



MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT | MARCH 17, 2021

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD or District) conducted on March 17, 2021 was called to order by President Chadd at 7:00 p.m., via conference call 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 Don Chadd
Vice President Stephen Dopudja
Director Glenn Acosta
Director Edward Mandich
Director Michael Safranski

STAFF PRESENT

Fernando Paludi, General Manager
Michael Perea, Assistant General Manager/District Secretary
Lorrie Lausten, District Engineer
Gary Kessler, Water Superintendent
Jason Stroud, Maintenance Superintendent

STAFF PRESENT ON CONFERENCE CALL

Karen Warner, Senior Accountant
Lisa Marie Sangi, Administrative Assistant

DISTRICT CONSULTANTS PRESENT

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

DISTRICT CONSULTANTS PRESENT ON CONFERENCE CALL

Cindy Byerrum, District Treasurer (Eide Bailey)

PUBLIC PRESENT ON THE CONFERENCE CALL

Beth Heard, Resident
There were other members of the public on the conference call.

PLEDGE OF ALLEGIANCE

Director Safranski led the Board of Directors, District staff, and audience in the Pledge of Allegiance.

ITEMS TOO LATE TO BE AGENDIZED

None

VISITOR PARTICIPATION VIA CONFERENCE CALL

None

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ORAL COMMUNICATION

None

DIRECTOR'S COMMENTS

Director Mandich reported on his attendance at the South Orange County Integrated Regional Watershed Management Executive Committee Meeting, and he provided an update on certain grant awards and the proposed shared budgetary costs for the District in Fiscal Year 2021/2022.

Vice President Dopudja reported on his attendance at the South Orange County Wastewater Authority (SOCWA) Regular Board Meeting, and he provided an update on the Joint Powers Agreement update process.

President Chadd reported that he would be attending the Santiago Aqueduct Commission (SAC) meeting the following day. President Chadd reported that the South Orange County Agencies Group was scheduled to meet with Municipal Water District of Orange County (MWDOC) and Orange County Water District (OCWD) the following week.

Director Acosta commented that it was nice to meet in person.

Director Safranski reported on his attendance at the MWDOC Water Policy Forum Meeting, and he provided a brief update on the matters discussed at the meeting, including the financial impacts of COVID-19 on residential customers ability to pay monthly utility bills.

REPORT FROM THE GENERAL MANAGER

Mr. Paludi commented that it was nice to meet in person again. Mr. Paludi congratulated President Chadd on his appointment as the SAC Chair. Mr. Paludi reported the MWDOC Elected Official Forum had been scheduled for April 1, 2021.

Mr. Perea provided a District staffing update, and he reported that both the Customer Service Representative, Administrative Assistant, Wastewater Operator in Training (OIT) positions have been filled. Mr. Perea mentioned that the advertisement for the Wastewater Operations Superintendent open position has started.

Mr. Paludi reported that the District had been awarded the US Bureau of Reclamation WaterSMART Grant for the proposed Automatic Meter Reading/Advanced AMR/AMI project. Discussion occurred concerning the schedule for approval and compliments to Soto Resources for their assistance on the grant proposal.

CONSENT CALENDAR

President Chadd 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 Acosta and seconded by Director Safranski to approve the Consent Calendar. There was no further discussion.
The motion was approved by a vote of 5 – 0.

ADMINISTRATIVE MATTERS

ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE CORONAVIRUS, INCLUDING SAFETY OF DISTRICT SERVICES AND EMPLOYEES, AND IMPACT TO BOARD & COMMITTEE MEETINGS

Mr. Paludi provided a brief update on COVID-19 related matters throughout the County, and he reported that the County was currently in the “Red” Tier with significant restrictions. Mr. Paludi briefly reported on the current level of vaccine availability to District staff. Mr. Paludi reported that District staff currently have no plans to reopen the Administrative Facility to the public.

Action: No action concerning this matter was taken.

ITEM 7: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO THE PROPOSED PALOMA SQUARE DEVELOPMENT (DOVE CANYON PLAZA) AND OTHER RELATED MATTERS

Mr. Paludi reported that District staff has not had any contact with the developer or property owner concerning this proposed development since the prior Regular Board Meeting.

Ms. Beth Heard addressed the Board of Directors concerning the City of Rancho Santa Margarita (RSM) Residential Housing Needs Allocation (RHNA) requirements, the potential redevelopment of the Dove Canyon Plaza, and the resulting impacts to the District’s Administration Facility. President Chadd responded that the District is aware of the City’s RHNA requirements and is prepared to act when appropriate.

Action: No action concerning this matter was taken.

FINANCIAL MATTERS

ITEM 8: APPROVAL OF ROOF REPAIR PROPOSAL FOR DISTRICT ADMINISTRATION FACILITY

Mr. Perea presented this matter for Board consideration, and reported this matter was reviewed with the Executive Committee. Mr. Perea provided a brief review of the observed impacts of the recent rain events, and he provided an overview of the scope of work and received proposals. Mr. Perea recommended JRT Roofing & Waterproofing for the project. Discussion occurred concerning an inspection and replacement of the interior ceiling tiles and the inclusion of a contingency amount.

Action: A motion was made by Director Acosta and seconded by Director Safranski as follows: approve the roof repair proposal from JRT Roofing & Waterproofing for a not to exceed amount of \$52,600.
The motion was approved by a vote of 5 – 0.

ITEM 9: DISCUSSION CONCERNING THE PURCHASE OF A NEW HEAVY EQUIPMENT VEHICLE – ONE FORKLIFT

Mr. Perea introduced this matter for Board consideration, and he reported this matter was reviewed with the Finance/Audit Committee. Mr. Perea provided an overview of Operations and Maintenance Department needs and highlighted the ergonomic benefits of a forklift at the Wastewater Treatment Plant. Discussion occurred concerning equipment features and specifications, as well as planned employee training efforts.

Action: A motion was made by Director Safranski and seconded by Director Acosta to authorize the General Manager to purchase one Toyota forklift from Southwest Toyota Lift for an amount not to exceed \$35,000.

ENGINEERING MATTERS

ITEM 10: DISCUSSION AND POSSIBLE ACTIONS(S) CONCERNING APPROVAL OF AN OPERATING LICENSE AGREEMENT WITH ORANGE COUNTY PUBLIC WORKS (OCPW) FOR DISTRICT ONSITE SCADA EQUIPMENT (JOPLIN PROPERTY)

Mr. Paludi presented this matter for Board consideration, and he reported this matter was reviewed with the Engineering/Operational Committee. Mr. Paludi provided an overview of the proposed license agreement prepared by Orange County Public Works (OCPW), and he added that District staff and General Legal Counsel comments provided to OCPW have been incorporated in the DRAFT Agreement. Discussion occurred concerning certain terms of the agreement and the District’s SCADA Project schedule and timeline for completion.

Action: A motion was made by Director Acosta and seconded by Vice President Dopudja to authorize the General Manager to execute the License Agreement between the Trabuco Canyon Water District and Orange County Public Works.
The motion carried 5 – 0.

ITEM 11: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING TCWD’S DOMESTIC WATER STORAGE AND RESERVOIR SITING STUDY

Mr. Paludi presented this matter for Board consideration, and he added this matter was reviewed with the Engineering/Operational Committee. Ms. Lausten provided an overview and summary of the information contained in the Harris Grade Reservoir Siting Study and Porter Property Planning Level Study and Cost Estimate as it related to this matter. Ms. Lausten highlighted that the District’s domestic water demands on the east and west portions of its service area are somewhat out of balance with storage availability in the respective areas. Mr. Paludi recommended the reevaluation of the District’s capacity charges and in lieu storage fees to ensure the District’s costs are covered and that existing customers do not subsidize new development demands. Discussion occurred concerning the completion of a comprehensive infrastructure assessment of the District’s facilities.

Action: The Board of Directors received and filed the Harris Grade Reservoir Siting Study and Porter Property Planning Level Study and Cost Estimate. No further action was taken.

LEGISLATIVE, ADMINISTRATIVE AND OTHER MATTERS

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

Mr. Paludi reported on the following items:

- SOCWA – Mr. Paludi reported that Mr. Jeff Hoskinson will represent the District in an upcoming meeting with SOCWA General Counsel firm Procopio on the Joint Powers Agreement update.
- MWDOC – Mr. Paludi reported that MWDOC has presented their second DRAFT Fiscal Year 2021/2022 Budget for member agency review and comment. Mr. Paludi reported that the retail meter charge is proposed to increase by approximately 3.3%, and a review of the budget will be agendized for the review with the District’s Finance/Audit Committee the following month.
- Local Agency Formation Commission (OC LAFCO) – Mr. Paludi reported that the proposed DRAFT Fiscal Year 2021/2022 Budget and the District’s share is scheduled to increase and has been included in his General Manager report for Board review.

Action: The Board took no action on this matter.

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CLOSED SESSION

The Board of Directors entered closed session in accordance with the agenda at 8:09 p.m.

CLOSED SESSION NO. 1

The Board of Directors met in closed session to review and discuss confidential information concerning significant exposure to legal proceedings and/or litigation. The District's General Manager, Assistant General Manager, District Engineer, and General Legal Counsel participated in the closed session. This closed session ended at 8:41 p.m.

CLOSED SESSION NO. 2

The Board of Directors met in closed session to review and discuss confidential information concerning significant the District's General Legal Counsel.

The Board of Directors reconvened in open session at 9:20 p.m.

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

The following reports of action(s) taken in closed session were reported as follows:

Closed Session No.1: Mr. Anslow reported there was no action to report at that time.

Closed Session No. 2: President Chadd reported that the Board of Directors have directed the General Manager to prepare a Request for Proposals for General Legal Counsel Services.

Action: There were no other announcements.

OTHER INFORMATION/MATTERS

There were no other information or matters received.

ADDITIONAL DIRECTORS' COMMENTS

None

ADDITIONAL GENERAL MANAGER COMMENTS

None

ADJOURNMENT

President Chadd adjourned the March 17, 2021 Regular Board Meeting at 9:23 p.m.