



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | AUGUST 5, 2024

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, Executive Assistant

CONSULTANTS PRESENT

Claire Collins, District General Legal Counsel – Handon Bridgett, LLC

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Mandich called the August 5, 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 that a line break of the 16" transmission pipeline occurred last Friday in the City of Lake Forest near the Dimension Water Treatment Plant (DWTP). Mr. Paludi reported that the break erupted underneath the parking lot of a commercial center near an auto repair shop and Montessori School, and that the pressure caused water to enter the school grounds. Mr. Paludi reported that Ferreira Construction was on-site quickly and repaired the pipeline. Mr. Paludi commended Mr. Perea on his handling of the event on Friday, and he stated that both he and Mr. Perea have spoken with the Montessori School regarding minor property damage. Mr. Paludi added that he and Mr. Perea have an on-site visit scheduled at the school to assess the reported damage. Mr. Paludi noted that a possible reason for the break may be the aged pipeline coupled with starting up the DWTP the previous day. Discussion occurred regarding the possibility of utilizing alternative sources while easing into capacity.

Mr. Paludi reported that Heritage Lift Station has experienced a power connectivity issue and is currently running on generator power. Mr. Perea reported that during an ARC Flash inspection, Southern California Edison (SCE) assessed that possible underground tension on the station's cable connection to SCE's transformer caused disconnection from the station's junction box. Mr. Perea reported that upon this finding, SCE powered down the station and he reported that along with generator power, a bypass plan is ready if the generator goes down.

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Mr. Paludi reported that the next Chat with TCWD community forum is scheduled for September 5th from 6:30 p.m. to 8:30 p.m., and he requested the Committee’s input for topics of discussion.

ADMINISTRATIVE 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

DISCUSSION MATTERS

ITEM 2: BOARD AGENDA PLANNING CALENDAR

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

August 2024

Regular Board Meeting – 8/15

- Update on HR & Benefits Administrator Support Services Providers (Exec)
- TCWD Response to 2023-24 OC Grand Jury Report (Exec)
- Authorize Amendment to JIG Agreement for Blower Room Improvements (E/O)
- Execute Grants of Easement for Barneburg Sewer Lift Station and Bell Canyon Sewer Lift Station (E/O)
- Authorize Purchase of Business System Replacement Server (E/O & F/A)
- Approve Employer Health Benefit Contribution for 2025 (F/A)
- Approval of District’s Sponsorship of 2024 OC Water Summit (F/A)
- **Closed Session:**
 - Rutter Development Settlement Update (tent)
 - GM Performance Evaluation

September 2024

Regular Board Meeting – 9/19

- Biennial Review of District’s Conflict of Interest Code (Exec)
- Award Recycled Water P.S. Improvements Design Contract (E/O)
- Authorize Agreement with Myers Marine for Trabuco Dam Outlet Repair (E/O)
- General Manager’s Employment Contract

October 2024

Regular Board Meeting – 10/17

- Quarterly CIP Update – Information Only (E/O)

Other Potential Future Board Items

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- Accept Saddle Crest Facilities (E/O)
- Award Design of RW Pump Station Improvements (E/O)
- Award Design of Dove & Tick Creek Pump Station Improvements

Mr. Perea reported that the State of California has released Cybersecurity Grant Program funding, and he stated that staff has started a dialogue with Soto Resources to explore possible grant funding opportunities to offset the cost of the District's Business System Server Replacement project.

MOTION: None – Informational item only.

ITEM 3: TCWD RESPONSE TO 2023-24 ORANGE COUNTY GRAND JURY REPORT

Mr. Paludi presented this matter for Committee consideration, and he reported that the 2023-24 Orange County Grand Jury has requested the District's response to certain findings and recommendations in the report. Mr. Paludi provided a draft response letter for Committee review. Discussion occurred regarding the District's proposed responses, specifically in highlighting regional collaboration. Mr. Paludi noted that the District's response is due September 18th, and he stated that he would incorporate the Committee's recommendations and bring an updated draft response letter to the August Regular Board Meeting.

MOTION: None – Informational item only.

ITEM 4: DISCUSSION ON HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES

Mr. Perea presented this matter for Committee consideration, and he reported that the District issued a request for qualifications (RFQ) to six firms for human resources and benefits administration services. Mr. Perea reported that the District received three responses and that District Staff met with CPS HR Consulting and Keenan & Associates to discuss the proposed scope of work. Discussion occurred regarding bifurcating the human resources and benefits administration services and contracting with each firm. The Committee reviewed both proposals and requested that an hourly rate breakdown from Keenan & Associates be brought to the August Regular Board Meeting.

MOTION: None – Informational item only.

ITEM 5: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

Saddle Crest

Mr. Paludi reported that the District has communicated its position to Rutter Development and has not received a response as of yet.

Groundwater Treatment Facility

Mr. Paludi reported that the wells have gone offline for the season, and he reported that the wells produced a total of 450-acre feet this season. Director Mandich requested that staff calculate the monetary value of the water supply from the wells in comparison to purchasing treated water from Irvine Ranch Water District (IRWD).

Lead and Copper Rule Revisions (LCRR)

Mr. Paludi reported that the District has completed its required Lead and Copper sampling and he was happy to report that there were zero lead lines found. Mr. Paludi also reported that the District opted to do the field testing in-house with District staff at a cost of \$8,000. Mr. Paludi noted that completing the testing in-house resulted in cost savings to the District of approximately \$78,000.

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Ms. Collins left the meeting at 5:43 pm.

Mr. Perea reported that Water System Operator Brent Monson took his Water Distribution Grade 5 certification test and passed.

Mr. Perea reported that Customer Service Field Technician Jimmy Montero completed his Cross Connection Control class and passed his American Water Works Association (AWWA) certification test.

ADJOURNMENT

Vice President Mandich adjourned the August 5, 2024 Executive Committee Meeting at 5:48 p.m.