



**REGULAR BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
ADMINISTRATIVE FACILITY, BOARD ROOM
WEDNESDAY, SEPTEMBER 20, 2017 AT 7:00 PM**

BOARD OF DIRECTORS

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

DISTRICT STAFF

Hector Ruiz, General Manager
Michael Perea, District Secretary
Cindy Byerrum, District Treasurer
Bowie, Arneson, Wiles & Giannone,
District General Legal Counsel

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

VISITOR PARTICIPATION

Members of the public wishing to address the Board regarding a particular item on the agenda are requested to complete a speaker card and submit it to staff. The Board President will call on the visitor following the Board's discussion about the matter. Members of the public will be given the opportunity to speak prior to the Board taking action on that item. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.

ORAL COMMUNICATION

Members of the public who wish to make comment on matters not appearing on the agenda are invited to identify themselves and encouraged to make comment at this time. 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

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

RECOMMENDED ACTION:

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

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 Meeting(s):

1. August 16, 2017 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. August 9, 2017

b. PRESENTATION OF FINANCIALS JULY 2017

RECOMMENDED ACTION:

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

1. July, 2017

c. PAYMENT OF BILLS FOR CONSIDERATION

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for August, 2017.

ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING

RECOMMENDED ACTION:

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

1. August 2, 2017

ITEM 4: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, AND TENTATIVE FUTURE MEETINGS/ ATTENDANCE ITEMS

RECOMMENDED ACTION:

Ratify the Directors' expenses and fees from August, 2017, and approve tentative future meetings/attendance items.

ITEM 5: RATIFICATION OF WATER METER BILL ADJUSTMENT REQUEST FOR RUTTER DEVELOPMENT CORPORATION

RECOMMENDED ACTION:

Ratify the Water Meter Bill Adjustment Request for Rutter Development Corporation in the amount of \$1,447.46.



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: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING TRACT 12365 (ZADEH) SUPPLY OF IRRIGATION WATER MEMORANDUM OF UNDERSTANDING

RECOMMENDED ACTION(S):

1. *Receive information at the time of the Board Meeting.*
2. *Approve and authorize the General Manager to execute the Third Extension and Amendment of Memorandum of Understanding Between the Trabuco Canyon Water District and Khalil N. Zadeh and Touran M. Zadeh – Concerning the Supply of Irrigation Water to Property within Orange County Tract No. 12365.*

ITEM 7: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING TCWD PROPOSED ORGANIZATIONAL CHANGES

RECOMMENDED ACTION(S):

1. *Receive and discuss information related to Trabuco Canyon Water District's Organizational Structure at the time of the Board Meeting.*
2. *Approve the proposed District Organizational changes as presented at the time of the Board Meeting, and take related action(s) as deemed appropriate.*
3. *Approve the District Organizational changes and new Organizational Structure as revised September 20, 2017, and effective October 1, 2017 to include the new Electrical/Instrumentation Technologist position.*
4. *Approve the District Pay Table with Classifications and Monthly Salary Ranges revised September 20, 2017, and effective October 1, 2017 to include the new Electrical/Instrumentation Technologist position.*
5. *Authorize the General Manager to prepare and implement job description(s) for new Electrical/Instrumentation Technologist position.*
6. *Authorize the purchase of a new utility service vehicle and electrical tools for use in the Maintenance Department for a not to exceed amount of \$48,000.*

ENGINEERING MATTERS

ITEM 8: BAKER WATER TREATMENT PLANT

RECOMMENDED ACTION(S):

1. *Receive information at the time of the Board Meeting.*
2. *Review and discuss the DRAFT Agreement by and between the Trabuco Canyon Water District and the City of San Clemente for the Purchase, Sale and Delivery of Domestic Water.*

ITEM 9: ALTERNATE RAW WATER TRANSMISSION LINE – FEMA NO. PW79

RECOMMENDED ACTION(S):

1. *Receive information at the time of the Board Meeting.*
2. *Receive the Recorded Notice of Completion.*
3. *Approve and authorize the General Manager to execute Ferreira Construction Contract Change Order No. 2 for delayed work due to nesting birds, additional potholing and substituted materials in the amount of \$3,426.77.*



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4. Approve and authorize the General Manager to execute Ferreira Construction Contract Change Order No. 3 for delayed work due to environmental and City of Lake Forest permit requirements, pipeline realignment and increase in pipe depth in the amount of \$60,945.
5. Approve and authorize the General Manager to execute Ferreira Construction Contract Change Order No. 4 for street vault abandonment per the City of Lake Forest permit and chain link fence replacement in the amount of \$13,283.29.
6. Approve and authorize the General Manager to execute Michael Baker International Professional Services Contract Amendment No. 3 for additional Biological Monitoring, Archaeological, and Native American Monitoring in the amount of \$10,900.

ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING MOUNTAIN VIEW ROAD – POTABLE WATER DISTRIBUTION MAIN REPLACEMENT PROJECT (END OF MAIN SECTION)

RECOMMENDED ACTIONS:

1. Receive information at the time of the Board Meeting.
2. Receive the Recorded Notice of Completion
3. Approve and authorize the General Manager to execute JES Engineering Contractors Contract Change Order No. 1 for various improvements and credits related to the water main replacement in the amount of \$28,182.40.
4. Approve and authorize the General Manager to execute Construction Management and Inspection Services Contract with DMc Engineering for a not to exceed amount of \$25,000.
5. Approve and authorize the General Manager to execute Geotechnical Testing Service Contract with GMU for a not to exceed amount of \$6,000.
6. Approve and authorize the General Manager to execute Survey Services Contract with DMc Engineering for a not to exceed amount of \$5,760.

LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS

ITEM 11: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING STATEWIDE DROUGHT CONDITIONS, STATE WATER RESOURCES CONTROL BOARD (SWRCB) DROUGHT REGULATIONS, AND TCWD WATER CONSERVATION MEASURES/ACTIONS

RECOMMENDED ACTION:

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

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

RECOMMENDED ACTION:

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

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

ITEM 14: _____

ITEM 15: _____



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OTHER INFORMATION/MATTERS

Reports or comments from the General Manager and/or Staff

CLOSED SESSION

CLOSED SESSION NO. 1 – CONFERENCE WITH LEGAL COUNSEL/SOCWA REPRESENTATIVE

CONFIDENTIAL INFORMATION Involving South Orange County Water Association (“SOCWA”) - Pursuant to California Government Code Section 54956.96(a)(1).

Upon advice from District General Legal Counsel, the TCWD Board of Directors will conduct a closed session pursuant to the above-referenced Section of the California Government Code to receive, discuss and, potentially, take action(s) concerning information obtained in one or more closed session(s) of the Board of Directors of SOCWA, a joint powers agency. TCWD is a member agency of SOCWA.

ITEM 13: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION

RECOMMENDED ACTION

Take action(s) or provide announcement(s) of action(s) taken in Closed Session, as may be applicable.

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). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available in the lobby area of the District Administrative Facility at the same time as they are distributed, except that, if such writings are distributed immediately prior to or during the meeting, they will be available in the Board Meeting Room at the District Administrative Facility.

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

October 18, 2017 | November 15, 2017 | December 20, 2017

