



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | JULY 21, 2021

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on July 21, 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

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
Lorrie Lausten, District Engineer
Karen Warner, Principal Accountant
Jason Stroud, Maintenance Superintendent
Lisa Marie Sangi, Executive Assistant

DISTRICT CONSULTANTS PRESENT

Claire Collins, Hanson Bridgett LLP

PUBLIC PRESENT ON THE CONFERENCE CALL

Beth Heard, Resident

PLEDGE OF ALLEGIANCE

Director Safranski 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

DIRECTOR'S COMMENTS

Director Acosta reported on his attendance at the Water Advisory Committee of Orange County (WACO) meeting, and he briefly reviewed South Coast Water District's presentation on their District facilities and recycling water capabilities.

Director Safranski had no comments.

Director Mandich had no comments.

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Director Dopudja reported on his attendance at the Municipal Water District of Orange County (MWDOC) Forum Policy Dinner.

Director Chadd reported that El Toro Water District (ETWD) will serve as the host agency for the South Orange County Agencies Group (SOCAG) meetings.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the following matters:

- Orange County Water District (OCWD) held a webinar on June 29, 2021, which highlighted the potential impacts of the drought to the region.
- Municipal Water District of Orange County (MWDOC) announced the 2021 OC Water Summit is scheduled for October 15, 2021.
- A Fiscal Year 2021/22 General Fund and Capital Improvement Budget Report was prepared with the assistance of the District Treasurer, and it will be posted on the District's website.
- Congratulations to Director Acosta on his recent screenwriting award.

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 Mandich and seconded by Director Safranski to approve the Consent Calendar.
The motion was approved by a vote of 5 – 0.

ADMINISTRATIVE MATTERS

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

Mr. Paludi presented this matter for Board consideration. There were no requests from the Directors to change or amend the Directors' Fees and Expenses Report.

Action: A motion was made by Director Acosta and seconded by Director Safranski to approve of the Directors' Fees and Expenses Report.
The motion was approved by a vote of 5 – 0.

ITEM 6: PUBLIC HEARING AND ADOPTION OF TRABUCO CANYON WATER DISTRICT'S FISCAL YEAR 2021/2022 UNDEVELOPED LAND/WATER STANDBY CHARGES (ASSESSMENT)

Mr. Paludi introduced this matter for Board consideration, and he reported this matter was reviewed with the Finance/Audit Committee. Mr. Perea provided a brief overview of the District's compliance efforts with Proposition 218 for the public hearing.

President Chadd opened the public hearing at approximately 7:13 p.m.

Mr. Perea reported that the District has not received any written protests. There were no verbal protests at the time of the meeting.

President Chadd closed the public hearing at approximately 7:14 p.m.

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Action: A motion was made by Director Acosta and seconded by Director Dopudja to approve the following matters to adopt Resolution No. 2021-1297 – Resolution of the Board of Directors of Trabuco Canyon Water District Establishing Water Standby Charges for the Fiscal Year 2021/2022; Making Certain Findings and Taking Related Action Connected Therewith.
The motion was approved by a vote of 5 – 0.

ITEM 7: 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 Los Angeles County has instituted an indoor mask mandate. Mr. Paludi mentioned that District staff is currently updating the District’s Board Room Use Policy for HOAs and non-profit groups in the District’s service area, and that this matter will be agendized for Board consideration at a future Regular Board Meeting. Discussion occurred concerning District risk management measures and preserving the safety of District employees.

Action: No action concerning this matter was taken.

ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO THE PROPOSED PALOMA SQUARE DEVELOPMENT (DOVE CANYON PLAZA) AND OTHER RELATED MATTERS

Mr. Paludi presented this matter for Board consideration, and he reported that this project is considered inactive by the City of Rancho Santa Margarita (RSM) and the file has been closed. Ms. Beth Heard, resident, addressed the Board of Directors and provided a brief legislative update on neighborhood commercial property and housing. President Chadd thanked Beth Heard for the update and mentioned that District legal counsel is informed on local and state level matters. The Board of Directors, through President Chadd, requested this matter to be removed from the agenda.

Action: No action concerning this matter was taken.

ITEM 9: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING ALTERNATIVE WORK SCHEDULE FOR DISTRICT EMPLOYEES

Mr. Paludi introduced this matter for Board consideration, and he mentioned that this matter was reviewed with the Executive Committee. Mr. Paludi reviewed similar alternative work-week schedules that are practiced by neighboring agencies, and he highlighted the District’s minimal office foot traffic. Mr. Paludi recommended a 9/80 schedule with the office closed every other Friday. Discussion occurred concerning the impacts to operations and maintenance employees. Mr. Perea provided an overview of District operations current weekend shift practices, and he commented that the alternating Fridays would functionally be a weekend shift. Mr. Perea added that an employee from both the District’s water and wastewater operations would be required to perform certain tasks in accordance with the District’s regulatory permits. Discussion occurred concerning certain fiscal impacts of the proposed alternative work-week schedule. The Board of Directors, through President Chadd, recommended bringing this matter back to the next Regular Board Meeting for consideration.

Action: No action concerning this matter was taken.

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ITEM 10: DISCUSSION AND ACTION ON APPOINTMENT OF ASSISTANT SECRETARY TO THE BOARD OF DIRECTORS

Mr. Paludi introduced this matter for Board consideration, and he mentioned this matter was reviewed with the Executive Committee. Mr. Perea provided a brief overview of the position of Assistant Secretary to the Board, and he recommended Ms. Lisa Marie Sangi for this position. Mr. Perea reported that Ms. Sangi has completed the California Special District Association (CSDA) Board Secretary training and currently provides support in this capacity.

Action: A motion was made Director Safranski and seconded by Director Dopudja to adopt Resolution No. 2021- 1296 – Resolution of the Board of Directors of Trabuco Canyon Water District Confirming Appointment of Assistant Secretary to the Board of Directors.
The motion was approved by a vote of 5 – 0.

ITEM 11: DISCUSSION AND ADOPTION OF RESOLUTION NO. 2021-1298 CONCERNING THE HOLDING OF REGULAR MEETINGS OF THE BOARD OF DIRECTORS AND AMENDING THE RULES AND REGULATIONS OF THE TRABUCO CANYON WATER DISTRICT

Mr. Paludi presented this matter for Board consideration, and he mentioned that this matter was previously discussed with the Executive Committee. Mr. Perea provided a brief overview of the District’s rules and regulations related to the date and time of the Regular Board Meeting, and he mentioned there is precedent for changing the meeting time by citing Resolution No. 96-803. Mr. Paludi recommended the Board of Directors adopt Resolution No. 2021-1298 to move the day of the Regular Board Meeting from the third Wednesday to the third Thursday of each month.

Action: A motion was made by Director Acosta and seconded by Director Mandich to adopt Resolution No. 2021-1298 - Resolution of the Board of Directors of the Trabuco Canyon Water District Providing for the Holding of the Regular Meeting of the Board of Directors and Amending the Rules and Regulations of the Trabuco Canyon Water District
The motion was approved by a vote of 5-0.

ITEM 12: DISCUSSION CONCERNING ESTABLISHING DISTRICT APPROPRIATIONS LIMIT FOR FISCAL YEAR 2021/2022

Mr. Paludi introduced this action matter for Board consideration, and he mentioned this matter was reviewed with the Finance/Audit Committee. Mr. Perea reported this was an annually recurring administrative matter, and he provided an overview of the Board adopted policy for appropriations limit adoption. Mr. Perea provided a brief overview of the appropriations limit memo prepared by legal counsel, and he recommended the Board of Directors adopt Resolution No. 2021-1295 establishing the Fiscal Year 2021/2022 appropriations limit.

Action: A motion was made by Director Safranski and seconded by Director Mandich to adopt Resolution No. 2021-1295 – Resolution of the Board of Directors of Trabuco Canyon Water District Establishing an Appropriations Limit for Fiscal Year 2021/2022 Pursuant to Article XIII B of the California Constitution.
The motion was approved by a vote of 5-0

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ITEM 13: DISCUSSION AND ACTION CONCERNING AMENDMENT NO. 1 TO GRANT ASSISTANCE SERVICES AGREEMENT WITH SOTO RESOURCES

Mr. Paludi introduced this item for Board consideration, and he mentioned that this was previously discussed with the Finance/Audit Committee. Mr. Paludi reported on the District's success with recent grant funding with Soto Resources assistance, and he recommended the Board of Directors authorize the execution of the agreement amendment. Director Dopudja disclosed that his firm works with Soto Resources but he highlighted that there is no connection with this contract.

Action: A motion was made by Director Mandich and seconded by Director Acosta to authorize the General Manager to execute Amendment No. 1 to Grant Assistance Services Agreement with Soto Resources for an amount not-to-exceed \$30,000. The motion was approved by a vote of 5 – 0.

ITEM 14: DISCUSSION AND POSSIBLE ACTION CONCERNING BELL CANYON SEWER LIFT STATION REHABILITATION PROJECT

Mr. Paludi introduced this item for Board consideration, and he mentioned that this was previously discussed with the Engineering/Operational Committee. Ms. Lausten provided a brief project update, and she reviewed the current project construction report with the Board of Directors. Ms. Lausten reported that the facility start up was successful, and she highlighted the timeline when the facility would be turned over to the District by the contractor per the agreement terms. Ms. Lausten mentioned the contingency monetary allowance, and that there would be a change order to Ferreira Construction.

Action: A motion was made by Director Mandich and Director Dopudja to authorize the General Manager to execute the Contract Change Order No. 1 to Ferreira Construction for the Bell Canyon Lift Station Rehabilitation Project in the amount of \$28,583.05. The motion was approved by a vote of 5 – 0.

ITEM 15: DISCUSSION AND POSSIBLE ACTION CONCERNING GOLF CLUB SEWER LIFT STATION IMPROVEMENTS

Mr. Paludi introduced this matter for Board consideration, and he mentioned that this station is due for capital improvements. Ms. Lausten provided an overview of the planned improvements, including the motor control center and the installation of station bypass structure. Discussion occurred concerning the importance of preserving facility aesthetics and the planned odor control improvements.

Action: A motion was made by Director Acosta and seconded by Director Safranski to authorize the General Manager award a Contract to Ferreira Construction for the Sewer Bypass Installation for Golf Club Sewer Lift Station for \$78,500 with a 10% contingency of \$7,850, for a total not-to-exceed fee of \$86,350. The motion was approved by a vote of 5 – 0.

ITEM 16: DISCUSSION AND ACTION CONCERNING ASSET MANAGEMENT SOFTWARE PURCHASE

Mr. Paludi introduced this matter for Board consideration, and he commended District staff for their commitment to the vendor selection process. Ms. Lausten provided an overview of the District's current asset management (CMMS) program, and she reviewed the proposed systems and cost proposals. Mr. Perea expressed his appreciation to the neighboring agencies that provided feedback on their CMMS systems during the review process, and he highlighted all the benefits of the software. Ms. Lausten recommended the Board of Directors

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authorize the General Manager to execute a contract with Cartegraph for the District’s CMMS system. Director Acosta expressed his appreciation for all the work District staff has done.

Action: A motion was made by Director Mandich and seconded by Director Acosta to authorize the General Manager to award a five -year contract to Cartegraph for Computerized Maintenance - Management System Software for a not-to-exceed fee of \$100,367.
The motion was approved by a vote of 5 – 0.

ITEM 17: DISCUSSION AND ACTION CONCERNING SCADA UPGRADE PROJECT

Mr. Paludi introduced this matter for Board consideration, and he mentioned that this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten provide an overview of the multi-year project, and she reported that the District is focusing on the treatment facilities this fiscal year. Ms. Lausten recommended the Board of Directors authorize the General Manager to execute a contract with TESCO Controls, Inc. for the next phase of the SCADA project. Director Safranski thanked staff for remaining within the project budget.

Action: A motion was made by Director Acosta and seconded by Director Dopudja to authorize the General Manager to execute a contract for the Fiscal Year 2021-2022 SCADA Upgrades to TESCO Controls, Inc. in the not to exceed amount of \$998,500.
The motion was approved by a vote of 5 – 0.

LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS

ITEM 18: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

Mr. Paludi provided a brief update on the Association of California Water Agencies (ACWA) Board of Directors Election, and he reported the 2021 Fall Conference is scheduled to be held later this year in Pasadena.

Action: No action concerning this matter was taken.

CLOSED SESSION

The Board of Directors entered closed session in accordance with the agenda at 8:26 p.m. Director Mandich recused himself from the closed session and did not participate in the District business.

The Board of Directors met in closed session to confer with real property negotiators in accordance with the agenda. The District’s General Manager and Assistant General Manager participated in the closed session. This closed session ended at 8:53 p.m.

ITEM 19: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION

Action: President Chadd announced that the Board of Directors no action taken and there was nothing to report.

OTHER INFORMATION/MATTERS

There were no other information or matters received.

ADDITIONAL DIRECTORS’ COMMENTS

None

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ADDITIONAL GENERAL MANAGER COMMENTS

None

ADJOURNMENT

President Chadd adjourned the July 21, 2021 Regular Board Meeting 8:55 p.m.