT0002227	Lowe's	Accounts Payable	Outstanding	Bank Draft	-119.31
08/16/2021		DFT0002228	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-105.91
08/16/2021		DFT0002229	South Coast AQMD	Accounts Payable	Outstanding	Bank Draft	-582.74
08/17/2021		DFT0002234	ADP	Accounts Payable	Outstanding	Bank Draft	-65.38
08/19/2021		DFT0002230	ADP	Accounts Payable	Outstanding	Bank Draft	-101,648.80
08/19/2021		DFT0002235	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-689.96

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/20/2021		DFT0002231	CalPERS	Accounts Payable	Outstanding	Bank Draft	-9,330.68
08/20/2021		DFT0002232	CalPERS	Accounts Payable	Outstanding	Bank Draft	-13,930.60
08/20/2021		DFT0002233	CalPERS	Accounts Payable	Outstanding	Bank Draft	-4,948.31
08/20/2021		DFT0002236	ADP	Accounts Payable	Outstanding	Bank Draft	-1.36
08/23/2021		DFT0002237	ADP	Accounts Payable	Outstanding	Bank Draft	-120.00
08/23/2021		DFT0002238	ADP	Accounts Payable	Outstanding	Bank Draft	-0.85
08/23/2021		DFT0002239	Southern California Edison	Accounts Payable	Outstanding	Bank Draft	-83,853.75
08/23/2021		DFT0002240	Wage Works, Inc.	Accounts Payable	Outstanding	Bank Draft	-75.00
08/25/2021		DFT0002241	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
08/27/2021		DFT0002242	Exxon/Mobil	Accounts Payable	Outstanding	Bank Draft	-3,999.88
08/27/2021		DFT0002243	Shell Fleet Plus	Accounts Payable	Outstanding	Bank Draft	-1,093.22
08/27/2021		DFT0002244	Stanley Security Solutions	Accounts Payable	Outstanding	Bank Draft	-1,899.21
08/31/2021		DFT0002245	Home Depot	Accounts Payable	Outstanding	Bank Draft	-738.69
08/31/2021		DFT0002246	Lowe's	Accounts Payable	Outstanding	Bank Draft	-121.37
Bank Draft Total: (49)							-441,142.71
Check							
08/09/2021		10315	AT&T	Accounts Payable	Outstanding	Check	-2,322.84
08/09/2021		10316	CDW Government	Accounts Payable	Outstanding	Check	-388.68
08/09/2021		10317	Chris Holbrook	Accounts Payable	Outstanding	Check	-288.00
08/09/2021		10318	County of Orange	Accounts Payable	Outstanding	Check	-125.00
08/09/2021		10319	DMc Engineering	Accounts Payable	Outstanding	Check	-4,239.70
08/09/2021		10320	Duthie Electric Service Corporation	Accounts Payable	Outstanding	Check	-3,369.99
08/09/2021		10321	FedEx	Accounts Payable	Outstanding	Check	-81.65
08/09/2021		10322	Ferguson Waterworks	Accounts Payable	Outstanding	Check	-2,854.48
08/09/2021		10323	Ferreira Construction Company	Accounts Payable	Outstanding	Check	-426,746.62
08/09/2021		10324	Fieldman, Rolapp & Assoc.	Accounts Payable	Outstanding	Check	-7,194.89
08/09/2021		10325	Griswold Industries	Accounts Payable	Outstanding	Check	-12,142.11
08/09/2021		10326	Harbor Pointe Air Conditioning & Control Systems, Inc.	Accounts Payable	Outstanding	Check	-6,780.69
08/09/2021		10327	Iconix Waterworks	Accounts Payable	Outstanding	Check	-2,535.28
08/09/2021		10328	Irvine Ranch Water District	Accounts Payable	Outstanding	Check	-73,246.05
08/09/2021		10329	Jason Stroud	Accounts Payable	Outstanding	Check	-211.16
08/09/2021		10330	Nigro & Nigro, PC	Accounts Payable	Outstanding	Check	-11,000.00
08/09/2021		10331	Olin Chemicals	Accounts Payable	Outstanding	Check	-2,608.03
08/09/2021		10332	Orange County Pumping, Inc.	Accounts Payable	Outstanding	Check	-1,775.00
08/09/2021		10333	O'Reilly Automotive, Inc.	Accounts Payable	Outstanding	Check	-48.43
08/09/2021		10334	Powers Bros. Machine Inc.	Accounts Payable	Outstanding	Check	-4,234.20
08/09/2021		10335	S & J Supply Company	Accounts Payable	Outstanding	Check	-670.98
08/09/2021		10336	Sierra Analytical	Accounts Payable	Outstanding	Check	-610.00
08/09/2021		10337	TAB AnswerNetwork	Accounts Payable	Outstanding	Check	-165.34
08/09/2021		10338	Tesco Controls, Inc.	Accounts Payable	Outstanding	Check	-494,120.00
08/09/2021		10339	Touch Tel Mobile	Accounts Payable	Outstanding	Check	-625.00
08/09/2021		10340	Underground Service Alert/SC	Accounts Payable	Outstanding	Check	-145.24

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/09/2021		10341	USA Express Tire & Service	Accounts Payable	Outstanding	Check	-427.27
08/09/2021		10342	USABlueBook	Accounts Payable	Outstanding	Check	-1,364.99
08/09/2021		10343	Vituity - Urgent Care Services	Accounts Payable	Outstanding	Check	-246.00
08/09/2021		10344	Weck Laboratories, Inc.	Accounts Payable	Outstanding	Check	-221.60
08/16/2021		10345	ARC	Accounts Payable	Outstanding	Check	-1,826.51
08/16/2021		10346	Carstar McLaren Unibody, Inc.	Accounts Payable	Outstanding	Check	-1,757.08
08/16/2021		10347	City of Rancho Santa Margarita	Accounts Payable	Outstanding	Check	-396.00
08/16/2021		10348	DMc Engineering	Accounts Payable	Outstanding	Check	-30,157.69
08/16/2021		10349	HMS Industries	Accounts Payable	Outstanding	Check	-390.65
08/16/2021		10350	InfoSend, Inc.	Accounts Payable	Outstanding	Check	-2,427.89
08/16/2021		10351	JIG Consultants	Accounts Payable	Outstanding	Check	-960.00
08/16/2021		10352	Juan A. Quinonez	Accounts Payable	Outstanding	Check	-3,045.87
08/16/2021		10353	Michael K. Nunley & Associates	Accounts Payable	Outstanding	Check	-3,735.56
08/16/2021		10354	OC Superior Cleaning Services	Accounts Payable	Outstanding	Check	-1,715.00
08/16/2021		10355	Sandbox Sign Company	Accounts Payable	Outstanding	Check	-31.62
08/16/2021		10356	Soto Resources	Accounts Payable	Outstanding	Check	-330.00
08/16/2021		10357	Southern California Newsgroup	Accounts Payable	Outstanding	Check	-2,760.00
08/16/2021		10358	Stradling Yocca Carlson & Rauth	Accounts Payable	Outstanding	Check	-1,339.24
08/16/2021		10359	Tetra Tech, Inc.	Accounts Payable	Outstanding	Check	-2,049.00
08/16/2021		10360	Xylem	Accounts Payable	Outstanding	Check	-247.77
08/24/2021		10361	Robert Baldwin	Accounts Payable	Outstanding	Check	-2,607.31
08/31/2021		10362	ARC	Accounts Payable	Outstanding	Check	-942.17
08/31/2021		10363	Atkinson, Andelson, Loya, Ruud & Romo	Accounts Payable	Outstanding	Check	-829.00
08/31/2021		10364	B.Z. Construction, Inc.	Accounts Payable	Outstanding	Check	-953.00
08/31/2021		10365	BAVCO Backflow Apparatus & Valve Co.	Accounts Payable	Outstanding	Check	-148.36
08/31/2021		10366	Blairs Towing, Inc.	Accounts Payable	Outstanding	Check	-455.00
08/31/2021		10367	Butier Engineering, Inc.	Accounts Payable	Outstanding	Check	-68,071.00
08/31/2021		10368	Comoso	Accounts Payable	Outstanding	Check	-277.30
08/31/2021		10369	Cummins Pacific	Accounts Payable	Outstanding	Check	-288.87
08/31/2021		10370	Duthie Electric Service Corporation	Accounts Payable	Outstanding	Check	-537.29
08/31/2021		10371	Ferguson Waterworks	Accounts Payable	Outstanding	Check	-3,854.71
08/31/2021		10372	Fieldman, Rolapp & Assoc.	Accounts Payable	Outstanding	Check	-5,104.00
08/31/2021		10373	Flo-Services, Inc.	Accounts Payable	Outstanding	Check	-14,264.25
08/31/2021		10374	GMU Geotechnical, Inc.	Accounts Payable	Outstanding	Check	-9,974.75
08/31/2021		10375	Haaker Equipment Company	Accounts Payable	Outstanding	Check	-4,891.00
08/31/2021		10376	Habitat Restoration	Accounts Payable	Outstanding	Check	-3,467.00
08/31/2021		10377	Hanson Bridgett LLP	Accounts Payable	Outstanding	Check	-21,142.50
08/31/2021		10378	Harrington Industrial Plastics	Accounts Payable	Outstanding	Check	-1,114.14
08/31/2021		10379	JIG Consultants	Accounts Payable	Outstanding	Check	-20,995.25
08/31/2021		10380	La Habra Fence Co., Inc.	Accounts Payable	Outstanding	Check	-5,997.00
08/31/2021		10381	Mr. Crane	Accounts Payable	Outstanding	Check	-1,161.00
08/31/2021		10382	Napa Auto Parts	Accounts Payable	Outstanding	Check	-77.50
08/31/2021		10383	OC Waste & Recycling	Accounts Payable	Outstanding	Check	-289.36

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/31/2021		10384	Orange County Health Care Agency	Accounts Payable	Outstanding	Check	-514.00
08/31/2021		10385	S & J Supply Company	Accounts Payable	Outstanding	Check	-208.80
08/31/2021		10386	Santa Margarita Water District	Accounts Payable	Outstanding	Check	-660.00
08/31/2021		10387	Southwest Toyotalift	Accounts Payable	Outstanding	Check	-29,900.73
08/31/2021		10388	SS Mechanical Construction Corp.	Accounts Payable	Outstanding	Check	-16,544.75
08/31/2021		10389	TAB AnswerNetwork	Accounts Payable	Outstanding	Check	-161.17
08/31/2021		10390	Touch Tel Mobile	Accounts Payable	Outstanding	Check	-625.00
08/31/2021		10391	TrucParCo	Accounts Payable	Outstanding	Check	-75.96
08/31/2021		10392	Tyler Technologies, Inc.	Accounts Payable	Outstanding	Check	-13,818.41
08/31/2021		10393	USA Express Tire & Service	Accounts Payable	Outstanding	Check	-94.47
08/31/2021		10394	USABlueBook	Accounts Payable	Outstanding	Check	-140.33
08/31/2021		10395	Vortex Industries, Inc.	Accounts Payable	Outstanding	Check	-435.00
08/31/2021		10396	Weck Laboratories, Inc.	Accounts Payable	Outstanding	Check	-1,600.35
08/31/2021		10397	West Marine Products Inc.	Accounts Payable	Outstanding	Check	-45.77
Check Total: (83)							-1,346,225.60
EFT							
08/05/2021		68	ALS - Truesdail Laboratories	Accounts Payable	Outstanding	EFT	-1,835.00
08/09/2021		69	ACWA/JPIA	Accounts Payable	Outstanding	EFT	-53,130.11
08/09/2021		70	ACWA/JPIA - Worker's Comp	Accounts Payable	Outstanding	EFT	-26,511.66
08/09/2021		71	ALS - Truesdail Laboratories	Accounts Payable	Outstanding	EFT	-1,952.50
08/09/2021		72	Eide Bailly	Accounts Payable	Outstanding	EFT	-4,072.53
08/09/2021		73	MWDOC	Accounts Payable	Outstanding	EFT	-214,253.28
08/09/2021		74	Synoptek, LLC	Accounts Payable	Outstanding	EFT	-7,765.72
08/09/2021		75	United Water Works, Inc.	Accounts Payable	Outstanding	EFT	-2,832.03
08/31/2021		76	ALS - Truesdail Laboratories	Accounts Payable	Outstanding	EFT	-400.00
08/31/2021		77	MWDOC	Accounts Payable	Outstanding	EFT	-114,773.74
08/31/2021		78	Synoptek, LLC	Accounts Payable	Outstanding	EFT	-626.96
EFT Total: (11)							-428,153.53
Accounts Payable Total: (143)							-2,215,521.84

General Ledger

Deposit							
08/03/2021		DEP0014372	Receipts - OC Fire Authority - Sewer Services	General Ledger	Outstanding	Deposit	300.00
08/03/2021		DEP0014373	Receipts - Parth Residence - Developer Deposit	General Ledger	Outstanding	Deposit	1,000.00
08/03/2021		DEP0014374	Receipts - FedEx - Reimbursement	General Ledger	Outstanding	Deposit	41.87
08/10/2021		DEP0014429	Receipts - LAIF - Transfer	General Ledger	Outstanding	Deposit	1,500,000.00
08/10/2021		DEP0014452	Receipts - City of San Clemente - BTP Qtrly	General Ledger	Outstanding	Deposit	92,522.28
08/12/2021		DEP0014476	Receipts - County of Orange - Property Taxes	General Ledger	Outstanding	Deposit	2,967.63
08/13/2021		DEP0014501	Receipts - T-Mobile - Cell site rent	General Ledger	Outstanding	Deposit	2,131.72
08/23/2021		DEP0014574	Receipts - ACWA/JPIA - Reimbursement	General Ledger	Outstanding	Deposit	13,255.83
08/23/2021		DEP0014575	Receipts - OC Fire Authority - Sewer Services	General Ledger	Outstanding	Deposit	150.00
08/23/2021		DEP0014576	Receipts - SMWD - DSWR	General Ledger	Outstanding	Deposit	3,841.17
08/27/2021		DEP0014648	Receipts - County of Orange - Sewer Services	General Ledger	Outstanding	Deposit	4,270.00

Bank Transaction Report

Issued Date Range: -

Deposit Total: (11)	1,620,480.50
General Ledger Total: (11)	1,620,480.50

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Utility Billing							
Deposit							
08/01/2021		DEP0014338	Utility Payment Packet UBPKT06210	Utility Billing	Outstanding	Deposit	1,710.93
08/02/2021		DEP0014340	Utility Payment Packet UBPKT06211	Utility Billing	Outstanding	Deposit	2,669.37
08/02/2021		DEP0014342	Utility Payment Packet UBPKT06214	Utility Billing	Outstanding	Deposit	1,688.67
08/02/2021		DEP0014347	Utility Payment Packet UBPKT06215	Utility Billing	Outstanding	Deposit	5,375.14
08/03/2021		DEP0014351	Utility Payment Packet UBPKT06216	Utility Billing	Outstanding	Deposit	4,524.46
08/03/2021		DEP0014353	Utility Payment Packet UBPKT06217	Utility Billing	Outstanding	Deposit	2,892.52
08/03/2021		DEP0014358	Utility Payment Packet UBPKT06218	Utility Billing	Outstanding	Deposit	5,045.49
08/03/2021		DEP0014360	Utility Payment Packet UBPKT06219	Utility Billing	Outstanding	Deposit	7,179.35
08/03/2021		DEP0014362	Utility Payment Packet UBPKT06220	Utility Billing	Outstanding	Deposit	2,786.67
08/03/2021		DEP0014365	Utility Payment Packet UBPKT06221	Utility Billing	Outstanding	Deposit	2,529.51
08/04/2021		DEP0014369	Utility Payment Packet UBPKT06222	Utility Billing	Outstanding	Deposit	2,226.37
08/04/2021		DEP0014371	Utility Payment Packet UBPKT06223	Utility Billing	Outstanding	Deposit	7,624.36
08/04/2021		DEP0014378	Utility Payment Packet UBPKT06224	Utility Billing	Outstanding	Deposit	3,122.16
08/04/2021		DEP0014380	Utility Payment Packet UBPKT06225	Utility Billing	Outstanding	Deposit	2,052.93
08/04/2021		DEP0014383	Utility Payment Packet UBPKT06226	Utility Billing	Outstanding	Deposit	20,639.50
08/05/2021		DEP0014387	Utility Payment Packet UBPKT06227	Utility Billing	Outstanding	Deposit	1,260.40
08/05/2021		DEP0014389	Utility Payment Packet UBPKT06228	Utility Billing	Outstanding	Deposit	4,995.62
08/05/2021		DEP0014392	Utility Payment Packet UBPKT06229	Utility Billing	Outstanding	Deposit	3,737.85
08/06/2021		DEP0014396	Utility Payment Packet UBPKT06230	Utility Billing	Outstanding	Deposit	3,724.60
08/06/2021		DEP0014398	Utility Payment Packet UBPKT06231	Utility Billing	Outstanding	Deposit	1,866.20
08/06/2021		DEP0014401	Utility Payment Packet UBPKT06232	Utility Billing	Outstanding	Deposit	3,443.13
08/06/2021		DEP0014404	Utility Payment Packet UBPKT06233	Utility Billing	Outstanding	Deposit	1,232.22
08/06/2021		DEP0014407	Utility Payment Packet UBPKT06234	Utility Billing	Outstanding	Deposit	4,591.62
08/06/2021		DEP0014410	Utility Payment Packet UBPKT06235	Utility Billing	Outstanding	Deposit	26,684.69
08/07/2021		DEP0014416	Utility Payment Packet UBPKT06238	Utility Billing	Outstanding	Deposit	1,835.77
08/08/2021		DEP0014419	Utility Payment Packet UBPKT06239	Utility Billing	Outstanding	Deposit	1,241.18
08/09/2021		DEP0014413	Utility Payment Packet UBPKT06236	Utility Billing	Outstanding	Deposit	1,981.62
08/09/2021		DEP0014422	Utility Payment Packet UBPKT06237	Utility Billing	Outstanding	Deposit	3,380.73
08/09/2021		DEP0014425	Utility Payment Packet UBPKT06243	Utility Billing	Outstanding	Deposit	5,067.84
08/10/2021		DEP0014428	Utility Payment Packet UBPKT06241	Utility Billing	Outstanding	Deposit	3,162.92
08/10/2021		DEP0014432	Utility Payment Packet UBPKT06242	Utility Billing	Outstanding	Deposit	3,853.54
08/10/2021		DEP0014435	Utility Reverse Payment Packet UBPKT06246	Utility Billing	Outstanding	Deposit	-273.95
08/10/2021		DEP0014438	Utility Payment Packet UBPKT06244	Utility Billing	Outstanding	Deposit	5,388.20
08/10/2021		DEP0014441	Utility Payment Packet UBPKT06245	Utility Billing	Outstanding	Deposit	6,246.41
08/10/2021		DEP0014444	Utility Payment Packet UBPKT06247	Utility Billing	Outstanding	Deposit	138,098.37
08/11/2021		DEP0014447	Utility Payment Packet UBPKT06248	Utility Billing	Outstanding	Deposit	5,985.93
08/11/2021		DEP0014450	Utility Payment Packet UBPKT06249	Utility Billing	Outstanding	Deposit	3,991.89
08/11/2021		DEP0014455	Utility Payment Packet UBPKT06250	Utility Billing	Outstanding	Deposit	6,343.61

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/11/2021		DEP0014458	Utility Payment Packet UBPKT06252	Utility Billing	Outstanding	Deposit	3,234.23
08/12/2021		DEP0014461	Utility Payment Packet UBPKT06253	Utility Billing	Outstanding	Deposit	5,484.75
08/12/2021		DEP0014464	Utility Payment Packet UBPKT06254	Utility Billing	Outstanding	Deposit	3,581.61
08/12/2021		DEP0014467	Utility Payment Packet UBPKT06255	Utility Billing	Outstanding	Deposit	2,079.32
08/12/2021		DEP0014470	Utility Payment Packet UBPKT06257	Utility Billing	Outstanding	Deposit	23,844.54
08/13/2021		DEP0014473	Utility Payment Packet UBPKT06258	Utility Billing	Outstanding	Deposit	5,532.33
08/13/2021		DEP0014475	ACH Draft Packet UBPKT06143	Utility Billing	Outstanding	Deposit	172,312.57
08/13/2021		DEP0014479	Utility Payment Packet UBPKT06259	Utility Billing	Outstanding	Deposit	12,742.31
08/13/2021		DEP0014482	Utility Payment Packet UBPKT06262	Utility Billing	Outstanding	Deposit	12,058.70
08/13/2021		DEP0014485	Utility Payment Packet UBPKT06264	Utility Billing	Outstanding	Deposit	39,472.05
08/14/2021		DEP0014489	Utility Payment Packet UBPKT06265	Utility Billing	Outstanding	Deposit	901.83
08/15/2021		DEP0014492	Utility Payment Packet UBPKT06266	Utility Billing	Outstanding	Deposit	788.55
08/16/2021		DEP0014496	Utility Payment Packet UBPKT06267	Utility Billing	Outstanding	Deposit	199.29
08/16/2021		DEP0014498	Utility Payment Packet UBPKT06268	Utility Billing	Outstanding	Deposit	4,267.43
08/16/2021		DEP0014500	Utility Payment Packet UBPKT06263	Utility Billing	Outstanding	Deposit	2,204.04
08/16/2021		DEP0014504	Utility Payment Packet UBPKT06281	Utility Billing	Outstanding	Deposit	2,136.76
08/17/2021		DEP0014508	Utility Payment Packet UBPKT06282	Utility Billing	Outstanding	Deposit	552.95
08/17/2021		DEP0014510	Utility Payment Packet UBPKT06283	Utility Billing	Outstanding	Deposit	521.45
08/17/2021		DEP0014513	Utility Payment Packet UBPKT06285	Utility Billing	Outstanding	Deposit	1,929.81
08/18/2021		DEP0014516	Utility Payment Packet UBPKT06286	Utility Billing	Outstanding	Deposit	960.66
08/18/2021		DEP0014525	Utility Payment Packet UBPKT06295	Utility Billing	Outstanding	Deposit	2,315.55
08/19/2021		DEP0014529	Utility Payment Packet UBPKT06296	Utility Billing	Outstanding	Deposit	433.87
08/19/2021		DEP0014531	Utility Payment Packet UBPKT06297	Utility Billing	Outstanding	Deposit	1,080.15
08/19/2021		DEP0014534	Utility Payment Packet UBPKT06302	Utility Billing	Outstanding	Deposit	19,410.57
08/20/2021		DEP0014538	Utility Payment Packet UBPKT06303	Utility Billing	Outstanding	Deposit	1,320.61
08/20/2021		DEP0014540	Utility Payment Packet UBPKT06304	Utility Billing	Outstanding	Deposit	210.00
08/20/2021		DEP0014543	Deposit Input Packet UBPKT06305	Utility Billing	Outstanding	Deposit	2,000.00
08/20/2021		DEP0014546	Utility Payment Packet UBPKT06306	Utility Billing	Outstanding	Deposit	18,823.76
08/20/2021		DEP0014549	Utility Payment Packet UBPKT06311	Utility Billing	Outstanding	Deposit	12,602.42
08/21/2021		DEP0014552	Utility Payment Packet UBPKT06313	Utility Billing	Outstanding	Deposit	1,836.94
08/22/2021		DEP0014555	Utility Payment Packet UBPKT06314	Utility Billing	Outstanding	Deposit	2,702.78
08/23/2021		DEP0014558	Utility Payment Packet UBPKT06316	Utility Billing	Outstanding	Deposit	838.80
08/23/2021		DEP0014561	Utility Payment Packet UBPKT06315	Utility Billing	Outstanding	Deposit	1,445.36
08/23/2021		DEP0014564	Utility Payment Packet UBPKT06319	Utility Billing	Outstanding	Deposit	11,571.34
08/23/2021		DEP0014567	Utility Payment Packet UBPKT06323	Utility Billing	Outstanding	Deposit	6,416.08
08/24/2021		DEP0014570	Utility Payment Packet UBPKT06324	Utility Billing	Outstanding	Deposit	2,591.77
08/24/2021		DEP0014573	Utility Payment Packet UBPKT06325	Utility Billing	Outstanding	Deposit	10,036.54
08/24/2021		DEP0014594	Utility Payment Packet UBPKT06335	Utility Billing	Outstanding	Deposit	5,295.05
08/25/2021		DEP0014597	Utility Payment Packet UBPKT06336	Utility Billing	Outstanding	Deposit	8,207.64
08/25/2021		DEP0014600	Utility Payment Packet UBPKT06337	Utility Billing	Outstanding	Deposit	3,009.44
08/25/2021		DEP0014603	Utility Payment Packet UBPKT06340	Utility Billing	Outstanding	Deposit	5,092.80
08/25/2021		DEP0014606	Utility Payment Packet UBPKT06341	Utility Billing	Outstanding	Deposit	5,917.58
08/25/2021		DEP0014612	Utility Payment Packet UBPKT06344	Utility Billing	Outstanding	Deposit	10,905.03

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/26/2021		DEP0014609	Utility Reverse Payment Packet UBPKT06343	Utility Billing	Outstanding	Deposit	-64.87
08/26/2021		DEP0014615	Utility Reverse Payment Packet UBPKT06347	Utility Billing	Outstanding	Deposit	-360.72
08/26/2021		DEP0014619	Utility Payment Packet UBPKT06348	Utility Billing	Outstanding	Deposit	8,696.43
08/26/2021		DEP0014623	Utility Payment Packet UBPKT06345	Utility Billing	Outstanding	Deposit	1,449.90
08/26/2021		DEP0014625	Utility Reverse Payment Packet UBPKT06349	Utility Billing	Outstanding	Deposit	-263.08
08/26/2021		DEP0014628	Utility Payment Packet UBPKT06350	Utility Billing	Outstanding	Deposit	21,126.79
08/27/2021		DEP0014631	Utility Payment Packet UBPKT06351	Utility Billing	Outstanding	Deposit	2,880.98
08/27/2021		DEP0014634	Utility Payment Packet UBPKT06352	Utility Billing	Outstanding	Deposit	2,822.96
08/27/2021		DEP0014637	Utility Payment Packet UBPKT06353	Utility Billing	Outstanding	Deposit	4,335.92
08/27/2021		DEP0014640	Utility Payment Packet UBPKT06355	Utility Billing	Outstanding	Deposit	4,833.34
08/27/2021		DEP0014643	Utility Payment Packet UBPKT06357	Utility Billing	Outstanding	Deposit	2,863.32
08/28/2021		DEP0014650	Utility Payment Packet UBPKT06358	Utility Billing	Outstanding	Deposit	1,541.42
08/29/2021		DEP0014652	Utility Payment Packet UBPKT06359	Utility Billing	Outstanding	Deposit	1,634.92
08/30/2021		DEP0014654	Utility Payment Packet UBPKT06361	Utility Billing	Outstanding	Deposit	2,256.70
08/30/2021		DEP0014656	Utility Payment Packet UBPKT06360	Utility Billing	Outstanding	Deposit	4,068.86
08/30/2021		DEP0014659	Utility Payment Packet UBPKT06366	Utility Billing	Outstanding	Deposit	15,833.62
08/31/2021		DEP0014663	Utility Payment Packet UBPKT06368	Utility Billing	Outstanding	Deposit	4,679.90
08/31/2021		DEP0014665	Utility Payment Packet UBPKT06367	Utility Billing	Outstanding	Deposit	2,648.27
08/31/2021		DEP0014668	Utility Payment Packet UBPKT06370	Utility Billing	Outstanding	Deposit	1,595.34
Deposit Total: (100)							821,357.08
Utility Billing Total: (100)							821,357.08
Report Total: (254)							226,315.74

Summary

Bank Account	Count	Amount
030866939 Bank of the West Checking	254	226,315.74
Report Total:	254	226,315.74

Cash Account	Count	Amount
99 99-000-1004 Bank of the West Checking (Pooled Cash)	254	226,315.74
Report Total:	254	226,315.74

Transaction Type	Count	Amount
Bank Draft	49	-441,142.71
Check	83	-1,346,225.60
Deposit	111	2,441,837.58
EFT	11	-428,153.53
Report Total:	254	226,315.74




Trabuco Canyon Water District
General Fund Warrant Register
8/11/2021

Summary of Disbursements

Computer Checks	1,298,661.92
UB Refund Checks	-
Bank Drafts	757,964.58
Bank EFTs	312,352.83
Voided Checks	-
Total Disbursements	2,368,979.33

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 / Assistant 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, CA

Check Report

By Check Number

Date Range: 07/13/2021 - 08/10/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
ACWA0002	ACWA/JPIA - Property & Liability	07/26/2021	EFT	0.00	52,055.74	62
ACWA0002	ACWA/JPIA - Property & Liability	07/26/2021	EFT	0.00	-52,055.74	62
TRUE0001	ALS - Truesdail Laboratories	07/26/2021	EFT	0.00	1,835.00	63
TRUE0001	ALS - Truesdail Laboratories	07/26/2021	EFT	0.00	-1,835.00	63
EIDE0001	Eide Bailly	07/26/2021	EFT	0.00	4,072.53	64
EIDE0001	Eide Bailly	07/26/2021	EFT	0.00	-4,072.53	64
MWDO0001	MWDOC	07/26/2021	EFT	0.00	214,253.28	65
MWDO0001	MWDOC	07/26/2021	EFT	0.00	-214,253.28	65
SYNO0001	Synoptek, LLC	07/26/2021	EFT	0.00	-3,937.17	66
SYNO0001	Synoptek, LLC	07/26/2021	EFT	0.00	3,937.17	66
UNIT0001	United Water Works, Inc.	07/26/2021	EFT	0.00	-2,832.03	67
UNIT0001	United Water Works, Inc.	07/26/2021	EFT	0.00	2,832.03	67
TRUE0001	ALS - Truesdail Laboratories	08/05/2021	EFT	0.00	1,835.00	68
ACWA0002	ACWA/JPIA - Property & Liability	08/09/2021	EFT	0.00	53,130.11	69
ACWA0003	ACWA/JPIA - Benefits (WC & Life)	08/09/2021	EFT	0.00	26,511.66	70
TRUE0001	ALS - Truesdail Laboratories	08/09/2021	EFT	0.00	1,952.50	71
EIDE0001	Eide Bailly	08/09/2021	EFT	0.00	4,072.53	72
MWDO0001	MWDOC	08/09/2021	EFT	0.00	214,253.28	73
SYNO0001	Synoptek, LLC	08/09/2021	EFT	0.00	7,765.72	74
UNIT0001	United Water Works, Inc.	08/09/2021	EFT	0.00	2,832.03	75
AT&T0001	AT&T	07/26/2021	Regular	0.00	98.28	10267
ATKI0001	Atkinson, Andelson, Loya, Ruud & Romo	07/26/2021	Regular	0.00	4,844.50	10268
BEAV0001	Beavens Systems Inc	07/26/2021	Regular	0.00	990.00	10269
BLAC0001	Black Knight Financial Services, LLC	07/26/2021	Regular	0.00	1.20	10270
CDWG0001	CDW Government	07/26/2021	Regular	0.00	388.68	10271
CHAM0001	Champion Paving, Inc.	07/26/2021	Regular	0.00	2,350.00	10272
CITY0001	City of Rancho Santa Margarita	07/26/2021	Regular	0.00	2,183.60	10273
COUN0001	County of Orange	07/26/2021	Regular	0.00	13,783.06	10274
CWEA00001	CWEA Membership	07/26/2021	Regular	0.00	389.00	10275
ENVI0002	Environmental Dynamics International, INC.	07/26/2021	Regular	0.00	8,337.79	10276
FEDE0001	FedEx	07/26/2021	Regular	0.00	2.51	10277
FERG0001	Ferguson Waterworks	07/26/2021	Regular	0.00	229.04	10278
FERR0002	Ferreira Construction Company	07/26/2021	Regular	0.00	66,409.28	10279
FLOS0001	Flo-Services, Inc.	07/26/2021	Regular	0.00	20,199.87	10280
GMUG0001	GMU Geotechnical, Inc.	07/26/2021	Regular	0.00	1,030.00	10281
GRAI0001	Grainger	07/26/2021	Regular	0.00	1,194.74	10282
HANS0001	Hanson Bridgett LLP	07/26/2021	Regular	0.00	11,972.00	10283
HYDR0002	Hydrotech Electric	07/26/2021	Regular	0.00	40,985.23	10284
	Void	07/26/2021	Regular	0.00	0.00	10285
INDU0002	Industrial Metal Supply Company	07/26/2021	Regular	0.00	88.83	10286
INFO0001	InfoSend, Inc.	07/26/2021	Regular	0.00	2,591.66	10287
IRVI0002	Irvine Pipe Supply	07/26/2021	Regular	0.00	913.25	10288
IRVI0001	Irvine Ranch Water District	07/26/2021	Regular	0.00	21,163.26	10289
QUIN0002	Juan A. Quinonez	07/26/2021	Regular	0.00	110.00	10290
MCFA0001	McFadden-Dale Industrial Hardware	07/26/2021	Regular	0.00	191.78	10291
NBS0001	NBS	07/26/2021	Regular	0.00	853.36	10292
NYHA0001	Nyhart Company	07/26/2021	Regular	0.00	2,250.00	10293
OCSU0001	OC Superior Cleaning Services	07/26/2021	Regular	0.00	490.00	10294
OCWA0001	OC Waste & Recycling	07/26/2021	Regular	0.00	2,837.95	10295
OLIN0001	Olin Chemicals	07/26/2021	Regular	0.00	3,388.77	10296
ORAN0004	Orange County Pumping, Inc.	07/26/2021	Regular	0.00	3,550.00	10297
S&JS0001	S & J Supply Company	07/26/2021	Regular	0.00	4,478.59	10298
SANT0002	Santa Margarita Ford	07/26/2021	Regular	0.00	6.31	10299
SANT0007	Santa Margarita Toyota	07/26/2021	Regular	0.00	181.56	10300

Check Report

Date Range: 07/13/2021 - 08/10/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
SANT0003	Santa Margarita Water District	07/26/2021	Regular	0.00	660.00	10301
SIER0002	Sierra Analytical	07/26/2021	Regular	0.00	2,536.00	10302
SOUT0010	Southern California Newsgroup	07/26/2021	Regular	0.00	2,910.00	10303
SOUT0009	SouthWest Hydro Tech ACV Systems	07/26/2021	Regular	0.00	3,039.07	10304
SPAR0001	Sparkletts	07/26/2021	Regular	0.00	12.25	10305
STRA0001	Stradling Yocca Carlson & Rauth	07/26/2021	Regular	0.00	2,500.00	10306
TABA0001	TAB AnswerNetwork	07/26/2021	Regular	0.00	163.74	10307
TIMH0001	Tim Hogan Graphic Design	07/26/2021	Regular	0.00	2,990.87	10308
TRUC0001	TrucParCo	07/26/2021	Regular	0.00	235.43	10309
TYLE0001	Tyler Technologies, Inc.	07/26/2021	Regular	0.00	21.60	10310
UNDE0001	Underground Service Alert/SC	07/26/2021	Regular	0.00	160.09	10311
USAB0001	USABlueBook	07/26/2021	Regular	0.00	475.44	10312
WECK0001	Weck Laboratories, Inc.	07/26/2021	Regular	0.00	1,604.23	10313
XYLE0001	Xylem	07/26/2021	Regular	0.00	2,079.88	10314
AT&T0001	AT&T	08/09/2021	Regular	0.00	2,322.84	10315
CDWG0001	CDW Government	08/09/2021	Regular	0.00	388.68	10316
Holb0001	Chris Holbrook	08/09/2021	Regular	0.00	288.00	10317
COUN0001	County of Orange	08/09/2021	Regular	0.00	125.00	10318
DMCE0001	DMc Engineering	08/09/2021	Regular	0.00	4,239.70	10319
DUTH0001	Duthie Electric Service Corporation	08/09/2021	Regular	0.00	3,369.99	10320
FEDE0001	FedEx	08/09/2021	Regular	0.00	81.65	10321
FERG0001	Ferguson Waterworks	08/09/2021	Regular	0.00	2,854.48	10322
FERR0002	Ferreira Construction Company	08/09/2021	Regular	0.00	426,746.62	10323
FIEL0001	Fieldman, Rolapp & Assoc.	08/09/2021	Regular	0.00	7,194.89	10324
CLAV0001	Griswold Industries	08/09/2021	Regular	0.00	12,142.11	10325
HARB0001	Harbor Pointe Air Conditioning & Control System	08/09/2021	Regular	0.00	6,780.69	10326
ICON0001	Iconix Waterworks	08/09/2021	Regular	0.00	2,535.28	10327
IRVI0001	Irvine Ranch Water District	08/09/2021	Regular	0.00	73,246.05	10328
STRO0001	Jason Stroud	08/09/2021	Regular	0.00	211.16	10329
NIGR0001	Nigro & Nigro, PC	08/09/2021	Regular	0.00	11,000.00	10330
OLIN0001	Olin Chemicals	08/09/2021	Regular	0.00	2,608.03	10331
ORAN0004	Orange County Pumping, Inc.	08/09/2021	Regular	0.00	1,775.00	10332
O'RE0001	O'Reilly Automotive, Inc.	08/09/2021	Regular	0.00	48.43	10333
POWE0001	Powers Bros. Machine Inc.	08/09/2021	Regular	0.00	4,234.20	10334
S&JS0001	S & J Supply Company	08/09/2021	Regular	0.00	670.98	10335
SIER0002	Sierra Analytical	08/09/2021	Regular	0.00	610.00	10336
TABA0001	TAB AnswerNetwork	08/09/2021	Regular	0.00	165.34	10337
TESC0001	Tesco Controls, Inc.	08/09/2021	Regular	0.00	494,120.00	10338
TOUC0001	Touch Tel Mobile	08/09/2021	Regular	0.00	625.00	10339
UNDE0001	Underground Service Alert/SC	08/09/2021	Regular	0.00	145.24	10340
USAE0001	USA Express Tire & Service	08/09/2021	Regular	0.00	427.27	10341
USAB0001	USABlueBook	08/09/2021	Regular	0.00	1,364.99	10342
VITU0001	Vituity - Urgent Care Services	08/09/2021	Regular	0.00	246.00	10343
WECK0001	Weck Laboratories, Inc.	08/09/2021	Regular	0.00	221.60	10344
SHRE0001	Shred-it USA LLC	07/14/2021	Bank Draft	0.00	60.00	DFT0002167
COXC0001	Cox Communications	07/15/2021	Bank Draft	0.00	102.45	DFT0002170
COXC0001	Cox Communications	07/19/2021	Bank Draft	0.00	689.96	DFT0002171
LOWE0001	Lowe's	07/15/2021	Bank Draft	0.00	24.83	DFT0002172
ADP0001	ADP	07/15/2021	Bank Draft	0.00	65.91	DFT0002173
CALP0001	CalPERS	07/16/2021	Bank Draft	0.00	9,330.68	DFT0002174
CALP0001	CalPERS	07/16/2021	Bank Draft	0.00	14,020.43	DFT0002175
CALP0001	CalPERS	07/16/2021	Bank Draft	0.00	4,988.27	DFT0002176
TOLL0001	The Toll Roads	07/16/2021	Bank Draft	0.00	140.00	DFT0002177
ADP0001	ADP	07/19/2021	Bank Draft	0.00	103,891.39	DFT0002178
SOUT0002	Southern California Edison	07/24/2021	Bank Draft	0.00	43,548.25	DFT0002179
UMPQ0001	Umpqua Bank	07/19/2021	Bank Draft	0.00	8,297.78	DFT0002180
SOUT0001	South Coast AQMD	07/20/2021	Bank Draft	0.00	1,903.19	DFT0002181
SOUT0001	South Coast AQMD	07/20/2021	Bank Draft	0.00	4,368.16	DFT0002182
SOUT0001	South Coast AQMD	07/20/2021	Bank Draft	0.00	582.74	DFT0002183
SOUT0001	South Coast AQMD	07/20/2021	Bank Draft	0.00	582.74	DFT0002184
BOTW0001	Bank of the West	07/20/2021	Bank Draft	0.00	409.66	DFT0002185

Check Report

Date Range: 07/13/2021 - 08/10/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
EXX00001	Exxon/Mobil	07/22/2021	Bank Draft	0.00	4,105.99	DFT0002186
ADP0001	ADP	07/23/2021	Bank Draft	0.00	6.00	DFT0002187
WAGE0001	Wage Works, Inc.	07/23/2021	Bank Draft	0.00	75.00	DFT0002188
LOWE0001	Lowe's	07/26/2021	Bank Draft	0.00	107.28	DFT0002189
HOME0001	Home Depot	07/26/2021	Bank Draft	0.00	396.06	DFT0002190
CALP0001	CalPERS	07/27/2021	Bank Draft	0.00	239,606.00	DFT0002191
SOUT0002	Southern California Edison	07/27/2021	Bank Draft	0.00	112,767.16	DFT0002192
ADP0001	ADP	07/30/2021	Bank Draft	0.00	120.00	DFT0002196
TOLL0001	The Toll Roads	07/30/2021	Bank Draft	0.00	140.00	DFT0002197
ADP0001	ADP	08/02/2021	Bank Draft	0.00	10.00	DFT0002198
CALP0001	CalPERS	08/02/2021	Bank Draft	0.00	5,266.88	DFT0002199
CALP0001	CalPERS	08/02/2021	Bank Draft	0.00	44,105.15	DFT0002200
CALP0001	CalPERS	08/06/2021	Bank Draft	0.00	9,330.68	DFT0002201
GUAR0001	Guardian	08/02/2021	Bank Draft	0.00	4,345.90	DFT0002202
CALP0001	CalPERS	08/06/2021	Bank Draft	0.00	13,930.60	DFT0002203
CALP0001	CalPERS	08/06/2021	Bank Draft	0.00	4,948.31	DFT0002204
VSP0001	VSP	08/02/2021	Bank Draft	0.00	852.90	DFT0002205
ADP0001	ADP	08/05/2021	Bank Draft	0.00	104,779.52	DFT0002206
TOLL0001	The Toll Roads	08/03/2021	Bank Draft	0.00	140.00	DFT0002207
SHEL0001	Shell Fleet Plus	08/03/2021	Bank Draft	0.00	1,134.97	DFT0002208
CINT0001	Cintas	08/03/2021	Bank Draft	0.00	149.12	DFT0002209
CINT0001	Cintas	08/03/2021	Bank Draft	0.00	388.69	DFT0002210
CINT0001	Cintas	08/03/2021	Bank Draft	0.00	57.36	DFT0002211
STAN0001	Stanley Security Solutions	08/03/2021	Bank Draft	0.00	680.25	DFT0002212
EPX0001	EPX	08/03/2021	Bank Draft	0.00	6,049.01	DFT0002213
SPAR0001	Sparkletts	08/05/2021	Bank Draft	0.00	23.45	DFT0002214
SPAR0001	Sparkletts	08/05/2021	Bank Draft	0.00	452.33	DFT0002215
SHRE0001	Shred-it USA LLC	08/06/2021	Bank Draft	0.00	60.00	DFT0002216
SANT0003	Santa Margarita Water District	08/06/2021	Bank Draft	0.00	3,992.89	DFT0002217
HOME0001	Home Depot	08/09/2021	Bank Draft	0.00	363.40	DFT0002218
LOWE0001	Lowe's	08/09/2021	Bank Draft	0.00	539.47	DFT0002219
COXC0001	Cox Communications	08/09/2021	Bank Draft	0.00	2,374.72	DFT0002220
COXC0001	Cox Communications	08/10/2021	Bank Draft	0.00	1,723.25	DFT0002221
ADP0001	ADP	08/10/2021	Bank Draft	0.00	1,935.80	DFT0002222

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	147	77	0.00	1,298,661.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	145	51	0.00	757,964.58
EFT's	48	20	0.00	312,352.83
	340	149	0.00	2,368,979.33

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	147	77	0.00	1,298,661.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	145	51	0.00	757,964.58
EFT's	48	20	0.00	312,352.83
	340	149	0.00	2,368,979.33

Fund Summary

Fund	Name	Period	Amount
99	Pooled Cash	7/2021	788,202.63
99	Pooled Cash	8/2021	1,580,776.70
			2,368,979.33



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

GENERAL FUND PAYROLL WARRANT REGISTER

For the Month of: August 2021

\$ 211,500.31

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

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



General Manager / Assistant General Manager



By Date



By Date

Net Pay	Checks					.00
	Direct Deposits					67,558.19
	Subtotal Net Pay					67,558.19
	Adjustments					3,045.87
	Total Net Pay Liability (Net Cash)					70,604.06
Taxes						
		You are responsible for	Amount debited			
		Depositing these amounts	from your account			
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	Federal Income Tax				12,155.45	
	Earned Income Credit Advances					
	Social Security				6,138.12	6,138.12
	Medicare				1,589.77	1,589.77
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal		19,883.34	7,727.89		27,611.23
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	Total Federal		19,883.34	7,727.89		27,611.23
State	CA State Income Tax				5,339.62	
	CA State Unemployment Insurance-ER 0000					33.35
	CA State Disability Insurance-EE				1,106.41	
	Subtotal CA		6,446.03	33.35		6,479.38
	Total Taxes	.00	.00	26,329.37	7,761.24	34,090.61
	Amount ADP Debited From AccountXXXX6939		Tran/ABA XXXXXXXXX			34,090.61 Excludes Taxes That Are Your Responsibility
Other	ADP Direct Deposit				67,558.19	27 Employee Transactions
Transfers	Amount ADP Debited From AccountXXXX6939		Tran/ABA XXXXXXXXX			67,558.19
	Total Amount ADP Debited From Your Accounts					101,648.80



Statistical Summary Detail

TRABUCO CANYON WATER
Region Name : GKN
Company Code : ADP RESOURCE

Batch : 8793
Quarter Number : 3
Service Center : 580

Period Ending : 08/15/2021
Pay Date : 08/20/2021
Current Date : 08/17/2021

Week 33
Page 2

Net Pay	Checks	330.24	
	Direct Deposits	71,158.13	
	Subtotal Net Pay		71,488.37
	Adjustments	2,607.31	
	Total Net Pay Liability (Net Cash)		74,095.68

Taxes		You are responsible for Depositing these amounts		Amount debited from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	Federal Income Tax				14,737.03	
	Earned Income Credit Advances					
	Social Security				6,509.59	6,509.59
	Medicare				1,692.06	1,692.11
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal				22,938.68	8,201.70
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	Total Federal				22,938.68	8,201.70
State	CA State Income Tax				6,065.33	
	CA State Unemployment Insurance-ER	3.0000				33.06
	CA State Disability Insurance-EE				1,124.37	
	Subtotal CA				7,189.70	33.06
	Total Taxes		.00	.00	30,128.38	8,234.76

Amount ADP Debited From Account XXXXX6939 Tran/ABA XXXXXXXXXX 38,363.14

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit	71,158.13	
Transfers	ADP Check	330.24	
	Amount ADP Debited From Account XXXXX6939 Tran/ABA XXXXXXXXXX		71,488.37
Total Amount ADP Debited From Your Accounts			109,851.51

30 Employee Transactions

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 16, 2021**

CONSENT CALENDAR

ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING

RECOMMENDED ACTION:

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

- 1. June 9, 2021 Engineering/Operational Special Meeting*
- 2. August 4, 2021 Engineering/Operational Meeting*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI



**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE SPECIAL MEETING RECAP
JUNE 9, 2021**

DIRECTORS PRESENT

Stephen Dopudja, Committee Chair
Michael Safranski, Committee Member Alternate

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager
Lisa Marie Sangi, Administrative Assistant

DISTRICT CONSULTANTS PRESENT VIA CONFERNECE CALL

None

PUBLIC PRESENT VIA CONFERNECE CALL

None

CALL MEETING TO ORDER

Director Dopudja called the June 9, 2021 Engineering/Operational Committee Special Meeting to order at 4:35 PM.
Public access to the meeting was made available by video broadcast.

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

No comments were received.

COMMITTEE MEMBER COMMENTS

No comments were received.

REPORT FROM THE GENERAL MANAGER

No comments were received.

ITEM 1: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING TRABUCO CANYON WATER DISTRICT'S DOMESTIC WATER EMERGENCY STORAGE GOAL AND RELATED MATTERS

Mr. Paludi presented this matter for Committee review, and he provided a handout which summarized the current position taken by the developer for the Saddleback Meadows community as it relates to the construction of a water reservoir tank to meet the anticipated water demands. Mr. Paludi briefly reviewed the District's methodology for determining the costs to construct the reservoir based on established precedent with prior developers. Discussion occurred concerning certain proposed shared common costs and the anticipated maintenance costs, as well as potential alternative reservoir sites in the District's service area.

**TRABUCO CANYON WATER DISTRICT
SPECIAL ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JUNE 9, 2021**

RECOMMENDED ACTION

No action was taken.

ADJOURNMENT

Director Dopudja adjourned the June 9, 2021 Engineering/Operational Committee Special Meeting at 5:33 PM.

DRAFT



TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | AUGUST 4, 2021

DIRECTORS PRESENT

Ed Mandich, Committee Chair
Stephen Dopudja, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager
Lorrie Lausten, District Engineer
Karen Warner, Principal Accountant
Gary Kessler, Water Department Superintendent
Jason Stroud, Maintenance Superintendent
Oscar Ulloa, Wastewater Chief Plant Operator
Lisa Marie Sangi, Executive Assistant

PUBLIC PRESENT

None

PUBLIC PRESENT VIA CONFERENCE CALL

There were members of the public on the conference call

CALL MEETING TO ORDER

Director Mandich called the August 4, 2021 Engineering/Operational Committee Meeting to order at 7:00 AM. Public access to the meeting was made available by video broadcast.

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

No comments were received.

COMMITTEE MEMBER COMMENTS

No comments were received.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported that a South Orange County Integrated Regional Watershed Management Executive Committee was scheduled for the following day.

ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

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

RECOMMENDED ACTION

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

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | AUGUST 4, 2021**

ITEM 2: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING BELL CANYON SEWER LIFT STATION REHABILITATION PROJECT

Ms. Lausten provided brief project status update to the Committee, and she mentioned that the project was complete and operational as of July 14, 2021. Ms. Lausten reported that District staff has received community feedback concerning the facility screening specifically related to the onsite backup generator. Discussion occurred regarding community concerns related to the security gate and screening. Ms. Lausten reported that Dove Canyon Master Association expressed support in changing the gate screening, and she reviewed the proposed options with the Committee.

RECOMMENDED ACTION:

There was no action taken.

ITEM 3: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING DIMENSION WATER TREATMENT PLANT BACKWASH TANK REPLACEMENT PROJECT

Mr. Paludi introduced this matter to the Committee. Ms. Lausten provided a brief project status update, and she reviewed current project status photos with the Committee. Discussion occurred concerning contractor findings during demolition of the existing tank.

RECOMMENDED ACTION:

There was no action taken.

ITEM 4: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE SURGE TANK REPLACEMENT AT EL TORO SEWER LIFT STATION

Mr. Paludi introduced this action item to the Committee. Mr. Perea reviewed the project location map, and he reported that the facility was currently offline and bypassed downstream to an Irvine Ranch Water District (IRWD) facility. Mr. Perea reported that District staff has contracted with JIG Engineering to prepare a surge analysis to design the appropriate surge tank for the facility, and he added that District staff are waiting for a proposal from the contractor for the improvements. Discussion occurred concerning the potential cost of the improvements. Mr. Perea recommended the Committee approve a not to exceed budget of \$100,000 with subsequent Board ratification, and if the proposal exceeds \$100,000, then the matter is to be reviewed and approved by the Board at the next regular board meeting.

RECOMMENDED ACTION:

The Committee approved a not to exceed budget of \$100,000 with subsequent Board approval and any proposal that exceeds \$100,000 requires Board review and approval at the next regular board meeting (Action Calendar).

ITEM 5: OTHER ENGINEERING AND OPERATIONS PROJECTS

1. Master Plan and Condition Assessment Update

Ms. Lausten provided a brief overview of the areas of focus, including the preparation of a sewer model, and she highlighted certain areas of concern identified by Wastewater Operations. Discussion occurred concerning sanitary sewer system design principles.

2. Heritage Sewer Lift Station Improvements

Ms. Lausten reported District staff is currently working with JIG Engineering on the facility improvement plans, including station bypass and sewer main improvements. Discussion occurred concerning the recent sanitary sewer overflow upstream and increased monitoring frequency. Ms. Lausten reported that more information will be presented at the next Engineering/Operational Committee Meeting.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | AUGUST 4, 2021**

3. Other Projects

None

RECOMMENDED ACTION

The Committee received the status updates. There was no action taken.

ITEM 6: WATER SYSTEM UPDATES

Mr. Kessler reviewed the projects and repairs for July 2021, and he provided the additional highlights:

1. Water Operations staff installed a new flow totalizer on the Trabuco Pressure Regulator Valve (PRV) located at the Wells Facility.
2. Water Operations staff conducted Lead and Copper sampling (required every 3 years by EPA).
3. Water Operations staff worked with Meter Department to replace a broken curb stop on Morningstar in the Dove Canyon Community.
4. Water Operations staff installed two (2) cooling fans and two (2) exhaust vents in the filter building at the Dimension Water Treatment Plant.
5. Water Operations staff worked with the Orange County Rescue Mission to locate an existing water line and water valves.
6. Water Operations staff worked with Superior Tank on the construction of the new Backwash Recovery Tank.
7. Water Operations staff worked with the Maintenance Department to remove and rebuild Booster #3 at Dimension Water Treatment Plant.
8. Water Operations staff redesigned and rebuilt the chlorine room chemical feed manifold at the Dimension Water Treatment Plant.

Mr. Kessler mentioned that system demand was approximately 4 CFS.

RECOMMENDED ACTION

The Committee received the status update. There was no action taken.

ITEM 7: WASTEWATER SYSTEM UPDATES

Mr. Perea reviewed the projects and repairs for July 2021, and he reported that Wastewater Operations staff had completed the following tasks:

1. Worked with SS Mechanical to install a safety handrail at the Robinson Ranch Wastewater Treatment Plant.
2. Cleaned and graded the drying bed at the Robinson Ranch Wastewater Treatment Plant with fresh sand.
3. Replaced a waste valve at the Robinson Ranch Wastewater Treatment Plant.
4. Worked with the Maintenance Department to repair a Waste Activated Sludge (WAS) pump #2 check valve and a de-ragged pump at the Robinson Ranch Wastewater Treatment Plant.
5. Wastewater staff was onsite for the Bell Canyon Lift Station start-up.
6. Worked with the Maintenance Department to set up a temporary pump at Dove Lake in the Dove Canyon community.

Mr. Perea introduced Mr. Oscar Ulloa, Wastewater Chief Plant Operator, to the Committee, and he commended him for his hard work.

Mr. Perea reported that non-domestic water demand was higher due to the warmer weather and that Operations staff have implemented rental equipment which is similar to the planned pump improvements. Mr. Perea reported that after reviewing the Dove Canyon Golf Course (DCGC) system demands with the DCGC General

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | AUGUST 4, 2021**

Manager, they have committed to reducing their overall use during the next few months. Discussion occurred concerning future non-domestic water storage opportunities.

RECOMMENDED ACTION

The Committee received the status update. There was no action taken.

ITEM 8: MAINTENANCE DEPARTMENT UPDATES

Mr. Stroud reviewed the projects and repairs for July 2021, and he provided the additional highlights:

1. Maintenance Department staff assist Wastewater Operations with the temporary Dove Lake pump.
2. Maintenance Department staff assist Water Operations with the 3CFS booster pump removal for repair.
3. Maintenance Department staff was onsite with the Bell Canyon Lift Station startup.
4. Maintenance Department staff assisted Hydrotech Electric with the SCADA upgrade work at Dove Tank in the Dove Canyon Community.
5. Maintenance Department staff assisted Duthie Power Services with the generator repairs at the Via Alegre Lift Station.
6. Maintenance Department staff assisted Water Operations with the emergency generator and ATS rental install at the Field Office/Booster One.

RECOMMENDED ACTION

The Committee received the status update. There was no action taken.

ITEM 9: OTHER MATTERS/REPORTS

Mr. Paludi reported that Metropolitan Water District of Southern California (MET) has highlighted the impacts of the persistent drought conditions throughout the service area, including TCWD. Mr. Paludi added that water shortages are impacting potential responses.

Mr. Paludi provided a brief report on the challenges that Municipal Water District of Orange County (MWDOC) is experiencing in meeting the Conservation Framework requirements, and that they are currently reviewing options for contracting this work and/or utilizing internal staff to meet this requirement.

RECOMMENDED ACTION

There was no action taken.

ADJOURNMENT

Director Mandich adjourned the August 4, 2021 Engineering/Operational Committee Meeting at 8:01 AM.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 16, 2021**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

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:

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

1. *August 2021*

EXHIBIT(S):

1. Directors Fees and Expenses Monthly Report for August 2021
2. Directors Future/Tentative Meeting/Attendance Schedule for Calendar Year 2021

CONTACTS (staff responsible): PALUDI/PEREA/SANGI

**TRABUCO CANYON WATER DISTRICT
DIRECTORS' FEES AND EXPENSES MONTHLY REPORT | AUGUST 2021**

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
DISTRICT MEETINGS					
Engineering/Operational Committee Meeting			08/04/21	08/04/21	
Finance/Audit Committee Meeting		08/11/21		08/11/21	
Individual Meeting with General Manager	08/17/21	08/16/21		08/16/21	08/17/21
Regular Board Meeting	08/19/21	08/19/21	08/19/21	08/19/21	08/19/21
REPRESENTATIVE MEETINGS					
City of Rancho Santa Margarita Council Meeting	08/11/21				
City of Rancho Santa Margarita Council Meeting					08/25/21
City of Rancho Santa Margarita City Planning Commission Meeting	08/04/21				
Independent Special Districts of Orange County Meeting		08/03/21			
Santiago Aqueduct Commission Meeting(SAC)					
South Orange County Agencies Group					
South Orange County Wastewater Authority (SOCWA) Regular Board Meeting			08/05/21		
South Orange County Wastewater Authority (SOCWA) Finance Meeting			08/17/21		
South Orange County Integrated Regional Watershed Management Executive Committee				08/05/21	
Southern California Water Conference	08/13/21				
Water Advisory Committee of Orange County Meeting (WACO)	08/06/21				
NUMBER OF MEETINGS ATTENDED	6	4	4	5	3
FEES (\$125 per each meeting*)	\$750.00	\$500.00	\$500.00	\$625.00	\$375.00
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	\$750.00	\$500.00	\$500.00	\$625.00	\$375.00
<i>* Maximum per diem per day is one; maximum per diems per month is 10</i>					

DIRECTOR SIGNATURE

TRABUCO CANYON WATER DISTRICT | 2021 PUBLIC MEETING AND CONFERENCE CALENDAR

2021													
LINE ITEM	MEETING DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DISTRICT PUBLIC MEETINGS													
1	Executive Committee Meeting	TBD			TBD			TBD			TBD		
2	Engineering/Operational Committee Meeting	01/06/21	02/03/21	03/03/21	04/07/21	05/05/21	06/02/21	07/07/21	08/04/21	09/01/21	10/06/21	11/03/21	12/01/21
3	Finance/Audit Committee Meeting	01/13/21	02/10/21	03/10/21	04/14/21	05/12/21	06/09/21	07/14/21	08/11/21	09/08/21	10/13/21	11/10/20	12/08/21
4	Regular Board Meeting	01/20/21	02/17/21	03/17/21	04/21/21	05/19/21	06/16/21	07/21/21	08/18/21	09/15/21	10/20/21	11/17/21	12/15/21
5	District Properties Ad Hoc Committee Meeting	-	-	-	-	-	-	-	-	-	-	-	-
PUBLIC MEETINGS													
6	City of RSM City Council Meeting - Meeting No. 1	01/13/21	02/10/21	03/10/21	04/14/21	05/12/21	06/09/21	07/14/21	08/11/21	09/08/21	10/13/21	11/10/21	12/08/21
7	City of RSM City Council Meeting - Meeting No. 2	01/27/21	02/24/21	03/24/21	04/28/21	05/26/21	06/23/21	07/28/21	08/25/21	09/22/21	10/27/21	11/24/21	12/22/21
8	Independent Special Districts of Orange County Meeting	01/05/21	02/02/21	03/02/21	04/06/21	05/04/21	06/01/21	07/06/21	08/03/21	09/07/21	10/05/21	11/02/21	12/07/21
9	Independent Special Districts of Orange County Meeting	01/28/21	-	-	04/29/21	-	-	07/29/21	-	-	10/28/21	-	-
10	Orange County Local Agency Formation Commission (OC LAFCO)	01/13/21	02/10/21	03/10/21	04/14/21	05/12/21	06/09/21	07/14/21	08/11/21	09/08/21	10/13/21	11/10/21	12/08/21
11	Santiago Aqueduct Commission Meeting	-	-	03/18/21	-	-	06/17/21	-	-	09/16/21	-	-	12/16/21
12	South Orange County Integrated Regional Watershed Management Executive Committee	-	-	03/04/21	-	05/06/21	-	-	08/05/21	-	-	11/04/21	-
13	South Orange County Water Agencies Group Meeting*	01/28/21	-	03/25/21	-	05/27/21	-	07/22/21	-	09/23/21	-	11/25/21	-
14	South Orange County Wastewater Authority Regular Board Meeting	01/07/21	02/04/21	03/04/21	04/07/21	05/06/21	06/03/21	07/01/21	08/05/21	09/02/21	10/07/21	11/04/21	12/02/21
15	Water Advisory Committee of Orange County	01/01/21	02/05/21	03/05/21	04/02/21	05/07/21	06/04/21	07/02/21	08/07/21	09/03/21	10/01/21	11/06/21	12/04/21
CONFERENCES													
16	ACWA Spring Conference - Monterey, CA					5/11 - 5/14							
17	ACWA Fall Conference - Pasadena, CA											11/30 12/3	
18	CSDA Annual Conference -Monterey, CA								8/3 - 9/2				
19	CSDA GM Leadership Summit - Olympic Valley, CA						6/27 - 6/29						
20	CSDA SDLA Conference - Lake Tahoe, CA									9/26 - 9/29			

LEGEND

 District Observed Holiday - Reschedule Meeting

*4th Tuesday of the Odd Numbered Month

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 16, 2021**

ACTION CALENDAR

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

DISTRICT RESPONSE EFFORTS

Under Governor Newsom's COVID reopening plan, the Brown Act provisions within Executive Order N-29-20 that allow local or state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically without violating open meeting laws, will expire on September 30, 2021. Any local agency meetings taking place after that time must ensure physical public access to all meeting locations.

Trabuco Canyon Water District offices remain closed to the public and community groups. Staff and General Counsel are updating the District's Facility Use Policy as it relates to use of the Boardroom by non-profit organizations and other groups. District staff is currently working with General Counsel to review the Policy provisions and insurance requirements as it relates to public use of the facility.

FUNDING SOURCE:

Not applicable.

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 | SEPTEMBER 16, 2021**

**ACTION CALENDAR
FINANCIAL MATTERS**

ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING AWARDING A CONTRACT WITH FERGUSON WATERWORKS FOR AUTOMATIC METER READING/AUTOMATED METERING INFRASTRUCTURE (AMR/AMI) FOR DISTRICT SERVICE AREA

The Automatic Meter Reading/Advanced Metering Infrastructure (AMR/AMI) project has been considered part of the District’s long-term Capital Improvement Plan (CIP) but has not moved forward due to lack of funding. Fortunately, it is considered a water use efficiency project and therefore qualifies for certain state and federal grant programs targeting water and energy conservation. The AMR/AMI project includes the upgrade of approximately 3,130 existing touch meters (currently read via walking) with an AMI network system that will automatically collect and store hourly consumption data, aiding in water conservation, improved water management, and energy savings.

The District has already converted 1,106 meters (approximately 25%) to AMR and this project will allow all 4,236 meters to be AMR/AMI. Because the new system can provide hourly water usage information, customers will be able to know their consumption in near real time on their computer or mobile devices to receive high usage and leak alerts. This allows for improved customer service and an enhanced customer experience with the District. Because manual meter reading is no longer necessary with AMR/AMI, the project also has operational benefits in terms of labor and equipment resource efficiencies. The District has secured letters of support for the project from MWDOC, Metropolitan Water District, and several HOAs served by TCWD.

The Bureau of Reclamation’s (Reclamation) WaterSMART Water and Energy Efficiency Grants provide up to 50/50 cost share funding for projects that use water and energy more efficiently and contribute to water reliability in the Western United States. The District applied for funding in both the Funding Group I (up to \$500,000 in federal cost share) and Funding Group II (up to \$2 million in federal cost share) categories, and was awarded \$500,000 in the Funding Group 1 (Exhibit 1). A condition of submittal of the grant application is an official resolution of the Board of Directors which was completed in September 2020 with the adoption of Resolution No. 2020-1283 (Exhibit 2).

In August 2021, District staff issued a Request for Proposals (RFP) for the AMR/AMI System Implementation and Contract Services to three metering firms: Badger Meter, Ferguson Waterworks (Neptune Meter), and Sensus Meter. District staff held a pre-bid meeting with Ferguson Waterworks and Sensus Meters (Xylem), and their respective distributors, to answer any questions related to the project and provide responses to Requests for Information (RFI). Both Badger Meter and Sensus Meter declined to bid on the District’s AMR/AMI Implementation Project, leaving Ferguson Waterworks as the sole bid for consideration (Exhibit 3). A breakdown of the Ferguson Waterworks proposal is demonstrated below:

Description	Costs	Applicable Sales Tax	Sales Tax Costs	Total Costs
AMI Network & Equipment Costs	\$ 182,750	7.75%	\$ 14,163	\$ 196,913
Metering Costs	\$ 892,554	7.75%	\$ 69,173	\$ 961,727
AMI Headend Hosting Costs	\$ 13,250		\$ -	\$ 13,250
Customer Web Portal Costs	\$ 19,750		\$ -	\$ 19,750
Meter Installation Costs	\$ 415,336	7.75%	\$ 32,189	\$ 447,525
Optional Equipment Costs	\$ 16,500	7.75%	\$ 1,279	\$ 17,779
Total Proposed Costs	\$ 1,540,140		\$ 116,803	\$ 1,656,943

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 16, 2021**

District staff recommends the Board of Directors authorize the General Manager to contract with Ferguson Waterworks for the District's Automatic Meter Reading/Automated Metering Infrastructure (AMR/AMI) Project for a not to exceed amount of \$1,700,000.

FUNDING SOURCE:

FY 2021/22 & 2022/23 Capital Improvement Project Budgets

FISCAL IMPACT:

FY 2021/22:	\$ 600,000
FY 2022/23:	\$ 600,000
Bureau of Reclamation	
<u>WaterSmart Grant Funding:</u>	<u>\$ 500,000</u>
<i>Total Project Funding:</i>	<i>\$1,700,000</i>

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption filed July 23, 2020

COMMITTEE STATUS:

This matter was reviewed with the Executive Committee.

RECOMMENDED ACTIONS:

1. *Receive information at the time of the Board Meeting.*
2. *Authorize the General Manager to contract with Ferguson Waterworks for the District's Automatic Meter Reading/Automated Metering Infrastructure (AMR/AMI) Project for a not to exceed amount of \$1,700,000.*

EXHIBIT(S):

1. Bureau of Reclamation Award Letter dated March 16, 2021
2. Resolution No. 2020-1283
3. Ferguson Waterworks Proposal for AMR/AMI Infrastructure Implementation

CONTACTS (staff responsible): PALUDI/PEREA



United States Department of the Interior

BUREAU OF RECLAMATION
P.O. Box 25007
Denver, CO 80225-0007



IN REPLY REFER TO:

84-27133

1.3.11

March 16, 2021

VIA ELECTRONIC MAIL

Trabuco Canyon Water District
Attn: Mr. Fernando Paludi
32003 Dove Canyon Dr.
Trabuco Canyon, CA 92679-3715

Subject: Funding Opportunity No. BOR-DO-21-F001 – WaterSMART Grants: Water and Energy Efficiency Grants for Fiscal Year 2021 – Application Review Status, Your Application Titled, “Automatic Meter Reading / Advanced Metering Infrastructure Implementation Project” (WEEG-064)

Dear Mr. Paludi:

The Bureau of Reclamation is pleased to inform you that your application for WaterSMART Grants: Water and Energy Efficiency Grant funding was among those receiving the highest ratings and is now being considered for award of a financial assistance agreement. The success of the WaterSMART Program depends on collaboration with partners to improve water management.

Your application included a request for \$500,000 to complete your proposal titled, “Automatic Meter Reading / Advanced Metering Infrastructure Implementation Project.” Reclamation anticipates awarding Federal funds in the amount of \$500,000 for your proposed project. In working with you to develop your financial assistance agreement, Reclamation will closely review the activities outlined in your proposal to ensure that all activities are eligible for funding and that the proposed costs are allowable under financial assistance regulations. If some costs or activities are determined to be ineligible or unallowable, Reclamation will work with you to refine the scope of work and budget for the project.

In the coming months, we will work with you to gather the information needed to enter into a financial assistance agreement. Please note that this letter is not a final commitment of funding and all pre-award clearances and approvals must be obtained as described in Section E.2.5 of the Funding Opportunity. In addition, Reclamation must have sufficient evidence prior to award that non-Federal cost share will be available. The final funding amount may be adjusted if necessary.

Federal statute (42 U.S.C. 10364(a)(3)(B)) requires that before any funds are awarded, you agree not to use any water savings resulting from your proposed project to increase your total irrigated acreage or to otherwise increase the consumptive use of water in your operations. This requirement, which was discussed in Section F.2.4 of the Funding Opportunity, will be included in the financial assistance agreement for your project.

Please be advised that your application has been ranked, in part, based on your description of the expected benefits of your project and the non-Federal cost share percentage identified in your application. Selection criteria placed an emphasis on conserving and using water more efficiently; increasing the production of hydropower; mitigating conflict risk in areas at a high risk of future water conflict; and accomplishing other benefits that contribute to water supply reliability in the western United States. Revisions to the scope of the project or changes to the non-Federal cost share percentage identified in your application can be made only after

Reclamation determines that revisions would not impact the overall ranking or the expected benefits of the project.

In order to demonstrate the success of the program and to provide a guide for future applicants, we will post copies of all successful Water and Energy Efficiency Grant applications as examples on Reclamation's website. While this generally does not raise any issues, we find it prudent to provide successful grant applicants with an opportunity to redact any sensitive information from their proposals prior to posting them on our website. As a rule, we remove the SF-424s; however, if there are any other items you would like to request be redacted, please let me know by Wednesday, May 5, 2021. If we do not hear from you by this date, we will assume that there are no objections to posting the full application.

If you have any questions about the program, please contact Mr. Josh German, WaterSMART Grants Coordinator, at jgerman@usbr.gov or 303-445-2839. We will contact you in late April 2021 to set up an initial call to discuss the timeline for the development and award of your financial assistance agreement. Thank you for your interest and participation in the WaterSMART Program. We look forward to working with you.

Sincerely,

Edmund Weakland
Grants Officer

RESOLUTION NO. 2020-1283

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRABUCO
CANYON WATER DISTRICT AUTHORIZING THE SUBMITTAL OF
AN APPLICATION FOR THE WATERSMART: WATER AND
ENERGY EFFICIENCY GRANTS FOR 2020 AND 2021**

WHEREAS, the United States Bureau of Reclamation is currently offering grant opportunities through the WaterSMART: Water and Energy Efficiency Grants for Fiscal Years (“FY”) 2020 and 2021;

WHEREAS, said WaterSMART: Water and Energy Efficiency Grants for FYs 2020 and 2021 is a cost-shared program emphasizing water and energy efficiency;

WHEREAS, the Board of Directors (“Board”) of the Trabuco Canyon Water District (“District” or “TCWD”) supports the submission by the TCWD of a grant application, prepared and approved by the TCWD, to the WaterSMART: Water and Energy Efficiency Grants for FYs 2020 and 2021; and

WHEREAS, under the WaterSMART: Water and Energy Efficiency Grants for FYs 2020 and 2021 program, the United States Bureau of Reclamation may award up Five Hundred Thousand Dollars and 00/100 (\$500,000.00) towards the maximum 50/50 cost sharing to pay for the Project costs and the TCWD is capable of providing an additional One million three hundred forty-one thousands five hundred thirty-two and 00/100 (\$1,341,532.00) in cash and/or in-kind contributions specified in the grant application's funding plan to pay for all remaining Project costs.

WHEREAS, if selected for a WaterSMART: Water and Energy Efficiency Grant for FYs 2021, TCWD will work with the United States Bureau of Reclamation to meet established deadlines for entering into a cooperative agreement regarding funding for the Project.

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

Section 1: The Board does hereby approve the submission of the application for the WaterSMART: Water and Energy Efficiency Grants for FYs 2020 and 2021 for the Advanced Metering Infrastructure Project by TCWD for FY 2020-21.

Section 2: In the event grant funding is provided by the United States Bureau of Reclamation, the General Manager and legal counsel to the District and the District’s staff and consultants are authorized to take any and all actions necessary to accept the grant and sign any contract for administration of the grant funds.

Section 3: The recitals provided in this resolution are true and correct and are incorporated into the operative part of this resolution.

Section 4: If any section, subsection, sentence, clause or phrase of this resolution is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this resolution. The Board hereby declares that it would have passed this resolution, and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional. The District Secretary shall certify to the adoption of this resolution and henceforth and thereafter the same shall be in full force and effect.

Section 5: The Board finds the adoption of this resolution is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

Section 6: This resolution shall be effective as of August 19, 2020 ("Effective Date").

ADOPTED, SIGNED, and APPROVED this 19th day of August 2020.

TRABUCO CANYON WATER DISTRICT

President/Vice President

District Secretary

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, Secretary of the Board of the Trabuco Canyon Water District, do hereby certify that the foregoing resolution was duly adopted by the Board of said District at a meeting of said Board held on the 16th day of September, 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 such meeting such resolution was adopted by the following vote:

AYES: Safranski, Chadd, Acosta, Dopudja, Mandich
NOES: None
ABSTAIN: None
ABSENT: None

Secretary of the Board,
Trabuco Canyon Water District

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, Secretary of the Board of the Trabuco Canyon Water District, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2020-1283 of such Board and that the same has not been amended or repealed.

Dated this 16th day of September, 2020.

Secretary of the Board,
Trabuco Canyon Water District

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 16, 2021**

**ACTION CALENDAR
FINANCIAL MATTERS**

ITEM 7: CONSIDER AND APPROVE GENERAL MANAGER EMPLOYMENT CONTRACT

Trabuco Canyon Water District's (District) General Manager (GM) is a contract position, and the Board of Directors have met with the GM and District General Counsel to review the terms of the GM's employment contract in closed session at both the August 19, 2021 Regular Board Meeting and September 2, 2021 Special Board Meeting. An announcement concerning the GM's employment contract will be made at the time of the meeting.

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

To Be Announced

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This matter was not reviewed at the Committee level.

RECOMMENDED ACTION:

- 1. Receive information at the time of the Board Meeting.*
- 2. Announce the compensation terms of the proposed contract.*
- 3. Authorize the Board President to execute the General Manager employment contract.*

EXHIBIT(S):

None

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 16, 2021**

**ACTION CALENDAR
FINANCIAL MATTERS**

ITEM 8: DISCUSSION CONCERNING CONTRACTING WITH HIGHROAD IT FOR PROFESSIONAL INFORMATION TECHNOLOGY CONTRACT SERVICES

Trabuco Canyon Water District (District) owns and operates a small business information technology (IT) system that provides essential programs and tools for staff to complete everyday tasks, including, but not limited to, public meeting documents, regulatory agency reports, general administrative and engineering documents, etc. Since 2010, the District has contracted with Synoptek for professional IT contract services, and as such, the District's small business system has significantly grown over that time. After careful review of the current level of service, overall quality of responsiveness to service requests, and the length of time with the same service provider, District staff issued a request for proposals (RFP) for professional IT contract services to six IT firms, including Synoptek. The District received interest from three firms and subsequently, received one proposal from the firm Highroad IT for IT contract services.

Highroad IT has water agency/special district experience as some of their clients include Laguna Beach County Water District, Rowland Water District, San Gabriel County Water District, and more. Furthermore, Highroad IT has been recommended by District Treasurer Cindy Byerrum as she has experience working with them at some of her clients. The proposed monthly managed services costs for services needed by the District is approximately \$4,960 per month (approximately \$59,520 annually); this represents an 3.9% increase over the current managed services costs with Synoptek for Fiscal Year 2020/2021. This amount may increase as the District replaces and/or expands its small business system in the future.

District staff recommends the Board of Directors authorize the General Manager contract with Highroad IT for profession IT contract services effective October 1, 2021. More information may be presented at the time of the meeting.

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

\$70,000

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This matter was reviewed with the Finance/Audit Committee.

RECOMMENDED ACTION:

1. *Receive information at the time of the Board Meeting.*
2. *Authorize the General Manager to contract with Highroad IT for professional information technology contract services for a one-year period with standard annual costs not to exceed \$70,000.*

EXHIBITS:

Highroad IT Proposal for Professional Information Technology Contract Services

CONTACTS (staff responsible): PALUDI/PEREA
ACTION CALENDAR

HIGHROAD IT

Proposal

TRABUCO CANYON WATER DISTRICT
Professional Information Technology Contract Services
August 20, 2021



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1. INTRODUCTORY LETTER

Highroad IT is pleased to submit our response to the Trabuco Canyon Water District's (TCWD) Request for Proposal (RFP). We understand that you're looking to secure Professional Information Technology Contract Services to provide support and management of the TCWD Information Technology (IT) network. We understand the objectives which have been clearly outlined in the RFP issued on Wednesday, July 23, 2021, and are honored to be considered as part of this process.

Highroad IT intends to support TCWD's business network by providing technical support services and technology to maintain, monitor, and service the District's IT infrastructure. As a Microsoft Certified Partner, with Microsoft Certified Professionals (MCP), we have extensive experience supporting all versions of Windows server and desktop operating systems, as well as MS 365 and Azure.

We establish and adhere to strict Service Level Agreements (SLA) to ensure timely responses to all service requests and escalations. A technician will be scheduled onsite, twice a month to establish a strong IT presence while providing best-in-class support. We will also be installing our monitoring software tools which allow us to watch over your network 24/7/365, helping your network run more efficiently, effectively, and reliably.

In addition to ongoing maintenance and support, Highroad IT will establish a clear plan of action with the development of the IT Roadmap, IT Budget, Asset Inventory and Hardware Replacement Plans, promoting transparency and collaboration.

It is our goal to partner with you to expand IT competencies with the addition of our technical experience and knowledge. Whether driving strategic projects or providing impact assessments on initiatives managed by other vendors, we will approach all projects with a focus on promoting adherence to IT best practices and compatibility with your IT system.

Highroad IT does not require the TCWD to make any changes to your existing hardware or software to match our model; it is our intention to maintain your current system. We will always collaborate with you to come to a unified decision on any infrastructure improvements or enhancements including items such as extended warranties, parts, and other support contracts. Our partnership will allow us to strategically implement emerging computer technology that will provide a safer, more secure, efficient, and effective IT infrastructure.

As we understand the critical service the Water Distribution sector provides to its customers, we strive to ensure that our clients not only receive top tier IT support and management, but have access to the IT resources necessary to perform at the highest level. The relationships we have cultivated, and advocacy we receive from the organizations we support, serves as a direct reflection of our dedication and commitment to serve as a premier IT Managed Services Provider.



Authorization

I certify I am authorized to submit a binding proposal on behalf of Highroad Information Technology, LLC., and this proposal and cost schedule will be valid and binding for ninety (90) days following the proposal due date, and will become part of the contract negotiated with the Trabuco County Water District.

Authorizing Signature

Michael G. Parra / CEO

Date

2. SERVICE PROVIDER DESCRIPTION

Highroad IT is a premiere IT Managed Services Company located in Newport Beach, California, offering a wide array of professional services, both technical and administrative, that go to the heart of business systems and management. We are a full computer service systems provider with extensive experience and expertise in support & integration projects, focused upon delivering services that support high uptime of business system environments.

Our customer-centric approach is built on a foundation of professionalism and dedication that extends beyond our organization to our customers—Their success is our success.

In addition to our highly skilled internal staff, we have built a network of specialized vendor partnerships which entitles us to priority response with expert knowledge and execution. These partners perform as an extension of our organization with direct support to the daily operation of Highroad IT.

We are an authorized reseller of all major brands of computer hardware and software, allowing us to provide TCWD with complete support in all areas of your information technology and computer needs.

While we support businesses in various industries, Highroad IT has specialized in serving the Water Distribution sector, proactively joining organizations such as CUEMA, PWAG, CalMutuals and SCWUA. The investment toward understanding how the Water Distribution industry functions, the requirements and regulations they must follow, and the difficulties they face, have proven extremely valuable in providing successful and focused support.

Company Details

Name of Company:	Highroad Information Technology, LLC.
Company Address:	4060 Campus Drive, Suite 150, Newport Beach CA. 92660
Office Number:	(949) 885-9891
Support E-mail Address:	Support@Highroadit.com
Website Address:	www.Highroadit.com
Federal Tax ID Number:	72-1584083
State Tax ID Number:	200420210095
Type of Business:	Limited Liability Company (LLC)
Years in Business:	17 Years – Established in 2004
Highroad IT Officer:	Michael G. Parra, CEO (949) 683-3514
Number of Employees:	9

FOR ADDITIONAL DETAIL ON HIGHROAD’S CAPABILITIES AND SERVICES, PLEASE VISIT APPENDIX A

3. PROJECT UNDERSTANDING, MANAGEMENT, AND APPROACH

Highroad IT has a clear understanding of the Scope of Work for IT Managed Services, which covers 3 main objectives:

1. **Administer, Secure, and Maintain the District's Small Business Network and Devices** – Providing support and management of the TCWD's small business system infrastructure, ensuring the network performs with maximum availability, sustainability, and reliability. This includes, but is not limited to annual IT reviews that identify areas of weakness and opportunities for enhancement, such as hardware replacements, software updates, and security measures to implement.
2. **IT Support** - Provide priority support to District staff on IT related issues, with onsite support twice a month. This includes prompt response to service request, troubleshooting with effective resolutions, and escalation as necessary.
3. **Special Projects** – Highroad IT will partner with TCWD on all projects that require an IT element. This includes management of projects to enhance the District's IT infrastructure, including collaborating with other vendors to ensure adherence to IT Best practices.

During TCWD's standard hours of operation, our support team will be available to support the District's staff as needed. Each technician is set up to work from any location promoting rapid response and support. With the application of our Highroad IT monitoring tool, TCWD will benefit from 24/7/365 observation of your critical computing infrastructure regardless of operating hours. Any maintenance or project work that may inhibit productivity will be scheduled outside of the District's normal operating hours ensuring business continuity.

Our commitment to staff, extends beyond standard support, with training sessions on various subjects including Email Best Practices and Phishing Training. This session teaches employees quick tips on how to identify cyberattacks sent via email and how to take action if one is received; critical information they can share with friends and family.

4. TEAM AND EXPERIENCE

Highroad IT takes great pride in the strength of our team, with each player providing critical care for our clients through a proactive, prepared and professional approach. The combined experience, skill and expertise of the team is what makes Highroad IT a top-tier IT Managed Services provider.

Should you have any questions during the consideration of our proposal, please email the following Points of Contact (POC):

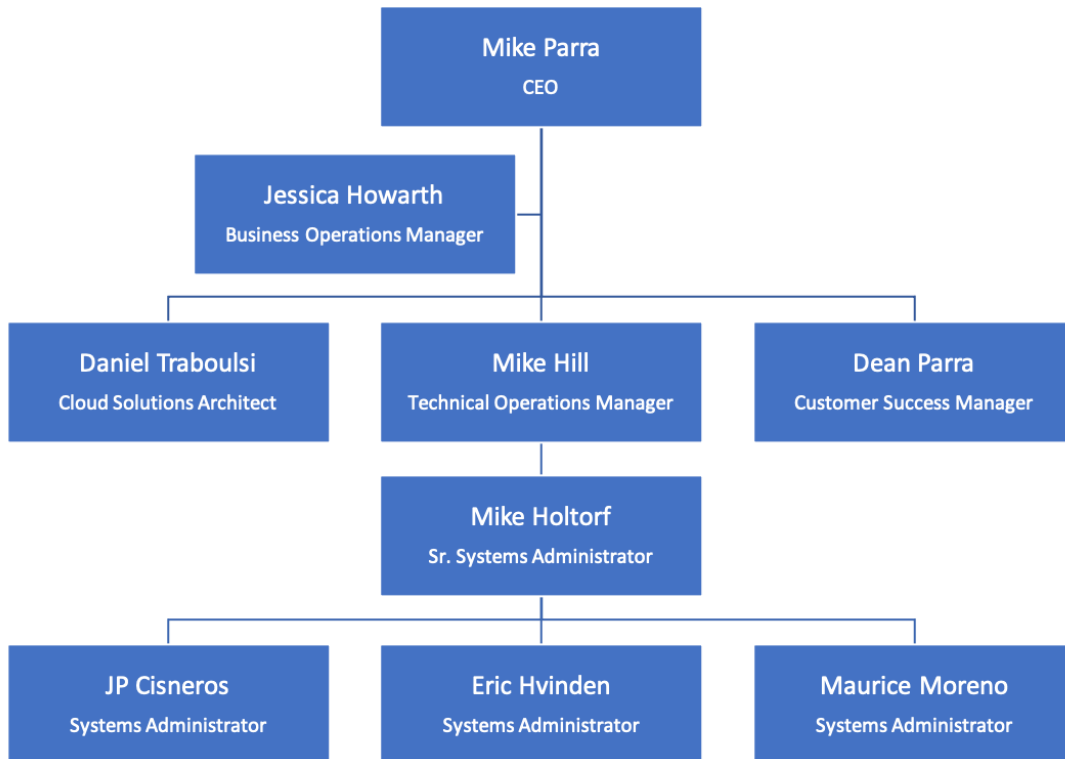
Technical Inquiries

Michael Holtorf
 Sr. Systems Administrator
 mholtorf@highroadit.com

Business Inquiries

Jessica Howarth
 Business Operations Manager
 jhowarth@highroadit.com

ORGANIZATIONAL CHART



RESUMES AND QUALIFICATIONS OF PERSONNEL

Mike Parra – CEO

Mike is the CEO of Highroad IT, providing over 27 years of direct IT experience. With his customer centric ideology, Mike has established Highroad IT as a premier IT Managed Services provider to the Water Distribution industry.

Jessica Howarth – Business Operations Manager (Point of Contact – Business)

Jessica Howarth brings 20 years of operational experience, with particular focus on product and project management. After graduating from USC with a degree in Business Administration, Jessica has worked for prestigious brands such as Rip Curl, Asics and Ralph Lauren, leading product development, overseeing complex project deliveries, and driving operational excellence.

Dean Parra – Customer Success Manager

Dean brings over 13 years of Business Management experience to Highroad IT. Dedicated to the success of our clients, Dean maintains customer relations through open communication and a proactive approach; identifying and understanding the needs of each organization and its employees.

List of responsibilities include:

- Establish and maintain healthy customer relationships
- Onboards New Clients
- Evaluates and Analyzes Customer Needs
- Acts as a Customer Advocate

Daniel Traboulsi – Cloud Solutions Architect

Daniel brings over 8 years of experience with an expansive technical skillset. His ability to identify enhancement opportunities and provide technical solutions resulted in the development and implementation of the Highroad IT Data Center. Daniel is currently working on a cloud-based disaster recovery solution that will ensure uptime maximization through rapid data recovery in the event of a natural or human-induced disaster.

List of responsibilities and projects include:

- Design and develop cloud-based data architectures
- Technical discovery, identifying pain points, business and technical requirements
- Analysis and proof of concepts of cloud services, as it relates to a client's journey to the Cloud

Mike Hill – Technical Operations Manager

Mike Hill brings over 27 years of technical operations experience to Highroad IT, having worked on multi-state projects in IT management, overseeing critical Banking and Healthcare infrastructures, Data Storage, Encryption and Multi-factor Authentication. Mike plays a critical role in the maintenance of the Highroad Cloud Infrastructure.

List of responsibilities and projects include:

- Exchange Administration & Support
- Active Directory and Group Policy Management
- Networking & Communications
- Virtual Server Support

Michael Holtorf – Sr. Systems Administrator (Primary Point of Contact - Technical)

Michael brings over 21 years of System administration experience to Highroad IT. As manager of our system administrators, he is responsible for technician scheduling and dispatching. All support requests submitted filter through Michael to ensure prompt attention and effective solution to all service tickets. Michael also plays a key role in the onboarding of new clients, leading all technical processes and assisting in the development of the IT Roadmap.

List of responsibilities and projects include:

- Microsoft Exchange/VMWare vSphere
- Telecommunications
- Network Configuration
- Policy and Program Development

Eric Hvinden – Systems Administrator

Eric brings over 27 years of IT & Management experience to Highroad IT. As a Microsoft Certified Professional, he is proficient at analyzing, troubleshooting and evaluating technological issues to ensure quick and effective resolutions.

List of responsibilities and projects include:

- Exchange Support
- Backup Maintenance
- Networking & Communications
- Hardware Support

JP Cisneros – Systems Administrator

JP (Juan Pablo) brings 5 years of direct IT Experience – Bilingual (English/Spanish), he has provided direct customer support to International Resort Industries. JP manages Virtual Backup System (Veeam). He has also helped manage the Highroad IT E-Waste Program, where we assist customers in properly disposing of Electronic Components. He also assists with Workstation Builds, as necessary.

List of responsibilities include:

- Desktop Support
- Physical and Virtual Backup Management
- Bilingual support & Website Translation
- E-Waste Management

Maurice Moreno – Systems Administrator

Maurice brings 5 years of direct IT support and provides or Level 1 services. He is adept at troubleshooting customer concerns and provides technical support on the desktop and application level. Maurice performs workstations builds and deployment, customizing each unit to meet specified requirements.

List of responsibilities include:

- Ticket Monitoring and Triage
- Desktop and Vendor support
- On-site Customer Liaison
- Custom Desktop Hardware Builds
- IT Audits and Data collections

Highroad IT utilizes ADP for background checks, which include drug testing and credit checks. During the hiring process, Highroad IT verifies all personal and business-related references.

5. SCOPE OF SERVICES

TASK 1 – ADMINISTER, SECURE AND MAINTAIN THE DISTRICTS SMALL BUSINESS NETWORK AND DEVICES

ONBOARDING

During the first 30 Days, Highroad IT will become familiar with the TCWD personnel, business processes, and IT requirements. Understanding the current IT infrastructure and systems is critical to providing proper IT management and support. The task list below details the onboarding process that would equip us with the tools and information necessary to effectively support TCWD and its employees:

1. Conduct IT Information Gathering interviews
 - a. IT Policies
 - b. Hardware and Software
 - c. Network and Systems
 - d. Vendors
2. Perform onsite survey of IT infrastructure
 - a. Identify Physical Locations
 - b. Review Organizational Chart and Identify Personnel
 - c. Understand Data Flow between Business Units
 - d. Identify Remote Users
 - e. Probe of Network
 - i. Identify Major hardware
 1. Servers
 2. Workstations
 3. Printers
 4. Network Devices
 - ii. Map Out Logical Address Space
 1. Identify Devices by IP
 2. Naming Conventions
 3. External Connections
 - a. Remote Connections into TCWD network
 - b. Remote Connections from TCWD network to external sites
 - iii. Identify Administrative Permissions on IT devices
 1. Identify all Administrative Users
 2. Lock Down Administrative Access
 3. Work with Management to Identify and manage Admin Access
 4. Obtain Administrative Access to all critical IT devices
 - a. Active Directory Passwords
 - b. Workstation Administrative Permissions
 - c. Firewall Passwords
3. Perform remote monitoring of the IT Network and Systems
 - a. Connect TCWD to the Highroad IT surveying technology
 - b. Review and assess interview and survey results
 - c. Generate findings and recommendation reports

4. As required, implement critical security measures
 - a. Identify and disable open Remote Desktop Protocol (RDP) ports from the internet closing security vulnerabilities.
 - b. Establish regularly scheduled updates and patches on all servers and workstations to ensure recommended security compliance.
 - c. Antivirus: Establish ongoing updates of virus definition to protect against the latest known
5. Introduction of Highroad Staff to Management
6. Introduction of Highroad Staff to TCWD Staff
7. User Interviews
8. Physical Access to Sites
 - a. External Access
 - i. Keys
 - ii. Fobs
 - iii. Alarm and Security Codes

Required TCWD Resources:

The following will be required of TCWD after acceptance of services by Highroad IT:

1. List of Management and Employees that utilize IT resources
2. Description of Business Units within TCWD that use IT resources
3. Key TCWD Personnel that Highroad IT will be directly interfacing
4. Access to existing IT documentation
 - a. Network Maps
 - b. User Lists
 - c. Server Configurations
5. List of Employees that Utilize IT services
6. List of Vendors who supply services to TCWD
7. Administrative Passwords and Access Codes to access IT Resources
8. Contact numbers for Services pertaining to IT Services
 - a. Building Maintenance
 - b. Telecom (ISP) Numbers
9. Telephone Numbers for Management with knowledge of IT service needs
10. Emergency Contacts for TCWD pertaining to IT service issues (After Hours)
11. Access to building after hours/weekend/Holidays
 - a. Maintenance
 - b. Upgrades
 - c. Equipment Malfunctions

FULL SYSTEM ANALYSIS FOR QA/QC

It is our intention to be the Information Technology Management and Support Services Provider to the TCWD. In order to provide our full professional services in support of your IT infrastructure, we will need to conduct a full system analysis of your current network. This will be a collaborative effort between the

TCWD staff and our technical professionals. We anticipate the participation of your staff to be limited in the amount of time they will need to be involved. We plan to expand upon the documentation provided in the original Request for Proposal, and to work with you to begin charting out a solid roadmap for your computing infrastructure. It will be important for us to work together during the analysis for us to get hands on experience as well as provide you with a different perspective of your IT infrastructure from our knowledge & expertise.

The following bullet points contain the areas of concentration on which the analysis will focus. There may be additional steps required once the onsite inspection begins. Highroad IT will notify the TCWD staff should additional areas of inspection be warranted. Once the data is gathered, a consolidated report will be generated and presented to you for additions and/or approval.

Current Infrastructure:

- Physical Assessment
- Cooling
- Electrical
- Networking
- Rack Space
- Manufacturer Maintenance

Existing Hardware:

- Servers
- Workstations
- Printers (if applicable)
- Network Switches
- Routers
- Firewalls

Storage Capabilities:

- DAS (Direct Access Storage)
- NAS (Network Attached Storage)
- SAN (Storage Area Networks)

Data Preservation:

- Backup Configuration
- Data Backup Procedures
- Data Verification Procedures
- Data Restoration Procedures
- Offsite Backup
- Live Data
- Archival

Network Analysis:

- Local Area Network Infrastructure
- Switches
- VLANS
- Multi-Building Connections
- Wireless Access Points
- Wide Area Network Infrastructure
- Routers
- Switches
- Firewalls
- Bandwidth

Intrusion Detection:

- Audit Procedures (System Logs)
- Remote Server Monitoring
- 24/7/365 Services
- Active/Passive Monitoring
- Alert Levels
- Performance Counters
- Log Reviews

Systems Charting:

- Business
- Disaster Recovery

Multi-User Capabilities:

- License/CALS
- Database Infrastructure (SQL)
- Security
- Authentication
- Auditing (Log files, etc.)

Remote Access Methods:

- VPN
- SSL/IPSEC
- Multi-Factor Authentication
- Web Based Access
- Existing Remote Clients
- Wireless Access
- Mobile Devices

Security Methods:

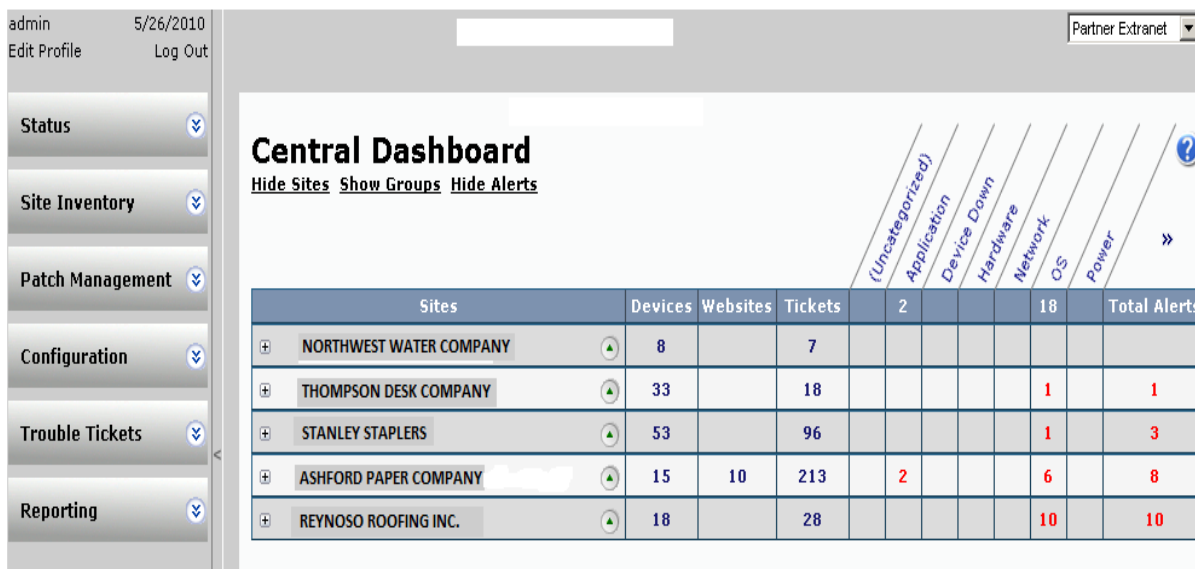
- Internal Security Measures
- Physical Security of IT Equipment
- Auditing of IT access
- External Security Methods

Access Logs:

- Access Control Lists
- Authentication Methods
- Compliance Standards
- Internal Record Requirements
- Board Certification Requirements

Monitoring

Highroad IT will implement our full-service Highroad IT monitoring system during the start of the first week of the Full System Analysis of the TCWD’s IT infrastructure. Listed below are examples of our Highroad IT monitoring system. We install an agent program onto the servers at your location. This agent utilizes Windows Management Instrumentation (WMI) to monitor your internal systems.



The screenshot shows a web interface for the Highroad IT monitoring system. On the left is a navigation menu with options: Status, Site Inventory, Patch Management, Configuration, Trouble Tickets, and Reporting. The main content area is titled "Central Dashboard" and includes links for "Hide Sites", "Show Groups", and "Hide Alerts". Below this is a table with columns for Sites, Devices, Websites, Tickets, and various alert categories: (Uncategorized), Application, Device Down, Hardware, Network, OS, and Power. A "Total Alerts" column is also present. The table lists five sites: NORTHWEST WATER COMPANY, THOMPSON DESK COMPANY, STANLEY STAPLERS, ASHFORD PAPER COMPANY, and REYNOSO ROOFING INC. with their respective counts.

Sites	Devices	Websites	Tickets	(Uncategorized)	Application	Device Down	Hardware	Network	OS	Power	Total Alerts
NORTHWEST WATER COMPANY	8		7								
THOMPSON DESK COMPANY	33		18						1		1
STANLEY STAPLERS	53		96						1		3
ASHFORD PAPER COMPANY	15	10	213	2					6		8
REYNOSO ROOFING INC.	18		28						10		10

The example directly above shows the central dashboard for Highroad IT monitoring. This Interface will allow us to monitor your systems. The status of each device will then be sent to our centralized collection server.

Each component (server, workstation, printer, and network device) will be monitored against a standard set of parameters. When the thresholds for those parameters are exceeded, an alert will be generated, and a

service ticket will be created in our call tracking system. The status of each ticket is sent to all Highroad IT personnel using our technology. Customized threshold levels will be generated for the TCWD during this phase. The following page contains examples of the data collected.

CPUs

CPU	Version	Clock Speed
Intel(R) Xeon(R) CPU 3060 @ 2.40GHz	Model 15, Stepping 6	2.4 GHz
Intel(R) Xeon(R) CPU 3060 @ 2.40GHz	Model 15, Stepping 6	2.4 GHz

Disk Drives

Drive	Capacity (MB)	Used (MB)	Free (MB)
C:	34,003	25,582	8,421
E:	610,478	222,998	387,480
F:	60,001	23,794	36,207

Network Cards

Name	MAC Address	DHCP
HP NC324i PCIe Dual Port Gigabit Server Adapter	00:1C:C4:C2:6B:E5	False
HP NC324i PCIe Dual Port Gigabit Server Adapter	00:1C:C4:C2:6B:E4	False
WAN Miniport (PPTP)	50:50:54:50:30:30	False
WAN Miniport (PPPOE)	33:50:6F:45:30:30	False
Teefer2 Miniport	44:D0:20:52:41:53	False
Teefer2 Miniport	00:1C:C4:C2:6B:E4	False
Teefer2 Miniport	00:1C:C4:C2:6B:E5	False

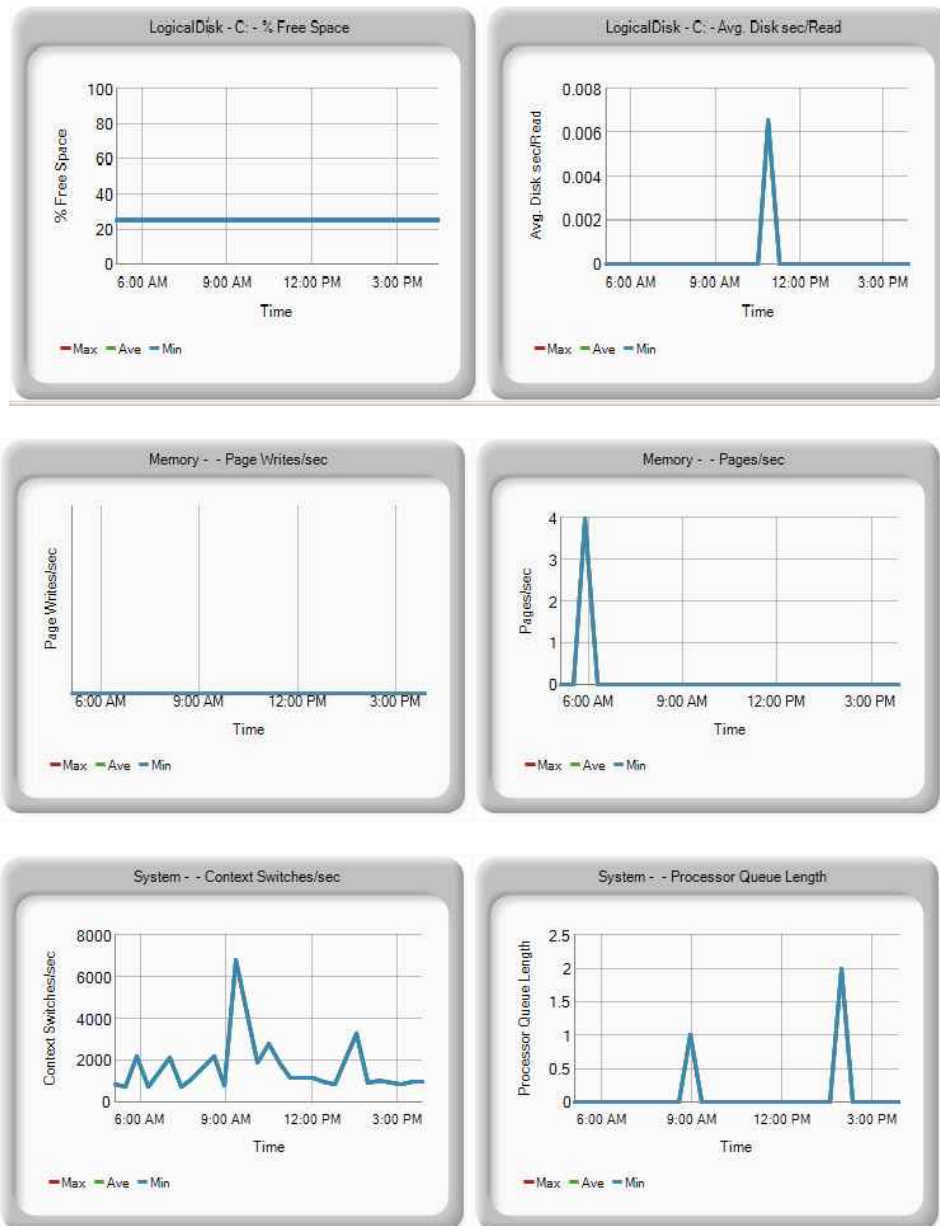
Video Cards

Name	Color Depth	Resolution	RAM	Driver
ATI ES1000	32	1024 x 768	16	6.14.10.6606
LogMeIn Mirror Driver	0		0	2.50.596

The information collected is transmitted back to the Highroad IT centralized server. This information will help us analyze and diagnose issues related to your hardware. When a server failure occurs, this information is required in order to start the diagnosis. Often, the information gathered is more detailed than what is available onsite. This information will be customized during weeks one and two of this phase of the project.

Additionally, Highroad IT monitoring will inventory each of the TCWD Servers, allowing us to keep track of all the installed programs. This could be used for license assurance, and identification of software that is no longer being used.

We will then install the Highroad IT monitoring management console which will allow us to review all Windows Performance Counters. We will see trends such as CPU utilization, memory spikes, and disk drive space available, helping us to detect potential issues with the TCWD’s current server environment (see examples directly below).



With the successful addition of TCWD to the Highroad IT monitoring platform, the full IT Management and Support Services will be officially in affect. Highroad IT will be actively monitoring, maintaining and supporting the TCWD IT network and infrastructure.

TASK 2 – IT SUPPORT

Support Request Submission Process

The primary method of communicating support request is through our ticketing system. Customers can submit tickets over the phone, by email, or through our Web Portal. Current Service Level Agreements (SLA) call for an initial support time of 2 hours. This means initial contact from ticket to response can be as high as 2 hours, but are often detected and responded to in as little as 15 minutes.

Actual service will take place after the initial response. If remote work is required, the ticket will be assigned to an authorized Service Technician. If On-site work is required, the ticket will be “Triaged” to determine the criticality of the service issue and Technicians will be dispatched as required.

Service Level Agreement (SLA) – There are 4 levels of Service Tickets:

- **LEVEL 1 – EMERGENCY RESPONSE** (High priority)
Urgently handled within 15 minutes. These include Server Down, Data Corruption, Data Theft, or other “Business Critical” items.
- **LEVEL 2 – QUICK RESPONSE** (Medium priority)
Non-urgent, but critical issues are usually handled in 15-60 minutes. These include urgent issues outside of the Level 1 emergency response.
- **LEVEL 3 – STANDARD RESPONSE** (Low priority)
Non-critical issues can take up to 2 hours. These include general support requests.
- **LEVEL 4 – SCHEDULED MAINTENANCE**
Pre-planned events, or long-term items where multiple resources are required.

In addition to support requests submitted manually, tickets are also generated through our monitoring system. These tickets are generated to better support the customer base and are usually technical in nature (Low Disk Space, CPU Utilization, Memory Full, etc.). These follow the same triage process as regular tickets and are reacted to according to the SLA listed above.

Ticket escalation can be performed on a needed basis. Normal tickets can be escalated to Quick Response, or Emergency if the issue is deemed to be serious or time sensitive.

Support Hours

Monday – Friday from 7:00 A.M to 4:00 P.M.

Weekend, Holiday and Special agreements can be arranged on separate agreements.

TASK 3 – SPECIAL PROJECTS

Highroad IT will evaluate the needs and requirements of all special projects. We will partner with TCWD in our evaluation to determine the proper project scope and budget, while maintaining adherence with IT best practices. With our extensive experience of successfully implementing projects of all sizes, for Water Districts throughout Southern California, TCWD will have the confidence in knowing that their project will be properly managed.

All Special projects will be handled on a case-by-case bases with work commencing as outlined in each executed Project Agreement.

6. COMPARABLE PROJECTS

Highroad IT specializes in supporting the Water Distribution sector, currently serving 8 Water Districts and 4 Water Companies. We have selected 5 Water Districts which are of small to medium size (15-50 users) with similar complexity, demographics, and IT needs as TCWD.

All client references detailed below receive full IT network management services and user support, including, but not limited to the following: Server Administration, Monitoring, Backups (Local and Offsite), Fail-Over, Networking, Desktop and PC Maintenance, Firewall, Security, Antivirus/AntiSpam, Mobile devices including Smart Phones, SCADA hardware support, and GIS application integration with the business system support.

Crescenta Valley Water District

Attn: Nem Ochoa (General Manager)
2700 Foothill Boulevard
La Crescenta, CA 91214
Phone: (818) 248-3925
Users: 35 / Length of Tenure: 2 Years

Rowland Water District

Attn: Tom Coleman (General Manager)
3021 Fullerton Road
Rowland Heights, CA 91748
Phone: (562) 697-1726
Users: 35 / Length of Tenure: 16 Years

Laguna Beach County Water District

Attn: Christopher Regan (Asst General Manager)
306 Third Street
P.O. Box 987
Laguna Beach, CA 92652
Phone: (949) 494-1041
Users: 50 / Length of Tenure: 8 Years

San Gabriel County Water District

Attn: Jim Prior (General Manager)
8366 Grand Ave.
Rosemead, CA 91770
Phone: (626) 287-0341
Users: 15 / Length of Tenure: 7 Years

La Habra Heights County Water District

Attn: Mike Gualtieri (General Manager)
1271 Hacienda Road
La Habra Heights, CA 90631
Phone: (562) 697-6769
Users: 10 / Length of Tenure: 7 Years

7. SERVICE PRICING AND RATE SCHEDULE

Managed Services Costs

Highroad IT provides complete Managed Services, billed monthly at a fixed rate and on the first day of each month, with 30-day terms. Monthly rate is based upon information provided in the RFP and may be increased or decreased following the IT Audit performed during the onboarding process.

Standard Monthly Maintenance = Monday thru Friday 7am to 4pm	
Description	Monthly Cost
Physical Servers (Includes 24/7/364 HIT monitoring)	\$300
Virtual Servers (Includes 24/7/364 HIT monitoring)	\$600
Personal Computers / Laptops / Tablets	\$1,525
Networking Hardware	\$475
Printers	\$55
Semimonthly Onsite Dedicated Support	\$1000
IT Administrative Services (IT Budget, Vendor Mngt, Asset Mngt, Roadmap)	\$1000
Standard Monthly Total	\$4,955.00

All applicable taxes, shipping and handling will be applied at the time of invoice.

Please note, HIT Managed Services Maintenance Contract do not include Product Costs or Special Project work such as Additions, Upgrades, Installations, Development, Relocations and Programming. Monthly rates subject to change as new products are added or removed.

APPENDIX

A. HIGHROAD IT CAPABILITIES

Strength & Stability of Highroad IT

Highroad IT has built a powerful working knowledge in all areas of information technology which has afforded us the ability to provide excellent computer professional services to a wide array of companies of all sizes and industries. Because we have the great fortune of working with so many differing technologies, it has required us to attract some of the most talented IT Professionals in the industry to support our clients as well as establish ourselves as a proficient partner with all of the major hardware & software manufacturers in the computer industry. Over the years we have also gained a strong reputation as a great partner amongst our peers, offering our expertise in support of their clients on projects or other maintenance needs, and they in turn work with us to provide their specialized services to all of our clients. The result is our ability to provide a full network of computer support from our own dedicated staff as well as our strong alliances with our specialists, consultants, IT partners and all major computer manufacturers.

As we head into our 17th year of business, we are excited about the future of our company. We have been able to withstand the changing economic climate over the past that has affected every business and have made strategic adaptations to our business model that has put us in a position of growth for the future. One of the major reasons for our optimism is our educational focus to bring our clients a true understanding of emerging technologies like Virtualization and Cloud Computing. We have been very successful in educating our clients on how those technologies can allow them to transition from paying large upfront capital costs to manageable operational costs. We know that equipping our clients with knowledge, and a true understanding of technology, are vitally important to their businesses and it allows us to be the strong partner we strive every day to be. Being in the computer industry, where changes are fast and furious, we are very proud of our ability to deliver the best IT professional services in the industry as well as help our clients gain the necessary knowledge to maximize their existing investments while keeping them ahead of the curve with all of the latest technology.

Below is the official Highroad IT list of Professional Services:

Professional Services

- Network Installation and Configuration
- Hardware and Software Installation and Configuration
- 24/7/365 Full Monitoring of All Networked Servers/Devices
- Hosting Services Including Website, Servers, Applications, Backups, etc.
- Web & Database Integration
- Email and Web Filtering Installation and Implementation
- System Administration and Setup
- Database and Server Maintenance
- Operating System Installation, Administration & Support – Windows
- Disaster Prevention/Recovery Planning and Implementation
- Information Technology Analysis
- Software Package Selection
- Application Software Design and Development

- Database Migration, Installation and Support
- System/Server Security Assessments and Recommendations
- Imaging Software Installation and Configuration
- Disable open Remote Desktop Protocol (RDP) ports from the internet closing all known threats.
- Business Process Improvement
- Web Development
- Training: User Application and Basic Office Technology

Hosting

- Data Centers/Co-Location
- Servers
- Backups
- Website
- Exchange
- SharePoint
- Off-site Storage
- Office Applications

Software

- Microsoft Office
- Operating Systems – Microsoft Windows
- Virtualization – VMWare, Hyper V
- Server-Based Computing/Thin Client – Windows Terminal Server (RDP), Citrix (ICA)
- Database –SQL
- Programming/Web Enabling – ASP.NET, Visual Basic,
- Document Imaging & Delivery – Ecopy
- Email & Productivity – Microsoft Exchange Server, Microsoft Office
- Antivirus & Filtering – ESET, Symantec, Trend Micro, Cymphonix, Open Relay Filter
- Remote Connectivity – VPN, VNC, PC Anywhere
- System Backup – Veeam, Symantec
- Disaster Recovery – Veeam, Azure

Hardware

- Servers, PCs, & Notebooks – HP/Compaq, Dell, IBM, Lenovo
- Network Attached Storage – Buffalo, Netgear ReadyNAS
- Fail-Over Systems – Zenith
- Windows & General-Purpose Terminals – Wyse
- Firewalls – Cisco, SonicWall, WatchGuard, Netgear, Linksys
- Hubs, Switches, Routers & Wireless Access Points – HP, Cisco, Netgear, Linksys
- Printers – HP, Brother, Ricoh, OkiData, Kyocera
- Uninterruptible Power Supplies – APC

Track Record

At Highroad IT we are very proud of our track record of providing the highest expertise in computing professional services. We monitor all our client's networks and we have installed/configured/implemented numerous HP servers and Microsoft operating systems. We have deployed multiple Exchange servers at multiple clients, setup multiple backup procedures, implemented all types of Antivirus/AntiSpam, and worked with all types of firewall appliances & software. Our ability to provide networking, system maintenance and upgrades, consulting, training, as well as any other related support makes us an ideal candidate to support TCWD's computing environment. Specifically, our trained professionals have extensive knowledge in every aspect of the TCWD's computer infrastructure, including experience with HP Servers, Microsoft Operating Systems, MS 365, MS Office, SonicWall firewalls, Netgear Switches, NAS devices, and UPS units.

Service Partnership

As an Information Technology Management and Support Services Provider we understand our reason for being is to support our client's existing computing environments as a true partner. We have the understanding that our success as a professional services provider is measured by the satisfaction, we bring to the people using the computing equipment and not just solving computer problems. Simply put, we care about the people as well as the equipment we are privileged to work on, and that is how we separate ourselves from other service providers. At Highroad IT, we have a true culture of caring, and that culture of caring is why we are very responsive to any support request that we receive and go the extra mile to resolve those issues in a timely fashion. It is also why we have positioned ourselves to bring the TCWD a full staff of support professionals from our own internal staff, to computer specialists, IT partners and our certified manufacturer relationships. We also know that our support relationships require us to be educators on all the latest trends in technology, so we can bring that information to those we provide our professional services to. This requirement to share our knowledge with our clients leads us to always being aware, and proficient, of all new computing technology.

Finally, we intend to be a truly dedicated Information Technology Management and Support Services Provider to the TCWD. Our care for our customers and our honesty is what we are known for. Our rapid response time to support requests and our technical ability to solve support issues separates us from other IT service providers. We thrive in challenging high-pressure situations and always take care to deliver support that will provide the lowest impact to you. Our certifications with all the major manufacturers provide additional evidence of our dedicated commitment to understanding the technologies we work with, which we will bring to TCWD in support of your business and computer infrastructure.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 16, 2021**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 9: DISCUSSION AND POSSIBLE ACTION CONCERNING ELECTRICAL IMPROVEMENTS AT EL TORO SEWER LIFT STATION

Trabuco Canyon Water District (District) owns and operates the El Toro Lift Station (Station) near the intersection of El Toro Road and Santa Margarita Parkway (SMP) in the City of Lake Forest. The station is a three (3)-level lift station consisting of a control room, storage room, pump room (dry pit), surge tank and wet wells. The lift station has a dual wet well/dry pit configuration with two separate wet wells. The station pumps from a gravity pipeline flowing east to west along El Toro Road to a force main in SMP, which conveys the flows to the Chiquita Treatment Plant owned and operated by Santa Margarita Water District.

In Fiscal Years Ending (FYE) 2019 & 2020, District staff has replaced pumps at this facility with the assistance of Flo-Services which is shared cost with Santa Margarita Water District (SMWD). At this time, District staff recommends the replacement of certain electrical wiring and conduit throughout the station, including wiring from the MCC to the pumps. Flo-Services, the contractor that installed the new pumps, has provided a proposal for the electrical work.

FUNDING SOURCE:

Reserves (Unbudgeted)

FISCAL IMPACT (PROJECT BUDGET):

\$191,400

ENVIRONMENTAL COMPLIANCE:

Not applicable

RECOMMENDED ACTION:

1. *Receive information at the time of the Board Meeting.*
2. *Approve the Flo-Services proposal for Electrical Upgrades in the amount of \$175,698 with a 10% contingency for a total not to exceed amount of \$193,267.*

EXHIBIT(S):

1. Project Location Map
2. Flo-Services Electrical Upgrades Proposal

CONTACTS (staff responsible): PALUDI/PEREA/STROUD



Project Location



LOCATION MAP

 Area of Work

El Toro Sewer Lift Station

August 27, 2021
Proposal #21-026-R
Page 1 of 6

Trabuco Canyon Water District
32003 Dove Canyon Drive
Trabuco Canyon, California 92679

Attention: Jason Stroud
Email: jstroud@tcwd.ca.gov
Telephone: 949-858-0277

Re: El Toro Sewage Pump Station
New North Side and South Side Pumps- Electrical Upgrade

Dear Jason,

Flo-Services is pleased to present our estimated time and material proposal to modify and upgrade the existing electrical on the North Side and South side pumps to include new motor disconnect switches, wire, and district requested PVC coated conduit and fittings:

Estimated Material-Item #1

One-Lot- 4" PVC Coated Condulete Bodies, Nipples,
Fittings, Clamps, and Strut Supports \$12,506.54

For installation of three phase 480-volt conduit and materials
between the existing ground level motor control center to the
bottom level proposed new stainless steel pull box listed below.

One-Lot- 2" PVC Coated Condulete Bodies, Nipples,
Fittings, Clamps, and Strut Supports \$11,031.74

For installation of three phase 480-volt conduit between
the bottom level proposed new stainless steel pull box to the first and
second stage of the north side and south side pump disconnect switches and
to each of the first and second stage north side and south side pump motor
junction boxes.

One-Lot- 3/4" PVC Coated Condulete Bodies, Nipples, Fittings,
Clamps, and Strut Supports \$ 4,348.42

For installation of single phase 120-volt conduit and fittings
between the ground level motor control center directly into
the first and second stage north side and south side pump motor junction boxes.

One-Lot- THHW Copper Stranded Wire	\$16,248.12
One- Lot- PVC Coated and/or Stainless Steel Channel	\$ 1,838.34
One- Lot- Liquid Tight Flex with fittings	\$ 924.28
One-Lot- Electrical Wire Connectors and Misc. Electrical Materials	\$ 715.00
One-Lot- 316 Stainless Steel Wedge Anchors with Hardware	\$ 385.56
One-Lot- PVC Coating Touch Up Materials and Special Tools	\$ 2,990.10
One-NEMA 3R; 316 Stainless Steel Pull Box with Rain Shield	\$ 4,263.51
Four-200Amp Lockable Motor Disconnect Knife Switches 316 Stainless Steel	\$26,303.20
Estimated Sales Tax 7.75 %	\$ 6,312.75
Estimated Incoming Freight to Flo-Services	\$ 3,600.00
Estimated Price for materials in Item #1 mentioned above (Includes estimated freight to the jobsite and estimated sales tax)	\$91,367.56 _____ Initials

Estimated Labor- Item #2

Estimated field labor/travel to/and from El Toro Pump Station. Deenergize the existing Motor Control Center, knock out a 4" hole in the lower left of this MCC enclosure and a 3/4" hole in the top of the MCC enclosure. Core drill into the existing concrete floor. Install a 4" PVC coated conduit and wire from the existing MCC into a new pull box installed on the pump level wall. Install a 3/4" conduit and wire from the existing MCC to each north side and south side newly installed pump motors on the lower level of the pump station. Mount the four stainless-steel pump disconnect switches on the north side wall for both the north side and south side pumps. Install conduit and wire from the new pull box to the new disconnect switches. Install conduit and wire between the new disconnect switches to each set of the newly installed north side and south side motors.

Estimated Field Labor & Travel – Portal to Portal – 3 Men 144 Hours Regular Time @ \$390.00 Per Hour	\$56,160.00
Estimated Mileage – Portal to Portal (Service Truck) 110 Miles @ \$1.55 Per Mile x 5 Trips	\$ 852.50
Estimated Mileage – Portal to Portal (Utility Truck) 110 Miles @ \$1.35 Per Mile x 5 trips	\$ 742.50

18 days-Equipment/Tool Truck Fee	\$480.00 Per day	\$ 8,640.00	
Estimated Per Diem - 15 Nights – 3 Men @ \$750.00 Per Night		\$11,250.00	
Estimated Price for Core Drilling		\$ 2,400.00	
Estimated Price for Labor in Item #2 mentioned above		\$ 80,045.00	<u> </u>
			Initials
Estimated Price for Performance/Payment Bond		\$ 4,285.31	<u> </u>
			Initials
Estimated Price for Item #1 and Item #2 mentioned above with estimated price of performance/payment Bond		\$175,697.87	<u> </u>
			Initials

Note: There is a very limited area for the installation of the 4” conduit. We are assuming there will not be any issues and/or obstructions with core drilling through the existing concrete upper floor for installation of this conduit. If this is not accurate than we will need to adjust this installation accordingly, which will affect the price and scope of the work listed in this proposal. Flo-Services will be using all the existing electrical starters, breakers, controls, etc. inside the existing Motor Control Center. The PVC coated material mentioned above is manufactured by Calbond and will require specially manufactured nipples that are cut and threaded to size by the factory for this installation. This is a time and material proposal you will be invoiced according to the rate sheet below. Permits are at cost plus 15 % (If required).

SCHEDULE OF COMPENSATION
FLO-SERVICES, INC.
TRABUCO CANYON WATER DISTRICT

PUMP REPAIR, MAINTENANCE AND SERVICE
 TO INCLUDE ONSITE ELECTRICAL AND MECHANICAL RELATED EQUIPMENT

SERVICE RATES – PORTAL TO PORTAL-YEAR 2021

One Man and Service Truck	\$135.00 per hour
Two Men and Service Truck	\$270.00 per hour
Three Men & Service Truck	\$390.00 per hour
Shop Labor – One Man	\$125.00 per hour
Confined Space Entry Fee per day	\$425.00 per day
Per diem	@actual cost +15%
Equipment and Tool Truck	\$480.00 per day
Pick Up/Delivery Fee-Pick Up Truck with Driver	\$60.00 per hour

Mark-up on parts and equipment will be cost + 15% overhead and + 15% profit.

The above rates apply to normal working hours or within an eight-hour working day, Monday through Friday, 7:00 a.m. to 3:30 p.m. Add fifty percent for the period Monday through Friday, 3:30 p.m. to 7:30 p.m. or after any eight-hour workday. Add double the rate for the period Monday through Friday 7:30 p.m. to 7:00 a.m. or after any 12-hour workday, Saturday, Sunday, Holidays, and any hours not mentioned above.

Add mileage at \$1.55 per mile for a one-ton service truck. Add mileage at \$1.35 per mile for ¾ ton utility truck.

John Krukowski, Principal employee's rate of \$225.00 per hour, portal to portal, plus mileage to assist City/District personnel with review of equipment, drawings, meetings, etc., on an as needed basis, when required.

California state sales tax will be added to all equipment and material.

Flo-Services, Inc. contact – John Krukowski – cell phone 818-262-8392

FLO-SERVICES, INC. Contractor's License Number is 988492
FLO-SERVICES, INC. DIR # 1000011247
Rates as of 6-2021

THIS PROPOSAL EXPIRES IN 30 DAYS from the date of this proposal or bid opening date, if applicable. The Sellers work and responsibility is expressly limited to providing materials and performing the services listed in this proposal. Design, application and direction for work and materials are to be provided by and responsibility of the Buyer. Flo- Services Total liability of the Seller for his purchase agreement including indemnity, liquidated damages, actual damages, special damages and consequential damages is limited to the coverage offered and paid by the Seller's insurance policies.

Liquidated/Actual damages are further limited to what is assessed by the Owner, paid to Owner and assessed due to the sole cause of Seller's delays.

CUSTOMER agrees to pay all charges due hereunder. Terms are COD. Alterations to the equipment may require an increase in service rates.

FLO-SERVICES Contractor's license Number is: 988492

The expiration date of FLO-SERVICES Contractor's license is: 11/30/21

Bidder acknowledges that Section 7028.15 (e) of the Business and Professions Code provides as follows: A license contractor shall not submit a bid to a public agency unless his or her contractor's license number appears clearly on the bid, the license expiration date is stated, and the bid contains a statement that the representations herein are made under penalty of perjury. Any bid not containing this information, or a bid containing the information, which is subsequently proven false, shall be considered non-responsive and shall be rejected by the public agency."

The undersigned declares, under penalty of perjury, that the representations made by the undersigned in the bid proposal are true and correct.

Thank you for your consideration to this proposal.

Very truly yours,


John Krukowski
FLO-SERVICES, INC.

TERMS OF SALE

1. ACCEPTANCE. "SELLER" is Flo-Services, Inc. who may function as a SUB-CONTRACTOR, REPAIR AND SERVICE ORGANIZATION OR VENDOR. "BUYER" is the CUSTOMER who may function as a CONTRACTOR, OWNER, ETC. These terms govern the purchase and sale of equipment, contractor's services, etc., referred to in SELLER'S proposal or acknowledgement. SELLER rejects all additional or different terms in any of BUYER'S forms or documents unless specifically accepted by SELLER in writing.
2. PAYMENT. Terms are COD.
3. RETENTIONS, unless herein authorized by SELLER, are not allowed.
4. BACK CHARGES The BUYER agrees to pay reasonable BACK CHARGES (based on actual cost plus profit, overhead and taxes) for any special services, additional equipment, repairs etc. made necessary by the omissions, mistakes, accidents, negligence or miscalculations of the BUYER, ENGINEER or OWNER. Commensurate with the urgency, nature and scope of the back charge, SELLER shall give BUYER advance notice of the intended back charge, but such advance notice shall not be a prerequisite for BACK CHARGES against the BUYER. Any BACK CHARGES from the intended BUYER, not authorized in writing by SELLER, will not be recognized.
5. DELIVERY. SELLER shall not be liable for delays due to fire, flood, labor issues, war, civil disorders, delay in transportation, inability to obtain materials, accidents, acts of God or other causes beyond SELLER'S reasonable control.
6. RESPONSIBILITY. SELLER shall not be responsible for damage to equipment if misused, improperly stored, installed or maintained. SELLER SHALL NOT BE LIABLE FOR CONSEQUENTIAL, INCIDENTAL, SPECIAL, PUNITIVE, COLLATERAL, LIQUIDATED OR OTHER INDIRECT DAMAGES. CONSEQUENTIAL DAMAGES FOR THE PURPOSES OF THIS AGREEMENT SHALL INCLUDE BUT NOT BE LIMITED TO, LOSS OF USE, INCOME, PROFIT, LOSS OF OR DAMAGE TO PROPERTY, ETC. These limitations apply whether the liability is based upon contract, tort, strict liability or any other theory.
7. WARRANTY. For benefit of the original user, SELLER warrants all new equipment sold to be free from defects in material and workmanship, and will replace or repair, F.O.B. at its factories or other location designated by it, any part or parts returned to it which SELLERS examination shall show to have failed under normal use and service by the original user within one year following initial shipment to the BUYER. This warranty does not cover damage by decomposition from chemical action or wear caused by abrasive materials nor does it cover damage resulting from misuse, alteration, accident or neglect, or from improper operation, maintenance, installation, modification or adjustment. Such repair or replacement shall be free for all items except for those items that are consumable and normally replaced during maintenance. THIS WARRANTY IS EXPRESSLY MADE BY SELLER AND ACCEPTED BY BUYER IN LIEU OF ALL OTHER WARRANTIES, WHETHER WRITTEN, ORAL, EXPRESS OR IMPLIED.
8. COMPLIANCE WITH LAWS. BUYER shall be solely responsible for securing any necessary permits and for compliance with all safety, health, sanitation and any other laws, ordinances and regulations in connection with the design, installation and operation of the equipment.
9. INDEMNIFICATION. It is understood that SELLER has relied upon data furnished by and on behalf of BUYER with respect to the safety aspects and application of the equipment and that it is BUYERS responsibility to assure that the equipment will, when installed and put in use, be in compliance with requirements fixed by law and otherwise legally adequate to safeguard against injuries or damage to persons or property. BUYER hereby agrees to defend, indemnify and hold harmless SELLER, its agents and employees against any and all losses, costs, damages, claims, liabilities or expenses, arising out of or resulting from any injury or damage to any person or property caused by the inadequacy of safety features, devices or characteristics in the equipment or in the installation, use or operation of the same, except claims for repair or replacement of defective parts are provided in Paragraph 7 hereof. Within the policy limitations of the SELLERS insurance policies, SELLER will indemnify, defend and hold BUYER harmless from any claim, cause of action or liability incurred by BUYER as a result of third party claims for personal injury, death or damage to tangible property, to the extent caused by SELLERS sole negligence. SELLER shall have the sole authority to direct the defense of and settle any indemnified claim. SELLER's indemnification is conditioned on BUYER (a) promptly notifying SELLER of any claim, and (b) providing reasonable cooperation in the defense of any claim.
8. TITLE & LIEN RIGHTS. After delivery to Buyer, Seller will have all such rights, including security interests and liens, in the equipment as lawfully may be conferred upon Seller by contract under any applicable provision of law.
9. MISCELLANEOUS. Goods may not be returned without previous written permission and are subject to a restocking charge. The SELLER may cancel agreement only upon written notice and payment of reasonable cancellation charges, including anticipated profit. Attorney's fees and court costs necessary to enforce these terms of sale will be paid to the prevailing party. No part of the Agreement may be changed or cancelled except by a written document signed by SELLER and BUYER. No course of dealing or performance, usage of trade or failure to enforce any term shall be used to modify the Agreement. If any of these terms is unenforceable, such term shall be limited only to the extent necessary to make it enforceable and all other terms shall remain in full force and effect. BUYER may not assign or permit any other transfer of the Agreement without SELLERS prior written consent. The Agreement shall be governed by the laws of the State of California without regard to its conflict of laws provisions.

Acceptance of this proposal with the terms referred to herein may be accomplished by executing this document or by providing a BUYERS purchase order/contract.

Accepted: SELLER

Accepted: BUYER

Submitted: FLO-SERVICES, INC

Flo-Service, Inc.



By: _____

By: _____

By: John Krukowski

Date: _____

Date: _____

Date: 8-27-2021

NOTICE TO PROPERTY OWNER

If bills are not paid in full for the labor, services, equipment, or materials furnished or to be furnished, a mechanic's lien leading to the loss, through court foreclosure proceeding, of all or part of your property being so improved may be placed against the property even though you have paid your contractor in full. You may wish to protect yourself against this consequence by (1) requiring your contractor to furnish a signed release by the person or firm giving you this notice before making payment to your contractor or (2) any other method or device that is appropriate under the circumstances, such as a contractor's payment bond.

CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTOR'S STATE LICENSE BOARD which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within ten years of the date of the alleged violation. Any questions concerning a contractor may be referred to:

**Registrar Contractor's State License Board
P.O. Box 26000
Sacramento, California 95826**

**CONTRACTORS STATE LICENSE BOARD
STATE OF CALIFORNIA
DEPARTMENT OF
CONSUMER AFFAIRS
CONTRACTORS - LICENSE NO. 988492**



FL  -SERVICES, INC.



3010 FLOYD ST *BURBANK, CA 91504-2599
TEL: (818) 847-2188 * FAX: (818) 847-2216
www.fl-services-inc.com * LIC#988492

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 16, 2021**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE APPROVAL OF TESCO CONTROLS EMASS PROGRAM CONTRACT

Trabuco Canyon Water District (District) contracts with TESCO Controls, Inc. (TESCO) for independent, third-party SCADA integration and other support services. TESCO provides an Extended Maintenance and System Services (EMASS) Program for the purpose of servicing Motor Control Centers (MCCs), Remote Telemetry Units (RTUs), and Control Panel (CP) Systems, including field instruments and flow meter range verification. Most of this equipment has exceeded any and all maintenance/repair warranties. This work is completed over a two-week period with the assistance of a District employee and includes the following scope of work:

Scope of Coverage

- MCC/VFD/RVSS/Pump Controls Specialized Preventative Maintenance & Support Services
- PLC/RTU/Control Panel Specialized Preventative Maintenance & Support Services
- Instrumentation Management Services
- Field Instrumentation Performance Verification

The District has contracted with TESCO for this work for the previous four years. District staff recommends contracting with TESCO for the EMASS Program for a three-year period for a not to exceed amount of \$84,000.

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

\$84,000

ENVIRONMENTAL COMPLIANCE:

Not applicable

RECOMMENDED ACTION:

1. *Receive information at the time of the Board Meeting.*
2. *Approve the TESCO Controls proposal for the EMASS Program Service Contract (3 Years) for a not to exceed amount of \$84,000.*

EXHIBIT(S):

TESCO Controls, Inc. EMASS Program proposal

CONTACTS (staff responsible): PALUDI/PEREA/STROUD

To: Trabuco Canyon Water District

Quote Date: 4/13//21

Attn: Jason Stroud

Quote No.: 21D105Q01

Re: Annual Extended Maintenance and System Services (EMASS) Proposal

ANNUAL SERVICE CONTRACT PACKAGE
(Service Period: October 1, 2021 to September 30, 2022)

This proposal is offering an Extended Maintenance and System Service (EMASS) contract package to provide support services for Trabuco Canyon Water District’s Water and Wastewater sites’ Motor Control Centers (MCC), Remote Telemetry Units (RTU) and Control Panels (CP) Systems. The service contract shall provide a maximum of two (2) working weeks for two (2) Tesco’s EMASS Service representatives to perform prescheduled preventive maintenance service visits including field instruments functional verifications. EMASS services will be scheduled approximately 3-4 weeks prior to required work. Additional work provided above and beyond the contract allowance will be provided at the contract’s reduced rates on a time-and-material basis.

With this agreement, **when paid in full at the beginning of the service term**, the signee is entitled to reduced rates, priority response, and emergency service available 24 hours a day, 7 days a week, 365 days a year. These rates and terms are identified under the “Standard Professional Services Rates for Time and Material Services” section as included herein.

Scope of Coverage

The following identifies the scope of coverage related to support, service, and covered equipment/systems as part of this Service Contract Package.

Item	Description
1	<p>MCC / VFD / RVSS / Pump Controls Specialized Preventative Maintenance & Support Services: TESCO shall provide site visits to perform specialized preventative maintenance, including system inspection, verification, and equipment cleaning. These services will be prescheduled and performed annually onsite, and include:</p> <ul style="list-style-type: none"> ▪ Exterior and Interior checks of the cabinet paint condition, door operations, seals and gaskets, checks of door mounted controls and switches, and exterior mounted generator receptacle check if applicable. ▪ Vacuum of dust and debris inside the cabinet ▪ Visually inspect connections ▪ Check for moisture intrusion ▪ Check for rodent/insect intrusion ▪ Check ventilation fans for proper operation and clean filters as needed ▪ Check for loose connections and signs of overheating ▪ Check current and voltage output ▪ Confirm motor Drive ventilation clearances have not been obstructed ▪ Confirm motor Drive paneling and covers are in place and properly closed <p>Sites/Equipment Covered: The above-listed support service applies to the following sites/equipment:</p>
2	<p>PLC / RTU / Control Panel Specialized Preventative Maintenance & Support Services: TESCO shall provide site visits to perform specialized preventative maintenance, including system inspection, verification, and equipment cleaning. These services will be prescheduled and performed</p>

Item	Description
	<p>annually onsite, and include:</p> <ul style="list-style-type: none"> ▪ Exterior and Interior checks of the cabinet paint condition, door operations, seals and gaskets, and checks of door mounted controls and switches. ▪ Vacuum of dust and debris inside the cabinet ▪ Check for moisture intrusion ▪ Check for rodent/insect intrusion ▪ Check fan and heater functional performance ▪ Visually inspect battery backup and UPS ▪ Verify Controller’s power supply voltage ▪ Check and verify PLC processor and I/O Modules connections ▪ Check for excessive heat and loose connections ▪ Check telemetry equipment cabling and connections ▪ Seat terminal blocks and all relays <p>Sites/Equipment Covered: The above-listed support service applies to the following sites/equipment:</p> <ul style="list-style-type: none"> ▪ Wastewater Treatment Plant ▪ Dove Canyon Filter Plant ▪ Blower Building ▪ CL2 Building ▪ Dove Lake site ▪ Belt Press Building ▪ Equal Basin site ▪ Shadow Rock Lift station ▪ Plano Trabuco Lift station ▪ The Oaks Lift station ▪ Heritage Lift station ▪ Portola Basin Lift station ▪ O’Neil Park Lift station ▪ El Toro Lift station ▪ Santiago Lift station ▪ Via Alegre Lift station ▪ Golf Club Lift station ▪ Bell Canyon Lift station ▪ Dove Creek Lift station ▪ Tick Creek Lift station ▪ Digester Site ▪ Barneburg Lift station ▪ Harris Grade Tanks site ▪ Joplin Tanks site ▪ Reservoir # 1 ▪ Dove Canyon Tank site ▪ Trabuco Tanks site ▪ Robinson Ranch Pump station ▪ Falcon Pump station ▪ Ridge Line Pump station ▪ Topanga Pump station ▪ Canada Filter Plant
3	<p>Instrumentation Management Services:</p> <ul style="list-style-type: none"> ▪ Provide EMASS service representative(s) to perform annual instruments functional performance

Item	Description
	<p>verification services for field instruments.</p> <ul style="list-style-type: none"> ▪ Annual instruments onsite verification. Functional verification services include test solutions necessary to verify performance of instruments. (Please note that instruments must be identified prior to scheduling service for proper preparation of service, such as procurement of calibration solutions, etc.). ▪ Performance diagnostics, battery checks and loop checks. ▪ Verify instruments output at the SCADA computer when applicable. ▪ Provide performance verification certification stickers for instruments verified. ▪ Note: <i>Responsibility of the Owner is to provide safe access to instruments located in designated as "Confined Space Entry" areas and instruments located at higher reach.</i> <p>Field instruments to be performance verified; flow meter range verification of inputs and outputs:</p> <p>Instruments Covered to be performance verified:</p> <ul style="list-style-type: none"> ▪ Five (5) Rosemount Differential Pressure Transmitters ▪ One (1) Rosemount Level Indicating Transmitter ▪ One (1) Siemens Flow meter ▪ Seven (7) Flow meters at Dimension WTP ▪ Six (6) Flow meters at Robinson Ranch WWTP ▪ One (1) Flow meter at Tick Creek facility ▪ One (1) Flow meter at Dove Creek facility ▪ One (1) Flow meter at Shadow Rock detention basin site
TOTAL ANNUAL COST:	\$28,000.00
OPTIONAL THREE (3) YEAR TOTAL SERVICE COST:	\$84,000.00

Additional Services

Additional services which are not included within the Service Contract coverages (as defined above) are available and can be administered through this contract. Such services are offered at TESCO's "standard rates" per the rate scheduled included herein, which will accrue against the included Allowance or billed separately on a Time-&-material (T&M) basis. These services will be subject to the service provisions defined herein and scheduled accordingly. Service and support may include any of the following disciplines/items as needed to fulfill the additional service requests.

- **Field Service Technician** – to provide field support and services, including, but not limited to: instrumentation troubleshooting, calibration, and loop testing; electrical control modifications; Infrared Thermal Image Scan(s) for verifying/identifying poor connections, resistive "hot spots", and potentially failing equipment, control system troubleshooting; motor control support services (e.g. VFD's, RVSS's, Pump Control Panels, etc.) and communication system service.
- **PLC Programmer** – to provide PLC programming support and services as needed, including, but not limited to: troubleshooting, program modifications, OIT programming services, and training.
- **SCADA Programmer** – to provide SCADA support and services as needed, including, but not limited to: software troubleshooting; support services for system tags, database, telemetry/communications, alarming systems, reporting, and graphics support; networking support; programming modifications; and training. **(Note: Latest SCADA system software updates should be available while under terms of the contract)**
- **Engineer** – to provide engineering and consulting support and services related to electrical control and system engineering, including, but not limited to: electrical control system assessment, tracing, engineering, and as-built drawings; control system operations engineering; system documentation; and training.
- Materials, travel, expenses, and/or third party services will be billed separately. Any material required shall be approved by owner/customer prior to procurement.

Rate Schedule

The following rate schedule identifies the Professional Services offered by Tesco Controls, Inc for Technical Support Services only. Please note that this rate schedule is not intended for use with Task Orders or project scopes of work, which shall be administered separately from this Service and Support Contract (TESCO can negotiate and quote these separate work efforts, as needed). This rate schedule applies to the services and support covered by this Service Contract per the applicable rate category, as well as, the additional services that are rendered for ancillary support effort (which is performed per the standard rates and provisions defined below).

The following are Tesco's current professional service rates for year **2020** including the escalation rate schedule for service type and category. The rates shown below include the direct hourly rate only and do not include expenses related to business travel, ME&I costs, per diem, or other miscellaneous fees. If needed, please consult with Tesco representative for travel-loaded rates which are evaluated case-by-case upon request.

Professional Services	Standard Rate	Premium Services	Emergency Services	Service Contracts
Factory Repairs	\$110	\$120	\$150	\$95
Administrative Support	\$105	\$115	\$145	\$90
Engineering Support	\$105	\$115	\$145	\$90
Drafter/Designer	\$125	\$135	\$185	\$110
Engineer/Designer (Electrical, Controls)	\$145	\$155	\$215	\$125
Project Engineer	\$155	\$165	\$235	\$145
Senior Project Engineer	\$170	\$185	\$245	\$145
Project Manager	\$165	\$175	\$235	\$145
Senior Project Manager	\$185	\$195	\$245	\$155
PLC Applications Programmer	\$155	\$165	\$235	\$145
Senior PLC Applications Programmer	\$170	\$185	\$245	\$145
SCADA Applications Programmer	\$155	\$165	\$235	\$145
Senior SCADA Applications Programmer	\$170	\$185	\$245	\$145
Field Service Engineer/Specialist	\$155	\$165	\$235	\$145
Senior Field Service Engineer	\$170	\$185	\$245	\$150
Network/Communications Engineer	\$165	\$185	\$250	\$150
Senior System Architect	\$200	\$215	\$265	\$185

Service Rate Categories

The following define the service types identified in the above listed rate categories:

Standard Service Rate – These rates apply to standard scope and task order activities that are under Tesco's scheduling and resource planning control. Standard rates are reserved for negotiated, planned, and well-defined/specified scopes of work where standard approach methodologies for executing work activities apply. These rates may also apply to specialized preventative maintenance services. These rates do not apply to open-ended tasks or time-&-material (T&M) work orders requiring premium technical/engineering services (please refer to Premium Service Rates); the Standard Service Rate category apply to standard 'project/product delivery' work. Please consult with Tesco representative for applicable service rate.

Premium Service Rate – These rates apply to open-ended tasks and time-&-material (T&M) work activities where the scope of work is not well-defined requiring a non-standard approach to scope management and resource planning. Such activities require higher-level disciplines for engineering task discovery in defining scope of work

requirements on an as-needed basis. These rates may also apply to scope and task order activities that require premium technical services, such as engineering assessments, engineering surveys/studies, integration activities, troubleshooting, and T&M support services. These rates do not apply to urgent, expedited, or emergency service where the rendering of services are subject to deadlines or schedules that compress or interrupt other prescheduled activities or project work (please refer to Emergency Service Rates). Please consult with Tesco representative for applicable service rate.

Emergency Service Rate – These rates apply to tasks, work activities, and/or services that are rendered where personnel and resources need to be expedited and do not follow Tesco’s standard methodology for scheduling work. Such services may impact other work activities or other project work, and may require rescheduling of resources to accommodate an expedited schedule. These rates may also apply to services that need to be rendered after normal business hours, whether provided as technical phone support or onsite technical support. Please note that any onsite technical support or activity rendered as an Emergency Service Rate may be subject to additional surcharges as follows:

Emergency Onsite Service Surcharges

Mobilization surcharges are applied to each emergency call/request that results in onsite activities being rendered under the Emergency Service Rate classification as defined above. These surcharges do not apply to phone support or remote VPN access support services. The following surcharges are applied to the mobilization of onsite services based on operating business hours.

<i>After-Normal Business Hours, On-Call Onsite Support.....</i>	<i>\$950 per incident</i>
<i>During Normal Business Hours, On-Call Onsite Support.....</i>	<i>\$650 per incident</i>

After-hours service requests are managed through Tesco’s 24/7 On-Call Support Program and facilitated through Tesco’s call center and dispatched to on-call personnel. Please note that the utilization of Emergency Service Rates do not constitute an Emergency On-Call & Technical Support Service Contract or guarantee a level-of-service/response-time stipulated by those contracts. Please contact Tesco for a customized EMASS, Support, and/or On-Call Emergency Service Contract which is structured and quoted on support needs and on a system-by-system basis. Although Emergency Services are expedited and scheduled promptly, mobilization is subject to availability and resource rescheduling lead-times. Please consult with Tesco representative for applicable service rate.

Service Contract Rate – These rates apply to work, tasks, and scopes identified by a Tesco Service Contract. Service Contracts can include bundled packages for Extended Maintenance And System Services (EMASS) contracts, Technical Support Service contracts, and On-Call Emergency Service contracts. Eligibility of these rates are only available through an active and pre-paid Tesco Service Contract which are subject to the terms and conditions stipulated by the respective Service Contract language. These rates do not apply to Open Purchase Orders, Time-&-Material (T&M) service requests, or premium Professional Services / Consulting Agreements. Please consult with Tesco representative for additional information and details related to Service Contracts.

Please consult with a Tesco representative for applicable service rates.

Rendering Services

Upon contracting into an agreement with Tesco Controls, Inc. (i.e. Retainer Agreement, Service Contract, or Professional Services/Consulting Agreement), these indicated rates shall be valid for the agreed contract period. Services rendered will be provided on a Time-and-Material accrual basis; which may be estimated in advance with a specified Task Order and/or defined scope of activity(ies). The hours accrued for rendered services will be recorded and only those incurred hours will be billed against the service/contract agreement in addition to the cost of expenses, travel, per diem, ME&I costs, fees, expenditures, and any preauthorized hardware/material provided. Please refer to the Time-and-Material service provisions and the terms and conditions noted herein.

Service Provisions

Please note the following service provisions:

- Normal working hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Overtime at one and one-half the standard rate is billed for services outside the normal working hours, excluding weekends and holidays.
- Saturday working hours are billed at two times the standard rates.
- Sunday working hours are billed at three times the standard rates.
- Holiday working hours are billed at three times the standard rates.
- The above rates are billed two-hour minimum and in half-hour increments per activity/mobilization.
- Portal-to-portal travel time is billed at the indicated hourly rate, plus \$0.69 per mile.
- Hardware components are billed at cost plus 20% overhead/procurement expenditures and 15% margin (delivery is subject to manufacturer availability). Sales tax will be applied as appropriate.
- Actual travel expenses (airfare, ground transportation, lodging, meals, etc.) are billed at cost plus 20% overhead/administration.
- Authorized third party services will be billed separately at cost plus 20% overhead/subcontract administration and 15% margin (delivery is subject to service provider availability).
- Please note: The above listed rates and referenced disciplines are for technical and professional services only, which do not include any trade installation, trade work, or trade labor.

Clarifications

The liability of Tesco Controls, Inc. under this Extended Maintenance and System Services agreement shall be limited to the reasonable value of the labor and services to be performed hereunder. Tesco Controls, Inc. agrees to provide the services referenced herein, but does not assume any liability or responsibility for damages caused by a failure of the parts or components referenced herein or the loss of any data. Tesco Controls, Inc. shall not be obligated under this agreement to provide an extension of the manufacturer's warranty for any component referenced herein.

Tesco Controls, Inc. shall not be obligated under this agreement to provide services or repair damage caused by fire, explosion, vandalism, theft, act of God, misuse or abuse of equipment/components; such equipment may not be serviceable and may need to be replaced. Nor will Tesco Controls, Inc. be liable for damage caused by unsupervised relocation, repair, or modifications to the equipment/components not performed by Tesco Controls, Inc. (or previously authorized by Tesco Controls, Inc. if such equipment is covered by the "covered components of this agreement"). Please note the following service provisions:

Terms and Conditions

- Contract will be covered 1 year from date of acceptance.
- TESCO carries liability insurance, with full workman's compensation coverage.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.

Contract Acknowledgement

The undersigned acknowledges that they have read and understand the above Service Contract offering:

Trabuco Canyon Water District

Company/Agency

Tesco Controls, Inc.

Company/Agency

Name, Title

Name, Title

Signature

Signature

Date

Date

Proposal prepared by:

TESCO CONTROLS, INC.

Tony Vaynshteyn
EMASS Coordinator
tvaynshteyn@tescocontrols.com

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 16, 2021**

ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

ITEM 11: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

Staff will provide a report on Irvine Ranch Water District's water banking program as well as other local agency matters.

RECOMMENDED ACTION(S):

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

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | SEPTEMBER 16, 2021**

ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

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

General Counsel will provide a report on state legislative update on bills of interest and other legislative and regulatory issues.

RECOMMENDED ACTION(S):

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

CONTACTS (staff responsible): COLLINS/PALUDI