

**MINUTES OF THE REGULAR MEETING  
OF THE  
BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT  
OCTOBER 21, 2015**

---

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD) was called to order by President Stephen Dopudja at 7:00 PM, in the Board Room at the District Administrative Facility, located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Mr. Michael Perea, District Secretary, recorded and transcribed the minutes thereof.

**DIRECTORS PRESENT**

President Stephen Dopudja  
Vice President Glenn Acosta  
Director James Haselton  
Director Edward Mandich  
Director Michael Safranski

**STAFF PRESENT**

Hector Ruiz, General Manager  
Michael Perea, District Secretary  
Lisa Carmouche, Administrative Assistant  
Dona Kasaboski, Lead Customer Service Representative

**DISTRICT CONSULTANTS PRESENT:**

District General Legal Counsel – Rob Anslow (Bowie, Arneson, Wiles & Giannone)

**PUBLIC PRESENT**

There were members of the public present.

**PLEDGE OF ALLEGIANCE**

Director Mandich led the Board and District staff in the pledge of allegiance.

**VISITOR PARTICIPATION**

No visitor participation was received.

**ORAL COMMUNICATION**

No oral communication was received.

**DIRECTOR'S COMMENTS**

Director Haselton expressed his appreciation for District staff and Raftelis Financial Consultants (RFC) efforts on the Rate Analysis presentation at the Special Board Meeting.

Vice President Acosta commended District staff and RFC on the Rate Analysis presentation at the Special Board Meeting.

Director Safranski commented on his attendance at the South County Agencies Meeting, and mentioned that discussion occurred concerning collaboration efforts with Municipal Water District of Orange County (MWDOC).

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | OCTOBER 21, 2015**

Director Safranski added that Moulton Niguel Water District (MNWD) highlighted their new conservation signage at the Meeting for customers re-designing their landscapes. Discussion occurred concerning District Water Hero signage and opportunities for additional conservation-based signage for District customers. Director Safranski complimented District staff, including Ms. Byerrum, and RFC for their work on the Rate Analysis presentation at the Special Board Meeting.

Director Mandich commended District staff on the Rate Analysis presentation at the Special Board Meeting.

President Dopudja commended District staff and RFC for their work on the Rate Analysis and presentation at the Special Board Meeting, and recognized that RFC prioritized their schedules to accommodate the District's aggressive timeline. President Dopudja commented on the development of the Notice of Public Hearing for the Rates, and provided the General Manager a sample of ideas from East Valley Water District's Notice of Public Hearing. President Dopudja mentioned that he was scheduled to attend the MWDOC Elected Officials Forum on November 5, 2015, and expressed interest in attending the Rancho Santa Margarita Chamber of Commerce "State of the City" Event on November 13, 2015; Mr. Ruiz added that any Directors interested in attending the Event should coordinate with Mr. Perea to RSVP on their behalf.

**REPORT FROM THE GENERAL MANAGER**

Mr. Ruiz reported on the following matters:

- Mr. Ruiz reported on his attendance at the MWDOC General Manager's Meeting, and highlighted the development of the Orange County Water Reliability Study. Mr. Ruiz added that District staff are currently working with MWDOC staff on the Water Audit Core Item.

**ITEMS TOO LATE TO BE AGENDIZED**

Mr. Ruiz commented that there were no items too late to be agendized.

**CONSENT CALENDAR**

President Dopudja indicated that all matters under the Consent Calendar would be approved by one motion unless a Board member requested a separate action on a specific item.

**Action:** A motion was made by Director Safranski and seconded by Vice President Acosta to approve the Consent Calendar.  
The motion carried 5 – 0.

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 6: DISCUSSION AND POSSIBLE ADOPTION OF RESOLUTION TO HONOR MOULTON NIGUEL WATER DISTRICT DIRECTOR LARRY LIZOTTE**

---

Mr. Ruiz presented this matter for Board review, and mentioned that MNWD plans to recognize Director Lizotte for his forty-five years of service at their November 19, 2015 Regular Board Meeting. Mr. Ruiz mentioned that this matter was discussed with the Executive Committee, and reviewed the DRAFT Resolution No. 2015-1218 with the Board.

**Action:** A motion was made by Vice President Acosta and seconded by Director Safranski to adopt Resolution No. 2015-1218 – Resolution of the Board of Directors of Trabuco

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | OCTOBER 21, 2015**

Canyon Water District Honoring Mr. Laurence (Larry) Lizotte for 45 Years of Service to Moulton Niguel Water District.  
The motion carried 5 -0.

**FINANCIAL MATTERS**

**ITEM 7: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE DEVELOPMENT OF TCWD'S TEN YEAR CAPITAL IMPROVEMENT PROGRAM**

---

Mr. Ruiz provided a status update on this matter, and mentioned that there was no action required on this matter. Mr. Ruiz added that the Essential Capital Improvement Program (CIP) was used in the development of the Rate Analysis, and that based on District staff's critical review of the Original Ten Year CIP, certain projects were removed, adjusted or modified which reduced the CIP by approximately \$5.9 Million. Mr. Ruiz reviewed the significant differences between the two CIP versions, in particular, the need to conduct future pipeline condition assessments of the main transmission lines along Live Oak Canyon Road, which is a heavily traversed roadway maintained by the County of Orange and difficult to obtain any type of encroachment permit. Director Safranski commended District staff for their work in developing the Essential CIP. Discussion occurred concerning total project costs and project completion costs.

**Action:** The Board received the information concerning the matter. No action taken.

**ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING TCWD'S RATE ANALYSIS FOR WATER, WASTEWATER AND RECYCLED WATER SYSTEMS & SERVICES, AND POTENTIAL ACTION(S) CONCERNING TCWD RATES**

---

Mr. Ruiz provided a status update on this matter, and mentioned that this matter required Board action. Mr. Ruiz commented that in order to conduct a Public Hearing at the December 16, 2015 Regular Board Meeting, that District staff will need to send out the Notice of Public Hearing prior to November 1, 2015 to comply with the Proposition 218 forty-five day notification requirement. Mr. Ruiz suggested the scheduling of a Special Board Meeting for Board review of the language and format of the Notice of Public Hearing. Discussion occurred concerning the necessity to hold a Special Board Meeting to review the Notice, and the planned effective date for the proposed rate adjustments, if adopted. Mr. Ruiz mentioned that he is working with Legal Counsel to review the District's 2007 Policy concerning Rate Change Proceedings and that he may bring a revised and updated version to the November Regular Board Meeting.

**Action:** A motion was made by Vice President Acosta and seconded by Director Mandich to agendize and authorize District staff to move forward with the preparation of Notice of Public Hearing and other related matters for the December 16, 2015 Regular Board Meeting.  
The motion carried 5 -0.

The Board, through President Dopudja, directed District staff to schedule a Special Board Meeting for the review of the DRAFT Notice of Public Hearing for October 27, 2015, at 6:00PM

**ENGINEERING MATTERS**

**ITEM 9: ALTERNATE RAW WATER TRANSMISSION LINE – PW79**

---

Mr. Ruiz provided a status update on this project, and reviewed the Major Project Tasks Remaining with the Board. Mr. Ruiz commented that District staff is working with Tetra Tech (Consultant) to complete the project design work for an updated submission to Southern California Edison (SCE), per the request in their Consent Letter for Underground Pipeline Crossing (Exhibit 3). Mr. Ruiz presented the Integra Realty Resources proposed Contract Amendment No. 1 for Appraiser Services Updated Analysis and Report, and reviewed the professional services changes. Discussion occurred concerning the deleted rezoning analysis work line item. Mr. Ruiz presented the Tetra Tech Alternative Raw Water Transmission Line Additional Work Request Optional Items Proposal for Board review (Exhibit 2). Discussion occurred concerning the following proposed items:

- Task 4A – Permitting: Mr. Ruiz mentioned that the project design structural upgrades are now subject to 2012 CalTrans requirements adopted in 2014. Mr. Ruiz added that during the project schedule extension Tetra Tech has coordinated with staff and representatives of Irvine Ranch Water District (IRWD), the County of Orange Parks and Trails, and the City of Lake Forest, and that Tetra Tech is requesting additional budget to complete the permitting process.
- Task 8A – CEQA/NEPA Documentation: Mr. Ruiz mentioned that he recommends not implementing these items pending further coordination and requests to implement from FEMA.
- Task 9 – FEMA Support and Coordination: Mr. Ruiz mentioned that Tetra Tech will be required to provide additional coordination and support on behalf of the District with FEMA. The amount of time and support is unknown at this time, however, District staff is proposing to budget on an as needed basis up to an amount not to exceed \$10,000 to finalize and satisfy FEMA-related work and documents.

Discussion occurred concerning Tetra Tech’s proposed additional work items and District staff’s ability to negotiate for revised costs and proposed work. The Board, through President Dopudja, directed District staff to re-negotiate with Tetra Tech and reduce the amount authorized to Items 4A, 9, and 10B from Exhibit 2 for an amount up to \$88,500.

**Action:** A motion was made by Vice President Acosta and seconded by Director Safranski to approve Integra Realty Resources - Los Angeles, Change in Scope of Work, Amendment No. 1, in the amount of \$4,500.  
The motion carried 5 - 0.

A motion was made by Vice President Acosta and seconded by Director Safranski to approve Tetra Tech Alternate Raw Water Transmission Line (ARWTL) Additional Work Request Items 4A, 9, and 10B from Exhibit 2, and for District staff to negotiate with Tetra Tech for lower costs on the approved Items for a not to exceed amount of \$88,500.  
The motion carried 5 - 0.

**ITEM 10: BAKER WATER TREATMENT PLANT**

---

Mr. Ruiz provided a status update on this project, and presented the Irvine Ranch Water District (IRWD) Baker Water Treatment Plant Construction Report for October 2015 for Board review. Mr. Ruiz reviewed the project schedule, and mentioned that the Project Committee (PC) Meeting scheduled for October 8, 2015 was cancelled and rescheduled for November 12, 2015. Mr. Ruiz added that there were no contract change orders for Board review and approval.

**Action:** The Board received the information concerning the matter. No action taken.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | OCTOBER 21, 2015**

**ITEM 11: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE SKYRIDGE DEVELOPMENT**

---

Mr. Ruiz provided a status update on this development, and reviewed the Major Project Tasks Remaining with the Board. Mr. Ruiz mentioned that District staff is coordinating with Santa Margarita Water District (SMWD) staff on the completion of the Inter-agency agreement for the potable water inter-tie and connection to recycled water system. Mr. Ruiz commented that District staff submitted a Request for Proposal for Construction Inspection Services related to the installation of water, wastewater, and recycled water utilities for the development, and received three proposals for service. Discussion occurred concerning the level of inspection services and the development timeline for completion. Mr. Ruiz mentioned that District staff is currently reviewing the proposals of service and expects to negotiate with the consultants on the proposed inspection service price points.

**Action:** The Board received the information concerning the matter. No action taken.

**LEGISLATIVE, ADMINISTRATIVE, AND OTHER MATTERS**

**ITEM 12: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING STATEWIDE DROUGHT CONDITIONS, STATE WATER RESOURCES CONTROL BOARD (SWRCB) DROUGHT REGULATIONS, AND TCWD WATER CONSERVATION MEASURES/ACTIONS**

---

Mr. Ruiz provided a status update on the matter, and mentioned that the District's current two-day watering schedule is subject to changing to a one-day watering schedule per the District's Water Conservation Ordinance. Mr. Ruiz added that the many of the District's customers have done a great job reducing their use of potable water by following the current two-day watering schedule, and that reducing to a one-day per week watering schedule may prove to be too restrictive. Discussion occurred concerning the potable water reduction levels for the recent months; Mr. Ruiz commented that in comparison with the same months in 2013, that District customers reduced their potable water use by 37% in September, and 33% in October of this year. Mr. Anslow reviewed the proposed language modification in Resolution No. 2015-1219 with the Board. Mr. Anslow added that the purpose of the modification is to provide the Board the flexibility to continue the current watering schedule at this time, but retain the ability to implement a one-day watering schedule in the event the District is unable to continue to meet the State Water Board's mandated Conservation Standard. Discussion occurred concerning District water conservation signage and continued public outreach methods.

**Action:** A motion was made by Vice President Acosta and seconded by Director Safranski to adopt Resolution No. 2015-1219 – Resolution of the Board of Directors of Trabuco Canyon Water District Making Modifications to Water Conservation Measures Under Ordinance No. 2008-18 and Resolution No. 2015-1210.  
The motion carried 5 – 0.

**ITEM 13: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)**

---

Mr. Ruiz had the following local governmental and/or legislative informational matter(s) to report:

- Mr. Ruiz commented on his attendance at the MWDOC Manager's Meeting and their discussion concerning the secondary assignment of surplus Metropolitan Water District of Southern California (MET) water allocation. Discussion occurred concerning member agency discussion at the meeting.

**Action:** The Board received the information concerning the matter. No action taken.

**TRABUCO CANYON WATER DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING MINUTES | OCTOBER 21, 2015**

**OTHER MATTERS**

Mr. Ruiz commented on the following other matters:

- Mesa Water District General Manager and Executive Committee members have requested to meet with the District's General Manager and Executive Committee members on October 26, 2015.
- MWDOC received a Public Records Request from the Orange County Register for information pertaining to Turf Removal Rebate Program applicants, and that MWDOC has indicated their willingness to comply with the request, including the names and addresses of Program applicants from January 1, 2015 through the present.

**ADDITIONAL DIRECTORS' COMMENTS**

None

**ADDITIONAL GENERAL MANAGER COMMENTS**

Mr. Ruiz has no other comments.

**END ACTION CALENDAR**

**ADJOURNMENT**

President Dopudja adjourned the October 21, 2015, Regular Board meeting at 8:37 PM.