

**MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT  
OCTOBER 27, 2015**

---

The Special Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD) was called to order by President Stephen Dopudja at 6:00 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  
Director James Haselton  
Director Edward Mandich  
Director Michael Safranski

**DIRECTORS ABSENT**

Vice President Glenn Acosta

**STAFF PRESENT**

Hector Ruiz, General Manager  
Michael Perea, District Secretary  
Lorrie Lausten, Engineer  
Lisa Carmouche, Administrative Assistant

**DISTRICT CONSULTANTS PRESENT:**

District General Legal Counsel – Rob Anslow (Bowie, Arneson, Wiles & Giannone)  
Assistant District Treasurer – Josh Byerrum (Platinum Consultants)

**PUBLIC PRESENT**

There were no members of the public present

**PLEDGE OF ALLEGIANCE**

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

**VISITOR PARTICIPATION**

There was no Visitor Participation received.

**ORAL COMMUNICATION**

There was no Oral Communication received.

**DIRECTOR'S COMMENTS**

Director Haselton had no comments.

Director Safranski thanked the Board of Directors and District staff for the condolences concerning the passing of his father.

Director Mandich had no comments.

**TRABUCO CANYON WATER DISTRICT  
SPECIAL BOARD OF DIRECTORS MEETING MINUTES | OCTOBER 27, 2015**

President Dopudja had no comments.

**REPORT FROM THE GENERAL MANAGER**

Mr. Ruiz reported on the following matters:

- Mr. Ruiz mentioned that the Rancho Cielo Community Association was scheduled to use the District Administrative Facility Board Room at 7:00 PM for their monthly meeting. Mr. Ruiz added that the Special Board Meeting is not expected interfere with their scheduled meeting, but that the Conference Room is available for their use if necessary.

**ACTION CALENDAR**

**ADMINISTRATIVE MATTERS**

**ITEM 1: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING TCWD RATES AND NOTICE OF RATE HEARING**

Mr. Ruiz provided a status update on the Water, Wastewater, and Recycled Water Rate Analysis, and mentioned that the Special Board Meeting was scheduled to review and provide input for the Draft Notice of Public Hearing Regarding Proposed Rate Change(s) or Modification(s) [Notice]. Mr. Ruiz added that once approved by the Board, that District staff will affect any and all approved changes to the Notice in preparation for delivery to the District's customers of record in compliance with Proposition 218.

President Dopudja suggested that the Proposed Wastewater Rates table include the current wastewater rates. Mr. Ruiz demonstrated that although the current wastewater rates could be included for reference purposes, that the Proposed Wastewater Rates for the Multi-Family Customer Class are structured differently than the current rates. Mr. Ruiz added that the current rates are posted on the District's website, and are not included on the Notice to avoid this type of confusion.

Director Safranski commended District staff on the preparation of the Notice in such short amount of time, and made the following suggestions:

- Adding to the first sentence of the second paragraph in the first column on page one the following verbiage, "...use of reserves to offset operational and maintenance costs" or "when necessary".
- Moving the first sentence of the third paragraph in the second column to the end of the prior paragraph to provide a more clear explanation of the Proposed Water Revenue Increases.

Director Mandich commented on the two different proposed layouts and expressed that he preferred the bi-fold mailer version.

Director Haselton provided a historical account of the District's rate adjustments during his tenure on the Board, and expressed that the proposed rate adjustment is necessary to maintain agency solvency. Discussion occurred concerning the importance of transparency with the District's customers, and the additional outreach methods to communicate the value of water and District services.

Mr. Ruiz suggested the following:

- Fiscal Year Ending (FYE) should be included on the rate tables in the Notice for consistency;
- The reformatting of the Temporary Revenue Stabilization Charge (TRSC) table to increase its size in relation to the other tables;
- The addition of specific verbiage concerning the purpose of the TRSC; Mr. Anslow suggested, "The TRSC will

**TRABUCO CANYON WATER DISTRICT  
SPECIAL BOARD OF DIRECTORS MEETING MINUTES | OCTOBER 27, 2015**

be implemented and maintained for the duration of the Statewide Drought and effects (which are unknown at this time)...”, and mentioned that the rate will not exceed the amount shown, and can be revised downward.

- Mr. Ruiz noted that the State and Federal-declared emergency floods and mudslides occurred in 2010, and not 2011, and recommended the correction to the second paragraph of the first column on the first page.
- Reviewed comments provided to him by Vice President Acosta, including the addition of the verbiage “fire protection or fire flow” to the Notice under Service Analysis.

Mr. Anslow reviewed the approved recommendations and changes to the Draft Notice as discussed by the Board and District staff. Mr. Ruiz asked the Board which style of the Notice was preferred, and the preferred consensus was the Bi-Fold Mailer style.

**Action:** A motion was made by Director Safranski and seconded by Director Mandich to modify the DRAFT Notice of Public Hearing Regarding Proposed Rate Change(s) or Modification(s) in line with Board discussion, and to direct District staff to comply with Proposition 218 notification requirements for scheduling a Public Hearing for the Proposed Rate Change(s) or Modification(s) at the December 16, 2015, Regular Board Meeting.  
The motion carried 4 – 0 -1, with Vice President Acosta absent.

**ADDITIONAL DIRECTORS' COMMENTS**

Director Safranski expressed his appreciation for District staff’s hard work in the preparation of the Notice.

**ADDITIONAL GENERAL MANAGER COMMENTS**

Mr. Ruiz had no additional comments.

**END ACTION CALENDAR**

**ADJOURNMENT**

President Dopudja adjourned the October 27, 2015, Special Board Meeting at 6:47 PM.