



**EXECUTIVE COMMITTEE MEETING AGENDA
TRABUCO CANYON WATER DISTRICT
ADMINISTRATIVE FACILITY
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA
FEBRUARY 8, 2024 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 | FEBRUARY 8, 2024**

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

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 | FEBRUARY 8, 2024**

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

CONTACTS (staff responsible): PALUDI/PEREA



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | DECEMBER 4, 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
Roseann Lejsek, Administrative Assistant
Gary Kessler, Water Operations Superintendent
Phil Serpas, CMMS/SCADA Administrator

CONSULTANTS PRESENT

Claire Collins, District General Legal Counsel – Hanson Bridgett, LLC
Robin Rockey – Rockspark Communications

PUBLIC PRESENT

None

CALL MEETING TO ORDER

Vice President Mandich called the December 4, 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

Mr. Paludi reported on the following matters:

- Community Associations of Rancho (CAR) Meeting – Mr. Paludi reported that the CAR meeting will be held in the District's boardroom the following morning at 7:30 a.m.
- Water Advisory Commission of Orange County (WACO) – Mr. Paludi reported that the WACO meeting will be held the following Friday.
- Colorado River Water Users Association (CRWUA) – Mr. Paludi reported that he would be attending the CRWUA conference in Las Vegas.

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

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

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:

December 2023

Regular Board Meeting – 12/21

- Election of Board Officers/Committee Appointments – CY 2024
- Award Golf Club SLS Rehab Construction Contract Award (E/O)
- Approve Lead Service Line Inventory Services Agreement with MWDOC (E/O)
- Approve UWI Spring Conference Sponsorship (Exec)
- Discuss Human Resources Support Services Contract – Information (Exec)

January 2024

Regular Board Meeting – 1/18

- Receive and file Annual Comprehensive Financial Report FYE 2023 (F/A)
- Adopt Annual Statement of Investment Policy (F/A)

February 2024

Regular Board Meeting – 2/15

- Receive and file District Total Compensation Survey Update (F/A)
- Award Harris Grade Pipeline Replacement Design Contract (E/O)
- Award Recycled Water Pump Station Improvements Design Contract (E/O)
- Discussion Water Awareness Day Planning (Exec)

Other Potential Future Board Items

- Award Human Resources Support Services Contract
- Approve Debt Issuance Agreements
- Acceptance of Saddle Crest Facilities
- Approve OPEB Biennial Valuation for CERBT Trust Funding

MOTION: None – Informational item only.

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

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

Mr. Paludi presented this matter for Committee review, and he reported that District staff and general legal counsel have prepared a draft scope of work to identify key areas for consultant support. Discussion occurred concerning certain focus areas, including health benefits administration and recruitment support. Ms. Collins reported that she has received some preliminary input from client agencies that utilize this type of support. The Committee directed staff to prepare a request for proposals (RFP) and a finalized scope of work for consideration.

MOTION: None – Informational item only.

OTHER MATTERS

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

Mr. Paludi provided a brief update on the on the effort to recall three of the five directors of the Board. Discussion occurred concerning opportunities to modify the District’s website for greater accessibility. Mr. Perea indicated that he would coordinate with the website developer to address the Committee’s concerns and comments.

MOTION: None – Informational item only.

ADJOURNMENT

Vice President Mandich adjourned the December 4, 2023 Executive Committee Meeting at 5:30 p.m.

DRAFT



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

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
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 Mandich called the January 8, 2024 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

Mr. Paludi reported on the following matters:

- Mr. Paludi wished all in attendance a Happy New Year.
- Southern California Water Coalition (SCWC) – Mr. Paludi reported that the SCWC Luncheon is scheduled for January 26th.
- Municipal Water District of Orange County (MWDOC) – Mr. Paludi reported that the MWDOC Water Policy Forum & Dinner is scheduled for January 31st, and that District staff will poll the Board on their availability.

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

DISCUSSION MATTERS

ITEM 1: BOARD AGENDA PLANNING CALENDAR

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

January 2024

Regular Board Meeting – 1/18

- Adopt Golf Club SLS Rehab Construction Management Contract (E/O)
- Receive and file Annual Comprehensive Financial Report FYE 2023 (F/A)
- Director Committee Assignments

February 2024

Regular Board Meeting – 2/15

- Approve County Easement agreement for Trabuco Creek Road Improvement (E/O)
- Adopt Annual Statement of Investment Policy (F/A)
- Discussion Water Awareness Day Planning (Exec)

March 2024

Regular Board Meeting – 3/21

- Conduct Annual Meeting of Trabuco Canyon Public Financing Authority
- Conduct Annual Meeting of Trabuco Canyon Improvement Corporation
- Receive and file District Total Compensation Survey Update (F/A)
- Award Harris Grade Pipeline Replacement Design Contract (E/O)
- Award Recycled Water Pump Station Improvements Design Contract (E/O)
- Approval of Resolution Authorizing USBR Grant Application (E/O)
- Discuss MWDOC Draft FY 2024/25 Budget (F/A)

Other Potential Future Board Items

- Award Human Resources Support Services Contract
- Approve Debt Issuance Agreements
- Acceptance of Saddle Crest Facilities
- Approve OPEB Biennial Valuation for CERBT Trust Funding

MOTION: None – Informational item only.

ITEM 2: DISCUSSION REGARDING COMMUNICATING DISTRICT SERVICES AND CAPITAL PROJECTS

Mr. Paludi presented this matter for Committee review, and he reported that Ms. Rockey was in attendance to present a proposed communications plan on District services and infrastructure improvements. Ms. Rockey provided a handout on potential outreach activities to provide updates on capital improvement projects and the District's rates at work. Ms. Rockey reported that the District has implemented a digital On Tap newsletter to customers that have registered online. The Committee recommended implementing videos of ongoing capital improvement projects with the assistance of staff highlighting equipment replacement and upgrades.

MOTION: None – Informational item only.

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

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

Mr. Paludi presented this matter for Committee review, and he provided a handout of the draft scope of work to receive input from the Committee. Discussion occurred concerning reviewing the proposed scope of work with special legal counsel which specializes in employment law. Mr. Paludi reported that District staff will prepare a request for proposals (RFP) in the coming months. Director Mandich recommended presenting the RFP with the Board at a future regular meeting.

MOTION: None – Informational item only.

OTHER MATTERS

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

There were no other matters presented.

MOTION: None

ADJOURNMENT

Vice President Mandich adjourned the January 8, 2024 Executive Committee Meeting at 5:37 p.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | FEBRUARY 8, 2024**

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 | FEBRUARY 8, 2024**

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. District staff has prepared a scope of work for Committee consideration. More information may be presented at the time of the meeting.

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

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING | FEBRUARY 8, 2024**

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