



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | FEBRUARY 17, 2021

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on February 17, 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

Karen Warner, Senior Accountant

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)

Doug Johnson, Ralph Anderson & Associates

PUBLIC PRESENT ON THE CONFERENCE CALL

Beth Heard, Resident

There were other members of the public on the conference call.

PLEDGE OF ALLEGIANCE

Director Acosta 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

None

ORAL COMMUNICATION

None

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DIRECTOR'S COMMENTS

Director Mandich provided a brief report on his attendance at the Finance/Audit Committee Meeting.

Director Acosta provided a brief report on his attendance at the City of Rancho Santa Margarita City Council Meeting.

Director Safranski provided a brief update on the South Orange County Agencies Group MET Director Nomination Committee process, and he reported that the Committee has nominated South Coast Water District (SCWD) Director Dennis Erdman for the MET Director position.

Vice President Dopudja reported on his attendance at the South Orange County Wastewater Authority (SOCWA) Regular Board Meeting.

President Chadd provided a brief report on the South Orange County Agencies Group.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi provided an update on District staff efforts on virtual meeting technology.

Mr. Perea provided a brief update on District recruitment efforts and highlighted the following:

- The District has filled two vacant full-time employee (FTE) positions Customer Service Representative I and Administrative Assistant I.
- Wastewater Operations and Maintenance staff will be conducting interviews at the end of the week for a vacant Wastewater Operator in Training position.
- The District will begin the recruitment process for a vacant Wastewater Operations Superintendent 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 Acosta 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 the County was currently in the “Purple” Tier with significant restrictions. Mr. Paludi briefly reported on the vaccination prioritization throughout the County. Discussion occurred concerning COVID-19 impacts to water agencies and vaccination availability.

Action: No action concerning this matter was taken.

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ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO THE PROPOSED PALOMA SQUARE DEVELOPMENT (DOVE CANYON PLAZA) AND OTHER RELATED MATTERS

Mr. Paludi reported that District staff has not had any contact with the developer or property owner concerning this proposed development since the prior Regular Board Meeting. Director Safranski reported on his attendance at the Paloma Square Ad Hoc Committee, and he commended District staff for their work to date concerning this matter.

Action: No action concerning this matter was taken.

FINANCIAL MATTERS

ITEM 7: DISCUSSION CONCERNING DRAFT DISTRICT CLASSIFICATION COMPENSATION REVIEW AND PROPOSED SALARY ADJUSTMENTS

Mr. Paludi introduced this matter for Board consideration, and he reported that this matter was reviewed with the District Organization Ad Hoc Committee and the Finance/Audit Committee. Mr. Paludi provided a brief review of the Classification Compensation Review (salary survey) process to date, and he highlighted the base criteria approved by the Ad Hoc Committee which was utilized to develop the proposed classification benchmarks. Mr. Paludi introduced Mr. Doug Johnson of Ralph Anderson & Associates (consultant) who delivered a PowerPoint presentation that provided an overview of the review process for Board consideration. Discussion occurred concerning the salary survey results and associated fiscal impacts of the proposed adjustments to the District's salaries and benefits budget. Mr. Paludi recommended additional salary alignments for certain Water and Wastewater Operations positions in addition to the benchmarked salary adjustments to preserve internal departmental equity based on the District's unique characteristics, including, but not limited to, the operation of filtration and treatment facilities. Mr. Paludi presented and reviewed a fiscal impact report prepared by District staff for Board consideration, and he indicated that the total salary adjustment fiscal impact is approximately nine percent as reflected in the Proposed Classifications Adjustments Impact Report included with the staff report.

Director Acosta expressed his support for the staff recommendation, and he highlighted the importance of the District to retain quality employees and to remain competitive with neighboring agencies.

Director Mandich expressed his support for the staff recommendation.

Director Safranski recounted the prior salary survey performed in 2016, and he commended District staff and the consultant for their work on this matter. Director Safranski inquired as to whether staff had considered phasing in the recommended salary adjustments over time; Mr. Paludi indicated that the recommendation was for salary adjustments to implemented upon approval by the Board and retroactive to January 1, 2021 based on the discussions with the District Organization Ad Hoc Committee, and he highlighted the strong financial position of the District at this point of the fiscal year. Director Safranski expressed his support for the adjustments as recommended by staff.

Vice President Dopudja expressed his support for the staff recommendation and the transparency of the process, including the level of staff involvement and input in comparison to the 2016 salary survey.

Action: A motion was made by Director Safranski and seconded by Director Acosta as follows:

- Receive and file DRAFT Classification Compensation Review Report prepared by Ralph Anderson & Associates.

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- Authorize the General Manager to implement the proposed salary adjustments consistent with the Proposed Salary Range Table included with the staff report and supported by the DRAFT Classification Compensation Review Report.
The motion was approved by a vote of 5 – 0.

ENGINEERING MATTERS

ITEM 8: DISCUSSION AND POSSIBLE ACTIONS(S) CONCERNING THE DIMENSION WATER TREATMENT PLANT BACKWASH SETTLING TANK IMPROVEMENTS

Mr. Paludi introduced this project for Board consideration, and he mentioned this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten delivered a PowerPoint presentation which highlighted the current condition of the backwash settling tanks at the Dimension Water Treatment Plant (DWTP), and she provided an overview of the demolition plan and construction of a single backwash settling tank. Discussion occurred concerning the cathodic protection and onsite paving costs. Ms. Lausten recommended Superior Tank for the facility improvements for a not to exceed amount of \$274,876.

Action: A motion was made by Director Mandich and seconded by Director Acosta to ratify a construction contract with Superior Tank for the Dimension Water Treatment Plant Backwash Settling Tank Improvements in the amount of \$249,876, with a contingency of \$25,000, for a not to exceed amount of \$274,876.

LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS

ITEM 9: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

Mr. Paludi reported on the following items:

- Municipal Water District of Orange County (MWDOC) Regular Board Meeting: The MWDOC Board received the South Orange County Agencies Group nomination of SCWD Director Dennis Erdman for the vacant MET Director position.
- The Los Angeles Times has published an article concerning allegations of sexual harassment against certain employees at Metropolitan Water District of Southern California (MET) desert facilities.
- Senate Bills 222 and 223 have been introduced by Senator Bill Dodd as Water Access Equity Bills which propose more stringent language for water service shut offs and the establishment of a water assistance fund for low-income rate payers.

Action: The Board took no action on this matter.

OTHER INFORMATION/MATTERS

There were no other information or matters received.

ADDITIONAL DIRECTORS' COMMENTS

Director Safranski thanked District staff for their hard work related to the salary survey.

Director Mandich echoed Director Safranski's comment, and he expressed his appreciation to the District Organization Ad Hoc Committee for their work on the process and District staff for their hard work for the District.

Director Dopudja expressed his appreciation to District staff for their hard work.

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Director Acosta thanked District staff for their hard work.

ADDITIONAL GENERAL MANAGER COMMENTS

Mr. Paludi thanked District staff for their patience during the salary survey review process.

Mr. Perea thanked the Board of Directors for approving the salary survey results, and he thanked District staff for their patience during the process and their hard work.

ADJOURNMENT

President Chadd adjourned the February 17, 2021 Regular Board Meeting at 8:15 p.m.