



**REGULAR BOARD MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CALIFORNIA
ADMINISTRATIVE FACILITY
DECEMBER 21, 2023 AT 5:30 PM**

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) 900-6833 (Toll Free) **Access Code:** 913-8681-1652

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

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

Determine need and take action on item(s) that arose subsequent to posting the Regular Board Meeting agenda.

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

CONSENT CALENDAR

All matters under the Consent Calendar will be approved by one motion unless a Board member or staff member requests a separate action on a specific item.

ITEM 1: APPROVAL OF MINUTES OF BOARD MEETING(S)

RECOMMENDED ACTION

Approve the minutes of the following Board Meetings:

1. November 16, 2023 Regular Board Meeting

ITEM 2: TREASURER'S REPORT

a. FINANCE/AUDIT COMMITTEE MEETING

RECOMMENDED ACTION:

Receive and file the following Finance/Audit Committee Meeting Recap(s):

1. November 9, 2023

b. PRESENTATION OF FINANCIALS

RECOMMENDED ACTION:

Receive and file the preliminary statement(s) of revenues and expenses and preliminary unaudited financials for the following month(s):

1. October 2023

c. PAYMENT OF BILLS FOR CONSIDERATION

RECOMMENDED ACTION:

Ratify the payment of bills for consideration, Payroll and Payroll Taxes for November 2023.

ITEM 3: APPROVAL OF ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

Receive and file the following Executive Committee Meeting Recap(s):

1. November 1, 2023

ITEM 4: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP

RECOMMENDED ACTION:

Receive and file the following Executive Committee Meeting Recap(s):

1. November 8, 2023



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

RECOMMENDED ACTION:

Approve the tentative future meetings/attendance items and ratify the Directors' expenses and fees from the following period(s):

1. November 2023

ITEM 6: DISTRICT ENERGY EFFICIENCY AD HOC COMMITTEE UPDATE

RECOMMENDED ACTION:

Receive information and presentation at the time of the meeting.

ITEM 7: ELECTION OF BOARD OFFICERS

RECOMMENDED ACTION(S):

Pursuant to the District's General Policy and Rules and Regulations, hold elections for the offices of President and Vice President of the Board of Directors.

ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) RELATED TO CALENDAR YEAR 2024 BOARD MEMBER COMMITTEE APPOINTMENTS AND AGENCY REPRESENTATIVE ASSIGNMENTS

RECOMMENDED ACTION:

Board President to appoint Board Members and District staff to District committee(s) and make other agency representative assignments pursuant to District Policy and District Rules and Regulations Section 2.4.1.

ITEM 9: DISCUSSION OF DISTRICT HUMAN RESOURCES AND BENEFITS ADMINISTRATION SUPPORT

RECOMMENDED ACTION:

Receive information at the time of the meeting. No action required.

ITEM 10: APPROVAL OF URBAN WATER INSTITUTE (UWI) SPRING CONFERENCE SPONSORSHIP

RECOMMENDED ACTION:

Approve an annual sponsorship of the Urban Water Institute for 2024 in the amount of \$3,000.



ENGINEERING MATTERS

ITEM 11: CAPITAL IMPROVEMENT PROGRAM (CIP) MID-YEAR UPDATE

RECOMMENDED ACTION:

Receive information at the time of the meeting. No action required.

ITEM 12: APPROVAL OF CONTRACT AWARD TO PACIFIC HYDROTECH FOR GOLF CLUB SEWER LIFT STATION IMPROVEMENTS

RECOMMENDED ACTION:

Authorize the General Manager to execute a construction contract for the Golf Club Sewer Lift Station Improvements with Pacific Hydrotech Corporation in the amount of \$1,889,300 plus a 5% contingency of \$94,465, for a total not-to-exceed amount of \$1,983,765.

ITEM 13: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH MUNICIPAL WATER DISTRICT OF ORANGE COUNTY (MWDOC) FOR LEAD AND COPPER RULE REVISION (LCRR) COMPLIANCE

RECOMMENDED ACTION:

Authorize the General Manager to execute a professional services agreement for the LCRR Service Line Inventory with MWDOC (Choice Program) in the not-to exceed amount of \$98,008.

ITEM 14: APPROVAL OF AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT WITH JIG CONSULTANTS FOR HERITAGE SEWER LIFT STATION IMPROVEMENTS

RECOMMENDED ACTION:

Authorize the General Manager to execute Amendment No. 2 in the amount of \$15,130 to the Professional Services Agreement for Construction Support Services with JIG Consultants for a total agreement not-to-exceed amount of \$111,960.

ITEM 15: APPROVAL OF AMENDMENT NO. 3 TO PROFESSIONAL SERVICES AGREEMENT WITH JIG CONSULTANTS FOR GOLF CLUB SEWER LIFT STATION IMPROVEMENTS

RECOMMENDED ACTION:

Authorize the General Manager to execute Amendment No. 3 in the amount of \$75,590 to the Professional Services Agreement for Construction Support Services with JIG Consultants for a total agreement not-to-exceed amount of \$219,085.

LEGISLATIVE AND OTHER MATTERS

ITEM 16: DISCUSSION AND POSSIBLE ACTION(S) REGARDING POTENTIAL USES OF DISTRICT PROPERTY CONSISTENT WITH THE SURPLUS LAND ACT

RECOMMENDED ACTION(S):

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



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ITEM 17: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

RECOMMENDED ACTION(S):

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

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

ITEM 18: _____

ITEM 19: _____

GENERAL COUNSEL REPORT

OTHER INFORMATION/MATTERS

Reports or comments from the General Manager and/or Staff

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:

January 18, 2024 | February 15, 2024 | March 21, 2023

