



**REGULAR BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
ADMINISTRATIVE FACILITY
MARCH 21, 2024 AT 5:30 PM**

BOARD OF DIRECTORS

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

DISTRICT STAFF

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

AGENDA NOTE:

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

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

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

CALL MEETING TO ORDER & PLEDGE OF ALLEGIANCE

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

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

VISITOR PARTICIPATION

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

ORAL COMMUNICATION

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

DIRECTORS' COMMENTS AND MEETING REPORTS

REPORT FROM THE GENERAL MANAGER

CONSENT CALENDAR

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

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. February 15, 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. February 8, 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. January 2024*

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. February 7, 2024*

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

RECOMMENDED ACTION:

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

- 1. February 8, 2024*



ACTION CALENDAR

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

ADMINISTRATIVE MATTERS

ITEM 5: 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. February 2024

ITEM 6: DISTRICT ENERGY EFFICIENCY AD HOC COMMITTEE UPDATE

RECOMMENDED ACTION:

Receive information and presentation at the time of the meeting.

ITEM 7: SB 1218 (NEWMAN): EMERGENCY WATER SUPPLIES - SUPPORT

RECOMMENDED ACTION:

Adopt a "SUPPORT" position on SB 1218 (Newman) and authorize the General Manager to sign the coalition support letter.

FINANCIAL MATTERS

ITEM 8: ANNUAL UPDATES TO DISTRICT INVESTMENT POLICY

RECOMMENDED ACTION:

Adopt Resolution No. 2024-1326 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting an Investment Policy.

ITEM 9: MUNICIPAL WATER DISTRICT OF ORANGE COUNTY (MWD OC) FISCAL YEAR 2024-25 2ND DRAFT BUDGET

RECOMMENDED ACTION:

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

ENGINEERING MATTERS

ITEM 10: ADOPT RESOLUTION AUTHORIZING SUBMITTAL OF AN APPLICATION TO USBR'S WATERSMART PLANNING AND PROJECT DESIGN GRANT PROGRAM FOR THE HARRIS GRADE STORAGE PROJECT

RECOMMENDED ACTION:

Receive project status update and adopt Resolution No. 2024-1327 – Authorizing the Submittal of an Application for the USBR WaterSMART Planning and Design Grant Program.



LEGISLATIVE AND OTHER MATTERS

ITEM 11: CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS CALL FOR NOMINATIONS – SEAT A

RECOMMENDED ACTION(S):

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

ITEM 12: 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

ITEM 13: _____

ITEM 14: _____

GENERAL COUNSEL REPORT

OTHER INFORMATION/MATTERS

Reports or comments from the General Manager and/or Staff

ADDITIONAL DIRECTORS' COMMENTS

Additional reports or comments from Directors

END ACTION CALENDAR & ADJOURNMENT

AVAILABILITY OF AGENDA MATERIALS

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

COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2

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



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING AGENDA | MARCH 21, 2024**

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:

April 18, 2024 | May 16, 2024 | June 20, 2024



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 21, 2024**

CONSENT CALENDAR

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

- 1. February 15, 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 | FEBRUARY 15, 2024

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on February 15, 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
Roseann Lejsek, Administration Assistant
Jason Stroud, Maintenance Superintendent
Blake Smith, Wastewater Operations Chief Plant Operator

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

ITEMS TOO LATE TO BE AGENDIZED

None

VISITOR PARTICIPATION

Sue Marucci – Ms. Marucci addressed the Board of Directors with her concerns about the impacts of the District's adopted meter flat charge on customers with meters sized 1 ½" and larger, and she expressed her opinion that this charge is a burden on customers in her community. Ms. Marucci commented that the provided rate notice was convoluted and that she is waiting for a response from the District general legal counsel on this matter.

Director Dopudja indicated that this matter is agendized for discussion, and that Ms. Marucci is welcome to listen to the Board's discussion and comment at that time. Director Dopudja asked Ms. Marucci if she was available for a phone conversation with Ms. Collins the following day, and he requested Ms. Marucci to respect meeting protocol related to public comments.

**TRABUCO CANYON WATER DISTRICT
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Ms. Collins commented that she would be happy to have a phone conversation with Ms. Marucci the following day.

Director Chadd asked if District general legal counsel has been authorized to speak with District customers directly. Discussion occurred concerning communications with District customers.

ORAL COMMUNICATION

None

DIRECTOR'S COMMENTS

Director Acosta reported on his attendance at the Municipal Water District of Orange County (MWD OC) Administration/Finance Committee Meeting. Director Acosta reported that he will no longer receive health benefits from TCWD effective March 1, 2024.

Director Safranski reported on his attendance at the South Orange County Agencies Group meeting which provided an update on (1) MET budget proposal and potential funding strategies and (2) planned AMP pipeline shutdown and impacts.

Director Mandich had no comments.

Director Chadd had no comments.

Director Dopudja had no comments.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Removal of the following agenda items:
 - Item 12: Consideration of County of Orange Request for Property Rights Related to Trabuco Creek Road Storm Drain Improvement Project – Mr. Paludi reported that the County has notified the District that they are modifying their project plans, and that this matter will be brought back at a later date.
 - Item 14: Staff Presentation Regarding Robinson Ranch Wastewater Treatment Plant Aeration System Improvements – Mr. Paludi reported that Mr. Ulloa is out of the office due to family matters, and that this matter will be brought back at a later date.
- Urban Water Institute (UWI) Conference – Mr. Paludi reported that he will be attending this conference the following week.

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 Acosta

SECOND: Director Safranski

AYES: Directors Dopudja, Mandich, Acosta, & Safranski

NOES: None

ABSTAIN: Director Chadd

ABSENT: None

MOTION PASSED/FAILED: Passed 4 - 0 – 1 with Director Chadd abstaining.

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

ACTION CALENDAR

ADMINISTRATIVE MATTERS

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

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

MOTION: Approve the tentative future meetings/attendance items and ratify the Directors' expenses and fees from January 2024 – Director Acosta

SECOND: Director Mandich

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

NOES: None

ABSTAIN: None

ABSENT: None

MOTION PASSED/FAILED: Passed 5 -0.

ITEM 7: DISTRICT ENERGY EFFICIENCY AD HOC COMMITTEE UPDATE

Mr. Paludi presented this matter for Board consideration. Director Safranski delivered a brief PowerPoint presentation that highlighted the previous month's energy demands, and he reported that the ad hoc committee did not meet in February. Mr. Perea reported (1) the planned facility site visit was cancelled due to the atmospheric river rain events, (2) the California Air Resources Board (CARB) Advanced Clean Fleets reporting is due by April, and (3) the Committee will work in the coming months with the District's Southern California Edison (SCE) account representative to review energy rates and demands.

MOTION: None – Informational item only.

ITEM 8: DECLARATION OF CERTAIN REAL PROPERTY AS SURPLUS LAND

Mr. Paludi presented this matter for Board consideration, and he reported that this matter has been discussed with the District Properties Committee. Mr. Paludi provided excerpts of the presentation delivered to the Committee, and he highlighted the two District-owned real properties that are proposed for declaration of surplus property. Ms. Collins reviewed the surplus property declaration process which includes the adoption of a resolution indicating such and then advertising the properties on the State online exchange for a ninety-day period. Director Mandich indicated that he would abstain from acting on the resolution for the Saddleback Meadows property.

MOTION: Adopt Resolution No. 2024-1326 – Resolution of the Board of Directors of the Trabuco Canyon Water District Declaring Certain of its Land Known as the "Porter Property" to be Surplus Land – Director Chadd

SECOND: Director Acosta

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 | FEBRUARY 15, 2024**

MOTION: Adopt Resolution No. 2024-1327 – Resolution of the Board of Directors of the Trabuco Canyon Water District Declaring Certain of its Land Known as the “Saddleback Meadows Property” to be Surplus Land – Director Chadd

SECOND: Director Acosta

AYES: Directors Dopudja, Acosta, Chadd & Safranski

NOES: None

ABSTAIN: Mandich

ABSENT: None

MOTION PASSED/FAILED: Passed 4 – 0 – 1 with Director Mandich abstaining.

FINANCIAL MATTERS

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

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Perea reported that the District is obligated under the Governmental Accounting Standards Board (GASB) to prepare a biennial actuarial valuation of the District’s Other Post-Employment Benefits (OPEB) in order to comply with GASB 74 & 75. Mr. Perea stated that the District withdrew approximately \$160,000 from the trust last year to cover retired employee benefits and noted that the trust was currently funded at 100% and performing well. Mr. Perea reported that Total Compensation Systems, Inc. prepared the District’s last report in 2022 and that their quoted fee includes a 10% discount.

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

SECOND: Director Mandich

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

NOES: None

ABSTAIN: None

ABSENT: None

MOTION PASSED/FAILED: Passed 5 -0.

ENGINEERING MATTERS

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

Mr. Paludi introduced this matter for Board consideration, and he reported that this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten provided a brief overview of the project, and she reported that the District has received four proposals after publicly bidding the project. Ms. Lausten reviewed a proposal evaluation which compared the costs of each proposer. Ms. Lausten recommended awarding the project to MCM Consulting and the ratification of a professional services agreement. Discussion occurred concerning rising costs for construction management services.

MOTION: 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 – Director Acosta

SECOND: Director Safranski

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

NOES: None

ABSTAIN: None

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

ABSENT: None

MOTION PASSED/FAILED: Passed 5 -0.

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

Mr. Paludi introduced this matter for Board consideration, and he reported that this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten provided an overview of the project, and she presented a quote from Beavens Systems Incorporated in the amount of \$277,259.35. Ms. Lausten reported that this project was originally scoped as primarily a fiber-optic conduit installation and budgeted in the CIP for \$130,000, and she added that the scope was necessarily expanded to include the replacement of certain obsolete in-plant SCADA equipment. Mr. Perea provided an overview of how the Wastewater Treatment Plant operates independent from SCADA to ensure consistent facility operations. Discussion occurred concerning the preference for the competitive bidding process as opposed to sole sourcing this contract. Ms. Lausten commented that the scope of the project expanded through the discovery of additional onsite challenges and the impacts of inflation.

MOTION: 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 – Director Acosta.

SECOND: Director Safranski

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

NOES: None

ABSTAIN: None

ABSENT: None

MOTION PASSED/FAILED: Passed 5 -0.

ITEM 13: METER DOWNSIZING PROGRAM UPDATE

Mr. Paludi introduced this matter for Board consideration, and he reported that District staff has prepared and mailed a letter concerning to residential customers with water meters larger than one inch with details on this program. Discussion occurred concerning the program requirements and the impacts of proposition 218 on the rate setting process specifically to fixed rates and charges. Mr. Paludi reported that the District has received seven program applications to date and completed one meter downsizing. Director Chadd expressed his concern with general legal counsel speaking with customers without a staff representative. Discussion occurred concerning specific language in the letter related to the District's approved program requirements. Director Dopudja indicated that this matter does not need to be agendized for further discussion.

MOTION: None – Informational item only.

LEGISLATIVE AND OTHER MATTERS

ITEM 15: LOCAL GOVERNMENTAL AND LEGISLATIVE MATTER(S)

Mr. Paludi provided a handout which summarized Metropolitan Water District's (MET) proposed biennial budget for years 2024-25 and 2025-26, and he reported that the proposed budgets include significant increases due to current supply and demand challenges. Discussion occurred concerning options available to MET; Mr. Paludi reported that MET is considering multiple scenarios, including double-digit increases and/or an increase to the assessed property value taxation rate in its service area. Mr. Paludi added that depending on the final rate adjustments the District can pass through certain increases consistent with the adopted rate study.

MOTION: None – Informational item only.

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

GENERAL COUNSEL REPORT

Ms. Collins provided a brief update on new water rates-related proposed legislation which are due the following day, including the following:

- AB 2257 – Proposes an administrative procedure process for rate protests/objections prior to adoption.
- AB 1827 – Proposes the codification of the use of peaking component for water rate setting.
- SB 1072 – Proposes that refunds associated with rate setting are not allowed.

Discussion occurred concerning the use of peaking in the rate setting process.

OTHER INFORMATION/MATTERS

Mr. Perea acknowledged that Wastewater Chief Plant Operator Blake Smith was in attendance, and he recognized his successful passing and receipt of his Wastewater Treatment Plant Operator Grade IV Certificate from the State Water Resources Control Board.

ADDITIONAL DIRECTORS' COMMENTS

Director Chadd provided the additional comments:

- Community Associations of Rancho (CAR) Group – Director Chadd reported that the District is hosting a CAR Group Home Fire Hardening community meeting later this month.
- Finance/Audit Committee – Director Chadd provided a brief update on the financial discussions at the meeting, including requesting staff to provide an update on the performance of the adopted rates and charges. Director Dopudja confirmed that this action was part of his motion at the Special Board Meeting Public Hearing on June 29, 2023.
- Consent Calendar Abstention Vote – Director Chadd explained the reason for abstaining from voting on the consent calendar matters were directly related to a specific comment in the January 3rd Engineering/Operational Committee Meeting recap as referenced in the recap presented for approval.

Director Dopudja explained that his comment was based on his concerns with capital improvement project expenditures and staff accountability.

Director Safranski stressed the importance for providing appropriate context to Director comments in meeting minutes.

Director Acosta commended District staff for their hard work on preparing budgets and completing projects, and he urged them to always improve.

ADJOURNMENT

President Dopudja adjourned the February 15, 2024 Regular Board Meeting at 7:15 p.m.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 21, 2024**

CONSENT CALENDAR

ITEM 2: TREASURER'S REPORT

a. *FINANCE/AUDIT COMMITTEE MEETING*

RECOMMENDED ACTION:

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

1. *February 8, 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. *January 2024*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

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

EXHIBITS:

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

CONTACTS (staff responsible): PEREA/WARNER



TRABUCO CANYON WATER DISTRICT FINANCE/AUDIT COMMITTEE MEETING RECAP | FEBRUARY 8, 2024

DIRECTORS PRESENT

Don Chadd, Committee Chair
Glenn Acosta, Committee Member

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

None

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Chadd called the February 8, 2024 Finance/Audit Committee Meeting to order at 8:11 a.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

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

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | FEBRUARY 8, 2024**

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. Mr. Perea indicated that staff has received corrections from Director Mandich after the posting of the agenda, and that the corrections will be reflected in the updated report at the Regular Board Meeting. Director Acosta requested that his schedule be amended to reflect that there was no City of Rancho Santa Margarita Planning Commission meeting in January.

MOTION: Recommend the Board of Directors ratify the Directors' fees and expenses for January 2024 and tentative future meetings/attendance as amended (Action Calendar) – Director Acosta

SECOND: Director Chadd

AYES: Directors Acosta & Chadd

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2-0

ITEM 3: DISCUSSION CONCERNING OTHER POST-EMPLOYMENT BENEFITS (OPEB) BIENNIAL ANNUAL VALUATION REPORTING FOR CERBT TRUST FUNDING

Mr. Perea presented this matter for Committee consideration, and he reported that the District is obligated under the Governmental Accounting Standards Board (GASB) to prepare a biennial actuarial valuation of the District's Other Post-Employment Benefits (OPEB) in order to comply with GASB 74 & 75. Mr. Perea stated that the District withdrew approximately \$160,000 from the trust last year to cover retired employee benefits and noted that the trust was currently funded at 90% and performing well. Mr. Perea reported that Total Compensation Systems, Inc. prepared the District's last report in 2022 and that their quoted fee includes a 10% discount.

MOTION: Recommend the Board of Directors authorize the General Manager to contract with Total Compensation Systems, Inc. for GASB 74/75 Biennial Annual Valuation Reporting for \$5,400 (Action Calendar) – Director Acosta

SECOND: Director Chadd

AYES: Directors Acosta & Chadd

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2-0

ITEM 4: OTHER MATTERS

Mr. Paludi presented the following matters for Committee consideration:

Rate Study

Mr. Paludi reported that in accordance with the adopted 2023 Rate study the District will issue new debt to pay off the short-term debt obligation as well as provide new funding for capital projects until they can be funded from current revenues. Mr. Paludi stated that the District has contracted with IB Consulting to evaluate the performance of the rate increases in FY 2023-24 and to determine whether they can be restructured to minimize impact on our customers. Mr. Paludi added that the debt will need to be issued before the end of the current fiscal year.

MOTION: None – Informational item only.

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | FEBRUARY 8, 2024**

ITEM 5: FINANCIAL REPORT

Ms. Warner presented the preliminary unaudited financials for December 2023, and she indicated that the format has been updated to show expenses by separate fund. Ms. Warner additionally prepared a Budget to Actual Summary of All Funds for FY23/24 for the Committee's review. The Committee requested that this summary be added to future financial reporting packets. Ms. Warner highlighted the following items:

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.

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 at the beginning of the fiscal year.

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 December 2023, including costs associated with PRV and Valve Replacements.

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 as 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 December 2023, including costs associated with Golf Club Sewer Lift Station.

RECYCLED WATER FUND

Total Operating Revenue

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | FEBRUARY 8, 2024**

Ms. Warner reported that this line item was trending higher than budgeted due to increased recycled water sales earlier in the fiscal year.

Total Source of Supply

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

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 reported that there were no capital improvement costs accrued in December 2023.

Mr. Paludi reported that the District has contracted with Ralph Anderson & Associates to perform an updated total compensation survey as the previous survey was completed three years prior. Mr. Paludi added that additional information will be reviewed in a following meeting.

MOTION: Recommend the Board ratify payment of the bills for consideration for February 8, 2024 as presented (Action Calendar) – Director Acosta

SECOND: Director Chadd

AYES: Directors Acosta & Chadd

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2-0

ADJOURNMENT

Director Chadd adjourned the February 8, 2024 Finance/Audit Committee Meeting at 8:31 a.m.



Trabuco Canyon Water District
Balance Sheet
January 31, 2024
(Unaudited)

		January 2024
1	Assets	
2	Cash & Investments	
3	Cash & Investments - Unrestricted	\$ 3,753,495
4	Cash & Investments - Restricted	3,839,957
5	Total Cash & Investments	<u>7,593,452</u>
6	Other Current Assets	
7	Accounts Receivable, Net	2,514,504
8	Prepaid & Other	57,537
9	Fair Market Value Adjustment ¹	(35,057)
10	Total Other Current Assets	<u>2,536,984</u>
11	Capital Assets	
12	Capital Assets, at Cost	127,911,283
13	Accumulated Depreciation	(82,906,091)
14	Construction in Progress	3,212,224
15	Total Capital Assets	<u>48,217,415</u>
16	Net OPEB Asset	201,692
17	Deferred Outflows of Resources (DOR)	2,508,005
18	Total Assets & DOR	<u>\$ 61,057,548</u>
19	Liabilities	
20	Current Liabilities	
21	Accounts Payable	\$ 827,238
22	Accrued Expenses	268,003
23	Current Portion-Long Term Debt	94,972
24	Deposits on Hand	81,745
25	Total Current Liabilities	<u>1,271,958</u>
26	Long-Term Liabilities	
27	Net Pension Liability	4,449,117
28	State Revolving Fund Loan	1,675,794
29	Bank of the West Loan	10,000,000
30	Total Long Term Liabilities	<u>16,124,911</u>
31	Deferred Inflows of Resources (DIR)	647,305
32	Total Liabilities & DIR	<u>18,044,174</u>
33	Net Position	<u>43,013,374</u>
34	Total Liabilities, Net Position & DIR	<u>\$ 61,057,548</u>

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



Trabuco Canyon Water District
Cash Investments Report
January 31, 2024
(Unaudited)

	Type	Cost	Market	% Total
District Cash & Investments				
Unrestricted				
Local Agency Investment Fund (LAIF)	Investment	\$ (1,790,140)	\$ (1,778,581)	-23.5%
California Cooperative Liquid Assets Securities System (CLASS)	Investment	3,665,648	\$ 3,666,226	48.4%
Bank of the West	Checking	1,877,986	1,877,986	24.8%
Total Unrestricted		3,753,495	3,765,632	49.7%
Restricted				
LAIF - Water Storage Facilities	Investment	1,110,092	1,102,924	14.5%
LAIF - Interim Sewage	Investment	122,071	121,283	1.6%
LAIF - Debt Issuance 2022	Investment	2,369,372	2,354,073	31.0%
CLASS - Debt Issuance	Investment	-	-	0.0%
Cash in CB&T Reserved for SRF Loan	Checking	238,422	238,422	3.1%
Total Restricted		3,839,957	3,816,702	50.3%
Total District Cash & Investments		\$ 7,593,452	\$ 7,582,334	100.0%

Certification

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

Cindy Byerrum

Cindy Byerrum, Treasurer



Trabuco Canyon Water District
Budget to Actual - Water
For the period July 1, 2023 through January 31, 2024
(Unaudited)

	January 2024	YTD Actual	FY 24 Adopted Budget	YTD 58%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 269,478	\$ 1,782,619	\$ 3,113,000	57%
3 Variable Consumption Charges	240,762	2,487,053	3,978,400	63%
4 Baker Treatment Plant Water Sales	79,521	963,850	1,560,500	62%
5 Customer Fees	19,392	96,193	238,800	40%
6 Standby Charges	118	20,376	32,300	63%
7 Uncollectable Accounts	-	-	(23,000)	0%
8 Total Operating Revenue	609,270	5,350,091	8,900,000	60%
9 Operating Expense				
10 Source of Supply				
11 Fixed Water Purchases	25,218	217,764	348,900	62%
12 Variable Water Purchases	49,944	701,022	2,015,100	35%
13 Baker Treatment Plant Water Sold	71,090	756,374	1,338,400	57%
14 Water Treatment	1,423	100,181	394,300	25%
15 Pumping Electricity	18,193	187,873	244,300	77%
16 Total Source of Supply	165,868	1,963,214	3,992,100	49%
17 Salaries and Benefits				
18 Employee/Director Wages	147,982	1,059,138	1,954,800	54%
19 Employee/Director Benefits	47,535	281,622	510,400	55%
20 Retiree Health Insurance	11,675	73,672	115,300	64%
21 Transfer In - 115 OPEB Trust Reimbursement	(11,675)	(73,672)	(115,300)	64%
22 CalPERS Retirement (Normal)	25,254	177,345	323,400	55%
23 CalPERS Unfunded Accrued Liability (Minimum)	-	164,806	170,300	97%
24 Payroll Taxes	13,189	80,410	146,000	55%
25 Total Salaries and Benefits	233,961	1,763,322	3,104,900	57%
26 Transmission and Distribution				
27 System Repairs and Maintenance	3,040	183,589	258,700	71%
28 Vehicles and Equipment	3,928	48,106	101,200	48%
29 Safety, Supplies and Testing	3,885	39,628	45,400	87%
30 Total Transmission and Distribution	10,852	271,324	405,300	67%
31 General and Administrative				
32 Professional Services	60,275	282,079	513,400	55%
33 Office Maintenance, Supplies and Software	13,610	213,684	310,600	69%
34 District Insurance	-	116,597	109,300	107%
35 Dues and Memberships	6,755	87,310	95,400	92%
36 Public Outreach	4,799	72,531	103,300	70%
37 Customer Service and Billing	5,782	31,869	68,400	47%
38 Conference, Trainings and Travel	1,468	20,830	34,100	61%
39 Total General and Administrative	92,689	824,899	1,234,500	67%
40 Total Operating Expense	503,370	4,822,759	8,736,800	55%
41 Net Operating Revenue / (Expense)	105,900	527,332	163,200	323%
42 Non-Operating Revenue / (Expense)				
43 Property Tax Revenue	155,354	667,956	1,245,000	54%
44 Interest Revenue - Unrestricted	(22,881)	21,201	115,700	18%
45 Other Revenue and Reimbursements	3,343	75,378	54,400	139%
46 Miscellaneous Expense	(85)	(107,550)	(6,200)	1735%
47 Net Non-Operating Revenue / (Expense)	135,732	656,984	1,408,900	47%
48 Net Total Revenue / (Expense)	241,631	1,184,316	1,572,100	75%
49 Other Unrestricted Cash Inflow / (Outflow)				
50 Transfer In - Debt Proceeds for Capital	2,403	492,422	1,206,000	41%
51 Capital Improvement Program (CIP)	(2,403)	(492,422)	(1,206,000)	41%
52 Debt Service - Principal and Interest	-	(115,191)	(901,100)	13%
53 Net Other Unrestricted Cash Inflow / (Outflow)	-	(115,191)	(901,100)	13%
54 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 241,631	\$ 1,069,125	\$ 671,000	159%



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

	Project	January 2024	YTD Actual	FY 24 Adopted Budget	YTD 58%
1	Water CIP				
2	Capital Improvements / Replacements				
3	Dimension Water Treatment Plant (DWTP) Office & Storage	\$ 930	\$ 930	\$ 350,000	0%
4	SCADA System Upgrades FY 24	543	155,034	280,000	55%
5	10" Pipeline Replacement - Cooks to Harris Grade	-	-	250,000	0%
6	PSPS Transfer Switch Upgrade - Water	465	1,705	60,000	3%
7	DWTP Vault Improvement	465	2,325	75,000	3%
8	Administration Office Remodel	-	29,014	-	N/A
9	Total Capital Improvements / Replacements	2,403	189,008	1,015,000	19%
10	Equipment				
11	Fleet	-	174,950	91,000	192%
12	Total Equipment	-	174,950	91,000	192%
13	Programs				
14	Pump Replacement Program - Water	-	13,750	50,000	28%
15	Pressure Regulating Valves (PRV) - Water	-	4,743	20,000	24%
16	Valve Replacements - Water	-	109,970	30,000	367%
17	Total Programs	-	128,463	100,000	128%
18	Total Water CIP	\$ 2,403	\$ 492,422	\$ 1,206,000	41%



Trabuco Canyon Water District
Budget to Actual - Sewer
For the period July 1, 2023 through January 31, 2024
(Unaudited)

	January 2024	YTD Actual	FY 24 Adopted Budget	YTD 58%
1 Operating Revenue				
2 Sewer Residential Charges	\$ 167,732	\$ 1,146,906	\$ 1,933,800	59%
3 Sewer Commercial Charges	16,472	129,364	189,800	68%
4 Customer Fees	16,457	105,187	281,100	37%
5 Uncollectable Accounts	-	-	(3,500)	0%
6 Total Operating Revenue	200,661	1,381,457	2,401,200	58%
7 Operating Expense				
8 Salaries and Benefits				
9 Employee/Director Wages	73,558	538,655	961,500	56%
10 Employee/Director Benefits	17,947	108,916	235,700	46%
11 Retiree Health Insurance	4,170	26,312	41,200	64%
12 Transfer In - 115 OPEB Trust Reimbursement	(4,170)	(26,312)	(41,200)	64%
13 CalPERS Retirement (Normal)	9,084	64,006	115,600	55%
14 CalPERS Unfunded Accrued Liability (Minimum)	-	76,658	79,200	97%
15 Payroll Taxes	4,710	28,718	73,200	39%
16 Total Salaries and Benefits	105,300	816,953	1,465,200	56%
17 Transmission and Distribution				
18 System Repairs and Maintenance	55,581	221,801	295,600	75%
19 T&D Electricity	20,544	144,299	196,300	74%
20 Vehicles and Equipment	1,284	21,101	39,300	54%
21 Safety, Supplies and Testing	1,159	9,535	41,200	23%
22 Total Transmission and Distribution	78,569	396,737	572,400	69%
23 General and Administrative				
24 Professional Services	23,107	109,636	184,900	59%
25 Office Maintenance, Supplies and Software	9,144	107,060	159,300	67%
26 District Insurance	-	41,642	42,600	98%
27 Dues and Memberships	4,271	60,117	122,000	49%
28 Public Outreach	1,714	7,579	18,300	41%
29 Customer Service and Billing	1,575	7,170	19,200	37%
30 Conference, Trainings and Travel	524	7,439	12,000	62%
31 Total General and Administrative	40,335	340,643	558,300	61%
32 Total Operating Expense	224,204	1,554,332	2,595,900	60%
33 Net Operating Revenue / (Expense)	(23,543)	(172,875)	(194,700)	89%
34 Non-Operating Revenue / (Expense)				
35 Property Tax Revenue	111,855	480,928	896,000	54%
36 Interest Revenue - Unrestricted	42,208	106,839	105,500	101%
37 Other Revenue and Reimbursements	27,253	43,385	7,300	594%
38 Miscellaneous Expense	(61)	(45,140)	(7,200)	627%
39 Net Non-Operating Revenue / (Expense)	181,256	586,012	1,001,600	
40 Net Total Revenue / (Expense)	157,713	413,137	806,900	
41 Other Unrestricted Cash Inflow / (Outflow)				
42 Transfer In - Debt Proceeds for Capital	100,409	511,715	2,979,500	17%
43 Capital Improvement Program	(100,409)	(514,468)	(2,979,500)	17%
44 Debt Service - Principal and Interest	-	-	(554,100)	0%
45 Net Other Unrestricted Cash Inflow / (Outflow)	-	(2,753)	(554,100)	0%
46 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 157,713	\$ 410,385	\$ 252,800	



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

	Project	January 2024	YTD Actual	FY 24 Adopted Budget	YTD 58%
1	Wastewater CIP				
2	Capital Improvements / Replacements				
3	Golf Club Sewer Lift Station (SLS) Bypass Construction	\$ 4,100	\$ 147,846	\$ 1,800,000	8%
4	SCADA System Upgrades FY 24	194	55,369	100,000	55%
5	WWTP Hoffman Blower Building Rehabilitation	12,452	46,696	400,000	12%
6	Chiquita FY 24	61,824	90,849	178,000	51%
7	Heritage SLS Rehabilitation	2,017	2,665	100,000	3%
8	PSPS Transfer Switch Upgrade - Sewer	775	2,093	60,000	3%
9	WWTP Fiber Optic Upgrade	4,030	6,820	130,000	5%
10	El Toro SLS System Improvements	-	37,469	79,000	47%
11	Administration Office Remodel	-	10,362	-	N/A
12	Total Capital Improvements / Replacements	85,392	400,169	2,847,000	14%
13	Equipment				
14	Fleet	-	62,482	32,500	192%
15	Total Equipment	-	62,482	32,500	192%
16	Programs				
17	Manhole Recoating Program - Sewer	-	-	20,000	0%
18	Pump Replacement Program (Sewer)	15,017	34,797	50,000	70%
19	Wet Well Recoating	-	17,020	30,000	57%
20	Total Programs	15,017	51,817	100,000	52%
21	Total Wastewater CIP	\$ 100,409	\$ 514,468	\$ 2,979,500	17%



Trabuco Canyon Water District
Budget to Actual - Recycled
 For the period July 1, 2023 through January 31, 2024
 (Unaudited)

	January 2024	YTD Actual	FY 24 Adopted Budget	YTD 58%
1 Operating Revenue				
2 Fixed / Capital Service Charges	\$ 11,857	\$ 77,694	\$ 142,200	55%
3 Variable Consumption Charges	32,627	748,287	995,400	75%
4 Customer Fees	1,015	10,489	7,300	144%
5 Uncollectable Accounts	-	-	(4,000)	0%
6 Total Operating Revenue	45,500	836,471	1,140,900	73%
7 Operating Expense				
8 Source of Supply				
9 Recycled Water Purchases	1,457	19,207	25,900	74%
10 Water Treatment	5,876	66,433	99,400	67%
11 Total Source of Supply	7,333	85,640	125,300	68%
12 Salaries and Benefits				
13 Employee/Director Wages	17,619	130,005	231,400	56%
14 Employee/Director Benefits	5,746	36,974	75,400	49%
15 Retiree Health Insurance	834	5,262	8,200	64%
16 Transfer In - 115 OPEB Trust Reimbursement	(834)	(5,262)	(8,200)	64%
17 CalPERS Retirement (Normal)	1,960	13,796	24,800	56%
18 CalPERS Unfunded Accrued Liability (Minimum)	-	17,340	18,000	96%
19 Payroll Taxes	942	5,744	16,800	34%
20 Total Salaries and Benefits	26,266	203,859	366,400	56%
21 Transmission and Distribution				
22 T&D Electricity	25,825	189,348	282,000	67%
23 System Repairs and Maintenance	935	33,730	29,600	114%
24 Vehicles and Equipment	294	4,878	8,600	57%
25 Safety, Supplies and Testing	6,051	61,070	157,600	39%
26 Total Transmission and Distribution	33,104	289,027	477,800	60%
27 General and Administrative				
28 Professional Services	4,305	26,398	36,800	72%
29 Office Maintenance, Supplies and Software	1,615	19,245	27,600	70%
30 District Insurance	-	8,328	8,800	95%
31 Dues and Memberships	413	32,477	36,600	89%
32 Public Outreach	343	1,516	3,600	42%
33 Customer Service and Billing	315	1,434	4,000	36%
34 Conference, Trainings and Travel	105	1,488	2,200	68%
35 Total General and Administrative	7,096	90,886	119,600	76%
36 Total Operating Expense	73,799	669,411	1,089,100	61%
37 Net Operating Revenue / (Expense)	(28,299)	167,060	51,800	
38 Non-Operating Revenue / (Expense)				
39 Property Tax Revenue	43,499	187,027	349,200	54%
40 Interest Revenue - Unrestricted	4,777	14,036	21,800	64%
41 Other Revenue and Reimbursements	72	3,299	1,800	183%
42 Miscellaneous Expense	(24)	(2,002)	(1,100)	182%
43 Net Non-Operating Revenue / (Expense)	48,325	202,360	371,700	54%
44 Net Total Revenue / (Expense)	20,026	369,420	423,500	87%
45 Other Unrestricted Cash Inflow / (Outflow)				
46 Transfer In - Debt Proceeds for Capital	39	26,108	326,500	8%
47 Capital Improvement Program	(39)	(26,108)	(326,500)	8%
48 Debt Service - Principal and Interest	-	-	(81,400)	0%
49 Net Other Unrestricted Cash Inflow / (Outflow)	-	-	(81,400)	0%
50 Net Total Unrestricted Cash Inflow / (Outflow)	\$ 20,026	\$ 369,420	\$ 342,100	108%



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

Project		January 2024	YTD Actual	FY 24 Adopted Budget	YTD 58%
1	Recycled Water CIP				
2	Capital Improvements / Replacements				
3	SCADA System Upgrades FY 24	\$ 39	\$ 11,074	\$ 20,000	55%
4	Dove Recycled Booster Pump Station	-	-	100,000	0%
5	Recycled PRV Vault Improvements - Dove Canyon	-	465	200,000	0%
6	Administration Office Remodel	-	2,072	-	N/A
7	Capital Improvements / Replacements Total	39	13,611	320,000	4%
8	Equipment				
9	Fleet	-	12,496	6,500	192%
10	Equipment Total	-	12,496	6,500	192%
11	Total Recycled Water CIP	\$ 39	\$ 26,108	\$ 326,500	8%



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 02/01/2024 - 02/29/2024

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
02/01/2024		DFT0003427	VSP	Accounts Payable	Outstanding	Bank Draft	-755.03
02/02/2024		DFT0003428	ADP	Accounts Payable	Outstanding	Bank Draft	-117,448.13
02/02/2024		DFT0003429	CALPERS	Accounts Payable	Outstanding	Bank Draft	-65,458.45
02/02/2024		DFT0003430	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-3,955.78
02/02/2024		DFT0003431	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-3,609.52
02/02/2024		DFT0003432	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
02/02/2024		DFT0003433	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
02/05/2024		DFT0003434	LOWE'S	Accounts Payable	Outstanding	Bank Draft	-531.79
02/06/2024		DFT0003435	CALPERS	Accounts Payable	Outstanding	Bank Draft	-29,288.46
02/06/2024		DFT0003436	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-1,156.77
02/07/2024		DFT0003437	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-2,443.73
02/09/2024		DFT0003438	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-281.50
02/09/2024		DFT0003439	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
02/12/2024		DFT0003440	ADP	Accounts Payable	Outstanding	Bank Draft	-1,940.69
02/12/2024		DFT0003441	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,674.62
02/12/2024		DFT0003442	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-203.74
02/13/2024		DFT0003443	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-40.00
02/15/2024		DFT0003444	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-751.72
02/15/2024		DFT0003445	ADP	Accounts Payable	Outstanding	Bank Draft	-111,534.81
02/15/2024		DFT0003447	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-78.28
02/20/2024		DFT0003448	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-673.44
02/20/2024		DFT0003449	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-67,754.08
02/20/2024		DFT0003450	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-4,356.17
02/21/2024		DFT0003451	CALPERS	Accounts Payable	Outstanding	Bank Draft	-29,288.66
02/21/2024		DFT0003452	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-95.00
02/23/2024		DFT0003453	ADP	Accounts Payable	Outstanding	Bank Draft	-112.00
02/23/2024		DFT0003454	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
02/26/2024		DFT0003455	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-2,802.64
02/26/2024		DFT0003456	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-7,400.45
02/26/2024		DFT0003457	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
02/27/2024		DFT0003458	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-766.00
02/29/2024		DFT0003459	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-360.00
Bank Draft Total: (32)							-455,324.46

Bank Draft Reversal

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/15/2024		DFT0003444	COX COMMUNICATIONS Reversal	Accounts Payable	Outstanding	Bank Draft Reversal	751.72
Bank Draft Reversal Total: (1)							751.72
Check							
02/02/2024		12287	CONCENTRA	Accounts Payable	Outstanding	Check	-310.00
02/02/2024		12288	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-2,192.72
02/02/2024		12289	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-575.00
02/02/2024		12290	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-17,756.27
02/02/2024		12291	MCFADDEN-DALE INDUSTRIAL HARDWARE	Accounts Payable	Outstanding	Check	-140.50
02/02/2024		12292	NBS	Accounts Payable	Outstanding	Check	-975.51
02/02/2024		12293	ORKIN, INC.	Accounts Payable	Outstanding	Check	-139.99
02/02/2024		12294	OSCAR ULLOA	Accounts Payable	Outstanding	Check	-60.00
02/02/2024		12295	PETE'S ROAD SERVICE	Accounts Payable	Outstanding	Check	-488.87
02/02/2024		12296	PROJECT PARTNERS, INC.	Accounts Payable	Outstanding	Check	-14,736.79
02/02/2024		12297	QUINN COMPANY	Accounts Payable	Outstanding	Check	-622.14
02/02/2024		12298	ROBINSON ELEMENTARY	Accounts Payable	Outstanding	Check	-500.00
02/02/2024		12299	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-122,474.85
02/02/2024		12300	SECURITAS TECHNOLOGY	Accounts Payable	Outstanding	Check	-742.64
02/02/2024		12301	SMARTCOVER SYSTEMS	Accounts Payable	Outstanding	Check	-18,708.96
02/02/2024		12302	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
02/12/2024		12303	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Check	-10,000.00
02/20/2024		12304	AMERICAN WATER WORKS ASSOCIATION	Accounts Payable	Outstanding	Check	-501.00
02/20/2024		12305	APPLIED INDUSTRIAL TECHNOLOGIES	Accounts Payable	Outstanding	Check	-146.92
02/20/2024		12306	ARC	Accounts Payable	Outstanding	Check	-125.18
02/20/2024		12307	AT&T MOBILITY	Accounts Payable	Outstanding	Check	-139.38
02/20/2024		12308	BAVCO BACKFLOW APPARATUS & VALVE CO.	Accounts Payable	Outstanding	Check	-91.50
02/20/2024		12309	BLAKE SMITH	Accounts Payable	Outstanding	Check	-171.20
02/20/2024		12310	COUNTY OF ORANGE	Accounts Payable	Outstanding	Check	-5,445.14
02/20/2024		12311	DMC ENGINEERING	Accounts Payable	Outstanding	Check	-13,668.45
02/20/2024		12312	DMS FACILITY SERVICES	Accounts Payable	Outstanding	Check	-1,359.48
02/20/2024		12313	FEDEX	Accounts Payable	Outstanding	Check	-92.74
02/20/2024		12314	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-2,785.34
02/20/2024		12315	GARY KESSLER	Accounts Payable	Outstanding	Check	-105.00
02/20/2024		12316	GRAINGER	Accounts Payable	Outstanding	Check	-1,421.37
02/20/2024		12317	HANSON BRIDGETT LLP	Accounts Payable	Outstanding	Check	-19,804.08
02/20/2024		12318	HARBOR POINTE AIR CONDITIONING & CONTROL SYSTEM:	Accounts Payable	Outstanding	Check	-320.00
02/20/2024		12319	HAZEN & SAWYER	Accounts Payable	Outstanding	Check	-10,388.00
02/20/2024		12320	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-7,945.67
02/20/2024		12321	IB CONSULTING	Accounts Payable	Outstanding	Check	-705.00
02/20/2024		12322	INFOSEND, INC.	Accounts Payable	Outstanding	Check	-2,028.81
02/20/2024		12323	JIG CONSULTANTS	Accounts Payable	Outstanding	Check	-13,376.90
02/20/2024		12324	MCFADDEN-DALE INDUSTRIAL HARDWARE	Accounts Payable	Outstanding	Check	-253.24
02/20/2024		12325	ORANGE COUNTY PUMPING, INC.	Accounts Payable	Outstanding	Check	-3,550.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/20/2024		12326	O'REILLY AUTOMOTIVE, INC.	Accounts Payable	Outstanding	Check	-58.07
02/20/2024		12327	ORKIN, INC.	Accounts Payable	Outstanding	Check	-2,043.95
02/20/2024		12328	PARK WEST LANDSCAPE MANAGEMENT	Accounts Payable	Outstanding	Check	-3,890.00
02/20/2024		12329	PETE'S ROAD SERVICE	Accounts Payable	Outstanding	Check	-2,551.50
02/20/2024		12330	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-660.00
02/20/2024		12331	SIERRA ANALYTICAL	Accounts Payable	Outstanding	Check	-3,145.00
02/20/2024		12332	SOTO RESOURCES	Accounts Payable	Outstanding	Check	-1,555.00
02/20/2024		12333	SOUTHERN CALIFORNIA WATER COALITION	Accounts Payable	Outstanding	Check	-2,500.00
02/20/2024		12334	SUNSET INDUSTRIAL PARTS	Accounts Payable	Outstanding	Check	-1,491.15
02/20/2024		12335	UNDERGROUND SERVICE ALERT/SC	Accounts Payable	Outstanding	Check	-104.16
02/20/2024		12336	UNIFIRST FIRST AID CORPORATION	Accounts Payable	Outstanding	Check	-56.48
02/20/2024		12337	USA BLUEBOOK	Accounts Payable	Outstanding	Check	-1,999.91
02/20/2024		12338	USDA, FOREST SERVICE	Accounts Payable	Outstanding	Check	-409.97
02/20/2024		12339	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-519.00
02/20/2024		12340	WEST COAST EQUIPMENT & SAFETY SUPPLY	Accounts Payable	Outstanding	Check	-2,627.21
Check Total: (54)							-299,085.04
EFT							
02/05/2024		487	EIDE BAILLY	Accounts Payable	Outstanding	EFT	-7,871.25
02/05/2024		488	IRVINE PIPE SUPPLY	Accounts Payable	Outstanding	EFT	-253.29
02/05/2024		489	MWDQC	Accounts Payable	Outstanding	EFT	-49,009.00
02/21/2024		490	ACWA JPIA - LIFE	Accounts Payable	Outstanding	EFT	-485.74
02/21/2024		491	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-4,704.00
02/21/2024		492	AMAZON	Accounts Payable	Outstanding	EFT	-2,238.61
02/21/2024		493	J. S. HELD LLC	Accounts Payable	Outstanding	EFT	-13,266.00
02/21/2024		494	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-6,470.53
02/21/2024		495	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-7,485.00
02/21/2024		496	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-835.74
02/21/2024		497	UNITED WATER WORKS, INC.	Accounts Payable	Outstanding	EFT	-25,229.01
02/21/2024		498	WOODARD & CURRAN, INC.	Accounts Payable	Outstanding	EFT	-2,112.50
EFT Total: (12)							-119,960.67
Accounts Payable Total: (99)							-873,618.45
Accounts Receivable							
Deposit							
02/06/2024		DEP0023480	City of San Clemente #AR-A00275 & AR-A00276 2/6/2024	Accounts Receivable	Outstanding	Deposit	110,110.97
02/06/2024		DEP0023480	City of San Clemente #AR-A00275 & AR-A00276 2/6/2024	Accounts Receivable	Outstanding	Deposit	55,198.00
02/06/2024		DEP0023480	City of San Clemente #AR-A00275 & AR-A00276 2/6/2024	Accounts Receivable	Outstanding	Deposit	9,072.93
02/06/2024		DEP0023480	City of San Clemente #AR-A00275 & AR-A00276 2/6/2024	Accounts Receivable	Outstanding	Deposit	36,225.44
02/06/2024		DEP0023537	Apply PT admin charges	Accounts Receivable	Outstanding	Deposit	0.09
02/06/2024		DEP0023537	Apply PT admin charges	Accounts Receivable	Outstanding	Deposit	0.32
02/06/2024		DEP0023537	Apply PT admin charges	Accounts Receivable	Outstanding	Deposit	0.45
02/06/2024		DEP0023537	Apply PT admin charges	Accounts Receivable	Outstanding	Deposit	0.13
02/06/2024		DEP0023537	Apply PT admin charges	Accounts Receivable	Outstanding	Deposit	0.02

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/06/2024		DEP0023537	Apply PT admin charges	Accounts Receivable	Outstanding	Deposit	0.06
02/06/2024		DEP0023537	Apply PT admin charges	Accounts Receivable	Outstanding	Deposit	0.02
02/06/2024		DEP0023537	Apply PT admin charges	Accounts Receivable	Outstanding	Deposit	-0.41
02/06/2024		DEP0023537	Apply PT admin charges	Accounts Receivable	Outstanding	Deposit	-0.08
02/06/2024		DEP0023537	Apply PT admin charges	Accounts Receivable	Outstanding	Deposit	0.06
02/06/2024		DEP0023537	Apply PT admin charges	Accounts Receivable	Outstanding	Deposit	-0.58
02/06/2024		DEP0023537	Apply PT admin charges	Accounts Receivable	Outstanding	Deposit	-0.08
02/07/2024		DEP0023495	County of Orange Invoice # AR-A00273 2/7/2024	Accounts Receivable	Outstanding	Deposit	3,760.00
02/07/2024		DEP0023495	County of Orange Invoice # AR-A00273 2/7/2024	Accounts Receivable	Outstanding	Deposit	360.00
02/07/2024		DEP0023495	County of Orange Invoice # AR-A00273 2/7/2024	Accounts Receivable	Outstanding	Deposit	150.00
02/08/2024		DEP0023511	Oaks at Trabuco Invoice #AR-A00277 2/8/2024	Accounts Receivable	Outstanding	Deposit	12,000.00
02/08/2024		DEP0023540	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	181.07
02/08/2024		DEP0023540	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	177.04
02/08/2024		DEP0023540	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	24.79
02/08/2024		DEP0023540	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	24.78
02/08/2024		DEP0023540	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	181.07
02/08/2024		DEP0023540	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	7.01
02/08/2024		DEP0023540	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	1,293.39
02/08/2024		DEP0023540	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	19.91
02/08/2024		DEP0023540	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	127.47
02/08/2024		DEP0023540	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	50.13
02/08/2024		DEP0023540	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	36.09
02/08/2024		DEP0023540	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	7.02
02/08/2024		DEP0023540	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	87.00
02/08/2024		DEP0023540	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	931.24
02/14/2024		DEP0023570	T-Mobile Lease Invoice #AR-A00290 2/14/2024	Accounts Receivable	Outstanding	Deposit	222.78
02/14/2024		DEP0023570	T-Mobile Lease Invoice #AR-A00290 2/14/2024	Accounts Receivable	Outstanding	Deposit	2,329.39
02/22/2024		DEP0023653	Frank Parth Invoice #AR-A00289 2/22/2024	Accounts Receivable	Outstanding	Deposit	6,591.74
02/27/2024		DEP0023773	Apply fee	Accounts Receivable	Outstanding	Deposit	-5.84
02/27/2024		DEP0023773	Apply fee	Accounts Receivable	Outstanding	Deposit	-1.13
02/27/2024		DEP0023773	Apply fee	Accounts Receivable	Outstanding	Deposit	-1.13
02/27/2024		DEP0023773	Apply fee	Accounts Receivable	Outstanding	Deposit	-8.11
02/27/2024		DEP0023773	Apply fee	Accounts Receivable	Outstanding	Deposit	8.11
02/27/2024		DEP0023773	Apply fee	Accounts Receivable	Outstanding	Deposit	5.84
02/27/2024		DEP0023773	Apply fee	Accounts Receivable	Outstanding	Deposit	1.13
02/27/2024		DEP0023773	Apply fee	Accounts Receivable	Outstanding	Deposit	1.13
02/29/2024		DEP0023776	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	1,014.41
02/29/2024		DEP0023776	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	142.03
02/29/2024		DEP0023776	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	730.37
02/29/2024		DEP0023776	County of Orange - Property Taxes	Accounts Receivable	Outstanding	Deposit	142.02
Deposit Total: (49)							241,198.09
Accounts Receivable Total: (49)							241,198.09

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Utility Billing							
Deposit							
02/01/2024		DEP0023433	Utility Payment Packet UBPKT10361	Utility Billing	Outstanding	Deposit	3,061.84
02/01/2024		DEP0023436	Utility Payment Packet UBPKT10362	Utility Billing	Outstanding	Deposit	4,275.34
02/01/2024		DEP0023439	Utility Payment Packet UBPKT10363	Utility Billing	Outstanding	Deposit	4,722.74
02/01/2024		DEP0023442	Utility Payment Packet UBPKT10365	Utility Billing	Outstanding	Deposit	3,693.05
02/02/2024		DEP0023445	Utility Payment Packet UBPKT10366	Utility Billing	Outstanding	Deposit	2,809.10
02/02/2024		DEP0023448	Utility Payment Packet UBPKT10367	Utility Billing	Outstanding	Deposit	2,538.30
02/02/2024		DEP0023453	Utility Payment Packet UBPKT10368	Utility Billing	Outstanding	Deposit	20,256.03
02/02/2024		DEP0023456	Utility Payment Packet UBPKT10370	Utility Billing	Outstanding	Deposit	5,394.11
02/05/2024		DEP0023459	Utility Payment Packet UBPKT10371	Utility Billing	Outstanding	Deposit	2,178.69
02/05/2024		DEP0023462	Utility Payment Packet UBPKT10372	Utility Billing	Outstanding	Deposit	3,460.36
02/05/2024		DEP0023465	Utility Reverse Payment Packet UBPKT10375	Utility Billing	Outstanding	Deposit	-155.08
02/05/2024		DEP0023468	Utility Payment Packet UBPKT10373	Utility Billing	Outstanding	Deposit	15,935.86
02/05/2024		DEP0023471	Utility Payment Packet UBPKT10382	Utility Billing	Outstanding	Deposit	7,897.31
02/06/2024		DEP0023474	Utility Payment Packet UBPKT10383	Utility Billing	Outstanding	Deposit	2,872.64
02/06/2024		DEP0023477	Utility Payment Packet UBPKT10384	Utility Billing	Outstanding	Deposit	5,198.11
02/06/2024		DEP0023483	Utility Payment Packet UBPKT10385	Utility Billing	Outstanding	Deposit	3,174.23
02/06/2024		DEP0023486	Utility Payment Packet UBPKT10386	Utility Billing	Outstanding	Deposit	8,612.50
02/07/2024		DEP0023489	Utility Payment Packet UBPKT10388	Utility Billing	Outstanding	Deposit	827.52
02/07/2024		DEP0023492	Utility Payment Packet UBPKT10389	Utility Billing	Outstanding	Deposit	3,946.58
02/07/2024		DEP0023498	Utility Payment Packet UBPKT10387	Utility Billing	Outstanding	Deposit	7,946.92
02/07/2024		DEP0023501	Utility Payment Packet UBPKT10390	Utility Billing	Outstanding	Deposit	6,337.80
02/08/2024		DEP0023504	Utility Payment Packet UBPKT10391	Utility Billing	Outstanding	Deposit	1,022.43
02/08/2024		DEP0023507	Utility Payment Packet UBPKT10392	Utility Billing	Outstanding	Deposit	4,650.98
02/08/2024		DEP0023513	Utility Payment Packet UBPKT10393	Utility Billing	Outstanding	Deposit	1,339.55
02/08/2024		DEP0023516	Utility Payment Packet UBPKT10399	Utility Billing	Outstanding	Deposit	16,111.35
02/09/2024		DEP0023519	Utility Payment Packet UBPKT10400	Utility Billing	Outstanding	Deposit	2,147.28
02/09/2024		DEP0023522	Utility Payment Packet UBPKT10401	Utility Billing	Outstanding	Deposit	1,332.77
02/09/2024		DEP0023528	Utility Payment Packet UBPKT10403	Utility Billing	Outstanding	Deposit	13,304.74
02/12/2024		DEP0023525	Utility Reverse Payment Packet UBPKT10402	Utility Billing	Outstanding	Deposit	-450.00
02/12/2024		DEP0023531	Utility Payment Packet UBPKT10404	Utility Billing	Outstanding	Deposit	2,671.15
02/12/2024		DEP0023534	Utility Payment Packet UBPKT10405	Utility Billing	Outstanding	Deposit	2,277.19
02/12/2024		DEP0023543	Utility Payment Packet UBPKT10406	Utility Billing	Outstanding	Deposit	10,558.37
02/12/2024		DEP0023546	Utility Payment Packet UBPKT10414	Utility Billing	Outstanding	Deposit	15,161.08
02/13/2024		DEP0023549	Utility Payment Packet UBPKT10415	Utility Billing	Outstanding	Deposit	2,243.79
02/13/2024		DEP0023552	Utility Payment Packet UBPKT10416	Utility Billing	Outstanding	Deposit	3,219.56
02/13/2024		DEP0023555	Utility Payment Packet UBPKT10417	Utility Billing	Outstanding	Deposit	2,917.11
02/13/2024		DEP0023561	Utility Payment Packet UBPKT10420	Utility Billing	Outstanding	Deposit	13,746.60
02/14/2024		DEP0023564	Utility Payment Packet UBPKT10421	Utility Billing	Outstanding	Deposit	859.38
02/14/2024		DEP0023567	Utility Payment Packet UBPKT10422	Utility Billing	Outstanding	Deposit	2,590.61
02/14/2024		DEP0023573	Utility Payment Packet UBPKT10423	Utility Billing	Outstanding	Deposit	2,373.47
02/14/2024		DEP0023576	Utility Payment Packet UBPKT10424	Utility Billing	Outstanding	Deposit	4,203.36

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/15/2024		DEP0023579	Utility Payment Packet UBPKT10426	Utility Billing	Outstanding	Deposit	2,305.24
02/15/2024		DEP0023582	Utility Payment Packet UBPKT10425	Utility Billing	Outstanding	Deposit	3,175.51
02/15/2024		DEP0023586	Utility Payment Packet UBPKT10427	Utility Billing	Outstanding	Deposit	6,872.65
02/15/2024		DEP0023589	Utility Payment Packet UBPKT10428	Utility Billing	Outstanding	Deposit	10,643.34
02/16/2024		DEP0023592	Utility Payment Packet UBPKT10430	Utility Billing	Outstanding	Deposit	3,303.26
02/16/2024		DEP0023595	Utility Payment Packet UBPKT10429	Utility Billing	Outstanding	Deposit	9,338.84
02/16/2024		DEP0023598	Utility Payment Packet UBPKT10431	Utility Billing	Outstanding	Deposit	1,755.48
02/16/2024		DEP0023603	Utility Payment Packet UBPKT10433	Utility Billing	Outstanding	Deposit	67,461.89
02/16/2024		DEP0023606	Utility Reverse Payment Packet UBPKT10435	Utility Billing	Outstanding	Deposit	-869.87
02/20/2024		DEP0023600	ACH Draft Packet UBPKT10281	Utility Billing	Outstanding	Deposit	119,630.78
02/20/2024		DEP0023609	Utility Payment Packet UBPKT10436	Utility Billing	Outstanding	Deposit	6,185.66
02/20/2024		DEP0023614	Utility Payment Packet UBPKT10437	Utility Billing	Outstanding	Deposit	11,457.26
02/20/2024		DEP0023617	Utility Reverse Payment Packet UBPKT10444	Utility Billing	Outstanding	Deposit	-125.00
02/20/2024		DEP0023620	Utility Reverse Payment Packet UBPKT10449	Utility Billing	Outstanding	Deposit	-50.00
02/20/2024		DEP0023623	Utility Payment Packet UBPKT10438	Utility Billing	Outstanding	Deposit	4,896.13
02/20/2024		DEP0023626	Utility Payment Packet UBPKT10453	Utility Billing	Outstanding	Deposit	218,579.07
02/21/2024		DEP0023629	Utility Payment Packet UBPKT10455	Utility Billing	Outstanding	Deposit	427.40
02/21/2024		DEP0023632	Utility Payment Packet UBPKT10456	Utility Billing	Outstanding	Deposit	6,966.85
02/21/2024		DEP0023635	Utility Payment Packet UBPKT10454	Utility Billing	Outstanding	Deposit	884.61
02/21/2024		DEP0023644	Utility Payment Packet UBPKT10462	Utility Billing	Outstanding	Deposit	4,033.05
02/22/2024		DEP0023647	Utility Payment Packet UBPKT10463	Utility Billing	Outstanding	Deposit	990.27
02/22/2024		DEP0023650	Utility Payment Packet UBPKT10464	Utility Billing	Outstanding	Deposit	1,727.21
02/22/2024		DEP0023656	Utility Payment Packet UBPKT10465	Utility Billing	Outstanding	Deposit	2,257.40
02/22/2024		DEP0023659	Utility Payment Packet UBPKT10468	Utility Billing	Outstanding	Deposit	3,310.28
02/23/2024		DEP0023662	Utility Payment Packet UBPKT10469	Utility Billing	Outstanding	Deposit	4,109.87
02/23/2024		DEP0023665	Utility Payment Packet UBPKT10470	Utility Billing	Outstanding	Deposit	521.91
02/23/2024		DEP0023668	Utility Payment Packet UBPKT10471	Utility Billing	Outstanding	Deposit	419.08
02/26/2024		DEP0023671	Utility Payment Packet UBPKT10472	Utility Billing	Outstanding	Deposit	175.00
02/26/2024		DEP0023674	Utility Payment Packet UBPKT10473	Utility Billing	Outstanding	Deposit	360.00
02/26/2024		DEP0023677	Utility Reverse Payment Packet UBPKT10476	Utility Billing	Outstanding	Deposit	-132.36
02/26/2024		DEP0023680	Utility Reverse Payment Packet UBPKT10480	Utility Billing	Outstanding	Deposit	-55.64
02/26/2024		DEP0023683	Utility Reverse Payment Packet UBPKT10482	Utility Billing	Outstanding	Deposit	-123.56
02/26/2024		DEP0023686	Utility Reverse Payment Packet UBPKT10484	Utility Billing	Outstanding	Deposit	-113.76
02/26/2024		DEP0023689	Utility Reverse Payment Packet UBPKT10486	Utility Billing	Outstanding	Deposit	-16.56
02/26/2024		DEP0023692	Deposit Input Packet UBPKT10488	Utility Billing	Outstanding	Deposit	2,000.00
02/26/2024		DEP0023695	Utility Payment Packet UBPKT10474	Utility Billing	Outstanding	Deposit	1,056.32
02/26/2024		DEP0023698	Utility Payment Packet UBPKT10491	Utility Billing	Outstanding	Deposit	17,526.07
02/27/2024		DEP0023701	Utility Payment Packet UBPKT10492	Utility Billing	Outstanding	Deposit	757.68
02/27/2024		DEP0023704	Utility Payment Packet UBPKT10493	Utility Billing	Outstanding	Deposit	171.00
02/27/2024		DEP0023707	Utility Payment Packet UBPKT10495	Utility Billing	Outstanding	Deposit	6,425.70
02/28/2024		DEP0023710	Utility Payment Packet UBPKT10496	Utility Billing	Outstanding	Deposit	1,706.55
02/28/2024		DEP0023713	Utility Payment Packet UBPKT10497	Utility Billing	Outstanding	Deposit	2,069.18
02/28/2024		DEP0023716	Utility Payment Packet UBPKT10498	Utility Billing	Outstanding	Deposit	2,033.66

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
02/28/2024		DEP0023719	Utility Payment Packet UBPKT10509	Utility Billing	Outstanding	Deposit	5,193.92
02/29/2024		DEP0023722	Utility Payment Packet UBPKT10510	Utility Billing	Outstanding	Deposit	5,007.34
02/29/2024		DEP0023725	Utility Payment Packet UBPKT10511	Utility Billing	Outstanding	Deposit	2,733.35
02/29/2024		DEP0023728	Utility Payment Packet UBPKT10512	Utility Billing	Outstanding	Deposit	5,049.11
02/29/2024		DEP0023731	Utility Payment Packet UBPKT10513	Utility Billing	Outstanding	Deposit	4,367.62
Deposit Total: (89)							763,663.51
Utility Billing Total: (89)							763,663.51
Report Total: (237)							131,243.15

Summary

Bank Account	Count	Amount
030866939 Bank of the West Checking	237	131,243.15
Report Total:	237	131,243.15

Cash Account	Count	Amount
99 99-000-1004 BMO Checking (Pooled Cash)	237	131,243.15
Report Total:	237	131,243.15

Transaction Type	Count	Amount
Bank Draft	32	-455,324.46
Bank Draft Reversal	1	751.72
Check	54	-299,085.04
Deposit	138	1,004,861.60
EFT	12	-119,960.67
Report Total:	237	131,243.15



Trabuco Canyon Water District
General Fund Warrant Register
2/8/2024

Summary of Disbursements

Computer Checks	594,839.78
UB Refund Checks	-
Void UB Refund	(119.98)
Bank Drafts	475,688.04
Bank EFTs	129,319.90
Voided Payments	-
Total Disbursements	1,199,727.74

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: 2/8/24
Date:



By: 2/8/24
Date:



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 01/10/2024 - 02/06/2024

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
01/10/2024		DFT0003403	ADP	Accounts Payable	Outstanding	Bank Draft	-1,940.69
01/10/2024		DFT0003404	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-1,672.23
01/10/2024		DFT0003405	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-244.60
01/11/2024		DFT0003406	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
01/12/2024		DFT0003407	SECURITAS TECHNOLOGY	Accounts Payable	Outstanding	Bank Draft	-1,401.28
01/12/2024		DFT0003408	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-151.48
01/16/2024		DFT0003409	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-74.78
01/16/2024		DFT0003410	TAB ANSWER NETWORK	Accounts Payable	Outstanding	Bank Draft	-202.75
01/16/2024		DFT0003411	WEX FLEET UNIVERSAL	Accounts Payable	Outstanding	Bank Draft	-4,471.43
01/16/2024		DFT0003412	XEROX CORPORATION	Accounts Payable	Outstanding	Bank Draft	-201.78
01/18/2024		DFT0003413	ADP	Accounts Payable	Outstanding	Bank Draft	-123,336.28
01/18/2024		DFT0003414	SOUTHERN CALIFORNIA EDISON	Accounts Payable	Outstanding	Bank Draft	-72,043.60
01/19/2024		DFT0003415	COX COMMUNICATIONS	Accounts Payable	Outstanding	Bank Draft	-671.75
01/22/2024		DFT0003416	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-595.90
01/22/2024		DFT0003417	CALPERS	Accounts Payable	Outstanding	Bank Draft	-29,804.73
01/22/2024		DFT0003418	SOUTH COAST AQMD	Accounts Payable	Outstanding	Bank Draft	-665.26
01/22/2024		DFT0003419	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
01/23/2024		DFT0003420	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-55.00
01/24/2024		DFT0003421	AT&T MOBILITY	Accounts Payable	Outstanding	Bank Draft	-2,731.57
01/25/2024		DFT0003422	HOME DEPOT CREDIT SERVICES	Accounts Payable	Outstanding	Bank Draft	-1,004.56
01/25/2024		DFT0003423	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-75.00
01/26/2024		DFT0003424	ADP	Accounts Payable	Outstanding	Bank Draft	-112.00
01/26/2024		DFT0003425	CSDA Commercial Card - UMPQUA BANK	Accounts Payable	Outstanding	Bank Draft	-11,365.55
01/26/2024		DFT0003426	WAGE WORKS, INC.	Accounts Payable	Outstanding	Bank Draft	-173.89
02/01/2024		DFT0003427	VSP	Accounts Payable	Outstanding	Bank Draft	-755.03
02/02/2024		DFT0003428	ADP	Accounts Payable	Outstanding	Bank Draft	-117,448.13
02/02/2024		DFT0003429	CALPERS	Accounts Payable	Outstanding	Bank Draft	-65,458.45
02/02/2024		DFT0003430	GUARDIAN	Accounts Payable	Outstanding	Bank Draft	-3,955.78
02/02/2024		DFT0003431	PACE PAYMENT SYSTEMS, INC.	Accounts Payable	Outstanding	Bank Draft	-3,609.52
02/02/2024		DFT0003432	SHRED-IT USA, LLC	Accounts Payable	Outstanding	Bank Draft	-68.00
02/02/2024		DFT0003433	THE TOLL ROADS	Accounts Payable	Outstanding	Bank Draft	-140.00
02/05/2024		DFT0003434	LOWE'S	Accounts Payable	Outstanding	Bank Draft	-531.79
02/06/2024		DFT0003435	CALPERS	Accounts Payable	Outstanding	Bank Draft	-29,288.46
02/06/2024		DFT0003436	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Bank Draft	-1,156.77

Bank Transaction Report

Issued Date Range: -

Bank Draft Total: (34) -475,688.04

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

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/25/2024		12286	WECK LABORATORIES	Accounts Payable	Outstanding	Check	-816.00
02/02/2024		12287	CONCENTRA	Accounts Payable	Outstanding	Check	-310.00
02/02/2024		12288	FERGUSON WATERWORKS	Accounts Payable	Outstanding	Check	-2,192.72
02/02/2024		12289	HIGHROAD INFORMATION TECHNOLOGY, LLC.	Accounts Payable	Outstanding	Check	-575.00
02/02/2024		12290	IRVINE RANCH WATER DISTRICT	Accounts Payable	Outstanding	Check	-17,756.27
02/02/2024		12291	MCFADDEN-DALE INDUSTRIAL HARDWARE	Accounts Payable	Outstanding	Check	-140.50
02/02/2024		12292	NBS	Accounts Payable	Outstanding	Check	-975.51
02/02/2024		12293	ORKIN, INC.	Accounts Payable	Outstanding	Check	-139.99
02/02/2024		12294	OSCAR ULLOA	Accounts Payable	Outstanding	Check	-60.00
02/02/2024		12295	PETE'S ROAD SERVICE	Accounts Payable	Outstanding	Check	-488.87
02/02/2024		12296	PROJECT PARTNERS, INC.	Accounts Payable	Outstanding	Check	-14,736.79
02/02/2024		12297	QUINN COMPANY	Accounts Payable	Outstanding	Check	-622.14
02/02/2024		12298	ROBINSON ELEMENTARY	Accounts Payable	Outstanding	Check	-500.00
02/02/2024		12299	SANTA MARGARITA WATER DISTRICT	Accounts Payable	Outstanding	Check	-122,474.85
02/02/2024		12300	SECURITAS TECHNOLOGY	Accounts Payable	Outstanding	Check	-742.64
02/02/2024		12301	SMARTCOVER SYSTEMS	Accounts Payable	Outstanding	Check	-18,708.96
02/02/2024		12302	TOUCH TEL MOBILE	Accounts Payable	Outstanding	Check	-625.00
Check Total: (57)							-594,839.78
EFT							
01/11/2024		471	ACWA JPIA - LIFE	Accounts Payable	Outstanding	EFT	-485.74
01/11/2024		472	ALS - TRUESDAIL LABORATORIES	Accounts Payable	Outstanding	EFT	-3,456.00
01/11/2024		473	IRVINE PIPE SUPPLY	Accounts Payable	Outstanding	EFT	-357.04
01/11/2024		474	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-37.50
01/11/2024		475	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-137.58
01/26/2024		476	ACWA JPIA - WC, PROP., & LIAB	Accounts Payable	Outstanding	EFT	-11,219.20
01/26/2024		477	AMAZON	Accounts Payable	Outstanding	EFT	-519.44
01/26/2024		478	EVANS-HYDRO, INC.	Accounts Payable	Outstanding	EFT	-15,017.19
01/26/2024		479	HERC RENTALS	Accounts Payable	Outstanding	EFT	-3,737.55
01/26/2024		480	IRVINE PIPE SUPPLY	Accounts Payable	Outstanding	EFT	-70.17
01/26/2024		481	MWDOC	Accounts Payable	Outstanding	EFT	-20,817.09
01/26/2024		482	OLIN CHEMICALS	Accounts Payable	Outstanding	EFT	-6,318.80
01/26/2024		483	PEBBLE SPRING WATER	Accounts Payable	Outstanding	EFT	-36.00
01/26/2024		484	ROCKSPARK INC.	Accounts Payable	Outstanding	EFT	-6,855.00
01/26/2024		485	UNIFIRST CORPORATION	Accounts Payable	Outstanding	EFT	-367.94
01/26/2024		486	XYLEM	Accounts Payable	Outstanding	EFT	-2,754.12
02/05/2024		487	EIDE BAILLY	Accounts Payable	Outstanding	EFT	-7,871.25
02/05/2024		488	IRVINE PIPE SUPPLY	Accounts Payable	Outstanding	EFT	-253.29
02/05/2024		489	MWDOC	Accounts Payable	Outstanding	EFT	-49,009.00
EFT Total: (19)							-129,319.90
Accounts Payable Total: (110)							-1,199,847.72

Utility Billing

Check Reversal

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
01/10/2024		11825	Reverse Refund Check ASHLEY KENNEFICK	Utility Billing	Outstanding	Check Reversal	50.00
01/10/2024		11827	Reverse Refund Check CRAIG CAMPBELL	Utility Billing	Outstanding	Check Reversal	69.98
Check Reversal Total: (2)							119.98
Utility Billing Total: (2)							119.98
Report Total: (112)							-1,199,727.74

Summary

Bank Account	Count	Amount
030866939 Bank of the West Checking	112	-1,199,727.74
Report Total:	112	-1,199,727.74

Cash Account	Count	Amount
99 99-000-1004 BMO Checking (Pooled Cash)	112	-1,199,727.74
Report Total:	112	-1,199,727.74

Transaction Type	Count	Amount
Bank Draft	34	-475,688.04
Check	57	-594,839.78
Check Reversal	2	119.98
EFT	19	-129,319.90
Report Total:	112	-1,199,727.74



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

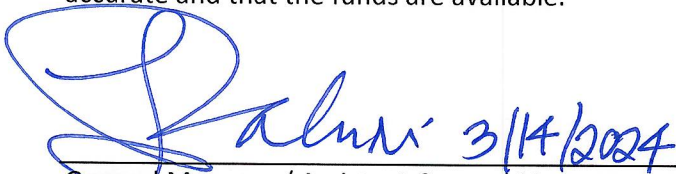
GENERAL FUND PAYROLL WARRANT REGISTER

For the Month of: February 2024


\$ 224,606.81

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

 3-14-24
By Date

 3/14/2024
By Date

Net Pay	Checks					.00
	Direct Deposits					72,174.04
	Subtotal Net Pay					72,174.04
	Adjustments					.00
	Total Net Pay Liability (Net Cash)					72,174.04

Taxes		You are responsible for		Amount debited		
		Depositing these amounts		from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	Federal Income Tax				14,188.93	
	Earned Income Credit Advances					
	Social Security				7,136.78	7,136.80
	Medicare				1,669.10	1,669.09
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal		22,994.81		8,805.89	31,800.70
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	Total Federal		22,994.81		8,805.89	31,800.70
State	CA State Income Tax				6,284.83	
	CA State Unemployment Insurance-ER 3000					10.45
	CA State Disability Insurance-EE				1,264.79	
	Subtotal CA				7,549.62	10.45
	Total Taxes	.00	.00		30,544.43	8,816.34
	Amount ADP Debited From AccountXXXX6939					39,360.77
	Tran/ABA XXXXXXXXX					

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit					72,174.04	24 Employee Transactions
	Transfers Amount ADP Debited From AccountXXXX6939					72,174.04	
	Tran/ABA XXXXXXXXX						
	Total Amount ADP Debited From Your Accounts					111,534.81	



Statistical Summary Detail

TRABUCO CANYON WATER

Region Name : GKN
Company Code : ADP RESOURCE

Batch : 8168
Quarter Number : 1
Service Center: 580

Period Ending : 02/15/2024
Pay Date : 02/20/2024
Current Date : 02/15/2024

Week 07
Page 2

Net Pay	Checks				339.69
	Direct Deposits				73,154.76
	Subtotal Net Pay				73,494.45
	Adjustments				.00
	Total Net Pay Liability (Net Cash)				73,494.45

Taxes		You are responsible for		Amount debited		
		Depositing these amounts		from your account		
Federal	Agency	Rate	EE withheld	ER contrib.	EE withheld	ER contrib.
	Federal Income Tax				14,241.46	
	Earned Income Credit Advances					
	Social Security				7,224.33	7,224.32
	Medicare				1,689.55	1,689.56
	Medicare Surtax					
	Federal Unemployment Tax					
	Subtotal Federal		23,155.34		8,913.88	32,069.22
	FMLA-PSL Payments Credit					
	FMLA-PSL ER FICA Credit					
	FMLA-PSL Health Care Premium Credit					
	Employee Retention Qualified Payments Cre					
	Employee Retention Qualified Health Care					
	Cobra Premium Assistance Payments					
	Total Federal		23,155.34		8,913.88	32,069.22
State	CA State Income Tax				6,252.33	
	CA State Unemployment Insurance-ER 3000					18.30
	CA State Disability Insurance-EE				1,237.70	
	Subtotal CA				7,490.03	18.30
	Total Taxes	.00	.00	30,645.37	8,932.18	39,577.55
	Amount ADP Debited From AccountXXXX6939		Tran/ABA XXXXXXXXXX			39,577.55

Excludes Taxes That Are Your Responsibility

Other	ADP Direct Deposit				73,154.76	28 Employee Transactions
Transfers	ADP Check				339.69	
	Amount ADP Debited From AccountXXXX6939		Tran/ABA XXXXXXXXXX			73,494.45
	Total Amount ADP Debited From Your Accounts					113,072.00



Statistical Summary Detail

TRABUCO CANYON WATER

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

Batch : **0559**
Quarter Number : **1**
Service Center : **580**

Period Ending : **02/29/2024** **Week 10**
Pay Date : **03/05/2024**
Current Date : **03/01/2024** Page 2

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 21, 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. *February 7, 2024*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | FEBRUARY 7, 2024

DIRECTORS PRESENT

Mike Safranski, Committee Chair
Stephen Dopudja, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, District Secretary
Lorrie Lausten, District Engineer
Gary Kessler, Water Superintendent
Oscar Ulloa, Wastewater Superintendent
Jason Stroud, Maintenance Superintendent
Phil Serpas, CMMS/SCADA Administrator
Roseann Lejsek, Administrative Assistant
Sam Lee, Engineering Intern

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Safranski called the February 7, 2024 Engineering/Operational Committee Meeting to order at 7:00 a.m.

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

No comments were received.

COMMITTEE MEMBER COMMENTS

None

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported that the District had three committee meetings scheduled for the following day.

ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

Mr. Paludi presented the Engineering/Operational Committee Meeting Recap(s) for Committee review in accordance with the agenda. Discussion occurred concerning the context of certain comments captured in the recap from the January 3rd meeting. Director Safranski provided additional context to his comments related to the strategy of shifting approved capital funds from a canceled or modified project to fund the proposed communications improvements at the Robinson Ranch Wastewater Treatment Plant (WWTP). Mr. Paludi commented that staff intends to capture the spirit of comments made at the public meetings and will clarify comments prior to publication, if necessary.

MOTION: Approve the Engineering/Operational Committee Meeting Recap(s) and recommended that the Board receive and file the same (Consent Calendar) – Director Dopudja

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | FEBRUARY 7, 2024**

SECOND: Director Safranski
AYES: Directors Dopudja & Safranski
NOES: None
ABSTAIN: None
MOTION PASSED/FAILED: Passed 2 – 0

ITEM 2: GOLF CLUB SEWER LIFT STATION IMPROVEMENTS CONSTRUCTION MANAGEMENT SERVICES

Ms. Lausten presented this matter for Committee consideration and review, and she provided a brief overview of the project. Ms. Lausten reported that the District has received four proposals after publicly bidding the project, and she presented a proposal evaluation which compared the costs of each proposer. Ms. Lausten recommended awarding the project to MCM Consulting and requested that the Committee recommend the Board of Directors ratify a professional services agreement.

MOTION: Approve and recommend the Board of Directors 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 (Action Calendar) – Director Dopudja
SECOND: Director Safranski
AYES: Directors Dopudja & Safranski
NOES: None
ABSTAIN: None
MOTION PASSED/FAILED: Passed 2 – 0

ITEM 3: ROBINSON RANCH WASTEWATER TREATMENT PLANT COMMUNICATION SYSTEM UPGRADE

Mr. Paludi presented this matter for Committee consideration and review. Ms. Lausten provided an overview of the project, and she presented a quote from Beavens Systems Incorporated in the amount of \$277,259.35. Ms. Lausten reported that this project was originally scoped as primarily a fiber-optic conduit installation and budgeted in the CIP for \$130,000. However, during the project development process the scope was necessarily expanded to include the replacement of certain obsolete in-plant SCADA equipment, and the overall project cost estimate was increased to \$300,000. Ms. Lausten stated that other CIP projects will be deferred to stay within the current CIP budget. Mr. Ulloa provided information on the challenges of the current communication system at the RRWWTP. Discussion occurred concerning the relation of this project to the ongoing SCADA Improvement Project under the TESCO contract; Mr. Perea explained that this project is separate from the TESCO SCADA project as the RRWWTP operates independently from District SCADA system and this is primarily onsite communications improvements. Director Dopudja expressed his concern with shifting capital funds from other projects to cover this specific project, but he commented that this project is critical and supported staff recommendation.

MOTION: Recommend the Board of Directors 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. (Action Calendar) – Director Dopudja
SECOND: Director Safranski
AYES: Directors Dopudja & Safranski
NOES: None
ABSTAIN: None
MOTION PASSED/FAILED: Passed 2 – 0

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | FEBRUARY 7, 2024**

ITEM 4: COUNTY OF ORANGE REQUEST FOR PERMANENT AND TEMPORARY EASEMENT ACQUISITION RELATED TO TRABUCO CREEK ROAD STORM DRAIN IMPROVEMENT PROJECT

Mr. Paludi presented this matter for Committee consideration and review. Mr. Perea provided background of the project and presented the Committee with an exhibit of the proposed project site and provided the terms of the proposed agreement between the District and the County of Orange. Mr. Perea noted that he would like to thank general legal counsel for their assistance in coordinating with the County on this project, and he recommended forwarding this matter to the Board for their consideration.

MOTION: Recommend the Board of Directors 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 (Action Calendar) – Director Dopudja

SECOND: Director Safranski

AYES: Directors Dopudja & Safranski

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2 – 0

ITEM 5: OTHER ENGINEERING AND OPERATIONS PROJECT UPDATES

1. Staff presentation on Cartegraph

Mr. Serpas delivered a PowerPoint presentation and a real-time demonstration of Cartegraph, the District’s Computerized Maintenance and Management System (CMMS), to the Committee. Discussion occurred concerning the benefits of the system’s ability to track asset performance, operational practices such as sewer cleaning and fire hydrant flushing, and budget planning. Mr. Serpas highlighted the secondary benefits of the system by tracking vendor compliance with insurance and Department of Industrial Relations requirements. The Committee commended staff on implementing the CMMS system.

2. Staff presentation on WWTP SBR Improvements

Mr. Ulloa delivered a PowerPoint presentation to the Committee concerning aeration system improvements completed by staff in addition to their regular duties. Mr. Ulloa highlighted the anticipated energy savings due to the system improvements and the cost savings by completing the work in-house. The Committee commended staff on their hard work and planning efforts to improve the treatment operations with the system improvements. Director Dopudja emphasized the cost savings benefit to the District of Operations staff performing the work without the use of outside contractors.

3. Staff Presentation on Dove Center Fire Service Upgrades

Ms. Lausten delivered a PowerPoint presentation to the Committee on the onsite improvements to the Dove Center which included the installation of backflow prevention devices and fire system valves. Ms. Lausten reported that the District owns and operates the plaza distribution system.

4. Saddle Crest Development Update

Mr. Paludi reported that the District is working with general legal counsel on a proposed settlement. Mr. Paludi added that the District will be meeting with the developer over the next few weeks to continue discussions.

ITEM 6: WATER SYSTEM UPDATES

Mr. Kessler reviewed the projects and repairs for the prior month, and he reported that Water Operations staff had completed the following tasks:

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | FEBRUARY 7, 2024**

1. Exercised 82 water valves in the Dove Canyon community.
2. Replaced one fire hydrant in the Robinson Ranch community and one fire hydrant in the Dove Canyon community.
3. Worked with TESCO Controls at the Dimension Water Treatment Plant (DWTP) and district pump station.
4. Continued to perform system/facility operational tests and troubleshoot problems at the Saddle Crest reservoir and pump station facilities.

Mr. Kessler presented the Water System Summary for Committee review, and he reported that the recent rain events have resulted in a significant increase in well volume.

MOTION: None – Informational item only.

ITEM 7: WASTEWATER SYSTEM UPDATES

Mr. Ulloa reviewed the projects and repairs for the prior month, and he reported that Wastewater Operations staff had completed the following tasks:

1. Testing of Heritage Lift Station pump logic after electrical repairs to generator and ATS.
2. Installed E. SBR mixer.
3. Replaced 6-inch valve at Dove Recycle (NDW) Pump Station.
4. Assisted Tesco in the testing of Shadow Rock Dry Season Recovery Station.
5. Replaced a 6-inch flow meter for the intertie to SMWD at Portola Basin

Mr. Ulloa presented the Recycled Water System Summary for Committee review, and he reported that Dove Lake was full due to the recent rain events. Mr. Perea reported that staff has received correspondence from the DCMA Infrastructure Committee with concerns related to certain sewer manhole lids that will require inspection and possible replacement, if necessary.

MOTION: None – Informational item only.

ITEM 8: MAINTENANCE DEPARTMENT UPDATES

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

Projects and Repairs

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

Water Operations

1. Assisted in a job walk with Water Operations and David Rodriguez with Flo-Services for the backwash wet well sump pump at the Dimension Water Treatment Plant (DWTP).
2. Worked with a locksmith vendor to re-key the Saddle Crest Booster Pump Station with a sub-key for vendors and developer representatives to access the facility.
3. Performed inspection on El Toro Field Office/Booster Pump Station electric motor.
4. Attended Tekdrauliks/Goulds Pump training class in Irvine.

Wastewater Operations

1. Assisted P2S Consultants with the ARC Flash inspection at 27 sites.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | FEBRUARY 7, 2024**

District Fleet Upgrades & Other Projects

1. Attended the Water Emergency Response Organization of Orange County (WEROC) Quarterly Meeting.
2. Performed semi-annual vehicle inspections and oil changes on HD electrical motors.
3. Performed service on vehicle no. 7, including oil change, tires, tire sensor replacement, and wiper arm recall.
4. Rebuilt the CAT Backhoe hydraulic arm.

MOTION: None – Informational item only.

ITEM 9: OTHER MATTERS/REPORTS

Mr. Paludi introduced Mr. Sam Lee, Engineering Intern, to the Committee.

MOTION: None

ADJOURNMENT

Director Safranski adjourned the February 7, 2024 Engineering/Operational Committee Meeting at 8:28 a.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 21, 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. *February 8, 2024*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | FEBRUARY 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
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 Mandich called the February 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:

- Atmospheric River Event: Mr. Paludi reported the increased rain in the District's service area has increased water supplies in the District's wells and Dove Lake.
- Saddle Crest Development: Mr. Paludi reported that he will be meeting with the developer the following week to discuss matters related to the onsite reservoir and pump station.
- Urban Water Institute (UWI): Mr. Paludi reported that he would be attending this event the following week.

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.

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

- 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:

February 2024

Regular Board Meeting – 2/15

- Award Golf Club SLS Rehab Construction Management Contract (E/O)
- Award WWTP Communications Improvement Contract (E/O)
- Approve County Easement agreement for Trabuco Creek Road Improvement (E/O)
- Approve OPEB Biennial Valuation for CERBT Trust Funding (F/A)
- Meter Downsizing Program Update
- Presentation by Wastewater Operations on SBR Improvements

March 2024

Regular Board Meeting – 3/21

- Adopt Annual Statement of Investment Policy (F/A)
- Receive and file District Total Compensation Survey Update (Exec & F/A)
- Approval of Resolution Authorizing USBR Grant Application (E/O)
- Settlement offer with Rutter Development (Closed Session)
- Discuss MWDOC Draft FY 2024/25 Budget (F/A)
- Water Awareness Day Event Planning Update (Exec)
- Presentation by Administration staff on Cartegraph CMMS

April 2024

Regular Board Meeting – 4/18

- Award Harris Grade Pipeline Replacement Design Contract (E/O)
- Award Recycled Water P.S. Improvements Design Contract (E/O)

Other Potential Future Board Items

- Award Human Resources Support Services Contract
- Approve Debt Issuance Agreements
- Acceptance of Saddle Crest Facilities

Discussion occurred concerning the current customer participation level of the District’s Meter Downsizing Program. Mr. Paludi reported that the District has received four applications with OCFA approval and one conversion has been completed. The Committee recommended notifying customers with meters sized 1 ½” and 2” with a letter that explains the benefits of the program and the approval process. Mr. Paludi indicated that staff would prepare the letter and provide it to the affected customers.

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

MOTION: None – Informational item only.

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

Mr. Paludi presented an update on this matter, and he reported that District staff would be meeting with Special Legal Counsel to review the proposed draft scope of work. Mr. Perea provided an overview of the draft request for proposals and schedule.

MOTION: None – Informational item only.

OTHER MATTERS

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

2024 Water Awareness Day Event

Mr. Paludi provided a brief update on planning efforts for the annual event. The Committee recommended forwarding this matter to the Board for consideration.

State Legislation Update

Ms. Collins provided a brief update on new water rates-related proposed legislation to the Committee, including the following:

AB 2257 – Proposes an administrative procedure process for rate protests/objections prior to adoption.

AB 1827 – Proposes the codification of the use of peaking component for water rate setting.

SB 1072 – Proposes that refunds associated with rate setting is not allowed.

Director Mandich recommended forwarding this informational update to the Board.

MOTION: None

ADJOURNMENT

Vice President Mandich adjourned the February 8, 2024 Executive Committee Meeting at 5:30 p.m.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 21, 2024**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 5: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, AND TENTATIVE FUTURE MEETINGS/ATTENDANCE

FEES AND EXPENSES

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

TENTATIVE FUTURE MEETINGS

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

FUNDING SOURCE:

General Fund

FISCAL IMPACT

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

COMMITTEE STATUS:

This matter was reviewed with the Finance/Audit Committee.

RECOMMENDED ACTION:

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

1. *February 2024*

EXHIBITS:

1. Directors Fees and Expenses Monthly Report for February 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 | FEBRUARY 2024**

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
DISTRICT MEETINGS					
District Properties Committee Meeting			02/08/24	02/08/24	
Engineering/Operational Committee Meeting			02/07/24		02/07/24
Executive Committee Meeting			02/08/24	02/08/24	
Finance/Audit Committee Meeting	02/08/24	02/08/24			
Individual Meeting with General Manager	02/13/24	02/13/24	02/13/24	02/12/24	02/13/24
Regular Board Meeting	02/15/24	02/15/24	02/15/24	02/15/24	02/15/24
REPRESENTATIVE MEETINGS					
Community Associations of Rancho (CAR) Meeting		02/06/24			
City of Rancho Santa Margarita - City Council Meeting				02/28/24	
City of Rancho Santa Margarita - Planning Commission Meeting	02/07/24				
Independent Special Districts of Orange County (ISDOC) Monthly Meeting				02/06/24	
MWDOC Administration/Finance Committee Meeting	02/14/24				
MWDOC Board Meeting	02/21/24				
Water Advisory Commission of Orange County (WACO)	02/02/24				
NUMBER OF MEETINGS ATTENDED	7	4	4	5	3
PER DIEMS (\$125 per each meeting*)	\$875.00	\$500.00	\$500.00	\$625.00	\$375.00
DIRECT REIMBURSABLE EXPENSES					
DIRECT REIMBURSABLE EXPENSES TOTALS					
INDIRECT REIMBURSABLE EXPENSES					
INDIRECT REIMBURSABLE EXPENSES TOTALS					
TOTAL (PER DIEMS + DIRECT REIMBURSABLE EXPENSES)	\$875.00	\$500.00	\$500.00	\$625.00	\$375.00
<i>* Maximum per diem per day is one; maximum per diems per month is 10</i>					

DIRECTOR SIGNATURE

TRABUCO CANYON WATER DISTRICT | 2024 PUBLIC MEETING AND CONFERENCE CALENDAR

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

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

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 21, 2024**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 6: DISTRICT ENERGY EFFICIENCY AD HOC COMMITTEE UPDATE

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

FISCAL IMPACT

None at this time.

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was reviewed with the Energy Efficiency Ad Hoc Committee

RECOMMENDED ACTIONS:

Receive information and presentation at the time of the meeting.

EXHIBIT(S):

None

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 21, 2024**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 7: SB 1218 (NEWMAN): EMERGENCY WATER SUPPLIES - SUPPORT

As defined in SB 1218, “emergency water supply” is a water supply that has been developed by a water supplier to enhance its water supply reliability during times of shortage and is a supply in addition to the baseline water supplies that the agency draws upon during non-shortage times to meet water demands within its service area. For example, the bill’s sponsor, Irvine Ranch Water District (IRWD) has invested in groundwater storage assets in the Central Valley that can be drawn upon by IRWD or other agencies so that conservation is not the only tool to balance supply and demand during times of drought and imported water shortages. Currently, the state disincentives these types of investments in supply reliability because only demand reduction through conservation mandates is recognized as a matter of policy in mitigation shortages. SB 1218 seeks to remedy this by enacting a policy in the Water Code that recognizes emergency water supplies, encourages their development, and supports their use during times of shortage. The current bill language is included as Exhibit 1. A fact sheet for SB 1218 is included as Exhibit 2.

Trabuco Canyon Water District supports SB 1218 because of its potential to enhance water supply reliability in Orange County and throughout the state should agencies elect to invest in emergency supply development or procurement. TCWD has been requested to sign a coalition support letter for SB 1218. The form letter is included as Exhibit 3.

FUNDING SOURCE:

General Fund

FISCAL IMPACT

None at this time.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

COMMITTEE STATUS:

This matter was reviewed with the Executive Committee.

RECOMMENDED ACTIONS:

Adopt a “SUPPORT” position on SB 1218 (Newman) and authorize the General Manager to sign the coalition support letter.

EXHIBIT(S):

1. SB 1218 Bill Language
2. SB 1218 Fact Sheet
3. Coalition Support Form Letter

CONTACTS (staff responsible): PALUDI/PEREA/COLLINS

Introduced by Senator Newman

February 15, 2024

An act to add Section 106.6 to the Water Code, relating to water.

LEGISLATIVE COUNSEL'S DIGEST

SB 1218, as introduced, Newman. Water: emergency water supplies.

Existing law, the Urban Water Management Planning Act, requires every public and private urban water supplier that directly or indirectly provides water for municipal purposes to prepare and adopt an urban water management plan. The act requires an urban water management plan to include a water shortage contingency plan, as provided.

This bill would declare that it is the established policy of the state to encourage and incentivize, but not mandate, the development of emergency water supplies, and to support their use during times of water shortage.

Vote: majority. Appropriation: no. Fiscal committee: yes.
State-mandated local program: no.

The people of the State of California do enact as follows:

- 1 SECTION 1. The Legislature hereby finds and declares all of
- 2 the following:
- 3 (a) California has a climate that cycles between periods of large
- 4 amounts of precipitation and times of drought.
- 5 (b) California's weather cycles are already affecting water
- 6 resources throughout the state, which in turn negatively impact
- 7 ecosystems, economies, and communities.
- 8 (c) In addition to enhancing water efficiency, California can
- 9 and should take action to build water resilience into its water

1 resource management and planning that accounts for these changes,
2 allowing the state to better adapt to and mitigate the impacts of
3 climate change on water supplies and watersheds.

4 (d) With climate change likely bringing more frequent and
5 intense droughts to California, the state needs to evaluate how it
6 will ensure sufficient water supplies during times of shortage.

7 (e) An emergency water supply is one way the state can ensure
8 sufficient water supplies during times of drought, and the
9 development of emergency water supplies can aid the state in
10 mitigating the impacts of more frequent droughts.

11 (f) Despite this, few water suppliers have made an investment
12 in emergency water supplies.

13 (g) Establishing as state policy a role for emergency water
14 supplies can help encourage and incentivize greater investment
15 and development of those supplies across the state.

16 SEC. 2. Section 106.6 is added to the Water Code, to read:

17 106.6. (a) It is hereby declared to be the established policy of
18 this state to encourage and incentivize, but not mandate, the
19 development of emergency water supplies, and to support their
20 use during times of water shortage.

21 (b) For purposes of this section, “emergency water supplies”
22 means water supplies identified in a water shortage contingency
23 plan that has been developed to increase a water supplier’s water
24 supply reliability during times of shortage, including, but not
25 limited to, during a drought or unplanned service disruption, and
26 that are in addition to the baseline water supplies the water supplier
27 draws on during nonshortage times to meet water demands within
28 its service area.

SB 1218 (NEWMAN) EMERGENCY WATER SUPPLIES

Problem

California has always had a climate that cycles between periods of large amounts of precipitation and times of drought. With climate change, however, we are experiencing extreme weather cycles and weather.

As the state sees more rainfall and less snow, earlier snowmelt, more intense rain events, aridification, and increasingly frequent droughts, the state needs to focus on water resilience.

While water use efficiency will continue to play an important role in the face of climate change, water resilience for the future will also require California to take different approaches than have been taken in the past to ensure sufficient water for the state's ecosystem, urban and agriculture needs in times of excess and times of shortage.

California can and should take action to build water resilience into its water resource management and planning that accounts for these changes. The Legislature can encourage actions that build water resilience, especially for times of drought. With intensifying and prolonged periods of drought likely, emergency supplies can help ensure sufficient water.

Background

California must build water resilience that will help us adapt to and mitigate climate change, and that will ensure California has sufficient water during dry times.

A Definition of California Water Resilience

Water resilience for California means moving the state to better water resource management through cost-effective infrastructure investments, flexible systems operations, and changes in policy and regulations that result in water systems, communities, ecosystems, and economies adapting to and mitigating for the impacts of climate change to water supplies and watersheds.

As the Governor has laid out in his Water Resilience Portfolio, efforts to build water resilience are strengthened when there is state support for local efforts to withstand drought and flood, provide safe and reliable water supplies to all communities, and protect natural systems.

While the actions needed to build water resilience will vary by location and region, the state can set policies that encourage

What is an Emergency Water Supply?

An emergency water supply is a supply that has been developed by a water supplier to enhance its water supply reliability during times of shortage and is a supply in addition to the baseline water supplies that the agency draws upon during non-shortage times to meet water demands within its service area.

investments in resilience which can help mitigate the impacts of climate change on ecosystems, economies, and communities.

Solution

With climate change bringing more frequent and intense droughts to California, the state needs to evaluate how it will ensure sufficient water supplies during times of shortage.

The development of emergency water supplies can aid the state in mitigating the impacts of more frequent droughts. Unfortunately, few water suppliers have made the investment in emergency supplies because the state has not formally recognized them.

Establishing a state policy that recognizes the role emergency water supplies can play in water resilience can encourage and incentivize greater investment and development of those supplies across the state. SB 1218 would enact such a policy by adding the following policy statement to the California Water Code:

"It shall be the policy of the state to encourage and incentivize, but not mandate, the development of emergency water supplies, and to support their use during times of water shortage."



Contact Information

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Irvine Ranch Water District
(949) 453-5338
compton@irwd.com

Alfredo Arredondo
Resolute
(805) 598-9350
alfredo@resolutecompany.com



**Irvine Ranch
Water District**

February X, 2024

The Honorable Josh Newman
Senator, 29th District
1021 O Street, Suite 6520
Sacramento, CA 9581

RE: SB 1218 (Newman): Emergency Water Supplies- Support

Dear Senator Newman:

We, the undersigned coalition of statewide associations, cities, water suppliers, business organizations, and regional stakeholders [OTHER ENTITY TYPES WOULD BE ADDED IN THEY SIGN ON], are writing to express our support for SB 1218 (Newman) and to thank you for authoring this important measure, which would enact a state policy to encourage and incentivize greater investment in and development of emergency water supplies across the state.

California has always had a climate that cycles between periods of large amounts of precipitation and times of drought. With climate change, however, we are experiencing greater weather whiplash. As the state sees more rainfall and less snow, earlier snowmelt, more intense rain events, aridification, and increasingly more frequent droughts, the state should support every responsible tool to enhance water resilience.

While adherence to feasible water use efficiency standards will continue to play an important role in the face of climate change, water resilience for the future will also require California to maximize various innovative approaches to ensure sufficient water for the state's ecosystem, urban, and agriculture needs in times of shortage.

The development of emergency water supplies— a water supply that has been developed by a water supplier to enhance its water supply reliability during times of shortage and is a supply in addition to the baseline water supplies that the agency draws upon during non-shortage times to meet water demands within its service area— is one tool that can aid the state in mitigating the impacts of more frequent droughts. Unfortunately, few water suppliers have made the investment in emergency supplies because the state has not formally recognized them.

SB 1218 seeks to remedy this by enacting a policy in the Water Code that recognizes emergency water supplies, encourages their development, and supports their use during times of shortage. Our coalition believes that such a policy will encourage and incentivize greater investment in and development of emergency supplies— making communities more resilient, better able to withstand drought and flood, and more prepared to provide safe and reliable water supplies to residents, business and the environment.

For these reasons, we strongly support SB 1218 and urge you and your colleagues to vote "Aye" on this important measure. Please feel free to contact Christine Compton with the Irvine Ranch Water District (IRWD) at (949) 453-5338 or IRWD's Sacramento advocate Alfredo Arredondo at (805) 598-9350 if you have any questions.

Sincerely,

cc: X, X, X

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 21, 2024**

**ACTION CALENDAR
FINANCIAL MATTERS**

ITEM 8: ANNUAL UPDATES TO DISTRICT INVESTMENT POLICY

Effective January 1, 1997, legislation was passed which affected the language of investment policies for local agencies. The changes under the legislative mandates included the addition of Section 2 (Prudence), and Section 3 (Objectives), which specifies that safety, liquidity, and return on investments shall be primary objectives.

On February 16, 2023, the Board of Directors adopted Resolution No. 2023–1312 in compliance with the legislative mandated annual requirement. District staff has worked with General Counsel and District Treasurer to review current resolution to propose certain updates consistent with applicable new state laws and regulations. The attached resolution has been reviewed by the District Treasurer and District staff. More information may be presented at the time of the meeting.

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

None at this time

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was reviewed with the Finance/Audit Committee.

RECOMMENDED ACTIONS:

Adopt Resolution No. 2024-1326 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting an Investment Policy.

EXHIBIT(S):

1. Resolution No. 2024-1326 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting an Investment Policy – REDLINED
2. Resolution No. 2024-1326 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting an Investment Policy – CLEAN

CONTACTS (staff responsible): PALUDI/PEREA/BYERRUM

RESOLUTION NO. 2024-XXXX
RESOLUTION OF THE BOARD OF DIRECTORS
OF TRABUCO CANYON WATER DISTRICT ADOPTING
AN INVESTMENT POLICY

The legislative body of a local agency may invest surplus monies not required for the immediate necessities of that local agency in accordance with California Government Code Sections 5920 *et seq.* and 53600 *et seq.*

The Treasurer of the Trabuco Canyon Water District (“**District**”) annually prepares and submits a statement of investment policy for consideration by the Board of Directors (“**Board**”) at a public meeting (California Government Code Section 53646(a)).

The Board intends by adopting this investment policy to establish clear requirements and limitations on the District’s authorized investment activities.

THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT HEREBY RESOLVES, DETERMINES AND ORDERS AS FOLLOWS:

Section 1. Scope of Policy: This resolution constitutes the District’s Investment Policy (“Policy”) and applies to all financial assets of the District. These funds are accounted for in the annual District audited financial statements and include:

- General Fund
- Bond Funds consisting of debt service reserve funds and construction funds
- Reserve Funds

Funds in the deferred compensation plan and funds in California Employers’ Retiree Benefit Trust fund plan for retiree benefits are not included in the scope of this Resolution.

Section 2. Prudence: Investments shall be made with judgment and care, under circumstances then prevailing, including, but not limited to, the general economic conditions and anticipated financial needs of the District, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the “prudent investor” standard (as set out in California Government Code Section 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the Policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Section 3. Objectives: As specified in California Government Code Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

- a. **Safety:** Safety of principal is the foremost objective of the Policy. Investments ~~of~~ **by** the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required ~~in orderso~~ that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- b. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements that might be reasonably anticipated.
- c. **Return on Investment(s):** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Section 4. Delegation of Authority: Authority to manage the Policy is derived from California Government Code Section 53600, *et seq.* This delegation of authority will expire one year from the policy effective date and may be renewed by the Board of Directors from year to year, or revoked at the discretion of the Board of Directors. Management responsibility for the Policy is hereby delegated to the Treasurer. No person may engage in an investment transaction except as provided under the terms of the Policy. The Board shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of the Treasurer or any other subordinate officials. Under the provisions of California Government Code Section 53600.3, in exercising the powers set out in this Resolution and under the Policy the Treasurer is, and shall act as, a trustee and a fiduciary subject to the prudent investor standard.

Commented [JAV1]: Government Code section 53607 allows the Board to delegate investment authority for a one-year period. This is one of the reasons why we renew the investment policy every year--to renew the delegation of authority. Consistent with the law, we have suggested language clarifying the length of the delegation of authority.

Section 5. Ethics and Conflicts of Interest: District officers and employees involved in the investment process shall fully comply with the District's current Conflict of Interest Code in the execution of the Policy. District officers and employees involved in the investment process shall refrain from personal business activity that could conflict, or appear to conflict, with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Section 6. Authorized Financial Institutions and Dealers:

- a. The Treasurer shall maintain a list of financial institutions, selected on the basis of creditworthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list may also be maintained of approved security brokers/dealers selected by credit worthiness, who are authorized to provide investment and financial advisory services in the State. No public deposit shall be made except in a qualified public depository as established by State laws.

b. For brokers/dealers of government securities and other investments, the Treasurer shall select only brokers/dealers who are licensed and in good standing with the California Department of Securities, the [United States](#) Securities and Exchange Commission, the National Association of Securities Dealers, or other applicable self-regulatory organizations.

c. Before engaging in investment transactions with a broker/dealer, the Treasurer shall have received from such firm a signed certification form. This certification form shall attest that the individual responsible for the District's account(s) with that firm has reviewed the Policy and that the firm understands the Policy and intends to present investment recommendations and transactions to the District that are appropriate under the terms and conditions of the Policy.

d. Where all funds of the District not placed in FDIC insured accounts are invested through the State of California Local Agency Investment Fund ("LAIF"), the District's Authorized Investment Officers shall not be required investigate the qualifications of those financial institutions and broker/dealers with whom LAIF transacts business.

Section 7. Authorized and Suitable Investments:

a. **Permitted Investments:** District funds may be invested as authorized by, and subject to the limitations and special conditions of California Government Code Sections 53601 *et seq.*, and 53635.

b. **Prohibited Investments:** Under the provisions of California Government Code Sections 53601.6 and 53635, the District shall not invest any funds covered by the Policy in inverse floaters, range notes, interest-only strips derived from mortgage pools. In addition, and more generally, investments are further restricted as follows:

- A security purchased will not have a forward settlement date exceeding 45 days from the time of investment.
- No investment will be made that has either (1) an embedded option or characteristic which could result in a loss of principal if the investment is held to maturity, or (2) an embedded option or characteristic which could seriously limit accrual rates or which could result in zero interest accrual periods.
- No investment will be made that could cause the portfolio to be leveraged.

Section 8. Collateralization: All certificates of deposits must be collateralized by U.-S. Treasury obligations. Such collateral must be held by a third-party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required under California Government Code Section 53601(j).

Section 9. Safekeeping and Custody: All security transactions entered into by the District shall be conducted on a delivery-versus-payment basis. All securities purchased or acquired shall be delivered to the District by book-entry, physical delivery or by third party custodial agreement as required by California Government Code Section 53601.

Section 10. Diversification: The District shall diversify its investments by security type and institution. It is the policy of the District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following general policies and constraints shall apply:

- a. Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- b. Maturities selected shall provide for stability of income and liquidity.
- c. Disbursement and payroll dates shall be covered through maturities investments, marketable U. S. Treasury Bills or other cash equivalent instruments such as money market mutual funds.

Section 11. Reporting:

a. ~~In accordance with California Government Code Section 53646(b)(1), the~~ Treasurer ~~may~~ shall submit to each member of the Board a quarterly investment report. ~~If the Treasurer submits a quarterly investment report to the Board, the report must comply with California Government Code Section 53646(b)(1).~~ Such report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values on current market values of each component of the portfolio, including funds managed for the District by third party contracted managers, if applicable. The report will also include a certification that: (1) all investment actions executed since the last report have been made in full compliance with the Policy and (2) the District will meet its expenditure obligations for the next six months as required by California Government Code Sections 53646(b)(2) and (3), respectively. The Treasurer shall maintain a complete and timely written record of all investment transactions.

b. In accordance with California Government Code Section 53607, the Treasurer shall make a monthly report of transactions to the Board. The Treasurer shall make monthly reports until the delegation to invest is revoked or expires.

Section 12. Investment Policy Adoption: The Policy shall be adopted by resolution adopted by the Board. The Policy shall be reviewed on at least an annual basis, and any modifications must be approved by the Board.

Commented [JAV2]: There are two reporting provisions for investments: Government Code Section 53646 and Government Code Section 53607.

Section 53646 discusses quarterly reports, which are **permissive**. That is, the Treasurer is not required to make quarterly reports. However, if the Treasurer does make the quarterly reports, then those reports **must** comply with the requirements of Section 53646(b).

Section 53607 discusses monthly reports, which are **mandatory** if the legislative body delegates authority to make investments. There is no specific information that is required to be reported in monthly reports--the statute simply says the officer delegated investment authority will make a monthly report of the transactions to the legislative body.

We have suggested edits here to provide more flexibility for the District, while acknowledging the legal requirements.

ADOPTED, SIGNED AND APPROVED FEBRUARY 16, 20243.

TRABUCO CANYON WATER DISTRICT

By: _____
President/Vice President

By: _____
District Secretary

APPROVED AS TO FORM:
Hanson Bridgett, LLP

By: _____
General Counsel

DRAFT

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, hereby certify that the foregoing resolution was duly adopted by the Board of the District at a meeting held on February 16, 2024, at which a quorum was present and acting throughout and for which notice and an agenda was prepared and posted as required by law, and the resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

District Secretary
Trabuco Canyon Water District

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 20243-XXXX1312 and it has not been amended or repealed.

Dated February 16, 20234.

District Secretary
Trabuco Canyon Water District

DRAFT

RESOLUTION NO. 2024-1326
RESOLUTION OF THE BOARD OF DIRECTORS
OF TRABUCO CANYON WATER DISTRICT ADOPTING
AN INVESTMENT POLICY

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b. For brokers/dealers of government securities and other investments, the Treasurer shall select only brokers/dealers who are licensed and in good standing with the

California Department of Securities, the United States Securities and Exchange Commission, the National Association of Securities Dealers, or other applicable self-regulatory organizations.

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- a. Portfolio maturities shall be matched versus liabilities to avoid undue concentration in a specific maturity sector.
- b. Maturities selected shall provide for stability of income and liquidity.
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b. In accordance with California Government Code Section 53607, the Treasurer shall make a monthly report of transactions to the Board. The Treasurer shall make monthly reports until the delegation to invest is revoked or expires.

Section 12. Investment Policy Adoption: The Policy shall be adopted by resolution adopted by the Board. The Policy shall be reviewed on at least an annual basis, and any modifications must be approved by the Board.

ADOPTED, SIGNED AND APPROVED MARCH 21, 2024.

TRABUCO CANYON WATER DISTRICT

By: _____
President/Vice President

By: _____
District Secretary

APPROVED AS TO FORM:
Hanson Bridgett, LLP

By: _____
General Counsel

DRAFT

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, hereby certify that the foregoing resolution was duly adopted by the Board of the District at a meeting held on March 21, 2024, at which a quorum was present and acting throughout and for which notice and an agenda was prepared and posted as required by law, and the resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

District Secretary
Trabuco Canyon Water District

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 2024-1326 and it has not been amended or repealed.

Dated March 21, 2024

District Secretary
Trabuco Canyon Water District

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 21, 2024**

**ACTION CALENDAR
FINANCIAL MATTERS**

ITEM 9: MUNICIPAL WATER DISTRICT OF ORANGE COUNTY (MWDOC) FISCAL YEAR 2024-25 2ND DRAFT BUDGET

Trabuco Canyon Water District (District) annually reviews the Municipal Water District of Orange County's (MWDOC) proposed operating budget. MWDOC is the District's primary water supplier as the wholesaler of imported water from the Metropolitan Water District of Southern California (MWD) and therefore, the activities and policy initiatives of both MWDOC and MWD are relevant to the District. MWDOC's core budget revenues are derived from a charge on every retail water meter within its member water providers as well as a groundwater customer charge from Orange County Water District.

In the 2nd Draft Budget for Fiscal Year (FY), the proposed increase in the meter charge is \$0.50 to \$14.75 per meter, a 3.5% increase from the current FY. MWDOC's meter charge assessment to the District is based on approximately 4,100 retail meters, totaling approximately \$60,000. The proposed MWDOC budget highlights are included in Exhibit 1. Staff can provide more detailed budget information upon request.

MWD's proposed biennial budget and preliminary rates and charges for Calendar Years 2025 and 2026 were first discussed at the February 15, 2024 regular board meeting. More information will be provided as necessary.

FUNDING SOURCE:

General Fund

FISCAL IMPACT:

\$14.75 per eligible water meter, or approximately \$60,000 total, as proposed in the 2nd Draft Budget for FY 2024-25. MWD's rates and charges are still preliminary.

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

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

RECOMMENDED ACTIONS:

Adopt Resolution No. 2024-1326 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting an Investment Policy.

EXHIBIT(S):

1. Staff Report dated March 13, 2024 regarding MWDOC's 2nd Draft Budget for FY 2024-25

CONTACTS (staff responsible): PALUDI/PEREA/BYERRUM



DISCUSSION ITEM

March 13, 2024

TO: Administration & Finance Committee
(Directors Crane, Thomas, Nederhood)

FROM: Harvey De La Torre, General Manager
Staff Contact: Hilary Chumpitazi

SUBJECT: MWDOC’s 2nd Draft Budget for FY 2024-25

STAFF RECOMMENDATION

Staff recommends the Administration & Finance Committee to review, discuss, and provide comments & direction to staff on MWDOC’s first draft budget for Fiscal Year (FY) 2024-25.

COMMITTEE RECOMMENDATION

Committee recommends (To be determined at Committee Meeting)

SUMMARY

MWDOC’s Budget schedule was implemented to facilitate the budget and rate schedules of our member agencies. On February 14, staff presented the 1st Draft Budget to the A&F Committee. The 2nd Draft Budget, incorporating comments from the February A&F Committee discussion will be presented on March 13. The Final Draft Budget presentation is scheduled for the April 10 A&F Committee meeting, with anticipated adoption of the FY 2024-25 Budget at the April 17 Board meeting.

This 2nd Draft Budget maintains a modest rate increase, only necessary to recover MWDOC’s costs while maintaining existing service levels. Included is a Budget Narrative list of proposed key financial changes, adjustments, and annotations, along with the updated reserve policy targets and the proposed employee merit pool percentage. The Budget Narrative also includes a detailed description of each department’s key priorities and initiatives for FY 2024-25.

Pertinent aspects of MWDOC’s 2nd Draft Budget for FY 2024-25 include:

Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Budgeted amount: N/A	Core: <input checked="" type="checkbox"/>	Choice: <input type="checkbox"/>
Action item amount: N/A		Movement between funds: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Proposed Rates and Charges

1. Charges are calculated under the rate structure methodology adopted by the MWDOC Board in 2021.
 - An increase to the proposed retail service rate of \$0.50 (3.50%) to \$14.75 per retail meter for FY 2024-25. This is consistent with last year's budget projected rate increase; adhering to the notion of modest and gradual rate increases.
 - An increase to the groundwater customer charge to OCWD of \$21,766 (5.67%) to \$405,463.

Revenue Highlights

2. Budget total of \$235,844,493 (revenue) includes Core, Choice, water sales, outside funding, and WEROC. This is an overall increase of 4.44% mainly due to the initial water sales assumptions. This changed from in the 1st draft budget with the incorporation of the proposed Metropolitan Rates and Charges for Calendar Year (CY) 2025.
3. The Consolidated (Core and Choice) budget is \$12,772,721 (revenue) with an increase of \$833,378 (7.0%).
4. The total revenue amount for the Core budget is \$10,808,241; an increase of \$895,879 (9.0%) over the current year's budget. The largest driver of increased Core revenue is from anticipated interest revenues.
5. Interest revenues are budgeted at \$738,960 which is a \$419,550 increase (131.4%) to reflect current market earnings.
6. Outside funding for Water Use Efficiency (WUE) from rebates and grants is budgeted at \$10,872,042; a decrease of \$2,733,678 (-20.1%) funding over this year's budget. This is mainly due to a decrease in anticipated activity in the Metropolitan regional rebate program.

Expense Highlights

7. The total expenses amount for the Core budget is \$10,921,013; an increase of \$604,114 (5.9%) over the current year's budget. The largest drivers of increased Core expenses are from contributions to election reserves and employee salaries/benefits.
8. The Building Improvement expenses for FY 2024-25 include the needed roof replacement, which will be covered by carryover credit.
9. The increase to the Maintenance Expenses includes replacements and upgrades to the Joint Board Room audio-video equipment with OCWD.

Impacts on Reserves

10. The proposed 2nd Draft Budget estimates a net planned reserve draw of \$112,772.

Other Highlights

11. The proposed salary contribution pool is at 6.48% of salaries and wages and reflects the rate of inflation (2023 CPI annual average = 3.50%) along with merit

- considerations. No COLA (Cost of Living Adjustment) is being proposed.
12. Total staffing level slightly decreases by 0.12 FTE. There is a net decrease of 0.57 FTE in the Full-time Employees due to unfilled position carryover. Part-time and intern Employee staffing level is driven Choice program staffing and includes the new part-time employee for the Finance Department.

New Items Included

The following are “new key items” have been incorporated in the FY 2024-25 Budget, per February 14 Committee direction:

Pilot MWDOC “Ambassador Program” (\$40,000)

As prescribed by the Board Strategic Priorities, the creation of an MWDOC Water Ambassador Program will aim to empower key stakeholders with knowledge and tools to become champions of water stewardship and sustainability in their communities.

CA Water for All (\$20,000)

Contribution of funds for a second year to the “CA Water for All” legislative and advocacy campaign (stemming from the Solve the Water Crisis coalition).

CA Data Collaborative (\$16,500)

Participation in the CA Data Collaborative, a non-profit organization which focuses on using technology and data analytics tools to enhance a water saving effort, help meet upcoming state conservation regulations, and improve reliability planning.

Environmentally Friendly Diversion Pilot (\$20,000)

Participation in the pilot project to adapt subsurface diversion technology to water diversions in the Delta without harming the Delta ecosystem nor endangered fish. This is contingent upon other partners’ participation.

Additional Resources (Choice-funded)

Addition of one part-time employee to the Finance Department to assist with accounting for WUE Choice programs. Due to the increase needs of financial management and assistance related to the Choice program, this employee will be funded through the Choice Program.

New WUE Shared Services (Choice-funded; pending Member Agencies Choice participation)

Advanced Metering Infrastructure (AMI) One-on-one Technical Assistance and Grant Funding Assistance for installation; CII Best Management Plan (BMP) Implementation Plans and Customer Classification.

The 2nd Draft Budget also includes the proposed Metropolitan rates and charges for CY 2025 (link below). The initial Metropolitan proposed rates and charges are subject to change pending Metropolitan Board approval.

Staff is seeking any additional direction prior to the Final Draft Budget development. The Final Draft Budget presentation is scheduled for the April 10 A&F Committee meeting, with anticipated adoption of the FY 2024-25 Budget at the April 17 Board meeting.

ALIGNMENT WITH BOARD STRATEGIC PRIORITIES

- | | |
|--|---|
| <input checked="" type="checkbox"/> Clarifying MWDOC’s mission and role; defining functions and actions. | <input type="checkbox"/> Work with member agencies to develop water supply and demand objectives. |
| <input type="checkbox"/> Balance support for Metropolitan’s regional mission and Orange County values and interests. | <input checked="" type="checkbox"/> Solicit input and feedback from member agencies. |
| <input type="checkbox"/> Strengthen communications and coordination of messaging. | <input checked="" type="checkbox"/> Invest in workforce development and succession planning. |

Additional Comments: In November 2023, MWDOC sent a letter to all of its member agencies informing them of the start of the MWDOC FY 2024-25 Budget Process, and invited their formal participation in the process which can include suggestions of activities and general comments. The Draft Budget was presented to the Member Agencies at the February Managers Meeting. Additionally, the Draft Budget will be presented at the April 10 Elected Officials Forum.

List of Attachments/Links:
<p>Attachments: (1) FY 2024-25 2nd Draft Budget Narrative (2) FY 2024-25 2nd Draft Budget (3) FY 2024-25 2nd Draft Presentation</p> <p>Links: Metropolitan Budget Documents (https://www.mwdh2o.com/budget-finance/)</p>

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 21, 2024**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 10: ADOPT RESOLUTION AUTHORIZING SUBMITTAL OF AN APPLICATION TO USBR'S WATERSMART PLANNING AND PROJECT DESIGN GRANT PROGRAM FOR THE HARRIS GRADE STORAGE PROJECT

With the assistance of Soto Resources, Trabuco Canyon Water District staff regularly evaluates available external funding opportunities against the District's planned capital project needs. Currently, the United States Bureau of Reclamation's (USBR) "WaterSMART Planning and Design Grant Program for Fiscal Year 2024" presents an opportunity for the District to apply for the design of new domestic water storage at the District's existing Harris Grade reservoir site. This potential future project is identified in the District's current 5-year Capital Improvement Program.

The Planning and Design Grant Program is a new grant category for USBR; historically, USBR has only offered grant funds for project construction. This presents an opportunity for TCWD, if awarded planning and design funds, to better position itself for construction funds at a future date. USBR may award up to 50% of the total allowable project costs for the planning and design phase of this project, estimated to be \$740,000.

USBR requires the District to support the submission of the grant application through the adoption of a resolution by the Board of Directors. The draft Resolution is included as Exhibit 1.

FUNDING SOURCE:

General Fund

FISCAL IMPACT

The District's professional services agreement with Soto Resources for all grant applications is \$31,050. If awarded, the subject grant application alone could offset District capital expenditures by up to \$370,000.

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was reviewed with the Engineering/Operational Committee

RECOMMENDED ACTION:

Receive project status update and adopt Resolution No. 2024-1327 – Authorizing the Submittal of an Application for the USBR WaterSMART Planning and Design Grant Program.

EXHIBIT(S):

1. Draft Resolution 2024-1327

CONTACTS (staff responsible): PALUDI/LAUSTEN

TRABUCO CANYON WATER DISTRICT

RESOLUTION NO. 2024-1327

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TRABUCO CANYON WATER DISTRICT AUTHORIZING
THE SUBMITTAL OF AN APPLICATION FOR THE
WATERSMART PLANNING AND PROJECT DESIGN
GRANTS FOR FISCAL YEAR 2024**

WHEREAS, the United States Bureau of Reclamation is currently offering grant opportunities through the WaterSMART Planning and Project Design Grants for Fiscal Year (“FY”) 2024;

WHEREAS, said WaterSMART Planning and Project Design Grants for FY 2024 is a cost-shared program emphasizing drought resiliency;

WHEREAS, the Board of Directors (“Board”) of the Trabuco Canyon Water District (“District” or “TCWD”) supports the submission by the TCWD of a grant application for the Harris Grade Domestic Water Reservoir Planning & Design Project (“Project”) prepared and approved by the TCWD, to the WaterSMART Planning and Project Design Grants for FY 2024; and

WHEREAS, under the WaterSMART Planning and Project Design Grants for FY 2024 program, the United States Bureau of Reclamation may award up to 50% of the total allowable project costs and the TCWD is capable of providing cash, other contributed costs, or third-party in-kind contributions specified in the grant application's funding plan to pay for all remaining Project costs.

WHEREAS, if selected for a WaterSMART Planning and Project Design Grants for FY 2024, TCWD will work with the United States Bureau of Reclamation to meet established deadlines for entering into a grant or cooperative agreement regarding funding for the Project.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1: The Board does hereby approve the submission of the application for the Project for the WaterSMART Planning and Project Design Grants for FY 2024 by TCWD for FY 2025-2026 and 2026-2027.

Section 2: In the event grant funding is provided by the United States Bureau of Reclamation, the General Manager and legal counsel to the District and the District’s staff and consultants are authorized to take any and all actions necessary to accept the grant and sign any contract for administration of the grant funds.

Section 3: The recitals provided in this resolution are true and correct and are incorporated into the operative part of this resolution.

Section 4: If any section, subsection, sentence, clause or phrase of this resolution is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or constitutionality of the remaining portions of this resolution. The Board hereby declares that it would have passed this resolution, and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional. The District Secretary shall certify to the adoption of this resolution and henceforth and thereafter the same shall be in full force and effect.

Section 5: The Board finds the adoption of this resolution is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

Section 6: This resolution shall be effective as of March 21, 2024 ("Effective Date").

ADOPTED, SIGNED, and APPROVED this 21st day of March 2024.

TRABUCO CANYON WATER DISTRICT

President/Vice President

District Secretary

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 21, 2024**

ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

ITEM 11: CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS CALL FOR NOMINATIONS – SEAT A

The CSDA Elections and Bylaws Committee is looking for independent special district board members or their general managers who are interested in leading the direction of the California Special Districts Association for the 2025 - 2027 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network they seek to represent. The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, professional development, and other resources for members. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors) for election to the CSDA Board of Directors. A copy of the member district's resolution or minute action along with the Candidate Information Sheet must accompany the Nomination Form. The deadline for receiving nominations is **April 10, 2024** for all networks, except for the Coastal Network.

FUNDING SOURCE:

None

FISCAL IMPACT (PROJECT BUDGET)

Not applicable

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was not reviewed Committee level

RECOMMENDED ACTION:

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

EXHIBIT(S):

1. 2024 CSDA Board of Directors Nomination Form & Candidate Information Sheet

CONTACTS (staff responsible): PALUDI/PEREA



**California Special
Districts Association**
Districts Stronger Together

2024 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS:

April 10, 2024 at 5:00 p.m.



**California Special
Districts Association**
Districts Stronger Together

2024 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot.**

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | MARCH 21, 2024**

ACTION CALENDAR

LEGISLATIVE AND OTHER MATTERS

ITEM 12: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

Staff may provide information at the time of the meeting.

RECOMMENDED ACTION:

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

CONTACTS (staff responsible): PALUDI/COLLINS