



**EXECUTIVE COMMITTEE MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
ADMINISTRATIVE FACILITY
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA
FEBRUARY 3, 2025 AT 5:00 PM**

COMMITTEE MEMBERS

Glenn Acosta, Committee Chair
Edward Mandich, Committee Member

DISTRICT STAFF

Fernando Paludi, General Manager
Michael Perea, District Secretary

AGENDA NOTE:

Trabuco Canyon Water District (District) will make this meeting available by telephone audio as follows:

Telephone Audio: 1 (669) 900-6833

Access Code: 979 8688 5071

Persons desiring to monitor the Committee meeting agenda items may download the Executive Committee meeting agenda and documents on the internet at www.tcwd.ca.gov. You may submit public comments by email to the Committee at mperea@tcwd.ca.gov. In order to be part of the record, emailed comments on meeting agenda items must be received by the District, at the referenced e-mail address, not later than 10:00 a.m. (PDT) on the day of the meeting.

CALL MEETING TO ORDER

VISITOR PARTICIPATION

Members of the public wishing to address the Committee regarding a particular item on the agenda are requested to complete a speaker card and submit it to staff. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decisions on matters. The Committee makes recommendations only to the Board of Directors. Members of the public will be given the opportunity to speak to the Committee prior to making a recommendation on the matter. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.

ORAL COMMUNICATION

Members of the public who wish to make comment on matters not appearing on the agenda are invited to identify themselves and encouraged to make comment at this time. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decision on matters. The Committee makes recommendations only to the Board of Directors. Under the requirements of State Law, Committee Members cannot take action on items not identified on the agenda and will not make decisions on such matters. The Committee Chair may direct District Staff to follow up on issues as may be deemed appropriate. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.

COMMITTEE MEMBER COMMENTS

REPORT FROM THE GENERAL MANAGER

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING AGENDA | FEBRUARY 3, 2025**

ADMINISTRATIVE MATTERS

ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

Approve the following Executive Committee Meeting Recap and recommend that the Board receive and file the same (Consent Calendar):

1. January 13, 2025

DISCUSSION MATTERS

ITEM 2: BOARD AGENDA PLANNING CALENDAR

RECOMMENDED ACTION:

Receive information at the time of the meeting and take action(s) as deemed appropriate.

ITEM 3: DISCUSSION REGARDING FACILITY BACKUP GENERATOR POWER SUMMARY

RECOMMENDED ACTION:

Receive information at the time of the meeting. No action required.

ITEM 4: DISCUSSION REGARDING POTABLE WATER SYSTEM PRESSURE

RECOMMENDED ACTION:

Receive information at the time of the meeting. No action required.

ITEM 5: DISCUSSION REGARDING BOARDROOM AUDIO/VISUAL SYSTEM IMPROVEMENTS

RECOMMENDED ACTION:

Receive information at the time of the meeting. No action required.

OTHER MATTERS

ITEM 6: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

RECOMMENDED ACTION:

Hear other matters from the General Manager and/or Staff.

ADJOURNMENT

AVAILABILITY OF AGENDA MATERIALS

Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Trabuco Canyon Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board of Directors are available for public inspection at the District Administrative Facility, 32003 Dove Canyon Drive, Trabuco Canyon, California (District Facility). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available in the lobby area of the District Facility at the same time as they are distributed, except that, if such writings are distributed immediately prior to or during the meeting, they will be available in the Boardroom at the District Facility.

COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2

In compliance with California law and the Americans with Disabilities Act, if you need special disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, or if you need the agenda provided in an alternative format, please contact the District Secretary at (949) 858-0277 at least 48 hours in advance of the scheduled meeting. Notification 48 hours prior to the meeting will assist the District in making reasonable arrangements to accommodate your request. The District office is wheelchair accessible.

www.tcwd.ca.gov



**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | FEBRUARY 3, 2025**

ADMINISTRATIVE MATTERS

ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

Information will be presented at the time of the meeting.

RECOMMENDED ACTION:

Approve the following Executive Committee Meeting Recap and recommend that the Board receive and file the same (Consent Calendar):

1. *January 13, 2025*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | JANUARY 13, 2025

DIRECTORS PRESENT

Vice President Glenn Acosta, Committee Chair
President Edward Mandich, Committee Member

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager
Karen Warner, Principal Accountant
Roseann Lejsek, Executive Assistant

CONSULTANTS PRESENT

Claire Collins, District General Legal Counsel – Hanson Bridgett, LLP

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Acosta called the January 13, 2025 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

President Mandich expressed his relief that the District has fared well during the recent wind events.

Vice President Acosta extended his thoughts and prayers to those affected by the Los Angeles fires.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi reported on the current Public Safety Power Shutoff (PSPS) event, and he stated that service has been restored to Canyon Creek with the assistance of an electrical contractor. Mr. Paludi stated that with PSPS events happening with greater frequency, staff is identifying areas of facility deficiencies, both short-term and long-term.

Mr. Paludi reported that the Dimension Water Treatment Plant (DWTP) system is offline, and he stated that the District is currently purchasing water from Irvine Ranch Water District (IRWD) through an interconnection near the District's El Toro Booster Pump Station. Mr. Paludi also reported that the District's generator is currently down, and he stated that staff has a rented generator staged at the field office in preparation for PSPS events. Mr. Paludi noted that staff would like to discuss with the Board, the purchase of an additional generator, in order to be better prepared for future PSPS events.

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | JANUARY 13, 2025**

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.

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

DISCUSSION MATTERS

ITEM 2: BOARD AGENDA PLANNING CALENDAR

Mr. Paludi presented the following agenda planning items for Committee consideration:

January 2025

Regular Board Meeting – 1/16

- Time of the Regular Board Meeting
- Boardroom Audio/Visual Improvements (Exec)
- W.M. Lyles Agreement Amendment (E/O)
- Quarterly CIP Update (E/O)
- 2024 Year-End Legislative Report
- **Closed Session:**
 - No closed session being held due to SBM Closed Session 1/13

February 2025

Regular Board Meeting – 2/20

- Update to TCWD’s Annual Statement of Investment Policy
- Update to TCWD’s Procurement Policy
- RFP Design for Dove & Tick Creek Improvement Project (E/O)
- Server Upgrade Project – CalOES Cybersecurity Grant Funds
- In Lieu Fees for Developments

March 2025

Regular Board Meeting – 3/20

-

Other Potential Future Board Items

- Rockspark Contract
- Accept Saddle Crest Facilities
- Analysis of DWTP Transmission Line
- Adopt Resolution Updating TCWD Procurement Policy

The Committee requested that staff put together a list of the District’s sites and their respective electrical needs, as well as a map of the areas within the District with low pressure. The Committee also requested that staff attempt to re-engage the Orange County Fire Authority (OCFA) regarding the District’s Porter property for a possible OCFA facility.

RECOMMENDATION: None – Informational item only.

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | JANUARY 13, 2025**

ITEM 3: UPDATE ON HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES WITH CPS HR

Mr. Paludi presented this matter for Committee consideration. Mr. Perea reported that the District executed a contract with CPS HR Consulting as of January 1, 2025, and that staff met with CPS HR staff for a kickoff meeting the prior week to provide an overview of the District’s organization and identify key goals for the fiscal year. Mr. Perea also reported that staff will set up an in-person meeting with CPS HR in mid-February to familiarize staff with the dedicated point of contact and services that CPS HR will provide.

RECOMMENDATION: None – Informational item only.

ITEM 4: DISCUSSION REGARDING FY 2025-26 BUDGET PROCESS AND SCHEDULE

Mr. Paludi presented this matter for Committee consideration, and he reported that staff will be initiating the Fiscal Year 2025-26 budget development process in February with the assistance of Ian Berg with Starting Line Advisory. Mr. Paludi presented a FY 2024-25 Budget Key Milestones slide to show the budget process flow. The Committee recommended that staff hold multiple budget workshops to engage the District’s ratepayers. Mr. Paludi added that the District’s 2025 pass-through rate increase is currently being reviewed by the District’s rate consultant, and he added that staff will inform the Board once the pass-through rate messaging goes out.

RECOMMENDATION: None – Informational item only.

ITEM 5: DISCUSSION REGARDING BOARDROOM AUDIO/VISUAL IMPROVEMENTS

Mr. Paludi presented this matter for Committee consideration, and he provided an overview of the current audio/visual (A/V) system and its technological challenges. Mr. Perea reported that in April 2024 the Executive Committee directed staff to explore options and cost estimates for upgrades to the Boardroom A/V system. Mr. Perea provided a handout to the Committee members with the quote that the District received at that time from Western Audio Visual. The Committee expressed that improving the audio is the critical component at this time. The Committee instructed staff to streamline the scope of work before sending out an RFP.

RECOMMENDATION: None – Informational item only.

ITEM 6: DISCUSSION REGARDING PUBLIC OUTREACH AND EDUCATION ACTIVITIES AND SUPPORT

Mr. Paludi presented this matter for Committee consideration, and he reported that the District currently contracts with Rockspark Communications for support in developing and executing communications and outreach. Mr. Paludi provided an overview of the reoccurring monthly services that Rockspark provides, including the District’s monthly On Tap newsletter, social media postings and other outreach as needed. Discussion occurred regarding re-assessment of the budget and scope of work, transparency to the District’s customers, and ensuring that funds are utilized in a manner that benefits the ratepayers. The Committee requested that this item be agendized for the February Regular Board Meeting for further discussion.

RECOMMENDATION: None – Informational item only.

OTHER MATTERS

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

There were no other matters presented.

RECOMMENDATION: None.

ADJOURNMENT

Vice President Acosta adjourned the January 13, 2025 Executive Committee Meeting at 6:15 p.m.

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | FEBRUARY 3, 2025**

DISCUSSION MATTERS

ITEM 2: BOARD AGENDA PLANNING CALENDAR

Information will be presented at the time of the meeting.

RECOMMENDED ACTIONS:

Receive information at the time of the meeting and take action(s) as deemed appropriate.

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | FEBRUARY 3, 2025**

DISCUSSION MATTERS

ITEM 3: DISCUSSION REGARDING FACILITY BACKUP GENERATOR POWER SUMMARY

Trabuco Canyon Water District (TCWD or District) owns and operates water, wastewater, and recycled water treatment and pumping facilities that require a significant amount of electrical energy to ensure continuity of services to its customers. Recently, Southern California Edison (SCE) has implemented [Public Safety Power Shutoffs \(PSPS\)](#) to proactively deactivate their electric grids and circuits during periods of adverse weather conditions, specifically, high wind events. Beginning in mid-October 2024 through January 2025, SCE has activated approximately eight (8) PSPS events due to high wind conditions based on internal assessments by their meteorologists and incident management teams. Some of these PSPS events lasted for seven days or more, which has the potential to create serious interruptions of water service for District customers in rural areas.

District staff have performed an analysis of the backup generator power equipment, both onsite and mobile, at District operated facilities and the respective energy demands to identify areas of improvement and/or enhancement to meet the reality of frequent PSPS events and extended power outages in the District's service area. A summary of this information will be provided at the time of the meeting.

FUNDING SOURCE:

None at this time.

FISCAL IMPACT:

To be determined.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

RECOMMENDED ACTIONS:

Receive information at the time of the meeting and take action(s) as deemed appropriate.

EXHIBIT(S):

None.

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | FEBRUARY 3, 2025**

DISCUSSION MATTERS

ITEM 4: DISCUSSION REGARDING POTABLE WATER SYSTEM PRESSURE

Staff was directed by the Executive Committee at the January 13, 2025 meeting to identify areas within the Trabuco Canyon Water District (District) potable water system where low pressure areas exist. The District's 2022 System-wide Master Plan and Condition Assessment includes an evaluation of the water system and a discussion of distribution system pressure. Staff will present more information at the time of the meeting.

FUNDING SOURCE:

Not applicable.

FISCAL IMPACT

Not applicable.

RECOMMENDED ACTIONS:

Receive information at the time of the meeting. No action required.

EXHIBIT(S):

None.

CONTACTS (staff responsible): PALUDI/LAUSTEN

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | FEBRUARY 3, 2025**

DISCUSSION MATTERS

ITEM 5: DISCUSSION REGARDING BOARDROOM AUDIO/VISUAL IMPROVEMENTS

The District’s Administration Facility serves as the primary public meeting room for the Board of Directors, as well as the de facto community center for groups like homeowner associations, voting centers, and local non-profit organizations. The current audio/visual (A/V) system has been in use since 2012 and is still in working order, but there have been significant technological advances and unforeseen meeting challenges, namely hybrid meeting formats, that are not compatible with the current system.

In April 2024, District staff procured a budgetary estimate with options from a local contractor that has worked with neighboring water agencies and special districts to upgrade their board room A/V systems to review with the Executive Committee and subsequently with the Board of Directors at the January 16, 2025 Regular Board Meeting for the purpose of receiving input from the Board on system improvement priorities. At that meeting, the general direction provided to staff was to focus on audio improvements to better compensate for the room’s poor acoustics, including, but not limited to, microphones, speakers, and associated equipment. District staff will provide an update on this matter to the Committee.

FUNDING SOURCE:

None at this time.

FISCAL IMPACT

To be determined.

ENVIRONMENTAL COMPLIANCE:

Not applicable.

RECOMMENDED ACTIONS:

Receive information at the time of the meeting and take action(s) as deemed appropriate.

EXHIBIT(S):

None.

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | FEBRUARY 3, 2025**

OTHER MATTERS

ITEM 6: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

Other matters may have arisen after the posting of the agenda and will be brought forward for discussion and/or information at the time of the Executive Committee.

RECOMMENDED ACTION:

Hear other matters from the General Manager and/or Staff.

CONTACTS (staff responsible): PALUDI/PEREA