



**FINANCE/AUDIT COMMITTEE MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
ADMINISTRATION FACILITY  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA  
MAY 16, 2023 at 8:00 AM**

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**COMMITTEE MEMBERS**

Don Chadd, Committee Chair  
Glenn Acosta, Committee Member  
Edward Mandich, Committee Member Alternate

**DISTRICT STAFF**

Fernando Paludi, General Manager  
Michael Perea, District Secretary  
Cindy Byerrum, District Treasurer  
Karen Warner, Principal Accountant

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**AGENDA NOTE:**

*Trabuco Canyon Water District will make this Finance/Audit Committee Meeting available by telephone audio as follows:*

**Telephone Audio:** 1 (669) 900-6833      **Access Code:** 969-3001-9067

*Persons desiring to monitor the Committee meeting agenda items may download the agenda and documents on the internet at [www.tcwd.ca.gov](http://www.tcwd.ca.gov). You may submit public comments by email to the Committee at [mperea@tcwd.ca.gov](mailto:mperea@tcwd.ca.gov). In order to be part of the record, emailed comments on meeting agenda items must be received by the District, at the referenced e-mail address, not later than 7:00 a.m. (PDT) on the day of the meeting.*

**CALL MEETING TO ORDER**

**VISITOR PARTICIPATION**

*Members of the public wishing to address the Committee regarding a particular item on the agenda are requested to complete a speaker card and submit it to staff. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decisions on matters. The Committee makes recommendations only to the Board of Directors. Members of the public will be given the opportunity to speak to the Committee prior to making a recommendation on the matter. 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 invited to identify themselves and encouraged to make comment at this time. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decision on matters. The Committee makes recommendations only to the Board of Directors. Under the requirements of State Law, Committee Members cannot take action on items not identified on the agenda and will not make decisions on such matters. The Committee Chair 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.*

**COMMITTEE MEMBER COMMENTS**

**REPORT FROM THE GENERAL MANAGER**

**FINANCIAL MATTERS**

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**ITEM 1: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, TENTATIVE FUTURE MEETINGS/ATTENDANCE**

**RECOMMENDED ACTION:**

*Recommend the Board of Directors approve the Directors' fees and expenses for April 2023 and tentative future meetings/attendance (Action Calendar).*

**ITEM 2: TRABUCO CANYON WATER DISTRICT PROPOSED FISCAL YEAR 2023/24 BUDGET**

**RECOMMENDED ACTION:**

*Receive information at the time of the meeting and make recommendation(s) as necessary.*

**ITEM 3: URBAN WATER INSTITUTE 2023 ANNUAL CONFERENCE SPONSORSHIP**

**RECOMMENDED ACTION:**

*Recommend the Board of Directors approve sponsorship of the Urban Water Institute's 2023 Annual Conference in the amount of \$1,250 (Action Calendar).*

**ITEM 4: OTHER MATTERS**

**RECOMMENDED ACTION:**

*Hear Other Matters from the General Manager or District Staff.*

**ITEM 5: FINANCIAL REPORT**

**A) PRESENTATION OF PRELIMINARY UNAUDITED FINANCIAL STATEMENTS**

**RECOMMENDED ACTION:**

*Recommend that the Board receive and file the preliminary unaudited financial statements for March 2023 (Consent Calendar).*

**B) BILLS FOR CONSIDERATION**

**RECOMMENDED ACTION:**

*Approve and ratify the bills for consideration and warrant register and recommend that the Board ratify payment of the Bills for Consideration for May 16, 2023 as presented (Consent 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 Finance/Audit Committee in connection with a matter subject to discussion or consideration at an open meeting of the Finance/Audit Committee are available for public inspection at the Trabuco Canyon Water District Administrative Facility, 32003 Dove Canyon Drive, Trabuco Canyon, California (District Administrative Facility) or will be posted online on the District's website located at [www.tcwd.ca.gov](http://www.tcwd.ca.gov). If such writings are distributed to members of the Committee less than 72 hours prior to the meeting, they will be available online at [www.tcwd.ca.gov](http://www.tcwd.ca.gov) at the same time as they are*



**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING AGENDA | MAY 16, 2023**

*distributed to the Committee, except that, if such writings are distributed immediately prior to or during the meeting, they will be posted online on the District's website located at [www.tcwd.ca.gov](http://www.tcwd.ca.gov).*

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

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



**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING | MAY 16, 2023**

**FINANCIAL MATTERS**

**ITEM 1: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, TENTATIVE FUTURE MEETINGS/ATTENDANCE**

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***Directors' 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 their Director capacity. The attached spreadsheet provides a recap of the meetings, seminars, and/or conferences attended by Directors including direct reimbursables paid to each Director.

***Future Meetings***

Future meetings are identified for reference and designated directors are anticipated to attend. In the event an unanticipated meeting occurs that requires attendance by a director, the meeting attendance will be subsequently presented to the Board of Directors for ratification.

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT (PROJECT BUDGET)**

FY 2022/2023 Budgeted Board Expenses: \$43,000

**RECOMMENDED ACTION:**

*Recommend that the Board ratify the Directors' fees and expenses for April 2023 and tentative future meetings/attendance. (Action Calendar)*

**EXHIBIT(S):**

1. Directors' Fees and Expenses Report for April 2023
2. Directors' Tentative Future Meetings/Attendance – Calendar Year 2023.

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


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

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
<b>DISTRICT MEETINGS</b>					
Executive Committee Meeting			04/03/23	04/03/23	
Engineering/Operational Committee Meeting			04/05/23		04/05/23
Finance/Audit Committee Meeting	04/13/23				
Individual Meeting with General Manager	04/18/23	04/17/23	04/18/23	04/17/23	04/18/23
Regular Board Meeting	04/20/23	04/20/23	04/20/23	04/20/23	04/20/23
Special Board Meeting	04/11/23	04/11/23	04/11/23	04/11/23	04/11/23
<b>REPRESENTATIVE MEETINGS</b>					
Community Association of Rancho (CAR)		04/04/23			
City of Rancho Santa Margarita Council Meeting				04/26/23	04/12/23
City of Rancho Santa Margarita Planning Commission	04/05/23				
Independent Special Districts of Orange County (ISDOC) Monthly Meeting				04/04/23	
Independent Special Districts of Orange County (ISDOC) Quarterly Meeting					
OC LAFCO Regular Commission Meeting				04/12/23	
MWDOC Board Meeting	04/19/23				
Santiago Aqueduct Commission Meeting					
South Orange County Wastewater Authority (SOCWA) Regular Board Meeting			04/06/23		
South Orange County Agencies Group					
Quarterly - South Orange County Integrated Regional Watershed Management Executive Committee					
Water Advisory Commission of Orange County (WACO)	04/07/23				
<b>NUMBER OF MEETINGS ATTENDED</b>	<b>7</b>	<b>4</b>	<b>6</b>	<b>7</b>	<b>5</b>
<b>FEES (\$125 per each meeting*)</b>	<b>\$875.00</b>	<b>\$500.00</b>	<b>\$750.00</b>	<b>\$875.00</b>	<b>\$625.00</b>
<b>DIRECT REIMBURSABLE EXPENSES</b>					
<b>DIRECT REIMBURSABLE EXPENSES TOTALS</b>					
<b>INDIRECT REIMBURSABLE EXPENSES</b>					
<b>INDIRECT REIMBURSABLE EXPENSES TOTALS</b>					
<b>TOTAL</b>	<b>\$875.00</b>	<b>\$500.00</b>	<b>\$750.00</b>	<b>\$875.00</b>	<b>\$625.00</b>
<i>* Maximum per diem per day is one; maximum per diems per month is 10</i>					

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**DIRECTOR SIGNATURE**

**TRABUCO CANYON WATER DISTRICT | 2023 PUBLIC MEETING AND CONFERENCE CALENDAR**

LINE ITEM	MEETING DESCRIPTION	2023											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
<b>DISTRICT PUBLIC MEETINGS</b>													
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	-	-	-	-	-	-	-	-	-	-	-	-
<b>PUBLIC MEETINGS</b>													
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
<b>CONFERENCES</b>													
19	ACWA Spring Conference - Monterey, 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		2/22 - 2/24						8/23 - 8/25				
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  
FINANCE/AUDIT COMMITTEE MEETING | MAY 16, 2023**

**FINANCIAL MATTERS**

**ITEM 2: TRABUCO CANYON WATER DISTRICT PROPOSED FISCAL YEAR 2023/24 BUDGET**

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

***PROPOSED GENERAL FUND BUDGET ASSUMPTIONS***

For FY 2023/2024, District staff has prepared the General Fund Budget with the following budgetary assumptions based on eight months of financial data in FY 2022/2023:

<b>Description</b>	<b>Proposed Adjustment %</b>
MWDOC Capacity Charges	3.5%
MET Tier 1 Untreated Water Charges	5.6%
Chemicals	22.0%
Contract Services	15.0%
Electricity	8.0%
Fuel	10.0%
Inflation	3.7%
OC LAFCO	5.0%
Professional Services	<i>Scheduled Out</i>
Salary/Compensation	3.7
Health Benefits	7.0%
Ancillary Benefits (Dental/Vision)	7.0%

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

Capital Improvement Projects (CIP) completed to date and status for completion by the end of the fiscal year. In addition, District staff prepares a list of proposed projects for the upcoming fiscal year to recommend a CIP budget to the Board of Directors. CIP projects are categorized as administrative, water, wastewater, recycled water, or engineering and general projects. A DRAFT Fiscal Year 2023/24 CIP is included for Committee review and consideration.

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT**

In Development

***RECOMMENDED ACTION:***

*Receive information at the time of the meeting and make recommendation(s) as necessary.*

**EXHIBIT(S):**

1. DRAFT Fiscal Year 2023/2024 Capital Improvement Projects, Equipment, and Program Budgets

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

**Trabuco Canyon Water District  
Capital Improvement Plan Budget  
FY 2023/2024**

Item	Name		Project Basis	Amount
<b><u>PROJECT</u></b>				
1	Golf Club SLS Improvement	Carryover from this years project due to the delay in getting equipment	End of Service Life	\$1,800,000
2	DWTP Office & Storage	Construction cost of 299k plus misc on-site improvement by staff	Safety/End of Service Life	\$350,000
3	SCADA System Upgrades FY 2223	Carryover of this years project due to the delay in getting equipment	Reliability/End of Service Life	\$400,000
4	WWTP Hoffman Blower Building Rehab	Replacement of the 2 sutorbuid PD blowers with Multistage Centrifugal air blowers	Reliability	\$400,000
5	10" Pipeline Replacement - Cooks to Harris Grade	Deisgn for the replacement pipe from ccooks/ridgeline to HG	Reliability	\$250,000
6	Chiquita FY23/24		Contract Agreement	\$178,000
7	Dove/Robinson Ranch Recycled BPS	Design of for the replacmeent of the filters, header piping/valves, 1 pump, flow meter/bypass	End of Service Life	\$100,000
8	Heritage SLS Rehab	One of three pumps are out of service. Reconfigure the suction and discharge in the dry pit to install a new in stock pump	End of Service Life	\$100,000
9	PSPS Transfer Switch Upgrade-Water	Install Manual Transfer swithc and camlock generator receptable at key facilities in case a power outage operators can plu in generators without waiting on an electrician.	Reliability	\$60,000
10	PSPS Transfer Switch Upgrade-Sewer	Install Manual Transfer swithc and camlock generator receptable at key facilities in case a power outage operators can plu in generators without waiting on an electrician.	Reliability	\$60,000
11	WWTP SCADA/Fiber Optic Upgrade	Installation of fiber optic cable, replacement of obsolete plc/rugids with M340 plc'sand scada programming	End of Service Life	\$130,000
12	El Toro Force Main Discharge Valve Replacements	Replacement of 8" and 12" plug valves in El toro and SMP	Reliability/End of Service Life	\$79,000
13	DWTP Vault Improvement	Replacement of vault lids which are failing at DWTP	Safety	\$75,000
14	Recycled PRV Vault Improvements - Dove Canyon	Rehabilitaiton of vaults serving Dove HOA and Golf Course.	End of Service Life	\$200,000
			<b>Sub-Total</b>	<b>\$4,182,000</b>
<b><u>EQUIPMENT</u></b>				
15	Fleet		General Maintenance	\$130,000
16	Pump Replacements - Sewer		End of Service Life	\$50,000
17	Pump Replacements - Water		End of Service Life	\$50,000
			<b>Sub-Total</b>	<b>\$230,000</b>
<b><u>PROGRAM</u></b>				
18	PRV - Water		General Maintenance	\$20,000
19	Valve Replacements - Water		General Maintenance	\$30,000
20	Wet Well Recoating		General Maintenance	\$30,000
21	Manhole Recoating		General Maintenance	\$20,000
			<b>Sub-Total</b>	<b>\$100,000</b>
<b>Total FY 23/24</b>				<b>\$4,512,000</b>



**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING | MAY 16, 2023**

**FINANCIAL MATTERS**

**ITEM 3: URBAN WATER INSTITUTE 2023 ANNUAL CONFERENCE SPONSORSHIP**

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The District became a member of the Urban Water Institute (UWI) in 2020 and the District's General Manager holds a position on the UWI Board of Directors. UWI hosts two water policy conferences annually (February and August) and is currently planning its 2023 Annual Water Conference to be held on **August 23-25, 2023** in San Diego. A "Lanyard Sponsorship" is \$1,250 and places the District name and logo on the conference lanyards distributed to all attendees. The list of sponsorship opportunities and the UWI Spring Conference Save the Date flyer are included as Exhibits. A conference program is not yet available.

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT**

\$1,250

**RECOMMENDED ACTION:**

*Recommend the Board of Directors approve sponsorship of the Urban Water Institute's 2023 Annual Conference in the amount of \$1,250 (Action Calendar).*

**EXHIBIT(S):**

1. UWI 2023 Annual Conference Save the Date Announcement
2. UWI 2023 Annual Conference Sponsorship Opportunities

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



# SAVE THE DATE!

## Urban Water Institute's 30th Annual Water Conference

### August 23-25, 2023

Hyatt Regency Mission Bay

1441 Quivira Rd

San Diego, CA 92109

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



URBAN WATER INSTITUTE 30<sup>TH</sup> ANNUAL CONFERENCE  
AUGUST 23-25, 2023 – Hyatt Regency Mission Bay, San Diego

**PREMIUM SPONSORSHIP OPPORTUNITIES**

**30<sup>TH</sup> ANNIVERSARY SPONSOR: \$10,000**

- Company logo listed in all promotional materials
- Company logo on cover of program
- Company logo projected on presentation screens
- Company logo displayed during all conference events
- Company logo displayed in registration area
- Company banner on display
- Exhibitor table; can be used at Spring and Annual Conference
- Speaking opportunity (Lunch or Reception)
- Verbal recognition at all conference events (Lunch and Receptions)
- A commemorative gift will be given out on your company's behalf
- 1 Complimentary hotel room for 2 nights
- 4 conference registrations
- Sponsor acknowledgment in the UWI Newsletter
- Recognition on representative's name badges
- Company logo on 30<sup>th</sup> Anniversary Sponsor individual poster board
- UWI website to link sponsors website
- Receive pre/post conference attendee list

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

- Company logo listed in all promotional materials
- Company logo on cover of program
- Company logo projected on presentation screens
- Company logo displayed during all conference events
- Company logo displayed in registration area
- Sponsor Acknowledgement in the UWI Newsletter
- Company logo on Platinum Sponsor poster board
- UWI Website to link sponsors website
- Receive pre/post conference attendee list
- Exhibitor table
- 3 conference registrations

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

- Company logo listed in promotional materials
- Company logo on cover of program
- Company logo projected on presentation screens
- Company logo displayed during all conference events
- Company logo displayed in registration area
- Company logo on Gold Sponsor poster board
- UWI Website to link sponsors website
- Receive pre/post conference attendee list
- 2 conference registrations

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

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

## **BRONZE SPONSOR: \$2,000**

- Company logo listed in promotional materials
- Company logo on cover of program
- Company logo projected on presentation screens
- Company logo displayed in registration area

## **ADDITIONAL SPONSORSHIP OPPORTUNITIES**

- **Afternoon Networking Break Sponsor – August 23<sup>rd</sup> \$2,000**
- **Welcome Reception Sponsor – August 23<sup>rd</sup> \$3,500** (Bring Own Marketing Materials)
- **Continental Breakfast Sponsor – August 24<sup>th</sup> \$3,500**
- **Luncheon Sponsor – August 24<sup>th</sup> \$5,000**
- ~~**Afternoon Networking Break Sponsor – August 24<sup>th</sup> \$2,000**~~ **SECURED!**
- **Chairman’s Reception Sponsor – August 24<sup>th</sup> \$4,000** (Bring Own Marketing Materials)
- **Buffet Breakfast Sponsor – August 25<sup>th</sup> \$4,000**
- **Poster Signs for Conference Sponsor \$1,250**
- **Audio Visual Sponsor \$2,000 (Several Needed)**
- **Program Printing Sponsor \$2,000**
- **Social Media Sponsor \$1,250**
- **Wi-Fi Sponsor \$2,500**
- **Lanyard Sponsor \$1,250**
- **Folder Sponsor \$1,500**

### **ALL SPONSORSHIP OPPORTUNITIES INCLUDE THE FOLLOWING BENEFITS**

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

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

TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING | MAY 16, 2023

FINANCIAL MATTERS  
ITEM 4: OTHER MATTERS

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**RECOMMENDED ACTION:**

*Hear Other Matters from the General Manager or District Staff.*

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

**TRABUCO CANYON WATER DISTRICT  
FINANCE/AUDIT COMMITTEE MEETING | MAY 16, 2023**

**FINANCIAL MATTERS  
ITEM 5: FINANCIAL REPORT**

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**A) PRESENTATION OF PRELIMINARY UNAUDITED FINANCIAL STATEMENTS**

**RECOMMENDED ACTION:**

*Recommend that the Board receive and file the preliminary unaudited financial statements for March 2023 (Consent Calendar).*

**B) BILLS FOR CONSIDERATION**

The total of the bills for consideration will be presented at the time of the May 16, 2023, Finance/Audit Committee Meeting.

**RECOMMENDED ACTION:**

*Approve and ratify the bills for consideration and warrant register and recommend that the Board ratify payment of the Bills for Consideration for May 16, 2023 as presented (Consent Calendar).*

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



# Trabuco Canyon Water District

## Budget to Actual

For the period July 1, 2022 through March 31, 2023

(Unaudited)

	March 2023	YTD Actual	FY 23 Adopted Budget	YTD 75%
<b>1 Operating Revenue</b>				
2 Water Commodity Sales	\$ 178,882	\$ 2,853,689	\$ 4,237,600	67%
3 Service Charges - Water	105,437	896,029	1,207,000	74%
4 Service Charges - Sewer	157,758	1,356,864	1,844,900	74%
5 Service Charges - Recycled/Reclaimed	6,551	56,956	84,000	68%
6 Baker Treatment Plant (BTP) Water Sales	47,196	1,000,870	1,110,000	90%
7 Water Recovery & Emergency Storage Fees	82,431	620,444	612,200	101%
8 Reclaimed Water Sales	10,579	480,518	771,300	62%
9 Recycled Water Sales	8,220	201,230	227,500	88%
10 Customer Charges	39,168	317,806	318,300	100%
11 Other Operating Revenue	-	-	91,800	0%
12 Standby Charges	8,032	23,169	46,200	50%
13 Uncollectable Accounts	-	-	(26,400)	0%
<b>14 Total Operating Revenue</b>	<b>644,254</b>	<b>7,807,574</b>	<b>10,524,400</b>	<b>74%</b>
<b>15 Non-Operating Revenue</b>				
16 Property Taxes	125,313	1,394,015	2,140,200	65%
17 Interest Revenue	557	81,301	18,800	432%
18 Other Non-Operating Revenue	4,598	34,226	76,200	45%
<b>19 Total Non-Operating Revenue</b>	<b>130,469</b>	<b>1,509,541</b>	<b>2,235,200</b>	<b>68%</b>
<b>20 Total Revenues</b>	<b>774,723</b>	<b>9,317,115</b>	<b>12,759,600</b>	<b>73%</b>
<b>21 Operating Expense</b>				
22 Source of Supply	59,714	1,758,533	2,822,500	62%
23 Baker Treatment Plant Water for Resale	47,196	883,159	1,022,500	86%
24 Water Related Expenses	72,623	727,951	911,300	80%
25 Sanitation Related Expenses	16,551	257,904	315,200	82%
26 Recycled & Reclaimed Expenses	19,570	145,456	207,900	70%
27 Salaries and Benefits	347,446	3,157,719	4,203,200	75%
28 CalPERS Unfunded Accrued Liability Minimum	-	273,674	290,000	94%
29 General and Administrative	181,781	1,566,580	2,323,100	67%
<b>30 Total Operating Expense</b>	<b>744,882</b>	<b>8,770,976</b>	<b>12,095,700</b>	<b>73%</b>
<b>31 Non-Operating Expense</b>				
32 Debt Service - State Revolving Fund	-	115,191	230,200	50%
33 Debt Service - Credit Line	-	73,306	145,000	51%
<b>34 Total Non-Operating Expense</b>	<b>-</b>	<b>188,496</b>	<b>375,200</b>	<b>50%</b>
<b>35 Total Expenses</b>	<b>744,882</b>	<b>8,959,472</b>	<b>12,470,900</b>	<b>72%</b>
<b>36 Net Income / (Loss) Before Capital &amp; Pension</b>	<b>29,841</b>	<b>357,643</b>	<b>288,700</b>	<b>124%</b>
37 Use of District Reserves for Capital Projects	-	-	-	N/A
38 Developer Impact Fees (Restricted)	-	40,795	-	N/A
<b>39 Increase / (Decrease) to Reserves</b>	<b>\$ 29,841</b>	<b>\$ 398,438</b>	<b>\$ 288,700</b>	<b>138%</b>

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



# Trabuco Canyon Water District

## District Capital

FY 2022/23 (Unaudited)

	March 2023	YTD Actual	FY 23 Adopted Budget	YTD 75%
<b>1 Funding Sources</b>				
2 Grant Revenue	\$ -	\$ -	\$ 500,000	0%
3 Bank of the West Credit Line Proceeds	141,888	2,928,204	5,162,000	57%
4 Use of District Reserves for Capital Projects	-	-	-	N/A
<b>5 Funding Sources Total</b>	<b>141,888</b>	<b>2,928,204</b>	<b>5,662,000</b>	<b>52%</b>
<b>6 District Capital</b>				
<b>7 Capital Improvements / Replacements</b>				
8 SCADA System Upgrades FY 22/23	3,720	107,711	1,210,000	9%
9 AMI/AMR System Implementation (USBR) *	38	1,532,249	1,700,000	90%
10 Golf Club SLS Bypass Construction	4,709	156,995	870,000	18%
11 Dimension Water Treatment Plant (DWTP) Office & Storage	1,814	24,132	300,000	8%
12 Master Plan and Condition Assessment Study	22,931	222,608	250,000	89%
13 Live Oak Pipeline Scoping	-	-	100,000	0%
14 ETRSLs Surge Tank Improvements	49,352	196,802	250,000	79%
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	-	109,276	-	N/A
19 Dove Lake Dam Repair	-	182,954	-	N/A
<b>20 Capital Improvements / Replacements Total</b>	<b>82,564</b>	<b>2,349,774</b>	<b>4,785,000</b>	<b>49%</b>
<b>21 Equipment</b>				
22 Chiquita Capital Replacement	-	153,979	178,000	87%
23 Wastewater Treatment Plant Hoffman Blower Building Rehab	-	526	250,000	0%
24 Equipment Trailer	-	-	39,000	0%
25 Wastewater Treatment Plant New Mixers	53,066	53,066	150,000	35%
26 Dove Lake Barge/Pump	-	27,946	20,000	140%
27 Domestic Water Turbidimeter Replacement	-	-	15,000	0%
28 Flow Meter - Tick Creek	-	8,908	-	N/A
<b>29 Equipment Total</b>	<b>53,066</b>	<b>235,516</b>	<b>652,000</b>	<b>36%</b>
<b>30 Programs</b>				
31 Pressure Relief Valve Improvements	-	54,458	15,000	363%
32 Valve Replacement Program	3,835	13,495	45,000	30%
33 Manhole Recoating Program - Sewer	-	-	20,000	0%
34 Pressure Relief Valve Vault Improvements - Reclaimed	2,422	2,422	45,000	5%
35 Pump Replacement Program	-	80,676	100,000	81%
<b>36 Programs Total</b>	<b>6,257</b>	<b>151,051</b>	<b>225,000</b>	<b>67%</b>
<b>37 District Capital Total</b>	<b>141,888</b>	<b>2,928,204</b>	<b>5,662,000</b>	<b>52%</b>
<b>38 Net Budget</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

\*Partially funded by Grant / Loan Proceeds

\*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

## Balance Sheet

March 31, 2023

(Unaudited)

		March 2023
<b>1</b>	<b>Assets</b>	
<b>2</b>	<b>Cash &amp; Investments</b>	
3	Cash & Investments - Unrestricted	\$ 1,792,898
4	Cash & Investments - Restricted	6,560,879
<b>5</b>	<b>Total Cash &amp; Investments</b>	<u>8,353,777</u>
<b>6</b>	<b>Other Current Assets</b>	
7	Accounts Receivable, Net	1,527,433
8	Prepaid & Other	94,307
9	LAIF - Market Value Adjustment <sup>1</sup>	533
<b>10</b>	<b>Total Other Current Assets</b>	<u>1,621,739</u>
<b>11</b>	<b>Capital Assets</b>	
12	Capital Assets, at Cost	124,675,651
13	Accumulated Depreciation	(79,710,888)
14	Construction in Progress	4,210,494
<b>15</b>	<b>Total Capital Assets</b>	<u>49,175,258</u>
16	Net OPEB Asset	201,692
17	Deferred Outflows of Resources (DOR)	1,473,729
<b>18</b>	<b>Total Assets &amp; DOR</b>	<u><u>\$ 60,826,728</u></u>
<b>19</b>	<b>Liabilities</b>	
<b>20</b>	<b>Current Liabilities</b>	
21	Accounts Payable	\$ 512,374
22	Accrued Expenses	158,325
23	Current Portion-Long Term Debt	92,840
24	Deposits on Hand	51,256
<b>25</b>	<b>Total Current Liabilities</b>	<u>814,795</u>
<b>26</b>	<b>Long-Term Liabilities</b>	
27	Net Pension Liability	1,597,778
28	State Revolving Fund Loan	1,749,475
29	Bank of the West Loan	10,000,000
<b>30</b>	<b>Total Long Term Liabilities</b>	<u>13,347,253</u>
31	Deferred Inflows of Resources (DIR)	2,448,966
<b>32</b>	<b>Total Liabilities &amp; DIR</b>	<u>16,611,014</u>
<b>33</b>	<b>Net Position</b>	44,215,714
<b>34</b>	<b>Total Liabilities, Net Position &amp; DIR</b>	<u><u>\$ 60,826,728</u></u>

<sup>1</sup> 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.

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# Trabuco Canyon Water District

## Cash Investments Report

March 31, 2023

(Unaudited)

	Type	Cost	Market	% Total
<b>District Cash &amp; Investments</b>				
<b>Unrestricted</b>				
Local Agency Investment Fund (LAIF)	Investment	\$ 1,366,299	\$ 1,347,868	16.3%
Bank of the West	Checking	426,599	426,599	5.2%
<b>Total Unrestricted</b>		<b>1,792,898</b>	<b>1,774,467</b>	<b>21.5%</b>
<b>Restricted</b>				
LAIF - Water Storage Facilities	Investment	1,065,712	1,051,336	12.7%
LAIF - Interim Sewage	Investment	115,616	114,057	1.4%
LAIF - Debt Issuance 2022	Investment	5,142,587	5,073,215	61.5%
Cash in CB&T Reserved for SRF Loan	Checking	236,964	236,964	2.9%
<b>Total Restricted</b>		<b>6,560,879</b>	<b>6,475,571</b>	<b>78.5%</b>
<b>Total District Cash &amp; Investments</b>		<b>\$ 8,353,777</b>	<b>\$ 8,250,038</b>	<b>100.0%</b>

### 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**