



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | FEBRUARY 21, 2018

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD) was called to order by Vice President Safranski 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

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

DIRECTORS ABSENT

President Glenn Acosta

STAFF PRESENT

Hector Ruiz, General Manager
Michael Perea, District Secretary
Lorrie Lausten, Principal Engineer
Karen Warner, Senior Accountant
Lisa Sangi, Administrative Assistant
Jason Stroud, Maintenance Superintendent

DISTRICT CONSULTANTS PRESENT:

District General Legal Counsel – Rob Anslow (Atkinson, Andelson, Loya, Ruud & Romo)

PUBLIC PRESENT

Mr. Derrick Betts, District Customer

PLEDGE OF ALLEGIANCE

Director Dopudja 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 Mandich commented on his attendance at the South Orange County Watershed Management Area Executive Meeting, and reported that applications for Proposition 1 grant funded projects have been received by the County of Orange. Director Mandich reported that Santa Margarita Water District (SMWD) qualified for \$1.5 million in grant funding for their Reclaimed Water Expansion Project, and asked staff to consider applying for the next round of grant funding in 2020.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | FEBRUARY 21, 2018**

Director Dopudja had no comments.

Director Chadd commented on his attendance at the following meetings:

- South Orange County Agencies' Group (SOCAG) on February 13, 2018, at the District's Administration Facility. Director Chadd complimented District staff for their work for the event, and highlighted Ms. Sangi's effort in preparing the Board Room for the meeting. Director Chadd reported that the Group discussed opportunities to bank water in the Orange County Water District (OCWD) Groundwater Basin, and that SMWD General Manager Dan Ferons prepared a letter on behalf of the SOCAG to OCWD expressing this interest, and requested signatures from interested agencies. Director Chadd added that Moulton Niguel Water District (MNWD) General Manager Joone Lopez advised both him and Mr. Ferons that the MNWD Board of Directors would need to review the matter prior to her signing the letter. Director Chadd mentioned that discussion occurred concerning Association of California Water Agencies, Region 10.
- MWDOC Regular Board Meeting on February 21, 2018. Director Chadd commented that the MWDOC Board of Directors honored employee Harvey De La Torre for his ten years of service with the agency.
- Director Chadd reported that he planned on attending the SMWD Trampas Reservoir Groundbreaking Ceremony the following day.

Vice President Safranski had no comments.

REPORT FROM THE GENERAL MANAGER

Mr. Ruiz reported on the following matters:

- The Metropolitan Water District of Southern California (MET) shut down of the Santiago Lateral and corresponding shut down of the District's Dimension Water Treatment Plant (DWTP) allowed Water Operations staff to work with a contractor to replace major shut off valves at the DWTP.
- The El Toro Road Sewer Lift Station has experienced significant failures; including pump, valves, and engine drive controllers. The station consists of two (2) sections, and Maintenance and Wastewater Operations staff have worked to repair the failing equipment, including obtaining assistance from SMWD. Mr. Ruiz added that this facility will be an upcoming Capital Improvement Project for Fiscal Year 2018/2019 as the station's equipment is at or near the end of its service life. Mr. Ruiz mentioned that although it was a challenging situation there with no sewer spills or incidents to report.
- The new Tyler Technologies Incode Financial and Utility Billing Systems are completed and in operation. Mr. Ruiz mentioned that the projects have been in progress for more than a year, but the new systems will allow for the District to be more transparent with its monthly utility bills. Mr. Ruiz added that the new utility bills will include the rates and charges per tier more clearly, and that District staff will prepare an informational bill stuffer to explain the new utility bill format to the District's customers.
- District staff is currently working on items related to the preparation of the next fiscal year budget, including the evaluation of items such as the implementation of the new valve exercising vehicle and long-term succession planning. Mr. Ruiz mentioned that this information will be discussed at the Finance/Audit Committee Meeting and upcoming Regular Board Meetings.
- District staff prepared a Memorandum regarding the explanation of the Sanitation Expenses as summarized in the P&L Report as requested by the Finance/Audit Committee at the February 14, 2018 Committee Meeting.
- MWDOC Director Larry Dick is hosting an upcoming Diemer Water Treatment Plant Tour on March 9, 2018, and has extended an invitation to the District's Board of Directors. Mr. Ruiz added that any Directors that are interested in attending the event please advise, and the invitation can be forwarded to their attention.

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | FEBRUARY 21, 2018**

Director Dopudja expressed interest in attending the event, and requested that the General Manager forward the invitation to his attention.

ITEMS TOO LATE TO BE AGENDIZED

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

CONSENT CALENDAR

Vice President Safranski 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 Director Chadd and seconded by Director Mandich to approve the Consent Calendar.
The motion carried 4- 0 -1, with President Acosta absent.

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING EASEMENT AT 21532 HIGH COUNTRY DRIVE, TRABUCO CANYON

Mr. Ruiz presented this matter for Board review, and mentioned that this matter was reviewed at the Engineering/Operational Committee Meeting. Mr. Ruiz highlighted the Brookseed/Dove Intertie Project as an example of new pipeline construction with an easement on private property that was not originally part of the District's Master Plan. Mr. Ruiz commented that Ms. Lausten was leading this project, and has met at the property with the owner, Mr. Derrick Betts, and reviewed the map of the owner requested easement relinquishment area with the Board. Ms. Lausten mentioned that after further review of the easement language that the District's easement is for sewer only. Discussion occurred concerning the possible impacts of the property owner's planned construction of a retaining wall on the easement area. Mr. Betts approached the Board, and asked that the Board consider his request for relinquishment of the easement due to the challenges of a possible future sale of the property. Director Safranski asked Mr. Ruiz if there was a way to balance the District's needs with Mr. Betts' request; Mr. Ruiz commented that there are options available to the District to meet both the needs of the owner and the District. Director Dopudja expressed concern with the District establishing a precedent by relinquishing easements, and suggested an agreement providing the owner permission to construct the wall with the understanding that the District will retain the easement. Director Chadd understood the purpose of the owner's request, but was not in favor of relinquishing the District's easement. Mr. Ruiz reported that District staff has performed only a cursory review of the owner's request as a cost saving mechanism, but that a deposit for additional review would cover engineering and legal work required for an agreement. Director Chadd suggested that District staff determine the approximate costs to complete the work, and share that information with the owner. Discussion occurred concerning possible future title issues in the event the work is not accurately completed.

Action: A motion was made by Director Dopudja and seconded by Vice President Safranski to direct District staff to (1) develop costs related to the further review of easement relinquishment, and (2) develop agreement language to protect the District's easement and to allow the owner to construct the planned retaining wall.
The motion carried 4- 0 -1, with President Acosta absent.

ITEM 7: STATUS UPDATE ON SITE SECURITY AND IMPROVEMENTS TO DISTRICT PROPERTIES

Mr. Ruiz provided a status update concerning this matter for Board review, and commented that there was no action required. Mr. Ruiz delivered a PowerPoint presentation which updated the Board on the security improvements completed to date and highlighted the schedule for additional security actions, including the implementation of security patrol services; ongoing site survey of the District's Porter Property and installation of property line markers; order of permanent steel post markers, new security locks, and approved security signage. Discussion occurred concerning options to make the permanent property line markers more visible; Mr. Ruiz presented a sample permanent marker and demonstrated its rugged construction which will have the ability to be easily replaced if damaged. Director Chadd made suggestions related to the positioning of the permanent markers, and recommended working with a vendor to identify the GPS coordinates of the markers for reference purposes. Discussion occurred concerning recommendations from the District Property Ad Hoc Committee concerning the Porter Property entry gate access and the planned design and construction of the repair/replacement of the onsite security fence. Mr. Ruiz mentioned that he would like to work with a consultant to prepare an updated aerial image of the District's property after the completion of the site survey, and commented that he would like to contract with a separate security patrol services company that is more familiar and equipped to work in the Canyon area. Vice President Safranski asked if there were any District pipelines in the creek bed; Mr. Ruiz commented that an older abandoned transmission pipeline is exposed in the creek bed. Discussion occurred concerning trespassing violations on District property, including Dove Lake; Mr. Ruiz requested that any Directors that observe Dove Lake trespassers may contact him directly to notify Citiguard Security Services, the District's contract security services company.

Action: The Board of Directors received the information. No action was taken.

ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE SOUTH ORANGE COUNTY WASTEWATER AUTHORITY (SOCWA)

Mr. Ruiz presented this matter for Board review, and mentioned that Director Dopudja has prepared an update for the Board. Director Dopudja reported on his attendance at the SOCWA February 13, 2018, Special Board Meeting, and commented on the feedback received from member agencies related to his presentation of the proposed budget structure to the General Fund allocation. Director Dopudja mentioned that El Toro Water District (ETWD) Board of Directors met the prior evening to discuss the matter, and appeared to have misinterpreted the intent of the SOCWA Special Board Meeting as they believed there was to be a vote on the proposed budget structure. Director Dopudja commented that the purpose of the Special Board Meeting was to establish progress on the proposed methodology, and not for the member agencies to necessarily make a decision at that time. Director Dopudja added other member agencies expressed favor with the proposed budget structure, including Moulton Niguel Water District, and that ETWD expressed that they would revisit the proposal to provide feedback to the SOCWA Board.

Action: The Board of Directors received the information. No action was taken.

ENGINEERING MATTERS

ITEM 9: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING VIA ALLEGRE SEWER LIFT STATION

Mr. Ruiz presented this matter for Board review, and mentioned that this project was reviewed with the Engineering/Operational Committee. Mr. Ruiz commented that the planned upgrades to this facility were due to the increased wastewater flows from the Dahlia Court Development, and that he had negotiated with William Lyon Homes (Developer) to partially fund the facility upgrades. Mr. Ruiz mentioned that the upgrades were an in-house design to address the current challenges at the facility. Ms. Lausten briefly reviewed the upgrade plan specifications with the Board, and reported that District staff requested bids for the project from four (4)

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | FEBRUARY 21, 2018**

contractors and received two (2) bids. Ms. Lausten reviewed the project fiscal impacts with the Board, and indicated the shared project costs which included the replacement of pipelines and the installation of a new flow meter to monitor wastewater flows. Ms. Lausten reviewed the Bid Evaluation (exhibit) with the Board, and recommended GCI Construction, Inc. for the project. Ms. Lausten added that she is currently completing the plan review, and mentioned that the project electrical work, not included in the original design, will be sub-contracted separately.

Action: A motion was made by Director Mandich and seconded by Director Dopudja to authorize the General Manager to execute a construction contract with GCI Construction, Inc., for the Via Allegre Wet Well Expansion Project for a not to exceed amount of \$366,130.
The motion carried 4 – 0 –1, with President Acosta absent.

ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING ROBINSON RANCH WASTEWATER TREATMENT PLANT SITE SECURITY IMPROVEMENTS

Mr. Ruiz presented this project for Board review, and mentioned that this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten briefly reviewed the Project Area Map (Exhibit) which demonstrated the proposed improvements which included raising the existing six-foot (6) fence to eight (8) feet and the installation of new man gates and a double vehicle gate. Ms. Lausten added that after reviewing the project with the Engineering/Operational Committee, that she obtained a revised quote for the full replacement of the fence instead of raising the existing fence. Ms. Lausten reviewed the Bid Comparison (Exhibit) with the Board, and recommended La Habra Fence Company, Inc. for the project. Ms. Lausten reported that District staff requested bids for project-related landscape work from three (3) companies, and received one (1) quote from Brightview Landscape Company. Ms. Lausten added that based on recommendation from the Engineering/Operational Committee, that District staff obtained both a quote for the landscape work as a project, as well as a quote for the work to be completed on a time and materials basis. Director Mandich commented that Engineering/Operational Committee reviewed the proposed project and did recommend the replacement of the fence as opposed to raising the existing fence. Director Dopudja added that the project-related landscape costs were reasonable.

Action: A motion was made by Director Mandich and seconded by Director Dopudja for the following:

1. Authorize the General Manager to execute a construction contract with La Habra Fence Company, Inc. for the Robinson Ranch Wastewater Treatment Plant Site Security Improvements for a not to exceed amount of \$136,000.
2. Authorize the General Manager to execute a landscape services contract with Brightview Landscape Services for the Robinson Ranch Wastewater Treatment Plant Site Security Improvements for a not to exceed amount of \$32,800.
3. Approve an overall project contingency of \$10,000.

The motion carried 4 – 0 –1, with President Acosta absent.

ITEM 11: TRACT NO. 17805 DAHLIA COURT BY WILLIAM LYON HOMES, INC. – ACCEPTANCE OF WATER, NON-DOMESTIC WATER, AND SEWER FACILITIES CONSTRUCTED IN TRACT NO 17805 AND OFF-SITE IMPROVEMENTS

Mr. Ruiz presented this matter for Board review, and reported that the water, non-domestic water, and sewer facilities for this development have been completed and District staff recommends the acceptance of the facilities and off-site improvements. Mr. Ruiz added that this matter was reviewed with the

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | FEBRUARY 21, 2018**

Engineering/Operational Committee, and that the District's acceptance of the facilities by resolution starts the one year warranty period.

Action: A motion was made by Director Chadd and seconded by Director Dopudja to adopt Resolution No. 2018-1249 – Resolution of the Board of Directors Accepting Water, Non-Domestic Water, and Sewer Facilities Constructed in Tract No. 17805 and Accepting Off-Site Improvements.
The motion carried 4 – 0 –1, with President Acosta absent.

ENGINEERING MATTERS

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

Mr. Ruiz reported on the following matters:

- Mr. Ruiz reported a brief update on the California Water Fix, the proposed Long-Term Conservation Measures, and the proposed Senate Bill 606 (Dodd) – Water Management Planning Bill.
- Mr. Ruiz reported that there were no updates on the Orange County Local Agency Formation Commission (OC LAFCO) Municipal Service Review at this time.

Action: There was no action taken.

OTHER INFORMATION/MATTERS

There was no other information or matters presented.

CLOSED SESSIONS

The Board of Directors, through Vice President Safranski recessed the Open Session portion of the Meeting at 8:17 PM.

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

The Board, through Vice President Safranski, reconvened the Open Session of the Meeting at 8:32PM.

ITEM 13: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION

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

Director Chadd commented on the following matters:

- The MWDOC Elected Officials Forum is scheduled for April 5, 2018.
- The State Water Board recently announced that the State's total rainfall to date is currently at twenty percent (20%) of normal rainfall levels. Director Chadd commented that this low level of rainfall places a greater importance and reliance on recycled water sources and supplies. Director Chadd requested that Mr. Ruiz agendize the matter of the preparation of the supplemental billing letter for large demand recycled

**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MINUTES | FEBRUARY 21, 2018**

water customers whose demand requires that the District supplement its Recycled Water Reservoir with domestic water to meet demand over the course of the next two months.

Vice President Safranski commended District staff on the completion of the Robinson Ranch Wastewater Treatment Plant Service Road Improvement Project. Ms. Lausten reported that District staff is currently working with the contractor to complete the lower gate improvements and the pedestrian access point.

ADDITIONAL GENERAL MANAGER COMMENTS

There were no additional General Manager comments received.

END ACTION CALENDAR

ADJOURNMENT

Vice President Safranski adjourned the February 21, 2018, Regular Board meeting at 8:38 PM.