



**REGULAR BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
VIDEO/AUDIO BROADCAST MEETING
AUGUST 19, 2020 AT 7:00 PM**

BOARD OF DIRECTORS

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

DISTRICT STAFF

Fernando Paludi, General Manager
Michael Perea, District Secretary
Cindy Byerrum, District Treasurer
Atkinson, Andelson, Loya, Ruud & Romo
District General Legal Counsel

AGENDA NOTE:

*Due to the spread of COVID-19 and as authorized by the Governor's Executive Order, Trabuco Canyon Water District will be holding this Regular Board Meeting by video broadcast via **Go To Meeting**, and will be available live by video conference and telephone audio as follows:*

Video Conferencing: You can join the meeting from your computer, tablet, or smartphone by clicking on the following link:
<https://global.gotomeeting.com/join/177055533>

Telephone Audio: [1 877 309 2073](tel:18773092073) (Toll Free)

Access Code: 177-055-533

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 6:00 p.m. (PDT) on the day of the meeting; comments concerning the scheduled Public Hearing (Agenda Item No. 10) should be identified as related to that matter. Public comments may also be submitted by teleconference during 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.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING AGENDA | AUGUST 19, 2020**

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 take action on items not identified on the agenda and will not make decisions on such matters. The Board President may direct District Staff to follow up on issues as may be deemed appropriate. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.

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. July 15, 2020 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. July 8, 2020

b. **PRESENTATION OF FINANCIALS**

RECOMMENDED ACTION:

There were no preliminary statement(s) of revenues and expenses and preliminary unaudited financials.

c. **PAYMENT OF BILLS FOR CONSIDERATION**

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for July 2020.

ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING

RECOMMENDED ACTION:

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

1. July 1, 2020



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING AGENDA | AUGUST 19, 2020**

ITEM 4: EXECUTIVE COMMITTEE MEETING

RECOMMENDED ACTION:

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

1. July 23, 2020

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

RECOMMENDED ACTION:

Ratify the Directors' expenses and fees from July 2020 and approve tentative future meetings/attendance.

ACTION CALENDAR

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

ADMINISTRATIVE MATTERS

ITEM 6: SOUTH ORANGE COUNTY WASTEWATER AUTHORITY - SALT AND NUTRIENT MANAGEMENT PLAN COOPERATIVE AGREEMENT REGARDING WATERSHED MONITORING

RECOMMENDED ACTION:

1. Receive staff report regarding project status update at the time of the Board Meeting.
2. Recommend that the Board of Directors approve Trabuco Canyon Water District's participation in the "Cooperative Agreement for Salt and Nutrient Management Plan"

ITEM 7: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING SOUTH ORANGE COUNTY WASTEWATER AUTHORITY (SOCWA) JOINT POWERS AUTHORITY (JPA) REVISIONS

RECOMMENDED ACTION(S):

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

ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING CURRENT PUBLIC HEALTH CONCERNS INCLUDING DISTRICT GOVERNANCE TO ADDRESS THE CORONAVIRUS, SAFETY OF DISTRICT SERVICES AND EMPLOYEES, AND/OR IMPACT TO BOARD & COMMITTEE MEETINGS

RECOMMENDED ACTION(S):

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

ITEM 9: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO THE PROPOSED PALOMA SQUARE DEVELOPMENT (DOVE CANYON PLAZA) AND OTHER RELATED MATTERS

RECOMMENDED ACTION(S):

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



FINANCIAL MATTERS

ITEM 10: PUBLIC HEARING; DISCUSSION AND POSSIBLE ACTION(S) RELATING TO THE PROPOSED ADJUSTMENT TO TRABUCO CANYON WATER DISTRICT'S CAPACITY CHARGES FOR WATER SERVICE

RECOMMENDED ACTION(S):

1. *Receive staff report regarding proposed adjustments to Capacity Charges at the time of the Board Meeting.*
2. *Conduct Public Hearing to receive public comments relating to proposed adjustments to Trabuco Canyon Water District's Capacity Charges for water service.*
3. *Adopt Resolution No. 2020 – 1282 – Resolution of the Board of Directors of the Trabuco Canyon Water District (TCWD) Determining Compliance with Procedural Requirements, Making Findings, Amending Capacity Charge Rates, Amending the Rules and Regulations of TCWD and Taking Related Actions.*

ENGINEERING MATTERS

ITEM 11: DISCUSSION AND RATIFICATION OF CONTRACT CHANGE ORDER NO. 2 TO FERREIRA CONSTRUCTION FOR DOVE/ROBINSON RANCH RECYCLED WATER PUMP STATION REHABILITATION PROJECT

RECOMMENDED ACTION(S):

1. *Receive staff report regarding project status update at the time of the Board Meeting.*
2. *Ratify Contract Change Order No. 2 to Ferreira Construction in the not to exceed amount of \$41,360.*

ITEM 12: BELL CANYON SEWER LIFT STATION REHABILITATION PROJECT UPDATE

RECOMMENDED ACTION(S):

Receive staff report regarding project status update at the time of the Board Meeting.

ITEM 13: TRABUCO CREEK BRIDGE REHABILITATION PROJECT UPDATE

RECOMMENDED ACTION(S):

Receive staff report regarding project status update at the time of the Board Meeting.

LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS

ITEM 14: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

RECOMMENDED ACTION(S):

Review and discuss local government and legislative informational matter(s) and take action(s) as deemed appropriate.

CLOSED SESSION(S)

CLOSED SESSION NO. 1: CONFIDENTIAL INFORMATION – PUBLIC EMPLOYMENT TRABUCO CANYON WATER DISTRICT

TITLE: GENERAL MANAGER

Pursuant to California Government Code Sections 54957(b) and 54954.5(e), the Board will meet in Closed Session to review and discuss confidential information concerning the District's General Manager (Public Employment)



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING AGENDA | AUGUST 19, 2020**

ITEM 15: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION

RECOMMENDED ACTION:

Provide announcement(s) of action(s) taken in Closed Session, if any.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

ITEM 16: _____

ITEM 17: _____

OTHER INFORMATION/MATTERS

Reports or comments from the General Manager and/or Staff

ADDITIONAL DIRECTORS' COMMENTS

Additional reports or comments from Directors

ADDITIONAL GENERAL MANAGER COMMENTS

Additional reports or comments from the General Manager

END ACTION CALENDAR & ADJOURNMENT

AVAILABILITY OF AGENDA MATERIALS

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

COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2

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

FUTURE SCHEDULED REGULAR BOARD MEETINGS OF THE BOARD OF DIRECTORS

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

September 16, 2020 | October 21, 2020 | November 18, 2020

The District may conduct future meetings via teleconferencing and/or video during the current ongoing emergency situation.



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 19, 2020**

CONSENT CALENDAR

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

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

1. *July 15, 2020 Regular Board Meeting*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | JULY 15, 2020

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on July 15, 2020 was called to order by President Safranski at 7:00 PM, via conference call 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 ON CONFERENCE CALL

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

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager/District Secretary

STAFF PRESENT ON CONFERENCE CALL

Lorrie Lausten, District Engineer
Lisa Marie Sangi, Administrative Assistant

DISTRICT CONSULTANTS PRESENT AT ADMINISTRATION FACILITY

Rob Anslow, District General Legal Counsel (Atkinson, Andelson, Loya, Ruud & Romo - AALRR)

DISTRICT CONSULTANTS PRESENT ON CONFERENCE CALL

Cyndy Byerrum, District Treasurer (Eide Bailey)

PUBLIC PRESENT ON THE CONFERENCE CALL

Beth Heard, Resident

PLEDGE OF ALLEGIANCE

All callers and attendees were instructed to face the nearest flag and site the Pledge of Allegiance. Mr. Perea led the Board of Directors, District staff, and audience in the Pledge of Allegiance.

ITEMS TOO LATE TO BE AGENDIZED

None

VISITOR PARTICIPATION

None

ORAL COMMUNICATION

None

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JULY 15, 2020**

DIRECTOR'S COMMENTS

Director Mandich reported on his attendance at the Orange County Public Works (OCPW) Trabuco Creek Bridge Project meeting, and he provided a brief overview of the matters discussed at the meeting.

Director Dopudja provided a brief update concerning the District Properties Ad Hoc Committee.

Director Chadd reported that he had filed his paperwork for re-election with the Orange County Registrar of Voters.

Director Acosta expressed his appreciation to District staff for the facility tour. Director Acosta reported on his attendance at the City of Rancho Santa Margarita City Council meeting, and he reported that Southern California Edison (SCE) presented information related to their Public Safety Power Shutoff (PSPS) program.

Director Safranski expressed his appreciation to District staff and his fellow Board Members during this challenging time due to the impacts of COVID-19.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported that District staff were awarded the H.R. La Bountay Safety Award from ACWA/JPIA for ergonomic improvements to the District's chemical delivery truck.

CONSENT CALENDAR

President Safranski 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.

Action: A motion was made by Director Mandich and seconded by Director Acosta to approve the presented Consent Calendar Items. There was no further discussion. The motion was approved by a vote of 5 - 0.

ADMINISTRATIVE MATTERS

ITEM 5: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING CURRENT PUBLIC HEALTH CONCERNS INCLUDING DISTRICT GOVERNANCE TO ADDRESS THE CORONAVIRUS, SAFETY OF DISTRICT SERVICES AND EMPLOYEES, AND/OR IMPACT TO BOARD & COMMITTEE MEETINGS

Mr. Paludi provided a brief update on this matter to the Board, and he reported that the District's Administration Facility has been closed to the public due to the Governor's action related to the impacts of COVID-19. Discussion occurred concerning future public meeting scheduling and attendance option consistent with the Governor's Order.

Action: The Board took no action on this matter.

*Director Mandich recused himself from discussion on the following matters by physically leaving the Conference Call at approximately 7:23 PM.
Move Item 11 after Item 6.*

ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO THE PROPOSED PALOMA SQUARE DEVELOPMENT (DOVE CANYON PLAZA) AND OTHER RELATED MATTERS

Mr. Paludi provided a brief update on this matter, and he reported that the District Properties Ad Hoc Committee met to discuss this matter with Special Legal Counsel. Director Dopudja briefly updated the Board on the matter, and he added that the District has not heard from the Developer to date.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JULY 15, 2020**

Dove Canyon resident Ms. Beth Heard asked the Board if they plan to take action related to Senate Bill 1385.

Mr. Anslow provided a brief update and status report on SB 1385 for the Board, and the overall potential impacts of the proposed legislation. Discussion occurred the Board's position on the proposed legislation. Director Acosta recommended forwarding the matter to the Executive Committee for their review, including the preparation of a position statement from the Board President.

Action: A motion was made by Director Acosta and seconded by Director Dopudja to work with Legal counsel on the opposition letter.
The motion was approved by a vote of 4 – 0 – 0- 1 with Director Mandich absent.

ITEM 11: DISCUSSION AND RATIFICATION OF CONTRACT CHANGE ORDER NO. 7 TO PACIFIC HYDROTECH FOR THE RIDGELINE BOOSTER PUMP STATION IMPROVEMENTS AND CAPACITY INCREASE PROJECT

Mr. Paludi introduced this matter for Board consideration, and he mentioned that this project is completed. Ms. Lausten reported that District staff has filed a Notice of Completion with the County of Orange, and she mentioned that Pacific Hydrotech has issued Contract Change Order No. 7 for the additional control signals. Discussion occurred concerning ongoing negotiations with the Developer related to the cost sharing agreement.

Action: A motion was made by Director Acosta and seconded by Director Dopudja to ratify Contract Change Order No. 7 to Pacific Hydrotech Construction in the not to exceed amount of \$1,220 for additional control signals. There was no further discussion.
The motion was approved by a vote of 4 – 0 – 0- 1 with Director Mandich absent.

Director Mandich returned to the Board Room at approximately 7:46pm and resumed his participation on the remaining business.

FINANCIAL MATTERS

ITEM 7: DISCUSSION AND ADOPTION OF RESOLUTION NO. 2020-1280 ESTABLISHING DISTRICT APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020/2021

Mr. Paludi introduced this matter for Board consideration, and he mentioned that this matter was reviewed with the Finance/Audit Committee. Mr. Perea provided a brief update concerning this annually recurring matter, and he mentioned this matter is normally adopted prior to the adoption of the annual budget but was delayed due to impacts of COVID-19 according to the State Department of Finance.

Action: A motion was made by Director Mandich and seconded by Director Chadd to Adopt Resolution No. 2020-1280 – Resolution of the Board of Directors of Trabuco Canyon Water District Establishing Appropriations Limit for Fiscal Year 2020/2021, Pursuant to Article XIII B of the California Constitution. There was no further discussion.
The motion was approved by a vote of 5 – 0.

ITEM 8: PUBLIC HEARING CONCERNING TRABUCO CANYON WATER DISTRICT'S FISCAL YEAR 2020/2021 UNDEVELOPED LAND/WATER STANDBY CHARGES AND ADOPTION OF PROPOSED RESOLUTION NO. 2020-1281 AND POSSIBLE BOARD ACTION THEREON

Mr. Paludi introduced this matter for Board consideration, and he mentioned that this matter was reviewed at the prior Regular Board Meeting. Mr. Perea provided a brief review of the purpose of the charges and an overview of the adoption process.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JULY 15, 2020**

President Safranski opened the Public Hearing at approximately 7:50 pm.

Mr. Perea reported that District staff has complied with Proposition 218 notification requirements and have not received any written comments or protests to date.

President Safranski closed Public Hearing at approximately 7:52 pm.

Action: A motion was made by Director Chadd and seconded by Director Mandich to Adopt Resolution No. 2020-1281 - Resolution of the Board of Directors of the Trabuco Canyon Water District Establishing Water Standby Charges for the Fiscal Year 2020/2021; Making Certain Findings and Taking Related Actions in Connection Therewith. There was no further discussion.
The motion was approved by a vote of 5 – 0.

ITEM 9: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT'S OTHER POST EMPLOYMENT BENEFITS (OPEB) BIENNIAL ACTUARIAL VALUATION REPORT AND GASB 75 ACTUARIAL VALUATION REPORT

Mr. Paludi presented this matter for Board consideration, and he mentioned this matter was reviewed with the Financial/Audit Committee. Mr. Perea provided a brief overview of the Biennial Actuarial Valuation Report and GASB 75 Actuarial Valuation Report requirements consistent with GASB prepared by Nyhart. Mr. Perea added that District staff has provided the required documentation and annual payment to CalPERS CERBT in accordance with the report.

Action: A motion was made by Director Chadd and seconded by Director Dopudja to receive and file the Trabuco Canyon Water District Biennial Actuarial Valuation Report and GASB 75 Actuarial Valuation Report prepared by Nyhart Actuary & Employee Benefits.
The motion was approved by a vote of 5 – 0.

FINANCIAL MATTERS

ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) RELATING TO THE PROPOSED ADJUSTMENT TO TRABUCO CANYON WATER DISTRICT'S CAPACITY CHARGES FOR WATER SERVICE

Mr. Paludi presented this matter to the Board for consideration, and he mentioned this matter was reviewed with the Finance/Audit Committee. Ms. Lausten briefly reviewed the Technical Memorandum prepared by PSOMAS which evaluated the District's current capacity charges and proposed adjustments based on increased cost of design, construction, and acquisition of facilities since the current charges were adopted.

Action: A motion was made by Director Chadd and seconded by Director Mandich to agendize Public Hearing and authorize District staff to furnish Notice of Public Hearing on Adjustment to TCWD's Capacity Charges for the August 19, 2020 Regular Board Meeting.
The motion was approved by a vote of 5 – 0.

ENGINEERING MATTERS

ITEM 12: DISCUSSION AND RATIFICATION OF CONTRACT CHANGE ORDER NO. 2 TO TESCO CONTROLS FOR DOVE/ROBINSON RANCH RECYCLED WATER PUMP STATION REHABILITATION PROJECT

Mr. Paludi presented this matter to the Board for consideration, and he mentioned this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten provided a brief project update, and she reported that TESCO Controls has issued a Contract Change Order No. 2 associated with the SCE meter relocation, installation

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | JULY 15, 2020**

of additional underground conduit and wiring, and the removal of certain paving improvements. Discussion occurred concerning scheduling a facility site tour for the Board of Directors.

Action: A motion was made by Director Chadd and seconded by Director Acosta to approve Contract Change Order No. 2 to Tesco Controls in the not to exceed amount of \$13,227.37 for the SCE meter relocation, additional conduits/wiring and deduction of trench paving. There was no further discussion.
The motion was approved by a vote of 5 – 0.

ITEM 13: DISCUSSION AND RATIFICATION OF CONTRACT AMENDMENT NO. 2 TO JIG CONSULTANTS FOR BELL CANYON SEWER LIFT STATION REHABILITATION PROJECT

Mr. Paludi introduced this matter for Board review, and he mentioned this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten provided a brief project update, and she highlighted the new project schedule due to procurement impacts and SCE layout recommendations. Discussion occurred concerning onsite temporary fencing and aesthetic considerations.

Action: A motion was made by Director Dopudja and seconded by Director Mandich to approve Contract Amendment No. 2 to JIG Consultants in the not to exceed amount of \$17,800 for additional services during the bid phase, revisions to Southern California Edison plans and additional meetings during construction. There was no further discussion.
The motion was approved by a vote of 5 – 0.

LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS

ITEM 14: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

Mr. Paludi provided updates on the following matters:

- Mr. Paludi and Mr. Perea met with the owners of the Sakaida Nursery property and their representatives.
- Mr. Paludi and Ms. Lausten met with the San Juan Basin Authority Executive Officer and Santa Margarita Water District General Manager Dan Ferons to discuss the Salt and Nutrient Management Plan.

Action: The Board took no action on this matter.

OTHER INFORMATION/MATTERS

There were no other information or matters received.

ADDITIONAL DIRECTORS' COMMENTS

There were no additional Directors' comments received.

ADDITIONAL GENERAL MANAGER COMMENTS

There were no additional General Manager comments received.

ADJOURNMENT

President Safranski adjourned the July 15, 2020 Regular Board Meeting at 8:14 PM.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 19, 2020**

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. *July 8, 2020*

b. *PRESENTATION OF FINANCIALS*

RECOMMENDED ACTION:

There are no preliminary statement(s) of revenues and expenses and preliminary unaudited financials.

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for July 2020.

EXHIBITS:

1. Revenue Report - July 2020
2. Disbursement Report – July 2020
3. Summary of Disbursements July 2020
4. General Fund Warrant Register - July 2020
5. General Fund Payroll Warrant Register – July 2020

CONTACTS (staff responsible): PALUDI/PEREA/WARNER



**TRABUCO CANYON WATER DISTRICT
FINANCE/AUDIT COMMITTEE MEETING RECAP | JULY 8, 2020**

DIRECTORS PRESENT

Director Don Chadd, Committee Chair
Director Mike Safranski, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager/District Secretary
Karen Warner, Senior Accountant
Lisa Marie Sangi, Administrative Assistant

DISTRICT STAFF VIA CONFERENCE CALL

Lorrie Lausten, District Engineer

DISTRICT CONSULTANT(S) VIA CONFERENCE CALL

Cindy Byerrum, District Treasurer (Eide Bailly)

PUBLIC PRESENT

There were no members of the public present.

CALL MEETING TO ORDER

Director Chadd called the July 8, 2020 Finance/Audit Committee Meeting to order at 1:00 P.M.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

None

REPORT FROM THE GENERAL MANAGER

None

ITEM 1: FINANCE/AUDIT COMMITTEE MEETING RECAP

The June 10, 2020 Finance/Audit Committee Meeting Recap was presented to the Committee.

RECOMMENDED ACTION:

The Committee recommended that the June 10, 2020 Finance/Audit Committee Meeting Recap be forwarded to the Board of Directors (Consent Calendar).

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | JULY 8, 2020**

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

Mr. Paludi presented this matter for Committee consideration and review.

RECOMMENDED ACTION:

The Committee recommended that the Directors' Fees and Expenses for June 2020, and the tentative future meetings be forwarded to the Board of Directors for ratification (Consent Calendar).

ITEM 3: DISCUSSION CONCERNING THE ADJUSTMENT OF TRABUCO CANYON WATER DISTRICT'S CAPACITY CHARGES FOR WATER SERVICE

Mr. Paludi introduced this matter for Committee consideration, and he reported that District staff has worked with PSOMAS Engineering to prepare a memorandum detailing the proposed Water Capacity Charges and methodology. Mr. Perea briefly reviewed the public hearing setting process consistent with Proposition 218, and he reviewed the DRAFT Notice of Public Hearing and DRAFT Notice of Exemption to be filed with the County of Orange. Discussion occurred concerning the proposed methodology of determination and the District capacity charge review frequency.

RECOMMENDED ACTION:

The Committee recommended that this information be forwarded to the Board of Directors for their consideration (Action Calendar).

ITEM 4: DISCUSSION CONCERNING ESTABLISHING DISTRICT APPROPRIATIONS LIMIT FOR FISCAL YEAR 2020/2021

Mr. Paludi introduced this matter for Committee consideration, and he mentioned that this matter was reviewed annually. Mr. Perea reported that District General Legal Counsel has prepared a memorandum detailing the methodology for determining the proposed Appropriations Limit for Fiscal Year 2020/2021, and he mentioned that this matter was delayed by the State Department of Finance due to the impacts of COVID-19.

RECOMMENDED ACTION:

The Committee recommend the Board of Directors adopt Resolution No. 2020-1280 – Resolution of the Board of Directors of Trabuco Canyon Water District Establishing Appropriations Limit for Fiscal Year 2020/2021, Pursuant to Article XIII B of the California Constitution (Action Calendar).

ITEM 5: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT'S OTHER POST EMPLOYMENT BENEFITS (OPEB) BIENNIAL ACTUARIAL VALUATION REPORT AND GASB 75 ACTUARIAL REPORT

Mr. Paludi introduced this matter for Committee review, and he mentioned this matter was reviewed on a biennial basis. Mr. Perea briefly reviewed the District's Other Post Employment Benefit (OPEB) funding with CalPERS CERBT and the biennial actuarial valuation requirement. Discussion occurred concerning the District's current OPEB funding strategies and the GASB 75 requirements.

RECOMMENDED ACTION:

The Committee recommended that this information be forwarded to the Board of Directors for their consideration (Action Calendar).

ITEM 6: OTHER MATTERS

Mr. Paludi provided a brief update on District staff efforts to date concerning the proposed Water, Wastewater, and Non-Domestic Water Rates and Charges.

**TRABUCO CANYON WATER DISTRICT
FINANCE AUDIT COMMITTEE MEETING RECAP | JULY 8, 2020**

RECOMMENDED ACTION:

There was no action was taken.

ITEM 7: FINANCIAL REPORT

Mr. Paludi introduced this matter for Committee consideration and Ms. Byerrum presented the preliminary unaudited financials for May 2020 to the Committee for review and comment:

STATEMENT OF REVENUES AND EXPENSES

Operating Revenue, Residential Water Revenue

Ms. Byerrum reported that this line item was higher than the prior month due to increased water demands.

Operating Revenue, Baker Treatment Plant Water Sales

Ms. Byerrum reported that this line item was higher than the prior month due to increased water sales to the City of San Clemente.

Operating Expenses, Total Operating Expenses

Ms. Byerrum reported that this line item was higher than the prior month due to increased operating expenses and she highlighted certain associated costs and expenses.

Discussion occurred concerning source of supply costs and net income changes from the prior month.

RECOMMENDED ACTION:

The Committee signed the bills for consideration and the warrant register and recommended that the Board ratify payment of the bills for consideration for July 8, 2020 as presented (Consent Calendar).

ADJOURNMENT

Director Chadd adjourned the July 8, 2020 Finance/Audit Committee Meeting at 1:39 PM.

DRAFT



Trabuco Canyon Water District, CA

Bank Transaction Report

Transaction Detail

Issued Date Range: 07/01/2020 - 07/31/2020

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Accounts Payable							
Bank Draft							
07/01/2020		DFT0001520	Shell Fleet Plus	Accounts Payable	Outstanding	Bank Draft	-884.18
07/01/2020		DFT0001521	CalPERS	Accounts Payable	Outstanding	Bank Draft	-3,012.19
07/01/2020		DFT0001522	CalPERS	Accounts Payable	Outstanding	Bank Draft	-13,651.35
07/01/2020		DFT0001523	CalPERS	Accounts Payable	Outstanding	Bank Draft	-5,642.39
07/01/2020		DFT0001524	Southern California Edison	Accounts Payable	Outstanding	Bank Draft	-76,830.92
07/01/2020		DFT0001525	ADP	Accounts Payable	Outstanding	Bank Draft	-96,319.50
07/01/2020		DFT0001526	MWDOC	Accounts Payable	Outstanding	Bank Draft	-150,273.00
07/01/2020		DFT0001527	Home Depot	Accounts Payable	Outstanding	Bank Draft	-400.63
07/01/2020		DFT0001528	EPX	Accounts Payable	Outstanding	Bank Draft	-3,346.91
07/02/2020		DFT0001529	Santa Margarita Water District	Accounts Payable	Outstanding	Bank Draft	-3,531.90
07/02/2020		DFT0001530	CalPERS	Accounts Payable	Outstanding	Bank Draft	-216,132.00
07/02/2020		DFT0001531	Guardian	Accounts Payable	Outstanding	Bank Draft	-4,345.90
07/02/2020		DFT0001532	VSP	Accounts Payable	Outstanding	Bank Draft	-854.45
07/02/2020		DFT0001533	CalPERS	Accounts Payable	Outstanding	Bank Draft	-38,298.55
07/02/2020		DFT0001534	CalPERS	Accounts Payable	Outstanding	Bank Draft	-5,038.12
07/02/2020		DFT0001535	ADP	Accounts Payable	Outstanding	Bank Draft	-54.48
07/02/2020		DFT0001536	Exxon/Mobil	Accounts Payable	Outstanding	Bank Draft	-2,565.28
07/02/2020		DFT0001537	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
07/02/2020		DFT0001538	Cintas	Accounts Payable	Outstanding	Bank Draft	-68.96
07/02/2020		DFT0001539	Cintas	Accounts Payable	Outstanding	Bank Draft	-35.72
07/02/2020		DFT0001540	Cintas	Accounts Payable	Outstanding	Bank Draft	-35.72
07/02/2020		DFT0001541	Cintas	Accounts Payable	Outstanding	Bank Draft	-35.72
07/02/2020		DFT0001542	Cintas	Accounts Payable	Outstanding	Bank Draft	-35.72
07/02/2020		DFT0001543	Cintas	Accounts Payable	Outstanding	Bank Draft	-84.10
07/02/2020		DFT0001544	Cintas	Accounts Payable	Outstanding	Bank Draft	-84.10
07/02/2020		DFT0001545	Cintas	Accounts Payable	Outstanding	Bank Draft	-90.03
07/02/2020		DFT0001546	Cintas	Accounts Payable	Outstanding	Bank Draft	-90.78
07/03/2020		DFT0001547	Stanley Security Solutions	Accounts Payable	Outstanding	Bank Draft	-642.15
07/07/2020		DFT0001548	Local Agency Investment Fund	Accounts Payable	Outstanding	Bank Draft	-3,000,000.00
07/09/2020		DFT0001549	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-193.17
07/09/2020		DFT0001550	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-1,709.26
07/09/2020		DFT0001551	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-686.25
07/09/2020		DFT0001552	Cox Communications	Accounts Payable	Outstanding	Bank Draft	-2,510.53
07/09/2020		DFT0001553	Verizon Wireless	Accounts Payable	Outstanding	Bank Draft	-2,200.70
07/09/2020		DFT0001554	Shred-it USA LLC	Accounts Payable	Outstanding	Bank Draft	-60.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
07/10/2020		DFT0001555	ADP	Accounts Payable	Outstanding	Bank Draft	-1,773.97
07/13/2020		DFT0001556	Xerox Corporation	Accounts Payable	Outstanding	Bank Draft	-257.87
07/14/2020		DFT0001557	ADP	Accounts Payable	Outstanding	Bank Draft	-47.99
07/16/2020		DFT0001560	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
07/17/2020		DFT0001558	Home Depot	Accounts Payable	Outstanding	Bank Draft	-1,460.69
07/17/2020		DFT0001559	Lowe's	Accounts Payable	Outstanding	Bank Draft	-138.57
07/17/2020		DFT0001561	CalPERS	Accounts Payable	Outstanding	Bank Draft	-5,642.39
07/17/2020		DFT0001562	CalPERS	Accounts Payable	Outstanding	Bank Draft	-3,312.47
07/17/2020		DFT0001563	CalPERS	Accounts Payable	Outstanding	Bank Draft	-14,378.69
07/17/2020		DFT0001564	ADP	Accounts Payable	Outstanding	Bank Draft	-94,201.09
07/20/2020		DFT0001565	Umpqua Bank	Accounts Payable	Outstanding	Bank Draft	-4,803.63
07/20/2020		DFT0001566	Exxon/Mobil	Accounts Payable	Outstanding	Bank Draft	-2,798.86
07/20/2020		DFT0001567	ADP	Accounts Payable	Outstanding	Bank Draft	-7.99
07/21/2020		DFT0001568	South Coast AQMD	Accounts Payable	Outstanding	Bank Draft	-4,041.79
07/21/2020		DFT0001569	South Coast AQMD	Accounts Payable	Outstanding	Bank Draft	-136.40
07/21/2020		DFT0001570	South Coast AQMD	Accounts Payable	Outstanding	Bank Draft	-1,684.08
07/21/2020		DFT0001571	South Coast AQMD	Accounts Payable	Outstanding	Bank Draft	-136.40
07/21/2020		DFT0001572	South Coast AQMD	Accounts Payable	Outstanding	Bank Draft	-421.02
07/21/2020		DFT0001573	South Coast AQMD	Accounts Payable	Outstanding	Bank Draft	-136.40
07/21/2020		DFT0001574	South Coast AQMD	Accounts Payable	Outstanding	Bank Draft	-421.02
07/21/2020		DFT0001575	South Coast AQMD	Accounts Payable	Outstanding	Bank Draft	-136.40
07/23/2020		DFT0001576	ADP	Accounts Payable	Outstanding	Bank Draft	-40.98
07/24/2020		DFT0001577	Home Depot	Accounts Payable	Outstanding	Bank Draft	-4,699.81
07/24/2020		DFT0001578	MWDOC	Accounts Payable	Outstanding	Bank Draft	-96,947.20
07/24/2020		DFT0001579	SC Fuels	Accounts Payable	Outstanding	Bank Draft	-6,118.98
07/27/2020		DFT0001582	ADP	Accounts Payable	Outstanding	Bank Draft	-45.34
07/28/2020		DFT0001583	ADP	Accounts Payable	Outstanding	Bank Draft	-20.00
07/29/2020		DFT0001586	The Toll Roads	Accounts Payable	Outstanding	Bank Draft	-140.00
07/29/2020		DFT0001588	Guardian	Accounts Payable	Outstanding	Bank Draft	-4,345.90
07/30/2020		DFT0001587	Shell Fleet Plus	Accounts Payable	Outstanding	Bank Draft	-724.71
Bank Draft Total: (65)							-3,879,045.30
Check							
07/01/2020		9222	ALS - Truesdail Laboratories	Accounts Payable	Outstanding	Check	-1,057.00
07/01/2020		9223	American Business Bank	Accounts Payable	Outstanding	Check	-26,157.00
07/01/2020		9224	BAVCO Backflow Apparatus & Valve Co.	Accounts Payable	Outstanding	Check	-107.52
07/01/2020		9225	Beavens Systems Inc	Accounts Payable	Outstanding	Check	-4,290.00
07/01/2020		9226	Bright View Landscape Services, Inc.	Accounts Payable	Outstanding	Check	-4,300.00
07/01/2020		9227	Butier Engineering, Inc.	Accounts Payable	Outstanding	Check	-19,020.64
07/01/2020		9228	CEP America AUC PC	Accounts Payable	Outstanding	Check	-146.00
07/01/2020		9229	Champion Paving, Inc.	Accounts Payable	Outstanding	Check	-4,380.00
07/01/2020		9230	Cla-Val	Accounts Payable	Outstanding	Check	-341.35
07/01/2020		9231	D & H Water Systems	Accounts Payable	Outstanding	Check	-8,661.01

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
07/01/2020		9232	Eurofins Eaton Analytical, Inc.	Accounts Payable	Outstanding	Check	-700.00
07/01/2020		9233	FedEx	Accounts Payable	Outstanding	Check	-31.48
07/01/2020		9234	Ferguson Waterworks	Accounts Payable	Outstanding	Check	-4,409.06
07/01/2020		9235	Ferreira Construction Company	Accounts Payable	Outstanding	Check	-36,702.98
07/01/2020		9236	Frontline Sensors & Systems	Accounts Payable	Outstanding	Check	-752.16
07/01/2020		9237	Hazen and Sawyer	Accounts Payable	Outstanding	Check	-4,262.27
07/01/2020		9238	HD Supply Waterworks	Accounts Payable	Outstanding	Check	-682.79
07/01/2020		9239	HTS	Accounts Payable	Outstanding	Check	-446.64
07/01/2020		9240	Hydrotech Electric	Accounts Payable	Outstanding	Check	-5,973.66
07/01/2020		9241	JES Engineering	Accounts Payable	Outstanding	Check	-93,009.50
07/01/2020		9242	Lausten, Lorrie	Accounts Payable	Outstanding	Check	-186.71
07/01/2020		9243	NBS	Accounts Payable	Outstanding	Check	-841.60
07/01/2020		9244	Orange County Pumping, Inc.	Accounts Payable	Outstanding	Check	-1,065.00
07/01/2020		9245	Pacific Hydrotech Corporation	Accounts Payable	Outstanding	Check	-496,983.00
07/01/2020		9246	Sandbox Sign Company	Accounts Payable	Outstanding	Check	-164.32
07/01/2020		9247	Sierra Springs	Accounts Payable	Outstanding	Check	-80.25
07/01/2020		9248	SouthWest Hydro Tech ACV Systems	Accounts Payable	Outstanding	Check	-850.00
07/01/2020		9249	Tim Hogan Graphic Design	Accounts Payable	Outstanding	Check	-2,793.82
07/01/2020		9250	Tokay Software	Accounts Payable	Outstanding	Check	-380.00
07/01/2020		9251	Touch Tel Mobile	Accounts Payable	Outstanding	Check	-625.00
07/01/2020		9252	United Water Works, Inc.	Accounts Payable	Outstanding	Check	-3,066.03
07/01/2020		9253	USA Express Tire & Service	Accounts Payable	Outstanding	Check	-386.19
07/01/2020		9254	USABlueBook	Accounts Payable	Outstanding	Check	-3,834.48
07/01/2020		9255	Weck Laboratories, Inc.	Accounts Payable	Outstanding	Check	-340.55
07/01/2020		9256	Woodard & Curran, Inc.	Accounts Payable	Outstanding	Check	-2,262.00
07/02/2020		9257	Juan A. Quinonez	Accounts Payable	Outstanding	Check	-2,763.36
07/17/2020		9258	ACWA/JPIA	Accounts Payable	Outstanding	Check	-21,678.88
07/17/2020		9259	ALS - Truesdail Laboratories	Accounts Payable	Outstanding	Check	-1,194.00
07/17/2020		9260	Ana C. Noriega Rueda	Accounts Payable	Outstanding	Check	-394.00
07/17/2020		9261	AT&T	Accounts Payable	Outstanding	Check	-751.89
07/17/2020		9262	BAVCO Backflow Apparatus & Valve Co.	Accounts Payable	Outstanding	Check	-135.54
07/17/2020		9263	Beavens Systems Inc	Accounts Payable	Outstanding	Check	-330.00
07/17/2020		9264	Champion Paving, Inc.	Accounts Payable	Outstanding	Check	-5,240.00
07/17/2020		9265	Cintas	Accounts Payable	Outstanding	Check	-354.56
07/17/2020		9266	Cla-Val	Accounts Payable	Outstanding	Check	-2,871.36
07/17/2020		9267	Complete Office of California, Inc	Accounts Payable	Outstanding	Check	-153.78
07/17/2020		9268	County of Orange	Accounts Payable	Outstanding	Check	-17,804.58
07/17/2020		9269	DirecTV LLC	Accounts Payable	Outstanding	Check	-24.24
07/17/2020		9270	Diversified Waterscapes, Inc.	Accounts Payable	Outstanding	Check	-745.29
07/17/2020		9271	Dunn-Edwards Corporation	Accounts Payable	Outstanding	Check	-195.84
07/17/2020		9272	FedEx	Accounts Payable	Outstanding	Check	-25.53
07/17/2020		9273	Ferreira Construction Company	Accounts Payable	Outstanding	Check	-133,174.12
07/17/2020		9274	GMU Geotechnical, Inc.	Accounts Payable	Outstanding	Check	-6,900.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
07/17/2020		9275	Irvine Ranch Water District	Accounts Payable	Outstanding	Check	-20,891.28
07/17/2020		9276	ISGUS America, LLC	Accounts Payable	Outstanding	Check	-91.25
07/17/2020		9277	J. G. Tucker & Son, Inc.	Accounts Payable	Outstanding	Check	-340.77
07/17/2020		9278	Juan A. Quinonez	Accounts Payable	Outstanding	Check	-91.00
07/17/2020		9279	Motorola Solutions	Accounts Payable	Outstanding	Check	-3,525.69
07/17/2020		9280	OC Superior Cleaning Services	Accounts Payable	Outstanding	Check	-1,225.00
07/17/2020		9281	OC Waste & Recycling	Accounts Payable	Outstanding	Check	-3,921.30
07/17/2020		9282	Olin Chemicals	Accounts Payable	Outstanding	Check	-2,176.03
07/17/2020		9283	Orange County Pumping, Inc.	Accounts Payable	Outstanding	Check	-1,065.00
07/17/2020		9284	Sierra Springs	Accounts Payable	Outstanding	Check	-11.25
07/17/2020		9285	SOCWA	Accounts Payable	Outstanding	Check	-11,243.00
07/17/2020		9286	Soto Resources	Accounts Payable	Outstanding	Check	-2,773.00
07/17/2020		9287	SouthWest Hydro Tech ACV Systems	Accounts Payable	Outstanding	Check	-9,692.07
07/17/2020		9288	Synoptek, LLC	Accounts Payable	Outstanding	Check	-4,747.78
07/17/2020		9289	TAB AnswerNetwork	Accounts Payable	Outstanding	Check	-172.75
07/17/2020		9290	Tekdraulics	Accounts Payable	Outstanding	Check	-89,404.93
07/17/2020		9291	Tetra Tech, Inc.	Accounts Payable	Outstanding	Check	-5,745.53
07/17/2020		9292	Tyler Technologies, Inc.	Accounts Payable	Outstanding	Check	-5.10
07/17/2020		9293	Underground Service Alert/SC	Accounts Payable	Outstanding	Check	-155.47
07/17/2020		9294	USABlueBook	Accounts Payable	Outstanding	Check	-1,029.88
07/17/2020		9295	Weck Laboratories, Inc.	Accounts Payable	Outstanding	Check	-221.60
07/24/2020		9301	ALS - Truesdail Laboratories	Accounts Payable	Outstanding	Check	-628.50
07/24/2020		9302	Atkinson, Andelson, Loya, Ruud & Romo	Accounts Payable	Outstanding	Check	-13,661.73
07/24/2020		9303	Comoso	Accounts Payable	Outstanding	Check	-287.80
07/24/2020		9304	Eide Bailly	Accounts Payable	Outstanding	Check	-3,727.80
07/24/2020		9305	Eurofins Eaton Analytical, Inc.	Accounts Payable	Outstanding	Check	-350.00
07/24/2020		9306	Ewing Irrigation Products, Inc.	Accounts Payable	Outstanding	Check	-468.75
07/24/2020		9307	Hydrotech Electric	Accounts Payable	Outstanding	Check	-12,111.59
07/24/2020		9308	InfoSend, Inc.	Accounts Payable	Outstanding	Check	-2,419.32
07/24/2020		9309	Irvine Ranch Water District	Accounts Payable	Outstanding	Check	-203,941.83
07/24/2020		9310	McFadden-Dale Industrial Hardware	Accounts Payable	Outstanding	Check	-203.92
07/24/2020		9311	Nyhart Company	Accounts Payable	Outstanding	Check	-4,400.00
07/24/2020		9312	Olin Chemicals	Accounts Payable	Outstanding	Check	-2,212.66
07/24/2020		9313	Orange County Pumping, Inc.	Accounts Payable	Outstanding	Check	-1,420.00
07/24/2020		9314	Rain for Rent Long Beach	Accounts Payable	Outstanding	Check	-26,535.11
07/24/2020		9315	SouthWest Hydro Tech ACV Systems	Accounts Payable	Outstanding	Check	-2,699.48
07/24/2020		9316	TrucParCo	Accounts Payable	Outstanding	Check	-530.00
07/24/2020		9317	United Rentals (North America), Inc.	Accounts Payable	Outstanding	Check	-926.96
07/24/2020		9318	United Water Works, Inc.	Accounts Payable	Outstanding	Check	-577.53
07/24/2020		9319	USABlueBook	Accounts Payable	Outstanding	Check	-269.65
07/24/2020		9320	Weck Laboratories, Inc.	Accounts Payable	Outstanding	Check	-340.55
Check Total: (94)							-1,360,269.84

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Check Reversal							
07/07/2020		8807	Ana C. Noriega Rueda Reversal	Accounts Payable	Outstanding	Check Reversal	394.00
Check Reversal Total: (1)							394.00
Accounts Payable Total: (160)							-5,238,921.14
General Ledger							
Deposit							
07/02/2020		DEP0010170	Receipts - IRWD - ETRSLs buyout	General Ledger	Outstanding	Deposit	4,526,000.00
07/14/2020		DEP0010314	Receipts - Sangi - Reimbursement	General Ledger	Outstanding	Deposit	30.00
07/14/2020		DEP0010315	Receipts - SMWD - DSWR	General Ledger	Outstanding	Deposit	1,110.19
07/16/2020		DEP0010325	Receipts - County of Orange - Property Taxes	General Ledger	Outstanding	Deposit	22,058.49
07/22/2020		DEP0010397	Receipts - T-Mobile - Cell site rent	General Ledger	Outstanding	Deposit	2,069.63
07/22/2020		DEP0010398	Receipts - OC Fire Authority - Sewer Services	General Ledger	Outstanding	Deposit	150.00
07/30/2020		DEP0010503	Receipts - County of Orange - Sewer Services	General Ledger	Outstanding	Deposit	4,270.00
07/31/2020		DEP0010504	Receipts - Goren - Sewage hauling	General Ledger	Outstanding	Deposit	12,000.00
Deposit Total: (8)							4,567,688.31
General Ledger Total: (8)							4,567,688.31
Utility Billing							
Check							
07/17/2020		9296	BRIAN MANAHAN	Utility Billing	Outstanding	Check	-54.11
07/17/2020		9297	DANIELLE WEBBER	Utility Billing	Outstanding	Check	-30.71
07/17/2020		9298	MICHAEL BRADFORD	Utility Billing	Outstanding	Check	-89.75
07/17/2020		9299	CHRISTINE FAITH	Utility Billing	Outstanding	Check	-72.03
07/17/2020		9300	CHRIS/STEPHANIE PHILLIPS	Utility Billing	Outstanding	Check	-54.26
Check Total: (5)							-300.86
Deposit							
07/01/2020		DEP0010153	Utility Payment Packet UBPKT04393	Utility Billing	Outstanding	Deposit	4,009.70
07/01/2020		DEP0010156	Utility Payment Packet UBPKT04392	Utility Billing	Outstanding	Deposit	2,323.50
07/01/2020		DEP0010159	Utility Payment Packet UBPKT04400	Utility Billing	Outstanding	Deposit	5,010.15
07/01/2020		DEP0010163	Utility Payment Packet UBPKT04401	Utility Billing	Outstanding	Deposit	13,533.61
07/02/2020		DEP0010166	Utility Payment Packet UBPKT04403	Utility Billing	Outstanding	Deposit	4,596.68
07/02/2020		DEP0010169	Utility Payment Packet UBPKT04402	Utility Billing	Outstanding	Deposit	3,458.70
07/02/2020		DEP0010173	Utility Payment Packet UBPKT04404	Utility Billing	Outstanding	Deposit	2,941.42
07/03/2020		DEP0010176	Utility Payment Packet UBPKT04405	Utility Billing	Outstanding	Deposit	2,788.63
07/03/2020		DEP0010179	Utility Payment Packet UBPKT04406	Utility Billing	Outstanding	Deposit	2,963.33
07/03/2020		DEP0010182	Utility Payment Packet UBPKT04407	Utility Billing	Outstanding	Deposit	2,048.98
07/04/2020		DEP0010185	Utility Payment Packet UBPKT04408	Utility Billing	Outstanding	Deposit	2,134.37
07/05/2020		DEP0010188	Utility Payment Packet UBPKT04409	Utility Billing	Outstanding	Deposit	1,081.98
07/06/2020		DEP0010191	Utility Payment Packet UBPKT04410	Utility Billing	Outstanding	Deposit	2,681.87
07/06/2020		DEP0010194	Utility Payment Packet UBPKT04412	Utility Billing	Outstanding	Deposit	4,243.86
07/06/2020		DEP0010197	Utility Payment Packet UBPKT04411	Utility Billing	Outstanding	Deposit	1,649.02
07/07/2020		DEP0010200	Utility Payment Packet UBPKT04413	Utility Billing	Outstanding	Deposit	2,890.92

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
07/07/2020		DEP0010203	Utility Payment Packet UBPKT04414	Utility Billing	Outstanding	Deposit	1,943.28
07/07/2020		DEP0010206	Utility Reverse Payment Packet UBPKT04416	Utility Billing	Outstanding	Deposit	-256.68
07/07/2020		DEP0010209	Utility Payment Packet UBPKT04417	Utility Billing	Outstanding	Deposit	6,930.68
07/08/2020		DEP0010212	Utility Payment Packet UBPKT04418	Utility Billing	Outstanding	Deposit	3,255.87
07/08/2020		DEP0010215	Utility Payment Packet UBPKT04419	Utility Billing	Outstanding	Deposit	1,863.86
07/08/2020		DEP0010218	Utility Payment Packet UBPKT04421	Utility Billing	Outstanding	Deposit	4,162.14
07/08/2020		DEP0010221	Utility Payment Packet UBPKT04422	Utility Billing	Outstanding	Deposit	7,048.05
07/08/2020		DEP0010224	Utility Payment Packet UBPKT04423	Utility Billing	Outstanding	Deposit	2,892.21
07/09/2020		DEP0010227	Utility Payment Packet UBPKT04425	Utility Billing	Outstanding	Deposit	2,583.53
07/09/2020		DEP0010230	Utility Payment Packet UBPKT04424	Utility Billing	Outstanding	Deposit	1,957.30
07/09/2020		DEP0010236	Utility Payment Packet UBPKT04427	Utility Billing	Outstanding	Deposit	2,872.34
07/10/2020		DEP0010233	Utility Reverse Payment Packet UBPKT04426	Utility Billing	Outstanding	Deposit	-47.27
07/10/2020		DEP0010239	Utility Payment Packet UBPKT04429	Utility Billing	Outstanding	Deposit	1,718.51
07/10/2020		DEP0010242	Utility Payment Packet UBPKT04428	Utility Billing	Outstanding	Deposit	6,656.50
07/10/2020		DEP0010245	Utility Payment Packet UBPKT04420	Utility Billing	Outstanding	Deposit	3,776.59
07/10/2020		DEP0010248	Utility Payment Packet UBPKT04430	Utility Billing	Outstanding	Deposit	7,090.95
07/10/2020		DEP0010252	Utility Payment Packet UBPKT04431	Utility Billing	Outstanding	Deposit	3,595.82
07/11/2020		DEP0010255	Utility Payment Packet UBPKT04432	Utility Billing	Outstanding	Deposit	1,115.26
07/12/2020		DEP0010258	Utility Payment Packet UBPKT04433	Utility Billing	Outstanding	Deposit	94,248.73
07/13/2020		DEP0010261	Utility Payment Packet UBPKT04435	Utility Billing	Outstanding	Deposit	3,825.40
07/13/2020		DEP0010264	Utility Payment Packet UBPKT04434	Utility Billing	Outstanding	Deposit	4,983.00
07/13/2020		DEP0010267	Utility Payment Packet UBPKT04438	Utility Billing	Outstanding	Deposit	3,567.35
07/14/2020		DEP0010270	Utility Payment Packet UBPKT04440	Utility Billing	Outstanding	Deposit	3,934.16
07/14/2020		DEP0010273	Utility Payment Packet UBPKT04439	Utility Billing	Outstanding	Deposit	3,988.18
07/14/2020		DEP0010276	Utility Payment Packet UBPKT04441	Utility Billing	Outstanding	Deposit	1,679.26
07/14/2020		DEP0010279	Utility Payment Packet UBPKT04442	Utility Billing	Outstanding	Deposit	6,124.22
07/14/2020		DEP0010282	Utility Payment Packet UBPKT04443	Utility Billing	Outstanding	Deposit	12,002.86
07/14/2020		DEP0010287	Utility Payment Packet UBPKT04460	Utility Billing	Outstanding	Deposit	4,446.00
07/15/2020		DEP0010284	ACH Draft Packet UBPKT04323	Utility Billing	Outstanding	Deposit	139,855.87
07/15/2020		DEP0010290	Utility Payment Packet UBPKT04461	Utility Billing	Outstanding	Deposit	6,589.25
07/15/2020		DEP0010293	Utility Payment Packet UBPKT04459	Utility Billing	Outstanding	Deposit	11,249.36
07/15/2020		DEP0010296	Utility Payment Packet UBPKT04464	Utility Billing	Outstanding	Deposit	48,586.29
07/16/2020		DEP0010299	Utility Payment Packet UBPKT04466	Utility Billing	Outstanding	Deposit	4,671.97
07/16/2020		DEP0010302	Utility Payment Packet UBPKT04465	Utility Billing	Outstanding	Deposit	611.76
07/16/2020		DEP0010305	Utility Reverse Payment Packet UBPKT04467	Utility Billing	Outstanding	Deposit	-200.00
07/16/2020		DEP0010308	Utility Payment Packet UBPKT04462	Utility Billing	Outstanding	Deposit	4,404.37
07/16/2020		DEP0010311	Utility Payment Packet UBPKT04463	Utility Billing	Outstanding	Deposit	1,548.36
07/16/2020		DEP0010321	Utility Payment Packet UBPKT04472	Utility Billing	Outstanding	Deposit	1,684.24
07/17/2020		DEP0010318	Utility Payment Packet UBPKT04474	Utility Billing	Outstanding	Deposit	244.95
07/17/2020		DEP0010324	Utility Payment Packet UBPKT04473	Utility Billing	Outstanding	Deposit	529.25
07/17/2020		DEP0010339	Utility Payment Packet UBPKT04480	Utility Billing	Outstanding	Deposit	1,518.50
07/18/2020		DEP0010342	Utility Payment Packet UBPKT04481	Utility Billing	Outstanding	Deposit	547.60
07/19/2020		DEP0010345	Utility Payment Packet UBPKT04482	Utility Billing	Outstanding	Deposit	1,115.61

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
07/20/2020		DEP0010348	Utility Payment Packet UBPKT04484	Utility Billing	Outstanding	Deposit	350.53
07/20/2020		DEP0010351	Utility Payment Packet UBPKT04483	Utility Billing	Outstanding	Deposit	483.91
07/20/2020		DEP0010354	Utility Payment Packet UBPKT04485	Utility Billing	Outstanding	Deposit	63,079.40
07/21/2020		DEP0010357	Utility Payment Packet UBPKT04486	Utility Billing	Outstanding	Deposit	637.14
07/21/2020		DEP0010360	Utility Payment Packet UBPKT04487	Utility Billing	Outstanding	Deposit	878.45
07/21/2020		DEP0010372	Utility Payment Packet UBPKT04498	Utility Billing	Outstanding	Deposit	4,892.82
07/21/2020		DEP0010375	Utility Payment Packet UBPKT04499	Utility Billing	Outstanding	Deposit	5,599.49
07/22/2020		DEP0010378	Utility Payment Packet UBPKT04501	Utility Billing	Outstanding	Deposit	401.78
07/22/2020		DEP0010381	Utility Payment Packet UBPKT04500	Utility Billing	Outstanding	Deposit	1,546.44
07/22/2020		DEP0010390	Utility Payment Packet UBPKT04511	Utility Billing	Outstanding	Deposit	100.00
07/22/2020		DEP0010393	Utility Payment Packet UBPKT04513	Utility Billing	Outstanding	Deposit	2,507.00
07/23/2020		DEP0010396	Utility Payment Packet UBPKT04515	Utility Billing	Outstanding	Deposit	703.61
07/23/2020		DEP0010401	Utility Payment Packet UBPKT04514	Utility Billing	Outstanding	Deposit	1,532.99
07/23/2020		DEP0010404	Utility Payment Packet UBPKT04517	Utility Billing	Outstanding	Deposit	4,616.03
07/24/2020		DEP0010407	Utility Payment Packet UBPKT04518	Utility Billing	Outstanding	Deposit	1,670.96
07/24/2020		DEP0010410	Utility Payment Packet UBPKT04516	Utility Billing	Outstanding	Deposit	5,086.57
07/24/2020		DEP0010413	Utility Payment Packet UBPKT04523	Utility Billing	Outstanding	Deposit	19,121.79
07/25/2020		DEP0010416	Utility Payment Packet UBPKT04525	Utility Billing	Outstanding	Deposit	2,165.71
07/26/2020		DEP0010419	Utility Payment Packet UBPKT04526	Utility Billing	Outstanding	Deposit	1,783.21
07/27/2020		DEP0010422	Utility Payment Packet UBPKT04527	Utility Billing	Outstanding	Deposit	4,648.51
07/27/2020		DEP0010425	Utility Payment Packet UBPKT04524	Utility Billing	Outstanding	Deposit	5,125.98
07/27/2020		DEP0010428	Deposit Input Packet UBPKT04528	Utility Billing	Outstanding	Deposit	2,000.00
07/27/2020		DEP0010431	Utility Payment Packet UBPKT04530	Utility Billing	Outstanding	Deposit	11,924.64
07/28/2020		DEP0010434	Utility Payment Packet UBPKT04532	Utility Billing	Outstanding	Deposit	5,316.53
07/28/2020		DEP0010437	Utility Payment Packet UBPKT04531	Utility Billing	Outstanding	Deposit	5,508.71
07/28/2020		DEP0010440	Utility Payment Packet UBPKT04536	Utility Billing	Outstanding	Deposit	6,056.15
07/28/2020		DEP0010443	Utility Payment Packet UBPKT04537	Utility Billing	Outstanding	Deposit	9,241.06
07/28/2020		DEP0010446	Utility Payment Packet UBPKT04538	Utility Billing	Outstanding	Deposit	5,489.55
07/28/2020		DEP0010454	Utility Payment Packet UBPKT04539	Utility Billing	Outstanding	Deposit	1,932.37
07/29/2020		DEP0010457	Utility Payment Packet UBPKT04541	Utility Billing	Outstanding	Deposit	5,936.72
07/29/2020		DEP0010460	Utility Payment Packet UBPKT04540	Utility Billing	Outstanding	Deposit	1,372.02
07/29/2020		DEP0010466	Utility Payment Packet UBPKT04542	Utility Billing	Outstanding	Deposit	1,041.25
07/30/2020		DEP0010463	Utility Payment Packet UBPKT04544	Utility Billing	Outstanding	Deposit	7,142.53
07/30/2020		DEP0010469	Utility Payment Packet UBPKT04543	Utility Billing	Outstanding	Deposit	1,918.89
07/30/2020		DEP0010472	Utility Payment Packet UBPKT04545	Utility Billing	Outstanding	Deposit	10,537.77
07/30/2020		DEP0010475	Utility Payment Packet UBPKT04546	Utility Billing	Outstanding	Deposit	6,905.22
07/30/2020		DEP0010481	Utility Payment Packet UBPKT04549	Utility Billing	Outstanding	Deposit	1,167.14
07/31/2020		DEP0010478	Utility Reverse Payment Packet UBPKT04548	Utility Billing	Outstanding	Deposit	-84.09
07/31/2020		DEP0010484	Utility Payment Packet UBPKT04552	Utility Billing	Outstanding	Deposit	2,108.41
07/31/2020		DEP0010487	Utility Payment Packet UBPKT04550	Utility Billing	Outstanding	Deposit	3,522.65
07/31/2020		DEP0010490	Utility Payment Packet UBPKT04553	Utility Billing	Outstanding	Deposit	5,971.21
						Deposit Total: (100)	701,213.25

Bank Transaction Report

	Issued Date Range: -
Utility Billing Total: (105)	<u>700,912.39</u>
Report Total: (273)	<u>29,679.56</u>

Bank Transaction Report

Issued Date Range: -

Summary

Bank Account	Count	Amount
030866939 Bank of the West Checking	273	29,679.56
Report Total:	273	29,679.56

Cash Account	Count	Amount
99 99-000-1004 Bank of the West Checking (Pooled Cash)	273	29,679.56
Report Total:	273	29,679.56

Transaction Type	Count	Amount
Bank Draft	65	-3,879,045.30
Check	99	-1,360,570.70
Check Reversal	1	394.00
Deposit	108	5,268,901.56
Report Total:	273	29,679.56



Trabuco Canyon Water District
General Fund Warrant Register
7/8/2020

Summary of Disbursements

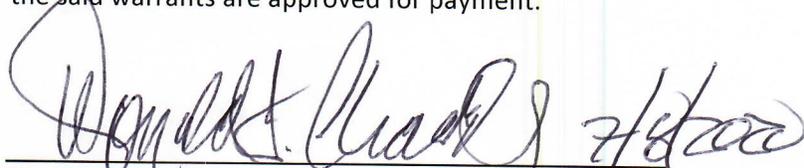
Computer Checks	964,010.92
UB Refund Checks	3,916.40
Bank Drafts	4,038,883.34
Voided Checks	<u>(2,394.00)</u>
Total Disbursements	5,004,416.66

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

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



By: _____ Date: 7/8/2020



By: _____ Date: 7/8/20



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

GENERAL FUND PAYROLL WARRANT REGISTER

For the Month of: July 2020

\$ 188,724.18

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 8/12/20

Michael F. Schanski 8/12/20

By Date



By Date 8/12/2020

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 19, 2020**

CONSENT CALENDAR

ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING

RECOMMENDED ACTION:

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

1. *July 1, 2020*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI



TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JULY 1, 2020

DIRECTORS PRESENT

Edward Mandich, Committee Chair
Stephen Dopudja, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager/District Secretary
Lorrie Lausten, District Engineer
Gary Kessler, Water Department Superintendent
Jason Stroud, Maintenance Department Superintendent
Karen Warner, Senior Accountant
Lisa Sangi, Administrative Assistant

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Director Mandich called the July 1, 2020 Engineering/Operational Committee Meeting to order at 7:00 AM. Public access to the meeting was made available by video broadcast.

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

No comments were received.

COMMITTEE MEMBER COMMENTS

Director Dopudja commented on the recent reports of COVID-19 case spikes in Orange County, and he asked District staff if there were any concerns related to the reopened Administration Facility. Discussion occurred concerning the District's Business Resumption Plan provisions

Director Mandich reported on his attendance of the Orange County Public Works (OCPW) online meeting related to the Trabuco Creek Bridge Rehabilitation Project, and he provided a brief description of the planned improvements and project schedule.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported that District staff is planning for a District Facility Tour for the Board of Directors consistent with COVID-19 recommendations and requirements in the near future.

ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

Mr. Paludi presented the Engineering/Operational Committee Meeting Recap for Committee review in accordance with the agenda.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JULY 1, 2020**

RECOMMENDED ACTION

The Committee recommended that the Engineering/Operational Committee Meeting Recap be forwarded to the Board of Directors for approval (Consent Calendar).

ITEM 2: DISCUSSION AND POSSIBLE ACTION RELATING TO THE ADJUSTMENT TO TCWD'S CAPACITY CHARGES FOR WATER SERVICE

Mr. Paludi presented this matter for Committee review, and he reported that the last time the District's capacity charges were updated was 2015. Ms. Lausten reported that PSOMAS Engineering has provided a memorandum that utilized the same methodology as the 2015 review and recommended an increase of 12%. Ms. Lausten briefly reviewed the capacity charge process, including the filing of a Notice of Exemption and Notice of Public Hearing. Discussion occurred concerning District staff completing a comparison of neighboring agency capacity charges for Board review and consideration.

RECOMMENDED ACTION

The Committee received the information and presentation of the information and recommend that the Board approve and adopt the proposed Capacity Charge by Resolution at the Regular Board Meeting (Action Calendar).

Director Mandich recused himself from the meeting and exited the building at 7:20AM.

ITEM 3: RIDGELINE BOOSTER PUMP STATION IMPROVEMENTS AND CAPACITY INCREASE PROJECT

Mr. Paludi presented this matter for Committee review and he reported the project was completed. Ms. Lausten provided a brief project update, and she highlighted the construction summary report for Committee review. Ms. Lausten reported there on contract change order no. 7 to Pacific Hydrotech for additional wiring and conduits for the signal from the PLC to the Cla-Val controller

RECOMMENDED ACTION

The Committee approved and recommended the Board of Directors ratify Contract Change Order No. 7 to Pacific Hydrotech for a not to exceed amount of \$1,220 (Action Calendar).

Director Mandich resumed his meeting participation after reentering the building at 7:34AM.

ITEM 4: DOVE AND ROBINSON RANCH RECYCLED WATER PUMP STATION REHABILITATION PROJECT

Mr. Paludi presented this matter for Committee review, and he reported that this active project is ongoing. Ms. Lausten provided a brief project update for Committee review, and she highlighted the construction summary and photos. Ms. Lausten reported that TESCO Controls due to change of certain conditions and relocation of main service board, as well as a credit for paving costs which will be provided by a separate contractor. Discussion occurred concerning preventative maintenance practices for the pump station.

RECOMMENDED ACTION

The Committee approved and recommended Board of Directors ratify Contract Change Order no. 7 to TESCO Controls for a not to exceed amount of \$13,227.37 (Action Calendar).

ITEM 5: SOUTH ORANGE COUNTY SALT AND NUTRIENT MANAGEMENT PLAN COOPERATIVE AGREEMENT – WATERSHED MONITORING

Mr. Paludi introduced this item for Committee review, and he provided background on the purpose of the San Juan Basin Authority (SJBA) and its member agencies. Mr. Paludi reported that he met with the SJBA Executive Officer to discuss the proposed Salt and Nutrient Management Plan Cooperative Agreement, and he mentioned

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JULY 1, 2020**

that he plans to bring more information to the Board of Directors the following month for their consideration. Discussion occurred concerning the reporting process and collaboration between the SJBA and the South Orange County Wastewater Authority (SOCWA).

RECOMMENDED ACTION

There was no action taken.

ITEM 6: OTHER ENGINEERING AND OPERATIONS PROJECTS

1. Bell Canyon Sewer Lift Station Rehabilitation Project

Ms. Lausten provided a brief project update, and she reported that a pre-construction meeting was held the prior week. Ms. Lausten reported that a Notice to Proceed had been issued by the District to Ferreira Construction, and that District staff is preparing an updated project schedule with procurement delays due to the impacts of COVID-19. Ms. Lausten provided a professional service contract change order no. 2 for JIG Consultants in the amount of \$17,800 for additional design and construction report services and additional meeting attendance for wet well assessment and project start up. Discussion occurred concerning ongoing communication with neighboring residents.

2. The Oaks at Trabuco Development

Mr. Paludi provided a brief update on this matter, and he provided a handout which included costs associated with the operation of the onsite wastewater treatment package plant. Discussion occurred regarding District staff concerns with the operation of the facility.

3. Other Projects

None

RECOMMENDED ACTION

The Committee approved and recommended the Board of Directors ratify Professional Services Contract Change Order No. 2 to JIG Consultants in the amount of \$17,800 (Action Calendar).

ITEM 7: WATER SYSTEM UPDATES

Mr. Kessler reviewed the projects and repairs for June 2020, and he provided the additional highlights:

1. Water Operations staff repaired a domestic water service on Hunky Dory Road.
2. Water Operations staff rebuilt the chlorine injection system and recoated the floors of the Chlorine Room at the Dimension Water Treatment Plant.
3. Water Operations staff rebuilt the domestic water supply 12" ClaVal to the Dimension Water Treatment Plant.
4. Water Operations staff painted all the piping inside the Dimension Water Treatment Plant.

Mr. Kessler reviewed the Monthly Water System Operations Summary, and he reported that the State Water Resources Control Board will be onsite for an annual domestic water system inspection on July 8, 2020. Mr. Kessler reported that the Trabuco Creek Groundwater Treatment Facility production has decreased but pumping approximately 200 gallons per minute.

RECOMMENDED ACTION

The Committee received the status update.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JULY 1, 2020**

ITEM 8: WASTEWATER SYSTEM UPDATES

Mr. Perea reviewed the projects and repairs for June 2020, and he provided the additional highlights:

1. Wastewater Operations staff implemented the necessary operational changes to meet Southern California Edison (SCE) Time of Use electrical rates.
2. Wastewater Operations staff started pumping Dove Lake to supplement the Reclaimed Water Reservoir at the Robinson Ranch Wastewater Treatment Plant.
3. Wastewater Operations staff started pumping captured recycled water from Dove Creek & Tick Creek Urban Water Recovery Stations and Shadow Rock Detention Basin Facility to supplement the Reclaimed Water Reservoir at the Robinson Ranch Wastewater Treatment Plant.
4. Wastewater Operations staff worked with SS Mechanical and Hydrotech Electrical to install new pumps for the Aerobic Digester and Belt Press systems.

Mr. Perea reviewed the Monthly Wastewater System Operations Summary, he reviewed project photos of the new aerobic digester pumps. Mr. Perea presented the second quarter Sewer System Management Plan Report for Committee review. Mr. Perea reported that Wastewater Operations staff are monitoring non-domestic water supplies to meet summer month demands.

RECOMMENDED ACTION

The Committee received the status update. There was no action taken.

ITEM 9: MAINTENANCE DEPARTMENT UPDATES

Mr. Stroud reviewed the projects and repairs for June 2020, and he provided the additional highlights:

1. Maintenance Department staff assisted the following contractors with work at the Dove Recycled Booster Pump Station: Hydrotech Electric, TESCO Controls, and Ferreira Construction.
2. Maintenance Department staff assisted SS Mechanical with the installation of the digester pumps at the Robinson Ranch Wastewater Treatment Plant
3. Maintenance Department staff updated the Department of Transportation (DOT) BIT program compliance on the District's fleet vehicles
4. Maintenance Department staff assisted Hydrotech Electric in the repair of the following items at the Via Allegre Sewer Lift Station: pump alternating float control, troubleshoot sonar, and responded to dry pit air/vac failure.
5. Maintenance Department staff performed weed abatement at the following District properties: Porter Ranch, Shadow Rock Detention Basin, and below Trabuco Dam.
6. Maintenance Department staff worked with Wastewater Operations to start up Dove Creek and Tick Creek dry season recovery stations to supplement non-domestic water supplies.
7. Maintenance Department staff worked with TESCO Controls to modify the low suction shutoff switches at Ridgeline Booster Pump Station.

RECOMMENDED ACTION

The Committee received the status update. There was no action taken.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | JULY 1, 2020**

ITEM 10: OTHER MATTERS/REPORTS

There were no other matters or reports provided to the Committee.

RECOMMENDED ACTION

There was no action taken.

ADJOURNMENT

Director Mandich adjourned the July 1, 2020 Engineering/Operational Committee Meeting at 7:58 AM.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 19, 2020**

**CONSENT CALENDAR
ITEM 4: EXECUTIVE COMMITTEE MEETING**

RECOMMENDED ACTION:

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

1. *July 23, 2020*

CONTACTS (staff responsible): PALUDI/PEREA/SANGI



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | JULY 23, 2020

DIRECTORS PRESENT

Vice President Don Chadd, Committee Chair
President Mike Safranski, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager/District Secretary

CONSULTANTS PRESENT

None

PUBLIC PRESENT

There were no members of the public present

CALL MEETING TO ORDER

Vice President Chadd called the July 23, 2020 Executive Committee Meeting to order at 1:01 PM.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

President Safranski had no comments.

Vice President Chadd had no comments.

REPORT FROM THE INTERIM GENERAL MANAGER

Mr. Paludi had no comments.

BOARD AGENDA MATTERS

ITEM 1: EXECUTIVE COMMITTEE MEETING RECAP

The January 8, 2020 Executive Committee Meeting Recap was presented to the Committee. No comments or changes were presented or made.

RECOMMENDED ACTION:

The Committee recommended that the January 8, 2020 Executive Committee Meeting Recap be received and filed by the Board (Consent Calendar Item).

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | JANUARY 23, 2020**

DISCUSSION MATTERS

ITEM 2: DISCUSSION CONCERNING PENDING AND FUTURE BOARD AGENDA TOPICS

Mr. Paludi presented this matter for Committee consideration and provided a brief review of the pending and future Board Meeting agenda topics for the next six months. The topics included a brief update on the Water, Wastewater, and Non-Domestic Water Rates and Charges analysis and other items listed on the outline as presented to the Executive Committee. Mr. Paludi reported that more information concerning this matter would be reviewed with the Board at the Special Board Meeting – Rates Workshop scheduled for January 28, 2020.

RECOMMENDED ACTION:

The Committee recommended that the reviewed matters be agendized by District staff as presented.

OTHER MATTERS

ITEM 3: OTHER MATTERS OR COMMENTS FROM INTERIM GENERAL MANAGER AND/OR STAFF

There were no other matters presented or discussed.

RECOMMENDED ACTION:

There was no action.

ADJOURNMENT

Vice President Chadd adjourned the July 23, 2020 Executive Committee Meeting at 1:53 PM.

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 19, 2020**

CONSENT CALENDAR

**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. 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 2020/2021 Budgeted Board Expenses: \$39,600

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was reviewed with the Finance/Audit Committee.

RECOMMENDED ACTIONS:

Ratify the Directors' expenses and fees from July 2020 and approve tentative future meetings/attendance.

EXHIBIT(S):

1. Directors Fees and Expenses Monthly Report for July 2020
2. Directors Future/Tentative Meeting/Attendance Schedule for Calendar Year 2020

CONTACTS (staff responsible): PALUDI/PEREA/SANGI

**TRABUCO CANYON WATER DISTRICT
DIRECTORS' FEES AND EXPENSES MONTHLY REPORT | JULY 2020**

MEETING DESCRIPTION	ACOSTA	CHADD	DOPUDJA	MANDICH	SAFRANSKI
DISTRICT MEETINGS					
Engineering/Operational Committee Meeting			07/01/20	07/01/20	
Finance/Audit Committee Meeting		07/08/20			07/08/20
District Facilities Tour	07/31/20		07/31/20	07/31/20	07/31/20
District Properties Ad Hoc Committee		07/01/20	07/01/20		
Individual Meeting with General Manager	07/13/20	07/13/20	07/13/20	07/13/20	07/10/20
Regular Board Meeting	07/15/20	07/15/20	07/15/20	07/15/20	07/15/20
REPRESENTATIVE MEETINGS					
ACWA/JPIA Conference	07/29/20				07/29/20
ACWA/JPIA Conference					07/30/20
ACWA/JPIA Conference	07/31/20				07/31/20
City of Rancho Santa Margarita City Council Meeting	07/08/20				
City of Rancho Santa Margarita City Council Meeting	07/22/20				
MWDOC Workshop Board Meeting	07/01/20				
OCWD Webinar on Santa Ana River	07/21/20				
South Orange County Agencies Group	07/28/20	07/28/20			
South Orange County Wastewater Authority (SOCWA) Regular Board Meeting			07/02/20		
Water Advisory Committee of Orange County Meeting (WACO)	07/10/20			07/03/20	
NUMBER OF MEETINGS ATTENDED	10	5	5	5	6
FEES (\$125 per each meeting*)	\$1,250.00	\$625.00	\$625.00	\$625.00	\$750.00
DIRECT REIMBURSABLE EXPENSES					
DIRECT REIMBURSABLE EXPENSES TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
INDIRECT REIMBURSABLE EXPENSES					
INDIRECT REIMBURSABLE EXPENSES TOTALS					
TOTAL	\$1,250.00	\$625.00	\$625.00	\$625.00	\$750.00
<i>* Maximum per diem per day is one; maximum per diems per month is 10</i>					

DIRECTOR SIGNATURE

TRABUCO CANYON WATER DISTRICT | 2020 PUBLIC MEETING AND CONFERENCE CALENDAR

2020													
LINE ITEM	MEETING DESCRIPTION	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
DISTRICT PUBLIC MEETINGS													
1	Executive Committee Meeting	01/08/20			TBD			TBD			TBD		
2	Engineering/Operational Committee Meeting	01/08/20	02/05/20	03/04/20	04/01/20	05/06/20	06/03/20	07/01/20	08/05/20	09/02/20	10/07/20	11/04/20	12/02/20
3	Finance/Audit Committee Meeting	01/08/20	02/12/20	03/11/20	04/08/20	05/13/20	06/10/20	07/08/20	08/12/20	09/09/20	10/14/20	11/11/20	12/09/20
4	Regular Board Meeting	01/15/20	02/19/20	03/18/20	04/15/20	05/20/20	06/17/20	07/15/20	08/19/20	09/16/20	10/21/20	11/18/20	12/16/20
5	District Properties Ad Hoc Committee Meeting	-	-	-	-	-	-	-	-	-	-	-	-
PUBLIC MEETINGS													
6	City of RSM City Council Meeting - Meeting No. 1	01/08/20	02/12/20	03/11/20	04/08/20	05/13/20	06/10/20	07/08/20	08/12/20	09/09/20	10/14/20	11/11/20	12/09/20
7	City of RSM City Council Meeting - Meeting No. 2	01/22/20	02/26/20	03/25/20	04/22/20	05/27/20	06/24/20	07/22/20	08/26/20	09/23/20	10/28/20	11/25/20	12/23/20
8	Independent Special Districts of Orange County Meeting	01/07/20	02/04/20	03/03/20	04/07/20	05/05/20	06/02/20	07/07/20	08/04/20	09/01/20	10/06/20	11/03/20	12/01/20
9	Independent Special Districts of Orange County Meeting	01/30/20	-	-	04/30/20	-	-	07/30/20	-	-	10/29/20	-	-
10	Orange County Local Agency Formation Commission (OC LAFCO)	01/08/20	02/12/20	03/11/20	04/08/20	05/13/20	06/10/20	07/08/20	08/12/20	09/09/20	10/14/20	11/11/20	12/09/20
11	Santiago Aqueduct Commission Meeting	-	-	-	-	-	06/18/20	-	-	09/17/20	-	-	12/17/20
12	South Orange County Water Agencies Group Meeting*	01/28/20	-	03/24/20	-	05/26/20	-	07/28/20	-	09/22/20	-	11/24/20	-
13	South Orange County Wastewater Authority Regular Board Meeting	01/09/20	02/06/20	03/05/20	04/02/20	05/07/20	06/04/20	07/02/20	08/06/20	09/03/20	10/01/20	11/05/20	12/03/20
14	Water Advisory Committee of Orange County	01/03/20	02/07/20	03/06/20	04/03/20	05/01/20	06/05/20	07/03/20	08/07/20	09/04/20	10/02/20	11/06/20	12/04/20
CONFERENCES													
15	ACWA Spring Conference - Monterey, CA					5/5 - 5/8							
16	ACWA Fall Conference - Indian Wells, CA												12/1 - 12/4
17	CSDA Annual Conference - Palm Desert, CA								8/24 - 8/27				
18	CSDA GM Leadership Summit - Newport Beach, CA						6/28 - 6/30						
19	CSDA SDLA Conference - San Diego, CA				4/19 - 4/22								

LEGEND

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

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 19, 2020**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 6: SOUTH ORANGE COUNTY SALT AND NUTRIENT MANAGEMENT PLAN COOPERATIVE AGREEMENT – WATERSHED MONITORING

In 2014, the South Orange County Wastewater Authority (SOCWA) submitted its *Salt and Nutrient Management Plan for the South Orange County Aliso Creek, San Juan Creek, and Portions of Other Basins* (SNMP) to the San Diego Regional Water Quality Control Board. The 2014 SNMP identified the implementation of a monitoring and data collection program to improve the existing salt and nutrient monitoring efforts in the San Juan Creek Watershed. SNMPS are required for all groundwater basins in California by the State Water Resources Control Board's Recycled Water Policy.

The SNMP provides regulatory coverage under the California Recycled Water Policy to recycled water agencies including Trabuco Canyon Water District (District), and three members of the San Juan Basin Authority (SJBA): Santa Margarita Water District (Santa Margarita), Moulton Niguel Water District (Moulton Niguel), and the City of San Juan Capistrano (City). The SJBA is a Joint Powers Authority (JPA) that also includes South Coast Water District (South Coast).

While SOCWA, as the recycled water permit holder, is ultimately responsible for reviewing and submitting the SNMP, the SJBA assumed responsibility for the SNMP monitoring program in 2015. Since that time, the District has been cooperating informally with the SJBA members (except for South Coast) on the monitoring program with the understanding that a formal cooperative agreement would follow at a later date.

On July 30, 2020, the District received a letter from the SJBA with a draft agreement (Agreement) for the District's consideration to formalize the historical cooperation on the SNMP monitoring program (SJBA letter and Agreement attached as Exhibits 1 and 2, respectively). The Agreement calls for proportional allocation of monitoring program costs among the participants according to annual recycled water sales as reported in SOCWA's Annual Recycled Water Report. The term of the Agreement is for five (5) years from the effective date.

Attached as Exhibit 3 is the "SNMP Monitoring and Data Collection Program Work Plan" to be implemented by the SJBA in coordination with TCWD, Orange County Public Works, and SOCWA. The FY 2020-21 budget for the SNMP monitoring program is attached as Exhibit 4. TCWD's total FY 2020-21 contribution as outlined in the July 30 letter is \$17,188.

Based on staff's analysis of the regulatory requirements associated with SOCWA's water recycling permit and the SNMP, and after discussions with SOCWA and SMWD staff, District staff recommends that the District act in good faith with other water recyclers in the basin and participate in the Agreement. The District has not budgeted for the Agreement in FY 2020-21, but will include the expense in future operating budgets.

FUNDING SOURCE:

District's financial commitment under the proposed agreement as described would come from the General Fund.

RECOMMENDED ACTION:

1. *Committee to receive information at the time of the Committee Meeting.*
2. *Recommend the Board of Directors approve Trabuco Canyon Water District's participation in the "Cooperative Agreement for Salt and Nutrient Management Plan"*

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 19, 2020**

EXHIBITS

1. Letter from San Juan Basin Authority dated July 30, 2020
2. Draft “Cooperative Services Agreement for Salt and Nutrient Management Plan”
3. SNMP Monitoring and Data Collection Program Work Plan
4. Proposed FY 2020-21 SNMP Budget

CONTACTS (staff responsible): PALUDI/LAUSTEN



SAN JUAN BASIN AUTHORITY

26111 Antonio Parkway • Rancho Santa Margarita, CA 92688 (949) 459-6400 FAX (949) 459-6463

Date: July 30, 2020

To: Fernando Paludi, Trabuco Canyon Water District (TCWD)
Matt Collings, Moulton Niguel Water District (MNWD)
Steve May, City of San Juan Capistrano (CSJC)
Dan Ferons, Santa Margarita Water District (SMWD)

From: Norris Brandt, SJBA Administrator

Subject: South Orange County Salt and Nutrient Management Plan (SNMP)
Cooperative Agreement – Watershed Monitoring

The purpose of this memo is to transmit to your agency the final version of the “COOPERATIVE SERVICES AGREEMENT FOR SALT AND NUTRIENT MANAGEMENT PLAN,” ready for approval by your Council/Board at its earliest opportunity.

On October 15, 1997, the South Orange County Wastewater Authority (SOCWA, as successor to SOCRA) was issued Order No. 97-52 by the Regional Board. Order No. 97-52 contains the waste discharge and water recycling requirements for all SOCWA member agencies, except South Coast Water District. As a result, SOCWA has taken the lead in development and implementation of the SNMP

When the SNMP was submitted to the San Diego Regional Water Quality Control Board (Regional Board) in 2014, it identified the South Orange County recycled water agencies that would receive regulatory coverage under SNMP requirements in the California Recycled Water Policy. They include TCWD, CSJC, MNWD, and SMWD. Around 2015, the four agencies informally agreed to cooperatively move forward on the implementation of the SNMP monitoring program, and that a formal cooperative agreement would memorialize it at a later date.

SJBA is administering the monitoring program because three of the four agencies are SJBA members and SJBA is already performing extensive watershed monitoring for other purposes. This arrangement eliminates duplication of efforts and results in savings for the SNMP partners.

Over the last year, the four agencies and SJBA have negotiated the formal cooperative agreement mentioned above. Attached is the final version of the Cooperative Agreement for review and approval by your Council/Board. The parties have reviewed it and believe it describes a fair method for allocating the costs of the monitoring program. The

agreement calls for proportioning SNMP monitoring-related costs based on annual recycled water sales and allows for some in-kind service contributions to minimize combined agency cash contributions.

As for administrative costs, the three SJBA member agencies (CSJC, MNWD, SMWD) will pay approximately 24.5% of all SJBA administration costs through their annual assessments. For Fiscal Year 2020/21, Trabuco Canyon Water District, not currently an SJBA member, will pay a smaller portion (2%) of only the administration costs that are related to the SNMP.

SJBA member agencies pay their respective allocations through their annual SJBA assessments. TCWD will be invoiced separately for its total contribution.

The table below identifies how SNMP costs are being allocated for FY 2020/21. It is anticipated that on August 11, 2020, the SJBA Board will approve an updated FY 2020/21 General Budget that reflects these allocations.

	<u>SMWD</u>	<u>MNWD</u>	<u>CSJC</u>	<u>TCWD</u>
Recycled Water Use (AF)	5,364	137	553	600
Proportion of Total Use (%)	68.0%	17.4%	7.0%	7.6%
Cost Allocation (\$)	\$110,840	\$28,362	\$11,410	\$12,388
				<u>TCWD Portion of SJBA Admin Costs</u> <u>\$4,800</u>
				<u>Total TCWD FY 2020/21 Contribution</u> <u>\$17,188</u>

We incorporated in the agreement an annual Cooperator group review of scope and budget in advance of the work to promote consensus among the parties, prior to work commencing on the respective monitoring work. Each party is then responsible for providing (by May 1 each year) written approval of the upcoming fiscal year budget, which funds the monitoring for the second half of the current calendar year and the first half of the subsequent calendar year. The SJBA members have already approved the budget for FY 2020/21.

In the case of TCWD, with the agreement effective date of October 1, 2020, approval of the agreement signifies approval of the Fiscal Year 2020/21 budget which funds both the second half of Calendar Year 2020 and the first half of Calendar Year 2021.

Attached is a timeline showing the various implementation steps for an example calendar year (2021). The SNMP monitoring program and guidance from the Regional Board call for a calendar year (CY) monitoring and reporting cycle. Interestingly, to facilitate this requirement, the entire process to plan, approve, and implement monitoring, and report results to the Regional Board actually spans almost 30 months.

Please submit the “Cooperative Services Agreement for Salt and Nutrient Management Plan” to your Board/Council for approval at your earliest convenience, preferably in August 2020. Once approved, please send a “wet signature” copy to me for our records. Once we have collected all the counter signatures, I will send a scanned version of the conformed agreement to you for your records.

Please feel free to call me at 949.293.6236 or email me at norris.brandt@sjbauthority.com with any questions or suggestions.

Sincerely,



Norris Brandt, PE
Administrator
San Juan Basin Authority

Attachments:

1. Final “Cooperative Services Agreement for Salt and Nutrient Management Plan”
2. FY 2020/21 SNMP Budget
3. Model Schedule and Milestones for Calendar Year 2021 Monitoring

COOPERATIVE SERVICES AGREEMENT
FOR SALT AND NUTRIENT MANAGEMENT PLAN

THIS COOPERATIVE SERVICES AGREEMENT FOR SALT AND NUTRIENT MANAGEMENT PLAN (“Agreement”) is entered into as of the 11th day of August, 2020, by and between SAN JUAN BASIN AUTHORITY, a joint powers authority duly organized and existing under the laws of the State of California (“SJBA”), SANTA MARGARITA WATER DISTRICT, a California Water District duly organized and existing under the laws of the State of California (“SMWD”), MOULTON NIGUEL WATER DISTRICT, a California Water District duly organized and existing under the laws of the State of California (“MNWD”), TRABUCO CANYON WATER DISTRICT, a California Water District duly organized and existing under the laws of the State of California (“TCWD”), and the CITY OF SAN JUAN CAPISTRANO, a municipality duly organized and existing under and by virtue of the laws of the State of California (“CITY”). SJBA, SMWD, MNWD, TCWD, and CITY are referred to herein individually as a “Party” and collectively as the “Parties.”

RECITALS:

A. In 2009, the California State Water Resources Control Board adopted its Policy for Water Quality Control for Recycled Water (“Recycled Water Policy”). The Recycled Water Policy was amended in 2013 and 2018. The Recycled Water Policy provides goals for recycled water use in California, guidance for use of recycled water that considers protection of water quality, criteria for streamlined permitting of recycled water projects, and requirements for monitoring recycled water for constituents of emerging concern. The San Diego Regional Water Quality Board (“Regional Board”) has developed Proposed Guidelines for Salinity/Nutrient Management Planning in the San Diego Region (9) (“Region 9 SNMP Guidelines”). Among other requirements, the Recycled Water Policy requires the development of salt and nutrient management plans (“SNMP”) for groundwater basins throughout California, including San Juan Basin, on or before May 14, 2014.

B. The South Orange County Wastewater Authority, a joint powers authority (“SOCWA”), prepared and submitted a Salt and Nutrient Management Plan (SNMP) for the Aliso Creek, San Juan Creek, and Portions of Other Basins (“SOCWA SNMP”), which includes the SNMP for the San Juan Basin, to the Regional Board. The SOCWA SNMP identified a detailed implementation plan and schedule, which included as an initial step, the development and implementation of a monitoring and data collection work plan to enhance the existing salt and nutrient monitoring efforts in the San Juan Creek Watershed (the “Monitoring Program”).

C. In 2015, the SJBA assumed responsibility for the development and implementation of the Monitoring Program, in coordination with its own existing ongoing groundwater monitoring program used to comply with its Diversion and Use of Water Permit No. 21074.

D. This Agreement is entered into and for the purpose of memorializing the Parties’ agreement to cooperate and share in the cost of the implementation of the Monitoring Program.

NOW, THEREFORE, in consideration of the preceding recitals and the mutual covenants hereinafter contained, the parties agree as follows:

1. Effective Date of Agreement. This Agreement shall be effective upon the signing hereof by all Parties hereto, and shall be deemed effective as of October 1, 2020 (“Effective Date”).

2. Implementation of Monitoring Program. The Parties agree that the work to be performed to implement the Monitoring Program shall be according to the SNMP Monitoring and Data Collection Program Work Plan Addendum to the 2014 Salt and Nutrient Management Plan, attached hereto as Exhibit A (the “Work Plan”), as well as any subsequent Addendum to the SNMP.

3. Responsibilities of All Parties. The Parties will perform the monitoring services identified and as assigned in the section entitled “Cooperator Data Collection Protocols” of the Work Plan and report the data obtained from such monitoring services to the SJBA as specified in the Work Plan. Each year, prior to January 1, SJBA will notify the individual Parties of the specific work to be performed by them during that calendar year, including any changes to the work from the prior year. Further, the Parties agree to report the data obtained from the monitoring services identified in the “Cooperator Data Collection Protocols” section of the Work Plan for the preceding calendar year to the SJBA no later than March 31 of the following year. To the extent that the reporting periods identified in the Work Plan differ from the March 31st deadline identified in the immediately preceding sentence, the Parties agree to be bound to the March 31st deadline. If any Party fails to report the data obtained for the preceding calendar year to the SJBA on or before March 31 of the following year, the annual report of data from SJBA to SOCWA will clearly indicate that data was not provided by that Party.

4. Responsibilities of the SJBA. The Parties agree that the SJBA is responsible for the following:

(a) Implementation and Oversight. The SJBA shall be responsible, in its sole discretion, for overseeing and coordinating the activities necessary to complete the Work Plan and implement the Monitoring Program, as may be revised from time to time due to revisions required by the Parties or the Regional Board. The Parties shall meet annually, by March 1, to determine what activities are necessary and prudent to complete the Work Plan and implement the Monitoring Program for the following calendar year, including, but not limited to, engaging competent consultants and/or contractors.

(b) Budget for Work. On or before March 1st of each year in which this Agreement is in place, the SJBA shall prepare and provide to the Parties a draft annual budget for the costs of the Work Plan and implementation of the Monitoring Program for the 18-month period beginning the subsequent January 1 and ending June 30 of the following year (18 months later). On or before May 1, each Party shall provide written approval of its proportionate reimbursement of the total cost of implementing the SNMP during the relevant 18-month period. The total cost shall include, but not be limited to the costs of, consultant contracts, field work, reporting of results, administration, maintenance of monitoring wells, and special studies associated with the SNMP, as described in the Work Plan and associated budget. It is expected that field work and related activities will be completed during a calendar year, but costs are expected to be expended over an 18-month period to allow for reporting of results after the calendar year has ended. Each 18-month period will overlap in that the six month period of time following the end of a calendar year during which reporting of results of the field work conducted in the previous calendar year will occur at the same time as the field work conducted during first six months of the new 18 month period. Therefore, expenses will be accounted through two fiscal years for each 18-month period of SNMP

implementation. Any unexpended funds from one fiscal year will be credited to the Parties for the following fiscal year of SNMP implementation.

(c) Invoice the Parties. Parties will be invoiced on a fiscal year basis (July 1 through June 30). On or about September 30 of each year in which this Agreement is in place, the SJBA shall prepare, pursuant to the terms of this Agreement as set forth below, invoices to each of the Parties for that Party's annual fiscal year contribution ("Cost Allocation"). Each of the SMWD, MNWD, TCWD, and CITY agree to pay the invoice within thirty (30) days of receipt.

(d) Responsibility for Data and Reporting to the Regional Board. The SJBA shall be responsible for providing SOCWA with the monitoring and other data collected as part of the Work Plan and/or implementation of the Monitoring Program. In turn, SOCWA is responsible for reporting and providing the data to the Regional Board. If any Party fails to perform its work duties or provide its assigned data to SJBA as required, that portion of SJBA's annual report to SOCWA will be missing. SJBA shall note in the report that the non-performing Party did not provide the data required. The non-performing Party shall pay any and all penalties and/or extra costs associated with its data not being provided to SJBA. The non-performing Party shall be severally and fully responsible for its own compliance with SNMP requirements associated with its recycled water use. SJBA data will not be provided to the non-performing Party.

5. Allocated Reimbursement of SJBA Costs. Each fiscal year each of the SMWD, MNWD, TCWD, and CITY shall reimburse the SJBA its Cost Allocation of the cost incurred by SJBA to complete the Work Plan and implement the Monitoring Program during the subject fiscal year. The Cost Allocation of each of the SMWD, MNWD, TCWD, and CITY shall be calculated as follows:

(a) Intent of Cost Allocation Reimbursement. The Parties agree that the intent of the Cost Allocation is to equitably distribute the costs incurred by the SJBA to complete the Work Plan and implement the Monitoring Program among the other Parties in an amount equal to each Party's proportional share of the recycled water used or discharged outdoors in the Mission Viejo Hydrologic Area. The Mission Viejo Hydrologic Area, and its Sub Areas, are defined/identified by the Regional Board in its most recent "WATER QUALITY CONTROL PLAN FOR THE SAN DIEGO BASIN (9)" (Basin Plan).

(b) Cost Allocation. Each of the SMWD, MNWD, TCWD, and CITY shall reimburse the SJBA a percentage of the costs incurred by the SJBA to complete the Work Plan and implement the Monitoring Program. The percentage of the costs to be reimbursed by each of the SMWD, MNWD, TCWD, and CITY shall be known as the "Allocated Percentage" and shall be calculated as follows:

(c) The "Allocated Percentage" for each Party is the total amount of metered usage within the Mission Viejo Hydrologic Area from that Party's recycled water system in the immediately preceding calendar year as reported by SOCWA in its Annual Recycled Water Report ("Agency's Recycled Water Amount") divided by the total amount of metered usage within the Mission Viejo Hydrological Area from all of the Parties' recycled water systems as reported by SOCWA in its Annual Recycled Water Report ("Total Recycled Water Amount"). An example of this calculation is as follows:

$$\text{Allocated Percentage} = \frac{\text{Agency's Recycled Water Amount}}{\text{Total Recycled Water Amount}}$$

6. Calendar Year 2020. Notwithstanding the prior paragraphs regarding Cost Allocation, the Parties agree to negotiate in good faith reasonable Cost Allocations for Calendar Year 2020 SNMP implementation costs. All provisions shall be applied to subsequent Calendar Years.

7. Term. The term of this Agreement shall be for five (5) years from the Effective Date, unless earlier terminated as provided herein.

8. Termination. This Agreement shall only terminate upon the expiration of the Term or the unanimous consent of all Parties. Should the Parties agree to terminate this Agreement, each of the the SMWD, MNWD, TCWD, and CITY, unless otherwise agreed to by all Parties, shall be responsible for reimbursing the SJBA the full amount of its Cost Allocation.

9. Withdrawal by Individual Party. A Party may withdraw from this Agreement by providing all other Parties with written notice of that Party's election to withdraw. A Party's written notice of withdrawal must specify the date on which that Party will withdraw from this Agreement, which date shall be no sooner than ninety (90) days after that Party's service of the written notice of withdrawal. Should a Party withdraw from this Agreement, such Party, unless otherwise agreed to by all Parties, shall be responsible for reimbursing the SJBA the full amount of its Cost Allocation for the fiscal year in which the Party withdraws and report all data collected by that Party up to the effective date of withdrawal to the SJBA. Upon the effective date of said withdrawal, the withdrawing Party shall be responsible, at its sole cost and expense, for compliance with the SNMP requirements which will continue to apply to said Party. SJBA's annual report to SOCWA shall indicate any Parties that have withdrawn from this Agreement.

10. Assignment or Transfer. No Party shall assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written approval of all of the Parties to this Agreement, which approval shall not be unreasonably withheld, as well as the prior written agreement of the proposed assignee to be bound by this Agreement. Any attempt to assign, hypothecate, or transfer, either directly or by operation of law, without said prior written approvals shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

11. Notices. Any notices, requests or approvals given under this Agreement may be personally delivered or deposited with the United States Postal Service for mailing, postage prepaid, registered or certified mail, return receipt requested to the following address:

SJBA
San Juan Basin Authority
26111 Antonio Parkway
Rancho Santa Margarita, CA 92688
Attn: Administrator

SMWD

Santa Margarita Water District
26111 Antonio Parkway
Rancho Santa Margarita, CA 92688
Attn: General Manager

MNWD

Moulton Niguel Water District
27500 La Paz Road
Laguna Niguel, CA 92677
Attn: General Manager

TCWD

Trabuco Canyon Water District
32003 Dove Canyon Drive
Trabuco Canyon, CA 92679
Attn: General Manager

CITY

City of San Juan Capistrano
32400 Paseo Adelanto
San Juan Capistrano, CA 92675
Attn: City Manager

Any Party may change its address for notice by giving written notice thereof to the other Parties.

12. Entire Agreement. This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by all Parties.

13. Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by all Parties.

14. Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Orange County.

15. Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to a Party or the Parties include all elected officials, officers, personnel, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various sections of this Agreement are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

16. Time of Essence. Time is of the essence for each and every provision of this Agreement.

17. Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Parties any contractual rights by custom, estoppel, or otherwise.

18. No Third-Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

19. Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

20. Authority to Enter Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

21. Disputes. If a dispute arises between the Parties relating to this Agreement (a "Dispute"), the Parties agree to use the following procedure prior to pursuing other legal remedies:

(a) A meeting among the Parties shall promptly be held in Orange County, California. Attendees representing each of the Parties shall be senior staff members of each of the Parties who can recommend that each of the Parties' Board of Directors approve any proposed resolution. The representatives of the Parties will attempt in good faith to negotiate a resolution of the dispute.

22. Counterparts/Duplicate Originals. Two or more duplicate originals of this Agreement may be signed by all the Parties hereto, each of which shall be an original but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have caused this agreement to be signed as of the date first above written.

San Juan Basin Authority

By: _____
Name: _____
Title: _____

APPROVED AS TO FORM:

David C. Palmer, General Counsel

[Signatures Continue on Following Page]

Santa Margarita Water District

By: _____
Name: _____
Title: _____

APPROVED AS TO FORM:

By: _____
[Name & Title: _____]

Moulton Niguel Water District

By: _____
Name: _____
Title: _____

APPROVED AS TO FORM:

By: _____
[Name & Title: _____]

Trabuco Canyon Water District

By: _____
Name: _____
Title: _____

APPROVED AS TO FORM:

By: _____
[Name & Title: _____]

[Signatures Continue on Following Page]

City of San Juan Capistrano

By: _____
Name: _____
Title: _____

APPROVED AS TO FORM:

By: _____
[Name & Title: _____]

EXHIBIT "A"

SNMP Monitoring and Data Collection Program Work Plan
Addendum to the 2014 Salt and Nutrient Management Plan

SNMP Monitoring and Data Collection Program Work Plan *Addendum to the 2014 Salt and Nutrient Management Plan*

Introduction and Background

The South Orange County Wastewater Authority (SOCWA) submitted its *Salt and Nutrient Management Plan for the South Orange County Aliso Creek, San Juan Creek, and Portions of Other Basins*¹ (SNMP) to the California Regional Water Quality Control Board, San Diego Region (Regional Board) in July 2014. The 2014 SNMP identified a detailed implementation plan and schedule, which included as an initial step, the development and implementation of a monitoring and data collection program work plan to improve the existing salt and nutrient monitoring efforts in the San Juan Creek Watershed.

In 2015, the San Juan Basin Authority (SJBA) assumed responsibility for the development and implementation of the monitoring program. This work plan was developed in coordination with the following agencies, who provided detailed information regarding their current and future monitoring efforts, recycled water reuse practices, and other essential data necessary for building a successful SNMP Monitoring and Data Collection Program:

- The City of San Juan Capistrano (CSJC), SJBA member agency
- Moulton Niguel Water District (MNWD), SJBA member agency
- Orange County Public Works (OCPW)
- Santa Margarita Water District (SCWD), SJBA member agency
- SOCWA
- Trabuco Canyon Water District (TCWD)

The following work plan for the SNMP Monitoring and Data Collection Program will be implemented by the SJBA, in coordination with the OCPW, SOCWA, and TCWD.

SNMP Monitoring and Data Collection Program Objectives and Goals

The primary objective of the SNMP Monitoring and Data Collection Program is to collect the information required to: (1) evaluate “current” groundwater quality, (2) project future changes in groundwater quality, (3) determine the impact of recycled water reuse on current and future groundwater quality, and (4) determine if current or future groundwater quality exceeds the groundwater quality objectives established in the Water Quality Control Plan for the San Diego

¹ HDR and Wildermuth Environmental Inc., 2014. *Salt and Nutrient Management Plan for the South Orange County Aliso Creek, San Juan Creek, and Portions of Other Basins*. Prepared for the South Orange County Wastewater Authority, July 2014.

Basin² (Basin Plan). Pursuant to the 2014 SNMP, these evaluations will need to be performed every five years.

The data needed to perform these evaluations includes recycled water reuse volumes, locations, and quality; groundwater quality, levels, and production; storm and non-storm surface water quality and flow; land use and outdoor irrigation practices; and agency water supply plans and source water quality. The majority of this information is readily available from the water supply and recycled water agencies as this information is pertinent to planning and management within their services areas. There are significant data gaps related to field measurements of surface and groundwater quality, particularly in the upper reaches of the San Juan Creek Watershed where the resources are limited and do not represent a significant source of water supply. There are some data collection efforts related to groundwater and surface water throughout the San Juan Creek Watershed, but in most cases the sampling efforts do not include all of the water quality parameters of interest to the SNMP Monitoring and Data Collection Program.

The goal in developing the monitoring program is to use the monitoring efforts currently being conducted throughout the watershed and supplement those efforts with new monitoring, only where necessary, to address the SNMP. The agencies engaged in groundwater and/or surface water monitoring efforts include the CSJC, OCPW, MNWD, SJBA, the South Coast Water District (SCWD), SMWD, and TCWD. Additionally, there are private entities that collect limited data from their own groundwater wells. The development of the SNMP Monitoring and Data Collection Program involved extensive coordination with these agencies.

SNMP Monitoring and Data Collection Program Design

The San Juan Creek Watershed is divided into nine hydrologic sub areas (HSAs), each with its own set of numerical groundwater quality objectives as shown below and defined in Table 3-3 of the Basin Plan. The Watershed, HSAs, and the current and future recycled water reuse areas – by agency – are shown in Figure 1.

² California Regional Water Quality Control Board, San Diego Region, 2011.

Basin Plan Groundwater Quality Objectives for the San Juan Creek Watershed HSAs

Ground Water	Constituent (mg/L or as noted)												
	Total Dissolved Solids	Chloride	Sulfate	Sodium	Nitrate as N	Iron	Manganese	MBAS	Boron	Odor	Turbidity (NTU)	Color Units	Fluoride
Mission Viejo Hydrologic Area (HA 901.2)													
Oso	1,200	400	500	60	45	0.3	0.05	0.5	0.75	none	5	15	1.0
Upper Trabuco	500	250	250	60	45	0.3	0.05	0.5	0.75	none	5	15	1.0
Middle Trabuco	750	375	375	60	45	0.3	0.05	0.5	0.75	none	5	15	1.0
Gobernadora	1,200	400	500	60	45	0.3	0.05	0.5	0.75	none	5	15	1.0
Upper San Juan	500	250	250	60	45	0.3	0.05	0.5	0.75	none	5	15	1.0
Middle San Juan	750	375	375	60	45	0.3	0.05	0.5	0.75	none	5	15	1.0
Lower San Juan	1,200	400	500	60	45	0.3	0.05	0.5	0.75	none	5	15	1.0
Ortega	1,100	375	450	60	45	0.3	0.05	0.5	0.75	none	5	15	1.0

HA: Hydrologic Area

To evaluate “current” groundwater quality conditions and trends over time, and to project changes in the future, field measurements of groundwater and surface water quality will be needed in each of the nine HSAs. Both surface and groundwater quality sampling are required to understand the relationship between surface and groundwater quality and their respective source waters (e.g. stormwater runoff, urban runoff, etc.). For the SNMP, the groundwater quality parameters of interest are total dissolved solids (TDS), total inorganic nitrogen (TIN), and those parameters with a numerical groundwater quality objective defined in the Basin Plan, as shown above. Additionally, water quality parameters that can be used in a source water fingerprinting analysis, such as Piper or Stiff diagrams, are required. Table 1a lists the water quality parameters that will be tested for all groundwater samples collected for the SNMP Monitoring and Data Collection Program.³ The surface water quality parameters of interest are

³ Note that the Recycled Water Policy states that monitoring is required for “constituents of emerging concern” or CECs. Per email communication with San Diego Regional Board staff, monitoring for CECs is only required in areas where recycled water is being used for groundwater recharge. It is not required in areas where recycled water is being used for irrigation. CEC monitoring can be added in the future if the SJBA pursues a recycled water recharge program.

TDS, TIN, and the parameters that will be used in a source water fingerprinting analyses. Table 1b lists the water quality parameters that will be tested for all the surface water samples collected for the SNMP Monitoring and Data Collection Program.

Within each HSA, monitoring sites were selected to characterize the water quality in both the upgradient and downgradient ends of the HSA, and where possible, to characterize how water quality changes, if at all, in areas downstream of large recycled water reuse areas. Figure 2 is a map of the San Juan Creek Watershed and the proposed sites that will provide data for the SNMP. The map contains the following features:

- The nine HSA boundaries: Oso, Upper Trabuco, Middle Trabuco, Gobernadora (which includes both Gobernadora and Chiquita canyons), Bell Canyon, Upper San Juan, Middle San Juan, Ortega, and Lower San Juan.⁴
- Current and future proposed areas where recycled water is/will be applied for irrigation.
- Groundwater monitoring sites—symbolized as circles and color-coded by monitoring entity. The 15 sites shown as green circles are the proposed new field-monitoring program sites. The remaining 30 sites are monitored by cooperating agencies.
- In-stream surface water monitoring sites—symbolized as green triangles. All 16 in-stream monitoring sites shown are proposed for inclusion in a field monitoring program.⁵
- Urban runoff and/or stormwater capture facilities—symbolized as squares and color-coded by monitoring entity.
- Recycled water/urban runoff storage reservoirs—symbolized as diamonds and color-coded by monitoring entity. Water stored at these reservoirs can contain recycled water from multiple treatment plants and/or urban runoff sources and represent the quality of water served for outdoor irrigation.
- Water reclamation facilities—symbolized as purple pentagons—from which tertiary treated recycled water is either directly delivered to customers or sent to non-potable storage reservoirs.

Table 2 lists all of the groundwater monitoring sites that will be included in the SNMP and contains the site name and location (as latitude/longitude coordinates), well type, owner, whether it will be part of the new field monitoring program or the cooperative data collection program, and the monitoring frequency.

⁴ Note that the portions of the Upper Trabuco and Upper San Juan HSAs are not included in the map. These areas are predominantly rugged areas of the Santa Ana Mountains and are undeveloped with the exception of a few areas with low-density urban, recreational, commercial, or industrial activities. These areas are not impacted by recycled water.

⁵ The OCPW is currently in the process of developing a surface water monitoring program for its MS4 Permit program. Once the OCPW's program is developed, the proposed SNMP surface water monitoring sites may be slightly altered to avoid overlap with the OCPW program and to ensure field monitoring is not being duplicated.

Table 3 lists all the surface water monitoring sites that will be included in the SNMP and contains the site name and location, site type (e.g. in-stream, urban runoff capture facility, etc.), surface water body, site owner (if applicable), whether it will be part of the new field monitoring program or the cooperative data collection program, and the monitoring frequency.

The monitoring sites that are identified as part of the cooperative data collection program in Tables 2 and 3 will be sampled at the monitoring frequencies employed by the monitoring entities, with a few exceptions where the SJBA has requested that the monitoring site owner to increase their current monitoring frequency to support the SNMP.

During the first two years of the program, all new field program groundwater and surface water monitoring sites will be sampled on a quarterly frequency. The purpose of quarterly sampling will be to determine the seasonal variability in water quality. If after the first two years of monitoring the results show little seasonable variability, the sampling frequency should be reduced. Similarly, monitoring sites (surface and groundwater) that are not meaningfully contributing to the understanding of water quality can be eliminated from the program. There may also be reasons to add new sites or to change monitoring frequencies at certain locations. For all these reasons, the SNMP Monitoring and Data Collection Program will be evaluated and modified on an annual basis.

Field Data Collection Protocols

Of the 15 groundwater wells in the field monitoring program, six are monitoring wells with small-diameter PVC casings, and nine are agricultural or domestic production wells. Each well type will require a different methodology to collect samples for water quality testing: the monitoring wells will be sampled using a low-flow pump and the production wells will be sampled from taps installed on the discharge pipe, prior to any chlorination or diversion to storage tanks. Table 4 summarizes the well type, casing size, well depth, well screen, and sampling method to be used for each of the 15 wells in the new field monitoring program. Groundwater-level measurements will be collected and recorded at all monitoring sites.

Surface water samples from the 16 new field sites will be collected in-stream using polyethylene dippers.

Standard operating procedures (SOPs) for each groundwater and surface water sampling methodology are included as attachments to this addendum. The SOPs cover methodology basics, the use of field meters to test field parameters, sample collection, and equipment decontamination procedures. Also attached are the standard field forms that will be used to record field observations during the collection of each sample.

At the end of each day of field sampling, the groundwater and/or surface water samples will be delivered to a California ELAP certified laboratory to be analyzed for the water quality parameters listed in Tables 1a and 1b, respectively.

All field and laboratory data will be reviewed and checked for Quality Assurance and Quality Control (QA/QC) and stored in a project database.

Cooperator Data Collection Protocols

The cooperating agencies (CSJC, MNWD, SJBA, SMWD, and TCWD) will be monitoring their sites at the frequencies listed in Tables 2 and 3. These datasets will be compiled by the SJBA on a semi-annual basis. Additionally, the following datasets will be compiled annually from the CSJC, MNWD, SMWD, and TCWD:

- Updated maps of recycled water reuse areas
- Total non-potable water supply served, by source type (e.g. recycled water, urban runoff, and groundwater)
- Total potable water supply served, by source type, and source water quality data

The following datasets will be collected, as needed, to perform updated analyses of ambient water quality per the five-year schedule in the 2014 SNMP:

- storm and non-storm flow data from the USGS and OCPW
- land use maps

All cooperative data sets will be checked for QA/QC and stored in a project database.

Reporting

In accordance with the 2014 SNMP, an Annual Report will be submitted to the Regional Board containing the following information:

- A summary of the annual field and cooperative monitoring and data collection efforts, including maps and tables.
- A database containing all of the field and cooperative groundwater and surface water data sets.
- Updated maps of current and future recycled water reuse areas.
- A summary of changes to the monitoring program for the following year, if any.

Schedule

The SNMP Monitoring and Data Collection Program will be implemented beginning September 2016. The first annual report, covering September 2016 through December 2017, will be submitted to the Regional Board by June 30, 2018.

Enclosures

Figures 1 and 2, Tables 1 – 4

Standard Operating Procedure for Low-Flow Purge Sampling

Standard Operating Procedure for Sampling Agriculture and Domestic Wells

Standard Operating Procedure for Surface Water Quality Sampling

Field Data Sheet for Groundwater Sample Collection

Field Data Sheet for Surface Water Sample Collection

Table 1a
Water Quality Parameters Required for the SNMP Groundwater Monitoring and Data Collection Program

Water Quality Parameters to Analyze	Purpose
Alkalinity, Total (including bicarbonate, carbonate, hydroxide)	Source Water Quality Fingerprinting
Boron	Comparison with Basin Plan Objectives
Calcium	Source Water Quality Fingerprinting
Chloride	Comparison with Basin Plan Objectives and Source Water Quality Fingerprinting
Color	Comparison with Basin Plan Objectives
Fluoride	Comparison with Basin Plan Objectives
Iron	Comparison with Basin Plan Objectives
MBAS	Comparison with Basin Plan Objectives
Magnesium	Source Water Quality Fingerprinting
Manganese	Comparison with Basin Plan Objectives
Odor	Comparison with Basin Plan Objectives
Total Inorganic Nitrogen (including nitrate-N, nitrite-N, and ammonia-N)	Salt and Nutirent Loading Analyses; Comparison with Basin Plan Objectives
Potassium	Source Water Quality Fingerprinting
Sodium	Comparison with Basin Plan Objectives and Source Water Quality Fingerprinting
Sulfate	Source Water Quality Fingerprinting
TDS	Salt and Nutirent Loading Analyses; Comparison with Basin Plan Objectives
Turbidity	Comparison with Basin Plan Objectives



Table 1b
Water Quality Parameters Required for the
SNMP Surface Water Monitoring and Data Collection Program

Surface Water Quality Parameters to Analyze	Purpose
Alkalinity, Total (including bicarbonate, carbonate, hydroxide)	Source Water Quality Fingerprinting
Calcium	Source Water Quality Fingerprinting
Chloride	Source Water Quality Fingerprinting
Magnesium	Source Water Quality Fingerprinting
Total Inorganic Nitrogen (including nitrate-N, nitrite-N, and ammonia-N)	Salt and Nutirent Loading Analyses
Potassium	Source Water Quality Fingerprinting
Sodium	Source Water Quality Fingerprinting
Sulfate	Source Water Quality Fingerprinting
TDS	Salt and Nutirent Loading Analyses



Table 2
Groundwater Monitoring Sites for the San Juan Creek Watershed
SNMP Monitoring and Data Collection Program

Monitoring Site Name and Location	Well Type	Well Owner	Latitude [WGS 84]	Longitude [WGS 84]	Included in SNMP as Field or Cooperative Data Collection Site?	Monitoring Frequency
Oso Hydrologic Sub Area						
Oso - GW1	Monitoring	City of Laguna Niguel	33.56115	-117.67650	Field	Quarterly
Oso - GW4	Monitoring	City of Laguna Niguel	33.55302	-117.67503	Field	Quarterly
Rosenbaum 1	Monitoring	CSJC	33.52996	-117.67214	Cooperative	Quarterly
Upper/Middle Trabuco Hydrologic Sub Area						
Trabuco Creek Wells Facility	Production	TCWD	33.65982	-117.58618	Cooperative	Only when in operation
Middle Trabuco Hydrologic Sub Area						
Arroyo-Trabuco Creek Sump	Production	SMWD	33.58335	-117.63663	Cooperative	Quarterly
North Open Space	Production	CSJC	33.52735	-117.67124	Cooperative	Monthly, when in operation
Gobernadora Hydrologic Sub Area (Includes Gobernadora and Chiquita Canyons)						
Chiquita DH-2	Monitoring	None	33.52976	-117.60964	Field	Quarterly
Chiquita DH-21	Monitoring	None	33.55590	-117.61200	Field	Quarterly
Gobernadora DH-2	Monitoring	SMWD	33.52550	-117.59177	Field	Quarterly
Gobernadora DH-17	Monitoring	SMWD	33.55383	-117.58831	Field	Quarterly
Bell Canyon Hydrologic Sub Area						
Lower MW	Monitoring	TCWD	33.62009	-117.56497	Cooperative	Quarterly
Audubon	Production	Audubon Society	33.63470	-117.55507	Field	Quarterly
Upper MW	Monitoring	TCWD	33.64632	-117.56496	Cooperative	Quarterly



Table 2
Groundwater Monitoring Sites for the San Juan Creek Watershed
SNMP Monitoring and Data Collection Program

Monitoring Site Name and Location	Well Type	Well Owner	Latitude [WGS 84]	Longitude [WGS 84]	Included in SNMP as Field or Cooperative Data Collection Site?	Monitoring Frequency
Upper San Juan Hydrologic Sub Area						
RMV 29 (Nichols Well)	Production	RMV	33.52290	-117.55796	Cooperative	Quarterly
RMV 9 Domestic	Production	RMV	33.52473	-117.55757	Field	Quarterly
Middle San Juan Hydrologic Sub Area						
RMV 12	Production	RMV	33.51563	-117.56852	Field	Quarterly
RMV 25	Production	RMV	33.52213	-117.59982	Field	Quarterly
RMV 27	Production	RMV	33.51648	-117.57937	Field	Quarterly
RMV 28	Production	RMV	33.52707	-117.60850	Field	Quarterly
RMV 6 (Ogleby Norton)	Production	RMV	33.51579	-117.58355	Field	Quarterly
RMV 7	Production	RMV	33.51715	-117.58682	Field	Quarterly
Ortega Hydrologic Sub Area						
RMV 5D	Production	RMV	33.52403	-117.61523	Field	Quarterly
CVWD #5A	Production	CSJC	33.50610	-117.64452	Cooperative	Monthly, when in production
SJBA MW-06	Monitoring	SJBA	33.50692	-117.64249	Cooperative	Semi-Annual
South Cooks	Production	CSJC	33.50074	-117.65155	Cooperative	Monthly, when in production
Tirador	Production	CSJC	33.49797	-117.65609	Cooperative	Monthly, when in production



Table 2
Groundwater Monitoring Sites for the San Juan Creek Watershed
SNMP Monitoring and Data Collection Program

Monitoring Site Name and Location	Well Type	Well Owner	Latitude [WGS 84]	Longitude [WGS 84]	Included in SNMP as Field or Cooperative Data Collection Site?	Monitoring Frequency
Lower San Juan Hydrologic Sub Area						
CVWD-1	Production	CSJC	33.48980	-117.66920	Cooperative	Monthly, when in production
Dance Hall	Production	CSJC	33.49196	-117.66543	Cooperative	Monthly, when in production
Kinoshita	Production	CSJC	33.48712	-117.67234	Cooperative	Monthly, when in production
SJBA-2	Production	CSJC	33.48912	-117.66850	Cooperative	Monthly, when in production
SJBA-4	Production	CSJC	33.48804	-117.66774	Cooperative	Monthly, when in production
Mission Street	Production	CSJC	33.50354	-117.66581	Cooperative	Quarterly
SJBA MW-01S	Monitoring	SJBA	33.46864	-117.67819	Cooperative	Semi-Annual
SJBA MW-02	Monitoring	SJBA	33.48168	-117.67829	Cooperative	Semi-Annual
SJBA MW-04	Monitoring	SJBA	33.50066	-117.65168	Cooperative	Semi-Annual
SJBA MW-05	Monitoring	SJBA	33.50454	-117.64664	Cooperative	Semi-Annual
SJBA MW-07	Monitoring	SJBA	33.49837	-117.66553	Cooperative	Semi-Annual
SJBA MW-08	Monitoring	SJBA	33.51456	-117.66974	Cooperative	Semi-Annual
Creekside	Production	SCWD	33.47480	-117.68000	Cooperative	Monthly, when in production
Stonehill	Production	SCWD	33.47272	-117.67902	Cooperative	Monthly, when in production
SCWD MW-1D	Monitoring	SCWD	33.47277	-117.67946	Cooperative	Semi-Annual
SCWD MW-1S	Monitoring	SCWD	33.47274	-117.67947	Cooperative	Semi-Annual
SCWD MW-2D	Monitoring	SCWD	33.47522	-117.68015	Cooperative	Semi-Annual
SCWD MW-2S	Monitoring	SCWD	33.47522	-117.68015	Cooperative	Semi-Annual
SCWD MW-3	Monitoring	SCWD	33.47786	-117.67917	Cooperative	Semi-Annual
SCWD MW-4D	Monitoring	SCWD	33.46755	-117.68111	Cooperative	Semi-Annual
SCWD MW-4S	Monitoring	SCWD	33.46755	-117.68111	Cooperative	Semi-Annual



Table 3
Surface Water Monitoring Sites for the San Juan Creek Watershed SNMP Monitoring and Data Collection Program

Monitoring Site Name and Location	Surface Water Monitoring Site Type	Surface Water Body	Site Owner (if applicable)	Latitude [WGS 84]	Longitude [WGS 84]	Include in SNMP as Field or Cooperative Data Collection Site?	Proposed Monitoring Frequency
Oso Hydrologic Sub Area							
Oso Barrier	Urban Runoff Collection Facility	Oso Creek	SMWD	33.583136	-117.665579	Cooperative	Quarterly
Oso-01	In-Stream Surface Water	Oso Creek	n/a	33.540506	-117.67528	Field	Quarterly
Upper Oso Reservoir	Recycled Water and Urban Runoff Storage Reservoir	n/a	SMWD	33.661132	-117.627168	Cooperative	Quarterly
Upper Trabuco Hydrologic Sub Area							
UT-01	In-Stream Surface Water	Arroyo Trabuco	n/a	33.674348	-117.544851	Field	Quarterly
Middle Trabuco Hydrologic Sub Area							
MT-01	In-Stream Surface Water	Arroyo Trabuco	n/a	33.65970	-117.58554	Field	Quarterly
MT-02	In-Stream Surface Water	Arroyo Trabuco	n/a	33.58382	-117.63663	Field	Quarterly
MT-03 (TC1)	In-Stream Surface Water	Arroyo Trabuco	n/a	33.53703	-117.66410	Field	Quarterly
Gobernadora Hydrologic Sub Area (Includes Gobernadora and Chiquita Canyons)							
CH-01	In-Stream Surface Water	Canada Chiquita	n/a	33.56119	-117.61504	Field	Quarterly
CH-02	In-Stream Surface Water	Canada Chiquita	n/a	33.53549	-117.61083	Field	Quarterly
Gobernadora Multi-Purpose Basin	Urban Runoff/Stormwater Collection Facility	Canada Gobernadora	SMWD	33.55658	-117.58763	Cooperative	Quarterly
Portola Reservoir	Recycled Water and Urban Runoff Storage Reservoir	Canada Gobernadora	SMWD	33.63319	-117.58296	Cooperative	Quarterly
Bell Canyon Hydrologic Sub Area							
BC-01	In-Stream Surface Water	Bell Canyon Creek	n/a	33.63596	-117.55523	Field	Quarterly
BC-02	In-Stream Surface Water	Bell Canyon Creek	n/a	33.53868	-117.55812	Field	Quarterly
Dove Lake ¹	Recycled Water and Urban Runoff Reuse	n/a	TCWD	33.63879	-117.56878	Cooperative	Quarterly



Table 3
Surface Water Monitoring Sites for the San Juan Creek Watershed SNMP Monitoring and Data Collection Program

Monitoring Site Name and Location	Surface Water Monitoring Site Type	Surface Water Body	Site Owner (if applicable)	Latitude [WGS 84]	Longitude [WGS 84]	Include in SNMP as Field or Cooperative Data Collection Site?	Proposed Monitoring Frequency
Upper San Juan Hydrologic Sub Area							
USJ-01	In-Stream Surface Water	San Juan Creek	n/a	33.57345	-117.54157	Field	Quarterly
USJ-02	In-Stream Surface Water	San Juan Creek	n/a	33.53755	-117.55226	Field	Quarterly
USJ-03	In-Stream Surface Water	San Juan Creek	n/a	33.52564	-117.55867	Field	Quarterly
Ortega Hydrologic Sub Area							
ORT-01 (PMS-Control)	In-Stream Surface Water	San Juan Creek	n/a	33.51937	-117.62471	Field	Quarterly
Lower San Juan Hydrologic Sub Area							
Horno Barrier	Urban Runoff Collection Facility	Horno Creek	SMWD	33.53123	-117.64775	Cooperative	Monthly
LSJ-01 (TC@Ramos)	In-Stream Surface Water	Arroyo Trabuco	n/a	33.50162	-117.66742	Field	Quarterly
LSJ-02 (PMS-1)	In-Stream Surface Water	San Juan Creek	n/a	33.49507	-117.65869	Field	Quarterly
LSJ-03	In-Stream Surface Water	San Juan Creek	n/a	33.47537	-117.67886	Field	Quarterly

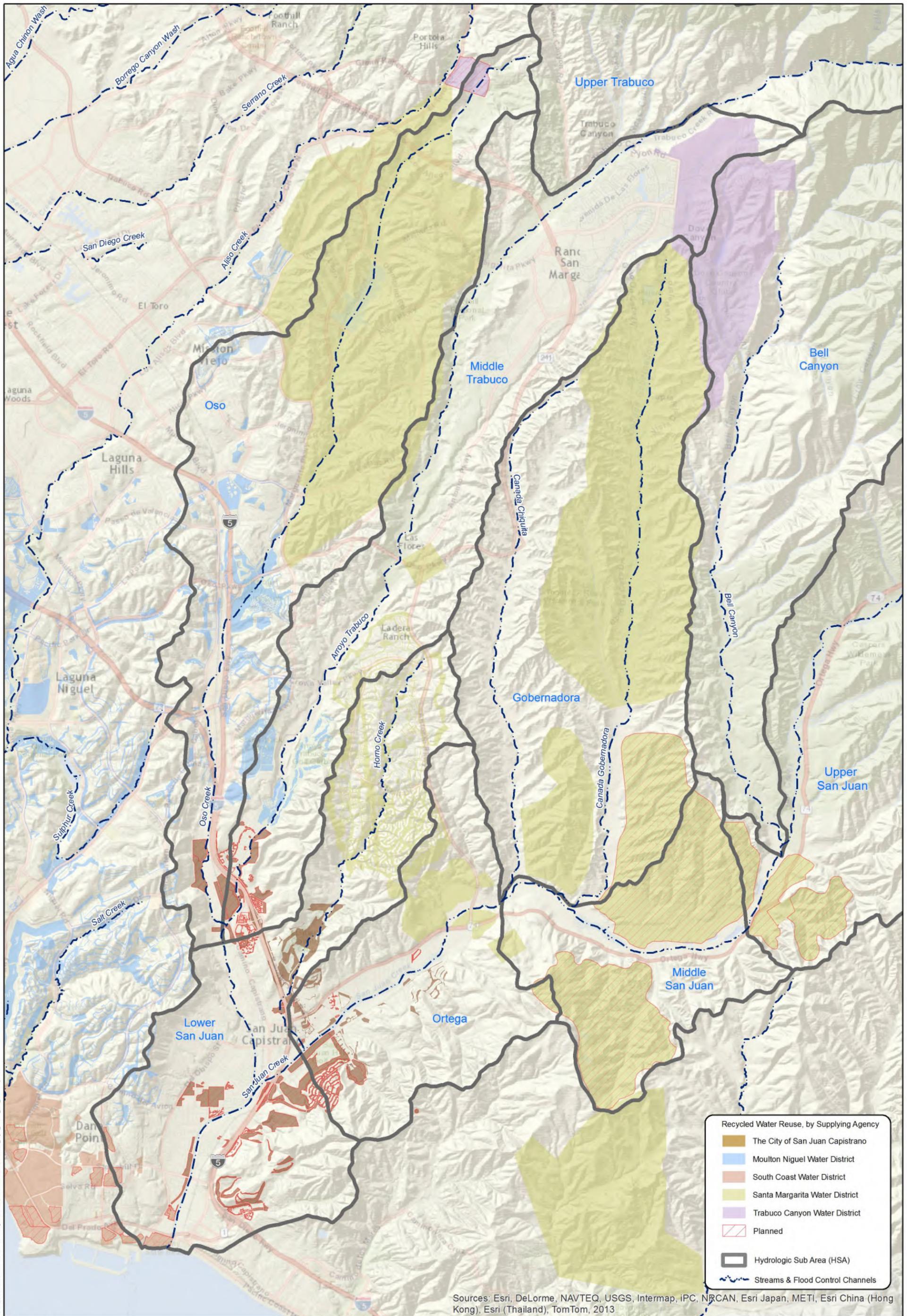
¹ A sampling location near Dove Lake, which provides a representative sample of recycled water used for irrigation purposes, will be collected at a non-potable distribution point.



Table 4
Groundwater Monitoring Sites Well Construction Details and Sampling Methods
SNMP Monitoring and Data Collection Program

Monitoring Site Name and Location	Well Type	Casing Size [in]	Screen depth [ft]	Total Depth [ft]	Sample Method?
Oso Hydrologic Sub Area					
Oso - GW1	Monitoring	2" PVC	12-35	36	Low-flow
Oso - GW4	Monitoring	2" PVC	6-30	31	Low-flow
Gobernadora Hydrologic Sub Area (Includes Gobernadora and Chiquita Canyons)					
Chiquita DH-2	Monitoring	2	50-80	80	Low-flow
Chiquita DH-21	Monitoring	2	60-90	90	Low-flow
Gobernadora DH-2	Monitoring	2	40-70	70	Low-flow
Gobernadora DH-17	Monitoring	2	30-65	65	Low-flow
Bell Canyon Hydrologic Sub Area					
Audubon	Production	<i>unk.</i>	<i>unk.</i>	<i>unk.</i>	Purge
Upper San Juan Hydrologic Sub Area					
RMV 9 Domestic	Production	16	30-90	98	Purge
Middle San Juan Hydrologic Sub Area					
RMV 12	Production	24	30-96	110	Purge
RMV 25	Production	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	Purge
RMV 27	Production	<i>n/a</i>	60-96	100	Purge
RMV 28	Production	<i>n/a</i>	42-92	102	Purge
RMV 6 (Ogleby Norton)	Production	18	30-90	92	Purge
RMV 7	Production	16	18-90	90	Purge
Ortega Hydrologic Sub Area					
RMV 5D	Production	16	30-70	90	Purge



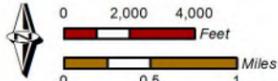


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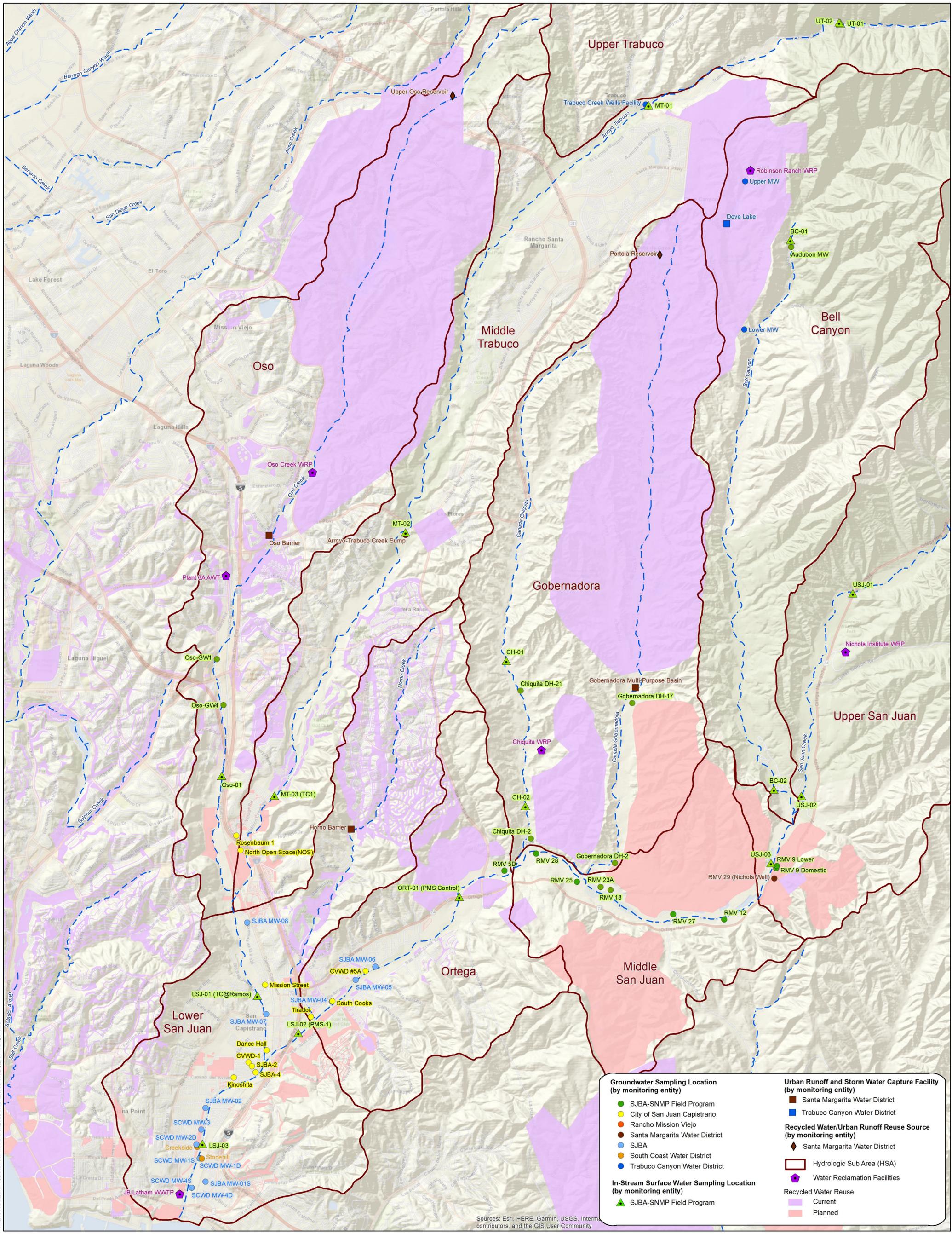
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DRAFT



**Recycled Water Reuse Areas
Existing (2015) and Planned**

Figure 1



Enclosure

Standard Operating Procedure for Low-Flow Purge Sampling

Scope and Application

This procedure is designed to assist in collecting representative groundwater samples from monitoring wells using the low-flow (minimal drawdown) purge method. The groundwater samples will be collected using methods modeled after industry standards (Puls, and Barcelona, 1996; ASTM D 6771 - 02).

The field sampler's objective is to purge and sample the well so that the water that is discharged from the pump, and subsequently collected, is representative of the formation water from the aquifer's identified zone of interest.

The wells are sampled with portable bladder (squeeze-type) pumps. If dedicated pumps are not installed in the monitoring wells, each well should be assigned a dedicated bladder and appropriate length of discharge/air tubing that is only used at that well.

Each well should be flow tested to determine and document the specific well's optimum flow rate that would result in achieving a minimal drawdown of the initial depth to water within the drawdown parameters detailed below. Once established, this rate will be reproduced for each subsequent sampling event. If a significant change in water level occurs at a monitoring site between events, it may be necessary to reestablish the optimum flow rate at each sampling event.

Initial Pump Flow Test Procedures

If possible, the optimum flow rate for each well will be established during well development or redevelopment, or in advance of the actual sampling event. The monitoring well must be gauged for depth to water prior to the installation of the portable pump and before pumping of any water from the well. The measurement will be documented on a field data sheet.

After pump deployment and confirmation that the depth to water has returned to its original level, the bladder pump should be started at a discharge rate between 0.5 to 1.0 liters per minute without an in-line flow cell connected. The water level in the well casing must be monitored continuously for any change from the original measurement. If significant drawdown is observed, the pump's flow rate should be incrementally reduced until the drawdown ceases and stabilizes. Total drawdown from the initial depth to water should not exceed 25 percent of the distance between pump inlet location and the top of the well screen (for example, if a well has a 10-foot screen zone and the pump inlet is located mid-screen, the maximum drawdown should be 1.25 feet). In any case, the water level in the well should not be lowered below the top of the screen/intake zone of the well. In cases of wells with partially penetrating screens, the distance interval is taken to be between the pump inlet and the depth to water. All control settings are to be documented on the field data sheet specific to that particular well's ID and will be utilized for subsequent purging and sampling events.

Should it be determined that a specific well is incapable of maintaining a sustainable yield of at least 100 milliliters per minute without continuing depth to water drawdown, it will be identified as a problematic well, and alternative methods should be explored.



Method Summary

Prior to the initiation of purging a well, the depth to water will be measured and documented. The properly decontaminated portable pump will then be slowly lowered into the well until its inlet is properly positioned within the saturated screened interval or halfway between the depth to water and the bottom of the screen (for partially penetrating screens) and then started utilizing its previously documented control settings. Its flow rate will be confirmed by volumetric discharge measurement. If necessary, any minor modifications to the control settings to achieve the well's optimum flow rate will be documented on the field data sheet.

When the optimum pump flow rate has been established and the depth to water drawdown has stabilized within the required range, begin taking field measurements for pH, temperature, electrical conductivity (EC), and turbidity. All water chemistry field measurements will be documented on the field data sheet. Measurements should be taken every three to five minutes until stabilization has been achieved. Stabilization is achieved after all parameters have stabilized for three consecutive readings. Three consecutive measurements indicating stability should be within:

Parameter	Stabilization Criteria
Temperature	$\pm 3\%$ of reading (minimum of $\pm 0.2^\circ \text{C}$)
pH	± 0.2 pH units, minimum
Electrical Conductivity (EC)	$\pm 3\%$ of reading
Turbidity	$\pm 10\%$ NTU

Equipment

- Portable bladder pump, bladders, and sufficient lengths of air/liquid discharge tubing (each well should be assigned a dedicated bladder and appropriate length of discharge/air tubing that is only used at that well)
- Pump controller and air source set to operate the pump
- Sample containers, cooler, ice, and Chain-of-Custody (CoC) form.
- Field water-quality meter(s)
- A water level measurement device (water level sounder is preferable)
- Field data sheets
- 5 gallon bucket(s) for containerizing purge water if it can't be disposed of on-site
- 300-500 milliliter graduated cylinder
- Wristwatch with second hand or stopwatch
- Sufficient cleaning and decontamination supplies



Preparation of Sampling Equipment

- Acquire sample containers, cooler with ice, CoC for samples and other equipment. Organize sample containers into plastic zip-lock bags and check to make sure there are no problems with the sample containers (cracked caps, broken seals, etc.). Do not fill out container labels with well information until you are on-site to collect a sample.
- Calibrate all field instruments at the start of each day's deployment per the instrument manufacturer's instruction. Record calibration data on the field instruments' calibration documentation forms.
- Be sure to print and bring along plenty of copies of the field documentation forms.
- Prepare decontamination equipment and decontaminate the sampling equipment (portable pump and water level sounder).

Sampling Procedures

1. Perform a general site survey prior to site entry in accordance with the health and safety practices. Take note of pertinent information on the field sheet.
2. Note the well condition and activity in the vicinity of the well.
3. Properly decontaminate the portable pump and/or water level probe.
4. Measure the depth to water from the assigned reference point and record the measurement (and the reference point name) on the field data sheet. Remove the water level measurement device.
5. Connect the appropriate lengths of air and discharge tubing to set the pump at the desired level within the well's screened interval. Ensure that the air supply tubing is properly connected to the pump's air fitting and not to the pump discharge. Install the portable pump slowly and carefully.
6. Reinstall the water level measurement device, and lock the device in place so that the level can be monitored during purging and sampling.
7. Connect the compressed air source's airline to the pump controller's "AIR IN" connection (if utilizing a gas-engine operated compressor, locate the compressor at least 25 feet downwind from the wellhead).
8. Connect the pump controller "AIR OUT" air-line to the bladder pump's air supply fitting.
9. Start the air supply to the pump. Set the pump controller settings to the documented interval settings for the specific well. It is advisable that the air supply pressure be started at 40 to 50 pounds per square inch (PSI) initially and then raised in increments as the pump's discharge line becomes filled. This is especially important for deeper pump depths.



10. Confirm the final flow rate is equal to or just below the well's established optimum flow rate. Modify as necessary (documenting any required modifications).
11. Monitor the water level and confirm that the drawdown has stabilized within the well's allowable limits.
12. Begin taking field measurements for pH, temperature, electrical conductivity (EC), and turbidity. All water chemistry field measurements will be documented on the field data sheet. Measurements should be taken every three to five minutes until stabilization has been achieved. Also read and record water quality field measurements every three to five minutes until all parameters have stabilized within their allowable ranges for at least three consecutive measurements. When stabilization has been achieved, sample collection may begin.
13. Sample Collection:
 - a. While holding the sample container at the base, remove plastic seal around the cap before attempting to open the container. Remove the cap with your free hand, exercising care not to touch the edge or bottom of the cap or the top or neck of the container. Avoid breathing on the cap or container. Hold the cap in one hand during the entire container filling operation; do not lay it down.
 - b. If sampling VOCs, note any source of VOCs around the well, such as exhaust sources, on the field data sheet. For VOC sample containers, no head space (air bubbles) should remain in the sample container. If necessary, reduce the discharge rate of the pump for filling the sample containers. Return to the optimal flow rate after VOC containers are filled.
 - c. All other sampling containers are to be filled to the "fill line," leaving enough air space in the container to allow for mixing by shaking in the lab. The cap should be carefully replaced.
 - d. Place samples on ice in a cooler as soon as possible. Keep samples cold (4 degrees Celsius) until delivered to the laboratory. Transport samples to an approved laboratory within 24 hours or according to the analyte holding times, whichever is shorter.
 - e. A Chain-of-Custody form shall be filled out for each cooler, and a copy shall be retained for project records. If VOCs are being sampled, be sure to indicate on the Chain-of-Custody if travel blanks are included and should be analyzed by the laboratory.
14. When all sample containers have been filled, make a final measurement of the well's depth to water, and record the measurement on the field data sheet. Remove the portable water level measurement device from the well.
15. Disconnect the controller air supply to the pump and remove the pump from the well.
16. Properly discard purged water.



17. Decontaminate all equipment and carefully prepare the dedicated bladders and tubing for storage.
18. At the end of each day, post-calibrate all field instruments, and record the measurements on the “Field Calibration Documentation Form.”

Reagents

Decontamination solutions are used for this SOP. Refer to the solution SDS for safety information and do not handle solutions that you have not been trained to handle.

Records

Scan copies of all completed field data sheets and provide them to the project manager per standard procedures. The original sheets should be kept in the project binder until the subsequent sampling event has been completed.

References

ASTM Guideline D6771-02. July 2002. Standard Practice for Low-Flow Purging and Sampling for Wells and Devices Used for Ground-Water Quality Investigations.

Barcelona, M.J. and R.W. Puls. 1996. Low-Flow (Minimal Drawdown) Ground-Water Sampling Procedures. U.S. EPA Superfund Groundwater Issue, EPA/504/S-95/504.



Enclosure

Standard Operating Procedure for Sampling Agriculture and Domestic Wells

Scope and Application

This procedure is designed to assist field technicians in taking representative groundwater samples from privately owned, active agricultural and domestic wells. Ideally, groundwater samples should be collected per the EPA's SOP for the Standard/Well-Volume Method which dictates that a minimum of three casing volumes of water should be purged from a well prior to beginning water quality sampling procedures. However, for some wells there may not be enough data available to determine if and when a sufficient volume of water has been purged from a well. For example, the total depth and diameter is often not available for older wells. Or, the field technician may be in a situation where there is no control over how long the well has been pumping or will remain on. This modified procedure is designed to help the field technician collect the best possible sample in the absence of the information typically used to determine that sufficient water has been purged from the well casing.

Method Summary

There are two general situations encountered when sampling agricultural, or domestic wells; (a) water pumps from the well into a pressure tank, or (b) water pumps from the well directly into a pipeline system. This SOP provides procedures for each situation.

Wells that feed into a pressure tank typically cycle on and off for short periods of time. The well is triggered on when the pressure in the tank drops below a specified level. The pumping cycles can be as short as 1 minute to longer than 10 minutes, and the cycle is typically not long enough to purge three casing volumes of water. Fortunately, the wells are typically cycling on and off throughout the day, so it is unlikely that the sample collected will contain stagnant casing water.

Whenever possible, contact the well owner in advance, or speak to a property manager on site, to determine when the well is typically on so you can arrange to collect the sample after the well has been running for at least an hour or so. If no one is available to provide this information, you can still rely on parameter stabilization to indicate that it is okay to collect your sample. The length of the pumping cycle will determine how often to collect parameters to determine stabilization. Once the pump cycle length has been determined, you can begin the sampling procedure.

Wells that feed directly into a pipeline system deliver water directly to the end use, such as an irrigation system, instead of a storage container. Thus, it is easier to measure for parameter stabilization and collect samples because the well is running continuously (compared to the short cycles typical in wells hooked into pressure tanks). However, if the well is not on when you arrive at the sampling site a sample cannot be collected until permission is obtained from the well owner to power up the well. Whenever possible, contact the well owner in advance, or speak to a property manager on site, to determine when the well is typically on so you can arrange to collect the sample after the well has been running for at least an hour or so. If no one is available to grant permission to turn on the well, try returning to the site another day. The wells are generally running in the early morning hours, so that is the best time to make a return attempt to sample the well.



Equipment

- Sample containers, cooler, ice, and Chain-of-Custody (CoC) form.
- Nitrile or latex-type gloves
- Water quality field meter(s)
- Water level probe
- Field documentation forms
- Fittings and spigots
- Well stocked tool box
- Sufficient cleaning and decontamination supplies for fittings, spigots, and water level sounders

Preparation for Field Sampling

- Acquire sample containers, cooler with ice, CoC for samples and other equipment. Organize sample containers into plastic zip-lock bags and check to make sure there are no problems with the sample containers (cracked caps, broken seals, etc.). Do not fill out container labels with well information until you are on-site to collect a sample.
- Calibrate all field instruments at the start of each day's deployment per the instrument manufacturer's instructions. Record calibration data on field instruments' calibration documentation forms.
- Be sure to print and bring along plenty of copies of the field documentation forms. Blank field forms are included as an attachment to this document.
- Prepare decontamination equipment and decontaminate the sampling equipment (portable pump and water level sounder).

Sampling Procedures

1. Nitrile or latex-type gloves should be worn at all times while handling all fittings, spigots, and sampling containers. New gloves should be worn at each sampling site. The water level probe and all fittings and spigots will be decontaminated after each site.
2. Determine your sampling location and attach sampling spigot, if necessary. Sampling points must be on the well pump side of any storage container such as a water tank or reservoir. Remove any aerators, strainers, hose attachments, mixing type faucets, and purification devices from the tap.
3. Label all containers. Sample containers must be kept clean and free from contamination before and after collecting the sample. They should not be opened prior to collecting the sample.
4. Prior to the initiation of well sampling a water level will be measured and documented, if possible. Record the well activity (static, pumping, or recovering) at the time of measurement and the activity of any other wells in close proximity to the well being sampled. (Note: a water level is generally considered to be "recovering" until the water level is rising by less than 0.05 feet [1/2"] per minute).
5. Flush the sampling port for at least 10 seconds before beginning parameter stabilization and sampling procedures.
6. Begin water quality field parameter stabilization procedure (and water level measurements, if possible). All data will be documented on the field work documentation forms. Stabilization is



achieved after all parameters have stabilized for three consecutive readings. Three consecutive measurements indicating stability should be within:

Parameter	Stabilization Criteria
Temperature	$\pm 3\%$ of reading (minimum of $\pm 0.2^\circ \text{C}$)
pH	± 0.2 pH units, minimum
Electrical Conductivity (EC)	$\pm 3\%$ of reading
Turbidity	$\pm 10\%$ NTU

- a. If the well feeds into a pressure tank and the pumping cycle is less than six minutes, water quality parameters should be observed during the last minute of each pumping cycle until parameter stabilization is demonstrated across three to five pumping cycles.
- b. If the well feeds into a pressure tank and the pumping cycle is longer than six minutes, the water quality parameters will be measured every three to five minutes until stabilization is achieved. Continue stabilization over multiple cycles if necessary.
- c. If the well feeds directly into a pipeline and is pumping continuously measure parameters every three to five minutes.
- d. If the parameters are not stabilizing, contact the project manager.

7. Sample Collection:

- a. Reduce the tap flow rate before taking the sample. The flow rate should be low enough to ensure that no splashing occurs as the container is filled.
- b. At a well that has short cycles, it may take multiple pumping cycles to fill the entire set of sample containers. It should be noted on the field form if multiple pump cycles were needed to fill the containers.
- c. Collect the samples in the following order: volatile organic compounds, semi-volatile organic compounds/pesticides, inorganics, other unfiltered samples, filtered samples.
- d. While holding the sample container at the base, remove plastic seal around cap before attempting to open the container. If the cap is found to be loose or cracked, if it contains no seal, if the seal pulls away from the cap, if the container appears dirty, or if there are any other conditions which places the quality of the container in doubt, the container is to be rejected and a proper container used. (All containers should be checked prior to going in the field.)
- e. Remove the cap with the free hand, exercising care not to touch the edge or the bottom of the cap or the top or neck of container. Prevent breathing on the cap or container.
- f. Hold the cap in one hand during the entire container filling operation; do no lay it down.
- g. Note any source of VOCs around the well, such as exhaust sources, on the sample collection form.



- h. For VOC sample containers, no head space (air bubbles) should remain in the sample container.
 - i. All other sampling containers are to be filled to the “fill line” leaving enough air space in the container to allow for mixing by shaking in the lab. The cap is carefully replaced.
 - j. Place samples on ice in a cooler as soon as possible. Keep samples cold (4 deg. C) until delivered to the lab. Transport samples to an approved water quality laboratory within 24 hours.
8. A Chain of Custody form shall be filled out for each cooler and a copy retained for project records. Be sure to indicate on the Chain of Custody that travel blanks are included and should be analyzed by the lab.
9. At the end of each day, post calibrate all field instruments and record the measurements on the “Field Calibration Documentation Form”.

Reagents

Decontamination solutions are used for this SOP. Refer to the solution SDS for safety information and do not handle solutions that you have not been trained to handle.

Records

Scan copies of all completed field data sheets and provide them to the project manager per standard procedures. The original sheets should be kept in the project binder until the subsequent sampling event has been completed.

References

U.S. Environmental Protection Agency, Region 9, Standard Operating Procedure for the Standard/Well-Volume Method for Collecting a Ground-Water Sample from Monitoring Wells for Site Characterization, http://www.epa.gov/region09/qa/pdfs/finalgwsamp_sop.pdf



Enclosure

Standard Operating Procedure for Surface Water Quality Sampling

Scope and Application

This procedure is applicable to the collection of representative grab samples from surface waters. Surface water quality sampling involves determining sampling locations, measurement of the water chemistry using a field water quality meter and collection of surface water samples for laboratory analysis.

Method Summary

Collecting a representative grab-sample from stream flow will be accomplished through the use of a polyethylene sample dipper. Field water quality parameters are measured and recorded, and the representative sample is collected and submitted to a laboratory for analyses.

Equipment

- Polyethylene dipper (beaker on long handle).
- Sample containers, cooler, ice, and Chain-of-Custody (CoC) form.
- Water quality field meter(s)
- Global positioning system (GPS) unit
- Digital camera
- Incrementally marked depth rod
- Clipboard, blank field data sheets, waterproof pens
- Duffel bag/backpack for equipment
- Decontamination solution/equipment:
- Personal floatation device (life preserver), if the water is rapidly flowing or if using a boat.
- Waterproof gloves (appropriate for chemicals)
- Waterproof boots and/or waders
- Protective eyewear
- Apparel appropriate to the climate
- Drinking water
- Sunscreen lotion, bug spray, umbrella

Personnel and Safety

Safety should be the number one consideration when determining the number of staff necessary for sampling. If the stream has rapid flow, or the bank of the stream could be compromised, a minimum of two persons are required. One person will stay out of the channel (on the banks) to provide assistance in case of accident or emergency. Additional safety measures shall be utilized such as personal floatation device.

Preparation for Field Sampling

- Acquire sample containers, cooler with ice, CoC for samples and other equipment. Set up coolers with ice as recommended by the laboratory. Organize sample containers into plastic zip-lock bags and check to make sure there are no problems with the sample containers (cracked caps, broken seals, etc.). Do not fill out container labels with site information until you are on-site to collect a sample.
- Calibrate all field instruments at the start of each day's deployment per the instrument manufacturer's instructions. Record calibration data on field instruments' calibration documentation forms.



- Be sure to print and bring along plenty of copies of the field documentation forms. Blank field forms are included as an attachment to this document.
- Prepare decontamination equipment and decontaminate the sampling equipment.

Sampling Procedures

Choosing a Sample Location

The general areas for surface water sampling will have been selected as part of the project setup, but the exact location of the sample collection will be selected based on field conditions.

Stream-specific criteria for selecting a sampling location include:

- (1) select the largest flowing channel if the stream is braided at the sample location;
- (2) there should be minimal natural and man-made obstructions in the channel, the stream should be free flowing and unrestricted by obstructions upstream or downstream, which might cause flow diversion or flow backup;
- (3) stream depth is adequate for immersion of the sample equipment: and
- (4) there are no eddies or still water. Turbulent water should also be avoided, if possible.

Once chosen, the sample location should be documented in notes/diagrams, and coordinates should be measured using a GPS unit and recorded on the field data sheets.

Sample Collection

1. Prior to starting sample collection at each site, decontaminate the sample dipper and any other equipment that will enter the water body. Remove visible dirt from equipment with a nylon brush and rinse with appropriate solutions.
2. Perform a general site survey prior to entry in accordance with the project-specific Health and Safety Plan.
3. If wading into the stream to collect the sample and it is rapidly flowing, wear a personal floatation device.
4. Find the deepest point of the flowing portion of the stream. If branches enter the water, sample upstream of them. If the stream is not safe to enter, use the sample dipper to collect a sample as close to the deepest point in the stream as possible from the bank or safe location.
5. Measure and record the stream depth at the sampling location on the field data sheet, if safe to do so.



6. Rinse the field sampling equipment in the native water. This helps to equilibrate the equipment to the sample environment and ensure that all cleaning-solution residue has been removed (USGS, 2015).
7. At the sampling location, use the field water quality meter to measure the following parameters, as determined by the project Sampling and Analysis Plan. Field parameters typically include: temperature, pH, conductivity, and turbidity.
 - a. Measure and record water quality parameters up to three times, three to five minutes apart, to determine stability over time. Stability is defined as consecutive measurements that are within the following criteria:

Parameter	Stabilization Criteria
Temperature	± 3% of reading (minimum of ± 0.2° C)
pH	± 0.2 pH units, minimum
Electrical Conductivity (EC)	± 3% of reading
Turbidity	± 10% NTU

- b. Note whether the field water quality parameters were stable or not, and begin sampling (described below).
 - c. Measure the field water quality parameters immediately following the completion of sampling.
 - d. Record all field water quality data on the field data sheet.
8. If wading in the stream, stand upstream of stream sediments that were disturbed during entry. Face upstream and collect the sample upstream of you and any other persons or objects.
9. Use the sample dipper to collect native water and carefully transfer the sample to the laboratory sample containers. Containers that do not contain preservatives can be used to directly collect samples from the stream.
10. Fill sample containers to the fill line or as instructed by the lab, being careful not to overtop the containers, which can spill and dilute the preservatives. Tighten the sample container lids and label the sample containers with the location name/ID, the date and time of sample collection, and any other required information. Place the filled sample containers in the cooler with ice per the laboratory instructions. Note any potential contamination sources such as nearby exhaust sources, trash in the stream etc. on the field data sheet.
11. Decontaminate the sample dipper and other equipment, and protect it from contamination using a sealable plastic bags with clear sealing strip between sites.



Reagents

Decontamination solutions are used for this SOP. Refer to the solution SDS for safety information and do not handle solutions that you have not been trained to handle.

Records

Scan copies of all completed field data sheets and provide them to the project manager per standard procedures. The original sheets should be kept in the project binder until the subsequent sampling event has been completed.

References

U.S Geological Survey (USGS). 2015. *National Field Manual of the Collection of Water-Quality Data*. Book 9, Handbooks for Water-Resources Investigations. USGS, October 2015.



Enclosure

Field Data Sheet for Groundwater Sample Collection

Enclosure

Field Data Sheet for Surface Water Sample Collection

San Juan Basin Authority
Salt and Nutrient Management Plan (SNMP) Cooperative Agreement
FY 2020/21 SNMP Budget

Reflects Budget Approved by SJBA Board on: August 11, 2020

Item No.	G/L	Activity/Expense Name	Line Item Description	Approved FY 2020-21 Budget	Proposed Updated FY 2020-21 Budget	Increase/ (Decrease)	Participation %					Fiscal Year Contribution				
							City of SJC	MNWD	SMWD	SCWD	TCWD	City of SJC	MNWD	SMWD	SCWD	TCWD
<i>SJBA Administration Costs (All Categories and Activities)</i>																
A-1	9110	Administrative Services	Administrator (Brandt)	\$ 110,000	\$ 110,000	\$ -	24.5%	24.5%	24.5%	24.5%	2.0%	\$ 26,950	\$ 26,950	\$ 26,950	\$ 26,950	\$ 2,200
A-2	9110	Administrative Services	Administrative Assistance	\$ 20,000	\$ 20,000	\$ -	24.5%	24.5%	24.5%	24.5%	2.0%	\$ 4,900	\$ 4,900	\$ 4,900	\$ 4,900	\$ 400
A-3	9110	Financial Services	Accounting Services	\$ 22,000	\$ 22,000	\$ -	24.5%	24.5%	24.5%	24.5%	2.0%	\$ 5,390	\$ 5,390	\$ 5,390	\$ 5,390	\$ 440
A-4	9110	Audit Services	Annual audit	\$ 9,000	\$ 9,000	\$ -	24.5%	24.5%	24.5%	24.5%	2.0%	\$ 2,205	\$ 2,205	\$ 2,205	\$ 2,205	\$ 180
A-5	9110	Legal Services	General Counsel (Stradling)-Approved	\$ 50,000	\$ 50,000	\$ -	24.5%	24.5%	24.5%	24.5%	2.0%	\$ 12,250	\$ 12,250	\$ 12,250	\$ 12,250	\$ 1,000
A-6	9110	Legal Services	General Counsel (Stradling)-Reserve	\$ -	\$ -	\$ -	24.5%	24.5%	24.5%	24.5%	2.0%	\$ -	\$ -	\$ -	\$ -	\$ -
A-7	9110	Legal Services	Special Counsel (Evertz)	\$ 10,000	\$ 10,000	\$ -	25.0%	25.0%	25.0%	25.0%	0.0%	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
A-8	9110	Secretarial Services	Board meeting recording secretary	\$ 4,000	\$ 4,000	\$ -	24.5%	24.5%	24.5%	24.5%	2.0%	\$ 980	\$ 980	\$ 980	\$ 980	\$ 80
A-9	9110	Arundo Retreatment/Maintenance	Followup to County work after grants expire	\$ 10,000	\$ 10,000	\$ -	25.0%	25.0%	25.0%	25.0%	0.0%	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
A-10	9110	WQIP Flow-Ecology Study	SJBA consultant time/advice	\$ 25,000	\$ 25,000	\$ -	24.5%	24.5%	24.5%	24.5%	2.0%	\$ 6,125	\$ 6,125	\$ 6,125	\$ 6,125	\$ 500
A-11	9110	SOCWMA Cooperative Agreement	Annual participation fee	\$ 11,500	\$ 11,500	\$ -	25.0%	25.0%	25.0%	25.0%	0.0%	\$ 2,875	\$ 2,875	\$ 2,875	\$ 2,875	\$ -
			Subtotal	\$ 271,500	\$ 271,500	\$ -						\$ 66,675	\$ 66,675	\$ 66,675	\$ 66,675	\$ 4,800
<i>Recycled Water Support Activities (SNMP-Related)</i>																
B-5	9170	Basin Plan Amendment	Administrator (Brandt)	\$ 3,000	\$ 3,000	\$ -	7.0%	17.4%	68.0%	0.0%	7.6%	\$ 210	\$ 522	\$ 2,040	\$ -	\$ 228
B-6	9170	Basin Plan Amendment	Technical Consultation	\$ 5,000	\$ 5,000	\$ -	7.0%	17.4%	68.0%	0.0%	7.6%	\$ 350	\$ 870	\$ 3,400	\$ -	\$ 380
B-7	9170	Monitoring	General Counsel (Stradling)	\$ 13,000	\$ 13,000	\$ -	7.0%	17.4%	68.0%	0.0%	7.6%	\$ 910	\$ 2,262	\$ 8,840	\$ -	\$ 988
B-8	9170	Monitoring	Monitoring Well Reconnaissance	\$ 5,000	\$ 5,000	\$ -	7.0%	17.4%	68.0%	0.0%	7.6%	\$ 350	\$ 870	\$ 3,400	\$ -	\$ 380
B-9	9170	Monitoring	Proactive Monitoring Well Maintenance	\$ 57,700	\$ 40,000	\$ (17,700)	7.0%	17.4%	68.0%	0.0%	7.6%	\$ 2,800	\$ 6,960	\$ 27,200	\$ -	\$ 3,040
B-10	9170	Monitoring	2020 2nd Half SNMP Monitoring (WEI)	\$ 59,000	\$ 59,000	\$ -	7.0%	17.4%	68.0%	0.0%	7.6%	\$ 4,130	\$ 10,266	\$ 40,120	\$ -	\$ 4,484
B-11	9170	Monitoring	2021 1st Half SNMP Monitoring	\$ 38,000	\$ 38,000	\$ -	7.0%	17.4%	68.0%	0.0%	7.6%	\$ 2,660	\$ 6,612	\$ 25,840	\$ -	\$ 2,888
			Subtotal	\$ 180,700	\$ 163,000	\$ (17,700)						\$ 11,410	\$ 28,362	\$ 110,840	\$ -	\$ 12,388
Total (SJBA Admin + SNMP)												\$ 78,085	\$ 95,037	\$ 177,515	\$ 66,675	\$ 17,188

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 19, 2020**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

**ITEM 7: SOUTH ORANGE COUNTY WASTEWATER AUTHORITY (SOCWA) JOINT POWERS AUTHORITY (JPA)
AMENDMENTS UPDATE**

Trabuco Canyon Water District (District) is one of ten member agencies of the South Orange County Wastewater Authority (SOCWA) which operates as a Joint Powers Authority (JPA). The District participates in SOCWA primarily for permitting purposes, but the District also benefits from participating in joint contracts for the supply and delivery of certain treatment chemicals.

Staff and General Counsels of all SOCWA members, and of SOCWA itself, have been working together for over a year to revise and streamline the terms of the joint powers agreement as well as the various Project Committee (PC) agreements that determine the operations and cost-sharing of SOCWA treatment plants and other facilities. The discussions have reached a point where draft language has been developed on certain changes that enjoy consensus support while work continues on more challenging items.

The District's participation in the JPA discussions has been led by Jeff Hoskinson of Atkinson Andelson. Since the District, through its representative on the SOCWA Board of Directors, will ultimately be asked to vote on the JPA revisions, it is important that the Board be updated at key milestones in the process. Mr. Hoskinson maintains an outline of proposed joint powers agreement revisions that are most relevant to the District and its participation in SOCWA and will provide an update to the Board in the form of a presentation.

RECOMMENDED ACTION(S):

Receive staff report regarding project status update at the time of the Board Meeting.

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 19, 2020**

ACTION CALENDAR

ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE DISTRICT'S RESPONSE TO THE CORONAVIRUS PANDEMIC, INCLUDING SAFETY OF DISTRICT SERVICES AND EMPLOYEES, AND/OR IMPACT TO BOARD & COMMITTEE MEETINGS

BACKGROUND

In early January 2020, a novel coronavirus was first detected in Wuhan City, China, and ultimately, the disease spread throughout many countries. On February 11, 2020, the World Health Organization (WHO) announced the official name for the disease caused by the coronavirus: **COVID-19 Coronavirus**. In late February, the United States started to see the spread of Coronavirus throughout the country, and as a result, all levels of government (federal, state, and local) have taken steps to mitigate the spread of the disease and provide appropriate care to affected individuals.

SIGNIFICANT EVENTS & ACTIONS

The following is a timeline for events and actions taken to date:

March 2020: County of Orange Board of Supervisors declare a local emergency and local health emergency to prepare in response to Coronavirus. President Trump declares a National Emergency related to the COVID-19 in order to make disaster relief funding available for state and local governments. Governor Newsome issues several Executive Orders, including EO N-25-20 to address the suspension of certain Brown Act rules in part to facilitate governance of essential service providers, and EO N-33-20 ordering all Californians to stay at home unless they are identified as Essential Critical Infrastructure Workers.

TCWD implements administrative measures designed to maximize social distancing of employees, including ordering telework for all Administrative staff; split shifts of field personnel and one person to a vehicle; closing Administrative Building and customer service window to the public; canceling all community meetings scheduled to convene in the Administrative Building; voluntarily suspending water shut-offs and late fees for customer non-payment of bills. TCWD's Board of Directors conducts first meeting telephonically under modified Brown Act rules. TCWD staff begins tracking all Coronavirus response related expenses for potential FEMA reimbursement.

April 2020: Governor Newsom issues Executive Order No. N-42-20 ordering that water systems: (1) shall not discontinue water services for non-payment; (2) shall restore residential service to occupied residences that have been discontinued for non-payment since March 4, 2020; (3) shall not discontinue service to any business in the critical infrastructure sectors...critical to protect the health and well-being of all Californians. The State Water Board is charged identifying best practices, guidelines, or both to implemented during the COVID-19 emergency to (1) address non-payment or reduced payments; (2) to promote and to ensure continuity of service by water systems and wastewater systems; and (3) to provide measures such as the sharing of supplies, equipment, and staffing to relieve water systems under financial distress. It is important to note that the Order does not eliminate the obligation of water customers to pay for water service, prevents a water system from charging a customer for such service, or reduces the amount a customer already may owe to a water system.

TCWD staff begins actively participating in inter-agency communication and collaborative response efforts, including with the County of Orange Operational Area and Water

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 19, 2020**

Emergency Management of Orange County (WEROC). TCWD posts messages on website and social media reassuring customers of the safety of drinking water supply and warning of the danger to the sanitary sewer system of flushing sanitary wipes. Staff procures adequate supplies of sanitizer, masks and other PPE for all employees.

June/July 2020: County of Orange is approved for Stage 2 re-opening. TCWD returns to pre-coronavirus business operations while continuing to enforce social distancing and other health orders and recommendations. TCWD Board of Directors conduct in-person meetings with remote public participation options. Public access to the Administration Facility is restored for the purposes of paying bills and other customer service functions. Public use of TCWD Boardroom for meetings continues to be restricted.

WATER TRANSMISSION & COVID-19

According to the CDC, “The COVID-19 virus has not been detected in drinking water. Conventional water treatment methods that use filtration and disinfection, such as those in most municipal drinking water systems, should remove and/or inactivate the virus that causes COVID-19.” The District owns and operates the Dimension Water Treatment Plant (DWTP) which uses multi-media filters and disinfects raw surface water with sodium hypochlorite (free chlorine) and therefore meets the CDC’s definition of conventional water treatment methods.

DISTRICT RESPONSE EFFORTS

The District understands the potential for the pandemic situation to change negatively and well as positively is now well-positioned to adapt as necessary to continue ensuring a safe and secure workplace for its employees while providing essential services to its customers. District staff will continue to closely monitor guidance from both the state and the County of Orange and coordinate with WEROC. More information may be presented at the time of the meeting.

FUNDING SOURCE:

Unknown at this time

FISCAL IMPACT

Unknown at this time

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was not reviewed at the Committee level.

RECOMMENDED ACTIONS:

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

EXHIBIT(S):

None

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 19, 2020**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 9: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO THE PROPOSED PALOMA SQUARE DEVELOPMENT (DOVE CANYON PLAZA) AND OTHER RELATED MATTERS

Trabuco Canyon Water District (TCWD or District) owns the Administration Facility and the property upon which it resides; the property is adjacent to the Dove Canyon Plaza commercial center. On July 24, 2019, Dove Canyon Recovery Acquisition, LLC (DCRA), the owner of Dove Canyon Plaza, with their consultant William Lyon Homes (now Taylor Morrison) submitted a proposal to the City of Rancho Santa Margarita (City) for a change in use from commercial to residential. The proposed project is titled "Paloma Square." The initial submittal to the City, and all subsequent submittals, project information, and correspondence between City and William Lyon Homes/Taylor Morrison related to Paloma Square are available on the City's website. The District's website, under the "Community" tab, also includes information and correspondence regarding proposed project.

More information may be presented at the time of the meeting.

FUNDING SOURCE:

Not applicable

FISCAL IMPACT

No fiscal impacts can be determined at this time

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This matter was not reviewed by a Committee.

RECOMMENDED ACTIONS:

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

EXHIBIT(S):

None

CONTACTS (staff responsible): PALUDI/PEREA/LAUSTEN

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 19, 2020**

**ACTION CALENDAR
FINANCIAL MATTERS**

ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) RELATING TO THE PROPOSED ADJUSTMENT TO TRABUCO CANYON WATER DISTRICT'S CAPACITY CHARGES FOR WATER SERVICE

The District has previously adopted capacity charges (the Capital Improvement Charge, the In-Lieu Water Storage Charge and the Supplemental Water Fee) upon new development and redevelopment requiring new or additional water service within the District boundaries. The current Capacity Charges were updated in November 2014 and were effective January 2015. District Staff and Psomas (Consultant) have evaluated the updating of such charges to bring them current with increased costs of design, construction and acquisition of facilities since those charges were previously adopted.

Psomas searched the appropriate inflation rates to adjust the charges to keep pace with the current costs of public works construction. The current and proposed fees are provided below.

CHARGE DESCRIPTION	CURRENT FEES	PROPOSED FEES
Capital Improvement Charge	\$5,719	\$6,415
In-Lieu Water Storage Charge	\$1,828	\$2,050
Supplemental Water Fee	\$1,324	\$1,485

A number of procedural requirements must take place following the completion of the calculations. The requirements to adjust the capacity charges are outlined below.

1. The local agency must hold at least one open and public meeting at which written and oral presentations can be made as part of a regularly scheduled Board Meeting.
2. A Notice of Exemption and Notice of Availability of Information is filed with the County at least 14 days in advance. A Notice is also provided to interested parties (agenda mailing list).
3. At least 10 days prior to the meeting the local agency must make available data indicating the cost to provide this service, including the basis for the newly calculated fees. The notice of the availability of the information is posted at the District office.
4. Action to levy or increase the charges may be taken only by ordinance or resolution.

FUNDING SOURCE:

Developer Funds

FISCAL IMPACT

None

COMMITTEE STATUS:

This matter was reviewed with the Engineering & Operational Committee.

RECOMMENDED ACTION(S):

1. *Receive staff report regarding project status update at the time of the Board Meeting.*
2. *Conduct Public Hearing to receive public comments relating to an adjustment to Trabuco Canyon Water District's Capacity Charges for water service.*

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 19, 2020**

3. *Adopt Resolution No. 2020 – 1282 – Resolution of the Board of Directors of the Trabuco Canyon Water District (TCWD) Determining Compliance with Procedural Requirements, Making Findings, Amending Capacity Charge Rates, Amending the Rules and Regulations of TCWD and Taking Related Actions.*

EXHIBIT(S)

1. Psomas Capacity Charges Update Evaluation
2. Notice Concerning Proposed Adjustment of Capacity Charges of the Trabuco Canyon Water District
3. Notice of Exemption
4. Resolution No. 2020 – 1282 – Resolution of the Board of Directors of the Trabuco Canyon Water District (TCWD) Determining Compliance with Procedural Requirements, Making Findings, Amending Capacity Charge Rates, Amending the Rules and Regulations of TCWD and Taking Related Actions

CONTACTS (staff responsible): PALUDI/PEREA/LAUSTEN

June 25, 2020

Ms. Lorrie Lausten, PE
Trabuco Canyon Water District
32003 Dove Canyon Drive
Trabuco Canyon, CA 92679

Subject: 2020 Water Capacity Charges Update

Dear Ms. Lausten:

Trabuco Canyon Water District (“District”) has adopted three water facility capacity charges that are applicable to new development, and redevelopment involving higher water demand(s), occurring within the District boundaries. These charges are used to pay for capacity in existing backbone facilities and capital improvements needed to maintain the water system and provide service to such development. The charges are assessed on a per equivalent dwelling unit (EDU) basis using an average demand of 459 gallons per day as one equivalent single family dwelling unit per the analysis contained in the District’s 1999 Water Master Plan (“Master Plan”).

The first capacity charge is the Capital Improvement Charge, which covers the design and construction of District backbone facilities and appurtenances serving more than one property owner as defined in the Master Plan. This charge is imposed on an EDU basis within a given development project. These facilities include the transmission pipelines from the regional water supply sources such as the Baker Pipeline and Allen-McColloch Pipeline, the District’s water treatment plant, and backbone distribution pipelines belonging to the District, including, but not limited to, the South County System.

The next capacity charge is the Water Storage Fee which is imposed for operational, fire flow and emergency storage capacity required for new development. This capacity charge can be waived if a development provides it’s own on-site reservoir storage or participates in the funding of a regional District storage facility.

The Supplemental Water Capacity Fee provides funding to obtain new water capacity for the District in order to meet new water capacity demands. The 4 cubic feet per second (cfs) of additional supply capacity purchased by the

3 Hutton Centre Drive
Suite 200
Santa Ana, CA 92707

Tel 714.751.7373
Fax 714.545.8883
www.psomas.com

Lorrie Lausten
Page 2 of 2
August 13, 2020
2020 Capacity Charges Update

District (by which additional water capacity was secured for the District to utilize for new development projects) in 1988 was financed through the execution and delivery by the District of Certificates of Participation securities (COPs). Any Supplemental Water Capacity Fee, when received, is currently reserved and allocated to pay the debt service for the COPs. This charge excludes related on-site and off-site infrastructure costs.

The District last increased its three development capacity charges for water service in November of 2014, to be effective beginning in calendar year 2015. At that time, the August 2014 Los Angeles Area Engineering News Record Construction Cost Index (ENRCCI) of 10737 was used as a basis for those charge adjustments. The latest ENRCCI (March 2020) is 12043. Since this is a substantial increase of 12.2%, it is recommended the District's capacity charges be increased as soon as possible to be in line with current construction cost factors.

Therefore, it is recommended that the District increase its capacity charges (per EDU) by this ratio, as shown below, to be effective as soon as possible.

<u>Fee</u>	<u>Current</u>	<u>Recommended</u>
Capital Improvement Charge	\$5,719	\$6,415
Water Storage Fee	1,828	2,050
Supplemental Water Capacity Fee	1,324	1,485

The recommended rates for such charges will help keep the District's capacity charges on pace with the inflationary pressures that increase the cost of the improvements required to provide necessary services to new developments.

If you have any questions or we can provide additional information, please feel free to call.
Sincerely,

PSOMAS



Michael D. Swan, PE
Vice President
Senior Project Manager

NOTICE CONCERNING PROPOSED ADJUSTMENT OF CAPACITY CHARGES OF THE TRABUCO CANYON WATER DISTRICT

NOTICE IS HEREBY GIVEN pursuant to Government Code Sections 60013 and 60016 that the Board of Directors (“Board”) of the Trabuco Canyon Water District (“District”) will consider inflationary cost adjustment(s) to the District’s existing Capacity Charges (as referenced below) at a meeting of the Board to be conducted on **WEDNESDAY, AUGUST 19, 2020, at 7:00 p.m., which will be conducted at the District’s Board Meeting Room – located at the District’s Administrative Facility, 32003 Dove Canyon Drive, Trabuco Canyon, California and via teleconference as referenced below.**

*Due to the spread of COVID-19 and as authorized by the Governor’s Executive Order, Trabuco Canyon Water District will be holding this Regular Board Meeting by video broadcast via **Go To Meeting**, and will be available for limited public attendance by either video conference or telephone audio as follows:*

Video Conferencing: *You can join the meeting from your computer, tablet, or smartphone by clicking on the following link: <https://global.gotomeeting.com/join/177055533>*

Telephone Audio: [1 877 309 2073](tel:18773092073) (Toll Free)
Access Code: 177-055-533

Persons desiring to participate in the public hearing 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 this matter must be received by the District, at the referenced e-mail address, not later than 6:00 p.m. (PDT) on the day of the public hearing.

At the time and place set forth above, the Board will consider public comments concerning the above-referenced Capacity Charges and any inflationary adjustment(s) thereto. Comments may be submitted orally or in writing (as set out above). Comments submitted in writing by U.S. mail must be received (not post-marked) by the date and time of the Board meeting referenced above. Comments not received by such time and date will not be considered.

The District Capacity Charges under review for inflationary adjustment(s) include the following:

1. Capital Improvement Charge
2. Supplemental Water Capacity Charge
3. In-Lieu Water Storage Charge

Information relating to the above-referenced Capacity Charges and proposed inflationary adjustment(s) thereto shall be made available to members of the public not later than Friday, August 7, 2020. Such information will be available upon request to the District’s Secretary at the above-referenced address from and after such date.

In the event that the Board elects to provide for an inflationary adjustment(s) to one or more of the above-referenced Capacity Charges, it is anticipated that such adjustment(s) will be effective as of September 1, 2020.

Given by order of the Board of Directors of the Trabuco Canyon Water District as of July 15, 2020.

TRABUCO CANYON WATER DISTRICT

By:  _____

Michael Perea, District Secretary

It is not anticipated that any construction, or reconstruction, of facilities will be necessary as a result of the adjustment of the capacity charges.

Individual facilities projects which may be funded with capacity charge funds will be subject to individual environmental review when such projects are undertaken.

Name of Public Agency Approving Project: Trabuco Canyon Water District

Name of Person or Agency Carrying Out Project: Trabuco Canyon Water District

Exempt Status: (check one)

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: CEQA Guidelines Sections 15301 & 15302
- Statutory Exemptions. State code number: _____
- Activity Is Not A Project (Sec. 15061(b)(3))

Reasons Why Project is Exempt:

The 2020 Capacity Charge Adjustment is exempt from the requirements of CEQA because the activity is not a "project" as defined under CEQA, as it can be determined with certainty that the adjustment of the fees and charges will not have a significant effect on the environment (see 14 CCR 15061(b)(3)). The District has made such a finding in conjunction with the adjustment of such charges.

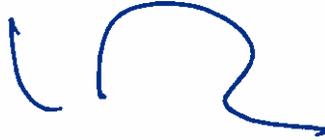
Contact Person: Ms. Lorrie Lausten, District Engineer
/Mr. Michael Perea, District Secretary
Trabuco Canyon Water District
Phone: (949) 858-0277

If filed by applicant: *Not Applicable*

1. Attach certified document of exemption finding.
2. Has Notice of Exemption been filed by the public agency approving the project?
 Yes No [Agency filing is the same Agency as the Applicant].

Submission of this form is optional. State agencies may file the form with the Office of Planning and Research pursuant to Public Resources Code Section 21108(b). Local agencies may file this form with the county clerk pursuant to Public Resources Code Section 21152(b). The filing of the notice starts a thirty-five (35) day statute of limitations on court challenges to the approval of the project under Public Resources Code Section 21167(d). Failure to file the notice results in the statute of limitations being extended to one hundred eighty (180) days. The information filed by state agencies is maintained at the Office of Planning and Research, 1400 Tenth Street, Sacramento, California 95814; telephone (916) 322-2318.

Date: July 16, 2020



Michael Perea, District Secretary
Trabuco Canyon Water District

RESOLUTION NO. 2020-1282

RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT DETERMINING COMPLIANCE WITH PROCEDURAL REQUIREMENTS, MAKING FINDINGS, AMENDING CAPACITY CHARGE RATES, AMENDING THE RULES AND REGULATIONS OF THE TRABUCO CANYON WATER DISTRICT AND TAKING RELATED ACTIONS

WHEREAS, the Trabuco Canyon Water District (“TCWD” or “District”) is a county water district formed and operating pursuant to Water Code Section 30000, *et seq.*, with the authority to adopt and amend capacity charges and the authority to amend its Rules and Regulations; and

WHEREAS, TCWD has the authority pursuant to Government Code Section 66013 to impose and collect capacity charges as against new development and redevelopment of property involving high water demands and usage within its boundaries; and

WHEREAS, the Board of Directors (the “Board”) of TCWD has previously adopted a Capital Improvement Charge to be collected from new development within TCWD; and

WHEREAS, the purpose of the Capital Improvement Charge is to provide funding for water facilities required to provide water service to new development within TCWD’s service area; and

WHEREAS, the Board has previously adopted Resolution No. 87-403 establishing a Supplemental Water Capacity Fee, as defined in that resolution; and

WHEREAS, the Supplemental Water Capacity Fee is imposed by TCWD on the developer of any development approved by the County of Orange after July 14, 1979, as against each dwelling unit, or equivalent thereof, of water capacity demand within such development project to provide funding to obtain new water capacity for TCWD in order to meet those new water capacity demands; and

WHEREAS, the Board has previously adopted Resolution No. 87-404 establishing a In-Lieu (Reservoir) Storage Fee (the “Storage Fee”) as defined in that resolution; and

WHEREAS, Developers of property within TCWD are required by TCWD’s Rules and Regulations to provide water storage capacity in order to meet the emergency and water storage demand generated by their development(s). Developers may construct and dedicate water storage facilities to the TCWD as a means of providing the required water storage capacity. By the adoption of the Resolution No. 87-404 TCWD provided Developers an option to pay the Storage Fee in place of constructing and dedicating a water storage facility. The Storage Fee is used to provide funding for the acquisition and construction of integrated District storage facilities. The acquisition and construction of such water storage facilities allows the District and Developers to meet the water storage needs of new development in an efficient and cost effective manner; and

WHEREAS, the District has, based on revised engineering studies and cost estimates, increased the Capital Improvement Charge, Supplemental Water Capacity Fee and Storage Fee (hereinafter collectively referred to as the “Capacity Charges”) and which each constitute “capacity charges” under Government Code Section 66013(b)(3), following the initial adoption thereof by the District; and

WHEREAS, subsequent to the initial adoption of the Capacity Charges TCWD was granted statutory authority, pursuant to Government Code Section 54999 *et seq.*, to impose capacity charges on public agency development; and

WHEREAS, on April 15, 1992, the Board adopted Resolution No. 92-680 which Resolution approved the District's 1992 Master Plan ("Master Plan") and which amended the District's Capacity Charge rates; and

WHEREAS, during the 1998 Legislative Session, the California Legislature adopted SB 1760 which provided for various changes concerning water system fees and charges which are applicable to the Capacity Charges; and

WHEREAS, since the adoption of Resolution No. 92-680 the costs of design, acquisition, construction and installation of facilities identified in the Master Plan have increased as set forth in the Master Plan for Water, Wastewater and Reclaimed Water, which was received and filed by the Board on February 16, 2000, and as amended from time to time (collectively, the "Master Plan"); and

WHEREAS, the Board has previously adopted various resolutions to amend the District's Capacity Charges and Capacity Charge amounts, the most recent being Resolution No. 2006-1055, adopted on January 18, 2006; and

WHEREAS, since the adoption of Resolution No. 2006-1055 the costs of design, acquisition, construction and installation of facilities, and reimbursement for incurred costs thereof, identified in the Master Plan have increased as set forth in the Engineering News Record Construction Cost Index (ENRCCI), which tracks construction cost inflation; and

WHEREAS, the District and the Board have been provided with a 2014 Capacity Charge Update Report from Psomas (Consultant) [hereinafter the "Report"] regarding the Engineering News Record Construction Cost Index [ENRCCI changes] applicable to the Capacity Charges since the adoption of Resolution No. 2006-1055; and

WHEREAS, notice of the proposed amendment of TCWD's Capacity Charge rates, and information availability requirements related thereto, applicable under Government Code Section 66016 have been satisfied and completed prior to the adoption of this Resolution; and

WHEREAS, on December 17, 2014, the Board held a public meeting to receive and consider public comments with regard to the proposed amendment of TCWD's Capacity Charges, this public meeting was held at the TCWD administrative offices located at 32003 Dove Canyon Drive, Trabuco Canyon, California; and

WHEREAS, TCWD has determined that the adoption of the revised Capacity Charge rates is necessary to provide adequate funding for the capital facilities needed to provide water and water service to new development occurring within the boundaries of TCWD.

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

Section 1. The foregoing recitals are true and correct and are incorporated herein by this reference.

Section 2. The District is a local agency for purposes of Government Code Section 66013. The Capacity Charges constitute “capacity charges” for purposes of Government Code Section 66013(d)(3).

Section 3. This Resolution is adopted pursuant to the provisions of Water Code Sections 31000, 31001, 31024, 30523 and Government Code Sections 66013 and 66016(b).

Section 4. The Board hereby determines that the notice, informational and procedural requirements of Government Code Section 66016 have been complied with regard to the proposed amendment of the TCWD Capacity Charge rates.

Section 5. The Board hereby determines that the amendment of the current TCWD Capacity Charge rates is a reasonable and necessary means of providing funding for those capital facilities needed to provide water services to future development, and certain redevelopment, within TCWD. The Board hereby determines that the findings and factual information relative to the proposed amended Capacity Charges constitute a fair and equitable method of distributing the costs of facilities needed to provide water service to future development and redevelopment within TCWD based upon the burden that will be placed upon the TCWD water system by the development which is subject to the amended Capacity Charges.

Section 6. The TCWD Capacity Charge rates shall be amended to those rates set forth in the Report and set forth in Attachment “A” attached hereto and made a part hereof by reference. The Capacity Charge rates, as amended hereby, shall be effective as of January 1, 2015. The District’s Rules and Regulations are hereby amended to reflect the amended Capacity Charge rates set forth herein. Thereafter the amended Capacity Charge rates shall be permanently effective, subject to subsequent amendment, repeal, revision and/or addition to TCWD Rules and Regulations as provided for by the Board.

Section 7. The Board hereby finds and determines as follows:

- (a) The District is a “public agency” as defined in Government Code Section 54999.1(e);
- (b) The provision of water and water service by TCWD constitutes a “public utility service” as defined in Government Code Section 54999.1(e);
- (c) The imposition of the amended Capacity Charges on public agency development is a reasonable and necessary means of providing funding for those capital facilities needed to provide water service to future public agency development within TCWD;
- (d) The findings and factual information relative to the proposed amended Capacity Charges on development set forth in the Master Plan and specified in the amendments to the TCWD Rules and Regulations, as discussed herein, constitute a fair and equitable method of distribution the costs of facilities needed to provide water service to future public agency development within TCWD based upon the burden that will be placed upon the TCWD water system by the public agency development which is subject to the Capacity Charges;
- (e) The Capacity Charges collected by TCWD from public agencies shall be collected to pay for the actual construction costs, as defined in Government Code Section 54999.1(a); and

(f) The amended Capacity Charges applicable to public agencies are nondiscriminatory in that the Capacity Charges collected from such public agencies do not exceed an amount determined on the basis of the same objective criteria and methodology applicable to comparable non-public users, and is not in excess of the proportionate share of the cost of the public utility facilities of benefit to the person or property being charged, based on the proportionate share of the use of those facilities.

Section 8. The Board directs as follows:

(a) All funds collected by TCWD by way of the Capacity Charges are currently separated and separately accounted for, together with interest accrued thereon, by the District's accounting personnel and the District Treasurer. The Board hereby directs that Capacity Charges collected shall continue to be separately accounted for as to each type of Capacity Charge collected. This accounting shall be maintained by the District pursuant to the requirements of Government Code Section 66013(d). Any interest accrued on funds collected through the Capacity Charges shall be returned to the respective account and used for the same purpose as the Capacity Charge revenue so deposited. The accounts shall be subject to the provisions of applicable California statutes.

(b) The District Treasurer and District staff are directed to comply with the applicable requirements of Government Code Section 66013(d) relating to provision of information concerning Capacity Charges collected and revenues distributed from the above-referenced accounts. Such information may be provided in the District's annual financial report(s) as set out in Government Code Section 66013(e).

Section 9. Additionally, the Board hereby makes the following findings and determinations:

(a) The purpose of the respective Capacity Charges, as amended, is as follow:

1. The Capital Improvement Charge is used for the purpose of providing funding, or reimbursement to the District, for facilities required to provide water service to new development within the District's service area.
2. The Supplemental Water Capacity Fee is used to provide funding, or reimbursement for the District, to obtain additional water capacity in order to meet the water capacity demands resulting from new development within the District service area.
3. The Storage Fee is collected from development, which is unable to provide for the water storage requirements mandated by the District's Rules and Regulations, to provide funding to obtain additional water storage capacity, or reimbursement to the District, in order to meet emergency and reserve water storage requirements resulting from new development within the District's service area, as further described above.

(b) The uses to which the respective amended Capacity Charges are to be put is to fund, finance and/or reimbursement other District funds or accounts for the acquisition and construction of various water facilities and water capacity rights. To the extent that facilities set out in the Master Plan, as amended from time to time, have previously been constructed or acquired with other District funds, the use to which the Capacity Charges may also be made is to provide for a "buy-in" for new development into the current water system and to fund facilities costs for the District's water systems, including, but

not limited to, reimbursement of TCWD funds and accounts which financed the available capacity within the TCWD water systems.

(c) There is a reasonable relationship between the use of each of the amended Capacity Charges and the development upon which the Capacity Charges will be collected inasmuch as the identified types of development as set out in the Master Plan and the Report generate demand for new water facilities, water capacity and water storage requirements which must be provided by TCWD. There is a reasonable relationship between the use of the Capacity Charge revenues and the residential and non-residential types of new development that will pay the Capacity Charges.

(d) There is a reasonable relationship between the need for the facilities identified in the District's Master Plan and the types of development projects upon which the amended Capacity Charges are to be imposed as described in the Master Plan.

(e) There is a reasonable relationship between the amount of the amended Capacity Charges and the cost of the facilities needed to provide service to new development within the boundaries of TCWD as described within the Master Plan and the Report.

(f) The above-referenced Capacity Charges do not exceed the reasonable costs for the provision of services and design, acquisition, construction and installation of the facilities for which they are collected and subsequently disbursed.

Section 10. The Board hereby determines that the adjustment of the District's Capacity Charges as set forth herein, will not have an effect on the environment and that such actions are correspondingly exempt from the requirements of the California Environmental Quality Act ("CEQA"). The Secretary of the District is directed to, or arrange to, complete, execute, file and post a Notice of Exemption in such regard pursuant to the provisions and requirements of CEQA.

Section 11. This Resolution shall be effective upon adoption.

[Reminder of this page intentionally left blank]

ADOPTED, SIGNED AND APPROVED this 19th day of August, 2020.

TRABUCO CANYON WATER DISTRICT:

President/Vice President

Secretary/Assistant Secretary

DRAFT

ATTACHMENT A

TRABUCO CANYON WATER DISTRICT
AMENDED CAPACITY CHARGES

<u>Capacity Charge Designation</u>	<u>Amended Charge</u>
Capital Improvement Charge	\$ <u>6,415</u>
In-Lieu Water Storage Fee	\$ <u>2,050</u>
Supplemental Water Capacity Fee	\$ <u>1,485</u>

DRAFT

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 19, 2020**

**ACTION CALENDAR
ENGINEERING MATTERS**

ITEM 11: DISCUSSION AND RATIFICATION OF CONTRACT CHANGE ORDER NO. 2 TO FERREIRA CONSTRUCTION FOR DOVE/ROBINSON RANCH RECYCLED WATER PUMP STATION REHABILITATION PROJECT

The Dove and Robinson Ranch Recycled Water Pump Stations (DCRRPS) provide treated effluent from the Robinson Ranch Wastewater Treatment Plant Reclaimed Water Reservoir to the Dove Canyon, Robinson Ranch, and Trabuco Highlands communities. These areas are isolated pressure zones from each other. The Dove Pump Station is inside a brick and mortar building, while the Robinson Ranch Pump Station is adjacent to the building but located outside. Both pump stations are critical to the delivery non-domestic water, and the planned upgrades to the stations are necessary to continue to provide efficient services to the District customers (Exhibit 1).

The Dove Canyon and Robinson Ranch Recycled Water Pump Station Rehabilitation Project is a part of the District’s Fiscal Year 2019/2020 Capital Improvement Program (CIP), and includes the following components:

- | | |
|--|---|
| 1. Repair to interior piping (suction & discharge side) | 4. Replacement of the 16” BFV on the suction side |
| 2. Installation of a concrete support for the existing pumps & concrete pedestal/relocation of chlorine tank | 5. Repair of concrete coating on exterior piping |
| 3. Removal of the 75 Hp pump and installation of a 100 Hp pump with a VFD | 6. Relocation of the interior Electrical/Motor Control Center (MCC) to an outside, enclosed, temperature controlled MCC |
| | 7. Temporary Bypass Pump Station |

The following additional items were added during construction:

- | | |
|---|--|
| 1. Replacement of Suction and Discharge Piping | 4. Relocation of the Chlorine Injection Port; New Isolation Valves, Check Valves and Piping. |
| 2. Replacement of 4 Victaulic Butterfly Valves and 2 Wafer Check Valves | 5. Relocation of SCE Meter Service Board |
| 3. Replacement of Suction/Discharge Switches and Pressure Transmitters | |

Final Start-up and testing began on August 3, 2020. TESCO Controls is currently working with operations on modifying the programming and monitoring the system during high irrigation demands overnight.

Staff is recommending approval of Ferreira Construction Change Order No. 2. This change order includes installation of six (6) valves, chlorine injection upgrades, concrete and painting. The following is the budget for the project:

DOVE AND ROBINSON RANCH RECYCLED WATER PUMP STATION REHABILITATION PROJECT-UPDATED		
ITEM	TASK DESCRIPTION	BUDGET
1	Electrical/Controls – <i>Tesco/Hydrotech Electric</i>	\$400,000.00
2	CO#1-Breaker and Starters	\$3,070.00
3	CO#2-SCE Meter Relocation, Conduits, Wiring, Deleted Pavement	\$13,227.37
4	Mechanical/Piping – <i>Ferreira Construction</i>	\$58,921.00
5	CO#1-Suction & Discharge Pipe	\$92,011.00
6	CO#2-Chlorine Line, 4 BFV, 2 Check Valves, Concrete/Supports, Painting	\$41,360.40
7	Survey & Mapping, Boundary, SCE Site Plan – <i>DMc Engineering</i>	\$12,640.00
8	Rental: By-Pass Pump Stations, Filters, Chlorine Pump- <i>Rain for Rent</i> (Estimate)	\$75,000.00
9	Service/Meter Plan - SCE	\$2,482.73
Total:		\$712,112.50

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING | AUGUST 5, 2020**

FUNDING SOURCE:

General Fund

FISCAL IMPACT

Original Budget: \$500,000.00

New Budget: \$712,112.50

COMMITTEE STATUS:

This matter was reviewed with the Engineering & Operational Committee.

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption was filed with the County of Orange on February 20, 2019.

RECOMMENDED ACTION(S):

1. *Receive staff report regarding project status update at the time of the Board Meeting.*
2. *Approve and recommend Board of Directors ratify contract change order no. 2 to Ferreira Construction for a not to exceed amount of \$41,360.40 (Action Calendar).*

EXHIBIT(S):

1. Project Location Map
2. Ferreira Construction Change Order No. 2

CONTACTS (staff responsible): PALUDI/LAUSTEN



Robinson Ranch Road

Heritage Drive

Project Location

LOCATION MAP

 Area of Work

Dove and Robinson Ranch Recycled Pump Station

Address: 21397 Heritage Dr., Trabuco Canyon, CA 92679





TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE
TRABUCO CANYON, CA 92679
TELEPHONE: (949) 858-0277
FACSIMILE: (949) 858-3025

CONTRACT CHANGE ORDER

Project Title: Dove/Robinson Ranch Recycled Pump Station Rehabilitation **Contractor:** Ferreira Construction
Project No: 1718-026 10370 Commerce Center Dr., Suite B-200,
C.C.O. # 2 Rancho Cucamonga, CA 91730
Date: 08/20/20 (909) 606-5900

C.C.O. DESCRIPTION:
 Extra work due to unforeseen conditions; replacement of four (4) Victaulic butterfly valves, two (2) check valves, relocation of chlorine injection line and appurtenances, installation of additional concrete supports, miscellaneous clean-up and painting.

Attachments: Yes No

The following change to the contract, drawings, and specifications is proposed:

SCOPE OF WORK AND COSTS:	\$ Additions	\$ Deletions	Days (+/-)
PCO#6-Additional Valves, Chlorine Injection Pipe, Concrete Supports			
Interior and Exterior Painting on T&M	\$41,360.40		
TOTAL =	\$41,360.40	\$0.00	
NET TOTAL/DAYS		\$41,360.40	

Contract Change Order Net Amount	\$41,360.40
Total of Previous Change Orders	\$92,011.09
Total of All Change Orders	\$133,371.49
Original Contract Amount	\$58,921.00
New Contract Amount	\$192,292.49
Percent Original Contract (all changes order to date)	226.36%

Net Change Order \$41,360.40

Schedule Impact Yes No _____ **Calendar Days**

Date: _____

CONTRACTOR/TITLE

CHANGE ORDER REQUESTED BY:

Trabuco Canyon Water District Contractor Other: _____

TRABUCO CANYON WATER DISTRICT

Approved By: Lorrie Lausten, P.E. **Approved By:** Fernando Paludi
 District Engineer General Manager

NOTE: The documents supporting this Change Order, including any drawings and estimates of cost, if required are hereto and made a part hereof. This Order shall not be considered as such until it has been signed by the Owner and Contractor. Upon final approval, distribution of copies will be made as required.

CHANGES: All workmanship and materials called for by this Order shall be fully in accordance with the original Contract Documents insofar as the same may be applied without conflict to the conditions set forth by this Order. The time for completing the contract will not be extended unless expressly provided for in this Order.



Ferreira Construction Co, Inc

10370 Commerce Center Drive, Suite B-200
Rancho Cucamonga, CA 91730
Ph. 909-606-5900 Fax: 909-606-7711
Contractors license A 985180
A Union Company

July 29, 2020

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

Attn: Lorrie Lausten

Project: Dove and Robison Ranch Pump Station
Purchase Order No. 190133
Ref: COR#006 - T&M Finish Punch List Items & Additional Valve Repair

Lorrie,

Ferreira Construction Co. is hereby requesting a change order based on T&M punch list per the change in the design of the contract work. In addition, repair valve in the pump station not part of the scope of work.

See attached for backup

	\$41,360.40
Subtotal	<u>\$41,360.40</u>
Markup on Cost Calculation	Included
Bond on Cost Calculation	\$0.00
Total	\$41,360.40

If you have any questions, please contact me

Sincerely,

Berenice Palomino
Project Engineer



DBA FERREIRA COASTAL CONSTRUCTION CO.

JOB NAME: FCC#5257 - TCWD Pump Station DATE: 7/29/2020

PCO# 006

Job Name: T&M Finish Punch List Items and additional Check Valve leak replacement

Cost Code: 1-36450

	Description	Amount
T&M Dated on 6/12/20	Installed brackets to hold chlorine pipe, and placed 3/4" rock	\$ 3,592.74
T&M Dated on 6/19/20	Pour concrete slab and install 3/4" saddle	\$ 1,211.92
T&M Dated on 6/30/20	Remove and Replace Check Valves, Victaulic Valves, Misc. SS Valves, Piping, Fittings and appurtenances as directed.	\$ 21,344.95
T&M Dated on 7/20/20	pressure washer pipe and pump station clean-up and sweep floor	\$ 2,375.30
T&M Dated on 7/21/20	Remove rust from floor, clean and remove all rust and pour concrete, prep for painting.	\$ 4,092.51
T&M Dated on 7/22/20	Paint pump station clean and prep, place appoxy, remove and cut extra metal.	\$ 4,032.80
T&M Dated on 7/23/20	Continue prepping and painting pump station, paint outside above ground piping	\$ 4,710.18
T&M Total Amount:		\$ 41,360.40

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 19, 2020**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 12: BELL CANYON SEWER LIFT STATION REHABILITATION PROJECT

Trabuco Canyon Water District (District) owns and operates the Bell Canyon Lift Station (Station) in the Dove Canyon community. The station was built in the late 1980's as part of the Dove Canyon Development and is located at the end of Bell Canyon Drive. The station lifts sewage from 130 homes via a 4" PVC force main, 4500 LF to a manhole at the intersection of Willowglade and Golf Ridge Dr., which then gravity flows to Golf Club Lift Station.

The station footprint is 30'x15' and includes a wet well with two sets of submersible pumps working in series, a dry pit/valve vault, electrical/MCC panel, a chlorine tank and a backup diesel generator. On September 2, 2019, a complete failure of the station occurred and required Wastewater Operations and Maintenance Staff to install an emergency bypass system to prevent a Sanitary Sewer Overflow (SSO). Two days later, operations were able to restore service to one set of pumps, removed the bypass system and installed a temporary pumping system to back up the operational pumps.

District staff, along with JIG Consultants, identified areas that required rehabilitation and replacement, and completed a bid package for this work in April 2020.

At the May 20, 2020 Regular Board Meeting, the Board of Directors authorized the General Manager to execute a contract with Ferreira Construction for the Bell Canyon Lift Station Rehabilitation in the amount of \$1,496,228. At the June 15, 2020 Regular Board Meeting, the Board of Directors authorized the General Manager to execute a contract with Butier Engineering, Inc. for Construction Management Services in the amount of \$180,830.

The original construction completion date was December 2020; however, submittals and equipment procurement have been significantly affected by shutdowns due to the coronavirus, pushing the completion date to May 2021 (Exhibit 1). Because of the longer time frame of having temporary facilities on-site, staff has researched alternatives to the existing temporary fencing and the construction fencing that will remain throughout the duration of the project (Exhibit 2).

FUNDING SOURCE:

Emergency Reserves

FISCAL IMPACT (PROJECT BUDGET)

\$1,876,863.00

COMMITTEE STATUS:

This matter was reviewed with the Engineering & Operational Committee.

ENVIRONMENTAL COMPLIANCE:

Notice of Exemption was filed with the County of Orange on June 16, 2020

RECOMMENDED ACTION(S):

1. *Receive staff report regarding project status update at the time of the Board Meeting.*

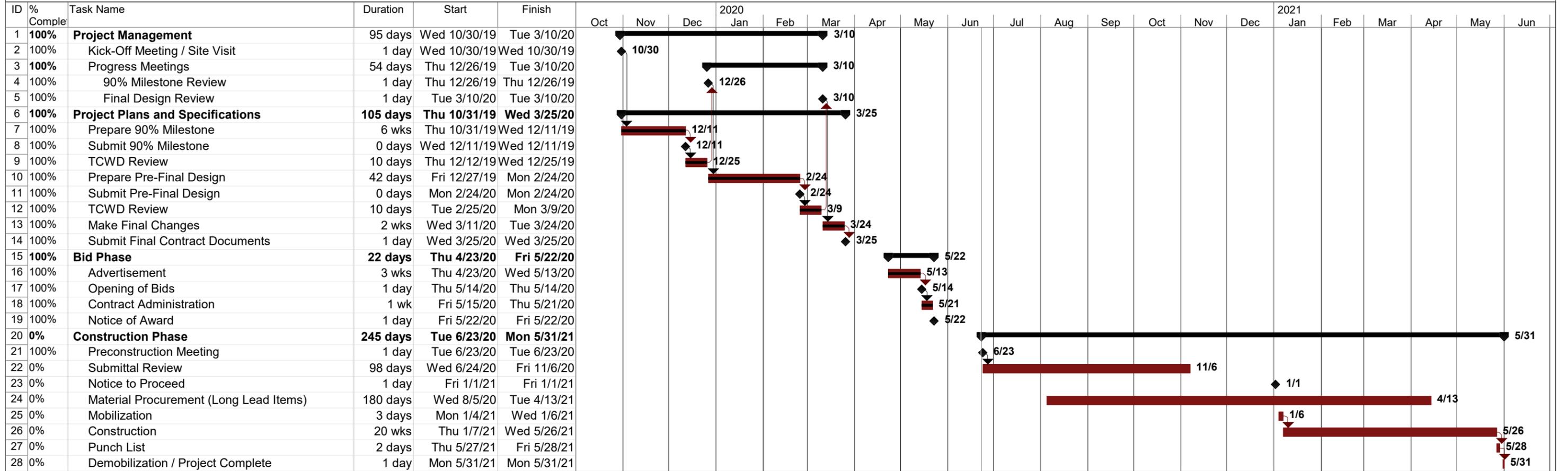
EXHIBIT(S):

1. Project Schedule
2. Construction Fencing Alternatives

CONTACTS (staff responsible): PALUDI/LAUSTEN

**TRABUCO CANYON WATER DISTRICT
BELL CANYON LIFT STATON REHABILITATION**

PROJECT SCHEDULE
June 23, 2020





**TRABUCO CANYON WATER DISTRICT
BELL CANYON LIFT STATION REHABILITATION**

**APPENDIX I
SITE LAYDOWN AREA**

Bell Canyon LS Construction Fencing

Current Bid - \$2,500



Bell Canyon LS Construction Fencing Alternative 1 - \$30,080



Bell Canyon LS Construction Fencing Alternative 2 - \$18,793



Bell Canyon LS Construction Fencing Alternative 3 – \$14,968



Front



Back

Bell Canyon LS Construction Fencing Alternative 4 – \$13,968



Front



Back

Bell Canyon LS Construction Fencing Alternatives - Summary

Item	Description	Cost
1	Current Bid (Same as Existing) 6' High Temp. Chain Line Fence Panels with T-Stand, Sandbag and Wind Fabric (28' Gate)	\$2,500.00
2	Alternative 1 6' High Vinyl Fence with Driven Removable Pocket Posts (28' Gate)	\$30,080.00
3	Alternative 2 6' High Chain Link Fence with Driven Removable Pocket Posts with Privamax Fabric (28' Gate)	\$18,792.00
4	Alternative 3 - Hybrid Front: 6' High Chain Link Fence with Driven Removable Pocket Posts with Privamax Fabric (28' Gate) Back: 6' High Chain Line Fence with Driven Posts and Fabric	\$14,968.00
5	Alternative 4 - Hybrid Front: 6' High Chain Link Fence with Driven Removable Pocket Posts with Privamax Fabric (28' Gate) Back: 6' High Chain Line Fence with Driven Posts	\$13,968.00

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 19, 2020**

ACTION CALENDAR

ENGINEERING MATTERS

ITEM 13: TRABUCO CREEK BRIDGE REHABILITATION PROJECT

Trabuco Canyon Water District (District) owns and operates three buried water transmissions pipelines that traverse Trabuco Creek, along the north side of the Trabuco Creek Bridge, on Trabuco Canyon Road. The bridge was constructed in 1980, has one lane in each direction with no shoulders, and is nearing the end of its service life requiring repeated maintenance following significant rainstorms.

The County is proposing to replace the current bridge with one of the following alternatives:

1. Arizona crossing at the same location: 24' wide, 120' long, 2-12' lanes, no shoulders.
2. Bridge at the same location: 40' wide, 120' long, 2-12' lanes and 2-8' shoulders.
3. Bridge at the same location, higher to withstand a 100-year storm event: 40' wide, 240' long, 2-12' lanes and 2-8' shoulders (County Preferred Option).
4. Bridge south of the current location, higher to withstand a 100-year storm event: 40' wide, 240' long, 2-12' lanes and 2-8' shoulders.

In April 2020, Staff met with the County of Orange Public Works Staff (County) to review the alternatives, identify the Districts' critical facilities and District owned property adjacent to the Project.

FUNDING SOURCE:

Not applicable

FISCAL IMPACT

No fiscal impacts can be determined at this time

COMMITTEE STATUS:

This matter was reviewed with the Engineering & Operational Committee.

ENVIRONMENTAL COMPLIANCE:

To be completed by the County of Orange

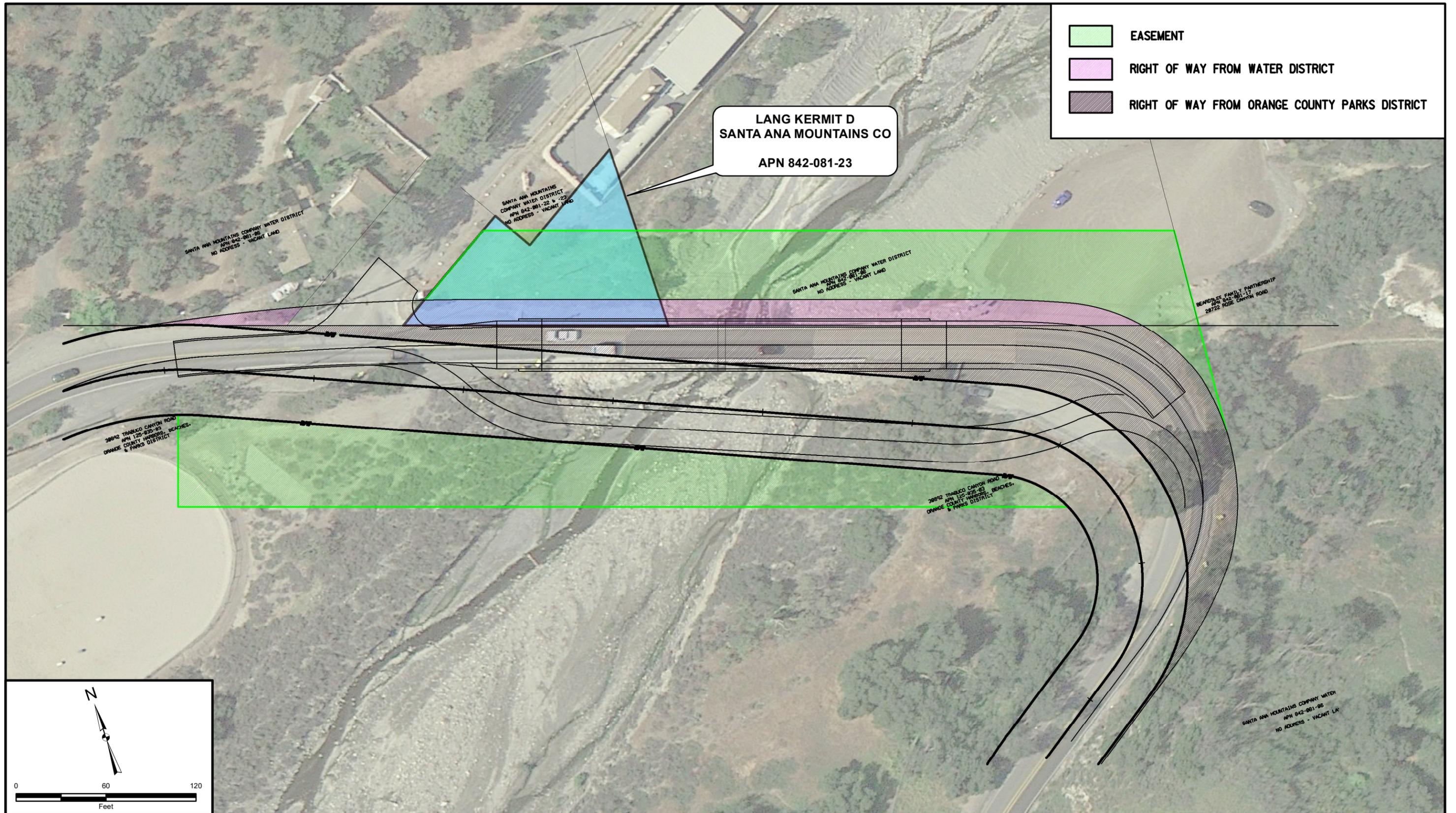
RECOMMENDED ACTION(S):

1. *Receive staff report regarding project status update at the time of the Board Meeting.*

EXHIBIT(S):

1. Bridge Replacement Exhibit

CONTACTS (staff responsible): PALUDI/LAUSTEN



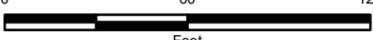
LANG KERMIT D
 SANTA ANA MOUNTAINS CO
 APN 842-081-23

	EASEMENT
	RIGHT OF WAY FROM WATER DISTRICT
	RIGHT OF WAY FROM ORANGE COUNTY PARKS DISTRICT

N



0 60 120



Feet

Project: 12798.001	Eng/Geol: BFM
Scale: 1" = 60'	Date: August 2020
Base Map: Google Earth, 2020 and Pages from 20150701-Atkins Draft Design Report.	
Author: (brn)	

PROJECT PLAN
 Trabuco Canyon Bridge Replacement Project
 Trabuco Canyon, Orange County, California

Map Saved as V:\Drafting\12798\001\Maps\12798-002_F02_PL_2020-08-10.mxd on 8/11/2020 10:11:44 AM

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 19, 2020**

ACTION CALENDAR

LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS

ITEM 14: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

RECOMMENDED ACTION(S):

Review and discuss local government and legislative informational matter(s) and take action(s) as deemed appropriate.

CONTACTS (staff responsible): PALUDI/PEREA

TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | AUGUST 19, 2020

ITEM 15: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION

RECOMMENDED ACTION:

Provide announcement(s) of action(s) taken in Closed Session, if any.

CONTACTS (staff responsible): PALUDI/PEREA