



## TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | NOVEMBER 4, 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  
Roseann Lejsek, Executive Assistant

### **CONSULTANTS PRESENT**

Debbie Gutman, CPS HR Consulting (Virtually)

### **PUBLIC PRESENT**

None

### **CALL MEETING TO ORDER**

Vice President Mandich called the November 4, 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**

None

### **ADMINISTRATIVE MATTERS**

#### **ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP**

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

**RECOMMENDATION:** The Committee recommended forwarding this matter to the Board of Directors (Consent Calendar).

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**DISCUSSION MATTERS**

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Director Mandich recommended moving agenda item 4 up to accommodate the attendance of Debbie Gutman, CPS HR Consulting.

**ITEM 4: APPROVAL OF HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES CONTRACT**

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Mr. Paludi presented this matter for Committee consideration, and he introduced Ms. Debbie Gutman, Principal Human Resources Consultant with CPS HR Consulting. Ms. Gutman provided her background in Human Resources, and she reported on their firm’s extensive experience in working with public agencies. Ms. Gutman also provided an overview of the Human Resources and health benefits support that their firm will provide the District and its employees. Discussion occurred concerning the availability of on-site support, if needed.

**RECOMMENDATION:** The Committee recommended forwarding this matter to the Board of Directors (Action Calendar).

**ITEM 2: 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:

**November 2024**

Regular Board Meeting – 11/21

- Award HR and Benefits Support Agreement with CPS (Exec)
- Approve Amendment to GM Contract (Exec)
- Multi-Jurisdictional Hazardous Mitigation Plan Update (E/O)
- **Closed Session:**
  - Rutter Development Settlement

**December 2024**

Regular Board Meeting – 12/19

- Election of Board Officers
- Appointments of Board Members to Committee and Representative Assignments
- Award Recycled Water P.S. Improvements Design Contract (E/O)

**January 2025**

Regular Board Meeting – 1/16

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

**Other Potential Future Board Items**

- Accept Saddle Crest Facilities
- Award Design of Dove & Tick Creek Pump Station Improvements
- Adopt Resolution Updating TCWD Procurement Policy
- Water Purchase Pricing Agreement with IRWD

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

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**ITEM 3: APPROVAL OF URBAN WATER INSTITUTE 2025 CONFERENCE SPONSORSHIPS**

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Mr. Paludi presented this matter for Committee consideration. Mr. Paludi reported that the District has been a member of the Urban Water Institute (UWI) since 2020 and that he currently holds a position on the UWI Board of Directors. Mr. Paludi reported that UWI is a good organization for TCWD's participation, and he recommended that the District renew its conference sponsorships for 2025 at the "Silver" level amount of \$3,000.

**RECOMMENDATION:** The Committee recommended forwarding this matter to the Board of Directors (Action Calendar).

**OTHER MATTERS**

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

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**Golf Club Lift Station**

Mr. Paludi provided the Committee with a status update on this CIP project, and he stated that Ms. Lausten will provide an update at the next Engineering/Operational Committee Meeting.

**Heritage Lift Station**

Mr. Paludi provided the Committee with a status update on this project, and he stated that these improvements are being completed in advance of the full station upgrade starting in 2025.

**Dove Dam**

Mr. Paludi provided the Committee with a status update on this project, and he stated that he will provide a report to the Board.

**District Treasurer**

Mr. Paludi provided the Committee with a status update on this matter, and he reported that Ian Berg has come on board as the District's Treasurer. Mr. Paludi provided the Committee with Mr. Berg's background with Eide Bailly. Mr. Paludi reported that staff is evaluating the need for an internal financial employee position within the District.

**Staff**

Mr. Perea reported that the District has hired Joshua Gough into the entry level role of Customer Service Field Technician I.

**Public Safety Power Shutoff (PSPS) Event**

Mr. Paludi stated that there will be a PSPS event Wednesday to Thursday evening this week due to high winds and low humidity.

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

**ADJOURNMENT**

Vice President Mandich adjourned the November 4, 2024 Executive Committee Meeting at 5:43 p.m.