



**EXECUTIVE COMMITTEE MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
ADMINISTRATIVE FACILITY  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA  
APRIL 1, 2024 AT 5:00 PM**

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**COMMITTEE MEMBERS**

Ed Mandich, Committee Chair  
Stephen Dopudja, 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: 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](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 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 | APRIL 1, 2024**

**ADMINISTRATIVE MATTERS**

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**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. March 4, 2024

**DISCUSSION MATTERS**

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**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 CONCERNING TOTAL COMPENSATION SURVEY**

**RECOMMENDED ACTION:**

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

**OTHER MATTERS**

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



**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING | APRIL 1, 2024**

**ADMINISTRATIVE MATTERS**

**ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP**

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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. *March 4, 2024*

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



## TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | MARCH 4, 2024

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### **DIRECTORS PRESENT**

Vice President Ed Mandich, Committee Chair  
President Stephen Dopudja, Committee Member

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Roseann Lejsek, Administrative Assistant  
Jason Stroud, Maintenance Superintendent

### **CONSULTANTS PRESENT**

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

### **PUBLIC PRESENT**

None

### **CALL MEETING TO ORDER**

Vice President Mandich called the March 4, 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 that Operations and Maintenance staff have prepared the wells to start pumping, but that there are some programming issues with the onsite telemetry system. Mr. Paludi added that TESCO Controls is scheduled to finalize the programming this month.

### **DISCUSSION MATTERS**

#### **ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP**

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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 | MARCH 4, 2024**

**ABSTAIN:** None

**MOTION PASSED/FAILED:** Passed 2 - 0

**ITEM 2: BOARD AGENDA PLANNING CALENDAR**

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

**March 2024**

Regular Board Meeting – 3/21

- Adopt Annual Statement of Investment Policy (F/A)
- Approval of Resolution Authorizing USBR Grant Application (E/O)
- Discuss MWDOC/MET Draft FY 2024-25 Budgets (F/A)
- Water Awareness Day Planning Update (Exec)

Trabuco Canyon Public Financing Authority – 3/21

- Set additional regularly scheduled meetings of the Financing Authority

**April 2024**

Special Board Meeting (Week of 4/8)

- Review revised CIP, preliminary FY 25 budget and finance plan (Budget Workshop)

Regular Board Meeting – 4/18

- Receive and file District Total Compensation Survey Update (Exec & F/A)
- Award Harris Grade Pipeline Replacement Design Contract (E/O)
- Award Recycled Water P.S. Improvements Design Contract (E/O)
- Settlement Offer with Rutter Development (Closed Session)

Trabuco Canyon Public Financing Authority – 4/18

- Approve loan legal documents and finance plan (F/A)

Special Board Meeting (Week of 4/22)

- Budget Workshop #2 (if necessary)

**May 2024**

Water Awareness Day – 5/11

Regular Board Meeting – 5/16

- Approve health benefit determination methodology (Exec and F/A)
- Award HR Support Services Contract (Exec and F/A)

Trabuco Canyon Public Financing Authority – 5/16

- Approve bank purchaser of private placement borrowing transaction (F/A)

**Other Potential Future Board Items**

- Accept Saddle Crest Facilities (tent)

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | MARCH 4, 2024**

Mr. Paludi added that District staff will be meeting the rate consultant to review the proposed Fiscal Year 2024-25 budget and capital improvement program budget. Discussion occurred concerning scheduling special board meetings to review the budgets and financial planning.

**MOTION:** None – Informational item only.

**ITEM 3: SB 1218 (NEWMAN): EMERGENCY WATER SUPPLIES - SUPPORT**

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Mr. Paludi presented this matter for Committee consideration, and he provided background information on SB 1218, sponsored by Irvine Ranch Water District (IRWD), which seeks to enact a policy in the Water Code that would recognize emergency water supplies, encourage their development, and support their use during times of shortage. Mr. Paludi reported that many agencies have developed “emergency water supplies” to enhance their water supply reliability during times of shortage and that the investment in these supplies is not currently incentivized by the state because only demand reduction through conservation mandates is recognized as a matter of policy. Mr. Paludi stated that TCWD has been requested to sign a coalition support letter for SB 1218. Mr. Paludi also stated that he would request an IRWD representative to provide an overview of this legislation at the Regular Board Meeting for the Board’s consideration.

**MOTION:** None – Informational item only.

**ITEM 4: DISCUSSION OF DISTRICT HUMAN RESOURCES AND BENEFITS ADMINISTRATION SUPPORT**

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Mr. Paludi provided a brief update on this item, and he reported that staff is prepared to issue a RFP. Discussion occurred with the Committee regarding the possible need to bifurcate the scope of the RFP to Human Resources needs and benefits needs. Discussion also occurred regarding the possibility of sending out an RFQ to gauge potential firm qualifications.

**MOTION:** None – Informational item only.

**ITEM 5: UPDATE ON SADDLE CREST DEVELOPMENT DISCUSSIONS**

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Mr. Paludi provided a brief update on this matter, and he stated that he and general counsel met with the developer. Director Mandich indicated that would not comment on this matter due to his connection with former employer Hunsaker & Associates; Ms. Collins concurred that the update is on discussions with the developer only. Mr. Paludi reported that discussions with the developer included the best path forward from the District’s perspective. General counsel recommended establishing an ad hoc committee to discuss this matter more fully and to receive guidance moving forward. Mr. Paludi stated that the District is operating the facilities provisionally and has not accepted the facilities as of yet.

**MOTION:** None – Informational item only.

**OTHER MATTERS**

**ITEM 6: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF**

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**Meeting with Assemblywoman Kate Sanchez**

Mr. Paludi provided a brief update on a meeting scheduled with Assemblywoman Kate Sanchez and her staff later in the week. Mr. Paludi stated that he and Board President Dopudja will be giving Assemblywoman Sanchez a tour of some District facilities.

**Staffing Update**

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | MARCH 4, 2024**

Mr. Paludi reported that the District has hired new staff member Jarrod Walker as a Water Operator II in the Water Operations Department.

**MOTION:** None

**ADJOURNMENT**

Vice President Mandich adjourned the March 4, 2024 Executive Committee Meeting at 5:55 p.m.

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**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING | APRIL 1, 2024**

**DISCUSSION MATTERS**

**ITEM 2: BOARD AGENDA PLANNING CALENDAR**

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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 | APRIL 1, 2024**

**DISCUSSION MATTERS**

**ITEM 3: DISCUSSION CONCERNING TOTAL COMPENSATION SURVEY**

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Trabuco Canyon Water District supports maintaining competitive salaries and benefits as a critical staff recruitment and retention tool. In February 2021, the Board of Directors approved salary adjustments for all employees based on the results of total compensation survey research performed by Ralph Andersen & Associates and reviewed and recommended by an Ad Hoc committee of the Board. In January 2024, to ensure that the District is keeping pace with the market following several years of anomalous price inflation, staff engaged Ralph Andersen to provide an update of the total compensation survey using the same comparator agencies and evaluation criteria.

In addition to total compensation information, the District requested that comparator agencies be surveyed regarding their method of deriving the health insurance benefit they offer their employees. This was done to provide information to support a discussion on the District's method as requested by the Board in September 2023 when the current 2024 health insurance premium benefit was approved.

The results of the health benefit survey as well as the total compensation comparison will be presented at the time of the Committee 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**

**TRABUCO CANYON WATER DISTRICT  
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**OTHER MATTERS**

**ITEM 4: 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 Executive Committee.

**RECOMMENDED ACTION:**

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

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