



**DISTRICT PROPERTIES COMMITTEE MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA  
ADMINISTRATIVE FACILITY, CONFERENCE ROOM  
FEBRUARY 8, 2024 AT 6:00 PM (or as soon after that time as the  
Executive Committee adjourns)**

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**COMMITTEE MEMBERS**

Stephen Dopudja, Committee Chair  
Ed Mandich, Committee Member  
Don Chadd, Alternate Committee Member

**DISTRICT STAFF**

Fernando Paludi, General Manager  
Michael Perea, District Secretary

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**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: 818 1243 1650***

*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](http://www.tcwd.ca.gov). You may submit public comments by email to the Committee at [mperea@tcwd.ca.gov](mailto: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 1:00 p.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  
DISTRICT PROPERTIES COMMITTEE MEETING AGENDA | FEBRUARY 8, 2024**

**ADMINISTRATIVE MATTERS**

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**ITEM 1: APPROVAL OF DISTRICT PROPERTIES COMMITTEE MEETING RECAP**

**RECOMMENDED ACTION:**

*Approve the following District Properties Committee Meeting Recap and recommend that the Board receive and file the same (Consent Calendar):*

- 1. December 4, 2023*
- 2. January 8, 2024*

**DISCUSSION MATTERS**

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**ITEM 2: DISCUSSION AND POSSIBLE ACTION(S) REGARDING POTENTIAL USES OF DISTRICT PROPERTY**

**RECOMMENDED ACTION:**

*Committee to receive presentation at the time of the meeting and take action(s) as deemed appropriate.*

**OTHER MATTERS**

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**ITEM 3: 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**

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*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**

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*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](http://www.tcwd.ca.gov)



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

**DISCUSSION MATTERS**

**ITEM 1: APPROVAL OF DISTRICT PROPERTIES COMMITTEE MEETING RECAP**

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The District Properties Committee Meeting Recap for the following meeting(s) is attached for Committee review.

**RECOMMENDED ACTION:**

*Approve the following District Properties Committee Meeting Recap and recommend that the Board receive and file the same (Consent Calendar):*

1. *December 4, 2023*
2. *January 8, 2024*

**CONTACTS (staff responsible): PALUDI/PEREA**



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

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**DIRECTORS PRESENT**

Director Stephen Dopudja, Committee Chair  
Director Ed Mandich, Committee Member

**STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Roseann Lejsek, Administrative Assistant  
Phil Serpas, CMMS/SCADA Administrator

**CONSULTANTS PRESENT**

Claire Collins, District General Legal Counsel – Hanson Bridgett, LLC

**PUBLIC PRESENT**

None

**CALL MEETING TO ORDER**

Vice President Dopudja called the December 4, 2023 District Properties Ad Hoc Committee Meeting to order at 6:00 p.m.

**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: DISCUSSION AND POSSIBLE ACTION(S) REGARDING POTENTIAL USES OF DISTRICT PROPERTY**

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Mr. Paludi presented this matter for Committee consideration, and he reported that Ms. Collins has prepared a presentation on this matter for review. Ms. Collins delivered a PowerPoint presentation that reviewed the Surplus Land Act (SLA) requirements for special districts like TCWD, including the exemption classifications and disposition process. Ms. Collins indicated that the SLA requires public agencies to advertise surplus land on a distribution list for sixty days and there are restraints on certain uses of surplus land. The Committee recommended providing an update to the Board of Directors on this matter at the next regular meeting.

**MOTION:** Provide an update on this matter to the Board of Directors at the following regular meeting.

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

**ITEM 2: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF**

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There were no reports or comments presented to the Committee.

**MOTION:** No action was taken.

**ADJOURNMENT**

Director Dopudja adjourned the December 4, 2023 District Properties Committee Meeting at 6:50 p.m.

DRAFT



**TRABUCO CANYON WATER DISTRICT  
DISTRICT PROPERTIES COMMITTEE MEETING RECAP | JANUARY 8, 2024**

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**DIRECTORS PRESENT**

Director Stephen Dopudja, Committee Chair  
Director Ed Mandich, Committee Member

**STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Karen Warner, Principal Accountant  
Roseann Lejsek, Administrative Assistant  
Jason Stroud, Maintenance Superintendent  
Phil Serpas, CMMS/SCADA Administrator

**CONSULTANTS PRESENT**

Laura Ratcliffe, District General Legal Counsel – Hanson Bridgett, LLC  
Robin Rockey, Rockspark Communications

**PUBLIC PRESENT**

None

**CALL MEETING TO ORDER**

Vice President Dopudja called the January 8, 2024 District Properties Ad Hoc Committee Meeting to order at 5:39 p.m.

**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: DISCUSSION AND POSSIBLE ACTION(S) REGARDING POTENTIAL USES OF DISTRICT PROPERTY**

Mr. Paludi presented this matter for Committee consideration, and he reported that Ms. Ratcliffe has prepared a presentation on this matter for review. Ms. Ratcliffe delivered a PowerPoint presentation that reviewed the Surplus Land Act (SLA) requirements that directly impact District-owned properties. Ms. Ratcliffe detailed the state surplus land registration process and the definition of surplus land. Discussion occurred concerning the potential uses of District-owned properties, including long-term utility use and environmental mitigation uses, and the next

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

steps in the event the Board desires to advertise District-owned properties as surplus land. The Committee recommended providing an update on this matter to the Board of Directors at the following regular meeting.

**MOTION:** Provide an update on this matter to the Board of Directors at the following regular meeting.

**ITEM 2: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF**

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There were no reports or comments presented to the Committee.

**MOTION:** No action was taken.

**ADJOURNMENT**

Director Dopudja adjourned the January 8, 2024 District Properties Committee Meeting at 6:33 p.m.

DRAFT

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

**DISCUSSION MATTERS**

**ITEM 2: DISCUSSION AND POSSIBLE ACTION(S) REGARDING POTENTIAL USES OF DISTRICT PROPERTY**

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Trabuco Canyon Water District (District) owns certain facilities and real property within and outside of its service area for District-related purposes and uses. At the December 21, 2023 Regular Board Meeting, the Board of Directors (Board) discussed an agenda item pertaining to the potential uses of District property consistent with the Surplus Land Act, the California law which establishes requirements for public agencies intending to sell or lease surplus property. As part of December 21st discussion, the Board directed staff to work through the District Properties Committee to identify any real property owned by the District that can potentially be classified as surplus land as defined under the California government code.

At the January 8, 2024 District Properties Committee meeting, staff presented two real property parcels that could potentially be categorized as surplus land. The Committee had questions regarding each parcel and requested that staff bring back additional information at the February 8 meeting.

**RECOMMENDED ACTION:**

*Committee to receive presentation at the time of the meeting and take action(s) as deemed appropriate.*

**EXHIBIT(S):**

None

**CONTACTS (staff responsible): PALUDI/PEREA**



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

**OTHER MATTERS**

**ITEM 3: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF**

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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 meeting.

**RECOMMENDED ACTION:**

*Hear other matters from the General Manager and/or Staff.*

**CONTACTS (staff responsible): PALUDI/PEREA**