



## **MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | MARCH 18, 2020**

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on March 18, 2020 was called to order by 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, transcribed the minutes thereof.

### **DIRECTORS PRESENT ON CONFERENCE CALL**

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

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager/District Secretary

### **STAFF PRESENT ON CONFERENCE CALL**

Lorrie Lausten, Principal Engineer  
Lisa Marie Sangi, Administrative Assistant

### **DISTRICT CONSULTANTS PRESENT**

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

### **PUBLIC PRESENT**

There were members of public present.

### **PLEDGE OF ALLEGIANCE**

All callers and attendees were instructed to face the nearest flag and site the Pledge of Allegiance. President Safranski led the Board of Directors, District staff, and audience in the Pledge of Allegiance.

### **ITEMS TOO LATE TO BE AGENDIZED**

None

### **VISITOR PARTICIPATION**

No visitor participation was received.

### **ORAL COMMUNICATION**

No oral communication was received.

### **DIRECTOR'S COMMENTS**

Director Safranski expressed his appreciation to District staff for their preparation of the teleconference meeting, and he briefly discussed the ongoing COVID-19 responses. Director Safranski encouraged that the District continue

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to provide a safe environment for staff while continuing essential services. Director Safranski provided a brief report on his attendance at the City of Rancho Santa Margarita City Council Meeting.

Director Mandich expressed his appreciation to District staff for their preparation of the teleconference meeting and hoped that everyone would stay safe.

Director Dopudja echoed comments to District staff, and commended staff for staying ahead of the curve on COVID-19 response measures.

Director Acosta thanked District staff for their dedication, and he provided a brief report on his attendance at the City of Rancho Santa Margarita City Council Meeting.

Director Chadd commended District staff for their dedication. Director Chadd reported that the South Orange County Agencies Group meeting had been cancelled out of an abundance of caution related to the spread of COVID-19.

**REPORT FROM THE GENERAL MANAGER**

Mr. Paludi provided a brief update on District staff efforts in response to the spread of COVID-19, and he indicated that these are unprecedented times. Mr. Paludi expressed his confidence in District staff to the Board of Directors. He reported on the following matters:

- There will be no Red or Blue Folders due to the teleconference.
- Mr. Paludi provided a brief update on cancelled meetings, events, and conferences, including, but not limited to, the Spring ACWA Conference, MWDOC Elected Officials Forum, and Santa Margarita Water District (SMWD) Water Awareness Day.

**CONSENT CALENDAR**

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

**Action:** A motion was made by Director Chadd and seconded by Director Dopudja to approve the presented Consent Calendar Items. There was no further discussion. The motion was approved by a vote of 5 - 0.

**ADMINISTRATIVE MATTERS**

**ITEM 5: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING CURRENT PUBLIC HEALTH CONCERNS INCLUDING DISTRICT GOVERNANCE TO ADDRESS THE CORONAVIRUS, SAFETY OF DISTRICT SERVICES AND EMPLOYEES, AND/OR IMPACT TO BOARD & COMMITTEE MEETINGS**

Mr. Paludi presented this matter to the Board, and he provided a review of significant events related to the spread of COVID-19. Mr. Paludi highlighted District staff actions to date, including closure of the Administration Facility to the public; the temporary suspension of meter lock-offs and associate penalties; and telecommunication of public meetings. Discussion occurred concerning Governor Newsom's Executive Order related to certain Brown Act requirements.

**Action:** The Board took no action on this matter.

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**ITEM 6: DISCUSSION RELATED TO THE PROPOSED PALOMA SQUARE DEVELOPMENT (DOVE CANYON PLAZA) AND OTHER RELATED MATTERS**

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Mr. Paludi presented this matter for Board consideration, and he reported that there has been no contact with the developer since the last Regular Board Meeting. Discussion occurred concerning certain actions taken at the City of Rancho Santa Margarita City Council Meeting.

**Action:** The Board took no action on this matter.

**ITEM 7: DISCUSSION AND CONSIDERATION OF SANTIAGO AQUEDUCT COMMISSION JOINT POWERS AGREEMENT AMENDMENT NO. 9**

Mr. Paludi introduced this matter for Board consideration, and he mentioned that matter was reviewed with the Engineering/Operational Committee Meeting. Mr. Perea provided a brief update on the proposed Amendment No. 9 to the Santiago Aqueduct Commission Joint Powers Agreement, and he highlighted certain terms of the amendment. Mr. Perea mentioned this item was approved by the Commission at the December 2019 meeting, and transfers capacity from the County of Orange to Irvine Ranch Water District (IRWD).

**Action:** A motion was made by Director Chadd and seconded by Director Mandich to approve Amendment No. 9 to the Santiago Aqueduct Commission Joint Powers Agreement, subject to non-substantive changes. There was no further discussion. The motion was approved by a vote of 5 - 0.

**ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) ON LETTER OF SUPPORT FOR SB 1099 (DODD) – EMERGENCY BACKUP GENERATORS: CRITICAL FACILITIES EXEMPTION**

Mr. Paludi presented this matter for Board consideration, and he briefly commented on the impact of Public Safety Power Shutoffs (PSPS). Mr. Paludi reviewed certain provisions in the proposed Senate Bill 1099, and he recommended the District support the proposed legislation. Mr. Paludi reported that other local Orange County water agencies were taking supportive positions of the legislation as well.

**Action:** A motion was made by Director Mandich and seconded by Director Acosta for Trabuco Canyon Water District to take a supportive position of SB 1099 (Dodd) There was no further discussion. The motion was approved by a vote of 5 - 0.

**ITEM 9: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING TRABUCO CANYON WATER DISTRICT'S ANNUAL WATER AWARENESS DAY EVENT**

Mr. Paludi presented this matter for Board consideration, and he commented that due to the spread of COVID-19, District staff recommends postponing the District's Annual Water Awareness Day Event until further notice. Discussion occurred concerning alternative options for another similar event.

**Action:** A motion was made by Director Chadd and seconded by Director Mandich to postpone the Trabuco Canyon Water District Water Awareness Day Event until further notice. There was no further discussion. The motion was approved by a vote of 5 - 0.

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**ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING SOUTH ORANGE COUNTY WASTEWATER AUTHORITY (SOCWA) JOINT POWERS AGREEMENT AMENDMENT(S)**

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Mr. Paludi presented this informational item for Board consideration, and he reported there was no update on this matter. Discussion occurred concerning deferring discussion until there is an update. Director Dopudja commented there were no updates concerning the matter.

**Action:** The Board of Directors, through President Safranski, deferred discussion on this matter. No other action was taken.

**FINANCIAL MATTERS**

**ITEM 11: DISCUSSION AND ACTION ON DISPOSAL OF SURPLUS DISTRICT EQUIPMENT IN ACCORDANCE WITH DISTRICT POLICY**

Mr. Paludi introduced this matter for Board consideration, and he reported that this matter was reviewed with the Finance/Audit Committee. Mr. Perea provided a brief review of the District's Policy Regarding the Disposal of Surplus Equipment, and he presented the Surplus Equipment Survey Report which identified four (4) District vehicles that have been identified for public auction. Discussion occurred concerning the condition of the District vehicles and the process for disposal.

**Action:** A motion was made by Director Dopudja and seconded by Director Mandich to authorize the General Manager to dispose of surplus District equipment in accordance with the Board-approved Policy. There was no further discussion. The motion was approved by a vote of 5 - 0.

**ITEM 12: DISCUSSION AND ACTION ON OC LAFCO DUES REAPPORTIONMENT FOR SPECIAL DISTRICTS**

Mr. Paludi presented this matter for Board consideration, and he reported that Orange County Local Agency Formation Commission (OC LAFCO) has notified special districts in the County of a proposed dues reapportionment methodology and proposed grouping of enterprise and non-enterprise agencies. Discussion occurred concerning the proposed methodology.

**Action:** A motion was made by Director Mandich and seconded by Director Acosta to approve the proposed Local Agency Formation Commission dues reapportionment formula for Special Districts. There was no further discussion. The motion was approved by a vote of 5 -0.

**ITEM 13: DISCUSSION CONCERNING TRABUCO CANYON WATER DISTRICT'S RATE ANALYSIS FOR WATER, WASTEWATER, AND NON-DOMESTIC WATER RATES AND CHARGES AND RELATED MATTERS**

Mr. Paludi presented this matter for Board consideration, and he mentioned that District staff met with Raftelis Financial Consultants (RFC) the prior week to implement the feedback provided by the Board of Directors at the Special Board Meeting – Rate Workshop. Discussion occurred concerning the planned rate implementation timeline and the proposed rate fund allocation strategies. Mr. Paludi reported that District staff are critically evaluating proposed capital improvements and budget line items.

**Action:** The Board took no action on this matter.

**ENGINEERING MATTERS**

**ITEM 14: DISCUSSION AND RATIFICATION OF PUMP PURCHASES FROM TEKDRAULICS FOR HERITAGE SEWER LIFT STATION**

Mr. Paludi presented this matter for Board consideration, and he mentioned that this matter was reviewed and approved by the Engineering/Operational Committee. Mr. Perea provided a brief review of the Heritage Sewer Lift Station operations and pump replacement needs to due to reaching the end of life. Discussion occurred concerning planned replacement strategies and the importance of equipment redundancy. Mr. Perea reported that District staff propose the purchase of three (3) Cornell pumps to mirror the District's Plano Trabuco Sewer Lift Station for efficiency purposes. Mr. Perea added that Tekdraulics is the sole distributor of Cornell pumps, and as such, this is a sole source purchase, and District staff will comply with the District's Procurement Policy requirements.

**Action:** A motion was made by Director Mandich and seconded by Director Chadd to ratify the purchase of three (3) replacement pumps from Tekdraulics for Heritage Sewer Lift Station in the amount of \$82,424. There was no further discussion. The motion was approved by a vote of 5 - 0.

**ITEM 15: DISCUSSION AND ACTION TO RATIFY CONTRACT CHANGE ORDER NO. 3 & 4 FOR PACIFIC HYDROTECH FOR RIDGELINE BOOSTER PUMP STATION IMPROVEMENTS AND CAPACITY INCREASE PROJECT AND OTHER RELATED MATTERS**

Mr. Paludi presented this matter for Board consideration, and he mentioned that this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten provided a brief project update for the Board, and she reported that Pacific Hydrotech has issued two (2) contract change orders for project-related improvements, including (1) additional work to repair the electrical room block wall and start day delays, and (2) the installation of perimeter fencing and a security gate consistent with the original project design. Ms. Lausten mentioned that the perimeter fencing and security gate was removed from the project design during the value engineering portion of the design work and would be funded from the Security Upgrade Budget.

**Action:** A motion was made by Director Acosta and seconded by Director Mandich to approve the following:

- Approve Contract Change Order No. 3 to Pacific Hydrotech in the amount of \$3,020.
- Approve Contract Change Order No. 4 to Pacific Hydrotech Corporation in the amount of \$76,640 for the security fencing upgrade.

There was no further discussion. The motion was approved by a vote of 5 - 0.

**ITEM 16: DISCUSSION AND RATIFICATION OF CONTRACT WITH FERREIRA CONSTRUCTION FOR REHABILITATION OF O'NEILL PARK UPPER MESA METER CONNECTION**

Mr. Paludi presented this matter for Board consideration, and he mentioned that this matter was reviewed and approved by the Engineering/Operational Committee. Ms. Lausten provided a brief review of the planned work at O'Neill Park to be completed by the County of Orange, and she provided a PowerPoint of the onsite vault that contained the water meter and pressure reducing valve assembly and appurtenances. Ms. Lausten recommended the rehabilitation of the vault, and she reported that District staff procured two (2) quotes for the work. Ms. Lausten reviewed the proposals with the Board, and she recommended the Board award the contract to Ferreira Construction.

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**Action:** A motion was made by Director Mandich and seconded by Director Dopudja to ratify construction contract with Ferreira Construction for O’Neill Park PRV/Metering Vault Rehabilitation in the amount of \$44,533. There was no further discussion. The motion was approved by a vote of 5 - 0

**ITEM 17: DISCUSSION AND ACTION ON THE HARRIS GRADE RESERVOIR REPLACEMENT FEASIBILITY STUDY RELATED TO THE SADDLEBACK MEADOWS DEVELOPMENT**

Mr. Paludi presented this matter for Board for consideration, and he reported that this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten provided a brief update on planned feasibility study for the replacement of a tank reservoir at the District’s Harris Grade Reservoir site to accommodate the Saddleback Meadows development. Ms. Lausten reported that District staff requested proposals for the preparation of the feasibility study, and she provided a Proposal Evaluation for Board consideration. Ms. Lausten recommended the Board award the contract to Tetra Tech based on the proposal evaluation. Discussion occurred concerning onsite challenges and the planned scope of the feasibility study.

**Action:** A motion was made by Director Dopudja and seconded by Director Mandich to authorize the General Manager to execute a contract with Tetra Tech for Engineering Design Services for the Harris Grade Reservoir Feasibility Study in the amount of \$119,211, with a 10% contingency, for a not to exceed amount of \$131,133. There was no further discussion. The motion was approved by a vote of 5 - 0.

**ITEM 18: DISCUSSION AND UPDATE ON BELL CANYON SEWER LIFT STATION REHABILITATION PROJECT**

Mr. Paludi presented this matter for Board consideration, and he reported that this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten provided a brief update to the Board, and she mentioned that JIG Consultants has provided 95% design plans and that final plans are expected by the end of the week. Discussion occurred concerning planned facility improvements consistent with the community design. Ms. Lausten provided a construction cost estimate for Board consideration, and she highlighted certain areas of improvement costs. Discussion occurred concerning the facility bypass plans during construction and critical review of construction costs during this period of uncertainty. Mr. Paludi mentioned that this project will continue to be reviewed with the Engineering/Operational Committee.

**Action:** The Board took no action on this matter.

**ITEM 19: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING TRABUCO CANYON WATER DISTRICT’S SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM UPGRADE PROJECT**

Mr. Paludi presented this matter for Board consideration, and he mentioned this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten provided a brief PowerPoint presentation to the Board on this project, and she reported that District staff is working with TESCO Controls on the Radio Field System Analysis and Field Study. Ms. Lausten added that TESCO Controls has indicated that the District’s existing antenna at the Joplin Youth Camp onsite reservoir tank is critical to the project upgrade. Discussion occurred concerning ongoing communication efforts with the County of Orange and Orange County Public Works (OCPW) staff regarding the antenna replacement. The Board, through President Safranski, directed District staff to continue to work with the County of Orange and OCPW as it relates to this project.

**Action:** The Board took no action on this matter.

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**LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS**

**ITEM 20: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)**

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Mr. Paludi reported there were no matters for discussion. Mr. Anslow reported that AALRR has prepared a memorandum concerning legislative matters and a series of certain bills under consideration by the State Legislature.

**Action:** The Board took no action on this matter.

**OTHER INFORMATION/MATTERS**

There were no other information or matters received.

**ADDITIONAL DIRECTORS' COMMENTS**

Director Dopudja thanked District staff for their work to set up the teleconference for the public meeting.

Director Safranski commended District staff for their hard work.

**ADDITIONAL GENERAL MANAGER COMMENTS**

Mr. Paludi briefly reported that Director Mandich recently received an award from the American Society of Civil Engineers for his professional work on the Borrego Canyon Wash Improvements.

**ADJOURNMENT**

President Safranski adjourned the March 18, 2020 Regular Board Meeting at 8:43 PM.