

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP  
MARCH 14, 2016**

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**DIRECTORS PRESENT**

Vice President Glenn Acosta, Committee Chair  
President Stephen Dopudja, Committee Member

**STAFF PRESENT**

Hector Ruiz, General Manager  
Michael Perea, District Secretary

**PUBLIC PRESENT**

There were no members of the public present

**CALL MEETING TO ORDER**

Vice President Acosta called the March 14, 2016, Executive Committee Meeting to order at 6:00 P.M.

**VISITOR PARTICIPATION**

No visitor participation was received.

**ORAL COMMUNICATION**

No oral communication was received.

**COMMITTEE MEMBER COMMENTS**

President Dopudja had no comments.

Vice President Acosta had no comments.

**REPORT FROM THE GENERAL MANAGER**

Mr. Ruiz reported on the following matters:

- Mr. Ruiz reported that he is scheduled to deliver a presentation at the March 31, 2016, Independent Special Districts of Orange County (ISDOC) Meeting highlighting Trabuco Canyon Water District's services, facilities, and service area. Mr. Ruiz added that any Directors interested in attending the event can coordinate with Mr. Perea.
- Mr. Ruiz reported that the Municipal Water District of Orange County (MWDOC) Elected Officials Forum is scheduled for April 7, 2016 at 6:00PM, and that any Directors interested in attending the event can coordinate with Mr. Perea.

**ITEM 1: EXECUTIVE COMMITTEE MEETING RECAP**

The September 28, 2015, Executive Committee Meeting Recap was presented to the Committee.

**RECOMMENDED ACTION:**

The Committee recommended that the September 28, 2015, Executive Committee Meeting Recap be received and filed by the Board (Consent Calendar).

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**ITEM 2: PENDING/FUTURE BOARD AGENDA TOPICS**

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Mr. Ruiz presented this matter to the Committee and reviewed the Pending/Future Board Agenda Topics through June, 2016:

- **Monthly Recurring Matters**
  - Baker Water Treatment Facility
  - Alternate Raw Water Transmission Line – PW79
  - Discussion Concerning Statewide Drought Conditions
  - Local Governmental and Legislative Informational Matter(s)
  
- **March, 2016**
  - Discussion and Possible Action(s) Concerning Activities for Water Awareness Month  
Mr. Ruiz said that District staff will provide information concerning this annual event to the Board for review, including potential vendors and water conservation-related informational items.
  
  - Discussion and Possible Action(s) Concerning the Replacement of TCWD’s Cook’s Reservoir  
Mr. Ruiz provided a brief status update on this planned project.
  
- **May, 2015**
  - Special Board Meeting-Budget Workshop  
Mr. Ruiz said that District staff is currently working with the District Treasurer on this matter, and that the workshop will be scheduled for late May due to the implementation of new rates and charges from Metropolitan Water District of Southern California (MET) and MWDOC. Mr. Ruiz added that MET and MWDOC are currently undergoing rate studies which will impact the District’s Fiscal Year 2016/2017 General Fund Budget. Discussion occurred concerning the planned workshop budget presentation.

Discussion occurred concerning the current status of the recycled water conversion project for T-Y Nursery. Mr. Ruiz reported that the District’s contractor has completed the District’s portion of the project up to and including the meter, and that T-Y Nursery has received project approval from MET. Mr. Ruiz added that the size of the onsite HDPE pipeline was increased from a two-inch pipeline to six-inch, and that this project will assist the District in meeting the State Water Board’s mandatory drought regulations and it’s conservation standard of 28%.

**RECOMMENDED ACTION**

The Committee received the information. No action taken.

**ITEM 3: LEGISLATIVE INFORMATIONAL ITEMS**

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Mr. Ruiz had no legislative informational items for discussion.

**RECOMMENDED ACTION**

The Committee received the information. No action taken.

**ITEM 4: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF**

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Mr. Ruiz reported the following matters:

- Mr. Ruiz presented a press release from the South Orange County Wastewater Authority (SOCWA) concerning the closure of the AWMA Bridge due to its substandard condition and current state of disrepair,

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and mentioned that the press release will be included at the Regular Board Meeting for Board review.

- Mr. Ruiz reported that the District has posted a Wastewater Treatment Operator in Training open position in the Wastewater Operations Department. Discussion occurred concerning the District's organizational transition plan and staffing needs and challenges.
- Mr. Ruiz reported that the District is scheduled to receive approximately \$5.1 million from the Bank of New York Mellon as a result of the defeasement of the Series A Bond. Discussion occurred concerning investment strategies; Mr. Ruiz said that the District Treasurer will adhere to the District's Reserves Policy regarding the investment of the funds, and that any new investments will be reviewed with the Finance/Audit Committee prior to investment.
- Mr. Ruiz reported that District staff plans to contract with an independent, third-party consultant for a Total Compensation and Salary Survey before the end of the budget cycle. Discussion occurred concerning organizational staffing levels and assumptions; Mr. Ruiz said that the matter will be presented at a future Regular Board Meeting before the end of the fiscal year.
- Mr. Ruiz reported that County of Orange has requested the financial reports for both the Trabuco Canyon Improvement Corporation (TCIC) and Trabuco Canyon Public Financing Authority (TCPFA) for year ended June 30, 2015. Mr. Ruiz added that since the financial reports are normally approved at the annual meeting, that District staff recommends the scheduling of Special Meetings of the TCIC and TCPFA in the month of April to comply with this request. Discussion occurred concerning the annual meeting date of the TCIC and TCPFA, and the possibility of changing the annual meeting date; Mr. Ruiz said that annual meeting date is adopted by resolution per the bylaws of the TCIC and agreement of the TCPFA, and as such, would be presented for adoption at the July 2016 Annual Meetings.

**RECOMMENDED ACTION**

The Executive Committee recommended that District staff schedule a Special Meeting of the Trabuco Canyon Improvement Corporation and Trabuco Canyon Public Financing Authority in the month of April.

**ADJOURNMENT**

Vice President Acosta adjourned the March 14, 2016, Executive Committee Meeting at 6:43 P.M.