



**FINANCE/AUDIT COMMITTEE MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
ADMINISTRATION FACILITY
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA
DECEMBER 14, 2023 at 11:00 AM**

COMMITTEE MEMBERS

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

DISTRICT STAFF

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

AGENDA NOTE:

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

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

Persons desiring to monitor the Committee meeting agenda items may download the agenda and documents on the internet at www.tcwd.ca.gov. 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 complete a speaker card and submit it to staff. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decisions on matters. The Committee makes recommendations only to the Board of Directors. Members of the public will be given the opportunity to speak to the Committee prior to making a recommendation on the matter. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.

ORAL COMMUNICATION

Members of the public who wish to make comment on matters not appearing on the agenda are invited to identify themselves and encouraged to make comment at this time. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decision on matters. The Committee makes recommendations only to the Board of Directors. Under the requirements of State Law, Committee Members cannot take action on items not identified on the agenda and will not make decisions on such matters. The Committee Chair may direct District Staff to follow up on issues as may be deemed appropriate. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.

COMMITTEE MEMBER COMMENTS

REPORT FROM THE GENERAL MANAGER

FINANCIAL MATTERS

ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

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

1. November 9, 2023

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

RECOMMENDED ACTION:

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

ITEM 3: URBAN WATER INSTITUTE 2024 ANNUAL SPONSORSHIP

RECOMMENDED ACTION:

Recommend the Board of Directors approve an annual sponsorship of the Urban Water Institute for 2024 in the amount of \$3,000.

ITEM 4: OTHER MATTERS

RECOMMENDED ACTION:

Hear Other Matters from the General Manager or District Staff.

ITEM 5: FINANCIAL REPORT

A) PRESENTATION OF PRELIMINARY UNAUDITED FINANCIAL STATEMENTS

RECOMMENDED ACTION:

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

B) BILLS FOR CONSIDERATION

RECOMMENDED ACTION:

Approve and ratify the bills for consideration and warrant register and recommend that the Board ratify payment of the Bills for Consideration for December 14, 2023 as presented (Consent Calendar).

ADJOURNMENT

AVAILABILITY OF AGENDA MATERIALS

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



**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING AGENDA | DECEMBER 14, 2023**

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

COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2

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



**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING | DECEMBER 14, 2023**

FINANCIAL MATTERS

ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

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

1. *November 9, 2023*

CONTACTS (staff responsible): PALUDI/PEREA



**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING RECAP | NOVEMBER 9, 2023**

DIRECTORS PRESENT

Don Chadd, Committee Chair
Ed Mandich, Committee Member Alternate

DIRECTORS ABSENT

Glenn Acosta, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager
Karen Warner, Principal Accountant
Roseann Lejsek, Administrative Assistant
Phil Serpas, SCADA/CMMS Administrator

CONSULTANTS PRESENT

None

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Chadd called the November 9, 2023 Finance/Audit Committee Meeting to order at 8:00 a.m.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

There were no comments received.

REPORT FROM THE GENERAL MANAGER

There were no comments received.

ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP

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

MOTION: Approve the Finance/Audit Committee Meeting Recap and recommended that the Board receive and file the same as amended (Consent Calendar) – Director Chadd

SECOND: Mr. Perea

AYES: Directors Chadd & Mr. Perea

NOES: None

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | NOVEMBER 9, 2023**

ABSTAIN: None
MOTION PASSED/FAILED: Passed 2-0

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

Mr. Paludi presented the Directors' Fees and Expenses Report and Tentative Future Meetings/Attendance Report for Committee consideration and review. Discussion occurred concerning a correction on Director Mandich's meeting report; Mr. Perea commented that staff will update the report for Board approval.

MOTION: Recommend the Board of Directors ratify the Directors' fees and expenses for October 2023 and tentative future meetings/attendance (Action Calendar) – Director Mandich

SECOND: Director Chadd

AYES: Directors Mandich & Chadd

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2-0

ITEM 3: OTHER MATTERS

Mr. Paludi provided updates on the following matters:

Debt Issuance update

Mr. Paludi reported that District staff is working with its financial consultants to refinance the existing \$10M loan by the end of the fiscal year consistent with the adopted financial plan. Director Chadd requested that staff present a proposed timeline of the issuance and associated project funding.

Meter Downsizing Program update

Mr. Paludi reported that this matter was reviewed with the Executive Committee related to minor changes after Board approval, and that staff will update the District's website with a dedicated webpage and the permit application for public use.

MOTION: None

ITEM 4: FINANCIAL REPORT

Ms. Warner presented the preliminary unaudited financials for September 2023, and she indicated that the format has been updated to show expenses by separate fund. Ms. Warner highlighted the following items:

WATER FUND

Total Operating Revenue

Ms. Warner reported that this line item was trending slightly lower than budgeted.

Fixed Water Purchases

Ms. Warner reported that this line item was trending higher than budgeted due to the annual one-time payment of charges paid to MWDOC.

Total Salaries & Benefits

Ms. Warner reported that this line item was trending slightly higher than the year-to-date amount due to the UAL payment in full to CalPERS.

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | NOVEMBER 9, 2023**

Safety, Supplies, & Testing

Ms. Warner reported that this line item was higher than budgeted due to increased lab testing and supply purchases.

District Insurance

Ms. Warner reported that this line item was trending higher than the year-to-date amount due to the timing of insurance payments.

Miscellaneous Expense

Ms. Warner reported that this line item is trending higher than budgeted due to the District working with customers on payment arrangement plans consistent with District policy and SB 998.

Capital Improvement Program

Ms. Warner reported that this line item was higher than normal due to CIP spending, and she reviewed project expenses to date.

Director Acosta inquired on the status of the SCADA System Upgrades FY 22-23; Mr. Perea provided a brief status update on the project, and he reported on recent challenges with the contractor due to reduced staffing.

MOTION: Recommend the Board ratify payment of the bills for consideration for November 9, 2023, as presented (Action Calendar) – Director Mandich

SECOND: Director Chadd

AYES: Directors Mandich & Chadd

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2-0

ADJOURNMENT

Director Chadd adjourned the November 9, 2023, Finance/Audit Committee Meeting at 8:23 a.m.

**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING | DECEMBER 14, 2023**

FINANCIAL MATTERS

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

Directors' Fees and Expenses

Consistent with Board policy, Directors are reimbursed for expenses incurred while serving in their capacity as Directors. Additionally, Directors earn a per diem stipend for attendance at meetings or functions in a Director capacity. Per Ordinance No. 91-15 (adopted July 17, 1991), Directors per diem amount is limited to \$125 per meeting for a maximum of ten days per calendar month. The attached spreadsheet provides a recap of the meetings, seminars, conferences attended by Directors along with expenses recorded to date.

Future Meetings

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

FUNDING SOURCE:

General Fund

FISCAL IMPACT (PROJECT BUDGET)

FY 2023/2024 Budgeted Board Expenses: \$45,000

RECOMMENDED ACTION:

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

EXHIBIT(S):

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

CONTACTS (staff responsible): PALUDI/PEREA


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

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
DISTRICT MEETINGS					
Engineering/Operational Committee Meeting			11/01/23		11/01/23
Special Board Meeting		11/01/23	11/01/23	11/01/23	11/01/23
Energy Efficiency Ad Hoc Committee				11/02/23	11/02/23
Executive Committee Meeting			11/08/23	11/08/23	
Finance/Audit Committee Meeting		11/09/23		11/09/23	
Individual Meeting with General Manager		11/14/23		11/13/23	11/14/23
Regular Board Meeting	11/16/23	11/16/23	11/16/23	11/16/23	11/16/23
REPRESENTATIVE MEETINGS					
Community Associations of Rancho (CAR) Meeting		11/07/23			
City of Rancho Santa Margarita - City Council Meeting					11/08/23
City of Rancho Santa Margarita - Planning Commission Meeting	11/01/23				
City of Rancho Santa Margarita - State of the City Event			11/09/23	11/09/23	11/09/23
Independent Special Districts of Orange County (ISDOC) Monthly Meeting				11/07/23	
MWDOC Board Meeting	11/15/23				
OC LAFCO Regular Meeting					
South Orange County Agencies Group Meeting					11/21/23
Water Advisory Commission of Orange County (WACO)	11/03/23				
NUMBER OF MEETINGS ATTENDED	4	5	4	7	7
PER DIEMS (\$125 per each meeting*)	\$500.00	\$625.00	\$500.00	\$875.00	\$875.00
DIRECT REIMBURSABLE EXPENSES					
DIRECT REIMBURSABLE EXPENSES TOTALS					
INDIRECT REIMBURSABLE EXPENSES					
INDIRECT REIMBURSABLE EXPENSES TOTALS					
TOTAL (PER DIEMS + DIRECT REIMBURSABLE EXPENSES)	\$500.00	\$625.00	\$500.00	\$875.00	\$875.00
<i>* Maximum per diem per day is one; maximum per diems per month is 10</i>					

DIRECTOR SIGNATURE

TRABUCO CANYON WATER DISTRICT | 2023 PUBLIC MEETING AND CONFERENCE CALENDAR

LINE ITEM	MEETING DESCRIPTION	2023											
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DISTRICT PUBLIC MEETINGS													
1	Executive Committee Meeting	01/03/23	02/06/23	03/06/23	04/03/23	05/01/23	06/05/23	07/03/23	08/07/23	09/05/23	10/02/23	11/06/23	12/04/23
2	Engineering/Operational Committee Meeting	01/04/23	02/01/23	03/01/23	04/05/23	05/03/23	06/07/23	07/05/23	08/02/23	09/06/23	10/04/23	11/01/23	12/06/23
3	Finance/Audit Committee Meeting	01/11/23	02/08/23	38//2023	04/12/23	05/10/23	06/14/23	07/14/23	08/09/23	09/13/23	10/11/23	11/08/23	12/13/23
4	Regular Board Meeting	01/19/23	02/16/23	03/16/23	04/20/23	05/18/23	06/15/23	07/20/23	08/17/23	09/21/23	10/19/23	11/16/23	12/21/23
5	District Properties Ad Hoc Committee Meeting	-	-	-	-	-	-	-	-	-	-	-	-
PUBLIC MEETINGS													
6	City of RSM City Council Meeting - Meeting No. 1	01/11/23	02/08/23	03/08/23	04/12/23	05/10/23	06/14/23	07/12/23	08/09/23	09/13/23	10/11/23	11/15/23	12/13/23
7	City of RSM City Council Meeting - Meeting No. 2	01/25/23	02/22/23	03/22/23	04/26/23	05/24/23	06/28/23	07/26/23	08/23/23	09/27/23	10/25/23	11/29/23	12/27/23
8	City of RSM Planning Commission Meeting	01/04/23	02/01/23	03/01/23	04/05/23	05/03/23	06/07/23	07/05/23	08/02/23	09/06/23	10/04/23	11/01/23	12/06/23
9	Independent Special Districts of Orange County Meeting - Executive	01/03/23	02/07/23	03/07/23	04/04/23	05/02/23	06/06/23	07/04/23	08/01/23	09/05/23	10/02/23	11/07/23	12/05/23
10	Independent Special Districts of Orange County Meeting - Quarterly	01/26/23	-	-	04/27/23	-	-	07/27/23	-	-	10/26/23	-	-
11	Orange County Local Agency Formation Commission (OC LAFCO)	01/11/23	02/08/23	03/08/23	04/12/23	05/10/23	06/14/23	07/12/23	08/09/23	09/13/23	10/11/23	11/08/23	12/13/23
12	Municipal Water District of Orange County (MWDOC) Board Meeting	01/18/23	02/15/23	03/15/23	04/19/23	05/17/23	06/21/23	07/19/23	08/16/23	09/20/23	10/18/23	11/15/23	12/20/23
13	Santiago Aqueduct Commission Meeting	-	-	03/16/23	-	-	06/15/23	-	-	09/21/23	-	-	12/21/23
14	Quarterly South Orange County Integrated Regional Watershed Management Executive Committee	-	-	03/02/23	-	05/04/23	-	-	08/03/23	-	-	11/02/23	-
15	Monthly South Orange County Integrated Regional Watershed Management Executive Committee	01/26/23	02/23/23	03/23/23	04/27/23	05/25/23	06/22/23	07/27/23	08/24/23	09/28/23	10/26/23	11/23/23	12/28/23
16	South Orange County Water Agencies Group Meeting*	01/26/23	-	03/23/23	-	05/25/23	-	07/27/23	-	09/28/23	-	11/23/23	-
17	South Orange County Wastewater Authority Regular Board Meeting	01/05/23	02/02/23	03/02/23	04/06/23	05/04/23	06/01/23	07/06/23	08/03/23	09/07/23	10/05/23	11/02/23	12/07/23
18	Water Advisory Committee of Orange County	01/06/23	02/03/23	03/03/23	04/07/23	05/05/23	06/02/23	07/07/23	08/04/23	09/01/23	10/06/23	11/03/23	12/01/23
CONFERENCES													
19	ACWA Spring Conference - Monterey, CA					5/09 - 5/11							
20	ACWA Fall Conference - Indian Wells, CA											11/28-11/30	
21	CSDA Annual Conference -Monterey, CA								8/28 - 8/31				
22	CSDA GM Leadership Summit - Olympic Valley, CA						6/25 - 6/27						
23	Urban Water Institute (UWI) Annual Conference		2/22 - 2/24						8/23 - 8/25				
24	CSDA SDLA Conference - Napa, CA												
25	Colorado River Water User's Association (CRWUA) Annual Conference – Las Vegas, NV												12/13 - 12/15

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

**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING | DECEMBER 14, 2023**

FINANCIAL MATTERS

ITEM 3: URBAN WATER INSTITUTE 2024 ANNUAL SPONSORSHIP

Urban Water Institute (UWI) is a nonprofit public education organization formed in 1993 in Orange County. UWI's mission is to provide non-partisan information of timely and pertinent interest to the water resource industry, including public agencies and private firms, with a particular emphasis on water economics, management, and resource policies as they affect consumers and the general economy. UWI forwards its mission primarily via two conferences annually, a "spring conference" in February and an "annual conference" in August. UWI conferences are attended by water district board members and general/senior managers, water resources and environmental engineers, utility managers, state and federal agency management staff and officials, attorneys, consultants and academia.

The District became a member of the Urban Water Institute (UWI) in 2020 and the District's General Manager holds a position on the UWI Board of Directors, which has a significant role in conference planning and the strategic direction of the organization.

UWI has changed the format of sponsorship opportunities, offering one annual sponsorship rather than one for each semi-annual conference. This enhances the funding stability of UWI while reducing administrative work for both UWI and sponsoring organizations. There are six sponsorship levels available from \$1,000 to \$15,000. UWI's 2024 Annual Sponsorship & Exhibitor Prospectus is included as Exhibit 1. Staff recommends a single \$3,000 sponsorship for 2024 as it is equivalent to the District's total annual sponsorship commitment over the past several years and is the lowest level that provides a complimentary registration (up to \$695 in value).

FUNDING SOURCE:

General Fund

FISCAL IMPACT

\$3,000

ENVIRONMENTAL COMPLIANCE:

Not applicable

RECOMMENDED ACTION(S):

Recommend the Board of Directors approve an annual sponsorship of the Urban Water Institute for 2024 in the amount of \$3,000.

EXHIBITS:

1. UWI 2024 Annual Sponsorship & Exhibitor Prospectus

CONTACTS (staff responsible): PALUDI



2024 ANNUAL SPONSORSHIP & EXHIBITOR PROSPECTUS





INFORMATION

FOR SPONSORS & EXHIBITORS

WHO IS URBAN WATER INSTITUTE?

The Urban Water Institute was incorporated as a nonprofit public education organization in the State of California in 1993.

Our mission is to provide non-partisan information of timely and pertinent interest to the water resource industry, incl. public agencies and private firms, with a particular emphasis on water economics, management and resource policies as they affect consumers and the general economy.

CURRENT OPPORTUNITIES

UWI's Sponsorship and Exhibitor Prospectus details all opportunities for both Sponsors and Exhibitors.

Opportunities are designed to provide companies with the ability to maximize marketing efforts and ROI.

The program is set up to allow organizations to plan ahead and budget for a full year of sponsorship and exhibits over the course of two UWI Conferences, Spring and Fall.

BENEFITS OF MARKETING WITH UWI

- Brand visibility and special recognition
- Relationship building through increased, dedicated networking opportunities
- Exposure to nearly 500 water community leaders over the course of two conferences
- The ability to plan and budget for a full calendar year
- A shared commitment to success

WHO ATTENDS UWI CONFERENCES

- Water District General Managers & Board of Directors
- Water Resource & Environmental Engineers
- Utility Managers
- State and Federal Agency Senior Staff, Management & Officials
- Water Resources & Operations Managers
- Attorneys
- Consultants
- Academia



SPONSORSHIP LEVELS

	TITLE*	DIAMOND	PLATINUM	GOLD	SILVER	BRONZE
	\$15,000	\$10,000	\$8,000	\$6,000	\$3,000	\$1,000
NETWORKING						
Recognition as the Title Sponsor on UWI Website/Newsletters/Marketing Materials	●					
Logo on Conference Bags (Spring/Fall)	●					
Exhibit Table (Spring/Fall)	●	●	●			
Complimentary Conference Registrations	5/year	4/year	3/year	2/year	1/year	
Welcome Reception Celebrating Sponsors	●	●	●	●	●	●
Attendee List w/ Contact Info (Spring/Fall)	●	●	●	●	●	●
RECOGNITION						
Premium Conference Signage (Spring/Fall)	●	●				
Guest Blog Post on UWI Website	●	●				
Choice of 1 Level A Conference Sponsorship Item (Spring/Fall)	●	●				
Ad in Conference Program (Spring/Fall)	Full Page	1/2 Page	1/4 Page			
Company Logo on Screen During Conference Sessions (Spring/Fall)	●	●	●			
Email Spotlight to Conference Attendees Promoting Company (Spring/Fall)	●	●	●			
Choice of 1 Level B Conference Sponsorship Item (Spring/Fall)	●	●	●			
Social Media Post Promoting Company	●	●	●	●		
Choice of 1 Level C Conference Sponsorship Item (Spring/Fall)	●	●	●	●		
Company Logo on Conference Promotional Materials (Spring/Fall)	●	●	●	●	●	
Company Logo on Conference Signage (Spring/Fall)	●	●	●	●	●	●
Company Logo in Conference Program (Spring/Fall)	●	●	●	●	●	●
Company Logo on Conference Website (Spring/Fall)	●	●	●	●	●	●
Sponsor Ribbons (Spring/Fall)	●	●	●	●	●	●



SPONSOR & EXHIBITOR INFORMATION

ADDITIONAL SPONSOR INFO



LEVEL A CONFERENCE SPONSORSHIP ITEMS:

Lanyards, Conference WiFi, Opening Session, Chairman's Reception, Program Printing



LEVEL B CONFERENCE SPONSORSHIP ITEMS:

Luncheon(s), Breakfast(s), Social Media, Audio Visual, Keynote Speakers



LEVEL C CONFERENCE SPONSORSHIP ITEMS:

Morning Coffee Break, Afternoon Cookie Break, Ice Cream Sundae Break

*TITLE SPONSOR

The Title Sponsor is reserved for one organization that wishes to support Urban Water Institute at the highest level. This is an exclusive opportunity and the organization who elects to achieve this level will receive very specific benefits, such as amplified visibility on Urban Water Institute's website, marketing materials, and enhanced recognition during UWI conferences along with the single sponsor of Conference bags.

EXHIBITOR OPPORTUNITIES

Organizations that wish to Exhibit at UWI's Conferences can do so by securing a Tabletop Exhibit for \$750 per Exhibit. Exhibitors will receive the following benefits:

- 1 6ft Table with 2 Chairs
- Listing in Conference Program
- Listing on UWI Conference Website
- Networking Opportunities – AM & PM Breaks
- 1 Complimentary Conference Registration





CONTACT US

UWI Events Director: Paula Currie
events@urbanwater.com
(916) 616-0286

Urban Water Institute
14271 Jeffrey Road, #509
Irvine, CA 92620

Submit your sponsorship or exhibitor registration online:
urbanwater.com/sponsorship-registration



**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING | DECEMBER 14, 2023**

**FINANCIAL MATTERS
ITEM 4: OTHER MATTERS**

RECOMMENDED ACTION:

Hear Other Matters from the General Manager or District Staff.

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING | DECEMBER 14, 2023**

**FINANCIAL MATTERS
ITEM 5: FINANCIAL REPORT**

A) PRESENTATION OF PRELIMINARY UNAUDITED FINANCIAL STATEMENTS

RECOMMENDED ACTION:

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

B) BILLS FOR CONSIDERATION

The total of the bills for consideration will be presented at the time of the December 14, 2023 Finance/Audit Committee Meeting.

RECOMMENDED ACTION:

Approve and ratify the bills for consideration and warrant register and recommend that the Board ratify payment of the Bills for Consideration for December 14, 2023 as presented (Consent Calendar).

CONTACTS (staff responsible): PALUDI/PEREA/WARNER



Trabuco Canyon Water District
Balance Sheet
October 31, 2023
(Unaudited)

		October 2023
1	Assets	
2	Cash & Investments	
3	Cash & Investments - Unrestricted	\$ 2,215,576
4	Cash & Investments - Restricted	4,179,600
5	Total Cash & Investments	<u>6,395,177</u>
6	Other Current Assets	
7	Accounts Receivable, Net	2,451,604
8	Prepaid & Other	51,036
9	Fair Market Value Adjustment ¹	(35,057)
10	Total Other Current Assets	<u>2,467,583</u>
11	Capital Assets	
12	Capital Assets, at Cost	127,610,873
13	Accumulated Depreciation	(81,878,111)
14	Construction in Progress	3,161,042
15	Total Capital Assets	<u>48,893,805</u>
16	Net OPEB Asset	201,692
17	Deferred Outflows of Resources (DOR)	2,723,847
18	Total Assets & DOR	<u>\$ 60,682,103</u>
19	Liabilities	
20	Current Liabilities	
21	Accounts Payable	\$ 1,098,633
22	Accrued Expenses	336,317
23	Current Portion-Long Term Debt	94,972
24	Deposits on Hand	106,618
25	Total Current Liabilities	<u>1,636,540</u>
26	Long-Term Liabilities	
27	Net Pension Liability	4,449,117
28	State Revolving Fund Loan	1,675,794
29	Bank of the West Loan	10,000,000
30	Total Long Term Liabilities	<u>16,124,911</u>
31	Deferred Inflows of Resources (DIR)	709,189
32	Total Liabilities & DIR	<u>18,470,639</u>
33	Net Position	42,211,464
34	Total Liabilities, Net Position & DIR	<u>\$ 60,682,103</u>

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



Trabuco Canyon Water District
Cash Investments Report
October 31, 2023
(Unaudited)

	Type	Cost	Market	% Total
District Cash & Investments				
Unrestricted				
Local Agency Investment Fund (LAIF)	Investment	\$ (2,148,313)	\$ (2,118,897)	-33.3%
California Cooperative Liquid Assets Securities System (CLASS)	Investment	3,615,090	\$ 3,614,714	56.7%
Bank of the West	Checking	748,798	748,798	11.8%
Total Unrestricted		2,215,576	2,244,615	35.2%
Restricted				
LAIF - Water Storage Facilities	Investment	1,099,052	1,084,004	17.0%
LAIF - Interim Sewage	Investment	123,612	121,920	1.9%
LAIF - Debt Issuance 2022	Investment	2,719,029	2,681,800	42.1%
CLASS - Debt Issuance	Investment	-	-	0.0%
Cash in CB&T Reserved for SRF Loan	Checking	237,906	237,906	3.7%
Total Restricted		4,179,600	4,125,630	64.8%
Total District Cash & Investments		\$ 6,395,177	\$ 6,370,244	100.0%

Certification

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

Cindy Byerrum

Cindy Byerrum, Treasurer



Trabuco Canyon Water District
Budget to Actual - Water
For the period July 1, 2023 through October 31, 2023
(Unaudited)

	October 2023	YTD Actual	FY 24 Adopted Budget	YTD 33%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 268,150	\$ 973,381	\$ 3,113,000	31%
3 Variable Consumption Charges	351,642	1,549,649	3,978,400	39%
4 Baker Treatment Plant Water Sales	86,441	314,469	1,560,500	20%
5 Customer Fees	14,735	46,223	238,800	19%
6 Standby Charges	1	38	32,300	0%
7 Uncollectable Accounts	-	-	(23,000)	0%
8 Total Operating Revenue	720,969	2,883,759	8,900,000	32%
9 Operating Expense				
10 Source of Supply				
11 Fixed Water Purchases	22,299	151,106	348,900	43%
12 Variable Water Purchases	100,160	458,405	2,015,100	23%
13 Baker Treatment Plant Water Sold	86,441	314,469	1,338,400	23%
14 Water Treatment	4,713	60,146	394,300	15%
15 Pumping Electricity	30,058	132,958	244,300	54%
16 Total Source of Supply	243,670	1,117,084	3,992,100	28%
17 Salaries and Benefits				
18 Employee/Director Wages	149,860	611,431	1,954,800	31%
19 Employee/Director Benefits	31,935	162,908	510,400	32%
20 Retiree Health Insurance	12,227	40,387	115,300	35%
21 Transfer In - 115 OPEB Trust Reimbursement	-	-	(115,300)	0%
22 CalPERS Retirement (Normal)	24,967	101,292	323,400	31%
23 CalPERS Unfunded Accrued Liability (Minimum)	-	164,806	170,300	97%
24 Payroll Taxes	9,649	47,016	146,000	32%
25 Total Salaries and Benefits	228,638	1,127,840	3,104,900	36%
26 Transmission and Distribution				
27 System Repairs and Maintenance	59,297	153,305	258,700	59%
28 Vehicles and Equipment	7,934	31,724	101,200	31%
29 Safety, Supplies and Testing	4,374	28,070	45,400	62%
30 Total Transmission and Distribution	71,606	213,099	405,300	53%
31 General and Administrative				
32 Professional Services	50,661	155,912	513,400	30%
33 Office Maintenance, Supplies and Software	20,896	148,425	310,600	48%
34 District Insurance	47,312	116,597	109,300	107%
35 Dues and Memberships	12,675	43,089	95,400	45%
36 Public Outreach	7,323	63,721	103,300	62%
37 Customer Service and Billing	4,067	17,481	68,400	26%
38 Conference, Trainings and Travel	5,239	13,494	34,100	40%
39 Total General and Administrative	148,174	558,719	1,234,500	45%
40 Total Operating Expense	692,087	3,016,742	8,736,800	35%
41 Net Operating Revenue / (Expense)	28,881	(132,984)	163,200	
42 Non-Operating Revenue / (Expense)				
43 Property Tax Revenue	3,240	18,214	1,245,000	1%
44 Interest Revenue - Unrestricted	(21,633)	19,240	115,700	17%
45 Other Revenue and Reimbursements	2,520	18,224	54,400	34%
46 Miscellaneous Expense	(447)	(85,309)	(6,200)	1376%
47 Net Non-Operating Revenue / (Expense)	(16,320)	(29,631)	1,408,900	
48 Net Total Revenue / (Expense)	12,561	(162,614)	1,572,100	
49 Other Unrestricted Cash Inflow / (Outflow)				
50 Transfer In - Debt Proceeds for Capital	-	346,351	1,206,000	29%
51 Capital Improvement Program (CIP)	-	(346,351)	(1,206,000)	29%
52 Debt Service - Principal and Interest	-	-	(901,100)	0%
53 Net Other Unrestricted Cash Inflow / (Outflow)	-	-	(901,100)	0%
54 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 12,561	\$ (162,614)	\$ 671,000	



Trabuco Canyon Water District
District Capital - Water
FY 23-24
(Unaudited)

Project	October 2023	YTD Actual	FY 24 Adopted Budget	YTD 33%
1 Water CIP				
2 Capital Improvements / Replacements				
3 DWTP Office & Storage	\$ -	\$ -	\$ 350,000	0%
4 SCADA System Upgrades FY 24	-	153,244	280,000	55%
5 10" Pipeline Replacement - Cooks to Harris Grade	-	-	250,000	0%
6 PSPS Transfer Switch Upgrade - Water	-	-	60,000	0%
7 DWTP Vault Improvement	-	-	75,000	0%
8 Total Capital Improvements / Replacements	-	153,244	1,015,000	15%
9 Equipment				
10 Fleet	-	174,950	91,000	192%
11 Total Equipment	-	174,950	91,000	192%
12 Programs				
13 Pump Replacement Program - Water	-	13,750	50,000	28%
14 PRV - Water	-	1,982	20,000	10%
15 Valve Replacements - Water	-	2,424	30,000	8%
16 Total Programs	-	18,157	100,000	18%
17 Total Water CIP	\$ -	\$ 346,351	\$ 1,206,000	29%



Trabuco Canyon Water District
Budget to Actual - Sewer
For the period July 1, 2023 through October 31, 2023
(Unaudited)

	October 2023	YTD Actual	FY 24 Adopted Budget	YTD 33%
1 Operating Revenue				
2 Sewer Residential Charges	\$ 167,074	\$ 644,559	\$ 1,933,800	33%
3 Sewer Commercial Charges	18,041	79,514	189,800	42%
4 Customer Fees	13,856	54,804	281,100	19%
5 Uncollectable Accounts	-	-	(3,500)	0%
6 Total Operating Revenue	198,970	778,877	2,401,200	32%
7 Operating Expense				
8 Salaries and Benefits				
9 Employee/Director Wages	72,968	304,558	961,500	32%
10 Employee/Director Benefits	12,700	60,414	235,700	26%
11 Retiree Health Insurance	4,367	14,423	41,200	35%
12 Transfer In - 115 OPEB Trust Reimbursement	-	-	(41,200)	0%
13 CalPERS Retirement (Normal)	9,022	36,553	115,600	32%
14 CalPERS Unfunded Accrued Liability (Minimum)	-	76,658	79,200	97%
15 Payroll Taxes	3,446	16,791	73,200	23%
16 Total Salaries and Benefits	102,503	509,397	1,465,200	35%
17 Transmission and Distribution				
18 System Repairs and Maintenance	48,761	113,859	295,600	39%
19 T&D Electricity	21,063	85,087	196,300	43%
20 Vehicles and Equipment	2,777	13,803	39,300	35%
21 Safety, Supplies and Testing	2,544	6,902	41,200	17%
22 Total Transmission and Distribution	75,145	219,653	572,400	38%
23 General and Administrative				
24 Professional Services	19,357	62,156	184,900	34%
25 Office Maintenance, Supplies and Software	10,539	67,316	159,300	42%
26 District Insurance	16,897	41,642	42,600	98%
27 Dues and Memberships	6,046	51,927	122,000	43%
28 Public Outreach	2,293	4,433	18,300	24%
29 Customer Service and Billing	1,043	3,685	19,200	19%
30 Conference, Trainings and Travel	1,871	4,819	12,000	40%
31 Total General and Administrative	58,047	235,977	558,300	42%
32 Total Operating Expense	235,695	965,027	2,595,900	37%
33 Net Operating Revenue / (Expense)	(36,725)	(186,150)	(194,700)	96%
34 Non-Operating Revenue / (Expense)				
35 Property Tax Revenue	2,333	13,114	896,000	1%
36 Interest Revenue - Unrestricted	41,494	55,909	105,500	53%
37 Other Revenue and Reimbursements	15	2,969	7,300	41%
38 Miscellaneous Expense	(325)	(36,705)	(7,200)	510%
39 Net Non-Operating Revenue / (Expense)	43,516	35,286	1,001,600	
40 Net Total Revenue / (Expense)	6,791	(150,864)	806,900	
41 Other Unrestricted Cash Inflow / (Outflow)				
42 Transfer In - Debt Proceeds for Capital	75,128	310,794	2,979,500	10%
43 Capital Improvement Program	(75,128)	(310,794)	(2,979,500)	10%
44 Debt Service - Principal and Interest	-	-	(554,100)	0%
45 Net Other Unrestricted Cash Inflow / (Outflow)	-	-	(554,100)	0%
46 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 6,791	\$ (150,864)	\$ 252,800	



Trabuco Canyon Water District
District Capital - Sewer
FY 23-24
(Unaudited)

Project	October 2023	YTD Actual	FY 24 Adopted Budget	YTD 33%
1 Wastewater CIP				
2 Capital Improvements / Replacements				
3 Golf Club SLS Bypass Construction	\$ 17,410	\$ 82,966	\$ 1,800,000	5%
4 SCADA System Upgrades FY 24	-	54,730	100,000	55%
5 WWTP Hoffman Blower Building Rehab	11,673	11,673	400,000	3%
6 Chiquita FY 24	29,026	29,026	178,000	16%
7 Heritage SLS Rehab	-	-	100,000	0%
8 PSPS Transfer Switch Upgrade - Sewer	-	-	60,000	0%
9 WWTP Fiber Optic Upgrade	-	-	130,000	0%
10 El Toro SLS System Improvements	-	37,469	79,000	47%
11 Total Capital Improvements / Replacements	58,108	215,863	2,847,000	8%
12 Equipment				
13 Fleet	-	62,482	32,500	192%
14 Total Equipment	-	62,482	32,500	192%
15 Programs				
16 Manhole Recoating Program - Sewer	-	-	20,000	0%
17 Pump Replacement Program (Sewer)	-	15,429	50,000	31%
18 Wetwell Recoating	17,020	17,020	30,000	57%
19 Total Programs	17,020	32,449	100,000	32%
20 Total Wastewater CIP	\$ 75,128	\$ 310,794	\$ 2,979,500	10%



Trabuco Canyon Water District
Budget to Actual - Recycled
For the period July 1, 2023 through October 31, 2023
(Unaudited)

	October 2023	YTD Actual	FY 24 Adopted Budget	YTD 33%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 11,857	\$ 42,123	\$ 142,200	30%
3 Variable Consumption Charges	104,386	509,190	995,400	51%
4 Customer Fees	16	9,474	7,300	130%
5 Uncollectable Accounts	-	-	(4,000)	0%
6 Total Operating Revenue	116,259	560,787	1,140,900	49%
7 Operating Expense				
8 Source of Supply				
9 Recycled Water Purchases	2,561	13,128	25,900	51%
10 Water Treatment	5,982	48,642	99,400	49%
11 Total Source of Supply	8,543	61,770	125,300	49%
12 Salaries and Benefits				
13 Employee/Director Wages	17,571	73,639	231,400	32%
14 Employee/Director Benefits	4,673	20,629	75,400	27%
15 Retiree Health Insurance	873	2,883	8,200	35%
16 Transfer In - 115 OPEB Trust Reimbursement	-	-	(8,200)	0%
17 CalPERS Retirement (Normal)	1,944	7,872	24,800	32%
18 CalPERS Unfunded Accrued Liability (Minimum)	-	17,340	18,000	96%
19 Payroll Taxes	689	3,358	16,800	20%
20 Total Salaries and Benefits	25,750	125,720	366,400	34%
21 Transmission and Distribution				
22 T&D Electricity	26,174	110,536	282,000	39%
23 System Repairs and Maintenance	5,115	17,576	29,600	59%
24 Vehicles and Equipment	667	3,189	8,600	37%
25 Safety, Supplies and Testing	7,291	37,329	157,600	24%
26 Total Transmission and Distribution	39,248	168,630	477,800	35%
27 General and Administrative				
28 Professional Services	3,935	11,602	36,800	32%
29 Office Maintenance, Supplies and Software	1,784	12,989	27,600	47%
30 District Insurance	3,379	8,328	8,800	95%
31 Dues and Memberships	901	31,413	36,600	86%
32 Public Outreach	459	887	3,600	25%
33 Customer Service and Billing	209	737	4,000	18%
34 Conference, Trainings and Travel	374	964	2,200	44%
35 Total General and Administrative	11,041	66,919	119,600	56%
36 Total Operating Expense	84,581	423,040	1,089,100	39%
37 Net Operating Revenue / (Expense)	31,678	137,747	51,800	
38 Non-Operating Revenue / (Expense)				
39 Property Tax Revenue	907	5,100	349,200	1%
40 Interest Revenue - Unrestricted	4,722	7,551	21,800	35%
41 Other Revenue and Reimbursements	3	594	1,800	33%
42 Miscellaneous Expense	(121)	(131)	(1,100)	12%
43 Net Non-Operating Revenue / (Expense)	5,511	13,114	371,700	4%
44 Net Total Revenue / (Expense)	37,189	150,861	423,500	36%
45 Other Unrestricted Cash Inflow / (Outflow)				
46 Transfer In - Debt Proceeds for Capital	-	23,442	326,500	7%
47 Capital Improvement Program	-	(23,442)	(326,500)	7%
48 Debt Service - Principal and Interest	-	-	(81,400)	0%
49 Net Other Unrestricted Cash Inflow / (Outflow)	-	-	(81,400)	0%
50 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 37,189	\$ 150,861	\$ 342,100	44%



Trabuco Canyon Water District
District Capital - Recycled
FY 23-24
(Unaudited)

Project	October 2023	YTD Actual	FY 24 Adopted Budget	YTD 33%
1 Recycled Water CIP				
2 Capital Improvements / Replacements				
3 SCADA System Upgrades FY 24	\$ -	\$ 10,946	\$ 20,000	55%
4 Dove Recycled BPS	-	-	100,000	0%
5 Recycled PRV Vault Improvements - Dove Canyon	-	-	200,000	0%
6 Capital Improvements / Replacements Total	-	10,946	320,000	3%
7 Equipment				
8 Fleet	-	12,496	6,500	192%
9 Equipment Total	-	12,496	6,500	192%
10 Total Recycled Water CIP	\$ -	\$ 23,442	\$ 326,500	7%