



**ENGINEERING/OPERATIONAL COMMITTEE MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
ADMINISTRATION FACILITY
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA
AUGUST 2, 2023 AT 7:00 AM**

COMMITTEE MEMBERS

Michael Safranski, Committee Chair
Stephen Dopudja, Committee Member
Don Chadd, Committee Member Alternate

DISTRICT STAFF

Fernando Paludi, General Manager
Michael Perea, District Secretary
Lorrie Lausten, District Engineer
Gary Kessler, Water System Superintendent
Oscar Ulloa, Wastewater Superintendent
Jason Stroud, Maintenance Superintendent

AGENDA NOTE:

Trabuco Canyon Water District (District) will make this Engineering/Operational Committee Meeting available by telephone audio as follows:

Telephone Audio: 1 (669) 900-6833

Access Code: 973-7562-7682

Persons desiring to monitor the Committee meeting agenda items may download the agenda and documents on the internet at www.tcwd.ca.gov. You may submit public comments by email to the Committee 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 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 submit public comments by email to the Committee at mperea@tcwd.ca.gov. 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 requested to submit oral communication by email to the Committee at mperea@tcwd.ca.gov. 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.

COMMITTEE MEMBER COMMENTS

REPORT FROM THE GENERAL MANAGER

TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING AGENDA | AUGUST 2, 2023

ENGINEERING MATTERS

PRESENTER(S): FERNANDO PALUDI, GENERAL MANAGER
MICHAEL PEREA, ASSISTANT GENERAL MANAGER
LORRIE LAUSTEN, DISTRICT ENGINEER

ITEM 1: 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. June 7, 2023

ITEM 2: HERITAGE SEWER LIFT STATION DRY PIT IMPROVEMENTS

RECOMMENDED ACTION:

Recommend the Board of Directors authorize the General Manager to execute a contract for Heritage Sewer Lift Station Dry Pit Improvements to Ferreira Construction in the not to exceed amount of \$173,201, with a 10% contingency of \$17,320, for a not-to exceed amount of \$190,521 (Action Calendar).

ITEM 3: EL TORO SEWER LIFT STATION SURGE TANK AND OPERATIONAL IMPROVEMENTS

RECOMMENDED ACTION:

Committee to receive additional information at the time of the meeting.

ITEM 4: SCADA UPGRADE PROJECT ADDENDUM NO. 1 TO FY 2022/23 AGREEMENT WITH TESCO CONTROLS

RECOMMENDED ACTION:

Recommend the Board of Directors authorize the General Manager to execute Addendum No. 1 to FY 2022/23 Agreement with TESCO Controls, Inc. for Robinson Ranch Panel Upgrade to TESCO Controls, Inc. in the not to exceed amount of \$96,250 (Action Calendar).

ITEM 5: PROJECT PARTNERS CONTRACT FOR DISTRICT STAFF AUGMENTATION

RECOMMENDED ACTION:

Recommend the Board of Directors authorize the General Manager to execute a contract for As-Needed Project Management Support to Project Partners in the not to exceed amount of \$162,000 (Action Calendar).

ITEM 6: RATIFICATION OF THE PURCHASE OF FOUR NEW UTILITY TRUCK FLEET VEHICLES

RECOMMENDED ACTION:

Recommend the Board of Directors ratify the purchase of four (4) new utility truck fleet vehicles from Tuttle Click Ford for a not to exceed amount of \$249,928.80 (Action Calendar).



**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING AGENDA | AUGUST 2, 2023**

ITEM 7: OTHER ENGINEERING AND OPERATIONS PROJECT UPDATES

1. Saddleback Meadows On-Site Improvements: RFP for Plan Check Services.
2. Dove Canyon Plaza Improvements and Agreement
3. Other Projects

RECOMMENDED ACTION:

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

OPERATIONAL MATTERS

**PRESENTER(S): GARY KESSLER, WATER SYSTEM SUPERINTENDENT
OSCAR ULLOA, WASTEWATER OPERATIONS SUPERINTENDENT
JASON STROUD, MAINTENANCE DEPARTMENT SUPERINTENDENT**

ITEM 8: WATER SYSTEM UPDATES

RECOMMENDED ACTION:

Committee to receive system status updates. No action required.

ITEM 9: WASTEWATER SYSTEM UPDATES

RECOMMENDED ACTION:

Committee to receive system status updates. No action required.

ITEM 10: MAINTENANCE DEPARTMENT UPDATES

RECOMMENDED ACTION:

Committee to receive system status updates. No action required.

REGULATORY AND OTHER MATTERS

ITEM 11: OTHER MATTERS/REPORTS

RECOMMENDED ACTION:

Hear Other Matters/Reports that may have arisen after the posting of the agenda.

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) or 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.



**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING AGENDA | AUGUST 2, 2023**

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
ENGINEERING/OPERATIONAL COMMITTEE MEETING | AUGUST 2, 2023**

ADMINISTRATIVE MATTERS

ITEM 1: 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. June 7, 2023 Committee Meeting*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI



TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JUNE 7, 2023

DIRECTORS PRESENT

Mike Safranski, Committee Chair
Stephen Dopudja, Committee Member

STAFF PRESENT

Michael Perea, Assistant General Manager
Lorrie Lausten, District Engineer
Gary Kessler, Water Superintendent
Jason Stroud, Maintenance Superintendent
Phil Serpas, CMMS/SCADA Administrator

STAFF ABSENT

Fernando Paludi, General Manager
Karen Warner, Principal Accountant
Lisa Sangi, Executive Assistant
Oscar Ulloa, Wastewater Superintendent

PUBLIC PRESENT

None

CONSULTANTS PRESENT

Tori Yokoyama, Hazen

CALL MEETING TO ORDER

Director Safranski called the June 7, 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

None were received.

REPORT FROM THE GENERAL MANAGER

Mr. Perea reported on the following matters:

- General Manager Paludi was out of the office on vacation.
- Mr. Ulloa was out of the office on vacation.
- Mr. Garrett Rias, Wastewater Operator I, has successfully passed his Wastewater Treatment Operator II examination. Mr. Perea commended Mr. Rias for his hard work.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JUNE 7, 2023**

ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

Mr. Perea 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

ITEM 2: PRESENTATION OF MASTER PLAN REPORT BY HAZEN & SAWYER

Ms. Lausten introduced Mr. Yokoyama to the Committee. Mr. Yokoyama delivered a PowerPoint presentation on the preparation of the District’s Master Plan report, which included a detailed analysis of the District’s services by type, including water supplies and demands, sewer system hydraulic modeling analysis results and system recommendations, and capital improvement project budgeting targets based on the condition assessment results. Mr. Yokoyama added that the water and sewer system pipeline analyses are age based, and that the systems are currently meeting demands. Discussion occurred concerning total days of potable water supply, as well as water quality and age. Director Dopudja commended Mr. Yokoyama on his presentation, and he suggested sharing this presentation with the Board of Directors at the following Regular Board Meeting; Director Safranski concurred with Director Dopudja.

- MOTION:** The Committee recommended forwarding this matter to the Board of Directors for their review.

ITEM 3: SADDLECREST DEVELOPMENT GRANT DEED FOR THE WATER RESERVOIR AND PUMP STATION

Ms. Lausten presented this matter, and she provided a brief development status update to the Committee. Ms. Lausten added that the grant deed requires the developer to deed the reservoir and pump station to the District. Ms. Lausten reported on certain site improvements which will result in the developer issuing extended warranties through the manufacturer due to project delays and other impacts outside of the District’s control. Discussion occurred concerning the planned facility start up testing period; Ms. Lausten reported that the start up test is scheduled for June 19, 2023.

- MOTION:** Recommended that the Board of Directors authorize the General Manager and District Secretary to accept the Grant Deed from Rutter Santiago, L.P. for the 1604 Zone Hydro-Pneumatic Booster Station and 1.5 MG Domestic Water Tank and Facilities for Tract 17388, TCWD Project No. 2400 in a form substantially similar to the attached Draft and approved by General Counsel (Action 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 | JUNE 7, 2023**

ITEM 4: DOVE CANYON PLAZA UPGRADES

Ms. Lausten presented this matter to the Committee, and she reported that District staff is working with the property owner of Dove Canyon Plaza to complete certain site improvements to meet District standards, including fire flow backflow devices with bypass meters and irrigation system improvements. Ms. Lausten reported that the District will issue a conditional will serve letter to two new tenants.

MOTION: None – Informational item only.

ITEM 5: OTHER ENGINEERING AND OPERATIONS PROJECT UPDATES

1. Other Projects –

No other projects were presented to the Committee.

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. Replaced a potable water service on Wakonda in the Dove Canyon community.
2. Removed an abandoned and leaking potable water service on Trabuco Oaks Drive.
3. Worked with contractors to bring Saddle Crest reservoir and pump station online.
4. Replaced a leaking fire hydrant on High Point in the Dove Canyon community.
5. Completed the fifth monitoring cycle of the Unregulated Contaminant Monitoring Rule (UCMR 5) [EPA].
6. Worked to prepare, complete, and submit the Electronic Annual Report (eAR) [CA SWRCB]
7. Continued to work with TESCO Controls and Hydrotech Electric to keep GWTF running.

Mr. Kessler presented the Water System Summary for Committee review, and he provided updates on the GWTF production and certain facility equipment upgrades.

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. Installed upgraded level control systems at Golf Club, El Toro, and Santiago sewer lift stations.
2. Assisted TESCO Controls with the SCADA upgrades at Golf Club, El Toro, and Santiago sewer lift stations.
3. Installed new suction line for future tank cleaning at the Robinson Ranch Wastewater Treatment Plant.
4. Cleaned El Toro and Santiago sewer lift station wet well.

Mr. Ulloa presented the Recycled Water System Summary for Committee review.

MOTION: None – Informational item only.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JUNE 7, 2023**

ITEM 8: MAINTENANCE DEPARTMENT UPDATES

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

Water Operations

1. Completed preventative maintenance on pumps/motors at Dimension Water Treatment Plant (DWTP), including oil changes and grease Dezurik fittings.

Wastewater Operations

1. Assisted Operations in Robinson Ranch WWTP SBR tank preparations for new air header.
2. Assisted Operations with the installation of a new transducer/level indication system at Golf Club sewer lift station.
3. Assisted Operations in cleaning the El Toro sewer lift station wet well.
4. Worked with TESCO Controls and Hydrotech Electric on the El Toro sewer lift station PLC upgrade.
5. Worked with TESCO Controls and Hydrotech Electric on Santiago sewer lift station upgraded level control system.
6. Attended Cornell Pump factory witness test for Golf Club sewer lift station replacement pump in Portland, Oregon.

District Fleet Upgrades & Other Projects

1. Changed oil on motors at Robinson Ranch booster pump station.
2. Worked with TESCO Controls on the annual EMASS program.
3. Completed AQMD Reporting for permitted diesel engines districtwide [new regulatory annual reporting requirement].
4. Delivered two District vehicles to Elite Auto for repairs. One for emission system repairs, and one for the replacement of certain steering components. Both vehicles are back in service.
5. Worked with vendor for District-wide Fire Extinguisher service.
6. Prepared for Water Awareness Day event.

MOTION: None – Informational item only.

ITEM 9: OTHER MATTERS/REPORTS

Ms. Lausten reported that District staff will be working with Pulsco (contractor) on the start up of the new surge tank system at El Toro Sewer Lift Station later in the week.

Director Dopudja provided a brief summary of the meeting with homeowner association (HOA) representatives the prior day for the purpose of discussing the proposed rates and charges.

Mr. Perea reported that District staff will provide an update on the updates to the proposed capital improvement project (CIP) program for fiscal year 2023-24.

MOTION: None – Informational item only.

ADJOURNMENT

Director Safranski adjourned the June 7, 2023 Engineering/Operational Committee Meeting at 8:29 a.m.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING | AUGUST 2, 2023**

ENGINEERING MATTERS

ITEM 2: HERITAGE SEWER LIFT STATION DRY PIT IMPROVEMENTS

Trabuco Canyon Water District (District) owns and operates the Heritage Sewer Lift Station (Heritage SLS) located on Heritage Drive between Robinson Ranch Road and Silvertree Lane in the Trabuco Highlands Community. The Heritage SLS is a critical pump station that conveys pumped wastewater flows from a portion of the lower Dove Canyon community and Rancho Cielo community (from Via Alegre SLS), Walden Homes, Trabuco Marketplace, Dahlia Court community, and lower Robinson Ranch (from Plano Trabuco SLS) via a sewer force main. The facility also receives gravity sewer flows from the upper Robinson Ranch community and Trabuco Highlands community and serves as the final pump station of the sanitary sewer system before the Robinson Ranch Wastewater Treatment Plant (WWTP).

In FY 22/23, operations requested the installation of a sewer bypass valve assembly for emergency and maintenance work. This work was completed in February 2023. For FY 23/24, the station is budgeted for the installation of a back-up in stock pump, including new discharge header improvements and isolation valves. The remaining full site upgrades are budgeted for FY 24/25, which include dry pit and yard piping improvements, installation of a bypass wet well, wet well improvements and site/security improvements.

On July 24, 2023, Staff received construction bids for the FY 23/24 work, as follows:

Heritage SLS Dry-Pit Improvements	
Company	Amount
Ferreira Construction	\$173,201
GCI Construction	\$338,500

Staff recommends awarding the construction project to Ferreira Construction in the amount of \$173,201.

FUNDING SOURCE:

Capital Improvement Program

FISCAL IMPACT (PROJECT BUDGET)

YEAR	ORIGINAL	FINAL/ PROJECTED	STATUS
FY 21/22	\$240,000	\$100,000	Engineering for Station Improvements (Piping, Bypass, Wet Well, Site Improvements) Surveying and Geotechnical-Cancelled due to Golf Club SLS
FY 22/23	\$30,000	\$27,000	Installation of By-Pass Tee and Valves
FY 23/24	\$200,000	\$260,000	Installation of One in Stock Pump, Discharge Header, Valves, Engineering, and Inspection
FY 24/25	\$1,300,000	\$1,300,000	Remaining Upgrades- Demo Existing & Install By-Pass Wet Well, Wet Well Vault Lid, 8" Sewer, Site Improvements to Include Grading, Wall & Gate
TOTAL		\$1,687,000	Project Total

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption was filed with the County of Orange on October 21, 2021.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING | AUGUST 2, 2023**

RECOMMENDED ACTION:

Recommend the Board of Directors authorize the General Manager to execute a contract for Heritage Sewer Lift Station Dry Pit Improvements to Ferreira Construction in the not to exceed amount of \$173,201, with a 10% contingency of \$17,320, for a not-to exceed amount of \$190,521 (Action Calendar).

EXHIBIT(S):

1. Bid Evaluation

CONTACTS (staff responsible): PALUDI/LAUSTEN

BID COMPARISON
HERITAGE SEWER LIFT STATOIN DRY PIT IMPROVEMENTS
2324-104 Bid Opening Date: July 24, 2023 @ 2:00 p.m.

#1

#2

Ferreira Construction Bree Scott Bscott@ferreiraconstruction.com Commerce Center Drive, Suite Rancho Cucamonga, CA 91730 (909) 606-5900 License # 985180	GCI Construction Terry Gillespie tdg@gciconstruction.com 1031 Calle Recodo Suite D San Clemente, CA 92673 (714) 957-0233 License # 755356
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Item	Description	Quantity	Unit	Engineer's Unit Price	Engineer's Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	Mobilization / Demobilization (NTE 5% of Total Bid)	1	LS	\$19,200.00	\$19,200.00	\$8,000.00	\$8,000.00	\$17,000.00	\$17,000.00
2	Construction and Monitoring of Temporary Sewer Bypass System	1	LS	\$30,000.00	\$30,000.00	\$1.00	\$1.00	\$48,000.00	\$48,000.00
3	Survey and Verification of Utility Locations, Field Dimensions, and Existing Electrical Work	1	LS	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$16,000.00	\$16,000.00
4	BMP Implementation and Erosion Control	1	LS	\$1,000.00	\$1,000.00	\$800.00	\$800.00	\$15,000.00	\$15,000.00
5	Excavation Safety Measures	1	LS	\$4,600.00	\$4,600.00	\$1,200.00	\$1,200.00	\$6,000.00	\$6,000.00
6	Miscellaneous Mechanical Demolition in Dry Pit	1	LS	\$16,710.00	\$16,710.00	\$12,500.00	\$12,500.00	\$13,000.00	\$13,000.00
7	Construction of Mechanical Improvements in Dry Pit	1	LS	\$93,800.00	\$93,800.00	\$78,500.00	\$78,500.00	\$110,000.00	\$110,000.00
8	Construction of Force Main Improvements	1	LS	\$70,300.00	\$70,300.00	\$50,200.00	\$50,200.00	\$82,000.00	\$82,000.00
9	Startup and Testing, Record Documents, O&M Manuals and Warranties	1	LS	\$3,500.00	\$3,500.00	\$1,000.00	\$1,000.00	\$6,500.00	\$6,500.00
10	All Other Work	1	LS	\$48,000.00	\$48,000.00	\$19,000.00	\$19,000.00	\$25,000.00	\$25,000.00
					\$289,110.00		\$173,201.00		\$338,500.00

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING | AUGUST 2, 2023**

ENGINEERING MATTERS

ITEM 3: EL TORO SEWER LIFT STATION SURGE TANK AND OPERATIONAL IMPROVEMENTS

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

In the Summer of 2021, the surge tank failed, and the station was bypassed to IRWD’s Los Alisos Reclamation Plant. District Engineering and Operations staff prepared bid documents to include replacement of the system to include a new surge tank, structural supports, compressor, electrical and control system. In January 2022, SS Mechanical was contracted for the repair work. Due to long material procurement time, the Surge Tank System was completed in June 2023. In addition to the on-site work, Ferreira Construction completed a force main valve repair in El Toro Road in July 2023. Staff coordinated with the City of Lake Forest to make the repair ahead of their intersection paving project, which greatly reduced the valve repair project cost.

In addition to the mechanical improvements listed above, Tesco Controls implemented new wet well level controls and updated SCADA programming during this period.

FUNDING SOURCE:

General Fund

FISCAL IMPACT (PROJECT BUDGET):

YEAR	ORIGINAL	FINAL/PROJECTED	Company
FY 21/22	Unbudgeted	\$24,870.00	JIG Consultants
FY 22/23	\$ 250,000	\$240,817.29	SS Mechanical-Surge Tank
		\$3,578.00	GMU Geotechnical
Fy23/24	\$79,000	T&M	Ferreira Construction-El Toro FM Valve Repair
	TOTAL	\$269,265.29	

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption was filed with the County of Orange on October 29, 2021

RECOMMENDED ACTION(S):

Committee to receive additional information at the time of the meeting.

EXHIBIT(S):

1. Site Pictures

CONTACTS (staff responsible): PALUDI/LAUSTEN

EL TORO LIFT STATION SURGE TANK IMPROVEMENTS

Trabuco Canyon Water District
Engineering/Operational Committee Meeting
8/2/23





Project Location



New 1,100 Gallon Surge Tank



CAUTION
VENTILATE
10 MINUTES
BEFORE ENTERING
NOTICE

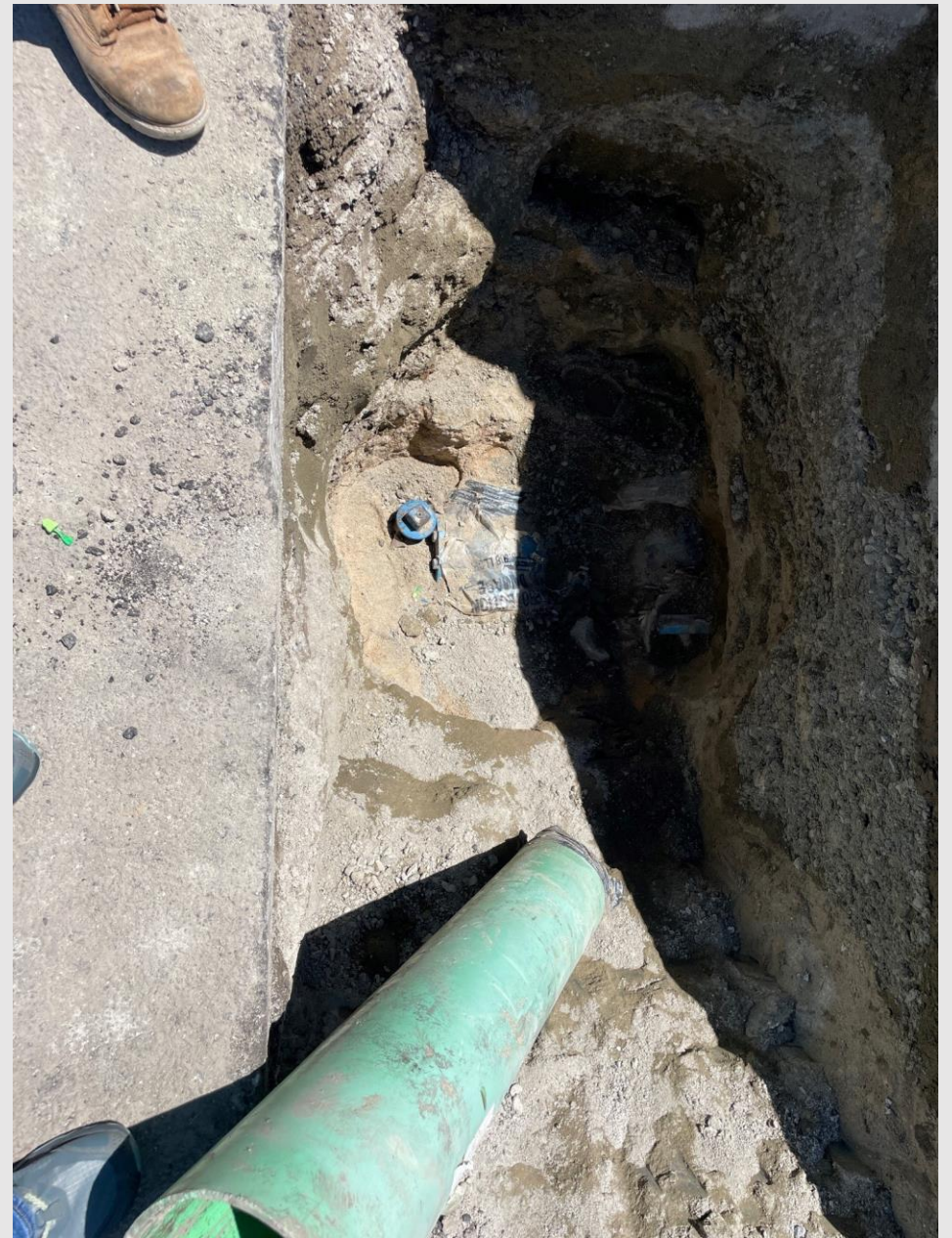
Compressor



Pulsco Surge Tank Controller



West Bound ElToro Rd.



Parallel Force Mains-Valve Repair

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING | AUGUST 2, 2023**

ENGINEERING MATTERS

ITEM 4: SCADA UPGRADE PROJECT ADDENDUM NO. 1 TO FY 2022/23 AGREEMENT WITH TESCO CONTROLS

The Districts’ 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. The final location in the multi-year SCADA upgrade is Robinson Ranch Booster Pump Station. Staff is presenting this amendment which includes a new PLC, OIT screen, enclosure, programming, and electrical installation/support because this work was not included in the original scope.

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, DWTP, New OIT screens, (2 Amendments)	\$ 1,224,726
FY 22/23: Upgrade 7 Sites, WWTP & DWTP Hardware, HMI Software	\$ 960,000
Total:	\$ 3,429,726

*Need to prolong life of system until new SCADA completion

FY 22/23 CONTRACT SUMMARY:

Original contact	\$ 960,000
Addendum No. 1	\$ 96,250
Total Contact	\$1,056,250

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption

RECOMMENDED ACTION:

Recommend the Board of Directors authorize the General Manager to execute Addendum No. 1 to FY 2022/23 Agreement with TESCO Controls, Inc. for Robinson Ranch Panel Upgrade to TESCO Controls, Inc. in the not to exceed amount of \$96,250 (Action Calendar).

EXHIBIT(S):

1. TESCO Controls Proposal

CONTACTS (staff responsible): PALUDI/PEREA/LAUSTEN

To: Trabuco Canyon Water District
 Attn: Lorrie Lausten
 Re: Robinson Ranch Pump Station & Portola Basin Flow Station
RTU Panel Upgrades

Quote Date: 7/13/2023
 Quote No.: 23F264Q02

Dear Lorrie:

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

Scope of Work

This quote is inclusive of the RTU panel upgrades required at Trabuco Canyon Water District's (District) Robinson Ranch Pump Station and Portola Basin Flow Station. Robinson Ranch requires local process control and therefore, will be equipped with a new Modicon M340 PLC; whereas, Portola Basin only requires flow monitoring (*no process control*), which will be captured through an Ethernet I/O module.

Based on the equipment requirements at Robinson Ranch, TESCO will supply a new enclosure (*to be installed by Others*) to replace the existing wall-mount RTU panel. However, the existing RTU enclosure at Portola Basin can be maintained and has adequate space available for TESCO to retrofit a new preassembled back-panel equipped with the required RTU components.

TESCO will program the new Robinson Ranch PLC and integrate both remote sites within the District's new Ignition SCADA application according to the recent standards developed under TESCO Project No. T-46178X7 and T-46178X8. Regarding communications for these two (2) sites, TESCO will need to determine viable radio paths to link with the District's new RF infrastructure and then radios will be provisioned and configured for the selected frequency.

TESCO will subcontract an electrical contractor to perform the new RTU panel and antenna mast installations required at Robinson Ranch; whereas the new back-panel retrofit at Portola Basin will be self-performed by TESCO's Field Service personnel. Following installation and integration of the new RTU equipment at each site, TESCO will perform testing and startup services to ensure the related communications, controls, and monitoring functions are working properly. Refer to the *Scope of Supply* below for a complete listing of the materials and services to be provided by TESCO and the electrical contractor.

Scope of Supply

Item	Qty	Description
RTU PANEL UPGRADES		
1	1	Robinson Ranch Pump Station PLC/RTU Control Panel (New) to include: <ul style="list-style-type: none"> ▪ Wall-Mount NEMA 12 Galvanized Steel Enclosure <ul style="list-style-type: none"> ▫ 120V, 15A, 1-Phase, 10kAIC ▫ Dimensions: 48"H x 36"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 ▪ 120V Simplex Receptacle ▪ Surge Protection Device

Item	Qty	Description
		<ul style="list-style-type: none"> ▪ 1000VA UPS with Qty. of (2) 24V Batteries ▪ 24V Power Supply ▪ Modicon M340 PLC <ul style="list-style-type: none"> ▫ I/O Modules as required ▪ C-more 7" Touch Panel HMI (<i>previously purchased by TCWD under TESCO Project T-46178X7 COQ4</i>) ▪ MDS Orbit ECR Radio (<i>450/900MHz – frequency selection to be determined following RF testing/analysis</i>) <ul style="list-style-type: none"> ▫ Yagi Directional Antenna & Lightning Arrestor ▫ Pole Mounting Kit, Weatherproofing, Cable Grounding, Coaxial Feedline, & Ethernet Patch Cable as required (<i>Antenna Mast/Pole supplied & installed by Others</i>) ▪ Siemens 8-Port Managed Ethernet Switch ▪ DIN Rails, Terminal Blocks, Circuit Breakers, Fuses, Relays, Wires, Ground Bus Bar, & Nameplates/Labels as required
2	1	<p>Portola Basin Flow Station RTU Panel (Retrofit) to include:</p> <ul style="list-style-type: none"> ▪ Preassembled Back-Panel (<i>fitted to existing enclosure</i>) ▪ 120V Simplex Receptacle ▪ Surge Protection Device ▪ 1000VA UPS with Qty. of (2) 24V Batteries ▪ 24V Power Supply ▪ Moxa ioLogik Ethernet Remote I/O ▪ C-more 7" Touch Panel HMI (<i>mounted to back-panel assembly</i>) ▪ MDS Orbit ECR Radio (<i>450/900MHz – frequency selection to be determined following RF testing/analysis</i>) <ul style="list-style-type: none"> ▫ Yagi Directional Antenna & Lightning Arrestor ▫ Pole Mounting Kit, Weatherproofing, Cable Grounding, Coaxial Feedline, & Ethernet Patch Cable as required (<i>Antenna Mast/Pole supplied & installed by Others</i>) ▪ Siemens 8-Port Managed Ethernet Switch ▪ DIN Rails, Terminal Blocks, Circuit Breakers, Fuses, Relays, Wires, Ground Bus Bar, & Nameplates/Labels as required
3	Lot	<p>Professional Services to include:</p> <ul style="list-style-type: none"> ▪ <u>Project Management</u> ▪ <u>Engineering</u> <ul style="list-style-type: none"> ▫ engineered bill of materials, engineered shop drawings, equipment schematics, engineered submittals, technical data, as-built documentation, O&M manual, and project records ▪ <u>Manufacturing</u> <ul style="list-style-type: none"> ▫ fabrication, assembly, equipment wiring, and factory testing ▪ <u>PLC/HMI Programming</u> <ul style="list-style-type: none"> ▫ program the PLC and HMIs quoted herein as required of the respective remote sites (<i>Robinson Ranch & Portola Basin</i>) for monitoring/control purposes and according to the PLC/HMI programming standards developed and implemented under TESCO Project No. T-46178X7 ▪ <u>SCADA Programming</u> <ul style="list-style-type: none"> ▫ integrate Robinson Ranch and Portola Basin remote sites within the District's new Ignition SCADA application; develop screens/graphics, tag database, and alarms according to the

Item	Qty	Description
		SCADA programming standards developed and implemented under TESCO Project No. T-46178X8 <ul style="list-style-type: none"> ▪ <u>Networking/Communications/Telemetry</u> <ul style="list-style-type: none"> ▫ model, test, analyze, and verify the radio frequency requirements for the communications required at Robinson Ranch and Portola Basin remote sites ▫ configure the radios and Ethernet switches quoted herein ▪ <u>Field Service / Product Startup</u> <ul style="list-style-type: none"> ▫ removal of the existing RTU components at Portola Basin and retrofit of the new TESCO-furnished preassembled back-panel within the existing site enclosure ▫ product quality review, verification of installation, parameter/configuration adjustments as required, software upload/download as required, instrument/device signal spanning, function checks, and startup
4	Lot	Electrical Subcontractor Services (Robinson Ranch Pump Station) to include: <ul style="list-style-type: none"> ▪ installation of new TESCO-furnished RTU panel ▪ supply and install of new conduit, boxes, and wiring as required for 120V power and controls ▪ supply and install of new conduit, boxes, and wiring as required for 4-20mA controls/signals ▪ supply and install of new conduit, boxes, and wiring as required for 24V controls/signals ▪ supply and install of one (1)-2" GRC antenna mast with weather head ▪ install TESCO-furnished radio antenna and coaxial feedline cable ▪ unwitnessed and witness I/O checks and assistance with startup ▪ demolition of the existing RUGID RTU panel
		TOTAL (Items 1-4, including applicable sales tax):
		\$142,100.00

Price Schedule

Robinson Ranch Pump Station	\$96,250.00
Portola Basin Flow Station	\$45,850.00

GRAND TOTAL: **\$142,100.00**

Progress Payment Milestones

<i>Project Stage:</i>	<i>Progress Payment:</i>
Engineered Product Submittals Furnished	15%
Internal Factory Testing / Ready to Ship	70%
Deployment, Field Verification, & Startup	10%
Project Closeout	5%

Project Clarifications

- Unless otherwise indicated by the Scope of Work above, the following is **not** included within this quotation:
 - 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.
- Temporary power requirements for construction or operation.
- Building permits and associated fees.

Terms & Conditions

- Addendums Acknowledged: **0**
- Quote is firm for thirty **(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.
- Submittals:
 - Product/Equipment Submittals: Initial equipment submittal(s) “**schedule**” to be provided approximately six **(6) weeks** after receipt of purchase order, written notice of intent, or notice to proceed. Lead-time for this “**schedule**” may be subject to delays imposed by 3rd party submittal providers. Submittal “**schedule**” will list all project submittals and will indicate lead-times for each product/equipment submittal. Generation of submittal(s) may be subject to availability of specified material components; supply-chain constraints may impact material item selections, therefore, may impact submittal lead-times.
 - Information Submittals: Information Submittals are dependent on the approval of Product/Equipment Submittals. An updated Submittal Schedule will be provided after receiving approval of corresponding Product/Equipment Submittal showing schedule and lead-times for Information Submittals.
- Delivery: Initial shipment(s) anticipated to commence approximately **30-40 weeks** minimum after Product/Equipment Submittal approval; however, delivery schedule(s) will be contingent on supply-chain availability and variability for material component selections, therefore, lead-times are subject to change. Delivery schedules will be confirmed and provided after receiving Product/Equipment Submittals approval.
- Lead-Time & Supply Chain Impacts: Due to the supply chain impacts imposed by the pandemic, all quoted lead-times are subject to change.
- Storage Terms: Any item of the product in which shipment is delayed by Buyer may be placed in storage by Seller at Buyer’s expense and risk. If a delay in shipment is requested by Buyer after an order has been entered and accepted:
 - a. No charge will be made if the request for delay is made more than six (6) weeks before acknowledged shipping date and the requested delay is for a period not in excess of thirty (30) days.
 - b. A charge will be made if the requested delay exceeds a period of thirty (30) days or if the request is made within six (6) weeks of the acknowledged shipping date. Seller will advise Buyer of the charge within ten (10) days of receiving Buyer’s request for delay.
 - c. And if the product is within six (6) weeks of the acknowledged shipping date, then Seller has the option of completing, invoicing, and storing the product and charging one and one-half percent (1.5%) per month, or the maximum percentage permitted by law, whichever is lesser, of the established price for such product, plus storage cost.
- TESCO price is Ex Works (EXW) per INCOTERMS, freight allowed.
- Product startup will commence once the product is properly installed and powered up. If Buyer requests or schedules product startup and Seller is unable to conduct startup due to product not being properly installed,

powered, or ready for startup (including being put into full service or full operation), then a fee of one thousand five hundred dollars (\$1,500.00) will be charged to Buyer to remobilize Seller for product startup.

- TESCO carries liability insurance, with full worker's compensation coverage.
- TESCO warranties against defect in design workmanship and materials for a period of one (1) year from date of product startup, and does not exceed eighteen (18) months from the date of shipment from the factory.
- 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.
- Invoices will be billed in accordance with a customer-approved schedule of values and customer-approved payment application.
- Terms are net forty-five (45) days on approved credit. Shipment release requires the following:
 - Accounts with sub-par credit will require fifty percent (50%) down-payment upon order and fifty percent (50%) payment at pickup (prior to shipment).
 - Accounts with approved credit – all milestone progress payments must be current before releasing shipment or deploying services.
- Interest will be applied to all past due invoices. Buyer shall pay to Seller all invoiced amount within forty-five (45) calendar days from the date of such invoice. Flow-down provisions are not accepted. In the event any payment becomes past due, Buyer shall pay interest on all late payments, calculated daily and compounded monthly at the rate of one and one-half percent (1.5%) per month. Buyer shall also reimburse Seller for all reasonable costs incurred by Seller in collecting any late payments, including attorneys' fees and court costs.
- Price Escalation: If between the quotation date and actual procurement and through no fault of the Seller, the relevant cost of labor, material, freight, tariffs, and other Seller costs combined relating to the contract, increase by greater than two and one-half percent (2.5%) of the overall contract price, then the contract price shall be subject to escalation and increased. Such increase shall be verified by documentation and the amount of contract price escalation shall be calculated as either the actual increased cost to the Seller or, if agreed by the Parties, the equivalent increase of a relevant industry recognized third-party index, and in both cases without any additional profit or margin being added.
- All merchandise sold is subject to lien laws.
- Final retention to be paid within ten (10) days of 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



John Wright
Technical Sales Supervisor
jwright@tescocontrols.com

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING | AUGUST 2, 2023**

ENGINEERING MATTERS

ITEM 5: PROJECT PARTNERS CONTRACT FOR DISTRICT STAFF AUGMENTATION

The District's adopted Capital Improvement Plan Budget for Fiscal Year 23/24 is \$4,512,000. To complete these projects, Staff proposes to contract with Project Partners to provide an as-needed project manager who will provide project management support services to the District Engineer. These services would consist of planning, consultant design management, operational support, and construction management.

FUNDING SOURCE:

General Fund and CIP

FISCAL IMPACT (PROJECT BUDGET):

\$162,000

ENVIRONMENTAL COMPLIANCE:

Not Applicable

RECOMMENDED ACTION:

Recommend the Board of Directors authorize the General Manager to execute a contract for As-Needed Project Management Support to Project Partners in the not to exceed amount of \$162,000 (Action Calendar).

EXHIBIT(S):

1. Project Partner's Draft Agreement

**PROFESSIONAL SERVICES CONTRACT
FOR WORK ON A PUBLIC WORKS PROJECT
AS-NEEDED PROJECT MANAGEMENT SUPPORT SERVICES**

THIS CONTRACT (“Contract”) is entered into on August 17, 2023 by and between **Trabuco Canyon Water District**, hereinafter called “TCWD,” and **Project Partners, Inc.** hereinafter called “Consultant.”

WHEREAS, TCWD desires certain services hereinafter described and Consultant is capable of providing and desires to provide such service.

NOW, THEREFORE, TCWD and Consultant, for the consideration and upon the terms and conditions hereinafter specified, agree as follows:

SECTION I

SCOPE OF SERVICE

- 1.1 The services to be performed under this Contract are as described in Appendix One hereunto attached and by this reference made a part hereof (“Scope of Services”). In the event that a conflict or contradiction is discovered between the proposal language and TCWD’s standard Contract terms, TCWD’s standard Contract terms shall prevail. Such service shall be performed by employees of the Consultant, operating as an independent contractor, and not by or as employees of TCWD.

SECTION II

DUTIES OF CONSULTANT

- 2.1 Standards. All work performed by Consultant or under its direction shall be rendered in accordance with the accepted practices and to the standards of Consultant’s business or industry.

Employees or agents of Consultant who are experienced and skilled in their business and in accordance with the standards of work in their respective professions hereunder shall perform all services. Consultant’s findings, recommendations, and professional advice shall be based on practices and procedures customary in its profession. Consultant shall provide additional services needed to correct any deficiency in its work at no additional cost or expense to TCWD.

- 2.2 Additional Work. Consultant shall not undertake any work beyond the scope of this Contract unless such additional work is approved in advance and in writing by TCWD’s General Manager. The cost of such additional work shall be reimbursed to Consultant by TCWD on the same basis as provided in Section IV. TCWD shall not incur any liability related to any work performed

beyond the scope of this Contract until such change has been approved in writing by the General Manager.

- 2.3 Security and Safety. If, in the prosecution of the work, it is necessary to conduct field operations, security and safety of the job site will be the responsibility of Consultant, excluding therefrom the security and safety of any TCWD facility within the job site not under the control of Consultant.

In providing its services hereunder, unless otherwise specifically called for in the Scope of Services, Consultant shall not be responsible for identification, handling, containment, abatement, or in any other respect, for any asbestos or hazardous material present on the project site either prior to Consultant's commencement of work or by reason other than due to the actions of the Consultant. In the event that TCWD becomes aware of the presence of asbestos or hazardous material at the job site, TCWD shall be responsible for complying with all applicable federal and state rules and regulations and shall immediately notify Consultant, which shall then be entitled to cease any of its services that may be affected by such presence, without any liability to Consultant arising therefrom.

- 2.4 Consultations. Consultant shall meet with TCWD personnel, or third parties as necessary, on all matters related to the carrying out of Consultant's services described in Appendix One. Such meetings shall be held at the request of either party. Consultant shall obtain TCWD's review and approval of completed work monthly, or at such intervals as may be mutually agreed upon, during the course of this work.

- 2.5 Data. Consultant agrees that all data and information, including without limitation specifications, designs, drawings, reports, and blueprints, generated in the performance of this Contract and data and information that are specified to be delivered or which are, in fact, delivered pursuant to this Contract shall be and remain the sole property of TCWD, with the exception of any intellectual property rights expressly contained therein, owned or created by Consultant prior to the effective date of this Contract; and/or created wholly outside the scope of this Contract. Consultant understands and agrees that all copyright and patent rights arising under this Contract belong to and shall constitute the property of TCWD, unless otherwise stated herein. Consultant hereby assigns any and all rights under copyright and patent law to TCWD and agrees to assist TCWD in perfecting the same. Consultant shall deliver all data and information to TCWD upon TCWD's request and in any event upon the completion of all work hereunder or the termination or expiration hereof, whichever shall first occur, and shall be fully responsible for the care and protection of all data and information until such delivery to TCWD. Except as otherwise provided in this Contract, said documents shall be delivered to TCWD without additional cost to TCWD. Any reuse or modification of Consultant's work product without Consultant's permission shall be at TCWD's sole risk.

- 2.6 Subcontracting. Any work to be performed by subcontractors shall be performed by the subcontractors identified in Consultant's proposal, and no substitutions shall be made without TCWD's prior written authorization (Appendix Two).

2.7 Prevailing Wages. Consultant acknowledges that the work to be performed pursuant to this Contract is related to a Public Works Project, as defined in Labor Code Section 1720 *et. seq.* To the extent applicable to the Scope of Services to be performed under this Contract, pursuant to Labor Code Section 1771, for public works project greater than \$1,000, Consultant shall pay the general prevailing rate of per diem wages to all workers employed on contracted projects as established by the California Department of Industrial Relations (“DIR”). Consultant and any subcontractor performing work under this CONTRACT shall be registered with DIR and qualified to perform work pursuant to Labor Code Sections 1725.5 and 1771.1. Consultant shall be responsible for providing proof of current registration for both Consultant and any subcontractor prior to performing any work, and contracts with unregistered contractors shall be subject to cancellation by the District. Consultant acknowledges that this Contract is subject to compliance monitoring and enforcement by DIR. Labor Code Sections 1735, 1775, 1776, 1777.5-1777.7, and 1810-1815 are incorporated into and are a fully operative part of this Agreement, and Consultant shall be responsible for compliance therewith.

SECTION III

DUTIES OF TCWD

- 3.1 Provision of Information. TCWD shall make available to Consultant all data and information in the possession of TCWD that TCWD deems necessary to the preparation of the work, and TCWD shall actively aid and assist Consultant in obtaining such information from other agencies and individuals. Except as specifically provided in the scope of services, Consultant shall be entitled to rely upon the accuracy of data and information provided by TCWD or others without independent review or evaluation.
- 3.2 Review of Progress of Work. TCWD Management may authorize a staff person as a representative to confer with Consultant relative to Consultant’s services hereunder. The work in progress hereunder shall be reviewed from time to time by TCWD at the discretion of TCWD or upon the request of Consultant. If the work is satisfactory, it will be approved. If the work is not satisfactory, TCWD will inform Consultant of the changes or revisions necessary to secure approval.

SECTION IV

FEES AND PAYMENTS

- 4.1 Payment Schedule. Payment for the services hereinabove described shall be made upon a schedule and within the limit or limits shown upon Appendix Two hereunto attached and made a part hereof, and such payment shall be considered as full compensation for all personnel, materials, supplies, and equipment used in carrying out the work. In the event that a conflict or contradiction is discovered between the proposal language and TCWD's standard Contract terms, TCWD's standard Contract terms shall prevail.
- 4.2 Statements. Unless otherwise specified in said Appendix Two, Consultant's fees shall be payable on monthly statements. Such statements shall give a detail of time worked by each class of employee, services (or tasks) performed, and the expenses incurred for which billing is made and shall contain the following affidavit signed by a principal of the firm of Consultant:

"I hereby certify as principal of the firm of **Project Partners** that the charge of \$ ____ as summarized above and shown in detail on the attachments is fair and reasonable, is in accordance with the terms of the Contract dated, August 17, 2023 and has not been previously paid."

SECTION V

CHANGES IN WORK

- 5.1 Extra/Changed Work. TCWD may order major changes in scope or character of the work, either decreasing or increasing the amount of Consultant's services. Increased compensation for major changes shall be determined in accordance with Appendix Two hereof, or as otherwise agreed to, in writing, between the parties.
- 5.2 Change of Schedule. In the event that major changes are ordered, the schedule for completion as stated in Appendix Two hereto will be adjusted by negotiation between Consultant and TCWD.
- 5.3 Change Authorization. No representative of TCWD, other than the General Manager, is authorized to obligate TCWD to pay the cost or value of services beyond the scope thereof as herein described. Except in the event of an emergency, all changes authorized by the General Manager shall be in writing. TCWD shall not incur any liability related to any change until such change has been approved in writing by the General Manager.

SECTION VI

TIME OF BEGINNING AND SCHEDULE FOR COMPLETION

- 6.1 Commencement of Work. Consultant shall begin work upon receipt by it of written Notice to Proceed from TCWD Management. Said Notice shall not be issued until after this Contract has been approved and authorized by TCWD.
- 6.2 Completion Schedule. The schedule for completion of the work shall be as shown upon Appendix Two hereunto attached and made a part hereof. Consultant shall complete the work set forth in Appendix One in accordance with the schedule for completion shown in Appendix Two.
- 6.3 Suspension of Services. TCWD may, at any time and without cause, suspend all or a portion of the services of Consultant for a period of not more than ninety (90) days by notice in writing to Consultant. Consultant shall resume the service on receipt from TCWD of a notice of resumption of services. Any change to the Contract, price, or time of completion sought by Consultant as a result of suspension hereunder, shall be processed as a change order under the provisions of Section V hereof.

SECTION VII

DELAYS AND EXTENSIONS

- 7.1 Delays. In the event Consultant is delayed in performance of its services by circumstances beyond its control, it will be granted a reasonable adjustment in the Schedule for Completion as described in Appendix Two. Consultant must submit to TCWD all claims for adjustments to the Schedule for Completion within thirty (30) calendar days of the time of occurrence of circumstances necessitating the adjustment.

SECTION VIII

TERMINATION

- 8.1 Termination by TCWD. TCWD may terminate this Contract at any time by giving Consultant written notice thereof. Upon termination, Consultant will be paid for that portion of the work completed prior to termination.
- 8.2 Termination by Consultant. Consultant may terminate this Contract upon written notice to TCWD should TCWD fail to fulfill duties as set forth in Section III or IV.
- 8.3 Effect Upon Records. Upon termination, Consultant shall turn over to TCWD all of the documents, records, and papers related to this Contract, which shall, at the option of TCWD,

become TCWD property. TCWD shall not be liable for any costs other than as specified in this Contract.

8.4 Examination of Records. TCWD shall, until the expiration of three (3) years after final payment under this Contract, have access to and the right to examine any directly pertinent books, documents, papers, and records of Consultant involving transactions related to this Contract.

8.5 Change in Consultant's Status. The financial capability and status of Consultant were substantial inducements for TCWD to enter into this Contract. Therefore, Consultant shall, and hereby specifically acknowledges its duty to do so, notify TCWD of any significant financial change, or significant change in status of Consultant within seven (7) days of significant financial change or significant change in status. "Significant financial change" or "significant change in status" shall mean the following:

- Any action(s) by which Consultant shall consolidate with, merge, or convert the Consultant into another partnership or corporation,
- Any filing of bankruptcy by the Consultant (or any of its partners),
- Loss of Consultant's professional qualifications, and
- The fact that Consultant is no longer in compliance with federal or state equal opportunity laws.

SECTION IX

ATTORNEY'S FEES

9.1 If either party brings an action or proceeding against the other party by reason of default of any term or condition of this Contract, or otherwise arising out of this Contract, the prevailing party in such action or proceeding shall be entitled to recover, as an element of its cost of suit, and not as damages, reasonable attorneys' fees, which shall be payable whether or not such action is prosecuted to judgment. The "prevailing party" as the term is used herein, shall be the party who is entitled to recover costs of suit, whether or not such suit proceeds to final judgment, and shall include, without limitation, a party who dismisses an action for recovery hereunder in exchange for payment of the sums allegedly due, performance of covenants allegedly breached, or considerations substantially equal to the relief sought in such action.

SECTION X

INDEMNIFICATION-HOLD HARMLESS

10.1 To the maximum extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify TCWD, as well as TCWD's directors, officers, officials, employees, and authorized volunteers, from and against any and all liabilities, claims, demands, causes of action, costs (including reasonable attorney fees and litigation costs), losses, damages, or expenses (collectively, "Liabilities"), of every nature that:

- (i) for design professionals, arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant and its employees or agents connected directly or indirectly with or to the performance of services under this Contract; or
- (ii) for all other professionals, arise out of or in direct, or indirect, connection with Consultant's performance of services under this Contract.

The obligations under this Section shall exclude Liabilities that (i) arise from TCWD's sole negligence and willful acts, or (ii) with respect to design professionals, arise from either the active negligence of TCWD, or any passive negligence of TCWD not caused at least in part by Consultant. For purposes of this section, "design professional" shall include only those professionals identified in California Civil Code section 2782.8(c), when Consultant is contracting to provide such services. The prevailing party shall be entitled to recover any and all legal expenses and costs (including attorney's fees) incurred in any action to enforce the indemnity, hold harmless, or defense provisions set forth in this Section. Consultant's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by TCWD or its directors, officers, officials, employees, and authorized volunteers.

SECTION XI

INSURANCE

- 11.1 Consultant shall comply with all of the insurance requirements set forth in Appendix Three attached hereto.

SECTION XII

MISCELLANEOUS PROVISIONS

- 12.1 Gratuities. Consultant warrants that neither it nor any of its employees, agents, or representatives has offered or given any gratuities to TCWD's employees, agents, or representatives with a view toward securing this Contract or securing favorable treatment with respect thereto.
- 12.2 Interpretation. The parties hereto acknowledge and agree that each has been given the opportunity to independently review this Contract with legal counsel, and/or has the requisite experience and sophistication to understand, interpret, and agree to the particular language of the provisions of this Contract.
- 12.3 Project Manager. Consultant shall designate within its proposal its project manager or project representative, who shall have the authority to act on behalf of Consultant for all purposes

under this Contract. TCWD Management reserves the right to approve the project manager assigned by Consultant to said work. In the event TCWD disapproves of the project manager assigned to perform work under this Contract, TCWD shall notify Consultant in writing. Consultant shall meet and confer with TCWD Management within ten (10) days of such written notice, and, absent an agreement to the contrary, assign a new project manager within five (5) days of such meeting. Any substitution of Consultant's project manager shall first be approved in writing by TCWD, which shall not unreasonably hold such approval.

12.4 Limitation on Assignment. All services to be furnished under this Contract shall be deemed professional services. As such, the Consultant shall have neither the right nor the power to assign, sublet, transfer or otherwise substitute its interest in or obligations under this Contract without the prior written consent of TCWD.

12.5 Status of Consultant. Consultant is employed to render a contract service only, and any payments made to Consultant are compensation solely for such services as Consultant may render. Consultant shall at all times retain the status of an independent contractor with TCWD. Nothing within this Contract shall be construed so as to make Consultant, or any of its agents or employees, the employee(s), partner(s), or joint venturer(s) of or with TCWD.

In order to confirm its status as an independent contractor to TCWD under current law, Consultant represents to TCWD as follows:

[Check as applicable]

(a) Consultant will be providing one or more of the following professional services: (1) attorney services, (2) engineering services, (3) private investigatory services, (4) accountancy services, (5) stockbroker or municipal advisory services, and/or (6) direct-sales services.

(b) Consultant will be providing professional services of

and (i) maintains a separate business location, (ii) maintains a business license/professional service licenses or certification, (iii) establishes its own hours for work, and (iv) is regularly engaged in such professional services.

(c) Consultant is providing "business to business" services where Consultant is (i) a separate business entity (ii) holds and maintains all required business licenses, certificates and similar, and (iii) does not require a California contractor's license in order to provide the services set out in this Agreement.

- 12.6 Licensing. Consultant warrants that they have complied, and shall comply, with any and all applicable state licensing requirements.
- 12.7 Entire Contract. This Contract supersedes any and all other Contracts, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other Contract, statement, or promise related to the subject matter of this Contract which is not contained in this Contract shall be valid or binding.
- 12.8 Ownership of Work. All work performed pursuant hereto shall, upon completion, become the property of TCWD. In the event the work is not completed, the completed portions thereof shall become the property of TCWD.
- 12.9 Waiver. Either party to this Contract may specifically and expressly waive, in writing, compliance by the other party hereto with any term, condition, or requirements set forth in this Contract. Either party to this Contract may specifically and expressly waive, in writing, any breach of any term, condition, or requirement of this Contract by the other party hereto. However, in the event that either party makes or gives such a waiver, such action shall not constitute a further or continuing waiver of any preceding or succeeding breach, or requirement of compliance with, the same or any other provision or contractual requirement, unless a specific statement to the contrary is contained within such waiver. The waiving party may, at any time thereafter, require further compliance by the other party hereto with the requirements or provisions of this Contract that have been so waived. The consent of one party to any act by the other party for which such written consent was required shall not be deemed to imply consent or waiver of the necessity of obtaining such written consent for the same or similar acts in the future. No waiver or consent shall be implied from the silence or from the failure of any party to an act, except as otherwise specified in this Contract
- 12.10 Job Costing. Any opinion of the Construction Cost prepared by Consultant represents its judgment as a design professional and is supplied for the general guidance of TCWD. Since Consultant has no control over the cost of labor and material, or over competitive bidding or market conditions, Consultant does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to TCWD.
- 12.11 Notices. Any notice, request, demand, consent or approval, or other communication required or permitted hereunder by law, shall be validly given and made only if in writing and delivered in person to an officer or duly authorized representative of the party, or deposited in the United States mail, first class postage prepaid, and addressed to the party for whom intended as follows:

To TCWD:

Trabuco Canyon Water District
Attention: General Manager
32003 Dove Canyon Dr
Trabuco Canyon, CA 92679

To Consultant: Project Partners, Inc.

Attention: Mr. Kimo Look
Principal
23195 La Cadena Dr., Suite 101
Laguna Hills, CA 92653

- 12.12 Jurisdiction. The parties hereby understand and agree that this Contract, and the attachments hereto, have been negotiated and executed in the State of California and shall be governed by, and construed under, the laws of the State of California. The parties hereto do expressly agree that in the event of a dispute concerning the terms hereof, venue for any legal action shall be with the appropriate court of the County of Orange, State of California.
- 12.13 Amendments. No addition to, or modification of, any provision contained in this Contract shall be effective unless fully set forth in writing signed by the authorized representative of both of the parties hereto.

12.14 Signatories The signatories hereto do warrant that they are appropriately authorized to execute this Contract on behalf of the party for which they signed.

IN WITNESS WHEREOF, the parties have executed this Contract the day first hereinabove written.

PROJECT PARTNERS, INC.

TRABUCO CANYON WATER DISTRICT

By: _____
Kimo Look, Principal

By: _____
Fernando Paludi, General Manager

Print
Name: _____

Approved as to Form:

Hanson Bridgett, LLP

General Legal Counsel:

By: _____

APPENDIX ONE

SCOPE OF SERVICES

Scope of Services shall consist of providing As-Needed Project Management Support Services per proposal dated July 6, 2023 (attached).

In the event that a conflict or contradiction is discovered between the proposal language and TCWD's standard contract terms, TCWD's standard Contract terms shall prevail.



**Project
Partners**

"Partners in Building Engineering Careers and Teams"

www.projectpartners.com

July 6, 2023

Lorrie Lausten
District Engineer
Trabuco Canyon Water District
32003 Dove Canyon Dr.
Trabuco Canyon, CA 92679

SUBJECT: Proposal for As-Needed Project Management Support Services

Dear Ms. Lausten,

Project Partners is pleased to offer this proposal for As-Needed Project Management Support Services to Trabuco Canyon Water District (District). Below is our proposed scope of work and level of effort.

Scope of Work

Project Partners understands that the District is interested in Project Partners providing As-Needed Project Management Support Services to assist with implementing and completing key projects. Project Management support would consist of both planning, consultant design management and support during construction.

Specific duties for this position would include but not limited to:

- Perform project management and administration of consultant capital improvement design projects.
- Preparation and review project scope, request for proposals (RFPs), specifications, and engineering designs.
- Implement the planning, design, construction, and closeout phases of water engineering projects.
- Negotiate, administer, and manage agreements for consultant services, design, construction management, inspection, and other specialty services.
- Monitor and evaluate construction work in progress to ensure compliance with approved plans, specifications, and contract.
- Oversee, direct or manage construction activities.
- Provide support by performing calculations and plan check reviews
- Represent and make presentations to the public, Board of Directors meeting and for various other commissions.

23195 La Cadena Dr.
Suite 101
Laguna Hills, CA 92653

phone **949.852.9300**
fax 949.852.9322

Projects could include but not limited to:

- PSPS Transfer Switch Upgrade-Water
- WWTP – Blower Replacements
- PSPS Transfer Switch Upgrade-Sewer
- Dove/Robinson Ranch Recycled BPS Improvements
- Recycled PRV Improvements
- LCRR Line Inventory

Schedule

We are proposing that Project Partners provide the District with a Senior Project Manager. Our goal is to provide highly qualified staff who move key projects forward.

We anticipate our staff will initially provide support services for approximately 20 hours per week for approximately 6 months. If needed, support services can be extended until the end of the fiscal year (approximately until June 30, 2024). Should the District's needs change, we will adjust our staff's schedule to meet the goals of the District. However, in all cases, we will manage and track our staff's time to ensure we do not exceed 1000 hours per fiscal year and remain fully compliant with CalPERS rules.

Proposed Staff Resource(s)

Project Partners is proposing Mr. David Rodriguez to provide Project Management Support Services. He is an experienced Mechanical Engineer with extensive experience in construction and project management. He worked at Orange County Sanitation District for 34 years and served as a Project Manager, Resident Engineer, and Engineering Commissioning Coordinator. Mr. Rodriguez is also a Certified Construction Manager (CCM). He is proficient in the project management of wastewater plants, pump stations, and collection systems projects.

Billing Rate and Project Budget

Project Partners billing rates for our proposed Project Manager is as follows:

<u>Classification</u>	<u>2023-24 Hourly Billing Rate</u>	<u>Estimated Annual Budget</u>
Initial Period (6 months)	\$155	\$81,000
Extended Period (Next 6 months)	\$155	\$81,000
	Total Projected Budget	\$162,000

Note: District approved Mileage and Expenses will be billed as incurred with no additional markup.

Again, I would like to thank you for utilizing Project Partners services and, as always, should you have any questions, or desire additional information, please do not hesitate to call at any time. We look forward to providing continued services to you and your staff.

Sincerely,

A handwritten signature in black ink, appearing to read "Kimo Look". The signature is stylized with a long horizontal stroke at the end.

Kimo Look, P.E.
Project Partners



David Rodriguez, P.E.

Project Level

Senior Water Project Manager

Qualifications

- *Senior Project Manager With 34 Years Of Experience At Orange County Sanitation District*
- *Extensive Experience In Wastewater Project Management, Mechanical Engineering, and O&M Engineering*
- *Certified Construction Manager (CCM)*
- *Strong Written And Oral Communication Skills*

Relevant Experience

Orange County Sanitation District, Fountain Valley, CA (1989-2023; Retired)

Project Manager (2006-2023)

- Responsible for Project Manager of wastewater plants, outlying pump stations, and collection system projects.
 - Served as lead subject matter expert to O&M management and staff regarding large and most complex projects and/or program management functions.
 - Identified project team members and provides leadership and direction; ensures compliance with contract documents and regulatory permits; monitors the project schedules; ensures compliance with specifications; administers permits; prepares budget, progress status reports.
 - Developed SOW, technical specifications, and drawings for various public works projects.
 - Identified project team members and provides leadership and direction on projects
 - Developed project budgets and estimates
 - Oversaw outside engineering consultants, contractors, vendors, and staff
 - Provided technical input on solutions to issues with facility operation identified during the commissioning and startup process to supervision and consulting engineers.
 - Served as lead subject project manager on a number modernization projects for facilities and Plants.
 - Served as lead project manager for three 12-cylinder gas driven biogas engines overhauls each engine produces 2,500 Kilowatts and five 16-cylinder gas driven biogas engines overhauls each engine produces 3,000 Kilowatts.
-

Project Partners

David Rodriguez, P.E.

Senior Water Project Manager

Page 2

Resident Engineer (2003-2006)

- Lead Resident Engineer responsible for the satisfactory performance and interpretation of Contracts, Plans and Technical Specifications and ensuring the overall project management of projects progresses to its final contract completion.
- Responsible for the approval of materials and equipment, which has been installed per the Contract and Technical Specifications Documents.
- Responsible safeguarding the interests of the District and its various District wide stakeholders.
- Review of Contractors' monthly project schedules, progress payments, negotiations of Change Orders and keeping accurate records and preparing reports detailing the status of construction progress and meetings with management and Contracts Administration.
- Responsible for the daily review of all field inspection reports and the testing results of all projects' field tests, such as commissioning of new facilities and their startups.

Engineering Commissioning Coordinator (1989-2003)

- Lead Commissioning Coordinator on a large number of multi-million-dollar construction projects.
- Responsible for acceptance testing, reliability acceptance testing; actively troubleshoots issues throughout the many testing phases of commissioning: ORTS, FATS, & RATs.
- Responsible for tracking and review of commissioning progress throughout the project.
- Responsible for leading the testing processes and motivate specialists to achieve standard testing results, such as: NETA Electrical Testing, Loop Testing, Hydraulics Institute Pump Performance Testing, Factory Testing of Equipment, Calibration Testing, etc.

Lead Mechanical Engineer (1989-1994)

- Lead Mechanical Engineer Responsible for providing mechanical engineering technical support and research to O&M's Mechanical Maintenance Division managers, supervisors, and field staff.
 - Design analysis, design review, and design support for engineering review and support to CIP Projects.
 - Review design submittals; generate scopes of work for new mechanical equipment, repair of existing mechanical equipment, and maintenance related projects.
 - Provide corrosion and material analysis for current field issues and future design projects, reviews maintenance procedures and construction schedules
 - Lead mechanical engineer with project team members to ensure all are familiar with the various technical aspects of the project. Also, provide supervision and work direction to outside engineering consultants
 - Responsible for the daily operations and maintenance of all occupied buildings and process facilities for two treatment plants and 16-outlying pump stations, and collection system.
 - Lead Mechanical on numerous HVAC projects for both occupied buildings, facilities, and process areas.
-

Project Partners

David Rodriguez, P.E.

Senior Water Project Manager

Page 3

Other Relevant Experience

Santiago Canyon College, Orange, CA (2013-present)

Adjunct Professor

- Teach and educating of students in water and wastewater classes for entry into industry and for personal professional growth.
- Teach Water Mathematics and Hydraulics Class 050
- Teach Water Utility Maintenance and Construction Class 060
- Teach Pumps and Pumping Class 064
- Teach Collection Systems Class 083
- Prepares students for California Water Environmental Association (CWEA) Certifications in Mechanical Technologist Grades I-IV and Collection System Technologist Grades I-IV.

Education

MS California State University, Fullerton
Fluid Mechanics and Thermodynamics Sciences, 2005

BS California State Polytechnic University, Pomona
Mechanical Engineering, 1996

Professional Certification

Registered as a Professional Mechanical Engineer in the State of California, License No.: 32128

Certified Construction Manager from Construction Manager Certification Institute, Certification No.: A1326

Certified in NASSCO Pipe Assessment from NASSCO Certification Program, Certification No.: U-205-1744

Certified in NASSCO Manhole Rehabilitation from NASSCO Certification Program, Certification No.: U-205-1744

Certified in OSHA Construction Safety Training Certification No.: 000232996

Certified in Applied Techniques in Failure Analysis from ASM International

Certified in HVAC - Psychometrics & Load Calculations from University of Wisconsin College of Engineering

Certified in Basic Corrosion from NACE National Association of Corrosion Engineers

Project Partners

David Rodriguez, P.E.

Senior Water Project Manager

Page 4

Certified in Protective Coatings Specialist PCS1 from NACE National Association of Corrosion Engineers

Certified in Collection System Technologist Grade-IV from California Water Environmental Association (CWEA), Certification No.: 1308211124

Certified in Mechanical Technologist Grade-IV from California Water Environmental Association (CWEA), Certification No.: 1308211107

Certified in Vibration Analyst Category-I from Mobius Institute, Certification No.: M-6305-01

Certified in Teaching Online College Courses at Santiago Canyon College, Date Issued: 2014

Professional Skills

Project Management

Quality Assurance and Control

O&M Process and Procedures

Construction Management

APPENDIX TWO

FEE SCHEDULE

Fee shall be per Project Partners proposal dated July 6, 2023 with a total not to exceed amount of \$162,000 and billed on an hourly basis, as summarized below:

Project Partners Billing Rate = \$ 155.00/hour

The schedule for completion will commence upon the execution date of this contract for services and expire on June 30, 2024.

In the event that a conflict or contradiction is discovered between the proposal language and TCWD's standard contract terms set forth in the Contract, TCWD's standard Contract terms shall prevail.

APPENDIX THREE

INSURANCE REQUIREMENTS

Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees, sub-contractors, or sub-consultants. Such insurance shall comply with the requirements set forth in this Appendix Three.

A. Coverage - Coverage shall be at least as broad as the following:

1. **Commercial General Liability (CGL)** - Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to TCWD) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability** – (if necessary) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
3. **Workers' Compensation Insurance** - as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. **Waiver of Subrogation:** Consultant hereby agrees, and the insurer providing such coverage shall agree, to waive all rights of subrogation against TCWD, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Agency; but this provision applies regardless of whether or not TCWD has received a waiver of subrogation from the insurer.
4. **Professional Liability** - Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.

OR

Cyber Liability Insurance (Technology Professional Liability – Errors and Omissions) – To the extent Consultant will be providing technology related services, Cyber Liability Insurance (Technology Professional Liability), with limits not less than \$2,000,000 per occurrence or claim,

and \$2,000,000 aggregate or the full per occurrence limits of the policies available, whichever is greater. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Consultant in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

If Claims Made Policies:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
3. If coverage is canceled or non-renewed, and not **replaced with another claims-made policy form with a Retroactive Date** prior to the contract effective date, the Consultant must purchase “extended reporting” coverage for a minimum of **five (5) years** after completion of contract work.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, TCWD requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to TCWD.

B. Other Required Provisions:

1. The general liability policy must contain, or be endorsed to contain, the following provisions:
 - a. **Additional Insured Status:** TCWD, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
 - b. **Primary Coverage:** For any claims related to this project, the Consultant’s insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to TCWD, its directors, officers, employees and authorized volunteers. Any insurance or self-insurance maintained by TCWD its directors, officers, employees and authorized volunteers shall be excess of the Consultant’s insurance and shall not contribute with it.

2. **Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to TCWD.
3. **Self-Insured Retentions** - Self-insured retentions must be declared to and approved by TCWD. TCWD may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or TCWD. .
4. **Acceptability of Insurers** - Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII or as otherwise approved by TCWD.
5. **Verification of Coverage** – Consultant shall furnish TCWD with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by TCWD before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant’s obligation to provide them. TCWD reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages.
6. **Renewal of Coverage** - Consultant shall provide proof that policies of insurance required herein expiring during the term of this Contract have been renewed or replaced with other policies providing at least the same coverage. Proof that such coverage has been ordered shall be submitted prior to expiration. A coverage binder or letter from Consultant’s insurance agent to this effect is acceptable. A certificate of insurance and/or additional insured endorsement as required in these specifications applicable to the renewing or new coverage must be provided to TCWD within five (5) days of the expiration of the coverages.
7. **Sub-contractors/Sub-consultants** - Consultant shall require and verify that all sub-contractor maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that TCWD its directors, officers, employees, and authorized volunteers are an additional insured are an additional insured on Commercial General Liability Coverage.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING | AUGUST 2, 2023**

ENGINEERING MATTERS

ITEM 6: RATIFICATION OF THE PURCHASE OF FOUR NEW UTILITY TRUCK FLEET VEHICLES

Trabuco Canyon Water District (District) owns and operates a fleet of vehicles that range from small passenger vehicles and pickup trucks to utility vehicles and heavy equipment in order to maintain facilities and to provide water and wastewater services to District customers. The District's approved Fiscal Year 2023-24 Capital Improvement Project (CIP) budget included \$133,000 for the purchase of two new fleet vehicles, and the planned FY 2024-25 CIP budget included \$120,339 for two additional new vehicles. Due to the impacts of the California Air Resources Board (CARB) Advanced Clean Fleets (ACF) regulation which established requirements for state and local agencies (including public water agencies like the District) to purchase a specified percentage of Zero-Emission Vehicles (ZEV) as part of their new vehicle purchases, the District has accelerated the purchase of the FY 2024-25 vehicles to this year as a money-saving strategy.

Background

On April 28, 2023, CARB formally adopted the ACF Regulation which requires a swift shift away from conventional vehicles to ZEVs for state and local fleets (including public water agencies) for medium- and heavy-duty fleet vehicles starting in 2024. Beginning in 2024, all fleet owners throughout the State are required to add ZEVs per the following schedule.

- **2024 – 2026: 50% of new vehicle purchases for state and local fleets must be ZEVs.**
Starting January 1, 2024, 50% of the total number of vehicle additions for the California fleet in each calendar year must be ZEVs.
- **2027 and beyond: 100% of new vehicle purchases for state and local fleets must be ZEVs.**
Starting January 1, 2027, 100% of the total number of vehicle additions for the California fleet in each calendar year must be ZEVs.
- **First Compliance Report**
Due to CARB April 1, 2024, and every year after until April 1, 2045.

As an alternative, fleet managers may choose CARB's Milestone Option which de-links the obligation to integrate ZEVs from the fleet manager's new-vehicle purchase decision, and instead, establishes a commitment to convert portions of the fleet by target dates specified by CARB; this option still would require the District to purchase ZEVs and for District staff to provide a complete list and description of all vehicles in the current fleet by April 1, 2024 to establish a baseline that CARB can effectively monitor. At this time, CARB has established exemption pathways for consideration:

- Backup vehicle exemption
- Daily usage exemption
- ZEV infrastructure delay extension
- ZEV purchase exemption
- Mutual aid exemption
- Non-repairable vehicle exemption

District staff recommends the infusion of \$133,000 from the Dimension Water Treatment Plant Office Trailer budget of \$350,000 to augment the FY 2023-24 fleet/heavy equipment budget to cover the costs of the purchase of the four new trucks in order to defer the more expensive and uncertain purchase of ZEVs and related charging infrastructure. The justification for accelerating the purchase of these fleet vehicles is that many other water agencies and truck fleet operators have implemented the same strategy at this time, and the availability of gas-powered vehicles will decrease while prices will increase. More information may be provided at the time of the meeting.

FUNDING SOURCE:

FY 2023-24 CIP Budget

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING | AUGUST 2, 2023**

FISCAL IMPACT (PROJECT BUDGET):

\$249,928.80

ENVIRONMENTAL COMPLIANCE:

Not Applicable

RECOMMENDED ACTION:

Recommend the Board of Directors ratify the purchase of four (4) new utility truck fleet vehicles from Tuttle Click Ford for a not to exceed amount of \$249,928.80 (Action Calendar).

EXHIBIT(S):

1. Tuttle Click Ford Quote for Ford F250 Utility Body Truck



BUYER	CO-BUYER	Deal #: 181713
TRABUCO CANYON WATER DISTRICT 32003 DOVE CANYON RD TRABUCO CANYON, CA 92679 Cell #: (949) 309-0095 Email: NONE		Deal Type: Retail Deal Date: 03/22/2023 Print Time: 02:26pm
		Salesperson:

VEHICLE				
New <input checked="" type="checkbox"/>	Stock #:	Description:	VIN:	Mileage:
Used <input type="checkbox"/>	FC421687	2022 FORD TRUCK S-DTY F-250	1FT7X2BN5NEF91564	6
Demo <input type="checkbox"/>				

TRADE	

AFTERMARKETS																																											
<table> <tr> <td>Total Aftermarkets:</td> <td>\$ 0.00</td> </tr> <tr> <td>Rate:</td> <td></td> </tr> <tr> <td>Amount Financed:</td> <td>\$ 61,517.84</td> </tr> </table>	Total Aftermarkets:	\$ 0.00	Rate:		Amount Financed:	\$ 61,517.84	<table> <tr> <td>Sale Price:</td> <td>\$ 57,000.00</td> </tr> <tr> <td>Total Financed Aftermarkets:</td> <td>\$ 0.00</td> </tr> <tr> <td>Total Trade Allowance:</td> <td>\$ 0.00</td> </tr> <tr> <td>Trade Difference:</td> <td>\$ 57,000.00</td> </tr> <tr> <td>Doc Fee:</td> <td>\$ 85.00</td> </tr> <tr> <td>State & Local Taxes:</td> <td>\$ 4,424.09</td> </tr> <tr> <td>Total License and Fees:</td> <td>\$ 8.75</td> </tr> <tr> <td>Total Cash Price:</td> <td>\$ 61,517.84</td> </tr> <tr> <td>Total Trade Payoff:</td> <td>\$ 0.00</td> </tr> <tr> <td>Delivered Price:</td> <td>\$ 61,517.84</td> </tr> <tr> <td>Cash Down Payment + Deposit:</td> <td>\$ 0.00</td> </tr> <tr> <td>Sub Total:</td> <td>\$ 61,517.84</td> </tr> <tr> <td>Service Agreement:</td> <td>\$ 0.00</td> </tr> <tr> <td>Maintenance Agreement:</td> <td>\$ 0.00</td> </tr> <tr> <td>GAP Insurance:</td> <td>\$ 0.00</td> </tr> <tr> <td>Credit Life, Accident & Health:</td> <td>\$ 0.00</td> </tr> <tr> <td>Other:</td> <td>\$ 0.00</td> </tr> <tr> <td>Amount Financed:</td> <td>\$ 61,517.84</td> </tr> </table>	Sale Price:	\$ 57,000.00	Total Financed Aftermarkets:	\$ 0.00	Total Trade Allowance:	\$ 0.00	Trade Difference:	\$ 57,000.00	Doc Fee:	\$ 85.00	State & Local Taxes:	\$ 4,424.09	Total License and Fees:	\$ 8.75	Total Cash Price:	\$ 61,517.84	Total Trade Payoff:	\$ 0.00	Delivered Price:	\$ 61,517.84	Cash Down Payment + Deposit:	\$ 0.00	Sub Total:	\$ 61,517.84	Service Agreement:	\$ 0.00	Maintenance Agreement:	\$ 0.00	GAP Insurance:	\$ 0.00	Credit Life, Accident & Health:	\$ 0.00	Other:	\$ 0.00	Amount Financed:	\$ 61,517.84
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Sheri Schoonover

Commercial Fleet Director
sschoonover@tuttleclick.com

Direct Phone: (949) 472-5216 / Direct Fax: (949) 472-5315



KTP-000801 CA

71C 069

6B

LABL

ADJ

2

COV

PRCS

X

B10

RAMP

BUMP

1FT7X2BN5NEF91564

SUPER

MAIL

FC421687

010178
429/474

1FT7X2BN5

NEF91564

NB

CEPL



ford.com

VEHICLE DESCRIPTION

SUPER DUTY

NE F91564

2022 F250 SRW 4X4 SUPERCAD
XL 164" WB STYLESIDE
7.3L DEUCT NA PFI V8 ENGINE
10-SPEED AUTOMATIC

EXTERIOR
OXFORD WHITE
INTERIOR
MEDIUM EARTH GRAY VINYL

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

EXTERIOR

- BOX RAIL/TAILOUT MOLDINGS
- DOOR HANDLES - BLACK
- HEADLAMPS - AUTOLAMP (ON/OFF)
- LOCKING REMOVABLE TAILGATE
- PICKUP BOX, TIE DOWN HOOKS -NA W/BOX DLT
- SPARE TIRE AND WHEEL LOCK -NA W/BOX DLT
- TOW HOOKS
- TRAILER SWAY CONTROL
- WIPERS- INTERMITTENT

INTERIOR

- 60/40 FOLD-UP REAR BENCH SEAT
- AIR COND, MANUAL FRONT
- DRIVER SEAT-MANUAL LUMBAR
- OUTSIDE TEMP DISPLAY
- PARTICULATE AIR FILTER
- STEERING - TILT/TELESCOPIC WHEEL WITH AUDIO
- VINYL SUN VISORS

FUNCTIONAL

- 4-WHEEL ANTILOCK BRAKE SYS
- FORDPASS™ CONNECT
- HILL START ASSIST
- JEWEL EFFECT HEADLAMPS
- MANUAL LOCKING HUBS
- MONO BEAM COIL SPRING FRT SUSPENSION W/STAB BAR
- MYKEY®
- REAR VIEW CAMERA
- NA W/BOX DLT

SAFETY/SECURITY

- ADVANCETRAC™ WITH RSC®
- AIRBAGS - SAFETY CANOPY®
- BELT-MINDER CHIME
- DRIVER/PASSENGER AIR BAGS
- SECURILOCK® ANTI-THEFT SYS
- SOS POST-CRASH ALERT SYS™

WARRANTY

- 3YR/36,000 BUMPER / BUMPER
- 5YR/60,000 POWERTRAIN
- 5YR/60,000 ROADSIDE ASSIST
- 5YR/100,000 DIESEL ENGINE

INCLUDED ON THIS VEHICLE

(MSRP)

OPTIONAL EQUIPMENT/OTHER

- PREFERRED EQUIPMENT PKG.600A 2,045.00
- 7.3L DEUCT NA PFI V8 ENGINE NO CHARGE
- 10-SPEED AUTOMATIC 430.00
- 3.55 ELECTRONIC-LOCKING AXLE POWER EQUIPMENT GROUP 1,100.00
- FRONT LICENSE PLATE BRACKET NO CHARGE
- XL DECOR PACKAGE NO CHARGE
- PLATFORM RUNNING BOARDS 445.00
- 4G LTE WI-FI HOTSPOT REMOVAL - 20.00
- 10000# GWR PACKAGE NO CHARGE
- 50 STATE EMISSIONS NO CHARGE
- 110V/400W OUTLET 175.00
- SPARE TIRE AND WHEEL NO CHARGE
- TRAILER BRAKE CONTROLLER 300.00
- TELESCOPIC TT MIRR-POWR/HTD SIG JACK
- LIFTLIFTER SWITCHES 165.00
- ADVANCED SECURITY PACK REMOVAL - 50.00
- XL VALUE PACKAGE 395.00
- CRUISE CONTROL

PRICE INFORMATION

BASE PRICE	\$45,780.00
TOTAL OPTIONS/OTHER	4,985.00
TOTAL VEHICLE & OPTIONS/OTHER DESTINATION & DELIVERY	50,765.00
	1,795.00

(MSRP)

RAMP ONE	CD27	CONVOY
RAMP TWO		
ITEM #:	71-9611 O/T 59	

TOTAL MSRP \$52,560.00

Whether you decide to lease or finance your vehicle, you'll find the choices that are right for you. See your dealer for details or visit www.ford.com/finance.

SPECIAL ORDER
R576 R 6B 2X 280 000801 12 21 22

This label is affixed pursuant to the Federal Automobile Information Disclosure Act. Gasoline, License, and Title Fees, State and Local taxes are not included. Dealer installed options or accessories are not included unless listed above.

California Air Resources Board

Gasoline Vehicle

Environmental Performance

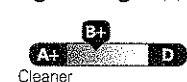
These ratings are not directly comparable to the U.S. EPA/DOT light-duty vehicle label ratings. For information on how to compare, please see www.arb.ca.gov/ep_label.

Protect the environment. Choose vehicles with higher ratings:

Greenhouse Gas Rating (tailpipe only)



Smog Rating (tailpipe only)



Vehicle emissions are a primary contributor to climate change and smog. Ratings are determined by the California Air Resources Board based on this vehicle's measured emissions.



GOVERNMENT 5-STAR SAFETY RATINGS

Overall Vehicle Score ★ ★ ★ ★

Based on the combined ratings of frontal, side and rollover. Should ONLY be compared to other vehicles of similar size and weight.

Frontal Crash	Driver Passenger	★★★★★
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Based on the risk of injury in a frontal impact. Should ONLY be compared to other vehicles of similar size and weight.

Side Crash	Front seat Rear seat	★★★★★
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Based on the risk of injury in a side impact.

Rollover ★ ★ ★

Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (★★★★★), with 5 being the highest.

Source: National Highway Traffic Safety Administration (NHTSA).

www.safercar.gov or 1-888-327-4236

1FT7X2BN5NEF91564



WARNING: Operating, servicing and maintaining a passenger vehicle, pickup truck, van, or off-road vehicle can expose you to chemicals including engine exhaust, carbon monoxide, phthalates, and lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. To minimize exposure, avoid breathing exhaust, do not idle the engine except as necessary, service your vehicle in a well-ventilated area and wear gloves or wash your hands frequently when servicing your vehicle. For more information go to www.P65Warnings.ca.gov/passenger-vehicle.



The FordPass™ Connect modern is active and sending vehicle data (e.g., diagnostics) to Ford™. See in-vehicle settings for connectivity options.

*Based on 1977-2021 CY total sales. **FordPass Connect (optional on select vehicles), the FordPass App and complimentary Connected Services are required for remote features (see FordPass Terms for details). Connected service and features depend on compatible AT&T network availability. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Connected service excludes Wi-Fi hotspot.



Insist on Ford Protect! The only extended service plan fully backed by Ford and honored at every Ford dealership in the U.S., Canada and Mexico. See your Ford dealer or visit www.FordOwner.com.

SCAN OR TEXT 3NEF91564 TO #8028



www.ford.com/help/fordpass-termof

Scelzi Enterprises, Inc.
Truck Body Manufacturing

Invoice

P.O. Box 12066
Fresno, CA. 93776

Date	Invoice #
2/24/2023	244361

Phone # 559-237-5541 Fax # 559-496-3202

Bill To
TUTTLE CLICK FORD 43 AUTO CENTER DRIVE IRVINE, CA 92618-2803

Ship To
TUTTLE CLICK FORD, INC. 43 AUTO CENTER DRIVE IRVINE, CA 92618

P.O. Number	Terms	Rep	Delivery Date	Via	F.O.B.	Work Order
	C.O.D. ONLY	CS/NV	2/24/2023	SCELZI DELIVERY	ORIGIN	244361
Model	SB 98 79 49 38 VO	Serial	022376782...	VIN	NEF91564P	Attn SHERI SCHOONO...

Qty	Item Code	Description	Price Each	Amount
0	Body Info	Body Info: - Model: SB-98-79-49-38-VO - Serial Number: 022376782LA - Key Number: W150 - Key Qty: 4.00 - Finish: Painted - Color: Z1 - Oxford White	0.00	0.00
0	Chassis Info	Chassis Info: - VIN: 1FT7X2BN5NEF91564	0.00	0.00
0	SPECIAL FORD...	2022 - FORD F-250 - 4X4 - SUPER CAB - SRW - 73 GAS - WHITE - 56"CA	0.00	0.00
1	SB-98-79-49-38-...	SERVICE BODY SRW 98 BODY LENGTH 79 BODY WIDTH 49 FLOOR WIDTH 38 COMPARTMENT HEIGHT	10,656.00	10,656.00
1	BUMPER SIG - 6	1EA - ALL LIGHTS L.E.D. 6" DIAMOND PLATE STEP BUMPER POWDER COATED GRAY 1EA - RELOCATE FACTORY HITCH 1EA - 7 WAY FLAT RV PLUG #12707 1EA - RELOCATE FACTORY BACK UP CAMERA	0.00	0.00

A FINANCE CHARGE AT THE RATE OF 2% PER MONTH (24% ANNUALLY) WILL BE CHARGED ON PAST DUE ACCOUNTS.
Merchandise left in shop at a rate of \$5.00 per day for storage - after 30 days will be sold

Total

Purchaser herein releases Scelzi Enterprises from any and all liability related to and arising from any modification of and/or tampering with any product manufactured, installed, and/or repaired by Scelzi Enterprises.
Should purchaser default in any of the terms hereof, he agrees to pay all costs, including, but not limited to reasonable attorney fees incurred by Scelzi Enterprises seeking enforcement herein of damages for breach or in pursuing any other remedy available to Scelzi Enterprises.
As the purchaser, I agree to the terms and conditions herein.

Payments/Credits

Balance Due

PLEASE PAY FROM THIS INVOICE NO STATEMENT WILL BE RENDERED.

By _____

Scelzi Enterprises, Inc.
Truck Body Manufacturing

Invoice

P.O. Box 12066
Fresno, CA. 93776

Date	Invoice #
2/24/2023	244361

Phone # 559-237-5541 Fax # 559-496-3202

Bill To
TUTTLE CLICK FORD 43 AUTO CENTER DRIVE IRVINE, CA 92618-2803

Ship To
TUTTLE CLICK FORD, INC. 43 AUTO CENTER DRIVE IRVINE, CA 92618

P.O. Number	Terms	Rep	Delivery Date	Via	F.O.B.	Work Order
	C.O.D. ONLY	CS/NV	2/24/2023	SCELZI DELIVERY	ORIGIN	244361
Model	SB 98 79 49 38 VO	Serial	022376782...	VIN	NEF91564P	Attn SHERI SCHOONO...

Qty	Item Code	Description	Price Each	Amount
1	LADDER RACK...	2" X 2" X .120 WALL FORKLIFT ACCESS POWDER COATED WHITE	0.00	0.00
1	HAZ MAT - HW...	HAZARDOUS WASTE DISPOSAL FEE	49.00	49.00
1	WEIGHT CERTL...	WEIGHT CERTIFICATE OF COMPLETED UNIT 7800 LBS	43.00	43.00
1	FET - NON	VEHICLE 33000 LBS OR UNDER, NOT SUBJECT TO FET GVWR 10000 LBS	0.00	0.00
1	TRANSPORTA...	TRANSPORT ONE WAY TO IRVINE, CA	0.00	0.00

A FINANCE CHARGE AT THE RATE OF 2% PER MONTH (24% ANNUALLY) WILL BE CHARGED ON PAST DUE ACCOUNTS.
Merchandise left in shop at a rate of \$5.00 per day for storage - after 30 days will be sold

Total	\$10,748.00
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Purchaser herein releases Scelzi Enterprises from any and all liability related to and arising from any modification of and/or tampering with any product manufactured, installed, and/or repaired by Scelzi Enterprises.
Should purchaser default in any of the terms hereof, he agrees to pay all costs, including, but not limited to reasonable attorney fees incurred by Scelzi Enterprises seeking enforcement herein of damages for breach or in pursuing any other remedy available to Scelzi Enterprises.
As the purchaser, I agree to the terms and conditions herein.

Payments/Credits	\$0.00
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Balance Due	\$10,748.00
--------------------	--------------------

PLEASE PAY FROM THIS INVOICE NO STATEMENT WILL BE RENDERED.

By _____ *Shari*

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING | AUGUST 2, 2023**

ENGINEERING MATTERS

ITEM 7: OTHER ENGINEERING AND OPERATIONS PROJECT UPDATES

1. Saddleback Meadows On-site Improvements
2. Dove Center Improvements and Agreement
3. Other Projects

RECOMMENDED ACTION:

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

EXHIBIT(S):

None

CONTACTS (staff responsible): PALUDI/PEREA/LAUSTEN

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING | AUGUST 2, 2023**

OPERATIONAL MATTERS

ITEM 8: WATER SYSTEM UPDATES

The following is a brief report of the water system through **July 2023**.

Projects and Repairs

Water Operations staff performed and/or completed the following tasks and projects:

1. Worked with Ferreira Construction to replace water service on Saratoga in Dove Canyon.
2. Repaired leaking water service on Pine St. In Trabuco Oaks area.
3. Repaired leaking water service on Shadow Rock in Robinson Ranch.
4. Repaired leaking water service on Sycamore in Trabuco Oaks area.
5. Replaced hydrant on Sycamore Canyon in Dove Canyon.
6. Worked extensively with developer and contractors at the saddle Crest development.
7. Continued to work with Tesco to finish upgrades at GWTF.

Monthly Water System Operations Summary

The Monthly Water System Operations Summary is attached for the Committee's review. Any anomalies will be presented at the time of the Engineering/Operational Committee Meeting.

RECOMMENDED ACTION:

Committee to receive system status updates. No action required.

EXHIBITS

1. Monthly Water System Operations Summary

CONTACTS (staff responsible): PEREA/KESSLER

**TRABUCO CANYON WATER DISTRICT
MONTHLY WATER SYSTEM OPERATIONS SUMMARY - 2022**

System Demands**													
AF/Day	3.0	4.0	2.8	4.3	4.4	5.0							3.9
Daily Average, CFS	1.5	2.0	1.4	2.2	2.2	2.5							2.0
Other Water Deliveries/Purchases													
Ridgeline (DWTP Delivery)	85.2	103.0	8.9	24.9	35.5	2.0							259.5
El Toro (Interconnection Purchase)	0.0	0.0	0.0	0.0	0.0	0.0							0.0
Baker WTP (CSC Delivery)	115.0	108.0		55.2	81.7	72.2							432.1
Portola Hills (Wholesale Purchase)	8.0	8.4		7.7	9.0	11.0							44.1
Skyridge (Wholesale Purchase)	1.5	1.5	1.6	1.9	1.7	2.0							10.2
* Usage estimated	** Excludes Operational use, losses, and supplement to Recycled Water Reservoir (RW)												

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING | AUGUST 2, 2023**

**OPERATIONAL MATTERS
ITEM 9: WASTEWATER SYSTEM UPDATES**

The following is a brief report of the wastewater system through **July 2023**.

Projects and Repairs

Wastewater Operations staff performed and/or completed the following tasks and projects:

1. Assisted Tesco with El Toro Lift Station Startup
2. Repaired 12” flow meter at El Toro Lift Station
3. Replace the aeration system in the W. SBR at the WWTP
4. Installed new drainpipe for SBR tanks at the WWTP
5. Replaced two blower motors at the WWTP
6. Assisted in the recoating of three manholes (two in Dove Canyon/ one in Rancho Cielo)
7. Completed Cla-Val maintenance for the recycled distribution system.
8. Assisted in the repair of El Toro Lift Station 8” force main valve.
9. Coordinated and assisted with the bypass for Golf Club surge tank leak repair.

Sewer System Management Plan (SSMP) Report

The purpose of the program is to communicate on a regular basis with the public on the development, implementation, and performance of TCWD’s SSMP. Status updates on the work and type of work performed on the sewer system will be provided, including sewer line and manhole cleaning, system repairs, lift station cleaning, and updates from satellite facilities:

Sewer System Management Plan (SSMP) Monthly Update	
Total Sewer Line, Feet*	212,045
Total Sewer Line Cleaned (Ft) – Month	13,713
Total Sewer Line Cleaned (Ft) – Cleaning Cycle	99,985
Cleaning Cycle Period (Mos.) [Start date: 9/1/22]	10
Total Sewer Line Cleaned, %	47%
The Oaks at Trabuco – Pumping Frequency for the Month	12
O’Neill Park Sewer System Status	Ok
O’Neill Park Sewer System Repairs	None
SSMP Quarterly Report – <i>Next Quarterly Report</i>	3Q 2023
SSMP Program Audit – <i>Next Audit Report**</i>	February 2024

**This amount includes the OC Parks-owned O’Neill Park sewer system the District is contracted to clean.*

***Periodic internal audits shall be conducted, at a minimum every two years, with reports kept on file. The audit shall focus on evaluating the effectiveness of the SSMP and TCWD’s compliance with the mandatory elements of TCWD’s SSMP:*

Monthly Recycled Water System Operations Summary

The Monthly Recycled Water System Operations Summary is attached for the Committee’s review. Any anomalies will be presented at the time of the Engineering/Operational Committee Meeting.

RECOMMENDED ACTION:

Committee to receive system status updates. No action required.

EXHIBITS

1. Monthly Recycled Water System Operations Summary

CONTACTS (staff responsible): PEREA/ULLOA

TRABUCO CANYON WATER DISTRICT | NON-DOMESTIC WATER SYSTEM SUMMARY - 2023

RECYCLED WATER SUPPLY															
	MAX	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	FIVE YEAR AVG
WWTP Reclaimed Water Production, AF	78.3	58.6	37.8	34.6	29.2	38.2	27.1							225.4	529.1
Reclaimed Reservoir Level, FT	1274.5	1,273.0	1,274.0	1,272.5	1,272.2	1,272.0	1,270.0							-	-
Reclaimed Reservoir Free Board, FT	25.5	1.5	0.5	2.0	2.3	2.5	4.5							-	-
Reclaimed Reservoir Storage, AF	145.5	135.7	139.3	132.1	130.0	128.6	118.8							-	-
Supplemental Domestic Water Added, AF	N/A	0.0	0.0	0.0	0.0	0.0	0.0							0.0	35.5

RECYCLED WATER SYSTEM DEMAND															
NON DOMESTIC WATER USER	ALLOC. AF	8% JAN	17% FEB	25% MAR	33% APR	42% MAY	50% JUN	58% JUL	67% AUG	75% SEP	83% OCT	92% NOV	100% DEC	TOTAL	ALLOC. %
Dahlia Court	8.2	0.07	0.1	0.0	0.3	0.2	0.2							0.92	11.1%
Dove Canyon Golf Course	106.7	0.29	5.9	0.2	17.4	15.0	26.4							65.32	61.2%
Dove Canyon Master Association	279.3	0.28	1.1	0.1	7.6	16.6	13.1							38.79	13.9%
Robinson Ranch	80.2	0.25	1.4	0.3	0.8	1.4	2.9							6.96	8.7%
Trabuco Highlands	159.7	2.25	5.9	0.1	6.5	8.5	5.3							28.47	17.8%
City of RSM	0.1	0.00	0.03	0.00	0.04	0.05	0.05							0.16	124.6%
Construction Water	N/A	0.00	0.0	0.0	0.0	0.0	0.0							0.00	N/A
Sakaida Nursery	1.1	0.00	0.0	0.0	0.0	0.0	0.0							0.00	0.0%
SMWD	N/A	41.74	40.6	7.7	0.0	2.3	4.1							96.55	N/A
TY Nursery	17.9	0.00	0.05	0.0	0.0	0.0	0.0							0.05	0.3%
TOTAL, AF	653.2	44.9	55.1	8.4	32.7	44.1	52.0							237.22	36.3%
PERCENTAGE OF NDW ALLOCATION/YEAR		6.9%	15.3%	16.6%	21.6%	28.3%	36.3%								
TOTAL ANNUAL AVG. NDW AVAILABLE**	774.36														

URBAN RUNOFF CAPTURE AND REUSE															
DISTRICT FACILITY		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	FIVE YEAR AVG
Shadow Rock Detention Basin Production		0.15	0.00	0.00	0.00	0.00	0.00							0.15	14.2
Dove Tick Creek Production*	<i>Dry Season</i>	0.0	0.0	0.0	0.0	0.0	0.0							0.0	58.8
	TCWD Portion	0.0	0.0	0.0	0.0	0.0	0.0							0.0	-
	SMWD Portion	0.0	0.0	0.0	0.0	0.0	0.0							0.0	-
Dove Lake Water Pumped		0.0	0.0	0.0	0.0	0.0	0.0							0.0	185.8
Dove Lake Free Board, Ft		0.0	0.0	0.0	0.0	0.0	0.0							-	-
Dove Lake Storage, AF		331.0	331.0	331.0	331.0	331.0	331.0							-	-
Total Rainfall, In.		8.1	2.1	10.3	0.0	1.1	0.0							21.5	14.7

* SMWD share of Dove/Tick Pump Station Dry Season Water is 50% of production.

** Based on 5-Year Average Reclaimed Water Reservoir Base Supply & Recycled Water Production

TRABUCO CANYON WATER DISTRICT
Sewer System Management Plan (SSMP) Quarterly Report

Report Date: July 26, 2023
Report Period: Second Quarter 2023
Prepared By: Oscar Ulloa, Wastewater Operations Superintendent

District Sub-Section	Santiago/Portola Hills			Dove Canyon			Rancho Cielo/Walden			Robinson Ranch/Trabuco Highlands		
	Total Amount	Amount Completed	% Completed	Total Amount	Amount Completed	% Completed	Total Amount	Amount Completed	% Completed	Total Amount	Amount Completed	% Completed
Sewer Line Cleaned, Feet	44,625	44,625	100%	64,135	38,130	59%	29,865	0	0%	59,170	0	0%
Manholes, Inspected/Cleaned	205	205	100%	212	125	59%	124	0	0%	236	0	0%
Manholes Needing Repair	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Wet Wells, Inspected/Cleaned	2	2	100%	3	3	100%	1	1	100%	2	2	100%
Lift Stations, Inspected/Maintained	2	2	100%	3	3	100%	1	1	100%	2	2	100%
Grease Interceptors Inspected	2	2	100%	2	2	100%	10	10	100%	n/a	n/a	n/a

Note: All Sewage Lift stations are inspected 3-4 times a week

Contract Services	O'Neill Park/OCFA			The Oak's		
	Total Amount	Amount Completed	% Completed	Total Amount	Amount Completed	% Completed
Sewer Line Cleaned, Feet	12,700	12,700	100%	1,550	0	0%
Manholes, Inspected/Cleaned	95	95	100%	5	0	0%
Manholes Needing Repair	0	0	0%	0	0	100%
Wet Wells, Inspected/Cleaned	1	1	100%	2	2	100%
Lift Stations, Inspected/Maintained	1	1	100%	1	1	100%
Grease Interceptors Inspected	0	0	0%	0	0	100%

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING | AUGUST 2, 2023**

OPERATIONAL MATTERS

ITEM 10: MAINTENANCE DEPARTMENT UPDATES

The following is a brief report of work completed by Maintenance staff through **July 2023**.

Projects and Repairs

Maintenance staff performed and/or completed the following tasks and projects:

Water Operations

1. Installed a new wet well sump pump at the Trabuco Creek Groundwater Treatment Facility

Wastewater Operations

1. Worked with Vaughn Industries onsite at Robinson Ranch WWTP to align both SBR multi-vane blowers.
2. Assisted with the installation of a new mixer on West SBR.
3. Weed whacked and installed new inlet screens at Shadow-Rock Detention Basin Facility.
4. Worked with Ferreira Construction onsite at El Toro Sewer Lift Station force main to dig up and inspect 8" valve. Replaced broken sheer pin.
5. Assisted JPIA inspector from Asset Works at the Robinson Ranch WWTP.

District Fleet Upgrades & Other Projects

1. Purchased and received four new F250 4x4 service trucks.

RECOMMENDED ACTION:

Committee to receive system status updates. No action required.

EXHIBITS

None

CONTACTS (staff responsible): PEREA/STROUD

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING | AUGUST 2, 2023**

**REGULATORY AND OTHER MATTERS
ITEM 11: OTHER MATTERS/REPORTS**

Other Matters/Reports from the General Manager and/or District staff may be provided at the time of the Engineering/Operational Committee Meeting.

RECOMMENDED ACTION:

Hear Other Matters/Reports that may have arisen after the posting of the agenda.

EXHIBITS

None

CONTACTS (staff responsible): PALUDI/PEREA