



**SPECIAL BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
ADMINISTRATIVE FACILITY
NOVEMBER 1, 2023 AT 5:30 PM**

NOTICE OF SPECIAL BOARD MEETING

NOTICE IS HEREBY GIVEN PURSUANT TO GOVERNMENT CODE SECTION 54956 THAT A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE TRABUCO CANYON WATER DISTRICT WILL BE HELD ON WEDNESDAY, NOVEMBER 1, 2023, AT 5:30 P.M. AND WILL BE CONDUCTED IN PERSON BUT WILL BE AVAILABLE FOR PARTICIPATION BY THE PUBLIC BY TELEPHONE AUDIO AS DESCRIBED BELOW.

BOARD OF DIRECTORS

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

AGENDA NOTE:

Trabuco Canyon Water District (District) will make this Regular Board Meeting available by telephone audio as follows:

Telephone Audio: 1 (669) 444-9171 (Toll Free) **Access Code:** 997 3364 3220

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. You may submit public comments by email to the Board at 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 5:00 p.m. (PDT) on the day of the meeting.

CALL MEETING TO ORDER & PLEDGE OF ALLEGIANCE

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. 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. Public comments may also be submitted by teleconference during the meeting. Under the requirements of State Law, Directors cannot act on items not identified on the agenda 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

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 1: DISCUSSION CONCERNING RESIDENTIAL WATER METER RESIZING PROCEDURE AND POLICY

RECOMMENDED ACTION:

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

ADDITIONAL DIRECTORS' COMMENTS

Additional reports or comments from Directors

END ACTION CALENDAR & 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 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. 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 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.

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:

November 16, 2023 | December 21, 2023 | January 18, 2023



**TRABUCO CANYON WATER DISTRICT
REGULAR BOARD MEETING | NOVEMBER 1, 2023**

ACTION CALENDAR

ADMINISTRATIVE MATTERS

ITEM 1: RATIFICATION OF DIRECTORS' FEES AND EXPENSES, AND TENTATIVE FUTURE MEETINGS/ATTENDANCE

At the September 21, 2023 Regular Board Meeting, the Board of Directors directed staff to develop a policy and procedure for handling requests from customers to evaluate a smaller water meter size for their property. Staff responded with a preliminary policy and procedure for any resizing of existing water meters (upsizing or downsizing), limited to single family residential accounts, presented at the October 19 Regular Board Meeting. Although the proposed procedure as presented was substantially complete, certain questions remained regarding the need for Orange County Fire Authority approval for meter downsizing requests for properties that include fire sprinkler systems. The Board directed staff to work with OCFA on answers to these questions so that the proposed meter resizing procedure could be finalized. The Board emphasized the importance of working expeditiously in advance of the next Regular Board Meeting and if possible, to schedule a Special Board Meeting as appropriate.

Staff has updated the proposed meter resizing application materials, included as Exhibit 1.

Staff will provide a progress update at the time of the meeting.

FUNDING SOURCE:

Not applicable at this time

FISCAL IMPACT

Not applicable at this time

ENVIRONMENTAL COMPLIANCE:

Not applicable

COMMITTEE STATUS:

This item was previously discussed at the October 19, 2023 Regular Board Meeting.

RECOMMENDED ACTIONS:

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

EXHIBIT(S):

1. Proposed Application for Water Meter Resizing

CONTACTS (staff responsible): PALUDI/PEREA



Trabuco Canyon Water District
APPLICATION FOR WATER METER RESIZING

GENERAL INFORMATION

Property Owner Name: _____ Phone: _____

Service Address: _____ Email: _____

Assessor Parcel Number: _____

Account Number: _____

Current Meter Size: _____

Requested Meter Size (From Worksheet): 3/4" 1" 1½" 2"
Check which one applies.

Does Property contain Fire Suppression System?* YES NO

*If YES, Orange County Fire Authority review is required.

OWNER DECLARATION

I declare, under penalty of perjury, that I am the owner, or authorized agent of the owner, of the property identified above and that the information provided here is accurate and true to the best of my knowledge. I understand that it is my responsibility to determine that the requested meter size complies with California Plumbing Code Requirements and will provide adequate flow and pressure for the property. I understand that if my meter has been replaced within the last 10 years, I will be responsible for the cost of a new meter. I also understand that additional fees will be required to change the meter back to a larger size. I hereby waive any claims against and release Trabuco Canyon Water District from any liability arising out of or relating to the re-sizing of my water meter, and acknowledge that without this release, the District would not allow for the meter re-sizing. If the District approves my application, I will sign and have notarized a "Water Meter Notice and Agreement" in the form shown on the following page, and the District will record it on my property prior to installation of a new meter.

Property Owner Signature: _____

Print Name: _____ Date: _____



WATER METER SIZING WORKSHEET
(SINGLE FAMILY RESIDENTIAL USE)
According to UPC-2019 – Appendix A

The following worksheet must be completed and contain the required information needed to estimate customer demand and minimum meter size required.

- Minimum meter size is based on plumbing fixture units and other factors such as available pressure and distance to furthest fixture.
- This form has been simplified to meet the requirements of a typical residential customer to facilitate ease of use. TCWD may require additional information for unique installations or field conditions, and may recommend that the applicant seek the advice of a qualified professional to be sure that any reduction in meter size is appropriate for their particular property.

Instructions for Sizing Water Meter:

To estimate the minimum meter size under the California Plumbing Code:

Step 1: In Table 1, insert in Column 2 (“Number of Fixtures”) the number of each type of fixture shown in Column 1.

Step 2: In Table 1, multiply Column 2 by Column 3 (“Fixture Value”) and insert that value in Column 4 (“Total Fixture Valve Units”).

Step 3: In Table 1, total the values in Column 4 to get “Total Fixture Units” at the bottom.

Step 4: In Table 2, identify the “Required Meter Size” that corresponds to the range of “Total Fixture Units” for the subject property.

Miscellaneous on-site water demands that may affect the size of the meter:

Additional information and analysis may be required to determine minimum water meter size for a property with special cases (additional on-site water demands or equipment).

Please check all that apply:

Animal Husbandry - Animals raised such as chickens, goats, cows, or other livestock including day-to-day care.

Dog/Cat daycare and boarding facility

Ponds - Ponds that are connected to the water supply and require aeration.

Decorative Fountains and Waterscapes

Horse Stables

Irrigation of crops, pastureland, and/or fruit trees

Aquaculture (Fish Farm)

Fire Suppression (mounted sprinkler system on roof top)

Other (Specify) _____



WATER METER SIZING WORKSHEET

(SINGLE FAMILY RESIDENTIAL USE)

According to UPC-2019 – Appendix A

Service Address: _____ Account Number: _____

Date: _____

Table 1

Column 1 Appliance, Appurtenances or Fixtures	Column 2 Number of Fixtures	Column 3 Fixture Value	Column 4 Total Fixture Value Units
Bathtub or Tub/Shower	_____ X	4.0	= _____
Clothes Washer	_____ X	4.0	= _____
Dishwasher	_____ X	1.5	= _____
Drinking Fountain	_____ X	0.5	= _____
Hose Bib, First	_____ X	2.5	= _____
Hose Bid, Each Additional	_____ X	1.0	= _____
Bar Sink	_____ X	1.0	= _____
Kitchen Sink	_____ X	1.5	= _____
Laundry sink	_____ X	1.5	= _____
Lavatory Sink	_____ X	1.0	= _____
Mop or Service Sink	_____ X	1.5	= _____
Shower (per head)	_____ X	2.0	= _____
Urinal (Flush Tank)	_____ X	2.0	= _____
Urinal (1.0 gpf Flushometer Valve)	_____ X	3.0	= _____
Urinal (>1.0 gpf Flushometer Valve)	_____ X	4.0	= _____
Water Closet (1.6 gpf, Gravity Tank)	_____ X	2.5	= _____
Water Closet (>1.6 gpf, Gravity Tank)	_____ X	3.0	= _____
Water Closet (1.6 gpf, Flushometer Tank)	_____ X	2.5	= _____
Water Closet (1.6 gpf, Flushometer Valve)	_____ X	5.0	= _____
Water Closet (>1.6 gpf, Flushometer Valve)	_____ X	7.0	= _____
Lawn Sprinklers (Each Sprinkler Head)	_____ X	1.0	= _____
		Total Fixture Units =	= _____

Table 2

Total Fixture Units	Required Meter Size
0 – 39 Units	¾" meter
39.5 – 85 Units	1" meter
85.5 – 151 Units	1-½" meter
151.5 – 370 Units	2" meter

**Recording Requested by and
When Recorded Return to:**

Trabuco Canyon Water District
32003 Dove Canyon Drive
Trabuco Canyon, CA 92679
Attn: General Manager

APN: _____

Space Above this Line for Recorder's Use Only

WATER METER NOTICE AND INDEMNITY AGREEMENT

Property Owner(s): _____ (“Owner”)

Street Address: _____ (“Property”)

Original Water Meter. The Property is fitted with a _____-inch water meter. This meter provides approximately _____ gallons per minute of water flow from the Trabuco Canyon Water District (“District”) to the Property.

Fire Sprinkler System. The Property currently (check one):

_____ includes an indoor fire sprinkler system.

_____ does not include an indoor fire sprinkler system.

Downsized Water Meter. The Owner has requested that the District install a _____-inch water meter in place of the _____-inch water meter (the “Meter Downsizing”). The Meter Downsizing will result in a lower monthly meter fee, but will also result in a lower rate of water flow to the Property.

Acknowledgement of Potential Impacts and Waiver. The Owner acknowledges that the lower rate of water flow to the Property resulting from the Meter Downsizing may impair the effectiveness or operation of any fire sprinkler system or other water systems. Owner acknowledges that the District has disclaimed any responsibility for evaluating the impact of the Meter Downsizing on the Property, including any fire sprinkler system. Owner represents that it has been advised to consult with a civil or mechanical engineer to confirm that the Meter Downsizing is appropriate for the Property. The Owner, on behalf of the Owner and the Owner’s heirs, successors, assigns, agents, employees, and invitees, hereby releases the District from any claims arising out of or relating to the change in water pressure and flow that will result from the Meter Downsizing.

Indemnity. The Owner shall indemnify, defend, and hold harmless the District from any first or third-party claims, damages, losses, lawsuits, and actions (together “Claims”) arising out of or relating to the Meter Downsizing or the sufficiency of the water flow to the Property (including any fire damage), except for any damages caused solely by the District during the new meter installation.

Runs with Land. This Agreement runs with the land and will be binding on the Owner’s successors in interest.

The Owner is signing this Notice and Indemnity Agreement as of _____, 2023.

X _____
Print Name:

X _____
Print Name:

(All signatures must be notarized)

NOTARIAL ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Orange)

On _____, before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

