



## **MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | SEPTEMBER 20, 2017**

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The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD) was called to order by President Acosta at 7:00 PM, in the Board Room at the District Administrative Facility, located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, recorded and transcribed the minutes thereof.

### **DIRECTORS PRESENT**

President Glenn Acosta  
Vice President Michael Safranski  
Director Don Chadd  
Director Edward Mandich  
Director Stephen Dopudja

### **STAFF PRESENT**

Hector Ruiz, General Manager  
Michael Perea, District Secretary  
Lorrie Lausten, Principal Engineer  
Karen Warner, Senior Accountant  
Lisa Sangi, Administrative Assistant  
Dona Bozeman, Lead Customer Service Representative

### **DISTRICT CONSULTANTS PRESENT:**

District General Legal Counsel – Rob Anslow (Bowie, Arneson, Wiles & Giannone)

### **PUBLIC PRESENT**

There were members of the public present.

### **PLEDGE OF ALLEGIANCE**

Director Chadd led the Board and District staff in the pledge of allegiance.

### **VISITOR PARTICIPATION**

No visitor participation was received.

### **ORAL COMMUNICATION**

No oral communication was received.

### **DIRECTOR'S COMMENTS**

Director Chadd reported on his attendance at the South Orange County Agencies Meeting, and briefly highlighted the planned transition from Chair Sandra Jacobs of Santa Margarita Water District (SMWD) to Director Chadd. Director Chadd mentioned that the group discussed changing the meeting venue to the TCWD Board Room. Discussion occurred concerning the history and purpose of the group.

Vice President Safranski had no comments.

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Director Dopudja complimented District staff for their hard work in completing the Alternate Raw Water Transmission Line Project.

Director Mandich had no comments.

President Acosta reported on his attendance at the Congresswoman Mimi Walters Elected Officials Meeting and Breakfast, and mentioned that many of the attendees were water agency elected officials. President Acosta reported on his attendance at a Metropolitan Water District of Southern California (MWD) Groundbreaking Ceremony at the Los Angeles Sanitation District Carson Plant.

**REPORT FROM THE GENERAL MANAGER**

Mr. Ruiz reported that the District's Customer Service Department was currently undergoing staffing changes as the two Customer Service Representatives had recently resigned, both on good terms with the District and for better opportunities. Mr. Ruiz mentioned that Ms. Ashley Armstrong accepted an employment opportunity with Irvine Ranch Water District (IRWD), and that Ms. Dona Bozeman was relocating out of state.

Mr. Perea expressed his appreciation for Ms. Bozeman's service of seven years with the District, complimented her on her dedication and high work ethic, and wished her success and happiness in her endeavors.

Ms. Bozeman expressed her gratitude for the opportunity to work at the District for seven years, commented that her experience working at the District provided her lifetime friends, and recognized Mr. Perea as a mentor.

Director Dopudja mentioned that Ms. Bozeman would be missed.

Director Chadd commented that Ms. Bozeman is not leaving friends, but instead, making new friends.

Vice President Safranski thanked Ms. Bozeman for her service with the District, and wished her the best.

President Acosta commented that an agency is only as good as its employees, and that Ms. Bozeman is an example of a dedicated employee.

Mr. Anslow complimented Ms. Bozeman for her service with the District, and recognized she was unflinching to be helpful with any and all requests.

Mr. Ruiz mentioned that the District has scheduled a luncheon the following week recognizing Ms. Bozeman's service, and extended an invitation to the Board and Mr. Anslow.

**ITEMS TOO LATE TO BE AGENDIZED**

Mr. Ruiz commented that there were no items too late to be agendized.

**CONSENT CALENDAR**

President Acosta indicated that all matters under the Consent Calendar would be approved by one motion unless a Board member requests a separate action on a specific item.

**Action:** A motion was made by Vice President Safranski and seconded by Director Mandich to approve the Consent Calendar Item Nos. 1 - 5.  
The motion carried 5- 0.

**ACTION CALENDAR**  
**ADMINISTRATIVE MATTERS**

**ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING TRACT 12365 (ZADEH) SUPPLY OF IRRIGATION WATER MEMORANDUM OF UNDERSTANDING**

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Mr. Ruiz presented this matter for discussion and action, and briefly reviewed the history of the Memorandum of Understanding Concerning the Supply of Irrigation Water to Tract 12365 (MOU). Mr. Ruiz added that the MOU was reviewed, updated, and renewed the prior year for a one year period and is set to expire on October 1, 2017. Mr. Ruiz mentioned that the Developer has abandoned one of the onsite wells due to the proximity to the District's domestic water pipeline. Mr. Ruiz expressed his confidence with the results of the water quality samples that were collected from the private wells and storage tank, and that the system is operated independently of the District's domestic water system, and appreciates the local source of water supply for landscape irrigation and the irrigation of the development's fuel modification zones. Mr. Ruiz commented that the Developer's representative, Mr. Robert Meyer, has worked well with District staff to assist with the further evaluation of the private well system as was proactive in the temporary abandonment of Well No. 2. Mr. Ruiz commented that the proposed third extension MOU had not been substantively changed from the prior version, and recommends that the MOU be extended for an additional ten years.

**Action:** A motion was made by Director Mandich and seconded by Vice President Safranski to approve and authorize the General Manager to execute the Third Extension and Amendment of Memorandum of Understanding between the Trabuco Canyon Water District and Khalil N. Zadeh and Touran M. Zadeh – Concerning the Supply of Irrigation Water to Property within Orange County Tract No. 12365.  
The motion carried 5- 0.

**ITEM 7: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING TCWD PROPOSED ORGANIZATIONAL CHANGES**

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Mr. Ruiz presented this matter for discussion, and mentioned that this matter was reviewed with the Engineering/Operational Committee and the Finance/Audit Committee. Mr. Ruiz commented that he had met with Operations and Maintenance staff to review the current staffing needs, and is proposing the creation of an Electrical/Instrumentation Technologist position within the Maintenance Department. Mr. Ruiz provided a handout of the proposed District Pay Table with the proposed salaries for the positions, and reviewed the internal methodology for the development of the positions. Vice President Safranski asked which position level the District would publicly advertise; Mr. Ruiz said that the open position flyer would be for an Electrical/Instrumentation Technologist I position. Mr. Ruiz added that the recommended action includes additional budget for a utility vehicle and tools to meet Maintenance Department needs and the new full time employee. President Acosta expressed his support of District staff on the creation of this new position, and said that Electrical/Instrumentation is essential to operations.

**Action:** A motion was made by Director Chadd and seconded by Vice President Safranski for the following:

1. Approve the proposed District Organizational changes as presented at the time of the Board Meeting.
2. Approve the District Organizational changes and new Organizational Structure as revised September 20, 2017, and effective October 1, 2017 to include the new Electrical/Instrumentation Technologist positions.

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3. Approve the District Pay Table with Classifications and Monthly Salary Ranges revised September 20, 2017, and effective October 1, 2017 to include the new Electrical/Instrumentation Technologist position.
  4. Authorize the General Manager to prepare and implement job description(s) for the new Electrical/ Instrumentation Technologist position.
  5. Authorize the purchase of a new utility service vehicle and electrical tools for use in the Maintenance Department for a not to exceed amount of \$48,000.
- The motion carried 5- 0.

**ENGINEERING MATTERS**

**ITEM 8: BAKER WATER TREATMENT PLANT**

Mr. Ruiz provided a status update on this project, and provided a DRAFT Agreement with the City of San Clemente for the sale of excess/unused Baker Water Treatment Water for Board review. Mr. Ruiz reported that he has been working directly with Municipal Water District of Orange County (MWDOC) staff, City of San Clemente staff, and Ms. Warner, Senior Accountant, to develop the appropriate billing methodology. Discussion occurred concerning the development of the agreement language and the proposed charges for District incurred costs, including operational and maintenance (O/M) costs and Santiago Aqueduct Commission (SAC) surcharges. Mr. Ruiz mentioned that the DRAFT Agreement is currently being reviewed with the City of San Clemente staff and legal counsel.

**Action:** The Board of Directors received the information concerning the matter. No action taken.

**ITEM 9: ALTERNATE RAW WATER TRANSMISSION LINE – FEMA NO. PW79**

President Acosta opened by thanking and congratulating District staff on the completion of this project due to its significance and importance. Mr. Ruiz provided a status update on this project, and mentioned that the project is complete. Mr. Ruiz briefly reviewed the history of the project which started in 2011 shortly after the 2010 winter storms, and reminded the Board that the project was initially denied by the Federal Emergency Management Agency (FEMA). Mr. Ruiz reviewed the Notice of Completion that had been filed with the County of Orange Recorder (Exhibit), and complimented District staff, its consultants, and Ferreira Construction Co. (Contractor) for their hard work in completing this project. Discussion occurred concerning the project-related environmental compliance challenges. Ms. Lausten briefly reviewed construction photos which highlighted the pipeline installation. Mr. Ruiz reviewed the proposed contract change orders (Exhibits) due to environmental challenges and permit requirements with the City of Lake Forest.

**Action:** A motion was made by Director Chadd and seconded by Vice President Safranski for the following:

1. Receive the Recorded Notice of Completion.
2. Approve and authorize the General Manager to execute Ferreira Construction Contract Change Order No. 2 for delayed work due to nesting birds, additional potholing and substituted materials in the amount of \$3,426.77.
3. Approve and authorize the General Manager to execute Ferreira Construction Contract Change Order No. 3 for delayed work due to environmental and City of Lake Forest permit requirements, pipeline realignment and increase in pipe depth in the amount of \$60,945.

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4. Approve and authorize the General Manager to execute Ferreira Construction Contract Change Order No. 4 for street vault abandonment per the City of Lake Forest permit and chain link fence replacement in the amount of \$13,283.29.
  5. Approve and authorize the General Manager to execute Michael Baker International Professional Services Contract Amendment No. 3 for additional Biological Monitoring, Archaeological, and Native American Monitoring in the amount of \$10,900.
- The motion carried 5- 0.

**ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING MOUNTAIN VIEW ROAD – POTABLE WATER DISTRIBUTION MAIN REPLACEMENT PROJECT (END OF MAIN SECTION)**

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Mr. Ruiz provided a status update on this project, and mentioned that the project is complete. Mr. Ruiz briefly reviewed the project-related challenges, and reported that the Notice of Completion that had been filed with the County of Orange Recorder (Exhibit). President Acosta complimented District staff for completing the challenging project. Director Chadd commented on the risk management issues related to the remote area of the community, and mentioned that that installation of the additional fire hydrants was a great benefit for the residents.

- Action:** A motion was made by Director Chadd and seconded by Vice President Safranski for the following:
1. Receive the Recorded Notice of Completion.
  2. Approve and authorize the General Manager to execute JES Engineering Contractors Contract Change Order No. 1 for various improvements and credits related to the water main replacement in the amount of \$28,182.40.
  3. Approve and authorize the General Manager to execute Construction Management and Inspection Services Contract with DMc Engineering for a not to exceed amount of \$25,000.
  4. Approve and authorize the General Manager to execute Geotechnical Testing Service Contract with GMU for a not to exceed amount of \$6,000.
  5. Approve and authorize the General Manager to execute Survey Services Contract with DMc Engineering for a not to exceed amount of \$5,760.
- The motion carried 5- 0.

**LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS**

**ITEM 11: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING STATEWIDE DROUGHT CONDITIONS, STATE WATER RESOURCES CONTROL BOARD (SWRCB) DROUGHT REGULATIONS, AND TCWD WATER CONSERVATION MEASURES/ACTIONS**

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Mr. Ruiz provided a status update concerning this matter, and commented there was no action required. Mr. Ruiz reported that the District’s customers have conserved approximately nineteen percent in comparison to the same month in 2013. Mr. Ruiz provided a brief update on the California Water Fix Project, and highlighted the recent project-related challenges. Discussion occurred concerning the recent State Water Project Inspection Trip and tour of the Central Valley. Mr. Ruiz provided a brief update on long-term water efficiency efforts statewide, and reported the District’s submitted letter of opposition to Senate Bill 606, including a floor alert that resulted in the defeat of the bills.

- Action:** The Board of Directors received the information concerning the matter. No action taken.

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**ITEM 12: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)**

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There were no local governmental and legislative informational matter presented for discussion

**Action:** There was no action taken.

**OTHER INFORMATION/MATTERS**

There was no other information or matters presented.

**CLOSED SESSIONS**

The Board of Directors, through President Acosta recessed the Open Session portion of the Meeting at 7:39 PM.

The Board met in Closed Session as set forth in the Meeting Agenda.

The Board, through President Acosta, reconvened the Open Session of the Meeting at 8:05 PM.

**ITEM 11: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION**

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**Action:** The Board of Directors met with General Legal Counsel and the District's South Orange County Wastewater Authority (SOCWA) Representative, and received information concerning the matter. There were no other announcements made at that time.

**ADDITIONAL DIRECTORS' COMMENTS**

There were no additional Directors' comments received.

**ADDITIONAL GENERAL MANAGER COMMENTS**

There were no additional General Manager comments received.

**END ACTION CALENDAR**

**ADJOURNMENT**

President Acosta adjourned the September 20, 2017, Regular Board meeting at 8:06 PM.