



**EXECUTIVE COMMITTEE MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA  
ADMINISTRATIVE FACILITY, CONFERENCE ROOM  
OCTOBER 11, 2021 AT 4:00 PM**

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**COMMITTEE MEMBERS**

Stephen Dopudja, Committee Chair  
Don Chadd, Committee Member

**DISTRICT STAFF**

Fernando Paludi, General Manager  
Michael Perea, District Secretary

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**AGENDA NOTE:**

*Meeting attendees should be aware that the meetings of the Executive Committee are, as required by law, open to the public and the District has very limited powers to regulate who attends Executive Committee meetings.*

**CONFERENCE CALL INFORMATION**

*Due to the spread of COVID-19 and as authorized by the Governor's Executive Order, Trabuco Canyon Water District will be holding all upcoming public meetings by Video/Audit Broadcast, and will be available by either computer or telephone audio as follows:*

**Computer Audio:** You can join the meeting from your computer, tablet, or smartphone by clicking on the following link <https://zoom.us/j/97986885071>

**You can also dial in using your phone:** +1 669 900 6833

**Access Code:** 979 8688 5071

*Persons desiring to monitor the Committee meeting agenda items may download the Executive Committee 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 Committee 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 10:00 a.m. (PDT) on the day of the meeting.*

**CALL MEETING TO ORDER**

**VISITOR PARTICIPATION**

*Members of the public wishing to address the Committee regarding a particular item on the agenda are requested to complete a speaker card and submit it to staff. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decisions on matters. The Committee makes recommendations only to the Board of Directors. Members of the public will be given the opportunity to speak to the Committee prior to making a recommendation on the matter. 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. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decision on matters. The Committee makes recommendations only to the Board of Directors. Under the requirements of State Law, Committee Members cannot take action on items not identified on the agenda and will not make decisions on such matters. The Committee Chair 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.*

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING AGENDA | OCTOBER 11, 2021**

**COMMITTEE MEMBER COMMENTS**

**REPORT FROM THE GENERAL MANAGER**

**ADMINISTRATIVE MATTERS**

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**ITEM 1: EXECUTIVE COMMITTEE MEETING RECAP**

**RECOMMENDED ACTION:**

*Approve the following Executive Committee Meeting Recap and recommend that the Board receive and file the same. (Consent Calendar)*

1. July 13, 2021

**DISCUSSION MATTERS**

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**ITEM 2: BOARD AGENDA PLANNING CALENDAR**

**RECOMMENDED ACTION:**

*Committee to discuss information at the time of the meeting and take action(s) as deemed appropriate.*

**OTHER MATTERS**

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**ITEM 3: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF**

**RECOMMENDED ACTION:**

*Hear other matters from the General Manager and/or Staff.*

**ADJOURNMENT**

**AVAILABILITY OF AGENDA MATERIALS**

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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 District Administrative Facility, 32003 Dove Canyon Drive, Trabuco Canyon, California (District 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 Facility at the same time as they are distributed, except that, if such writings are distributed immediately prior to or during the meeting, they will be available in the Boardroom at the District Facility.

**COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2**

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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 meeting. Notification 48 hours prior to the meeting will assist the District in making reasonable arrangements to accommodate your request. The District office is wheelchair accessible.

[www.tcwd.ca.gov](http://www.tcwd.ca.gov)



**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING | OCTOBER 11, 2021**

**ADMINISTRATIVE MATTERS**

**ITEM 1: EXECUTIVE COMMITTEE MEETING RECAP**

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The Executive Committee Meeting Recap for the following meeting(s) is attached for Committee review.

**RECOMMENDED ACTION:**

*Approve the following Executive Committee Meeting Recap and recommend that the Board receive and file the same. (Consent Calendar)*

1. July 13, 2021

**CONTACTS (staff responsible): PALUDI/PEREA**



## TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | JULY 13, 2021

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### **DIRECTORS PRESENT**

Vice President Stephen Dopudja, Committee Chair  
President Don Chadd, Committee Member

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Lisa Marie Sangi, Executive Assistant

### **PUBLIC PRESENT**

There were no members of the public present

### **CALL MEETING TO ORDER**

Vice President Dopudja called the July 13, 2021 Executive Committee Meeting to order at 4:00 PM.

### **VISITOR PARTICIPATION**

No visitor participation was received.

### **ORAL COMMUNICATION**

No oral communication was received.

### **COMMITTEE MEMBER COMMENTS**

No comments were received.

### **REPORT FROM THE INTERIM GENERAL MANAGER**

Mr. Paludi had no comments.

### **BOARD AGENDA MATTERS**

#### **ITEM 1: EXECUTIVE COMMITTEE MEETING RECAP**

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Mr. Paludi presented the Executive Committee Meeting Recap for Committee review in accordance with the agenda.

#### **RECOMMENDED ACTION:**

The Committee recommended that the meeting recap be forwarded to the Board of Directors for approval (Consent Calendar).

### **DISCUSSION MATTERS**

#### **ITEM 2: DISCUSSION CONCERNING THE APPOINTMENT OF AN ASSISTANT SECRETARY TO THE BOARD OF DIRECTORS**

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Mr. Paludi introduced this matter for Committee consideration. Mr. Perea reported that Assistant Secretary to the Board of Directors position is currently vacant due, and he recommended Ms. Sangi for the position as she has completed her training for the position. Discussion occurred concerning certain duties and responsibilities of the Assistant Secretary.

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | JULY 13, 2021**

**RECOMMENDED ACTION:**

The Committee recommended the Board of Directors adopt Resolution No. 2021-1296 – Resolution of the Board of Director of the Trabuco Canyon Water District Confirming Appointment of Assistant Secretary to the Board of Directors (Action Calendar).

**ITEM 3: BOARD AGENDA PLANNING CALENDAR**

Mr. Paludi presented this matter for Committee consideration, and he reviewed and highlighted the following Board agenda planning calendar with the Committee:

- Consideration of changing the date and time of the Regular Board Meeting.
- District staff is preparing a Request for Proposals (RFP) for an Automatic Meter Reading/Automatic Metering Infrastructure (AMR/AMI) System Integration.
- Special Counsel Services with Atkinson, Andelson, Loya, Ruud, & Romo
- The next South Orange County Agencies Group meeting will be hosted by El Toro Water District.

**RECOMMENDED ACTION:**

Committee to discuss information at the time of the Executive Committee Meeting and take action(s) as deemed appropriate.

**OTHER MATTERS**

**ITEM 4: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF**

Mr. Paludi provided a brief update on the proposed alternative work schedule (9/80), and he highlighted the proposed workday/workhour schedule, the planned scheduled Friday off, and impacts to operations standby rotation. Mr. Paludi reported that this matter will be agendized for consideration at the next Regular Board Meeting.

**RECOMMENDED ACTION:**

Hear other matters from the General Manager and/or Staff.

**ADJOURNMENT**

Vice President Dopudja adjourned the July 13, 2021 Executive Committee Meeting at 5:03 PM.

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING | OCTOBER 11, 2021**

**DISCUSSION MATTERS**

**ITEM 2: BOARD AGENDA PLANNING CALENDAR**

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Information will be presented at the time of the meeting.

**RECOMMENDED ACTION:**

*Committee to discuss information at the time of the Executive Committee Meeting and take action(s) as deemed appropriate.*

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING | OCTOBER 11, 2021**

**OTHER MATTERS**

**ITEM 3: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF**

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Other matters may have arisen after the posting of the agenda and will be brought forward for discussion and/or information at the time of the Executive Committee.

**RECOMMENDED ACTION:**

*Hear other matters from the General Manager and/or Staff.*