



**EXECUTIVE COMMITTEE MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA
ADMINISTRATIVE FACILITY, CONFERENCE ROOM
FEBRUARY 7, 2022 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:

Trabuco Canyon Water District (District) will make this meeting available by telephone audio as follows:

Telephone Audio: 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 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

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING AGENDA | FEBRUARY 7, 2022**

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. January 10, 2022

DISCUSSION MATTERS

ITEM 2: 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 3: 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.

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 | FEBRUARY 7, 2022**

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. *January 10, 2022*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | JANUARY 10, 2022

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 December 7, 2021 Executive Committee Meeting to order at 5:00 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 GENERAL MANAGER

Mr. Paludi reported that Santa Margarita Water District (SMWD) have canceled the event with Metropolitan Water District of Southern California (MET) General Manager Adel Hagekhalil due to a scheduling conflict.

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 December 7, 2021 Executive Committee meeting recap be forwarded to the Board of Directors for approval (Consent Calendar).

ADMINISTRATIVE MATTERS

ITEM 2: ADMINISTRATIVE FACILITY BOARD ROOM USE APPLICATION AND PERMIT

Mr. Paludi introduced this matter for Committee consideration, and he reported that District staff have incorporated Board input provided at the December 16, 2021 Regular Board Meeting. Mr. Perea provided a review of the updates to the proposed application and permit, including the use of onsite personnel at all events for access and security concerns, security/cleaning deposit adjustment, and other minor non-substantive changes.

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | JANUARY 10, 2022**

Mr. Perea recommended the Committee forward the proposed Board Room Use Application and Permit to the Board of Directors for consideration and approval.

RECOMMENDED ACTION:

The Committee recommended the Board of Directors approve the proposed Board Room Use Application and Permit and rescind the Facility Use Policy adopted on February 21, 2017. (Action Calendar)

DISCUSSION MATTERS

ITEM 3: BOARD AGENDA PLANNING CALENDAR

Mr. Paludi presented this matter for Committee consideration, and he provided a handout highlighting certain proposed Board agenda planning calendar updates including, but not limited to:

January 2022

- Draft Agenda was presented
- Possible Water Awareness Day Event
- Finance/Audit Special Committee Meeting – Recommend approval of loan documents
- Special Board Meeting – Board approval of loan documents

February 2022

- Executive Committee Meeting
- Rate Study Consultant Contract Award
- District Treasurer’s Annual Statement of Investment Policy
- T-Mobile Agreement Amendment
- Code of Conduct Policy Revisions
- Reimbursement Policy Revisions

March 2022

- Rate Study Consultant Contract Award
- MWDOC Preliminary Budget & Rates
- Preliminary District Budget & Capital Improvement Project (CIP) Budget

RECOMMENDED ACTION:

OTHER MATTERS

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

Director Chadd requested that District staff prepare a brief report on current staffing levels and organization chart.

RECOMMENDED ACTION:

None

ADJOURNMENT

Vice President Dopudja adjourned the January 10, 2022 Executive Committee Meeting at 5:36 PM.

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | FEBRUARY 7, 2022**

DISCUSSION MATTERS

ITEM 2: 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 | FEBRUARY 7, 2022**

OTHER MATTERS

ITEM 3: 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.