



**REGULAR BOARD MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA  
ADMINISTRATIVE FACILITY, BOARD ROOM  
JUNE 16, 2022 AT 7:00 PM**

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**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

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**AGENDA NOTE:**

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

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

*Persons desiring to monitor the Board meeting agenda items may download the Board meeting agenda and documents on the internet at [www.tcwd.ca.gov](http://www.tcwd.ca.gov). You may submit public comments by email to the Board at [mperea@tcwd.ca.gov](mailto:mperea@tcwd.ca.gov). In order to be part of the record, emailed comments on meeting agenda items must be received by the District, at the referenced e-mail address, not later than 6:00 p.m. (PDT) on the day of the meeting.*

**CALL MEETING TO ORDER & PLEDGE OF ALLEGIANCE**

**ITEMS RECEIVED TOO LATE TO BE AGENDIZED**

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

**VISITOR PARTICIPATION**

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

**ORAL COMMUNICATION**

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

**DIRECTORS' COMMENTS AND MEETING REPORTS**

**REPORT FROM THE GENERAL MANAGER**

## CONSENT CALENDAR

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

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

**RECOMMENDED ACTION**

Approve the minutes of the following Board Meetings:

1. May 19, 2022 Regular Board Meeting
2. May 23, 2022 Special Board Meeting

### ITEM 2: TREASURER'S REPORT

a. FINANCE/AUDIT COMMITTEE MEETING

**RECOMMENDED ACTION:**

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

1. May 11, 2022

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. April 2022

c. PAYMENT OF BILLS FOR CONSIDERATION

**RECOMMENDED ACTION:**

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for May 2022.

### ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING

**RECOMMENDED ACTION:**

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

1. May 4, 2022

## ACTION CALENDAR

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

## ADMINISTRATIVE MATTERS

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### ITEM 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. May 2022



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING AGENDA | JUNE 16, 2022**

**ITEM 5: ADOPTION OF DISTRICT EXPENSE REIMBURSEMENT POLICY AND PROCEDURES UPDATE**

**RECOMMENDED ACTION:**

*Approve the proposed Expense Reimbursement Policy and Procedures Update, as revised, and rescind the Expense Reimbursement Guidelines approved on January 17, 1996.*

**ITEM 6: CONSIDERATION OF A SPONSORSHIP OF THE URBAN WATER INSTITUTE 2022 ANNUAL WATER CONFERENCE**

**RECOMMENDED ACTION:**

*Receive information at the time of the meeting and approve a \$1,500 sponsorship for Urban Water Institute's 2022 Annual Water Conference.*

**FINANCIAL MATTERS**

**ITEM 7: AUTHORIZE ACTIONS FOR TRABUCO CANYON WATER DISTRICT'S FISCAL YEAR 2022/2023 UNDEVELOPED LAND/WATER STANDBY CHARGES (ASSESSMENT) AND SET PUBLIC HEARING DATE**

**RECOMMENDED ACTION:**

- 1. Authorize District staff to proceed with actions for setting the Fiscal Year 2022/2023 Undeveloped Land/Water Standby Assessment at \$15.00 per acre or portion thereof; and*
- 2. Agendize Public Hearing and authorize District staff to furnish Notice of Public Hearing on Proposed Fiscal Year 2022/2023 Undeveloped Land/Water Standby Assessments for the July 21, 2022 Regular Board Meeting.*

**ITEM 8: ADOPTION OF RESOLUTION ESTABLISHING DISTRICT APPROPRIATIONS LIMIT FOR FISCAL YEAR 2022/2023**

**RECOMMENDED ACTION:**

*Adopt Resolution No. 2022-1305 – Resolution of the Board of Directors of Trabuco Canyon Water District Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2022/2023.*

**ITEM 9: ADOPTION OF PROPOSED FISCAL YEAR 2022/2023 GENERAL FUND AND CAPITAL IMPROVEMENT PROJECT (CIP) BUDGETS**

**RECOMMENDED ACTION:**

- 1. Approve the proposed District Salary Paytable with Classifications and Monthly Salary Ranges as presented, to be effective as of July 1, 2022.*
- 2. Adopt Resolution No. 2022-1306 - Resolution of the Board of Directors of Trabuco Canyon Water District of the Trabuco Canyon Water District Approving the General Fund District Budget for Fiscal Year 2022/2023 for an amount of \$12,449,200.*
- 3. Adopt Resolution No. 2022-1307 - Resolution of the Board of Directors of Trabuco Canyon Water District of the Trabuco Canyon Water District Approving the Capital Improvement Project, Equipment, and Program Budgets for Fiscal Year 2022/2023 for an amount of \$5,662,000.*



**ENGINEERING MATTERS**

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**ITEM 10: SOUTH ORANGE COUNTY WASTEWATER AUTHORITY (SOCWA) JOINT POWERS AGREEMENT DISCUSSIONS UPDATE**

**RECOMMENDED ACTION:**

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

**LEGISLATIVE AND OTHER MATTERS**

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**ITEM 11: CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS ELECTION BALLOT – TERM 2023-2025, SEAT B – SOUTHERN NETWORK**

**RECOMMENDED ACTION(S):**

- 1. Receive information at the time of the Board Meeting.*
- 2. Authorize the District Voting Representative to cast votes for the CSDA Southern Network, Seat B.*
- 3. Direct District staff to submit the completed official ballot to CSDA by the election deadline.*

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

**RECOMMENDED ACTION(S):**

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

**CLOSED SESSION(S):**

**CLOSED SESSION NO. 1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code § 54957)**

**TITLE: GENERAL MANAGER**

Pursuant to California Government Code Sections 54957(b) and 54954.5(e), the Board will meet in Closed Session to review and discuss confidential information concerning the District’s General Manager (Public Employment)

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

**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**

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ITEM 14: \_\_\_\_\_

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

**GENERAL COUNSEL REPORT**

*Reports or comments from the District’s General Counsel*



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING AGENDA | JUNE 16, 2022**

**OTHER INFORMATION/MATTERS**

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

**ADDITIONAL DIRECTORS' COMMENTS**

*Additional reports or comments from Directors*

**END ACTION CALENDAR & ADJOURNMENT**

**AVAILABILITY OF AGENDA MATERIALS**

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

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

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

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

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

**July 21, 2022 | August 18, 2022 | September 22, 2022**



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 16, 2022**

**CONSENT CALENDAR**

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

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**RECOMMENDED ACTION**

*Approve the minutes of the following Board Meetings:*

- 1. May 19, 2022 Regular Board Meeting*
- 2. May 23, 2022 Special Board Meeting*

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



## **MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | MAY 19, 2022**

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on May 19, 2022, was called to order by President Chadd at 7:01 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Ms. Lisa Marie Sangi, Assistant District Secretary, transcribed the minutes thereof.

### **DIRECTORS PRESENT**

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

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Karen Warner, Principal Accountant  
Lorrie Lausten, District Engineer  
Lisa Marie Sangi, Executive Assistant

### **DISTRICT CONSULTANTS PRESENT**

Claire Collins, General Legal Counsel – Hanson Bridgett LLP

### **PUBLIC PRESENT VIA CONFERENCE CALL**

None

### **PUBLIC PRESENT**

Vicki Osborn, WEROC

### **PLEDGE OF ALLEGIANCE**

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

### **PRESENTATION BY VICKI OSBORN ON WATER EMERGENCY RESPONSE ORGANIZATION OF ORANGE COUNTY (WEROC)**

Ms. Osborn with the Water Emergency Response Organization of Orange County (WEROC) delivered a PowerPoint presentation which outlined the organizational functions, and she reviewed the benefits of inter-agency cooperation in emergency response. Ms. Osborn provided a brief overview of the current fiscal year and fiscal year 2022/23 organizational goals. Discussion occurred concerning recent local wildfires in the wildfire interface areas within the District's service area and the impacts of Southern California Edison (SCE) Public Safety Power Shutoff (PSPS) events.

The Board of Directors recessed for a short meeting break from 7:30 p.m. to 7:35 p.m.

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

None

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | MAY 19, 2022**

**VISITOR PARTICIPATION & ORAL COMMUNICATION**

None

**DIRECTOR'S COMMENTS**

Director Mandich had no comments.

Director Dopudja had no comments.

Director Acosta provided a brief report on the California Coastal Commission's actions on the Poseidon Desalination Plant in Huntington Beach, and he reported that Governor Newsom has secured \$100M in funding for drought communication and public outreach.

Director Safranski reported on his attendance at the City of Rancho Santa Margarita City Council Meeting, and he provided a brief update on certain grant funds for road median improvements on Antonio Parkway. Director Safranski reported the Orange County Register has published his opinion article concerning water supply challenges statewide, specifically the capture of snowpack runoff to meet water demands.

Director Chadd had no comments.

**REPORT FROM THE GENERAL MANAGER**

Mr. Paludi reported on the following matters:

- Mr. Michael Perea, Assistant General Manager, was not in attendance at this Board meeting as he was celebrating his twentieth wedding anniversary.
- Irvine Ranch Water District's (IRWD) V.P. Baker Pipeline was still offline due to certain project delays, but the system was expected to be online by June 1<sup>st</sup>.
- The District has joined the City of Rancho Santa Margarita Chamber of Commerce, and he commented that the Chamber will be hosting an event with Orange County Supervisor Don Wagner on June 16<sup>th</sup>.
- A Special Board Meeting - Budget Workshop has been scheduled for Monday, May 23<sup>rd</sup>.
- The District's Water Awareness Day Event is scheduled for Saturday, May 21<sup>st</sup> at the Administration Facility, and he provided an aerial map for Board consideration and review.

**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 Mandich and seconded by Director Safranski to approve the Consent Calendar.  
The motion was approved by a vote of 5 – 0.

**ACTION CALENDAR**

***ADMINISTRATIVE MATTERS***

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

Mr. Paludi presented this matter for Board consideration, and he reported this matter was reviewed with the Finance/Audit Committee. Director Dopudja provided an update to his attendance report and mentioned that he did not attend the Irvine Ranch Water District V.P. Baker Pipeline construction project tour.



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | MAY 19, 2022**

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

**FINANCIAL MATTERS**

**ITEM 6: DISTRICT ETHICS POLICY UPDATE**

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Mr. Paludi introduced this matter for Board consideration, and he reported this matter was reviewed with the Executive Committee. Mr. Paludi provided a high-level review of the proposed policy, and the highlighted the additional proposed redlines for Board consideration. Discussion occurred concerning certain definitions of terms and classifications. Ms. Collins commented that the use of the word personnel includes the Board and District staff purposefully. Discussion occurred concerning the inclusion of additional language related to reimbursement of certain expenses.

**Action:** A motion was made by Director Acosta and seconded by Director Safranski to approve the proposed Ethics Policy Update as amended and rescind the Code of Conduct Guidelines approved on January 17, 1996.  
The motion was approved by a vote of 5 – 0.

**ENGINEERING MATTERS**

**ITEM 7: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING GOLF CLUB SEWER LIFT STATION REPAIRS & IMPROVEMENTS**

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Mr. Paludi introduced this for Board consideration and reviewed the totality of the handout provided. Ms. Lausten mentioned that this matter was previously reviewed with the Engineering/Operational and Finance/Audit Committee, and she provided a brief project review for Board consideration. Ms. Lausten reported that both Committees approved the purchase of the pump systems from Tekdraulics, and recommended the Board ratify the purchase. Ms. Lausten provided a preliminary condition assessment of the facility performed by Hazen & Sawyer.

**Action:** A motion was made by Director Acosta and seconded by Director Mandich to approve and ratify the purchase of three (3) replacement pumps, two (2) guide rail systems and two (2) discharge elbows from Tekdraulics for Golf Club Sewer Lift Station in the amount of \$193,286.39.  
The motion was approved by a vote of 5 – 0.

**ITEM 8: SOUTH ORANGE COUNTY WASTEWATER AUTHORITY (SOCWA) JOINT POWERS AGREEMENT (JPA) DISCUSSIONS UPDATE**

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Mr. Paludi provided an update on this matter for Board consideration, and he reported that the District performed an analysis for the costs associated with participation in SOCWA in late 2017, including considerations for recycled water permit costs, salt and nutrient plan participation costs, and chemical purchasing costs.

Director Dopudja provided a brief report on the SOCWA Budget, and he reported that the SOCWA Board approved acceptance of the notice from Santa Margarita Water District (SMWD) for the annexation of the City of San Juan Capistrano water and wastewater systems. Discussion occurred concerning certain budget-related matters discussed at the SOCWA Board Meeting and overall risk exposure for the District as SOCWA member agency.

**Action:** No action was taken.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | MAY 19, 2022**

***LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS***

**ITEM 9: LOCAL GOVERNMENTAL AND LEGISLATIVE MATTER(S)**

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There was no discussion on this matter.

**Action:** No action was taken.

**GENERAL COUNSEL REPORT**

Ms. Collins reported that the County of Orange (Orange County Public Works) has initiated a settlement agreement with the District for the damages to its infrastructure.

**OTHER INFORMATION/MATTERS**

Mr. Paludi reported on his attendance at the ACWA Conference and the Solve the Water Crises Coalition meeting.

**ADDITIONAL DIRECTORS' COMMENTS**

Director Dopudja echoed Mr. Paludi's report concerning the ACWA Conference, and he commented the focus on water affordability, availability, and pricing.

**ADJOURNMENT**

President Chadd adjourned the May 19, 2022 Regular Board Meeting at 8:22 p.m.

DRAFT



## **MINUTES OF THE SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | MAY 23, 2022**

The Special Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on May 23, 2022, was called to order by President Chadd at 6:00 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

### **DIRECTORS PRESENT**

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

### **STAFF PRESENT**

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

### **DISTRICT CONSULTANTS PRESENT VIA CONFERENCE CALL**

Cindy Byerrum, District Treasurer – Eide Bailly, LLP

### **PUBLIC PRESENT**

None

### **PLEDGE OF ALLEGIANCE**

Director Safranski led the Board of Directors, District staff, and audience in the Pledge of Allegiance and honoring fallen soldiers and in respect for Memorial Day.

### **VISITOR PARTICIPATION & ORAL COMMUNICATION**

None

### **DIRECTOR'S COMMENTS**

Director Safranski recognized District staff's efforts setting up the Water Awareness Day Event (Event).

Director Mandich commended District staff for their work on the event.

Director Dopudja echoed the commendations to District staff for the event.

Director Chadd commented that the event was perhaps the best one yet.

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

Mr. Paludi expressed his appreciation for District staff's work for the Water Awareness Day Event, and he highlighted some of the attendees from neighboring agencies.

**TRABUCO CANYON WATER DISTRICT  
SPECIAL BOARD OF DIRECTORS MEETING MINUTES | MAY 23, 2022**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 1: TRABUCO CANYON WATER DISTRICT FISCAL YEAR 2022/2023 BUDGET WORKSHOP**

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Mr. Paludi presented this matter for Board consideration, and he provided additional budgetary review handouts for review, including updated budget schedules and PowerPoint presentation handout. Mr. Paludi delivered a PowerPoint presentation which highlighted the District's projected domestic water and recycled water demands based on known trends, as well as sources of supply challenges and constraints. Discussion occurred concerning certain proposed budgetary assumptions and unit costs, as well as, the impacts of the statewide drought on Metropolitan Water District supplies.

Mr. Perea provided an overview of the proposed organizational structure for FY 2022/23 and anticipated departmental promotions based on certification advancements. Discussion occurred concerning the impacts of inflation on District expenses and employee salaries. Mr. Paludi reported that District staff annually evaluate local Consumer Price Index (CPI) levels when preparing the proposed salaries budget similar to neighboring agencies, and he indicated that MWDOC has completed a survey of member agency proposed salary adjustments based on the unique challenges for the year. Discussion occurred concerning the survey results on the cost-of-living adjustments (COLA) and merit adjustments by agency. Mr. Paludi reported the proposed budget as presented includes a COLA of 3.5% and merit adjustment of 2.5% for a total of 6.0% cumulative salary adjustment for staff, but that he recommends an additional 1% COLA for salaries to better match the current market. Mr. Perea added that this conservative approach allows for staff to re-evaluate total expense impacts mid-year and to update the Board as necessary.

Mr. Paludi reviewed the accomplished major financial, administrative, engineering, and operational objectives for FY 2021/22, and he reviewed the planned objectives for FY 2022/23, including, the preparation of a comprehensive rate study; completion of an Annual Comprehensive Financial Report (ACFR); completion of a Facilities Master Plan and Condition Assessment; and additional grant funding opportunities.

Ms. Byerrum presented the proposed budget schedules for Board consideration, and she highlighted the anticipated revenues and expenses and the proposed budget line items. Discussion occurred concerning revenues associated with the sale of Baker Water Treatment Plant water, and the anticipated impacts of the drought on domestic water and recycled water sales. Ms. Byerrum provided a detailed review of the District's projected reserves balances for Board consideration.

Ms. Lausten presented the proposed FY 2022/23 Capital Improvement Program (CIP) budget for Board consideration, and she highlighted the goals and needs of each of the projects. Discussion occurred concerning certain CIP projects, including Golf Club Sewer Lift Station and the Pump Replacement Program budget.

Director Chadd expressed his appreciation for District staff's efforts in preparing the proposed budget for Board's consideration, and he directed staff to incorporate the Board's feedback into the final budget for adoption.

**Action:** There was no action taken.

**ADJOURNMENT**

President Chadd adjourned the May 23, 2022 Special Board Meeting at 8:14 p.m.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 16, 2022**

**CONSENT CALENDAR**

**ITEM 2: TREASURER'S REPORT**

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a. *FINANCE/AUDIT COMMITTEE MEETING*

**RECOMMENDED ACTION:**

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

1. *May 11, 2022*

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. *April 2022*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

**RECOMMENDED ACTION:**

*Ratify the payment of bills for consideration, Payroll and Payroll Taxes for May 2022.*

**EXHIBITS:**

1. Revenue Report – April 2022
2. Disbursement Report – April 2022
3. Summary of Disbursements – April 2022
4. General Fund Warrant Register – April 2022
5. General Fund Payroll Warrant Register – April 2022

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



## **TRABUCO CANYON WATER DISTRICT FINANCE/AUDIT COMMITTEE MEETING RECAP | MAY 11, 2022**

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### **DIRECTORS PRESENT**

Director Ed Mandich, Committee Chair  
Director Glenn Acosta, Committee Member

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Karen Warner, Principal Accountant  
Lisa Marie Sangi, Executive Assistant

### **CONSULTANTS PRESENT**

Kristi Even, Eide Bally LLP

### **PUBLIC PRESENT VIA CONFERENCE CALL**

None

### **CALL MEETING TO ORDER**

Director Mandich called the May 11, 2022 Finance/Audit Committee Meeting to order at 1:00p.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**

Mr. Paludi reported on his attendance at the Local Agency Formation Commission of Orange County (OC LAFCO) meeting, and he mentioned the Commission approved the fiscal year budget and reappointed Mr. Derek McGregor to the position of Public Member. Mr. Paludi added that he extended an invitation to Supervisor Wagner to attend the District's Water Awareness Day event and future Regular Board meetings.

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

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

### **RECOMMENDED ACTION(S)**

Director Mandich and Mr. Perea approved the April 13, 2022 Finance/Audit Committee Meeting Recap(s) and recommend that the Board receive and file the same (Consent Calendar).

**TRABUCO CANYON WATER DISTRICT  
FINANCE AUDIT COMMITTEE MEETING RECAP | MAY 11, 2022**

**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. Director Acosta confirmed certain meeting attendance updates to his schedule.

**RECOMMENDED ACTION:**

The Committee recommended that the Board ratify the Directors' fees and expenses for April 2022 and tentative future meetings/attendance as amended. (Action Calendar)

**ITEM 3: DISTRICT ETHICS POLICY UPDATE**

Mr. Paludi introduced this matter for Committee consideration, and he reported that District staff has been working with General Counsel on this proposed policy in conjunction with the proposed Expense Reimbursement policy. Mr. Perea reported this matter was reviewed with the Executive Committee, and he provided an overview of the proposed policy. Discussion occurred concerning Fair Political Practices Commission (FPPC) rules on reporting gifts and the proposed ticket policy.

**RECOMMENDED ACTION:**

The Committee recommended the Board of Directors approve the proposed Ethics Policy Update and rescind the Code of Conduct Guidelines approved on January 17, 1996 (Action Calendar).

**ITEM 4: DISCUSSION CONCERNING DISTRICT PROPOSED FISCAL YEAR 2022/2023 GENERAL FUND AND CAPITAL IMPROVEMENT PROJECT (CIP) BUDGET ASSUMPTIONS**

Mr. Paludi introduced this matter for Committee review, and he provided an overview of the proposed budgetary assumptions for Fiscal Year 2022/2023. Mr. Paludi provided a brief review of the proposed capital improvement project (CIP) budgets, and he highlighted certain significant projects. Discussion occurred concerning the Golf Club Sewer Lift Station and the AMR/AMI project.

**RECOMMENDED ACTION:**

Committee received the information presented. No action was taken.

**ITEM 5: APPROVAL OF PURCHASE OF REPLACEMENT PUMPS FOR GOLF CLUB SEWER LIFT STATION**

Mr. Paludi introduced this matter for Committee consideration, and he reported this matter was reviewed with the Engineering/Operational Committee. Mr. Perea reported that District staff has requested proposals from two vendors with compatible pump systems, and he added that District staff have discussed internally about the best long-term solution for the facility. Discussion occurred concerning the proposed pump system solutions, procurement timelines, and system challenges. Mr. Perea recommended the Committee approve and recommend the Board of Directors ratify the purchase of the Tekdraulics proposal.

**RECOMMENDED ACTION:**

Approve and recommend the Board of Directors ratify the purchase of three (3) replacement pumps, two (2) guide rail systems, and two (2) discharge elbows from Tekdraulics for Golf Club Sewer Lift Station in the amount of \$193,286.39 (Action Calendar).

**TRABUCO CANYON WATER DISTRICT  
FINANCE AUDIT COMMITTEE MEETING RECAP | MAY 11, 2022**

**ITEM 6: OTHER MATTERS**

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Mr. Perea mentioned that District staff was conducting interviews for the open Customer Service Field Representative position.

**RECOMMENDED ACTION:**

There was no action taken.

**ITEM 7: FINANCIAL REPORT**

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Ms. Even presented the preliminary unaudited financials for March 2022, and she highlighted the following items:

***Operating Revenue, Residential Water***

Ms. Even reported that water demand for the month was slightly lower than the prior month.

***Operating Revenue, Irrigation Water***

Ms. Even reported that this line item was higher than the prior month, and the year to date was significantly higher than budgeted due to increased demand.

***Operating Revenue, Recycled & Reclaimed Water***

Ms. Even reported that water demand for the month was higher than the prior month due to increased demand.

***Operating Revenue, Baker Treatment Plant Sales***

Ms. Even reported that this line item was lower than the prior month due to the District using its supply from the Baker Water Treatment Plant due to ongoing repairs to the V.P. Baker Pipeline.

Ms. Even reported that overall revenue is slightly lower than budgeted, but that overall expenses are tracking as budgeted.

**RECOMMENDED ACTION:**

The Committee recommended the Board of Directors receive and file the preliminary unaudited financial statements for March 2022 (Consent Calendar).

The Committee signed the bills for consideration and the warrant register and recommended that the Board ratify payment of the bills for consideration for May 11, 2022 as presented (Consent Calendar).

**ADJOURNMENT**

Director Mandich adjourned the May 11, 2022 Finance/Audit Committee Meeting at 1:34p.m.





# Trabuco Canyon Water District

## Statement of Revenues & Expenses

### FY 2021-22 (Unaudited)

	April 2022	March 2022	Current YTD	Annual Budget	83% YTD	Prior YTD
<b>1 Operating Revenue</b>						
2 Residential Water	\$ 287,221	\$ 246,033	\$ 3,022,128	\$ 4,116,200	73%	\$ 3,063,884
3 Business & Industrial Water	8,595	9,256	100,818	165,600	61%	127,428
4 Irrigation Water	73,051	111,584	1,100,000	1,075,200	102%	784,165
5 Stand-by	3,831	9,148	30,639	41,800	73%	25,066
6 Sanitation Revenue	158,585	157,480	1,529,656	1,964,200	78%	1,457,729
7 Recycled & Reclaimed Revenue	86,453	29,847	754,078	999,000	75%	671,492
8 Baker Treatment Plant Water Sales *	-	87,081	838,226	1,383,500	61%	1,068,490
9 Other Operating Revenue	23,721	13,739	147,856	179,600	82%	4,264
<b>10 Total Operating Revenue</b>	<b>641,458</b>	<b>664,169</b>	<b>7,523,401</b>	<b>9,925,100</b>	<b>76%</b>	<b>7,202,519</b>
<b>11 Non-Operating Revenue</b>						
12 Property Tax Unrestricted	556,735	120,837	1,867,778	2,006,200	93%	1,834,311
13 Interest Revenue	320	6,464	14,289	35,600	40%	35,860
14 Other Non-Operating Revenue	55,559	5,527	142,013	72,400	196%	79,708
<b>15 Total Non-Operating Revenue</b>	<b>612,614</b>	<b>132,828</b>	<b>2,024,081</b>	<b>2,114,200</b>	<b>96%</b>	<b>1,996,137</b>
<b>16 Total Revenues</b>	<b>1,254,072</b>	<b>796,997</b>	<b>9,547,482</b>	<b>12,039,300</b>	<b>79%</b>	<b>9,198,656</b>
<b>17 Operating Expenses</b>						
18 Source of Supply	157,331	85,511	1,813,497	2,262,400	80%	1,944,682
19 Baker Treatment SOS Costs	-	109,777	1,106,505	1,287,700	86%	888,566
20 Water Related Expense	109,678	195,458	1,598,485	2,032,100	79%	1,544,863
21 Sanitation Expense	(57,979)	45,515	923,727	1,359,200	68%	1,074,134
22 Recycled Expense	20,187	21,247	242,104	234,200	103%	187,663
23 Reclaimed Expense	20,187	21,247	242,008	234,100	103%	187,655
24 Salaries & Benefits	292,773	297,787	2,992,644	3,923,000	76%	2,836,446
25 Board Expense	9,940	10,902	98,401	122,600	80%	88,172
26 Miscellaneous Expense	7,613	296	11,313	5,000	226%	12,170
<b>27 Total Operating Expenses</b>	<b>559,730</b>	<b>787,740</b>	<b>9,028,684</b>	<b>11,460,300</b>	<b>79%</b>	<b>8,764,351</b>
<b>Net Income / (Loss) before Contributed Capital, Trust Contributions &amp; Debt Service</b>	<b>694,343</b>	<b>9,257</b>	<b>518,798</b>	<b>579,000</b>	<b>90%</b>	<b>434,306</b>
<b>28 Trust Contributions &amp; Debt Service</b>						
29 WRES Fees for Capital	68,770	68,771	687,616	822,200	84%	685,241
30 Other Capital Contributions	-	11,921	-	344,000	0%	94,763
31 Debt Principal, Interest & Issuance Costs	(115,782)	(31,282)	(312,734)	(445,300)	70%	(191,984)
32 CalPERS UAL & Pension Trust Contributions	(19,967)	(19,967)	(199,672)	(590,500)	34%	(180,110)
33 OPEB Trust Contributions & Paygo	(14,274)	(11,449)	(109,976)	(206,100)	53%	(259,253)
<b>Net Contributed Capital, Trust Contributions &amp; Debt Service</b>	<b>(81,253)</b>	<b>17,993</b>	<b>65,234</b>	<b>(75,700)</b>		<b>148,656</b>
<b>34 Net Income</b>	<b>\$ 613,090</b>	<b>\$ 27,250</b>	<b>\$ 584,032</b>	<b>\$ 503,300</b>		<b>\$ 582,962</b>

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

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



**Trabuco Canyon Water District**  
**Balance Sheet**  
 April 30, 2022  
 (Unaudited)

	April 2022
<b>1 Assets</b>	
<b>2 Cash &amp; Investments</b>	
3 Cash & Investments - Unrestricted	\$ (1,027,088)
4 Cash & Investments - Restricted	14,535,504
<b>5 Total Cash &amp; Investments</b>	13,508,416
<b>6 Other Current Assets</b>	
7 Accounts Receivable, Net	1,780,843
8 Due from Baker Treatment Plant Reserves	768,987
9 Prepaid & Other	200,275
<b>10 Total Other Current Assets</b>	2,750,105
<b>11 Capital Assets</b>	
12 Capital Assets, at Cost	123,633,981
13 Accumulated Depreciation	(76,836,320)
14 Construction in Progress	1,600,007
<b>15 Total Capital Assets</b>	48,397,669
16 Deferred Outflows of Resources (DOR)	1,486,261
<b>17 Total Assets &amp; DOR</b>	<b>\$ 66,142,450</b>
<b>18 Liabilities</b>	
<b>19 Current Liabilities</b>	
20 Accounts Payable	\$ 1,248,312
21 Due to Internal Financing Fund	768,987
22 Accrued Expenses	431,742
23 Current Portion-Long Term Debt <sup>1</sup>	182,547
24 Deposits on Hand <sup>1</sup>	98,773
<b>25 Total Current Liabilities</b>	2,730,361
<b>26 Long-Term Liabilities</b>	
27 Net Pension/OPEB Liability	3,756,404
28 State Revolving Fund Loan	1,957,505
29 Bank of the West Loan	10,000,000
<b>30 Total Long Term Liabilities</b>	15,713,909
31 Deferred Inflows of Resources (DIR)	252,438
<b>32 Total Liabilities &amp; DIR</b>	18,696,708
<b>33 Fund Balance</b>	47,445,742
<b>34 Total Liabilities, Fund Balance &amp; DIR</b>	<b>\$ 66,142,450</b>

<sup>1</sup> Liability to be paid with restricted assets

*\*No assurance is provided on these financial statements. Substantially all disclosures required by accounting principles generally accepted in the U.S. are not included.*



# Trabuco Canyon Water District Cash & Investments Report

April 2022  
(Unaudited)

	Type	Cost	Market	% Total
<b>District Cash &amp; Investments</b>				
<b>Unrestricted</b>				
Local Agency Investment Fund (LAIF)	Investment	\$ (2,008,683)	\$ (1,986,092)	-14.9%
Bank of the West	Checking	981,595	981,595	7.3%
<b>Total Unrestricted</b>		<b>(1,027,088)</b>	<b>(1,004,498)</b>	<b>-7.5%</b>
<b>Restricted</b>				
LAIF - Water Storage Facilities	Investment	1,052,580	1,040,743	7.8%
LAIF - WRES - Rose Canyon/Lang Wells	Investment	1,472,200	1,455,643	10.9%
LAIF - WRES - Reservoir/Distribution Impr.	Investment	2,652,173	2,622,345	19.6%
LAIF - RD#5	Investment	76,669	75,806	0.6%
LAIF - Interim Sewage	Investment	120,270	118,917	0.9%
LAIF - Debt Issuance 2022	Investment	8,924,726	8,824,354	66.0%
Cash in CB&T Reserved for SRF Loan	Checking	236,887	236,887	1.8%
<b>Total Restricted</b>		<b>14,535,504</b>	<b>14,374,695</b>	<b>107.5%</b>
<b>Total District Cash &amp; Investments</b>		<b>\$ 13,508,416</b>	<b>\$ 13,370,197</b>	<b>100.0%</b>

*\*No assurance is provided on these financial statements. Substantially all disclosures required by accounting principles generally accepted in the U.S. are not included.*



Trabuco Canyon Water District, CA

# Bank Transaction Report

## Transaction Detail

Issued Date Range: 05/01/2022 - 05/31/2022

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Accounts Payable</b>							
<b>Bank Draft</b>							
05/02/2022		<a href="#">DFT0002628</a>	CalPERS	Accounts Payable	Outstanding	Bank Draft	-46,321.76
05/02/2022		<a href="#">DFT0002629</a>	CalPERS	Accounts Payable	Outstanding	Bank Draft	-5,519.92
05/02/2022		<a href="#">DFT0002630</a>	CalPERS	Accounts Payable	Outstanding	Bank Draft	-7,213.83
05/02/2022		<a href="#">DFT0002633</a>	Guardian	Accounts Payable	Outstanding	Bank Draft	-3,955.78
05/02/2022		<a href="#">DFT0002634</a>	Santa Margarita Water District	Accounts Payable	Outstanding	Bank Draft	-2,214.46
05/02/2022		<a href="#">DFT0002635</a>	VSP	Accounts Payable	Outstanding	Bank Draft	-776.20
05/02/2022		<a href="#">DFT0002636</a>	Cintas	Accounts Payable	Outstanding	Bank Draft	-143.49
05/02/2022		<a href="#">DFT0002637</a>	Cintas	Accounts Payable	Outstanding	Bank Draft	-162.20
05/02/2022		<a href="#">DFT0002638</a>	Cintas	Accounts Payable	Outstanding	Bank Draft	-257.24
05/02/2022		<a href="#">DFT0002641</a>	Pace Payment Systems, Inc.	Accounts Payable	Outstanding	Bank Draft	-4,417.00
05/03/2022		<a href="#">DFT0002631</a>	CalPERS	Accounts Payable	Outstanding	Bank Draft	-12,789.52
05/03/2022		<a href="#">DFT0002632</a>	CalPERS	Accounts Payable	Outstanding	Bank Draft	-4,718.65
05/03/2022		<a href="#">DFT0002642</a>	Shred-it USA LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
05/04/2022		<a href="#">DFT0002627</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-102,593.00
05/04/2022		<a href="#">DFT0002643</a>	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
05/04/2022		<a href="#">DFT0002644</a>	Wage Works, Inc.	Accounts Payable	Outstanding	Bank Draft	-40.00
05/06/2022		<a href="#">DFT0002645</a>	Wage Works, Inc.	Accounts Payable	Outstanding	Bank Draft	-1.36
05/09/2022		<a href="#">DFT0002646</a>	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-2,429.87
05/09/2022		<a href="#">DFT0002647</a>	TAB AnswerNetwork	Accounts Payable	Outstanding	Bank Draft	-170.00
05/09/2022		<a href="#">DFT0002648</a>	Pace Payment Systems, Inc.	Accounts Payable	Outstanding	Bank Draft	-229.60
05/10/2022		<a href="#">DFT0002649</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-1,763.89
05/11/2022		<a href="#">DFT0002650</a>	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-7,630.43
05/12/2022		<a href="#">DFT0002651</a>	Home Depot	Accounts Payable	Outstanding	Bank Draft	-2,377.75
05/12/2022		<a href="#">DFT0002652</a>	Lowe's	Accounts Payable	Outstanding	Bank Draft	-21.46
05/13/2022		<a href="#">DFT0002653</a>	Wage Works, Inc.	Accounts Payable	Outstanding	Bank Draft	-68.54
05/16/2022		<a href="#">DFT0002654</a>	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-109.36
05/16/2022		<a href="#">DFT0002655</a>	Xerox Corporation	Accounts Payable	Outstanding	Bank Draft	-321.32
05/17/2022		<a href="#">DFT0002656</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-97,667.50
05/17/2022		<a href="#">DFT0002660</a>	Wage Works, Inc.	Accounts Payable	Outstanding	Bank Draft	-29.34
05/18/2022		<a href="#">DFT0002662</a>	Southern California Edison	Accounts Payable	Outstanding	Bank Draft	-90,698.60
05/19/2022		<a href="#">DFT0002661</a>	Umpqua Bank	Accounts Payable	Outstanding	Bank Draft	-7,597.42
05/19/2022		<a href="#">DFT0002663</a>	South Coast AQMD	Accounts Payable	Outstanding	Bank Draft	-143.88
05/19/2022		<a href="#">DFT0002664</a>	South Coast AQMD	Accounts Payable	Outstanding	Bank Draft	-143.88
05/19/2022		<a href="#">DFT0002665</a>	South Coast AQMD	Accounts Payable	Outstanding	Bank Draft	-143.88
05/19/2022		<a href="#">DFT0002666</a>	South Coast AQMD	Accounts Payable	Outstanding	Bank Draft	-143.88

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/19/2022		<a href="#">DFT0002667</a>	South Coast AQMD	Accounts Payable	Outstanding	Bank Draft	-143.88
05/19/2022		<a href="#">DFT0002668</a>	South Coast AQMD	Accounts Payable	Outstanding	Bank Draft	-143.88
05/19/2022		<a href="#">DFT0002669</a>	South Coast AQMD	Accounts Payable	Outstanding	Bank Draft	-143.88
05/19/2022		<a href="#">DFT0002670</a>	South Coast AQMD	Accounts Payable	Outstanding	Bank Draft	-143.88
05/19/2022		<a href="#">DFT0002671</a>	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
05/20/2022		<a href="#">DFT0002657</a>	CalPERS	Accounts Payable	Outstanding	Bank Draft	-7,213.83
05/20/2022		<a href="#">DFT0002658</a>	CalPERS	Accounts Payable	Outstanding	Bank Draft	-12,789.52
05/20/2022		<a href="#">DFT0002659</a>	CalPERS	Accounts Payable	Outstanding	Bank Draft	-4,718.65
05/20/2022		<a href="#">DFT0002674</a>	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-692.24
05/24/2022		<a href="#">DFT0002675</a>	AT&T Mobility	Accounts Payable	Outstanding	Bank Draft	-2,195.86
05/25/2022		<a href="#">DFT0002676</a>	Wage Works, Inc.	Accounts Payable	Outstanding	Bank Draft	-75.00
05/27/2022		<a href="#">DFT0002677</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-108.00
05/27/2022		<a href="#">DFT0002678</a>	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
05/31/2022		<a href="#">DFT0002679</a>	Amazon	Accounts Payable	Outstanding	Bank Draft	-291.46
<b>Bank Draft Total: (49)</b>							<b>-431,963.09</b>
<b>Check</b>							
05/03/2022		<a href="#">10900</a>	Ferreira Construction Company	Accounts Payable	Outstanding	Check	-34,492.05
05/12/2022		<a href="#">10901</a>	1st Commercial Realty Group	Accounts Payable	Outstanding	Check	-700.00
05/12/2022		<a href="#">10902</a>	Alexander Bruce Evans	Accounts Payable	Outstanding	Check	-300.00
05/12/2022		<a href="#">10903</a>	ARC	Accounts Payable	Outstanding	Check	-277.85
05/12/2022		<a href="#">10904</a>	Atkinson, Andelson, Loya, Ruud & Romo	Accounts Payable	Outstanding	Check	-522.00
05/12/2022		<a href="#">10905</a>	BAVCO Backflow Apparatus & Valve Co.	Accounts Payable	Outstanding	Check	-195.11
05/12/2022		<a href="#">10906</a>	BC Wire Rope & Rigging	Accounts Payable	Outstanding	Check	-472.37
05/12/2022		<a href="#">10907</a>	Beavens Systems Inc	Accounts Payable	Outstanding	Check	-2,145.00
05/12/2022		<a href="#">10908</a>	Big Brand Tire & Service	Accounts Payable	Outstanding	Check	-1,223.44
05/12/2022		<a href="#">10909</a>	Big O Tires	Accounts Payable	Outstanding	Check	-1,528.71
05/12/2022		<a href="#">10910</a>	Black Knight Financial Services, LLC	Accounts Payable	Outstanding	Check	-1.20
05/12/2022		<a href="#">10911</a>	Blue-White Industries	Accounts Payable	Outstanding	Check	-1,418.93
05/12/2022		<a href="#">10912</a>	Bright View Landscape Services, Inc.	Accounts Payable	Outstanding	Check	-2,359.76
05/12/2022		<a href="#">10913</a>	Butier Engineering, Inc.	Accounts Payable	Outstanding	Check	-8,620.00
05/12/2022		<a href="#">10914</a>	Champion Paving, Inc.	Accounts Payable	Outstanding	Check	-6,160.00
05/12/2022		<a href="#">10915</a>	Complete Office of California, Inc	Accounts Payable	Outstanding	Check	-629.35
05/12/2022		<a href="#">10916</a>	DMS Facility Services	Accounts Payable	Outstanding	Check	-936.01
05/12/2022		<a href="#">10917</a>	Dove Canyon Masters Association	Accounts Payable	Outstanding	Check	-630.00
05/12/2022		<a href="#">10918</a>	Duthie Electric Service Corporation	Accounts Payable	Outstanding	Check	-1,037.95
05/12/2022		<a href="#">10919</a>	Fancy Face Art	Accounts Payable	Outstanding	Check	-800.00
05/12/2022		<a href="#">10920</a>	FedEx	Accounts Payable	Outstanding	Check	-64.59
05/12/2022		<a href="#">10921</a>	GMU Geotechnical, Inc.	Accounts Payable	Outstanding	Check	-1,205.00
05/12/2022		<a href="#">10922</a>	Grainger	Accounts Payable	Outstanding	Check	-385.09
05/12/2022		<a href="#">10923</a>	Haaker Equipment Company	Accounts Payable	Outstanding	Check	-60.54
05/12/2022		<a href="#">10924</a>	Hanson Bridgett LLP	Accounts Payable	Outstanding	Check	-58,558.76
05/12/2022		<a href="#">10925</a>	Hazen and Sawyer	Accounts Payable	Outstanding	Check	-124,241.50

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/12/2022		<a href="#">10926</a>	HighRoad Information Technology, LLC.	Accounts Payable	Outstanding	Check	-5,963.40
05/12/2022		<a href="#">10927</a>	Hydrotech Electric	Accounts Payable	Outstanding	Check	-112,539.24
05/12/2022		<a href="#">10928</a>	InfoSend, Inc.	Accounts Payable	Outstanding	Check	-2,723.19
05/12/2022		<a href="#">10929</a>	Irvine Ranch Water District	Accounts Payable	Outstanding	Check	-68,738.80
05/12/2022		<a href="#">10930</a>	iWater, Inc.	Accounts Payable	Outstanding	Check	-1,325.00
05/12/2022		<a href="#">10931</a>	JIG Consultants	Accounts Payable	Outstanding	Check	-6,460.59
05/12/2022		<a href="#">10932</a>	Jon's Flags & Poles Inc.	Accounts Payable	Outstanding	Check	-438.00
05/12/2022		<a href="#">10933</a>	Linde Gas & Equipment, Inc.	Accounts Payable	Outstanding	Check	-477.45
05/12/2022		<a href="#">10934</a>	Material Specialties Corp.	Accounts Payable	Outstanding	Check	-3,294.84
05/12/2022		<a href="#">10935</a>	McFadden-Dale Industrial Hardware	Accounts Payable	Outstanding	Check	-169.60
05/12/2022		<a href="#">10936</a>	Normandale Community Association	Accounts Payable	Outstanding	Check	-6,696.00
05/12/2022		<a href="#">10937</a>	OC Waste & Recycling	Accounts Payable	Outstanding	Check	-3,802.97
05/12/2022		<a href="#">10938</a>	Olin Chemicals	Accounts Payable	Outstanding	Check	-2,872.24
05/12/2022		<a href="#">10939</a>	Orange County Pumping, Inc.	Accounts Payable	Outstanding	Check	-2,840.00
05/12/2022		<a href="#">10940</a>	Orange County Register-Freedom	Accounts Payable	Outstanding	Check	-605.87
05/12/2022		<a href="#">10941</a>	Orkin Commercial Services	Accounts Payable	Outstanding	Check	-578.00
05/12/2022		<a href="#">10942</a>	Rebuild-it Services Group LLC	Accounts Payable	Outstanding	Check	-2,865.99
05/12/2022		<a href="#">10943</a>	S & J Supply Company	Accounts Payable	Outstanding	Check	-3,205.57
05/12/2022		<a href="#">10944</a>	Santa Margarita Water District	Accounts Payable	Outstanding	Check	-51,704.83
05/12/2022		<a href="#">10945</a>	SC Fuels	Accounts Payable	Outstanding	Check	-2,556.91
05/12/2022		<a href="#">10946</a>	Sierra Analytical	Accounts Payable	Outstanding	Check	-5,548.00
05/12/2022		<a href="#">10947</a>	SoCal Industries	Accounts Payable	Outstanding	Check	-222.39
05/12/2022		<a href="#">10948</a>	SOCWA	Accounts Payable	Outstanding	Check	-6,017.00
05/12/2022		<a href="#">10949</a>	Southern Counties Lubricants. LLC	Accounts Payable	Outstanding	Check	-231.64
05/12/2022		<a href="#">10950</a>	Touch Tel Mobile	Accounts Payable	Outstanding	Check	-625.00
05/12/2022		<a href="#">10951</a>	Tyler Technologies, Inc.	Accounts Payable	Outstanding	Check	-1,450.00
05/12/2022		<a href="#">10952</a>	Underground Service Alert/SC	Accounts Payable	Outstanding	Check	-74.35
05/12/2022		<a href="#">10953</a>	Weck Laboratories, Inc.	Accounts Payable	Outstanding	Check	-593.60
05/12/2022		<a href="#">10954</a>	Xylem	Accounts Payable	Outstanding	Check	-24,965.81
<b>Check Total: (55)</b>							<b>-568,551.49</b>
<b>Check Reversal</b>							
05/23/2022		<a href="#">10829</a>	Bolsa Chica Conservancy Reversal	Accounts Payable	Outstanding	Check Reversal	700.00
<b>Check Reversal Total: (1)</b>							<b>700.00</b>
<b>EFT</b>							
05/13/2022		<a href="#">129</a>	ALS - Truesdail Laboratories	Accounts Payable	Outstanding	EFT	-3,516.00
05/13/2022		<a href="#">130</a>	MWDOC	Accounts Payable	Outstanding	EFT	-79,245.34
05/13/2022		<a href="#">131</a>	UniFirst Corporatio	Accounts Payable	Outstanding	EFT	-232.61
05/13/2022		<a href="#">132</a>	United Water Works, Inc.	Accounts Payable	Outstanding	EFT	-1,679.22
05/28/2022		<a href="#">133</a>	ACWA/JPIA - Benefits (WC & Life)	Accounts Payable	Outstanding	EFT	-993.02
<b>EFT Total: (5)</b>							<b>-85,666.19</b>
<b>Accounts Payable Total: (110)</b>							<b>-1,085,480.77</b>

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Accounts Receivable</b>							
<b>Deposit</b>							
05/04/2022		<a href="#">DEP0017142</a>	Payment	Accounts Receivable	Outstanding	Deposit	312.42
05/04/2022		<a href="#">DEP0017203</a>	SWRCB Arrearages - overpayment	Accounts Receivable	Outstanding	Deposit	44.77
05/05/2022		<a href="#">DEP0017154</a>	County of Orange - Property Taxes Receipt - 5/05/22	Accounts Receivable	Outstanding	Deposit	2,638.86
05/12/2022		<a href="#">DEP0017245</a>	Payment 5/16/22	Accounts Receivable	Outstanding	Deposit	6,365.24
05/17/2022		<a href="#">DEP0017266</a>	2122-0113	Accounts Receivable	Outstanding	Deposit	5,000.00
05/18/2022		<a href="#">DEP0017290</a>	T-MOBILE	Accounts Receivable	Outstanding	Deposit	2,131.71
05/20/2022		<a href="#">DEP0017310</a>	County of Orange - Payment 5/20/22	Accounts Receivable	Outstanding	Deposit	29,169.76
05/26/2022		<a href="#">DEP0017379</a>	County of Orange - PT Payment	Accounts Receivable	Outstanding	Deposit	132,853.06
05/27/2022		<a href="#">DEP0017382</a>	SMWD Payment	Accounts Receivable	Outstanding	Deposit	927.25
						<b>Deposit Total: (9)</b>	<b>179,443.07</b>
						<b>Accounts Receivable Total: (9)</b>	<b>179,443.07</b>
<b>Utility Billing</b>							
<b>Check</b>							
05/17/2022		<a href="#">10955</a>	MAJID SHAKERI	Utility Billing	Outstanding	Check	-89.56
05/17/2022		<a href="#">10956</a>	ALEJANDRO ARAOZ	Utility Billing	Outstanding	Check	-222.43
05/17/2022		<a href="#">10957</a>	PETERSON BROTHERS CONSTRUCTION	Utility Billing	Outstanding	Check	-789.93
05/17/2022		<a href="#">10958</a>	ARIZONA PIPELINE	Utility Billing	Outstanding	Check	-3,979.02
						<b>Check Total: (4)</b>	<b>-5,080.94</b>
<b>Deposit</b>							
05/01/2022		<a href="#">DEP0017100</a>	Utility Payment Packet UBPKT07449	Utility Billing	Outstanding	Deposit	8,327.20
05/02/2022		<a href="#">DEP0017103</a>	Utility Payment Packet UBPKT07451	Utility Billing	Outstanding	Deposit	1,553.43
05/02/2022		<a href="#">DEP0017106</a>	Utility Payment Packet UBPKT07450	Utility Billing	Outstanding	Deposit	3,440.96
05/02/2022		<a href="#">DEP0017109</a>	Utility Payment Packet UBPKT07453	Utility Billing	Outstanding	Deposit	4,255.57
05/03/2022		<a href="#">DEP0017112</a>	Utility Payment Packet UBPKT07455	Utility Billing	Outstanding	Deposit	2,461.81
05/03/2022		<a href="#">DEP0017115</a>	Utility Payment Packet UBPKT07454	Utility Billing	Outstanding	Deposit	4,272.81
05/03/2022		<a href="#">DEP0017124</a>	Utility Payment Packet UBPKT07456	Utility Billing	Outstanding	Deposit	7,842.77
05/03/2022		<a href="#">DEP0017127</a>	Utility Payment Packet UBPKT07458	Utility Billing	Outstanding	Deposit	3,703.84
05/03/2022		<a href="#">DEP0017130</a>	Utility Payment Packet UBPKT07459	Utility Billing	Outstanding	Deposit	725.16
05/04/2022		<a href="#">DEP0017133</a>	Utility Payment Packet UBPKT07461	Utility Billing	Outstanding	Deposit	5,686.74
05/04/2022		<a href="#">DEP0017136</a>	Utility Payment Packet UBPKT07460	Utility Billing	Outstanding	Deposit	1,961.10
05/04/2022		<a href="#">DEP0017139</a>	Utility Payment Packet UBPKT07462	Utility Billing	Outstanding	Deposit	10,369.15
05/04/2022		<a href="#">DEP0017145</a>	Utility Payment Packet UBPKT07464	Utility Billing	Outstanding	Deposit	10,756.70
05/05/2022		<a href="#">DEP0017148</a>	Utility Payment Packet UBPKT07466	Utility Billing	Outstanding	Deposit	5,717.38
05/05/2022		<a href="#">DEP0017151</a>	Utility Payment Packet UBPKT07467	Utility Billing	Outstanding	Deposit	1,783.50
05/05/2022		<a href="#">DEP0017157</a>	Utility Payment Packet UBPKT07468	Utility Billing	Outstanding	Deposit	3,759.89
05/06/2022		<a href="#">DEP0017160</a>	Utility Payment Packet UBPKT07469	Utility Billing	Outstanding	Deposit	2,214.83
05/06/2022		<a href="#">DEP0017163</a>	Utility Payment Packet UBPKT07470	Utility Billing	Outstanding	Deposit	2,564.56
05/08/2022		<a href="#">DEP0017166</a>	Utility Payment Packet UBPKT07471	Utility Billing	Outstanding	Deposit	25,930.77
05/09/2022		<a href="#">DEP0017169</a>	Utility Payment Packet UBPKT07472	Utility Billing	Outstanding	Deposit	1,977.49
05/09/2022		<a href="#">DEP0017173</a>	Utility Payment Packet UBPKT07474	Utility Billing	Outstanding	Deposit	1,739.81

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/09/2022		<a href="#">DEP0017176</a>	Utility Payment Packet UBPKT07473	Utility Billing	Outstanding	Deposit	14,950.68
05/10/2022		<a href="#">DEP0017179</a>	Utility Payment Packet UBPKT07476	Utility Billing	Outstanding	Deposit	3,515.76
05/10/2022		<a href="#">DEP0017182</a>	Utility Payment Packet UBPKT07475	Utility Billing	Outstanding	Deposit	2,957.29
05/10/2022		<a href="#">DEP0017185</a>	Utility Payment Packet UBPKT07463	Utility Billing	Outstanding	Deposit	6,931.43
05/10/2022		<a href="#">DEP0017188</a>	Utility Payment Packet UBPKT07477	Utility Billing	Outstanding	Deposit	2,583.08
05/10/2022		<a href="#">DEP0017191</a>	Utility Payment Packet UBPKT07479	Utility Billing	Outstanding	Deposit	7,463.45
05/10/2022		<a href="#">DEP0017194</a>	Utility Payment Packet UBPKT07481	Utility Billing	Outstanding	Deposit	3,390.37
05/11/2022		<a href="#">DEP0017197</a>	Utility Payment Packet UBPKT07482	Utility Billing	Outstanding	Deposit	3,122.59
05/11/2022		<a href="#">DEP0017200</a>	Utility Payment Packet UBPKT07483	Utility Billing	Outstanding	Deposit	3,004.59
05/11/2022		<a href="#">DEP0017206</a>	Utility Payment Packet UBPKT07484	Utility Billing	Outstanding	Deposit	5,927.25
05/11/2022		<a href="#">DEP0017210</a>	Utility Payment Packet UBPKT07485	Utility Billing	Outstanding	Deposit	4,398.17
05/12/2022		<a href="#">DEP0017213</a>	Utility Payment Packet UBPKT07486	Utility Billing	Outstanding	Deposit	4,847.51
05/12/2022		<a href="#">DEP0017216</a>	Utility Payment Packet UBPKT07487	Utility Billing	Outstanding	Deposit	4,897.83
05/12/2022		<a href="#">DEP0017219</a>	Utility Payment Packet UBPKT07490	Utility Billing	Outstanding	Deposit	6,849.95
05/13/2022		<a href="#">DEP0017221</a>	ACH Draft Packet UBPKT07375	Utility Billing	Outstanding	Deposit	111,439.64
05/13/2022		<a href="#">DEP0017224</a>	Utility Payment Packet UBPKT07491	Utility Billing	Outstanding	Deposit	9,714.33
05/13/2022		<a href="#">DEP0017227</a>	Utility Payment Packet UBPKT07488	Utility Billing	Outstanding	Deposit	13,743.10
05/13/2022		<a href="#">DEP0017230</a>	Utility Payment Packet UBPKT07492	Utility Billing	Outstanding	Deposit	3,765.12
05/15/2022		<a href="#">DEP0017233</a>	Utility Payment Packet UBPKT07493	Utility Billing	Outstanding	Deposit	185,601.31
05/16/2022		<a href="#">DEP0017236</a>	Utility Payment Packet UBPKT07494	Utility Billing	Outstanding	Deposit	4,369.42
05/16/2022		<a href="#">DEP0017239</a>	Utility Payment Packet UBPKT07495	Utility Billing	Outstanding	Deposit	463.28
05/16/2022		<a href="#">DEP0017242</a>	Utility Payment Packet UBPKT07496	Utility Billing	Outstanding	Deposit	11,304.50
05/16/2022		<a href="#">DEP0017248</a>	Utility Payment Packet UBPKT07507	Utility Billing	Outstanding	Deposit	2,320.83
05/17/2022		<a href="#">DEP0017251</a>	Utility Payment Packet UBPKT07509	Utility Billing	Outstanding	Deposit	659.70
05/17/2022		<a href="#">DEP0017254</a>	Utility Payment Packet UBPKT07508	Utility Billing	Outstanding	Deposit	642.21
05/17/2022		<a href="#">DEP0017269</a>	Utility Payment Packet UBPKT07517	Utility Billing	Outstanding	Deposit	2,811.49
05/18/2022		<a href="#">DEP0017272</a>	Utility Payment Packet UBPKT07518	Utility Billing	Outstanding	Deposit	912.63
05/18/2022		<a href="#">DEP0017275</a>	Utility Payment Packet UBPKT07519	Utility Billing	Outstanding	Deposit	212.96
05/18/2022		<a href="#">DEP0017278</a>	Utility Reverse Payment Packet UBPKT07520	Utility Billing	Outstanding	Deposit	-82.15
05/18/2022		<a href="#">DEP0017281</a>	Utility Reverse Payment Packet UBPKT07521	Utility Billing	Outstanding	Deposit	-82.99
05/18/2022		<a href="#">DEP0017284</a>	Utility Payment Packet UBPKT07522	Utility Billing	Outstanding	Deposit	2,096.58
05/18/2022		<a href="#">DEP0017287</a>	Utility Payment Packet UBPKT07523	Utility Billing	Outstanding	Deposit	7,973.51
05/19/2022		<a href="#">DEP0017293</a>	Utility Payment Packet UBPKT07525	Utility Billing	Outstanding	Deposit	361.90
05/19/2022		<a href="#">DEP0017296</a>	Utility Payment Packet UBPKT07524	Utility Billing	Outstanding	Deposit	374.00
05/19/2022		<a href="#">DEP0017299</a>	Utility Payment Packet UBPKT07527	Utility Billing	Outstanding	Deposit	10,693.75
05/20/2022		<a href="#">DEP0017303</a>	Utility Payment Packet UBPKT07528	Utility Billing	Outstanding	Deposit	558.82
05/20/2022		<a href="#">DEP0017306</a>	Utility Payment Packet UBPKT07529	Utility Billing	Outstanding	Deposit	1,958.79
05/22/2022		<a href="#">DEP0017312</a>	Utility Payment Packet UBPKT07530	Utility Billing	Outstanding	Deposit	7,700.01
05/23/2022		<a href="#">DEP0017315</a>	Utility Payment Packet UBPKT07532	Utility Billing	Outstanding	Deposit	1,058.01
05/23/2022		<a href="#">DEP0017318</a>	Utility Payment Packet UBPKT07531	Utility Billing	Outstanding	Deposit	4,352.60
05/23/2022		<a href="#">DEP0017321</a>	Utility Payment Packet UBPKT07534	Utility Billing	Outstanding	Deposit	103,949.81
05/23/2022		<a href="#">DEP0017325</a>	Utility Payment Packet UBPKT07535	Utility Billing	Outstanding	Deposit	3,694.73
05/24/2022		<a href="#">DEP0017328</a>	Utility Payment Packet UBPKT07537	Utility Billing	Outstanding	Deposit	4,297.70



**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
05/24/2022		<a href="#">DEP0017331</a>	Utility Payment Packet UBPKT07536	Utility Billing	Outstanding	Deposit	4,895.93
05/24/2022		<a href="#">DEP0017334</a>	Utility Payment Packet UBPKT07538	Utility Billing	Outstanding	Deposit	4,840.30
05/24/2022		<a href="#">DEP0017337</a>	Utility Payment Packet UBPKT07539	Utility Billing	Outstanding	Deposit	4,847.87
05/24/2022		<a href="#">DEP0017340</a>	Utility Payment Packet UBPKT07540	Utility Billing	Outstanding	Deposit	3,028.22
05/25/2022		<a href="#">DEP0017343</a>	Utility Payment Packet UBPKT07541	Utility Billing	Outstanding	Deposit	5,143.10
05/25/2022		<a href="#">DEP0017346</a>	Utility Payment Packet UBPKT07542	Utility Billing	Outstanding	Deposit	2,182.87
05/25/2022		<a href="#">DEP0017367</a>	Utility Payment Packet UBPKT07550	Utility Billing	Outstanding	Deposit	1,045.81
05/26/2022		<a href="#">DEP0017352</a>	Utility Payment Packet UBPKT07544	Utility Billing	Outstanding	Deposit	4,750.52
05/26/2022		<a href="#">DEP0017355</a>	Utility Payment Packet UBPKT07545	Utility Billing	Outstanding	Deposit	4,513.52
05/26/2022		<a href="#">DEP0017358</a>	Utility Payment Packet UBPKT07546	Utility Billing	Outstanding	Deposit	25.00
05/26/2022		<a href="#">DEP0017361</a>	Utility Payment Packet UBPKT07547	Utility Billing	Outstanding	Deposit	5,913.60
05/26/2022		<a href="#">DEP0017364</a>	Utility Payment Packet UBPKT07548	Utility Billing	Outstanding	Deposit	2,153.66
05/26/2022		<a href="#">DEP0017370</a>	Utility Payment Packet UBPKT07551	Utility Billing	Outstanding	Deposit	4,625.06
05/27/2022		<a href="#">DEP0017373</a>	Utility Payment Packet UBPKT07552	Utility Billing	Outstanding	Deposit	3,525.29
05/27/2022		<a href="#">DEP0017376</a>	Utility Payment Packet UBPKT07549	Utility Billing	Outstanding	Deposit	3,641.13
05/27/2022		<a href="#">DEP0017385</a>	Utility Payment Packet UBPKT07554	Utility Billing	Outstanding	Deposit	5,622.36
05/29/2022		<a href="#">DEP0017388</a>	Utility Payment Packet UBPKT07555	Utility Billing	Outstanding	Deposit	4,512.87
05/31/2022		<a href="#">DEP0017391</a>	Utility Payment Packet UBPKT07556	Utility Billing	Outstanding	Deposit	2,567.75
05/31/2022		<a href="#">DEP0017394</a>	Utility Payment Packet UBPKT07557	Utility Billing	Outstanding	Deposit	1,994.70
05/31/2022		<a href="#">DEP0017397</a>	Utility Payment Packet UBPKT07558	Utility Billing	Outstanding	Deposit	7,340.35
05/31/2022		<a href="#">DEP0017400</a>	Utility Payment Packet UBPKT07559	Utility Billing	Outstanding	Deposit	4,306.42
<b>Deposit Total: (85)</b>							<b>764,227.34</b>
<b>Utility Billing Total: (89)</b>							<b>759,146.40</b>
<b>Report Total: (208)</b>							<b>-146,891.30</b>

**Summary**

Bank Account	Count	Amount
<a href="#">030866939 Bank of the West Checking</a>	208	-146,891.30
<b>Report Total:</b>	<b>208</b>	<b>-146,891.30</b>

Cash Account	Count	Amount
<a href="#">99 99-000-1004 Bank of the West Checking (Pooled Cash)</a>	208	-146,891.30
<b>Report Total:</b>	<b>208</b>	<b>-146,891.30</b>

Transaction Type	Count	Amount
Bank Draft	49	-431,963.09
Check	59	-573,632.43
Check Reversal	1	700.00
Deposit	94	943,670.41
EFT	5	-85,666.19
<b>Report Total:</b>	<b>208</b>	<b>-146,891.30</b>



Trabuco Canyon Water District  
General Fund Warrant Register  
5/11/2022

**Summary of Disbursements**

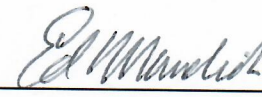
Computer Checks	800,215.61
UB Refund Checks	131.22
Void UB Refund	(209.25)
Bank Drafts	845,349.34
Bank EFTs	174,901.02
Voided Checks	(2,400.88)
<b>Total Disbursements</b>	<b>1,817,987.06</b>

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

  
\_\_\_\_\_  
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: 5/11/22

  
\_\_\_\_\_  
By: \_\_\_\_\_ Date: 5/11/22



Trabuco Canyon Water District, CA

# Check Report

By Check Number

Date Range: 03/09/2022 - 05/06/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: APBNK-APBNK</b>						
TRUE0001	ALS - Truesdail Laboratories	03/16/2022	EFT	0.00	1,728.00	120
ACWA0003	ACWA/JPIA - Benefits (WC & Life)	04/06/2022	EFT	0.00	497.44	121
TRUE0001	ALS - Truesdail Laboratories	04/06/2022	EFT	0.00	3,456.00	122
MWDO0001	MWDOC	04/06/2022	EFT	0.00	138,369.84	123
UNIT0001	United Water Works, Inc.	04/06/2022	EFT	0.00	714.88	124
ACWA0003	ACWA/JPIA - Benefits (WC & Life)	04/21/2022	EFT	0.00	11,118.16	125
CALIO004	California Air Resources Board	04/21/2022	EFT	0.00	805.00	126
HERC0001	Herc Rentals	04/21/2022	EFT	0.00	162.12	127
MWDO0001	MWDOC	04/21/2022	EFT	0.00	18,049.58	128
OCWA0001	OC Waste & Recycling	03/16/2022	Regular	0.00	-2,400.88	10612
	**Void**	03/16/2022	Regular	0.00	0.00	10754
	**Void**	03/16/2022	Regular	0.00	0.00	10755
	**Void**	03/16/2022	Regular	0.00	0.00	10756
	**Void**	03/16/2022	Regular	0.00	0.00	10757
	**Void**	03/16/2022	Regular	0.00	0.00	10758
	**Void**	03/16/2022	Regular	0.00	0.00	10759
	**Void**	03/16/2022	Regular	0.00	0.00	10760
	**Void**	03/16/2022	Regular	0.00	0.00	10761
	**Void**	03/16/2022	Regular	0.00	0.00	10762
	**Void**	03/16/2022	Regular	0.00	0.00	10763
	**Void**	03/16/2022	Regular	0.00	0.00	10764
	**Void**	03/16/2022	Regular	0.00	0.00	10765
	**Void**	03/16/2022	Regular	0.00	0.00	10766
	**Void**	03/16/2022	Regular	0.00	0.00	10767
	**Void**	03/16/2022	Regular	0.00	0.00	10768
	**Void**	03/16/2022	Regular	0.00	0.00	10769
	**Void**	03/16/2022	Regular	0.00	0.00	10770
	**Void**	03/16/2022	Regular	0.00	0.00	10771
	**Void**	03/16/2022	Regular	0.00	0.00	10772
	**Void**	03/16/2022	Regular	0.00	0.00	10773
	**Void**	03/16/2022	Regular	0.00	0.00	10774
	**Void**	03/16/2022	Regular	0.00	0.00	10775
	**Void**	03/16/2022	Regular	0.00	0.00	10776
	**Void**	03/16/2022	Regular	0.00	0.00	10777
	**Void**	03/16/2022	Regular	0.00	0.00	10778
	**Void**	03/16/2022	Regular	0.00	0.00	10779
	**Void**	03/16/2022	Regular	0.00	0.00	10780
	**Void**	03/16/2022	Regular	0.00	0.00	10781
	**Void**	03/16/2022	Regular	0.00	0.00	10782
	**Void**	03/16/2022	Regular	0.00	0.00	10783
	**Void**	03/16/2022	Regular	0.00	0.00	10784
	**Void**	03/16/2022	Regular	0.00	0.00	10785
	**Void**	03/16/2022	Regular	0.00	0.00	10786
	**Void**	03/16/2022	Regular	0.00	0.00	10787
	**Void**	03/16/2022	Regular	0.00	0.00	10788
	**Void**	03/16/2022	Regular	0.00	0.00	10789
ARC0001	ARC	03/16/2022	Regular	0.00	208.09	10790
AT&T0001	AT&T	03/16/2022	Regular	0.00	840.47	10791
ATKI0001	Atkinson, Andelson, Loya, Ruud & Romo	03/16/2022	Regular	0.00	87.00	10792
BAVC0001	BAVCO Backflow Apparatus & Valve Co.	03/16/2022	Regular	0.00	1,617.92	10793
BLAC0001	Black Knight Financial Services, LLC	03/16/2022	Regular	0.00	9.50	10794
CHEM0001	Chemtrade Chemicals US LLC	03/16/2022	Regular	0.00	5,399.81	10795
DMCE0001	DMc Engineering	03/16/2022	Regular	0.00	2,406.47	10796
GRAI0001	Grainger	03/16/2022	Regular	0.00	20.32	10797

Check Report

Date Range: 03/09/2022 - 05/06/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
HIGH0001	HighRoad Information Technology, LLC.	03/16/2022	Regular	0.00	5,791.00	10798
HYDR0002	Hydrotech Electric	03/16/2022	Regular	0.00	8,668.05	10799
INDU0002	Industrial Metal Supply Company	03/16/2022	Regular	0.00	114.11	10800
INFO0001	InfoSend, Inc.	03/16/2022	Regular	0.00	3,024.14	10801
IRVI0002	Irvine Pipe Supply	03/16/2022	Regular	0.00	1,483.81	10802
LAHA0001	La Habra Fence Co., Inc.	03/16/2022	Regular	0.00	1,009.05	10803
OCWA0001	OC Waste & Recycling	03/16/2022	Regular	0.00	4,772.11	10804
OLIN0001	Olin Chemicals	03/16/2022	Regular	0.00	2,765.32	10805
ORAN0004	Orange County Pumping, Inc.	03/16/2022	Regular	0.00	2,130.00	10806
O'RE0001	O'Reilly Automotive, Inc.	03/16/2022	Regular	0.00	169.18	10807
ORKI0001	Orkin Commercial Services	03/16/2022	Regular	0.00	532.00	10808
PETE0001	Pete's Road Service	03/16/2022	Regular	0.00	1,447.90	10809
POLY0001	Polydyne Inc.	03/16/2022	Regular	0.00	3,128.00	10810
PREFE0001	Preferred Aerial & Crane Technology	03/16/2022	Regular	0.00	1,600.00	10811
PSOM0001	PSOMAS	03/16/2022	Regular	0.00	3,555.00	10812
QUIN0001	Quinn Company	03/16/2022	Regular	0.00	1,296.05	10813
ROBI0001	Robinson Elementary	03/16/2022	Regular	0.00	500.00	10814
S&JS0001	S & J Supply Company	03/16/2022	Regular	0.00	7,853.69	10815
SANT0003	Santa Margarita Water District	03/16/2022	Regular	0.00	68,890.29	10816
SANT0004	Santiago Aqueduct Commission	03/16/2022	Regular	0.00	40,826.00	10817
SIER0002	Sierra Analytical	03/16/2022	Regular	0.00	4,184.00	10818
TESC0001	Tesco Controls, Inc.	03/16/2022	Regular	0.00	47,970.00	10819
TOUC0001	Touch Tel Mobile	03/16/2022	Regular	0.00	625.00	10820
TREN0001	Trench Shoring Company	03/16/2022	Regular	0.00	372.15	10821
UNDE0001	Underground Service Alert/SC	03/16/2022	Regular	0.00	112.30	10822
VORT0001	Vortex Industries, Inc.	03/16/2022	Regular	0.00	4,224.65	10823
WECK0001	Weck Laboratories, Inc.	03/16/2022	Regular	0.00	118.72	10824
XYLE0001	Xylem	03/16/2022	Regular	0.00	22,122.50	10825
4IMP0001	4Imprint	04/05/2022	Regular	0.00	2,715.97	10826
ARC0001	ARC	04/05/2022	Regular	0.00	481.31	10827
AT&T0003	AT&T Mobility	04/05/2022	Regular	0.00	103.22	10828
BOLS0001	Bolsa Chica Conservancy	04/05/2022	Regular	0.00	700.00	10829
BOOT0001	Boot Barn	04/05/2022	Regular	0.00	770.85	10830
BUTI0001	Butier Engineering, Inc.	04/05/2022	Regular	0.00	9,687.50	10831
CART0002	Cartegraph	04/05/2022	Regular	0.00	12,699.98	10832
CDWG0001	CDW Government	04/05/2022	Regular	0.00	437.83	10833
CHAM0001	Champion Paving, Inc.	04/05/2022	Regular	0.00	3,549.00	10834
COST0001	Costco Membership	04/05/2022	Regular	0.00	120.00	10835
DMS0001	DMS Facility Services	04/05/2022	Regular	0.00	936.01	10836
DUTH0001	Duthie Electric Service Corporation	04/05/2022	Regular	0.00	2,348.57	10837
FEDE0001	FedEx	04/05/2022	Regular	0.00	79.85	10838
FERG0001	Ferguson Waterworks	04/05/2022	Regular	0.00	14,549.88	10839
GMCE0001	GMC Electrical, Inc.	04/05/2022	Regular	0.00	900.00	10840
GRAI0001	Grainger	04/05/2022	Regular	0.00	1,578.45	10841
HAAK0001	Haaker Equipment Company	04/05/2022	Regular	0.00	4,147.73	10842
INFO0001	InfoSend, Inc.	04/05/2022	Regular	0.00	3,469.44	10843
JSUS0001	J Sushi RSM, Inc.	04/05/2022	Regular	0.00	330.00	10844
MATE0002	Material Specialties Corp.	04/05/2022	Regular	0.00	1,223.79	10845
NBS0001	NBS	04/05/2022	Regular	0.00	885.72	10846
OCWA0001	OC Waste & Recycling	04/05/2022	Regular	0.00	773.72	10847
OLIN0001	Olin Chemicals	04/05/2022	Regular	0.00	4,451.05	10848
ORAN0004	Orange County Pumping, Inc.	04/05/2022	Regular	0.00	3,195.00	10849
ORKI0001	Orkin Commercial Services	04/05/2022	Regular	0.00	448.00	10850
POLY0001	Polydyne Inc.	04/05/2022	Regular	0.00	363.00	10851
BARG0001	Robert Barger	04/05/2022	Regular	0.00	418.66	10852
RUGI0001	Rugid Computer, Inc.	04/05/2022	Regular	0.00	725.42	10853
S&JS0001	S & J Supply Company	04/05/2022	Regular	0.00	29,638.80	10854
SANT0002	Santa Margarita Ford	04/05/2022	Regular	0.00	83.53	10855
SANT0007	Santa Margarita Toyota	04/05/2022	Regular	0.00	468.38	10856
SANT0003	Santa Margarita Water District	04/05/2022	Regular	0.00	660.00	10857
SCFU0001	SC Fuels	04/05/2022	Regular	0.00	2,800.87	10858

Check Report

Date Range: 03/09/2022 - 05/06/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
SIER0002	Sierra Analytical	04/05/2022	Regular	0.00	2,885.00	10859
TESC0001	Tesco Controls, Inc.	04/05/2022	Regular	0.00	83,580.00	10860
TOUC0001	Touch Tel Mobile	04/05/2022	Regular	0.00	625.00	10861
TRAV0001	Traveling Tidepools	04/05/2022	Regular	0.00	1,695.00	10862
TREN0001	Trench Shoring Company	04/05/2022	Regular	0.00	626.80	10863
USAB0001	USA BlueBook	04/05/2022	Regular	0.00	1,250.54	10864
VITU0001	Vituity - Urgent Care Services	04/05/2022	Regular	0.00	50.00	10865
WECK0001	Weck Laboratories, Inc.	04/05/2022	Regular	0.00	807.28	10866
XYLE0001	Xylem	04/05/2022	Regular	0.00	21,526.10	10867
AHWP0001	AHW Products	04/21/2022	Regular	0.00	4,848.21	10870
AT&T0001	AT&T	04/21/2022	Regular	0.00	862.23	10871
BAVC0001	BAVCO Backflow Apparatus & Valve Co.	04/21/2022	Regular	0.00	1,053.47	10872
BRIG0001	Bright View Landscape Services, Inc.	04/21/2022	Regular	0.00	5,693.78	10873
CHAM0001	Champion Paving, Inc.	04/21/2022	Regular	0.00	3,570.00	10874
DEPT0005	Department of Water Resources	04/21/2022	Regular	0.00	47,201.00	10875
DMCE0001	DMc Engineering	04/21/2022	Regular	0.00	800.00	10876
DUTH0001	Duthie Electric Service Corporation	04/21/2022	Regular	0.00	1,233.50	10877
ELIT0001	Elite Automotive Services	04/21/2022	Regular	0.00	970.87	10878
HARR0001	Harrington Industrial Plastics	04/21/2022	Regular	0.00	180.17	10879
HYDR0002	Hydrotech Electric	04/21/2022	Regular	0.00	151,620.90	10880
IRVI0002	Irvine Pipe Supply	04/21/2022	Regular	0.00	297.72	10881
IRVI0001	Irvine Ranch Water District	04/21/2022	Regular	0.00	37,711.47	10882
IWAT0001	iWater, Inc.	04/21/2022	Regular	0.00	1,625.00	10883
LAHA0001	La Habra Fence Co., Inc.	04/21/2022	Regular	0.00	2,964.00	10884
MATE0002	Material Specialties Corp.	04/21/2022	Regular	0.00	1,420.15	10885
MRCR0001	Mr. Crane	04/21/2022	Regular	0.00	2,106.00	10886
NAPA0001	Napa Auto Parts	04/21/2022	Regular	0.00	1,310.56	10887
OCKE0001	OC Keys LLC	04/21/2022	Regular	0.00	165.00	10888
ORAN0004	Orange County Pumping, Inc.	04/21/2022	Regular	0.00	1,065.00	10889
ORKI0001	Orkin Commercial Services	04/21/2022	Regular	0.00	84.00	10890
PETE0001	Pete's Road Service	04/21/2022	Regular	0.00	2,010.54	10891
S&JS0001	S & J Supply Company	04/21/2022	Regular	0.00	2,413.61	10892
SCFU0001	SC Fuels	04/21/2022	Regular	0.00	3,403.65	10893
SIER0002	Sierra Analytical	04/21/2022	Regular	0.00	3,170.50	10894
STAT0001	State Water Resources Control Board	04/21/2022	Regular	0.00	110.00	10895
TYLE0001	Tyler Technologies, Inc.	04/21/2022	Regular	0.00	51.80	10896
USAB0001	USA BlueBook	04/21/2022	Regular	0.00	2,668.26	10897
WECK0001	Weck Laboratories, Inc.	04/21/2022	Regular	0.00	118.72	10898
XYLE0001	Xylem	04/21/2022	Regular	0.00	16,331.60	10899
FERR0002	Ferreira Construction Company	05/03/2022	Regular	0.00	34,492.05	10900
WAGE0001	Wage Works, Inc.	03/09/2022	Bank Draft	0.00	6.95	DFT0002548
ADP0001	ADP	03/09/2022	Bank Draft	0.00	1,763.89	DFT0002549
TOLL0001	The Toll Roads	03/11/2022	Bank Draft	0.00	140.00	DFT0002550
COXC0001	Cox Communications	03/10/2022	Bank Draft	0.00	2,435.52	DFT0002551
TABA0001	TAB AnswerNetwork	03/14/2022	Bank Draft	0.00	171.42	DFT0002552
PACE0001	Pace Payment Systems, Inc.	03/14/2022	Bank Draft	0.00	196.00	DFT0002553
COXC0001	Cox Communications	03/14/2022	Bank Draft	0.00	5,903.04	DFT0002554
XERO0001	Xerox Corporation	03/15/2022	Bank Draft	0.00	206.09	DFT0002555
CALP0001	CalPERS	03/17/2022	Bank Draft	0.00	7,200.81	DFT0002556
CALP0001	CalPERS	03/17/2022	Bank Draft	0.00	12,789.52	DFT0002557
CALP0001	CalPERS	03/17/2022	Bank Draft	0.00	4,630.12	DFT0002558
ADP0001	ADP	03/17/2022	Bank Draft	0.00	99,342.63	DFT0002559
LOWE0001	Lowe's	03/16/2022	Bank Draft	0.00	748.65	DFT0002560
HOME0001	Home Depot	03/16/2022	Bank Draft	0.00	1,115.21	DFT0002561
SPAR0001	Sparkletts	03/16/2022	Bank Draft	0.00	41.95	DFT0002562
SPAR0001	Sparkletts	03/16/2022	Bank Draft	0.00	92.15	DFT0002563
WAGE0001	Wage Works, Inc.	03/16/2022	Bank Draft	0.00	68.54	DFT0002564
SOUT0002	Southern California Edison	03/16/2022	Bank Draft	0.00	59,629.23	DFT0002565
WEXF0001	Wex Fleet Universal	03/16/2022	Bank Draft	0.00	4,819.11	DFT0002566
COXC0001	Cox Communications	03/18/2022	Bank Draft	0.00	86.04	DFT0002567
COXC0001	Cox Communications	03/21/2022	Bank Draft	0.00	692.24	DFT0002568

Check Report

Date Range: 03/09/2022 - 05/06/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
TOLL0001	The Toll Roads	03/23/2022	Bank Draft	0.00	140.00	DFT0002569
AT&T0003	AT&T Mobility	03/25/2022	Bank Draft	0.00	2,196.94	DFT0002570
UMPQ0001	Umpqua Bank	03/29/2022	Bank Draft	0.00	8,689.32	DFT0002571
WAGE0001	Wage Works, Inc.	03/28/2022	Bank Draft	0.00	75.00	DFT0002572
PITN0001	Pitney Bowes	03/29/2022	Bank Draft	0.00	190.02	DFT0002573
WAGE0001	Wage Works, Inc.	03/31/2022	Bank Draft	0.00	66.95	DFT0002574
ADP0001	ADP	04/01/2022	Bank Draft	0.00	108.00	DFT0002575
TOLL0001	The Toll Roads	04/01/2022	Bank Draft	0.00	140.00	DFT0002576
ADP0001	ADP	04/04/2022	Bank Draft	0.00	104,387.48	DFT0002577
CALP0001	CalPERS	04/04/2022	Bank Draft	0.00	47,737.33	DFT0002578
CALP0001	CalPERS	04/04/2022	Bank Draft	0.00	5,519.92	DFT0002579
CALP0001	CalPERS	04/04/2022	Bank Draft	0.00	7,200.00	DFT0002580
CALP0001	CalPERS	04/04/2022	Bank Draft	0.00	12,789.52	DFT0002581
CALP0001	CalPERS	04/04/2022	Bank Draft	0.00	4,718.65	DFT0002582
EIDE0001	Eide Bailly	04/04/2022	Bank Draft	0.00	6,647.30	DFT0002583
GUAR0001	Guardian	04/04/2022	Bank Draft	0.00	3,955.78	DFT0002584
SOUT0002	Southern California Edison	04/04/2022	Bank Draft	0.00	714.69	DFT0002585
VSP0001	VSP	04/04/2022	Bank Draft	0.00	776.20	DFT0002586
CINT0001	Cintas	04/04/2022	Bank Draft	0.00	149.12	DFT0002587
CINT0001	Cintas	04/04/2022	Bank Draft	0.00	368.06	DFT0002588
CINT0001	Cintas	04/04/2022	Bank Draft	0.00	1,016.38	DFT0002589
SHRE0001	Shred-it USA LLC	04/04/2022	Bank Draft	0.00	144.00	DFT0002590
PACE0001	Pace Payment Systems, Inc.	04/04/2022	Bank Draft	0.00	4,040.82	DFT0002591
SANT0003	Santa Margarita Water District	04/04/2022	Bank Draft	0.00	1,808.70	DFT0002592
HOME0001	Home Depot	04/05/2022	Bank Draft	0.00	1,063.63	DFT0002593
LOWE0001	Lowe's	04/05/2022	Bank Draft	0.00	1,084.06	DFT0002594
COXC0001	Cox Communications	04/07/2022	Bank Draft	0.00	2,434.03	DFT0002595
WAGE0001	Wage Works, Inc.	04/07/2022	Bank Draft	0.00	671.58	DFT0002596
PACE0001	Pace Payment Systems, Inc.	04/08/2022	Bank Draft	0.00	210.50	DFT0002597
COXC0001	Cox Communications	04/11/2022	Bank Draft	0.00	6,986.70	DFT0002598
TOLL0001	The Toll Roads	04/11/2022	Bank Draft	0.00	140.00	DFT0002599
ADP0001	ADP	04/11/2022	Bank Draft	0.00	1,763.89	DFT0002600
TABA0001	TAB AnswerNetwork	04/11/2022	Bank Draft	0.00	169.10	DFT0002601
WAGE0001	Wage Works, Inc.	04/12/2022	Bank Draft	0.00	68.54	DFT0002602
WAGE0001	Wage Works, Inc.	04/14/2022	Bank Draft	0.00	5.00	DFT0002603
COXC0001	Cox Communications	04/15/2022	Bank Draft	0.00	87.50	DFT0002604
XERO0001	Xerox Corporation	04/18/2022	Bank Draft	0.00	288.71	DFT0002605
WAGE0001	Wage Works, Inc.	04/18/2022	Bank Draft	0.00	1.07	DFT0002606
ADP0001	ADP	04/19/2022	Bank Draft	0.00	106,231.88	DFT0002607
CALP0001	CalPERS	04/20/2022	Bank Draft	0.00	7,213.83	DFT0002608
CALP0001	CalPERS	04/20/2022	Bank Draft	0.00	12,789.52	DFT0002609
CALP0001	CalPERS	04/20/2022	Bank Draft	0.00	4,678.44	DFT0002610
COXC0001	Cox Communications	04/19/2022	Bank Draft	0.00	692.24	DFT0002611
TOLL0001	The Toll Roads	04/19/2022	Bank Draft	0.00	140.00	DFT0002612
WAGE0001	Wage Works, Inc.	04/19/2022	Bank Draft	0.00	66.00	DFT0002613
SOUT0002	Southern California Edison	04/19/2022	Bank Draft	0.00	65,506.08	DFT0002614
WEXF0001	Wex Fleet Universal	04/21/2022	Bank Draft	0.00	6,233.67	DFT0002615
WAGE0001	Wage Works, Inc.	04/22/2022	Bank Draft	0.00	75.00	DFT0002616
UMPQ0001	Umpqua Bank	04/25/2022	Bank Draft	0.00	8,433.86	DFT0002617
EIDE0001	Eide Bailly	04/25/2022	Bank Draft	0.00	6,133.00	DFT0002618
STAN0001	Stanley Security Solutions	04/25/2022	Bank Draft	0.00	2,081.55	DFT0002619
TOLL0001	The Toll Roads	04/25/2022	Bank Draft	0.00	140.00	DFT0002620
AT&T0003	AT&T Mobility	04/26/2022	Bank Draft	0.00	2,195.86	DFT0002621
WAGE0001	Wage Works, Inc.	04/27/2022	Bank Draft	0.00	40.00	DFT0002622
SPAR0001	Sparkletts	04/27/2022	Bank Draft	0.00	146.15	DFT0002623
SPAR0001	Sparkletts	04/27/2022	Bank Draft	0.00	17.20	DFT0002624
AMAZ0001	Amazon	04/29/2022	Bank Draft	0.00	461.05	DFT0002625
ADP0001	ADP	04/29/2022	Bank Draft	0.00	108.00	DFT0002626
ADP0001	ADP	05/04/2022	Bank Draft	0.00	102,593.00	DFT0002627
CALP0001	CalPERS	05/02/2022	Bank Draft	0.00	46,321.76	DFT0002628
CALP0001	CalPERS	05/02/2022	Bank Draft	0.00	5,519.92	DFT0002629

Check Report

Date Range: 03/09/2022 - 05/06/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
CALP0001	CalPERS	05/02/2022	Bank Draft	0.00	7,213.83	DFT0002630
CALP0001	CalPERS	05/03/2022	Bank Draft	0.00	12,789.52	DFT0002631
CALP0001	CalPERS	05/03/2022	Bank Draft	0.00	4,718.65	DFT0002632
GUAR0001	Guardian	05/02/2022	Bank Draft	0.00	3,955.78	DFT0002633
SANT0003	Santa Margarita Water District	05/02/2022	Bank Draft	0.00	2,214.46	DFT0002634
VSP0001	VSP	05/02/2022	Bank Draft	0.00	776.20	DFT0002635
CINT0001	Cintas	05/02/2022	Bank Draft	0.00	143.49	DFT0002636
CINT0001	Cintas	05/02/2022	Bank Draft	0.00	162.20	DFT0002637
CINT0001	Cintas	05/02/2022	Bank Draft	0.00	257.24	DFT0002638
PACE0001	Pace Payment Systems, Inc.	04/30/2022	Bank Draft	0.00	-4,417.00	DFT0002639
PACE0001	Pace Payment Systems, Inc.	04/30/2022	Bank Draft	0.00	4,417.00	DFT0002639
PACE0001	Pace Payment Systems, Inc.	05/02/2022	Bank Draft	0.00	4,417.00	DFT0002641
SHRE0001	Shred-it USA LLC	05/03/2022	Bank Draft	0.00	68.00	DFT0002642
TOLL0001	The Toll Roads	05/04/2022	Bank Draft	0.00	140.00	DFT0002643
WAGE0001	Wage Works, Inc.	05/04/2022	Bank Draft	0.00	40.00	DFT0002644
WAGE0001	Wage Works, Inc.	05/06/2022	Bank Draft	0.00	1.36	DFT0002645

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	199	109	0.00	800,215.61
Manual Checks	0	0	0.00	0.00
Voided Checks	0	37	0.00	-2,400.88
Bank Drafts	231	98	0.00	845,349.34
EFT's	15	9	0.00	174,901.02
	<b>445</b>	<b>253</b>	<b>0.00</b>	<b>1,818,065.09</b>



### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	199	109	0.00	800,215.61
Manual Checks	0	0	0.00	0.00
Voided Checks	0	37	0.00	-2,400.88
Bank Drafts	231	98	0.00	845,349.34
EFT's	15	9	0.00	174,901.02
	<b>445</b>	<b>253</b>	<b>0.00</b>	<b>1,818,065.09</b>

### Fund Summary

Fund	Name	Period	Amount
99	Pooled Cash	3/2022	462,639.06
99	Pooled Cash	4/2022	1,129,601.57
99	Pooled Cash	5/2022	225,824.46
			<b>1,818,065.09</b>



# Refund Check Register

## Refund Check Detail

**UBPKT07371 - Refunds 01 UBPKT07367 Regular**

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
200-0521-003	O'NEILL, ANITA	4/19/2022	10868	37.72			37.72	Generated From Billing
700-0247-005	KIMOTH0, ALIVIA	4/19/2022	10869	93.50			93.50	Deposit
<b>Total Refunds: 2</b>			<b>Total Refunded Amount:</b>	<b>131.22</b>				

### Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS	131.22
<b>Revenue Total:</b>	<b>131.22</b>

### General Ledger Distribution

Posting Date: 04/18/2022

	Account Number	Account Name	Posting Amount	IFT
<b>Fund:</b>	10 - Water Fund			
	10-000-1010	Claim on Cash	-131.22	Yes
	10-000-2501	Customer Credit	131.22	
		<b>10 Total:</b>	<b>0.00</b>	
<b>Fund:</b>	99 - Pooled Cash			
	99-000-1004	Bank of the West Checking (Pooled Cash)	-131.22	
	99-000-2120	Due to Other Fund	131.22	Yes
		<b>99 Total:</b>	<b>0.00</b>	
		<b>Distribution Total:</b>	<b>0.00</b>	



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

GENERAL FUND PAYROLL WARRANT REGISTER

For the Month of: May 2022

\$ 211,115.11

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.

[Signature] 6-8-2022  
General Manager / Assistant General Manager

[Signature] 6-8-2022  
By Date

[Signature] 6/8/2022  
By Date

Net Pay	<b>Checks</b>				.00
	<b>Direct Deposits</b>				63,804.86
	Subtotal Net Pay				63,804.86
	<b>Adjustments</b>				.00
	Total Net Pay Liability (Net Cash)				63,804.86

Taxes		You are responsible for		Amount debited			
		Depositing these amounts		from your account			
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.	
	<b>Federal Income Tax</b>				12,162.52		
	<b>Earned Income Credit Advances</b>						
	<b>Social Security</b>				6,213.93	6,213.93	
	<b>Medicare</b>				1,453.27	1,453.26	
	<b>Medicare Surtax</b>						
	<b>Federal Unemployment Tax</b>						
	Subtotal Federal		19,829.72		7,667.19	27,496.91	
	<b>FMLA-PSL Payments Credit</b>						
	<b>FMLA-PSL ER FICA Credit</b>						
	<b>FMLA-PSL Health Care Premium Credit</b>						
	<b>Employee Retention Qualified Payments Cre</b>						
	<b>Employee Retention Qualified Health Care</b>						
	<b>Cobra Premium Assistance Payments</b>						
	Total Federal		19,829.72		7,667.19	27,496.91	
State	<b>CA State Income Tax</b>				5,264.65		
	<b>CA State Unemployment Insurance-ER 3000</b>						
	<b>CA State Disability Insurance-EE</b>				1,101.08		
	Subtotal CA				6,365.73	6,365.73	
	Total Taxes		.00	.00	26,195.45	7,667.19	33,862.64
	Amount ADP Debited From AccountXXXX6939						33,862.64 Excludes Taxes That Are Your Responsibility
	Tran/ABA XXXXXXXXX						

Other	<b>ADP Direct Deposit</b>				63,804.86		25 Employee Transactions
	Transfers Amount ADP Debited From AccountXXXX6939						63,804.86
	Tran/ABA XXXXXXXXX						
	Total Amount ADP Debited From Your Accounts						97,667.50



**Statistical Summary Detail**

**TRABUCO CANYON WATER**

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

Batch : **3863**  
 Quarter Number : **2**  
 Service Center : **580**

Period Ending : **05/15/2022** **Week 20**  
 Pay Date : **05/20/2022**  
 Current Date : **05/16/2022** Page 2

Net Pay	<b>Checks</b>					229.87
	<b>Direct Deposits</b>					73,040.78
	Subtotal Net Pay					73,270.65
	<b>Adjustments</b>					.00
	Total Net Pay Liability (Net Cash)					73,270.65

Taxes		You are responsible for		Amount debited		
Federal		Depositing these amounts		from your account		
Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.	
<b>Federal Income Tax</b>						15,036.89
<b>Earned Income Credit Advances</b>						
<b>Social Security</b>						7,129.04      7,129.06
<b>Medicare</b>						1,667.27      1,667.28
<b>Medicare Surtax</b>						
<b>Federal Unemployment Tax</b>						
Subtotal Federal		23,833.20		8,796.34		32,629.54
<b>FMLA-PSL Payments Credit</b>						
<b>FMLA-PSL ER FICA Credit</b>						
<b>FMLA-PSL Health Care Premium Credit</b>						
<b>Employee Retention Qualified Payments Cre</b>						
<b>Employee Retention Qualified Health Care</b>						
<b>Cobra Premium Assistance Payments</b>						
Total Federal		23,833.20		8,796.34		32,629.54
<b>CA State Income Tax</b>						6,306.89
<b>CA State Unemployment Insurance-ER 3000</b>						11.50
<b>CA State Disability Insurance-EE</b>						1,229.03
Subtotal CA						7,535.92      11.50      7,547.42
Total Taxes		.00	.00	31,369.12	8,807.84	40,176.96
Amount ADP Debited From AccountXXXX6939						40,176.96 Excludes Taxes That Are Your Responsibility
						Tran/ABA XXXXXXXXXX

Other	<b>ADP Direct Deposit</b>					73,040.78	29 Employee Transactions
Transfers	<b>ADP Check</b>					229.87	
	Amount ADP Debited From AccountXXXX6939					73,270.65	
	Tran/ABA XXXXXXXXXX						
Total Amount ADP Debited From Your Accounts						113,447.61	



### Statistical Summary Detail

## TRABUCO CANYON WATER

Region Name : GKN  
Company Code : ADP RESOURCE

Batch : 5107  
Quarter Number : 2  
Service Center : 580

Period Ending : 05/31/2022  
Pay Date : 06/03/2022  
Current Date : 06/01/2022

Week 22  
Page 2

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 16, 2022**

**CONSENT CALENDAR**

**ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP**

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**RECOMMENDED ACTION:**

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

1. *May 4, 2022*

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



## TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | MAY 10, 2022

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### **DIRECTORS PRESENT**

Stephen Dopudja, Committee Chair  
Mike Safranski, Committee Member

### **STAFF PRESENT**

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

### **CONSULTANTS PRESENT**

None

### **PUBLIC PRESENT**

None

### **CALL MEETING TO ORDER**

Director Dopudja called the May 10, 2022 Engineering/Operational Committee Meeting to order at 7:00 AM.

### **VISITOR PARTICIPATION**

No comments were received.

### **ORAL COMMUNICATION**

No comments were received.

### **COMMITTEE MEMBER COMMENTS**

Director Dopudja reported on his attendance at the Association of California Water Agencies (ACWA) Conference and expressed his appreciation for staff flexibility on rescheduling the meeting.

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

Mr. Paludi reported on his attendance at the ACWA Conference.

### **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 | MAY 10, 2022**

**ITEM 2: DISCUSSION CONCERNING GOLF CLUB SEWER LIFT STATION REPAIRS & IMPROVEMENTS**

---

Mr. Paludi introduced this matter for Committee consideration. Ms. Lausten provided a brief overview of the project, and she highlighted the completed improvements at this facility. Ms. Lausten reported that both stage one/wet well pumps have failed, and the facility requires emergency backup equipment to continue to provide wastewater services to District customers. Ms. Lausten reported that District staff procured proposals from two pump vendors for three pumps, guide rail systems, and discharge elbows for the facility. Discussion occurred concerning the quality of the pump manufacturers and the guide rail systems, as well as the expected results of the condition assessment. Mr. Ulloa highlighted the condition of the phase two/dry pit pumps and the need for redundant pumps due to the current impacts of procurement delays. Ms. Lausten provided a handout which included a preliminary facility assessment completed by Hazen & Sawyer.

Director Dopudja expressed his concerns with certain operational challenges and the related improvement costs which have the potential for long-term financial impacts to the District. Discussion occurred concerning the manner in which staff provides updates concerning facility and equipment conditions for improvement planning to prevent emergency replacement. Mr. Kessler explained that Water Operations frequently reports on the condition of domestic water system facilities and infrastructure for capital improvement planning to minimize emergency replacement. Mr. Stroud concurred with Mr. Kessler's assessment on the process for reporting needed facility improvements. Mr. Paludi reported that it has been his experience as General Manager that Operations staff has consistently brought forward concerns regarding conditions of facilities, but that the cost of refurbishment and replacement exceeds annual funding and certain projects must be deferred through project prioritization. Mr. Perea commented that staff is transparent on capital improvement plans based on their timely facility condition reports, and he recommended the Committee approve the purchase of the Tekdraulics proposal for three pumps, two guide rail systems, and two discharge elbows for \$193,286.39.

**RECOMMENDED ACTION:**

The Committee approved and recommended the Board of Directors ratify the purchase of three (3) replacement pumps, two (2) guided rail systems and two (2) discharge elbows from Tekdraulics for Golf Club Sewer Lift Station in the amount of \$193,286.39.

**ITEM 3: DISCUSSION CONCERNING THE DISTRICT'S 2021 SYSTEMWIDE MASTER PLAN AND CONDITION ASSESSMENT**

---

Mr. Paludi introduced this matter for Committee consideration, and he reported that District staff has been working with Hazen & Sawyer (Consultant) on this project. Ms. Lausten provided a review of the project schedule, and she highlighted the completed and in-progress items. Discussion occurred concerning the condition of certain District facilities and plans for improvements. Mr. Paludi mentioned that this matter would be brought back to the June Committee meeting, along with the short term and long-term decision.

**RECOMMENDED ACTION:**

Committee to receive project status updates at time of the Committee Meeting.

**ITEM 4: OTHER ENGINEERING AND OPERATIONS PROJECTS,**

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***1. Capital Improvement Plan Budget***

Ms. Lausten presented the proposed Fiscal Year 2022/2023 Capital Improvement Plan (CIP) for Committee consideration and review, and she briefly reviewed the project list. Discussion occurred concerning certain proposed projects and the importance of an energy efficiency analysis of pump station equipment.



**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | MAY 10, 2022**

**2. SCADA Project**

Ms. Lausten provided a project update for the Committee, and she reviewed the project schedule for Fiscal Years 2021/2022 and 2022/2023. Ms. Lausten added that District staff will be meeting with agencies and municipalities that recently completed similar projects to learn about the respective integrated software solutions. Discussion occurred concerning software solution integration and licensing models.

**3. OC Rescue Mission Meter Relocation**

Ms. Lausten provided a brief project update, and she reported that District staff has scheduled the relocation of the meter services in the coming weeks. Ms. Lausten added that District staff is working to finalize the easement related matters.

**4. AMR/AMI System Implementation**

Mr. Perea provided an update on this project, and he provided an overview of the project schedule and timeline for completion. Mr. Perea reported that District staff participated in a meeting with Ferguson to review the work management solution which will facilitate the installation portion of the project, and he added that a large meter audit would be completed at the end of the week to better understand potential installation challenges for meters larger than two inches. Mr. Perea reported that Ferguson is completing a review of the initial propagation study after the field visit demonstrated potential reduction in data collectors based on District facility layout.

**5. Other Projects**

There were no other projects presented.

**RECOMMENDED ACTION**

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

**ITEM 5: WATER SYSTEM UPDATES**

Mr. Kessler reviewed the projects and repairs for April 2022, and he reported that Water Operations staff has completed the following tasks:

1. Pulled new service on Snowdon in the Dove Canyon Community.
2. Replaced a struck Air Vac on Dove Canyon Dr in the Dove Canyon Community.
3. Repaired a Hydrant Bury in the Rancho Cielo Community.
4. Replaced a Curb Stop on Oak Ridge in the lower Robinson Ranch Community.
5. Replaced two fire hydrants in the Dove Canyon Community.

**Dimension Water Treatment Plant**

1. Worked with Ferreira Construction to repair a leak on the 16" water main.
2. Re-epoxied the floor in the Chlorine Room.
3. Repaired a leak on a 3" domestic water supply line.
4. Replaced site tube on the Alum storage tank.

Mr. Kessler reviewed the Monthly Water System Operations Summary with the Committee.

**RECOMMENDED ACTION**

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

**TRABUCO CANYON WATER DISTRICT  
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | MAY 10, 2022**

**ITEM 6: WASTEWATER SYSTEM UPDATES**

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Mr. Ulloa reviewed the projects and repairs for April 2022, and he reported that Wastewater Operations staff had completed the following tasks:

1. Cleaned trouble spots in the collections system throughout the District.
2. Cleaned O'Neil Park collections system.
3. Conducted the Golf Club Sewer Lift Station Startup with Tesco Controls and installed the submersible pump.
4. Assisted Hazen and Sawyer with the installation and removal of flow meters for the sewer collection system.
5. Assisted Hazen and Sawyer at the Wastewater Treatment Plant with the field condition assessment.

Mr. Ulloa provided a review of the Monthly Non-Domestic Water (NDW) System Summary report for April 2022, and he reviewed the Sewer System Monitoring Plan (SSMP) Quarterly Report. Mr. Ulloa indicated that staff is on track to complete the cleaning of the sanitary sewer system in August 2022. Discussion occurred concerning the District's Dry Season Recovery system production results.

Mr. Perea presented the SSMP Annual Audit with the Committee, and he reviewed the sanitary sewer overflow (SSO) statistics for the prior three years. Mr. Perea reported that the most common reason for SSOs is due to system blockages from solidified detergents/soaps that harden in the lines due to the increased water efficient appliances that reduce flow rates in sewer lines.

**RECOMMENDED ACTION**

The Committee received the status update and received and filed the 2022 Sewer System Monitoring Plan (SSMP) Annual Audit.

**ITEM 7: MAINTENANCE DEPARTMENT UPDATES**

---

Mr. Stroud reviewed the projects and repairs for April 2022, and he reported that Maintenance staff completed the following tasks:

1. Continued to work with Sanitation Operations at the Golf Club Lift Station.
2. Flo Services onsite at the El Toro Sewer Lift Station performing electrical upgrades for the new pumps.
3. Attended the Categraph - CMMS workshop.
4. District Operations staff worked with Hazen and Sawyer onsite for the Condition Assessment.
5. Witness test performed by Flo Services on the Dimension Water Treatment Plant backwash pump.
6. Performed vehicle maintenance on service trucks and small equipment

**RECOMMENDED ACTION**

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

**ITEM 8: OTHER MATTERS/REPORTS**

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There were no comments.

**RECOMMENDED ACTION**

There was no action taken.

**ADJOURNMENT**

Director Dopudja adjourned the May 10, 2022 Engineering/Operational Committee Meeting at 7:54 AM.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 16, 2022**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

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

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***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 2021/2022 Budgeted Board Expenses: \$38,400

**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. *May 2022*

**EXHIBIT(S):**

1. Directors Fees and Expenses Monthly Report for May 2022
2. Directors Future/Tentative Meeting/Attendance Schedule for Calendar Year 2022

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


**TRABUCO CANYON WATER DISTRICT  
DIRECTORS' FEES AND EXPENSES MONTHLY REPORT | MAY 2022**

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
<b>DISTRICT MEETINGS</b>					
Engineering/Operational Committee Meeting			05/10/22		05/10/22
Executive Committee Meeting		05/02/22	05/02/22		
Finance/Audit Committee Meeting	05/11/22			05/11/22	
Individual Meeting with General Manager	05/17/22	05/17/22	05/17/22	05/16/22	05/17/22
Water Awareness Day	05/21/22	05/21/22	05/21/22	05/21/22	05/21/22
Special Board Workshop Meeting	05/23/22	05/23/22	05/23/22	05/23/22	05/23/22
Regular Board Meeting	05/19/22	05/19/22	05/19/22	05/19/22	05/19/22
<b>REPRESENTATIVE MEETINGS</b>					
City of Rancho Santa Margarita Council Meeting					05/11/22
City of Rancho Santa Margarita Council Meeting				05/25/22	
City of Rancho Santa Margarita City Planning Commission Meeting					
Independent Special Districts of Orange County - Luncheon Meeting					
Independent Special Districts of Orange County - Quarterly/Meeting					
MWDOC Board Meeting	05/18/22				
Orange County Local Agency Formation Commission (OC LAFCO)					
OCWD Webinar - Water Drought	05/24/22				
Santiago Aqueduct Commission Meeting(SAC)					
South Orange County Agencies Group					05/26/22
South Orange County Wastewater Authority (SOCWA) Regular Board Meeting			05/05/22		
South Orange County Wastewater Authority (SOCWA) Special Board Meeting					
South Orange County Wastewater Authority (SOCWA) Finance Meeting					
MO. South Orange County Integrated Regional Watershed Management Executive Committee				05/26/22	
QRTL South Orange County Integrated Regional Watershed Management Executive Committee					
Water Advisory Committee of Orange County Meeting (WACO)	05/13/22				
<b>NUMBER OF MEETINGS ATTENDED</b>	<b>8</b>	<b>5</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>FEES (\$125 per each meeting*)</b>	<b>\$1,000.00</b>	<b>\$625.00</b>	<b>\$875.00</b>	<b>\$875.00</b>	<b>\$875.00</b>
<b>DIRECT REIMBURSABLE EXPENSES</b>					
<b>DIRECT REIMBURSABLE EXPENSES TOTALS</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>INDIRECT REIMBURSABLE EXPENSES</b>					
<b>INDIRECT REIMBURSABLE EXPENSES TOTALS</b>					
<b>TOTAL</b>	<b>\$1,000.00</b>	<b>\$625.00</b>	<b>\$875.00</b>	<b>\$875.00</b>	<b>\$875.00</b>
<i>* Maximum per diem per day is one; maximum per diems per month is 10</i>					

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

**TRABUCO CANYON WATER DISTRICT | 2022 PUBLIC MEETING AND CONFERENCE CALENDAR**

		2022											
LINE ITEM	MEETING DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>DISTRICT PUBLIC MEETINGS</b>													
1	Executive Committee Meeting	TBD			TBD			TBD			TBD		
2	Engineering/Operational Committee Meeting	01/05/22	02/02/22	03/02/22	04/06/22	05/04/22	06/01/22	07/06/22	08/03/22	09/07/22	10/05/22	11/02/22	12/07/22
3	Finance/Audit Committee Meeting	01/12/22	02/09/22	03/09/22	04/13/22	05/11/22	06/08/22	07/13/22	08/10/22	09/14/22	10/12/22	11/09/22	12/14/22
4	Regular Board Meeting	01/20/22	02/17/22	03/17/22	04/21/22	05/19/22	06/16/22	07/21/22	08/18/22	09/22/22	10/20/22	11/17/22	12/22/22
5	District Properties Ad Hoc Committee Meeting	-	-	-	-	-	-	-	-	-	-	-	-
<b>PUBLIC MEETINGS</b>													
6	City of RSM City Council Meeting - Meeting No. 1	01/12/22	02/09/22	03/09/22	04/13/22	05/11/22	06/08/22	07/13/22	08/10/22	09/14/22	10/12/22	11/09/22	12/14/22
7	City of RSM City Council Meeting - Meeting No. 2	01/26/22	02/23/22	03/23/22	04/27/22	05/25/22	06/22/22	07/27/22	08/24/22	09/28/22	10/26/22	11/23/22	12/28/22
8	Independent Special Districts of Orange County Meeting	01/04/22	02/01/22	03/01/22	04/05/22	05/03/22	06/07/22	07/05/22	08/02/22	09/06/22	10/04/22	11/01/22	12/06/22
9	Independent Special Districts of Orange County Meeting	01/27/22	-	-	04/28/22	-	-	07/28/22	-	-	10/27/22	-	-
10	Orange County Local Agency Formation Commission (OC LAFCO)	01/12/22	02/09/22	03/09/22	04/13/22	05/11/22	06/08/22	07/13/22	08/10/22	09/14/22	10/12/22	11/09/22	12/14/22
11	Santiago Aqueduct Commission Meeting	-	-	03/17/22	-	-	06/16/22	-	-	09/15/22	-	-	12/15/22
12	Quarterly South Orange County Integrated Regional Watershed Management Executive Committee	-	-	03/03/22	-	05/05/22	-	-	08/04/22	-	-	11/03/22	-
13	Monthly South Orange County Integrated Regional Watershed Management Executive Committee	01/27/22	02/24/22	03/24/22	04/28/22	05/26/22	06/23/22	07/28/22	08/25/22	09/22/22	10/27/22	11/24/22	12/22/22
14	South Orange County Water Agencies Group Meeting*	01/27/22	-	03/24/22	-	05/26/22	-	07/28/22	-	09/22/22	-	11/24/22	-
15	South Orange County Wastewater Authority Regular Board Meeting	01/06/22	02/03/22	03/03/22	04/07/22	05/05/22	06/02/22	07/07/22	08/04/22	09/01/22	10/06/22	11/03/22	12/01/22
16	Water Advisory Committee of Orange County	01/07/22	02/04/22	03/04/22	04/01/22	05/06/22	06/03/22	07/01/22	08/05/22	09/02/22	10/07/22	11/04/22	12/02/22
<b>CONFERENCES</b>													
17	ACWA Spring Conference - Sacramento, CA					5/3 - 5/6							
18	ACWA Fall Conference - Indian Wells, CA											11/29 - 12/2	
19	CSDA Annual Conference -Palm Springs, CA								8/22 - 8/25				
20	CSDA GM Leadership Summit - Coronado, CA						6/19 - 6/21						
21	Urban Water Institute (UWI) Annual Conference - San Diego, CA								8/24 - 8/26				
22	CSDA SDLA Conference - Napa, CA									9/18 - 9/21			

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

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 16, 2022**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 5: ADOPTION OF DISTRICT EXPENSE REIMBURSEMENT POLICY AND PROCEDURES UPDATE**

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Trabuco Canyon Water District (District) has a Code of Conduct & Expense Reimbursement Policy that was adopted by the Board of Directors on January 17, 1996. District staff has worked with General Counsel to review the existing policy for outdated practices and to ensure that the policy is consistent with current State law and Fair Political Practices Commission rules. After careful review of the policy, District staff and General Counsel determined that bifurcating the existing policy would better serve the District. Included for Committee consideration and review is a proposed Expense Reimbursement Policy and Procedures that has been prepared and reviewed by District staff and General Counsel.

***June 2022 Update***

District staff has incorporated language in response to Board of Directors' input during the April 2022 Regular Board meeting discussion of the item. The added language addresses the scenario involving personal loss experienced by District personnel while conducting District business by providing reimbursement under certain conditions. District staff is requesting that the Board of Directors consider the proposed revisions and approve the policy and procedures update.

**FUNDING SOURCE:**

Not applicable

**FISCAL IMPACT**

Not applicable

**COMMITTEE STATUS:**

This matter was reviewed with the Executive and Finance/Audit Committees.

**RECOMMENDED ACTIONS:**

*Approve the proposed Expense Reimbursement Policy and Procedures Update, as revised, and rescind the Expense Reimbursement Guidelines approved on January 17, 1996.*

**EXHIBIT(S):**

1. DRAFT Expense Reimbursement Policy and Procedures (Revised June 2022)
2. Code of Conduct & Expense Reimbursement Policy (1996)

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

**TRABUCO CANYON WATER DISTRICT  
EXPENSE REIMBURSEMENT POLICY  
BOARD APPROVED \_\_\_\_\_**

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The Trabuco Canyon Water District (**District**) is obligated to ensure that expenditures made by the District are solely for public purposes. The District also is responsible to taxpayers and the public to be prudent and wise in making those expenditures. The purpose of this **Policy** is to govern and provide for a process by which a member of the District's Board of Directors or a District employee may seek reimbursement for expenses that they have incurred in the conduct of agency business.

This Policy is adopted pursuant to Government Code Section 53232.2, which provides that if a local agency reimburses members of its legislative body for actual and necessary expenses incurred in the performance of official duties, then the agency's governing board must adopt a written policy, in a public meeting, specifying the types of activities that qualify for reimbursement of expenses such as those related to travel, meals and lodging. District Board members and employees should ensure that their proposed expenses are reimbursable before incurring the expenses. Additional procedures are set forth in Attachment A, which may be amended from time to time by the General Manager in accordance with applicable laws and in furtherance of the purposes of this Policy.

**SECTION 1. AUTHORIZED EXPENSES.** Expenses incurred in connection with the following types of activities generally constitute authorized and reimbursable expenses, and do not need pre-expense approval of the Board, as long as the other requirements of this Policy and implementing procedures are met:

- (a) Communicating with representatives of regional, state and national governments on Board-adopted policy positions;
- (b) Attending conferences or educational seminars designed to improve the skills and knowledge of Board members or District employees, so long as the skills and knowledge relate to their position with the District;
- (c) Participating in regional, state and national organizations whose activities affect the District's interests;
- (d) Performing tasks related to District business;
- (e) All other expenses must be approved by the Board, in a public meeting, before the expense is incurred.

**SECTION 2. EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT.** Expenses that are not eligible for reimbursement include:

- (a) The personal portion of any trip;
- (b) Political or charitable contributions;
- (c) Family expenses, including a partner's expenses when accompanying a Board member or an employee on District-related business, as well as child- or pet-related expenses;
- (d) Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf-related expenses), or other cultural events;
- (e) Alcohol/personal hotel honor bar expenses;
- (f) Tips greater than 20 percent (unless automatically included in the bill);
- (g) Regular commuting costs and personal automobile expenses, including for vehicle maintenance and repairs, traffic and parking citations, insurance and gasoline;
- (h) Personal losses incurred while on District business; and
- (i) Visitor gym fees where the lodging includes free gym services.

Exception(s): Personal losses that occur during the course of District business will be reimbursed up to \$1,000, one time per year, subject to the approval of the General Manager and the Board of Directors at a Regular Board Meeting in accordance with the District's General Policy and Rules and Regulations.

Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

**SECTION 3. TRANSPORTATION.** Board members and employees are encouraged to use public transit and carpool to the maximum extent possible when travelling on District business. If transportation is needed for Directors or employees to travel for District business other than in District vehicles, costs are eligible for reimbursement as follows:

- (a) Airfare: Airfares that are reasonable and economical (coach fare) are eligible for reimbursement. Ticket purchases should be made well in advance to take advantage of low fares when possible.
- (b) Automobile:
  - (1) Personal automobile mileage is reimbursed at Internal Revenue Service (IRS) rates in effect at the time of travel. Tolls are eligible for reimbursement, unless the charges are incurred as part of the Director or employee's normal commute to or from the District.
  - (2) An employee of the District, authorized to travel on District business by use of a privately-owned motor vehicle, shall be reimbursed for the actual miles traveled portal to portal; mileage incurred for personal use during travel will not be reimbursed and must be segregated from actual District business mileage submitted for reimbursement. Reimbursement for auto mileage shall not exceed the cost of coach airfare for the same trip when it would be less expensive to fly than drive.
- (c) Car Rental: Rental car costs and fees are authorized for reimbursement only when necessary and when other transportation is not feasible or car rental is more economical. Cars are to be reserved at a rate that does not exceed the standard-size car rate.
- (d) Taxis/Rideshare: Taxi/Rideshare fares and gratuity (of no more than 20%) will be reimbursed only when shuttle or public transportation is not practical.
- (e) Parking and Shuttles: Reasonable parking costs will be reimbursed. Long-term parking or shuttle service to and from the airport may be claimed as a miscellaneous expense for reimbursement.
- (f) Public Transit: Actual fares for public transit will be reimbursed.

**SECTION 4. LODGING.** Lodging costs are only reimbursable when Directors or personnel travel for purposes set forth in Section 1, above. Lodging expenses at the single-room rate will be reimbursed or paid for when travel on District business reasonably requires an overnight stay. If such lodging is in connection with a conference, training or other educational activity, lodging expenses must not exceed the group rate published by the conference sponsor or training provider for the event in question, if such rates are available at the time of booking. If the group rate or lodging is not available, reimbursement will be limited to within a reasonable percentage of the U.S. General Services Administration (GSA) rate at the time of travel.

**SECTION 5. MEALS & INCIDENTAL EXPENSES.** Meals and incidental expenses are reimbursable whenever Directors or personnel travel for purposes set forth in Section 1, above, and as otherwise set forth below.

- (a) Business Meetings: Actual and reasonable costs of business meals and gratuities are allowed when representing the District, regardless of geographic location.
- (b) Conference, Seminar or Training: When Directors attend conferences, seminars and trainings for the District, reimbursements will be provided for the actual cost of meals, capped by the maximum established GSA for all meals, based on the locations of the events. Employees are entitled to reimbursement at the GSA rates for all meals not provided under conference, seminar and training registration fees.



- (c) Alcohol: The District will not pay for alcohol or hotel-room personal bar/honor bar expenses.
- (d) Other: Employees may be reimbursed for other meal costs under the following conditions:
  - (i) When the employee is performing emergency work and cannot leave the job during the normal meal period.
  - (ii) When an exempt employee is required to work outside of their normal work hours.
  - (iii) When a meal is purchased for non-District personnel performing a complimentary service for the District, e.g., serving on a District oral interview panel.
  - (iv) When provided during staff meetings, open houses and other District-sponsored obligatory meetings.

## **SECTION 6. REGISTRATION FEES**

Registration fees for conferences or meetings will be reimbursed at actual cost.

## **SECTION 7. FAX/INTERNET**

Board members and employees will be reimbursed for actual fax or internet connection expenses incurred for District business.

## **SECTION 8. LAUNDRY OR VALET SERVICE**

The reasonable actual costs of laundry or valet services are allowable when the travel exceeds five business days. On shorter trips, laundry or valet service will be allowed only in unusual circumstances.

## **SECTION 9. REPORTS TO THE BOARD**

When a Board member attends a conference, training, seminar or other event for which they seek reimbursement from the District, the Board member must submit a brief oral or written report at the next regular Board meeting. If multiple members attended, a joint report may be made.

## **SECTION 10. COMPLIANCE WITH LAWS**

District Board members and employees should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expense reports, Travel Authorization Forms and accompanying documentation are public records subject to disclosure under the Public Records Act and other applicable laws.

## **SECTION 11. IMPLEMENTING PROCEDURES**

The District and its Board members and employees must follow the procedures adopted to implement this Policy. The procedures may be revised by the General Manager in compliance with all laws and in furtherance of this Policy.

## **SECTION 12. DISCIPLINARY ACTIONS FOR NON-COMPLIANCE**

Misuse of public resources or falsifying expense reports in violation of District Policy or procedures may result in any or all of the following:

- (a) Loss of reimbursement privileges;
- (b) Required restitution to the District;
- (c) The District reporting the expenses as income to State and Federal tax authorities;
- (d) Civil Penalties of up to \$1,000 per day and three-times the value of the resources used (Gov't Code §§53232.4 and 8314);
- (e) Prosecution for misuse of public resources;
- (f) For employees, discipline up to and including employee termination; and
- (g) For Board members, censure by the Board or such other measure as may be determined by the Board.

**ATTACHMENT A:  
PROCEDURES IMPLEMENTING  
TRABUCO CANYON WATER DISTRICT  
EXPENSE REIMBURSEMENT POLICY**

**1. PURPOSE**

These procedures implement the Trabuco Canyon Water District (**District**) Expense Reimbursement Policy (**Policy**). The procedures provide guidance for how the District will reimburse Board members and employees for authorized expenses incurred in the normal conduct of District Business. These procedures may be amended from time to time by the General Manager in accordance with applicable laws and in furtherance of the Policy.

**2. AUTHORIZING AUTHORITIES**

- a. Only the following individuals can authorize travel and approve expense report forms:
  - i. The Board for the Board of Directors and the General Manager;
  - ii. The General Manager for the Assistant General Manager; and
  - iii. The General Manager or Assistant General Manager for all other District employees. The General Manager has the discretion to approve employee expenses that occur under unusual circumstances when there is clearly a benefit to the District.
- b. Additionally, check signatories are not authorized to sign reimbursement checks to themselves. In the event that a finance audit committee member is being reimbursed, the alternative committee member must sign reimbursement checks.

**3. TRAVEL AUTHORIZATION REQUEST**

- a. Directors must obtain approval from the Board of Directors and employees must submit travel authorization forms to the General Manager and Assistant General Manager before District travel:
  - i. To attend any meeting, conference, training or other event involving overnight accommodations;
  - ii. Outside of the counties of Orange, Los Angeles, San Diego, San Bernardino or Riverside.
- b. The District Secretary or Assistant District Secretary will coordinate all travel arrangements, including air transportation, hotel and rental car reservations, through District-approved providers.

**4. TRAVEL ADVANCES – EMPLOYEES ONLY**

- a. From time to time, it may be necessary for an employee to request a cash advance to cover anticipated expenses while traveling or doing business on the District's behalf.
- b. Such requests must be submitted to the General Manager on an Expense Report Form. Completed Expense Report Forms must document that the expense in question met the requirements of the Policy.
- c. Overpayment on advances shall be repaid no later than seven calendar days after the subject purchase is made or the employee returns from the subject travel, unless an extension of time is provided by the General Manager.
- d. No employee will be permitted an advance if that employee has an outstanding expense report.

**5. EXPENSE REPORTS**

- a. Expense report forms must be submitted within 30 calendar days of an expense being incurred, and must include the following attachments:
  - i. Approved travel authorization forms, when relevant for reimbursement of travel costs;
  - ii. Original receipts showing the claimed expenses (e.g., restaurant receipts as opposed to credit card receipts or statements), except for employee meals being reimbursed at per diem rates in accordance with the Policy;

- iii. Names and positions of participating individuals, as well as a description of the purpose of the meeting, for reimbursement of meals for individuals in addition to the Director or employee submitting the request.
  - iv. A copy of the Program or Agenda of the event(s) attended, when relevant;
  - v. If a Director or employee does not attend a planned trip and nonrefundable expenses have been incurred for registration, lodging and/or travel, a written explanation of the reasons for non-attendance; and
  - vi. When original receipts are required under these procedures, but have been lost, a duplicate receipt if available;
  - vii. If neither an original nor duplicate receipt is available, or if a receipt is not available for a small expenditure (e.g., parking meters), a detailed explanation of the expenditure and explanation of which receipts are not available; and
  - viii. Telephone bills identifying calls made on District business, when relevant.
  - ix. It is the employee's and Director's personal responsibility to submit an expense report and make payments in a timely manner. The District will not be responsible for interest payments or late charges that occur on credit cards. The District will in turn make every effort to reimburse properly documented and approved expenses in a timely manner, typically within seven business days.
- b. It is not intended that an employee or Director incur any financial loss while on District business nor is it intended that they realize a financial gain. If an employee or Director incurs expenses which do not appear to be covered under the Policy but which are believed to be charges to the District, the employee or Director should submit these charges on an expense report with a full explanation and supporting receipts. The approving authority shall determine if the expenses were reasonable, given all the circumstances, and if so may approve the reimbursement of those expenses.

## **6. AUDITS OF EXPENSE REPORTS**

All evidence of expenses and related documentation are subject to verification that they comply with the Policy and these Procedures.

**TRABUCO CANYON WATER DISTRICT  
CODE OF CONDUCT AND  
EXPENSE REIMBURSEMENT GUIDELINES  
BOARD APPROVED JANUARY 17, 1996**

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The Board of Directors of the Trabuco Canyon Water District (“TCWD” or “District”) hereby establishes the following policy:

**SECTION 1.0 GIFTS BY VENDORS, CONTRACTORS AND CONSULTANTS**

- (a) The existing laws governing the acceptance and reporting of gifts are contained in the Fair Political Practices Act (Government Code, 82028 et. seq.).
- (b) The acceptance of plaques and commemorative mementos, of nominal value or of value only to the recipient, to the extent permitted by state law, is acceptable for all Directors and district employees, e.g., recognition pins, service awards, retirement mementos.

**SECTION 1.1 ENTERTAINMENT FROM VENDORS, CONTRACTORS, AND CONSULTANTS**

- (a) The acceptance of meals, travel, lodging and entertainment by vendors, contractors and consultants shall be reported on Form 730 filed annually by Directors and employees who are required to do so.

**SECTION 1.2 VENDOR, CONTRACTOR, CONSULTANT REPORT OF GIFTS**

- (a) By January 31st of each calendar year, all vendors, contractors and consultants of TCWD shall submit a summary of all gifts (including meals) made to, or on behalf of, employees or Directors of the District that have occurred in the normal course of business during the previous calendar year. Failure to provide this information to the District may result in the termination of services of the vendor, contractor or consultant.

**SECTION 1.3 OUTSIDE CONSULTING/BUSINESS ACTIVITY BY DISTRICT EMPLOYEES AND DIRECTORS**

- (a) District employees and Directors are prohibited from entering into consulting agreements or conducting work for consideration with any vendor, landowner, or consulting firm currently under contract with the District. Any outside consulting to be performed by the General Manager must receive pre-approval by the Board of Directors. District employees shall follow the guidelines as established in the current Board approved Personnel and Salary Policy.
- (b) All other business associations with vendors, contractors, consultants and District landowners shall be subject to disclosure on the annual “Statement of Economic Interest” Form 730 filed annually by each Director and District employees who are required to do so.

## **SECTION 1.4 VENDOR, CONTRACTOR AND CONSULTANT EMPLOYMENT OF DEPENDENTS OF DISTRICT EMPLOYEES**

- (a) It is expressly forbidden for vendors, contractors and consultants of TCWD to employ dependents, as defined within the current Board approved Personnel and Salary Policy, of TCWD employees.
- (b) It is expressly forbidden for employees of TCWD to solicit jobs for immediate family or immediate relatives with vendors, contractors and consultants of TCWD.

## **SECTION 2.0 TRAVEL, EXPENSES WHILE TRAVELING**

The following limits and guidelines shall apply to identified expense categories and items. Exceptions to these limits and items may be authorized by the District's Board of Directors only. This policy, its categories, limits and items shall be reviewed and approved annually by the Board of Directors. Amendments and/or adjustments in dollar values specified shall be included in the review and supported by the appropriate findings. All District travel shall be for the express purpose of performing tasks related to District business.

### **SECTION 2.1 TRAVEL AUTHORIZATION**

All business travel shall be specified and justified by the appropriate supervisory personnel. The District Treasurer shall countersign all travel authorizations. All travel arrangements, including air transportation, hotel and rental car reservations, must be made through District-approved providers. The Administrative Assistant is designated as the person responsible for coordinating all travel arrangements. The Administrative Assistant will advise which carriers, travel agents, car rental company, etc. are to be used. Each provider has been instructed to secure air transportation and hotel accommodations at the lowest reasonable fares and rates. All reasonable attempts shall be made to take advantage of promotional air, hotel and ground transportation rates.

### **SECTION 2.3 AIR TRANSPORTATION**

- (a) Cost saving opportunities are enhanced by providing general departure and arrival times, rather than specifying certain carriers and flight numbers. Significant savings are realized by planning in advance. TCWD employees *and* Directors are expected to exercise good business judgment and planning to avoid last minute ticket purchases which are most costly. Providers are instructed to provide the least expensive airline alternative.
- (b) All domestic air travel must be coach (upgrades will be paid personally). Changes to previously approved travel arrangements, while en-route, should not be taken for personal convenience purposes if it increases the cost of the flight.

- (c) Personal travel included within the itinerary of a business trip, which include additional costs, will be paid by the employee or Director.

#### **SECTION 2.4 TICKETING PROCEDURES**

- (a) Directors and employees will hold off on receiving tickets until as late as practical due to the possibility of changes or cancellations in travel plans or scheduled meetings. Changes enroute, if necessary, should be made with the travel agency office during their normal operation hours.
- (b) Unused Tickets: In the event a trip is canceled or changed and the traveler is in the possession of unused tickets, he/she is responsible for returning them to the Administrative Assistant for return to the travel agent. A photocopy of returned tickets must be kept for the traveler's records. Unused airline tickets should never be attached to the expense report.
- (c) Canceled prepaid arrangements should be reported to the District immediately so they can obtain authority to process a refund.
- (d) Lost Tickets: Lost tickets must be reported immediately so that the District can process the appropriate lost ticket application.

#### **SECTION 2.5 LODGING**

- (a) The District has requested that its designated travel agent select moderately priced facilities in reasonable proximity to the office or location where the traveler's business is being performed. Receipts for lodging must accompany the report of expenses.
- (b) When corporate rates have been negotiated locally with specific hotel properties, these hotels must be used.
- (c) All hotel rooms will be guaranteed for late arrival. In this case, if the traveler does not show up, the District will be charged for the room. Therefore, it is mandatory for the traveler to notify the travel agent or the hotel, if their itinerary changes, and a room needs to be canceled. No lodging expenses in Orange County shall be reimbursed unless specifically approved by the Board of Directors.

#### **SECTION 2.6 AUTOMOBILE RENTAL**

- (a) Rental cars should be used only when less expensive transportation is not available. Approved District travel providers shall use their best efforts to secure the most cost effective rental rates on compact and mid-size vehicles. The cost of the rental will not be reimbursed for weekend or holiday travel unless the car is required and used for District business during this time.
- (b) Do not obtain additional insurance when renting cars. Employees are covered for car rentals by existing District insurance policies, as long as the rental is being made for business purposes.

- (c) Traveling personnel must use their best efforts to fill up with fuel before returning the rental as gasoline charges from rental companies are excessive. Non compliance must be explained on the expense report.
- (d) Fines for parking or speeding violations are not reimbursable.
- (e) In the event of any accident, a police report must be obtained. The employee or Director must notify the District by telephone immediately. If the accident occurs after normal business hours, the employee or Director shall notify the District at the beginning of the next work day. Follow the accident instructions listed in the rental car company's rental agreement/receipt.
- (f) Employees driving rental vehicles on District business are bound by the same rules prohibiting alcohol consumption during working hours. Driving a rental vehicle while under the influence of alcohol or drugs will result in immediate disciplinary action, up to and including termination.

### **SECTION 2.7 MEALS**

- (a) Actual costs of meals, plus associated tips are reimbursable. Receipts of all meals expenses must be submitted with the business purpose clearly stated. The reimbursable limit for all meals will not exceed \$50.00 per day, per Director or employee.
- (b) It is expressly stated that the District will not reimburse for alcoholic beverages consumed.
- (c) The daily meal limit is the amount that can be reimbursed. Any amount above prescribed limits will be the responsibility of the employee.

### **SECTION 2.8 PERSONAL EXPENSES**

- (a) Personal expenses are not authorized and are not reimbursable by the District. Personal expenses are defined as those expenses not essential to the conducting of District business. Examples of such items are personal entertainment (theaters, nightclubs, sporting events, golf games, haircuts, shoe shines, newspapers, magazines, tobacco, etc.).

### **SECTION 2.9 TELEPHONE EXPENSES**

- (a) TCWD business-related telephone calls will be reimbursed.

### **SECTION 2.10 LAUNDRY OR VALET SERVICE**

- (a) The reasonable actual costs of such services are allowable when the travel exceeds five business days. On shorter trips, laundry or valet service will be allowed only in unusual circumstances.

## **SECTION 2.11 TIPS**

- (a) Non-meal tips will be allowed if they are reasonable and directly related with the travel. Normal non-business standards are a good guide to reasonability; 12-15% is typical in most instances.

## **SECTION 2.12 ADDITIONAL NIGHTS STAY**

- (a) When the overall net cost savings to the District is the result of an employee or Director extending a business trip to utilize lower excursion rates for airfare, the employee or Director shall be reimbursed for additional expenses incurred due to the extension of the trip. The additional expenses eligible will be limited to the cost of an additional night's lodging and a reasonable allowance for one additional day(s) meal(s) as prescribed in Section 2.7.

## **SECTION 2.13 TRAVEL REPORTING PROCEDURES**

- (a) Travel Advances. Travel expense advances, not to exceed \$200.00, will be allowed upon pre-approval by the General Manager and the Treasurer.
- (b) Travel Authorization Request. Prior to any travel estimated to exceed \$50.00, travel expenses must be itemized on a Authorization Request, a photocopy of which is attached hereto. The Authorization Request will then be forwarded to the Accounting Department with appropriate approvals. Appropriate approvals are the signatures of the Director, employee, employee's supervisor and the Treasurer.
- (c) Travel Expense Reports. All travel expenses exceeding \$50.00 must be itemized on the standard Expense Report, a photocopy of which is attached hereto, and forwarded to the Accounting Department with appropriate approvals and receipts. Appropriate approvals are the signatures of the employee's supervisor and the Treasurer. All original receipts must be included with the exception of non-meal gratuity which may not exceed \$5.00 per day.
- (d) It is not intended that an employee or Director incur any financial loss while on District business nor is it intended that he/she realize a financial gain. If an employee or Director incurs expenses which do not appear to be covered under this policy but which are believed to be charges to the District, the employee or Director should submit these charges on an expense report with a full explanation and supporting receipts. The District will not be responsible for interest payments or late charges that occur on credit cards. It is the employee's and Director's personal responsibility to submit an expense report and make the payments in a timely manner, within 30 days. The District will in turn make every effort to reimburse properly documented and approved expenses in a timely manner.
- (e) The Accounting Department will reimburse approved Expense Reports within seven business days. Check signatories are not authorized to sign reimbursement checks to themselves.

## **SECTION 3.0 PERSONAL AUTOMOBILE USE CRITERIA**



- (a) An employee or Director who uses a personal vehicle for District business will be reimbursed for mileage at the rate allowable under the District's current Board approved Personnel and Salary Policy and consistent with the most current limit permitted by the Internal Revenue Service. Parking and toll charges will be reimbursed upon submission of receipts.
- (b) No additional allowance will be paid for passengers who travel with the employee or Director, even if they are on District business.
- (c) Damage to the employee's or Director's vehicle which occurs on District business is the responsibility of the employee or Director.
- (d) All employees who are to use their personal automobile for District use are responsible for carrying the required level of general liability coverage, as required by state law. No reimbursements shall be made unless this insurance criteria is in place. Proof of insurance is required and must be kept on file with the District.

#### **SECTION 4.0 FUELING OF VEHICLES**

- (a) All District vehicles shall be fueled at a service station(s) on a monthly account established by TCWD. Purchases charged at the service station(s) shall be limited to fuel and oil.
- (b) The District shall designate, in writing, those vehicles which may be fueled or for which oil may be purchased on the District account.
- (c) At the time of the purchase the employee shall provide the license plate number of the vehicle, the vehicle mileage at the time of purchase, show identification as a designated purchaser, and provide a signature.

#### **SECTION 5.0 USE OF DISTRICT VEHICLES**

- (a) The General Manager, Sanitation Superintendent and Water Superintendent shall be provided with a district vehicle, for business purposes only, to include driving to and from the workplace. The vehicles shall be maintained in proper operating order by the District.
- (b) Standby duty personnel shall have use of a District vehicle during standby duty. The use of the vehicle shall be strictly limited to business use. Any abuse of the limitation will result in the elimination of standby duty.

#### **SECTION 6.0 DISTRICT-ISSUED CREDIT CARDS**

- (a) District credit cards shall not be issued.

#### **SECTION 7.0 DISCIPLINARY ACTIONS FOR NON-COMPLIANCE**

- (a) Intentional non-compliance with the District's Code of Conduct and Expense Reimbursement Guidelines by District employees shall subject the employee to disciplinary actions commensurate with the code violation, up to and including termination. Inadvertent non-compliance will be taken under consideration by a review committee comprised of the Budget/Personnel Review Committee and the General Manager.
- (b) The Code of Conduct and Expense Reimbursement Guidelines shall be reviewed annually by the District's Board of Directors and amended when appropriate. Amendments shall require majority consent of the Board.

attachments(2)

**TRABUCO CANYON WATER DISTRICT  
CODE OF CONDUCT AND  
EXPENSE REIMBURSEMENT GUIDELINES  
BOARD APPROVED JANUARY 17, 1996**

**REVISION TO SECTION 5.0  
BOARD APPROVED JANUARY 21, 2004**

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**SECTION 5.0 VEHICLE ACCOUNTABILITY POLICY**

- (a) The General Manager shall be provided with a District vehicle, for business purposes only, to include driving to and from the workplace. Pursuant to the Internal Revenue Code, applicable taxes will be withheld on an annual basis, as required. The vehicles shall be maintained in proper operating order by the District.
- (b) The Assistant General Manager shall be provided with a District-owned or leased vehicle, for business purposes only, to include driving to and from the workplace. Pursuant to the Internal Revenue Code, applicable taxes will be withheld on an annual basis, as required. The vehicle shall be maintained in proper operating order by the District.
- (c) At the discretion of the General Manager, the Wastewater System Chief Operator, Water System Chief Operator and Chief Mechanical Technologist may be provided with a District-owned or leased vehicle, for business purposes only, to include driving to and from the workplace. Pursuant to the Internal Revenue Code, applicable taxes will be withheld on an annual basis, as required. The vehicles shall be maintained in proper operating order by the District.
- (d) Standby duty personnel shall have use of a District vehicle during standby duty. The use of the vehicle shall be strictly limited to business use. Any abuse of the limitation will result in the elimination of standby duty. Pursuant to the Internal Revenue Code, no taxes will be withheld for standby duty personnel

**TRABUCO CANYON WATER DISTRICT  
CODE OF CONDUCT AND  
EXPENSE REIMBURSEMENT GUIDELINES  
REVISION TO SECTION 5.0  
BOARD APPROVED JANUARY 21, 2004**

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I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH THE REVISION TO THE TRABUCO CANYON WATER DISTRICT CODE OF CONDUCT AND EXPENSE REIMBURSEMENT GUIDELINES AS STATED HEREIN:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(TCWD Position/Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

cc: Employee Personnel File

## TRAVEL EXPENSE REPORT

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Conference/Seminar Attended:

Sponsor: \_\_\_\_\_  
Location: \_\_\_\_\_  
Dates Attended: \_\_\_\_\_  
Name: \_\_\_\_\_  
Position: \_\_\_\_\_

Daily Itemized Receipts

(Attach all receipts for verification, excluding room charge)

_____	.....	_____
_____	.....	_____
_____	.....	_____
_____	.....	_____
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_____	.....	_____
_____	.....	_____

**TOTAL ITEMIZED RECEIPTS** \$ \_\_\_\_\_

Transportation:

Mileage \_\_\_\_\_ miles @ \$0.--- per mile ..... \_\_\_\_\_  
Airfare ..... \_\_\_\_\_

Room Total

\_\_\_\_\_ days @ \$ \_\_\_\_\_ per day ..... \_\_\_\_\_

SUBTOTAL  
(Itemized receipts, transportation, room).... \_\_\_\_\_

Less Amount Advanced:

Room Deposit ..... ( \_\_\_\_\_ )

Cash Advance .... ( \_\_\_\_\_ )

Balance Due To:

Individual .....( \_\_\_\_\_ )

TCWD .....( \_\_\_\_\_ )

Amount Paid \_\_\_\_\_

Date Paid \_\_\_\_\_

Received by \_\_\_\_\_

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 16, 2022**

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 6: CONSIDERATION OF A SPONSORSHIP OF THE URBAN WATER INSTITUTE 2022 ANNUAL WATER CONFERENCE**

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The District became a member of the Urban Water Institute (UWI) in 2020 and the District's General Manager holds a position on the UWI Board of Directors. UWI hosts two conferences annually (February and August) and the 2022 Annual Water Conference to be held on August 24-26, 2022 will be the first in-person UWI conference since early 2020. The General Manager will also be moderating a panel on organizational resilience in the water sector post-Covid.

A conference sponsorship for \$1,500 includes recognition of the District as "Speaker Gift Sponsor" as well as promotion of District logo throughout the conference. The list of sponsorship opportunities, and the preliminary conference program, are included as Exhibits.

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT**

\$1,500

**COMMITTEE STATUS:**

This matter was reviewed with the Executive Committee.

**RECOMMENDED ACTIONS:**

*Receive information at the time of the meeting and approve a \$1,500 sponsorship for Urban Water Institute's 2022 Annual Water Conference.*

**EXHIBIT(S):**

1. UWI 2022 Annual Water Conference Sponsorship Opportunities
2. 2022 Annual Water Conference Program

**CONTACTS (staff responsible): PALUDI**



**29<sup>th</sup> Annual Water Conference**  
**August 24-26, 2022 – San Diego Mission Bay Resort**

**PREMIUM SPONSORSHIP OPPORTUNITIES**

**PLATINUM SPONSOR: \$5,000**

- Company logo listed in all promotional materials
- Company logo on cover of program
- Company logo projected on presentation screens
- Company logo displayed during all conference events
- Company logo displayed in registration area
- Priority position for 1 exhibit booth table
- 2 conference registrations

**GOLD SPONSOR: \$4,000**

- Company logo listed in promotional materials
- Company logo on cover of program
- Company logo projected on presentation screens
- Company logo displayed during all conference events
- Company logo displayed in registration area
- 2 conference registrations

**SILVER SPONSOR: \$3,000**

- Company logo listed in promotional materials
- Company logo on cover of program
- Company logo projected on presentation screens
- Company logo displayed during all conference events
- Company logo displayed in registration area
- 1 conference registration





## ADDITIONAL SPONSORSHIP OPPORTUNITIES

- ~~Afternoon Networking Break Sponsor – August 24<sup>th</sup> \$1,500 SECURED!~~
- Welcome Reception Sponsor – August 24<sup>th</sup> \$2,500
- ~~Continental Breakfast Sponsor – August 25<sup>th</sup> \$1,500 SECURED!~~
- ~~Luncheon Sponsor – August 25<sup>th</sup> \$2,000 SECURED!~~
- ~~Afternoon Networking Break Sponsor – August 25<sup>th</sup> \$1,500 SECURED!~~
- ~~Chairman’s Reception Sponsor – August 25<sup>th</sup> \$2,500 SECURED!~~
- ~~Buffet Breakfast Sponsor – August 26<sup>th</sup> \$1,500 SECURED!~~
- ~~Poster Signs for Conference Sponsor \$1,000 SECURED~~
- Audio Visual Sponsor \$1,500 (Several Needed)
- Program Printing Sponsor \$1,500
- Marketing Sponsor \$2,000
- Social Media Sponsor \$1,000
- Wifi Sponsor \$2,500
- ~~Lanyard Sponsor \$1,000 SECURED!~~
- Folder Sponsor \$1,250
- Speaker Gift Sponsor \$1,500

### ALL SPONSORSHIP OPPORTUNITIES INCLUDE THE FOLLOWING BENEFITS

- Company logo will be included in conference program agenda
- Company logo will be projected on our presentation screens
- Customized company poster will be displayed during the sponsored event
- Company logo will be displayed in the registration area
- Company logo will appear on the Urban Water Institute website

To sponsor the Urban Water Institute conference, please see the attached registration form or contact the Urban Water Institute at (949) 679-9676 or [stacy@urbanwater.com](mailto:stacy@urbanwater.com)

Water Policy: Getting to the Heart of the Matter

# URBAN WATER INSTITUTE'S

29th Annual Water Conference

August 24-26, 2022 / San Diego Mission Bay Resort



# Thank You To Our Conference Sponsors!



Securing Your Water Supply

# DUDEK



# JACOBS



# Helix

WATER DISTRICT



# HDR

# carollo

Engineers...Working Wonders With Water®



# Urban Water Institute's 26th Annual Conference • August 24-26, 2022 San Diego Mission Bay Resort • San Diego • California

## Water Policy: Getting to the Heart of the Matter

### Wednesday, August 24, 2022: Drought, Fire, Laws

#### 12:00 p.m. - Registration & Networking (Sorrento Foyer)

#### 1:00 p.m. - Opening Remarks & Introduction

- Andree Johnson, Woodard & Curran

#### 1:10 p.m. - Welcome to San Diego

- Mayor Todd Gloria of San Diego

#### 1:25 p.m. - Opening Keynote: As drought lingers, larger and more destructive wild fires pose new threats to water supply.

*UCLA researchers report of a Megadrought in Southwestern North America that is the region's driest in at least 1,200 years. They have determined that increasing forest fire activity is "unhinging" western U.S. stream flow from its historical predictability. In areas where more than a fifth of the forest had burned, stream flow increased by an average of 30% for six years after the fire. On its surface, increased stream flow - the rate at which water is carried by rivers and streams - could be seen as a boon for the drought - stricken region. But too much water comes with hazards, including increased erosion, flooding and debris flows.*

- Park Williams, Assoc. Professor of Geography, UCLA, Report Major Contributor, from UCLA's HyFiVes Research Group
- Co-Moderators: Andree Johnson & Lisa Ohlund

#### 2:20 p.m. - Droughts and Fire: Unintended Consequences of Fire on Water Supply

*Update on the science of fire-fighting techniques that affect water quality, and loss of storage (quantity impacts) due to watershed devastation. Beginning with an update of the most recent year of fire fighting in California. Panelists describe the water quality and water quantity impacts utilities must manage as a result.*

- Dave Pedersen, General Manager, Las Virgenes Municipal Water District
- Julie (Jaime) Uyehara Ph.D., Natural Resources Planning Officer, Forest Service
- Tony Firenzi, Director of Strategic Affairs, PCWA
- Co-Moderators: Andree Johnson & Lisa Ohlund

#### 3:30 p.m. - Networking Break - Sponsored by Western Municipal Water District

#### 3:50 p.m. - Climate Change and California Water Laws

*What's at the 'Heart of the Matter' regarding Climate Change Adaptations that may result in water law changes? The Planning and Conservation League report on Updating California Water Laws in the Face of Droughts/Climate Change may provide insights.*

- Scott Slater, Shareholder, Brownstein Hyatt Farber Schreck
- Felicia Marcus, Fellow, Stanford University
- Richard Frank, Professor of Environmental Practice, UC Davis School of Law
- Moderator: Shivaji Deshmukh, General Manager, Inland Empire Utilities Agency

#### 5:30 p.m. - 7:00 pm - Welcome Reception/ Awards Recognition

### Thursday, August 25, 2022: Regulations and Resources

#### 7:45 a.m. Registration, Networking & Continental Breakfast—Sponsored By Santa Clarita Valley Water Agency

#### 8:45 a.m. - Intro and Summary from Day 1 Dave Pedersen, General Manager, Las Virgenes Municipal Water District

#### 9:00 a.m. - Colorado River Update: The Changing Colorado River

*The flow of the Colorado River has dropped 20 percent since the 1900s. Roughly half of that decline is due to climate change, which has fueled a 20-year megadrought across Colorado and the West. Lake Mead is the largest reservoir in the United States and part of a system that supplies water to at least 40 million people across seven states and northern Mexico. It stands today at its lowest level since Franklin Delano Roosevelt was president. This means less water will be portioned out to seven states and Mexico in the 2022 and 2023 water years. Our panel of experts on the Colorado river will discuss its current condition and changes that have occurred since our last conference in February 2022.*

- Bill Hasencamp, Manager, Metropolitan Water District of Southern California
- Michael Bernardo, Deputy Chief, US Bureau of Reclamation
- Ted Cooke, General Manager, Central Arizona Project
- Moderator: John Thornton, Partner, Hunt Thornton Resource Strategies, LLC



**10:15 a.m. - Organizational Resiliency After Covid: Employees Are Always at the Heart of the Matter**

*During the COVID shutdowns, the phases of in-person, remote, and hybrid working formats has had an impact on hiring, managing, and retaining employees. This panel will discuss some of the ways agencies and consultants have adjusted their most basic human resource practices, especially to attract, retain and manage employees*

- Ashley Kite, Director of Human Resources, San Diego County Water Authority
- Ron Williams, Sr. VP, Jacobs Representative, Liebert Cassidy Whitmore
- Moderator: Fernando Paludi, General Manager, Trabuco Canyon Water District

**11:20 a.m. - A Balancing Act to Develop New Drinking Water Standards**

*A February 2022 white paper from the Southern California Water Coalition's Water Quality Task Force aims to help identify new and better ways for the state to use data and science in the development of state drinking water standards. This is important in light of California's Human Right to Water Act (HRTWA), which challenges public water systems to deliver water that is safe, clean and affordable for all customers, regardless of prevailing conditions and system limitations.*

- Sean Maguire, Board Member, State Water Resources Control Board
- Dan Ferons, General Manager, Santa Margarita Water District
- Moderator: David Pedersen, General Manager, Las Virgenes Municipal Water District

**12:15 p.m. Lunch - Sponsored by Upper San Gabriel Valley Municipal Water District**

**12:45 p.m. - What is at the Heart of the Matter for Utilities in Considering whether to Provide Conservation Subsidies to their Customers**

*A Point / Counter Point discussion of who benefits and who pays.*

- Newsha Ajami, Chief Development Officer for Research for Lawrence Berkeley, National Lab Earth and Environmental Sciences Area and Commissioner, SFPUC
- Ed Ring, Vice President, California Policy Center
- Moderator: Larry Dick, Director, Metropolitan Water District of Southern California

**1:20 p.m. - PFAS - Conflicts, Regulations and Compliance**

*In late January this year EPA announced the addition of four PFAS compounds to the list of chemicals covered by the Toxics Release Inventory (TRI), bringing the number of PFAS compounds subject to TRI reporting to 179. Federal, state and local perspectives are presented by the panel.*

- Darrin Polhemus, Deputy Director, Division of Drinking Water
- Valerie Pryor, General Manager, Zone 7 Water Agency
- Eric Sapirstein, President, ENS Resources
- Moderator: Lisa Ohlund, Principal, Ohlund Management & Technical Services

**2:25 p.m. - Emerging Conservation Regulations and Ways to Cope**

*This panel focuses on the Science of advanced conservation technologies and Human Behavioral Modifications, featuring new regulations and coping strategies.*

- Eric Oppenheimer, Chief Deputy Director, California State Water Resources Control Board *(invited)*
- Heather Cooley, Director of Research, Pacific Institute *(invited)*
- Amy Talbot, Water Efficiency Program Manager, Regional Water Authority, Sacramento
- Fiona Sanchez, Director of Water Resources, Irvine Ranch Water District
- Moderator: Andree Johnson, Woodard & Curran

**3:35 p.m. - Networking Break—Sponsored by HDR**

**3:55 p.m. - Bridging the Trust Gap: Personal Approaches to Conflict Resolution**

*This panel will focus on personal experiences and lessons learned in building collaboration among skeptical communities, competitive water agencies, and beleaguered regulators. As the water industry faces greater uncertainty, and threats to both water supply and infrastructure, are there ways to create room for collaborative partnerships among distrustful interests and individuals? Can combative advocacy be channeled into creative teamwork, transforming our swords into plowshares?*

- Jill Duerig, State and Federal Contractors Agency GM; Delta Conveyance Design & Construction Authority GM; Zone 7 GM (Retired)
- Marsi Steirer, Deputy Director, City of San Diego Public Utilities Department (Retired)
- Felicia Marcus, Fellow, Stanford University
- Moderator: Paul Brown, President, Paul Redvers Brown Inc.



**Urban Water Institute's 26th Annual Conference • August 24-26, 2022  
Hilton San Diego Resort & Spa • San Diego • California**

**5:30 p.m. - 7:00 p.m. Chairman's Reception**  
Sponsored by DUDEK

**Friday, August 26, 2022: Leadership Dialogues**

**7:45 a.m. - Registration, Networking & Buffet Breakfast**

***Chairman's Drawing: Don't miss out on your opportunity to win an Apple Watch. Please pick up your ticket at the registration desk.***

**8:45 a.m. - Welcome and Conference Review**  
**Jason Phillips, CEO, Friant Water Authority**

**9:00 a.m. - Board of Directors Roundtable**  
*Board of directors of water agencies engage in a dynamic interaction of the things they are 'juggling' today. What is at the heart of the matter for them?*

- Darcy Burke, Board Member, Elsinore Valley Municipal Water District
- Kathleen Coates Hedberg, President, Helix
- Rob Katherman, Director, Water Replenishment District
- Gary Martin, Board Member, Santa Clarita Valley Water Agency
- Larry Dick, Director, Metropolitan Water District of Southern California
- Randy Duncan, Director, Mission Springs Water District *(invited)*
- Marco Tule, Director, Inland Empire Utilities Agency
- Moderator: Ane Deister, Urban Water Institute

**10:20 a.m. - Regional Collaboration in CA North, Central, South**

*For several decades UWI has facilitated interactive dialogs with water representatives located in Northern California and in Southern California. This panel adds the Central Valley as a third voice in the regional cooperation and collaboration dialog.*

- Adel Hagekhalil, General Manager, Metropolitan Water District
- Justin Caporusso, Executive Director, Mountain Counties Water Resources Association *(invited)*
- Jason Phillips, CEO, Friant Water Authority
- Moderator: Jim Atkinson, Vice Chairman, Mesa Water District

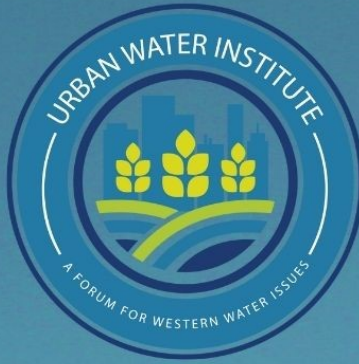
**11:40 a.m. - **Chairman's Raffle**, First Vice President Dave Pedersen, General Manager, Las Virgenes Municipal Water District**

**Conference Adjourns  
Thank You For Joining Us!**

**A SPECIAL THANK YOU TO OUR PATRON & SUSTAINING MEMBERS**

**Patron: Lola 24 • Mesa Water District • Metropolitan Water District of Southern California • Santa Clara Valley Water District**

**Sustaining: BAWSCA • Brown & Caldwell • Carollo Engineers • Eastern Municipal Water District • GEOSCIENCE Support Services, Inc. • Hazen & Sawyer • Helix Water District • Imperial Irrigation District • Inland Empire Utilities Agency • Lewis Operating • Los Angeles County Department of Public Works • Los Angeles Department of Water & Power • Meyers Nave • Riverside County • Santa Clarita Valley Water Agency • Southern Nevada Water Authority • Sweetwater Authority • Trabuco Canyon Water District • Wells Fargo Public Finance**



*Save the Date!*

**Urban Water Institute's  
Spring Water Conference**

**February 22-24, 2023**

**Palm Springs Hilton**

**400 E Tahquitz Canyon Way**

**Palm Springs, CA 92262**

For more information please contact Urban  
Water Institute at (949) 679-9676 or  
[stacy@urbanwater.com](mailto:stacy@urbanwater.com)



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**Ane Deister**

**Joyce Gwidt**

**Stacy Davis**

**Executive Director**

**Conference Arrangements Director**

**Director of Administration**

**ane.deister@yahoo.com**

**gwidt@cox.net**

**stacy@urbanwater.com**



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 16, 2022**

**ACTION CALENDAR  
FINANCIAL MATTERS**

**ITEM 7: AUTHORIZE ACTIONS FOR TRABUCO CANYON WATER DISTRICT’S FISCAL YEAR 2022/2023 UNDEVELOPED LAND/WATER STANDBY CHARGES (ASSESSMENT) AND SET PUBLIC HEARING DATE**

**BACKGROUND**

The Trabuco Canyon Water District (District) annually levies an Undeveloped Land/Water Standby Charge (Standby Charge), currently set at \$15.00 per acre or portion thereof, for undeveloped land within District boundaries. The standby charge is levied to cover the fixed costs of the existing District water system to make water available, when requested, to serve currently undeveloped land.

At the March 18, 1997, Regular Board Meeting, District general legal counsel addressed the standby charge as it related to Proposition 218 (adopted in November 1996), noting that the District can continue to levy the standby charge if the amount of the charge is not increased over the previously existing rate (\$15.00) and if the standby charge was levied using the same methodology. Under the provisions of Proposition 218, the water standby charges are considered to be “assessments.” Provided that the amount of water standby charges (Assessments) do not increase, they are “grandfathered” under Proposition 218 and do not have to comply with the more extensive assessment proceedings and voting process required for new assessments under Proposition 218. The procedure for the adoption of the water standby charge (assessment) for Fiscal Year 2022/2023 is shown below:

DATE	DESCRIPTION OF ACTION
June 16, 2022	At the Regular Board Meeting, the Board: <ul style="list-style-type: none"> <li>• Directs staff to prepare the required written Water Standby Charge (Assessment) Report. The Report contains a description of each parcel of real property and the amount of the Water Standby Charges (Assessments) for each parcel for the year.</li> <li>• Directs staff to agendize a Public Hearing concerning the proposed Water Standby Charges (Assessments) Report to be held at the July 21, 2022 Regular Board Meeting.</li> </ul>
Late June 2022	The Notice to Property Owners is published in conformance with the statutory requirements, once a week for two successive weeks in the Orange County Register newspaper. The Notice is mailed <b>not less than fifteen (15) days prior</b> to the public hearing to each effected property owner within the District. At the time the Notice is mailed, the Report must be made available for public review upon request.
July 21, 2022	A Public Hearing is held for public comments concerning the proposed FY 2022/2023 Water Standby Charges (Assessments). Following the conclusion of the Public Hearing, the Board considers adoption of a Resolution to set and collect the Water Standby Charges (Assessments) for FY 2022/2023.

**FUNDING SOURCE:**

Levy and collection of the annual water standby charges results in an estimated \$45,000 annual credit to the District’s General Fund.

**FISCAL IMPACT**

The cost of completing the report, publication and mailing of the Notice - *Approximately \$3,500*

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 16, 2022**

**ENVIRONMENTAL COMPLIANCE:**

Not applicable

**COMMITTEE STATUS:**

This matter was reviewed with the Executive Committee.

**RECOMMENDED ACTIONS:**

1. *Authorize District staff to proceed with actions for setting the Fiscal Year 2022/2023 Undeveloped Land/Water Standby Assessment at \$15.00 per acre or portion thereof; and*
2. *Agendize Public Hearing and authorize District staff to furnish Notice of Public Hearing on Proposed Fiscal Year 2022/2023 Undeveloped Land/Water Standby Assessments for the July 21, 2022 Regular Board Meeting.*

**EXHIBIT(S):**

1. DRAFT Trabuco Canyon Water District Notice of Fiscal Year 2022/2023 Undeveloped Land/Water Standby Assessment to Property Owners

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



## NOTICE TO PROPERTY OWNERS WITHIN THE TRABUCO CANYON WATER DISTRICT SERVICE AREA

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Dear Property Owner:

The Trabuco Canyon Water District (*formerly named the Santa Ana Mountains County Water District*) plans to fix a water standby or availability assessment on all undeveloped land within the District for the fiscal year 2022/2023. This assessment will remain at \$15.00 per acre for undeveloped developable parcels over one acre or \$15.00 for each undeveloped parcel of less than one acre, per year.

This assessment or charge is being imposed by the District because the Board of Directors has determined that this is an equitable means of raising funds necessary to make water available to your property.

A report has been prepared and filed with the District that lists all undeveloped parcels of land and the assessment on each. This report is available for public inspection at the District Administration Facility during normal business hours. The District Administration Facility is located at:

**32003 Dove Canyon Drive  
Trabuco Canyon, California 92679  
(949) 858-0277**

The Board of Directors will hear and consider all public comments to this report at a public hearing to be held on **July 21, 2022** at **7:00 p.m.**, or as soon thereafter as the agenda permits, at the District Administration Facility at the above-stated address.

**TRABUCO CANYON WATER DISTRICT**

By: \_\_\_\_\_  
Michael Perea  
Secretary to the Board of Directors

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 16, 2022**

**ACTION CALENDAR  
FINANCIAL MATTERS**

**ITEM 8: ADOPTION OF RESOLUTION ESTABLISHING DISTRICT APPROPRIATIONS LIMIT FOR FISCAL YEAR 2022/2023**

In July 1988, the District’s Board of Directors adopted Resolution No. 88-516 (Resolution of the Board of Directors of the Santa Ana Mountains County Water District Regarding Appropriations Policy) which codified a policy and methodology for establishing a District Appropriations Limit consistent with California Constitution Article XIII B. The State Constitution specifies that appropriations by local governments may increase annually by a factor determined by information provided by the State of California. The District previously set its appropriations limit for Fiscal Year (FY) 2021/2022 in the amount of **\$3,496,850.91**. The calculation for FY2022/2023 utilizes the County of Orange Overall Population Change Figures, and was calculated as follows:

<b>Description</b>	<b>County Total</b>
Income Change	7.55
Population Change	-0.23
21-22 Appropriations Limit	\$ 3,496,850.91
Per Capita Cost of Living Ratio	1.0755
Population Ratio	0.9977
Calculation of Factor for FY 22-23	1.0730
<b>2022-23 Appropriations Limit</b>	<b>\$ 3,752,213.17</b>

It is the opinion of General Counsel and District staff that the proposed calculated appropriations limit does not appear to impact the District’s overall ability to generate the necessary revenue required to meet its obligations.

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT**

The FY 2022/2023 Appropriations Limit limits certain revenues collected by the District at \$3,752,213.17.

**COMMITTEE STATUS:**

This matter was reviewed with the Finance/Audit Committee.

**RECOMMENDED ACTION:**

1. *Receive information at the time of the Committee Meeting.*
2. *Recommend the Board of Directors adopt Resolution No. 2022-1305 – Resolution of the Board of Directors of Trabuco Canyon Water District Establishing the Appropriations Limit Applicable to the District During Fiscal Year 2022/2023.*

**EXHIBIT(S):**

1. Resolution No. 88-516 – Resolution of the Board of Directors of the Santa Ana Mountains County Water District Regarding Appropriations Policy
2. State Department of Finance Price Factor & Population Information Memo dated May 2022
3. Hanson Bridget Appropriations Limit Memo to General Manager dated June 1, 2022
4. Notice of Determination of Appropriations Limit 2022/2023
5. DRAFT Resolution No. 2022-1305

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

RESOLUTION NO. 88-516

RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SANTA ANA MOUNTAINS COUNTY WATER DISTRICT  
REGARDING APPROPRIATIONS POLICY

WHEREAS, the Santa Ana Mountains County Water District ("SAMCWD") is a county water district formed and operating pursuant to Section 30000, et seq., of the Water Code of the State of California; and

WHEREAS, Article XIII B of the California Constitution concerns appropriations of local agencies from revenues derived from specified sources; and

WHEREAS, SAMCWD is subject to the provisions of Article XIII B of the California Constitution; and

WHEREAS, Article XIII B of the California Constitution provides that certain revenues collected by SAMCWD shall not be subject to appropriations limitations upon satisfaction of certain criteria; and

WHEREAS, under California Constitution Article XIII B, the appropriations limit of the local agency may be adjusted by increases in population within that local agency service area; and

WHEREAS, the Board of Directors of SAMCWD desires to adopt a Resolution expressing a policy on appropriations for SAMCWD.

NOW, THEREFORE, the Board of Directors of the Santa Ana Mountains County Water District DOES HEREBY RESOLVE, DETERMINE AND ORDER as follows:

Section 1. California Constitution Article XIII B provides that certain revenues to local agencies are not subject to the appropriations limitation set forward in that Article. Such revenues include the proceeds to an entity of government from regulatory licenses, user charges, and user fees to the extent that such proceeds do not exceed the costs to that agency of providing service for which the fees are imposed. The Board of Directors of SAMCWD hereby adopts the policies that revenues derived from the SAMCWD Capital Improvement Charge, supplemental water fee, water storage fees and sewage fees imposed upon development within SAMCWD shall be used to satisfy the financial obligations of providing water and/or sewer service by SAMCWD, including expenditures for Capital Facilities needed to provide such water and/or sewer service. The Board of Directors of SAMCWD hereby expresses its policy that such revenues are not subject to the appropriations limit established under California Constitution Article XIII B.

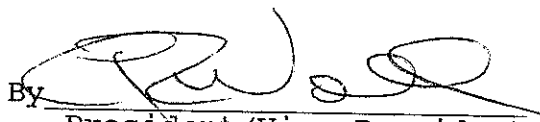
Section 2. Under California Constitution Article XIIIIB, the appropriations limit for local public agencies may be adjusted to reflect changes in populations within the area where such agency provides its service. The Board of Directors of SAMCWD notes that there has been a significant population increase within the service area of SAMCWD within the past two years for which population increased data was not available. It is the policy of the Board of Directors that when population data is made available that the appropriations limit will be adjusted to reflect the actual population within the service area of SAMCWD and will comply with the provisions and requirements of Article XIIIIB.

Section 3. The Board of Directors hereby directs the SAMCWD staff to obtain direct population data for the SAMCWD service area in order to make appropriate calculations to the SAMCWD appropriations limit for future fiscal years and to take all actions necessary to comply with the policy of the Board of Directors.

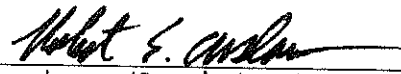
Section 4. The Board of Directors of SAMCWD hereby determines that tax revenues collected by SAMCWD for the 1962 General Obligation Bonded Indebtedness of SAMCWD are not subject to the provisions of California Constitution Article XIIIIB by way of its Section 9(a).

Section 5. The provisions and policies expressed in this Resolution shall become effective immediately.

ADOPTED, SIGNED AND APPROVED this 20th day of July, 1988.

By   
President/Vice President  
SANTA ANA MOUNTAINS COUNTY WATER  
DISTRICT and of the Board of  
Directors thereof

ATTEST:

By   
Secretary/Assistant Secretary  
SANTA ANA MOUNTAINS COUNTY  
WATER DISTRICT and of the  
Board of Directors thereof

STATE OF CALIFORNIA )  
 ) ss.  
COUNTY OF ORANGE )

I, ROBERT E. ANSLOW, Assistant Secretary of the Board of Directors of the Santa Ana Mountains County Water District do hereby certify that the foregoing Resolution was adopted by the Board of Directors of said Corporation at the regular meeting of said Board held on the 20th of July, 1988, and that it was so adopted by the following vote:

AYES: Members: Gunther Bauer, Charles Wall,  
Samuel Porter, Ted Storm

NOES: Members: None

ABSTAIN: Members: None

ABSENT: Members: Craig Baker

  
Assistant Secretary

STATE OF CALIFORNIA            )  
                                          ) ss.  
COUNTY OF ORANGE            )

I, ROBERT E. ANSLOW, Assistant Secretary of the Board of Directors of the Santa Ana Mountains County Water District do hereby certify that the above and foregoing is a full, true and correct copy of Resolution No. 88-516 of said Board, and that the same has not been amended or repealed.

DATED: July 22, 1988

  
\_\_\_\_\_  
Assistant Secretary





May 2022

Dear Fiscal Officer:

**Subject: Price Factor and Population Information**

**Appropriations Limit**

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2022, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2022-23. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2022-23 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2022.**

**Please Note:** The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY MARTIN BOSLER  
Director  
By:

ERIKA LI  
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2022-23 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2022-23	7.55

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2022-23 appropriation limit.

**2022-23:**

Per Capita Cost of Living Change = 7.55 percent  
Population Change = -0.30 percent

Per Capita Cost of Living converted to a ratio:  $\frac{7.55 + 100}{100} = 1.0755$

Population converted to a ratio:  $\frac{-0.30 + 100}{100} = 0.997$

Calculation of factor for FY 2022-23:  $1.0755 \times 0.997 = 1.0723$

Fiscal Year 2022-23

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2021 to January 1, 2022 and Total Population, January 1, 2022**

<b>County City</b>	<b>Percent Change</b>	<b>--- Population Minus Exclusions ---</b>		<b>Total Population</b>
	<b>2021-2022</b>	<b>1-1-21</b>	<b>1-1-22</b>	<b>1-1-2022</b>
Orange				
Aliso Viejo	-0.88	51,233	50,782	50,782
Anaheim	-0.97	344,587	341,228	341,245
Brea	-0.48	47,097	46,872	46,872
Buena Park	-0.64	83,968	83,430	83,430
Costa Mesa	-0.70	112,183	111,394	111,394
Cypress	-0.44	50,029	49,810	49,810
Dana Point	-0.33	33,053	32,943	32,943
Fountain Valley	-0.88	57,068	56,564	56,564
Fullerton	0.53	141,974	142,732	142,732
Garden Grove	-0.44	171,284	170,526	170,526
Huntington Beach	-0.77	197,616	196,100	196,100
Irvine	2.99	301,254	310,250	310,250
Laguna Beach	-0.68	22,862	22,706	22,706
Laguna Hills	-0.86	31,017	30,750	30,750
Laguna Niguel	-0.88	64,885	64,316	64,316
Laguna Woods	-0.88	17,670	17,514	17,514
La Habra	-0.84	62,317	61,792	61,792
Lake Forest	0.43	86,406	86,775	86,775
La Palma	-0.85	15,463	15,332	15,332
Los Alamitos	-0.18	11,895	11,873	11,873
Mission Viejo	-0.70	93,171	92,515	92,515
Newport Beach	-0.87	84,459	83,727	83,727
Orange	0.10	137,534	137,676	137,676
Placentia	-0.62	51,522	51,204	51,204
Rancho Santa Margarita	-0.89	47,703	47,279	47,279
San Clemente	-0.78	63,877	63,380	63,380
San Juan Capistrano	-0.31	34,907	34,798	34,798
Santa Ana	-0.93	311,340	308,459	308,459
Seal Beach	-0.80	24,418	24,222	24,846
Stanton	2.59	38,284	39,275	39,275
Tustin	-0.78	80,157	79,535	79,535
Villa Park	-0.89	5,834	5,782	5,782
Westminster	-0.46	90,812	90,393	90,393
Yorba Linda	-0.78	67,760	67,233	67,233
Unincorporated	-0.65	133,302	132,437	132,437
County Total	-0.23	3,168,941	3,161,604	3,162,245

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

## Memorandum

**TO:** Fernando Paludi, General Manager

**FROM:** Hanson Bridgett LLP  
Julian Viksman

**DATE:** May 31, 2022

**RE:** **Appropriations Limit for Fiscal Year 2022-2023**

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The appropriations limit and the calculations are based on the financial and population data posted on the California Department of Finance's website. The text of Revenue and Taxation Code Section 2228(a)(3) states: "If a special district is located within a single county or within more than one city or any combination of cities and unincorporated areas within a single county, the annual percentage change in population for the district shall be that established for the county or the weighted average of the percentage change of each city and the unincorporated area."

Pursuant to Revenue and Taxation Code Section 2228, Trabuco Canyon Water District has the option of using the total population number for Orange County or the weighted averages of the population numbers of the City of Rancho Santa Margarita, City of Lake Forrest, City of Mission Viejo, and the unincorporated areas of Orange County.

For Fiscal Year 2022-2023, the population increase for Rancho Santa Margarita is -0.89%, the population increase for Lake Forrest is 0.43%, the population increase for Mission Viejo is -.70%, and the population increase for unincorporated Orange County is -0.65%, while the total population increase for Orange County is -0.23%. Because the total population number for Orange County is greater than the weighted average population number of Rancho Santa Margarita, Lake Forrest, Mission Viejo, and the unincorporated areas of Orange County, the District's Fiscal Year 2022-2023 appropriations limit was calculated using the Orange County population growth ratio (-0.23%).

In order to satisfy legal requirements, the Notice of Determination of Appropriations Limit must be posted at least 15 days before the June 16 Board Meeting (by June 1). We have inserted the date at the bottom of the Notice. Also, please include both the Notice and the Resolution in the Agenda packet.

Please do not hesitate to call me if you have any questions.



## **TRABUCO CANYON WATER DISTRICT**

### **NOTICE OF DETERMINATION OF APPROPRIATIONS LIMIT FOR FISCAL YEAR 2022–2023**

State law (Section 7910 of the Government Code) requires each local government agency to determine during each fiscal year the appropriations limit pursuant to Article XIIB of the California Constitution applicable during the following fiscal year. The limit must be adopted at a regularly scheduled meeting or a noticed special meeting and the documentation used in determining the limit must be made available for public review fifteen days prior to such meeting.

Set out below is the methodology proposed to be used to calculate the Fiscal Year 2022–2023 appropriations limit for the District. The limit as set forth below will be considered and adopted at the meeting of the Board of Directors on June 16, 2022.

1. Appropriations Limit for Fiscal Year 2021–2022	\$3,496,850.91
2. Population Change (January 1, 2021–January 1, 2022)	-0.23%
3. Change in California per Capita Personal Income Fiscal Year 2022–2023	7.55%
4. Fiscal Year 2022–2023 Adjustment Factor (0.9977 x 1.0755)	1.07302635
5. Fiscal Year 2022–2023 Appropriations Limit ( $\$3,496,850.91 \times 1.07302635$ )	\$3,752,213.17

Dated: June 1, 2022

**RESOLUTION NO. 2022-1305**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRABUCO CANYON  
WATER DISTRICT ESTABLISHING THE APPROPRIATIONS LIMIT APPLICABLE  
TO THE DISTRICT DURING FISCAL YEAR 2022-2023**

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**WHEREAS**, Article XIII B of the California Constitution requires that each local agency subject thereto establish an appropriations limit primarily applicable to expenditure of proceeds of property taxes, and to adjust that appropriations limit annually based on changes in the cost of living and population; and

**WHEREAS**, pursuant to the directives of Resolution No. 88-516 of the Trabuco Canyon Water District, the District staff has obtained from the California Department of Finance an estimate of the percentage change in population factor for the area within the Trabuco Canyon Water District service area; and

**WHEREAS**, the Board of Directors of the Trabuco Canyon Water District established the appropriations limit applicable to the District during the Fiscal Year 2021-2022 as \$3,496,850.91; and

**WHEREAS**, the District is now required to establish by resolution the applicable appropriations limit during Fiscal Year 2022-2023 by applying to the limit for Fiscal Year 2021-2022 the factors, as issued by the California Department of Finance, reflecting changes in the California per capita personal income and in population; and

**WHEREAS**, the calculations showing the applications of those factors have been forwarded to the Board of Directors for review and have been made available for public inspection at least fifteen days prior to the date hereof; and

**WHEREAS**, the applicable factors are as follows: (1) the change in the California per capita personal income was 7.55%; and (2) the applicable change in population from January 2021 to January 2022 was -0.23%.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Trabuco Canyon Water District that the appropriations limit for Fiscal Year 2022-2023 is established as \$3,723,213.17.

ADOPTED, SIGNED AND APPROVED this 16th day of June, 2022.

TRABUCO CANYON WATER DISTRICT

By: \_\_\_\_\_  
President/Vice President

By: \_\_\_\_\_  
District Secretary

DRAFT

STATE OF CALIFORNIA    )  
                                  ) ss.  
COUNTY OF ORANGE    )

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, do hereby certify that the foregoing resolution was duly adopted by the Board of Directors at a meeting of said Board held on the 16<sup>th</sup> day of June 2022, and that it was so adopted by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

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District Secretary,  
Trabuco Canyon Water District

DRAFT



STATE OF CALIFORNIA            )  
                                          ) ss.  
COUNTY OF ORANGE            )

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 2022-1305 of such Board and that the same has not been amended or repealed.

Dated this 16<sup>th</sup> day of June 2022.

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District Secretary,  
Trabuco Canyon Water District

DRAFT

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 16, 2022**

**ACTION CALENDAR  
FINANCIAL MATTERS**

**ITEM 9: ADOPTION OF PROPOSED FISCAL YEAR 2022/2023 GENERAL FUND AND CAPITAL IMPROVEMENT PROJECT (CIP) BUDGETS**

The District fiscal year runs from each July 1 through each June 30. During the last quarter of each fiscal year, District staff reviews financial information and performs analyses relating to projected costs for the upcoming fiscal year in order to recommend a budget to the Board of Directors.

***PROPOSED GENERAL FUND BUDGET ASSUMPTIONS***

For FY 2022/2023, District staff has prepared the General Fund Budget with the following budgetary assumptions based on ten months of financial data in FY 2021/2022. The following assumptions were initially reviewed with the Board of Directors at the May 23, 2022 Special Board Meeting – Budget Workshop, and have incorporated Board input and direction:

<b>Description</b>	<b>Proposed Adjustment %</b>
MWDOC Capacity Charges	5.5%
MET Tier 1 Untreated Water Charges	11.0%
Chemicals	3.0%
Contract Services	5.0%
Electricity	4.0%
Fuel	10.0%
Inflation	5.0%
Professional Services	<i>Scheduled Out</i>
Salary/Compensation	7.0%
Health Benefits	7.0%
Ancillary Benefits (Dental/Vision)	2.0%

***PROPOSED CAPITAL IMPROVEMENT PROJECTS, EQUIPMENT, & PROGRAM BUDGETS***

Capital Improvement Projects (CIP) completed to date and status for completion by the end of the fiscal year. In addition, District staff prepares a list of proposed projects for the upcoming fiscal year to recommend a CIP budget to the Board of Directors. CIP projects are categorized as administrative, water, wastewater, recycled water, or engineering and general projects. A DRAFT Fiscal Year 2022/23 CIP is included for Committee review and consideration.

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT**

Proposed FY 2022/2023 General Fund Total Expenses Budget: \$12,449,200

Proposed FY 2022/2023 Capital Improvement Project Budget: \$ 5,662,000

**COMMITTEE STATUS:**

This matter was reviewed with the Board at the Special Board Meeting - Budget Workshop.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 16, 2022**

**RECOMMENDED ACTION:**

1. *Approve the proposed District Salary Paytable with Classifications and Monthly Salary Ranges as presented, to be effective as of July 1, 2022.*
2. *Adopt Resolution No. 2022-1306 - Resolution of the Board of Directors of Trabuco Canyon Water District of the Trabuco Canyon Water District Approving the General Fund District Budget for Fiscal Year 2022/2023 for an amount of \$12,449,200.*
3. *Adopt Resolution No. 2022-1307 - Resolution of the Board of Directors of Trabuco Canyon Water District of the Trabuco Canyon Water District Approving the Capital Improvement Project, Equipment, and Program Budgets for Fiscal Year 2022/2023 for an amount of \$5,662,000.*

**EXHIBIT(S):**

1. Proposed Fiscal Year 2022/2023 General Fund Budget Schedules A – C
2. Proposed Fiscal Year 2022/2023 Capital Improvement Projects, Equipment, and Program Budgets
3. Proposed District Salary Paytable to be effective July 1, 2022
4. Resolution No. 2022-1306 - Resolution of the Board of Directors of Trabuco Canyon Water District of the Trabuco Canyon Water District Approving the General Fund District Budget for Fiscal Year 2022/2023 for an amount of \$12,449,200
5. Resolution No. 2022-1307 - Resolution of the Board of Directors of Trabuco Canyon Water District of the Trabuco Canyon Water District Approving the Capital Improvement Project, Equipment, and Program Budgets for Fiscal Year 2022/2023 for an amount of \$5,162,000

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



**TCWD**  
**FY 2022/23 Proposed Budget**  
**District Operations**

**Schedule A**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D = C-B</b>	<b>E = D/B</b>
	FY 2021/22 Adopted Budget	FY 2021/22 Projected Year-End	FY 2022/23 Proposed Budget	\$ Variance	% Variance
<b>1 Operating Revenue</b>					
2 Water Commodity Sales	\$ 4,214,400	\$ 3,961,200	\$ 4,237,600	\$ 276,400	7.0%
3 Service Charges - Water	1,126,300	1,117,600	1,207,000	89,400	8.0%
4 Service Charges - Sewer	1,782,100	1,740,500	1,844,900	104,400	6.0%
5 Service Charges - Recycled/Reclaimed	71,900	73,000	84,000	11,000	15.1%
6 Baker TP Water Sales	1,383,500	1,080,200	1,183,700	103,500	9.6%
7 Reclaimed Water Sales	682,600	676,600	771,300	94,700	14.0%
8 Recycled Water Sales	244,500	200,500	227,500	27,000	13.5%
9 Customer Charges	312,000	304,200	318,300	14,100	4.6%
10 Other Operating Revenue	66,000	66,000	91,800	25,800	39.1%
11 Standby Charges	41,800	46,200	46,200	-	0.0%
12 Uncollectable Accounts	(16,700)	(26,400)	(26,400)	-	0.0%
<b>13 Total Operating Revenue</b>	<b>9,908,400</b>	<b>9,239,600</b>	<b>9,985,900</b>	<b>746,300</b>	<b>8.1%</b>
<b>14 Non-Operating Revenue</b>					
15 Property Taxes	2,006,200	1,965,600	2,004,800	39,200	2.0%
16 WRES Fees (BTP)	377,900	382,000	382,000	-	0.0%
17 WRES Fees (SRF)	230,300	230,200	230,200	-	0.0%
18 Interest Revenue	35,600	18,700	18,800	100	0.5%
19 Other Non-Operating Revenue	72,400	151,900	76,200	(75,700)	-49.8%
<b>20 Total Non-Operating Revenue</b>	<b>2,722,400</b>	<b>2,748,400</b>	<b>2,712,000</b>	<b>(36,400)</b>	<b>-1.3%</b>
<b>21 Total Revenues</b>	<b>12,630,800</b>	<b>11,988,000</b>	<b>12,697,900</b>	<b>709,900</b>	<b>5.9%</b>
<b>22 Operating Expense</b>					
23 Source of Supply	2,305,800	2,686,300	2,569,500	(116,800)	-4.3%
24 Baker TP Water for Resale	1,287,700	1,112,000	1,255,800	143,800	12.9%
25 Water Related Expenses	1,042,500	996,000	964,600	(31,400)	-3.2%
26 Sanitation Related Expenses	723,700	353,800	313,600	(40,200)	-11.4%
27 Recycled & Reclaimed Expenses	148,700	207,200	207,500	300	0.1%
28 Salaries and Benefits	4,135,800	3,833,500	4,177,800	344,300	9.0%
29 CalPERS UAL Minimum	263,900	239,600	256,300	16,700	7.0%
30 General and Administrative	1,896,800	2,031,300	2,328,900	297,600	14.7%
<b>31 Total Operating Expense</b>	<b>11,804,900</b>	<b>11,459,700</b>	<b>12,074,000</b>	<b>614,300</b>	<b>5.4%</b>
<b>32 Non-Operating Expense</b>					
33 Debt Service - SRF	230,300	230,200	230,200	-	0.0%
34 Debt Service - Credit Line	215,000	60,400	145,000	84,600	140.1%
35 Debt Issuance Costs	156,000	104,500	-	(104,500)	-100.0%
<b>36 Total Non-Operating Expense</b>	<b>601,300</b>	<b>395,100</b>	<b>375,200</b>	<b>(19,900)</b>	<b>-5.0%</b>
<b>37 Total Expenses</b>	<b>12,406,200</b>	<b>11,854,800</b>	<b>12,449,200</b>	<b>594,400</b>	<b>5.0%</b>
<b>38 Net Income / (Loss) Before Capital &amp; Pension</b>	<b>224,600</b>	<b>133,200</b>	<b>248,700</b>	<b>115,500</b>	<b>86.7%</b>
39 Use of District Reserves for Capital Projects	(4,270,500)	(708,450)	(77,500)	630,950	-89.1%
40 CalPERS UAL Additional Payments	(226,700)	-	-	-	0.0%
41 115 Trust Contributions	(208,600)	-	-	-	0.0%
<b>42 Increase / (Decrease) to Reserves</b>	<b>\$ (4,481,200)</b>	<b>\$ (575,250)</b>	<b>\$ 171,200</b>	<b>\$ 746,450</b>	



**TCWD**  
**FY 2022/23 Proposed Budget**  
**District Capital**

	<b>A</b>	<b>B</b>	<b>C</b>
	FY 2021/22 Adopted Budget	FY 2021/22 Projected Year-End	FY 2022/23 Proposed Budget
<b>1 Funding Sources</b>			
2 Grant Revenue	\$ 500,000	\$ -	\$ 500,000
3 Bank of the West Credit Line Proceeds	-	2,284,500	5,084,500
4 Use of District Reserves for Capital Projects	4,270,500	708,450	77,500
<b>5 Funding Sources Total</b>	<b>4,770,500</b>	<b>2,992,950</b>	<b>5,662,000</b>
<b>6 District Capital</b>			
<b>7 Capital Improvements / Replacments</b>			
8 Field Office Remediation	15,000	-	-
9 DWTP Chlorine Building Improvement	35,000	-	-
10 DWTP Tanks	90,000	66,000	-
11 ETRSLs Electrical Improvements	193,000	193,000	-
12 Administration Building Flood Damage	-	47,000	-
13 SCADA System Upgrades FY 2122	1,000,000	750,000	1,210,000
14 AMI/AMR System Implementation (USBR) *	850,000	200,000	1,700,000
15 Golf Club SLS Bypass Construction	420,000	600,000	870,000
16 DWTP Office & Storage	400,000	50,000	300,000
17 Master Plan and Condition Assessment Study	600,000	400,000	250,000
18 Live Oak Pipeline Scoping	200,000	-	100,000
19 ETRSLs Surge Tank Improvements	280,000	30,000	250,000
20 Trabuco Creek Water Main Potholing	-	-	20,000
21 DWTP Vault Lids	-	-	50,000
22 ETRSLs Discharge Valve Replacement	-	-	35,000
<b>23 Capital Improvements / Replacments Total</b>	<b>4,083,000</b>	<b>2,336,000</b>	<b>4,785,000</b>
<b>24 Equipment</b>			
25 Generators (Grant - spend by Nov21)	190,000	-	-
26 75HP Motor - WWTP Blower Room	-	8,500	-
27 Forklift	-	30,000	-
28 Flow Meter - WWTP	-	5,300	-
29 Ford F250 Supercab	-	44,000	-
30 Chiquita Capital Replacement	-	178,000	178,000
31 CMMS Implementation	-	25,350	-
32 WWTP Hoffman Blower Building Rehab	-	-	250,000
33 Equipment Trailer	-	-	39,000
34 WWTP New Mixers	-	-	150,000
35 Dove Lake Barge/Pump	-	-	20,000
36 Domestic Water Turbidimeter Replacement	-	-	15,000
<b>37 Equipment Total</b>	<b>190,000</b>	<b>291,150</b>	<b>652,000</b>
<b>38 Programs</b>			
39 Meter Replacement Program	35,000	48,200	-
40 District Facility Security Improvements	100,000	7,000	-
41 PRV Improvements	55,000	3,100	15,000
42 Valve Replacement Program	37,500	37,500	45,000
43 Manhole Recoating Program - Sewer	20,000	20,000	20,000
44 PRV Vault Improvements Program - Reclaimed	-	-	45,000
45 Pump Replacement Program	250,000	250,000	100,000
<b>46 Programs Total</b>	<b>497,500</b>	<b>365,800</b>	<b>225,000</b>
<b>47 District Capital Total</b>	<b>4,770,500</b>	<b>2,992,950</b>	<b>5,662,000</b>
<b>48 Net Budget</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*Funded by Grant / Loan Proceeds



**TCWD**  
**FY 2022/23 Proposed Budget**  
**Cash Reserves**

**Schedule C**

Water	Beginning Balance July 1, 2022	Budgeted Net Change	Transfer to Capital	ADP / Pension Trust Contributions	Projected Ending June 30, 2023
<b>Unrestricted</b>	(1,436,743)	(722,600)	-	-	(2,159,343)
<b>Restricted</b>					
Water Storage DIF	1,051,427	-	-	-	1,051,427
WRES - Wells	1,450,014	213,000	-	-	1,663,014
WRES - Reservoir/Distribution	2,649,646	26,900	-	-	2,676,546
CB&T SRF Loan Repayment	236,996	-	-	-	236,996
Bank of The West Debt Proceeds	5,136,800	-	(2,864,300)	-	2,272,500
<b>Restricted Total</b>	<b>10,524,883</b>	<b>239,900</b>	<b>(2,864,300)</b>	-	<b>7,900,483</b>
<b>Water Reserves Total</b>	<b>9,088,140</b>	<b>(482,700)</b>	<b>(2,864,300)</b>	-	<b>5,741,140</b>

Sewer	Beginning Balance July 1, 2022	Budgeted Net Change	Transfer to Capital	ADP / Pension Trust Contributions	Projected Ending June 30, 2023
<b>Unrestricted</b>	1,433,812	826,550	(77,500)	-	2,182,862
<b>Restricted</b>					
RD#5	76,463	-	-	-	76,463
Goren Deposit	113,143	-	-	-	113,143
Bank of The West Debt Proceeds	2,045,250	-	(2,045,250)	-	-
<b>Restricted Total</b>	<b>2,234,856</b>	-	<b>(2,045,250)</b>	-	<b>189,606</b>
<b>Sewer Reserves Total</b>	<b>3,668,668</b>	<b>826,550</b>	<b>(2,122,750)</b>	-	<b>2,372,468</b>

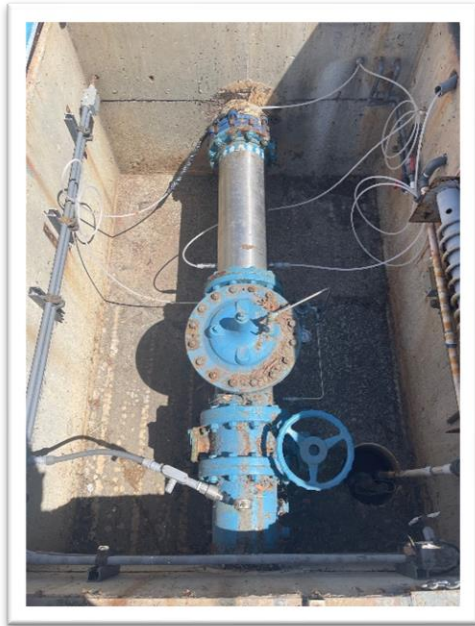
Recycled / Reclaimed	Beginning Balance July 1, 2022	Budgeted Net Change	Transfer to Capital	ADP / Pension Trust Contributions	Projected Ending June 30, 2023
<b>Unrestricted</b>	(921,205)	144,750	-	-	(776,455)
<b>Restricted</b>					
Bank of The West Debt Proceeds	495,650	-	(174,950)	-	320,700
<b>Restricted Total</b>	<b>495,650</b>	-	<b>(174,950)</b>	-	<b>320,700</b>
<b>Recycled / Reclaimed Reserves Total</b>	<b>(425,555)</b>	<b>144,750</b>	<b>(174,950)</b>	-	<b>(455,755)</b>

District	Beginning Balance July 1, 2022	Budgeted Net Change	Transfer to Capital	ADP / Pension Trust Contributions	Projected Ending June 30, 2023
<b>Unrestricted</b>	(924,136)	248,700	(77,500)	-	(752,936)
<b>Restricted</b>					
Water Storage DIF	1,051,427	-	-	-	1,051,427
WRES - Wells	1,450,014	213,000	-	-	1,663,014
WRES - Res/Dist	2,649,646	26,900	-	-	2,676,546
RD#5	76,463	-	-	-	76,463
Goren Deposit	113,143	-	-	-	113,143
CB&T SRF Loan Repayment	236,996	-	-	-	236,996
Bank of The West Debt Proceeds	7,677,700	-	(5,084,500)	-	2,593,200
<b>Restricted Total</b>	<b>13,255,389</b>	<b>239,900</b>	<b>(5,084,500)</b>	-	<b>8,410,789</b>
<b>District Reserves Total</b>	<b>12,331,253</b>	<b>488,600</b>	<b>(5,162,000)</b>	-	<b>7,657,853</b>

**TRABUCO CANYON WATER DISTRICT  
CAPITAL IMPROVEMENT PLAN BUDGET  
FY 2022/2023**

		PROJECT BASIS	PROPOSED
<b>ITEM</b>	<b>WATER</b>		<b>FY 2022/23</b>
1	Dimension WTP Vault Improvements	Safety	\$ 50,000
2	PRV Improvements-Water	Reliability	\$ 15,000
3	Domestic Water Turbidimeter Replacement	Reliability	\$ 15,000
4	Valve Replacement Program	End of Service Life	\$ 45,000
5	DWTP Office & Storage	End of Service Life	\$ 300,000
6	Live Oak Transmission Main (Harris Grade to Canyon Creek) CCTV	Reliability	\$ 100,000
7	Trabuco Creek Water Main Potholing	Bridge Re-Location/County	\$ 20,000
8	AMR/AMI System Implementation - Grant Funding	Water Use Efficiency	\$ 1,700,000
<b>WATER SUBTOTAL</b>			<b>\$ 2,245,000</b>
<b>DISTRICT-WIDE</b>			<b>FY 2022/23</b>
9	SCADA System Upgrades	Reliability; End of Service Life	\$ 1,210,000
10	Equipment Trailer	General Maintenance	\$ 39,000
11	Pump Replacement Program	End of Service Life	\$ 100,000
12	Master Plan and Condition Assessment	Reliability; Safety	\$ 250,000
<b>DISTRICT-WIDE SUBTOTAL</b>			<b>\$ 1,599,000</b>
<b>WASTEWATER / RECLAIMED / RECYCLED</b>			<b>FY 2022/23</b>
13	Manhole Recoating Program - Sewer	General Maintenance	\$ 20,000
14	PRV Vault Improvements Program - Reclaimed	General Maintenance	\$ 45,000
15	Golf Club SLS Improvements-Wet Well, Surge Tank, Pumps, Bypass, Dry Pit, Security	End of Service Life	\$ 870,000
16	WWTP Blower Motors (2)	Reliability	\$ 250,000
17	WWTP Mixers (4)	Reliability	\$ 150,000
18	Chiquita WWTP CIP	Contract Agreement	\$ 178,000
19	El Toro SLS Surge Tank Improvements	End of Service Life	\$ 250,000
20	El Toro SLS Improvements - Force Main Discharge Valve Replacement	End of Service Life	\$ 35,000
21	Dove New Lake Barge/Pump	General Maintenance	\$ 20,000
<b>WASTEWATER / RECLAIMED / RECYCLED SUBTOTAL</b>			<b>\$ 1,818,000</b>
<b>TOTAL PROPOSED CIP</b>			<b>\$ 5,662,000</b>

**PROJECT TITLE: DIMENSION WATER TREATMENT PLANT VAULT IMPROVEMENTS**



**CAPITAL PLAN**

**CLASSIFICATION:**

Project #1

**PROJECT LOCATION:**

Dimension Water Treatment Plant

**PROJECT BASIS:**

Safety

**TOTAL PROJECT COST:**

\$50,000

**DESCRIPTION:**

Water Operations operates 5 primary vaults at the Dimension Water Treatment Plant. Improvements will address faulty or broken vault lids to improve on-site operational safety and efficiency.



**PROJECT TITLE: PRESSURE REDUCING VAULT IMPROVEMENTS – WATER**



**CAPITAL PLAN**

**CLASSIFICATION:** Project #2

**PROJECT LOCATION:** District-wide

**PROJECT BASIS:** Reliability

**TOTAL PROJECT COST:** \$15,000

**DESCRIPTION:** Pressure-regulating valves (PRV's) or pressure regulators are used to lower the water supply pressure in the District's main water lines to a specific, consistent pressure. This program includes general maintenance on all PRVs and Cla-Val valves district-wide, including changing out diaphragms, CRDs/CRLs, stainless steel tubing, and calibration. This budget is an annual programmatic budget.

**PROJECT TITLE: DOMESTIC WATER TURBIDITY METER REPLACEMENT**



**CAPITAL PLAN**

**CLASSIFICATION:** Project #3

**PROJECT LOCATION:** Dimension Water Treatment Plant

**PROJECT BASIS:** Reliability

**TOTAL PROJECT COST:** \$15,000

**DESCRIPTION:** Turbidity meters are used to measure the turbidity, or cloudiness, of the effluent water at the Dimension Water Treatment Plant. This measurement is recognized as a basic indicator of water quality. These meter are required to be replaced every 5 years by the manufacturer.

**PROJECT TITLE: VALVE REPLACEMENT PROGRAM**



**CAPITAL PLAN**

**CLASSIFICATION:** Project #4

**PROJECT LOCATION:** District-wide (Water)

**PROJECT BASIS:** End of Service Life

**TOTAL PROJECT COST:** \$45,000

**DESCRIPTION:** Valves throughout the District are generally between 30-50 years old. Funding is needed to repair or replace any valves that leak or break while being exercised during the Valve Maintenance Program. This budget is an annual programmatic budget.

**PROJECT TITLE: DIMENSION WATER TREATMENT PLANT OFFICE & STORAGE**



**CAPITAL PLAN**

**CLASSIFICATION:** Project #5

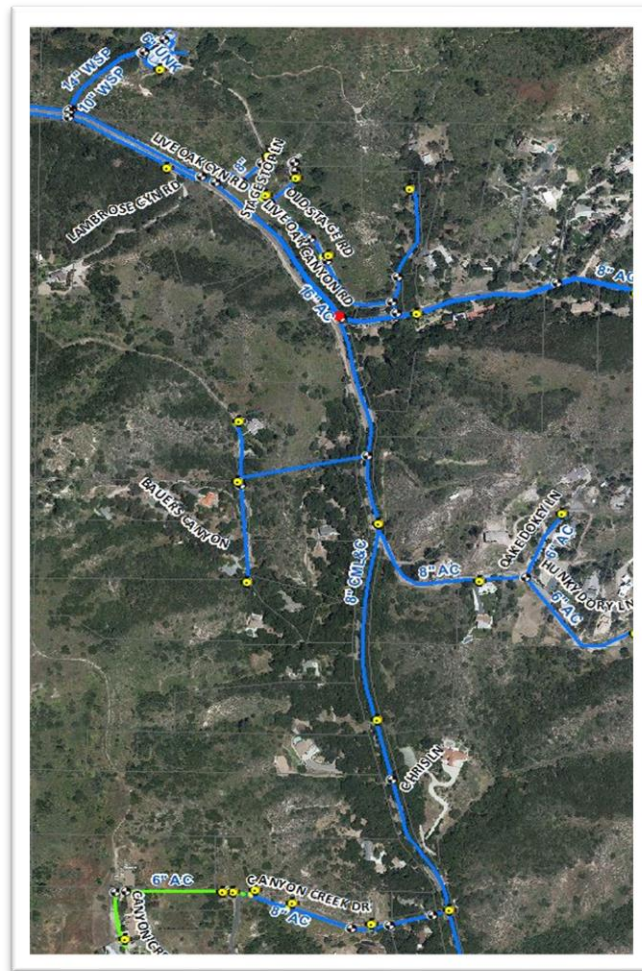
**PROJECT LOCATION:** Dimension Water Treatment Plant

**PROJECT BASIS:** End of Service Life; Safety

**TOTAL PROJECT COST:** \$300,000

**DESCRIPTION:** Dimension Water Treatment Plant is home to the District’s Water Operations Department. The office trailer is showing significant structural deterioration, including the floor which is fracturing and uneven. The new office space will be sized adequately for the department’s full time staff of five (5) operators and be ADA compliant.

**PROJECT TITLE: LIVE OAK TRANSMISSION MAIN (HARRIS GRADE TO CANYON CREEK (CCTV))**



<b>CAPITAL PLAN CLASSIFICATION:</b>	Project #6
<b>PROJECT LOCATION:</b>	Harris Grade to Canyon Creek Drive
<b>PROJECT BASIS:</b>	Reliability
<b>TOTAL PROJECT COST:</b>	\$100,000
<b>DESCRIPTION:</b>	Water operations staff has identified a restriction in the 8” CML&C Main on Live Oak Canyon Rd. this restriction is suspected to be a buried valve. The project scope is to CCTV a section of the pipe to identify the restriction.

**PROJECT TITLE: TRABUCO CREEK WATER MAIN POTHOLING**



**CAPITAL PLAN**

**CLASSIFICATION:** Project #7

**PROJECT LOCATION:** Trabuco Creek Road

**PROJECT BASIS:** Bridge relocation/County Project

**TOTAL PROJECT COST:** \$20,000

**DESCRIPTION:** The County of Orange will be replacing the bridge crossing Trabuco Creek which is scheduled for construction in 2023. There are three (3) pipelines crossing the creek which need to be located to avoid conflicts.

**PROJECT TITLE: AMR/AMI SYSTEM IMPLEMENTATION – GRANT FUNDING**



**CAPITAL PLAN**

**CLASSIFICATION:** PROJECT #8

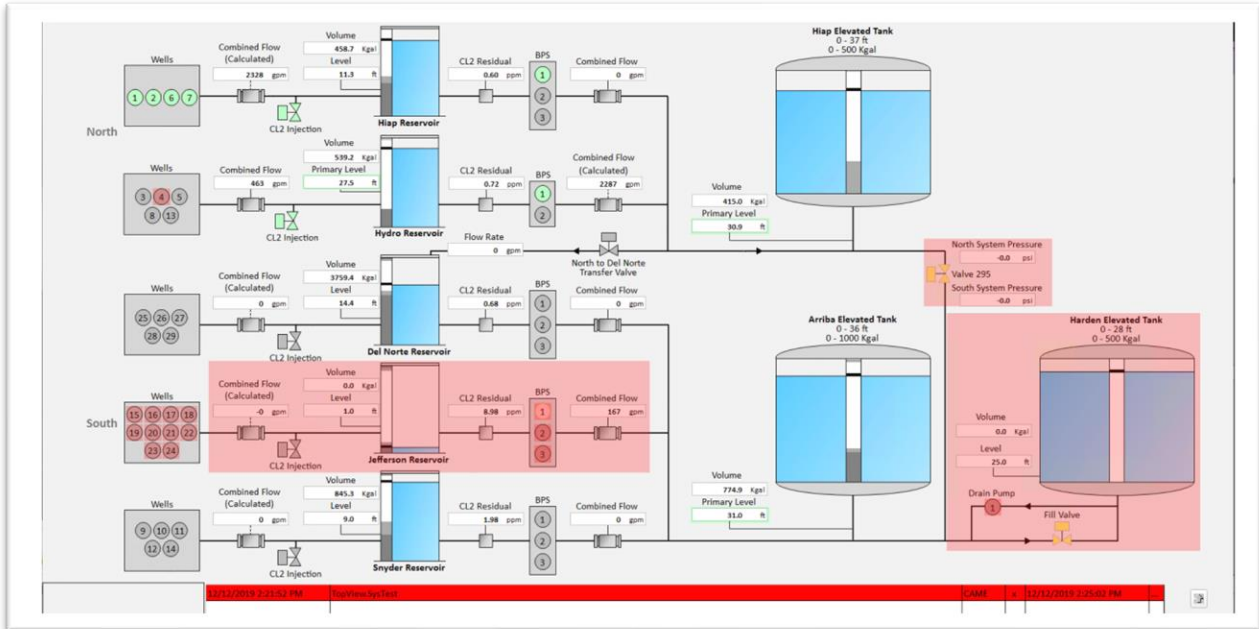
**PROJECT LOCATION:** District-wide

**PROJECT BASIS:** Water Use Efficiency

**TOTAL PROJECT COST:** \$1,700,000

**DESCRIPTION:** In September 2020, District staff applied for the U.S. Bureau of Reclamation WaterSmart Grant Program for an Automatic Meter Reading/Automatic Metering Infrastructure (AMR/AMI) Implementation Project. The project includes the upgrade of approximately 3,424 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 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. This is a multi-year project

**PROJECT TITLE: SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) UPGRADES**



**CAPITAL PLAN**

**CLASSIFICATION:** Project #9

**PROJECT LOCATION:** District-wide

**PROJECT BASIS:** End of Service life; Reliability

**TOTAL PROJECT COST:** \$1,210,000

**DESCRIPTION:** The District’s Supervisory Control and Data Acquisition (SCADA) System is a critical system used for the daily operation and monitoring of facilities in the water, wastewater, and recycled water systems. The District is in the process of a multi-year phased approach to upgrade the system to improve communication, update security and replace equipment that has reached the end of its service life. This is a multi-year project



**PROJECT TITLE: MAINTENANCE EQUIPMENT TRAILER**



**CAPITAL PLAN**

**CLASSIFICATION:** Project #10

**PROJECT LOCATION:** Waste Water Treatment Plant (WWTP)

**PROJECT BASIS:** General Maintenance

**TOTAL PROJECT COST:** \$39,000

**DESCRIPTION:** The District’s Maintenance staff does not currently have access to the equipment trailer capable of loading and carrying the District’s Backhoe and Skiploader. The proposed trailer would have a gross vehicle weight rating (GVWR) of 25,000-36,000 lbs.

**PROJECT TITLE: PUMP REPLACEMENT PROGRAM**



**CAPITAL PLAN**

**CLASSIFICATION:** Project #11

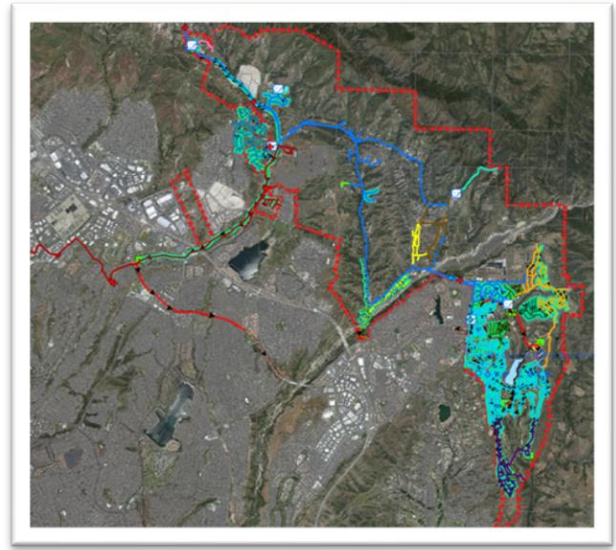
**PROJECT LOCATION:** District-wide

**PROJECT BASIS:** End of Service Life

**TOTAL PROJECT COST:** \$100,000

**DESCRIPTION:** The District operates its drinking water, recycled water, and sewer pumping plants at some of the highest elevations in Orange County. The preventative maintenance of the pumps and related facilities is of paramount concern for the District. This budget is an annual programmatic budget.

**PROJECT TITLE: MASTER PLAN AND CONDITION ASSESSMENT**



**CAPITAL PLAN**

**CLASSIFICATION:** Project #12

**PROJECT LOCATION:** District-wide

**PROJECT BASIS:** Reliability; Safety

**TOTAL PROJECT COST:** \$250,000

**DESCRIPTION:** The District owns and operates eight (8) domestic water pump stations, eight (8) sewer lift stations, seven (7) domestic reservoirs, two (2) non-domestic water pump stations, one non-domestic reservoir, Dove Lake, Dimension Water Treatment Plant, Robinson Ranch Wastewater Treatment Plant, three (3) dry-weather runoff recovery pump stations, and two (2) wells with a treatment facility. The Districts' most recent Master Plan was completed in 1999. Since that time, there have been new facilities, developments, and various facility upgrades. This project will update the current hydraulic models, develop a sewer model, update the GIS database, recommend future Capital Improvement Projects and provide a condition assessments of the District facilities. This is a multi-year project.

**PROJECT TITLE: MANHOLE RECOATING PROGRAM - SEWER**



**CAPITAL PLAN**

**CLASSIFICATION:** PROJECT #13

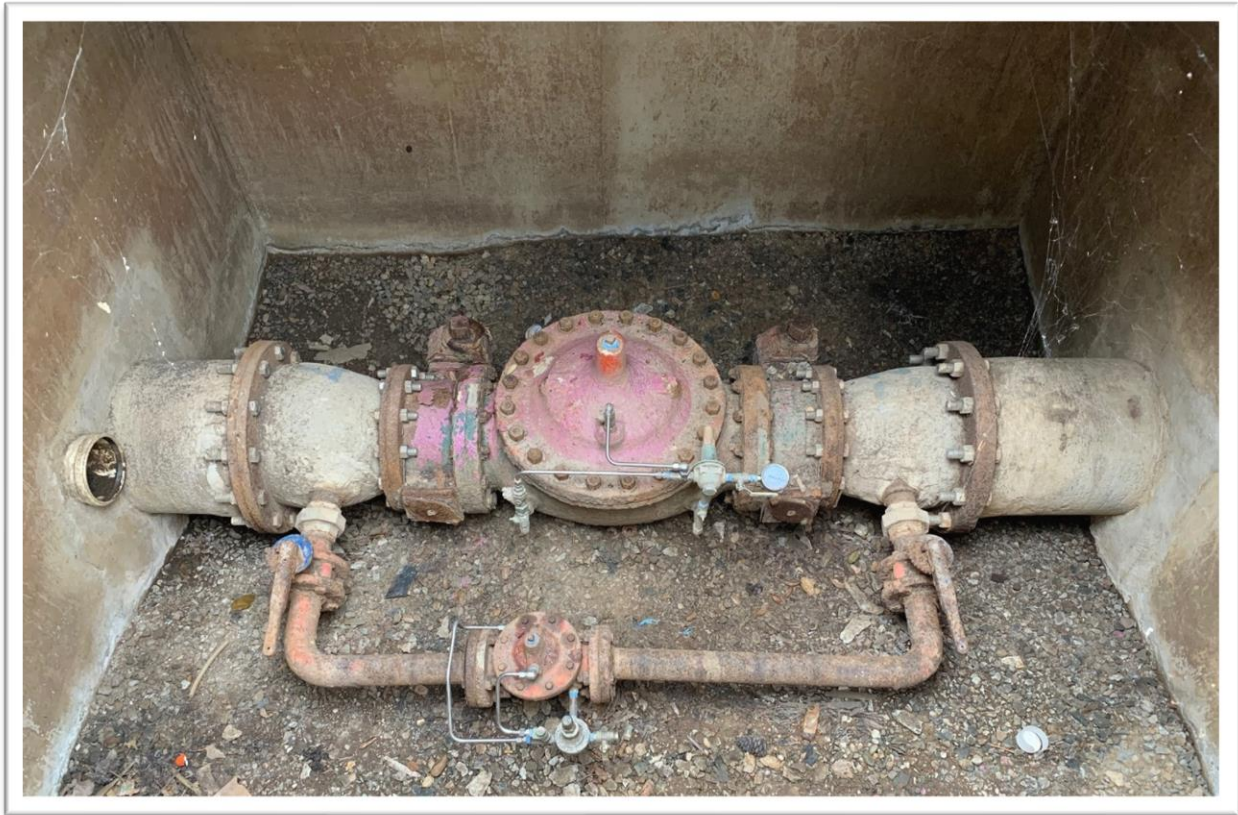
**PROJECT LOCATION:** District-wide

**PROJECT BASIS:** General Maintenance

**TOTAL PROJECT COST:** \$20,000

**DESCRIPTION:** The District owns and operates a sanitary sewer system that is comprised of approximately forty-seven (47) miles of pipelines (gravity and force mains) and 800 sewer manholes. During weekly line cleaning, operations has identified manholes in need of coating or recoating. This budget is an annual programmatic budget.

**PROJECT TITLE: PRESSURE REGULATING VALVE (PRV) VAULT IMPROVEMENTS PROGRAM, NON-DOMESTIC**



**CAPITAL PLAN CLASSIFICATION:**

PROJECT #14

**PROJECT LOCATION:**

District-wide

**PROJECT BASIS:**

General Maintenance

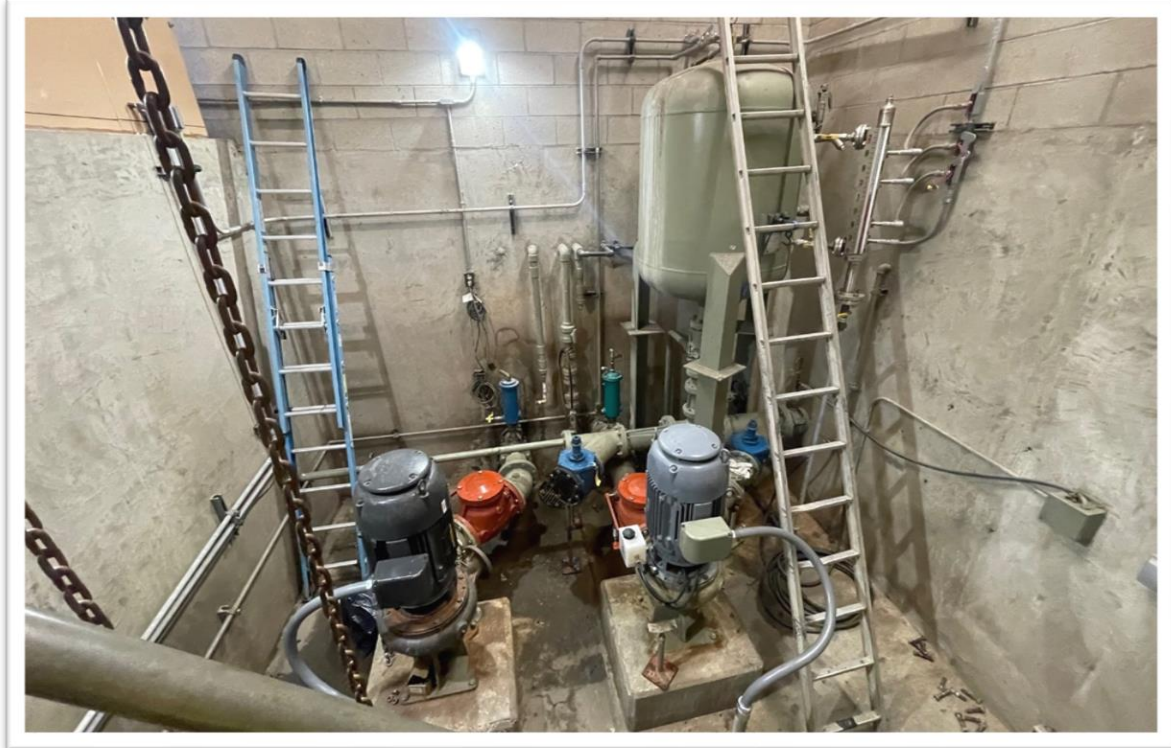
**TOTAL PROJECT COST:**

\$45,000

**DESCRIPTION:**

The District owns and operates a non-domestic water system that includes pressure regulating valves (PRVs)/vaults in its service area. The purpose of these PRVs are to reduce and regulate high system pressures to prevent the downstream system from damage. This budget is an annual programmatic budget.

**PROJECT TITLE: GOLF CLUB SEWER LIFT STATION – WETWELL, SURGE TANK, BYPASS, DRY PIT AND SECURITY**



**CAPITAL PLAN**

**CLASSIFICATION:** Project #15

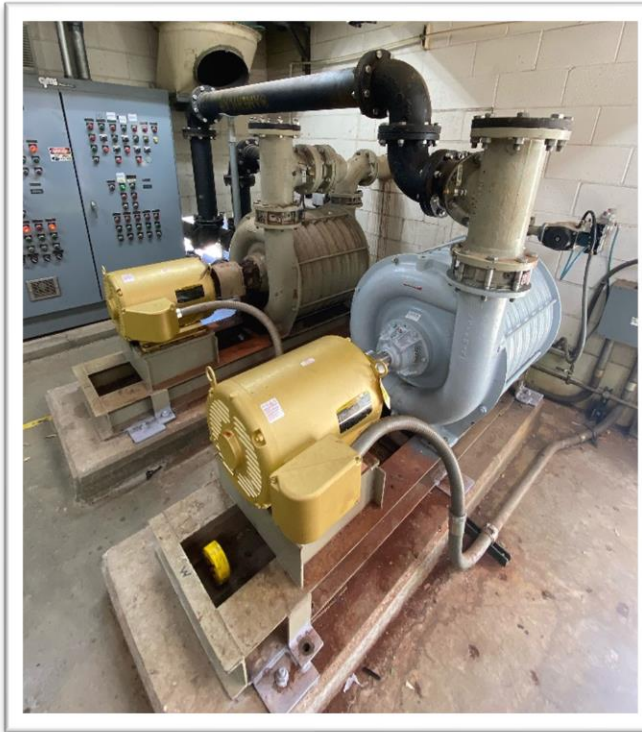
**PROJECT LOCATION:** Golf Club Sewer Lift Station

**PROJECT BASIS:** End of Service Life

**TOTAL PROJECT COST:** \$870,000

**DESCRIPTION:** Golf Club Sewer Lift Station (GCSLS) in the Dove Canyon Community is in the process of some critical repairs and improvements. This project proposes to replace and relocate the surge tank, install a gate and wall in the front, purchase three (3) first stage submersible pumps (one spare) and install two (2) pumps including heavy duty discharge elbows and guide rail systems, evaluate the wet well condition and recoat/repair structure (if necessary), install a flow meter and replace piping in the wet well/dry pit.

**PROJECT TITLE: WASTE WATER TREATMENT PLANT – BLOWERS (2)**



**CAPITAL PLAN**

**CLASSIFICATION:** Project #16

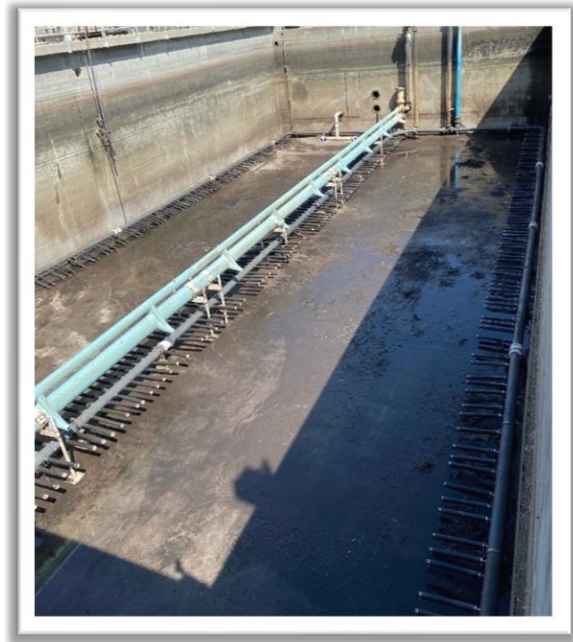
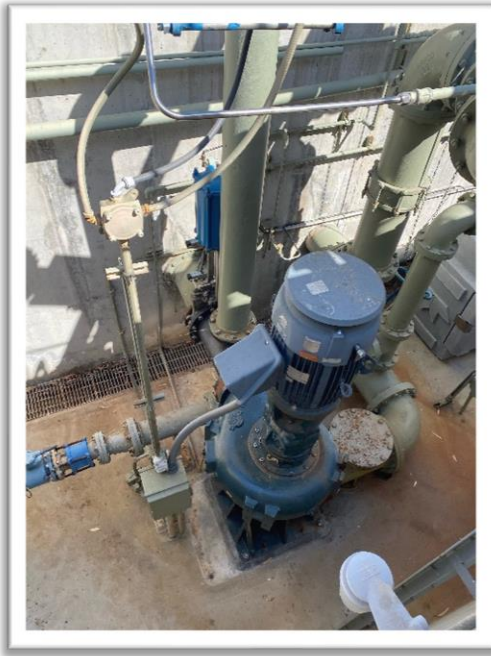
**PROJECT LOCATION:** Waste Water Treatment Plant

**PROJECT BASIS:** Reliability

**TOTAL PROJECT COST:** \$250,000

**DESCRIPTION:** The District’s Waste Water Treatment Plant operates a blower- aeration system consisting of four (4) blower-motors configurations. Two (2) of the following blower-motor configurations (Sutorbilt positive displacement blowers; pictured right) lack the needed capacity to effectively overcome pressure changes as a result of varying elevation within the sequencing batch reactors (SBR). Replacement of the positive displacement blowers is proposed, transitioning to multistage centrifugal air blowers matching the existing operational configurations (pictured left), resulting in increased efficiency and redundancy.

**PROJECT TITLE: WASTE WATER TREATMENT PLANT – MIXERS (4)**



**CAPITAL PLAN**

**CLASSIFICATION:** Project #17

**PROJECT LOCATION:** Waste Water Treatment Plant

**PROJECT BASIS:** Reliability

**TOTAL PROJECT COST:** \$150,000

**DESCRIPTION:** The District’s Waste Water Treatment Plant operates a jet pump-mixer system configuration to airate and mix the sequencing batch reactors (SBRs). The existing jet pump configuration exceeds the necessary mixing requirements based on the size of the reactors, creating destructive rolling within the SBR resulting in damage to the difusers. The current jet pump configuration will be repurposed for transfer between SBR basins. Four (4; two per basin) floating 7.5hp AquaDDM (Direct Drive Mixers) will replace the existing mixing system, resulting in maximized mixing efficiency within the basins.



**PROJECT TITLE: CHIQUITA WASTE WATER TREATMENT PLANT CIP**



**CAPITAL PLAN**

**CLASSIFICATION:** Project #18

**PROJECT LOCATION:** SMWD Chiquita Waste Water Treatment Plant

**PROJECT BASIS:** Reliability

**TOTAL PROJECT COST:** \$178,000

**DESCRIPTION:** Contractual requirement for the Districts' capital costs at the Chiquita Waste Water Treatment Plant. This is an average yearly cost.

**PROJECT TITLE: EL TORO SEWER LIFT STATION IMPROVEMENTS – SURGE TANK IMPROVEMENTS**



**CAPITAL PLAN**

**CLASSIFICATION:** Project #19

**PROJECT LOCATION:** El Toro Sewer Lift Station

**PROJECT BASIS:** End of Service Life; Reliability

**TOTAL PROJECT COST:** \$250,000

**DESCRIPTION:** El Toro Sewer Lift Station (ETSLS) surge tank failed in 2021 and the replacement system has been designed and is in the process of procurement. Construction will occur in the 2022-2023 fiscal year.

**PROJECT TITLE: EL TORO SEWER LIFT STATION IMPROVEMENTS – FORCE MAIN DISCHARGE VALVE REPAIR/ REPLACEMENT**



**CAPITAL PLAN**

**CLASSIFICATION:** Project #20

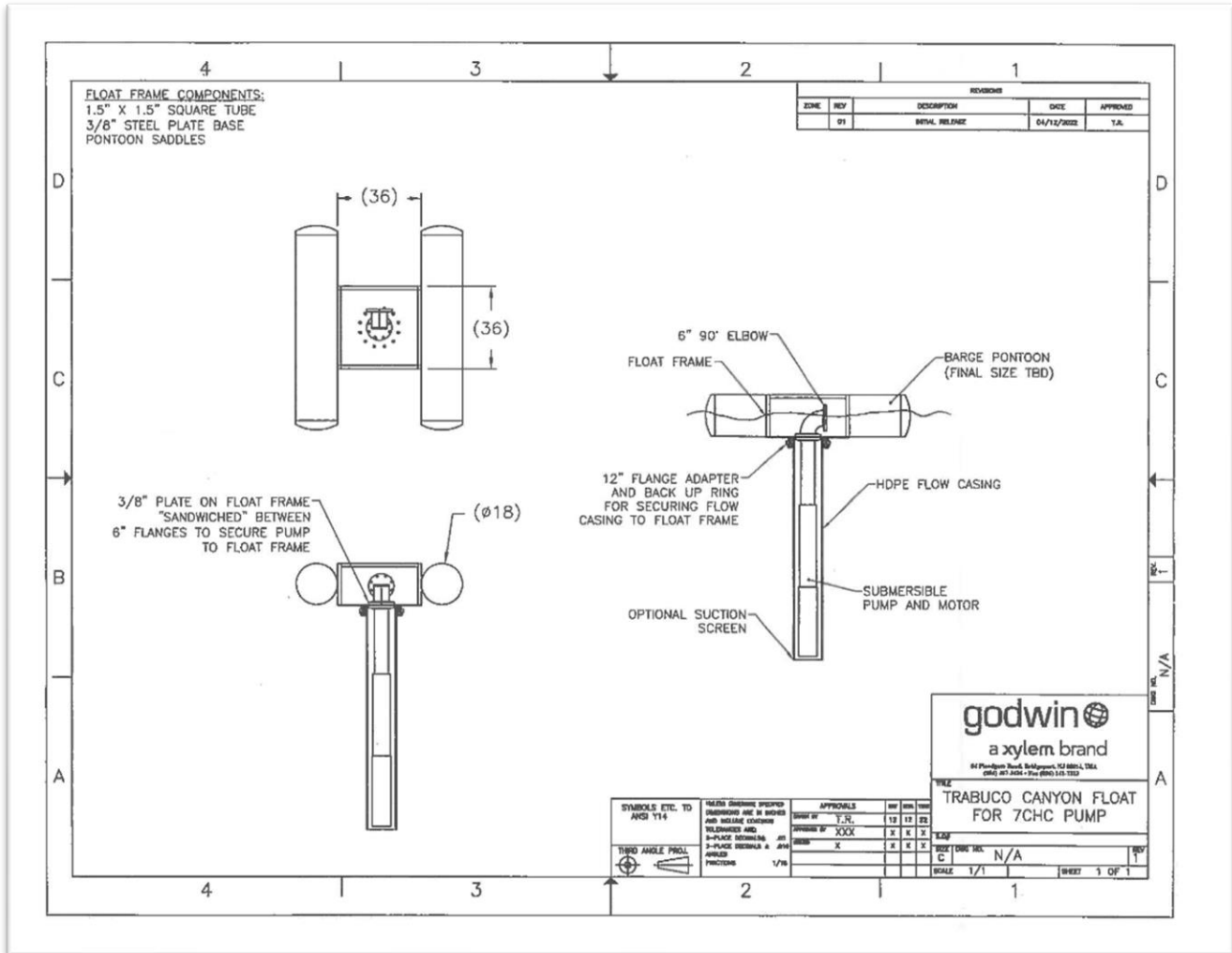
**PROJECT LOCATION:** El Toro Sewer Lift Station

**PROJECT BASIS:** End of Service Life

**TOTAL PROJECT COST:** \$35,000

**DESCRIPTION:** El Toro Sewer Lift Station (ETSLS) discharges via an 8” or 12” PVC pipeline, which are in parallel. Immediately outside the station on El Toro Road, the 12” plug valve has become unoperable and needs to be repaired or replaced. The 8” valve was replaced 5 years ago.

**PROJECT TITLE: DOVE LAKE BARGE PUMP REPLACEMENT**



**CAPITAL PLAN**

**CLASSIFICATION:** Project #21

**PROJECT LOCATION:** Dove Lake

**PROJECT BASIS:** General Maintenance

**TOTAL PROJECT COST:** \$20,000

**DESCRIPTION:** The District currently operates a fixed submersible pump configuration at Dove Lake. A floating submersible barge pump is proposed to replace the existing fixed submersible pump configuration and will provide operations with better accessibility to the equipment. The proposed barge pump CAD drawings are pictured above.

**TRABUCO CANYON WATER DISTRICT**  
**CLASSIFICATION SALARY RANGE TABLE - EFFECTIVE JULY 1, 2022**

CLASSIFICATION (JOB TITLE)	MONTHLY SALARY MIN.	MONTHLY SALARY MAX.	ANNUAL SALARY MIN.	ANNUAL SALARY MAX.	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
<b>ADMINISTRATIVE SERVICES</b>														
Assistant General Manager	\$ 17,394	\$ 21,723	\$ 208,733	\$ 260,680	\$ 17,394	\$ 17,829	\$ 18,275	\$ 18,732	\$ 19,200	\$ 19,680	\$ 20,172	\$ 20,677	\$ 21,193	\$ 21,723
Executive Assistant	\$ 6,001	\$ 7,495	\$ 72,014	\$ 89,935	\$ 6,001	\$ 6,151	\$ 6,305	\$ 6,463	\$ 6,624	\$ 6,790	\$ 6,959	\$ 7,133	\$ 7,312	\$ 7,495
Administrative Assistant	\$ 5,456	\$ 6,813	\$ 65,467	\$ 81,759	\$ 5,456	\$ 5,592	\$ 5,732	\$ 5,875	\$ 6,022	\$ 6,172	\$ 6,327	\$ 6,485	\$ 6,647	\$ 6,813
Principal Accountant	\$ 9,029	\$ 11,276	\$ 108,353	\$ 135,318	\$ 9,029	\$ 9,255	\$ 9,487	\$ 9,724	\$ 9,967	\$ 10,216	\$ 10,471	\$ 10,733	\$ 11,001	\$ 11,276
Senior Accountant	\$ 8,209	\$ 10,251	\$ 98,502	\$ 123,016	\$ 8,209	\$ 8,414	\$ 8,624	\$ 8,840	\$ 9,061	\$ 9,287	\$ 9,519	\$ 9,757	\$ 10,001	\$ 10,251
Accountant	\$ 7,078	\$ 8,840	\$ 84,937	\$ 106,075	\$ 7,078	\$ 7,255	\$ 7,436	\$ 7,622	\$ 7,813	\$ 8,008	\$ 8,208	\$ 8,414	\$ 8,624	\$ 8,840
Account Specialist	\$ 6,490	\$ 8,106	\$ 77,884	\$ 97,267	\$ 6,490	\$ 6,653	\$ 6,819	\$ 6,989	\$ 7,164	\$ 7,343	\$ 7,527	\$ 7,715	\$ 7,908	\$ 8,106
Senior Accounting Technician	\$ 6,092	\$ 7,609	\$ 73,109	\$ 91,303	\$ 6,092	\$ 6,245	\$ 6,401	\$ 6,561	\$ 6,725	\$ 6,893	\$ 7,065	\$ 7,242	\$ 7,423	\$ 7,609
Accounting Technician II	\$ 5,298	\$ 6,616	\$ 63,573	\$ 79,394	\$ 5,298	\$ 5,430	\$ 5,566	\$ 5,705	\$ 5,848	\$ 5,994	\$ 6,144	\$ 6,297	\$ 6,455	\$ 6,616
Accounting Technician I/Administrative Assistant	\$ 5,045	\$ 6,301	\$ 60,546	\$ 75,613	\$ 5,045	\$ 5,172	\$ 5,301	\$ 5,433	\$ 5,569	\$ 5,709	\$ 5,851	\$ 5,997	\$ 6,147	\$ 6,301
Accounting Technician I	\$ 4,816	\$ 6,015	\$ 57,794	\$ 72,177	\$ 4,816	\$ 4,937	\$ 5,060	\$ 5,186	\$ 5,316	\$ 5,449	\$ 5,585	\$ 5,725	\$ 5,868	\$ 6,015
Management Analyst II	\$ 7,322	\$ 9,145	\$ 87,868	\$ 109,735	\$ 7,322	\$ 7,505	\$ 7,693	\$ 7,885	\$ 8,082	\$ 8,285	\$ 8,492	\$ 8,704	\$ 8,922	\$ 9,145
Management Analyst I	\$ 6,657	\$ 8,313	\$ 79,880	\$ 99,759	\$ 6,657	\$ 6,823	\$ 6,994	\$ 7,169	\$ 7,348	\$ 7,531	\$ 7,720	\$ 7,913	\$ 8,111	\$ 8,313
Lead Customer Service Representative	\$ 5,788	\$ 7,229	\$ 69,462	\$ 86,748	\$ 5,788	\$ 5,933	\$ 6,082	\$ 6,234	\$ 6,389	\$ 6,549	\$ 6,713	\$ 6,881	\$ 7,053	\$ 7,229
Customer Service Representative III	\$ 5,262	\$ 6,572	\$ 63,147	\$ 78,862	\$ 5,262	\$ 5,394	\$ 5,529	\$ 5,667	\$ 5,809	\$ 5,954	\$ 6,103	\$ 6,255	\$ 6,412	\$ 6,572
Customer Service Representative II	\$ 4,784	\$ 5,974	\$ 57,407	\$ 71,693	\$ 4,784	\$ 4,903	\$ 5,026	\$ 5,152	\$ 5,281	\$ 5,413	\$ 5,548	\$ 5,687	\$ 5,829	\$ 5,974
Customer Service Representative I	\$ 4,349	\$ 5,431	\$ 52,188	\$ 65,175	\$ 4,349	\$ 4,458	\$ 4,569	\$ 4,683	\$ 4,800	\$ 4,920	\$ 5,043	\$ 5,170	\$ 5,299	\$ 5,431
Customer Service Field Technician III	\$ 5,265	\$ 6,575	\$ 63,181	\$ 78,905	\$ 5,265	\$ 5,397	\$ 5,532	\$ 5,670	\$ 5,812	\$ 5,957	\$ 6,106	\$ 6,259	\$ 6,415	\$ 6,575
Customer Service Field Technician II	\$ 4,786	\$ 5,978	\$ 57,438	\$ 71,732	\$ 4,786	\$ 4,906	\$ 5,029	\$ 5,155	\$ 5,283	\$ 5,415	\$ 5,551	\$ 5,690	\$ 5,832	\$ 5,978
Customer Service Field Technician I	\$ 4,351	\$ 5,434	\$ 52,216	\$ 65,211	\$ 4,351	\$ 4,460	\$ 4,572	\$ 4,686	\$ 4,803	\$ 4,923	\$ 5,046	\$ 5,172	\$ 5,302	\$ 5,434
<b>ENGINEERING</b>														
District Engineer	\$ 13,773	\$ 17,201	\$ 165,276	\$ 206,408	\$ 13,773	\$ 14,117	\$ 14,470	\$ 14,832	\$ 15,203	\$ 15,583	\$ 15,972	\$ 16,372	\$ 16,781	\$ 17,201
Principal Engineer	\$ 11,829	\$ 14,773	\$ 141,950	\$ 177,277	\$ 11,829	\$ 12,125	\$ 12,428	\$ 12,739	\$ 13,057	\$ 13,384	\$ 13,718	\$ 14,061	\$ 14,413	\$ 14,773
Senior Engineer	\$ 10,754	\$ 13,430	\$ 129,046	\$ 161,161	\$ 10,754	\$ 11,023	\$ 11,298	\$ 11,581	\$ 11,870	\$ 12,167	\$ 12,471	\$ 12,783	\$ 13,102	\$ 13,430
Engineer	\$ 9,519	\$ 11,888	\$ 114,231	\$ 142,659	\$ 9,519	\$ 9,757	\$ 10,001	\$ 10,251	\$ 10,507	\$ 10,770	\$ 11,039	\$ 11,315	\$ 11,598	\$ 11,888

**TRABUCO CANYON WATER DISTRICT  
CLASSIFICATION SALARY RANGE TABLE - EFFECTIVE JULY 1, 2022**

CLASSIFICATION (JOB TITLE)	MONTHLY SALARY MIN.	MONTHLY SALARY MAX.	ANNUAL SALARY MIN.	ANNUAL SALARY MAX.	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
<b>WASTEWATER OPERATIONS</b>														
Wastewater Superintendent	\$ 11,100	\$ 13,862	\$ 133,197	\$ 166,345	\$ 11,100	\$ 11,377	\$ 11,662	\$ 11,953	\$ 12,252	\$ 12,558	\$ 12,872	\$ 13,194	\$ 13,524	\$ 13,862
Wastewater Chief Plant Operator	\$ 9,890	\$ 12,351	\$ 118,677	\$ 148,210	\$ 9,890	\$ 10,137	\$ 10,390	\$ 10,650	\$ 10,916	\$ 11,189	\$ 11,469	\$ 11,756	\$ 12,050	\$ 12,351
Lead Wastewater System Operator	\$ 8,822	\$ 11,017	\$ 105,861	\$ 132,206	\$ 8,822	\$ 9,042	\$ 9,268	\$ 9,500	\$ 9,738	\$ 9,981	\$ 10,231	\$ 10,486	\$ 10,748	\$ 11,017
Wastewater Operator III	\$ 7,671	\$ 9,580	\$ 92,054	\$ 114,962	\$ 7,671	\$ 7,863	\$ 8,059	\$ 8,261	\$ 8,467	\$ 8,679	\$ 8,896	\$ 9,119	\$ 9,347	\$ 9,580
Wastewater System Operator II	\$ 6,510	\$ 8,130	\$ 78,120	\$ 97,562	\$ 6,510	\$ 6,673	\$ 6,840	\$ 7,011	\$ 7,186	\$ 7,365	\$ 7,550	\$ 7,738	\$ 7,932	\$ 8,130
Wastewater Operator II (Entry Level)	\$ 5,918	\$ 7,391	\$ 71,019	\$ 88,692	\$ 5,918	\$ 6,066	\$ 6,218	\$ 6,373	\$ 6,533	\$ 6,696	\$ 6,863	\$ 7,035	\$ 7,211	\$ 7,391
Wastewater System Operator I	\$ 5,918	\$ 7,391	\$ 71,019	\$ 88,692	\$ 5,918	\$ 6,066	\$ 6,218	\$ 6,373	\$ 6,533	\$ 6,696	\$ 6,863	\$ 7,035	\$ 7,211	\$ 7,391
Wastewater Operator I (Entry Level)	\$ 5,380	\$ 6,719	\$ 64,562	\$ 80,629	\$ 5,380	\$ 5,515	\$ 5,653	\$ 5,794	\$ 5,939	\$ 6,087	\$ 6,239	\$ 6,395	\$ 6,555	\$ 6,719
Wastewater Operator In Training (Entry Level)	\$ 4,891	\$ 6,108	\$ 58,693	\$ 73,300	\$ 4,891	\$ 5,013	\$ 5,139	\$ 5,267	\$ 5,399	\$ 5,534	\$ 5,672	\$ 5,814	\$ 5,959	\$ 6,108
<b>WATER OPERATIONS</b>														
Water Superintendent	\$ 11,100	\$ 13,862	\$ 133,197	\$ 166,345	\$ 11,100	\$ 11,377	\$ 11,662	\$ 11,953	\$ 12,252	\$ 12,558	\$ 12,872	\$ 13,194	\$ 13,524	\$ 13,862
Water Chief Plant Operator	\$ 9,890	\$ 12,351	\$ 118,677	\$ 148,210	\$ 9,890	\$ 10,137	\$ 10,390	\$ 10,650	\$ 10,916	\$ 11,189	\$ 11,469	\$ 11,756	\$ 12,050	\$ 12,351
Lead Water System Operator	\$ 8,822	\$ 11,017	\$ 105,861	\$ 132,206	\$ 8,822	\$ 9,042	\$ 9,268	\$ 9,500	\$ 9,738	\$ 9,981	\$ 10,231	\$ 10,486	\$ 10,748	\$ 11,017
Water System Operator III	\$ 6,809	\$ 8,504	\$ 81,713	\$ 102,049	\$ 6,809	\$ 6,980	\$ 7,154	\$ 7,333	\$ 7,516	\$ 7,704	\$ 7,897	\$ 8,094	\$ 8,297	\$ 8,504
Water System Operator II	\$ 5,921	\$ 7,395	\$ 71,055	\$ 88,738	\$ 5,921	\$ 6,069	\$ 6,221	\$ 6,377	\$ 6,536	\$ 6,699	\$ 6,867	\$ 7,039	\$ 7,214	\$ 7,395
Water Operator III	\$ 6,712	\$ 8,383	\$ 80,546	\$ 100,591	\$ 6,712	\$ 6,880	\$ 7,052	\$ 7,228	\$ 7,409	\$ 7,594	\$ 7,784	\$ 7,979	\$ 8,178	\$ 8,383
Water Operator II (Entry Level)	\$ 5,837	\$ 7,289	\$ 70,040	\$ 87,470	\$ 5,837	\$ 5,983	\$ 6,132	\$ 6,285	\$ 6,443	\$ 6,604	\$ 6,769	\$ 6,938	\$ 7,111	\$ 7,289
<b>MAINTENANCE DEPARTMENT</b>														
Maintenance Superintendent	\$ 10,004	\$ 12,494	\$ 120,047	\$ 149,923	\$ 10,004	\$ 10,254	\$ 10,510	\$ 10,773	\$ 11,042	\$ 11,319	\$ 11,602	\$ 11,892	\$ 12,189	\$ 12,494
Lead Mechanical Technologist-Maintenance	\$ 7,201	\$ 8,993	\$ 86,410	\$ 107,914	\$ 7,201	\$ 7,381	\$ 7,565	\$ 7,754	\$ 7,948	\$ 8,147	\$ 8,351	\$ 8,559	\$ 8,773	\$ 8,993
Lead Mechanical Technologist-SCADA	\$ 6,858	\$ 8,565	\$ 82,295	\$ 102,775	\$ 6,858	\$ 7,029	\$ 7,205	\$ 7,385	\$ 7,570	\$ 7,759	\$ 7,953	\$ 8,152	\$ 8,356	\$ 8,565
Mechanical Technologist III	\$ 6,234	\$ 7,786	\$ 74,813	\$ 93,432	\$ 6,234	\$ 6,390	\$ 6,550	\$ 6,714	\$ 6,882	\$ 7,054	\$ 7,230	\$ 7,411	\$ 7,596	\$ 7,786
Mechanical Technologist II	\$ 5,668	\$ 7,078	\$ 68,012	\$ 84,938	\$ 5,668	\$ 5,809	\$ 5,955	\$ 6,103	\$ 6,256	\$ 6,412	\$ 6,573	\$ 6,737	\$ 6,906	\$ 7,078
Mechanical Technologist I	\$ 5,152	\$ 6,435	\$ 61,829	\$ 77,216	\$ 5,152	\$ 5,281	\$ 5,413	\$ 5,549	\$ 5,687	\$ 5,830	\$ 5,975	\$ 6,125	\$ 6,278	\$ 6,435
Maintenance Technologist (Entry Level)	\$ 4,684	\$ 5,850	\$ 56,209	\$ 70,197	\$ 4,684	\$ 4,801	\$ 4,921	\$ 5,044	\$ 5,170	\$ 5,300	\$ 5,432	\$ 5,568	\$ 5,707	\$ 5,850
Lead Electrical/Instrumentation Technologist	\$ 7,857	\$ 9,812	\$ 94,279	\$ 117,742	\$ 7,857	\$ 8,053	\$ 8,254	\$ 8,461	\$ 8,672	\$ 8,889	\$ 9,111	\$ 9,339	\$ 9,573	\$ 9,812
Electrical/Instrumentation Technologist III	\$ 7,142	\$ 8,920	\$ 85,709	\$ 107,038	\$ 7,142	\$ 7,321	\$ 7,504	\$ 7,692	\$ 7,884	\$ 8,081	\$ 8,283	\$ 8,490	\$ 8,702	\$ 8,920
Electrical/Instrumentation Technologist II	\$ 6,802	\$ 8,495	\$ 81,627	\$ 101,941	\$ 6,802	\$ 6,972	\$ 7,147	\$ 7,325	\$ 7,508	\$ 7,696	\$ 7,889	\$ 8,086	\$ 8,288	\$ 8,495
Electrical/Instrumentation Technologist I	\$ 6,184	\$ 7,723	\$ 74,206	\$ 92,674	\$ 6,184	\$ 6,338	\$ 6,497	\$ 6,659	\$ 6,826	\$ 6,996	\$ 7,171	\$ 7,351	\$ 7,534	\$ 7,723

**RESOLUTION NO. 2022-1306  
RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TRABUCO CANYON WATER DISTRICT  
APPROVING THE GENERAL FUND DISTRICT BUDGET  
FOR FISCAL YEAR 2022/2023**

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**WHEREAS**, the Board of Directors of the Trabuco Canyon Water District ("TCWD") has reviewed the financial affairs of the District and has reviewed the proposed budget for the fiscal year 2022/2023; and

**WHEREAS**, the Board of Directors desires at this time to approve the General Fund District Budget for the fiscal year 2022/2023.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF TCWD DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

**Section 1.** That the General Fund District Budget, including the components thereof, for the fiscal year 2022/2023 be and the same hereby is approved by this Board of Directors. Said budget in the amount of **\$12,449,200** including operational and maintenance expenses and excluding depreciation expense, and the employee classifications and pay table referenced and contained therein, shall be placed on file with the Treasurer of TCWD and is by this reference incorporated herein.

**Section 2.** That the Treasurer or Secretary of TCWD be and the same is hereby authorized to file copies of said budget with such other public agencies as may be necessary.

**Section 3.** Certification is hereby made that the tax rates of TCWD are levied in accordance with Sections 93(a) and Section 97.65 of the Revenue and Taxation Code.

ADOPTED, SIGNED AND APPROVED this 16<sup>th</sup> day of June 2022.

**TRABUCO CANYON WATER DISTRICT**

By: \_\_\_\_\_  
President/Vice President

By: \_\_\_\_\_  
District Secretary

STATE OF CALIFORNIA        )  
                                          ) ss.  
COUNTY OF ORANGE        )

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, do hereby certify that the foregoing resolution was duly adopted by the Board of said District at a regular meeting of such Board held on the 16<sup>th</sup> day of June 2022, of which meeting all of the members of the Board had due notice and at which a quorum thereof were present and acting throughout and for which notice and an agenda was prepared and posted as required by law and that at said meeting such resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
District Secretary,  
Trabuco Canyon Water District

DRAFT



STATE OF CALIFORNIA        )  
                                          ) ss.  
COUNTY OF ORANGE        )

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2022-1306 of such Board and that the same has not been amended, rescinded or repealed.

Dated this 16<sup>th</sup> day of June 2022.

---

District Secretary,  
Trabuco Canyon Water District

DRAFT

**RESOLUTION NO. 2022-1307  
RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TRABUCO CANYON WATER DISTRICT  
APPROVING THE CAPITAL IMPROVEMENT PROJECTS,  
EQUIPMENT, AND PROGRAM BUDGETS FOR FISCAL YEAR 2022/2023**

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**WHEREAS**, the Board of Directors of the Trabuco Canyon Water District ("TCWD") has reviewed the financial affairs of the District and has reviewed the proposed budgets for the fiscal year 2022/2023; and

**WHEREAS**, the Board of Directors desires at this time to approve the Capital Improvement Program Budget for the fiscal year 2022/2023.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF TCWD DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:**

**Section 1.** That the Capital Improvement Program Budget for the fiscal year 2022/2023 be and the same hereby is approved by this Board of Directors. Said budget in the amount of **\$5,662,000** shall be placed on file with the Treasurer of TCWD and is by this reference incorporated herein.

**Section 2.** That the Treasurer or Secretary of TCWD be and the same is hereby authorized to file copies of said budget with such other public agencies as may be necessary.

**Section 3.** Certification is hereby made that the tax rates of TCWD are levied in accordance with Sections 93(a) and Section 97.65 of the Revenue and Taxation Code.

ADOPTED, SIGNED AND APPROVED this 16th day of June 2022.

**TRABUCO CANYON WATER DISTRICT**

By: \_\_\_\_\_  
President/Vice President

By: \_\_\_\_\_  
District Secretary

STATE OF CALIFORNIA        )  
                                          ) ss.  
COUNTY OF ORANGE        )

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, do hereby certify that the foregoing resolution was duly adopted by the Board of said District at a regular meeting of such Board held on the 16th day of June 2022, of which meeting all of the members of the Board had due notice and at which a quorum thereof were present and acting throughout and for which notice and an agenda was prepared and posted as required by law and that at said meeting such resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
District Secretary,  
Trabuco Canyon Water District

DRAFT

STATE OF CALIFORNIA        )  
                                          ) ss.  
COUNTY OF ORANGE        )

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2022-1307 of such Board and that the same has not been amended, rescinded or repealed.

Dated this 16th day of June 2022.

---

District Secretary,  
Trabuco Canyon Water District

DRAFT

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 16, 2022**

**ENGINEERING MATTERS**

**ITEM 10: SOUTH ORANGE COUNTY WASTEWATER AUTHORITY (SOCWA) JOINT POWERS AGREEMENT (JPA) DISCUSSIONS UPDATE**

The South Orange County Wastewater Authority (SOCWA) is a Joint Powers Authority (JPA) established in 2001 to facilitate and manage the collection, treatment, reuse, and disposal of wastewater across South Orange County. Each of the JPA’s ten member agencies have different levels of financial participation in SOCWA depending on the services and infrastructure they rely on through specific Project Committees, or PCs.

As a member of SOCWA, Trabuco Canyon Water District’s (District) participation in Project Committees is limited to PC-12 for the purpose of maintaining a Regional Board waste discharge permit for our wastewater recycling operations. The District also purchases chemicals through SOCWA in order to receive a modest pricing discount and is a partner to a sludge hauling contract with an independent third-party vendor. In total, the District is responsible for approximately 0.1% of the total SOCWA budget, including its allocation of O&M, PC-12, and SOCWA workforce unfunded pension liability (UAL) and retiree health benefits (OPEB). The approved SOCWA budget for FY 2022-23 includes the District’s obligation of \$61,528 and the District’s actual expenses towards SOCWA have averaged approximately \$46,000 over the past four years:

<b>SOCWA BUDGET FOR TCWD*</b>				
<b>Fiscal Year</b>	<b>PC 12 O&amp;M Budget (TCWD)</b>	<b>PC 12 Admin Budget (TCWD)</b>	<b>Approved Total Budget (TCWD)</b>	<b>Actual TCWD Costs</b>
2018-19	\$ 25,296.00	\$ 18,286.00	\$ 43,582.00	\$ 34,905.00
2019-20	\$ 41,804.00	\$ 24,062.00	\$ 65,866.00	\$ 54,975.00
2020-21	\$ 31,500.00	\$ 14,988.00	\$ 46,488.00	\$ 69,503.00
2021-22	\$ 10,704.00	\$ 13,069.00	\$ 23,773.00	\$ 23,773.00
<b>2022-23</b>	<b>\$ 44,932.00</b>	<b>\$ 16,596.00</b>	<b>\$ 61,528.00</b>	TBD

\*not including TCWD’s UAL/OPEB obligation

For the past several years, SOCWA and its member agencies have been involved in a collective effort to update the JPA agreement language and structure, and to clarify the process and conditions under which member agencies can exit the JPA. At a March 11<sup>th</sup> SOCWA All Hands Meeting, Santa Margarita Water District and Moulton Niguel Water District, in conjunction with South Coast Water District and El Toro Water District (collectively, the “Task Force”) presented a preliminary analysis of the pros and cons of transitioning SOCWA assets and operations to individual member agencies, which would leave SOCWA as a service-based agency governed by an updated or new JPA.

**June 2022 Update:** The SOCWA Board of Directors unanimously approved City of Juan Capistrano’s (CSJC) Notice of Withdrawal at their May 19 meeting and CSJC will no longer be a SOCWA member as of July 1, 2022. Irvine Ranch Water District (IRWD) is still working on their proposed arrangement with El Toro Water District as part of their future action to withdraw from the SOCWA JPA. The potential fiscal impact to TCWD due to withdrawal of both CSJC and IRWD is anticipated to be approximately \$10,000 in additional costs per year due to the proportional increase in General Fund costs.

At its May 19 meeting, the SOCWA Board of Directors also authorized a contract with Ohlund Management and Technical Services (OMTS) to facilitate gathering “organizational feedback” from all SOCWA member agencies and SOCWA staff regarding the organizational structure changes proposed by the Task Force. Additional information may be presented at the time of the meeting.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 16, 2022**

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT:**

Undetermined at this time

**ENVIRONMENTAL COMPLIANCE:**

Not applicable

**RECOMMENDED ACTION:**

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

**EXHIBIT(S):**

None

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

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 16, 2022**

**ACTION CALENDAR**

**LEGISLATIVE AND OTHER MATTERS**

**ITEM 11: CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS ELECTION BALLOT –  
TERM 2023-2025, SEAT B – SOUTHERN NETWORK**

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Trabuco Canyon Water District (TCWD) is a member of the California Special Districts Association (CSDA). CSDA is comprised of six (6) networks with three seats on the Board and the candidates are either a board member or management-level employee of a member district located in your Network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) person to represent its Network in Seat B. The respective applications and candidate statements for the following candidates are included for consideration:

- Don Bartz, Phelan Pinon Hills Community Services District (Incumbent)
- Ken Endter, Fallbrook Public Utility District
- Beverli Marshall, Valley Sanitary District

CSDA has issued an online ballot for the Southern Network, Seat B Board of Directors election. Completed ballots must be received at the CSDA by **5:00 pm on July 8, 2022**.

**RECOMMENDED ACTION(S):**

- 1. Receive information at the time of the Board Meeting.*
- 2. Authorize the District Voting Representative to cast vote for the CSDA Southern Network, Seat B.*
- 3. Direct District staff to submit the completed official ballot to CSDA by the election deadline.*

**EXHIBIT(S):**

1. CSDA 2020 Board of Directors Election Southern Network, Seat B Online Ballot
2. Candidate Information and Statements
3. Request for Support letter from Mr. Don Bartz dated May 23, 2022

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



Home

How It Works

Logout **Michael Perea**

**CSDA Board of Directors Election Ballot - Term 2023-2025; Seat B - Southern Network**

**Please vote for your choice**

Choose **one** of the following candidates:

- Don Bartz, Phelan Pinon Hills Community Services District\*
- Ken Endter, Fallbrook Public Utility District
- Beverli Marshall, Valley Sanitary District

\*Incumbent

**Don Bartz\*** [\[view details\]](#)

**Ken Endter** [\[view details\]](#)

**Beverli Marshall** [\[view details\]](#)

**Continue**

**Cancel**





**California Special  
Districts Association**  
*Districts Stronger Together*

## 2022 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** Don Bartz

**District/Company:** Phelan Pinon Hills Community Services District

**Title:** General Manager

**Elected/Appointed/Staff:** Staff

**Length of Service with District:** 14 years

**1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

I currently hold the CSDM designation through CSDA and I was appointed to my position on the CSDA Board in 2020. I attend most CSDA conferences and events.

**2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

ACWA, AWWA, CPRA, CalRural Water  
Institute for Local Government

**3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

LAFCo, ASBCSD (local chapter of CSDA) High Desert Mountain Water Association

**4. List civic organization involvement:**

I serve as a commissioner on the Hesperia Planning Commission

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**

# DON BARTZ

GENERAL MANAGER



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## CANDIDATE STATEMENT

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It is an honor to be considered for election to CSDA's Seat B - Southern Network to continue my service as a member of the Board of Directors. I have been active with CSDA for over 20 years during my time as General Manager for three different Southern Network agencies. I hold the Certified Special District Manager designation through CSDA and I understand just how valuable membership in CSDA is for special districts. Special districts often do not have a voice with our legislators and CSDA advocates for us. Most recently, when special districts were completely overlooked in regard to state and federal COVID-19 funds, CSDA worked with our legislators to provide COVID-19 funding for special districts.

I have been the General Manager of the Phelan Pinon Hills Community Services District ("District") since it formed 14 years ago. Our District has utilized CSDA's education and legislative programs to educate both District directors and staff in order to establish sound governance and best practices for our authorized services. I have served on CSDA's Professional Development and Membership Committees and recommend all special districts join CSDA to strengthen our coalition and bring recognition to our unique districts.


Because my District provides water, parks and recreation, solid waste, and street lighting services, I will bring a variety of experience and understanding of the needs of special districts in our region. As a regular attendee of CSDA conferences and workshops, I am willing to attend meetings and conferences. As a regular panelist on CSDA's, "So You Want to be a General Manager," workshop, I understand the role CSDA plays in helping general managers manage special districts and how CSDA is essential in training the next generation of managerial staff.

I currently serve as CSDA's representative for the Institute of Local Government and I also serve as an appointed planning commissioner for the City of Hesperia. I understand the land use and other hurdles special districts face when developing projects. I will utilize my legislative relationships for the benefit of CSDA members to advocate for special districts and to ensure we have a voice in the legislature and are considered for funding and grants. I would be honored to receive your agency's vote.

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## CONTACT INFORMATION

---

 760-868-1212 x306

 [dbartz@pphcsd.org](mailto:dbartz@pphcsd.org)

 4176 Warbler Road • Phelan, CA 92371



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2022 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Ken Endter

District/Company: Fallbrook Public Utility District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 4 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Workshops and events

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

ACWA workshops and events

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

San Diego County Emergency Preparedness, Supervisor District #14

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2022 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Beverli A. Marshall

District/Company: Valley Sanitary District

Title: General Manager

Elected/Appointed/Staff: Staff

Length of Service with District: 2.5 years

**1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

I am currently on the Professional Development and Membership Services committees. I have served on various committees over the past 10 years.

**2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

I am a member of CSMFO, CASA, CWEA, CalPELRA, and Cal-ICMA. I am also a member of NACWA, AWWA, ICMA, WEF, and WateReuse.

**3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

I serve on the Advisory Board of the UCSB Professional & Continuing Education Women in Leadership Executive Program and am Chairman for the Water Sector Management Committee for the Desert Region Apprenticeship Program.

**4. List civic organization involvement:**

I am President of Indio Sunrise Rotary club, Parliamentarian of the Woman's Club of Indio, a member of the Daughters of the American Revolution, and my application is being processed for the Mayflower Society.

**\*\*Candidate Statement –** Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**

# Beverli A. Marshall

General Manager  
Valley Sanitary District

Candidate - Southern Network (Seat B)



## ABOUT ME

I have worked in public agencies for over 20 years and, for the past 13 years, served in management positions at special districts. I am an outspoken advocate for the critical work that districts do for their communities every day.

## EDUCATION



Doctoral Candidate - 2022

Business Administration

MPA - 1996

Public Administration

Bachelor of Arts - 1994

Sociology

CSDA

Professional Development, Legislative, Elections & Bylaws, Fiscal, and Membership Services committees

Mt. View Sanitary District

Board Member

CSRMA

Board Member

Indio Sunrise Rotary Club

Board President

Woman's Club of Indio

Board Parliamentarian

## BOARD EXPERIENCE



AWWA

Workforce Strategies Committee

CWEA

DEI Task Force

CSMFO

Budget Award Review

## VOLUNTEER



SDLF

Certified Special District Manager

SDLF

Special District Governance

ICMA

Credentialed Manager

## CERTIFICATION



## VOTE



If elected, I will serve the Southern Network ethically, responsibly, and enthusiastically. Remember - ballots will be sent out electronically before June 2 and are due July 8.

**Vote for Beverli A. Marshall - Southern Network (Seat B)**



A. 4176 Warbler Road  
P.O. Box 294049  
Phelan, CA 92329  
P. (760) 868-1212  
F. (760) 868-2323  
W. [www.pphcsd.org](http://www.pphcsd.org)

May 23, 2022

Assistant General Manager Michael Perea  
Trabuco Canyon Water District  
32003 Dove Canyon Dr  
Trabuco Canyon, CA 92679-3715

**RE: CSDA's Seat B – Southern Network Election**

Dear Assistant General Manager Perea,

It is an honor to be considered for election to CSDA's Seat B - Southern Network to continue my service as a member of the Board of Directors. I have been active with CSDA for over 20 years during my time as General Manager for three different Southern Network agencies. I hold the Certified Special District Manager designation through CSDA and I understand just how valuable membership in CSDA is for special districts. Special districts often do not have a voice with our legislators and CSDA advocates for us. Most recently, when special districts were completely overlooked in regard to state and federal COVID-19 funds, CSDA worked with our legislators to provide COVID-19 funding for special districts.

I have been the General Manager of the Phelan Pinon Hills Community Services District ("District") since it formed 14 years ago. Our District has utilized CSDA's education and legislative programs to educate both District directors and staff in order to establish sound governance and best practices for our authorized services. I have served on CSDA's Professional Development and Membership Committees and recommend all special districts join CSDA to strengthen our coalition and bring recognition to our unique districts.

Because my District provides water, parks and recreation, solid waste, and street lighting services, I will bring a variety of experience and understanding of the needs of special districts in our region. As a regular attendee of CSDA conferences and workshops, I am willing to attend meetings and conferences. As a regular panelist on CSDA's, "So You Want to be a General Manager," workshop, I understand the role CSDA plays in helping general managers manage special districts and how CSDA is essential in training the next generation of managerial staff.

I currently serve as CSDA's representative for the Institute of Local Government and I also serve as an appointed planning commissioner for the City of Hesperia. I understand the land use and other hurdles special districts face when developing projects. I will utilize my legislative relationships for the benefit of CSDA members to advocate for special districts and to ensure we have a voice in the legislature and are considered for funding and grants. I would be honored to receive your vote.

Sincerely,

Don Bartz, General Manager



**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 16, 2022**

**ACTION CALENDAR**

**LEGISLATIVE AND OTHER MATTERS**

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

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Staff may provide information at the time of the meeting.

**RECOMMENDED ACTION:**

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

**CONTACTS (staff responsible): PALUDI**

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD MEETING | JUNE 16, 2022**

**ACTION CALENDAR  
LEGISLATIVE AND OTHER MATTERS  
ITEM 13: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION**

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**RECOMMENDED ACTION:**

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

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