

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP
MAY 4, 2016**

DIRECTORS PRESENT

Edward Mandich, Committee Chair
Glenn Acosta, Committee Member Alternate

DIRECTORS ABSENT

Stephen Dopudja, Committee Member

STAFF PRESENT

Hector Ruiz, General Manager
Michael Perea, District Secretary
Lorrie Lausten, Engineer
Lisa Carmouche, Administrative Assistant
Kris Hanberg, Wastewater Department Superintendent
Jason Stroud, Maintenance Technologist II

STAFF ABSENT

Neil McKenna, Water Department Superintendent

PUBLIC PRESENT

There were no members of the public present.

CALL MEETING TO ORDER

Director Mandich called the May 4, 2016, Engineering/Operational Committee Meeting to order at 7:00 AM.

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

No comments were received.

COMMITTEE MEMBER COMMENTS

Director Acosta had no comments.

Director Mandich had no comments.

REPORT FROM THE GENERAL MANAGER

Mr. Ruiz had no matters to report.

ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

The April 6, 2016, Engineering/Operational Committee Meeting Recap was presented to the Committee.

RECOMMENDED ACTION

Director Mandich and Mr. Perea approved the meeting recap and recommended that the Board receive and file the April 6, 2016, Engineering/Operational Committee Meeting Recap (Consent Calendar).

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ITEM 2: ALTERNATE RAW WATER TRANSMISSION LINE - PW79

Mr. Ruiz provided a status update on this project, and mentioned that he received a letter from CalOES regarding Federal Emergency Management Agency's (FEMA) approval of project funding which means that District staff can proceed with project construction. Mr. Ruiz reported that District staff have completed the posting of the CEQA required Notice of Determination, and that the evaluation of any additional potential environmental permits has started. Discussion occurred concerning the possible impacts of the removal of the abandoned pipeline with heavy equipment, and the required permits by the City of Lake Forest. Mr. Ruiz reported that District staff has secured one of the required private easements, and that the related easements with the Irvine Ranch Water District (IRWD) and the County of Orange Parks and Trails are in progress. Mr. Ruiz said that District staff is currently preparing a Request for Proposal for Construction Inspection Services which will include geotechnical work. Mr. Ruiz provided a handout of the consultant services and costs to date performed by Tetra Tech (Consultant) beginning in March 2012 to current. Discussion occurred concerning project final design and the project original budget for consultant services.

RECOMMENDED ACTION

The Committee received the status update, no action taken.

ITEM 3: BAKER WATER TREATMENT FACILITY

Mr. Ruiz provided a status update on this project, and mentioned that the Project Committee met on April 14, 2016, and is scheduled to meet on May 12, 2016. Mr. Ruiz presented the Baker Water Treatment Plant Construction Report for April, 2016 for Committee review and comment. Mr. Ruiz reported that he recently met with the Municipal Water District of Orange County (MWDOC), Santa Margarita Water District (SMWD), and IRWD to review billing methods, and learned that the District is the only MWDOC member agency that is not directly billed by MWDOC for its water use. Mr. Ruiz added that the monthly imported treated water use billing is a complicated process due to the various agencies involved but MWDOC does a good job. Mr. Ruiz added that because the District's water use is sub-metered by SMWD, the billing is included with SMWD's wastewater billing and requires further reconciliation by Ms. Karen Warner, Accounting Supervisor.

RECOMMENDED ACTION

The Committee received the status update, no action taken.

ITEM 4: DISCUSSION AND POSSIBLE ACTION(S) RELATING TO TCWD'S 2015 URBAN WATER MANAGEMENT PLAN

Mr. Ruiz provided a status update on this project, and mentioned that he and Ms. Lausten have been working with Arcadis (Consultant) to prepare the Final Draft 2015 Urban Water Management Plan (UWMP). Mr. Ruiz added that District staff has completed the District's Best Management Practices (BMPs) Reports for submission to the California Urban Water Management Council as required by the Department of Water Resources for inclusion in the UWMP. Mr. Ruiz said that Ms. Carmouche is currently preparing the required Notice of the Public Hearing and its publication in the local newspaper.

RECOMMENDED ACTION

The Committee received the status update, no action taken.

ITEM 5: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING PLANO TRABUCO RECYCLED WATERLINE EXTENSION PROJECT

Mr. Ruiz reported that the District's portion and the Nursery's onsite portion of this project have been completed, and the project has been an overall success. The Nursery's onsite work is being funded by the Metropolitan Water District of Southern California (MWD) through a grant with the property owner. Mr.

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Hanberg reported that the County of Orange Inspector is scheduled to meet with District staff to conduct a drawdown test on the waterline extension. Mr. Ruiz said that the District has not made a practice of collecting fees for potable water to recycled water conversions in the past, but this unique situation involves an undeveloped site which may be developed for a purpose other than agricultural purposes in the future. Discussion occurred concerning the re-evaluation of the necessity of fee assessment in the event the site is rezoned in the future.

RECOMMENDED ACTION

The Committee directed District staff to review this matter with the Finance/Audit Committee.

ITEM 6: PLANO SEWER LIFT STATION WET WELL AND ROBINSON RANCH WASTEWATER TREATMENT PLANT INFLUENT EQUALIZATION BASIN RECOATING PROJECT

Mr. Ruiz presented this matter for Committee review, and mentioned that this is a Fiscal Year 2015/2016 Capital Improvement Project, and that the existing coating is adversely impacted by the corrosive wastewater received at Plano Trabuco Sewer Lift Station Wet Well and the Influent Equalization Basin at the Robinson Ranch Wastewater Treatment Plant. Mr. Ruiz added that District staff is currently preparing an RFP for the recoating of the both facilities, and anticipates that the work would take approximately one week for each facility.

RECOMMENDED ACTION

The Committee received the status update, no action taken.

ITEM 7: OTHER ENGINEERING AND OPERATIONS PROJECTS

1. Recycled Water Conversion Project Opportunities

Mr. Ruiz reported that District staff proposes a recycled water conversion project for the Robinson Ranch Homeowners Association which would not have been possible without the recent Plano Trabuco Recycled Water Pipeline Extension Project. Discussion occurred concerning recycled water demands and current system capacity; Mr. Ruiz said that the District's practice is to supplement the recycled water system with captured urban runoff, and then with potable water to meet demand, if necessary. Mr. Ruiz added that this practice was reviewed during the Rate Study.

2. Orange County Water System Gap Analysis

Mr. Ruiz provided a status update on this matter, and added that District staff is coordinating with MWDOC staff for a presentation on this matter at a future Committee Meeting.

3. TCWD Fiscal Year 2016/2017 Capital Improvement Program Review

Mr. Ruiz provided a status update on this matter, and provided a handout of the Fiscal Year 2016/2017 Capital Improvement Program (CIP) Projects for Committee review. Mr. Ruiz highlighted the following projects:

ADMINISTRATION

• Network Server Upgrade and Utility Billing System:

Mr. Ruiz said that these two projects are related as the District's current network server infrastructure is at capacity and approaching end of life. Mr. Ruiz reported that District staff is working with Synoptek to determine the associated hardware and software costs to accommodate the planned utility billing system.

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WATER

• Cooks Reservoir Replacement:

Mr. Ruiz commented that although the Board approved this project at the March 16, 2016, Regular Board Meeting, that the contractor is unable to finish the project by the end of this fiscal year. Mr. Ruiz added that Water Operations staff recommends delaying this project to September/October in Fiscal Year 2016/2017.

• El Toro Road Field Office:

Mr. Ruiz said that this District facility requires an improved perimeter security fence and the demolition of the existing pump house due to its dilapidated condition.

• Santiago Canyon Road Pipeline Improvements and Replacement:

Mr. Ruiz said that this project is designed to improve reliability and connection of services to the twelve-inch main and remove a remaining section of the eight-inch pipeline that periodically fails.

• Mountain View Drive:

Mr. Ruiz said that this project is designed to provide an improved fire flow to the canyon area serviced by the pipeline. Mr. Ruiz added that this project consists of the installation of three hundred feet of new pipeline, twelve new residential service laterals, and a new fire hydrant to service the customers in this remote part of the District's service area.

WASTEWATER

• 1986 Crane Truck Replacement:

Mr. Ruiz said that the District's current crane truck is approximately thirty years old and requires replacement.

• WWTP and Service Road –Asphalt Repairs Phase 1:

Mr. Ruiz said that this project may be a larger project due to the damaged Arizona crossing on the access road, so District staff will conduct a study and geotechnical tests prior to completing the work.

• El Toro Road Lift Station, Valve Replacement and Station Improvements:

Mr. Ruiz said that this project is necessary because the existing twelve-inch valve is broken in the open position and requires replacement.

RECOMMENDED ACTION

The Committee received the status update, and recommended that District staff present the Fiscal Year 2016/2017 Capital Improvement Program (CIP) to the Finance/Audit Committee for review.

ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE PLANO TRABUCO DEVELOPMENT, WILLIAM LYON HOMES, INC., CITY OF RANCHO SANTA MARGARITA (36 UNIT TRIPLEX BUILDING DESIGN)

Mr. Ruiz provided a status update on this matter to the Committee, and said that District staff is working with Special Legal Counsel on the acquisition of the required easements. Ms. Lausten presented photographs of onsite work recently completed, including the domestic water tie-in to the 16-inch main.

RECOMMENDED ACTION

The Committee received the status update, no action taken.

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ITEM 9: SKYRIDGE DEVELOPMENT (84 DUs)

Mr. Ruiz provided a status update on this development, and reported that District staff has not received any comments from SMWD on the Agreement for the Provision of Certain Services and Purchase of Capacity Rights (Agreement). Ms. Lausten presented photos from recent water pipeline and sewer pipeline installation work completed at the job site.

RECOMMENDED ACTION

The Committee received the status update, no action taken.

ITEM 10: SADDLE CREST DEVELOPMENT (65 DUs)

Mr. Ruiz provided a status update on this development, and commented that District staff is currently working on the WSL for the development. Mr. Ruiz that District staff has met with the developer to review size and demand design of the onsite reservoir. Mr. Ruiz added that District staff is reviewing an existing sewer agreement with the Zadeh development where connection to the existing sewer may result in reimbursement of certain costs.

RECOMMENDED ACTION

The Committee received the status update, no action taken.

ITEM 11: ACTIVE DEVELOPMENTS

1. Summerfield Homes, County of Orange – Tract 15800 (5 DUs | WSL)

Ms. Lausten provided a status update on this development, and mentioned that the developer has completed building three homes. Ms. Lausten added that the developer has completed the required sewer protective coating to the sewer manhole which services the homes, per the District’s direction.

2. Oaks at Trabuco, County of Orange (9 DUs | WSL)

Mr. Ruiz commented that District staff has met with the developer to review the currently planned construction of a new home next to the future onsite wastewater treatment facility and opportunities for the use of the facility’s secondary quality effluent.

3. Other Active Developments

Mr. Ruiz provided a status update on the Dove Canyon Center, and mentioned that the new owner has communicated with the tenants that development improvements may begin in three to five years. Mr. Ruiz will be providing the new owner with a developer information letter and a request for a developer deposit. Mr. Ruiz had not other updates.

RECOMMENDED ACTION

The Committee received the status update, no action taken.

ITEM 12: WATER SYSTEM STATUS

Mr. Ruiz commented that Mr. McKenna was not present. Mr. Ruiz presented the Water System Status Update through April, 2016, and reported on the following matters:

1. Water Department staff converted two older dry barrel hydrants to the wet barrel type in the canyon portion of the District’s service area.
2. Water Department staff repaired a two inch service line to the Ramakrishna Monastery.

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Mr. Ruiz provided an updated Monthly Water System Operations Summary report for April, 2016, for Committee review, and provided additional information for calendar year 2013 for comparison purposes. Discussion occurred concerning the current conservation efforts of District customers; Mr. Ruiz commented that the District's customers demand reduced by 30% in month of April, 2016, in comparison to April, 2013, and a cumulative reduction of 27.7% since June 2015.

RECOMMENDED ACTION

The Committee received the status update, no action taken.

ITEM 13: WASTEWATER SYSTEM STATUS

Mr. Hanberg presented the Wastewater System Status update through April, 2016, and reported on the following matters:

1. Wastewater Department staff worked with the State Division of Dam Safety to complete the inspection of the Dove Lake and Robinson Ranch Recycled Water Reservoir Dams and exercised the valves.
2. Wastewater Department staff repaired an air and vacuum relief line to an eight-inch sewer force main on Plano Trabuco Road.
3. Wastewater Department staff repaired a four-inch suction line for the Aerobic Digester decant and belt press pump.

Mr. Hanberg provided an updated Monthly Recycled Water System Operations Summary for April, 2016, for Committee review, and reported that the Shadow Rock Detention Basin Facility produced 5 acre feet over the last three months. Mr. Hanberg mentioned that the monthly report will be updated in June to reflect recycled water usage for T-Y Nursery.

RECOMMENDED ACTION

The Committee received the status update, no action taken.

ITEM 14: OTHER MATTERS/REPORTS

Mr. Ruiz reported the following other matters:

1. Mr. Ruiz said that the District staff submitted a Request for Proposal for Salary and Total Compensation Services to five prospective firms, and received three proposals. Mr. Ruiz mentioned that additional information concerning this matter will be provided to the Finance/Audit Committee.
2. Mr. Ruiz reported that District staff has determined that the current hydropneumatic tank and compressor for the Canyon Creek Booster Pump Station requires replacement and possible relocation. Ms. Lausten presented photographs of the current facility, and said that District staff is reviewing plans and the existing easements for the project.

RECOMMENDED ACTION

The Committee received the information, no action taken.

ADJOURNMENT

Director Mandich adjourned the May 4, 2016, Engineering/Operational Committee Meeting at 8:07 AM.