



**REGULAR BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
ADMINISTRATIVE FACILITY
FEBRUARY 15, 2024 AT 5:30 PM**

BOARD OF DIRECTORS

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

DISTRICT STAFF

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

AGENDA NOTE:

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

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

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

CALL MEETING TO ORDER & PLEDGE OF ALLEGIANCE

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

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

VISITOR PARTICIPATION

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

ORAL COMMUNICATION

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

DIRECTORS' COMMENTS AND MEETING REPORTS

REPORT FROM THE GENERAL MANAGER

CONSENT CALENDAR

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

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

1. January 18, 2024 Regular Board Meeting

ITEM 2: TREASURER'S REPORT

a. FINANCE/AUDIT COMMITTEE MEETING

RECOMMENDED ACTION:

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

1. January 11, 2024

b. PRESENTATION OF FINANCIALS

RECOMMENDED ACTION:

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

1. December 2023

c. PAYMENT OF BILLS FOR CONSIDERATION

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for February 2024.

ITEM 3: APPROVAL OF ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP(S)

RECOMMENDED ACTION:

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

1. January 3, 2024 Committee Meeting
2. January 24, 2024 Committee Special Meeting

ITEM 4: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP(S)

RECOMMENDED ACTION:

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

1. December 4, 2024
2. January 8, 2024



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ITEM 5: APPROVAL OF DISTRICT PROPERTIES COMMITTEE MEETING RECAP(S)

RECOMMENDED ACTION:

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

1. December 4, 2024
2. January 8, 2024

ACTION CALENDAR

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

ADMINISTRATIVE MATTERS

ITEM 6: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, AND TENTATIVE FUTURE MEETINGS/ ATTENDANCE

RECOMMENDED ACTION:

Approve the tentative future meetings/attendance items and ratify the Directors' expenses and fees from the following period(s):

1. January 2024

ITEM 7: DISTRICT ENERGY EFFICIENCY AD HOC COMMITTEE UPDATE

RECOMMENDED ACTION:

Receive information and presentation at the time of the meeting.

ITEM 8: DECLARATION OF CERTAIN REAL PROPERTY AS SURPLUS LAND

RECOMMENDED ACTION:

Receive information at the time of the meeting and adopt resolution designating certain District real property as surplus land in accordance with the Surplus Land Act.

FINANCIAL MATTERS

ITEM 9: APPROVAL OF OTHER POST-EMPLOYMENT BENEFITS (OPEB) BIENNIAL VALUATION REPORTING FOR CERBT TRUST FUNDING

RECOMMENDED ACTION:

Authorize the General Manager to execute a contract with Total Compensation Systems, Inc. for GASB 74/75 Biennial Annual Valuation Reporting for \$5,400.



ENGINEERING MATTERS

ITEM 10: RATIFICATION OF PROFESSIONAL SERVICES AGREEMENT FOR CONSTRUCTION MANAGEMENT SERVICES WITH MCM CONSULTING

RECOMMENDED ACTION:

Ratify a professional services agreement for the Golf Club SLS Improvements for Construction Management Services with MCM Consulting in the amount of \$246,770, plus a 10% contingency of \$24,677, for a total not-to-exceed amount of \$271,447.

ITEM 11: APPROVAL OF CONTRACT WITH BEAVENS SYSTEMS INCORPORATED FOR ROBINSON RANCH WASTEWATER TREATMENT PLANT COMMUNICATION SYSTEM UPGRADE PROJECT

RECOMMENDED ACTION:

Authorize the General Manager to execute a contract for the RRWWTP Communication System Upgrade to Beavens Systems Incorporated in the amount of \$277,259.35, plus a 10% contingency of \$27,725, for a total not-to-exceed amount of \$304,984.35.

ITEM 12: CONSIDERATION OF COUNTY OF ORANGE REQUEST FOR PROPERTY RIGHTS RELATED TO TRABUCO CREEK ROAD STORM DRAIN IMPROVEMENT PROJECT

RECOMMENDED ACTION:

Authorize the General Manager to execute acquisition contract and related easement deeds specific to the County of Orange Trabuco Creek Road Storm Drain Improvement Project.

ITEM 13: METER DOWNSIZING PROGRAM UPDATE

RECOMMENDED ACTION:

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

ITEM 14: STAFF PRESENTATION REGARDING ROBINSON RANCH WASTEWATER TREATMENT PLANT AERATION SYSTEM IMPROVEMENTS

RECOMMENDED ACTION:

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

LEGISLATIVE AND OTHER MATTERS

ITEM 15: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

RECOMMENDED ACTION(S):

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



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING AGENDA | FEBRUARY 15, 2024**

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

ITEM 16: _____

ITEM 17: _____

GENERAL COUNSEL REPORT

OTHER INFORMATION/MATTERS

Reports or comments from the General Manager and/or Staff

ADDITIONAL DIRECTORS' COMMENTS

Additional reports or comments from Directors

END ACTION CALENDAR & ADJOURNMENT

AVAILABILITY OF AGENDA MATERIALS

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

COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2

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

FUTURE SCHEDULED REGULAR BOARD MEETINGS OF THE BOARD OF DIRECTORS

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

March 21, 2024 | April 18, 2024 | May 16, 2024



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 15, 2024**

CONSENT CALENDAR

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. January 18, 2024 Regular Board Meeting*

CONTACTS (staff responsible): PALUDI/PEREA



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | JANUARY 18, 2024

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on January 18, 2024, was called to order by President Stephen Dopudja at 5:30 p.m. in the Board Room at the District Administrative Facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, transcribed the minutes thereof.

DIRECTORS PRESENT

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

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager
Lorrie Lausten, District Engineer
Karen Warner, Principal Accountant
Roseann Lejsek, Administration Assistant
Phil Serpas, CMMS/SCADA Administrator

DISTRICT CONSULTANTS

Claire Collins, District General Legal Counsel - Hanson & Bridgett, LLP
Cindy Byerrum, District Treasurer – Eide Bailly

PUBLIC PRESENT

There were members of the public present.

PLEDGE OF ALLEGIANCE

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

ITEMS TOO LATE TO BE AGENDIZED

None

VISITOR PARTICIPATION

None

ORAL COMMUNICATION

Sue Marucci – Ms. Marucci addressed the Board of Directors with her concerns about the impact of the District's rates and charges on certain customers with large water meter services. Ms. Marucci explained that the fixed meter charge for meters larger than one inch is too high and that the meters are larger than necessary for many of these customers. Ms. Marucci expressed her concerns with the District's Meter Downsizing Program indemnification form running with the land on title and the potential fire insurance impacts to the applicant. She recommended the District leave the existing meter in the ground and adjust the meter charge for applicants.

TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 18, 2024

Director Dopudja thanked Ms. Marucci for her comments, and he explained that the Board cannot respond to her questions as the matter was not agendaized for discussion.

Ms. Collins responded to Ms. Marucci's concerns, and she explained that she has attempted to contact the attorney representing certain customers in her community multiple times to no avail, but she is willing to talk to the neighbors and/or attorney.

DIRECTOR'S COMMENTS

Director Mandich reported on his attendance at the following meetings: Independent Special Districts of Orange County (ISDOC), Local Agency Formation Commission of Orange County (OC LAFCO), TCWD Executive, District Properties, and Energy Efficiency Committee Meetings.

Director Safranski reported on his attendance at the City of Rancho Santa Margarita (RSM) on January 10, 2024, and he recommended that there should be no obligation for a Board representative to attend the City Council meetings unless there are substantive matters agendaized.

Director Acosta reported on his attendance at the Municipal Water District of Orange County (MWDOC) regular board meeting in which the Board recognized the appointment of their new General Manager Harvey De La Torre and reviewed the proposed draft fiscal year 2024-25 budget.

Director Chadd reported on his attendance at the Community Associations of Rancho (CAR) meeting the prior week and that the group is seeking a State fire grant of approximately \$2.5M. Director Chadd added that the District hosted their Residential Fire Hardening Workshop later that morning which included a demonstration on how to fire harden homes.

Director Dopudja had no comments.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Meter Downsizing Program – Mr. Paludi reported that District staff has received two applications and completed one meter downsizing request.
- Engineering/Operational Committee Special Meeting – Mr. Paludi reported that a special meeting of the Committee with a closed session has been scheduled for January 25, 2024.
- MWDOC Water Policy Forum & Dinner – Mr. Paludi reported that District staff has reserved a table for the Board and staff for this event scheduled for January 31, 2024.

CONSENT CALENDAR

President Dopudja indicated that all matters under the Consent Calendar would be approved by one motion unless a Board member or staff member requests a separate action on a specific item.

MOTION: Approve the consent calendar as presented – Director Chadd

SECOND: Director Mandich

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

NOES: None

ABSTAIN: None

ABSENT: None

MOTION PASSED/FAILED: Passed 5 -0

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 18, 2024**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 3: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, AND TENTATIVE FUTURE MEETINGS/ATTENDANCE

Mr. Paludi presented this matter for Director consideration and comment, and he reported that this matter was reviewed with the Finance/Audit Committee.

MOTION: Approve the tentative future meetings/attendance items and ratify the Directors' expenses and fees from December 2023 – Director Chadd

SECOND: Director Acosta

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

NOES: None

ABSTAIN: None

ABSENT: None

MOTION PASSED/FAILED: Passed 5 -0.

ITEM 4: DISTRICT ENERGY EFFICIENCY AD HOC COMMITTEE UPDATE

Mr. Paludi presented this matter for Board consideration, and he reported that District staff has met with the Ad Hoc Committee to evaluate opportunities for energy efficiency and cost controls. Director Safranski delivered a brief PowerPoint presentation that highlighted the efforts of the ad hoc committee to date, including the planned formalization of the District's energy efficiency plan and program. Discussion occurred concerning planned capital improvement project projected energy impacts and energy-related impacts based on source supply use.

MOTION: None – Informational item only.

ITEM 5: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO CALENDAR YEAR 2024 BOARD MEMBER COMMITTEE APPOINTMENTS AND AGENCY REPRESENTATIVE ASSIGNMENTS

Mr. Paludi presented this matter for Board consideration, and he reported that a list of the 2023 committee appointments and assignments was included for review. Director Dopudja indicated that a future change on the District Properties Committee may be necessary but would be reviewed at a later date. The committee appointments and agency representative assignments remained unchanged for calendar year 2024.

MOTION: None – Informational item only.

ITEM 6: RECAP OF DISTRICT PROPERTIES COMMITTEE DISCUSSION

Mr. Paludi presented this matter for Board consideration, and he reported that the District Properties Committee met General Legal Counsel to review the impacts of the Surplus Land Act (SLA) on the potential listing of certain District properties as surplus land. Mr. Paludi provided a handout which summarized the discussion on both the Porter Property and property adjacent to the planned Saddleback Meadows residential development. Ms. Collins counseled that the Board would need to designate all or some of the properties as surplus land and then staff would then notify the the State Housing and Community Development (HCD) of property(ies) designation. Ms. Collins added that District is allowed to notify the Saddleback Meadows developer of the listing of the property adjacent to the development, but is not allowed to negotiate any terms of sale according to State law. Mr. Paludi added that this matter would be further reviewed with the Committee and then agendized for Board consideration.

MOTION: None – Informational item only.

TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 18, 2024

ITEM 7: PRESENTATION OF TRABUCO CANYON WATER DISTRICT'S FISCAL YEAR 2022-23 ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR)

Mr. Paludi introduced this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Ms. Byerrum provided a high-level review of the ACFR for the Board, and she highlighted the District's recognition by the Government Finance Officers Association (GFOA) for FYE June 30, 2022 which was documented in the ACFR. Ms. Byerrum reviewed the balance sheet liabilities and debt service coverage for the prior ten years, and she reported that the total assets decreased the capital spending net position. Ms. Byerrum reported that the ACFR indicated that water sales revenue decreased despite the rate increase in prior years due to water demand hardening, and that the new rates will improve the District's overall financial position.

Discussion occurred concerning the planned debt issuance and the associated placement; Ms. Byerrum commented that the completion of ACFR will help with the debt issuance. Director Chadd commended Ms. Byerrum on the comprehensive presentation of the ACFR, and he complimented District staff's efforts in preparing the ACFR.

MOTION: The Board of Directors received and filed the Trabuco Canyon Water District Fiscal Year 2022-23 Annual Comprehensive Financial Report (ACFR).

LEGISLATIVE AND OTHER MATTERS

ITEM 8: 2023 YEAR-END LEGISLATIVE REPORT

Mr. Paludi introduced this matter for Board review, and he provided a handout of the Association of California Water Agencies (ACWA) Summary of Legislation for 2023. Mr. Paludi and Ms. Collins provided a high-level overview of proposed legislation and enacted bills, including the following:

AB 1572 – Potable Water: Non-Functional Turf – Prohibits the use of potable water for irrigation of non-functional turf on commercial, industrial properties, other than a cemetery, and on properties of homeowner associations, common interest developments and community service organizations, as specified. Mr. Paludi reported that this bill was sponsored by MET, and that this bill would grant enforcement powers to the District. Ms. Collins added that this matter may be agendized later for Board consideration. Director Dopudja encouraged staff to communicate this propose legislation to HOA customers.

AB 755 – Water Usage Demand Analysis -Requires the preparation of a water usage demand analysis prior to completing, or as a part of, a cost-of-service analysis for setting rates and charges and identifying both the costs of water for highest users and the associated average annual volume of water delivered to those customers. Ms. Collins commented that this proposed legislation has significant impact to water agencies and provides an opportunity for agencies to explain cost-of-service as opposed to the cost of water.

MOTION: None – Informational item only.

ITEM 9: LOCAL GOVERNMENTAL AND LEGISLATIVE MATTER(S)

Mr. Paludi reported that MWDOC is preparing their draft FY 2024-25 budget for member agency review, and that this matter would agendized for Board consideration at a future regular meeting.

MOTION: None – Informational item only.

GENERAL COUNSEL REPORT

None

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JANUARY 18, 2024**

OTHER INFORMATION/MATTERS

Mr. Perea reported that Wastewater Chief Plant Operator Blake Smith has successfully passed and received his Wastewater Treatment Plant Operator Grade IV Certificate from the State Water Resources Control Board.

ADDITIONAL DIRECTORS' COMMENTS

None

ADJOURNMENT

President Dopudja adjourned the January 18, 2024 Regular Board Meeting at 6:58 p.m.

DRAFT

TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 15, 2024

CONSENT CALENDAR

ITEM 2: TREASURER'S REPORT

a. *FINANCE/AUDIT COMMITTEE MEETING*

RECOMMENDED ACTION:

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

1. *January 11, 2024*

b. *PRESENTATION OF FINANCIALS*

RECOMMENDED ACTION:

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

1. *December 2023*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for January 2024.

EXHIBITS:

1. Revenue Report – January 2024
2. Disbursement Report – January 2024
3. Summary of Disbursements – January 2024
4. General Fund Warrant Register – January 2024
5. General Fund Payroll Warrant Register – January 2024

CONTACTS (staff responsible): PEREA/WARNER



TRABUCO CANYON WATER DISTRICT FINANCE/AUDIT COMMITTEE MEETING RECAP | JANUARY 11, 2024

DIRECTORS PRESENT

Don Chadd, Committee Chair
Ed Mandich, Committee Member Alternate

STAFF PRESENT

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

CONSULTANTS PRESENT

Cindy Byerrum, District Treasurer – Eide Bailly

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Chadd called the January 11, 2024 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

None was received.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Municipal Water District of Orange County (MWDOC) Water Policy Forum is scheduled for January 31st and the District has reserved a table for the event.
- Meter Downsizing Process – Mr. Paludi reported that the District has received seven applications to date.

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 in his capacity as District Secretary

TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | JANUARY 11, 2024

AYES: Director Chadd & Mr. Perea
NOES: None
ABSTAIN: None
MOTION PASSED/FAILED: Passed 2-0

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

Mr. Paludi presented the Directors' Fees and Expenses Report and Tentative Future Meetings/Attendance Report for Committee consideration and review. Discussion occurred concerning meeting frequency and occurrences.

MOTION: Recommend the Board of Directors ratify the Directors' fees and expenses for December 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: PRESENTATION OF TRABUCO CANYON WATER DISTRICT'S FISCAL YEAR 2022-23 ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR)

Mr. Paludi presented this matter for Committee consideration, and he reported that this is the District's second consecutive ACFR. Mr. Paludi added that the ACFR is technically the audit for fiscal year ending (FYE) June 30, 2023 but that it includes ten years of financial history for a more comprehensive financial analysis. Ms. Byerrum provided a high-level review of the ACFR for the Committee, and she expressed her appreciation to Ms. Warner for her assistance in the preparation process. Ms. Byerrum highlighted the District's recognition by the Government Finance Officers Association (GFOA) for FYE 2022 which was documented in the ACFR, and she reviewed balance sheet liabilities and debt service coverage. Discussion occurred concerning the planned debt issuance and the associated placement; Ms. Byerrum commented that the completion of ACFR will help with the debt issuance as the District financial position is well suited. Mr. Paludi recommended forwarding this matter for presentation to the Board at the following regular meeting.

MOTION: Recommend the Board of Directors approve the Trabuco Canyon Water District Fiscal Year 2022-23 Annual Comprehensive Financial Report (Action Calendar) – Director Mandich
SECOND: Director Chadd
AYES: Directors Mandich & Chadd
NOES: None
ABSTAIN: None
MOTION PASSED/FAILED: Passed 2-0

ITEM 4: OTHER MATTERS

There were no other matters presented.

MOTION: None

ITEM 5: FINANCIAL REPORT

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

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | JANUARY 11, 2024**

WATER FUND

Total Operating Revenue

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

Total Source of Supply

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

Total Salaries & Benefits

Ms. Warner reported that this line item was trending as budgeted.

Total Transmission & Distribution

Ms. Warner reported that this line item was trending higher than the year-to-date amount due to increased water quality testing and system repairs.

Total General & Administrative

Ms. Warner reported that this line item was trending higher than the year-to-date amount.

Net Total Unrestricted Cash Inflow/(Outflow)

Ms. Warner reported that this line item trended a positive increase of water reserves.

District Capital – Water

Ms. Warner reviewed the capital improvement costs accrued in November 2023, including costs associated with SCADA system upgrades, PSPS Transfer Switch Upgrades, Dimension Water Treatment Plant Vault improvements, and the Administration Facility office remodel.

SEWER FUND

Total Operating Revenue

Ms. Warner reported that this line item was trending as budgeted.

Total Salaries & Benefits

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

Net Total Unrestricted Cash Inflow/(Outflow)

Ms. Warner reported that this line item trended a positive increase of sewer reserves.

District Capital – Sewer

Ms. Warner reviewed the capital improvement costs accrued in November 2023, including costs associated with Golf Club Sewer Lift Station, WWTP Hoffman Blower Building Rehabilitation, Heritage Sewer Lift Station, PSPS Transfer Switch Upgrades, WWTP Fiber Optic Upgrades, and the Administration Facility office remodel.

RECYCLED WATER FUND

Total Operating Revenue

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

Total Source of Supply

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

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | JANUARY 11, 2024**

Total Salaries & Benefits

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

Total Transmission & Distribution

Ms. Warner reported that this line item was trending higher than the year-to-date amount due to system repairs.

Total General & Administrative

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

Net Total Unrestricted Cash Inflow/(Outflow)

Ms. Warner reported that this line item trended a positive increase of recycled water reserves.

District Capital – Sewer

Ms. Warner reviewed the capital improvement costs accrued in November 2023, including costs associated with SCADA System Upgrades, Recycled Water PRV Vault Improvements, and the Administration Facility office remodel.

MOTION: Recommend the Board ratify payment of the bills for consideration for January 11, 2024 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 January 11, 2024 Finance/Audit Committee Meeting at 8:40 a.m.



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

		December 2023
1 Assets		
2 Cash & Investments		
3 Cash & Investments - Unrestricted	\$ 3,036,027	
4 Cash & Investments - Restricted	4,051,291	
5 Total Cash & Investments		7,087,318
6 Other Current Assets		
7 Accounts Receivable, Net	2,929,374	
8 Prepaid & Other	57,537	
9 Fair Market Value Adjustment ¹	(35,057)	
10 Total Other Current Assets		2,951,854
11 Capital Assets		
12 Capital Assets, at Cost	127,610,873	
13 Accumulated Depreciation	(82,586,416)	
14 Construction in Progress	3,407,850	
15 Total Capital Assets		48,432,307
16 Net OPEB Asset	201,692	
17 Deferred Outflows of Resources (DOR)	2,508,005	
18 Total Assets & DOR	\$ 61,181,175	
19 Liabilities		
20 Current Liabilities		
21 Accounts Payable	\$ 897,259	
22 Accrued Expenses	270,156	
23 Current Portion-Long Term Debt	189,944	
24 Deposits on Hand	107,470	
25 Total Current Liabilities		1,464,829
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		16,124,911
31 Deferred Inflows of Resources (DIR)	647,305	
32 Total Liabilities & DIR		18,237,044
33 Net Position		42,944,131
34 Total Liabilities, Net Position & DIR	\$ 61,181,175	

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
December 31, 2023
(Unaudited)

	Type	Cost	Market	% Total
District Cash & Investments				
Unrestricted				
Local Agency Investment Fund (LAIF)	Investment	\$ (1,904,430)	\$ (1,892,134)	-26.7%
California Cooperative Liquid Assets Securities System (CLASS)	Investment	3,648,659	\$ 3,648,908	51.6%
Bank of the West	Checking	1,291,798	1,291,798	18.3%
Total Unrestricted		3,036,027	3,048,572	43.1%
Restricted				
LAIF - Water Storage Facilities	Investment	1,099,052	1,091,956	15.4%
LAIF - Interim Sewage	Investment	126,537	125,720	1.8%
LAIF - Debt Issuance 2022	Investment	2,472,222	2,456,259	34.7%
CLASS - Debt Issuance	Investment	-	-	0.0%
Cash in CB&T Reserved for SRF Loan	Checking	353,479	353,479	5.0%
Total Restricted		4,051,291	4,027,415	56.9%
Total District Cash & Investments		\$ 7,087,318	\$ 7,075,987	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 December 31, 2023
(Unaudited)

	December 2023	YTD Actual	FY 24 Adopted Budget	YTD 50%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 269,951	\$ 1,513,141	\$ 3,113,000	49%
3 Variable Consumption Charges	352,559	2,246,292	3,978,400	56%
4 Baker Treatment Plant Water Sales	286,788	884,329	1,560,500	57%
5 Customer Fees	19,643	76,801	238,800	32%
6 Standby Charges	10,212	20,258	32,300	63%
7 Uncollectable Accounts	-	-	(23,000)	0%
8 Total Operating Revenue	939,152	4,740,821	8,900,000	53%
9 Operating Expense				
10 Source of Supply				
11 Fixed Water Purchases	20,794	192,546	348,900	55%
12 Variable Water Purchases	45,863	651,078	2,015,100	32%
13 Baker Treatment Plant Water Sold	186,291	685,284	1,338,400	51%
14 Water Treatment	10,983	98,759	394,300	25%
15 Pumping Electricity	24,316	169,681	244,300	69%
16 Total Source of Supply	288,248	1,797,347	3,992,100	45%
17 Salaries and Benefits				
18 Employee/Director Wages	150,852	911,155	1,954,800	47%
19 Employee/Director Benefits	33,442	234,087	510,400	46%
20 Retiree Health Insurance	10,805	61,998	115,300	54%
21 Transfer In - 115 OPEB Trust Reimbursement	(10,804)	(61,998)	(115,300)	54%
22 CalPERS Retirement (Normal)	25,055	152,091	323,400	47%
23 CalPERS Unfunded Accrued Liability (Minimum)	-	164,806	170,300	97%
24 Payroll Taxes	11,335	67,221	146,000	46%
25 Total Salaries and Benefits	220,685	1,529,361	3,104,900	49%
26 Transmission and Distribution				
27 System Repairs and Maintenance	12,367	180,550	258,700	70%
28 Vehicles and Equipment	6,367	44,179	101,200	44%
29 Safety, Supplies and Testing	4,423	35,743	45,400	79%
30 Total Transmission and Distribution	23,157	260,471	405,300	64%
31 General and Administrative				
32 Professional Services	24,439	221,804	513,400	43%
33 Office Maintenance, Supplies and Software	23,952	200,074	310,600	64%
34 District Insurance	-	116,597	109,300	107%
35 Dues and Memberships	33,351	80,555	95,400	84%
36 Public Outreach	4,011	67,732	103,300	66%
37 Customer Service and Billing	5,550	26,087	68,400	38%
38 Conference, Trainings and Travel	5,573	19,362	34,100	57%
39 Total General and Administrative	96,876	732,210	1,234,500	59%
40 Total Operating Expense	628,966	4,319,389	8,736,800	49%
41 Net Operating Revenue / (Expense)	310,187	421,432	163,200	258%
42 Non-Operating Revenue / (Expense)				
43 Property Tax Revenue	312,992	512,601	1,245,000	41%
44 Interest Revenue - Unrestricted	13,124	44,082	115,700	38%
45 Other Revenue and Reimbursements	2,760	72,035	54,400	132%
46 Miscellaneous Expense	(21,708)	(107,465)	(6,200)	1733%
47 Net Non-Operating Revenue / (Expense)	307,167	521,253	1,408,900	37%
48 Net Total Revenue / (Expense)	617,354	942,684	1,572,100	60%
49 Other Unrestricted Cash Inflow / (Outflow)				
50 Transfer In - Debt Proceeds for Capital	109,209	490,019	1,206,000	41%
51 Capital Improvement Program (CIP)	(109,209)	(490,019)	(1,206,000)	41%
52 Debt Service - Principal and Interest	(115,191)	(115,191)	(901,100)	13%
53 Net Other Unrestricted Cash Inflow / (Outflow)	(115,191)	(115,191)	(901,100)	13%
54 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 502,163	\$ 827,494	\$ 671,000	123%



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

Project		December 2023	YTD Actual	FY 24 Adopted Budget	YTD 50%
1	Water CIP				
2	Capital Improvements / Replacements				
3	DWTP Office & Storage	\$ -	\$ -	\$ 350,000	0%
4	SCADA System Upgrades FY 24	-	154,492	280,000	55%
5	10" Pipeline Replacement - Cooks to Harris Grade	-	-	250,000	0%
6	PSPS Transfer Switch Upgrade - Water	-	1,240	60,000	2%
7	DWTP Vault Improvement	-	1,860	75,000	2%
8	Administration Office Remodel	-	29,014	-	N/A
9	Total Capital Improvements / Replacements	-	186,606	1,015,000	18%
10	Equipment				
11	Fleet	-	174,950	91,000	192%
12	Total Equipment	-	174,950	91,000	192%
13	Programs				
14	Pump Replacement Program - Water	-	13,750	50,000	28%
15	PRV - Water	1,663	4,743	20,000	24%
16	Valve Replacements - Water	107,546	109,970	30,000	367%
17	Total Programs	109,209	128,463	100,000	128%
18	Total Water CIP	\$ 109,209	\$ 490,019	\$ 1,206,000	41%



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

	December 2023	YTD Actual	FY 24 Adopted Budget	YTD 50%
1 Operating Revenue				
2 Sewer Residential Charges	\$ 167,426	\$ 979,175	\$ 1,933,800	51%
3 Sewer Commercial Charges	16,613	112,892	189,800	59%
4 Customer Fees	15,558	88,730	281,100	32%
5 Uncollectable Accounts	-	-	(3,500)	0%
6 Total Operating Revenue	199,597	1,180,797	2,401,200	49%
7 Operating Expense				
8 Salaries and Benefits				
9 Employee/Director Wages	87,361	465,096	961,500	48%
10 Employee/Director Benefits	17,742	90,969	235,700	39%
11 Retiree Health Insurance	3,859	22,142	41,200	54%
12 Transfer In - 115 OPEB Trust Reimbursement	(3,859)	(22,142)	(41,200)	54%
13 CalPERS Retirement (Normal)	9,157	54,922	115,600	48%
14 CalPERS Unfunded Accrued Liability (Minimum)	-	76,658	79,200	97%
15 Payroll Taxes	4,048	24,008	73,200	33%
16 Total Salaries and Benefits	118,308	711,653	1,465,200	49%
17 Transmission and Distribution				
18 System Repairs and Maintenance	34,699	166,220	295,600	56%
19 T&D Electricity	18,109	123,755	196,300	63%
20 Vehicles and Equipment	2,269	19,817	39,300	50%
21 Safety, Supplies and Testing	688	8,376	41,200	20%
22 Total Transmission and Distribution	55,765	318,168	572,400	56%
23 General and Administrative				
24 Professional Services	8,728	86,529	184,900	47%
25 Office Maintenance, Supplies and Software	17,592	97,915	159,300	61%
26 District Insurance	-	41,642	42,600	98%
27 Dues and Memberships	1,784	55,846	122,000	46%
28 Public Outreach	1,433	5,865	18,300	32%
29 Customer Service and Billing	1,186	5,595	19,200	29%
30 Conference, Trainings and Travel	1,991	6,915	12,000	58%
31 Total General and Administrative	32,714	300,307	558,300	54%
32 Total Operating Expense	206,787	1,330,128	2,595,900	51%
33 Net Operating Revenue / (Expense)	(7,190)	(149,331)	(194,700)	77%
34 Non-Operating Revenue / (Expense)				
35 Property Tax Revenue	225,354	369,073	896,000	41%
36 Interest Revenue - Unrestricted	4,603	64,631	105,500	61%
37 Other Revenue and Reimbursements	(282)	16,131	7,300	221%
38 Miscellaneous Expense	(8,052)	(45,079)	(7,200)	626%
39 Net Non-Operating Revenue / (Expense)	221,624	404,756	1,001,600	
40 Net Total Revenue / (Expense)	214,434	255,424	806,900	
41 Other Unrestricted Cash Inflow / (Outflow)				
42 Transfer In - Debt Proceeds for Capital	31,006	411,306	2,979,500	14%
43 Capital Improvement Program	(31,006)	(414,059)	(2,979,500)	14%
44 Debt Service - Principal and Interest	-	-	(554,100)	0%
45 Net Other Unrestricted Cash Inflow / (Outflow)	-	(2,753)	(554,100)	0%
46 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 214,434	\$ 252,672	\$ 252,800	



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

Project		December 2023	YTD Actual	FY 24 Adopted Budget	YTD 50%
1	Wastewater CIP				
2	Capital Improvements / Replacements				
3	Golf Club SLS Bypass Construction	\$ 31,006	\$ 143,746	\$ 1,800,000	8%
4	SCADA System Upgrades FY 24	-	55,176	100,000	55%
5	WWTP Hoffman Blower Building Rehab	-	34,244	400,000	9%
6	Chiquita FY 24	-	29,026	178,000	16%
7	Heritage SLS Rehab	-	648	100,000	1%
8	PSPS Transfer Switch Upgrade - Sewer	-	1,318	60,000	2%
9	WWTP Fiber Optic Upgrade	-	2,790	130,000	2%
10	El Toro SLS System Improvements	-	37,469	79,000	47%
11	Administration Office Remodel	-	10,362	-	N/A
12	Total Capital Improvements / Replacements	31,006	314,777	2,847,000	11%
13	Equipment				
14	Fleet	-	62,482	32,500	192%
15	Total Equipment	-	62,482	32,500	192%
16	Programs				
17	Manhole Recoating Program - Sewer	-	-	20,000	0%
18	Pump Replacement Program (Sewer)	-	19,780	50,000	40%
19	Wet well Recoating	-	17,020	30,000	57%
20	Total Programs	-	36,800	100,000	37%
21	Total Wastewater CIP	\$ 31,006	\$ 414,059	\$ 2,979,500	14%



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

	December 2023	YTD Actual	FY 24 Adopted Budget	YTD 50%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 11,857	\$ 65,837	\$ 142,200	46%
3 Variable Consumption Charges	91,085	715,660	995,400	72%
4 Customer Fees	-	9,474	7,300	130%
5 Uncollectable Accounts	-	-	(4,000)	0%
6 Total Operating Revenue	102,942	790,971	1,140,900	69%
7 Operating Expense				
8 Source of Supply				
9 Recycled Water Purchases	1,157	17,750	25,900	69%
10 Water Treatment	6,002	60,557	99,400	61%
11 Total Source of Supply	7,159	78,307	125,300	62%
12 Salaries and Benefits				
13 Employee/Director Wages	21,117	112,386	231,400	49%
14 Employee/Director Benefits	5,903	31,229	75,400	41%
15 Retiree Health Insurance	774	4,428	8,200	54%
16 Transfer In - 115 OPEB Trust Reimbursement	(774)	(4,428)	(8,200)	54%
17 CalPERS Retirement (Normal)	1,978	11,836	24,800	48%
18 CalPERS Unfunded Accrued Liability (Minimum)	-	17,340	18,000	96%
19 Payroll Taxes	810	4,802	16,800	29%
20 Total Salaries and Benefits	29,807	177,592	366,400	48%
21 Transmission and Distribution				
22 T&D Electricity	26,983	163,524	282,000	58%
23 System Repairs and Maintenance	8,264	32,795	29,600	111%
24 Vehicles and Equipment	527	4,584	8,600	53%
25 Safety, Supplies and Testing	8,536	55,020	157,600	35%
26 Total Transmission and Distribution	44,310	255,923	477,800	54%
27 General and Administrative				
28 Professional Services	1,746	22,093	36,800	60%
29 Office Maintenance, Supplies and Software	2,237	17,630	27,600	64%
30 District Insurance	-	8,328	8,800	95%
31 Dues and Memberships	357	32,064	36,600	88%
32 Public Outreach	287	1,173	3,600	33%
33 Customer Service and Billing	237	1,119	4,000	28%
34 Conference, Trainings and Travel	398	1,383	2,200	63%
35 Total General and Administrative	5,261	83,790	119,600	70%
36 Total Operating Expense	86,537	595,612	1,089,100	55%
37 Net Operating Revenue / (Expense)	16,405	195,359	51,800	
38 Non-Operating Revenue / (Expense)				
39 Property Tax Revenue	87,638	143,528	349,200	41%
40 Interest Revenue - Unrestricted	902	9,259	21,800	42%
41 Other Revenue and Reimbursements	-	3,226	1,800	179%
42 Miscellaneous Expense	(1,722)	(1,978)	(1,100)	180%
43 Net Non-Operating Revenue / (Expense)	86,817	154,035	371,700	41%
44 Net Total Revenue / (Expense)	103,222	349,394	423,500	83%
45 Other Unrestricted Cash Inflow / (Outflow)				
46 Transfer In - Debt Proceeds for Capital	-	26,069	326,500	8%
47 Capital Improvement Program	-	(26,069)	(326,500)	8%
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)	\$ 103,222	\$ 349,394	\$ 342,100	102%



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

Project		December 2023	YTD Actual	FY 24 Adopted Budget	YTD 50%
1	Recycled Water CIP				
2	Capital Improvements / Replacements				
3	SCADA System Upgrades FY 24	\$ -	\$ 11,035	\$ 20,000	55%
4	Dove Recycled Booster Pump Station	-	-	100,000	0%
5	Recycled PRV Vault Improvements - Dove Canyon	-	465	200,000	0%
6	Administration Office Remodel	-	2,072	-	N/A
7	Capital Improvements / Replacements Total	-	13,573	320,000	4%
8	Equipment				
9	Fleet	-	12,496	6,500	192%
10	Equipment Total	-	12,496	6,500	192%
11	Total Recycled Water CIP	\$ -	\$ 26,069	\$ 326,500	8%

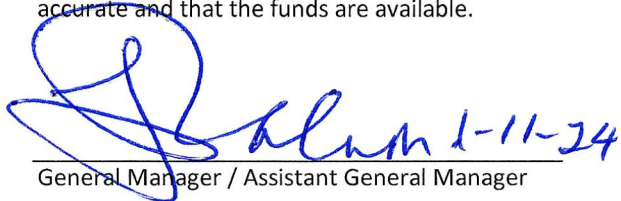


Trabuco Canyon Water District
General Fund Warrant Register
1/11/2024


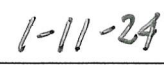
Summary of Disbursements

Computer Checks	158,468.07
UB Refund Checks	3,456.09
Void UB Refund	-
Bank Drafts	493,478.12
Bank EFTs	422,788.08
Voided Payments	-
Total Disbursements	1,078,190.36

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


General Manager / Assistant General Manager

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


By: 
Date: 1-11-24


By: 
Date: 1/11/24



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 12/13/2023 - 01/09/2024

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
12/18/2023		DFT0003377	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-75.76
12/18/2023		DFT0003378	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-209.29
12/18/2023		DFT0003379	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
12/18/2023		DFT0003380	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-172.59
12/20/2023		DFT0003381	ADP	Accounts Payable	Outstanding	Bank Draft	-122,035.29
12/20/2023		DFT0003382	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-5,451.38
12/20/2023		DFT0003383	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-87,344.44
12/20/2023		DFT0003384	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-671.75
12/20/2023		DFT0003385	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-3,955.78
12/21/2023		DFT0003386	CALPERS	Accounts Payable	Outstanding	Bank Draft	-29,288.86
12/22/2023		DFT0003387	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-404.66
12/26/2023		DFT0003388	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-2,734.75
12/27/2023		DFT0003389	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
12/29/2023		DFT0003390	ADP	Accounts Payable	Outstanding	Bank Draft	-112.00
12/29/2023		DFT0003391	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Accounts Payable	Outstanding	Bank Draft	-190.02
12/29/2023		DFT0003392	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
01/02/2024		DFT0003393	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-3,178.72
01/02/2024		DFT0003394	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-3,465.51
01/02/2024		DFT0003395	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
01/02/2024		DFT0003396	VSP	Accounts Payable	Outstanding	Bank Draft	-755.03
01/03/2024		DFT0003398	CALPERS	Accounts Payable	Outstanding	Bank Draft	-65,458.45
01/04/2024		DFT0003399	ADP	Accounts Payable	Outstanding	Bank Draft	-133,882.86
01/08/2024		DFT0003400	CALPERS	Accounts Payable	Outstanding	Bank Draft	-29,800.14
01/08/2024		DFT0003401	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,437.84
01/09/2024		DFT0003402	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-1,430.00
Bank Draft Total: (25)							-493,478.12
Check							
12/18/2023		12215	OSCAR ULLOA	Accounts Payable	Outstanding	Check	-4,324.73
12/19/2023		12216	BRENT MONSON	Accounts Payable	Outstanding	Check	-250.00
12/21/2023		12219	BIG BRAND TIRE & SERVICE	Accounts Payable	Outstanding	Check	-1,563.08
12/21/2023		12220	CHEMTRADE CHEMICALS US LLC	Accounts Payable	Outstanding	Check	-3,394.70
12/21/2023		12221	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-6,821.87
12/21/2023		12222	DELCO SERVICE, INC.	Accounts Payable	Outstanding	Check	-2,319.62
12/21/2023		12223	EAGLE COMMUNICATIONS	Accounts Payable	Outstanding	Check	-1,392.25

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
12/21/2023		12224	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-15,824.85
12/21/2023		12225	HARBOR POINTE AIR CONDITIONING & CONTROL SYSTEM	Accounts Payable	Outstanding	Check	-1,354.22
12/21/2023		12226	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-8,132.53
12/21/2023		12227	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-12,620.00
12/21/2023		12228	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-3,348.99
12/21/2023		12229	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-33,560.42
12/21/2023		12230	NEW DIMENSION GENERAL CONSTRUCTION	Accounts Payable	Outstanding	Check	-38,422.93
12/21/2023		12231	OC KEYS LLC	Accounts Payable	Outstanding	Check	-650.23
12/21/2023		12232	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-2,840.00
12/21/2023		12233	O'REILLY AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-675.32
12/21/2023		12234	ORKIN, INC.	Accounts Payable	Outstanding	Check	-829.97
12/21/2023		12235	PARKWAY LAWNMOWER SHOP	Accounts Payable	Outstanding	Check	-558.02
12/21/2023		12236	PSOMAS	Accounts Payable	Outstanding	Check	-4,952.50
12/21/2023		12237	QUINN COMPANY	Accounts Payable	Outstanding	Check	-598.81
12/21/2023		12238	S & J SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-7,658.87
12/21/2023		12239	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
12/21/2023		12240	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-700.00
12/21/2023		12241	SOTO RESOURCES	Accounts Payable	Outstanding	Check	-1,397.50
12/21/2023		12242	SOUTH ORANGE COUNTY WASTEWATER AUTHORITY	Accounts Payable	Outstanding	Check	-1,541.04
12/21/2023		12243	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
12/21/2023		12244	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-86.66
12/21/2023		12245	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-1,363.96
Check Total: (29)							-158,468.07
EFT							
12/13/2023		449	ACWA JPIA - LIFE	Accounts Payable	Outstanding	EFT	-485.74
12/13/2023		450	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-864.00
12/13/2023		451	AMAZON	Accounts Payable	Outstanding	EFT	-61.29
12/13/2023		452	EIDE BAILLY	Accounts Payable	Outstanding	EFT	-7,262.50
12/13/2023		453	HERC RENTALS	Accounts Payable	Outstanding	EFT	-3,666.98
12/13/2023		454	J. S. HELD LLC	Accounts Payable	Outstanding	EFT	-11,574.00
12/13/2023		455	MWDOC	Accounts Payable	Outstanding	EFT	-93,866.63
12/13/2023		456	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-138.50
12/13/2023		457	TESCO CONTROLS, INC.	Accounts Payable	Outstanding	EFT	-1,320.00
12/13/2023		458	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-496.09
12/13/2023		459	SPGGC, LLC	Accounts Payable	Outstanding	EFT	-2,123.00
12/20/2023		460	BMO Bank National Association	Accounts Payable	Outstanding	EFT	-72,097.23
12/20/2023		461	CALIFORNIA BANK & TRUST	Accounts Payable	Outstanding	EFT	-115,190.52
12/22/2023		462	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-2,748.00
12/22/2023		463	AMAZON	Accounts Payable	Outstanding	EFT	-2,141.86
12/22/2023		464	EIDE BAILLY	Accounts Payable	Outstanding	EFT	-6,825.00
12/22/2023		465	IRVINE PIPE SUPPLY	Accounts Payable	Outstanding	EFT	-443.52
12/22/2023		466	MWDOC	Accounts Payable	Outstanding	EFT	-88,712.33

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
12/22/2023		467	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-6,454.28
12/22/2023		468	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-160.00
12/22/2023		469	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-5,730.00
12/22/2023		470	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-426.61
EFT Total: (22)							-422,788.08
Accounts Payable Total: (76)							-1,074,734.27
Utility Billing							
Check							
12/18/2023		12214	ALLAN BURNHAM	Utility Billing	Outstanding	Check	-155.08
12/20/2023		12217	CHAMPION PAVING INC.	Utility Billing	Outstanding	Check	-1,862.30
12/20/2023		12218	CASEY SPOLAR	Utility Billing	Outstanding	Check	-1,438.71
Check Total: (3)							-3,456.09
Utility Billing Total: (3)							-3,456.09
Report Total: (79)							-1,078,190.36

Summary

Bank Account	Count	Amount
030866939 Bank of the West Checking	79	-1,078,190.36
Report Total:	79	-1,078,190.36

Cash Account	Count	Amount
99 99-000-1004 Bank of the West Checking (Pooled Cash)	79	-1,078,190.36
Report Total:	79	-1,078,190.36

Transaction Type	Count	Amount
Bank Draft	25	-493,478.12
Check	32	-161,924.16
EFT	22	-422,788.08
Report Total:	79	-1,078,190.36



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 01/01/2024 - 01/31/2024

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
01/02/2024		DFT0003393	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-3,178.72
01/02/2024		DFT0003394	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-3,465.51
01/02/2024		DFT0003395	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
01/02/2024		DFT0003396	VSP	Accounts Payable	Outstanding	Bank Draft	-755.03
01/03/2024		DFT0003398	CALPERS	Accounts Payable	Outstanding	Bank Draft	-65,458.45
01/04/2024		DFT0003399	ADP	Accounts Payable	Outstanding	Bank Draft	-133,882.86
01/08/2024		DFT0003400	CALPERS	Accounts Payable	Outstanding	Bank Draft	-29,800.14
01/08/2024		DFT0003401	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,437.84
01/09/2024		DFT0003402	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-1,430.00
01/10/2024		DFT0003403	ADP	Accounts Payable	Outstanding	Bank Draft	-1,940.69
01/10/2024		DFT0003404	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,672.23
01/10/2024		DFT0003405	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-244.60
01/11/2024		DFT0003406	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
01/12/2024		DFT0003407	SECURITAS TECHNOLOGY	Accounts Payable	Outstanding	Bank Draft	-1,401.28
01/12/2024		DFT0003408	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-151.48
01/16/2024		DFT0003409	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-74.78
01/16/2024		DFT0003410	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-202.75
01/16/2024		DFT0003411	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-4,471.43
01/16/2024		DFT0003412	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-201.78
01/18/2024		DFT0003413	ADP	Accounts Payable	Outstanding	Bank Draft	-123,336.28
01/18/2024		DFT0003414	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-72,043.60
01/19/2024		DFT0003415	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-671.75
01/22/2024		DFT0003416	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-595.90
01/22/2024		DFT0003417	CALPERS	Accounts Payable	Outstanding	Bank Draft	-29,804.73
01/22/2024		DFT0003418	SOUTH COAST AQMD	Accounts Payable	Outstanding	Bank Draft	-665.26
01/22/2024		DFT0003419	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
01/23/2024		DFT0003420	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-55.00
01/24/2024		DFT0003421	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-2,731.57
01/25/2024		DFT0003422	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-1,004.56
01/25/2024		DFT0003423	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
01/26/2024		DFT0003424	ADP	Accounts Payable	Outstanding	Bank Draft	-112.00
01/26/2024		DFT0003425	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-11,365.55
01/26/2024		DFT0003426	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-173.89
Bank Draft Total: (33)							-493,752.66

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Check							
01/10/2024		12246	AT&T	Accounts Payable	Outstanding	Check	-990.08
01/10/2024		12247	DMS FACILITY SERVICES	Accounts Payable	Outstanding	Check	-2,445.30
01/10/2024		12248	ELITE AUTOMOTIVE SERVICES	Accounts Payable	Outstanding	Check	-33.93
01/10/2024		12249	EUROFINS EATON ANALYTICAL, INC.	Accounts Payable	Outstanding	Check	-645.00
01/10/2024		12250	FERNANDO VALDEZ	Accounts Payable	Outstanding	Check	-404.95
01/10/2024		12251	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-13,706.34
01/10/2024		12252	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-21,821.51
01/10/2024		12253	JUAN A. QUINONEZ	Accounts Payable	Outstanding	Check	-301.13
01/10/2024		12254	MR. CRANE	Accounts Payable	Outstanding	Check	-3,472.00
01/10/2024		12255	OC KEYS LLC	Accounts Payable	Outstanding	Check	-852.10
01/10/2024		12256	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-18,720.00
01/10/2024		12257	ORKIN, INC.	Accounts Payable	Outstanding	Check	-141.99
01/10/2024		12258	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-5,240.50
01/10/2024		12259	SWRCB ACCOUNTING OFFICE	Accounts Payable	Outstanding	Check	-28,354.40
01/10/2024		12260	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
01/10/2024		12261	TYLER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-6.50
01/10/2024		12262	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-79.66
01/10/2024		12263	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-29.04
01/10/2024		12264	WESTECH	Accounts Payable	Outstanding	Check	-4,000.53
01/25/2024		12265	AT&T	Accounts Payable	Outstanding	Check	-1,188.56
01/25/2024		12266	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-1,751.12
01/25/2024		12267	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-254.50
01/25/2024		12268	DELCO SERVICE, INC.	Accounts Payable	Outstanding	Check	-1,662.65
01/25/2024		12269	FEDEX	Accounts Payable	Outstanding	Check	-91.95
01/25/2024		12270	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-107,545.85
01/25/2024		12271	FIELDMAN, ROLAPP & ASSOC.	Accounts Payable	Outstanding	Check	-2,522.50
01/25/2024		12272	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-7,234.00
01/25/2024		12273	HMS INDUSTRIES	Accounts Payable	Outstanding	Check	-1,232.41
01/25/2024		12274	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-3,432.44
01/25/2024		12275	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-124,120.95
01/25/2024		12276	OC KEYS LLC	Accounts Payable	Outstanding	Check	-175.54
01/25/2024		12277	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-3,905.00
01/25/2024		12278	ORKIN, INC.	Accounts Payable	Outstanding	Check	-518.99
01/25/2024		12279	PSOMAS	Accounts Payable	Outstanding	Check	-840.00
01/25/2024		12280	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
01/25/2024		12281	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-3,017.50
01/25/2024		12282	SOTO RESOURCES	Accounts Payable	Outstanding	Check	-1,552.50
01/25/2024		12283	URBAN WATER INSTITUTE, INC.	Accounts Payable	Outstanding	Check	-3,000.00
01/25/2024		12284	VAUGHAN'S INDUSTRIAL REPAIR COMPANY, INC.	Accounts Payable	Outstanding	Check	-45,846.01
01/25/2024		12285	VWR	Accounts Payable	Outstanding	Check	-552.11
01/25/2024		12286	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-816.00

Bank Transaction Report

Issued Date Range: -

Check Total: (41) -413,790.54

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
EFT							
01/11/2024		471	ACWA JPIA - LIFE	Accounts Payable	Outstanding	EFT	-485.74
01/11/2024		472	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-3,456.00
01/11/2024		473	IRVINE PIPE SUPPLY	Accounts Payable	Outstanding	EFT	-357.04
01/11/2024		474	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-37.50
01/11/2024		475	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-137.58
01/26/2024		476	ACWA JPIA - WC, PROP., & LIAB	Accounts Payable	Outstanding	EFT	-11,219.20
01/26/2024		477	AMAZON	Accounts Payable	Outstanding	EFT	-519.44
01/26/2024		478	EVANS-HYDRO, INC.	Accounts Payable	Outstanding	EFT	-15,017.19
01/26/2024		479	HERC RENTALS	Accounts Payable	Outstanding	EFT	-3,737.55
01/26/2024		480	IRVINE PIPE SUPPLY	Accounts Payable	Outstanding	EFT	-70.17
01/26/2024		481	MWDOC	Accounts Payable	Outstanding	EFT	-20,817.09
01/26/2024		482	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-6,318.80
01/26/2024		483	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-36.00
01/26/2024		484	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-6,855.00
01/26/2024		485	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-367.94
01/26/2024		486	XYLEM	Accounts Payable	Outstanding	EFT	-2,754.12
EFT Total: (16)							-72,186.36
Accounts Payable Total: (90)							-979,729.56

Accounts Receivable

Deposit

01/04/2024	DEP0023188	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	180.53
01/04/2024	DEP0023188	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	82,973.28
01/04/2024	DEP0023188	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	1,289.56
01/04/2024	DEP0023188	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	16,133.70
01/04/2024	DEP0023188	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	16,133.69
01/04/2024	DEP0023188	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	928.48
01/04/2024	DEP0023188	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	115,240.67
01/04/2024	DEP0023188	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	180.54
01/05/2024	DEP0023163	County of Orange Invoice #AR-A00253 1/5/2024	Accounts Receivable	Outstanding	Deposit	360.00
01/05/2024	DEP0023163	County of Orange Invoice #AR-A00253 1/5/2024	Accounts Receivable	Outstanding	Deposit	150.00
01/05/2024	DEP0023163	County of Orange Invoice #AR-A00253 1/5/2024	Accounts Receivable	Outstanding	Deposit	3,760.00
01/08/2024	DEP0023179	City of San Clemente Invoice #AR-A00256 1/8/24	Accounts Receivable	Outstanding	Deposit	37,646.14
01/08/2024	DEP0023179	City of San Clemente Invoice #AR-A00256 1/8/24	Accounts Receivable	Outstanding	Deposit	9,429.98
01/08/2024	DEP0023182	City of San Clemente Invoice #AR-A00257 1/8/24	Accounts Receivable	Outstanding	Deposit	102,614.12
01/08/2024	DEP0023182	City of San Clemente Invoice #AR-A00257 1/8/24	Accounts Receivable	Outstanding	Deposit	51,473.10
01/09/2024	DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	-68.81
01/09/2024	DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	5.04
01/09/2024	DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	1.09
01/09/2024	DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	-9.63
01/09/2024	DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	25.92

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/09/2024		DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	31.42
01/09/2024		DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	0.15
01/09/2024		DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	4.40
01/09/2024		DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	22.62
01/09/2024		DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	0.78
01/09/2024		DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	0.16
01/09/2024		DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	0.04
01/09/2024		DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	0.30
01/09/2024		DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	0.22
01/09/2024		DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	36.00
01/09/2024		DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	-49.54
01/09/2024		DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	0.04
01/09/2024		DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	-9.62
01/09/2024		DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	5.03
01/09/2024		DEP0023224	apply fees	Accounts Receivable	Outstanding	Deposit	4.39
01/10/2024		DEP0023236	Apply admin fees	Accounts Receivable	Outstanding	Deposit	-15.80
01/10/2024		DEP0023236	Apply admin fees	Accounts Receivable	Outstanding	Deposit	2.18
01/10/2024		DEP0023236	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.20
01/10/2024		DEP0023236	Apply admin fees	Accounts Receivable	Outstanding	Deposit	11.23
01/10/2024		DEP0023236	Apply admin fees	Accounts Receivable	Outstanding	Deposit	15.60
01/10/2024		DEP0023236	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.14
01/10/2024		DEP0023236	Apply admin fees	Accounts Receivable	Outstanding	Deposit	-11.37
01/10/2024		DEP0023236	Apply admin fees	Accounts Receivable	Outstanding	Deposit	-2.21
01/10/2024		DEP0023236	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.03
01/10/2024		DEP0023236	Apply admin fees	Accounts Receivable	Outstanding	Deposit	2.18
01/10/2024		DEP0023236	Apply admin fees	Accounts Receivable	Outstanding	Deposit	-2.21
01/10/2024		DEP0023236	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.03
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	16.57
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	9,023.79
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	10,339.44
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	312.74
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	12,533.05
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	1,754.63
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	60.80
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	117.90
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	698.63
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	85.21
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	2,010.45
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	14,360.34
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	2,010.46
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	434.35
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	1,754.63
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	4,990.21

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	16.57
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	60.81
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	698.62
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	118.36
01/11/2024		DEP0023227	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	3,592.95
01/11/2024		DEP0023232	Apply credits	Accounts Receivable	Outstanding	Deposit	-4,500.00
01/11/2024		DEP0023232	Apply credits	Accounts Receivable	Outstanding	Deposit	-2,477.83
01/11/2024		DEP0023232	Apply credits	Accounts Receivable	Outstanding	Deposit	2,195.66
01/11/2024		DEP0023232	Apply credits	Accounts Receivable	Outstanding	Deposit	282.17
01/11/2024		DEP0023232	Apply credits	Accounts Receivable	Outstanding	Deposit	4,500.00
01/12/2024		DEP0023239	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	871.23
01/12/2024		DEP0023239	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	57.76
01/12/2024		DEP0023239	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	871.23
01/12/2024		DEP0023239	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	80.21
01/12/2024		DEP0023239	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	11.22
01/12/2024		DEP0023239	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	4,480.58
01/12/2024		DEP0023239	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	6,223.03
01/12/2024		DEP0023239	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	11.23
01/16/2024		DEP0023271	Invoice #AR-A00270 SOCWA 1/16/2024	Accounts Receivable	Outstanding	Deposit	26,668.71
01/16/2024		DEP0023274	Invoice# AR-A00255 SMWD 1/16/2024	Accounts Receivable	Outstanding	Deposit	941.06
01/16/2024		DEP0023277	T-Mobile Lease 1/16/2024	Accounts Receivable	Outstanding	Deposit	2,329.39
01/16/2024		DEP0023277	T-Mobile Lease 1/16/2024	Accounts Receivable	Outstanding	Deposit	222.78
01/19/2024		DEP0023326	James Montero Work Boots 1/19/2024	Accounts Receivable	Outstanding	Deposit	0.29
01/19/2024		DEP0023326	James Montero Work Boots 1/19/2024	Accounts Receivable	Outstanding	Deposit	0.29
01/19/2024		DEP0023326	James Montero Work Boots 1/19/2024	Accounts Receivable	Outstanding	Deposit	8.25
01/19/2024		DEP0023326	James Montero Work Boots 1/19/2024	Accounts Receivable	Outstanding	Deposit	2.94
01/26/2024		DEP0023409	Rebate CY23	Accounts Receivable	Outstanding	Deposit	35.19
01/26/2024		DEP0023409	Rebate CY23	Accounts Receivable	Outstanding	Deposit	351.90
01/26/2024		DEP0023409	Rebate CY23	Accounts Receivable	Outstanding	Deposit	985.30
01/26/2024		DEP0023409	Rebate CY23	Accounts Receivable	Outstanding	Deposit	35.19
01/31/2024		DEP0023424	Orange County Fire Authority AR-A00274 1/31/24	Accounts Receivable	Outstanding	Deposit	150.00

Deposit Total: (94) 547,822.08

Accounts Receivable Total: (94) 547,822.08

Utility Billing

Check Reversal

01/10/2024	11825	Reverse Refund Check ASHLEY KENNEFICK	Utility Billing	Outstanding	Check Reversal	50.00
01/10/2024	11827	Reverse Refund Check CRAIG CAMPBELL	Utility Billing	Outstanding	Check Reversal	69.98
Check Reversal Total: (2)						119.98

Deposit

01/02/2024	DEP0023114	Utility Payment Packet UBPKT10197	Utility Billing	Outstanding	Deposit	2,495.00
01/02/2024	DEP0023117	Utility Payment Packet UBPKT10198	Utility Billing	Outstanding	Deposit	4,998.32
01/02/2024	DEP0023120	Utility Payment Packet UBPKT10199	Utility Billing	Outstanding	Deposit	6,427.77

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/02/2024		DEP0023123	Utility Payment Packet UBPKT10200	Utility Billing	Outstanding	Deposit	14,299.57
01/02/2024		DEP0023126	Utility Payment Packet UBPKT10201	Utility Billing	Outstanding	Deposit	8,570.08
01/02/2024		DEP0023129	Utility Payment Packet UBPKT10202	Utility Billing	Outstanding	Deposit	7,333.96
01/03/2024		DEP0023132	Utility Payment Packet UBPKT10203	Utility Billing	Outstanding	Deposit	3,025.09
01/03/2024		DEP0023135	Utility Payment Packet UBPKT10204	Utility Billing	Outstanding	Deposit	8,494.28
01/03/2024		DEP0023138	Utility Payment Packet UBPKT10207	Utility Billing	Outstanding	Deposit	5,319.58
01/04/2024		DEP0023141	Utility Payment Packet UBPKT10208	Utility Billing	Outstanding	Deposit	2,574.72
01/04/2024		DEP0023144	Utility Payment Packet UBPKT10209	Utility Billing	Outstanding	Deposit	11,682.27
01/04/2024		DEP0023150	Utility Payment Packet UBPKT10214	Utility Billing	Outstanding	Deposit	5,754.48
01/05/2024		DEP0023154	Utility Payment Packet UBPKT10215	Utility Billing	Outstanding	Deposit	2,425.85
01/05/2024		DEP0023157	Utility Payment Packet UBPKT10216	Utility Billing	Outstanding	Deposit	5,482.28
01/05/2024		DEP0023161	Utility Payment Packet UBPKT10217	Utility Billing	Outstanding	Deposit	9,631.04
01/05/2024		DEP0023167	Utility Payment Packet UBPKT10220	Utility Billing	Outstanding	Deposit	31,164.37
01/05/2024		DEP0023170	Utility Payment Packet UBPKT10221	Utility Billing	Outstanding	Deposit	8,142.25
01/08/2024		DEP0023173	Utility Payment Packet UBPKT10222	Utility Billing	Outstanding	Deposit	2,851.68
01/08/2024		DEP0023176	Utility Payment Packet UBPKT10223	Utility Billing	Outstanding	Deposit	5,396.50
01/08/2024		DEP0023185	Utility Payment Packet UBPKT10224	Utility Billing	Outstanding	Deposit	4,257.06
01/08/2024		DEP0023191	Utility Payment Packet UBPKT10226	Utility Billing	Outstanding	Deposit	4,375.05
01/09/2024		DEP0023194	Utility Payment Packet UBPKT10227	Utility Billing	Outstanding	Deposit	5,126.81
01/09/2024		DEP0023197	Utility Payment Packet UBPKT10228	Utility Billing	Outstanding	Deposit	2,517.17
01/09/2024		DEP0023200	Utility Payment Packet UBPKT10232	Utility Billing	Outstanding	Deposit	3,665.58
01/10/2024		DEP0023203	Utility Payment Packet UBPKT10233	Utility Billing	Outstanding	Deposit	1,989.88
01/10/2024		DEP0023206	Utility Payment Packet UBPKT10234	Utility Billing	Outstanding	Deposit	5,009.38
01/10/2024		DEP0023216	Utility Payment Packet UBPKT10251	Utility Billing	Outstanding	Deposit	4,749.61
01/11/2024		DEP0023218	Utility Payment Packet UBPKT10252	Utility Billing	Outstanding	Deposit	2,610.86
01/11/2024		DEP0023221	Utility Payment Packet UBPKT10253	Utility Billing	Outstanding	Deposit	4,309.90
01/11/2024		DEP0023242	Utility Payment Packet UBPKT10254	Utility Billing	Outstanding	Deposit	14,116.06
01/11/2024		DEP0023245	Utility Payment Packet UBPKT10256	Utility Billing	Outstanding	Deposit	10,164.07
01/12/2024		DEP0023248	Utility Payment Packet UBPKT10257	Utility Billing	Outstanding	Deposit	11,151.31
01/12/2024		DEP0023251	Utility Payment Packet UBPKT10258	Utility Billing	Outstanding	Deposit	4,002.93
01/12/2024		DEP0023254	Utility Payment Packet UBPKT10259	Utility Billing	Outstanding	Deposit	14,943.96
01/16/2024		DEP0023257	Utility Payment Packet UBPKT10260	Utility Billing	Outstanding	Deposit	12,388.40
01/16/2024		DEP0023259	ACH Draft Packet UBPKT10154	Utility Billing	Outstanding	Deposit	167,217.07
01/16/2024		DEP0023262	Utility Payment Packet UBPKT10261	Utility Billing	Outstanding	Deposit	6,162.57
01/16/2024		DEP0023265	Utility Payment Packet UBPKT10262	Utility Billing	Outstanding	Deposit	22,753.98
01/16/2024		DEP0023268	Utility Payment Packet UBPKT10263	Utility Billing	Outstanding	Deposit	9,363.96
01/16/2024		DEP0023280	Utility Payment Packet UBPKT10264	Utility Billing	Outstanding	Deposit	4,121.87
01/16/2024		DEP0023283	Utility Payment Packet UBPKT10266	Utility Billing	Outstanding	Deposit	324,736.25
01/17/2024		DEP0023286	Utility Payment Packet UBPKT10268	Utility Billing	Outstanding	Deposit	2,690.94
01/17/2024		DEP0023289	Utility Payment Packet UBPKT10269	Utility Billing	Outstanding	Deposit	7,297.58
01/17/2024		DEP0023292	Utility Payment Packet UBPKT10267	Utility Billing	Outstanding	Deposit	1,211.73
01/17/2024		DEP0023305	Utility Payment Packet UBPKT10282	Utility Billing	Outstanding	Deposit	8,157.05
01/18/2024		DEP0023296	Utility Reverse Payment Packet UBPKT10278	Utility Billing	Outstanding	Deposit	-127.96

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/18/2024		DEP0023308	Utility Payment Packet UBPKT10283	Utility Billing	Outstanding	Deposit	548.32
01/18/2024		DEP0023311	Utility Payment Packet UBPKT10284	Utility Billing	Outstanding	Deposit	3,139.62
01/18/2024		DEP0023314	Utility Payment Packet UBPKT10285	Utility Billing	Outstanding	Deposit	3,424.42
01/18/2024		DEP0023317	Utility Reverse Payment Packet UBPKT10286	Utility Billing	Outstanding	Deposit	-132.36
01/19/2024		DEP0023320	Utility Payment Packet UBPKT10287	Utility Billing	Outstanding	Deposit	802.79
01/19/2024		DEP0023323	Utility Payment Packet UBPKT10288	Utility Billing	Outstanding	Deposit	995.96
01/19/2024		DEP0023329	Utility Payment Packet UBPKT10289	Utility Billing	Outstanding	Deposit	3,990.48
01/19/2024		DEP0023332	Utility Payment Packet UBPKT10296	Utility Billing	Outstanding	Deposit	34,560.36
01/22/2024		DEP0023335	Utility Payment Packet UBPKT10297	Utility Billing	Outstanding	Deposit	410.20
01/22/2024		DEP0023338	Utility Payment Packet UBPKT10300	Utility Billing	Outstanding	Deposit	22,919.04
01/22/2024		DEP0023352	Utility Payment Packet UBPKT10320	Utility Billing	Outstanding	Deposit	124.26
01/23/2024		DEP0023343	Utility Payment Packet UBPKT10301	Utility Billing	Outstanding	Deposit	2,220.94
01/23/2024		DEP0023346	Utility Payment Packet UBPKT10304	Utility Billing	Outstanding	Deposit	8,301.16
01/23/2024		DEP0023355	Utility Payment Packet UBPKT10321	Utility Billing	Outstanding	Deposit	490.51
01/24/2024		DEP0023349	Utility Payment Packet UBPKT10305	Utility Billing	Outstanding	Deposit	1,362.65
01/24/2024		DEP0023358	Utility Payment Packet UBPKT10322	Utility Billing	Outstanding	Deposit	785.72
01/24/2024		DEP0023361	Utility Payment Packet UBPKT10323	Utility Billing	Outstanding	Deposit	12,960.39
01/25/2024		DEP0023367	Utility Payment Packet UBPKT10328	Utility Billing	Outstanding	Deposit	1,038.04
01/25/2024		DEP0023370	Utility Payment Packet UBPKT10325	Utility Billing	Outstanding	Deposit	4,691.61
01/25/2024		DEP0023373	Utility Payment Packet UBPKT10329	Utility Billing	Outstanding	Deposit	3,446.83
01/26/2024		DEP0023376	Utility Payment Packet UBPKT10332	Utility Billing	Outstanding	Deposit	3,119.09
01/26/2024		DEP0023379	Utility Payment Packet UBPKT10330	Utility Billing	Outstanding	Deposit	10,202.09
01/26/2024		DEP0023382	Utility Payment Packet UBPKT10333	Utility Billing	Outstanding	Deposit	6,407.34
01/29/2024		DEP0023364	Utility Reverse Payment Packet UBPKT10324	Utility Billing	Outstanding	Deposit	-175.56
01/29/2024		DEP0023385	Utility Payment Packet UBPKT10334	Utility Billing	Outstanding	Deposit	4,609.71
01/29/2024		DEP0023388	Utility Payment Packet UBPKT10335	Utility Billing	Outstanding	Deposit	5,379.63
01/29/2024		DEP0023391	Utility Payment Packet UBPKT10345	Utility Billing	Outstanding	Deposit	7,666.54
01/29/2024		DEP0023394	Utility Payment Packet UBPKT10346	Utility Billing	Outstanding	Deposit	10,600.61
01/29/2024		DEP0023397	Utility Payment Packet UBPKT10347	Utility Billing	Outstanding	Deposit	6,301.62
01/29/2024		DEP0023400	Utility Payment Packet UBPKT10349	Utility Billing	Outstanding	Deposit	21,228.07
01/30/2024		DEP0023403	Utility Payment Packet UBPKT10350	Utility Billing	Outstanding	Deposit	6,560.81
01/30/2024		DEP0023406	Utility Payment Packet UBPKT10351	Utility Billing	Outstanding	Deposit	4,459.46
01/30/2024		DEP0023412	Utility Payment Packet UBPKT10353	Utility Billing	Outstanding	Deposit	5,659.19
01/31/2024		DEP0023415	Utility Payment Packet UBPKT10354	Utility Billing	Outstanding	Deposit	2,385.05
01/31/2024		DEP0023418	Utility Payment Packet UBPKT10355	Utility Billing	Outstanding	Deposit	3,738.21
01/31/2024		DEP0023427	Utility Payment Packet UBPKT10356	Utility Billing	Outstanding	Deposit	5,646.74
01/31/2024		DEP0023430	Utility Payment Packet UBPKT10360	Utility Billing	Outstanding	Deposit	3,074.02
Deposit Total: (83)							1,017,975.72
Utility Billing Total: (85)							1,018,095.70
Report Total: (269)							586,188.22

Summary

Bank Account	Count	Amount
030866939 Bank of the West Checking	269	586,188.22
Report Total:	269	586,188.22

Cash Account	Count	Amount
99 99-000-1004 BMO Checking (Pooled Cash)	269	586,188.22
Report Total:	269	586,188.22

Transaction Type	Count	Amount
Bank Draft	33	-493,752.66
Check	41	-413,790.54
Check Reversal	2	119.98
Deposit	177	1,565,797.80
EFT	16	-72,186.36
Report Total:	269	586,188.22



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

GENERAL FUND PAYROLL WARRANT REGISTER

For the Month of: January 2024

\$ 240,784.41

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

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

General Manager / Assistant General Manager

By _____ Date 2/2/24
By _____ Date 2/8/24

Net Pay	Checks					.00
	Direct Deposits					77,459.52
	Subtotal Net Pay					77,459.52
	Adjustments					.00
	Total Net Pay Liability (Net Cash)					77,459.52
Taxes						
		You are responsible for		Amount debited		
		Depositing these amounts		from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	Federal Income Tax				17,352.18	
	Earned Income Credit Advances					
	Social Security				7,798.66	7,798.68
	Medicare				1,823.89	1,823.89
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal		26,974.73	9,622.57		36,597.30
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	Total Federal		26,974.73	9,622.57		36,597.30
State	CA State Income Tax				7,426.35	
	CA State Unemployment Insurance-ER 3000					470.88
	CA State Disability Insurance-EE				1,382.23	
	Subtotal CA		8,808.58	470.88		9,279.46
	Total Taxes	.00	.00	35,783.31	10,093.45	45,876.76
	Amount ADP Debited From AccountXXXX6939		Tran/ABA XXXXXXXXXX			45,876.76
						Excludes Taxes That Are Your Responsibility
Other	ADP Direct Deposit				77,459.52	24 Employee Transactions
	Transfers Amount ADP Debited From AccountXXXX6939		Tran/ABA XXXXXXXXXX			77,459.52
	Total Amount ADP Debited From Your Accounts					123,336.28



Statistical Summary Detail

TRABUCO CANYON WATER

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

Batch : **5946**
Quarter Number : **1**
Service Center: **580**

Period Ending : **01/15/2024**
Pay Date : **01/19/2024**
Current Date : **01/16/2024**

Week **03**
Page 2

Net Pay	Checks					339.68	
	Direct Deposits					75,441.35	
	Subtotal Net Pay						75,781.03
	Adjustments					.00	
	Total Net Pay Liability (Net Cash)						75,781.03
Taxes							
		You are responsible for		Amount debited			
		Depositing these amounts		from your account			
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.	
	Federal Income Tax					15,233.30	
	Earned Income Credit Advances						
	Social Security					7,471.69	7,471.66
	Medicare					1,747.39	1,747.41
	Medicare Surtax						
	Federal Unemployment Tax						
	Subtotal Federal		24,452.38		9,219.07		33,671.45
	FMLA-PSL Payments Credit						
	FMLA-PSL ER FICA Credit						
	FMLA-PSL Health Care Premium Credit						
	Employee Retention Qualified Payments Cre						
	Employee Retention Qualified Health Care						
	Cobra Premium Assistance Payments						
	Total Federal		24,452.38		9,219.07		33,671.45
State	CA State Income Tax					6,539.49	
	CA State Unemployment Insurance-ER 3000					165.01	
	CA State Disability Insurance-EE					1,291.15	
	Subtotal CA		7,830.64		165.01		7,995.65
	Total Taxes		.00	.00	32,283.02	9,384.08	41,667.10
	Amount ADP Debited From AccountXXXX6939		Tran/ABA XXXXXXXXXX				41,667.10
							Excludes Taxes That Are Your Responsibility
Other	ADP Direct Deposit					75,441.35	28 Employee Transactions
Transfers	ADP Check					339.68	
	Amount ADP Debited From AccountXXXX6939		Tran/ABA XXXXXXXXXX				75,781.03
Total Amount ADP Debited From Your Accounts							117,448.13



Statistical Summary Detail

TRABUCO CANYON WATER

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

Batch : **7150**
Quarter Number : **1**
Service Center: **580**

Period Ending : **01/31/2024**
Pay Date : **02/05/2024**
Current Date : **02/01/2024**

Week **05**
Page 2

TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 15, 2024

CONSENT CALENDAR

ITEM 3: APPROVAL OF ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

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

- 1. January 3, 2024 Committee Meeting*
- 2. January 24, 2024 Committee Special Meeting*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JANUARY 3, 2024

DIRECTORS PRESENT

Mike Safranski, Committee Chair
Stephen Dopudja, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Gary Kessler, Water Superintendent
Oscar Ulloa, Wastewater Superintendent
Phil Serpas, CMMS/SCADA Administrator
Roseann Lejsek, Administrative Assistant

STAFF ABSENT

Michael Perea, Assistant General Manager
Lorrie Lausten, District Engineer
Jason Stroud, Maintenance Superintendent
Karen Warner, Principal Accountant

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Safranski called the January 3, 2024 Engineering/Operational Committee Meeting to order at 7:10 a.m.

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

No comments were received.

COMMITTEE MEMBER COMMENTS

The Committee wished all in attendance a Happy New Year.

REPORT FROM THE GENERAL MANAGER

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

ITEM 1: GOLF CLUB SEWER LIFT STATION IMPROVEMENTS

Mr. Paludi provided a brief update on the proposals received for construction management services, and he reported that Ms. Lausten is concerned with the higher-than-anticipated fees associated with the proposals. Mr. Paludi stated that the District will need to do more due diligence and would bring this matter to the board only if staff was comfortable in making a recommendation. Director Safranski expressed his appreciation for staff's efforts to control costs.

MOTION: None – Informational item only.

ITEM 2: ROBINSON RANCH WASTEWATER TREATMENT PLANT SCADA IMPROVEMENTS

Mr. Paludi provided a brief update on this matter, and he reported that the SCADA system within the Robinson Ranch Wastewater Treatment Plant requires improvements. Mr. Serpas provided background information regarding this project to be performed by Beavins, versus the District-wide SCADA CIP upgrade project performed by TESCO, and he stated that they are two separate projects. Mr. Ulloa provided information regarding the current SCADA system at the facility as it is a stand-alone system that requires improvement. Mr. Ulloa stated that they are still working out total costs before bringing this matter to the Board. Discussion occurred concerning the current CIP budget. Mr. Paludi stated that staff is proposing to reallocate certain project costs to offset the cost of this project. Director Safranski expressed concerns with the proposed strategy. Mr. Paludi stated that staff will have better answers at a future meeting.

MOTION: None – Informational item only.

ITEM 3: OTHER ENGINEERING AND OPERATIONS PROJECT UPDATES

1. Saddle Crest Development update

Mr. Paludi provided an update on this matter, and he reported that staff is working to address certain engineering and operational challenges at the site. Mr. Kessler provided a status update on the operation challenges of the reservoir and pump station. Discussion occurred concerning certain strategies to address the challenges at the site. Director Dopudja stated for the record that the District sweeps so much under the rug that we have run out of rug.

2. Other Projects

None

MOTION: None – Informational item only.

ITEM 4: 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 all the copper tubing to the four (4) pumps at the El Toro Field Office Pump Station.
2. Rebuilt the Cla-Vals on filters no. 1, 2, & 4 at the Dimension Water Treatment Plant (DWTP).
3. Attended all onsite training meetings for the Saddle Crest Pump Station.
4. Assisted Wastewater Operations with the installation of the new aeration system in the East SBR at the Robinson Ranch Wastewater Treatment Plant (WWTP).

Mr. Kessler presented the Water System Summary for Committee review. Mr. Kessler reported that Irvine Ranch Water District (IRWD) will start their multi-year capital improvement project for Irvine Lake dam and outlet tower in Spring 2024 which includes draining the lake. Discussion occurred concerning the District's potable water supplies and operational systems.

MOTION: None – Informational item only.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JANUARY 3, 2024**

ITEM 5: 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. Manhole inspections at Saddle Crest Development.
2. Removed soil and vegetation from v-ditch above WWTP recycled water reservoir.
3. Removed old aeration headers and installed all new aeration headers and diffusers for the West SBR at the WWTP.
4. Bypassed Golf Club Lift Station for emergency repairs to the onsite surge tank with the assistance of DB Sales (contractor).
5. Repaired the West SBR drain valve at the WWTP.

Mr. Ulloa presented the Recycled Water System Summary for Committee review. Mr. Ulloa provided a brief status update on the Dove Canyon Master Association (DCMA) V-Ditch repair, and he indicated that the lower third has been restored but does not have erosion control. Discussion occurred concerning staff meeting with DCMA representatives to address concerns on the project site. Mr. Ulloa stated that line cleaning will start again next week.

MOTION: None – Informational item only.

ITEM 6: MAINTENANCE DEPARTMENT UPDATES

Mr. Ulloa provided updates in Mr. Stroud's absence. Mr. Ulloa reviewed the projects and repairs for the prior month, and he reported that Maintenance staff completed the following tasks:

Projects and Repairs

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

Water Operations

1. Attended onsite training at the Saddle Crest pump station.
2. Coordinated the re-keying of Saddle Crest Booster Pump Station facility door locks.

Wastewater Operations

1. Assisted operations with the v-ditch clean out at the Dove Canyon Master Association (DCMA) v-ditch.
2. Assisted operations with West SBR aeration system replacement project.
3. Received the spare air blower for the WWTP from Vaughn Industrial.
4. Assisted operations and DB Sales (contractor) to repair the onsite surge tank at Golf Club Sewer Lift Station.

District Fleet Upgrades & Other Projects

1. Performed Emergency Backup Generator checks in preparation of a potential SCE Public Safety Power Shutoff (PSPS) event.
2. Performed BIT Program compliance inspections.
3. Performed an oil change and maintenance on truck #28.
4. Installed new brakes and tires on truck #1.

MOTION: None – Informational item only.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JANUARY 3, 2024**

ITEM 7: OTHER MATTERS/REPORTS

There were no others matter reported.

MOTION: None

ADJOURNMENT

Director Safranski adjourned the January 3, 2024 Engineering/Operational Committee Meeting at 8:01 a.m.

DRAFT



TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE SPECIAL MEETING RECAP | JANUARY 24, 2024

DIRECTORS PRESENT

Mike Safranski, Committee Chair
Stephen Dopudja, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager
Lorrie Lausten, District Engineer
Gary Kessler, Water Superintendent
Jason Stroud, Maintenance Superintendent
Phil Serpas, CMMS/SCADA Administrator
Roseann Lejsek, Administrative Assistant
Brent Monson, Lead Water System Operator

DISTRICT CONSULTANTS PRESENT

Claire Collins, Hanson & Bridgett, LLP – General Counsel
Tori Yokoyama – Hazen & Sawyer
Steven Connor – Hazen & Sawyer
Mike Swan – Psomas
Kim Alexander – Psomas

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Safranski called the January 24, 2024 Engineering/Operational Committee Special Meeting to order at 4:00 p.m.

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

No comments were received.

COMMITTEE MEMBER COMMENTS

No comments were received.

REPORT FROM THE GENERAL MANAGER

No comments were received.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE SPECIAL MEETING RECAP | JANUARY 24, 2024**

CLOSED SESSION NO. 1: CONFIDENTIAL INFORMATION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

The Committee entered Closed Session at 4:03 p.m. and met in Closed Session to review and discuss confidential information concerning anticipated litigation consistent with the agenda. The District's General Manager, Assistant General Manager, District Engineer, General Counsel, Consultants, and certain staff members participated in the closed session.

The Committee reconvened open session at approximately 6:10 p.m.

ITEM 1: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION

MOTION: No action was taken in closed session.

ADJOURNMENT

Director Safranski adjourned the January 24, 2024 Engineering/Operational Committee Special Meeting at 6:12 p.m.

DRAFT

TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 15, 2024

CONSENT CALENDAR

ITEM 4: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

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

1. *December 4, 2024*
2. *January 8, 2024*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | DECEMBER 4, 2023

DIRECTORS PRESENT

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

STAFF PRESENT

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

CONSULTANTS PRESENT

Claire Collins, District General Legal Counsel – Hanson Bridgett, LLC
Robin Rockey – Rockspark Communications

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Mandich called the December 4, 2023 Executive Committee Meeting to order at 5:00 PM.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

None

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Community Associations of Rancho (CAR) Meeting – Mr. Paludi reported that the CAR meeting will be held in the District's boardroom the following morning at 7:30 a.m.
- Water Advisory Commission of Orange County (WACO) – Mr. Paludi reported that the WACO meeting will be held the following Friday.
- Colorado River Water Users Association (CRWUA) – Mr. Paludi reported that he would be attending the CRWUA conference in Las Vegas.

TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | DECEMBER 4, 2023

DISCUSSION MATTERS

ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

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

MOTION: Approve the Executive Committee Meeting Recap(s) and recommend the Board of Directors receive and file the same (Consent Calendar) – Director Dopudja

SECOND: Director Mandich

AYES: Directors Mandich & Dopudja

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2 - 0

ITEM 2: BOARD AGENDA PLANNING CALENDAR

Mr. Paludi provided a handout that included the following agenda planning items for Committee review and consideration:

December 2023

Regular Board Meeting – 12/21

- Election of Board Officers/Committee Appointments – CY 2024
- Award Golf Club SLS Rehab Construction Contract Award (E/O)
- Approve Lead Service Line Inventory Services Agreement with MWDOC (E/O)
- Approve UWI Spring Conference Sponsorship (Exec)
- Discuss Human Resources Support Services Contract – Information (Exec)

January 2024

Regular Board Meeting – 1/18

- Receive and file Annual Comprehensive Financial Report FYE 2023 (F/A)
- Adopt Annual Statement of Investment Policy (F/A)

February 2024

Regular Board Meeting – 2/15

- Receive and file District Total Compensation Survey Update (F/A)
- Award Harris Grade Pipeline Replacement Design Contract (E/O)
- Award Recycled Water Pump Station Improvements Design Contract (E/O)
- Discussion Water Awareness Day Planning (Exec)

Other Potential Future Board Items

- Award Human Resources Support Services Contract
- Approve Debt Issuance Agreements
- Acceptance of Saddle Crest Facilities
- Approve OPEB Biennial Valuation for CERBT Trust Funding

MOTION: None – Informational item only.

TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | DECEMBER 4, 2023

ITEM 3: DISCUSSION OF DISTRICT HUMAN RESOURCES AND BENEFITS ADMINISTRATION SUPPORT

Mr. Paludi presented this matter for Committee review, and he reported that District staff and general legal counsel have prepared a draft scope of work to identify key areas for consultant support. Discussion occurred concerning certain focus areas, including health benefits administration and recruitment support. Ms. Collins reported that she has received some preliminary input from client agencies that utilize this type of support. The Committee directed staff to prepare a request for proposals (RFP) and a finalized scope of work for consideration.

MOTION: None – Informational item only.

OTHER MATTERS

ITEM 4: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

Mr. Paludi provided a brief update on the effort to recall three of the five directors of the Board. Discussion occurred concerning opportunities to modify the District's website for greater accessibility. Mr. Perea indicated that he would coordinate with the website developer to address the Committee's concerns and comments.

MOTION: None – Informational item only.

ADJOURNMENT

Vice President Mandich adjourned the December 4, 2023 Executive Committee Meeting at 5:30 p.m.

DRAFT



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | JANUARY 8, 2024

DIRECTORS PRESENT

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

STAFF PRESENT

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

CONSULTANTS PRESENT

Laura Ratcliffe, District General Legal Counsel – Hanson Bridgett, LLC
Robin Rockey – Rockspark Communications

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Mandich called the January 8, 2024 Executive Committee Meeting to order at 5:00 PM.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

None

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Mr. Paludi wished all in attendance a Happy New Year.
- Southern California Water Coalition (SCWC) – Mr. Paludi reported that the SCWC Luncheon is scheduled for January 26th.
- Municipal Water District of Orange County (MWDOC) – Mr. Paludi reported that the MWDOC Water Policy Forum & Dinner is scheduled for January 31st, and that District staff will poll the Board on their availability.

TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | JANUARY 8, 2024

DISCUSSION MATTERS

ITEM 1: BOARD AGENDA PLANNING CALENDAR

Mr. Paludi provided a handout that included the following agenda planning items for Committee review and consideration:

January 2024

Regular Board Meeting – 1/18

- Adopt Golf Club SLS Rehab Construction Management Contract (E/O)
- Receive and file Annual Comprehensive Financial Report FYE 2023 (F/A)
- Director Committee Assignments

February 2024

Regular Board Meeting – 2/15

- Approve County Easement agreement for Trabuco Creek Road Improvement (E/O)
- Adopt Annual Statement of Investment Policy (F/A)
- Discussion Water Awareness Day Planning (Exec)

March 2024

Regular Board Meeting – 3/21

- Conduct Annual Meeting of Trabuco Canyon Public Financing Authority
- Conduct Annual Meeting of Trabuco Canyon Improvement Corporation
- Receive and file District Total Compensation Survey Update (F/A)
- Award Harris Grade Pipeline Replacement Design Contract (E/O)
- Award Recycled Water Pump Station Improvements Design Contract (E/O)
- Approval of Resolution Authorizing USBR Grant Application (E/O)
- Discuss MWDOC Draft FY 2024/25 Budget (F/A)

Other Potential Future Board Items

- Award Human Resources Support Services Contract
- Approve Debt Issuance Agreements
- Acceptance of Saddle Crest Facilities
- Approve OPEB Biennial Valuation for CERBT Trust Funding

MOTION: None – Informational item only.

ITEM 2: DISCUSSION REGARDING COMMUNICATING DISTRICT SERVICES AND CAPITAL PROJECTS

Mr. Paludi presented this matter for Committee review, and he reported that Ms. Rockey was in attendance to present a proposed communications plan on District services and infrastructure improvements. Ms. Rockey provided a handout on potential outreach activities to provide updates on capital improvement projects and the District's rates at work. Ms. Rockey reported that the District has implemented a digital On Tap newsletter to customers that have registered online. The Committee recommended implementing videos of ongoing capital improvement projects with the assistance of staff highlighting equipment replacement and upgrades.

MOTION: None – Informational item only.

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | JANUARY 8, 2024**

ITEM 3: DISCUSSION OF DISTRICT HUMAN RESOURCES AND BENEFITS ADMINISTRATION SUPPORT

Mr. Paludi presented this matter for Committee review, and he provided a handout of the draft scope of work to receive input from the Committee. Discussion occurred concerning reviewing the proposed scope of work with special legal counsel which specializes in employment law. Mr. Paludi reported that District staff will prepare a request for proposals (RFP) in the coming months. Director Mandich recommended presenting the RFP with the Board at a future regular meeting.

MOTION: None – Informational item only.

OTHER MATTERS

ITEM 4: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

There were no other matters presented.

MOTION: None

ADJOURNMENT

Vice President Mandich adjourned the January 8, 2024 Executive Committee Meeting at 5:37 p.m.

DRAFT

TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 15, 2024

CONSENT CALENDAR

ITEM 5: APPROVAL OF DISTRICT PROPERTIES COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

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

1. *December 4, 2024*
2. *January 8, 2024*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT DISTRICT PROPERTIES COMMITTEE MEETING RECAP | DECEMBER 4, 2023

DIRECTORS PRESENT

Director Stephen Dopudja, Committee Chair
Director Ed Mandich, Committee Member

STAFF PRESENT

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

CONSULTANTS PRESENT

Claire Collins, District General Legal Counsel – Hanson Bridgett, LLC

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Dopudja called the December 4, 2023 District Properties Ad Hoc Committee Meeting to order at 6:00 p.m.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

None

REPORT FROM THE GENERAL MANAGER

None

DISCUSSION MATTERS

ITEM 1: DISCUSSION AND POSSIBLE ACTION(S) REGARDING POTENTIAL USES OF DISTRICT PROPERTY

Mr. Paludi presented this matter for Committee consideration, and he reported that Ms. Collins has prepared a presentation on this matter for review. Ms. Collins delivered a PowerPoint presentation that reviewed the Surplus Land Act (SLA) requirements for special districts like TCWD, including the exemption classifications and disposition process. Ms. Collins indicated that the SLA requires public agencies to advertise surplus land on a distribution list for sixty days and there are restraints on certain uses of surplus land. The Committee recommended providing an update to the Board of Directors on this matter at the next regular meeting.

MOTION: Provide an update on this matter to the Board of Directors at the following regular meeting.

**TRABUCO CANYON WATER DISTRICT
DISTRICT PROPERTIES COMMITTEE MEETING | DECEMBER 4, 2023**

ITEM 2: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

There were no reports or comments presented to the Committee.

MOTION: No action was taken.

ADJOURNMENT

Director Dopudja adjourned the December 4, 2023 District Properties Committee Meeting at 6:50 p.m.

DRAFT



TRABUCO CANYON WATER DISTRICT DISTRICT PROPERTIES COMMITTEE MEETING RECAP | JANUARY 8, 2024

DIRECTORS PRESENT

Director Stephen Dopudja, Committee Chair
Director Ed Mandich, Committee Member

STAFF PRESENT

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

CONSULTANTS PRESENT

Laura Ratcliffe, District General Legal Counsel – Hanson Bridgett, LLC
Robin Rockey, Rockspark Communications

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Dopudja called the January 8, 2024 District Properties Ad Hoc Committee Meeting to order at 5:39 p.m.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

None

REPORT FROM THE GENERAL MANAGER

None

DISCUSSION MATTERS

ITEM 1: DISCUSSION AND POSSIBLE ACTION(S) REGARDING POTENTIAL USES OF DISTRICT PROPERTY

Mr. Paludi presented this matter for Committee consideration, and he reported that Ms. Ratcliffe has prepared a presentation on this matter for review. Ms. Ratcliffe delivered a PowerPoint presentation that reviewed the Surplus Land Act (SLA) requirements that directly impact District-owned properties. Ms. Ratcliffe detailed the state surplus land registration process and the definition of surplus land. Discussion occurred concerning the potential uses of District-owned properties, including long-term utility use and environmental mitigation uses, and the next

**TRABUCO CANYON WATER DISTRICT
DISTRICT PROPERTIES COMMITTEE MEETING | DECEMBER 4, 2023**

steps in the event the Board desires to advertise District-owned properties as surplus land. The Committee recommended providing an update on this matter to the Board of Directors at the following regular meeting.

MOTION: Provide an update on this matter to the Board of Directors at the following regular meeting.

ITEM 2: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

There were no reports or comments presented to the Committee.

MOTION: No action was taken.

ADJOURNMENT

Director Dopudja adjourned the January 8, 2024 District Properties Committee Meeting at 6:33 p.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 15, 2024**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 6: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, AND TENTATIVE FUTURE MEETINGS/ATTENDANCE

FEES AND EXPENSES

Consistent with Board policy, Directors are reimbursed for expenses incurred while serving in their capacity as Directors. Additionally, Directors earn a per diem stipend for attendance at meetings or functions in a Director capacity. 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.

TENTATIVE FUTURE MEETINGS

The attached spreadsheet provides a schedule of the tentative future meetings and attendance items.

FUNDING SOURCE:

General Fund

FISCAL IMPACT

FY 2023-24 Budgeted Board Expenses: \$45,000

COMMITTEE STATUS:

This matter was reviewed with the Finance/Audit Committee.

RECOMMENDED ACTION:

Approve the tentative future meetings/attendance items and ratify the Directors' expenses and fees from the following period(s):

1. *January 2024*

EXHIBITS:

1. Directors Fees and Expenses Monthly Report for January 2024
2. Directors Future/Tentative Meeting/Attendance Schedule for Calendar Year 2024

CONTACTS (staff responsible): PALUDI/PEREA

TRABUCO CANYON WATER DISTRICT
DIRECTORS' FEES AND EXPENSES MONTHLY REPORT | JANUARY 2024

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
DISTRICT MEETINGS					
District Properties Committee Meeting			01/08/24	01/08/24	
Engineering/Operational Committee Meeting			01/03/24		01/03/24
Engineering/Operational Committee Special Meeting			01/24/24		01/24/24
Energy Efficiency Ad Hoc Committee				01/24/24	01/24/24
Executive Committee Meeting			01/08/24	01/08/24	
Finance/Audit Committee Meeting		01/11/24		01/11/24	
Individual Meeting with General Manager	01/16/24	01/16/24	01/16/24	01/16/24	01/16/24
Regular Board Meeting	01/18/24	01/18/24	01/18/24	01/18/24	01/18/24
REPRESENTATIVE MEETINGS					
Community Associations of Rancho (CAR) Meeting		01/09/24			
City of Rancho Santa Margarita - City Council Meeting					01/10/24
City of Rancho Santa Margarita - Planning Commission Meeting					
Independent Special Districts of Orange County (ISDOC) Monthly Meeting				01/02/24	
MWDOC Board Meeting	01/17/24				
MWDOC Water Policy Forum & Dinner	01/31/24	01/31/24	01/31/24	01/31/24	01/31/24
OC LAFCO Regular Meeting				01/10/24	
South Orange County Agencies Group Meeting					01/25/24
Water Advisory Commission of Orange County (WACO)	01/05/24				
NUMBER OF MEETINGS ATTENDED	5	5	6	8	7
PER DIEMS (\$125 per each meeting*)	\$625.00	\$625.00	\$750.00	\$1,000.00	\$875.00
DIRECT REIMBURSABLE EXPENSES					
DIRECT REIMBURSABLE EXPENSES TOTALS					
INDIRECT REIMBURSABLE EXPENSES					
INDIRECT REIMBURSABLE EXPENSES TOTALS					
TOTAL (PER DIEMS + DIRECT REIMBURSABLE EXPENSES)	\$625.00	\$625.00	\$750.00	\$1,000.00	\$875.00
<i>* Maximum per diem per day is one; maximum per diems per month is 10</i>					

DIRECTOR SIGNATURE

TRABUCO CANYON WATER DISTRICT | 2024 PUBLIC MEETING AND CONFERENCE CALENDAR

2024													
LINE ITEM	MEETING DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DISTRICT PUBLIC MEETINGS													
1	Executive Committee Meeting	01/08/24	02/05/24	03/04/24	04/01/24	05/06/24	06/03/24	07/01/24	08/05/24	09/02/24	10/07/24	11/04/24	12/02/24
2	Engineering/Operational Committee Meeting	01/03/24	02/07/24	03/06/24	04/03/24	05/01/24	06/05/24	07/03/24	08/07/24	09/04/24	10/02/24	11/06/24	12/04/24
3	Finance/Audit Committee Meeting	01/11/24	02/08/24	03/07/24	04/11/24	05/09/24	06/13/24	07/11/24	08/08/24	09/12/24	10/10/24	11/14/24	12/12/24
4	Regular Board Meeting	01/18/24	02/15/24	03/14/24	04/18/24	05/16/24	06/20/24	07/18/24	08/15/24	09/19/24	10/17/24	11/21/24	12/19/24
5	District Properties Ad Hoc Committee Meeting	-	-	-	-	-	-	-	-	-	-	-	-
PUBLIC MEETINGS													
6	City of RSM City Council Meeting - Meeting No. 1	01/09/24	02/13/24	03/12/24	04/09/24	05/14/24	06/11/24	07/09/24	08/13/24	09/10/24	10/08/24	11/12/24	12/10/24
7	City of RSM City Council Meeting - Meeting No. 2	01/23/24	02/24/24	03/26/24	04/23/24	05/28/24	06/25/24	07/23/24	08/27/24	09/24/24	10/22/24	11/26/24	12/24/24
8	City of RSM Planning Commission Meeting	01/03/24	02/07/24	03/06/24	04/03/24	05/01/24	06/05/24	07/03/24	08/07/24	09/04/24	10/02/24	11/06/24	12/04/24
9	Independent Special Districts of Orange County Meeting - Executive	01/02/24	02/06/24	03/05/24	04/02/24	05/14/24	06/04/24	07/02/24	08/06/24	09/03/24	10/01/24	11/05/24	12/10/24
10	Independent Special Districts of Orange County Meeting - Quarterly	01/25/24	-	-	04/25/24	-	-	07/25/24	-	-	10/31/24	-	-
11	Orange County Local Agency Formation Commission (OC LAFCO)	01/10/24	02/14/24	03/13/24	04/10/24	05/08/24	06/12/24	07/10/24	08/14/24	09/11/24	10/09/24	11/13/24	12/11/24
12	Municipal Water District of Orange County (MWDOC) Board Meeting	01/17/24	02/21/24	03/20/24	04/17/24	05/15/24	06/19/24	07/17/24	08/21/24	09/18/24	10/16/24	11/20/24	12/18/24
13	Santiago Aqueduct Commission Meeting	-	-	03/21/24	-	-	06/20/24	-	-	09/19/24	-	-	12/12/24
14	Quarterly South Orange County Integrated Regional Watershed Management Executive Committee												
15	Monthly South Orange County Integrated Regional Watershed Management Executive Committee												
16	South Orange County Water Agencies Group Meeting*	01/23/24	-	03/26/24	-	05/28/24	-	07/23/24	-	09/23/24	-	11/25/24	-
18	Water Advisory Committee of Orange County	01/05/24	02/02/24	03/01/24	04/05/24	05/03/24	06/07/24	07/12/24	08/02/24	09/06/24	10/04/24	11/01/24	12/13/24
CONFERENCES													
19	ACWA Spring Conference - Sacramento, CA					05/07-05/09							
20	ACWA Fall Conference - Palm Desert, CA												12/03-12/05
21	CSDA Annual Conference -Indian Wells, CA									09/09-09/12			
22	CSDA GM Leadership Summit - Anaheim, CA						06/23-06/25						
24	CSDA SDLA Conference - San Diego, CA				04/14-04/17								
25	Colorado River Water User’s Association (CRWUA) Annual Conference – Las Vegas, NV												12/04-12/06
23	Urban Water Institute (UWI) Annual Conference - Palm Springs, CA		02/21-02/23										

LEGEND

District Observed Holiday - Reschedule Meeting

**4th Tuesday of the Odd Numbered Month*

TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 15, 2024

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 7: DISTRICT ENERGY EFFICIENCY AD HOC COMMITTEE UPDATE

At the August 17, 2023 Regular Board Meeting, the Board of Directors established the Energy Efficiency Ad Hoc Committee for the purpose of formalizing actions of the District by setting up an energy program to promote and identify and energy savings. The Committee met twice in the last two months with District staff to develop a proposed energy program and focus on specific areas of District energy demands to realize savings. The Committee will deliver a presentation to the Board on actions taken to date. More information may be presented at the time of the meeting.

FISCAL IMPACT

None at this time.

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was reviewed with the Energy Efficiency Ad Hoc Committee

RECOMMENDED ACTIONS:

Receive information and presentation at the time of the meeting.

EXHIBIT(S):

None

CONTACTS (staff responsible): PALUDI/PEREA

TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 15, 2024

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 8: DECLARATION OF CERTAIN REAL PROPERTY AS SURPLUS LAND

Trabuco Canyon Water District (District) owns certain facilities and real property within and outside of its service area for District-related purposes and uses. At the December 21, 2023 Regular Board Meeting, the Board of Directors (Board) discussed an agenda item pertaining to the potential uses of District property consistent with the Surplus Land Act, the California law which establishes requirements for public agencies intending to sell or lease surplus property.

As directed by the Board as part of December 21st discussion, the District Properties Committee met on January 8, 2024 and again on February 8, 2024 to review any real property owned by the District that can potentially be classified as surplus land as defined under the California government code. Staff will provide an oral summary of the February 8 District Properties Committee discussion to the Board at the February 15, 2024 meeting.

FUNDING SOURCE:

General Fund

FISCAL IMPACT

None at this time.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

RECOMMENDED ACTIONS:

Receive information at the time of the meeting and adopt resolution designating certain District real property as surplus land in accordance with the Surplus Land Act.

EXHIBIT(S):

None

CONTACTS (staff responsible): PALUDI/PEREA/COLLINS

TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 15, 2024

ACTION CALENDAR

FINANCIAL MATTERS

ITEM 9: APPROVAL OF OTHER POST-EMPLOYMENT BENEFITS (OPEB) BIENNIAL VALUATION REPORTING FOR CERBT TRUST FUNDING

The California Employers' Retiree Benefit Trust (CERBT) Fund was established by the California Public Employers' Retirement System (CalPERS) in March 2007 to provide California public agencies with a cost-efficient, professionally managed investment vehicle for prefunding other post-employment benefits (OPEB), such as retiree health benefits. Prefunding the debt obligation is designed to reduce an agency's long-term OPEB liability.

At the June 19, 2013, Regular Board Meeting, the Board of Directors adopted the CalPERS *CERBT Agreement and Election to Prefund Other Post-Employment Benefits through CalPERS* which is a requirement to affect the payment of the OPEB obligation. One of the obligations under the Governmental Accounting Standards Board (GASB) is the preparation of a biennial actuarial valuation to comply with GASB 74 & 75. In addition to the regulatory requirement, one of the purposes of the biennial actuarial valuation is to determine the annual payments to fund the CERBT Trust which is determined by an actuarial valuation of the District's retiree health program.

In March 2022, the Board approved contracting with Total Compensation Systems, Inc. (TCS) to perform this actuarial valuation for fiscal years ending 2024 and 2025, and TCS has provided a proposal for an updated full actuarial valuation report for the first year and a second-year roll-forward valuation with a 10% discount. District staff recommends the Board approve the proposal and authorize the General Manager to execute a contract with Total Compensation Systems. More information may be presented at the time of the meeting.

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

\$5,400

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was reviewed with the Finance/Audit Committee.

RECOMMENDED ACTIONS:

Authorize the General Manager to execute a contract with Total Compensation Systems, Inc. for GASB 74/75 Biennial Annual Valuation Reporting for \$5,400.

EXHIBIT(S):

1. Total Compensation Systems, Inc. Proposal for GASB 74/75 Biennial Actuarial Valuation Report
2. Total Compensation Systems, Inc. Consulting Services Agreement

CONTACTS (staff responsible): PALUDI/PEREA/WARNER

TCS Total Compensation Systems, Inc.

November 27, 2023

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

Dear Michael,

This letter is our proposal for GASB 74/75 actuarial valuation services. The proposal includes a full actuarial valuation as of June 30, 2023 as well as an anticipated roll-forward valuation as of June 30, 2024.

Fees and Our 10% Discount

To confidently schedule existing clients, we provide an incentive for clients who make a commitment in advance of the typical valuation timeframe. To reserve a place in our schedule, please send the signed contract and non-refundable deposit of one-half of the full valuation fee by January 31, 2024. By reserving a spot, Trabuco Canyon Water District is guaranteed a valuation slot and is prioritized over our other clients that didn't reserve one.

We apply a 10% discount to the full valuation fee as well as to the subsequent roll-forward valuation fee for those who reserve a spot by January 31, 2024. This means that, to reserve a spot, we must receive the signed contract and a check for \$1,800 (one half of the \$3,600 shown below) by January 31, 2024. The following table shows our fees for the GASB 74/75 valuations:

	<u>GASB 74/75 without Discount</u>	<u>GASB 74/75 with 10% Discount</u>
Full Valuation Fee	\$4,000	\$3,600
Roll-Forward Valuation Fee for 2 nd Year	\$2,000	\$1,800

Our fees are generally all-inclusive without additional charges for phone calls, re-work, or additional information. Because the vast majority of our clients do not require an in-person meeting or a separate funding valuation, we prefer not to bake those costs into our standard fees. We do not charge to present valuation results via telephone or a video call or to provide an annual contribution target. In the rare cases where an in-person meeting is necessary, we charge based on travel time (to a maximum of \$4,500). Fees for substantial additional funding work are determined based on the scope of the project.

Even if you aren't able to respond until after the discount deadline, we would still be happy to work with you on your GASB 74/75 valuation. It's never too late for us to get started on the valuation.

Second Year Roll-Forward Valuation

As you know, GASB 75 requires a full actuarial valuation at least every two years. Because your last full valuation was performed as of June 30, 2021, you are due for this full valuation as of June 30, 2023. While this proposal does include the subsequent roll-forward valuation that we anticipate performing as of June 30, 2024, we will confirm with you prior to performing that work to ensure circumstances have not changed, and that you would still like for us to proceed with the roll-forward valuation.

Timing and Data Requirements

Our records indicate that you will use the results of this June 30, 2023 valuation in your financials for the fiscal year ending June 30, 2024. This means that the valuation process is spread over a longer timeframe since the valuation census data should still be as of June 30, 2023 but asset and audit information will not be available until several months afterwards.

The following timeline shows when the primary data items are expected to be provided.

Data Item	Anticipated Delivery	Responsible Party
Census Data	July-September	Trabuco Canyon Water District
Asset Information	October-February	Trabuco Canyon Water District
Audit Report/ACFR	January-March	Trabuco Canyon Water District
Draft Report	January-May	TCS

Please let us know if you have any questions about the above or generally about retiree health or pension benefits. We would very much appreciate once again having the opportunity to work with Trabuco Canyon Water District.

Sincerely,



Geoffrey L. Kischuk
Actuary
gkischuk@totcomp.com



Will Kane
Actuary
wkane@totcomp.com



Luis Murillo
Actuary
lmurillo@totcomp.com

We request the following information in order to complete your retiree health actuarial valuation:

- **Census Data.** Demographic information as of June 30, 2023 for active employees eligible for future retiree health benefits and retirees currently receiving health benefits. See below for specific data items needed.
- **Medical Premium Rate Summary.** A summary exhibit that shows the full premium rates (even if the employer only pays up to a certain amount) for medical plans available to active employees and pre-Medicare retirees. Not necessary if you participate in CalPERS Medical as those rates are published and applicable broadly.
- **Audit Report / ACFR.** Your audit report for the fiscal year ending June 30, 2023.
- **Description of Benefit Arrangement.** Either your most recent collective bargaining agreements or a summary of the retiree health benefits and eligibility. If the benefit structure has changed since the last actuarial valuation, a brief description of the change is helpful.
- **Asset Statement.** If retiree health benefits are being funded through an irrevocable trust, please provide the annual trust statement for the full fiscal year ending on June 30, 2023.
- **Formal Funding Policy.** If your plan has a Board-approved funding policy to serve as a basis for an Actuarially Determined Contribution under GASB 75, please let us know (this is relatively rare).
- **Other Useful Information.** Every retiree health plan is unique! If there is information not listed above or below that you believe would be helpful, please feel free to provide it.

For Each Active Employee (any active employee who may become eligible for future retiree health benefits)

- Required Information
 - Date of Birth
 - Sex
 - Date of Hire
 - Employee Group (e.g. Police, Fire, Management, Classified, Certificated, Miscellaneous)
 - Full-Time Equivalent Fraction OR Hours Per Week OR Full-Time / Part-Time Indicator
- Other Information (not required but helpful to have)
 - Name
 - Identifier (e.g. Employee ID, SSN, Last 4 SSN)
 - Active Medical Plan Name, Premium Amount, and Coverage Tier (Single, 2-Party, Family)
 - Salary or Rate of Pay (only needed if you will ask us to calculate the plan's covered payroll)

For Each Retiree (any retiree receiving health coverage (even if self-pay) or health payments through employer)

- Required Information
 - Date of Birth
 - Sex
 - Date of Retirement (to the extent available)
 - Date/Age Benefit Ends (needed if differs amongst retirees – e.g. Lifetime for some / Age 65 for others)
 - Employee Group (e.g. Police, Fire, Management, Classified, Certificated, Miscellaneous)
 - Medical Plan Name and Coverage Tier (Single, 2-Party, Family)
 - Medical Premium – Total Amount (even if employer only pays up to a capped amount)
 - Medical Premium – Employer Portion (including employer reimbursement of Retiree Portion, if any)
 - Medical Premium – Retiree Portion
 - Employer Paid Amount for any Non-Medical Health Benefits (Dental, Vision, Life Insurance, Medicare Part B, HRA Contributions, Cash-In-Lieu, etc.)
- Other Information (not required but helpful to have)
 - Name
 - Identifier (e.g. Employee ID, SSN, Last 4 SSN)

TCS Actuarial Clients

Following is a list of California public employers for which we have performed retiree health valuation services.

Acalanes Union High School District
Acton-Agua Dulce Unified School District
Adelanto Elementary School District
Alameda County Office of Education
Alameda County Waste Management Authority
Alisal Union School District
Allan Hancock Joint Community College District
Alpine Springs County Water District
Alpine Union Elementary School District
Alta Loma School District
Alta Vista Elementary School District
Altadena Library District
Alvord Unified School District
Amador County Office of Education
Anderson Union High School District
Antelope Valley College
Antelope Valley Mosquito & Vector Control District
Antelope Valley Union High School District
Antelope Valley-East Kern Water Agency
Apple Valley Unified School District
Arcadia Unified School District
Arcohe Union Elementary School District
Armona Union Elementary School District
Aromas-San Juan Unified School District
Arrowbear Park County Water District
Arvin Union School District
Associated Students of San Jose State University
Atascadero Unified School District
Atwater Elementary School District
Auburn Public Cemetery District
Auburn Union Elementary School District
Bakersfield City School District
Baldy View Regional Occupation Program
Banning Unified School District
Banta Elementary School District
Barstow Community College District
Bass Lake Joint Union Elementary School District
Bassett Unified School District
Bay Area Rapid Transit District
Bear Valley Unified School District
Beardsley Elementary School District
Beaumont Unified School District
Beaumont-Cherry Valley Recreation and Park District
Bella Vista Elementary School District
Belmont Redwood Shores School District
Berkeley Unified School District
Big Pine Unified School District
Bishop Unified School District

Black Butte Union Elementary School District
Blue Lake Union Elementary School District
Bonny Doon Union Elementary School District
Boulder Creek Fire Protection District
Branciforte Fire Protection District
Bret Harte Union High School District
Burbank Unified School District
Burlingame Elementary School District
Burnt Ranch Elementary School District
Burton School District
Butte County Office of Education
Butte-Glenn Community College District
Buttonwillow Union Elementary School District
Cabrillo College Foundation
Cabrillo Community College District
Cachuma Operation and Maintenance Board
Calaveras County Office of Education
Calexico Unified School District
California State University Los Angeles - Auxiliary
Services
California State University, Long Beach Research
Foundation
Calistoga Joint Unified School District
Camino Union Elementary School District
Carmel Unified School District
Carmichael Water District
Carpinteria Unified School District
Cascade Union Elementary School District
Castaic Union School District
Castro Valley Sanitary District
Castro Valley Unified School District
Castroville Community Services District
Central Elementary School District
Central Union School District
Centralia Elementary School District
Ceres Unified School District
Cerritos Community College District
Chabot-Las Positas Community College District
Chaffey Community College District
Chaffey Joint Union High School District
Chatom Union School District
Chico Unified School District
Chino Basin Watermaster
Chino Valley Unified School District
Chowchilla Elementary School District
Chualar Union School District
Citrus Community College District
City College of San Francisco Bookstore

City of Arcata
City of Auburn
City of Bell
City of Bell Gardens
City of Bellflower
City of Blue Lake
City of Buena Park
City of Canyon Lake
City of Carmel-by-the-Sea
City of Claremont
City of Coronado
City of Covina
City of Cypress
City of Diamond Bar
City of Dunn
City of East Carbon
City of El Cajon
City of El Paso de Robles
City of Elk Grove
City of Emeryville
City of Fountain Valley
City of Garden Grove
City of Hercules
City of Imperial Beach
City of Industry
City of Irwindale
City of La Puente
City of Lafayette
City of Lake Forest
City of Lakeport
City of Lawndale
City of Lindsay
City of Loma Linda
City of Los Alamitos
City of Manhattan Beach
City of Menifee
City of Millbrae
City of Mission Viejo
City of Morro Bay
City of Oceanside
City of Orinda
City of Oroville
City of Perris
City of Pomona
City of Porterville
City of Rancho Santa Margarita
City of Ridgecrest
City of Riverside
City of Rolling Hills
City of San Clemente
City of San Dimas

City of San Gabriel
City of Scotts Valley
City of Seaside
City of Signal Hill
City of Simi Valley -- General Unit
City of Solvang
City of South Ogden
City of Stanton
City of Twentynine Palms
City of Winters
Claremont Unified School District
Cloverdale Unified School District
Coachella Valley Mosquito and Vector Control District
Coachella Valley Unified School District
Coast Community College District
Coastline Regional Occupational Program
Coastside County Water District
Coastside Fire Protection District
Cold Spring Elementary School District
College and Career Advantage
College of the Desert
College of the Redwoods
College of the Sequoias
College of the Siskiyous
Colton-Redlands-Yucaipa Regional Occupational
Program
Columbia Elementary School District
Colusa County Office of Education
Compton Community College District
Compton Creek Mosquito Abatement District
Compton Unified School District
Conejo Valley Unified School District
Conrad Hilton Foundation
Contra Costa Community College District
Contra Costa County Office of Education
Copper Mountain Community College District
Corcoran Joint Unified School District
Corning Union Elementary School District
Corning Union High School District
Corona-Norco Unified School District
Cotati-Rohnert Park Unified School District
Cottonwood Fire Protection District
Cottonwood Union School District
Crestline Sanitation District
Cuddeback Union Elementary School District
Cuesta College
Cuttan Elementary School District
Cypress School District
Davis Joint Unified School District
Dehesa Elementary School District
Del Mar Union Elementary School District

Del Norte County Schools
Del Paso Manor Water District
Delano Joint Union High School District
Delano Union School District
Denair Unified School District
Desert Center Unified School District
Desert Health Care District
Desert Sands Unified School District
Dinuba Unified School District
Diocese of San Bernardino
Dos Palos Oro Loma Joint Unified School District
Douglas City Elementary School District
Downey Unified School District
Dry Creek Joint Elementary School District
Duarte Unified School District
Ducor Union Elementary School District
Durham Unified School District
East Whittier City School District
Eastside Union School District
El Camino Community College District
El Dorado County Transportation Commission
El Dorado Hills County Water District
El Dorado Irrigation District
El Dorado Union High School District
El Rancho Unified School District
El Segundo Unified School District
Elk Grove Benefit Employee Retirement Trust
Elk Grove Unified School District
Emery Unified School District
Encina Wastewater Authority
Encinitas Union Elementary School District
Enterprise Elementary School District
Escalon Unified School District
Escondido Union School District
Etiwanda School District
Eureka City Schools
Fairfax Elementary School District
Fairfield-Suisun Sewer District
Feather River Air Quality Management District
Feather River Community College District
Ferndale Unified School District
Fieldbrook Elementary School District
First 5 San Benito
Folsom-Cordova Unified School District
Fontana Unified School District
Foothill-DeAnza Community College District
Fortuna Union High School District
Fountain Valley Elementary School District
Fowler Unified School District
Franklin Elementary School District
Fremont Union High School District

Freshwater School District
Fresno County Superintendent of Schools
Fruitvale Elementary School District
Fullerton Elementary School District
Galt Joint Union Elementary School District
Garfield School District
Gerber Union Elementary School District
Glendale Community College District
Glenn County Office of Education
Glenn-Colusa Irrigation District
Gold Coast Transit
Gold Oak Union Elementary School District
Goleta Water District
Goleta West Sanitary District
Grant Elementary School District
Gravenstein Union Elementary School District
Great Basin Unified Air Pollution Control District
Greater Anaheim Special Education Local Plan Area
Greenfield Union Elementary School District
Greenfield Union School District
Gridley Unified School District
Grizzly Challenge Charter School District
Grossmont Healthcare District
Grossmont Union High School District
Grossmont-Cuyamaca Community College District
Guadalupe Union Elementary School District
Guerneville Elementary School District
Gustine Unified School District
Happy Valley Union Elementary School District
Harmony Union Elementary School District
Hart Ransom Academic Charter School
Hart Ransom Union Elementary School District
Hartnell Community College District
Healdsburg Unified School District
Helix Water District
Hemet Unified School District
Hi-Desert Water District
Housing Authority of the City of Eureka
Housing Authority of the City of Los Angeles
Housing Authority of the City of South San Francisco
Housing Authority of the County of San Joaquin
Hueneme Elementary School District
Hughson Unified School District
Humboldt Bay Harbor Recreation and Conservation District
Humboldt County Office of Education
Humboldt State University Center
Humboldt Transit Authority
Huntington Beach City Elementary School District
Imperial Community College District
Imperial County Office of Education

Indian Wells Valley Water District	Liberty Union High School District
Inland Empire Utilities Agency	Lindsay Unified School District
Ironhouse Sanitary District	Littlerock Creek Irrigation District
Jacoby Creek School District	Live Oak School District
Jefferson School District	Live Oak Unified School District
Jefferson Union High School District	Livermore Valley Joint Unified School District
John Swett Unified School District	Livingston Union School District
Julian Union High School District	Local Agency Formation Commission for the County of
Junction Elementary School District	Los Angeles
Jurupa Unified School District	Lodi Unified School District
Kaweah Delta Water Conservation District	Loleta Union Elementary School District
Kentfield Elementary School District	Long Beach City College
Kerman Unified School District	Loomis Union School District
Kern Community College District	Los Alamitos Unified School District
Kern Council of Governments	Los Angeles County Law Library
Kern County Law Library	Los Angeles County West Vector & Vector-Borne
Kern County Office of Education	Disease Control District
Kernville Union School District	Los Gatos-Saratoga Joint Union High School District
Kings Canyon Joint Unified School District	Lost Hills Union Elementary School District
Kings County Office of Education	Lower Tule River Irrigation District
Kings River Union Elementary School District	Lucia Mar Unified School District
Kings River-Hardwick Union School District	Luther Burbank Elementary School District
Kingsburg Elementary Charter School District	Magnolia School District
Kit Carson Union Elementary School District	Mammoth Unified School District
Knights Ferry Elementary School District	Manzanita Elementary School District
Knightsen Elementary School District	March Joint Powers Authority
La Habra City School District	Marin Community College District
La Puente Valley County Water District	Marin County Office of Education
Lafayette School District	Mark West Union School District
Laguna Beach County Water District	Martinez Unified School District
Laguna Beach Unified School District	Marysville Joint Unified School District
Lake Elsinore Unified School District	McCabe Union Elementary School District
Lake Hemet Municipal Water District	McFarland Unified School District
Lake Tahoe Community College District	McKinleyville Union School District
Lakeside Fire Protection District	Meadows Union Elementary School District
Lakeside Union Elementary School District	Meeks Bay Fire Protection District
Lamont Elementary School District	Mendocino-Lake Community College
Lancaster School District	Menlo Park City School District
Larkspur-Corte Madera School District	Merced Community College District
Las Lomas School District	Merced County Office of Education
Las Virgenes Unified School District	Merced Irrigation District
Lassen County Office of Education	Merced Union High School District
Lassen Municipal Utility District	Mid-Placer Public Schools Transportation Agency
Lassen Union High School District	Mill Valley Elementary School District
Laton Unified School District	Millbrae School District
Lawndale Elementary School District	Mission Valley ROP
Le Grand Union Elementary School District	Modesto City Schools
Lemon Grove School District	Modoc Joint Unified School District
Lemoore Union Elementary School District	Mojave Unified School District
Lemoore Union High School District	Mono County Office of Education
Lewiston Elementary School District	Monroe Elementary School District

Montecito Sanitary District	Orange County Superintendent of Schools
Montecito Water District	Orange Unified School District
Monterey Peninsula Community College District	Orcutt Academy Charter
Monterey Peninsula Unified School District	Orcutt Union School District
Monterey Regional Waste Management District	Orland Unified School District
Moraga School District	Oro Grande Elementary School District
Moreland School District	Oroville City Elementary School District
Moreno Valley Unified School District	Oroville Union High School District
Morongo Unified School District	Otay Water District
Mosquito & Vector Management District of Santa Barbara County	Owens Valley Unified School District
Mount San Antonio Community College District	Oxnard School District
Mount San Antonio Community College District Auxiliary	Oxnard Union High School District
Mount Shasta Union School District	Pacheco Union School District
Mountain Valley Special Education JPA	Pacific Grove Unified School District
Mountain Valley Unified School District	Pacific Union School District
Mountain View Elementary School District	Pacifica School District
Mountain View Los Altos Union High School District	Pajaro Valley Public Cemetery District
Mt. Diablo Unified School District	Pajaro Valley Unified School District
Mt. San Jacinto Community College District	Palermo Union Elementary School District
Municipalities, Colleges and Schools Insurance Group	Palm Ranch Irrigation District
Murrieta Valley Unified School District	Palm Springs Unified School District
Napa County Office of Education	Palo Verde Community College District
Napa Valley Community College District	Palo Verde Unified School District
Natomas Unified School District	Palomar Community College District
Nevada Joint Union High School District	Paradise Elementary School District
New Hope Elementary School District	Paradise Irrigation District
New Jerusalem Elementary School District	Paradise Unified School District
Newman Crows Landing Unified School District	Parlier Unified School District
North Coast Unified Air Quality Management District	Pasadena Area Community College District
North of the River Municipal Water District	Patterson Joint Unified School District
North Orange County Community College District	Peralta Community College District
North Orange County Regional Occupational Program	Perris Elementary School District
North Tahoe Fire Protection District	Pico Water District
Northwest Mosquito and Vector Control District	Piedmont Unified School District
Norwalk La Mirada Unified School District	Pioneer Union School District
Novato Unified School District	Placentia-Yorba Linda Unified School District
Nuview Union School District	Placer County Office of Education
Oak Valley Union Elementary School District	Placer Hills Union School District
Oakdale Joint Unified School District	Placerville Union Elementary School District
Oakland City Housing Authority	Planada Elementary School District
Oakley Union Elementary School District	Pleasant Valley School District
Ocean View School District	Pleasant View Elementary School District
Oceanside Unified School District	Pleasanton Unified School District
Ohlone Community College District	Plumas County Community Development Commission
Ojai Valley Sanitary District	Port of Hueneme - Oxnard Harbor District
Old Adobe Union School District	Porterville Unified School District
Olympic Valley Public Service District	Poway Unified School District
Ontario Montclair School District Board of Trustees	Processing Tomato Advisory Board
Orange Center School District	PSA2 Area Agency on Aging
	Rancho Santiago Community College District
	Ravenswood City Elementary School District

Reclamation District No. 1000	San Miguel Consolidated Fire Protection District
Reclamation District No. 900	San Ramon Valley Unified School District
Red Bluff Joint Union High School District	Santa Ana Unified School District
Redlands Unified School District	Santa Barbara Community College District
Reed Union School District	Santa Barbara County Association of Governments
Reef-Sunset Unified School District	Santa Barbara County Education Office
Rescue Fire Protection District	Santa Barbara San Luis Obispo Regional Health Authority (CenCal)
Richgrove Elementary School District	Santa Clarita Community College District
Rim of the World Unified School District	Santa Cruz County Office of Education
Rincon Valley Union School District	Santa Maria Joint Union High School District
Rio Bravo-Greeley Union Elementary School District	Santa Maria Public Airport District
Rio Dell Elementary School District	Santa Monica Community College District
Rio Hondo Community College District	Santa Paula City Housing Authority
Riverbank Unified School District	Santa Rita Union School District
Riverdale Joint Unified School District	Santa Ynez River Water Conservation District
Riverside Transit Agency	Saucelito Irrigation District
Robla School District	Savanna Elementary School District
Rocklin Unified School District	Scotia Union Elementary School District
Rodeo-Hercules Fire Protection District	Scotts Valley Fire Protection District
Rosedale Union School District	Scotts Valley Water District
Roseland Elementary School District	Seeley Union Elementary School District
Roseville City School District	Selma Kingsburg Fowler County Sanitation District
Ross School District	Sequoia Union High School District
Ross Valley Elementary School District	Serrano Water District
Rowland Unified School District	Shasta County Office of Education
Rubidoux Community Services District	Shasta Regional Transportation Agency
Sacramento Public Library Authority	Shasta Tehama Trinity Joint Community College District
Saddleback Valley Unified School District	Shasta Union High School District
Salinas City Elementary School District	Shasta-Trinity ROP JPA
Salinas Union High School District	Sierra Lakes County Water District
San Bernardino City Unified School District	Sierra Sands Unified School District
San Bernardino Community College District	Sierra Unified School District
San Bernardino County Superintendent of Schools	Silicon Valley Clean Water
San Bruno Park School District	Silver Valley Unified School District
San Carlos School District	Siskiyou County Office of Education
San Diego County Office of Education	Siskiyou Union High School District
San Francisco Community College District	Solano County Community College District
San Francisco Unified School District	Solano County Office of Education
San Gabriel Unified School District	Soledad Unified School District
San Jacinto Unified School District	Sonoma Valley Unified School District
San Joaquin County Office of Education	South Bay Union School District
San Joaquin Delta Community College District	South Bay Union School District
San Juan Water District	South County Support Services Agency
San Lorenzo Unified School District	South Feather Water and Power Agency
San Luis Coastal Unified School District	South Fork Union School District
San Luis Obispo County Office of Education	South Monterey County Joint Union High School District
San Marcos Unified School District	South Pasadena Unified School District
San Mateo County Community College District	South San Francisco Unified School District
San Mateo County Office of Education	South San Luis Obispo County Sanitation District
San Mateo County Schools Insurance Group	Southern California Association of Governments
San Mateo Union High School District	

Southern California Library Cooperative
Southern Humboldt Joint Unified School District
Southern Kern Unified School District
Southern Trinity Joint Unified School District
Southwest Transportation Agency
Standard Elementary School District
Stanislaus County Office of Education
Stanislaus Union School District
Stege Sanitary District
Stockton Unified School District
Strathmore Union Elementary School District
Successor Agency to the Redevelopment Agency of the
City and County of San Francisco dba San Francisco
Office of Community Investment and Infrastructure
(OCII)
Sundale Union Elementary School District
Sunnyside Union Elementary School District
Susanville Sanitary District
Susanville School District
Sutter Cemetery District
Sutter County Office of Education
Sweetwater Authority
Taft City School District
Tahoe-Truckee Sanitation Agency
Tahoe-Truckee Unified School District
TCS Miscellaneous
Temple City Unified School District
Thermalito Union Elementary School District
Tiburon Fire Protection District
Town of Ross
Trabuco Canyon Water District
Tracy Joint Unified School District
Trinidad Union School District
Trinity Alps Unified School District
Trinity County Office of Education
Truckee Fire Protection District
Truckee Sanitary District
Trust for Retirees of Associated California Schools
Tulare City School District
Tulare County Office of Education
Tulare Joint Union High School District
Tulare Mosquito Abatement District
Turlock Unified School District
United Water Conservation District
Upper Lake Unified School District
Upper San Gabriel Valley Municipal Water District
UTOPIA Fiber
Val Verde Unified School District
Vallecito Union School District
Vallecitos Water District
Valley County Water District

Valley Home Joint School District
Valley Sanitary District
Ventura County Community College District
Ventura County Office of Education
Victor Elementary School District
Victor Valley Community College District
Victor Valley Union High School District
Vineland Elementary School District
Vista Irrigation District
Walnut Creek School District
Walnut Valley Unified School District
Waltham Housing Authority
Wasco Union Elementary School District
Washington Unified School District
Washington Union School District
Weed Union Elementary School District
West Cities Police Communications JPA
West Contra Costa Transportation Advisory Committee
West Hills Community College District
West Kern Community College District
West Sonoma County Union High School District
West Valley-Mission Community College District
Western Placer Unified School District
Westside Union School District
Westwood Unified School District
Wheatland School District
Wheatland Union High School District
Willits Unified School District
Wilsona School District
Windsor Unified School District
Winters Joint Unified School District
Winton School District
Woodland Joint Unified School District
Woodside Elementary School District
Woodside Fire Protection District
Woodville Union School District
Yolo County Office of Education
Yosemite Community College District
Yreka Union Elementary School District
Yreka Union High School District
Yuba Community College District
Yuba County Office of Education
Yucaipa-Calimesa Unified School District

CONSULTING SERVICES AGREEMENT

This Agreement is entered into effective the 1st day of January, 2024 by and between Total Compensation Systems, Inc. ("Consultant"), a California corporation with principal offices located at 5655 Lindero Canyon Road, Suite 223, Westlake Village, California, 91362 and Trabuco Canyon Water District ("Customer").

The following shall govern the provision of consulting services by Consultant to Customer.

1. Consulting Services. Consultant shall provide the consulting services described on Schedule 1 attached hereto.
2. Compensation to Consultant. Customer shall pay Consultant for the consulting services described on Schedule 1 attached hereto the compensation set forth on Schedule 2 attached hereto.
3. Term and Termination. (a) Term. This Agreement shall commence on the date first written above and shall continue in effect until December 31, 2025, or until all consulting services described on Schedule 1 have been performed, whichever occurs first, unless sooner terminated in accordance with the provisions of this Agreement. (b) Termination Without Cause. This agreement may be terminated at any time by either party upon sixty (60) days prior written notice to the other party. (c) Termination With Cause. Either party shall have the right to terminate this Agreement upon the failure of either party to observe any of the covenants and agreements required to be observed by it under this Agreement, and such failure continues for a period of thirty (30) days after written notice thereof. (d) Rights and Obligations after Termination. Termination of this agreement shall not relieve either party of any rights or obligations arising out of the Agreement prior to termination, with the exception that the amount of the final payment that shall be made by Customer shall be based solely upon the percentage of work that was completed by Consultant.
4. Customer Will Provide Information. Customer shall provide Consultant with the information necessary for Consultant to provide the consulting services described on Schedule 1 attached hereto.
5. Authorization to Acquire Information. Customer hereby authorizes Consultant to acquire the necessary information reasonably required by Consultant to provide the consulting services described on Schedule 1 attached hereto from any agency, agencies, source or sources.
6. Customer's Right to Provide Information. Customer represents and warrants to Consultant that it has the right to provide the information that will be given by Customer to Consultant, or which will be acquired by Consultant pursuant to paragraphs 4 and 5 above.
7. Limitation on Services. Customer understands that Customer retains sole authority and responsibility for the operation and design of all Customer's employee benefit plans.
8. Ownership of Systems and Materials. All systems, programs, operating instructions, forms and other documentation prepared by or for Consultant shall be and remain the property of Consultant. All data source documents provided by Customer shall remain the property of Customer.
9. Indemnification. (a) By Customer. Customer hereby agrees to defend and indemnify Consultant and hold Consultant harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Customer's gross negligence or willful misconduct. (b) By Consultant. Consultant hereby agrees to defend and indemnify Customer and hold Customer harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Consultant's gross negligence or willful misconduct.

10. General.

- a. Relationship of the Parties. The relationship between Consultant and Customer established by this Agreement is that of independent contractors. Consultant and Customer shall each conduct its respective business at its own initiative, responsibility, and expense, and shall have no authority to incur any obligations on behalf of the other.
- b. Force Majeure. No party shall have liability for damages or non-performance under this Agreement due to fire, explosion, strikes or labor disputes, water, acts of God, war, civil disturbances, acts of civil or military authorities or the public enemy, transportation, facilities, labor, fuel or energy shortages, or other causes beyond that party's control.
- c. Entire Agreement. This Agreement and the Schedules attached hereto contain the entire agreement between the parties and supersedes all previous agreements and proposals, oral or written, and all negotiations, conversations, or discussions between the parties related to the subject matter of this Agreement. This Agreement shall not be deemed or construed to be modified, amended, rescinded, canceled or waived in whole or in part, except by written amendment signed by both of the parties hereto.

11. Confidentiality. Consultant recognizes that its work will bring it into close contact with confidential information of Customer, including personal information about employees of Customer. Consultant agrees not to disclose anything that is the confidential information of Customer, or that is proprietary to Customer, including its software, its legacy applications, and its databases, to any third party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as set forth below.

"CONSULTANT"

TOTAL COMPENSATION SYSTEMS, INC.

Signed: 

By: Geoffrey L. Kischuk

Title: President

Date: November 27, 2023

"CUSTOMER"

TRABUCO CANYON WATER DISTRICT

Signed: _____

By: _____

Title: _____

Date: _____

SCHEDULE 1

For the purposes of this Agreement, "consulting services" shall include the following services provided by Consultant to Customer:

Consulting reports including all actuarial information necessary for Customer to comply with the requirements of current GASB accounting standards 74/75 related to retiree health benefits for two years, including one full valuation and one "roll-forward" valuation. Study results can be split by up to one employee classification. Consultant will provide as many copies of the final reports as Customer shall reasonably request.

Services do not include Consultant's in-person attendance at any meetings. Services also do not include a separate funding valuation unless requested by Customer.

SCHEDULE 2

Customer shall pay Consultant for the retiree health valuation report based on the full valuation a total of \$4,000. One-half, or \$2,000 shall be due within 30 days of the commencement of work by Consultant. One-half, or \$2,000 shall be due within 30 days of the delivery by Consultant to Customer of the draft consulting report for the full valuation (or within 30 days of contract termination, if earlier). Customer shall also pay Consultant for the retiree valuation report based on the “roll-forward” valuation a total of \$2,000 within 30 days of the delivery by Consultant to Customer of the draft consulting report for the “roll-forward” valuation (or within 30 days of contract termination, if earlier)

If Consultant receives a non-refundable deposit from Customer of \$1,800 by January 31, 2024, all amounts shown above shall be reduced by 10%.

TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 15, 2024

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 10: RATIFICATION OF PROFESSIONAL SERVICES AGREEMENT FOR CONSTRUCTION MANAGEMENT SERVICES WITH MCM CONSULTING

Trabuco Canyon Water District (District) owns and operates the Golf Club Sewer Lift Station (SLS) in the Dove Canyon community adjacent to the golf club driving range. This station receives wastewater flows from majority of the community by way of Bell Canyon and Barneburg Sewer Lift Stations and gravity sewer flows, and then conveys the wastewater to the Robinson Ranch Wastewater Treatment Plant via a sewer force main on Hillrise. The station was constructed in the early 1990s and had undergone only minor improvements until 2021-2023, when a bypass was installed, a section of the force main was replaced, the surge tank was repaired several times, and the motor control center replaced. Staff identified a series of critical repairs and improvements for the station that have been budgeted for completion in the FY 2023-24 CIP.

At the December 21, 2023, Regular Board Meeting, the construction contract was awarded to Pacific Hydrotech Corporation in the amount of \$1,889,300. Due to the condition of the existing surge tank, the contractor was on-site on January 29, 2024 to implement Phase 1 of the improvements, which includes the surge tank upgrades. The Phase 2 work, which includes the wet well, dry pit, and site improvements, will occur once the remaining equipment is procured.

To support the construction, the District solicited proposals from six (6) firms for Construction Management and Inspection Services and received proposals from the following firms:

Golf Club SLS CM Proposers
MKN
NV5
Dudek
MCM Consulting

FUNDING SOURCE:

Capital Improvement Program

FISCAL IMPACT (PROJECT BUDGET)

YEAR	ORIGINAL	FINAL/ PROJECTED	STATUS
FY 21/22	\$420,000	\$579,291	MCC, By-Pass Tee, Emergency By-Pass
FY 22/23	\$870,000	\$330,000	Engineering, Pump, Surge Tank, Survey
FY 23/24	\$1,800,000	\$2,300,000	Construction, Engineering, Construction Management, Easements
	\$3,090,000	\$3,209,291	TOTAL

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption was filed with the County of Orange on November 1, 2021.

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee

PROPOSAL EVALUATION

Construction Management and Inspection Services- Golf Club Sewer Lift Station						
Category		Weight				
			NV5	MKN	MCM	Dudek
Project Understanding and Level of Effort		50%	4	3	4	3
Project Approach, Understanding of the Scope of Work & Level of Effort on the Proposal						
Proposed Team Qualification		20%	4	4	5	4
Team Expertise & Experience (Qualifications, Registrations, Licenses), including subconsultants						
Company Qualification		15%	4	4	4	4
Firms Experience on Similar Projects, Local Staffing						
Project Management and QA/QC		15%	4	4	4	4
Total Weighted Score:		100%	4.0	3.5	4.2	3.5
Subconsultants			NV5	MKN	MCM	Dudek
Materials Testing/Special Inspection			n/a	Ninyo&Moore	Ninyo&Moore	Atlas
Electrical			n/a	n/a	n/a	Rockwell
Schedule Review			n/a	CMS Solutions	n/a	n/a
Labor *			NV5	MKN	MCM	Dudek
Task 1- Pre-Construction			0	15	60	70
Task 2 - Construction Management, Inspector and Testing			1926	1045	1252	2050
Task 3 - Project Close-Out			98	44	48	160
Total:			2024	1104	1360	2280
Budget			NV5	MKN	MCM	Dudek
Task 1- Pre-Construction			\$ -	\$ 2,904.00	\$ 10,130.00	\$ 13,060.00
Task 2 - Construction Manager, Inspector and Testing			\$ 327,080.00	\$ 188,840.00	\$ 192,750.00	\$ 345,750.00
Subconsultant/Direct Cost			\$ -	\$ 36,000.00	\$ 35,890.00	\$ 50,000.00
Task 3 - Project Close-Out			\$ 17,262.00	\$ 8,064.00	\$ 8,000.00	\$ 26,550.00
Total:			\$ 344,342.00	\$ 235,808.00	\$ 246,770.00	\$ 435,360.00
\$/Manhour			\$ 170.13	\$ 213.59	\$ 181.45	\$ 190.95
* Labor hours do not include subconsultants						
CM Cost as a Percentage of Construction Cost			18.13%	12.48%	13.06%	23.05%

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 15, 2024**

RECOMMENDED ACTION:

Ratify a professional services agreement for the Golf Club SLS Improvements for Construction Management Services with MCM Consulting in the amount of \$246,770, plus a 10% contingency of \$24,677, for a total not-to-exceed amount of \$271,447.

EXHIBIT(S):

1. Proposal Evaluation Summary

CONTACTS (staff responsible): PALUDI/LAUSTEN

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 15, 2024**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 11: APPROVAL OF CONTRACT WITH BEAVENS SYSTEMS INCORPORATED FOR ROBINSON RANCH WASTEWATER TREATMENT PLANT COMMUNICATION SYSTEM UPGRADE PROJECT

The Trabuco Canyon Water District (District) Robinson Ranch Wastewater Treatment Plant's (Plant) existing communication system for its various plant processes has become unreliable with many of the parts no longer available and an operating system that is not supported. For these reasons, several of the treatment processes require upgrades to include a new fiber optic loop, new panels, PLC's, computer hardware, software, and remote plant access for staff. The installation of the new fiber optical loop will provide redundant pathways in the data transfer of plant process information and telemetry, which are critical to ensure the safe and continuous operation of the wastewater treatment plant.

Staff worked with Beavens Controls to provide a quote since they installed the existing communication system and are intimately familiar with the Plant operations. Beavens, and their sub-contractor Hydrotech Electrical, have inspected the existing equipment and worked with staff on an upgrade that meets all of operations needs while being conscientious of the budgetary constraints. Staff is suggesting the deferment of three (3) CIP projects for FY23/24 and FY 24/25 (\$200,000) to complete the above work.

FUNDING SOURCE:

Capital Improvement Program

FISCAL IMPACT (PROJECT BUDGET)

\$130,000 – Original

\$330,000 – Proposed

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee

RECOMMENDED ACTION:

Authorize the General Manager to execute a contract for the RRWWTP Communication System Upgrade to Beavens Systems Incorporated in the amount of \$277,259.35, plus a 10% contingency of \$27,725, for a total not-to-exceed amount of \$304,984.35.

EXHIBIT(S):

1. Beavens Proposal
2. CIP Budget

CONTACTS (staff responsible): PALUDI/LAUSTEN

BEAVENS SYSTEMS INCORPORATED

383 Van Ness • Suite 1604 • Torrance, CA 90501

Phone 310.376.0506 • Fax 310.694.9101 • Email greg@beavens.com

~~December 3, 2023~~

Please change the Date: Dec. 19, 2023

David Rodriguez
Trabuco Canyon Water District
32003 Dove Canyon Drive
Trabuco Canyon, CA 92679

ATTN: David Rodriguez

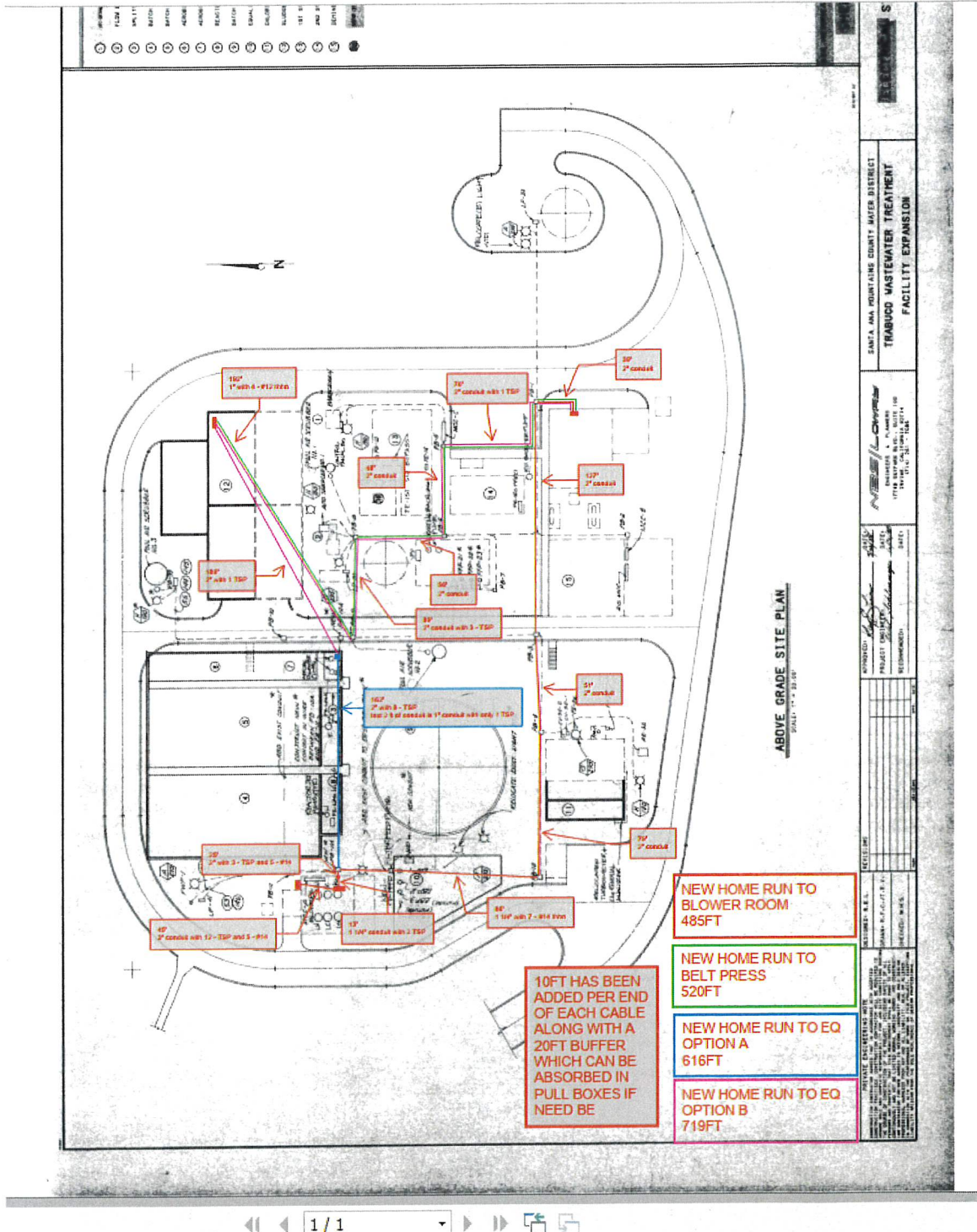
RE: SBR Plant Upgrades.

Project Scope

Beavens Systems will provide a new ring of 6 strand Corning OS2 fiber optic cable. The fiber will be connected to fiber patch panels at each location and terminated in ST connectors. All fiber will be installed terminated and tested. Any locations set as future will get fiber jumpers from the incoming fiber to the outgoing fiber. Locations getting a automation will get a ring switch, a DC UPS , a PLC with appropriate IO for the requested signals, a panel suitable for the area clarification and integration into the plant updated SCADA system. The currently planned drops include the filters, the belt press, the EQ basin, the Blowers, the Chlorination system and the Main office. The fiber optic system will be installed in parallel to the existing plant network. This will allow the system to be installed and functionally tested before the systems are cut over.

Plant Fiber Ring

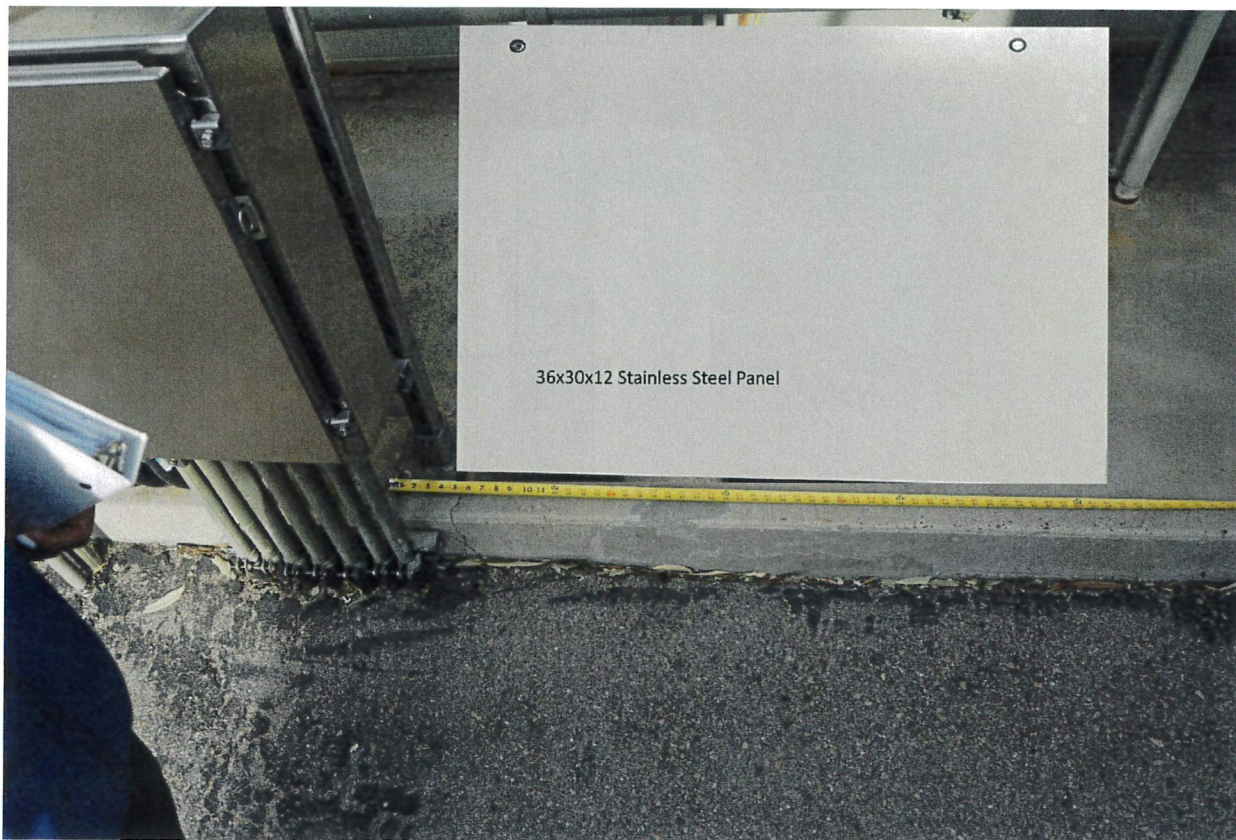
Please Update the Drawing to reflect the current SOW and Work Plan.



Fiber ring will be 6 strand fiber optic cable. All 12 fibers (6 in and 6 out) at each drop will be terminated. Spare fibers will be ready for future use.

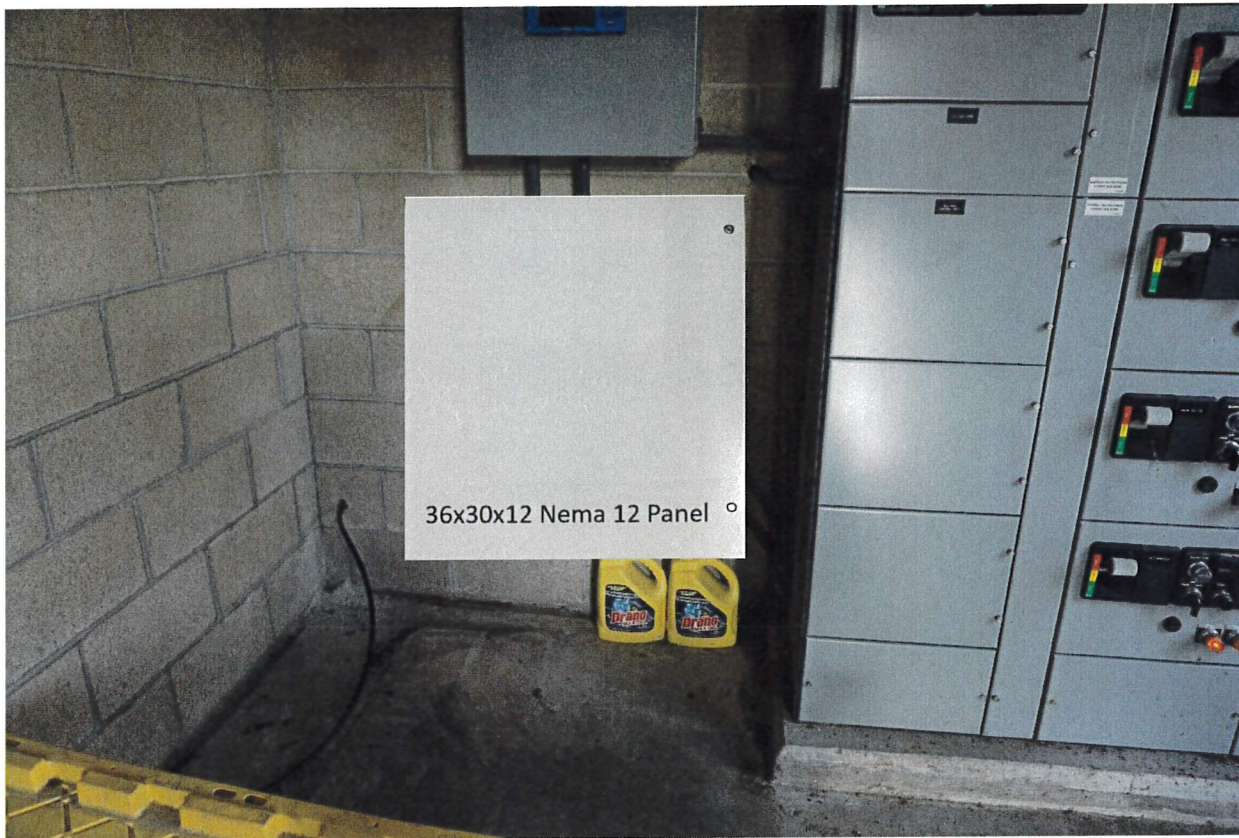
Do we need the new 36" x 30" x 12" Stainless Steel Panel?
Can we use the existing panel?

Filter Area



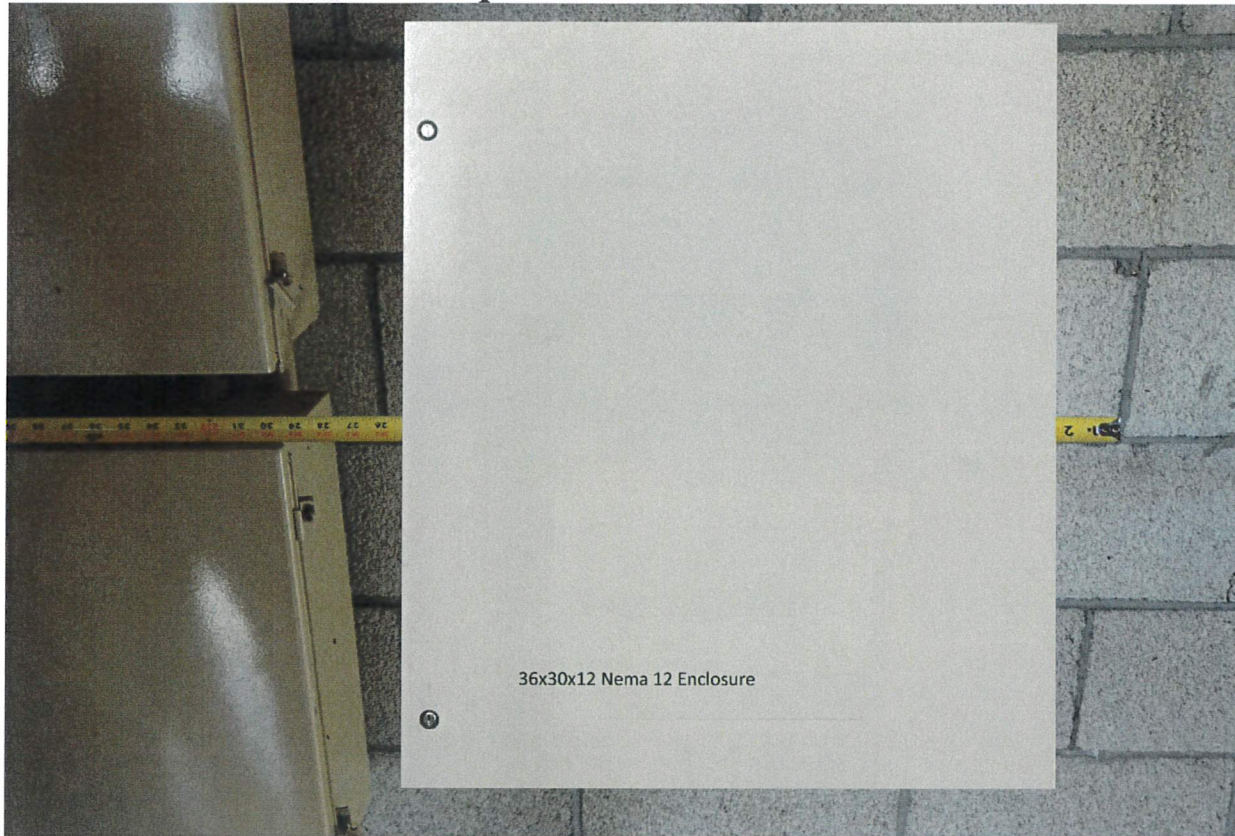
At the filter stop we are providing a new NEMA 4X stainless steel, insulated 30x36x12 enclosure. The enclosure will include a fiber patch panel for 12 fibers (6 in and 6 out). We will be supplying an Ethernet fiber ring switch. The switch will be supplied with a DC UPS with a minimum runtime of 30 minutes. The switch will also power the new Ethernet PLC located in a 8 slot rack. The rack will contain 1 digital input and 1 analog input module with all I/O wired to a field terminal block for easy termination of the field signals. Programming for all signals located at this location are included. Integration of the signals into the new plant SCADA system is included in this scope.

Belt Press Area



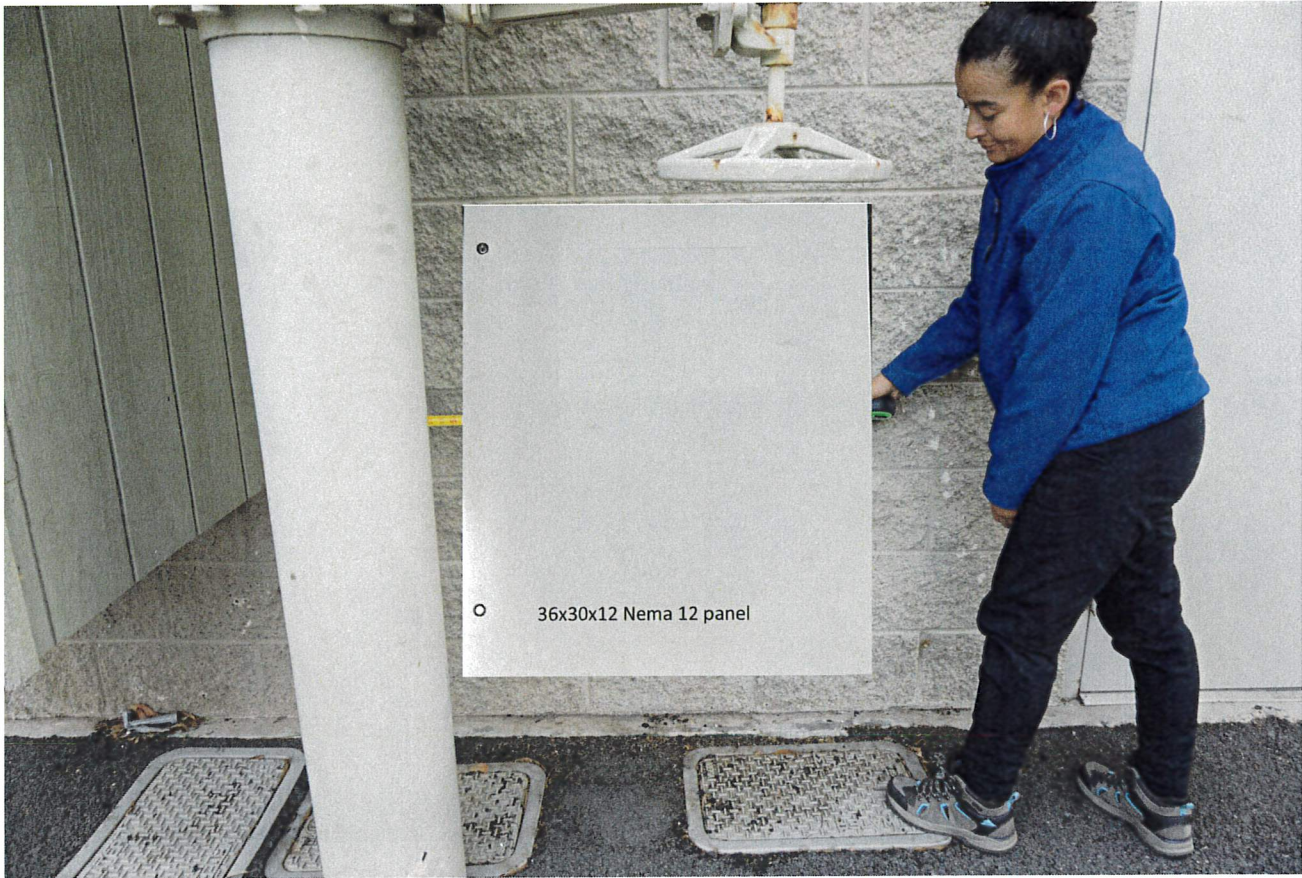
At the belt press building we are providing a new NEMA 4X stainless steel (not Nema 12 shown), 30x36x12 enclosure. The enclosure will include a fiber patch panel for 12 fibers (6 in and 6 out). We will be supplying an Ethernet fiber ring switch. The switch will be supplied with a DC UPS with a minimum runtime of 30 minutes. The switch will also power the new Ethernet to serial converter. The converter will allow the existing Rugid to integrate with the new SCADA system. Programming for all signals located at this location are included. Integration of the signals into the new plant SCADA system is included in this scope.

Equalization Basin Area



In the building at the equalization basin we are providing a new NEMA 4X Stainless Steel (not Nema 12 shown), 30x36x12 wall mount enclosure. The enclosure will be located outside the building on the east wall. The panel will include a fiber patch panel for 12 fibers (6 in and 6 out). We will be supplying an Ethernet fiber ring switch. The switch will be supplied with a DC UPS with a minimum runtime of 30 minutes. The switch will also power the new Ethernet to serial converter. The converter will allow the existing Rugid to integrate with the new SCADA system. Programming for all signals located at this location are included. Integration of the signals into the new plant SCADA system is included in this scope.

SBR / Blowers Area



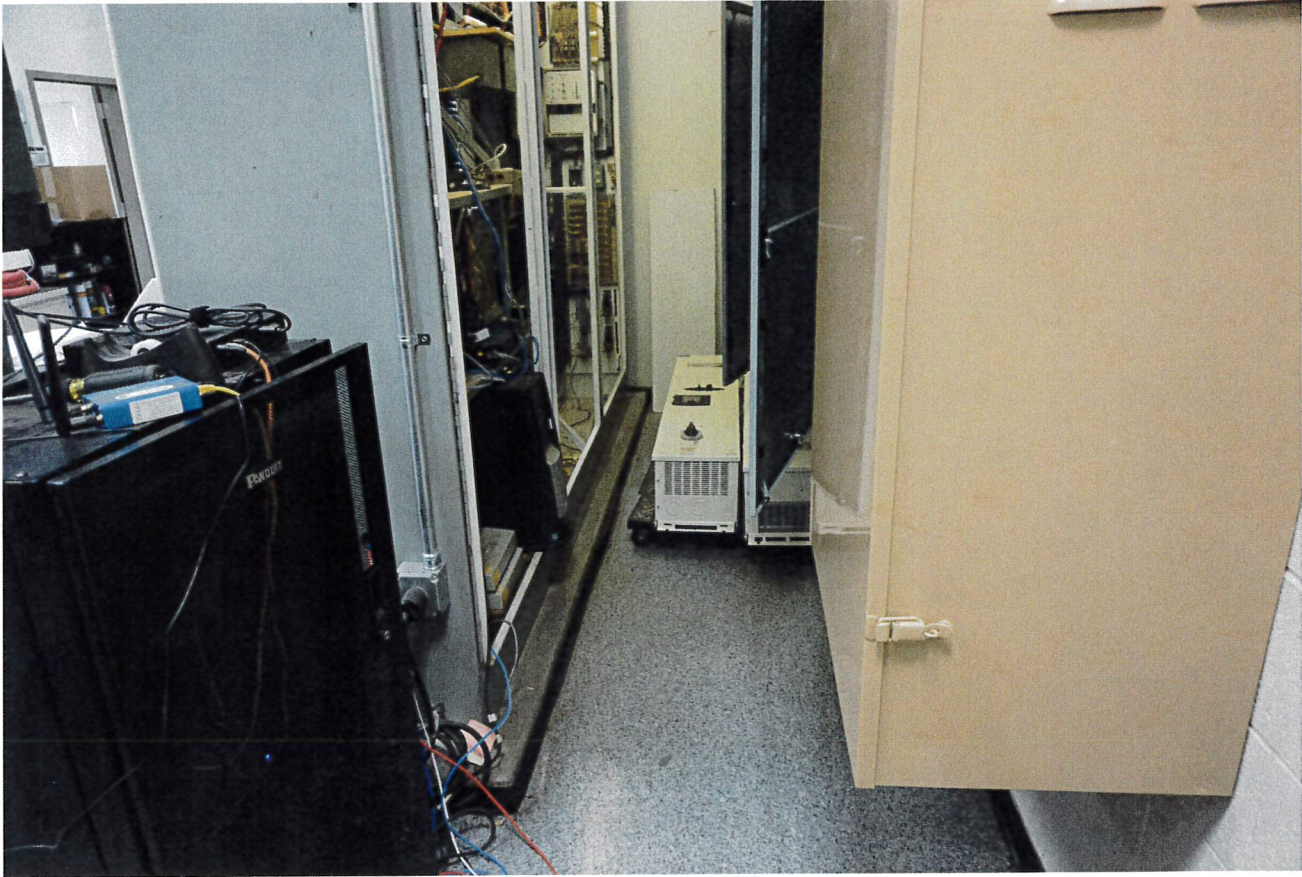
At the belt press building we are providing a new NEMA 4X Stainless Steel (Not Nema 12 shown), insulated 30x36x12 enclosure. The enclosure will include a fiber patch panel for 12 fibers (6 in and 6 out). We will be supplying an Ethernet fiber ring switch. The switch will be supplied with a DC UPS with a minimum runtime of 30 minutes. The switch will also power the new Ethernet PLC located in a 12 slot rack. The rack will be mounted on a new backpan to be installed in the existing Nema 4X fiberglass enclosure. The PLC rack will contain 4 120 VAC digital inputs, 2 digital outputs, 2 analog inputs and 1 analog output module with all I/O wired to a field terminal blocks. The new PLC equipment will be installed in the existing PLC enclosure. Programming for all signals located at this location are included, as is conversion of the existing Compact 984 PLC to the new Schneider Electric M340 PLC. Integration of the signals into the new plant SCADA system is included in this scope.

Chlorination Area



In the chlorination building we are providing a new NEMA 4X stainless steel, 36x48x12 enclosure(not NEMA 12 shown). The enclosure will either be installed as shown or will be installed on the North wall. In either location, the conduits will be provided to connect the chemical pumps and the residual analyzers in this location. The enclosure will include a fiber patch panel for 12 fibers (6 in and 6 out). We will be supplying an Ethernet fiber ring switch. The switch will be supplied with a DC UPS with a minimum runtime of 30 minutes..

Main Office



At the Main Office we will be utilizing the existing two wall mount enclosures. Located in these two panels will be the remote access equipment, the plant ring switch, a new PLC for IO currently tied to the Rugid that is to be replaced by the M340. We are adding a fiber patch panel for 12 fibers (6 in and 6 out). We will be supplying an Ethernet fiber ring switch. The switch will be supplied with a DC UPS with a minimum runtime of 30 minutes. The switch will also power the new Ethernet PLC located in a 8 slot rack. The rack will contain 1 digital input and 1 analog input module with all I/O wired to a field terminal block for easy termination of the field signals. Programming for all signals located at this location are included. Integration of the signals into the new plant SCADA system is included in this scope.

The new SCADA computer will be a panel mount unit and the display will be a touchscreen on the outside of the existing panel. The computer will be supplied with all required licensing. The existing Fix/32 SCADA application will be duplicated on the new Aveva Intouch platform. All existing functions will be available on the new system. Remote operation of the system will be available from within the plant and via VPN connection into the plant.

Plant networking will utilize the existing TCWD internet connection for remote access into the plant. The system can be programmed to fall back to cell operation if the primary fiber fails, but we are not implementing this feature at this time. The auto dialer will provide "Common" discrete alarms via cell or landline. The alarms will be grouped into High and Low priority alarms and the callout will be based on priority.

SELECTED HARDWARE

1. M340 - PLC CPU. BMXP342020
2. M340 – Plc racks 8 slot. BMXXBP0800
3. M340 – Plc racks 12 slot. BMXXBP1200
4. M340 – DC power supplies. BMXCPS2010
5. M340 – Digital input modules. BMXDAI1602
6. M340 – Digital output modules. BMXDDO1602
7. M340 – Analog input modules. BMXAMI0810
8. M340 – Analog output modules. BMXAMO0410
9. DC UPS. UBC10.241
10. Panel power supply. PSB12-060
11. Managed Ethernet switches. 1783-BMS10CA
12. Fiber transceivers. 1783-SFP100FX
13. LC fiber jumpers as necessary to connect the system.
14. Fiber optic cable. 006E8F-31131-29
15. New SCADA computer ML150G-53
16. Router/Firewall 1570R
17. Auto Dialer AD-2000
18. NEMA 4X Stainless Steel panels.

SOFTWARE SERVICES

1. Convert existing Compact 984 “Proworx” program to M340 “Unity”.
2. Provide a Serial to Ethernet Interface at the Belt Press panel and the Equalization basin to interface the existing Rugids into the new Ethernet network.
3. Provide new SCADA system (Wonderware Intouch) for interfacing with the M340 PLC’s.
4. Provide programming for Ethernet switches.
5. Provide programming for remote access and control of the facility.
6. Provide programming for alarm callout.

SERVICES

1. Drawings for all New PLC panels, including panel mechanical drawing, power distribution, IO wiring, network connectivity, remote access and general fiber drawing.
2. Update all As-Built drawings and documents to reflect the new fiber ring.
3. Installation of all fiber optic cable.
4. Termination and testing of all fiber cables.
5. Installation of all new panels.
6. Re-termination for all existing PLC / Rugid signals.
7. Termination of all new PLC signals (Filter area & Chlorination area).
8. Testing of all existing and new signals.
9. Commissioning of the new system.
10. Operator training on the operation of the new system.
11. Operator training for remote access to the system.
12. Operator training for alarm call-out.
13. Provide O&M manuals and documentation for the project.

EXCEPTIONS

1. Building permits and associated fees.
2. Main office floor repair, beyond filling concrete to level and flush floor.

COSTS

Total cost for the Project \$277,439.35 and includes \$19,955.03 in sales tax and shipping. This is for a Turn-Key installation.

The cost breakdown by area is:

Items: 2, 3, & 4: Tie Rugid to Ethernet.

1. Fiber cable boxes, installation and termination.	\$ 89,554.79
2. Filter PLC and installation.	\$ 29,127.93
3. Belt press Rugid to Ethernet converter and programming.	\$ 1,320.00
4. Equalization Basin Panel Relocation, Ethernet module & conduit.	\$ 5,280.00
5. SBR / Blower PLC and installation	\$ 59,919.96
6. Main Building PLC and installation	\$ 31,914.14
7. SCADA System Upgrade (Computer, WW License & WW App.)	\$ 25,167.50
8. System training (operations, remote operations & simple diagnostics)	\$ 3,960.00
9. Remote Access configuration (firewall, configuration & testing)	\$ 3,200.00
10. Network configuration	\$ 2,460.00
11. Alarm dialer and configuration	\$ 2,400.00
12. Field verification and documentation for existing field wires to allow for TCWD to demo the existing panel and footing in control room.	\$ 3,000.00
13. Sales Tax	\$ 19,955.03
14. Add back the Chlorination PLC and Installation.	
Project Total	\$277,439.35

SCHEDULE

\$277,259.35

The lead time on the fiber equipment is 6 weeks, PLC equipment is 8 weeks and the panel hardware can be ready for delivery within 6 weeks of receiving the PLC equipment. Fiber installation can begin anytime after panels and fiber are onsite. See Attached schedule for complete project timing, but it looks like if we get an order to proceed on Jan 1 2024, we can complete the project by July 2024.

Regards

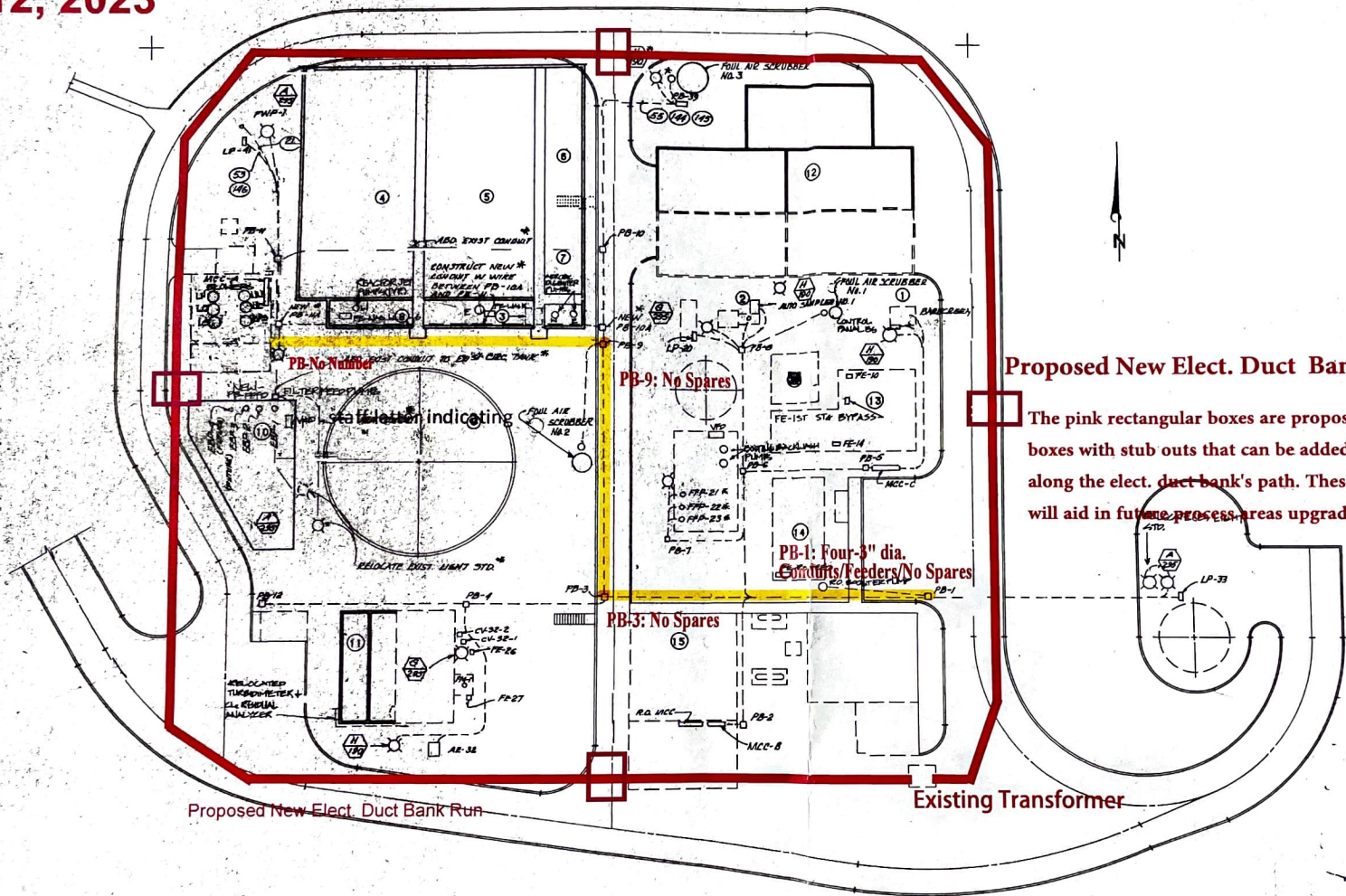


Greg Argano

Dec. 12, 2023

LEGEND

- 1 FLOW BOX
- 2 SPLITTER BOX
- 3 BATCH REACTOR E (BR-E)
- 4 BATCH REACTOR M (BR-M)
- 5 AEROBIC DIGESTOR N (AD-N)
- 6 AEROBIC DIGESTOR S (AD-S)
- 7 REACTOR DRY WELL (RDW)
- 8 BATCH REACTOR S (BR-S)
- 9 EQUALIZATION WET WELL
- 10 CHLORINE CONTACT TANK ADDS
- 11 SLUDGE BED ADDS
- 12 1ST STAGE FILTRATION HODS
- 13 2ND STAGE FILTRATION HODS
- 14 DECHLORINATION HODS



Proposed New Elect. Duct Bank Run

The pink rectangular boxes are proposed new elect. pull boxes with stub outs that can be added at various intervals along the elect. duct bank's path. These new elect. pull boxes will aid in future process areas upgrades.

Proposed New Elect. Duct Bank Run

Existing Transformer

ABOVE GRADE SITE PLAN

SCALE: 1" = 20.00'

PRIVATE ENGINEERING NOTE THE ENGINEER HAS REVIEWED THE PROJECT AND HAS FOUND IT TO BE IN ACCORDANCE WITH THE CITY OF IRVINE'S REQUIREMENTS. THE ENGINEER'S REVIEW IS LIMITED TO THE TECHNICAL ASPECTS OF THE PROJECT AND DOES NOT CONSTITUTE A GUARANTEE OF THE ACCURACY OR COMPLETENESS OF THE INFORMATION PROVIDED BY THE CLIENT. THE ENGINEER'S REVIEW IS LIMITED TO THE TECHNICAL ASPECTS OF THE PROJECT AND DOES NOT CONSTITUTE A GUARANTEE OF THE ACCURACY OR COMPLETENESS OF THE INFORMATION PROVIDED BY THE CLIENT.		DESIGNED: R.E.L. DRAWN: R.F.C./J.R.Y. CHECKED: W.M.S.	REVISIONS: 1. 12/12/23: Initial Design	APPROVED: <i>[Signature]</i> PROJECT ENGINEER RECOMMENDED: <i>[Signature]</i>	DATE: 12/12/23 DATE: 12/12/23 DATE: 12/12/23	IRVING LOWE ENGINEERS & PLANNERS 1748 RAYMOND BLVD., SUITE 100 IRVINE, CALIFORNIA 92714 (714) 261-7088	SANTA ANA MOUNTAIN COUNTY WATER RECLAMATION TRAWOOD WASTEWATER TREATMENT FACILITY EXPANSION	SITE PLAN SHEET 00 OF 01 SCALE: AS NOTED DATE: MAY 2023	DRAWING NUMBER: E2
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**TRABUCO CANYON WATER DISTRICT
CAPITAL IMPROVEMENT PLAN BUDGET
FY 2023/2024**

Item	Name	Status	Project Basis	Amount
WATER PROJECTS				
1	DWTP Office Replacement	Cancelled	Safety/End of Service Life	\$350,000
2	10" Pipeline Replacement - Cooks to Harris Grade (Design)	Design/Planning	Reliability	\$250,000
3	PSPS Transfer Switch Upgrade-Water	In Construction	Reliability	\$60,000
4	DWTP Vault Improvements	In Construction	Safety	\$75,000
Sub-Total				\$735,000
SEWER PROJECTS				
5	Golf Club SLS Improvement	In Construction	End of Service Life	\$1,800,000
6	WWTP - Blower Replacements	Design/Planning	Reliability	\$400,000
7	Chiquita FY23/24	Ongoing	Contract Agreement	\$178,000
8	Heritage SLS Pump Replacement	In Construction	End of Service Life	\$100,000
9	PSPS Transfer Switch Upgrade-Sewer	In Construction	Reliability	\$60,000
10	WWTP SCADA/Fiber Optic Upgrade	Out to Bid	End of Service Life	\$130,000
11	El Toro Force Main Valve Replacements	Completed	Reliability/End of Service Life	\$79,000
Sub-Total				\$2,747,000
NON-DOMESTIC WATER PROJECTS				
12	Dove/Robinson Ranch Recycled BPS Improvements (Design)	Design/Planning	End of Service Life	\$100,000
13	Recycled PRV Improvements	Out to Bid	End of Service Life	\$200,000
Sub-Total				\$300,000
SHARED PROJECTS				
14	SCADA System Upgrades FY 23-24	In Construction	Reliability/End of Service Life	\$400,000
Sub-Total				\$400,000
EQUIPMENT				
15	Fleet	Ongoing	General Maintenance	\$130,000
16	Pump Replacements - Sewer	Ongoing	End of Service Life	\$50,000
17	Pump Replacements - Water	Ongoing	End of Service Life	\$50,000
Sub-Total				\$230,000
PROGRAM				
18	PRV - Water	Ongoing	General Maintenance	\$20,000
19	Valve Replacement - Water	Ongoing	General Maintenance	\$30,000
20	Wet Well Recoating	Ongoing	General Maintenance	\$30,000
21	Manhole Recoating	Ongoing	General Maintenance	\$20,000
Sub-Total				\$100,000
Total				\$4,512,000

TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 15, 2024

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 12: APPROVAL OF COUNTY OF ORANGE REQUEST FOR PERMANENT AND TEMPORARY EASEMENT ACQUISITION RELATED TO TRABUCO CREEK ROAD STORM DRAIN IMPROVEMENT PROJECT

Trabuco Canyon Water District (District) owns approximately 120-acres of land in unincorporated Orange County more commonly known as the Porter Property (Property). The north side of the lower portion of the property is adjacent to Trabuco Creek Road which is owned and maintained by Orange County Public Works (OCPW). In October 2022, the County of Orange (County) approved a drainage swale remodel project (Project) that would encroach onto a small portion of the District's property next to Trabuco Creek as indicated in the Right-of-Way Exhibit (1). The impact to the District's property would include the installation of a concrete crossing and a rip rap apron that is designed to direct seasonal run off flow away from the road and into the creek. The total proposed encroachment area is approximately 935 square feet.

District staff and general legal counsel have worked with County real estate services staff to define the appropriate terms for the procurement of both the temporary and permanent easements associated with this project (2). The County has made the following offer to the District:

- Compensate the District in the amount of \$5,000 for administrative costs
- Use an outside escrow to obtain title insurance at their cost
- 10-day written notice prior to construction
- OCPW will permanently own and maintain the rip rap apron facility.

District staff recommends the Board of Directors for approve and authorize the General Manager to execute the County acquisition contract and easement deeds associated with this County project. More information may be presented at the time of the meeting.

FUNDING SOURCE:

Not Applicable

FISCAL IMPACT (PROJECT BUDGET):

\$5,000 to the District

ENVIRONMENTAL COMPLIANCE:

None to the District

COMMITTEE STATUS:

This matter was reviewed by the Engineering/Operational Committee.

RECOMMENDED ACTION:

Authorize the General Manager to execute acquisition contract and related easement deeds specific to the County of Orange Trabuco Creek Road Storm Drain Improvement Project.

EXHIBIT(S):

1. County of Orange Right of Way Exhibit for Trabuco Creek Road Drainage Swale Improvements Project
2. Proposed Acquisition Contract, including Easement Deed for Parcels 118 & 119 and Temporary Easement Deed

CONTACTS (staff responsible): PALUDI/PEREA/LAUSTEN



LEGEND:

- Project Limit
- Proposed Project Feature
- ▨ Proposed Rip Rap Apron
- Proposed Encroachment Area (APN 842-061-05)
Approximately 935 sq ft



**PROJECT: TRABUCO CREEK ROAD DRAINAGE
SWALE IMPROVEMENTS**

Right-of-Way Exhibit

DRAWING NOT TO SCALE

Facility No.: Z99683
Project: Trabuco Creek Road Storm Drain Improvements
Parcel Nos.: 118, 119 & 151

ACQUISITION CONTRACT

This Acquisition Contract ("**Contract**") is made _____, 2023, by and between Trabuco Canyon Water District, a county water district organized and existing pursuant to California law, hereinafter referred to as "**GRANTOR**," and County of Orange, a political subdivision of the State of California, hereinafter referred to as "**COUNTY**," without regard to number or gender. GRANTOR and COUNTY shall sometimes be referred to hereinafter individually as "**Party**" or collectively as "**Parties**."

Two Easement Deeds ("**Deeds**"), dated _____, 2023, covering real property designated in COUNTY records as Parcel Nos. 118, 119 and a temporary construction easement ("**TCE**") concerning real property designated in COUNTY records as Parcel No. 151 hereinafter collectively referred to as the "**Property**," have been executed and delivered to Sergio Mora, Real Estate Agent for the County of Orange, Real Estate Services. The Property is shown and described in the Deeds, and the TCE which are attached hereto as Attachment 1.

In consideration of which, and the other considerations hereinafter set forth, it is mutually agreed as follows:

1. TOTAL AGREEMENT (1.1 S)

The Parties have herein set forth the whole of their agreement and no obligations other than those set forth herein, unless amended in writing, will be recognized. Performance of this Contract by COUNTY shall constitute the entire consideration for the Deeds and TCE delivered to COUNTY and shall relieve COUNTY of any further obligations or claims relating to COUNTY'S acquisition of the Property.

2. PAYMENT (2.7 N)

COUNTY shall:

A. Pay to the order of the undersigned GRANTOR the sum of ONE THOUSAND DOLLARS (\$1,000) (less any amounts authorized to be paid to others pursuant to this Contract) upon title to the easement rights as set forth in the Deed and TCE to the Property vesting in COUNTY, free and clear of all liens, encumbrances, assessments, easements, leases (recorded and unrecorded) and taxes, except:

(1) Nondelinquent General and Special County and City taxes. From the amount shown above, COUNTY is authorized to pay any delinquent taxes, together with penalties and interest thereon and any delinquent assessments or bonds.

- (2) Water rights, claims or title to water, whether or not disclosed by the public records;
- (3) Easement in favor of the public over any existing roads lying within said Property;
- (4) Easement for pipelines recorded January 11, 1930 in Bk.342, Pg 232 of O.R.;
- (5) Discrepancies, conflicts in boundary lines, shortage in area, encroachments as recorded in Bk 9, Pg 32 of Records of Survey;
- (6) Discrepancies, conflicts in boundary lines, shortage in area, encroachments as recorded in Bk 11, Pg 7 of Records of Survey;
- (7) Discrepancies, conflicts in boundary lines, shortage in area, encroachments as recorded in Bk 57, Pg 10 of Records of Survey;
- (8) Discrepancies, conflicts in boundary lines, shortage in area, encroachments as recorded in Bk 98, Pg 37 of Records of Survey;
- (9) Matters contained in Foothill/Trabuco Specific Plan recorded December 19, 1991 as Instrument No. 91-698513 of O.R.;
- (10) Discrepancies, conflicts in boundary lines, shortage in area, encroachments as recorded in Bk 186, Pg 37 of Records of Survey;
- (11) Matters contained in Grant of Easements and Agreement recorded January 6, 2011 as Instrument No. 2011000010963 of O.R.;
- (12) Matters contained in Resolution 11-031 recorded June 21, 2011 as Instrument No. 2011000300651 of O.R.; and
- (13) Any title exceptions not required to be cleared from the title to said Property by COUNTY's Chief Real Estate Officer, or designee (the "**CREO**").

B. Pay to GRANTOR the sum of FIVE THOUSAND DOLLARS (\$5,000) for GRANTOR'S administrative costs associated with this Contract. Pay escrow, recording and trust deed clearance fees incurred in this transaction and the premium charged for title insurance, if such insurance is desired by COUNTY. For purposes of this transaction, trust deed clearance fees are defined as forwarding fees, trustee's fees, and reconveyance fees.

C. Deliver this executed Contract to Chicago Title Company ("**Escrow Holder**") and open an escrow. However, GRANTOR hereby agrees that CREO may unilaterally open escrow at such escrow company, other than noted herein, as may be necessary to carry out the terms of this Contract.

This executed Contract shall constitute the escrow instructions to the Escrow Holder, together with the General Provisions attached hereto as Attachment 2. CREO is designated to unilaterally commence and coordinate this escrow with the Escrow Holder. Any required amendments or supplements to the escrow which become necessary to carry out the terms of this Contract must be executed by the CREO.

For purposes of this Contract, "Close of Escrow" means the date the Deeds, TCE and any other documents are recorded in the Office of the County Recorder.

3. MONEY LIEN AND/OR TRUST DEED PAYMENTS (3.1 N)

It is mutually agreed that the COUNTY is authorized to pay, in order of priority as provided by law, from the total proceeds of this transaction, such sums as may be demanded by judgment creditors and/or beneficiaries under judgments, money liens, and/or deeds of trust, provided that such sums shall not be in excess of the unpaid principal together with any accrued interest, penalties, attorney's fees and court costs.

4. TRANSFER DISCLOSURE (4.1 S)

GRANTOR has provided COUNTY with an executed Real Estate Transfer Disclosure Statement concurrent with the execution of this Contract by GRANTOR.

5. PROPERTY INSPECTIONS (4.6 S)

COUNTY shall have the right during the escrow term and at COUNTY's expense to conduct tests, surveys, studies, inspections, and investigations (collectively, "Inspections") of the Property. GRANTOR hereby grants a right of entry to COUNTY, its contractors, and employees for all such Inspections of the Property upon 24-hours advance notice. COUNTY agrees to keep the Property free and clear of any liens, indemnify and hold GRANTOR harmless from all liability, claims, demands, damages, or costs, and repair all damages to the Property arising from such Inspections.

6. INDEMNIFICATION FOR UNRECORDED INTERESTS (5.1 S)

GRANTOR warrants that there are no unrecorded encumbrances (including but not limited to liens, leases, easements or licenses) on all or any portion of the Property, and GRANTOR agrees to hold COUNTY harmless, defend with counsel approved by COUNTY, and reimburse COUNTY for any and all of COUNTY's losses and expenses, including reasonable attorney fees, occasioned by reason of any such encumbrance of said Property.

7. VOLUNTARY ACQUISITION (7.3 S)

GRANTOR acknowledges that this transaction is voluntary, and GRANTOR is hereby informed that COUNTY would not have acquired the Property in the event negotiations had failed to result in this agreement.

8. RESPONSIBILITY FOR REAL PROPERTY (9.10 S)

It is understood that COUNTY assumes no liability of ownership until title vests in COUNTY.

9. RIGHT OF ENTRY (13.4 S)

Upon execution of this Contract by the Parties, GRANTOR hereby grants COUNTY permission to enter the Property, together with the right to construct, restore, enhance and maintain improvements related to this project as set forth under the terms and conditions of this Contract, the Deeds and TCE attached hereto as Attachment 1.

The permission and restriction herein granted are for a period which shall commence upon COUNTY's written notice from the CREO to GRANTOR that COUNTY requires use of the Property as of a certain date, and shall remain in effect over:

- A. Parcel 118 and 119 until title to the permanent easements vest in COUNTY; and
- B. Parcel 151 (temporary construction easement) for a period of six (6) years or until a Notice of Completion is filed, whichever is sooner.

10. ATTACHMENTS (19.1 S)

This Contract includes the following, which are attached hereto and made a part hereof:

- A. Attachment 1 – Easement Deeds and TCE
- B. Attachment 2 – General Provisions (Escrow)

In witness whereof, the Parties have executed this Contract the day and year first above written.

GRANTOR

Trabuco Canyon Water District, a county water district

By: _____

Print Name: _____

Title: _____

Approved as to Form
Office of the County Counsel
Orange County, California

By: _____
Deputy

Date: _____

COUNTY

By: _____
Thomas A. Miller, Chief Real Estate Officer
County Executive Office
Pursuant to Section 1-4-220 of the Codified
Ordinances of the County of Orange

Attachment 1

Easement Deed 118

Easement Deed 119

Temporary Easement Deed 151

RECORDED AT REQUEST OF,
AND WHEN RECORDED MAIL TO:

County of Orange
County Executive Office
c/o: Real Estate Services
400 W. Civic Center Drive, 5th Floor
Santa Ana, California 92701
Attn: Sergio Mora

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**This is to certify that this document is exempt
from recording fees per Govt. Code Sec. 27383
and is exempt from Document Transfer Tax per
Rev. & Taxation Code Sec. 11922.**

☒ Unincorporated Area

☐ Incorporated, City of _____

Project Name: Trabuco Creek Road Storm
Drain Improvements
Facility/Parcel No: Z99683 - 118

EASEMENT DEED

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

TRABUCO CANYON WATER DISTRICT, a county water district organized and existing pursuant to
California law,
hereinafter referred to as "**GRANTOR**,"

does hereby GRANT to the COUNTY OF ORANGE, a political subdivision of the State of California,
hereinafter referred to as "**COUNTY**", a perpetual easement and right-of-way for fence improvement
purposes (including installation, maintenance, repair, removal, alteration for any improvements related
to or appurtenant thereto) in, on, and over the real property in the County of Orange, State of California,
described as:

(See Exhibit A for legal description and Exhibit B for depiction
attached hereto and by reference made a part hereof.)

Together with the right to excavate, fill, grade or regrade said property, whenever and wherever
necessary for the construction and maintenance purpose of the above set forth.

Nothing in this deed is intended, nor shall anything in this deed be construed, to transfer to COUNTY or
its successors or assigns, or to relieve GRANTOR or its successors or assigns or predecessors in title of
any responsibility or liability GRANTOR or its successors or assigns or predecessors in title now has,
has had, or comes to have with respect to human health or the environment, including but not limited to
responsibility or liability relating to hazardous or toxic substances or materials (as such terms as those
used in this sentence are defined by statute, ordinance, case law, governmental regulation, or other

provision of the law). Furthermore, COUNTY may exercise its rights under law to bring action, if necessary, to recover clean up costs and penalties paid, if any, from GRANTOR or any others who are ultimately determined by a court of competent jurisdiction and/or a federal, state or local regulatory or administrative governmental agency or body having jurisdiction, to have responsibility for said hazardous toxic substances or materials upon, within, or under the real property interests transferred pursuant to this deed. Notwithstanding the foregoing, COUNTY shall be and remain liable for any hazardous or toxic substances or materials which become located because of COUNTY's operations, upon, within, or under the real property interests transferred pursuant to this deed.

GRANTOR

TRABUCO CANYON WATER DISTRICT, a
county water district

Dated: _____

By: _____

Print Name: _____

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

COUNTY OF _____

On _____, 20____, before me _____,
(Here insert name and title of officer)

personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

Exhibit A

LEGAL DESCRIPTION

Trabuco Creek Road Storm Drain Improvements
Facility No.: Z99683
Parcel No.: 118

PARCEL 118 (Permanent Easement)

That certain portion of land in the Unincorporated Territory of the County of Orange, State of California, lying within Section 12, Township 6 South, Range 7 West, San Bernardino Meridian, over land described as Parcel 3 in the Grant Deed to Trabuco Canyon Water District, recorded April 12, 2002 as Instrument No. 20020307125 of Official Records in the office of the County Recorder of said county, described as follows:

Commencing at the southwest 1/16 corner of Section 6, Township 6 South, Range 6 West, as said corner is shown Record of Survey No. 94-1022, filed in Book 174, Pages 14 through 21 of Records of Survey in said Office of the County Recorder, said corner also being the southeast corner of Lot 2 as shown on said map; thence northerly along the easterly boundary of said Lot, North $00^{\circ}16'04''$ West, 905.05 feet to the intersection with the centerline of Trabuco Creek Road, 20.00 feet in width, as described in Parcel 116 of Resolution 11-031, recorded June 21, 2011 as Instrument No. 2011000300651 of Official Records in said Office of the County Recorder; thence leaving said boundary and westerly along said centerline, South $81^{\circ}02'07''$ West, 32.01 feet to the beginning of a curve, concave northerly and having a radius of 200.00 feet with a central angle of $20^{\circ}43'15''$; thence continuing westerly along said centerline to the westerly terminus of that certain course described in Parcel 113 as, "N. $74^{\circ}13'47''$ E., 65.42 feet" and labeled T36 on Exhibit B, both of said Resolution;

thence leaving said centerline North $15^{\circ}46'13''$ West 10.00 feet along a radial line to a point on the northerly boundary of said Trabuco Creek Road and the **TRUE POINT OF BEGINNING**, said point being the beginning of a non-tangent curve, concave northerly and having a radius of 390.00 feet;

thence Westerly along said boundary the following five courses:

1. 109.78 feet along said curve through a central angle of $16^{\circ}07'44''$;
2. North $89^{\circ}38'31''$ West 60.97 feet to the beginning of a curve, concave southerly and having a radius 410.00 feet;
3. 104.48 feet along said curve through a central angle of $14^{\circ}36'01''$;
4. South $75^{\circ}45'29''$ West 20.80 feet to the beginning of curve, concave northerly and having a radius of 140.00 feet; and
5. 8.67 feet along said curve, through a central angle of $03^{\circ}32'58''$;

thence leaving said boundary North $10^{\circ}41'33''$ West 28.00 feet along a radial line to the beginning of a non-tangent curve, concave northerly and having a radius of 112.00 feet;

thence Easterly 6.94 feet along said curve through a central angle of $03^{\circ}32'58''$;

thence North 75°45'29" East 20.80 feet;

thence South 14°14'31" East 25.00 feet along a radial line to the beginning of a non-tangent curve, concave southerly and having a radius of 413.00 feet;

thence Easterly 105.24 feet along said curve through a central angle of 14°36'00";

thence South 89°38'31" East 60.97 feet to the beginning of a curve, concave northerly and having a radius of 387.00 feet;

thence Easterly 104.82 feet along said curve through a central angle of 15°31'06" to the northerly boundary of aforesaid Parcel 3 and a point hereinafter referred to as POINT A;

thence along said boundary South 89°33'30" East 10.82 feet to its intersection with said northerly boundary of Trabuco Creek Road;

thence leaving said southerly boundary and along said northerly boundary South 74°13'47" West 6.27 feet to the **TRUE POINT OF BEGINNING**.

Containing 1,630 Square Feet, more or less.

See EXHIBIT B attached and by reference made a part.

APPROVED

Kevin Hills, County Surveyor, L.S. 6617


By: Raymond J. Rivera, L.S. 8324

Date: 7/26/2023



**SKETCH TO ACCOMPANY LEGAL DESCRIPTION IN
UNINCORPORATED TERRITORY, COUNTY OF ORANGE, STATE OF CALIFORNIA**



SEC 1
T.6.S. R.7.W.

SEE SHEET 2

T36 (R1)

[SEC 1]

[SEC 12]

SEC 12
T.6.S. R.7.W.

REFERENCE:

(R1)=2011000300651, O.R.

[]=R.S.B. 174/14-21

COURSE DATA (R1)

LINE	BEARING	DISTANCE	
L1	N 81°02'07" W	32.01'	
LINE	DELTA	RADIUS	LENGTH
C1	20°43'15"	200.00'	72.33'

[T.5.S.]

[T.5.S.]

[LOT 1]

[R.7.W.]

[R.6.W.]

SEC 6
T.6.S. R.6.W.

TRABUCO CREEK ROAD
(R1)

L1

(R1)

C1

(R1)

905.05' (R1)

N 00°16'04" W

[LOT 2]

[840.16']

P.O.C.
[SW 1/16 CORNER]

[S 1/16]

SHEET 1 OF 3



**OC PUBLIC WORKS
OC SURVEY**

RIGHT-OF-WAY SERVICES

ROW ID NO. 2022-039

SCALE: 1"= 300'

EXHIBIT B

Z99683-118 & 151

PROJECT: TRABUCO CREEK ROAD- STORM DRAIN IMPROVEMENTS

PREPARED BY:
JAH

**SKETCH TO ACCOMPANY LEGAL DESCRIPTION IN
UNINCORPORATED TERRITORY, COUNTY OF ORANGE, STATE OF CALIFORNIA**



POB, SEC. 1 T.6.S.
R.7.W. S.B.M.

O.R. 2017000049301
APN 842-031-09

O.R. 2017000049301
APN 842-031-05

SEE
DETAIL "A"

S15°09'37"E
RAD.

L8

POINT "A"

C8

CREEK
C8 (R1)

WLY
TERMINUS
T36 (R1)

NE 1/4, NE 1/4,
SEC. 12 T.6.S. R.7.W.
S.B.M.

(151)

L11

L2

L12 (R1)

C5

C7

L10

C2

C3

L3

F6

(118)

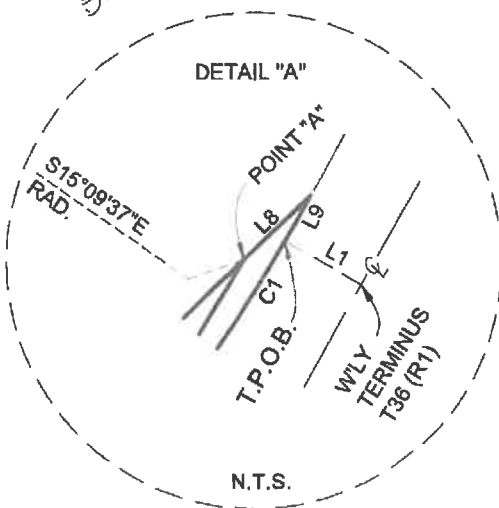
NLY BNDY PARCEL 3
20020307125, O.R.

APN
842-061-05

SEC. 1
SEC. 12

PARCEL 3
O.R. 20020307125
APN 842-061-05

REFERENCE:
(R1)=2011000300651, O.R.



N.T.S.

SHEET 2 OF 3



**OC PUBLIC WORKS
OC SURVEY**
RIGHT-OF-WAY SERVICES

ROW ID NO. 2022-039

SCALE: 1" = 50'

EXHIBIT B

Z99683-118 & 151

PROJECT: TRABUCO CREEK ROAD- STORM DRAIN IMPROVEMENTS

PREPARED BY:
JAH

**SKETCH TO ACCOMPANY LEGAL DESCRIPTION IN
UNINCORPORATED TERRITORY, COUNTY OF ORANGE, STATE OF CALIFORNIA**

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N 15°46'13" W	10.00'
L2	N 89°38'31" W	60.97'
L3	N 75°45'29" E	20.80'
L4	N 10°41'33" W	28.00'
L5	N 75°45'29" E	20.80'
L6	N 14°14'31" W	25.00'
L7	N 89°38'31" W	60.97'
L8	N 89°33'30" W	10.82'
L9	N 74°13'47" E	6.27'
L10	N 01°57'56" W	17.04'
L11	N 89°33'31" W	214.21'
L12 (R1)	N 89°38'31" W	60.97'
L13 (R1)	N 74°13'47" W	65.42'

CURVE DATA			
LINE	DELTA	RADIUS	LENGTH
C1	16°07'44"	390.00'	109.78'
C2	14°36'00"	410.00'	104.48'
C3	03°32'58"	140.00'	8.67'
C4	03°32'58"	112.00'	6.94'
C5	14°36'00"	413.00'	105.24'
C6	15°31'06"	387.00'	104.82'
C7	06°48'54"	413.00'	49.12'
C8 (R1)	16°07'42"	400.00'	112.60'

REFERENCE:
(R1)=2011000300651, O.R.

SHEET 3 OF 3



**OC PUBLIC WORKS
OC SURVEY**

RIGHT-OF-WAY SERVICES

ROW ID NO. 2022-039

SCALE: NO SCALE

EXHIBIT B

Z99683-118 & 151

PROJECT: TRABUCO CREEK ROAD- STORM DRAIN IMPROVEMENTS

PREPARED BY
JAH

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the within deed or grant to the COUNTY OF ORANGE, a political subdivision of the State of California, is hereby accepted by the undersigned officer or agent on behalf of the Board of Supervisors of Orange County, pursuant to authority conferred by Minute Order dated May 19th, 2020 and Ordinance No. 20-004 by the said Board of Supervisors, and the COUNTY OF ORANGE consents to recordation thereof by its duly authorized officer.

COUNTY OF ORANGE

Dated _____

By: _____

Thomas A. Miller,
Chief Real Estate Officer
County of Orange
Pursuant to Section 1-4-220 of the Codified
Ordinances of the County of Orange

Approved as to Form
Office of the County Counsel
County of Orange, California

By: _____ Date: _____
Deputy

RECORDED AT REQUEST OF,
AND WHEN RECORDED MAIL TO:

County of Orange
County Executive Office
c/o: Real Estate Services
400 W. Civic Center Drive, 5th Floor
Santa Ana, California 92701
Attn: Sergio Mora

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**This is to certify that this document is exempt
from recording fees per Govt. Code Sec. 27383
and is exempt from Document Transfer Tax per
Rev. & Taxation Code Sec. 11922.**

☒ Unincorporated Area
☐ Incorporated, City of _____

Project Name: Trabuco Creek Road Storm
Drain Improvements
Facility/Parcel No: Z99683 - 119

EASEMENT DEED

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

TRABUCO CANYON WATER DISTRICT, a county water district organized and existing pursuant to
California law,
hereinafter referred to as "GRANTOR,"

does hereby GRANT to the COUNTY OF ORANGE, a political subdivision of the State of California,
hereinafter referred to as "COUNTY", a perpetual easement and right-of-way for rip rap line purposes
in, on, and over the real property in the County of Orange, State of California, described as:

(See Exhibit A for legal description and Exhibit B for depiction
attached hereto and by reference made a part hereof.)

Together with the right to excavate, fill, grade or regrade said property; whenever and wherever
necessary for the construction and maintenance purpose of the above set forth.

Nothing in this deed is intended, nor shall anything in this deed be construed, to transfer to COUNTY or
its successors or assigns, or to relieve GRANTOR or its successors or assigns or predecessors in title of
any responsibility or liability GRANTOR or its successors or assigns or predecessors in title now has,
has had, or comes to have with respect to human health or the environment, including but not limited to
responsibility or liability relating to hazardous or toxic substances or materials (as such terms as those
used in this sentence are defined by statute, ordinance, case law, governmental regulation, or other
provision of the law). Furthermore, COUNTY may exercise its rights under law to bring action, if
necessary, to recover clean up costs and penalties paid, if any, from GRANTOR or any others who are

ultimately determined by a court of competent jurisdiction and/or a federal, state or local regulatory or administrative governmental agency or body having jurisdiction, to have responsibility for said hazardous toxic substances or materials upon, within, or under the real property interests transferred pursuant to this deed. Notwithstanding the foregoing, COUNTY shall be and remain liable for any hazardous or toxic substances or materials which become located because of COUNTY's operations, upon, within, or under the real property interests transferred pursuant to this deed.

GRANTOR

TRABUCO CANYON WATER DISTRICT, a
county water district

Dated: _____

By: _____

Print Name: _____

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

COUNTY OF _____

On _____, 20____, before me _____,
(Here insert name and title of officer)

personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

Exhibit A

LEGAL DESCRIPTION

Trabuco Creek Road Storm Drain Improvements
Facility No.: Z99683
Parcel No.: 119

That certain portion of land in the Unincorporated Territory of the County of Orange, State of California, lying within Section 12, Township 6 South, Range 7 West, San Bernardino Meridian, over land described as Parcel 3 in the Grant Deed to Trabuco Canyon Water District, recorded April 12, 2002 as Instrument No. 20020307125 of Official Records in the office of the County Recorder of said county, described as follows:

PARCEL 119 (Permanent Easement)

Commencing at the southwest 1/16 corner of Section 6, Township 6 South, Range 6 West, as said corner is shown Record of Survey No. 94-1022, filed in Book 174, Pages 14 through 21 of Records of Survey in said Office of the County Recorder, said corner also being the southeast corner of Lot 2 as shown on said map; thence northerly along the easterly boundary of said Lot, North $00^{\circ}16'04''$ West, 905.05 feet to the intersection with the centerline of Trabuco Creek Road, 20.00 feet in width, as described in Parcel 116 of Resolution 11-031, recorded June 21, 2011 as Instrument No. 2011000300651 of Official Records in said Office of the County Recorder; thence leaving said boundary and westerly along said centerline, South $81^{\circ}02'07''$ West, 32.01 feet to the beginning of a curve, concave northerly and having a radius of 200.00 feet with a central angle of $20^{\circ}43'15''$; thence continuing westerly along said centerline to the westerly terminus of that certain course described in Parcel 113 as, "N. $74^{\circ}13'47''$ E., 65.42 feet" and labeled T36 on Exhibit B, both of said Resolution;

thence leaving said centerline South $15^{\circ}46'15''$ East 10.00 feet to a point on the southerly boundary of said Trabuco Creek Road and the **TRUE POINT OF BEGINNING**.

thence along said boundary the following two courses:

1. North $74^{\circ}13'47''$ East 65.42 feet to the beginning of a curve, concave southerly and having a radius of 290.00 feet; and
2. Easterly 10.27 feet along said curve through a central angle of $02^{\circ}01'43''$;

thence leaving said boundary South $13^{\circ}44'30''$ East 12.00 feet along a radial line to the beginning of a non-tangent curve, concave southerly and having a radius of 278.00 feet;

thence Westerly 9.84 feet along said curve through a central angle of $02^{\circ}01'43''$;

thence South $74^{\circ}13'47''$ West 65.42 feet to the beginning of a curve, concave Northerly and having a radius of 422.00 feet;

thence Westerly 2.08 feet along said curve through a central angle of $00^{\circ}16'55''$;

thence North 15°29'18" West 12.00 feet along a radial line to a point on the southerly boundary of Trabuco Creek Road, said point being the beginning of a non-tangent curve, concave northerly and having a radius of 410.00 feet;

thence Easterly 2.02 feet along said curve through a central angle of 00°16'55" to the **TRUE POINT OF BEGINNING.**

Containing 930 Square Feet, more or less.

See EXHIBIT B attached and by reference made a part.

APPROVED
Kevin Hills, County Surveyor, L.S. 6617



By: Raymond J. Rivera, L.S. 8324

Date: 4/17/2023

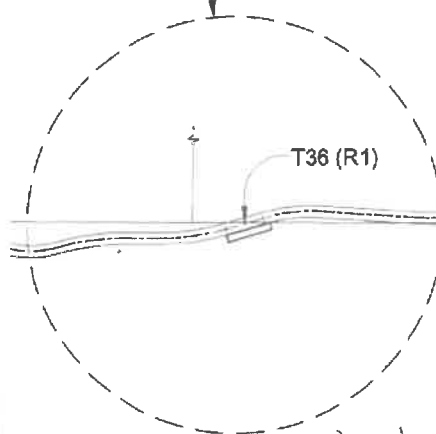


**SKETCH TO ACCOMPANY LEGAL DESCRIPTION IN
UNINCORPORATED TERRITORY, COUNTY OF ORANGE, STATE OF CALIFORNIA**



SEC 1
T.6.S. R.7.W.

SEE SHEET 2



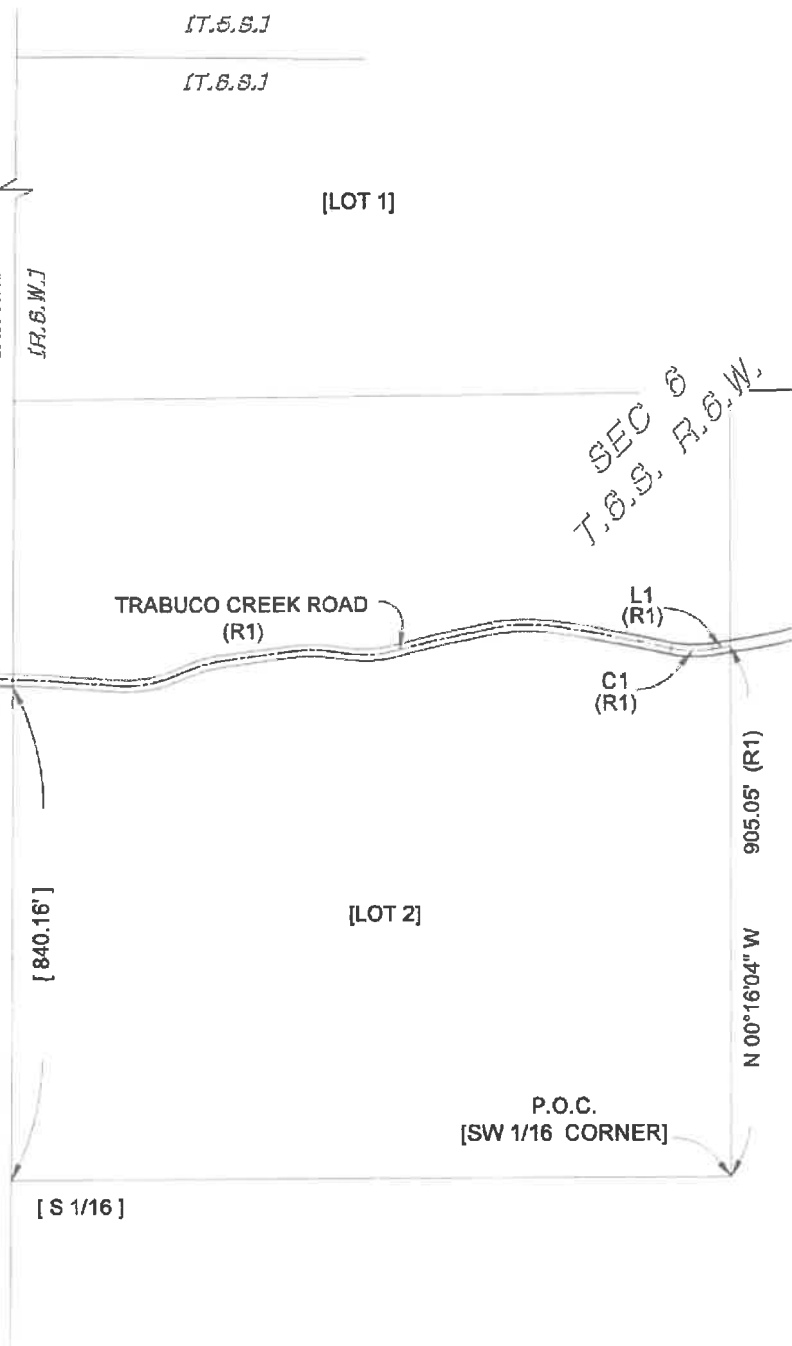
SEC 12
T.6.S. R.7.W.

REFERENCE:

(R1)=2011000300651, O.R.
[]=R.S.B. 174/14-21

COURSE DATA (R1)

COURSE DATA (R1)			
LINE		BEARING	DISTANCE
L1		N 81°02'07" W	32.01'
LINE	DELTA	RADIUS	LENGTH
C1	20°43'15"	200.00'	72.33'



P.O.C.
[SW 1/16 CORNER]

SHEET 1 OF 2



**OC PUBLIC WORKS
OC SURVEY**

RIGHT-OF-WAY SERVICES

ROW ID NO. 2022-039

SCALE: 1"= 300'

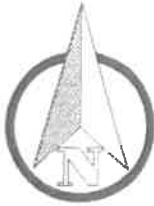
EXHIBIT B

Z99683-119

PROJECT: TRABUCO CREEK ROAD- STORM DRAIN IMPROVEMENTS

PREPARED BY:
JAH

**SKETCH TO ACCOMPANY LEGAL DESCRIPTION IN
UNINCORPORATED TERRITORY, COUNTY OF ORANGE, STATE OF CALIFORNIA**



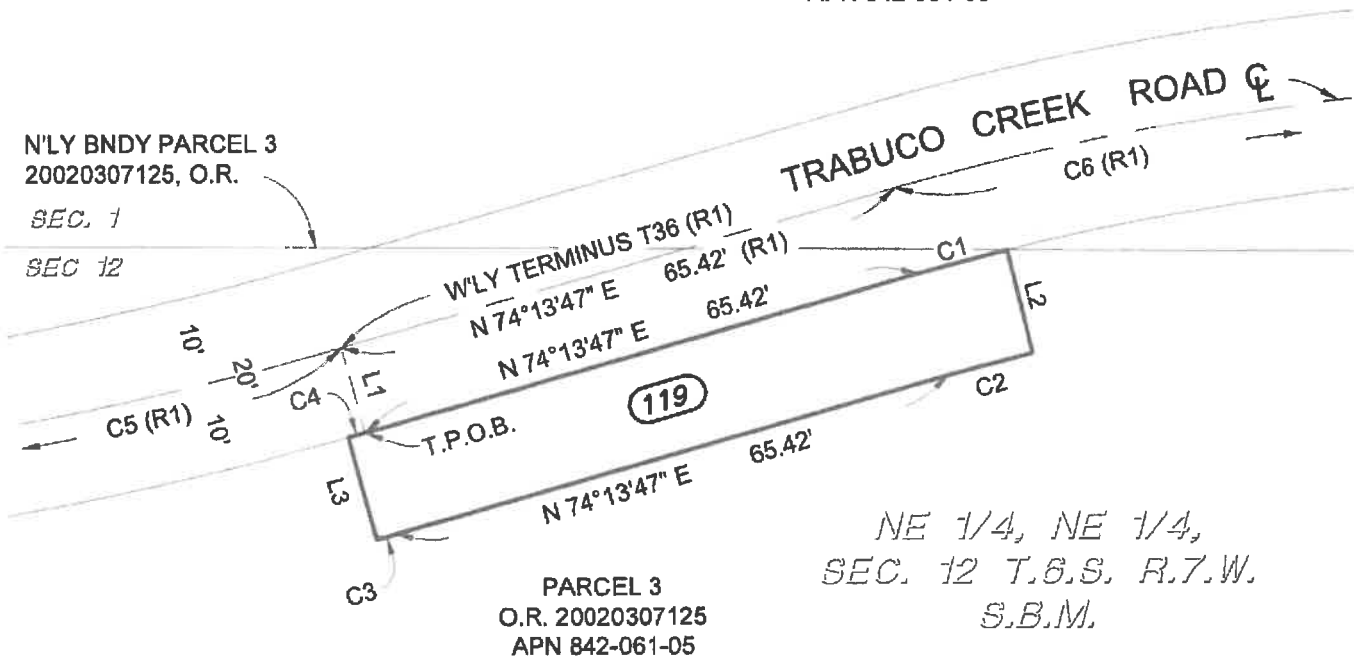
POR. SEC. 1 T.6.S. R.7.W. S.B.M.

O.R. 2017000049301
APN 842-031-05

N'LY BNDY PARCEL 3
20020307125, O.R.

SEC. 1

SEC. 12



LINE TABLE		
LINE	BEARING	DISTANCE
L1	N 15°46'15" W	10.00'
L2	N 13°44'30" W	12.00'
L3	N 15°29'18" W	12.00'

REFERENCE:

(R1)=2011000300651, O.R.

CURVE DATA			
LINE	DELTA	RADIUS	LENGTH
C1	02°01'43"	290.00'	10.27'
C2	02°01'43"	278.00'	9.84'
C3	00°16'55"	422.00'	2.08'
C4	00°16'55"	410.00'	2.02'
C5 (R1)	16°07'42"	400.00'	112.60'
C6 (R1)	19°37'26"	300.00'	102.75'

SHEET 2 OF 2



**OC PUBLIC WORKS
OC SURVEY**

RIGHT-OF-WAY SERVICES

ROW ID NO. 2022-039

SCALE: 1" = 20'

EXHIBIT B

Z99683-119

PROJECT: TRABUCO CREEK ROAD- STORM DRAIN IMPROVEMENTS

PREPARED BY:
JAH

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the within deed or grant to the COUNTY OF ORANGE, a political subdivision of the State of California, is hereby accepted by the undersigned officer or agent on behalf of the Board of Supervisors of Orange County, pursuant to authority conferred by Minute Order dated May 19th, 2020 and Ordinance No. 20-004 by the said Board of Supervisors, and the COUNTY OF ORANGE consents to recordation thereof by its duly authorized officer.

COUNTY OF ORANGE

Dated _____

By: _____

Thomas A. Miller,
Chief Real Estate Officer
County of Orange
Pursuant to Section 1-4-220 of the Codified
Ordinances of the County of Orange

Approved as to Form
Office of the County Counsel
County of Orange, California

By: _____ Date: _____
Deputy

RECORDED AT REQUEST OF,
AND WHEN RECORDED MAIL TO:

County of Orange
County Executive Office
c/o: Real Estate Services
400 W Civic Center Drive, 5th Floor
Santa Ana, California 92701
Attn: Sergio Mora

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**This is to certify that this document is exempt
from recording fees per Govt. Code Sec. 27383
and is exempt from Document Transfer Tax per
Rev. & Taxation Code Sec. 11922.**

☒ Unincorporated Area
☐ Incorporated, City of _____

Project Name: Trabuco Creek Road Storm
Drain Improvements
Facility/Parcel No: Z99683 - 151

TEMPORARY EASEMENT DEED

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,

TRABUCO CANYON WATER DISTRICT, a county water district organized and existing pursuant to
California law,
hereinafter referred to as "**GRANTOR**,"

does hereby GRANT to the COUNTY OF ORANGE, a political subdivision of the State of California,
hereinafter referred to as "**COUNTY**", a temporary easement for construction purposes in, over, and
across the real property in the County of Orange, State of California, described as:

(See Exhibit A for legal description and Exhibit B for depiction
attached hereto and by reference made a part hereof.)

Together with the right to excavate, fill or regrade said property; to establish, re-establish, remove,
restore and enhance vegetation, to enter upon, to pass and repass over and along said land, and to deposit
tools, implements and other materials thereon by said COUNTY, its officers, agents and employees, and
by persons under contract with it and their employees, whenever and wherever necessary for the
purposes above set forth.

The easement herein granted shall be for a period of 6 years from commencement of construction and
shall terminate at the end of such period or upon filing of a Notice of Completion, whichever first
occurs. Upon termination of the easement, COUNTY shall deliver to GRANTOR a fully executed
quitclaim deed and any other documentation necessary to remove the easement from title. GRANTOR
shall be given written notice by COUNTY's Director, OC Public Works, or designee, as to the date
COUNTY requires use of the property for commencement of construction at least ten business days

prior to the commencement of construction.

Nothing in this temporary easement deed is intended, nor shall anything in this temporary easement deed be construed, to transfer to COUNTY or its successors or assigns, or to relieve GRANTOR or its successors or assigns or predecessors in title of any responsibility or liability GRANTOR or its successors or assigns or predecessors in title now has, has had, or comes to have with respect to human health or the environment, including but not limited to responsibility or liability relating to hazardous or toxic substances or materials (as such terms as those used in this sentence are defined by statute, ordinance, case law, governmental regulation, or other provision of the law). Furthermore, COUNTY may exercise its rights under law to bring action, if necessary, to recover clean up costs and penalties paid, if any, from GRANTOR or any others who are ultimately determined by a court of competent jurisdiction and/or a federal, state or local regulatory or administrative governmental agency or body having jurisdiction, to have responsibility for said hazardous toxic substances or materials upon, within, or under the real property interests transferred pursuant to this temporary easement deed. Notwithstanding the foregoing, COUNTY shall be and remain liable for any hazardous or toxic substances or materials which become located because of COUNTY's operations, upon, within, or under the real property interests transferred pursuant to this temporary easement deed.

GRANTOR

TRABUCO CANYON WATER DISTRICT, a
county water district

Dated: _____

By: _____

Print Name: _____

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

COUNTY OF _____

On _____, 20____, before me _____,
(Here insert name and title of officer)

personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

Exhibit A

LEGAL DESCRIPTION

Trabuco Creek Road Storm Drain Improvements
Facility No.: Z99683
Parcel No.: 151

PARCEL 151 (Temporary Construction Easement)

That certain portion of land in the Unincorporated Territory of the County of Orange, State of California, lying within Section 12, Township 6 South, Range 7 West, San Bernardino Meridian, over land described as Parcel 3 in the Grant Deed to Trabuco Canyon Water District, recorded April 12, 2002 as Instrument No. 20020307125 of Official Records in the office of the County Recorder of said county, described as follows:

Beginning at POINT A as described in parcel 118 in the easement deed to the County of Orange recorded _____ as Instrument No.: _____ of Official Records in said office of the County Recorder, being the beginning of a non-tangent curve, concave northerly and having a radius of 387.00 feet, a radial line through said beginning bears South 15°09'37" East;

thence Westerly 104.82 feet along said curve through a central angle of 15°31'06"

thence North 89°38'31" West 60.97 feet to the beginning of a curve, concave southerly and having a radius 413.00 feet;

thence Westerly 49.12 feet along said curve through a central angel of 06°48'54";

thence North 01°57'56" West 17.04 feet to the northerly boundary of aforesaid Parcel 3;
thence along said boundary South 89°33'30 East 214.21 feet to the point of beginning.

Containing 2,616 Square Feet, more or less.

See EXHIBIT B attached and by reference made a part.

APPROVED
Kevin Hills, County Surveyor, L.S. 6617


By: Raymond J. Rivera, L.S. 8324

Date: 7/26/2023



**SKETCH TO ACCOMPANY LEGAL DESCRIPTION IN
UNINCORPORATED TERRITORY, COUNTY OF ORANGE, STATE OF CALIFORNIA**



SEC 1
T.6.S. R.7.W.

[T.5.S.]

[T.6.S.]

[LOT 1]

[R.7.W.]

[R.6.W.]

SEC 6
T.6.S. R.6.W.

SEE SHEET 2

T36 (R1)

[SEC 1]

[SEC 12]

TRABUCO CREEK ROAD
(R1)

L1
(R1)

C1
(R1)

905.05' (R1)

N 00°16'04" W

[LOT 2]

[840.16']

P.O.C.
[SW 1/16 CORNER]

[S 1/16]

REFERENCE:

(R1)=2011000300651, O.R.

[]=R.S.B. 174/14-21

COURSE DATA (R1)

COURSE DATA (R1)			
LINE		BEARING	DISTANCE
L1		N 81°02'07" W	32.01'
LINE	DELTA	RADIUS	LENGTH
C1	20°43'15"	200.00'	72.33'

SHEET 1 OF 3



**OC PUBLIC WORKS
OC SURVEY**

RIGHT-OF-WAY SERVICES

ROW ID NO. 2022-039

SCALE: 1"= 300'

EXHIBIT B

Z99683-118 & 151

PROJECT: TRABUCO CREEK ROAD- STORM DRAIN IMPROVEMENTS

PREPARED BY:
JAH

**SKETCH TO ACCOMPANY LEGAL DESCRIPTION IN
UNINCORPORATED TERRITORY, COUNTY OF ORANGE, STATE OF CALIFORNIA**



POR. SEC. 1 T.6.S.
R.7.W. S.B.M.

O.R. 2017000049301
APN 842-031-09

O.R. 2017000049301
APN 842-031-05

SEE
DETAIL "A"

S15°09'37"E
RAD.

L13 (R1)

WLY
TERMINUS
T36 (R1)

NE 1/4, NE 1/4,
SEC. 12 T.6.S. R.7.W.
S.B.M.

151

PARCEL 3
O.R. 20020307125
APN 842-061-05

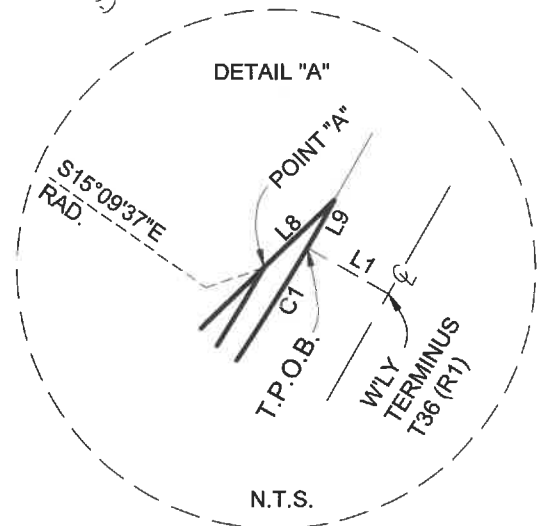
NLY BNDY PARCEL 3
20020307125, O.R.

118

APN
842-061-05

SEC. 1
SEC. 12

REFERENCE:
(R1)=2011000300651, O.R.



SHEET 2 OF 3



**OC PUBLIC WORKS
OC SURVEY**
RIGHT-OF-WAY SERVICES

ROW ID NO. 2022-039

SCALE: 1" = 50'

EXHIBIT B

Z99683-118 & 151

PROJECT: TRABUCO CREEK ROAD- STORM DRAIN IMPROVEMENTS

PREPARED BY:
JAH

**SKETCH TO ACCOMPANY LEGAL DESCRIPTION IN
UNINCORPORATED TERRITORY, COUNTY OF ORANGE, STATE OF CALIFORNIA**

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N 15°46'13" W	10.00'
L2	N 89°38'31" W	60.97'
L3	N 75°45'29" E	20.80'
L4	N 10°41'33" W	28.00'
L5	N 75°45'29" E	20.80'
L6	N 14°14'31" W	25.00'
L7	N 89°38'31" W	60.97'
L8	N 89°33'30" W	10.82'
L9	N 74°13'47" E	6.27'
L10	N 01°57'56" W	17.04'
L11	N 89°33'31" W	214.21'
L12 (R1)	N 89°38'31" W	60.97'
L13 (R1)	N 74°13'47" W	65.42'

CURVE DATA			
LINE	DELTA	RADIUS	LENGTH
C1	16°07'44"	390.00'	109.78'
C2	14°36'00"	410.00'	104.48'
C3	03°32'58"	140.00'	8.67'
C4	03°32'58"	112.00'	6.94'
C5	14°36'00"	413.00'	105.24'
C6	15°31'06"	387.00'	104.82'
C7	06°48'54"	413.00'	49.12'
C8 (R1)	16°07'42"	400.00'	112.60'

REFERENCE:
(R1)=2011000300651, O.R.

SHEET 3 OF 3



**OC PUBLIC WORKS
OC SURVEY**

RIGHT-OF-WAY SERVICES

ROW ID NO. 2022-039

SCALE: NO SCALE

EXHIBIT B

Z99683-118 & 151

PROJECT: TRABUCO CREEK ROAD- STORM DRAIN IMPROVEMENTS

PREPARED BY:
JAH

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the within deed or grant to the COUNTY OF ORANGE, a political subdivision of the State of California, is hereby accepted by the undersigned officer or agent on behalf of the Board of Supervisors of Orange County, pursuant to authority conferred by Minute Order dated May 19th, 2020 and Ordinance No. 20-004 by the said Board of Supervisors, and the COUNTY OF ORANGE consents to recordation thereof by its duly authorized officer.

COUNTY OF ORANGE

Dated _____

By: _____

Thomas A. Miller,
Chief Real Estate Officer
County of Orange
Pursuant to Section 1-4-220 of the Codified
Ordinances of the County of Orange

Approved as to Form
Office of the County Counsel
County of Orange, California

By: _____ Date: _____
Deputy

Attachment 2

General Provisions

GENERAL PROVISIONS

1. DEPOSIT OF FUNDS

The law dealing with the disbursement of funds requires that all funds be available for withdrawal as a matter of right by the title entity's escrow and/or sub escrow account prior to disbursement of any funds. Only wire-transferred funds can be given immediate availability upon deposit. Cashier's checks, teller's checks and Certified checks may be available one business day after deposit. All other funds such as personal, corporate or partnership checks and drafts are subject to mandatory holding periods which may cause material delays in disbursement of funds in this escrow. In order to avoid delays, all fundings should be wire transferred. Outgoing wire transfers will not be authorized until confirmation of the respective incoming wire transfer or of availability of deposited checks.

Deposit of funds into general escrow trust account unless instructed otherwise. You may instruct Escrow Holder to deposit your funds into an interest bearing account by signing and returning the "Escrow Instructions - Interest Bearing Account", which has been provided to you. If you do not so instruct us, then all funds received in this escrow shall be deposited with other escrow funds in one or more general escrow trust accounts, which include both non-interest bearing demand accounts and other depository accounts of Escrow Holder, in any state or national bank or savings and loan association insured by the Federal Deposit Insurance Corporation (the "depository institutions") and may be transferred to any other such escrow trust accounts of Escrow Holder or one of its affiliates, either within or outside the State of California. A general escrow trust account is restricted and protected against claims by third parties and creditors of Escrow Holder and its affiliates.

Receipt of benefits by Escrow Holder and affiliates. The parties to this escrow acknowledge that the maintenance of such general escrow trust accounts with some depository institutions may result in Escrow Holder or its affiliates being provided with an array of bank services, accommodations or other benefits by the depository institution. Some or all of these benefits may be considered interest due you under California Insurance Code Section 12413.5. Escrow Holder or its affiliates also may elect to enter into other business transactions with or obtain loans for investment or other purposes from the depository institution. All such services, accommodations, and other benefits shall accrue to Escrow Holder or its affiliates and Escrow Holder shall have no obligation to account to the parties to this escrow for the value of such services, accommodations, interest or other benefits.

Said funds will not earn interest unless the instructions otherwise specifically state that funds shall be deposited in an interest-bearing account. All disbursements shall be made by check of **Chicago Title Company**. The principals to this escrow are hereby notified that the funds deposited herein are insured only to the limit provided by the Federal Deposit Insurance Corporation. Any instruction for bank wire will provide reasonable time or notice for Escrow Holder's compliance with such instruction. Escrow Holder's sole duty and responsibility shall be to place said wire transfer instructions with its wiring bank upon confirmation of (1) satisfaction of conditions precedent or (2) document recordation at close of escrow. Escrow Holder will NOT be held responsible for lost interest due to wire delays caused by any bank or the Federal Reserve System, and recommends that all parties make themselves aware of banking regulations with regard to placement of wires.

In the event there is insufficient time to place a wire upon any such confirmation or the wires have closed for the day, the parties agree to provide written instructions for an alternative method of disbursement. WITHOUT AN ALTERNATIVE DISBURSEMENT INSTRUCTION, FUNDS WILL BE HELD IN TRUST IN A NON-INTEREST BEARING ACCOUNT UNTIL THE NEXT OPPORTUNITY FOR WIRE PLACEMENT.

2. PRORATIONS AND ADJUSTMENTS

All prorations and/or adjustments called for in this escrow are to be made on the basis of a thirty (30) day month unless otherwise instructed in writing. You are to use information contained on last available tax statement, rental statement as provided by the Seller, beneficiary's statement and fire insurance policy delivered into escrow for the prorations provided for herein.

3. SUPPLEMENTAL TAXES

The within described property may be subject to supplemental real property taxes due to the change of ownership taking place through this or a previous escrow transaction. Any supplemental real property taxes arising as a result of the transfer of the property to Buyer shall be the sole responsibility of Buyer and any supplemental real property taxes arising prior to the closing date shall be the sole responsibility of the Seller. TAX BILLS OR REFUNDS ISSUED AFTER CLOSE OF ESCROW SHALL BE HANDLED DIRECTLY BETWEEN BUYER AND SELLER.

4. UTILITIES/POSSESSION

Transfer of utilities and possession of the premises are to be settled by the parties directly and outside escrow.

5. PREPARATION AND RECORDATION OF INSTRUMENTS

Escrow Holder is authorized to prepare, obtain, record and deliver the necessary instruments to carry out the terms and conditions of this escrow and to order the policy of title insurance to be issued at close of escrow as called for in these instructions. Close of escrow shall mean the date instruments are recorded.

6. AUTHORIZATION TO FURNISH COPIES

You are authorized to furnish copies of these instructions, supplements, amendments, notices of cancellation and closing statements, to the Real Estate Broker(s) and Lender(s) named in this escrow.

7. RIGHT OF CANCELLATION

Any principal instructing you to cancel this escrow shall file notice of cancellation in your office in writing. You shall, within two (2) working days thereafter, deliver, one copy of such notice to each of the other principals at the addresses stated in this escrow. UNLESS

WRITTEN OBJECTION TO CANCELLATION IS FILED IN YOUR OFFICE BY A PRINCIPAL WITHIN TEN (10) DAYS AFTER DATE OF SUCH DELIVERY, YOU ARE AUTHORIZED TO COMPLY WITH SUCH NOTICE AND DEMAND PAYMENT OF YOUR CANCELLATION CHARGES. If written objection is filed, you are authorized to hold all money and instruments in this escrow and take no further action until otherwise directed, either by the principals' mutual written instructions, or by final order of a court of competent jurisdiction.

8. PERSONAL PROPERTY

No examination or insurance as to the amount or payment of personal property taxes is required unless specifically requested.

By signing these General Provisions, the parties to the escrow hereby acknowledge that they are indemnifying the Escrow Holder against any and all matters relating to any "Bulk Sales" requirements, and instruct Escrow Agent to proceed with the closing of escrow without any consideration of matter of any nature whatsoever regarding "Bulk Sales" being handled through escrow.

9. RIGHT OF RESIGNATION

Escrow Holder has the right to resign upon written notice delivered to the principals herein. If such right is exercised, all funds and documents shall be returned to the party who deposited them and Escrow Holder shall have no liability hereunder.

10. AUTHORIZATION TO EXECUTE ASSIGNMENT OF HAZARD INSURANCE POLICIES

Either Buyer, Seller and/or Lender may hand you the insurance agent's name and insurance policy information, and you are to execute, on behalf of the principals hereto, form assignments of interest in any insurance policy (other than title insurance) called for in this escrow, forward assignment and policy to the insurance agent, requesting that the insurer consent to such transfer and/or attach a loss payable clause and/or such other endorsements as may be required, and forward such policy(s) to the principals entitled thereto. It is not your responsibility to verify the information handed you or the assignability of said insurance. Your sole duty is to forward said request to insurance agent at close of escrow.

Further, there shall be no responsibility upon the part of Escrow Holder to renew hazard insurance policy(s) upon expiration or otherwise keep it in force either during or subsequent to the close of escrow. Cancellation of any existing hazard insurance policies is to be handled directly by the principals, and outside of escrow.

11. ACTION IN INTERPLEADER

The principals hereto expressly agree that you, as Escrow Holder, have the absolute right at your election to file an action in interpleader requiring the principals to answer and litigate their several claims and rights among themselves and you are authorized to deposit with the clerk of the court all documents and funds held in this escrow. In the event such action is filed, the principals jointly and severally agree to pay your cancellation charges and costs, expenses and reasonable attorney's fees which you are required to expend or incur in such interpleader action, the amount thereof to be fixed and judgment therefore to be rendered by the court. Upon the filing of such action, you shall thereupon be fully released and discharged from all obligations imposed by the terms of this escrow or otherwise.

12. TERMINATION OF AGENCY OBLIGATION

If there is no action taken on this escrow within six (6) months after the "time limit date" as set forth in the escrow instructions or written extension thereof, your agency obligation shall terminate at your option and all documents, monies or other items held by you shall be returned to the parties depositing same. In the event of cancellation of this escrow, whether it be at the request of any of the principals or otherwise, the fees and charges due **Chicago Title Company**, including expenditures incurred and/or authorized shall be borne equally by the parties hereto (unless otherwise agreed to specifically).

13. CONFLICTING INSTRUCTIONS

Upon receipt of any conflicting instructions, you are to take no action in connection with this escrow until non-conflicting instructions are received from all of the principals to this escrow (subject to sections 7, 9, 11 and 12 above).

14. DELIVERY/RECEIPT

Delivery to principals as used in these instructions unless otherwise stated herein is to be by hand in person to the principal, regular mail, email or fax to any of the contact information provided in these instructions. If delivered by regular mail receipt is determined to be 72 hours after such mailing. All documents, balances and statements due to the undersigned may be delivered to the contact information shown herein. All notices, change of instructions, communications and documents are to be delivered in writing to the office of **Chicago Title Company** as set forth herein.

15. STATE/FEDERAL CODE NOTIFICATIONS

According to Federal Law, the Seller, when applicable, will be required to complete a sales activity report that will be utilized to generate a 1099 statement to the Internal Revenue Service.

Pursuant to State Law, prior to the close of escrow, Buyer will provide Escrow Holder with a Preliminary Change of Ownership Report. In the event said report is not handed to Escrow Holder for submission to the County in which subject property is located, upon recording of the Grant Deed, Buyers acknowledge that the applicable fee will be assessed by said County and Escrow Holder shall debit the account of Buyer for same at close of escrow.

16. NON-RESIDENT ALIEN

The Foreign Investment in Real Property Tax Act (FIRPTA), Title 26 U.S.C., Section 1445, and the regulations there under, provide in part, that a transferee (buyer) of a U.S. real property interest from a foreign person must withhold a statutory percentage of the amount realized on the disposition, report the transaction and remit the withholding to the Internal Revenue Service (IRS) within twenty (20) days after the transfer. **Chicago Title Company** will not determine nor aid in the determination of whether the FIRPTA withholding

provisions are applicable to the subject transaction, nor act as a Qualified Substitute under state or federal law, nor furnish tax advice to any party to the transaction. **Chicago Title Company** will not determine nor aid in the determination of whether the transaction will qualify for an exception or an exemption and is not responsible for the filing of any tax forms with the IRS as they relate to FIRPTA, nor responsible for collecting and holding of any documentation from the buyer or seller on the buyer's behalf for the purpose of supporting a claim of an exception or exemption. **Chicago Title Company** is not an agent for the buyer for the purposes of receiving and analyzing any evidence or documentation that the seller in the subject transaction is a U.S. citizen or resident alien. **Chicago Title Company** is not responsible for the payment of this tax and/or penalty and/or interest incurred in connection therewith and such taxes are not a matter covered by the Owner's Policy of Title Insurance to be issued to the buyer. **Chicago Title Company** is not responsible for the completion of any IRS documents or related forms related to the referenced statute. The buyer is advised: they must independently make a determination of whether the contemplated transaction is subject to the withholding requirement; bear full responsibility for compliance with the withholding requirement if applicable and/or for payment of any tax, interest, penalties and/or other expenses that may be due on the subject transaction; and they are responsible for the completion of any and all forms, including but not limited to applicable IRS documentation, and the mailing of those forms. The Buyer is advised any forms, documents, or information received from **Chicago Title Company** is not tax or legal advice and should not be construed as such nor treated as a complete representation of FIRPTA requirements. Buyer should seek outside counsel from a qualified individual to determine any and all implications of the referenced statute.

17. ENCUMBRANCES

Escrow Holder is to act upon any statements furnished by a lienholder or his agent without liability or responsibility for the accuracy of such statements. Any adjustments necessary because of a discrepancy between the information furnished Escrow Holder and any amount later determined to be correct shall be settled between the parties direct and outside of escrow.

You are authorized, without the need for further approval, to debit my account for any fees and charges that I have agreed to pay in connection with this escrow, and for any amounts that I am obligated to pay to the holder of any lien or encumbrance to establish the title as insured by the policy of title insurance called for in these instructions. If for any reason my account is not debited for such amounts at the time of closing, I agree to pay them immediately upon demand, or to reimburse any other person or entity who has paid them.

18. ENVIRONMENTAL ISSUES

Chicago Title Company has made no investigation concerning said property as to environmental/toxic waste issues. Any due diligence required or needed to determine environmental impact as to forms of toxification, if applicable, will be done directly and by principals outside of escrow. **Chicago Title Company** is released of any responsibility and/or liability in connection therewith.

19. USURY

Escrow Holder is not to be concerned with any questions of usury in any loan or encumbrance involved in the processing of this escrow and is hereby released of any responsibility or liability therefore.

20. DISCLOSURE

Escrow Holder's knowledge of matters affecting the property, provided such facts do not prevent compliance with these instructions, does not create any liability or duty in addition to these instructions.

21. FACSIMILE/ELECTRONIC SIGNATURE

Escrow Holder is hereby authorized and instructed that, in the event any party utilizes electronic or "facsimile" transmitted signed documents or instructions to Escrow Holder, you are to rely on the same for all escrow instruction purposes and the closing of escrow as if they bore original signatures. "Electronic Signature" means, as applicable, an electronic copy or signature complying with California Law.

22. CLARIFICATION OF DUTIES

Chicago Title Company serves ONLY as an Escrow Holder in connection with these instructions and cannot give legal advice to any party hereto.

Escrow Holder is not to be held accountable or liable for the sufficiency or correctness as to form, manner of execution, or validity of any instrument deposited in this escrow, nor as to the identity, authority or rights of any person executing the same. Escrow Holder's duties hereunder shall be limited to the proper handling of such money and the proper safekeeping of such instruments, or other documents received by Escrow Holder, and for the disposition of same in accordance with the written instructions accepted by Escrow Holder.

The agency and duties of Escrow Holder commence only upon receipt of copies of these Escrow Instructions executed by all parties.

23. FUNDS HELD IN ESCROW

When the company has funds remaining in escrow over 90 days after close of escrow or estimated close of escrow, the Company shall impose a monthly holding fee of \$25.00 that is to be charged against the funds held by the Company.

THIS AGREEMENT IN ALL PARTS APPLIES TO, INURES TO THE BENEFIT OF, AND BINDS ALL PARTIES HERETO, THEIR HEIRS, LEGATEES, DEVISEES, ADMINISTRATORS, EXECUTORS, SUCCESSORS AND ASSIGNS, AND WHENEVER THE CONTEXT SO REQUIRES THE MASCULINE GENDER INCLUDES THE FEMININE AND NEUTER, AND THE SINGULAR NUMBER INCLUDES THE PLURAL. THESE INSTRUCTIONS AND ANY OTHER AMENDMENTS MAY BE EXECUTED IN ANY NUMBER OF COUNTERPARTS, EACH OF WHICH SHALL BE CONSIDERED AS AN ORIGINAL AND BE EFFECTIVE AS SUCH.

MY SIGNATURE HERETO CONSTITUTES INSTRUCTION TO ESCROW HOLDER OF ALL TERMS AND CONDITIONS CONTAINED IN THIS AND ALL PRECEDING PAGES AND FURTHER SIGNIFIES THAT I HAVE READ AND UNDERSTAND THESE GENERAL PROVISIONS.

Chicago Title Company conducts escrow business under a Certificate of Authority No. 350 issued by the California Department of Insurance.

TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 15, 2024

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 13: METER DOWNSIZING PROGRAM UPDATE

At the September 21, 2023 Regular Board Meeting, the Board of Directors directed staff to develop a procedure for handling requests from customers to evaluate a smaller water meter size for their property. After discussing a draft procedure at the October 19th Regular Board Meeting, the Board tentatively approved a final procedure at a Special Board Meeting on November 1, 2023. Staff worked with the Executive Committee on refinements to the application forms on November 8, 2023, and initiated the District's Meter Downsizing Program on November 14, 2023. Since that time, several customers have submitted applications and been approved for a smaller meter. All applications have required, and received, approval from Orange County Fire Authority.

Staff will provide more information at the time of the meeting.

FUNDING SOURCE:

Not applicable at this time

FISCAL IMPACT

Approved meter downsizing applications result in less monthly revenue to the District as compared to the rate study financial plan, equivalent to the difference between the service charges for the old and new meters.

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This item was discussed with the Executive Committee.

RECOMMENDED ACTION:

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

EXHIBIT(S):

None

CONTACTS (staff responsible): PALUDI/PEREA/COLLINS

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 15, 2024**

ACTION CALENDAR

ENGINEERING MATTERS

**ITEM 14: STAFF PRESENTATION REGARDING ROBINSON RANCH WASTEWATER TREATMENT PLANT AERATION
SYSTEM IMPROVEMENTS**

District staff will deliver a presentation and information at the time of the meeting.

RECOMMENDED ACTION:

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

CONTACTS (staff responsible): PALUDI/PEREA/LAUSTEN

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | FEBRUARY 15, 2024**

ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

ITEM 15: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

Staff may provide information at the time of the meeting.

RECOMMENDED ACTION:

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

CONTACTS (staff responsible): PALUDI/COLLINS