

**TRABUCO CANYON WATER DISTRICT
EXECUTIVE COMMITTEE MEETING RECAP
NOVEMBER 6, 2014**

DIRECTORS PRESENT

Edward Mandich, Committee Chair
Michael Safranski, Committee Member

STAFF PRESENT

Hector Ruiz, General Manager
Michael Perea, District Secretary

PUBLIC PRESENT

No members of the public were present.

CALL MEETING TO ORDER

Mr. Mandich called the November 6, 2014, Executive Committee Meeting to order at 5:47 P.M.

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

No comments were received.

COMMITTEE MEMBER COMMENTS

Mr. Mandich commented on the importance of agency emergency preparedness, and mentioned that the Dove Canyon Master Association was reviewing their emergency preparedness procedures. Discussion occurred concerning the District's distribution system limitations and perceived challenges in the event of an emergency. Mr. Ruiz highlighted the District's pipeline interties with neighboring agencies, access to water in Irvine Ranch Water District's Irvine Lake, and the benefits of mutual aid through the Municipal Water District of Orange County (MWDOC) Water Emergency Response of Orange County (WEROC).

Mr. Safranski had no comments.

REPORT FROM THE GENERAL MANAGER

There were no General Manager comments received.

ITEM 1: EXECUTIVE COMMITTEE MEETING RECAP

The June 12, 2014, Executive Committee Meeting Recap was presented to the Committee.

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RECOMMENDED ACTION

The Committee approved and recommended that the June 12, 2014, Executive Committee Meeting Recap be received and filed by the Board (Consent Calendar).

ITEM 2: PENDING/FUTURE BOARD AGENDA TOPICS

Mr. Ruiz presented this matter to the Committee and reviewed the Pending/Future Board Agenda Topics through February, 2015:

• **Monthly Recurring Matters**

- Baker Water Treatment Facility
- Alternate Raw Water Transmission Line – PW79
- Shadow Rock Detention Basin Facility Project
- Discussion Concerning Statewide Drought Conditions
Discussion occurred concerning public outreach methods to encourage water conservation and water use efficiency through rebate programs and the District’s website. Mr. Ruiz mentioned that there are indications that Metropolitan Water District of Southern California (MET) will propose water allocations in the event that the drought persists through early-2015, and that any new information concerning this development will be presented to the Board.
- Local Governmental and Legislative Informational Matter(s)

• **November, 2014**

- Arbitrage Rebate Calculation (Series A & B)
- Discussion and Possible Action Concerning the Adjustment of TCWD’s Capacity Charges for Water Services
- Discussion and Review of Potential Amendments to the District’s Rules and Regulations for Agricultural Property and Consumers
- Discussion and Possible Action Concerning the Implementation of District Employee Flexible Spending Accounts
- Water Conservation Ordinance Review and Possible Updates
- District Organizational Structure and Succession Planning
Mr. Ruiz mentioned that District staff will discuss plans to augment the Maintenance Department in preparation for the upcoming retirement of a key department employee, and the addition of an Administrative Assistant.

• **December, 2014**

- Election of Board Officers (including Oaths of Office)
- Committee Member/Agency Representative Assignments for Calendar Year 2015
- CalPERS Annual Valuation Report
- District Personnel and Salary Policy Review and Updates
Mr. Ruiz mentioned that District staff will discuss plans to update the current Personnel and Salary Policy. Discussion occurred concerning the comprehensive analysis of the District’s Salary Schedule and Employee Performance Evaluations.
- Discussion and Possible Action Concerning the General Manager’s Services Agreement

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- **January, 2015**
 - Annual Statement of Investment Policy
 - District Personnel and Salary Policy Review and Updates

- **February, 2015**
 - Mid-Year Budget Review Workshop

Discussion occurred concerning recycled water demands and the impact of the drought on peak water demands and overall total capacity.

RECOMMENDED ACTION

The Committee received the information. No action taken.

ITEM 3: LEGISLATIVE INFORMATIONAL ITEMS

Mr. Ruiz commented on the General Election held on November 4, 2014. Discussion occurred concerning General Election and Proposition/Measure results.

RECOMMENDED ACTION

The Committee received the information. No action taken.

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

Mr. Ruiz commented on the following matters:

- Mr. Ruiz reviewed the District-observed holiday schedule and holiday-related matters with the Committee. Mr. Perea mentioned that the Administration Facility will be a Toys For Tots collection point through the month of December, 2014.
- Mr. Ruiz mentioned that both he and Director Acosta would be attending the Association of California Water Agencies (ACWA) Conference.
- Director Safranski mentioned that he would not be available to attend the December , 2014, Engineering/Operational Committee Meeting, and requested that District staff coordinate with the Committee Alternate to attend in his absence.

RECOMMENDED ACTION

No action taken.

ADJOURNMENT

Mr. Mandich adjourned the November 6, 2014 Executive Committee Meeting at 7:28 P.M.