



**SPECIAL BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
VIDEO/AUDIO BROADCAST MEETING
TUESDAY, OCTOBER 6, 2020 AT 6:00 PM**

NOTICE OF SPECIAL BOARD MEETING

NOTICE IS HEREBY GIVEN PURSUANT TO GOVERNMENT CODE SECTION 54956 THAT A SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT WILL BE HELD ON TUESDAY, OCTOBER 6, 2020, AT 6:00 P.M. BY VIDEO BROADCAST AND WILL BE AVAILABLE BY EITHER VIDEO CONFERENCE OR TELEPHONE AUDIO.

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 (**Go To Meeting**), and will be available 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: [1 866 899 4679](tel:18668994679) (Toll Free)
Access Code: 629-014-181

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.

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 submit public comments by email to the Board at mperea@tcwd.ca.gov. 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
SPECIAL BOARD MEETING AGENDA | OCTOBER 6, 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. 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

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 1: ADOPTION OF RESOLUTIONS CONCERNING APPLICATION FOR THE U.S. BUREAU OF RECLAMATION'S WATERSMART GRANTS PROGRAM FOR AN AUTOMATIC METER READING/ADVANCED METERING INFRASTRUCTURE (AMR/AMI) IMPLEMENTATION PROJECT

RECOMMENDED ACTION:

- 1. Receive information at the time of the Board Meeting.*
- 2. Adopt Resolution No. 2020-1286 – Resolution of the Board of Directors of the Trabuco Canyon Water District Authorizing the Submittal of an Application for the WaterSMART: Water and Energy Efficiency Grant 2021 (Funding Group 1).*
- 3. Adopt Resolution No. 2020-1287 – Resolution of the Board of Directors of the Trabuco Canyon Water District Authorizing the Submittal of an Application for the WaterSMART: Water and Energy Efficiency Grant 2021 (Funding Group 2).*

ITEM 2: TRABUCO CANYON WATER DISTRICT WATER, WASTEWATER, AND NON-DOMESTIC WATER RATES AND CHARGES WORKSHOP NO. 2

RECOMMENDED ACTION(S):

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

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.



**TRABUCO CANYON WATER DISTRICT
SPECIAL BOARD MEETING AGENDA | OCTOBER 6, 2020**

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:

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

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



**TRABUCO CANYON WATER DISTRICT
SPECIAL BOARD MEETING | OCTOBER 6, 2020**

ACTION CALENDAR

ITEM 1: ADOPTION OF RESOLUTIONS CONCERNING APPLICATION FOR THE U.S. BUREAU OF RECLAMATION'S WATERSMART GRANTS PROGRAM FOR AN AUTOMATIC METER READING/ADVANCED METERING INFRASTRUCTURE (AMR/AMI) IMPLEMENTATION PROJECT

The Automatic Meter Reading/Advanced Metering Infrastructure (AMR/AMI) project has been considered part of the District's long-term Capital Improvement Plan (CIP) but has not moved forward due to lack of funding. Fortunately, it is considered a water use efficiency project and therefore qualifies for certain state and federal grant programs targeting water and energy conservation.

The AMR/AMI project includes the upgrade of approximately 3,424 existing touch meters (currently read via walking) with an AMI network system that will automatically collect and store hourly consumption data, aiding in water conservation, improved water management, and energy savings. The District has already converted 812 meters to AMR and this project will allow all 4,236 meters to be AMR/AMI. Because the new system can provide hourly water usage information, customers will be able to know their consumption in near real time on their computer or mobile devices to receive high usage and leak alerts. This allows for improved customer service and an enhanced customer experience with the District. Because manual meter reading is no longer necessary with AMR/AMI, the project also has operational benefits in terms of labor and equipment resource efficiencies. The District has secured letters of support for the project from MWDOC, Metropolitan Water District, and several HOAs served by TCWD.

The Bureau of Reclamation's (Reclamation) WaterSMART Water and Energy Efficiency Grants provide up to 50/50 cost share funding for projects that use water and energy more efficiently and contribute to water reliability in the Western United States. The District is applying for funding in both the Funding Group I (up to \$500,000 in federal cost share) and Funding Group II (up to \$2 million in federal cost share) categories. The total project budget is approximately \$1.9 million. A condition of submittal of the grant application is an official resolution of the Board of Directors. The deadline for the grant application is September 17, 2020. This matter was reviewed with the Board of Directors at the September 16, 2020, and Resolution No. 2020-1283 was adopted by the Board of Directors. Unfortunately, the resolution adopted by the Board does include certain language required by USBR, as well as individual resolutions are required for each funding group.

FUNDING SOURCE:

If a future decision is made to implement the project the District's share of the project cost will be budgeted in the CIP.

FISCAL IMPACT

None at this time.

EXHIBITS

1. DRAFT Resolution No. 2020-1286 - Resolution of the Board of Directors of the Trabuco Canyon Water District Authorizing the Submittal of an Application for the WaterSMART: Water and Energy Efficiency Grant 2021 (Funding Group 1).
2. DRAFT Resolution No. 2020-1287 - Resolution of the Board of Directors of the Trabuco Canyon Water District Authorizing the Submittal of an Application for the WaterSMART: Water and Energy Efficiency Grant 2021 (Funding Group 2).

TRABUCO CANYON WATER DISTRICT

RESOLUTION NO. 2020-1286

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT
AUTHORIZING THE SUBMITTAL OF AN APPLICATION FOR THE WATERSMART: WATER AND
ENERGY EFFICIENCY GRANT 2021 (FUNDING GROUP ONE)**

WHEREAS, the United States Bureau of Reclamation is currently offering grant opportunities through the WaterSMART: Water and Energy Efficiency Grants for Fiscal Year (“FY”) 2021;

WHEREAS, said WaterSMART: Water and Energy Efficiency Grants for FY 2021 is a cost-shared program emphasizing water and energy efficiency;

WHEREAS, the Board of Directors (“Board”) of the Trabuco Canyon Water District (“District” or “TCWD”) supports the submission by the TCWD of a grant application for the Automatic Meter Reading / Advanced Metering Infrastructure Implementation Project (“AMR/AMI Project”) prepared and approved by the TCWD, to the WaterSMART: Water and Energy Efficiency Grant Program for FY 2021; and

WHEREAS, under the WaterSMART: Water and Energy Efficiency Grants for FY 2021 program, the United States Bureau of Reclamation may award up to Five Hundred Thousand Dollars and 00/100 (\$500,000.00) towards the maximum 50/50 cost sharing to pay for the Project costs and the TCWD is capable of providing an additional One Million Four Hundred Thirty-Six Thousand Four Hundred Seven and 28/100 (\$1,436,407.28) in cash and/or in-kind contributions specified in the grant application’s funding plan to pay for all remaining Project costs.

WHEREAS, if selected for a WaterSMART: Water and Energy Efficiency Grant for FY 2021, TCWD will work with the United States Bureau of Reclamation to meet established deadlines for entering into a cooperative agreement regarding funding for the Project.

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

Section 1: The Board does hereby approve the submission of the application for the WaterSMART: Water and Energy Efficiency Grant for FY 2021 for the AMR/AMI Project by TCWD for FY 2021-22.

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

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

Section 4: If any section, subsection, sentence, clause, or phrase of this resolution is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or

constitutionality of the remaining portions of this resolution. The Board hereby declares that it would have passed this resolution, and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional. The District Secretary shall certify to the adoption of this resolution and henceforth and thereafter the same shall be in full force and effect.

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

Section 6: This resolution shall be effective as of October 6, 2020 ("Effective Date").

ADOPTED, SIGNED, and APPROVED this 6th day of October 2020.

TRABUCO CANYON WATER DISTRICT

President/Vice President

District Secretary

DRAFT

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, Secretary of the Board of the Trabuco Canyon Water District, do hereby certify that the foregoing resolution was duly adopted by the Board of said District at a meeting of said Board held on the 6th day of October 2020, of which meeting all of the members of the Board had due notice and at which a quorum thereof were present and acting throughout and for which notice and an agenda was prepared and posted as required by law and that at such meeting such resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Secretary of the Board,
Trabuco Canyon Water District

DRAFT

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, Secretary of the Board of the Trabuco Canyon Water District, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2020-1286 of such Board and that the same has not been amended or repealed.

Dated this 6th day of October 2020.

Secretary of the Board,
Trabuco Canyon Water District

DRAFT

TRABUCO CANYON WATER DISTRICT

RESOLUTION NO. 2020-1287

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT
AUTHORIZING THE SUBMITTAL OF AN APPLICATION FOR THE WATERSMART: WATER AND
ENERGY EFFICIENCY GRANT 2021 (FUNDING GROUP TWO)**

WHEREAS, the United States Bureau of Reclamation is currently offering grant opportunities through the WaterSMART: Water and Energy Efficiency Grants for Fiscal Year (“FY”) 2021;

WHEREAS, said WaterSMART: Water and Energy Efficiency Grants for FY 2021 is a cost-shared program emphasizing water and energy efficiency;

WHEREAS, the Board of Directors (“Board”) of the Trabuco Canyon Water District (“District” or “TCWD”) supports the submission by the TCWD of a grant application for the Automatic Meter Reading / Advanced Metering Infrastructure Implementation Project (“AMR/AMI Project”) prepared and approved by the TCWD, to the WaterSMART: Water and Energy Efficiency Grant Program for FY 2021; and

WHEREAS, under the WaterSMART: Water and Energy Efficiency Grants for FY 2021 program, the United States Bureau of Reclamation may award the requested Seven Hundred Seventy-four Thousand Five Hundred Sixty-Two Dollars and 91/100 (\$774,562.91) towards the 40/60 cost sharing to pay for the Project costs and the TCWD is capable of providing an additional One Million One Hundred Sixty-One Thousand Eight Hundred Forty-Four and 37/100 (\$1,161,844.37) in cash and/or in-kind contributions specified in the grant application's funding plan to pay for all remaining Project costs.

WHEREAS, if selected for a WaterSMART: Water and Energy Efficiency Grant for FY 2021, TCWD will work with the United States Bureau of Reclamation to meet established deadlines for entering into a cooperative agreement regarding funding for the Project.

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

Section 1: The Board does hereby approve the submission of the application for the WaterSMART: Water and Energy Efficiency Grant for FY 2021 for the AMR/AMI Project by TCWD for FY 2021-22.

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

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

Section 4: If any section, subsection, sentence, clause or phrase of this resolution is, for any reason, held to be invalid or unconstitutional, such decision shall not affect the validity or

constitutionality of the remaining portions of this resolution. The Board hereby declares that it would have passed this resolution, and each section, subsection, sentence, clause or phrase hereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid or unconstitutional. The District Secretary shall certify to the adoption of this resolution and henceforth and thereafter the same shall be in full force and effect.

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

Section 6: This resolution shall be effective as of October 6, 2020 ("Effective Date").

ADOPTED, SIGNED, and APPROVED this 6th day of October 2020.

TRABUCO CANYON WATER DISTRICT

President/Vice President

District Secretary _____

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, Secretary of the Board of the Trabuco Canyon Water District, do hereby certify that the foregoing resolution was duly adopted by the Board of said District at a meeting of said Board held on the 6th day of October 2020, of which meeting all of the members of the Board had due notice and at which a quorum thereof were present and acting throughout and for which notice and an agenda was prepared and posted as required by law and that at such meeting such resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Secretary of the Board,
Trabuco Canyon Water District

DRAFT

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, Secretary of the Board of the Trabuco Canyon Water District, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2020-1287 of such Board and that the same has not been amended or repealed.

Dated this 6th day of October 2020.

Secretary of the Board,
Trabuco Canyon Water District

DRAFT

**TRABUCO CANYON WATER DISTRICT
SPECIAL BOARD MEETING | OCTOBER 6, 2020**

ACTION CALENDAR

ITEM 2: TRABUCO CANYON WATER DISTRICT WATER, WASTEWATER, AND NON-DOMESTIC WATER RATES AND CHARGES WORKSHOP NO. 2

In accordance with the District's General Policy and Rules and Regulations, the Board of Directors sets the rates for water, wastewater, and non-domestic water services, and other related charges. Periodically, the Board reviews the District's rates and charges to determine the need for adjusting rates as deemed necessary and to comply with the following District Mission Statement:

- Provide continuous, reliable, and high-quality level of water and wastewater services in sufficient quantity for present and future beneficial use
- Provide all services in a cost-effective and efficient manner
- Ensure compliance with environmental, safety, and regulatory requirements
- Provide for reliability and emergency preparedness
- Maintain and improve existing infrastructure
- Commit to our customers our constant pursuit of these objectives

The Board of Directors is undertaking a review of the District's Water, Wastewater, Recycled and Reclaimed water rates to ensure that the rates are based on a sound financial plan and the cost of services in accordance with industry standards and compliant with Water Code and conservation-based legislation including Government Code and Article X of the Constitution, and Proposition 218. The District has contracted with Raftelis Financial Consultants (Raftelis) to assist with the review, analysis, and preparation of the District rates and charges study.

Based on feedback received from the Board of Directors at the first workshop on January 28, 2020, District staff has worked with Raftelis to update the financial model and proposed rates and charges. At a minimum, the updated model and presentation addresses the following requested modifications to the previous model:

- January 1, 2021 implementation
- Lower domestic water rate adjustments
- Modify domestic water rate tiers to achieve a more equitable distribution of bill impacts
- Consider a non-domestic water rate adjustment schedule that is more manageable for non-domestic customers.

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

FUNDING SOURCE:

General Fund

RECOMMENDED ACTION:

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

EXHIBITS:

None

CONTACTS (staff responsible): PALUDI/PEREA/BYERRUM