



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

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

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

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NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2 - 0

ITEM 2: BOARD AGENDA PLANNING CALENDAR

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.

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- 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 agendaizing 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

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.

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ADJOURNMENT

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