



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | JANUARY 20, 2021

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on January 20, 2021 was called to order by President Chadd at 7:00 p.m., 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 Don Chadd

Vice President Stephen Dopudja

Director Glenn Acosta

Director Edward Mandich

Director Michael Safranski

STAFF PRESENT

Fernando Paludi, General Manager

Michael Perea, Assistant General Manager/District Secretary

STAFF PRESENT ON CONFERENCE CALL

Lisa Marie Sangi, Administrative Assistant

Lorrie Lausten, District Engineer

DISTRICT CONSULTANTS PRESENT

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

DISTRICT CONSULTANTS PRESENT ON CONFERENCE CALL

Cindy Byerrum, District Treasurer (Eide Bailey)

PUBLIC PRESENT ON THE CONFERENCE CALL

Beth Heard, Resident

PLEDGE OF ALLEGIANCE

President Chadd led the Board of Directors, District staff, and audience in the Pledge of Allegiance.

ITEMS TOO LATE TO BE AGENDIZED

None

VISITOR PARTICIPATION VIA CONFERENCE CALL

Ms. Heard addressed the Board of Directors concerning the potential impacts of the City of Rancho Santa Margarita Regional Housing Needs Allocation (RHNA). President Chadd briefly discussed that this matter was reviewed a recent Community Associations of Rancho (CAR) meeting which District representatives attended and that the District is currently monitoring the matter.

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ORAL COMMUNICATION

None

DIRECTOR'S COMMENTS

There were no Director comments received.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Mr. Paludi provided a brief update on the District Employee Compensation Survey performed by Ralph Anderson & Associates, and he reported that District staff will be meeting with the District Organization Ad Hoc Committee. Mr. Paludi added that District staff will agendaize this matter for Board consideration at the next Regular Board Meeting.
- Mr. Paludi reported that the District has filled two full time employment positions and is currently recruiting for an open Wastewater Operations position and an Engineering Intern position.

CONSENT CALENDAR

President Chadd 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 Safranski and seconded by Director Mandich to approve the Consent Calendar. 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 THE CORONAVIRUS, INCLUDING SAFETY OF DISTRICT SERVICES AND EMPLOYEES, AND IMPACT TO BOARD & COMMITTEE MEETINGS

Mr. Paludi provided a brief update on COVID-19 related matters throughout the County, and he reported that there were no impacts to District staff at that time. Discussion occurred concerning ongoing vaccination phasing process throughout the County, and he provided a brief update on the phased approach for essential workers which includes District Operations and Maintenance staff.

Action: The Board took no action on this matter.

FINANCIAL MATTERS

ITEM 6: ADOPTION OF DISTRICT TREASURER'S ANNUAL STATEMENT OF INVESTMENT POLICY

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed by the Finance/Audit Committee. Ms. Byerrum reported that the proposed language in the resolution is substantively the same as the prior year, aside from minor grammatical changes. Mr. Anslow reported that there have not been any changes to the Water Code which would impact this policy.

Action: A motion was made by Director Mandich and seconded by Director Safranski to Adopt Resolution No. 2021-1289 – Resolution of the Board of Directors of Trabuco Canyon Water District Adopting District Treasurer's Annual Statement of Investment Policy.
The motion was approved by a vote of 5 – 0.

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ITEM 7: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO CALENDAR YEAR 2021 BOARD MEMBER COMMITTEE APPOINTMENTS AND AGENCY REPRESENTATIVE ASSIGNMENTS

Mr. Paludi introduced this matter for Board consideration, and he indicated that this matter is reviewed annually. President Chadd provided a brief review of the standing Committees and recommended the creation of a standing District Properties Committee. President Chadd made the following assignment changes for calendar year 2021:

DISTRICT STANDING COMMITTEES		CHAIR	MEMBER	ALTERNATE	
Engineering/Operational Committee		Mandich	Dopudja	Safranski	
Executive Committee		Vice President	President		
Finance/Audit Committee		Chadd	Mandich	Acosta	
District Properties Standing Committee		Dopudja	Mandich	Chadd	
AD HOC COMMITTEES		CHAIR	MEMBER	ALTERNATE	
Paloma Square Project Ad Hoc Committee		Dopudja	Safranski	Chadd	
District Organization Ad Hoc Committee		Dopudja	Chadd		
MEMBER AGENCY REPRESENTATIVE ASSIGNMENTS		TITLE	PRIMARY	SECONDARY	THIRD
Association of California Water Agencies	Director	Safranski			
Baker Water Treatment Plant Project Committee	Member	Paludi	Dopudja		
California Special Districts Association	Delegate	Acosta			
Independent Special Districts of Orange County	Member	Acosta	Dopudja		
Santiago Aqueduct Commission	Commissioner	Chadd	Mandich		
South Orange County Wastewater Authority Board	Director	Dopudja	Acosta	Paludi	
South Orange County Wastewater Authority Engineering Committee	Staff	Lausten	Paludi		
South Orange County Agencies Group	Liaison	Chadd	Safranski	Paludi	
South Orange County Watershed Management Area Executive Committee	Member	Mandich	Chadd	Acosta	
ORGANIZATION REPRESENTATIVE ASSIGNMENTS		TITLE	PRIMARY	SECONDARY	THIRD
American Water Works Association	Liaison	Paludi	Perea		
City of RSM City Council Meeting No. 1	Liaison	Acosta	Mandich		
City of RSM City Council Meeting No. 2	Liaison	Safranski	Mandich		
Local Agency Formation Commission	Liaison	Paludi	Chadd		
MWDOC Regular Board Meeting	Liaison	Dopudja	Chadd		
Water Advisory Committee of Orange County	Member	Acosta	Chadd		

Action: Following Board discussion, President Chadd appointed Board Members and District staff to District committee(s) and made other agency representative assignments pursuant to District Policy and Rules and Regulations Section 2.4.1.

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ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO URBAN WATER INSTITUTE 2021 VIRTUAL SPRING WATER CONFERENCE SPONSORSHIP

Mr. Paludi introduced this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Paludi mentioned that the District is a current member of the Urban Water Institute (UWI) and that the UWI 2021 Virtual Spring Water Conference is scheduled to be held on February 17–18, 2021. Mr. Paludi highlighted the benefits to the District as a member agency of this Southern California water organization, and he recommended the Board of Directors approve a sponsorship of the event in the amount of \$1,000.

Action: A motion was made by Director Dopudja and seconded by Director Mandich to approve a sponsorship of the Urban Water Institute’s 2021 Spring Water Conference in an amount not to exceed \$1,000.
The motion was approved by a vote of 5 – 0.

ENGINEERING MATTERS

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

Director Mandich commented that his employer Hunsaker Engineers contract with William Lyon Homes has closed and had no contact with Taylor Morrison Homes developer. Mr. Paludi reported that this matter was previously discussed with the Engineering/Operational Committee, and he mentioned that he had nothing new to report concerning this matter. Ms. Lausten provided a brief review of the DRAFT Parking Demand Study completed by AGA Engineers, and she highlighted the insufficient parking access at the District’s Administration Facility to meet observed demand for certain annual events. Discussion occurred concerning general observations and identified needs for the District. Director Safranski recommended tabling the item until the study is completed. Ms. Lausten recommended returning this matter to the Engineering/Operational Committee for further review.

Action: No action concerning this matter was taken.

ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING RECYCLED WATER PUMP STATION PAVING PROJECT

Mr. Paludi introduced this matter for Board consideration, and he mentioned this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten provided a brief review of the completed paving work at the District’s Dove Canyon Recycled Water Pump Station and highlighted project photos for Board review. Ms. Lausten recommended the Board ratify the contract with Champion Paving for a not to exceed amount \$21,590, which included a contingency amount of \$4,000. Discussion occurred concerning the installation of bollards at certain access points at the facility; Ms. Lausten agreed with the recommendation, and she added that she will coordinate with the contractor on this matter.

Action: A motion was made by Director Safranski and seconded by Director Mandich to ratify a construction contract with Champion Paving for the Recycled Water Pump Station Paving Project in the amount of \$17,590, with a contingency of \$4,000, for a not to exceed amount of \$21,590.
The motion was approved by a vote of 5 – 0.

ITEM 11: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING WASTEWATER TREATMENT PLANT ACCESS ROAD SLURRY SEAL PROJECT

Mr. Paludi introduced this matter for Board consideration, and he reported that this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten provided a brief review of the completed paving work on the utility service road to the Robinson Ranch Wastewater Treatment Plant (WWTP) and she highlighted project photos for Board review. Ms. Lausten recommended the Board ratify the contract with Mission Paving and Sealing, Inc. for a not to exceed amount of \$19,200.

Action: A motion was made by Director Mandich and seconded by Director Acosta to ratify a construction contract with Mission Paving and Sealing, Inc. for the Wastewater Treatment Plant Access Road Slurry Project in the amount of \$17,200, with a contingency of \$2,000, for a not to exceed amount of \$19,200.
The motion was approved by a vote of 5 – 0.

ITEM 12: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING DIMENSION WATER TREATMENT PLANT BACKWASH SUMP PUMP REPLACEMENT

Mr. Paludi introduced this matter for Board consideration, and he mentioned that this critical project was reviewed with the Engineering/Operational Committee. Ms. Lausten provided an overview of the proposed project and reviewed photos of the pumps and motors that require replacement and rehabilitation. Discussion occurred concerning pump procurement timeline impacts. Ms. Lausten reported that District staff procured two quotes for the pump replacement, and she recommended the purchase of the replacement pump and motor parts from Flo-Services for a not to exceed amount of \$55,378.39.

Action: A motion was made by Director Safranski and seconded by Director Mandich to Approve a Construction Contract with Flo-Services, Inc. for the Dimension Water Treatment Plant Backwash Sump Pump Replacement in the amount of \$43,378.39, with a contingency of \$12,000, for a not-to-exceed amount of \$55,378.39.
The motion was approved by a vote of 5 – 0.

ITEM 13: CONSIDERATION AND POSSIBLE ACTION(S) CONCERNING SADDLE CREST DEVELOPMENT PROJECT (TRACT 17388)

Mr. Paludi recommended pulling this item from the Agenda.

LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS

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

- Mr. Paludi reported that he attended a virtual meeting hosted by Mr. Chris Palmer, CSDA Senior Public Affairs Field Coordinator, with the Office of Congresswoman Katie Porter. Mr. Paludi reported the discussion focused on the impacts of wildfires, Southern California Edison Public Safety Power Shutoffs (PSPS), and future COVID financial relief.
- Mr. Paludi provided a brief update on State legislation as reported by the Association of California Water Agencies (ACWA) Region 10.
- Mr. Paludi reported that the Metropolitan Water District of Southern California (MET) Board approved a General Manager Recruitment Brochure.
- Mr. Paludi reported that the South Orange County Agencies Group had held a meeting of MET Director Nomination Committee for the Board South County seat. Director Safranski provided a brief update on the matters discussed at the meeting and the process timeline.

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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 comments.

ADDITIONAL GENERAL MANAGER COMMENTS

There were no additional comments.

ADJOURNMENT

President Chadd adjourned the January 20, 2021 Regular Board Meeting at 8:24 p.m.