



**EXECUTIVE COMMITTEE MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
ADMINISTRATIVE FACILITY  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA  
SEPTEMBER 6, 2023 AT 5:00 PM**

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**COMMITTEE MEMBERS**

Ed Mandich, Committee Chair  
Stephen Dopudja, Committee Member

**DISTRICT STAFF**

Fernando Paludi, General Manager  
Michael Perea, District Secretary

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**AGENDA NOTE:**

*Trabuco Canyon Water District (District) will make this meeting available by telephone audio as follows:*

***Telephone Audio: 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.*

**COMMITTEE MEMBER COMMENTS**

**REPORT FROM THE GENERAL MANAGER**

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING AGENDA | SEPTEMBER 6, 2023**

**ADMINISTRATIVE MATTERS**

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**ITEM 1: APPROVAL OF 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. August 7, 2023

**DISCUSSION MATTERS**

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**ITEM 2: BOARD AGENDA PLANNING CALENDAR**

**RECOMMENDED ACTION:**

*Committee to discuss information at the time of the Executive Committee 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**

*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**

*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 | SEPTEMBER 6, 2023**

**ADMINISTRATIVE MATTERS**

**ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP**

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Information will be presented at the time of the meeting.

**RECOMMENDED ACTION:**

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

1. *August 7, 2023*

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



## TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | AUGUST 7, 2023

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### **DIRECTORS PRESENT**

Vice President Ed Mandich, Committee Chair  
President Stephen Dopudja, Committee Member

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager

### **CONSULTANTS PRESENT**

Robin Rockey, Rockspark Communications

### **PUBLIC PRESENT**

None

### **CALL MEETING TO ORDER**

Vice President Mandich called the August 7, 2023 Executive Committee Meeting to order at 5:00 PM.

### **VISITOR PARTICIPATION**

No visitor participation was received.

### **ORAL COMMUNICATION**

No oral communication was received.

### **COMMITTEE MEMBER COMMENTS**

None

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

Mr. Paludi reported the District was victim to cyber fraud in the approximate amount of \$30,000 due to a phishing email scam mimicking the District's legal counsel firm, and he reported that District staff has filed a claim with its bank concerning this matter and an investigation is ongoing. Mr. Paludi added that District staff have filed a police report with the Orange County Sheriff's Department and that the District's third-party information technology management team is implementing more stringent security measures to prevent this from happening again. Discussion occurred concerning the sophistication of these types of cyberattacks.

### **DISCUSSION MATTERS**

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

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

**MOTION:** Approve the Executive Committee Meeting Recap and recommend the Board of Directors receive and file the same (Consent Calendar) – Director Dopudja

**SECOND:** Director Mandich

**AYES:** Directors Mandich & Dopudja

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | AUGUST 7, 2023**

**NOES:** None

**ABSTAIN:** None

**MOTION PASSED/FAILED:** Passed 2 - 0

**ITEM 2: BOARD AGENDA PLANNING CALENDAR**

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Mr. Paludi presented this matter for Committee consideration, and he provided a handout which highlighted certain proposed Board agenda planning calendar updates including, but not limited to:

**August 2023**

**Special Board Meeting**

- General Manager Performance Evaluation – Closed Session  
The General Manager reported that General Counsel’s attendance at the Special Board Meeting would not be necessary and both Director Dopudja and Director Mandich agreed.

**Regular Board Meeting**

- Appointment of Assistant Board Secretary  
Mr. Perea reported that with the retirement of Ms. Sangi that he recommends appointing Ms. Claire Collins, General Counsel, as the Assistant Board Secretary for redundancy purposes.
- Approval of participation in OC Water Summit (F/A)  
Mr. Paludi reported that the District has sponsored this event in the past, and he recommends sponsoring this year’s event.
- Contract award for Heritage Sewer Lift Station Dry Pit Improvements (E/O)  
Mr. Paludi reported that this matter has been reviewed with the Engineering/Operational Committee, and that staff has received bids and recommends the Board award a contract with Ferreira Construction.
- Ratification of truck purchase (E/O)  
Mr. Paludi reported that this matter was reviewed the Engineering/Operational Committee, and that the purchase of these vehicles is a cost-saving strategy in response to the California Air Resources Board (CARB) Advanced Clean Fleets (ACF) regulations effective on January 1, 2024.
- Agreement with Project Partners (E/O)  
Mr. Paludi reported that this matter was reviewed with the Engineering/Operational Committee, and that District staff recommends augmenting engineering staff due to the high number of capital improvement projects for the next five years.
- Dove Center fire service improvements agreement (Executive)  
Mr. Paludi reported that this matter was reviewed with the Engineering/Operational Committee, and that Ms. Lausten has been working with the property owner to improve onsite fire services and backflow prevention devices. Discussion occurred concerning planned grand opening events, the potential impacts due incomplete work, and ongoing discussions with the property owner concerning the reciprocal parking agreement update.

**September 2023**

**Regular Board Meeting**

- DCMA Slope Restoration Project discussion (Executive)  
Mr. Paludi reported that District staff has learned that Dove Canyon Master Association is prepared to award a contract for the repair of the slope between the District’s Dove Reservoir (potable water) and Robinson Ranch Recycled Water Reservoir. Discussion occurred concerning the received bids for the project and property ownership and easement requirements.

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | AUGUST 7, 2023**

- District Facilities Public Tour planning update (Executive)  
Mr. Paludi introduced Ms. Rockey to the Committee, and he reported that she will be working with District staff to prepare certain materials for the public facility tour.
- Discussion of TCWD health benefit costs (F/A)  
Mr. Perea reported that CalPERS has released their health rates for CY 2024, and District staff is preparing an analysis of the rates and expected budgetary impacts.
- Expense Reimbursement Policy changes (Executive)  
Mr. Paludi reported that the current policy was provided to the Committee for their review, and he anticipates agendaing this matter for a future Executive Committee meeting.
- Contract Amendment for rate study with IB Consultants (F/A)  
Mr. Paludi reported that a second amendment with IB Consultants may be necessary to complete the analysis of the District's capacity charges and to provide annual review of the District's water, sewer, and recycled water rates given financial conditions at the time.

**October 2023**

**Regular Board Meeting**

- Golf Club Sewer Lift Station Rehabilitation Construction Contract Award (Executive)

**MOTION:** None – Informational item only.

**OTHER MATTERS**

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

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Mr. Paludi provided a brief update on the following matters:

- Mr. Paludi recommended inviting Ms. Rockey to attend the next few committee meetings to provide updates regarding ongoing public outreach methods and results. Discussion occurred concerning certain feedback from customers to the Directors related to the public hearing presentation delivered on July 20, 2023.
- Mr. Perea reported that the Orange County Registrar of Voters has reached out concerning the District hosting future voting sites at the Administration Facility. Discussion occurred concerning certain potential conflicts of interest related to hosting future election events.
- Director Dopudja inquired about the August utility bill delivery date and recommended additional outreach methods concerning the adopted rates and charges, including a proposed bill stuffer. Director Mandich recommended updating the bills with a special message concerning the rates and charges.
- Mr. Perea provided an update on the implementation of the District lock off policy consistent with SB 998 and the District's adopted policy on service disconnection for non-payment for residential services, and he reported that staff has successfully worked with many customers to catch up on past due balances with the payment arrangement plans to avoid service lock off. Discussion occurred concerning the total number of services district-wide based on meter size.
- Discussion occurred concerning planning the dates for both the District Facilities Public Tour and "Chat with TCWD" event both later in the year.
- Mr. Paludi provided an update on the Saddle Crest development and the ongoing discussions with the developer related to the onsite reservoir and pump station. Mr. Paludi reported that the developer is working on the coating of the onsite reservoir interior ladder, and then District staff will work to fill the reservoir for required testing.

**MOTION:** None – Informational item only.

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | AUGUST 7, 2023**

**ADJOURNMENT**

Vice President Mandich adjourned the August 7, 2023 Executive Committee Meeting at 7:11 p.m.

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**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING | SEPTEMBER 6, 2023**

**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.*

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



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**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.*

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