



**REGULAR BOARD MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA  
ADMINISTRATIVE FACILITY, BOARD ROOM  
WEDNESDAY, JUNE 20, 2018 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**

Michael Perea, Acting General Manager  
Rob Anslow, Assistant District Secretary  
Cindy Byerrum, District Treasurer  
Atkinson, Andelson, Loya, Ruud & Romo  
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 ACTING 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 Meetings:*

- 1. May 14, 2018 Special Board Meeting – Budget Workshop*
- 2. May 16, 2018 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. May 9, 2018*

#### 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. April 2018*

#### c. PAYMENT OF BILLS FOR CONSIDERATION

**RECOMMENDED ACTION:**

*Ratify the payment of bills for consideration, Payroll and Payroll Taxes for May 2018.*

### ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING

**RECOMMENDED ACTION:**

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

- 1. February 7, 2018*
- 2. March 7, 2018*
- 3. March 15, 2018*

### ITEM 4: EXECUTIVE COMMITTEE MEETING

**RECOMMENDED ACTION:**

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

- 1. April 27, 2018*



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

**RECOMMENDED ACTION:**

*Ratify the Directors' expenses and fees from May 2018 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.*

**FINANCIAL MATTERS**

**ITEM 6: AUTHORIZE ACTIONS FOR FISCAL YEAR 2018/2019 UNDEVELOPED LAND/WATER STANDBY CHARGES  
(ASSESSMENT) AND SET PUBLIC HEARING**

**RECOMMENDED ACTIONS:**

- 1. Authorize District staff to proceed with actions for setting the Fiscal Year 2018/2019 Undeveloped Land/Water Standby Assessment at \$15.00 per acre or portion thereof; and*
- 2. Agendize Public Hearing and authorize District staff to furnish Notice of Public Hearing on Proposed Fiscal Year 2018/2019 Undeveloped Land/Water Standby Assessments for the July 18, 2018, Regular Board Meeting.*

**ITEM 7: DISCUSSION AND ADOPTION OF RESOLUTION 2018-1255 ESTABLISHING APPROPRIATIONS LIMIT  
FOR FISCAL YEAR 2018/2019**

**RECOMMENDED ACTION:**

- 1. Receive information at the time of the Board Meeting.*
- 2. Adopt Resolution No. 2018-1255 - Resolution of the Board of Directors of Trabuco Canyon Water District Establishing Appropriations Limit for Fiscal Year 2018/2019, Pursuant to Article XIII B of the California Constitution.*

**ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING MUNICIPAL WATER DISTRICT OF ORANGE  
COUNTY (MWD OC) FISCAL YEAR 2018/2019 PROPOSED RATES, CHARGES, AND PROPOSED FISCAL YEAR  
2018/2019 BUDGET**

**RECOMMENDED ACTIONS:**

- 1. Receive information at the time of the Board Meeting.*
- 2. Approve the Fiscal Year 2018/2019 Municipal Water District of Orange County Choice Programs for Trabuco Canyon Water District in the amount of \$52,701.*

**ITEM 9: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING TRABUCO CANYON WATER DISTRICT'S FISCAL  
YEAR 2018/2019 GENERAL FUND AND CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGETS**

**RECOMMENDED ACTIONS:**

- 1. Receive information at the time of the Board Meeting.*



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2. *Approve the proposed Fiscal Year 2018/2019 District Organizational Chart as presented effective as of July 1, 2018.*
3. *Approve the proposed District Salary Plan and District Paytable with Classifications and Monthly Salary Ranges as presented effective as of July 1, 2018.*
4. *Authorize the Acting General Manager to implement the organizational changes as approved by the Board of Directors.*
5. *Adopt Resolution No. 2018-1253 – Resolution of the Board of Directors of Trabuco Canyon Water District of the Trabuco Canyon Water District Approving the General Fund District Budget for Fiscal Year 2018/2019 for an amount of \$10,755,100.*
6. *Adopt Resolution No. 2018-1254 - Resolution of the Board of Directors of Trabuco Canyon Water District of the Trabuco Canyon Water District Approving the Capital Improvement Program Budget for Fiscal Year 2018/2019 for an amount of \$3,521,405.66.*

**ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING ATKINSON, ANDELSON, LOYA, RUUD & ROMO (AALRR) PROPOSED LEGAL SERVICES AGREEMENT REVISED FEE SCHEDULE**

**RECOMMENDED ACTION(S):**

1. *Receive information at the time of the Board Meeting.*
2. *Approve the Atkinson, Andelson, Loya, Ruud & Romo proposed Legal Services Agreement Revised Fee Schedule, as presented.*

**ITEM 11: DISCUSSION CONCERNING THE AUTHORIZATION OF DISTRICT OFFICERS TO ORDER THE DEPOSIT OR WITHDRAWAL OF MONIES TO AND FROM THE LOCAL AGENCY INVESTMENT FUND (LAIF)**

**RECOMMENDED ACTION:**

1. *Receive information at the time of the Board Meeting.*
2. *Recommend that the Board of Directors approve Resolution No. 2018-1251 – Resolution of the Board of Directors of the Trabuco Canyon Water District Authorizing Investment Monies in the Local Agency Investment Fund.*

**ADMINISTRATIVE MATTERS**

**ITEM 12: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING TRABUCO CANYON WATER DISTRICT'S PROCUREMENT POLICY**

**RECOMMENDED ACTION(S):**

1. *Receive information at the time of the Board Meeting.*
2. *Adopt Resolution No. 2018-1252 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting Guidelines for the Procurement of Goods and Services and Cash Disbursements.*

**ITEM 13: 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. No action required.*



**ENGINEERING MATTERS**

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**ITEM 14: VIA ALLEGRE WET WELL EXPANSION PROJECT**

**RECOMMENDED ACTION:**

1. Receive information at the time of the Board Meeting.
2. Authorize the Acting General Manager to execute a construction contract with Hydrotech Electrical for the Via Allegre Wet Well Expansion Project Electrical Upgrades for a not to exceed amount of \$40,200.00.

**ITEM 15: RIDGELINE BOOSTER PUMP STATION IMPROVEMENTS AND CAPACITY INCREASE PROJECT**

**RECOMMENDED ACTION:**

1. Receive information at the time of the Board Meeting.
2. Authorize the Acting General Manager to execute a contract for Engineering Design Services for the Ridgeline Booster Pump Station Improvements and Capacity Increase Project to Hazen in the not to exceed amount of \$242,625.

**ITEM 16: SADDLE CREST DEVELOPMENT (65 DUs | WSL)**

**RECOMMENDED ACTION:**

1. Receive information at the time of the Board Meeting.
2. Approve, ratify, and authorize the Acting General Manager to execute the contract for Construction Inspection Services for the On-Site and Off-Site Water and Sewer Improvements for the Saddle Crest Development to MWH Constructors in the not to exceed amount of \$139,150.23 (Action Calendar).

**LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS**

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**ITEM 17: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING WATER MANAGEMENT PLANNING LEGISLATION (SB60 / AB1668)**

**RECOMMENDED ACTION(S):**

Receive information at the time of the Board Meeting. No action required.

**ITEM 18: 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.



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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:** Acting General Manager

The Board of Directors will meet in closed session pursuant to Government Code Section 54957 to discuss the Acting General Manager’s Performance.

**ITEM 19: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**

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

**ITEM 21:** \_\_\_\_\_

**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:

**July 18, 2018 | August 15, 2018 | September 19, 2018**

