



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

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**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

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**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](http://www.tcwd.ca.gov). You may submit public comments by email to the Board at [mperea@tcwd.ca.gov](mailto:mperea@tcwd.ca.gov). In order to be part of the record, emailed comments on meeting agenda items must be received by the District, at the referenced e-mail address, not later than 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](mailto: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](mailto: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

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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



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

**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**

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

**ADMINISTRATIVE MATTERS**

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**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**

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**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**

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**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**

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**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.*



***ITEMS RECEIVED TOO LATE TO BE AGENDIZED***

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**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](http://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](http://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](http://www.tcwd.ca.gov).*

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

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

**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)**

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**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**

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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**

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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**

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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**

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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)**

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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**

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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)**

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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**

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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**

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**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 31<sup>st</sup> 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
<b>1 Assets</b>		
<b>2 Cash &amp; Investments</b>		
3 Cash & Investments - Unrestricted	\$	3,036,027
4 Cash & Investments - Restricted		4,051,291
<b>5 Total Cash &amp; Investments</b>		7,087,318
<b>6 Other Current Assets</b>		
7 Accounts Receivable, Net		2,929,374
8 Prepaid & Other		57,537
9 Fair Market Value Adjustment <sup>1</sup>		(35,057)
<b>10 Total Other Current Assets</b>		2,951,854
<b>11 Capital Assets</b>		
12 Capital Assets, at Cost		127,610,873
13 Accumulated Depreciation		(82,586,416)
14 Construction in Progress		3,407,850
<b>15 Total Capital Assets</b>		48,432,307
16 Net OPEB Asset		201,692
17 Deferred Outflows of Resources (DOR)		2,508,005
<b>18 Total Assets &amp; DOR</b>	<b>\$</b>	<b>61,181,175</b>
<b>19 Liabilities</b>		
<b>20 Current Liabilities</b>		
21 Accounts Payable	\$	897,259
22 Accrued Expenses		270,156
23 Current Portion-Long Term Debt		189,944
24 Deposits on Hand		107,470
<b>25 Total Current Liabilities</b>		1,464,829
<b>26 Long-Term Liabilities</b>		
27 Net Pension Liability		4,449,117
28 State Revolving Fund Loan		1,675,794
29 Bank of the West Loan		10,000,000
<b>30 Total Long Term Liabilities</b>		16,124,911
31 Deferred Inflows of Resources (DIR)		647,305
<b>32 Total Liabilities &amp; DIR</b>		18,237,044
<b>33 Net Position</b>		42,944,131
<b>34 Total Liabilities, Net Position &amp; DIR</b>	<b>\$</b>	<b>61,181,175</b>

<sup>1</sup> 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
<b>District Cash &amp; Investments</b>				
<b>Unrestricted</b>				
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%
<b>Total Unrestricted</b>		<b>3,036,027</b>	<b>3,048,572</b>	<b>43.1%</b>
<b>Restricted</b>				
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%
<b>Total Restricted</b>		<b>4,051,291</b>	<b>4,027,415</b>	<b>56.9%</b>
<b>Total District Cash &amp; Investments</b>		<b>\$ 7,087,318</b>	<b>\$ 7,075,987</b>	<b>100.0%</b>

**Certification**

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

*Cindy Byerrum*

**Cindy Byerrum, Treasurer**



**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%
<b>1 Operating Revenue</b>				
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%
<b>8 Total Operating Revenue</b>	<b>939,152</b>	<b>4,740,821</b>	<b>8,900,000</b>	<b>53%</b>
<b>9 Operating Expense</b>				
<b>10 Source of Supply</b>				
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%
<b>16 Total Source of Supply</b>	<b>288,248</b>	<b>1,797,347</b>	<b>3,992,100</b>	<b>45%</b>
<b>17 Salaries and Benefits</b>				
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%
<b>25 Total Salaries and Benefits</b>	<b>220,685</b>	<b>1,529,361</b>	<b>3,104,900</b>	<b>49%</b>
<b>26 Transmission and Distribution</b>				
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%
<b>30 Total Transmission and Distribution</b>	<b>23,157</b>	<b>260,471</b>	<b>405,300</b>	<b>64%</b>
<b>31 General and Administrative</b>				
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%
<b>39 Total General and Administrative</b>	<b>96,876</b>	<b>732,210</b>	<b>1,234,500</b>	<b>59%</b>
<b>40 Total Operating Expense</b>	<b>628,966</b>	<b>4,319,389</b>	<b>8,736,800</b>	<b>49%</b>
<b>41 Net Operating Revenue / (Expense)</b>	<b>310,187</b>	<b>421,432</b>	<b>163,200</b>	<b>258%</b>
<b>42 Non-Operating Revenue / (Expense)</b>				
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%
<b>47 Net Non-Operating Revenue / (Expense)</b>	<b>307,167</b>	<b>521,253</b>	<b>1,408,900</b>	<b>37%</b>
<b>48 Net Total Revenue / (Expense)</b>	<b>617,354</b>	<b>942,684</b>	<b>1,572,100</b>	<b>60%</b>
<b>49 Other Unrestricted Cash Inflow / (Outflow)</b>				
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%
<b>53 Net Other Unrestricted Cash Inflow / (Outflow)</b>	<b>(115,191)</b>	<b>(115,191)</b>	<b>(901,100)</b>	<b>13%</b>
<b>54 Net Total Unrestricted Cash Inflow / (Outflow)</b>	<b>\$ 502,163</b>	<b>\$ 827,494</b>	<b>\$ 671,000</b>	<b>123%</b>



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

Project		December 2023	YTD Actual	FY 24 Adopted Budget	YTD 50%
1	<b>Water CIP</b>				
2	<b>Capital Improvements / Replacements</b>				
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	<b>Total Capital Improvements / Replacements</b>	<b>-</b>	<b>186,606</b>	<b>1,015,000</b>	<b>18%</b>
10	<b>Equipment</b>				
11	Fleet	-	174,950	91,000	192%
12	<b>Total Equipment</b>	<b>-</b>	<b>174,950</b>	<b>91,000</b>	<b>192%</b>
13	<b>Programs</b>				
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	<b>Total Programs</b>	<b>109,209</b>	<b>128,463</b>	<b>100,000</b>	<b>128%</b>
18	<b>Total Water CIP</b>	<b>\$ 109,209</b>	<b>\$ 490,019</b>	<b>\$ 1,206,000</b>	<b>41%</b>



**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%
<b>1 Operating Revenue</b>				
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%
<b>6 Total Operating Revenue</b>	<b>199,597</b>	<b>1,180,797</b>	<b>2,401,200</b>	<b>49%</b>
<b>7 Operating Expense</b>				
<b>8 Salaries and Benefits</b>				
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%
<b>16 Total Salaries and Benefits</b>	<b>118,308</b>	<b>711,653</b>	<b>1,465,200</b>	<b>49%</b>
<b>17 Transmission and Distribution</b>				
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%
<b>22 Total Transmission and Distribution</b>	<b>55,765</b>	<b>318,168</b>	<b>572,400</b>	<b>56%</b>
<b>23 General and Administrative</b>				
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%
<b>31 Total General and Administrative</b>	<b>32,714</b>	<b>300,307</b>	<b>558,300</b>	<b>54%</b>
<b>32 Total Operating Expense</b>	<b>206,787</b>	<b>1,330,128</b>	<b>2,595,900</b>	<b>51%</b>
<b>33 Net Operating Revenue / (Expense)</b>	<b>(7,190)</b>	<b>(149,331)</b>	<b>(194,700)</b>	<b>77%</b>
<b>34 Non-Operating Revenue / (Expense)</b>				
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%
<b>39 Net Non-Operating Revenue / (Expense)</b>	<b>221,624</b>	<b>404,756</b>	<b>1,001,600</b>	
<b>40 Net Total Revenue / (Expense)</b>	<b>214,434</b>	<b>255,424</b>	<b>806,900</b>	
<b>41 Other Unrestricted Cash Inflow / (Outflow)</b>				
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%
<b>45 Net Other Unrestricted Cash Inflow / (Outflow)</b>	<b>-</b>	<b>(2,753)</b>	<b>(554,100)</b>	<b>0%</b>
<b>46 Net Total Unrestricted Cash Inflow / (Outflow)</b>	<b>\$ 214,434</b>	<b>\$ 252,672</b>	<b>\$ 252,800</b>	



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

Project	December 2023	YTD Actual	FY 24 Adopted Budget	YTD 50%
<b>1 Wastewater CIP</b>				
<b>2 Capital Improvements / Replacements</b>				
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
<b>12 Total Capital Improvements / Replacements</b>	<b>31,006</b>	<b>314,777</b>	<b>2,847,000</b>	<b>11%</b>
<b>13 Equipment</b>				
14 Fleet	-	62,482	32,500	192%
<b>15 Total Equipment</b>	<b>-</b>	<b>62,482</b>	<b>32,500</b>	<b>192%</b>
<b>16 Programs</b>				
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%
<b>20 Total Programs</b>	<b>-</b>	<b>36,800</b>	<b>100,000</b>	<b>37%</b>
<b>21 Total Wastewater CIP</b>	<b>\$ 31,006</b>	<b>\$ 414,059</b>	<b>\$ 2,979,500</b>	<b>14%</b>



**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%
<b>1 Operating Revenue</b>				
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%
<b>6 Total Operating Revenue</b>	<b>102,942</b>	<b>790,971</b>	<b>1,140,900</b>	<b>69%</b>
<b>7 Operating Expense</b>				
<b>8 Source of Supply</b>				
9 Recycled Water Purchases	1,157	17,750	25,900	69%
10 Water Treatment	6,002	60,557	99,400	61%
<b>11 Total Source of Supply</b>	<b>7,159</b>	<b>78,307</b>	<b>125,300</b>	<b>62%</b>
<b>12 Salaries and Benefits</b>				
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%
<b>20 Total Salaries and Benefits</b>	<b>29,807</b>	<b>177,592</b>	<b>366,400</b>	<b>48%</b>
<b>21 Transmission and Distribution</b>				
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%
<b>26 Total Transmission and Distribution</b>	<b>44,310</b>	<b>255,923</b>	<b>477,800</b>	<b>54%</b>
<b>27 General and Administrative</b>				
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%
<b>35 Total General and Administrative</b>	<b>5,261</b>	<b>83,790</b>	<b>119,600</b>	<b>70%</b>
<b>36 Total Operating Expense</b>	<b>86,537</b>	<b>595,612</b>	<b>1,089,100</b>	<b>55%</b>
<b>37 Net Operating Revenue / (Expense)</b>	<b>16,405</b>	<b>195,359</b>	<b>51,800</b>	
<b>38 Non-Operating Revenue / (Expense)</b>				
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%
<b>43 Net Non-Operating Revenue / (Expense)</b>	<b>86,817</b>	<b>154,035</b>	<b>371,700</b>	<b>41%</b>
<b>44 Net Total Revenue / (Expense)</b>	<b>103,222</b>	<b>349,394</b>	<b>423,500</b>	<b>83%</b>
<b>45 Other Unrestricted Cash Inflow / (Outflow)</b>				
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%
<b>49 Net Other Unrestricted Cash Inflow / (Outflow)</b>	<b>-</b>	<b>-</b>	<b>(81,400)</b>	<b>0%</b>
<b>50 Net Total Unrestricted Cash Inflow / (Outflow)</b>	<b>\$ 103,222</b>	<b>\$ 349,394</b>	<b>\$ 342,100</b>	<b>102%</b>



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

Project	December 2023	YTD Actual	FY 24 Adopted Budget	YTD 50%
<b>1 Recycled Water CIP</b>				
<b>2 Capital Improvements / Replacements</b>				
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
<b>7 Capital Improvements / Replacements Total</b>	<b>-</b>	<b>13,573</b>	<b>320,000</b>	<b>4%</b>
<b>8 Equipment</b>				
9 Fleet	-	12,496	6,500	192%
<b>10 Equipment Total</b>	<b>-</b>	<b>12,496</b>	<b>6,500</b>	<b>192%</b>
<b>11 Total Recycled Water CIP</b>	<b>\$ -</b>	<b>\$ 26,069</b>	<b>\$ 326,500</b>	<b>8%</b>

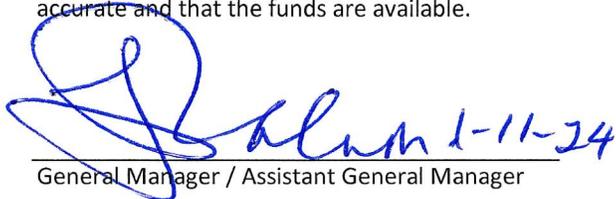


Trabuco Canyon Water District  
General Fund Warrant Register  
1/11/2024

**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	-
<b>Total Disbursements</b>	<b>1,078,190.36</b>

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
<b>Accounts Payable</b>							
<b>Bank Draft</b>							
12/18/2023		<a href="#">DFT0003377</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-75.76
12/18/2023		<a href="#">DFT0003378</a>	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-209.29
12/18/2023		<a href="#">DFT0003379</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
12/18/2023		<a href="#">DFT0003380</a>	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-172.59
12/20/2023		<a href="#">DFT0003381</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-122,035.29
12/20/2023		<a href="#">DFT0003382</a>	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-5,451.38
12/20/2023		<a href="#">DFT0003383</a>	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-87,344.44
12/20/2023		<a href="#">DFT0003384</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-671.75
12/20/2023		<a href="#">DFT0003385</a>	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-3,955.78
12/21/2023		<a href="#">DFT0003386</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-29,288.86
12/22/2023		<a href="#">DFT0003387</a>	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-404.66
12/26/2023		<a href="#">DFT0003388</a>	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-2,734.75
12/27/2023		<a href="#">DFT0003389</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
12/29/2023		<a href="#">DFT0003390</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-112.00
12/29/2023		<a href="#">DFT0003391</a>	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Accounts Payable	Outstanding	Bank Draft	-190.02
12/29/2023		<a href="#">DFT0003392</a>	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
01/02/2024		<a href="#">DFT0003393</a>	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-3,178.72
01/02/2024		<a href="#">DFT0003394</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-3,465.51
01/02/2024		<a href="#">DFT0003395</a>	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
01/02/2024		<a href="#">DFT0003396</a>	VSP	Accounts Payable	Outstanding	Bank Draft	-755.03
01/03/2024		<a href="#">DFT0003398</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-65,458.45
01/04/2024		<a href="#">DFT0003399</a>	ADP	Accounts Payable	Outstanding	Bank Draft	-133,882.86
01/08/2024		<a href="#">DFT0003400</a>	CALPERS	Accounts Payable	Outstanding	Bank Draft	-29,800.14
01/08/2024		<a href="#">DFT0003401</a>	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,437.84
01/09/2024		<a href="#">DFT0003402</a>	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-1,430.00
<b>Bank Draft Total: (25)</b>							<b>-493,478.12</b>
<b>Check</b>							
12/18/2023		<a href="#">12215</a>	OSCAR ULLOA	Accounts Payable	Outstanding	Check	-4,324.73
12/19/2023		<a href="#">12216</a>	BRENT MONSON	Accounts Payable	Outstanding	Check	-250.00
12/21/2023		<a href="#">12219</a>	BIG BRAND TIRE & SERVICE	Accounts Payable	Outstanding	Check	-1,563.08
12/21/2023		<a href="#">12220</a>	CHEMTRADE CHEMICALS US LLC	Accounts Payable	Outstanding	Check	-3,394.70
12/21/2023		<a href="#">12221</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-6,821.87
12/21/2023		<a href="#">12222</a>	DELCO SERVICE, INC.	Accounts Payable	Outstanding	Check	-2,319.62
12/21/2023		<a href="#">12223</a>	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		<a href="#">12224</a>	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-15,824.85
12/21/2023		<a href="#">12225</a>	HARBOR POINTE AIR CONDITIONING & CONTROL SYSTEM:	Accounts Payable	Outstanding	Check	-1,354.22
12/21/2023		<a href="#">12226</a>	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-8,132.53
12/21/2023		<a href="#">12227</a>	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-12,620.00
12/21/2023		<a href="#">12228</a>	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-3,348.99
12/21/2023		<a href="#">12229</a>	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-33,560.42
12/21/2023		<a href="#">12230</a>	NEW DIMENSION GENERAL CONSTRUCTION	Accounts Payable	Outstanding	Check	-38,422.93
12/21/2023		<a href="#">12231</a>	OC KEYS LLC	Accounts Payable	Outstanding	Check	-650.23
12/21/2023		<a href="#">12232</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-2,840.00
12/21/2023		<a href="#">12233</a>	O'REILLY AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-675.32
12/21/2023		<a href="#">12234</a>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-829.97
12/21/2023		<a href="#">12235</a>	PARKWAY LAWNMOWER SHOP	Accounts Payable	Outstanding	Check	-558.02
12/21/2023		<a href="#">12236</a>	PSOMAS	Accounts Payable	Outstanding	Check	-4,952.50
12/21/2023		<a href="#">12237</a>	QUINN COMPANY	Accounts Payable	Outstanding	Check	-598.81
12/21/2023		<a href="#">12238</a>	S & J SUPPLY COMPANY	Accounts Payable	Outstanding	Check	-7,658.87
12/21/2023		<a href="#">12239</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
12/21/2023		<a href="#">12240</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-700.00
12/21/2023		<a href="#">12241</a>	SOTO RESOURCES	Accounts Payable	Outstanding	Check	-1,397.50
12/21/2023		<a href="#">12242</a>	SOUTH ORANGE COUNTY WASTEWATER AUTHORITY	Accounts Payable	Outstanding	Check	-1,541.04
12/21/2023		<a href="#">12243</a>	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
12/21/2023		<a href="#">12244</a>	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-86.66
12/21/2023		<a href="#">12245</a>	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-1,363.96
<b>Check Total: (29)</b>							<b>-158,468.07</b>
<b>EFT</b>							
12/13/2023		<a href="#">449</a>	ACWA JPIA - LIFE	Accounts Payable	Outstanding	EFT	-485.74
12/13/2023		<a href="#">450</a>	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-864.00
12/13/2023		<a href="#">451</a>	AMAZON	Accounts Payable	Outstanding	EFT	-61.29
12/13/2023		<a href="#">452</a>	EIDE BAILLY	Accounts Payable	Outstanding	EFT	-7,262.50
12/13/2023		<a href="#">453</a>	HERC RENTALS	Accounts Payable	Outstanding	EFT	-3,666.98
12/13/2023		<a href="#">454</a>	J. S. HELD LLC	Accounts Payable	Outstanding	EFT	-11,574.00
12/13/2023		<a href="#">455</a>	MWDOC	Accounts Payable	Outstanding	EFT	-93,866.63
12/13/2023		<a href="#">456</a>	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-138.50
12/13/2023		<a href="#">457</a>	TESCO CONTROLS, INC.	Accounts Payable	Outstanding	EFT	-1,320.00
12/13/2023		<a href="#">458</a>	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-496.09
12/13/2023		<a href="#">459</a>	SPGGC, LLC	Accounts Payable	Outstanding	EFT	-2,123.00
12/20/2023		<a href="#">460</a>	BMO Bank National Association	Accounts Payable	Outstanding	EFT	-72,097.23
12/20/2023		<a href="#">461</a>	CALIFORNIA BANK & TRUST	Accounts Payable	Outstanding	EFT	-115,190.52
12/22/2023		<a href="#">462</a>	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-2,748.00
12/22/2023		<a href="#">463</a>	AMAZON	Accounts Payable	Outstanding	EFT	-2,141.86
12/22/2023		<a href="#">464</a>	EIDE BAILLY	Accounts Payable	Outstanding	EFT	-6,825.00
12/22/2023		<a href="#">465</a>	IRVINE PIPE SUPPLY	Accounts Payable	Outstanding	EFT	-443.52
12/22/2023		<a href="#">466</a>	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		<a href="#">467</a>	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-6,454.28
12/22/2023		<a href="#">468</a>	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-160.00
12/22/2023		<a href="#">469</a>	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-5,730.00
12/22/2023		<a href="#">470</a>	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-426.61
<b>EFT Total: (22)</b>							<b>-422,788.08</b>
<b>Accounts Payable Total: (76)</b>							<b>-1,074,734.27</b>

**Utility Billing**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
<b>Check</b>							
12/18/2023		<a href="#">12214</a>	ALLAN BURNHAM	Utility Billing	Outstanding	Check	-155.08
12/20/2023		<a href="#">12217</a>	CHAMPION PAVING INC.	Utility Billing	Outstanding	Check	-1,862.30
12/20/2023		<a href="#">12218</a>	CASEY SPOLAR	Utility Billing	Outstanding	Check	-1,438.71
<b>Check Total: (3)</b>							<b>-3,456.09</b>
<b>Utility Billing Total: (3)</b>							<b>-3,456.09</b>
<b>Report Total: (79)</b>							<b>-1,078,190.36</b>

Bank Transaction Report

Issued Date Range: -

Summary

Bank Account	Count	Amount
<a href="#">030866939 Bank of the West Checking</a>	79	-1,078,190.36
<b>Report Total:</b>	<b>79</b>	<b>-1,078,190.36</b>

Cash Account	Count	Amount
<a href="#">99 99-000-1004 Bank of the West Checking (Pooled Cash)</a>	79	-1,078,190.36
<b>Report Total:</b>	<b>79</b>	<b>-1,078,190.36</b>

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



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

**Bank Transaction Report**

**Issued Date Range: -**

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/10/2024		<a href="#">12246</a>	AT&T	Accounts Payable	Outstanding	Check	-990.08
01/10/2024		<a href="#">12247</a>	DMS FACILITY SERVICES	Accounts Payable	Outstanding	Check	-2,445.30
01/10/2024		<a href="#">12248</a>	ELITE AUTOMOTIVE SERVICES	Accounts Payable	Outstanding	Check	-33.93
01/10/2024		<a href="#">12249</a>	EUROFINS EATON ANALYTICAL, INC.	Accounts Payable	Outstanding	Check	-645.00
01/10/2024		<a href="#">12250</a>	FERNANDO VALDEZ	Accounts Payable	Outstanding	Check	-404.95
01/10/2024		<a href="#">12251</a>	HYDROTECH ELECTRIC	Accounts Payable	Outstanding	Check	-13,706.34
01/10/2024		<a href="#">12252</a>	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-21,821.51
01/10/2024		<a href="#">12253</a>	JUAN A. QUINONEZ	Accounts Payable	Outstanding	Check	-301.13
01/10/2024		<a href="#">12254</a>	MR. CRANE	Accounts Payable	Outstanding	Check	-3,472.00
01/10/2024		<a href="#">12255</a>	OC KEYS LLC	Accounts Payable	Outstanding	Check	-852.10
01/10/2024		<a href="#">12256</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-18,720.00
01/10/2024		<a href="#">12257</a>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-141.99
01/10/2024		<a href="#">12258</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-5,240.50
01/10/2024		<a href="#">12259</a>	SWRCB ACCOUNTING OFFICE	Accounts Payable	Outstanding	Check	-28,354.40
01/10/2024		<a href="#">12260</a>	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
01/10/2024		<a href="#">12261</a>	TYLER TECHNOLOGIES, INC.	Accounts Payable	Outstanding	Check	-6.50
01/10/2024		<a href="#">12262</a>	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-79.66
01/10/2024		<a href="#">12263</a>	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-29.04
01/10/2024		<a href="#">12264</a>	WESTECH	Accounts Payable	Outstanding	Check	-4,000.53
01/25/2024		<a href="#">12265</a>	AT&T	Accounts Payable	Outstanding	Check	-1,188.56
01/25/2024		<a href="#">12266</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-1,751.12
01/25/2024		<a href="#">12267</a>	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-254.50
01/25/2024		<a href="#">12268</a>	DELCO SERVICE, INC.	Accounts Payable	Outstanding	Check	-1,662.65
01/25/2024		<a href="#">12269</a>	FEDEX	Accounts Payable	Outstanding	Check	-91.95
01/25/2024		<a href="#">12270</a>	FERREIRA CONSTRUCTION COMPANY	Accounts Payable	Outstanding	Check	-107,545.85
01/25/2024		<a href="#">12271</a>	FIELDMAN, ROLAPP & ASSOC.	Accounts Payable	Outstanding	Check	-2,522.50
01/25/2024		<a href="#">12272</a>	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-7,234.00
01/25/2024		<a href="#">12273</a>	HMS INDUSTRIES	Accounts Payable	Outstanding	Check	-1,232.41
01/25/2024		<a href="#">12274</a>	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-3,432.44
01/25/2024		<a href="#">12275</a>	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-124,120.95
01/25/2024		<a href="#">12276</a>	OC KEYS LLC	Accounts Payable	Outstanding	Check	-175.54
01/25/2024		<a href="#">12277</a>	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-3,905.00
01/25/2024		<a href="#">12278</a>	ORKIN, INC.	Accounts Payable	Outstanding	Check	-518.99
01/25/2024		<a href="#">12279</a>	PSOMAS	Accounts Payable	Outstanding	Check	-840.00
01/25/2024		<a href="#">12280</a>	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
01/25/2024		<a href="#">12281</a>	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-3,017.50
01/25/2024		<a href="#">12282</a>	SOTO RESOURCES	Accounts Payable	Outstanding	Check	-1,552.50
01/25/2024		<a href="#">12283</a>	URBAN WATER INSTITUTE, INC.	Accounts Payable	Outstanding	Check	-3,000.00
01/25/2024		<a href="#">12284</a>	VAUGHAN'S INDUSTRIAL REPAIR COMPANY, INC.	Accounts Payable	Outstanding	Check	-45,846.01
01/25/2024		<a href="#">12285</a>	VWR	Accounts Payable	Outstanding	Check	-552.11
01/25/2024		<a href="#">12286</a>	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
<b>EFT</b>							
01/11/2024		<a href="#">471</a>	ACWA JPIA - LIFE	Accounts Payable	Outstanding	EFT	-485.74
01/11/2024		<a href="#">472</a>	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-3,456.00
01/11/2024		<a href="#">473</a>	IRVINE PIPE SUPPLY	Accounts Payable	Outstanding	EFT	-357.04
01/11/2024		<a href="#">474</a>	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-37.50
01/11/2024		<a href="#">475</a>	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-137.58
01/26/2024		<a href="#">476</a>	ACWA JPIA - WC, PROP., & LIAB	Accounts Payable	Outstanding	EFT	-11,219.20
01/26/2024		<a href="#">477</a>	AMAZON	Accounts Payable	Outstanding	EFT	-519.44
01/26/2024		<a href="#">478</a>	EVANS-HYDRO, INC.	Accounts Payable	Outstanding	EFT	-15,017.19
01/26/2024		<a href="#">479</a>	HERC RENTALS	Accounts Payable	Outstanding	EFT	-3,737.55
01/26/2024		<a href="#">480</a>	IRVINE PIPE SUPPLY	Accounts Payable	Outstanding	EFT	-70.17
01/26/2024		<a href="#">481</a>	MWDOC	Accounts Payable	Outstanding	EFT	-20,817.09
01/26/2024		<a href="#">482</a>	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-6,318.80
01/26/2024		<a href="#">483</a>	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-36.00
01/26/2024		<a href="#">484</a>	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-6,855.00
01/26/2024		<a href="#">485</a>	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-367.94
01/26/2024		<a href="#">486</a>	XYLEM	Accounts Payable	Outstanding	EFT	-2,754.12
<b>EFT Total: (16)</b>							<b>-72,186.36</b>
<b>Accounts Payable Total: (90)</b>							<b>-979,729.56</b>

**Accounts Receivable**

<b>Deposit</b>							
01/04/2024		<a href="#">DEP0023188</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	180.53
01/04/2024		<a href="#">DEP0023188</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	82,973.28
01/04/2024		<a href="#">DEP0023188</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	1,289.56
01/04/2024		<a href="#">DEP0023188</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	16,133.70
01/04/2024		<a href="#">DEP0023188</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	16,133.69
01/04/2024		<a href="#">DEP0023188</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	928.48
01/04/2024		<a href="#">DEP0023188</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	115,240.67
01/04/2024		<a href="#">DEP0023188</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	180.54
01/05/2024		<a href="#">DEP0023163</a>	County of Orange Invoice #AR-A00253 1/5/2024	Accounts Receivable	Outstanding	Deposit	360.00
01/05/2024		<a href="#">DEP0023163</a>	County of Orange Invoice #AR-A00253 1/5/2024	Accounts Receivable	Outstanding	Deposit	150.00
01/05/2024		<a href="#">DEP0023163</a>	County of Orange Invoice #AR-A00253 1/5/2024	Accounts Receivable	Outstanding	Deposit	3,760.00
01/08/2024		<a href="#">DEP0023179</a>	City of San Clemente Invoice #AR-A00256 1/8/24	Accounts Receivable	Outstanding	Deposit	37,646.14
01/08/2024		<a href="#">DEP0023179</a>	City of San Clemente Invoice #AR-A00256 1/8/24	Accounts Receivable	Outstanding	Deposit	9,429.98
01/08/2024		<a href="#">DEP0023182</a>	City of San Clemente Invoice #AR-A00257 1/8/24	Accounts Receivable	Outstanding	Deposit	102,614.12
01/08/2024		<a href="#">DEP0023182</a>	City of San Clemente Invoice #AR-A00257 1/8/24	Accounts Receivable	Outstanding	Deposit	51,473.10
01/09/2024		<a href="#">DEP0023224</a>	apply fees	Accounts Receivable	Outstanding	Deposit	-68.81
01/09/2024		<a href="#">DEP0023224</a>	apply fees	Accounts Receivable	Outstanding	Deposit	5.04
01/09/2024		<a href="#">DEP0023224</a>	apply fees	Accounts Receivable	Outstanding	Deposit	1.09
01/09/2024		<a href="#">DEP0023224</a>	apply fees	Accounts Receivable	Outstanding	Deposit	-9.63
01/09/2024		<a href="#">DEP0023224</a>	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		<a href="#">DEP0023224</a>	apply fees	Accounts Receivable	Outstanding	Deposit	31.42
01/09/2024		<a href="#">DEP0023224</a>	apply fees	Accounts Receivable	Outstanding	Deposit	0.15
01/09/2024		<a href="#">DEP0023224</a>	apply fees	Accounts Receivable	Outstanding	Deposit	4.40
01/09/2024		<a href="#">DEP0023224</a>	apply fees	Accounts Receivable	Outstanding	Deposit	22.62
01/09/2024		<a href="#">DEP0023224</a>	apply fees	Accounts Receivable	Outstanding	Deposit	0.78
01/09/2024		<a href="#">DEP0023224</a>	apply fees	Accounts Receivable	Outstanding	Deposit	0.16
01/09/2024		<a href="#">DEP0023224</a>	apply fees	Accounts Receivable	Outstanding	Deposit	0.04
01/09/2024		<a href="#">DEP0023224</a>	apply fees	Accounts Receivable	Outstanding	Deposit	0.30
01/09/2024		<a href="#">DEP0023224</a>	apply fees	Accounts Receivable	Outstanding	Deposit	0.22
01/09/2024		<a href="#">DEP0023224</a>	apply fees	Accounts Receivable	Outstanding	Deposit	36.00
01/09/2024		<a href="#">DEP0023224</a>	apply fees	Accounts Receivable	Outstanding	Deposit	-49.54
01/09/2024		<a href="#">DEP0023224</a>	apply fees	Accounts Receivable	Outstanding	Deposit	0.04
01/09/2024		<a href="#">DEP0023224</a>	apply fees	Accounts Receivable	Outstanding	Deposit	-9.62
01/09/2024		<a href="#">DEP0023224</a>	apply fees	Accounts Receivable	Outstanding	Deposit	5.03
01/09/2024		<a href="#">DEP0023224</a>	apply fees	Accounts Receivable	Outstanding	Deposit	4.39
01/10/2024		<a href="#">DEP0023236</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	-15.80
01/10/2024		<a href="#">DEP0023236</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	2.18
01/10/2024		<a href="#">DEP0023236</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.20
01/10/2024		<a href="#">DEP0023236</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	11.23
01/10/2024		<a href="#">DEP0023236</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	15.60
01/10/2024		<a href="#">DEP0023236</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.14
01/10/2024		<a href="#">DEP0023236</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	-11.37
01/10/2024		<a href="#">DEP0023236</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	-2.21
01/10/2024		<a href="#">DEP0023236</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.03
01/10/2024		<a href="#">DEP0023236</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	2.18
01/10/2024		<a href="#">DEP0023236</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	-2.21
01/10/2024		<a href="#">DEP0023236</a>	Apply admin fees	Accounts Receivable	Outstanding	Deposit	0.03
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	16.57
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	9,023.79
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	10,339.44
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	312.74
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	12,533.05
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	1,754.63
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	60.80
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	117.90
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	698.63
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	85.21
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	2,010.45
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	14,360.34
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	2,010.46
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	434.35
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	1,754.63
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	4,990.21

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Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	16.57
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	60.81
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	698.62
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	118.36
01/11/2024		<a href="#">DEP0023227</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	3,592.95
01/11/2024		<a href="#">DEP0023232</a>	Apply credits	Accounts Receivable	Outstanding	Deposit	-4,500.00
01/11/2024		<a href="#">DEP0023232</a>	Apply credits	Accounts Receivable	Outstanding	Deposit	-2,477.83
01/11/2024		<a href="#">DEP0023232</a>	Apply credits	Accounts Receivable	Outstanding	Deposit	2,195.66
01/11/2024		<a href="#">DEP0023232</a>	Apply credits	Accounts Receivable	Outstanding	Deposit	282.17
01/11/2024		<a href="#">DEP0023232</a>	Apply credits	Accounts Receivable	Outstanding	Deposit	4,500.00
01/12/2024		<a href="#">DEP0023239</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	871.23
01/12/2024		<a href="#">DEP0023239</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	57.76
01/12/2024		<a href="#">DEP0023239</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	871.23
01/12/2024		<a href="#">DEP0023239</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	80.21
01/12/2024		<a href="#">DEP0023239</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	11.22
01/12/2024		<a href="#">DEP0023239</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	4,480.58
01/12/2024		<a href="#">DEP0023239</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	6,223.03
01/12/2024		<a href="#">DEP0023239</a>	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	11.23
01/16/2024		<a href="#">DEP0023271</a>	Invoice #AR-A00270 SOCWA 1/16/2024	Accounts Receivable	Outstanding	Deposit	26,668.71
01/16/2024		<a href="#">DEP0023274</a>	Invoice# AR-A00255 SMWD 1/16/2024	Accounts Receivable	Outstanding	Deposit	941.06
01/16/2024		<a href="#">DEP0023277</a>	T-Mobile Lease 1/16/2024	Accounts Receivable	Outstanding	Deposit	2,329.39
01/16/2024		<a href="#">DEP0023277</a>	T-Mobile Lease 1/16/2024	Accounts Receivable	Outstanding	Deposit	222.78
01/19/2024		<a href="#">DEP0023326</a>	James Montero Work Boots 1/19/2024	Accounts Receivable	Outstanding	Deposit	0.29
01/19/2024		<a href="#">DEP0023326</a>	James Montero Work Boots 1/19/2024	Accounts Receivable	Outstanding	Deposit	0.29
01/19/2024		<a href="#">DEP0023326</a>	James Montero Work Boots 1/19/2024	Accounts Receivable	Outstanding	Deposit	8.25
01/19/2024		<a href="#">DEP0023326</a>	James Montero Work Boots 1/19/2024	Accounts Receivable	Outstanding	Deposit	2.94
01/26/2024		<a href="#">DEP0023409</a>	Rebate CY23	Accounts Receivable	Outstanding	Deposit	35.19
01/26/2024		<a href="#">DEP0023409</a>	Rebate CY23	Accounts Receivable	Outstanding	Deposit	351.90
01/26/2024		<a href="#">DEP0023409</a>	Rebate CY23	Accounts Receivable	Outstanding	Deposit	985.30
01/26/2024		<a href="#">DEP0023409</a>	Rebate CY23	Accounts Receivable	Outstanding	Deposit	35.19
01/31/2024		<a href="#">DEP0023424</a>	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		<a href="#">11825</a>	Reverse Refund Check ASHLEY KENNEFICK	Utility Billing	Outstanding	Check Reversal	50.00
01/10/2024		<a href="#">11827</a>	Reverse Refund Check CRAIG CAMPBELL	Utility Billing	Outstanding	Check Reversal	69.98
<b>Check Reversal Total: (2)</b>							<b>119.98</b>

**Deposit**

01/02/2024		<a href="#">DEP0023114</a>	Utility Payment Packet UBPKT10197	Utility Billing	Outstanding	Deposit	2,495.00
01/02/2024		<a href="#">DEP0023117</a>	Utility Payment Packet UBPKT10198	Utility Billing	Outstanding	Deposit	4,998.32
01/02/2024		<a href="#">DEP0023120</a>	Utility Payment Packet UBPKT10199	Utility Billing	Outstanding	Deposit	6,427.77

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**Issued Date Range: -**

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

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

**Summary**

Bank Account	Count	Amount
<a href="#">030866939 Bank of the West Checking</a>	269	586,188.22
<b>Report Total:</b>	<b>269</b>	<b>586,188.22</b>

Cash Account	Count	Amount
<a href="#">99 99-000-1004 BMO Checking (Pooled Cash)</a>	269	586,188.22
<b>Report Total:</b>	<b>269</b>	<b>586,188.22</b>

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
<b>Report Total:</b>	<b>269</b>	<b>586,188.22</b>



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

By

Date

2/8/24

Net Pay	<b>Checks</b>					.00
	<b>Direct Deposits</b>					77,459.52
	Subtotal Net Pay					77,459.52
	<b>Adjustments</b>					.00
	Total Net Pay Liability (Net Cash)					77,459.52

Taxes	Agency	Rate	You are responsible for		Amount debited	
			EE withheld	ER contrib.	EE withheld	ER contrib.
			Depositing these amounts		from your account	
	<b>Federal Income Tax</b>					17,352.18
	<b>Earned Income Credit Advances</b>					
	<b>Social Security</b>					7,798.66
						7,798.68
	<b>Medicare</b>					1,823.89
	<b>Medicare Surtax</b>					1,823.89
	<b>Federal Unemployment Tax</b>					
	Subtotal Federal		26,974.73		9,622.57	36,597.30
	<b>FMLA-PSL Payments Credit</b>					
	<b>FMLA-PSL ER FICA Credit</b>					
	<b>FMLA-PSL Health Care Premium Credit</b>					
	<b>Employee Retention Qualified Payments Cre</b>					
	<b>Employee Retention Qualified Health Care</b>					
	<b>Cobra Premium Assistance Payments</b>					
	Total Federal		26,974.73		9,622.57	36,597.30
State	<b>CA State Income Tax</b>					7,426.35
	<b>CA State Unemployment Insurance-ER 3000</b>					470.88
	<b>CA State Disability Insurance-EE</b>					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					45,876.76
	Tran/ABA XXXXXXXXX					<b>Excludes Taxes That Are Your Responsibility</b>

Other	<b>ADP Direct Deposit</b>					77,459.52	<b>24 Employee Transactions</b>
	Transfers Amount ADP Debited From AccountXXXX6939					77,459.52	
	Tran/ABA XXXXXXXXX						
	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	<b>Checks</b>		<b>339.68</b>		
	<b>Direct Deposits</b>		<b>75,441.35</b>		
	Subtotal Net Pay				75,781.03
	<b>Adjustments</b>		<b>.00</b>		
	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.
	<b>Federal Income Tax</b>				<b>15,233.30</b>	
	<b>Earned Income Credit Advances</b>					
	<b>Social Security</b>				<b>7,471.69</b>	<b>7,471.66</b>
	<b>Medicare</b>				<b>1,747.39</b>	<b>1,747.41</b>
	<b>Medicare Surtax</b>					
	<b>Federal Unemployment Tax</b>					
	Subtotal Federal		24,452.38	9,219.07		33,671.45
	<b>FMLA-PSL Payments Credit</b>					
	<b>FMLA-PSL ER FICA Credit</b>					
	<b>FMLA-PSL Health Care Premium Credit</b>					
	<b>Employee Retention Qualified Payments Cre</b>					
	<b>Employee Retention Qualified Health Care</b>					
	<b>Cobra Premium Assistance Payments</b>					
	Total Federal		24,452.38	9,219.07		33,671.45
State	<b>CA State Income Tax</b>				<b>6,539.49</b>	
	<b>CA State Unemployment Insurance-ER 3000</b>					<b>165.01</b>
	<b>CA State Disability Insurance-EE</b>				<b>1,291.15</b>	
	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					41,667.10
	Tran/ABA XXXXXXXXXX					<b>Excludes Taxes That Are Your Responsibility</b>

Other	<b>ADP Direct Deposit</b>		<b>75,441.35</b>			<b>28 Employee Transactions</b>
Transfers	<b>ADP Check</b>		<b>339.68</b>			
	Amount ADP Debited From AccountXXXX6939					75,781.03
	Tran/ABA XXXXXXXXXX					
	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** **Week 05**  
Pay Date : **02/05/2024**  
Current Date : **02/01/2024** 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 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 26<sup>th</sup>.
- Municipal Water District of Orange County (MWDOC) – Mr. Paludi reported that the MWDOC Water Policy Forum & Dinner is scheduled for January 31<sup>st</sup>, 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**

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**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**

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**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**

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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**

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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

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### **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**

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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**

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***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
<b>DISTRICT MEETINGS</b>					
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
<b>REPRESENTATIVE MEETINGS</b>					
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				
<b>NUMBER OF MEETINGS ATTENDED</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>8</b>	<b>7</b>
<b>PER DIEMS (\$125 per each meeting*)</b>	<b>\$625.00</b>	<b>\$625.00</b>	<b>\$750.00</b>	<b>\$1,000.00</b>	<b>\$875.00</b>
<b>DIRECT REIMBURSABLE EXPENSES</b>					
<b>DIRECT REIMBURSABLE EXPENSES TOTALS</b>					
<b>INDIRECT REIMBURSABLE EXPENSES</b>					
<b>INDIRECT REIMBURSABLE EXPENSES TOTALS</b>					
<b>TOTAL (PER DIEMS + DIRECT REIMBURSABLE EXPENSES)</b>	<b>\$625.00</b>	<b>\$625.00</b>	<b>\$750.00</b>	<b>\$1,000.00</b>	<b>\$875.00</b>
<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
<b>DISTRICT PUBLIC MEETINGS</b>													
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	-	-	-	-	-	-	-	-	-	-	-	-
<b>PUBLIC MEETINGS</b>													
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
<b>CONFERENCES</b>													
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**

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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**

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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**

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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 <sup>nd</sup> 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.

<b>Data Item</b>	<b>Anticipated Delivery</b>	<b>Responsible Party</b>
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  
Inland Empire Utilities Agency  
Ironhouse Sanitary District  
Jacoby Creek School District  
Jefferson School District  
Jefferson Union High School District  
John Swett Unified School District  
Julian Union High School District  
Junction Elementary School District  
Jurupa Unified School District  
Kaweah Delta Water Conservation District  
Kentfield Elementary School District  
Kerman Unified School District  
Kern Community College District  
Kern Council of Governments  
Kern County Law Library  
Kern County Office of Education  
Kernville Union School District  
Kings Canyon Joint Unified School District  
Kings County Office of Education  
Kings River Union Elementary School District  
Kings River-Hardwick Union School District  
Kingsburg Elementary Charter School District  
Kit Carson Union Elementary School District  
Knights Ferry Elementary School District  
Knightsen Elementary School District  
La Habra City School District  
La Puente Valley County Water District  
Lafayette School District  
Laguna Beach County Water District  
Laguna Beach Unified School District  
Lake Elsinore Unified School District  
Lake Hemet Municipal Water District  
Lake Tahoe Community College District  
Lakeside Fire Protection District  
Lakeside Union Elementary School District  
Lamont Elementary School District  
Lancaster School District  
Larkspur-Corte Madera School District  
Las Lomas School District  
Las Virgenes Unified School District  
Lassen County Office of Education  
Lassen Municipal Utility District  
Lassen Union High School District  
Laton Unified School District  
Lawndale Elementary School District  
Le Grand Union Elementary School District  
Lemon Grove School District  
Lemoore Union Elementary School District  
Lemoore Union High School District  
Lewiston Elementary School District  
Liberty Union High School District  
Lindsay Unified School District  
Littlerock Creek Irrigation District  
Live Oak School District  
Live Oak Unified School District  
Livermore Valley Joint Unified School District  
Livingston Union School District  
Local Agency Formation Commission for the County of  
    Los Angeles  
Lodi Unified School District  
Loleta Union Elementary School District  
Long Beach City College  
Loomis Union School District  
Los Alamitos Unified School District  
Los Angeles County Law Library  
Los Angeles County West Vector & Vector-Borne  
    Disease Control District  
Los Gatos-Saratoga Joint Union High School District  
Lost Hills Union Elementary School District  
Lower Tule River Irrigation District  
Lucia Mar Unified School District  
Luther Burbank Elementary School District  
Magnolia School District  
Mammoth Unified School District  
Manzanita Elementary School District  
March Joint Powers Authority  
Marin Community College District  
Marin County Office of Education  
Mark West Union School District  
Martinez Unified School District  
Marysville Joint Unified School District  
McCabe Union Elementary School District  
McFarland Unified School District  
McKinleyville Union School District  
Meadows Union Elementary School District  
Meeks Bay Fire Protection District  
Mendocino-Lake Community College  
Menlo Park City School District  
Merced Community College District  
Merced County Office of Education  
Merced Irrigation District  
Merced Union High School District  
Mid-Placer Public Schools Transportation Agency  
Mill Valley Elementary School District  
Millbrae School District  
Mission Valley ROP  
Modesto City Schools  
Modoc Joint Unified School District  
Mojave Unified School District  
Mono County Office of Education  
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
Nuvview 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  
 Reclamation District No. 900  
 Red Bluff Joint Union High School District  
 Redlands Unified School District  
 Reed Union School District  
 Reef-Sunset Unified School District  
 Rescue Fire Protection District  
 Richgrove Elementary School District  
 Rim of the World Unified School District  
 Rincon Valley Union School District  
 Rio Bravo-Greeley Union Elementary School District  
 Rio Dell Elementary School District  
 Rio Hondo Community College District  
 Riverbank Unified School District  
 Riverdale Joint Unified School District  
 Riverside Transit Agency  
 Robla School District  
 Rocklin Unified School District  
 Rodeo-Hercules Fire Protection District  
 Rosedale Union School District  
 Roseland Elementary School District  
 Roseville City School District  
 Ross School District  
 Ross Valley Elementary School District  
 Rowland Unified School District  
 Rubidoux Community Services District  
 Sacramento Public Library Authority  
 Saddleback Valley Unified School District  
 Salinas City Elementary School District  
 Salinas Union High School District  
 San Bernardino City Unified School District  
 San Bernardino Community College District  
 San Bernardino County Superintendent of Schools  
 San Bruno Park School District  
 San Carlos School District  
 San Diego County Office of Education  
 San Francisco Community College District  
 San Francisco Unified School District  
 San Gabriel Unified School District  
 San Jacinto Unified School District  
 San Joaquin County Office of Education  
 San Joaquin Delta Community College District  
 San Juan Water District  
 San Lorenzo Unified School District  
 San Luis Coastal Unified School District  
 San Luis Obispo County Office of Education  
 San Marcos Unified School District  
 San Mateo County Community College District  
 San Mateo County Office of Education  
 San Mateo County Schools Insurance Group  
 San Mateo Union High School District  
 San Miguel Consolidated Fire Protection District  
 San Ramon Valley Unified School District  
 Santa Ana Unified School District  
 Santa Barbara Community College District  
 Santa Barbara County Association of Governments  
 Santa Barbara County Education Office  
 Santa Barbara San Luis Obispo Regional Health  
 Authority (CenCal)  
 Santa Clarita Community College District  
 Santa Cruz County Office of Education  
 Santa Maria Joint Union High School District  
 Santa Maria Public Airport District  
 Santa Monica Community College District  
 Santa Paula City Housing Authority  
 Santa Rita Union School District  
 Santa Ynez River Water Conservation District  
 Saucelito Irrigation District  
 Savanna Elementary School District  
 Scotia Union Elementary School District  
 Scotts Valley Fire Protection District  
 Scotts Valley Water District  
 Seeley Union Elementary School District  
 Selma Kingsburg Fowler County Sanitation District  
 Sequoia Union High School District  
 Serrano Water District  
 Shasta County Office of Education  
 Shasta Regional Transportation Agency  
 Shasta Tehama Trinity Joint Community College District  
 Shasta Union High School District  
 Shasta-Trinity ROP JPA  
 Sierra Lakes County Water District  
 Sierra Sands Unified School District  
 Sierra Unified School District  
 Silicon Valley Clean Water  
 Silver Valley Unified School District  
 Siskiyou County Office of Education  
 Siskiyou Union High School District  
 Solano County Community College District  
 Solano County Office of Education  
 Soledad Unified School District  
 Sonoma Valley Unified School District  
 South Bay Union School District  
 South Bay Union School District  
 South County Support Services Agency  
 South Feather Water and Power Agency  
 South Fork Union School District  
 South Monterey County Joint Union High School District  
 South Pasadena Unified School District  
 South San Francisco Unified School District  
 South San Luis Obispo County Sanitation District  
 Southern California Association of Governments

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.

"CUSTOMER"  
TRABUCO CANYON WATER DISTRICT

Signed: 

Signed: \_\_\_\_\_

By: Geoffrey L. Kischuk

By: \_\_\_\_\_

Title: President

Title: \_\_\_\_\_

Date: November 27, 2023

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:

<b>Golf Club SLS CM Proposers</b>
MKN
NV5
Dudek
MCM Consulting

**FUNDING SOURCE:**

Capital Improvement Program

**FISCAL IMPACT (PROJECT BUDGET)**

<b>YEAR</b>	<b>ORIGINAL</b>	<b>FINAL/ PROJECTED</b>	<b>STATUS</b>
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
	<b>\$3,090,000</b>	<b>\$3,209,291</b>	<b>TOTAL</b>

**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
<b>Project Understanding and Level of Effort</b> Project Approach, Understanding of the Scope of Work & Level of Effort on the Proposal	50%	4	3	4	3
<b>Proposed Team Qualification</b> Team Expertise & Experience (Qualifications, Registrations, Licenses), including subconsultants	20%	4	4	5	4
<b>Company Qualification</b> Firms Experience on Similar Projects, Local Staffing	15%	4	4	4	4
<b>Project Management and QA/QC</b>	15%	4	4	4	4
<b>Total Weighted Score:</b>	100%	<b>4.0</b>	<b>3.5</b>	<b>4.2</b>	<b>3.5</b>
<b>Subconsultants</b>		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
<b>Labor *</b>		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
<b>Total:</b>		<b>2024</b>	<b>1104</b>	<b>1360</b>	<b>2280</b>
<b>Budget</b>		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
<b>Total:</b>		<b>\$ 344,342.00</b>	<b>\$ 235,808.00</b>	<b>\$ 246,770.00</b>	<b>\$ 435,360.00</b>
<b>\$/Manhour</b>		<b>\$ 170.13</b>	<b>\$ 213.59</b>	<b>\$ 181.45</b>	<b>\$ 190.95</b>
* Labor hours do not include subconsultants					
<b>CM Cost as a Percentage of Construction Cost</b>		<b>18.13%</b>	<b>12.48%</b>	<b>13.06%</b>	<b>23.05%</b>

**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**

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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](mailto: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.

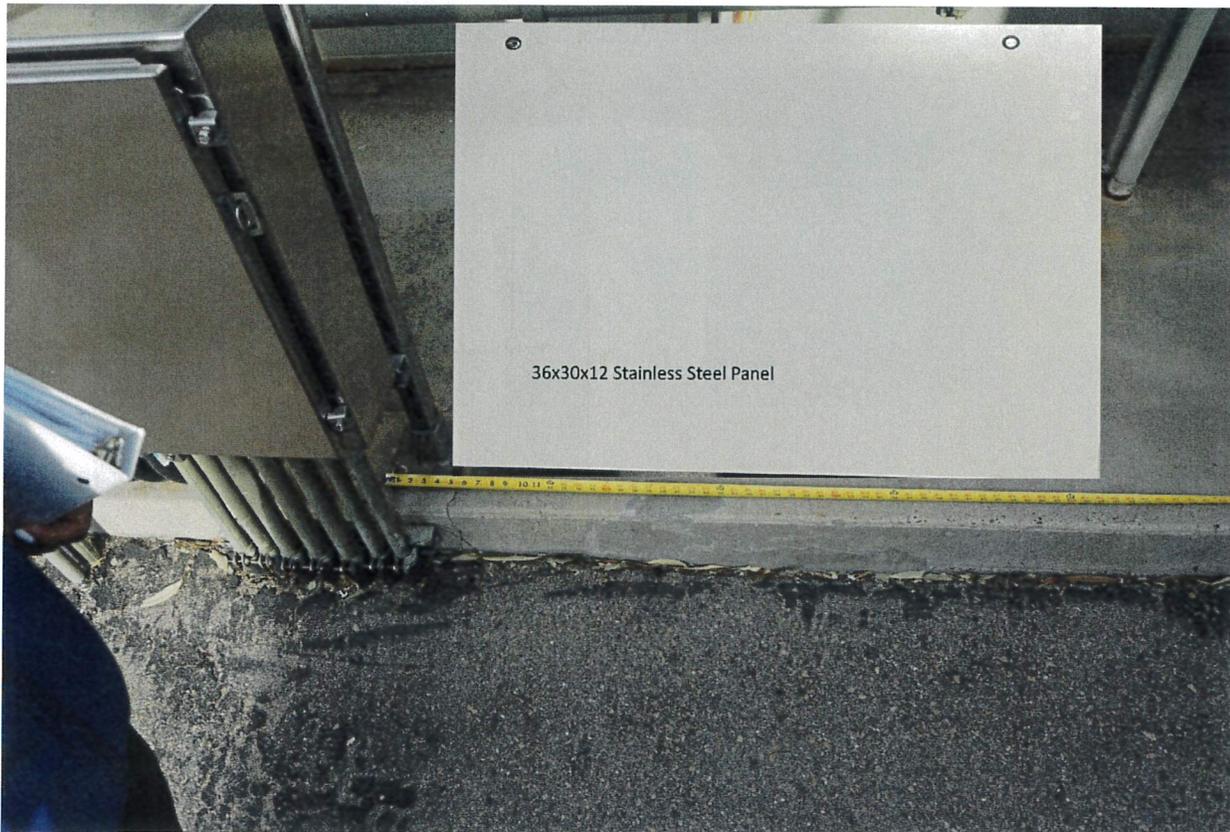
## Project Scope

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.



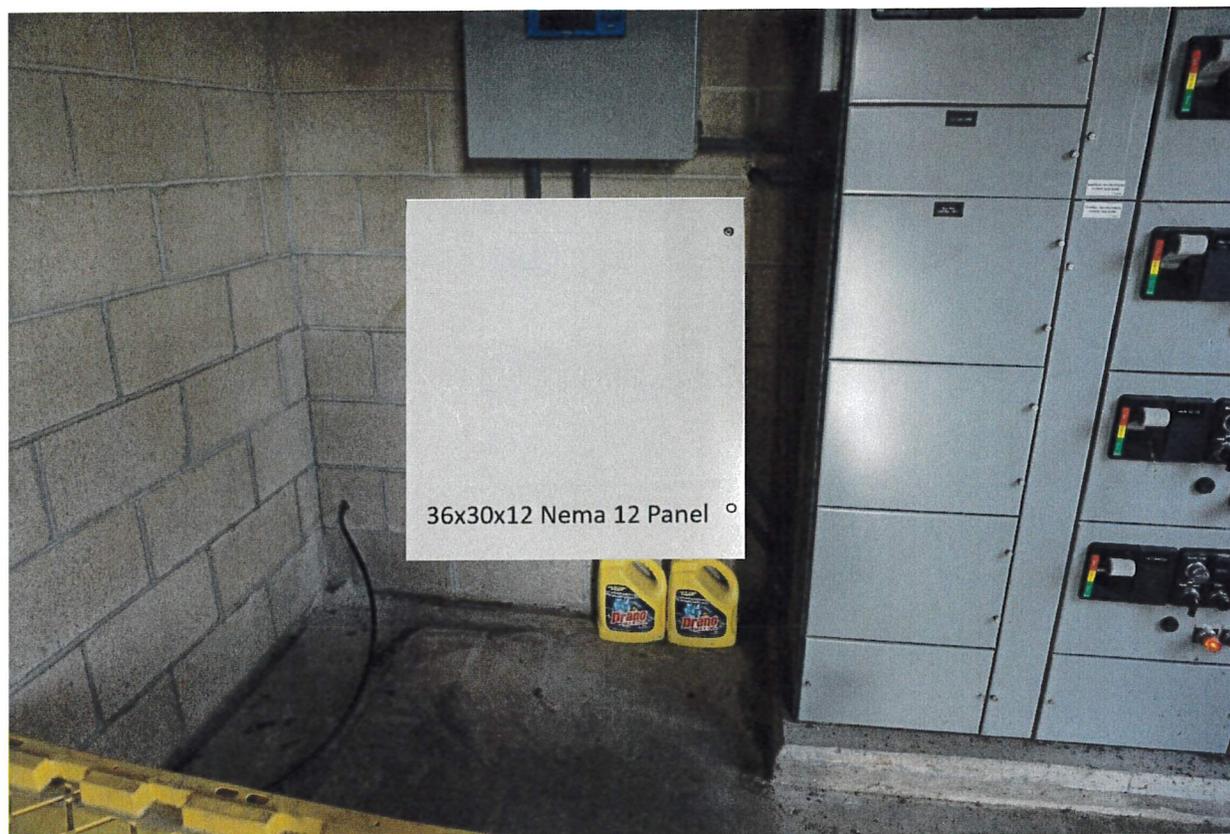
Do we need the new 36" x 30" x 12" Stainless Steel Panel?  
Can we use the existing panel?

### Filter Area



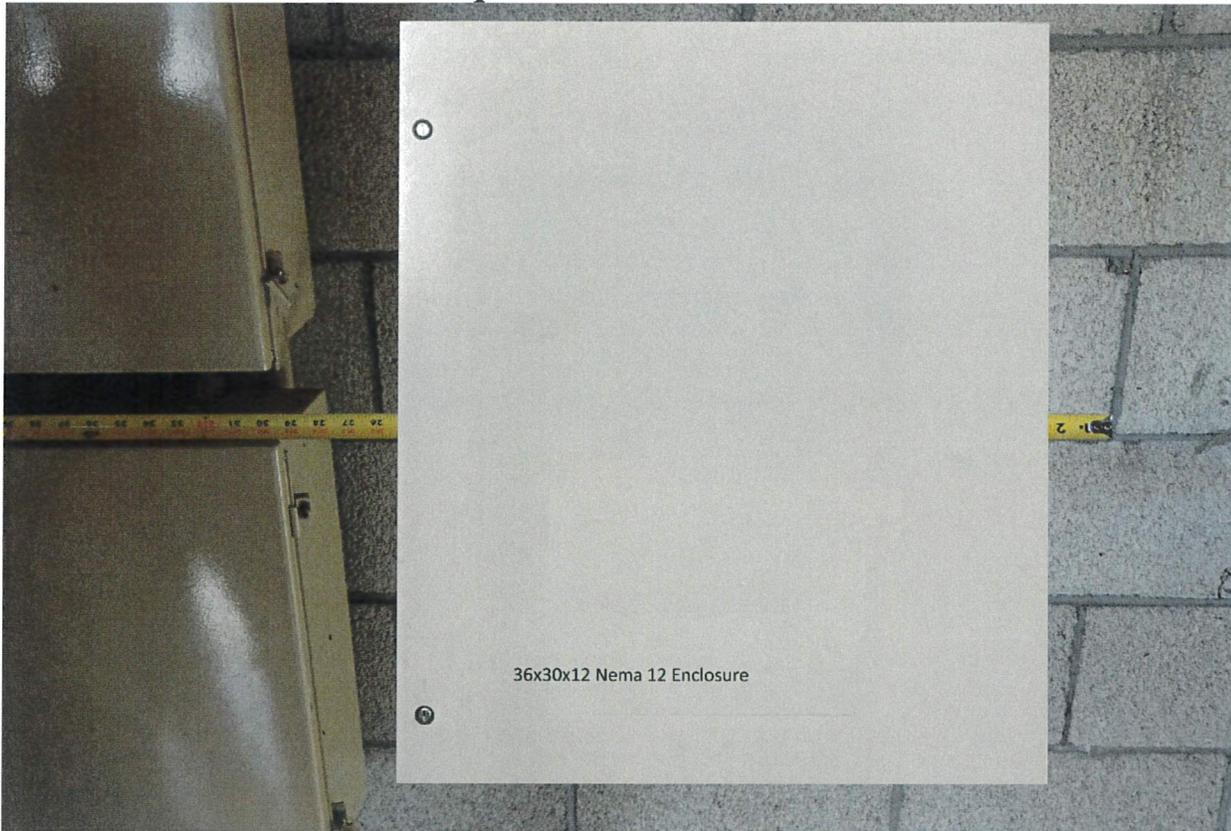
At the filter stop we are providing a new NEMA 4X stainless steel, insulated 30x36x12 enclosure. The enclosure will include a fiber patch panel for 12 fibers (6 in and 6 out). We will be supplying an Ethernet fiber ring switch. The switch will be supplied with a DC UPS with a minimum runtime of 30 minutes. 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 Rugged 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



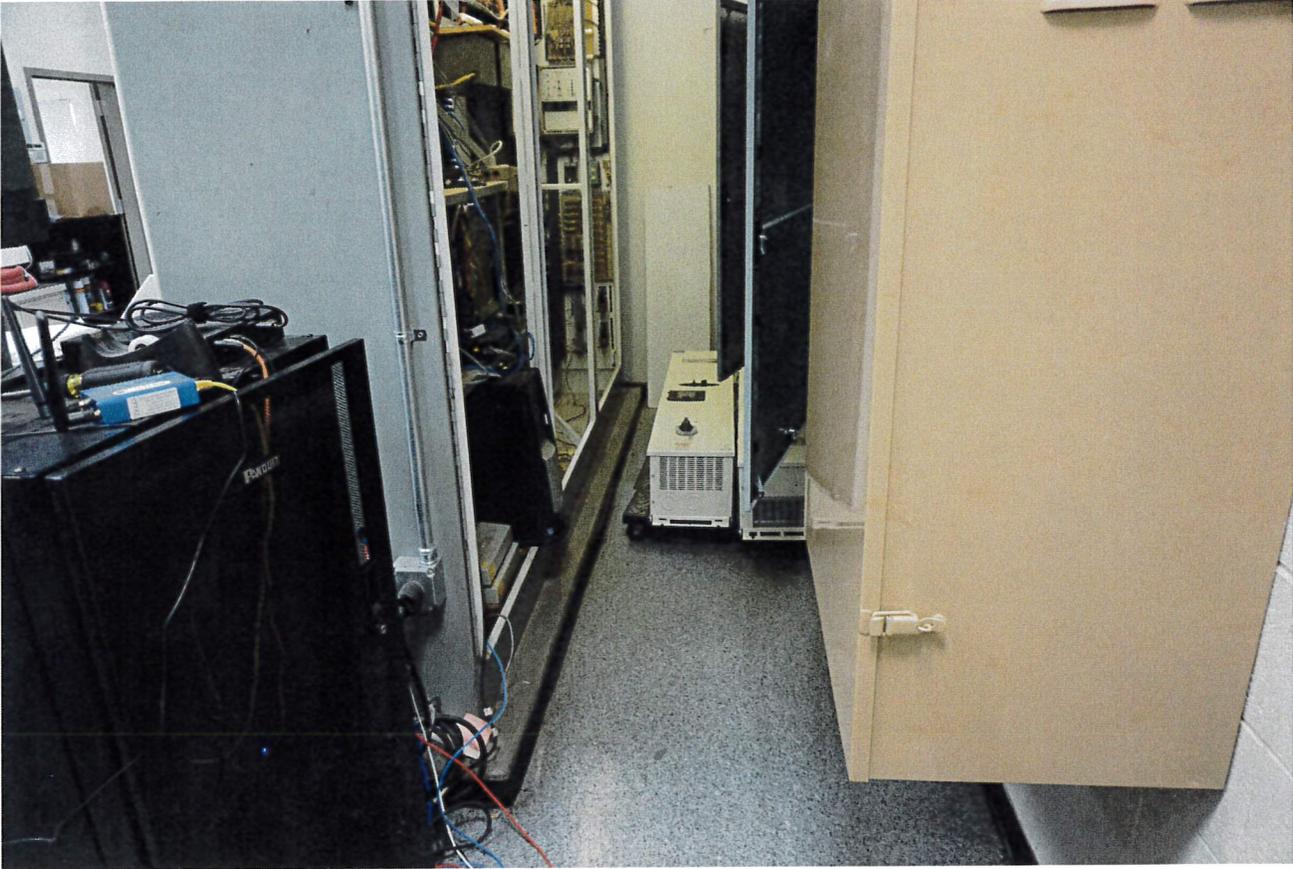
At the belt press building we are providing a new NEMA 4X Stainless Steel (Not Nema 12 shown), insulated 30x36x12 enclosure. The enclosure will include a fiber patch panel for 12 fibers (6 in and 6 out). We will be supplying an Ethernet fiber ring switch. The switch will be supplied with a DC UPS with 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 / Rigid 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	<u>\$ 19,955.03</u>
14. Add back the Chlorination PLC and Installation.	<u>Project Total</u>

~~\$277,439.35~~

### SCHEDULE

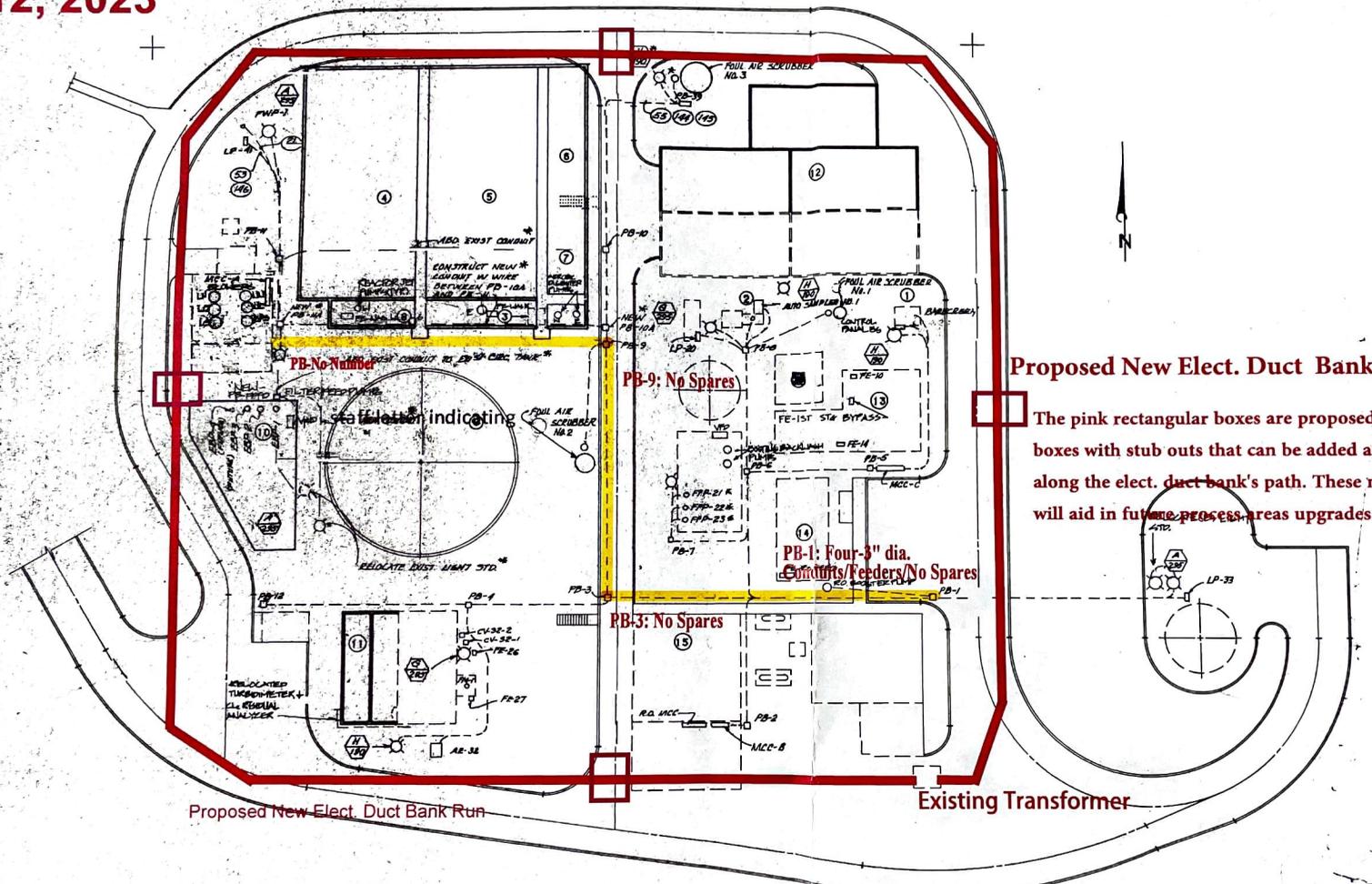
\$277,259.35

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 M (AD-M)
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 HOODS
13	2ND STAGE FILTRATION HOODS
14	DEMINERALIZATION HOODS

**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"

<p>PRIVATE ENGINEERING NOTE</p> <p>DESIGNED: R.E.L.</p> <p>DRAWN: R.F.C./J.R.V.</p> <p>CHECKED: S.M.S.</p>	<p>DESIGNED: R.E.L.</p>	<p>REVISIONS</p>	<p>APPROVED: <i>[Signature]</i></p> <p>PROJECT ENGINEER: <i>[Signature]</i></p> <p>RECOMMENDED:</p>	<p>DATE: 12/12/23</p> <p>DATE: 12/12/23</p> <p>DATE: 12/12/23</p>	<p><b>NEE/LOWRY</b></p> <p>ENGINEERS &amp; PLANNERS</p> <p>1748 SHIPMAN BLVD., SUITE 100</p> <p>IRVINE, CALIFORNIA 92714</p> <p>(714) 261-7088</p>	<p>SANTA ANA MOUNTAIN COUNTY WATER REPLY</p> <p><b>TERRACUO WASTEWATER TREATMENT FACILITY EXPANSION</b></p>	<p>DRAWER NUMBER: <b>E2</b></p> <p>SHEET 00 OF 01</p> <p>SCALE: AS NOTED</p> <p>DATE: MAY 2023</p>
	<p><b>SITE PLAN</b></p>						
	<p>DATE: 12/12/23</p>						
	<p>SCALE: AS NOTED</p>						

**TRABUCO CANYON WATER DISTRICT  
CAPITAL IMPROVEMENT PLAN BUDGET  
FY 2023/2024**

Item	Name	Status	Project Basis	Amount
<b>WATER PROJECTS</b>				
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
<b>Sub-Total</b>				<b>\$735,000</b>
<b>SEWER PROJECTS</b>				
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
<b>Sub-Total</b>				<b>\$2,747,000</b>
<b>NON-DOMESTIC WATER PROJECTS</b>				
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
<b>Sub-Total</b>				<b>\$300,000</b>
<b>SHARED PROJECTS</b>				
14	SCADA System Upgrades FY 23-24	In Construction	Reliability/End of Service Life	\$400,000
<b>Sub-Total</b>				<b>\$400,000</b>
<b>EQUIPMENT</b>				
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
<b>Sub-Total</b>				<b>\$230,000</b>
<b>PROGRAM</b>				
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
<b>Sub-Total</b>				<b>\$100,000</b>
<b>Total</b>				<b>\$4,512,000</b>

**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**

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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, 5<sup>th</sup> 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.

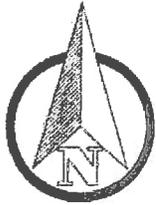
APPROVED  
Kevin Hills, County Surveyor, L.S. 6617

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

Date: 7/26/2023



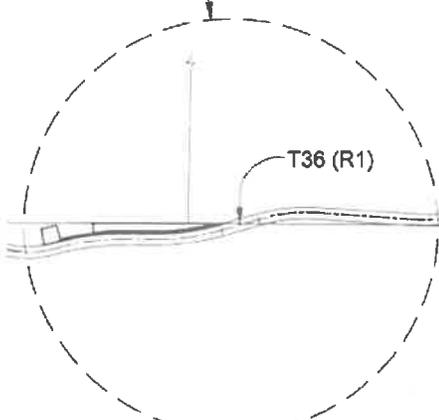
**SKETCH TO ACCOMPANY LEGAL DESCRIPTION IN  
UNINCORPORATED TERRITORY, COUNTY OF ORANGE, STATE OF CALIFORNIA**



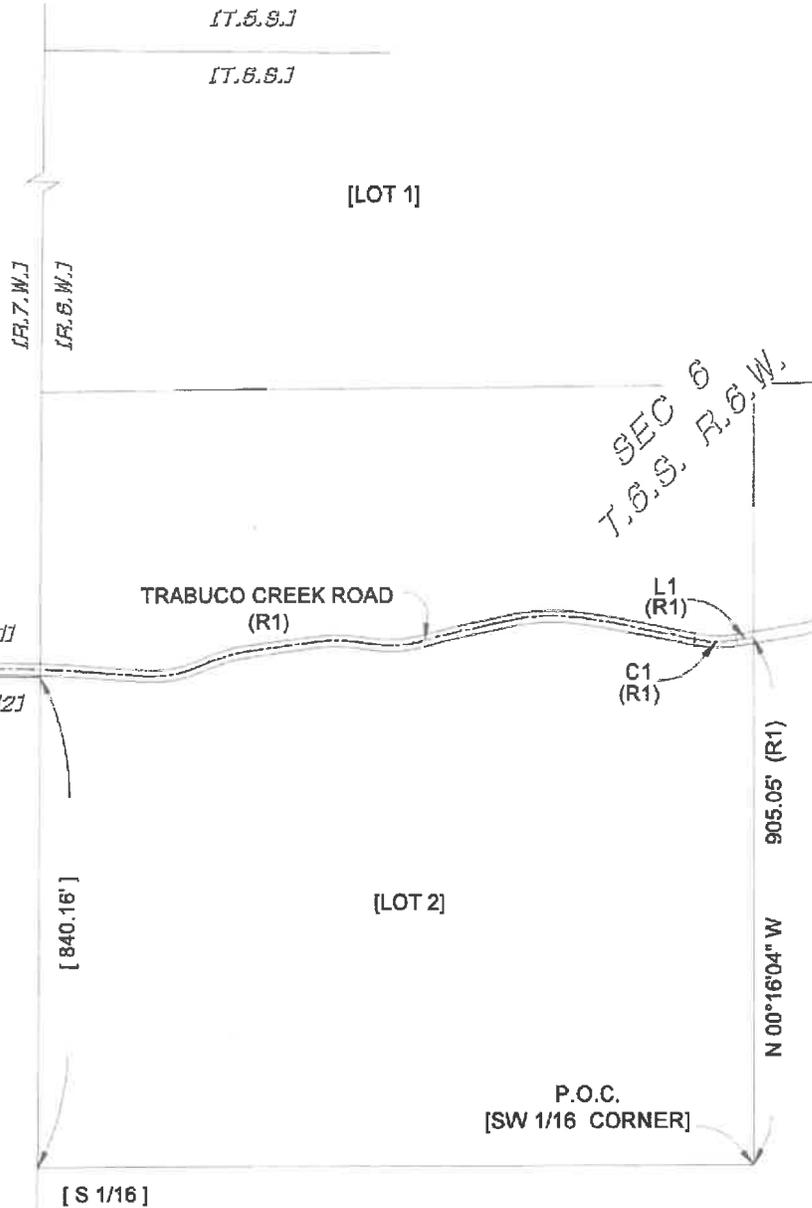
SEC 1  
T.6.S. R.7.W.

SEC 6  
T.6.S. R.6.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)**

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**



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

O.R. 2017000049301  
APN 842-031-05

SEE  
DETAIL "A"

S15°09'37"E  
RAD.

O.R. 2017000049301  
APN 842-031-09

(151)

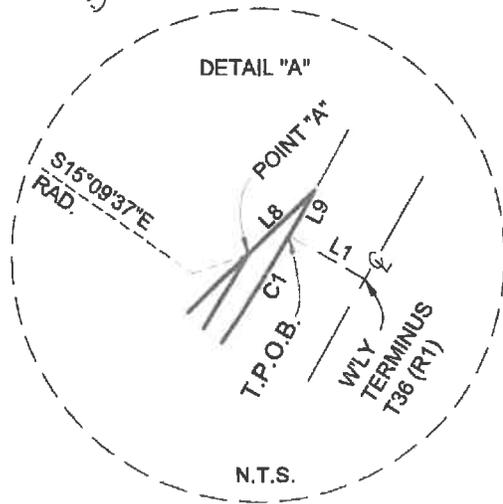
POINT "A"  
C8  
CREEK T.P.O.B.  
C8 (R1)

WLY  
TERMINUS  
T36 (R1)

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

NLY BNDY PARCEL 3  
20020307125, O.R.

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



DETAIL "A"

S15°09'37"E  
RAD.

POINT "A"

L8

L9

L1

L2

T.P.O.B.

WLY  
TERMINUS  
T36 (R1)

N.T.S.

SEC. 1  
SEC. 12

APN  
842-061-05

(118)

C4 L5  
L4

C3 L3

C2

C7

L10

C5

L7

L11

L12 (R1)

L13 (R1)

20'  
10'/10'

TRABUCO

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 19<sup>th</sup>, 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, 5<sup>th</sup> 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



Date: 4/17/2023

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



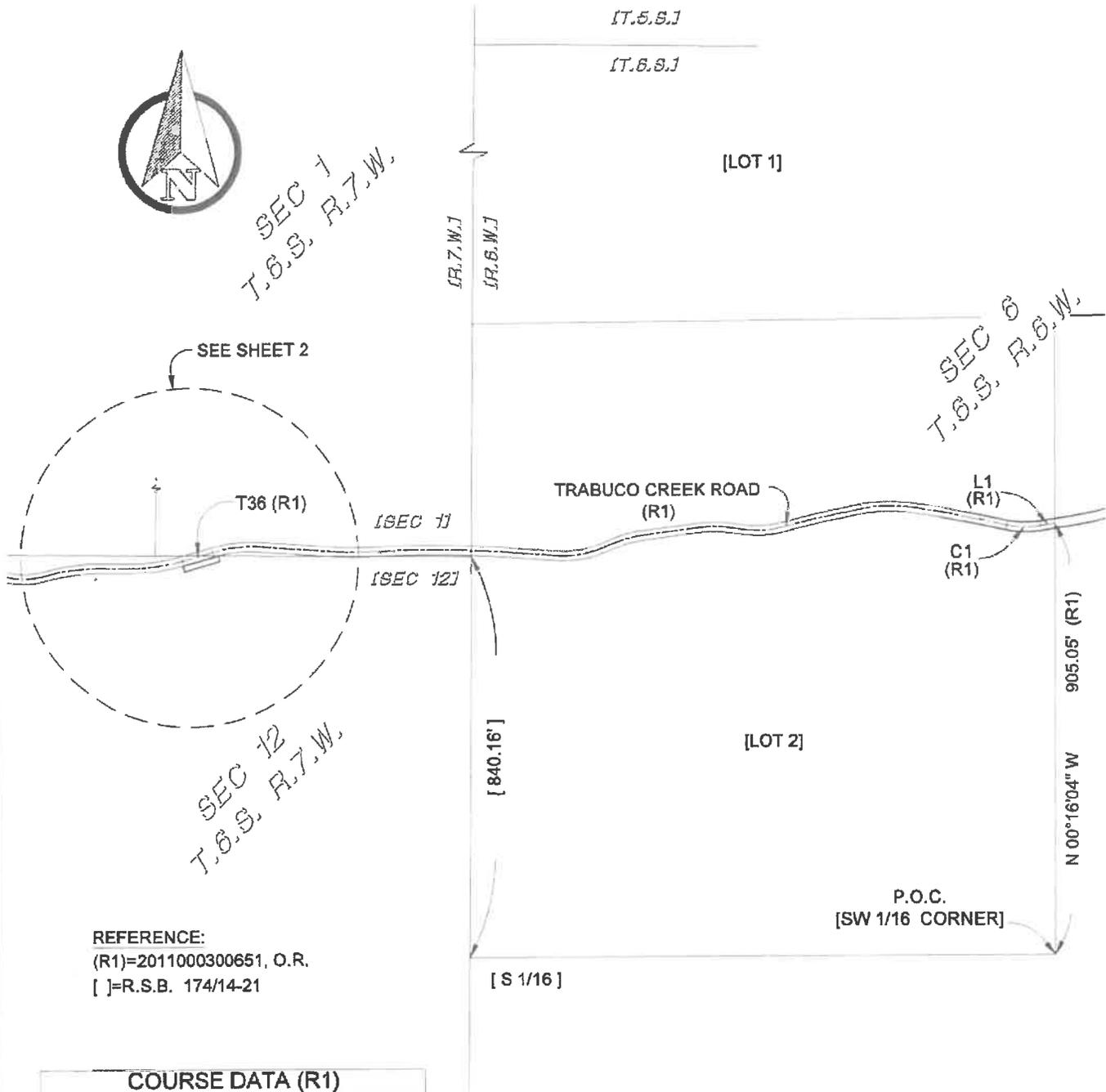
**SKETCH TO ACCOMPANY LEGAL DESCRIPTION IN  
UNINCORPORATED TERRITORY, COUNTY OF ORANGE, STATE OF CALIFORNIA**



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

SEC 8  
T.6.S. R.6.W.

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'

SHEET 1 OF 2



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

ROW ID NO. 2022-039

SCALE: 1"= 300'

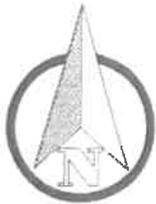
**EXHIBIT B**

Z99683-119

**PROJECT: TRABUCO CREEK ROAD- STORM DRAIN IMPROVEMENTS**

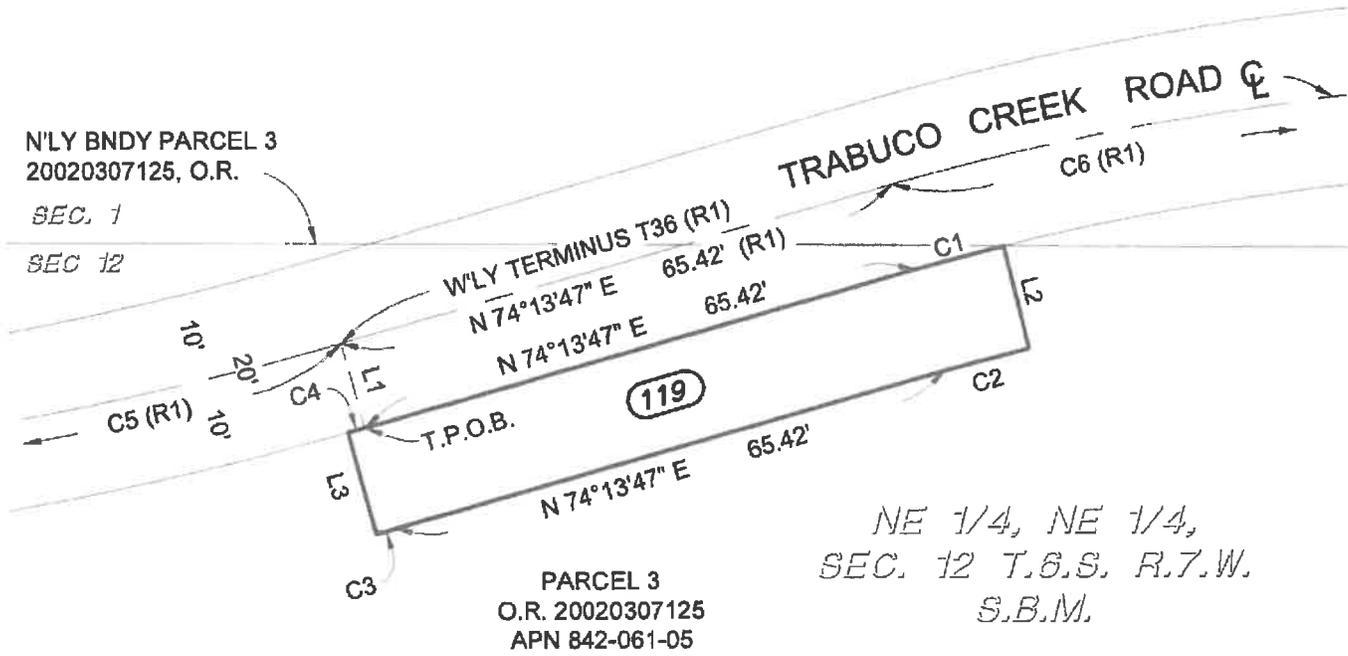
PREPARED BY:  
JAH

**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



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

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

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'

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'

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

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 19<sup>th</sup>, 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, 5<sup>th</sup> 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;

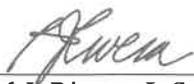
thence Westerly 49.12 feet along said curve through a central angel of 06°48'54";

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.

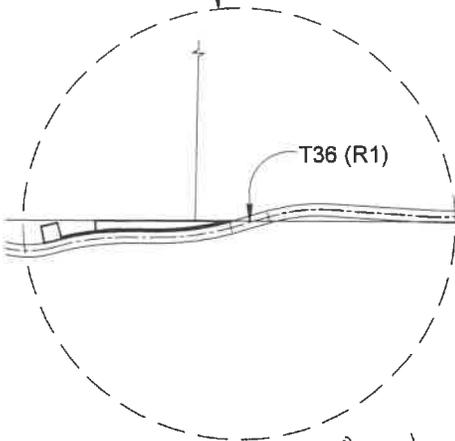
SEC 6  
T.6.S. R.6.W.

[T.5.S.]  
[T.6.S.]

[LOT 1]

[R.7.W.]  
[R.6.W.]

SEE SHEET 2



T36 (R1)

[SEC 1]  
[SEC 12]

TRABUCO CREEK ROAD  
(R1)

L1  
(R1)  
C1  
(R1)

[840.16']

[LOT 2]

905.05' (R1)  
N 00°16'04" W

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

[S 1/16]

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'

SHEET 1 OF 3



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

ROW ID NO. 2022-039

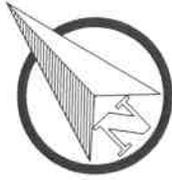
SCALE: 1"= 300'

**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 842-031-05

SEE  
DETAIL "A"

S15°09'37"E  
RAD.

L8

L13 (R1)

POINT "A"

C8

CREEK  
C8 (R1)  
T.P.O.B.

WLY  
TERMINUS  
T36 (R1)

O.R. 2017000049301  
APN 842-031-09

151

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

NLY BNDY PARCEL 3  
20020307125, O.R.

118

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

DETAIL "A"

S15°09'37"E  
RAD.

POINT "A"

L8

L9

T.P.O.B.

WLY  
TERMINUS  
T36 (R1)

N.T.S.

SEC. 1  
SEC. 12

APN  
842-061-05

TRABUCO

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 19<sup>th</sup>, 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**

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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 19<sup>th</sup> 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)**

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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**