



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

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**COMMITTEE MEMBERS**

Glenn Acosta, Committee Chair  
Edward Mandich, Committee Member

**DISTRICT STAFF**

Fernando Paludi, General Manager  
Michael Perea, District Secretary

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**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](http://www.tcwd.ca.gov). You may submit public comments by email to the Committee at [mperea@tcwd.ca.gov](mailto: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 | MARCH 3, 2025**

**ADMINISTRATIVE MATTERS**

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**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. February 3, 2025

**DISCUSSION MATTERS**

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**ITEM 2: BOARD AGENDA PLANNING CALENDAR**

**RECOMMENDED ACTION:**

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

**OTHER MATTERS**

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**ITEM 3: 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](http://www.tcwd.ca.gov)



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

**ADMINISTRATIVE MATTERS**

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

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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. *February 3, 2025*

**CONTACTS (staff responsible): PALUDI/PEREA**



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

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### **DIRECTORS PRESENT**

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

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Lorrie Lausten, District Engineer  
Gary Kessler, Water Operations Superintendent  
Jason Stroud, Maintenance Superintendent  
Phil Serpas, CMMS/SCADA Administrator  
Karen Warner, Principal Accountant  
Roseann Lejsek, Executive Assistant

### **CONSULTANTS PRESENT**

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

### **PUBLIC PRESENT**

None

### **CALL MEETING TO ORDER**

Vice President Acosta called the February 3, 2025 Executive Committee Meeting to order at 5:02 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).

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

**DISCUSSION MATTERS**

**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:

**February 2025**

Regular Board Meeting – 2/20

- Amend CIP budget for Server Upgrade Project (E/O)
- Adopt Resolution for Updated Standard Drawings and Specs (E/O)
- Approve Resolution Clarifying Application of In-Lieu Storage Charge (E/O)
- Receive and File Water System Storage 2024 Update (E/O)
- Adopt Resolution Regarding Annual Statement of Investment Policy (F/A)
- Ratification of Account Adjustments Resulting from Meter Downsizing (F/A)
- Discussion Regarding Public Education and Outreach Activities
- Approve Amendment to GM Contract
- **Closed Session:**
  - Rutter Development Settlement (if needed)

**March 2025**

Regular Board Meeting – 3/20

- Accept Saddle Crest Facilities
- WWTP Blower Sound Panel Design Results/Cost Estimate (E/O)
- Discussion on DWTP and Transmission Pipe Rehab Cost Estimates and Alternatives
- Server Upgrade Project – CalOES Cybersecurity Grant Funds
- In Lieu Fees for Developments

**April 2025**

Regular Board Meeting – 4/17

- Information item regarding Quarterly CIP Update (E/O)

Special Board Meeting (TBD)

- Budget/CIP Workshop #1

**Other Potential Future Board Items**

- Special Board Meeting – Budget Workshop #2
- Award Design of Dove & Tick Creek Pump Station Improvements
- Award Construction Contract for Heritage SLS Improvements
- Adopt Resolution Updating TCWD Procurement Policy
- Water Intertie Agreement with IRWD
- Water Awareness Day Discussion

Discussion occurred regarding a high wind and wildfires preparedness presentation that Mr. Perea will be delivering at the City of Rancho Santa Margarita City Council Meeting in February. Mr. Paludi reported that he attempted to re-engage with the Orange County Fire Authority (OCFA) regarding the District's Porter property for a possible OCFA facility, and he stated that OCFA maintained that there are no current opportunities on the horizon. Discussion also occurred regarding the District's public education and outreach, potential legal matters, and the upcoming budget workshops in relation to public outreach and transparency.

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

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

**ITEM 3: DISCUSSION REGARDING FACILITY BACKUP GENERATOR POWER SUMMARY**

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Mr. Paludi presented this matter for Committee consideration. Mr. Perea provided a Facility Backup Power Generator Summary handout to the Committee listing each of the District’s facilities, backup generator status, and electrical needs. Mr. Perea reported that staff has worked on identifying vulnerabilities at the District’s facilities. The Committee requested that staff identify and highlight the most critical facilities in the summary handout. Mr. Stroud reported on his efforts to purchase small and medium-sized generators.

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

**ITEM 4: DISCUSSION REGARDING POTABLE WATER SYSTEM PRESSURE**

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Mr. Paludi presented this matter for Committee consideration, and he provided two handouts to the Committee showing low pressure locations and available residential fire flow locations within the District’s service area. Mr. Kessler provided information on areas of system pressure challenges, and he explained that staff notifies OCFA of these specific sites. Mr. Paludi suggested that fire flow availability be looked at as part of the District’s Capital Improvement Program (CIP). Director Acosta recommended discussing the District’s low pressure areas at the Engineering/Operational Committee Meeting. Discussion occurred with General Counsel regarding the District’s responsibility in resolving system pressure issues and technical options and funding strategies.

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

**ITEM 5: DISCUSSION REGARDING BOARDROOM AUDIO/VISUAL SYSTEM IMPROVEMENTS**

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Mr. Paludi presented this matter for Committee consideration. Mr. Perea provided an update on staff’s efforts to find a cost-efficient solution to the Boardroom’s audio issues. The Committee requested that staff rent a small audio system with portable microphones and speakers to pilot test at the next Regular Board Meeting. Mr. Perea stated that he would reach out to the company that the District hired to provide audio/visual enhancements at the Public Hearings.

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

**OTHER MATTERS**

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

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**Employee Recognition Awards**

Mr. Paludi reported that Director Horst recommended that the District hand out Employee Recognition Awards.

**Pass-Through Rates**

Mr. Paludi reported that the pass-through rates are in the process of being updated, and that they will be issued since Board approval is not required. Mr. Paludi stated that a postcard mailer will be prepared and mailed to customers informing them of what the increases will be.

**Staff Photo**

Director Acosta recommended that staff take a group photo to be put in the District’s On Tap newsletter.

**ATT First Net System**

Mr. Serpas reported that there are portions of the District’s service area where mobile phone coverage does not work well, specifically areas in the Canyon. Mr. Perea stated that staff will further evaluate this issue and report back to the Board , if necessary.

**RECOMMENDATION:** None.

**ADJOURNMENT**

Vice President Acosta adjourned the February 3, 2025 Executive Committee Meeting at 6:30 p.m.

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

**DISCUSSION MATTERS**

**ITEM 2: BOARD AGENDA PLANNING CALENDAR**

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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 | MARCH 3, 2025**

**OTHER MATTERS**

**ITEM 3: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF**

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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**