



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | NOVEMBER 8, 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
Karen Warner, Principal Accountant
Jason Stroud, Maintenance Superintendent
Roseann Lejsek, Administrative Assistant
Phil Serpas, CMMS/SCADA Administrator

CONSULTANTS PRESENT

Claire Collins, Hanson Bridgett, LLP – District General Counsel

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Mandich called the November 8, 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(s) for Committee consideration in accordance with the agenda.

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

SECOND: Director Mandich

AYES: Directors Mandich & Dopudja

NOES: None

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ABSTAIN: None

MOTION PASSED/FAILED: Passed 2 - 0

ITEM 2: BOARD AGENDA PLANNING CALENDAR

Mr. Paludi provided a handout that included the following agenda planning items for Committee review and consideration:

November 2023

Regular Board Meeting – 11/16

- System Wide ARC Flash and Coordination Study (E/O)

December 2023

Regular Board Meeting – 12/21

- Election of Board Officers/Committee Appointments – CY 2024
- Golf Club SLS Rehab Construction Contract Award (E/O)
- UWI Spring Conference Sponsorship (Exec)

January 2024

Regular Board Meeting – 1/18

- Annual Comprehensive Financial Report FYE 2023 (F/A)

Other Potential Future Board Items

- Expense Reimbursement Policy Update
- Human Resources Support Services Contract
- Acceptance of Saddle Crest Facilities

MOTION: None – Informational item only.

ITEM 3: RESIDENTIAL WATER METER DOWNSIZING PROGRAM

Mr. Paludi presented this matter for Committee consideration, and he reported that the program application and permit was approved by the Board of Directors at the November 1, 2023 Special Board Meeting pending certain modifications and final approval by the Executive Committee. Discussion occurred concerning certain minor, non-substantive changes to ensure consistency of terms. Director Dopudja commented on certain feedback from District customers on the program, specifically the recorded notice requirement, and he recommended the addition of language to the notice that the recorded notice may be removed from title in the event the meter is resized to its original size. Mr. Paludi presented a handout of the proposed web page for the District’s website which is prepared to be updated the following week. Director Mandich inquired about any updates from the Orange County Fire Authority (OCFA) concerning process approval; Mr. Paludi confirmed that OCFA has agreed to provide approval to applicants that meet their requirements.

MOTION: Approve the proposed changes to the District’s Residential Water Meter Downsizing Program application and permit, and forward to the Board of Directors for review (Action Calendar) – Director Dopudja

SECOND: Director Mandich

AYES: Directors Mandich & Dopudja

NOES: None

ABSTAIN: None

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MOTION PASSED/FAILED: Passed 2 – 0

ITEM 4: REVIEW OF DISTRICT EXPENSE REIMBURSEMENT POLICY

Mr. Paludi presented this matter for Committee consideration, and he reported that this policy was previously approved by the Board of Directors in 2022. Director Mandich recommended non-substantive changes to certain terms for consistency purposes. Director Dopudja recommended updating the lodging requirements with a rule of reasonableness concerning the number of days in relation to the conference. Discussion occurred concerning certain examples of conferences based on distance and travel. The Committee recommended the lodging requirements language to be updated to limit the number of days of lodging do not exceed the days of the conference unless previously approved by the authorizing authority.

MOTION: The Committee recommended forwarding the proposed

ITEM 5: DISCUSSION OF DISTRICT HUMAN RESOURCES AND BENEFITS ADMINISTRATION SUPPORT

Mr. Paludi presented this matter for Committee consideration, and he commented that this item had been agendized at the request of Director Mandich. Director Mandich added that the purpose of this proposed contracted support is to assist District staff workload on human resources and benefits related items. Mr. Perea expressed his support for the proposed contract services as he performs this function, but he stated that he recognizes the need for the separation of these duties. Director Dopudja concurred with the recommended contract services to ensure staff receive the support they need. Mr. Paludi reported that District staff will prepare Request for Proposals (RFP) with a scope of work, and this matter will agendized for discussion at the next Committee meeting.

MOTION: None – Informational item only.

ITEM 6: DISCUSSION OF DISTRICT PORTER PROPERTY

Mr. Paludi presented this matter for Committee consideration and discussion. Director Mandich commented that the District has completed an environmental survey of the property, and he requested that general counsel provide an update on recent surplus land act requirements. Discussion occurred concerning potential use options for the property. Director Mandich recommended the scheduling of a District Properties Committee meeting in December to discuss this matter.

MOTION: None – Informational item only.

OTHER MATTERS

ITEM 7: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

Mr. Paludi provided a brief update on the Saddle Crest development onsite reservoir and pump station improvements.

MOTION: None – Informational item only.

ADJOURNMENT

Vice President Mandich adjourned the November 8, 2023 Executive Committee Meeting at 6:19 p.m.