



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.

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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

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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.

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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.