



**EXECUTIVE COMMITTEE MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA
ADMINISTRATIVE FACILITY, CONFERENCE ROOM
JULY 13, 2021 AT 4:00 PM**

COMMITTEE MEMBERS

Stephen Dopudja, Committee Chair
Don Chadd, Committee Member

DISTRICT STAFF

Fernando Paludi, General Manager
Michael Perea, District Secretary

AGENDA NOTE:

Meeting attendees should be aware that the meetings of the Executive Committee are, as required by law, open to the public and the District has very limited powers to regulate who attends Executive Committee meetings.

CONFERENCE CALL INFORMATION

Due to the spread of COVID-19 and as authorized by the Governor's Executive Order, Trabuco Canyon Water District will be holding all upcoming public meetings by Video/Audit Broadcast, and will be available by either computer or telephone audio as follows:

Computer Audio: *You can join the meeting from your computer, tablet, or smartphone by clicking on the following link <https://zoom.us/j/97986885071>*

You can also dial in using your phone: +1 669 900 6833

Access Code: 979 8688 5071

Persons desiring to monitor the Committee meeting agenda items may download the Executive Committee meeting agenda and documents on the internet at www.tcwd.ca.gov.

You may submit public comments by email to the Committee 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 10:00 a.m. (PDT) on the day of the meeting.

CALL MEETING TO ORDER

VISITOR PARTICIPATION

Members of the public wishing to address the Committee regarding a particular item on the agenda are requested to complete a speaker card and submit it to staff. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decisions on matters. The Committee makes recommendations only to the Board of Directors. Members of the public will be given the opportunity to speak to the Committee prior to making a recommendation on the matter. 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. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decision on matters. The Committee makes recommendations only to the Board of Directors. Under the requirements of State Law, Committee Members cannot take action on items not identified on the agenda and will not make

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING AGENDA | JULY 13, 2021**

decisions on such matters. The Committee Chair 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.

COMMITTEE MEMBER COMMENTS

REPORT FROM THE GENERAL MANAGER

ADMINISTRATIVE MATTERS

ITEM 1: EXECUTIVE COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

Approve the following Executive Committee Meeting Recap and recommend that the Board receive and file the same. (Consent Calendar)

1. June 2, 2021

ITEM 2: DISCUSSION CONCERNING THE APPOINTMENT OF AN ASSISTANT SECRETARY TO THE BOARD OF DIRECTORS

RECOMMENDED ACTION:

Recommend the Board of Directors adopt Resolution No. 2021-1296 – Resolution of the Board of Director of the Trabuco Canyon Water District Confirming Appointment of Assistant Secretary to the Board of Directors (Action Calendar).

DISCUSSION MATTERS

ITEM 3: BOARD AGENDA PLANNING CALENDAR

RECOMMENDED ACTION:

Committee to discuss information at the time of the meeting and take action(s) as deemed appropriate.

OTHER MATTERS

ITEM 4: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

RECOMMENDED ACTION:

Hear other matters from the General Manager and/or Staff.

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 District Administrative Facility, 32003 Dove Canyon Drive, Trabuco Canyon, California (District 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 Facility at the same time as they are distributed, except that, if such writings are distributed immediately prior to or during the meeting, they will be available in the Boardroom at the District Facility.



**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING AGENDA | JULY 13, 2021**

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 meeting. Notification 48 hours prior to the meeting will assist the District in making reasonable arrangements to accommodate your request. The District office is wheelchair accessible.

www.tcwd.ca.gov



**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | JULY 13, 2021**

ADMINISTRATIVE MATTERS

ITEM 1: EXECUTIVE COMMITTEE MEETING RECAP

The Executive Committee Meeting Recap for the following meeting(s) is attached for Committee review.

RECOMMENDED ACTION:

Approve the following Executive Committee Meeting Recap and recommend that the Board receive and file the same. (Consent Calendar)

1. June 2, 2021

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | JUNE 2, 2021

DIRECTORS PRESENT

Vice President Stephen Dopudja, Committee Chair
President Don Chadd, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager

PUBLIC PRESENT

There were no members of the public present

CALL MEETING TO ORDER

Vice President Dopudja called the June 2, 2021 Executive Committee Meeting to order at 4:00 PM.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

No comments were received.

REPORT FROM THE INTERIM GENERAL MANAGER

Mr. Paludi had no comments.

BOARD AGENDA MATTERS

ITEM 1: EXECUTIVE COMMITTEE MEETING RECAP

Mr. Paludi presented the Executive Committee Meeting Recap for Committee review in accordance with the agenda.

RECOMMENDED ACTION:

The Committee recommended that the meeting recap be forwarded to the Board of Directors for approval (Consent Calendar).

DISCUSSION MATTERS

ITEM 2: BOARD AGENDA PLANNING CALENDAR

Mr. Paludi presented a handout which provided an overview of the next three months of agenda matters for Board consideration and possible action. Discussion occurred concerning Board approval of committee assignments and meeting attendance. Director Chadd recommended agenda matters for Director meeting attendance approval for the action calendar as opposed to consent calendar as previously practiced.

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | JUNE 2, 2021**

RECOMMENDED ACTION:

There was no action taken by the Committee.

OTHER MATTERS

ITEM 3: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

There were no other matters or comments.

RECOMMENDED ACTION:

There was no action taken by the Committee.

ADJOURNMENT

Vice President Dopudja adjourned the June 2, 2021 Executive Committee Meeting at 5:04 PM.

DRAFT

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | JULY 13, 2021**

DISCUSSION MATTERS

ITEM 2: DISCUSSION CONCERNING THE APPOINTMENT OF AN ASSISTANT SECRETARY TO THE BOARD OF DIRECTORS

Trabuco Canyon Water District (District) is a county water district organized and operating pursuant to Water Code Sections 30000, and as such, are required to have certain officer positions in place, including General Manager, District Secretary, and District Auditor and/or Treasurer. In the case of the office of District Secretary, that office is charged with certain tasks under the provisions of the County Water District Law, Water Code Sections 30000 and following, and certain other filing requirements as set forth in the California Government Code (such as filing Statement of Facts, Rosters of Public Agencies, and certain information regarding district elections with the County Registrar of Voters).

Pursuant to the provisions of Water Code Section 30544, the Board of Directors (Board) has the authority to appoint Assistant Officers, such as an Assistant Secretary or an Assistant Treasurer. Assistant Officers serve in a capacity when the principal office holder is, for some reason, not present or available to sign a particular document, take a particular action, or complete a particular task for a variety of reasons. An assistant officer may fulfill the functions of the primary office holder in order to complete district business (such as a necessary filing), record or transcribe minutes of Board meetings, and similar functions.

In the past, the Board has appointed various Assistant Secretaries to assist the District in various tasks and responsibilities. At this time, District staff recommends that Ms. Lisa Marie Sangi be appointed to serve as Assistant Secretary to the Board of Directors. The appointment would include the authority to take actions and complete filings in such capacity. The Assistant Secretary would serve without additional compensation or additional benefits, and would not be required to post any bond for faithful performance for the performance of such actions.

RECOMMENDED ACTION:

Recommend the Board of Directors adopt Resolution No. 2021-1296 – Resolution of the Board of Director of the Trabuco Canyon Water District Confirming Appointment of Assistant Secretary to the Board of Directors (Action Calendar).

CONTACTS (staff responsible): PALUDI/PEREA

**RESOLUTION NO. 2021-1296
RESOLUTION OF THE BOARD OF DIRECTORS
OF THE TRABUCO CANYON WATER DISTRICT
CONFIRMING APPOINTMENT OF
ASSISTANT SECRETARY TO THE BOARD OF DIRECTORS**

WHEREAS, pursuant to Water Code Section 30540(b), and action previously taken by the Board of Directors in Resolution No. 2012-1177, Mr. Michael Perea was appointed as the Secretary to the Board of Directors (Secretary) of the Trabuco Canyon Water District; and,

WHEREAS, the Secretary has the authority, followed by Board confirmation, to appoint Assistant Secretaries; and

WHEREAS, the Board and the Secretary wish to rescind all previously adopted Resolutions appointing Assistant Secretaries of the Trabuco Canyon Water District.

WHEREAS, Mr. Michael Perea, as Secretary to the Board of Directors, hereby appoints Ms. Lisa Marie Sangi, Executive Assistant, as an Assistant Secretary to the Board of Directors; and

WHEREAS, the Secretary hereby requests confirmation of such appointment by the Board of Directors;

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

Section 1. The Board of Directors of the Trabuco Canyon Water District hereby rescinds all previously adopted Resolutions appointing Assistant Secretaries of the Trabuco Canyon Water District.

Section 2. The Board of Directors of the Trabuco Canyon Water District hereby confirms the appointment of Ms. Lisa Marie Sangi, Executive Assistant, as Assistant Secretary to the Board of Directors of the Trabuco Canyon Water District.

Section 3. This Resolution shall take effect immediately upon adoption.

ADOPTED, SIGNED AND APPROVED THIS 21st DAY OF JULY, 2021.

TRABUCO CANYON WATER DISTRICT

By: _____
President/Vice President

By: _____
District Secretary

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, District Secretary 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 21ST day of July 2021 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 said meeting such resolution was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

District Secretary
Trabuco Canyon Water District

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

I, Michael Perea, District Secretary of the Trabuco Canyon Water District, do hereby certify that the foregoing is a full, true and correct copy of Resolution No. 2021-1296 of such Board and that the same has not been amended or repealed.

Dated this 21st day of July 2021.

District Secretary
Trabuco Canyon Water District

DRAFT

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | JULY 13, 2021**

DISCUSSION MATTERS

ITEM 3: BOARD AGENDA PLANNING CALENDAR

Information will be presented at the time of the meeting.

RECOMMENDED ACTION:

Committee to discuss information at the time of the Executive Committee Meeting and take action(s) as deemed appropriate.

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | JULY 13, 2021**

OTHER MATTERS

ITEM 4: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

Other matters may have arisen after the posting of the agenda and will be brought forward for discussion and/or information at the time of the Executive Committee.

RECOMMENDED ACTION:

Hear other matters from the General Manager and/or Staff.