



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

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**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,  
District General Legal Counsel

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**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

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

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

**RECOMMENDED ACTION**

*Approve the minutes of the following Board Meeting(s):*

1. November 15, 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. November 8, 2017

#### b. PRESENTATION OF FINANCIALS

**RECOMMENDED ACTION:**

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

1. October, 2017

#### c. PAYMENT OF BILLS FOR CONSIDERATION

**RECOMMENDED ACTION:**

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

### ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING

**RECOMMENDED ACTION:**

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

1. November 1, 2017

### ITEM 4: EXECUTIVE COMMITTEE MEETING

**RECOMMENDED ACTION:**

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

1. September 25, 2017

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

**RECOMMENDED ACTION:**

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



## ACTION CALENDAR

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

### ADMINISTRATIVE MATTERS

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#### ITEM 6: ELECTION OF BOARD OFFICERS

**RECOMMENDED ACTION(S):**

*Pursuant to the District's General Policy and Rules and Regulations, hold elections for the offices of President and Vice President.*

#### ITEM 7: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING CALENDAR YEAR 2018 BOARD MEMBER COMMITTEE APPOINTMENTS AND AGENCY REPRESENTATIVE ASSIGNMENTS

**RECOMMENDED ACTION(S):**

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

#### ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING TRABUCO CANYON WATER DISTRICT'S PERSONNEL POLICY

**RECOMMENDED ACTION(S):**

- 1. Receive information at the time of the Board Meeting.*
- 2. Adopt Resolution No. 2017-1247 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting Updated District Personnel Policy, Making Related Findings and Taking Related Actions.*

#### ITEM 9: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING GENERAL LEGAL COUNSEL SERVICES

**RECOMMENDED ACTION(S):**

- 1. Receive information at the time of the Board Meeting.*
- 2. Authorize the General Manager to contract with Atkinson, Andelson, Loya, Ruud, and Romo, PLC for General Legal Counsel Services effective as of January 1, 2018.*
- 3. Take other action(s) as may be appropriate.*

#### ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING TEMPORARY SECURITY AND FACILITY MONITORING SERVICES OF TRABUCO CANYON WATER DISTRICT FACILITIES AND PROPERTIES

**RECOMMENDED ACTION(S):**

- 1. Receive information at the time of the Board Meeting*
- 2. Authorize the General Manager to contract with Citiguard, Inc. for Security and Facility Monitoring Services of Trabuco Canyon Water District Facilities for a not to exceed amount of \$36,000.*

#### ITEM 11: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY (SOCWA)

**RECOMMENDED ACTION(S):**

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



**ENGINEERING MATTERS**

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**ITEM 12: DAHLIA COURT DEVELOPMENT (36 DWELLING UNITS)**

**RECOMMENDED ACTION(S):**

1. *Receive information at the time of the Board Meeting.*
2. *Accept the Grant of Easement to the Trabuco Canyon Water District by William Lyon Homes, for Meter Relocations, and authorize the District Secretary to execute Certificate of Acceptance of said Grant of Easement.*
3. *Accept the Grant of Easement to the Trabuco Canyon Water District by William Lyon Homes, for Limits to Surface Replacement Due to Pipeline Repair by Trabuco Canyon Water District, and authorize the District Secretary to execute Certificate of Acceptance of said Grant of Easement.*

**ITEM 13: DIMENSION WATER TREATMENT PLANT TRUCK DELIVERY ACCESS IMPROVEMENTS**

**RECOMMENDED ACTION(S):**

1. *Receive information at the time of the Board Meeting.*
2. *Authorize the General Manager to contract with Adam Streeter for the design of Dimension Water Treatment Plant Truck Delivery Access Improvements Project for a not to exceed amount of \$49,977.*

**ITEM 14: BAKER WATER TREATMENT PLANT**

**RECOMMENDED ACTION(S):**

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

**LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS**

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**ITEM 15: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING WATER SUPPLY CONDITIONS, STATE WATER RESOURCES CONTROL BOARD (SWRCB) 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 16: 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**

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ITEM 19: \_\_\_\_\_

ITEM 20: \_\_\_\_\_



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**CLOSED SESSION(S)**

**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) & (b).

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.

**CLOSED SESSION NO. 2: PUBLIC EMPLOYEE PERFORMANCE EVALUATION – GOVERNMENT CODE SECTION 54957**

**TITLE:** General Manager

The Board of Directors will meet in closed session pursuant to Government Code Section 54957 to discuss the General Manager’s Service Agreement and year end performance evaluation.

**ITEM 17: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION**

**RECOMMENDED ACTION:**

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

**ITEM 18: DISCUSSION AND POSSIBLE ACTION RELATED TO THE GENERAL MANAGER’S SERVICE AGREEMENT AND YEAR END PERFORMANCE EVALUATION**

**RECOMMENDED ACTION:**

*Discuss information at the time of the Board Meeting, and take action or provide announcement of action(s) taken in Closed Session, as deemed appropriate.*

**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). 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 to the Board Members, except that, if such writings are distributed immediately



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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.

**FUTURE SCHEDULED REGULAR BOARD MEETINGS OF THE BOARD OF DIRECTORS**

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:

**January 17, 2018 | February 21, 2018 | March 21, 2018**

