



## TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | JANUARY 8, 2024

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### **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  
Jason Stroud, Maintenance Superintendent  
Phil Serpas, CMMS/SCADA Administrator

### **CONSULTANTS PRESENT**

Laura Ratcliffe, District General Legal Counsel – Hanson Bridgett, LLC  
Robin Rockey – Rockspark Communications

### **PUBLIC PRESENT**

None

### **CALL MEETING TO ORDER**

Vice President Mandich called the January 8, 2024 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:

- Mr. Paludi wished all in attendance a Happy New Year.
- Southern California Water Coalition (SCWC) – Mr. Paludi reported that the SCWC Luncheon is scheduled for January 26<sup>th</sup>.
- Municipal Water District of Orange County (MWDOC) – Mr. Paludi reported that the MWDOC Water Policy Forum & Dinner is scheduled for January 31<sup>st</sup>, and that District staff will poll the Board on their availability.

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**DISCUSSION MATTERS**

**ITEM 1: BOARD AGENDA PLANNING CALENDAR**

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

**January 2024**

Regular Board Meeting – 1/18

- Adopt Golf Club SLS Rehab Construction Management Contract (E/O)
- Receive and file Annual Comprehensive Financial Report FYE 2023 (F/A)
- Director Committee Assignments

**February 2024**

Regular Board Meeting – 2/15

- Approve County Easement agreement for Trabuco Creek Road Improvement (E/O)
- Adopt Annual Statement of Investment Policy (F/A)
- Discussion Water Awareness Day Planning (Exec)

**March 2024**

Regular Board Meeting – 3/21

- Conduct Annual Meeting of Trabuco Canyon Public Financing Authority
- Conduct Annual Meeting of Trabuco Canyon Improvement Corporation
- 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)
- Approval of Resolution Authorizing USBR Grant Application (E/O)
- Discuss MWDOC Draft FY 2024/25 Budget (F/A)

**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.

**ITEM 2: DISCUSSION REGARDING COMMUNICATING DISTRICT SERVICES AND CAPITAL PROJECTS**

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Mr. Paludi presented this matter for Committee review, and he reported that Ms. Rockey was in attendance to present a proposed communications plan on District services and infrastructure improvements. Ms. Rockey provided a handout on potential outreach activities to provide updates on capital improvement projects and the District's rates at work. Ms. Rockey reported that the District has implemented a digital On Tap newsletter to customers that have registered online. The Committee recommended implementing videos of ongoing capital improvement projects with the assistance of staff highlighting equipment replacement and upgrades.

**MOTION:** None – Informational item only.

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

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Mr. Paludi presented this matter for Committee review, and he provided a handout of the draft scope of work to receive input from the Committee. Discussion occurred concerning reviewing the proposed scope of work with special legal counsel which specializes in employment law. Mr. Paludi reported that District staff will prepare a request for proposals (RFP) in the coming months. Director Mandich recommended presenting the RFP with the Board at a future regular meeting.

**MOTION:** None – Informational item only.

**OTHER MATTERS**

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

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There were no other matters presented.

**MOTION:** None

**ADJOURNMENT**

Vice President Mandich adjourned the January 8, 2024 Executive Committee Meeting at 5:37 p.m.