



**REGULAR BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
ADMINISTRATIVE FACILITY, BOARD ROOM
FEBRUARY 16, 2023 AT 5:30 PM**

BOARD OF DIRECTORS

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

DISTRICT STAFF

Fernando Paludi, General Manager
Michael Perea, District Secretary
Cindy Byerrum, District Treasurer
Hanson Bridgett LLP, District General Legal Counsel

AGENDA NOTE:

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. You may submit public comments by email to the Board at mperea@tcwd.ca.gov. In order to be part of the record, emailed comments on meeting agenda items must be received by the District, at the referenced e-mail address, not later than 5:00 p.m. (PDT) on the day of the meeting.

CALL MEETING TO ORDER & PLEDGE OF ALLEGIANCE

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

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

VISITOR PARTICIPATION

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

ORAL COMMUNICATION

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

DIRECTORS' COMMENTS AND MEETING REPORTS

REPORT FROM THE GENERAL MANAGER

CONSENT CALENDAR

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

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

1. November 21, 2022 Special Board Meeting
2. December 7, 2022 Special Board Meeting
3. January 9, 2023 Special Board Meeting
4. January 19, 2023 Regular Board Meeting

ITEM 2: TREASURER'S REPORT

a. FINANCE/AUDIT COMMITTEE MEETING

RECOMMENDED ACTION:

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

1. January 11, 2023

b. PRESENTATION OF FINANCIALS

RECOMMENDED ACTION:

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

1. December 2022

c. PAYMENT OF BILLS FOR CONSIDERATION

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for January 2023.

ITEM 3: APPROVAL OF ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

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

1. January 4, 2023

ITEM 4: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

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

1. January 3, 2023



ACTION CALENDAR

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

ADMINISTRATIVE MATTERS

ITEM 5: 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. January 2023

FINANCIAL MATTERS

ITEM 6: ADOPTION OF DISTRICT TREASURER'S ANNUAL STATEMENT OF INVESTMENT POLICY

RECOMMENDED ACTION:

Adopt Resolution No. 2023-1312 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting an Investment Policy.

ITEM 7: APPROVAL OF ROBINSON ELEMENTARY SCHOOL 2023 JOG-A-THON EVENT SPONSORSHIP

RECOMMENDED ACTION:

Approve sponsorship of Robinson Elementary School 2023 Jog-a-thon in the amount of \$500.

ENGINEERING MATTERS

ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING SCADA UPGRADE PROJECT ADDENDUM NO. 2 WITH TESCO CONTROLS

RECOMMENDED ACTION:

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

ITEM 9: AGREEMENT FOR WITHDRAWAL FROM SOUTH ORANGE COUNTY WASTEWATER AUTHORITY AND CONCURRENT TEMPORARY RECYCLED WATER PERMIT SERVICES

RECOMMENDED ACTION:

Authorize the General Manager to execute the Agreement for SOCWA Withdrawal and Concurrent Temporary Recycled Water Permit Services between Trabuco Canyon Water District and South Orange County Wastewater Authority, subject to any revisions approved by the General Manager and legal counsel.

LEGISLATIVE AND OTHER MATTERS

ITEM 10: DROUGHT STATUS UPDATE

RECOMMENDED ACTION:

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



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING AGENDA | FEBRUARY 16, 2023**

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

RECOMMENDED ACTION(S):

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

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

ITEM 12: _____

ITEM 13: _____

GENERAL COUNSEL REPORT

Reports or comments from the District's General Counsel

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. If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available online at www.tcwd.ca.gov at the same time as they are distributed to the Board Members, except that, if such writings are distributed immediately prior to or during the meeting, they will be posted online on the District's website located at www.tcwd.ca.gov.

COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2

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

FUTURE SCHEDULED REGULAR BOARD MEETINGS OF THE BOARD OF DIRECTORS

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

March 16, 2023 | April 20, 2023 | May 18, 2023



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 16, 2023**

CONSENT CALENDAR

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. November 21, 2022 Special Board Meeting*
- 2. December 7, 2022 Special Board Meeting*
- 3. January 9, 2023 Special Board Meeting*
- 4. January 19, 2023 Regular Board Meeting*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI



MINUTES OF THE SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | NOVEMBER 21, 2022

The Special Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on November 21, 2022, was called to order by President Chadd at 5:00 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Board Secretary, transcribed the minutes thereof.

DIRECTORS PRESENT

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

STAFF PRESENT

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

DISTRICT CONSULTANTS PRESENT

Tori Yokoyama, Hazen and Sawyer
Sean Pour, Hazen and Sawyer

PUBLIC PRESENT

There were members of the public in attendance

PLEDGE OF ALLEGIANCE

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

VISITOR PARTICIPATION & ORAL COMMUNICATION

None

DIRECTOR'S COMMENTS

No comments were received.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Wished all in attendance a Happy Thanksgiving
- Introduced the District's consultants from Hazen and Sawyer to the Board of Directors.

**TRABUCO CANYON WATER DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING MINUTES | NOVEMBER 21, 2022**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 1: TREASURER'S REPORT

Mr. Paludi introduced this matter for Board consideration, and he reported that the development and preparation of this matter has been reviewed with the Engineering/Operational Committee. Mr. Paludi added that Hazen and Sawyer (Hazen) has prepared a summary of the field condition assessment of the District's facilities, including a summary of the approach, an estimation of replacement costs, a brief demonstration of the Power BI Dashboard, and a review of the proposed next steps.

Mr. Yokoyama introduced the Hazen team to the Board of Directors, and thanked District staff for their assistance during the field condition assessment work as it provided critical information to develop their report to the Board. Mr. Yokoyama indicated that the Hazen team has prepared a PowerPoint presentation to provide an overview of the their findings consistent with the project scope of work. Mr. Pour delivered the presentation to the Board which with photographs and condition notes for each facility.

Discussion occurred concerning the prioritization of capital improvement projects and project funding through District rates and charges. Director Safranski expressed concern regarding the condition of certain identified facilities, and he commented that the inability to source outdated parts for legacy equipment will likely require complete replacement. Director Mandich expressed concern with the condition of certain facilities and highlighted the importance of ongoing maintenance of equipment. Director Dopudja expressed appreciation to Hazen for presenting this information to the Board, and he acknowledged the relation of capital costs to rates and charges. Director Chadd requested that District staff forward the PowerPoint presentation to the Board.

MOTION: No action taken; informational matter only.

ADJOURNMENT

President Chadd adjourned the November 21, 2022, Regular Board Meeting at 6:13 p.m.



MINUTES OF THE SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | DECEMBER 7, 2022

The Special Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on December 7, 2022, was called to order by President Chadd at 5:04 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

DISTRICT CONSULTANTS PRESENT VIA CONFERENCE CALL

Cindy Byerrum, District Treasurer

DISTRICT CONSULTANTS PRESENT

Habib Isaac, IB Consulting
Claire Collins, District Legal Counsel

PLEDGE OF ALLEGIANCE

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

VISITOR PARTICIPATION & ORAL COMMUNICATION

None

DIRECTOR'S COMMENTS

Director Mandich reported that the Dove Canyon Master Association (DCMA) Recycled Water Quality Ad Hoc Committee is scheduled to meet the following day, and he expressed his appreciation to District staff for providing the requested information to the Committee.

Director Dopudja reported on his attendance at the Association of California Water Agencies (ACWA) Conference, and he provided a brief overview of Ms. Collins presentation on rates and charges.

Director Safranski reported on his attendance at the ACWA Conference, and he briefly reviewed his notes from the Joint Powers Insurance Authority (JPIA) committee meetings.

Director Acosta reported on his attendance at the ACWA Conference.

Director Chadd had no comments.

**TRABUCO CANYON WATER DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING MINUTES | DECEMBER 7, 2022**

REPORT FROM THE GENERAL MANAGER

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

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 1: DISTRICT RATES FINANCIAL PLAN DEVELOPMENT WORKSHOP PRESENTATION BY IB CONSULTANTS

Mr. Paludi presented this matter for Board consideration, and he introduced Mr. Habib Isaac to the Board. Mr. Isaac delivered a PowerPoint presentation that highlighted the overall rate development process consistent with Proposition 218, and he indicated that the purpose of the workshop was to review the proposed financial plan. Mr. Isaac provided a brief review of the District's current rates and charges and the impacts of the revenue generation in comparison with the previous rate study report. Discussion occurred concerning base assumptions which impact rates and charges and the utilization of the tax roll for certain fixed charges. Mr. Isaac reviewed the District's current financial position by reviewing revenue versus expenses and discussed the impacts of debt management with the recent debt issuance.

Mr. Isaac presented two revenue plan scenarios to the Board for consideration, including a capital spending level based on the District assets condition assessment results prepared by Hazen, and a level based on depreciation of District assets. Discussion occurred concerning the merits of both scenarios and the immediate and long-term impacts of rates and charges developed on each basis. Discussion occurred concerning the information presented to the Board. Mr. Isaac provided an overview of the next steps, which included working with District staff to finalize energy costs and develop proposed rates and charges based on the revenue plan scenarios for Board consideration. Director Dopudja commended Mr. Isaac on his presentation, and he asked District staff to prepare a comparison of the operational expenses to operate the Dimension Water Treatment Plant (DWTP) versus the utilization of Baker Water Treatment Plant production water and treated water purchases through interconnections; Mr. Isaac commented that based on a preliminary analysis the operation of DWTP is more cost efficient than purchasing treated water by approximately \$200 per acre foot.

Mr. Paludi indicated that District staff will be receiving the updated capital improvement project schedule prepared by Hazen which will provide the necessary guidance on the finalization of the financial plan and rates and charges development.

Action: There was no action taken.

ADJOURNMENT

President Chadd adjourned the December 7, 2022 Special Board Meeting at 6:35 p.m.



MINUTES OF THE SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | JANUARY 9, 2023

The Special Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on January 9, 2023, was called to order by President Chadd at 5:30 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

DIRECTORS PRESENT

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

STAFF PRESENT

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

DISTRICT CONSULTANTS PRESENT

None

PLEDGE OF ALLEGIANCE

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

VISITOR PARTICIPATION & ORAL COMMUNICATION

None

DIRECTOR'S COMMENTS

No comments were received.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi wished a Happy New Year to all in attendance.

ACTION CALENDAR

ITEM 1: RATIFICATION OF GENERAL MANAGER'S USE OF EMERGENCY CONTRACTING AUTHORITY

Mr. Paludi presented this matter for Board consideration, and he reported that the current condition of the Dove Dam Air Vent Pipe has significantly degraded due to the impact of the recent storm events. Mr. Paludi indicated that he has issued a Declaration of Emergency the prior week due to this matter and recommended the Board ratify this action. Ms. Lausten provided an overview of the damages to the vent pipe, and she presented a proposal from Myers Marine LLC for the repair. Discussion occurred concerning the timeline for the repair and how quickly the contractor can start the work. Ms. Lausten reported that the contractor will start the following day and that the project will likely require eight to nine days of diving.

**TRABUCO CANYON WATER DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING MINUTES | JANUARY 9, 2023**

MOTION: (1) Ratification of the General Manager’s Declaration of Emergency, and (2) Authorize the General Manager to execute a contract for the Dove Dam Air Vent Pipe Repair with Myers Marine Division, LLC in the amount of \$97,415 plus a 10% contingency for a total not to exceed amount of \$107,157 – Director Acosta

SECOND: Director Chadd

AYES: Directors Dopudja, Mandich, Acosta, Chadd, & Safranski

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 5 - 0

ADJOURNMENT

President Dopudja adjourned the January 9, 2023, Special Board Meeting at 5:41 p.m.

DRAFT



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | JANUARY 19, 2023

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on January 19, 2023, was called to order by President Dopudja at 5:30 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Board Secretary, transcribed the minutes thereof.

DIRECTORS PRESENT

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

STAFF PRESENT

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

DISTRICT CONSULTANTS PRESENT

Claire Collins, General Legal Counsel – Hanson Bridgett LLP
Ian Berg, Eide Bailly Consultants

PUBLIC PRESENT

There were members of the public in attendance.

PLEDGE OF ALLEGIANCE

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

ITEMS TOO LATE TO BE AGENDIZED

None

VISITOR PARTICIPATION & ORAL COMMUNICATION

None

DIRECTOR'S COMMENTS

Director Mandich reported on his attendance at the Communities Associations of Rancho (CAR) meeting, and he highlighted a presentation delivered by the RSM Voice Group.

Director Chadd had no comments.

Director Acosta reported on his attendance at the City of Rancho Santa Margarita (RSM) Planning Commission meeting in which Mr. Jim Leach was appointed Chair of the Commission. Director Acosta reported that Municipal Water District of Orange County (MWDOC) Director Karl Seckel was appointed to the Metropolitan Water District of Southern California (MET) Board of Directors at the MWDOC Regular Board Meeting.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 19, 2023**

Director Safranski reported on his attendance at the City of RSM City Council meeting.

Director Dopudja had no comments.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Southern California Water Coalition (SCWC) has scheduled their Quarterly Luncheon for January 27th in Pomona.
- Independent Special Districts of Orange County (ISDOC) has issued a call for candidates to fill vacant positions and that nominations will close on Tuesday, February 28th at 5:00 p.m.
- MWDOC announced that their General Manager Rob Hunter has passed away and that memorial services will be announced at a later date.

Mr. Perea reported on the following personnel matters:

- District staff will be interviewing candidates for one open Wastewater Operator in Training (OIT) position.
- The District is currently accepting applications for one open Customer Service Representative position.
- Former General Manager Mr. Bruce Bonner has passed away according to family members.

CONSENT CALENDAR

President Dopudja 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.

MOTION: Approve the Consent Calendar as presented – Director Acosta

SECOND: Director Mandich

AYES: Directors Dopudja, Mandich, Acosta, Chadd, & Safranski

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 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.

MOTION: Approve the tentative future meetings/attendance items and ratify the Directors' expenses and fees from December 2022 – Director Acosta

SECOND: Director Safranski

AYES: Directors Dopudja, Mandich, Acosta, Chadd, & Safranski

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 5 - 0

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 19, 2023**

ITEM 6: DISCUSSION AND POSSIBLE ACTION RELATED TO CALENDAR YEAR 2023 BOARD MEMBER COMMITTEE APPOINTMENTS AND AGENCY REPRESENTATIVE ASSIGNMENTS

Mr. Paludi presented this matter for Board consideration, and he presented a proposed list of assignments to the Board of Directors for their review and comment. Discussion occurred concerning certain assignments and schedules. The final assignment list for calendar year 2023 is as follows:

STANDING COMMITTEES		CHAIR	MEMBER	ALTERNATE	
Executive Committee (First Monday of the Month – 5:00 p.m.)		Vice President	President	N/A	
Engineering/Operational Committee (First Wednesday of the Month – 7:00 a.m.)		Safranski	Dopudja	Chadd	
Finance/Audit Committee (Second Thursday of the Month – 1:00 p.m.)		Chadd	Acosta	Mandich	
District Properties Committee		Mandich	Dopudja	Chadd	
AD HOC COMMITTEES		CHAIR	MEMBER	ALTERNATE	
Paloma Square Project Ad Hoc Committee (advisory to the GM; not founded by the Board)		Chadd	Safranski	Dopudja	
MEMBER AGENCY REPRESENTATIVE ASSIGNMENTS		TITLE	PRIMARY	SECONDARY	THIRD
Association of California Water Agencies (ACWA)		Director	Acosta	Safranski	Chadd
ACWA Joint Powers Insurance Authority		Delegate	Safranski	Acosta	Paludi
Baker Water Treatment Plant Project Committee		Member	Paludi	Dopudja	Perea
California Special Districts Association (CSDA)		Delegate	Acosta	Dopudja	Chadd
Independent Special Districts of Orange County (ISDOC)		Member	Mandich	Dopudja	Chadd
Santiago Aqueduct Commission (SAC)		Commissioner	Chadd	Mandich	Paludi
South Orange County Wastewater Authority (SOCWA) Board		Director	Dopudja	Acosta	Paludi
SOCWA Engineering Committee		Staff	Lausten	Paludi	N/A
South Orange County Agencies Group		Liaison	Safranski	Mandich	Paludi
South OC Integrated Regional Watershed Management Area Executive Committee		Member	Mandich	Chadd	Acosta
ORGANIZATION REPRESENTATIVE ASSIGNMENTS		TITLE	PRIMARY	SECONDARY	THIRD
American Water Works Association (AWWA)		Liaison	Paludi	Perea	Lausten
Community Associations of Rancho (CAR) Meeting		Liaison	Mandich	Safranski	Perea
City of Santa Margarita City Council Meeting No. 1		Liaison	Safranski	Mandich	Perea
City of Santa Margarita City Council Meeting No. 2		Liaison	Mandich	Safranski	Perea
City of Santa Margarita Planning Commission Meeting		Liaison	Acosta	Mandich	Perea
Orange County Local Agency Formation Commission (OC LAFCO)		Liaison	Mandich	Paludi	Perea
Municipal Water District of Orange County (MWDOC) Board		Liaison	Acosta	Dopudja	Paludi
Water Advisory Committee of Orange County (WACO)		Member	Acosta	Chadd	Paludi

- MOTION:** Approve the Board of Directors Assignments for Calendar Year 2023– Director Chadd
- SECOND:** Director Acosta
- AYES:** Directors Dopudja, Mandich, Acosta, Chadd, & Safranski
- NOES:** None
- ABSTAIN:** None
- MOTION PASSED/FAILED:** Passed 5 – 0

ITEM 7: DISCUSSION AND POSSIBLE ACTION CONCERNING WATER AWARENESS DAY 2023

Mr. Paludi presented this matter for Board consideration, and he reported that District staff are working to secure vendors for this event and developing more promotional efforts. Mr. Paludi recommended scheduling the event for Saturday, May 6, 2023.

- MOTION:** Approve scheduling the District’s “Water Awareness Day” public education event for May 6, 2023 – Director Acosta
- SECOND:** Director Mandich

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 19, 2023**

AYES: Directors Dopudja, Mandich, Acosta, Chadd, & Safranski
NOES: None
ABSTAIN: None
MOTION PASSED/FAILED: Passed 5 – 0

ENGINEERING MATTERS

ITEM 8: PARTH DEVELOPMENT EASEMENT

Mr. Paludi introduced this matter for Board consideration, and he commented that this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten reported that she has worked with the property owner to secure this easement related to the District's potable water pipelines. Director Mandich inquired if the existing utility easement includes the District's access to its pipelines; Ms. Lausten commented that she would investigate the matter and then report back to the Board.

MOTION: Receive the Grant of Easement to the Trabuco Canyon Water District by The Frank R. Parth, Trustee of The Frank R. Parth Trust, dated August 31, 2015, for Water Pipelines, and authorize the District Secretary to execute said Grant of Easement - Director Safranski
SECOND: Director Acosta
AYES: Directors Dopudja, Mandich, Acosta, Chadd, & Safranski
NOES: None
ABSTAIN: None
MOTION PASSED/FAILED: Passed 5 – 0

**ITEM 9: SOUTH ORANGE COUNTY WASTEWATER AUTHORITY (SOCWA) JOINT POWERS AGREEMENT (JPA)
DISCUSSIONS UPDATE**

Mr. Paludi introduced this matter for Board consideration, and he reported that the District's proposed term sheet for leaving SOCWA has been distributed to the member agencies. Director Dopudja reported that Emerald Bay Community Services District has been supportive of the District's proposal, and that a general request to agendaize this matter for the consideration of the SOCWA Board has not been confirmed to date. Ms. Collins added that counsel is awaiting certain key financial information from SOCWA, but that SOCWA's General Manager and General Counsel have been out of the office. Director Dopudja provided an update on matters discussed at the January Regular Board Meeting.

MOTION: No action was taken.

**ITEM 10: TRABUCO CANYON WATER DISTRICT FISCAL YEAR 2021-22 ANNUAL COMPREHENSIVE FINANCIAL
REPORT**

Mr. Paludi presented this matter for Board consideration, and he mentioned this matter was reviewed with the Finance/Audit Committee. Mr. Berg delivered a PowerPoint presentation to the Board on this matter and expressed his appreciation for District staff's assistance in the preparation of the Annual Comprehensive Financial Report (ACFR). Mr. Berg reported that the District's auditor Nigro & Nigro has provided an unmodified opinion in the Financial Report, and he provided a review of the District's audited revenues and expenses for Fiscal Year 2021-22. Mr. Berg reported on the District's net pension liability, and he provided information related to the District's fully funded other post-employment benefits (OPEB) obligations. Discussion occurred concerning internal cost control measures to preserve the District's financial position; Mr. Paludi commented that staff is mindful of the District's expenses and net position. Director Chadd commended District staff for their management of the OPEB funding. Director Dopudja commended District staff for their efforts and

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 19, 2023**

recommended the General Manager provide frequent updates to the Board on current and planned capital improvement projects.

MOTION: (1) Receive and file the Trabuco Canyon Water District DRAFT Financial Statements and Independent Auditors' Report for Fiscal Years Ended June 30, 2022 and 2021, and (2) Approve the Trabuco Canyon Water District Annual Comprehensive Financial Report for Fiscal Year Ended June 30, 2022 – Director Chadd

SECOND: Director Mandich

AYES: Directors Dopudja, Mandich, Acosta, Chadd, & Safranski

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 5 - 0

LEGISLATIVE AND OTHER MATTERS

ITEM 11: DROUGHT STATUS UPDATE

Mr. Paludi provided a brief update on this matter, and he reported that current snowpack levels are averaging 150% of normal which is a good indicator at this time of the year. Mr. Paludi cautioned that MET is currently signaling potential allocations for later this year. Discussion occurred concerning District supplies; Mr. Paludi reported that the District's wells will be operating in February and the District's recycled supplies are full which places the District in a good position to meet demands this year.

MOTION: No action was taken.

ITEM 12: LOCAL GOVERNMENTAL AND LEGISLATIVE MATTER(S)

Mr. Paludi reported that MWDOC Director Karl Seckel has replaced former Director Sat Tamaribuchi as Director for the MET Board.

MOTION: No action was taken.

GENERAL COUNSEL REPORT

Ms. Collins provided a brief update on the passage of the Levine Act and the impacts on elected officials regarding political campaign contributions and contract considerations by the public agency.

OTHER INFORMATION/MATTERS

Discussion occurred concerning the Dove Dam Outlet Structure Vent Pipe Repair Project. Ms. Lausten reported the diving contractor has epoxied all of the pipeline joints and braced the pipeline to the concrete supports. Ms. Lausten added that the contractor used a staff recommendation to create a snorkel configuration which mounts the upper portion of the vent pipeline to the concrete overflow structure.

ADDITIONAL DIRECTORS' COMMENTS

Discussion occurred concerning annual ethics training for elected officials.

ADJOURNMENT

President Dopudja adjourned the January 19, 2023, Regular Board Meeting at 6:41 p.m.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 16, 2023**

CONSENT CALENDAR

ITEM 2: TREASURER'S REPORT

a. *FINANCE/AUDIT COMMITTEE MEETING*

RECOMMENDED ACTION:

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

1. *January 11, 2023*

b. *PRESENTATION OF FINANCIALS*

RECOMMENDED ACTION:

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

1. *December 2022*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for January 2023.

EXHIBITS:

1. Revenue Report – January 2023
2. Disbursement Report – January 2023
3. Summary of Disbursements – January 2023
4. General Fund Warrant Register – January 2023
5. General Fund Payroll Warrant Register – January 2023

CONTACTS (staff responsible): PEREA/WARNER



**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING RECAP | JANUARY 11, 2023**

DIRECTORS PRESENT

Ed Mandich, Committee Chair
Don Chadd, Committee Chair Alternative

DIRECTORS ABSENT

Glenn Acosta, Committee Member

STAFF PRESENT

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

CONSULTANTS PRESENT

Ian Berg, Eide Bailly

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Mandich called the January 11, 2023 Finance/Audit Committee Meeting to order at 1:00 p.m.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

There were no comments received.

REPORT FROM THE ASSISTANT GENERAL MANAGER

Mr. Paludi reported on the following matters:

- A proposed schedule for upcoming special board meeting workshops in February 2023 related to the District's Capital Improvement Program (CIP) and Rate Study.
- A brief project update on the repairs made to the Dove Lake vent pipe.

ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP

Mr. Paludi presented the Finance/Audit Committee Meeting Recap for Committee review in accordance with the agenda. Mr. Perea recommended the clarification of certain language related to the costs for the OC Rescue Mission potable services improvements.

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | JANUARY 11, 2023**

MOTION: Approve the Finance/Audit Committee Meeting Recap and recommended that the Board receive and file the same as amended (Consent Calendar) – Director Mandich
SECOND: Director Chadd
AYES: Directors Mandich & Chadd
NOES: None
ABSTAIN: None
MOTION PASSED/FAILED: Passed 2-0

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.

MOTION: Recommend the Board of Directors ratify the Directors' fees and expenses for December 2022 and tentative future meetings/attendance (Action Calendar)– Director Mandich
SECOND: Director Chadd
AYES: Directors Mandich & Chadd
NOES: None
ABSTAIN: None
MOTION PASSED/FAILED: Passed 2-0

ITEM 3: URBAN TRABUCO CANYON WATER DISTRICT FISCAL YEAR 2021-22 ANNUAL COMPREHENSIVE FINANCIAL REPORT

Mr. Paludi provided a brief overview of the District's Draft Annual Comprehensive Financial Report (ACFR), and he indicated that a comprehensive report would be presented at the Regular Board meeting for Board consideration. Mr. Paludi introduced Mr. Ian Berg to the Committee, and he provided a handout of the Draft ACFR for their review. Mr. Berg delivered a presentation to the Committee on the ACFR findings, and he expressed his appreciation for Ms. Warner's assistance in preparation of the report. Mr. Berg reported that the District has received a clean, unmodified opinion based on the auditor's review and findings and that only minor, non-substantive adjustments were made to the final Draft ACFR and Financial Report.

MOTION: Recommend forwarding this matter to the Board of Directors for their consideration (Action Calendar) – Director Mandich
SECOND: Director Chadd
AYES: Directors Mandich & Chadd
NOES: None
ABSTAIN: None
MOTION PASSED/FAILED: Passed 2-0

ITEM 4: OTHER MATTERS

Mr. Perea mentioned that the annual meetings for the Trabuco Canyon Improvement Corporation (TCIC) and Trabuco Canyon Public Financing Authority (TCPFA) and any related materials will be provided at the time of the Regular Board meeting in February.

MOTION: None – Informational item only.

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | JANUARY 11, 2023**

ITEM 5: FINANCIAL REPORT

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

DISTRICT OPERATIONS UNAUDITED

Operating Revenue, Water Commodity Sales

Ms. Warner reported that this line item was higher than budgeted due to the current warmer weather conditions.

Operating Revenue, Reclaimed Water Sales

Ms. Warner reported that water demand for the month was significantly higher than budgeted due to increased system demands.

Operating Expense, Source of Supply

Ms. Warner reported that this line item was higher than budgeted for the year due to the repairs on the Dove Dam Outlet Vent Pipe.

Operating Expense, Recycled & Reclaimed Expenses

Ms. Warner reported that this line item was higher than budgeted for the year due to increased laboratory testing. Mr. Perea added that staff has increased its recycled water sampling frequency to confirm the high quality of the production water.

Total Expenses

Ms. Warner reported that the District's Total Expenses for the year were tracking as budgeted.

DISTRICT CAPITAL FY 2022-23 (UNAUDITED)

Ms. Warner reviewed the capital expenditures to date by project and provided a brief overview of the November costs, including the following:

District Capital, Capital Improvements/Replacements

Orange County Rescue Mission (District Customer)

Ms. Warner reported that these costs were transferred expenses to capital costs related to the relocation and installation of potable water services for the Orange County Rescue Mission property in order to meet the District's standards and specifications.

District Capital, Programs, Pressure Relief Valve Improvements

Director Mandich inquired how this line item has exceeded its annual budget. Mr. Perea indicated that Water Operations has performed more PRV repairs/improvements than originally budgeted due to necessity. The Committee agreed that the repairs/improvements are critical in nature and commended Operations staff on their efforts.

MOTION: Recommend the Board ratify payment of the bills for consideration for January 11, 2023, as presented (Action Calendar) – Director Mandich

SECOND: Director Chadd

AYES: Directors Mandich & Chadd

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2-0

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | JANUARY 11, 2023**

Discussion occurred concerning the current rate of return on the District's investments in the Local Agency Investment Fund (LAIF) and potential opportunities for alternative investment strategies. Mr. Paludi reported that CSDA has instituted a similar investment JPA called California CLASS, and that staff can present more information on this matter to the Committee if desired.

ADJOURNMENT

Director Mandich adjourned the January 11, 2023 Finance/Audit Committee Meeting at 1:28 p.m.

DRAFT



Trabuco Canyon Water District

District Operations

FY 2022/23 (Unaudited)

	December 2022	YTD Actual	FY 23 Adopted Budget	YTD 50%
1 Operating Revenue				
2 Water Commodity Sales	\$ 299,954	\$ 2,346,467	\$ 4,237,600	55%
3 Service Charges - Water	97,302	587,780	1,207,000	49%
4 Service Charges - Sewer	148,109	895,448	1,844,900	49%
5 Service Charges - Recycled/Reclaimed	6,066	37,788	84,000	45%
6 Baker Treatment Plant (BTP) Water Sales	315,377	763,009	1,110,000	69%
7 Reclaimed Water Sales	31,032	463,900	771,300	60%
8 Recycled Water Sales	3,325	122,629	227,500	54%
9 Customer Charges	36,438	223,662	318,300	70%
10 Other Operating Revenue	-	-	91,800	0%
11 Standby Charges	1,580	12,563	46,200	27%
12 Uncollectable Accounts	-	-	(26,400)	0%
13 Total Operating Revenue	939,182	5,453,245	9,912,200	55%
14 Non-Operating Revenue				
15 Property Taxes	751,978	1,159,935	2,140,200	54%
16 Water Recovery & Emergency Storage Fees - BTP	31,875	191,513	382,000	50%
17 Water Recovery & Emergency Storage Fees - SRF	19,183	115,100	230,200	50%
18 Interest Revenue	417	36,903	18,800	196%
19 Other Non-Operating Revenue	3,941	23,352	76,200	31%
20 Total Non-Operating Revenue	807,394	1,526,804	2,847,400	54%
21 Total Revenues	1,746,576	6,980,049	12,759,600	55%
22 Operating Expense				
23 Source of Supply	167,632	1,379,421	2,822,500	49%
24 Baker Treatment Plant Water for Resale	260,006	685,255	1,022,500	67%
25 Water Related Expenses	78,974	537,024	911,300	59%
26 Sanitation Related Expenses	17,257	168,172	315,200	53%
27 Recycled & Reclaimed Expenses	(16,817)	101,382	207,900	49%
28 Salaries and Benefits	346,819	2,077,503	4,203,200	49%
29 CalPERS Unfunded Accrued Liability Minimum	-	273,674	290,000	94%
30 General and Administrative	161,100	1,178,634	2,323,100	51%
31 Total Operating Expense	1,014,973	6,401,066	12,095,700	53%
32 Non-Operating Expense				
33 Debt Service - State Revolving Fund	115,191	115,191	230,200	50%
34 Debt Service - Credit Line	73,306	73,306	145,000	51%
35 Total Non-Operating Expense	188,496	188,496	375,200	50%
36 Total Expenses	1,203,469	6,589,562	12,470,900	53%
37 Net Income / (Loss) Before Capital & Pension	543,107	390,487	288,700	
38 Use of District Reserves for Capital Projects	-	-	-	N/A
39 Developer Impact Fees (Restricted)	-	40,795	-	N/A
40 Increase / (Decrease) to Reserves	\$ 543,107	\$ 431,282	\$ 288,700	

*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

District Capital

FY 2022/23 (Unaudited)

	December 2022	YTD Actual	FY 23 Adopted Budget	YTD 50%
1 Funding Sources				
2 Grant Revenue	\$ -	\$ -	\$ 500,000	0%
3 Bank of the West Credit Line Proceeds	323,311	2,176,731	5,162,000	42%
4 Use of District Reserves for Capital Projects	-	-	-	0%
5 Funding Sources Total	323,311	2,176,731	5,662,000	38%
6 District Capital				
7 Capital Improvements / Replacements				
8 SCADA System Upgrades FY 2122	-	99,351	1,210,000	8%
9 AMI/AMR System Implementation (USBR) *	53,875	1,154,446	1,700,000	68%
10 Golf Club SLS Bypass Construction	9,200	117,414	870,000	13%
11 Dimension Water Treatment Plant (DWTP) Office & Storage	6,031	10,373	300,000	3%
12 Master Plan and Condition Assessment Study	-	192,150	250,000	77%
13 Live Oak Pipeline Scoping	-	-	100,000	0%
14 ETRSLs Surge Tank Improvements	144,899	146,599	250,000	59%
15 Trabuco Creek Water Main Potholing	-	-	20,000	0%
16 Dimension Water Treatment Plant Vault Lids	-	-	50,000	0%
17 ETRSLs Discharge Valve Replacement	-	-	35,000	0%
18 OC Rescue Mission	-	107,190	-	0%
19 Dove Lake Dam Repair	55,837	55,837	-	0%
20 Capital Improvements / Replacements Total	214,006	1,827,523	4,785,000	38%
21 Equipment				
22 Chiquita Capital Replacement	-	120,582	178,000	68%
23 Wastewater Treatment Plant Hoffman Blower Building Rehab	-	526	250,000	0%
24 Equipment Trailer	-	-	39,000	0%
25 Wastewater Treatment Plant New Mixers	-	-	150,000	0%
26 Dove Lake Barge/Pump	14,878	27,946	20,000	140%
27 Domestic Water Turbidimeter Replacement	-	-	15,000	0%
28 Flow Meter - Tick Creek	-	8,908	-	0%
29 Equipment Total	14,878	149,053	652,000	23%
30 Programs				
31 Pressure Relief Valve Improvements	12,492	45,075	15,000	300%
32 Valve Replacement Program	-	9,660	45,000	21%
33 Manhole Recoating Program - Sewer	-	-	20,000	0%
34 Pressure Relief Valve Vault Improvements - Reclaimed	-	-	45,000	0%
35 Pump Replacement Program	26,099	80,676	100,000	81%
36 Programs Total	38,590	135,411	225,000	60%
37 District Capital Total	323,311	2,176,731	5,662,000	38%
38 Net Budget	\$ -	\$ -	\$ -	

*Partially funded by Grant / Loan Proceeds



Trabuco Canyon Water District

Balance Sheet

December 31, 2022

(Unaudited)

	December 2022
1 Assets	
2 Cash & Investments	
3 Cash & Investments - Unrestricted	\$ (1,892,718)
4 Cash & Investments - Restricted	11,490,213
5 Total Cash & Investments	<u>9,597,495</u>
6 Other Current Assets	
7 Accounts Receivable, Net	1,861,452
8 Due from Baker Treatment Plant Reserves	514,750
9 Prepaid & Other	43,990
10 LAIF - Market Value Adjustment ¹	533
11 Total Other Current Assets	<u>2,420,192</u>
12 Capital Assets	
13 Capital Assets, at Cost	124,666,643
14 Accumulated Depreciation	(78,671,718)
15 Construction in Progress	3,459,022
16 Total Capital Assets	<u>49,453,947</u>
17 Net OPEB Asset	201,692
18 Deferred Outflows of Resources (DOR)	1,473,729
19 Total Assets & DOR	<u><u>\$ 63,147,587</u></u>
20 Liabilities	
21 Current Liabilities	
22 Accounts Payable	\$ 1,110,189
23 Due to Internal Financing Fund	514,750
24 Accrued Expenses	158,208
25 Current Portion-Long Term Debt	92,840
26 Deposits on Hand	80,587
27 Total Current Liabilities	<u>1,956,573</u>
28 Long-Term Liabilities	
29 Net Pension Liability	1,597,778
30 State Revolving Fund Loan	1,749,475
31 Bank of the West Loan	10,000,000
32 Total Long Term Liabilities	<u>13,347,253</u>
33 Deferred Inflows of Resources (DIR)	2,448,966
34 Total Liabilities & DIR	<u>17,752,792</u>
35 Net Position	45,394,796
36 Total Liabilities, Net Position & DIR	<u><u>\$ 63,147,587</u></u>

¹ LAIF Market Value adjusted annually at June 30th. This balance may be different from the cash and investments report during the year based on updated market conditions.

**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

December 31, 2022
(Unaudited)

	Type	Cost	Market	% Total
District Cash & Investments				
Unrestricted				
Local Agency Investment Fund (LAIF)	Investment	\$ (3,106,092)	\$ (3,046,334)	-32.3%
Bank of the West	Checking	1,213,374	1,213,374	12.9%
Total Unrestricted		(1,892,718)	(1,832,960)	-19.4%
Restricted				
LAIF - Water Storage Facilities	Investment	1,060,119	1,039,724	11.0%
LAIF - WRES - Rose Canyon/Lang Wells	Investment	1,527,185	1,497,803	15.9%
LAIF - WRES - Reservoir/Distribution Impr.	Investment	2,684,837	2,633,183	27.9%
LAIF - Interim Sewage	Investment	119,670	117,367	1.2%
LAIF - Debt Issuance 2022	Investment	5,861,514	5,748,744	60.9%
Cash in CB&T Reserved for SRF Loan	Checking	236,888	236,888	2.5%
Total Restricted		11,490,213	11,273,710	119.4%
Total District Cash & Investments		\$ 9,597,495	\$ 9,440,750	100.0%

Quarterly Certification

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

Cindy Byerrum

Cindy Byerrum, Treasurer



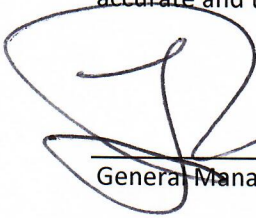
Trabuco Canyon Water District
General Fund Warrant Register
1/11/2023

Summary of Disbursements

Computer Checks	140,444.43
UB Refund Checks	-
Void UB Refund	-
Bank Drafts	461,589.68
Bank EFTs	348,189.73
Voided Checks	(3,453.00)
Total Disbursements	946,770.84

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

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


General Manager / Assistant General Manager

 1-11-23
By: _____ Date: _____

 1/11/23
By: _____ Date: _____



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
ACWA0003	ACWA/JPIA - LIFE	12/15/2022	EFT	0.00	551.19	242
UNIF0001	UNIFIRST CORPORATION	12/15/2022	EFT	0.00	117.92	243
UNIT0001	UNITED WATER WORKS, INC.	12/15/2022	EFT	0.00	2,012.90	244
WOOD0001	WOODARD & CURRAN, INC.	12/15/2022	EFT	0.00	2,717.50	245
AMAZ0001	AMAZON	12/22/2022	EFT	0.00	1,021.12	246
BANK0001	BANK OF THE WEST	12/22/2022	EFT	0.00	73,305.55	247
CB&T0001	CALIFORNIA BANK & TRUST	12/22/2022	EFT	0.00	115,190.52	248
IRVI0002	IRVINE PIPE SUPPLY	12/22/2022	EFT	0.00	3,047.16	249
MWDO0001	MWDOC	12/22/2022	EFT	0.00	148,593.12	250
OLIN0001	OLIN CHEMICALS	12/22/2022	EFT	0.00	1,514.83	251
UNIF0001	UNIFIRST CORPORATION	12/22/2022	EFT	0.00	117.92	252
ARC0001	ARC	12/14/2022	Regular	0.00	152.08	11414
CARQ0001	CARQUEST OF ORANGE COUNTY	12/14/2022	Regular	0.00	898.96	11415
CINT0001	CINTAS CORPORATION	12/14/2022	Regular	0.00	1,016.09	11416
DMS0001	DMS FACILITY SERVICES	12/14/2022	Regular	0.00	2,106.01	11417
FERG0001	FERGUSON WATERWORKS	12/14/2022	Regular	0.00	71,618.78	11418
HURT0001	RICHARD HURTADO	12/14/2022	Regular	0.00	148.81	11419
OCWA0001	OC WASTE & RECYCLING	12/14/2022	Regular	0.00	1,722.32	11420
ORAN0004	ORANGE COUNTY PUMPING, INC.	12/14/2022	Regular	0.00	1,065.00	11421
ORKI0001	ORKIN, INC.	12/14/2022	Regular	0.00	124.00	11422
QUIN0002	JUAN A. QUINONEZ	12/14/2022	Regular	0.00	311.49	11423
SAFR0001	MIKE SAFRANSKI	12/14/2022	Regular	0.00	725.34	11424
SANT0003	SANTA MARGARITA WATER DISTRICT	12/14/2022	Regular	0.00	660.00	11425
SIER0002	SIERRA ANALYTICAL	12/14/2022	Regular	0.00	1,497.50	11426
UNIT0004	UNITED PUMPING SERVICE, INC.	12/14/2022	Regular	0.00	4,040.50	11427
WECK0001	WECK LABORATORIES	12/14/2022	Regular	0.00	118.72	11428
AT&T0003	AT&T MOBILITY	12/21/2022	Regular	0.00	53.23	11429
BAVC0001	BAVCO BACKFLOW APPARATUS & VALVE CO.	12/21/2022	Regular	0.00	703.74	11430
CONS0003	CONSOLIDATED WATER TECHNOLOGIES, INC.	12/21/2022	Regular	0.00	14,410.87	11431
GRAI0001	GRAINGER	12/21/2022	Regular	0.00	77.10	11432
HANS0001	HANSON BRIDGETT LLP	12/21/2022	Regular	0.00	13,856.96	11433
HYDR0002	HYDROTECH ELECTRIC	12/21/2022	Regular	0.00	7,478.85	11434
NBS0001	NBS	12/21/2022	Regular	0.00	944.82	11435
ORAN0003	ORANGE COUNTY FIRE AUTHORITY	12/21/2022	Regular	0.00	347.00	11436
ORAN0004	ORANGE COUNTY PUMPING, INC.	12/21/2022	Regular	0.00	1,065.00	11437
SANT0007	SANTA MARGARITA TOYOTA	12/21/2022	Regular	0.00	63.46	11438
SOUT0012	DELCO SERVICE, INC.	12/21/2022	Regular	0.00	9,571.20	11439
STAT0001	STATE WATER RESOURCES CONTROL BOARD	12/21/2022	Regular	0.00	60.00	11440
SWRC0001	SWRCB ACCOUNTING OFFICE	12/21/2022	Regular	0.00	3,453.00	11441
SWRC0001	SWRCB ACCOUNTING OFFICE	12/31/2022	Regular	0.00	-3,453.00	11441
TESC0001	TESCO CONTROLS, INC.	12/21/2022	Regular	0.00	1,156.50	11442
Unif0002	UNIFIRST FIRST AID CORPORATION	12/21/2022	Regular	0.00	34.42	11443
WECK0001	WECK LABORATORIES	12/21/2022	Regular	0.00	118.72	11444
ACOS0001	GLENN ACOSTA	12/21/2022	Regular	0.00	843.96	11445
SOUT0001	SOUTH COAST AQMD	12/15/2022	Bank Draft	0.00	620.61	DFT0002962
WAGE0001	WAGE WORKS, INC.	12/15/2022	Bank Draft	0.00	1.07	DFT0002963
ADP0001	ADP	12/16/2022	Bank Draft	0.00	1,891.01	DFT0002964
COXC0001	COX COMMUNICATIONS	12/16/2022	Bank Draft	0.00	97.81	DFT0002965
ADP0001	ADP	12/19/2022	Bank Draft	0.00	109,313.27	DFT0002966
TABA0001	TAB ANSWER NETWORK	12/19/2022	Bank Draft	0.00	175.64	DFT0002967
XERO0001	XEROX CORPORATION	12/19/2022	Bank Draft	0.00	318.83	DFT0002968
UMPQ0001	UMPQUA BANK	12/20/2022	Bank Draft	0.00	7,448.13	DFT0002969
CALP0001	CALPERS	12/20/2022	Bank Draft	0.00	27,209.80	DFT0002970
COXC0001	COX COMMUNICATIONS	12/20/2022	Bank Draft	0.00	702.24	DFT0002971

Check Report

Date Range: 12/14/2022 - 01/10/2023

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
SOUT0002	SOUTHERN CALIFORNIA EDISON	12/20/2022	Bank Draft	0.00	69,492.96	DFT0002972
HOME0001	HOME DEPOT CREDIT SERVICES	12/21/2022	Bank Draft	0.00	1,598.78	DFT0002973
TOLL0001	THE TOLL ROADS	12/21/2022	Bank Draft	0.00	140.00	DFT0002974
WAGE0001	WAGE WORKS, INC.	12/23/2022	Bank Draft	0.00	75.00	DFT0002975
AT&T0003	AT&T MOBILITY	12/27/2022	Bank Draft	0.00	2,359.66	DFT0002976
PITN0001	PITNEY BOWES GLOBAL FINANCIAL SERVICES LI	12/29/2022	Bank Draft	0.00	190.02	DFT0002977
TOLL0001	THE TOLL ROADS	12/29/2022	Bank Draft	0.00	140.00	DFT0002978
ADP0001	ADP	12/30/2022	Bank Draft	0.00	112.00	DFT0002979
SWRC0001	SWRCB ACCOUNTING OFFICE	12/30/2022	Bank Draft	0.00	3,453.00	DFT0002980
WAGE0001	WAGE WORKS, INC.	12/30/2022	Bank Draft	0.00	8.60	DFT0002981
PACE0001	PACE PAYMENT SYSTEMS, INC.	01/03/2023	Bank Draft	0.00	4,818.28	DFT0002982
SANT0003	SANTA MARGARITA WATER DISTRICT	01/03/2023	Bank Draft	0.00	1,051.07	DFT0002983
SHRE0001	SHRED-IT USA, LLC	01/03/2023	Bank Draft	0.00	68.00	DFT0002984
SOUT0002	SOUTHERN CALIFORNIA EDISON	01/03/2023	Bank Draft	0.00	13,351.99	DFT0002985
VSP0001	VSP	01/03/2023	Bank Draft	0.00	814.55	DFT0002986
ADP0001	ADP	01/04/2023	Bank Draft	0.00	117,414.56	DFT0002987
CALP0001	CALPERS	01/04/2023	Bank Draft	0.00	87,916.38	DFT0002988
GUAR0001	GUARDIAN	01/05/2023	Bank Draft	0.00	4,150.84	DFT0002989
COXC0001	COX COMMUNICATIONS	01/09/2023	Bank Draft	0.00	2,543.92	DFT0002990
ADP0001	ADP	01/10/2023	Bank Draft	0.00	1,891.01	DFT0002991
COXC0001	COX COMMUNICATIONS	01/10/2023	Bank Draft	0.00	1,749.37	DFT0002992
WAGE0001	WAGE WORKS, INC.	01/10/2023	Bank Draft	0.00	471.28	DFT0002993

Bank Code APBNK Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	50	32	0.00	140,444.43
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-3,453.00
Bank Drafts	73	32	0.00	461,589.68
EFT's	17	11	0.00	348,189.73
	140	76	0.00	946,770.84

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	50	32	0.00	140,444.43
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-3,453.00
Bank Drafts	73	32	0.00	461,589.68
EFT's	17	11	0.00	348,189.73
	140	76	0.00	946,770.84

Fund Summary

Fund	Name	Period	Amount
99	Pooled Cash	12/2022	710,529.59
99	Pooled Cash	1/2023	236,241.25
			946,770.84



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

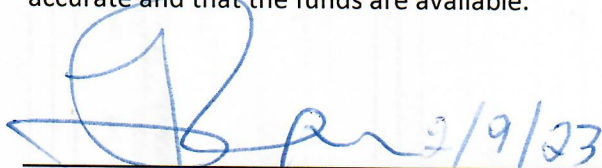
GENERAL FUND PAYROLL WARRANT REGISTER

For the Month of: January 2023


\$ 251,090.27

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


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



General Manager / Assistant General Manager

 2/9/23

By Date

 2/9/23

By Date

Net Pay	Checks				.00
	Direct Deposits				83,285.42
	Subtotal Net Pay				83,285.42
	Adjustments				.00
	Total Net Pay Liability (Net Cash)				83,285.42

Taxes		You are responsible for		Amount debited	
Federal		Depositing these amounts		from your account	
Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
Federal Income Tax				18,924.46	
Earned Income Credit Advances					
Social Security				8,248.77	8,248.75
Medicare				1,929.14	1,929.14
Medicare Surtax					
Federal Unemployment Tax					
Subtotal Federal		29,102.37	10,177.89	39,280.26	
FMLA-PSL Payments Credit					
FMLA-PSL ER FICA Credit					
FMLA-PSL Health Care Premium Credit					
Employee Retention Qualified Payments Cre					
Employee Retention Qualified Health Care					
Cobra Premium Assistance Payments					
Total Federal		29,102.37	10,177.89	39,280.26	
State					
CA State Income Tax				7,928.44	
CA State Unemployment Insurance-ER 3000					840.27
CA State Disability Insurance-EE				1,196.18	
Subtotal CA				9,124.62	840.27
Total Taxes		.00	.00	38,226.99	11,018.16
Amount ADP Debited From AccountXXXX6939				49,245.15	

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit			83,285.42	35 Employee Transactions
Transfers	Amount ADP Debited From AccountXXXX6939			83,285.42	
Total Amount ADP Debited From Your Accounts				132,530.57	



Statistical Summary
Detail

TRABUCO CANYON WATER

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

Batch : **5256**
Quarter Number : **1**
Service Center : **580**

Period Ending : **01/15/2023** **Week 03**
Pay Date : **01/20/2023**
Current Date : **01/18/2023** Page 2

Net Pay	Checks		336.55		
	Direct Deposits		76,475.95		
	Subtotal Net Pay				76,812.50
	Adjustments		.00		
	Total Net Pay Liability (Net Cash)				76,812.50

Taxes		You are responsible for		Amount debited	
Federal		Depositing these amounts		from your account	
Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
Federal Income Tax			15,546.34		
Earned Income Credit Advances					
Social Security			7,478.26	7,478.27	
Medicare			1,748.97	1,748.95	
Medicare Surtax					
Federal Unemployment Tax					
Subtotal Federal		24,773.57	9,227.22		34,000.79
FMLA-PSL Payments Credit					
FMLA-PSL ER FICA Credit					
FMLA-PSL Health Care Premium Credit					
Employee Retention Qualified Payments Cre					
Employee Retention Qualified Health Care					
Cobra Premium Assistance Payments					
Total Federal		24,773.57	9,227.22		34,000.79
State					
CA State Income Tax			6,436.39		
CA State Unemployment Insurance-ER 3000				254.97	
CA State Disability Insurance-EE			1,055.05		
Subtotal CA			7,491.44	254.97	7,746.41
Total Taxes		.00	.00	32,265.01	9,482.19
Amount ADP Debited From AccountXXXX6939					41,747.20

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit		76,475.95		32 Employee Transactions
Transfers	ADP Check		336.55		
	Amount ADP Debited From AccountXXXX6939				76,812.50
Total Amount ADP Debited From Your Accounts					118,559.70



Statistical Summary Detail

TRABUCO CANYON WATER

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

Batch : **6379**
 Quarter Number : **1**
 Service Center : **580**

Period Ending : **01/31/2023** **Week 05**
 Pay Date : **02/03/2023**
 Current Date : **02/01/2023** Page 2



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 01/01/2023 - 01/31/2023

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
01/03/2023		DFT0002982	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-4,818.28
01/03/2023		DFT0002983	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-1,051.07
01/03/2023		DFT0002984	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
01/03/2023		DFT0002985	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-13,351.99
01/03/2023		DFT0002986	VSP	Accounts Payable	Outstanding	Bank Draft	-814.55
01/04/2023		DFT0002987	ADP	Accounts Payable	Outstanding	Bank Draft	-117,414.56
01/04/2023		DFT0002988	CALPERS	Accounts Payable	Outstanding	Bank Draft	-87,916.38
01/05/2023		DFT0002989	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-4,150.84
01/09/2023		DFT0002990	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,543.92
01/10/2023		DFT0002991	ADP	Accounts Payable	Outstanding	Bank Draft	-1,891.01
01/10/2023		DFT0002992	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,749.37
01/10/2023		DFT0002993	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-471.28
01/12/2023		DFT0002994	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-695.45
01/12/2023		DFT0002995	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-228.30
01/12/2023		DFT0002996	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-5,723.81
01/13/2023		DFT0002997	SOUTH COAST AQMD	Accounts Payable	Outstanding	Bank Draft	-620.61
01/17/2023		DFT0002998	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-100.43
01/17/2023		DFT0002999	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-185.44
01/17/2023		DFT0003000	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
01/17/2023		DFT0003001	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-121.49
01/19/2023		DFT0003002	UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-11,563.07
01/19/2023		DFT0003003	ADP	Accounts Payable	Outstanding	Bank Draft	-132,530.57
01/19/2023		DFT0003004	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-702.24
01/19/2023		DFT0003005	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-70,895.99
01/23/2023		DFT0003006	CALPERS	Accounts Payable	Outstanding	Bank Draft	-27,583.87
01/23/2023		DFT0003007	CINTAS CORPORATION	Accounts Payable	Outstanding	Bank Draft	-393.94
01/23/2023		DFT0003008	LOWE'S	Accounts Payable	Outstanding	Bank Draft	-53.11
01/23/2023		DFT0003009	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
01/25/2023		DFT0003010	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-2,648.49
01/26/2023		DFT0003011	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
01/27/2023		DFT0003012	ADP	Accounts Payable	Outstanding	Bank Draft	-112.00
Bank Draft Total: (31)							-490,755.06
Check							
01/11/2023		11446	AT&T	Accounts Payable	Outstanding	Check	-904.51

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/11/2023		11447	CHEMTRADE CHEMICALS US LLC	Accounts Payable	Outstanding	Check	-6,897.30
01/11/2023		11448	CONSUMER PIPE & SUPPLY	Accounts Payable	Outstanding	Check	-113.35
01/11/2023		11449	FEDEX	Accounts Payable	Outstanding	Check	-40.52
01/11/2023		11450	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-53,875.00
01/11/2023		11451	HARRINGTON INDUSTRIAL PLASTICS LLC	Accounts Payable	Outstanding	Check	-1,141.75
01/11/2023		11452	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-6,799.00
01/11/2023		11453	HMS INDUSTRIES	Accounts Payable	Outstanding	Check	-1,814.90
01/11/2023		11454	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-1,487.20
01/11/2023		11455	INDUSTRIAL METAL SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-485.23
01/11/2023		11456	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-3,125.11
01/11/2023		11457	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-204,941.21
01/11/2023		11458	NUMATIC ENGINEERING	Accounts Payable	Outstanding	Check	-1,568.12
01/11/2023		11459	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-3,195.00
01/11/2023		11460	ORKIN, INC.	Accounts Payable	Outstanding	Check	-1,709.00
01/11/2023		11461	ROBERT'S WASTE & RECYCLING	Accounts Payable	Outstanding	Check	-200.00
01/11/2023		11462	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-8,295.50
01/11/2023		11463	SOUTH ORANGE COUNTY WASTEWATER AUTHORITY	Accounts Payable	Outstanding	Check	-15,382.00
01/11/2023		11464	DELCO SERVICE, INC.	Accounts Payable	Outstanding	Check	-2,920.48
01/11/2023		11465	SOUTHERN CALIFORNIA WATER COALITION	Accounts Payable	Outstanding	Check	-2,500.00
01/11/2023		11466	SS MECHANICAL CONSTRUCTION CORP.	Accounts Payable	Outstanding	Check	-144,034.25
01/11/2023		11467	STANLEY CONVERGENT SECURITY SOLUTIONS	Accounts Payable	Outstanding	Check	-700.65
01/11/2023		11468	SWRCB ACCOUNTING OFFICE	Accounts Payable	Outstanding	Check	-27,890.24
01/11/2023		11469	TEKDRAULICS	Accounts Payable	Outstanding	Check	-40,976.77
01/11/2023		11470	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
01/11/2023		11471	TRENCH SHORING COMPANY	Accounts Payable	Outstanding	Check	-254.18
01/11/2023		11472	U. S. SAWS	Accounts Payable	Outstanding	Check	-6,031.42
01/11/2023		11473	URBAN WATER INSTITUTE, INC.	Accounts Payable	Outstanding	Check	-1,250.00
01/11/2023		11474	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-251.05
01/11/2023		11475	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-602.16
01/11/2023		11476	MYERS MARINE DIVISION, LLC	Accounts Payable	Outstanding	Check	-17,000.00
01/20/2023		11477	BAVCO BACKFLOW APPARATUS & VALVE CO.	Accounts Payable	Outstanding	Check	-597.39
01/20/2023		11478	DMC ENGINEERING	Accounts Payable	Outstanding	Check	-225.00
01/20/2023		11479	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-2,604.59
01/20/2023		11480	IWATER, INC.	Accounts Payable	Outstanding	Check	-1,625.00
01/20/2023		11481	IXOM WATERCARE, INC.	Accounts Payable	Outstanding	Check	-9,500.00
01/20/2023		11482	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-18,494.96
01/20/2023		11483	OC WASTE & RECYCLING	Accounts Payable	Outstanding	Check	-2,942.83
01/20/2023		11484	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-2,485.00
01/20/2023		11485	ORKIN, INC.	Accounts Payable	Outstanding	Check	-124.00
01/20/2023		11486	PSOMAS	Accounts Payable	Outstanding	Check	-3,445.00
01/20/2023		11487	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
01/20/2023		11488	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-2,156.00
01/20/2023		11489	TYLER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-181.40

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/20/2023		11490	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-119.82
01/20/2023		11491	UNIFIRST FIRST AID CORPORATION	Accounts Payable	Outstanding	Check	-306.72
01/20/2023		11492	URBAN WATER INSTITUTE, INC.	Accounts Payable	Outstanding	Check	-1,500.00
01/20/2023		11493	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-57.12
01/26/2023		11494	BRENT MONSON	Accounts Payable	Outstanding	Check	-107.01
01/31/2023		11495	AT&T	Accounts Payable	Outstanding	Check	-918.94
01/31/2023		11496	AT&T MOBILITY	Accounts Payable	Outstanding	Check	-53.23
01/31/2023		11497	BLACK KNIGHT FINANCIAL SERVICES, LLC	Accounts Payable	Outstanding	Check	-9.00
01/31/2023		11498	CWEA	Accounts Payable	Outstanding	Check	-202.00
01/31/2023		11499	DMC ENGINEERING	Accounts Payable	Outstanding	Check	-839.52
01/31/2023		11500	DMS FACILITY SERVICES	Accounts Payable	Outstanding	Check	-936.01
01/31/2023		11501	FEDEX	Accounts Payable	Outstanding	Check	-116.80
01/31/2023		11502	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-1,962.50
01/31/2023		11503	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-595.00
01/31/2023		11504	MCFADDEN-DALE INDUSTRIAL HARDWARE	Accounts Payable	Outstanding	Check	-82.61
01/31/2023		11505	MYERS MARINE DIVISION, LLC	Accounts Payable	Outstanding	Check	-61,896.10
01/31/2023		11506	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-1,775.00
01/31/2023		11507	ORKIN, INC.	Accounts Payable	Outstanding	Check	-1,709.00
01/31/2023		11508	PARK WEST LANDSCAPE MANAGEMENT	Accounts Payable	Outstanding	Check	-20,500.00
01/31/2023		11509	PSOMAS	Accounts Payable	Outstanding	Check	-530.00
01/31/2023		11510	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-797.50
01/31/2023		11511	SMARTCOVER SYSTEMS	Accounts Payable	Outstanding	Check	-1,827.50
01/31/2023		11512	SOUTHERN COUNTIES LUBRICANTS, LLC	Accounts Payable	Outstanding	Check	-408.48
01/31/2023		11513	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
01/31/2023		11514	TYLER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-498.94
01/31/2023		11515	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-1,057.44
Check Total: (70)							-701,483.31
Check Reversal							
01/20/2023		11483	OC WASTE & RECYCLING Reversal	Accounts Payable	Outstanding	Check Reversal	2,942.83
Check Reversal Total: (1)							2,942.83
EFT							
01/11/2023		253	AMAZON	Accounts Payable	Outstanding	EFT	-221.75
01/11/2023		254	EIDE BAILLY	Accounts Payable	Outstanding	EFT	-20,287.23
01/11/2023		255	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-2,940.09
01/11/2023		256	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-31.00
01/11/2023		257	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-4,475.00
01/11/2023		258	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-351.51
01/11/2023		259	UNITED WATER WORKS, INC.	Accounts Payable	Outstanding	EFT	-712.54
01/21/2023		260	ACWA/JPIA - LIFE	Accounts Payable	Outstanding	EFT	-511.19
01/21/2023		261	AMAZON	Accounts Payable	Outstanding	EFT	-155.02
01/21/2023		262	MWDOC	Accounts Payable	Outstanding	EFT	-129,972.49
01/21/2023		263	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-5,580.47

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/21/2023		264	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-1,788.00
01/21/2023		265	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-231.34
EFT Total: (13)							-167,257.63
Accounts Payable Total: (115)							-1,356,553.17

Accounts Receivable

Deposit							
01/05/2023		DEP0019428	County Of Orange Payments 1/5/23	Accounts Receivable	Outstanding	Deposit	8,540.00
01/06/2023		DEP0019488	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	2,662.81
01/10/2023		DEP0019473	SMWD PAYMENT	Accounts Receivable	Outstanding	Deposit	21,226.73
01/12/2023		DEP0019501	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	92,068.29
01/12/2023		DEP0019507	PAYMENT SMWD	Accounts Receivable	Outstanding	Deposit	4,968.17
01/17/2023		DEP0019553	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	12,511.32
01/27/2023		DEP0019633	UMPQUA Bank - Rebate	Accounts Receivable	Outstanding	Deposit	1,319.89
01/31/2023		DEP0019663	Invoice Payments	Accounts Receivable	Outstanding	Deposit	12,150.00
Deposit Total: (8)							155,447.21
Accounts Receivable Total: (8)							155,447.21

Utility Billing

Deposit							
01/01/2023		DEP0019377	Utility Payment Packet UBPKT08449	Utility Billing	Outstanding	Deposit	222.89
01/03/2023		DEP0019389	Utility Payment Packet UBPKT08451	Utility Billing	Outstanding	Deposit	2,667.83
01/03/2023		DEP0019392	Utility Payment Packet UBPKT08452	Utility Billing	Outstanding	Deposit	29,945.08
01/03/2023		DEP0019449	Utility Payment Packet UBPKT08474	Utility Billing	Outstanding	Deposit	1,032.90
01/04/2023		DEP0019395	Utility Payment Packet UBPKT08454	Utility Billing	Outstanding	Deposit	2,318.96
01/04/2023		DEP0019398	Utility Payment Packet UBPKT08453	Utility Billing	Outstanding	Deposit	5,457.44
01/04/2023		DEP0019401	Utility Payment Packet UBPKT08455	Utility Billing	Outstanding	Deposit	6,925.20
01/04/2023		DEP0019404	Utility Payment Packet UBPKT08456	Utility Billing	Outstanding	Deposit	4,368.57
01/04/2023		DEP0019407	Utility Payment Packet UBPKT08457	Utility Billing	Outstanding	Deposit	4,650.47
01/04/2023		DEP0019410	Utility Payment Packet UBPKT08458	Utility Billing	Outstanding	Deposit	4,482.56
01/04/2023		DEP0019413	Utility Payment Packet UBPKT08459	Utility Billing	Outstanding	Deposit	23,631.90
01/04/2023		DEP0019416	Utility Payment Packet UBPKT08460	Utility Billing	Outstanding	Deposit	3,393.35
01/04/2023		DEP0019419	Utility Payment Packet UBPKT08462	Utility Billing	Outstanding	Deposit	2,590.63
01/05/2023		DEP0019422	Utility Payment Packet UBPKT08464	Utility Billing	Outstanding	Deposit	6,192.23
01/05/2023		DEP0019425	Utility Payment Packet UBPKT08463	Utility Billing	Outstanding	Deposit	1,905.73
01/05/2023		DEP0019431	Utility Payment Packet UBPKT08465	Utility Billing	Outstanding	Deposit	1,834.02
01/06/2023		DEP0019434	Utility Payment Packet UBPKT08467	Utility Billing	Outstanding	Deposit	5,520.69
01/06/2023		DEP0019437	Utility Payment Packet UBPKT08466	Utility Billing	Outstanding	Deposit	2,936.70
01/08/2023		DEP0019440	Utility Payment Packet UBPKT08470	Utility Billing	Outstanding	Deposit	38,840.69
01/09/2023		DEP0019443	Utility Payment Packet UBPKT08472	Utility Billing	Outstanding	Deposit	2,128.89
01/09/2023		DEP0019446	Utility Payment Packet UBPKT08471	Utility Billing	Outstanding	Deposit	2,546.32
01/09/2023		DEP0019452	Utility Payment Packet UBPKT08475	Utility Billing	Outstanding	Deposit	4,507.33
01/09/2023		DEP0019455	Utility Payment Packet UBPKT08476	Utility Billing	Outstanding	Deposit	5,166.44

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/09/2023		DEP0019458	Utility Payment Packet UBPKT08477	Utility Billing	Outstanding	Deposit	4,770.89
01/09/2023		DEP0019461	Utility Payment Packet UBPKT08478	Utility Billing	Outstanding	Deposit	6,488.70
01/10/2023		DEP0019464	Utility Payment Packet UBPKT08480	Utility Billing	Outstanding	Deposit	2,766.34
01/10/2023		DEP0019467	Utility Payment Packet UBPKT08479	Utility Billing	Outstanding	Deposit	2,985.91
01/10/2023		DEP0019470	Utility Payment Packet UBPKT08482	Utility Billing	Outstanding	Deposit	9,895.36
01/10/2023		DEP0019476	Utility Payment Packet UBPKT08483	Utility Billing	Outstanding	Deposit	5,228.37
01/10/2023		DEP0019479	Utility Payment Packet UBPKT08484	Utility Billing	Outstanding	Deposit	6,869.71
01/10/2023		DEP0019482	Utility Payment Packet UBPKT08485	Utility Billing	Outstanding	Deposit	11,533.17
01/11/2023		DEP0019485	Utility Payment Packet UBPKT08487	Utility Billing	Outstanding	Deposit	2,488.96
01/11/2023		DEP0019491	Utility Payment Packet UBPKT08486	Utility Billing	Outstanding	Deposit	2,642.03
01/11/2023		DEP0019495	Utility Payment Packet UBPKT08489	Utility Billing	Outstanding	Deposit	6,057.19
01/12/2023		DEP0019498	Utility Payment Packet UBPKT08490	Utility Billing	Outstanding	Deposit	4,021.64
01/12/2023		DEP0019504	Utility Payment Packet UBPKT08491	Utility Billing	Outstanding	Deposit	3,213.21
01/13/2023		DEP0019512	Utility Payment Packet UBPKT08492	Utility Billing	Outstanding	Deposit	3,546.55
01/13/2023		DEP0019515	Utility Payment Packet UBPKT08493	Utility Billing	Outstanding	Deposit	9,680.11
01/13/2023		DEP0019519	Utility Payment Packet UBPKT08494	Utility Billing	Outstanding	Deposit	30,768.44
01/15/2023		DEP0019525	Utility Payment Packet UBPKT08497	Utility Billing	Outstanding	Deposit	159,076.81
01/16/2023		DEP0019528	Utility Payment Packet UBPKT08498	Utility Billing	Outstanding	Deposit	2,658.25
01/17/2023		DEP0019509	ACH Draft Packet UBPKT08393	Utility Billing	Outstanding	Deposit	90,048.94
01/17/2023		DEP0019522	Utility Reverse Payment Packet UBPKT08496	Utility Billing	Outstanding	Deposit	-128.84
01/17/2023		DEP0019531	Utility Payment Packet UBPKT08495	Utility Billing	Outstanding	Deposit	136.84
01/17/2023		DEP0019534	Utility Payment Packet UBPKT08499	Utility Billing	Outstanding	Deposit	5,010.83
01/18/2023		DEP0019537	Utility Payment Packet UBPKT08500	Utility Billing	Outstanding	Deposit	599.56
01/18/2023		DEP0019540	Utility Payment Packet UBPKT08502	Utility Billing	Outstanding	Deposit	563.51
01/18/2023		DEP0019543	Utility Payment Packet UBPKT08501	Utility Billing	Outstanding	Deposit	8,798.00
01/18/2023		DEP0019546	Utility Payment Packet UBPKT08503	Utility Billing	Outstanding	Deposit	5,136.68
01/18/2023		DEP0019549	Utility Reverse Payment Packet UBPKT08504	Utility Billing	Outstanding	Deposit	-128.84
01/18/2023		DEP0019556	Utility Payment Packet UBPKT08514	Utility Billing	Outstanding	Deposit	1,211.19
01/19/2023		DEP0019559	Utility Payment Packet UBPKT08515	Utility Billing	Outstanding	Deposit	1,210.94
01/19/2023		DEP0019562	Utility Payment Packet UBPKT08516	Utility Billing	Outstanding	Deposit	235.00
01/19/2023		DEP0019570	Utility Payment Packet UBPKT08519	Utility Billing	Outstanding	Deposit	1,512.04
01/20/2023		DEP0019573	Utility Payment Packet UBPKT08521	Utility Billing	Outstanding	Deposit	620.00
01/20/2023		DEP0019576	Utility Payment Packet UBPKT08520	Utility Billing	Outstanding	Deposit	123.22
01/22/2023		DEP0019588	Utility Payment Packet UBPKT08527	Utility Billing	Outstanding	Deposit	3,479.34
01/23/2023		DEP0019591	Utility Payment Packet UBPKT08531	Utility Billing	Outstanding	Deposit	328.10
01/23/2023		DEP0019594	Utility Payment Packet UBPKT08532	Utility Billing	Outstanding	Deposit	55.96
01/23/2023		DEP0019597	Utility Payment Packet UBPKT08533	Utility Billing	Outstanding	Deposit	24,412.60
01/24/2023		DEP0019600	Utility Payment Packet UBPKT08534	Utility Billing	Outstanding	Deposit	1,138.95
01/24/2023		DEP0019603	Utility Payment Packet UBPKT08535	Utility Billing	Outstanding	Deposit	334.96
01/24/2023		DEP0019606	Utility Payment Packet UBPKT08538	Utility Billing	Outstanding	Deposit	11,353.06
01/25/2023		DEP0019609	Utility Payment Packet UBPKT08539	Utility Billing	Outstanding	Deposit	998.69
01/25/2023		DEP0019612	Utility Payment Packet UBPKT08541	Utility Billing	Outstanding	Deposit	1,127.42
01/25/2023		DEP0019615	Utility Payment Packet UBPKT08544	Utility Billing	Outstanding	Deposit	6,156.20

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/26/2023		DEP0019618	Utility Payment Packet UBPKT08546	Utility Billing	Outstanding	Deposit	1,564.06
01/26/2023		DEP0019621	Utility Payment Packet UBPKT08545	Utility Billing	Outstanding	Deposit	4,198.04
01/26/2023		DEP0019624	Utility Payment Packet UBPKT08548	Utility Billing	Outstanding	Deposit	2,045.00
01/27/2023		DEP0019627	Utility Payment Packet UBPKT08549	Utility Billing	Outstanding	Deposit	2,778.82
01/27/2023		DEP0019630	Utility Payment Packet UBPKT08547	Utility Billing	Outstanding	Deposit	2,803.41
01/29/2023		DEP0019636	Utility Payment Packet UBPKT08551	Utility Billing	Outstanding	Deposit	13,006.65
01/30/2023		DEP0019639	Utility Payment Packet UBPKT08552	Utility Billing	Outstanding	Deposit	5,255.45
01/30/2023		DEP0019642	Utility Payment Packet UBPKT08553	Utility Billing	Outstanding	Deposit	1,059.61
01/30/2023		DEP0019645	Utility Payment Packet UBPKT08554	Utility Billing	Outstanding	Deposit	3,898.73
01/31/2023		DEP0019648	Utility Payment Packet UBPKT08556	Utility Billing	Outstanding	Deposit	2,814.30
01/31/2023		DEP0019651	Utility Payment Packet UBPKT08555	Utility Billing	Outstanding	Deposit	4,528.01
01/31/2023		DEP0019654	Utility Payment Packet UBPKT08557	Utility Billing	Outstanding	Deposit	5,026.99
01/31/2023		DEP0019657	Utility Payment Packet UBPKT08558	Utility Billing	Outstanding	Deposit	3,395.36
01/31/2023		DEP0019660	Utility Payment Packet UBPKT08559	Utility Billing	Outstanding	Deposit	4,815.77
01/31/2023		DEP0019666	Utility Payment Packet UBPKT08561	Utility Billing	Outstanding	Deposit	2,679.21
Deposit Total: (81)							662,162.22
Utility Billing Total: (81)							662,162.22
Report Total: (204)							-538,943.74

Summary

Bank Account	Count	Amount
030866939 Bank of the West Checking	204	-538,943.74
Report Total:	204	-538,943.74

Cash Account	Count	Amount
99 99-000-1004 Bank of the West Checking (Pooled Cash)	204	-538,943.74
Report Total:	204	-538,943.74

Transaction Type	Count	Amount
Bank Draft	31	-490,755.06
Check	70	-701,483.31
Check Reversal	1	2,942.83
Deposit	89	817,609.43
EFT	13	-167,257.63
Report Total:	204	-538,943.74

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 16, 2023**

CONSENT CALENDAR

ITEM 3: APPROVAL OF ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

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

1. *January 4, 2023*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI



TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JANUARY 4, 2023

DIRECTORS PRESENT

Stephen Dopudja, Committee Chair
Mike Safranski, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Lisa Sangi, Assistant Board Secretary
Gary Kessler, Water Superintendent
Oscar Ulloa, Wastewater Superintendent
Tony Quinonez, Lead Mechanical Technician

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Dopudja called the January 4, 2023 Engineering/Operational Committee Meeting to order at 7:00 a.m.

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

No comments were received.

COMMITTEE MEMBER COMMENTS

The Committee wished all in attendance a Happy New Year.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi wished all in attendance a Happy New Year

ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

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

MOTION: Approve the Engineering/Operational Committee Meeting Recap and recommended that the Board receive and file the same (Consent Calendar) – Director Dopudja

SECOND: Director Safranski

AYES: Directors Dopudja & Safranski

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2 - 0

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JANUARY 4, 2023**

ITEM 2: PARTH DEVELOPMENT EASEMENT

Mr. Paludi introduced this matter for Committee consideration, and he provided a brief overview of the proposed easement, including the onsite water lines and access issues. Mr. Paludi reported that District General Counsel has reviewed this matter concerning the Parth Trust as an entity having legal authority.

MOTION: Recommend that the Board of Directors receive the Grant of Easement to the Trabuco Canyon Water District by The Frank R. Parth, Trustee of the Frank R. Parth Trust dated August 31, 2015, for Water Pipelines, and authorize the District Secretary to execute said Grant of Easement (Action Calendar) - Director Dopudja

SECOND: Director Safranski

AYES: Directors Dopudja & Safranski

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2 - 0

ITEM 3: SCADA UPGRADE PROJECT ADDENDUM NO. 2 WITH TESCO CONTROLS

Mr. Paludi presented this matter for Committee consideration, and he provided a brief review of the completed SCADA upgrades to date. Mr. Paludi presented a proposed contract addendum for Committee consideration, and he reported that the original project scope of work excluded the Human Machine Integration (HMI) screens due to budgetary constraints. Mr. Paludi indicated that TESCO Controls has honored the initial pricing without any inflationary increase. Discussion occurred concerning the importance and benefits of using HMI screens to operate facilities as opposed to relying solely on mobile devices. The Committee expressed concerns with staff presenting the proposed contract addendum at this point of the project in contrast to an earlier decision to exclude HMI screens. The Committee recommended not forwarding this matter as recommended and deferring the matter to the next E/O Committee to discuss again when all staff are present.

MOTION: None - No action was taken.

ITEM 4: GOLF CLUB SEWER LIFT STATION REPAIRS & IMPROVEMENTS

Mr. Paludi provided a brief update on this matter, and he reported that the final construction plans and specifications are going out to bid in the coming weeks. Mr. Paludi provided an overview of the adopted budget, and he indicated the preliminary engineer's estimates exceed the budget due to significant inflationary impacts for construction projects.

MOTION: None – Informational item only.

ITEM 5: OTHER ENGINEERING AND OPERATIONS PROJECT UPDATES

Mr. Paludi provided an updated for the following matter(s):

1. Rancho Cielo HOA Recycled Water Retrofit Evaluation – Mr. Paludi provided a brief review of District staff efforts to date, and he highlighted the Metropolitan Water District of Southern California (MET) rebates for recycled water conversion projects. Discussion occurred concerning cost responsibilities and cost sharing policies/procedures.
2. El Toro SLS Surge Tank Installation Project - Mr. Paludi reported that SS Mechanical is scheduled to begin work on the installation of the onsite surge tank.
3. Saddleback Meadows Development Status – Mr. Paludi reported that District staff is working with the developer to process developer impact fees and coordinate onsite reservoir storage.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JANUARY 4, 2023**

4. Other Projects – Mr. Paludi provided a brief update on The Oaks at Trabuco development and new construction. Discussion occurred concerning the onsite wastewater package plant and certain equipment upgrade responsibilities per the agreement between the District and the developer.

MOTION: None – Informational item only.

ITEM 6: WATER SYSTEM UPDATES

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

1. Worked with Ferreira Construction to repair a failed domestic water service saddle on Falcon and Santiago.
2. Two Water Department Operators travelled to TESCO Controls headquarters in Temecula to field test the PLC's for Falcon Pump Station, Cooks Reservoir, Field Office and Topanga Booster Pump Station.
3. Worked with the Maintenance Department, Hydrotech Electric and Tesco Controls to install a new PLC at the Falcon Pump Station.
4. Worked with Tesco Controls on the radio changeover at Falcon Pump Station, Saddle Crest Development, Joplin and Dove Reservoir.
5. Serviced seven (7) Clavals with Delco Sales.
6. Flushed forty-two (42) hydrants in the Robinson Ranch Community.
7. Excavated to locate a Raw Water Line for the new office at Dimension Water Treatment Plant (DWTP) and relocate a sample site.

Mr. Kessler reviewed the Monthly Water System Operations Summary with the Committee. Discussion occurred concerning repairs at Canyon Creek Booster Pump Station.

MOTION: None – Informational item only.

ITEM 7: WASTEWATER SYSTEM UPDATES

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

1. Assisted Ferguson Waterworks with the shutdowns of two three-inch meters on Robinson Ranch Road.
2. Conducted a camera inspection of the gravity sewer hot spots throughout the District.
3. Cleaned the Barneburg Sewer Lift Station wet well.
4. Cleaned the check vales at the Golf Club Sewer Lift Station.
5. Ran new lines and installed a new sump pump for the EQ dry pit basin at the Wastewater Treatment Plant.

Mr. Ulloa reviewed the Monthly Non-Domestic Water System Summary with the Committee, and he reported on the increase of runoff/storm water collected at Dove Lake as indicated in the freeboard increasing from 16 feet to 9 feet. Mr. Ulloa added that the District is currently selling recycled water to Santa Margarita Water District (SMWD) in excess of demand. Discussion occurred concerning the condition of the Dove Dam vent pipe; Mr. Ulloa reported that District staff identified a new line break. Mr. Paludi mentioned that a Special Board may be scheduled to approve the proposed repair costs.

MOTION: None – Informational item only.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JANUARY 4, 2023**

ITEM 8: MAINTENANCE DEPARTMENT UPDATES

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

1. Attended the WEROC quarterly meeting in person at the Fountain Valley location.
2. Attended TCWD Master Plan/CIP workshop.
3. Assisted TESCO Controls with upgrading the PLC's at the Falcon booster pump station and Dove Lake Recycled Water Pump Station.
4. Assisted Wastewater Operations and Myers Marine (divers) with the air vent repair at Dove Lake.
5. Worked with SS Mechanical starting up the surge tank at El Toro sewer lift station.
6. Picked up truck #12 from the collision repair center.

MOTION: None – Informational item only.

ITEM 9: OTHER MATTERS/REPORTS

There were no other matters presented.

MOTION: None – Informational item only.

ADJOURNMENT

Director Dopudja adjourned the January 4, 2023 Engineering/Operational Committee Meeting at 8:23 a.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 16, 2023**

CONSENT CALENDAR

ITEM 4: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

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

1. *January 3, 2023*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | JANUARY 3, 2023

DIRECTORS PRESENT

Vice President Ed Mandich, Committee Chair
President Stephen Dopudja, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Lisa Marie Sangi, Assistant Board Secretary

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Mandich called the January 3, 2023 Executive Committee Meeting to order at 5:00 PM.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

No comments were received.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported that District staff has requested a contract addendum from TESCO Controls for the installation of HMI Screens for District remote stations, and he added that this matter was removed from the initial proposal due to budgetary concerns. Discussion occurred regarding certain concerns related to the project scope of work and inter-operational communications.

DISCUSSION MATTERS

ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

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

MOTION: Approve the Executive Committee Meeting Recap and recommended that the Board receive and file the same (Consent Calendar) – Director Dopudja and Lisa Marie Sangi

SECOND: Director Dopudja

AYES: Directors Mandich & Dopudja

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2 - 0

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | JANUARY 3, 2023**

ITEM 2: BOARD AGENDA PLANNING CALENDAR

Mr. Paludi presented this matter for Committee consideration, and he provided a handout highlighting certain proposed Board agenda planning calendar updates including, but not limited to:

January 2023

Regular Board Meeting (1/19)

- Receive Parth Development Easement (E/O)
- Contract Amendment with TESCO for SCADA Upgrade (E/O)
- Receive/File Annual Audit for FY 2021-22 (F/A)
- Contract Amendment with IB Consulting for Capacity Fee Updates (F/A)
- Approve Scheduling 2023 Water Awareness Day Event (Board)
- CY 2023 Committee Appointments and Agency Rep Assignments (Board)

February 2023

Regular Board Meeting (2/16)

- Adoption of updated Procurement Policy (Exec)
- Contract award for Golf Club SLS Rehab (E/O)

Special Board Meeting (TBD)

- 10-year CIP Workshop
- Rate Study Workshop RE: Preliminary Rates & Charges

March 2023

Other Future Board Items

- Approval of SOCWA separation/contract services agreement
- Adoption of rates and charges for 2023 – 2027
- Adoption of updated capacity charges for water/sewer service
- Approval of Will Serve Letter for Saddleback Meadows Development
- Adoption of updated Procurement Policy

MOTION: None – Informational item only.

OTHER MATTERS

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

Mr. Paludi reported on the following matters:

- Dove Canyon Master Association (DCMA) letter concerning damaged v-ditch.
- Rancho Cielo HOA recycled water conversion opportunities and potential incentives from Metropolitan Water District of Southern California (MET).
- Discussion occurred concerning matter discussed at the South Orange County Wastewater Authority (SOCWA) Regular Board Meeting.
- The Dove Dam Vent Pipe repair project is currently paused while District staff evaluate options for permanent repair.

MOTION: None – Informational item only.

ADJOURNMENT

Vice President Mandich adjourned the January 3, 2023 Executive Committee Meeting at 6:10 p.m.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 16, 2023**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

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

FEES AND EXPENSES

Consistent with Board policy, Directors are reimbursed for expenses incurred while serving in their capacity as Directors. Additionally, Directors earn a per diem stipend for attendance at meetings or functions in a Director capacity. 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 2022/2023 Budgeted Board Expenses: \$43,000

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. *January 2023*

EXHIBIT(S):

1. Directors Fees and Expenses Monthly Report for January 2023
2. Directors Future/Tentative Meeting/Attendance Schedule for Calendar Year 2023

CONTACTS (staff responsible): PALUDI/PEREA/SANGI


**TRABUCO CANYON WATER DISTRICT
DIRECTORS' FEES AND EXPENSES MONTHLY REPORT | JANUARY 2023**

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
DISTRICT MEETINGS					
Engineering/Operational Committee Meeting			01/04/23		01/04/23
Executive Committee Meeting			01/03/23	01/03/23	
Finance/Audit Committee Meeting		01/11/23		01/11/23	
Individual Meeting with General Manager	01/17/23	01/17/23	01/17/23	01/17/23	01/18/23
Regular Board Meeting	01/19/23	01/19/23	01/19/23	01/19/23	01/19/23
Special Board Meeting	01/09/23	01/09/23	01/09/23	01/09/23	01/09/23
REPRESENTATIVE MEETINGS					
City of Rancho Santa Margarita Council Meeting				01/25/23	01/11/23
City of Rancho Santa Margarita Planning Commission	01/04/23				
Independent Special Districts of Orange County (ISDOC) Monthly Meeting					
Independent Special Districts of Orange County (ISDOC) Quarterly Meeting					
OC LAFCO		01/11/23			
OCWD Reception/Metropolitan Water District Chair - Adan Ortega	01/31/23				
MWDOC Board Meeting	01/18/23				
MWDOC Special Board	01/11/23				
Southern California Water Coalition	01/27/23				
South Orange County Wastewater Authority (SOCWA) Regular Board Meeting			01/05/23		
Santiago Aqueduct Commission					
South Orange County Agencies Group					01/26/23
Quarterly - South Orange County Integrated Regional Watershed Management Executive Committee					
Water Advisory Commission of Orange County (WACO)	01/06/23				
NUMBER OF MEETINGS ATTENDED	9	4	6	6	6
FEES (\$125 per each meeting*)	\$1,125.00	\$500.00	\$750.00	\$750.00	\$750.00
DIRECT REIMBURSABLE EXPENSES					
DIRECT REIMBURSABLE EXPENSES TOTALS	\$0.00				
INDIRECT REIMBURSABLE EXPENSES					
INDIRECT REIMBURSABLE EXPENSES TOTALS					
TOTAL	\$1,125.00	\$500.00	\$750.00	\$750.00	\$750.00
<i>* Maximum per diem per day is one; maximum per diems per month is 10</i>					

DIRECTOR SIGNATURE

TRABUCO CANYON WATER DISTRICT | 2023 PUBLIC MEETING AND CONFERENCE CALENDAR

2023													
LINE ITEM	MEETING DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DISTRICT PUBLIC MEETINGS													
1	Executive Committee Meeting	01/03/23	02/06/23	03/06/23	04/03/23	05/01/23	06/05/23	07/03/23	08/07/23	09/05/23	10/02/23	11/06/23	12/04/23
2	Engineering/Operational Committee Meeting	01/04/23	02/01/23	03/01/23	04/05/23	05/03/23	06/07/23	07/05/23	08/02/23	09/06/23	10/04/23	11/01/23	12/06/23
3	Finance/Audit Committee Meeting	01/11/23	02/08/23	38//2023	04/12/23	05/10/23	06/14/23	07/14/23	08/09/23	09/13/23	10/11/23	11/08/23	12/13/23
4	Regular Board Meeting	01/19/23	02/16/23	03/16/23	04/20/23	05/18/23	06/15/23	07/20/23	08/17/23	09/21/23	10/19/23	11/16/23	12/21/23
5	District Properties Ad Hoc Committee Meeting	-	-	-	-	-	-	-	-	-	-	-	-
PUBLIC MEETINGS													
6	City of RSM City Council Meeting - Meeting No. 1	01/11/23	02/08/23	03/08/23	04/12/23	05/10/23	06/14/23	07/12/23	08/09/23	09/13/23	10/11/23	11/15/23	12/13/23
7	City of RSM City Council Meeting - Meeting No. 2	01/25/23	02/22/23	03/22/23	04/26/23	05/24/23	06/28/23	07/26/23	08/23/23	09/27/23	10/25/23	11/29/23	12/27/23
8	City of RSM Planning Commission Meeting	01/04/23	02/01/23	03/01/23	04/05/23	05/03/23	06/07/23	07/05/23	08/02/23	09/06/23	10/04/23	11/01/23	12/06/23
9	Independent Special Districts of Orange County Meeting - Executive	01/03/23	02/07/23	03/07/23	04/04/23	05/02/23	06/06/23	07/04/23	08/01/23	09/05/23	10/02/23	11/07/23	12/05/23
10	Independent Special Districts of Orange County Meeting - Quarterly	01/26/23	-	-	04/27/23	-	-	07/27/23	-	-	10/26/23	-	-
11	Orange County Local Agency Formation Commission (OC LAFCO)	01/11/23	02/08/23	03/08/23	04/12/23	05/10/23	06/14/23	07/12/23	08/09/23	09/13/23	10/11/23	11/08/23	12/13/23
12	Municipal Water District of Orange County (MWDOC) Board Meeting	01/18/23	02/15/23	03/15/23	04/19/23	05/17/23	06/21/23	07/19/23	08/16/23	09/20/23	10/18/23	11/15/23	12/20/23
13	Santiago Aqueduct Commission Meeting	-	-	03/16/23	-	-	06/15/23	-	-	09/21/23	-	-	12/21/23
14	Quarterly South Orange County Integrated Regional Watershed Management Executive Committee	-	-	03/02/23	-	05/04/23	-	-	08/03/23	-	-	11/02/23	-
15	Monthly South Orange County Integrated Regional Watershed Management Executive Committee	01/26/23	02/23/23	03/23/23	04/27/23	05/25/23	06/22/23	07/27/23	08/24/23	09/28/23	10/26/23	11/23/23	12/28/23
16	South Orange County Water Agencies Group Meeting*	01/26/23	-	03/23/23	-	05/25/23	-	07/27/23	-	09/28/23	-	11/23/23	-
17	South Orange County Wastewater Authority Regular Board Meeting	01/05/23	02/02/23	03/02/23	04/06/23	05/04/23	06/01/23	07/06/23	08/03/23	09/07/23	10/05/23	11/02/23	12/07/23
18	Water Advisory Committee of Orange County	01/06/23	02/03/23	03/03/23	04/07/23	05/05/23	06/02/23	07/07/23	08/04/23	09/01/23	10/06/23	11/03/23	12/01/23
CONFERENCES													
19	ACWA Spring Conference - Sacramento, CA												
20	ACWA Fall Conference - Indian Wells, CA												
21	CSDA Annual Conference -Monterey, CA								8/28 - 8/31				
22	CSDA GM Leadership Summit - Olympic Valley, CA						6/25 - 6/27						
23	Urban Water Institute (UWI) Annual Conference - Palm Springs, CA		2/22 - 2/24										
24	CSDA SDLA Conference - Napa, CA												
25	Colorado River Water User's Association (CRWUA) Annual Conference – Las Vegas, NV												12/13 - 12/15

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

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 16, 2023**

**ACTION CALENDAR
FINANCIAL MATTERS**

ITEM 6: ADOPTION OF DISTRICT TREASURER'S ANNUAL STATEMENT OF INVESTMENT POLICY

Effective January 1, 1997, legislation was passed which affected the language of investment policies for local agencies. The changes under the legislative mandates included the addition of Section 2 (Prudence), and Section 3 (Objectives), which specifies that the safety, liquidity, and return on investments shall be primary objectives.

On March 17, 2022, the Board of Directors adopted Resolution No. 2022–1304 in compliance with the legislative mandated annual requirement. District staff has worked with General Counsel and District Treasurer to review current resolution and propose certain updates consistent with regulations. The attached resolution has been reviewed by the District Treasurer and District staff.

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

FUNDING SOURCE:

Not applicable

FISCAL IMPACT:

Not applicable

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS

This matter was reviewed with the Finance/Audit Committee.

RECOMMENDED ACTION:

Adopt Resolution No. 2023-1312 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting an Investment Policy.

EXHIBIT(S):

1. Resolution No. 2023-1312 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting an Investment Policy – REDLINED
2. Resolution No. 2023-1312 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting an Investment Policy – CLEAN

CONTACTS (staff responsible): PALUDI/PEREA/BYERRUM

RESOLUTION NO. 20232-~~XX~~1304
RESOLUTION OF THE BOARD OF DIRECTORS
OF TRABUCO CANYON WATER DISTRICT ADOPTING
~~DISTRICT TREASURER'S ANNUAL STATEMENT OF AN~~ INVESTMENT POLICY

Formatted: Highlight

~~The Legislature of the State of California ("State" or "California") has declared that the deposit and investment of public funds by local officials and local agencies is an issue of Statewide concern (California Government Code Section 53600.6).~~

Formatted: Indent: First line: 0.5"

The legislative body of a local agency may invest surplus monies not required for the immediate necessities of that local agency in accordance with California Government Code Sections 5920 *et seq.* and 53600 *et seq.*

The Treasurer of the Trabuco Canyon Water District ("**District**") ~~shall~~ annually prepares and submits a statement of investment policy ~~and that policy, including any changes, shall be for consideration~~ by the Board of Directors ("**Board**") at a public meeting (California Government Code Section 53646(a)).

Formatted: Font: Bold

Formatted: Font: Bold

The Board intends by adopting this investment policy to establish clear requirements and limitations on the District's authorized investment activities.

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT HEREBY RESOLVES, DETERMINES AND ORDERS AS FOLLOWS:

Section 1. Scope of Policy: This resolution constitutes the District's Investment Policy ("Policy") and applies to all financial assets of the District. These funds are accounted for in the annual District audited financial statements and include:

- General Fund
- Bond Funds consisting of debt service reserve funds and construction funds
- Reserve Funds

Funds in the deferred compensation plan and funds in California Employers' Retiree Benefit Trust fund plan for retiree benefits are not included in the scope of this Resolution.

Section 2. Prudence: Investments shall be made with judgment and care, under circumstances then prevailing, including, but not limited to, the general economic conditions and anticipated financial needs of the District, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (as set out in California Government Code Section 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures

and the Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Section 3. Objectives: As specified in California Government Code Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

a. **Safety:** Safety of principal is the foremost objective of the Policy. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

b. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements that might be reasonably anticipated.

c. **Return on Investment(s):** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Section 4. Delegation of Authority: Authority to manage the Policy is derived from California Government Code Section 53600, *et seq.* Management responsibility for the Policy is hereby delegated to the Treasurer. No person may engage in an investment transaction except as provided under the terms of the Policy. The Board shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of the Treasurer or any other subordinate officials. Under the provisions of California Government Code Section 53600.3, in exercising the powers set out in this Resolution and under the Policy the Treasurer is, and shall act as, a trustee and a fiduciary subject to the prudent investor standard.

Section 5. Ethics and Conflicts of Interest: District officers and employees involved in the investment process shall fully comply with the District's current Conflict of Interest Code in the execution of the Policy. District officers and employees involved in the investment process shall refrain from personal business activity that could conflict, or appear to conflict, with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Section 6. Authorized Financial Institutions and Dealers:

a. The Treasurer shall maintain a list of financial institutions, selected on the basis of credit-worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list may also be maintained of approved security brokers/dealers selected by credit worthiness who are authorized to provide investment and

financial advisory services in the State. No public deposit shall be made except in a qualified public depository as established by State laws.

b. For brokers/dealers of government securities and other investments, the Treasurer shall select only brokers/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

c. Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from such firm a signed certification form. This certification form shall attest that the individual responsible for the District's account(s) with that firm has reviewed the Policy and that the firm understands the Policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of the Policy.

d. Where all funds of the District not placed in FDIC insured accounts are invested through the State of California Local Agency Investment Fund ("LAIF"), the District's Authorized Investment Officers shall not be required to investigate the qualifications of those financial institutions and broker/dealers with whom LAIF transacts business.

Formatted: Font: Bold

Section 7. Authorized and Suitable Investments:

a. **Permitted Investments:** District funds may be invested as authorized by, and subject to the limitations and special conditions of California Government Code Sections 53601 *et seq.*, and 53635.

b. **Prohibited Investments:** Under the provisions of California Government Code Sections 53601.6 and 53635, the District shall not invest any funds covered by the Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools. In addition, and more generally, investments are further restricted as follows:

- A security purchased will not have a forward settlement date exceeding 45 days from the time of investment.
- No investment will be made that has either (1) an embedded option or characteristic which could result in a loss of principal if the investment is held to maturity, or (2) an embedded option or characteristic which could seriously limit accrual rates or which could result in zero interest accrual periods.
- No investment will be made that could cause the portfolio to be leveraged.

Section 8. Collateralization: All certificates of deposits must be collateralized by U. S. Treasury obligations. Such collateral must be held by a third-party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase

agreements will adhere to the amount required under California Government Code Section 53601(j).

Section 9. Safekeeping and Custody: All security transactions entered into by the District shall be conducted on a delivery-versus-payment basis. All securities purchased or acquired shall be delivered to the District by book-entry, physical delivery or by third party custodial agreement as required by California Government Code Section 53601.

Section 10. Diversification: The District shall diversify its investments by security type and institution. It is the policy of the District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- a. Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- b. Maturities selected shall provide for stability of income and liquidity.
- c. Disbursement and payroll dates shall be covered through maturities investments, marketable U. S. Treasury Bills or other cash equivalent instruments such as money market mutual funds.

Section 11. Reporting:

a. In accordance with California Government Code Section 53646(b)(1), the Treasurer shall submit to each member of the Board a quarterly investment report. Such report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values on current market values of each component of the portfolio, including funds managed for the District by third party contracted managers, if applicable. The report will also include a certification that: (1) all investment actions executed since the last report have been made in full compliance with the Policy and (2) the District will meet its expenditure obligations for the next six months as required by California Government Code Sections 53646(b)(2) and (3), respectively. The Treasurer shall maintain a complete and timely written record of all investment transactions.

b. In accordance with California Government Code Section 53607, the Treasurer shall make a monthly report of transactions to the Board. The Treasurer shall make monthly reports until the delegation to invest is revoked or expires.

Section 12. Investment Policy Adoption: The Policy shall be adopted by resolution adopted by the Board. The Policy shall be reviewed on at least an annual basis, and any modifications ~~thereto~~ must be approved by the Board.

ADOPTED, SIGNED AND APPROVED _____ March 17, 2023.

TRABUCO CANYON WATER DISTRICT

By: _____
President/Vice President

By: _____
District Secretary

APPROVED AS TO FORM:
Hanson Bridgett, LLP

By: _____
General Counsel

DRAFT

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, hereby certify that the foregoing resolution was duly adopted by the Board of the District at a meeting held on , 2023~~March 17, 2022~~, at which a quorum was present and acting throughout and for which notice and an agenda was prepared and posted as required by law, and the resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

District Secretary
Trabuco Canyon Water District

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, hereby certify that the foregoing is a full, true and correct copy of Resolution No. 202~~32~~-XX and it has not been amended or repealed.

Dated March 17 , 202~~32~~.

District Secretary
Trabuco Canyon Water District

DRAFT

RESOLUTION NO. 2023-1312
RESOLUTION OF THE BOARD OF DIRECTORS
OF TRABUCO CANYON WATER DISTRICT ADOPTING
AN INVESTMENT POLICY

The legislative body of a local agency may invest surplus monies not required for the immediate necessities of that local agency in accordance with California Government Code Sections 5920 *et seq.* and 53600 *et seq.*

The Treasurer of the Trabuco Canyon Water District (“**District**”) annually prepares and submits a statement of investment policy for consideration by the Board of Directors (“**Board**”) at a public meeting (California Government Code Section 53646(a)).

The Board intends by adopting this investment policy to establish clear requirements and limitations on the District’s authorized investment activities.

THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT HEREBY RESOLVES, DETERMINES AND ORDERS AS FOLLOWS:

Section 1. Scope of Policy: This resolution constitutes the District's Investment Policy (“Policy”) and applies to all financial assets of the District. These funds are accounted for in the annual District audited financial statements and include:

- General Fund
- Bond Funds consisting of debt service reserve funds and construction funds
- Reserve Funds

Funds in the deferred compensation plan and funds in California Employers’ Retiree Benefit Trust fund plan for retiree benefits are not included in the scope of this Resolution.

Section 2. Prudence: Investments shall be made with judgment and care, under circumstances then prevailing, including, but not limited to, the general economic conditions and anticipated financial needs of the District, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the “prudent investor” standard (as set out in California Government Code Section 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the Policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Section 3. Objectives: As specified in California Government Code Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

a. **Safety:** Safety of principal is the foremost objective of the Policy. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

b. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements that might be reasonably anticipated.

c. **Return on Investment(s):** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Section 4. Delegation of Authority: Authority to manage the Policy is derived from California Government Code Section 53600, *et seq.* Management responsibility for the Policy is hereby delegated to the Treasurer. No person may engage in an investment transaction except as provided under the terms of the Policy. The Board shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of the Treasurer or any other subordinate officials. Under the provisions of California Government Code Section 53600.3, in exercising the powers set out in this Resolution and under the Policy the Treasurer is, and shall act as, a trustee and a fiduciary subject to the prudent investor standard.

Section 5. Ethics and Conflicts of Interest: District officers and employees involved in the investment process shall fully comply with the District's current Conflict of Interest Code in the execution of the Policy. District officers and employees involved in the investment process shall refrain from personal business activity that could conflict, or appear to conflict, with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Section 6. Authorized Financial Institutions and Dealers:

a. The Treasurer shall maintain a list of financial institutions, selected on the basis of creditworthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list may also be maintained of approved security brokers/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State. No public deposit shall be made except in a qualified public depository as established by State laws.

b. For brokers/dealers of government securities and other investments, the Treasurer shall select only brokers/dealers who are licensed and in good standing with the

California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations.

c. Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from such firm a signed certification form. This certification form shall attest that the individual responsible for the District's account(s) with that firm has reviewed the Policy and that the firm understands the Policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of the Policy.

d. Where all funds of the District not placed in FDIC insured accounts are invested through the State of California Local Agency Investment Fund ("LAIF"), the District's Authorized Investment Officers shall not be required investigate the qualifications of those financial institutions and broker/dealers with whom LAIF transacts business.

Section 7. Authorized and Suitable Investments:

a. **Permitted Investments:** District funds may be invested as authorized by, and subject to the limitations and special conditions of California Government Code Sections 53601 *et seq.*, and 53635.

b. **Prohibited Investments:** Under the provisions of California Government Code Sections 53601.6 and 53635, the District shall not invest any funds covered by the Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools. In addition, and more generally, investments are further restricted as follows:

- A security purchased will not have a forward settlement date exceeding 45 days from the time of investment.
- No investment will be made that has either (1) an embedded option or characteristic which could result in a loss of principal if the investment is held to maturity, or (2) an embedded option or characteristic which could seriously limit accrual rates or which could result in zero interest accrual periods.
- No investment will be made that could cause the portfolio to be leveraged.

Section 8. Collateralization: All certificates of deposits must be collateralized by U. S. Treasury obligations. Such collateral must be held by a third-party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required under California Government Code Section 53601(j).

Section 9. Safekeeping and Custody: All security transactions entered into by the District shall be conducted on a delivery-versus-payment basis. All securities purchased or acquired shall be delivered to the District by book-entry, physical delivery or by third party custodial agreement as required by California Government Code Section 53601.

Section 10. Diversification: The District shall diversify its investments by security type and institution. It is the policy of the District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- a. Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- b. Maturities selected shall provide for stability of income and liquidity.
- c. Disbursement and payroll dates shall be covered through maturities investments, marketable U. S. Treasury Bills or other cash equivalent instruments such as money market mutual funds.

Section 11. Reporting:

- a. In accordance with California Government Code Section 53646(b)(1), the Treasurer shall submit to each member of the Board a quarterly investment report. Such report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values on current market values of each component of the portfolio, including funds managed for the District by third party contracted managers, if applicable. The report will also include a certification that: (1) all investment actions executed since the last report have been made in full compliance with the Policy and (2) the District will meet its expenditure obligations for the next six months as required by California Government Code Sections 53646(b)(2) and (3), respectively. The Treasurer shall maintain a complete and timely written record of all investment transactions.
- b. In accordance with California Government Code Section 53607, the Treasurer shall make a monthly report of transactions to the Board. The Treasurer shall make monthly reports until the delegation to invest is revoked or expires.

Section 12. Investment Policy Adoption: The Policy shall be adopted by resolution adopted by the Board. The Policy shall be reviewed on at least an annual basis, and any modifications must be approved by the Board.

ADOPTED, SIGNED AND APPROVED FEBRUARY 16, 2023.

TRABUCO CANYON WATER DISTRICT

By: _____
President/Vice President

By: _____
District Secretary

APPROVED AS TO FORM:
Hanson Bridgett, LLP

By: _____
General Counsel

DRAFT

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, hereby certify that the foregoing resolution was duly adopted by the Board of the District at a meeting held on February 16, 2023, at which a quorum was present and acting throughout and for which notice and an agenda was prepared and posted as required by law, and the resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

District Secretary
Trabuco Canyon Water District

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 2023-1312 and it has not been amended or repealed.

Dated February 16, 2023.

District Secretary
Trabuco Canyon Water District

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 16, 2023**

ACTION CALENDAR

ADMINISTRATION MATTERS

ITEM 7: APPROVAL OF ROBINSON ELEMENTARY SCHOOL 2023 JOG-A-THON EVENT SPONSORSHIP

Trabuco Canyon Water District has sponsored the Robinson Elementary School annual Jog-a-thon Event for the last few years. The school is located in the Robinson Ranch community, and the event is an opportunity to support a local school within the District's service area. Included with this staff report is a letter requesting support from the Robinson PTA President which lists the sponsorship levels. District staff recommends sponsoring the event at the "Rattler Gold" level of \$500. More information may be presented at the time of the meeting.

FUNDING SOURCE:

General Fund

FISCAL IMPACT (PROJECT BUDGET):

\$500

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS

This matter was reviewed with the Executive Committee.

RECOMMENDED ACTION:

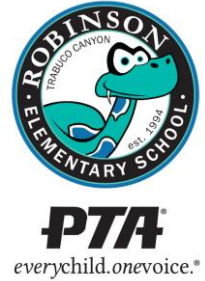
Approve sponsorship of Robinson Elementary School 2023 Jog-a-thon in the amount of \$500.

EXHIBIT(S):

1. Robinson Elementary School Jog-a-thon Sponsorship Letter dated January 2023

CONTACTS (staff responsible): PALUDI/PEREA

Robinson Elementary PTA
21400 Lindsay Drive
Trabuco Canyon, CA 92679



January 2023

Happy New Year friends and community partners!

Exciting things are happening at Robinson Elementary! This summer the entire campus will undergo a full modernization remodel which will bring our school up to safety code, provide secure functionality, and ultimately transform the learning environment for our children. Now is a great time to be a part of our support team!

Very soon Robinson will host its annual Jog-a-thon! Scheduled **Friday, March 3, 2023**, the theme of our biggest fundraiser will be "*Robinson Rodeo*". We can't wait for this fun event which provides a healthy and inclusive experience for all students to raise money for our school while also being socially and physically active.

Every neighbor and local business, both large and small, are the backbone of our community. We hope to gain your support in our cause by sponsoring this amazing event. Proceeds from our annual Jog-a-thon directly fund supplemental hands-on science labs, improved technology, visual and digital art programs, classroom materials, cultural assemblies, and more for the children of our community! Every dollar is vitally important, and your donation is tax-deductible.

In appreciation of your contribution, your name/logo will appear in various print flyers, displayed on campus, and posted on our social media (website, Facebook, Instagram, eblast newsletter).

Jog-a-thon Sponsorship Levels:

- \$2000 "Rattler Platinum" – large logo 500+ shirts, school marquee, field banner, in print, social pages
- \$500 "Rattler Gold" – small logo 500+ shirts, field banner, in print, social pages
- \$250 "Rattler Silver" – field banner, in print, social pages
- \$100 "Rattler Bronze" – in print, social pages

Rewards or prizes donated for our top pledge earners are also greatly appreciated in lieu of the above sponsorships, please fill out the reverse.

Thank you for your consideration and generosity. Please feel free to contact me with any questions.

Kindly,

Lisa Matro
Robinson PTA President
Call/text 949-292-6572
robinsonptapresident@gmail.com

<http://robinsonpta.digitalpto.com>
<https://www.facebook.com/robinsonelementaryPTA>
<https://www.instagram.com/robinsonelementarypta>
<https://www.svusd.org/schools/elementary-m-z/robinson>

Robinson Elementary is a registered 501(c)(3) nonprofit organization. Tax ID: 33-0613760.

Approved by Principal Mrs. Suzy McMasters

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 16, 2023**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING SCADA UPGRADE PROJECT ADDENDUM NO. 2 WITH TESCO CONTROLS

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

An upgrade to the District’s SCADA System has been phased in over several years. Due to budget concerns during original project scoping, the project calls for an Operator Interface at each remote station that utilizes mobile devices such as iPads rather than a screen hard-wired into a station’s control panel. During recent SCADA panel hardware installations at several stations, including removal of obsolete Rugids/displays, Operations Staff requested that most sites include local Human Machine Interface screens (HMI’s) built into the panels due to potential loss of communication with server hubs.

At the E/O Committee meetings of January 4 and February 1, 2023, staff presented this item with the attached quote from TESCO of \$227, 350 for eleven (11) HMI screens and installations that are deemed critical (Exhibit 1), plus an additional two (2) spare screens as requested by District staff. Since the February 1 Committee, staff has requested from TESCO a revised quote for an alternative solution that meets minimum functionality requirements for local screens; however, this proposal and quote will not be available before the February Regular Board Meeting.

FUNDING SOURCE:

Capital Improvement Program

FISCAL IMPACT (PROJECT BUDGET):

FY 17/18: SCADA System Assessment Study	\$ 45,000
*FY 18/19: WAN Improvements and Hardware Replacement	\$ 200,000
FY 19/20: Radio Study and PLC Hardware Purchase	\$ 400,000
FY 20/21: SCADA Platform, Backbone Installation, TCGWTF Upgrades	\$ 600,000
FY 21/22: Upgrade 24 Sites	\$ 1,000,000
FY 22/23: Upgrade 7 Sites, Development of HMI Software	\$ 980,000
Total:	\$ 3,225,000

**Needed to prolong the life of the existing system until new SCADA completion*

FY 22/23 CONTRACT SUMMARY:

Original Contract	\$ 980,000
Amendment No. 1	\$ 17,376
Amendment No. 2	\$ 227,350 (subject to revision)
Total Contract	\$1,224,726

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 16, 2023**

COMMITTEE STATUS

This matter was reviewed with the Engineering/Operational Committee and was forwarded to the Board of Directors without a recommendation.

RECOMMENDED ACTION:

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

EXHIBIT(S):

1. TESCO Controls Proposal

CONTACTS (staff responsible): PALUDI/LAUSTEN/PEREA

To: Trabuco Canyon Water District
Attn: Lorrie Lausten
Re: Fiscal Year 2022-2023 Improvements
Local HMIs for Remote Water/Wastewater Sites

Quote Date: 12/28/2022
Quote No.: 22L209Q02
Project No.: T-46178X8 **COQ2**

Dear Lorrie:

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

Scope of Work

This change order quote is inclusive of furnishing the new panel HMIs that Trabuco Canyon Water District (District) has requested for local process control and visibility of the remote water/wastewater sites previously equipped with RUGID operator interfaces. Now that the RUGID units have been removed (*or in the process of being removed*), the District requires the ability to locally control/monitor these remote sites in the event of a central SCADA system failure or loss in cellular communications (*required for the remote viewing SCADA tablets*). There are a total of **eleven (11) remote sites** requiring the new panel-mount HMIs, which includes the following:

Barneburg Lift Station, El Toro Lift Station, Heritage Lift Station, O'Neil Lift Station, Plano Lift Station & Booster Pump Station, Santiago Canyon Lift Station, Via Allegre Lift Station, Dove & Robinson Recycled Water Pump Station, El Toro Booster Pump Station, Falcon Booster Pump Station, and Topanga Booster Pump Station.

With the exception of Topanga Booster Pump Station, which requires a new wall-mount enclosure to house the HMI, all other sites will involve either onsite retrofit of the HMIs within existing control panel doors or adding the HMIs to the new RTU panels currently in production at TESCO's manufacturing facility.

The programming and graphic displays of each HMI will be developed in the same Ignition platform that the District will eventually utilize with the upgraded SCADA system TESCO is currently constructing. As part of the current SCADA upgrade project, TESCO and the District will participate in a technical workshop to determine the graphical and screen layout requirements, which will then be leveraged for display purposes at each remote site and corresponding HMI.

Following implementation of the new HMIs, TESCO will perform testing and startup services to ensure the District has complete visibility and local control at each remote site, independent and regardless of the SCADA system status. Refer, to *Scope of Supply* below for a detailed listing of the materials and services to be provided by TESCO as part of this change order.

Please Note: This change order includes HMI retrofits for eleven (11) sites; however, the Scope of Supply below lists a quantity of thirteen (13) HMIs to account for the two (2) spare units requested by the District.

Scope of Supply

Item	Qty	Description
WATER DISTRIBUTION SITES		
1	13	<p>HMI Hardware & Software to include:</p> <ul style="list-style-type: none"> ▪ Advantech Industrial PC <ul style="list-style-type: none"> ▫ 15.6" Display Touch Screen ▫ Intel Core i7-6600U Processor ▫ 16GB DDR4 Memory Built-In ▫ 2.5" 128GB SSD ▫ Microsoft Windows 10 Professional OS 64-Bit ▪ Inductive Automation Ignition Edge Licensing
2	1	<p>Topanga Booster Pump Station to include:</p> <ul style="list-style-type: none"> ▪ Wall-Mount NEMA 12 Galvanized Steel Enclosure <ul style="list-style-type: none"> ▫ 24VDC, 5A, 1-Phase 10kAIC ▫ Dimensions: 30"H x 30"W x 12"D ▫ Back-Panel per Layout ▫ Cutout/Space Provisions for Panel HMI ▫ Exterior Powder Coat: <u>ANSI 61 Grey</u> ▪ Panel Circuit Breaker ▪ Ethernet Patch Cable as required ▪ DIN Rail, Terminal Blocks, Wires, Ground Bus Bar, & Nameplates/Labels as required
3	1	<p>Santiago Canyon Lift Station to include:</p> <ul style="list-style-type: none"> ▪ GracePort+ 16" HMI Cover <ul style="list-style-type: none"> ▫ UV Rated ▫ Polyurethane Gasket Protection
4	Lot	<p>Professional Services to include:</p> <ul style="list-style-type: none"> ▪ <u>Project Management</u> ▪ <u>Engineering</u> <ul style="list-style-type: none"> ▫ update engineered bill of materials, engineered shop drawings, equipment schematics, engineered submittals, technical data, as-built documentation, and project records ▪ <u>Manufacturing</u> <ul style="list-style-type: none"> ▫ fabrication, assembly, equipment wiring, and factory testing ▪ <u>SCADA Programming</u> <ul style="list-style-type: none"> ▫ program the new Advantech HMIs for local display of the respective site processes (<i>reflective of the data and graphics currently under development with the District's new Ignition SCADA application</i>) ▫ test the individual HMI programs for accurate data representation and response to operator control/input; perform I/O checks between each local PLC program and the interfacing HMI ▪ <u>Field Service / Product Startup</u> <ul style="list-style-type: none"> ▫ for the control panels already existing in the field, make cutouts and retrofit the new HMIs accordingly ▫ product quality review, verification of installation, parameter/configuration adjustments as required, software upload/download as required, function checks, and startup

Item	Qty	Description
		<ul style="list-style-type: none"> ▫ onsite training for the District’s operations staff to demonstrate the general usage of the new HMIs, including screen navigation, setpoint controls/adjustment, and alarm event viewing/acknowledgment
		TOTAL (Items 1-4, including applicable sales tax):
		\$227,350.00

Project Clarifications

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

Terms & Conditions

- Quote is firm for 30 days unless otherwise stated.
- Intellectual Property and Confidentiality Notice: The scope of work and price quotation shall not be construed as a formal design or recommendations on design for the related project. All content contained within this quotation is the intellectual property under the proprietorship of Tesco Controls, LLC and is subject to applicable copyright laws. Such intellectual property shall not be duplicated, replicated, copied, or shared without explicit written consent from Tesco Controls, LLC, as it contains confidential information and work product developed exclusively for use by Tesco Controls, LLC.
- **HMI Provisions & Integration:** to be scheduled in conjunction with ongoing **Project No. T-46178X8** and following receipt of purchase order, written notice of intent, or notice to proceed.
- Lead-Time & Supply Chain Impacts: Due to the supply chain impacts imposed by the pandemic, all quoted lead-times are subject to change without notice.
- Unless otherwise stated above, price does not include any sales tax, use tax, or applicable fees; please apply any taxes and/or fees as appropriate. Please note that all invoices will include sales tax where applicable.
- TESCO price is FOB factory, full freight allowed.
- TESCO warranties against defect in design, workmanship, and materials for a period of one year from date of installation and does not exceed 18 months from the date of shipment from the factory.
- TESCO carries liability insurance, with full workers’ compensation coverage.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.
- All merchandise sold is subject to lien laws.
- Final retention to be paid within 10 days after the project notice of completion.

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

Sincerely,

TESCO CONTROLS

A handwritten signature in black ink, appearing to read "John Wright". The signature is stylized with a large initial "J" and a long, sweeping underline.

John Wright
Technical Sales Supervisor
jwright@tescocontrols.com

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 16, 2023**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 9: AGREEMENT FOR WITHDRAWAL FROM SOUTH ORANGE COUNTY WASTEWATER AUTHORITY AND CONCURRENT TEMPORARY RECYCLED WATER PERMIT SERVICES

The Trabuco Canyon Water District (District) Board of Directors has directed staff to take steps to withdraw from the South Orange County Wastewater Authority (SOCWA) Joint Powers Authority (JPA). The District is the only SOCWA member with no capacity interests in SOCWA facilities; however, the District's wastewater recycling operations are covered under a Regional Water Quality Control Board waste discharge permit held and managed by SOCWA. Ultimately, the District will need to acquire an independent waste discharge permit with the Regional Board before it ceases to be included in the existing multi-agency permit.

Although the District has historically realized value from participating in SOCWA, the demands on District staff and budgetary resources in recent years have become disproportionate to the benefit received and can no longer be justified to the District's ratepayers. District retained a consultant in June 2022 to compare status quo to the estimated costs of acquiring and maintaining a recycled water permit directly with the Regional Board. In September 2022, staff reported to the Board that an independent permit would be more cost-effective than continued participation in SOCWA, particularly when projections of staff time and legal counsel expenses are factored in.

To address the issues of exiting SOCWA but maintaining regulatory coverage, the District has proposed an agreement ("Agreement for SOCWA Withdrawal and Concurrent Temporary Recycled Water Permit Services"), to be executed by SOCWA and all SOCWA member agencies. Through the agreement, the District seeks to accomplish three primary goals: 1) withdrawal from the SOCWA JPA upon execution by all the parties; 2) payment of all UAL/OPEB liabilities to SOCWA; and 3) SOCWA's continued provision of recycled water permitting services to TCWD on a contractual basis until TCWD acquires its own permit with the Regional Board. The agreement is included as Exhibit 1.

Written Notice of Intent to Withdraw

Section 12.3 of the SOCWA JPA agreement allows for any member agency to withdraw from the JPA effective on the last day of a specified fiscal year by giving each member agency written notice 120 days prior to the end of that fiscal year, subject to certain conditions. Notwithstanding the proposed withdrawal agreement discussed as part of the agenda item, it is recommended that the District also consider providing a written "Notice of Withdrawal" to all SOCWA members at least 120 days prior to June 30, 2023, consistent with Section 12.3. The Notice of Withdrawal should be received by SOCWA and member agencies no later than March 2. A draft Notice of Withdrawal is included as Exhibit 2.

FUNDING SOURCE:

Not applicable

FISCAL IMPACT:

Staff has estimated a future net financial benefit to withdrawing from SOCWA.

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS

This matter was reviewed with the Executive Committee.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 16, 2023**

RECOMMENDED ACTION:

Authorize the General Manager to execute the Agreement for SOCWA Withdrawal and Concurrent Temporary Recycled Water Permit Services between Trabuco Canyon Water District and South Orange County Wastewater Authority, subject to any revisions approved by the General Manager and legal counsel.

EXHIBITS:

1. Agreement for SOCWA Withdrawal and Concurrent Temporary Recycled Water Permit Services (TCWD-SOCWA)
2. Draft Notice of Withdrawal

EXHIBITS:

None

CONTACTS (staff responsible): PALUDI/PEREA/COLLINS

**Agreement for SOCWA Withdrawal and
Concurrent Temporary Recycled Water Permit Services
(TCWD-SOCWA)**

This Agreement for SOCWA Withdrawal and Concurrent Temporary Recycled Water Permit Services (“**Agreement**”) is dated _____, 2023 (“**Effective Date**”) and is between Trabuco Canyon Water District (“**TCWD**”), the South Orange County Wastewater Authority (“**SOCWA**”), and each of SOCWA’s other **Member Agencies** as that term is defined below.

A. Overview. The *Joint Exercise of Powers Agreement Creating South Orange County Wastewater Authority* (“**SOCWA**”) dated July 1, 2001 (the “**Joint Powers Agreement**”) created a joint powers agency made up of several wastewater service providers within the San Juan Creek and/or Aliso Creek watershed. The nine current members of SOCWA are the City of Laguna Beach, the City of San Clemente, El Toro Water District, Emerald Bay Services District, Irvine Ranch Water District, Moulton Niguel Water District, Santa Margarita Water District, South Coast Water District, and TCWD (collectively, the “**Member Agencies**”). SOCWA owns and operates wastewater treatment facilities, transmission mains, and outfalls on behalf of its Member Agencies, and facilitates a recycled water reuse permit compliance, monitoring, and reporting program.

B. TCWD Project Committee Participation. Where a SOCWA activity, project, or facility involves less than all of SOCWA’s Member Agencies, the affected Member Agencies form a “**Project Committee**” (or “**PC**”) that is responsible for overseeing that activity, project, or facility. TCWD is currently a member of PC 12 (formerly known as PC No. 2SO), which handles the activity of joint recycled water permit compliance, monitoring, and reporting for four of the Member Agencies: TCWD, Moulton Niguel Water District, Santa Margarita Water District, and South Coast Water District. The SOCWA recycled water permit, Order No. 97-52, covers TCWD’s Robinson Ranch Water Recycling Plant and related recycled water distribution and use system. TCWD’s recycled water program is the smallest of the members, representing approximately 6% of the total SOCWA-permitted service area recycled water by volume.

C. TCWD Intent to Obtain Independent Recycling Permit. TCWD intends to ultimately obtain and manage its own recycled water permit from state/regional regulators, instead of participating in the joint recycled water permitting services offered by SOCWA¹. TCWD is advised that obtaining an independent permit may take up to 12-18 months.

D. TCWD Withdrawal from SOCWA. Upon obtaining an independent recycled water permit, TCWD will no longer benefit from any SOCWA activities, projects, or facilities. TCWD currently represents less than 1% of the total revenues and budget of SOCWA². TCWD has determined that, because >99% of the budget of SOCWA is not related to TCWD’s operations, that it would be in the best interests of both SOCWA and TCWD for TCWD to withdraw as a member of SOCWA. After its withdrawal, TCWD will have continuing actuarial liability arising out of unfunded pension obligations (“**UAL**”) and other post-employment employment benefits (“**OPEB**”) obligations from its historic participation in PC 12; TCWD intends to continue to pay its

¹ Three other SOCWA Member Agencies have independent recycled water permits: the City of San Clemente, El Toro Water District, and Irvine Ranch Water District. The latter two are former members of PC 12.

² TCWD represented only 0.25% of SOCWA’s budget in 2022-23 (\$61,528 out of \$23,670,816), and is projected to be only 0.18% of SOCWA’s budget in 2023-34 (\$44,780 out of \$24,641,183).

fair share of these obligations, which over a five-year period are estimated to be between \$353.00 and \$439.00 per year.

E. Interim Recycled Water Permitting Services. Given the uncertain time frame for TCWD to obtain an independent recycled water permit, and in order to facilitate the orderly transition from joint recycled water permitting under SOCWA to an independent recycled water permit, the parties intend for TCWD to immediately withdraw from SOCWA, and concurrently provide for SOCWA to continue to perform recycled water permit services for TCWD under a services contract instead of the JPA until TCWD's independent permit is issued. This will avoid the potential for TCWD to have obtained an independent permit while still being a SOCWA member.

F. Purposes. The Parties intend by this Agreement to provide for (i) TCWD's withdrawal as a member agency from SOCWA; (ii) TCWD's payment of all UAL/OPEB liabilities associated with TCWD's historic membership in SOCWA; and (iii) SOCWA's temporary continued provision of recycled water permitting services on a contract basis.

The Parties therefore agree as follows:

1. **JPA Withdrawal.**

1.1 As of the Effective Date, TCWD is no longer a member of SOCWA and therefore no longer a member of the SOCWA Board of Directors, Project Committee 12, or any other committee. The remaining Member Agencies consent to this withdrawal according to the terms and conditions of this Agreement.

1.2 The JPA is hereby amended to remove TCWD as a member of SOCWA or a party to the JPA.

1.3 TCWD shall pay to SOCWA all amounts owing to SOCWA that were incurred during its membership in SOCWA within 45 days after receipt of a closing invoice from SOCWA, subject to Section 7.1 (Liability; Indemnity).

2. **Effective Date.** This Agreement will become effective on the last date this Agreement is executed by the SOCWA and the Member Agencies.

3. **Interim Recycled Water Permitting Services.**

3.1 Services. Concurrently with TCWD's withdrawal, SOCWA shall provide recycled water permit compliance, monitoring, and reporting services ("**Services**") to TCWD pursuant to this Agreement. SOCWA shall perform the Services to the same level, to the same extent, and using the same standard of care as those Services were provided to TCWD prior to TCWD's withdrawal, including services related to development and approval of a Salt and Nutrient Management Plan.

3.2 Duration. SOCWA shall provide the Services from the Effective Date until TCWD gives notice to SOCWA that TCWD has obtained a new water recycling permit from the State Water Resources Control Board or the Regional Water Quality Control Board.

3.3 Costs and Invoicing. SOCWA shall invoice TCWD, on a quarterly basis, for all of SOCWA's costs to provide the Services to TCWD. The costs must be allocated

proportionately to TCWD's burden on the recycled water permitting activities of SOCWA, and may include reasonable overhead and administrative costs.

4. **UAL/OPEB Liability.** In recognition of TCWD's duty to pay to SOCWA the proportional amount of any UAL/OPEB public retirement system liability allocable to TCWD as of the Effective Date, TCWD shall pay to SOCWA within 45 days after the Effective Date the total amount of \$5,000 in full and final settlement of all outstanding UAL/OPEB liability to SOCWA, and upon receipt of that payment, TCWD will be deemed to have satisfied its UAL/OPEB obligations and SOCWA will be deemed to have released and discharged TCWD from any further liability for SOCWA's UAL/OPEB obligations. In the alternative, if TCWD receives written notice from SOCWA within 15 days after the Effective Date that SOCWA prefers to receive on-going quarterly payments in lieu of a lump-sum amount, then TCWD shall pay SOCWA on a quarterly basis in arrears for TCWD's proportional amount due. The quarterly payment option expires on midnight of the 15th day following the Effective Date.

5. **No JPA Costs.** After the Effective Date, TCWD will not have any responsibility to contribute toward any operational, maintenance, capital, or general fund costs incurred by SOCWA or its Member Agencies, except those costs directly arising out of or relating to the Services, which will be proportional to the services received and identified in the annual use audit as part of the PC 12 costs (and include reasonable overhead and administration costs). If SOCWA does not adopt an annual use audit or budget, then the previous year's annual use audit figures will be used and later reconciled upon adoption of a use audit or budget.

6. **SOCWA Bulk Purchases.** TCWD is currently a party to multiple contracts with SOCWA and other Member Agencies for bulk purchasing of services and supplies. SOCWA shall continue to allow for TCWD to participate in joint purchasing agreements offered to Member Agencies for chemicals, solids hauling, and other services that SOCWA negotiates with third party vendors.

7. **Liability; Indemnity.**

7.1 SOCWA shall indemnify, defend, and hold harmless TCWD from any claims, legal, regulatory, enforcement, or administrative actions ("**Claims**") arising out of or relating to the debts, liabilities, operations, obligations, or facilities owned or operated by SOCWA or any of its Project Committees (except PC 12) that arise on or after the Effective Date. The parties do not intend to release TCWD from its proportional liability for any Claims relating to TCWD's participation in SOCWA or PC 12 prior to the Effective Date. TCWD will only be responsible for liabilities that are directly attributable to TCWD's participation in PC 12 prior to the Effective Date, or TCWD's own acts or omissions that arise on or after the Effective Date.

7.2 SOCWA shall indemnify, defend, and hold harmless TCWD from any Claims arising out of or related to SOCWA's Services on or after the Effective Date.

8. **Effect on Prior Rights.** The terms of this Agreement govern the parties and supersede all contrary terms in prior agreements between the parties, including but not limited to the Joint Powers Agreement.

9. **Miscellaneous.**

9.1 *Integration, Amendment.* This Agreement represents the entire understanding of the parties as to TCWD's withdrawal from SOCWA and concurrent interim contracting for the Services. To the extent that it contradicts or varies from this Agreement, no prior oral or written understanding will be of any force or effect with respect to the matters covered by this Agreement. This Agreement cannot be modified except in a writing approved and executed by all applicable parties.

9.2 *Governing Law.* This Agreement is governed by the laws of the State of California and will be construed as if drafted by all parties.

9.3 *Third Parties.* This Agreement does not create any third-party beneficiary or any rights in any person or party other than the parties.

9.4 *Signing Authority.* Each Party represents and warrants that each person or persons executing this Agreement on its behalf is duly authorized to do so by the respective Party and that this Agreement binds the parties.

9.5 *Notices.* Any written notice required by this Agreement must be made by U.S. mail or by reliable overnight courier and delivered to the following address, together with a courtesy copy by email:

To TCWD: Trabuco Canyon Water District
 32003 Dove Canyon Dr.
 Trabuco Canyon, CA 92679
 Attn: General Manager
 cc: by email to fpaludi@tcwd.ca.gov

With a Courtesy Copy by email to:
ccollins@hansonbridgett.com

To SOCWA and the other Member Agencies:

South Orange County Wastewater Authority
34156 Del Obispo Street
Dana Point CA 92629
Attn: General Manager

Any party may, by written notice to the others, designate a different address or addressee, which will be substituted immediately for that specified above.

9.6 *Severability.* If any provision of this Agreement, for any reason, is held to be invalid, illegal, or unenforceable in any respect, that invalidity, illegality, or unenforceability will not affect any other provision of this Agreement, but this Agreement will be construed as if the invalid, illegal, or unenforceable provision had never been set forth, and the remainder will be enforceable to the fullest extent permitted by law to effectuate the original intent of the Parties.

9.7 *Successors & Assigns.* The terms of this Agreement are binding upon and will inure to the benefit of and be enforceable by the respective successors and assigns of the parties.

9.8 *Counterparts*. This Agreement may be executed in counterparts, each of which is an original, but all of which together will constitute one and the same instrument.

The parties are signing this Agreement as of the Effective Date.

TRABUCO CANYON WATER DISTRICT

Dated: _____

By: _____
Fernando Paludi, General Manager

Approved as to Form:
Hanson Bridgett, LLP

By: _____
District Counsel

**SOUTH ORANGE COUNTY WASTEWATER
AUTHORITY**

Dated: _____

By: _____

Approved as to Form:

By: _____
Authority Counsel

SOCWA MEMBER AGENCIES

City of Laguna Beach

Dated: _____ By: _____

Approved as to Form:

By: _____
City Attorney

[Signatures continue.]

City of San Clemente

Dated: _____ By: _____

Approved as to Form:

By: _____
City Attorney

El Toro Water District

Dated: _____ By: _____

Approved as to Form:

By: _____
District Counsel

Emerald Bay Services District

Dated: _____ By: _____

Approved as to Form:

By: _____
District Counsel

Moulton Niguel Water District

Dated: _____ By: _____

Approved as to Form:

By: _____
District Counsel

Santa Margarita Water District

Dated: _____ By: _____

Approved as to Form:

By: _____
District Counsel

[Signatures continue.]

South Coast Water District

Dated: _____ By: _____

Approved as to Form:

By: _____
District Counsel

Irvine Ranch Water District

Dated: _____ By: _____

Approved as to Form:

By: _____
District Counsel

STAFF MEMBERS

Fernando Paludi, General Manager
Michael Perea, District Secretary
Cindy Byerrum, District Treasurer
Hanson Bridgett, LLP, Legal Counsel



BOARD OF DIRECTORS

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

February 16, 2023

VIA EMAIL AND FEDEX

To: South Orange County Wastewater Authority
Attn: Mr. Jim Burror, Interim General Manager

and the members of the South Orange County Wastewater Authority (SOCWA):

City of Laguna Beach
City of San Clemente
El Toro Water District
Emerald Bay Service District

Irvine Ranch Water District
Moulton Niguel Water District
Santa Margarita Water District
South Coast Water District

Re: **NOTICE OF WITHDRAWAL FROM SOCWA**

Dear Mr. Burror and Members of SOCWA:

Trabuco Canyon Water District (TCWD) hereby notifies SOCWA and the member agencies of its intent to withdraw from SOCWA effective on the last day of the 2022-2023 fiscal year, June 30, 2023.

This notice is made pursuant to Section 12.3 of *the Joint Exercise of Powers Agreement Creating South Orange County Wastewater Authority* dated July 1, 2001.

Separately, TCWD has requested that all member agencies approve the *Agreement for SOCWA Withdrawal and Concurrent Temporary Recycled Water Permit Services between Trabuco Canyon Water District and South Orange County Wastewater Authority* ("TCWD-SOCWA Withdrawal Agreement"). The TCWD-SOCWA Agreement provides for TCWD's withdrawal from SOCWA and concurrently provides for SOCWA to continue to provide recycled water permit-related services for TCWD under a services contract until TCWD receives its own permit from the Regional Board. If SOCWA and all member agencies execute the TCWD-SOCWA Withdrawal Agreement prior to June 30, 2023, TCWD will withdraw from SOCWA effective as of the last date the TCWD-SOCWA Withdrawal Agreement is signed.

Sincerely,

Fernando Paludi
General Manager

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 16, 2023**

**ACTION CALENDAR
LEGISLATIVE AND OTHER MATTERS
ITEM 10: DROUGHT UPDATE**

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/PEREA

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 16, 2023**

LEGISLATIVE AND OTHER MATTERS

ITEM 11: LOCAL GOVERNMENTAL AND LEGISLATIVE MATTER(S)

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