



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | JULY 28, 2016

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 July 28, 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 District staff has received a Public Records Request for information related to the Total Compensation and Fair Labor Standards Act (FLSA) Survey approved by the Board of Directors.
- Mr. Ruiz reported that the County of Orange Superior Court has denied the Writ of Mandate in the case of Ebinger v. Yorba Linda Water District (YLWD), and mentioned that he will report this matter to the Board of Directors.

BOARD AGENDA MATTERS

ITEM 1: EXECUTIVE COMMITTEE MEETING RECAP

The March 14, 2016, Executive Committee Meeting Recap was presented to the Committee.

RECOMMENDED ACTION:

The Committee recommended that the March 14, 2016, Executive Committee Meeting Recap be received and filed by the Board (Consent Calendar).

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DISCUSSION MATTERS

ITEM 2: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING POTENTIAL CHANGES TO SOUTH ORANGE COUNTY WASTEWATER AUTHORITY (SOCWA) JOINT POWERS AGREEMENT

Mr. Ruiz presented this matter for Committee review and reviewed the attached exhibits which included a letter from Moulton Niguel Water District (MNWD) dated July 5, 2016, regarding the governance and financial responsibility for SOCWA. Discussion occurred concerning the potential impacts of the position taken by MNWD to date and their proposed changes to the Joint Powers Agreement (JPA). Mr. Ruiz distributed a SOCWA letter dated July 12, 2016, from SOCWA Chairman Dan Ferons to the SOCWA Board of Directors regarding the SOCWA Administrative Costs and Voting Representation issues raised by MNWD to the Committee, which included a memorandum prepared by SOCWA Legal Counsel. Discussion occurred concerning the possibility of the adoption of an amendment to the JPA to address the voting representation issue, and the challenges associated with the current operational and maintenance cost apportionment by member agency. Mr. Ruiz reported that both he and President Dopudja are scheduled to meet with representatives from MNWD to learn more about their concerns and issues with the existing member agency voting structure. Discussion occurred concerning the JPA requirements and conditions for member agencies that violate the JPA. Vice President Acosta recommended agendizing this matter for discussion with the other Committees and the Regular Board Meeting.

RECOMMENDED ACTION

The Committee received the information, and recommended that the matter be agendized for discussion at the Committee level and at the Regular Board Meeting.

ITEM 3: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING TRABUCO CANYON WATER DISTRICT'S ORGANIZATION AND TOTAL COMPENSATION AND SALARY SURVEY

Mr. Ruiz presented this matter for Committee review, and said that District staff has held a kickoff meeting with Koff and Associates (Consultant) for this project. Mr. Ruiz added that District staff has provided preliminary information concerning the District's employee population and demographics for review by the Consultant. Mr. Ruiz provided a handout that reviewed the planned comparator agencies, and asked for feedback concerning the list of agencies. Discussion occurred concerning the methodology for determining the comparator agencies; Mr. Ruiz said that the considered agencies were selected based on multiple factors, which included, but was not limited to, total number of full time employees, population served, regional cost of living statistics, and General Fund expenditure to full time employee ratio comparison. The Committee recommended minor changes to the comparator agency list based on operational similarities to the District. Discussion occurred concerning the planned employee position classification benchmarks to be included in the survey, and reviewed the effects of the implementation of the 2012 Organizational Analysis on the District's organizational structure. Mr. Ruiz mentioned that the reports are anticipated to be completed in September, and may be presented to the Board in October, depending on how the Consultant's receipt of data from the ten comparator agencies

RECOMMENDED ACTION

The Committee received the information. No action taken.

ITEM 4: DISCUSSION CONCERNING PENDING/FUTURE BOARD AGENDA TOPICS

Mr. Ruiz reviewed the pending and future Board agenda topics through the remainder of calendar year 2016, and highlighted the Irvine Ranch Water District (IRWD) Baker Water Treatment Plant. Mr. Ruiz mentioned that the Project Committee plans to review the anticipated operational and maintenance costs for the facility.

RECOMMENDED ACTION

The Committee received the information. No action taken.

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LEGISLATIVE MATTERS

ITEM 5: LEGISLATIVE INFORMATIONAL ITEMS

Mr. Ruiz had no legislative informational items for discussion.

RECOMMENDED ACTION

The Committee received the information. No action taken.

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

Mr. Ruiz reported the following matters:

- Mr. Ruiz commented that District staff is planning on working with Thomas Communications Group to prepare public outreach materials related to the Alternate Raw Water Transmission Line Project –PW79 which will likely include a postcard and other graphics-related materials. Mr. Ruiz added that District staff has expressed interest in using utility bill stuffers to highlight the District’s efforts on this project, and mentioned that Capital Improvement Project highlights will be included in future On Tap Newsletters.
- Mr. Ruiz reported that District staff would like to update the Director web pages with revised information from the Directors, and distributed a biographical information form for review and input. Vice President Acosta commented that the information on his Director web page was current.

RECOMMENDED ACTION

The Committee received the information. No action taken.

ADJOURNMENT

Vice President Acosta adjourned the July 28, 2016, Executive Committee Meeting at 7:22 P.M.