



**ADJOURNED REGULAR BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
ADMINISTRATIVE FACILITY, BOARD ROOM
MONDAY, NOVEMBER 26, 2018 AT 7:00 PM**

BOARD OF DIRECTORS

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

DISTRICT STAFF

Michael Perea, Interim General Manager
Rob Anslow, Assistant District Secretary
Cindy Byerrum, District Treasurer
Atkinson, Andelson, Loya, Ruud & Romo
District General Legal Counsel

CALL MEETING TO ORDER

PLEDGE OF ALLEGIANCE

VISITOR PARTICIPATION

Members of the public wishing to address the Board regarding a particular item on the agenda are requested to complete a speaker card and submit it to staff. The Board President will call on the visitor following the Board's discussion about the matter. Members of the public will be given the opportunity to speak prior to the Board taking action on that item. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.

ORAL COMMUNICATION

Members of the public who wish to make comment on matters not appearing on the agenda are invited to identify themselves and encouraged to make comment at this time. Under the requirements of State Law, Directors cannot take action on items not identified on the agenda and will not make decisions on such matters. The Board President may direct District Staff to follow up on issues as may be deemed appropriate. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.

DIRECTORS' COMMENTS AND MEETING REPORTS

REPORT FROM THE INTERIM GENERAL MANAGER

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

RECOMMENDED ACTION:

Determine need and take action on item(s) that arose subsequent to posting the Regular Board Meeting agenda.

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CONSENT CALENDAR

All matters under the Consent Calendar will be approved by one motion unless a Board member or staff member requests a separate action on a specific item.

ITEM 1: APPROVAL OF MINUTES OF BOARD MEETING(S)

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

1. *October 17, 2018 Regular Board Meeting*

ITEM 2: TREASURER'S REPORT

a. *FINANCE/AUDIT COMMITTEE MEETING*

RECOMMENDED ACTION:

Receive and file the following Finance/Audit Committee Meeting Recap(s):

1. *October 10, 2018*

b. *PRESENTATION OF FINANCIALS*

RECOMMENDED ACTION:

Receive and file the preliminary statement(s) of revenues and expenses and preliminary unaudited financials for the following month(s):

1. *September 2018*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for October 2018.

ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING

RECOMMENDED ACTION:

Receive and file the following Engineering/Operational Committee Meeting Recap(s):

1. *October 3, 2018*

ITEM 4: EXECUTIVE COMMITTEE MEETING

RECOMMENDED ACTION:

Receive and file the following Engineering/Operational Committee Meeting Recap(s):

1. *September 24, 2018*

ITEM 5: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, AND TENTATIVE FUTURE MEETINGS/ ATTENDANCE

RECOMMENDED ACTION:

Ratify the Directors' expenses and fees from October 2018 and approve tentative future meetings/attendance.



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ITEM 6: SETTLEMENT OF CLAIM FROM TRABUCO CANYON COMMUNITY CHURCH AGAINST TRABUCO CANYON WATER DISTRICT

RECOMMENDED ACTION:

1. *Receive the Claim Form submitted by Trabuco Canyon Community Church against Trabuco Canyon Water District.*
2. *Authorize settlement of Claim in the amount of \$500.00.*

ACTION CALENDAR

All matters under the Action Calendar have been reviewed by the General Manager and Staff prior to the Board's consideration.

FINANCIAL MATTERS

ITEM 7: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING TRABUCO CANYON WATER DISTRICT'S ANNUAL FINANCIAL REPORT (AUDIT) FOR FISCAL YEAR 2017/2018

RECOMMENDED ACTION(S):

1. *Presentation and discussion concerning Trabuco Canyon Water District's Annual Financial Report (Audit) for Fiscal Year 2017/2018 as prepared by Davis Farr LLC.*
2. *Receive and file the Trabuco Canyon Water District Fiscal Year Annual Financial Report (Audit) for Fiscal Year 2017/2018.*

ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING MUNICIPAL WATER DISTRICT OF ORANGE COUNTY (MWDOC) REVISED CAPACITY CHARGE FOR CALENDAR YEAR 2019 AND FISCAL YEAR 2019/2020 BUDGET PREPARATIONS

RECOMMENDED ACTION(S):

1. *Receive information concerning Municipal Water District of Orange County (MWDOC) Revised Capacity Charge for Trabuco Canyon Water District for Calendar Year 2019 and take action(s) as deemed appropriate.*
2. *Receive information concerning Municipal Water District of Orange County (MWDOC) Fiscal Year 2019/20 Budget Preparations and Calendar and take action(s) as deemed appropriate.*

ADMINISTRATIVE MATTERS

ITEM 9: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING UPDATES TO TRABUCO CANYON WATER DISTRICT'S ADMINISTRATIVE FACILITY BOARD ROOM USE POLICY

RECOMMENDED ACTION:

1. *Receive information concerning this matter from District staff at the time of the Board Meeting and provide recommendations concerning this matter.*
2. *Approve the proposed DRAFT Trabuco Canyon Water District Administrative Facility Board Room Use Policy.*



ENGINEERING MATTERS

ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING SANTIAGO CANYON ROAD PIPELINE IMPROVEMENTS

RECOMMENDED ACTION:

1. Receive project status update and information at the time of the Board Meeting.
2. Authorize the Interim General Manager to execute Contract Change Order No. 2 with Ferreira Construction in the amount of \$76,070.36.

ITEM 11: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING ROBINSON RANCH WASTEWATER TREATMENT PLANT PUMP IMPROVEMENTS

RECOMMENDED ACTION:

1. Receive project status update and information at the time of the Board Meeting.
2. Authorize the Interim General Manager to purchase two (2) replacement Aeration Mixed Liquor Pumps from Tekdraulics for a not to exceed amount of \$107,125.15.
3. Authorize the Interim General Manager to purchase one (1) replacement Aerobic Digester Decant Pump from Tekdraulics for a not to exceed amount of \$19,542.45.
4. Authorize the Interim General Manager to purchase one (1) replacement Belt Press Feed Pump from Tekdraulics for a not to exceed amount of \$19,973.45.

LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS

ITEM 12: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING SOUTHERN CALIFORNIA EDISON'S (SCE) ELECTRICAL SERVICES AND IMPACTS TO TRABUCO CANYON WATER DISTRICT FACILITIES

RECOMMENDED ACTION:

1. Receive information concerning this matter from District staff at the time of the Board Meeting.
2. Authorize the Board President and Interim General Manager to provide a letter to Southern California Edison (SCE) to request advance notification of electrical outages in the future.
3. Take other action(s) as the Board of Directors determines to be appropriate.

ITEM 13: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING ORANGE COUNTY LOCAL AGENCY FORMATION COMMISSION (OC LAFCO) ANNUAL SPECIAL DISTRICT DUES

RECOMMENDED ACTION:

Receive information concerning this matter from District staff at the time of the Board Meeting and take action(s) as deemed appropriate.

ITEM 14: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

RECOMMENDED ACTION:

Review and discuss local government and legislative informational matter(s) and take action(s) as deemed appropriate.



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CLOSED SESSION(S)

CLOSED SESSION NO. 1: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Government Code Sections 54956.8 and 54954.5(b)

Property: Improved Real Property located at 32003 Dove Canyon Drive, Trabuco Canyon, California

TCWD Negotiator: Interim General Manager

Negotiating parties: TCWD and Coldwell Banker Commercial NRT

Under negotiation: Conditions/Terms of Sale (Price and Terms of Sale)

CLOSED SESSION NO. 2: CONFIDENTIAL INFORMATION – PUBLIC EMPLOYMENT

TRABUCO CANYON WATER DISTRICT – GENERAL MANAGER POSITION

Pursuant to California Government Code Section 54957(b) and 54954.5(e), the Board will meet in Closed Session to review and discuss confidential information concerning the District’s General Manager position (Public Employment)

ITEM 15: REPORT OF ACTION(S) TAKEN IN CLOSED SESSION

RECOMMENDED ACTION:

Provide announcement(s) of action(s) taken in Closed Session, if any.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

ITEM 16: _____

ITEM 17: _____

OTHER INFORMATION/MATTERS

Reports or comments from the Interim General Manager and/or Staff

ADDITIONAL DIRECTORS’ COMMENTS

Additional reports or comments from Directors

ADDITIONAL INTERIM GENERAL MANAGER COMMENTS

Additional reports or comments from the Interim General Manager

END ACTION CALENDAR & ADJOURNMENT

AVAILABILITY OF AGENDA MATERIALS

Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Trabuco Canyon Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board of Directors are available for public inspection at the Trabuco Canyon Water District Administrative Facility, 32003 Dove Canyon Drive, Trabuco Canyon, California (District Administrative Facility). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available in the lobby area of the District Administrative Facility at the same time as they are distributed to the Board Members, except that, if such writings are distributed immediately prior to or during the meeting, they will be available in the Board Meeting Room at the District Administrative Facility.



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COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2

In compliance with California law and the Americans with Disabilities Act, if you need special disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, or if you need the agenda provided in an alternative format, please contact the District Secretary at (949) 858-0277, at least 48 hours in advance of the scheduled Board meeting. Notification 48 hours prior to the meeting will assist the District in making reasonable arrangements to accommodate your request. The Board Meeting Room is wheelchair accessible.

FUTURE SCHEDULED REGULAR BOARD MEETINGS OF THE BOARD OF DIRECTORS

Upcoming Regular Meetings of the Board will be held at the District Administrative Facility (Board Meeting Room) located at 32003 Dove Canyon Drive, Trabuco Canyon, California 92679 and are currently scheduled as follows:

December 19, 2018 | January 16, 2019 | February 20, 2019

