



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | DECEMBER 4, 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
Roseann Lejsek, Administrative Assistant
Gary Kessler, Water Operations Superintendent
Phil Serpas, CMMS/SCADA Administrator

CONSULTANTS PRESENT

Claire Collins, District General Legal Counsel – Hanson Bridgett, LLC
Robin Rockey – Rockspark Communications

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Mandich called the December 4, 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

Mr. Paludi reported on the following matters:

- Community Associations of Rancho (CAR) Meeting – Mr. Paludi reported that the CAR meeting will be held in the District's boardroom the following morning at 7:30 a.m.
- Water Advisory Commission of Orange County (WACO) – Mr. Paludi reported that the WACO meeting will be held the following Friday.
- Colorado River Water Users Association (CRWUA) – Mr. Paludi reported that he would be attending the CRWUA conference in Las Vegas.

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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

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:

December 2023

Regular Board Meeting – 12/21

- Election of Board Officers/Committee Appointments – CY 2024
- Award Golf Club SLS Rehab Construction Contract Award (E/O)
- Approve Lead Service Line Inventory Services Agreement with MWDOC (E/O)
- Approve UWI Spring Conference Sponsorship (Exec)
- Discuss Human Resources Support Services Contract – Information (Exec)

January 2024

Regular Board Meeting – 1/18

- Receive and file Annual Comprehensive Financial Report FYE 2023 (F/A)
- Adopt Annual Statement of Investment Policy (F/A)

February 2024

Regular Board Meeting – 2/15

- Receive and file District Total Compensation Survey Update (F/A)
- Award Harris Grade Pipeline Replacement Design Contract (E/O)
- Award Recycled Water Pump Station Improvements Design Contract (E/O)
- Discussion Water Awareness Day Planning (Exec)

Other Potential Future Board Items

- Award Human Resources Support Services Contract
- Approve Debt Issuance Agreements
- Acceptance of Saddle Crest Facilities
- Approve OPEB Biennial Valuation for CERBT Trust Funding

MOTION: None – Informational item only.

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ITEM 3: DISCUSSION OF DISTRICT HUMAN RESOURCES AND BENEFITS ADMINISTRATION SUPPORT

Mr. Paludi presented this matter for Committee review, and he reported that District staff and general legal counsel have prepared a draft scope of work to identify key areas for consultant support. Discussion occurred concerning certain focus areas, including health benefits administration and recruitment support. Ms. Collins reported that she has received some preliminary input from client agencies that utilize this type of support. The Committee directed staff to prepare a request for proposals (RFP) and a finalized scope of work for consideration.

MOTION: None – Informational item only.

OTHER MATTERS

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

Mr. Paludi provided a brief update on the on the effort to recall three of the five directors of the Board. Discussion occurred concerning opportunities to modify the District’s website for greater accessibility. Mr. Perea indicated that he would coordinate with the website developer to address the Committee’s concerns and comments.

MOTION: None – Informational item only.

ADJOURNMENT

Vice President Mandich adjourned the December 4, 2023 Executive Committee Meeting at 5:30 p.m.