



**EXECUTIVE COMMITTEE MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
ADMINISTRATIVE FACILITY
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA
OCTOBER 9, 2023 AT 5:00 PM**

COMMITTEE MEMBERS

Ed Mandich, Committee Chair
Stephen Dopudja, 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 | OCTOBER 9, 2023**

ADMINISTRATIVE MATTERS

ITEM 1: APPROVAL OF 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. July 27, 2023*
- 2. September 25, 2023*

DISCUSSION MATTERS

ITEM 2: DISCUSSION OF WATER METER SIZING POLICY AND PROCEDURE

RECOMMENDED ACTION:

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

ITEM 3: FACILITIES TOUR UPDATE

RECOMMENDED ACTION:

Committee to discuss information at the time of the Executive Committee 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.

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 | OCTOBER 9, 2023**

ADMINISTRATIVE MATTERS

ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

Information will be presented at the time of the meeting.

RECOMMENDED ACTION:

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

- 1. July 27, 2023*
- 2. September 25, 2023*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | JULY 27, 2023

DIRECTORS PRESENT

Vice President Ed Mandich, Committee Chair
President Stephen Dopudja, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager

CONSULTANTS PRESENT

Robin Rockey, Rockspark Communications

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Mandich called the July 27, 2023 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

None

REPORT FROM THE GENERAL MANAGER

None

DISCUSSION MATTERS

ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

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

MOTION: Approve the Executive Committee Meeting Recap and recommend the Board of Directors receive and file the same (Consent Calendar) – Director Dopudja

SECOND: Director Mandich

AYES: Directors Mandich & Dopudja

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2 - 0

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | JULY 27, 2023**

ITEM 2: BOARD AGENDA PLANNING CALENDAR

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

August 2023

Regular Board Meeting

- Heritage Sewer Lift Station (E/O)
Mr. Paludi reported that District staff has received two bids that will be reviewed at the Committee level.

- SCADA Upgrade Project (E/O)
Mr. Paludi reported that an amendment to the contract for approximately \$100K will be presented for Committee review, and he stated that this is due to missing the Robinson Ranch Booster Pump Station from the upgrade schedule. Discussion occurred concerning project management challenges.

- Engineering Augmentation (E/O)
Mr. Paludi reported that District staff will present a proposal from Project Partners for staff augmentation, and he added that the costs would be capitalized by project.

- District Fleet Purchases (E/O)
Mr. Paludi reported that District staff will present the quote for four new fleet vehicles in response to new California Air Resource Board (CARB) regulations that became effective in April 2023.

- OC Water Summit (F/A)
Mr. Paludi reported that this annual event will be held in October this year, and that District staff recommends sponsoring the event by reserving a table for Board and staff attendees.

Special Board Meeting

- General Manager Performance Evaluation – Closed Session

Other Future Matters

- Dove Canyon Master Association (DCMA) V-Ditch Project – Mr. Paludi provided a brief update on his understanding of the project and concerns related to property ownership of the slope.

MOTION: None – Informational item only.

OTHER MATTERS

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

Mr. Paludi provided a brief update on the following matters:

- Public Events
 - Chat with TCWDDiscussion occurred concerning planning the second Chat with TCWD event with the public, and the preference to hold the event after the District Facilities Tour.

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | JULY 27, 2023**

- District Facilities Tour

Mr. Paludi introduced Ms. Rockey to the Committee for the purpose of providing an update on planning efforts for this event. Discussion occurred concerning setting a date for the event, the development of an overall theme, and facility designation.

- Strategic Communications Plan

Ms. Rockey provided a handout which listed proposed communication efforts for Committee review and consideration. Discussion occurred concerning the preferred public outreach efforts for the development of a proposal from Ms. Rockey's firm for Board consideration at a later date.

- Customer Service Issues

Mr. Perea provided an update on the District's residential termination of service for non-payment (lock offs), and he reported many customers have caught up on their account balances. Mr. Perea added that a small number of customers have significant balances due to pandemic-related challenges and impacts, and he recommended that District staff work with customers on this issue consistent with District rules and policies.

- Saddleback Meadows Development

Mr. Paludi provided a brief update on this development and ongoing negotiations with the developer for the construction of the reservoir to meet system demands.

MOTION: None – Informational item only.

ADJOURNMENT

Vice President Mandich adjourned the July 27, 2023 Executive Committee Meeting at 6:59 p.m.

DRAFT



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | SEPTEMBER 25, 2023

DIRECTORS PRESENT

Vice President Ed Mandich, Committee Chair
President Stephen Dopudja, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager
Roseann Lejsek, Administrative Assistant
Phil Serpas, CMMS/SCADA Administrator

CONSULTANTS PRESENT

Robin Rockey, Rockspark Communications

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Mandich called the September 25, 2023 Executive Committee Meeting to order at 5:20 PM.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

None

REPORT FROM THE GENERAL MANAGER

None

DISCUSSION MATTERS

ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

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

MOTION: Approve the Executive Committee Meeting Recap and recommend the Board of Directors receive and file the same (Consent Calendar) – Director Dopudja

SECOND: Director Mandich

AYES: Directors Mandich & Dopudja

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2 - 0

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | SEPTEMBER 25, 2023**

ITEM 2: BOARD AGENDA PLANNING CALENDAR

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

October 2023

Regular Board Meeting

- Contract Amendment for Rate Study with IB Consultants (F/A)
- District Facilities Tour Recap
- USBR Grant Application for Dove & Tick Creek Pump Stations

November 2023

Regular Board Meeting

- Golf Club Sewer Lift Station Rehabilitation Construction Contract Award (E/O)
- Arc Flash Contract Award (E/O)
- Policy & Procedure for Meter Downsizing (E/O & F/A)

The Committee recommended agendaing this matter for Board consideration at the October 2023 Regular Board Meeting.

- Cartegraph CMMS System Demonstration (E/O & RBM)

Mr. Paludi recommended a demonstration of the District's new Computerized Maintenance Management System (CMMS) system now that the system is live and in use by District staff.

December 2023

Regular Board Meeting

- Election of Board Officers/Committee Appointments CY 2024
- Annual Comprehensive Financial Report FYE 2023
- UWI Spring Conference Sponsorship

Other Future Matters

- Expense Reimbursement Policy Update
The Committee recommended agendaing this matter for Committee review at the November 6, 2023 Executive Committee Meeting.
- Processing Agreement for Saddleback Meadows Development

MOTION: None – Informational item only.

OTHER MATTERS

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

Mr. Paludi provided a brief update on the following matters:

- District Facilities Tour

Mr. Paludi provided a brief update on the event planning efforts to date, including attendee registration, site visits, and staffing. Ms. Rockey reported on the Eventbrite registration process and highlighted certain rental equipment costs.

- Meter Resizing/Downsizing Program

Mr. Paludi presented this matter to the Committee for discussion and review, and he mentioned that this matter was briefly discussed with the Finance/Audit Committee. Discussion occurred concerning the criteria for the

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | SEPTEMBER 25, 2023**

development of a meter resizing/downsizing program, including, but not limited to, review/approval process, responsibility for requesting and justifying the meter resizing/downsizing, and consistency with local ordinances and Orange County Fire Authority (OCFA) regulations. Director Mandich recommended that District staff develop an approval flow chart and draft policy for Committee review at the next meeting prior to reviewing with the Board at the October 2023 regular meeting.

MOTION: None – Informational item only.

ADJOURNMENT

Vice President Mandich adjourned the September 25, 2023 Executive Committee Meeting at 6:24 p.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | OCTOBER 9, 2023**

DISCUSSION MATTERS

ITEM 2: DISCUSSION OF WATER METER SIZING POLICY AND PROCEDURE

At the September 21, 2023 Regular Board Meeting, the Board of Directors directed staff to develop a draft policy and procedure for processing water meter resizing requests from customers for discussion at the October 19 Regular Board Meeting. Although the District has received a significant number of requests from customers wishing to downsize their existing water meter, the policy could apply to both increasing and decreasing the size of a meter. At this time, the proposed policy would apply only to residential accounts serving a single-family residence. Staff will present to the Committee the status of progress on the draft policy and procedure in advance of discussion by the full board in October.

RECOMMENDED ACTION:

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

CONTACTS (staff responsible): PALUDI/PEREA/LAUSTEN

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | OCTOBER 9, 2023**

DISCUSSION MATTERS

ITEM 3: FACILITIES TOUR UPDATE

The District is conducting a customer tour of select facilities and infrastructure on Saturday, October 14 from 7:30am to 1:00pm. Transportation to and between facilities will be provided via a mini-bus and sprinter-type van which together have a 42-person capacity. It is anticipated that nearly every seat will be occupied. At the Committee meeting, staff will review tour itinerary and logistics, staff participation, and other details.

RECOMMENDED ACTION:

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

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | OCTOBER 9, 2023**

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.

CONTACTS (staff responsible): PALUDI/PEREA