



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

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

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

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

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

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

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.