



**REGULAR BOARD MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA  
ADMINISTRATIVE FACILITY, BOARD ROOM  
SEPTEMBER 16, 2021 AT 7:00 PM**

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**BOARD OF DIRECTORS**

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

**DISTRICT STAFF**

Fernando Paludi, General Manager  
Michael Perea, District Secretary  
Cindy Byerrum, District Treasurer  
Hanson Bridgett LLP, District General Legal Counsel

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**AGENDA NOTE:**

*Due to the spread of COVID-19 and as authorized by the Governor's Executive Order, Trabuco Canyon Water District will be holding this Regular Board Meeting by video broadcast and the meeting will be available live by video conference and telephone audio as follows:*

**Video Conferencing:** You can join the meeting from your computer, tablet, or smartphone by clicking on the following link:  
<https://zoom.us/j/91386811652>

**Telephone Audio:** 1 (669) 900-6833 (Toll Free)  
**Access Code:** 913-8681-1652

*Persons desiring to monitor the Board meeting agenda items may download the Board meeting agenda and documents on the internet at [www.tcwd.ca.gov](http://www.tcwd.ca.gov).*

*You may submit public comments by email to the Board at [mperea@tcwd.ca.gov](mailto:mperea@tcwd.ca.gov). In order to be part of the record, emailed comments on meeting agenda items must be received by the District, at the referenced e-mail address, not later than 6:00 p.m. (PDT) on the day of the meeting. Public comments may also be submitted by teleconference during the meeting.*

**CALL MEETING TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ITEMS RECEIVED TOO LATE TO BE AGENDIZED**

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

**VISITOR PARTICIPATION**

*Members of the public wishing to address the Board regarding a particular item on the agenda are requested to submit public comments by email to the Board at [mperea@tcwd.ca.gov](mailto:mperea@tcwd.ca.gov). Public comments may also be submitted by teleconference during the meeting. 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 requested to submit oral communication by email to the Board at [mperea@tcwd.ca.gov](mailto:mperea@tcwd.ca.gov). Public comments may also be submitted by teleconference during the meeting. Under the requirements of State Law, Directors cannot take action on items not identified on the agenda*

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*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 GENERAL MANAGER**

**CONSENT CALENDAR**

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*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. August 19, 2021 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. August 11, 2021*

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. July 2021*

c. *PAYMENT OF BILLS FOR CONSIDERATION*

**RECOMMENDED ACTION:**

*Ratify the payment of bills for consideration, Payroll and Payroll Taxes for August 2021.*

**ITEM 3: ENGINEERING/OPERATIONAL COMMITTEE MEETING**

**RECOMMENDED ACTION:**

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

- 1. June 9, 2021 Engineering/Operational Special Meeting*
- 2. August 4, 2021 Engineering/Operational Meeting*



## **ACTION CALENDAR**

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

### **ADMINISTRATIVE MATTERS**

#### **ITEM 4: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, AND TENTATIVE FUTURE MEETINGS/ ATTENDANCE**

**RECOMMENDED ACTION:**

*Approve the tentative future meetings/attendance items and ratify the Directors' expenses and fees from the following period(s):*

1. August 2021

#### **ITEM 5: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE CORONAVIRUS, INCLUDING SAFETY OF DISTRICT SERVICES AND EMPLOYEES, AND IMPACT TO BOARD & COMMITTEE MEETINGS**

**RECOMMENDED ACTION(S):**

*Receive information at the time of the Board meeting and take action(s) as deemed appropriate.*

### **FINANCIAL MATTERS**

#### **ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING AWARDING A CONTRACT WITH FERGUSON WATERWORKS FOR AUTOMATIC METER READING/AUTOMATED METERING INFRASTRUCTURE (AMR/AMI) FOR DISTRICT SERVICE AREA**

**RECOMMENDED ACTION:**

1. Receive information at the time of the Board Meeting.
2. Authorize the General Manager to contract with Ferguson Waterworks for the District's Automatic Meter Reading/Automated Metering Infrastructure (AMR/AMI) Project for a not to exceed amount of \$1,700,000.

#### **ITEM 7: CONSIDER AND APPROVE GENERAL MANAGER EMPLOYMENT CONTRACT**

**RECOMMENDED ACTION:**

1. Receive information at the time of the Board Meeting.
2. Announce the compensation terms of the proposed contract.
3. Authorize the Board President to execute the General Manager employment contract.

#### **ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING PROFESSIONAL INFORMATION TECHNOLOGY CONTRACT SERVICES**

**RECOMMENDED ACTION:**

1. Receive information at the time of the Board Meeting.
2. Authorize the General Manager to contract with Highroad IT for professional information technology contract services for a one-year period with standard annual costs not to exceed \$70,000.



**ENGINEERING MATTERS**

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**ITEM 9: DISCUSSION AND POSSIBLE ACTION CONCERNING ELECTRICAL IMPROVEMENTS AT EL TORO SEWER LIFT STATION**

**RECOMMENDED ACTION:**

1. Receive information at the time of the Board Meeting.
2. Approve the Flo-Services proposal for Electrical Upgrades in the amount of \$175,698 with a 10% contingency for a total not to exceed amount of \$193,267.

**ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE APPROVAL OF TESCO CONTROLS EMASS PROGRAM CONTRACT**

**RECOMMENDED ACTION:**

1. Receive information at the time of the Board Meeting.
2. Approve the TESCO Controls proposal for the EMASS Program Service Contract (3 Years) for a not to exceed amount of \$84,000.

**LEGISLATIVE AND OTHER MATTERS**

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**ITEM 11: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)**

**RECOMMENDED ACTION(S):**

Receive information at the time of the meeting and take action(s) as deemed appropriate.

**ITEM 12: STATE LEGISLATIVE UPDATE**

**RECOMMENDED ACTION(S):**

Receive information at the time of the meeting and take action(s) as deemed appropriate.

**ITEMS RECEIVED TOO LATE TO BE AGENDIZED**

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**ITEM 13:** \_\_\_\_\_

**ITEM 14:** \_\_\_\_\_

**OTHER INFORMATION/MATTERS**

Reports or comments from the General Manager and/or Staff

**ADDITIONAL DIRECTORS' COMMENTS**

Additional reports or comments from Directors

**END ACTION CALENDAR & ADJOURNMENT**



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**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) and will be posted online on the District's website located at [www.tcwd.ca.gov](http://www.tcwd.ca.gov). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available online at [www.tcwd.ca.gov](http://www.tcwd.ca.gov) 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 posted online on the District's website located at [www.tcwd.ca.gov](http://www.tcwd.ca.gov).*

**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 at least 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 are expected to 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:*

**October 21, 2021 | November 18, 2021 | December 16, 2021**

*The District may conduct future meetings via teleconferencing and/or video during the current ongoing emergency situation.*

