



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | SEPTEMBER 25, 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
Roseann Lejsek, Administrative Assistant
Phil Serpas, CMMS/SCADA Administrator

CONSULTANTS PRESENT

Robin Rockey, Rockspark Communications

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Mandich called the September 25, 2023 Executive Committee Meeting to order at 5:20 PM.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

None

REPORT FROM THE GENERAL MANAGER

None

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

NOES: None

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2 - 0

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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:

October 2023

Regular Board Meeting

- Contract Amendment for Rate Study with IB Consultants (F/A)
- District Facilities Tour Recap
- USBR Grant Application for Dove & Tick Creek Pump Stations

November 2023

Regular Board Meeting

- Golf Club Sewer Lift Station Rehabilitation Construction Contract Award (E/O)
- Arc Flash Contract Award (E/O)
- Policy & Procedure for Meter Downsizing (E/O & F/A)

The Committee recommended agingizing this matter for Board consideration at the October 2023 Regular Board Meeting.

- Cartegraph CMMS System Demonstration (E/O & RBM)

Mr. Paludi recommended a demonstration of the District's new Computerized Maintenance Management System (CMMS) system now that the system is live and in use by District staff.

December 2023

Regular Board Meeting

- Election of Board Officers/Committee Appointments CY 2024
- Annual Comprehensive Financial Report FYE 2023
- UWI Spring Conference Sponsorship

Other Future Matters

- Expense Reimbursement Policy Update
The Committee recommended agingizing this matter for Committee review at the November 6, 2023 Executive Committee Meeting.
- Processing Agreement for Saddleback Meadows Development

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:

- District Facilities Tour

Mr. Paludi provided a brief update on the event planning efforts to date, including attendee registration, site visits, and staffing. Ms. Rockey reported on the Eventbrite registration process and highlighted certain rental equipment costs.

- Meter Resizing/Downsizing Program

Mr. Paludi presented this matter to the Committee for discussion and review, and he mentioned that this matter was briefly discussed with the Finance/Audit Committee. Discussion occurred concerning the criteria for the

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development of a meter resizing/downsizing program, including, but not limited to, review/approval process, responsibility for requesting and justifying the meter resizing/downsizing, and consistency with local ordinances and Orange County Fire Authority (OCFA) regulations. Director Mandich recommended that District staff develop an approval flow chart and draft policy for Committee review at the next meeting prior to reviewing with the Board at the October 2023 regular meeting.

MOTION: None – Informational item only.

ADJOURNMENT

Vice President Mandich adjourned the September 25, 2023 Executive Committee Meeting at 6:24 p.m.