



**EXECUTIVE COMMITTEE MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
ADMINISTRATIVE FACILITY
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA
DECEMBER 4, 2023 AT 5:00 PM**

COMMITTEE MEMBERS

Ed Mandich, Committee Chair
Stephen Dopudja, Committee Member

DISTRICT STAFF

Fernando Paludi, General Manager
Michael Perea, District Secretary

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. You may submit public comments by email to the Committee 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 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 | DECEMBER 4, 2023**

ADMINISTRATIVE MATTERS

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. November 8, 2023

DISCUSSION MATTERS

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.

ITEM 3: DISCUSSION OF DISTRICT HUMAN RESOURCES AND BENEFITS ADMINISTRATION SUPPORT

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

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



TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | DECEMBER 4, 2023

ADMINISTRATIVE MATTERS

ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

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. *November 8, 2023*

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | NOVEMBER 8, 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
Karen Warner, Principal Accountant
Jason Stroud, Maintenance Superintendent
Roseann Lejsek, Administrative Assistant
Phil Serpas, CMMS/SCADA Administrator

CONSULTANTS PRESENT

Claire Collins, Hanson Bridgett, LLP – District General Counsel

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Mandich called the November 8, 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

None

DISCUSSION MATTERS

ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

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

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

SECOND: Director Mandich

AYES: Directors Mandich & Dopudja

NOES: None

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | NOVEMBER 8, 2023**

ABSTAIN: None

MOTION PASSED/FAILED: Passed 2 - 0

ITEM 2: BOARD AGENDA PLANNING CALENDAR

Mr. Paludi provided a handout that included the following agenda planning items for Committee review and consideration:

November 2023

Regular Board Meeting – 11/16

- System Wide ARC Flash and Coordination Study (E/O)

December 2023

Regular Board Meeting – 12/21

- Election of Board Officers/Committee Appointments – CY 2024
- Golf Club SLS Rehab Construction Contract Award (E/O)
- UWI Spring Conference Sponsorship (Exec)

January 2024

Regular Board Meeting – 1/18

- Annual Comprehensive Financial Report FYE 2023 (F/A)

Other Potential Future Board Items

- Expense Reimbursement Policy Update
- Human Resources Support Services Contract
- Acceptance of Saddle Crest Facilities

MOTION: None – Informational item only.

ITEM 3: RESIDENTIAL WATER METER DOWNSIZING PROGRAM

Mr. Paludi presented this matter for Committee consideration, and he reported that the program application and permit was approved by the Board of Directors at the November 1, 2023 Special Board Meeting pending certain modifications and final approval by the Executive Committee. Discussion occurred concerning certain minor, non-substantive changes to ensure consistency of terms. Director Dopudja commented on certain feedback from District customers on the program, specifically the recorded notice requirement, and he recommended the addition of language to the notice that the recorded notice may be removed from title in the event the meter is resized to its original size. Mr. Paludi presented a handout of the proposed web page for the District's website which is prepared to be updated the following week. Director Mandich inquired about any updates from the Orange County Fire Authority (OCFA) concerning process approval; Mr. Paludi confirmed that OCFA has agreed to provide approval to applicants that meet their requirements.

MOTION: Approve the proposed changes to the District's Residential Water Meter Downsizing Program application and permit, and forward to the Board of Directors for review (Action Calendar) – Director Dopudja

SECOND: Director Mandich

AYES: Directors Mandich & Dopudja

NOES: None

ABSTAIN: None

TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP | NOVEMBER 8, 2023

MOTION PASSED/FAILED: Passed 2 – 0

ITEM 4: REVIEW OF DISTRICT EXPENSE REIMBURSEMENT POLICY

Mr. Paludi presented this matter for Committee consideration, and he reported that this policy was previously approved by the Board of Directors in 2022. Director Mandich recommended non-substantive changes to certain terms for consistency purposes. Director Dopudja recommended updating the lodging requirements with a rule of reasonableness concerning the number of days in relation to the conference. Discussion occurred concerning certain examples of conferences based on distance and travel. The Committee recommended the lodging requirements language to be updated to limit the number of days of lodging do not exceed the days of the conference unless previously approved by the authorizing authority.

MOTION: The Committee recommended forwarding the proposed

ITEM 5: DISCUSSION OF DISTRICT HUMAN RESOURCES AND BENEFITS ADMINISTRATION SUPPORT

Mr. Paludi presented this matter for Committee consideration, and he commented that this item had been agendized at the request of Director Mandich. Director Mandich added that the purpose of this proposed contracted support is to assist District staff workload on human resources and benefits related items. Mr. Perea expressed his support for the proposed contract services as he performs this function, but he stated that he recognizes the need for the separation of these duties. Director Dopudja concurred with the recommended contract services to ensure staff receive the support they need. Mr. Paludi reported that District staff will prepare Request for Proposals (RFP) with a scope of work, and this matter will be agendized for discussion at the next Committee meeting.

MOTION: None – Informational item only.

ITEM 6: DISCUSSION OF DISTRICT PORTER PROPERTY

Mr. Paludi presented this matter for Committee consideration and discussion. Director Mandich commented that the District has completed an environmental survey of the property, and he requested that general counsel provide an update on recent surplus land act requirements. Discussion occurred concerning potential use options for the property. Director Mandich recommended the scheduling of a District Properties Committee meeting in December to discuss this matter.

MOTION: None – Informational item only.

OTHER MATTERS

ITEM 7: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

Mr. Paludi provided a brief update on the Saddle Crest development onsite reservoir and pump station improvements.

MOTION: None – Informational item only.

ADJOURNMENT

Vice President Mandich adjourned the November 8, 2023 Executive Committee Meeting at 6:19 p.m.

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DISCUSSION MATTERS

ITEM 2: BOARD AGENDA PLANNING CALENDAR

Information will be presented at the time of the meeting.

RECOMMENDED ACTIONS:

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

CONTACTS (staff responsible): PALUDI/PEREA

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | DECEMBER 4, 2023**

DISCUSSION MATTERS

ITEM 3: DISCUSSION OF DISTRICT HUMAN RESOURCES AND BENEFITS ADMINISTRATION SUPPORT

The Executive Committee has requested a discussion regarding the potential organizational benefit to the District of procuring external support services for the human resources function including administration of the District's employee and director benefits.

RECOMMENDED ACTION:

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

EXHIBIT(S):

None

CONTACTS (staff responsible): PALUDI/PEREA/COLLINS

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OTHER MATTERS

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

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