



## **MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | AUGUST 19, 2021**

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on August 19, 2021 was called to order by President Chadd at 7:02 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 – District General Counsel

### **PUBLIC PRESENT ON THE CONFERENCE CALL**

None

### **PLEDGE OF ALLEGIANCE**

Director Mandich 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 Southern California Water Coalition conference. Discussion occurred concerning the impacts of outdoor water demands and the benefits of water use efficiency public messaging. Director Acosta extended an invitation to Wastewater Operations staff to the Los Angeles County Sanitation District Carson Wastewater Treatment Plant.

Director Safranski reported on his attendance at the City of Rancho Santa Margarita City Council meeting, and he highlighted the discussion concerning the Regional Housing Needs Assessment (RHNA) requirements for the city.

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Director Mandich reported on his attendance at the South Orange County Integrated Watershed Management Area Executive Committee Meeting, and he highlighted the presentation delivered at the meeting. Director Mandich reported on his attendance at the Communities of Rancho (CAR) meeting, and briefly updated the Board on certain City of Rancho Santa Margarita capital improvement projects.

Director Dopudja reported on his attendance at the South Orange County Water Agency (SOCWA) regular meeting.

Director Chadd had no comments.

**REPORT FROM THE GENERAL MANAGER**

Mr. Paludi reported on the following matters:

- Mr. Robert Baldwin, Lead Maintenance Technologist (SCADA) is retiring from the District on August 24, 2021 after thirty-five years of dedicated service.
- Municipal Water District of Orange County (MWDOC) has scheduled a Water Policy Forum and Dinner for September 30, 2021, and the Keynote Speaker is the new General Manager for Metropolitan Water District.
- MWDOC's Orange County Water Summit to be held on October 15, 2021.
- District staff has met with the developer of the Saddle Crest Development and learned that thirty-eight (38) parcels have been sold to another developer.
- Mr. Paludi will be out of the office the week of August 23, 2021.

**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 Safranski to approve the Consent Calendar.  
The motion was approved by a vote of 5 – 0.

**ADMINISTRATIVE MATTERS**

**ITEM 4: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, AND TENTATIVE FUTURE MEETINGS/ ATTENDANCE**

Mr. Paludi presented this matter for Board consideration. Director Acosta indicated he did not attend the City of Rancho Santa Margarita Council meeting on July 14, 2021. There were no other 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 as amended.  
The motion was approved by a vote of 5 – 0.

**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 the District is in the process of updating the District's Board Room Use Policy. Mr. Paludi reported that the Governor's Executive Order on remote access for public meetings is set to expire on November 30, 2021.

**Action:** No action concerning this matter was taken.

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**ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING ALTERNATIVE WORK SCHEDULE FOR DISTRICT EMPLOYEES**

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Mr. Paludi introduced this matter for Board consideration, and he reported that this matter was reviewed at the prior Regular Board Meeting. Discussion occurred concerning a priority on customer service and operational controls to ensure ongoing District services. Mr. Paludi indicated that the District's Personnel Policy and individual job descriptions will need to be updated to include the proposed alternative schedule. Ms. Collins provided a recommended motion for the adoption of the alternative work schedule.

**Action:** A motion was made by Director Acosta and seconded by Director Chadd to approve the proposed alternative work schedule and to implement the schedule at the beginning of September 2021.  
The motion was approved by a vote of 5 – 0.

**FINANCIAL MATTERS**

**ITEM 7: DISCUSSION AND ACTION RELATED TO URBAN WATER INSTITUTE'S 2021 ANNUAL WATER CONFERENCE**

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Mr. Paludi presented 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 member of the Urban Water Institute (UWI) and highlighted the benefit to District as it related to the participation in this program. Mr. Paludi recommended the Board approve a sponsorship of this event.

**Action:** A motion was made by Director Acosta and seconded by Director Mandich to approve a sponsorship of the Urban Water Institute's 2021 Annual Water Conference in an amount not to exceed \$1,500.  
The motion was approved by a vote of 5 – 0.

**ITEM 8: ADOPTION OF RESOLUTIONS CONCERNING TRABUCO CANYON WATER DISTRICT HEALTH BENEFIT COSTS FOR 2021 OPEN ENROLLMENT**

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Mr. Paludi introduced this matter for Board consideration, and he reported this matter was reviewed with the Finance/Audit Committee. Mr. Perea highlighted the current level of the District's health benefit allowance, and he reviewed the 2022 health plan costs and changes with the Board of Directors. Mr. Perea reviewed the results of the projected budgetary impacts of the proposed health benefit allowance adjustment, and he reported that it is anticipated that the District will experience a health benefit cost savings. Mr. Perea recommended the Board of Directors adopt the proposed resolutions to increase the monthly health benefit allowance.

**Action:** A motion was made by Director Dopudja and seconded by Director Mandich to Adopt Resolution No. 2021-1299 – Resolution of the Board of Directors of Trabuco Canyon Water District Fixing the Employer Contribution at an Equal Amount of Employees and Annuitants Under the Public Employees' Medical and Hospital Care Act (PERS Members).  
The motion was approved by a vote of 5 – 0.

A motion was made by Director Dopudja and seconded by Director Mandich to Adopt Resolution No. 2021-1300 - Resolution of the Board of Directors of Trabuco Canyon Water District Fixing the Employer Contribution at an Equal Amount of Employees and Annuitants Under the Public Employees' Medical and Hospital Care Act (Non-PERS Members).  
The motion was approved by a vote of 5 – 0.

**ENGINEERING MATTERS**

**ITEM 9: DISCUSSION AND POSSIBLE ACTION EL TORO SEWER LIFT STATION SURGE TANK REPLACEMENT**

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Mr. Paludi introduced this matter for Board consideration, and he mentioned this matter was reviewed with the Engineering/Operational Committee. Mr. Perea provided an overview of the planned facility improvements and reviewed the project scope of work with the Board. Mr. Perea added that the Engineering/Operational Committee approved a budget of \$100,000 for the project, but that District staff have not received a proposal to date due to significant supply chain challenges and other issues outside of the District's control. Discussion occurred concerning the impacts of the offline station to downstream facilities owned and operated by Irvine Ranch Water District; Mr. Perea expressed his appreciation to IRWD Operations staff for their understanding at this time.

**Action:** No action concerning this matter was taken.

**ITEM 10: DISCUSSION AND RATIFICATION OF REPAIR OF VERTICAL TURBINE PUMP NO. 3 FOR THE DIMENSION WATER TREATMENT PLANT**

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Mr. Paludi introduced this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Perea reported that during the period that the Dimension Water Treatment Plant (DWTP) has been offline, that District staff has worked with Flo-Services, Inc. to remove the onsite vertical turbine pump (3 CFS) pump for rehabilitation. Mr. Stroud added that the pump would be installed prior to the start-up of the DWTP. Mr. Perea recommended the Board of Directors approve the Flo-Services, Inc. proposal for the pump repair.

**Action** A motion was made by Director Mandich and seconded by Director Safranski to Ratify Flo-Services, Inc. Proposal No. 21-048 in the amount of \$60,951 for the repair of the Dimension Water Treatment Plant Vertical Booster Pump No. 3 (3 CFS).  
The motion was approved by a vote of 5 – 0.

**LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS**

**ITEM 11: CONSIDERATION AND POSSIBLE ACTION CONCERNING THE ASSOCIATION OF CALIFORNIA WATER AGENCIES (ACWA) REGION 10 BOARD ELECTION FOR THE 2022-2023 TERM**

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Mr. Paludi provided a brief update on the Association of California Water Agencies (ACWA) Region 10 Board of Directors Election, and he reported on the candidate slate and election bylaws.

**Action** A motion was made by Director Acosta and seconded by Director Safranski to authorize District staff to cast the official election ballot on behalf the Board of Directors.  
The motion was approved by a vote of 5 – 0.

**ITEM 12: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)**

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Mr. Paludi provided an update on the following items:

- MET Board summary on the current water supply level alert and shortage, and he indicated that District staff will review the current water contingency plan impacts and encourage voluntary conservation.
- MWDOC facilitated process to review the role of the agency through a two-phase process which will include individual agency interviews with an agency-selected elected official and general manager to be interviewed separately.

**Action:** A motion was made by Director Acosta and seconded by Director Mandich to appoint Director Dopudja as primary and Director Safranski as secondary to participate in the

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“Role of MWDOC” facilitated process including an interview with the consultant facilitator.

The motion was approved by a vote of 5 – 0.

**CLOSED SESSION**

The Board of Directors entered closed session in accordance with the agenda at 8:00 p.m. The General Manager and District General Counsel participated in portions of the closed session.

This closed session ended at 8:56 p.m.

**ITEM 13: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION**

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**Action:** President Chadd announced there was no action to report.

**OTHER INFORMATION/MATTERS**

Mr. Paludi provided a brief update to the Board on a potential conflict of interest-related matter related to TCWD and the San Juan Basin Authority which had been referred to the Fair Political Practices Commission (FPPC) for an advice letter, and to which the FPPC subsequently responded with questions concerning South Orange County Wastewater Authority (SOCWA). Ms. Collins provided her legal opinion that SOCWA’s general counsel will need to respond to the FPPC. Mr. Paludi added that this matter may be discussed more fully at a later date.

**ADDITIONAL DIRECTORS’ COMMENTS**

None

**ADDITIONAL GENERAL MANAGER COMMENTS**

None

**ADJOURNMENT**

President Chadd adjourned the August 19, 2021 Regular Board Meeting 9:02 p.m.