



## **MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | NOVEMBER 18, 2021**

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on November 18, 2021 was called to order by President Chadd at 7:00 p.m. 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 Michael Safranski  
Director Edward Mandich

### **DIRECTORS ABSENT**

Director Glenn Acosta

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Karen Warner, Principal Accountant  
Lisa Marie Sangi, Executive Assistant/Assistant District Secretary

### **DISTRICT CONSULTANTS PRESENT**

Claire Collins, General Legal Counsel – Hanson Bridgett LLP

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

None

### **PLEDGE OF ALLEGIANCE**

Mr. Perea 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 Safranski reported on his attendance at the City of Rancho Santa Margarita (RSM) City Council Meeting on October 27, 2021, and he briefly commented on a presentation of the City's DRAFT Housing Element Report to meet the State's Regional Housing Needs Assessment (RHNA) requirement.

Director Mandich reported on his attendance at the November 4, 2021 South Orange County Integrated Regional Watershed Management Area (IRWM) Executive Committee Meeting, and he provided an update on certain grant funding opportunities.

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Director Dopudja reported on his attendance at the City of RSM State of the City event and provided a brief review of the matters discussed at the event. Director Dopudja expressed his appreciation to District staff for his invitation to the District lunch.

Director Chadd reported on an email message he received from Orange County Water District (OCWD) Director Cathy Green related to her candidacy for the Association of California Water Agencies (ACWA) Vice Presidents position.

**REPORT FROM THE GENERAL MANAGER**

Mr. Paludi reported on the following matters:

- Expressed his appreciation to District staff and the Directors that attended the District Thanksgiving Lunch.
- Ms. Lausten was currently out of the office due to a scheduling conflict.
- Orange County Local Agency Formation Commission (OCLAFCO) has requested comments on their proposed 2021 Strategic Plan, and the District has provided input and considerations for their strategic plan. Mr. Paludi added that Commissioners Davert and Fisler have requested to attend the December Regular Board Meeting and provide an update to the Board of Directors.
- Mr. Paludi wished all in attendance a Happy Thanksgiving holiday.

**ADMINISTRATIVE MATTERS**

**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.  
The motion was approved by a vote of 4 – 0 – 1 with Director Acosta absent.

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

Mr. Paludi presented this matter for Board consideration, and he reported this matter was reviewed with the Finance/Audit Committee.

**Action:** A motion was made by Director Dopudja and seconded by Director Mandich to approve of the Directors' Fees and Expenses Report as presented.  
The motion was approved by a vote of 4 – 0 – 1 with Director Acosta absent.

**ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE CORONAVIRUS, INCLUDING SAFETY OF DISTRICT SERVICES AND EMPLOYEES, AND IMPACT TO BOARD & COMMITTEE MEETINGS**

Mr. Paludi presented this matter for Board consideration, and he reported that District staff recommends reopening the Administration Facility for public access on January 3, 2022. Mr. Paludi added that District staff is currently working with General Legal Counsel to prepare a streamlined Board Room Use application and permit for groups that want to use the room for meetings.

**Action:** No action was taken.

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**ITEM 7: APPROVAL AND ADOPTION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY OF ORANGE FOR USE OF COUNTYWIDE MASS NOTIFICATION SYSTEM (ALERTOC)**

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Mr. Perea presented this matter for Board consideration, he mentioned that this matter was reviewed with the Engineering/Operational Committee. Mr. Perea reported that the District has partnered with the County of Orange and has used the AlertOC notification system since 2013, and he provided a brief overview of the updated terms in the proposed Memorandum of Understanding (MOU). Mr. Perea added that there is no cost to the District to continue to participate and use the system.

**Action:** A motion was made by Director Safranski and seconded by Director Dopudja to approve and authorize the General Manager to execute the Memorandum of Understanding Between the County of Orange and Participants for Use of Countywide Mass Notification System.  
The motion was approved by a vote of 4 – 0 – 1 with Director Acosta absent.

**FINANCIAL MATTERS**

**ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING CERTAIN BUDGETARY REALLOCATIONS OF FISCAL YEAR 2021/2022 CAPITAL IMPROVEMENT PROJECT BUDGET**

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Mr. Paludi introduced this item for Board consideration, and he reported this matter was reviewed with the Engineering/Operational and Finance/Audit Committees. Mr. Paludi presented a proposed reallocated capital improvement project (CIP) budget due to the impacts of higher critical facility improvement projects. Mr. Perea provided additional feedback related to the proposed budget reallocation and he emphasized the critical nature of certain wastewater facility projects. Discussion occurred concerning certain project deferment to future years to accommodate the higher priority projects.

**Action:** A motion was made by Director Dopudja and seconded by Director Mandich to approve the reallocated Fiscal Year 2021/2022 Capital Improvement Project Budget.  
The motion was approved by a vote of 4 – 0 – 1 with Director Acosta absent.

**ENGINEERING MATTERS**

**ITEM 9: APPROVAL OF CONTRACT WITH SS MECHANICAL FOR THE EL TORO SEWER LIFT STATION SURGE TANK REHABILITATION PROJECT**

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Mr. Paludi introduced this matter for Board consideration, and he reported this matter was reviewed with the Engineering/Operational Committee. Mr. Perea provided a brief overview of the failed surge tank at the facility, and he reported that the station is currently bypassed to Irvine Ranch Water District's (IRWD) facility downstream. Mr. Perea reported that District staff requested a proposal from and recommended SS Mechanical for the replacement of the onsite surge tank and related equipment.

**Action:** A motion was made by Director Dopudja and seconded by Director Mandich to approve and authorize the General Manager to execute a contract with SS Mechanical Construction Corp. for the El Toro Sewer Lift Station Surge Tank Rehabilitation Project for \$235,395 with a contingency of \$20,000, for a not to exceed amount of \$255,395.  
The motion was approved by a vote of 4 – 0 – 1 with Director Acosta absent.

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**ITEM 10: DIMENSION WATER TREATMENT PLANT BACKWASH TANK REPLACEMENT PROJECT STATUS UPDATE**

Mr. Paludi provided a brief project update to the Board, and he reported that this project has been completed. Mr. Perea reviewed the project photos with the Board, and he expressed his appreciation to District staff for their work on this challenging project.

**Action:** No action was taken.

**LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS**

**ITEM 11: WATER SUPPLY AND DROUGHT RESPONSE UPDATE**

Mr. Paludi presented this matter for Board consideration, and he delivered a PowerPoint Presentation that highlighted the current statewide drought conditions and regional impacts. Mr. Paludi recommended implementing a District response consistent with the Water Shortage Contingency Plan (WSCP), and he reported that District staff is working with General Legal Counsel to prepare a resolution to implement a level 2 shortage level and response measures consistent with the WSCP. Discussion occurred concerning the importance of public outreach to District customers.

**Action:** No action was taken.

**OTHER INFORMATION/MATTERS**

Mr. Perea reported that President Chadd received a letter from Santa Margarita Water District (SMWD) Board President expressing appreciation to TCWD Wastewater Operators Blake Smith and Garrett Rias for responding to a mutual aid request from SMWD due to a sanitary system overflow. Mr. Perea expressed his appreciation to Mr. Smith and Mr. Rias for their efforts.

Ms. Collins extended an invitation to the Board of Directors and District staff to attend a dinner at the ACWA Fall Conference.

**ADDITIONAL DIRECTORS' COMMENTS**

None

**ADJOURNMENT**

President Chadd adjourned the November 18, 2021 Regular Board Meeting 7:52 p.m.