

**MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT
FEBRUARY 20, 2013**

The Regular Meeting of the Board of Directors of the Trabuco Canyon Water District (TCWD) was called to order by President Mandich at 7:00 P.M. at TCWD's Main Office located at 32003 Dove Canyon Drive, Trabuco Canyon, California. Michael Perea, District Secretary, recorded and transcribed the minutes thereof.

DIRECTORS PRESENT

Board President Ed Mandich
Vice President Jim Haselton
Director Glenn Acosta
Director Mike Safranski
Director Stephen Dopudja

STAFF PRESENT

Hector Ruiz, General Manager
Michael Perea, District Secretary
Karen Warner, Accounting Supervisor

DISTRICT CONSULTANTS PRESENT:

District General Legal Counsel - Robert E. Anslow (Bowie, Arneson, Wiles & Giannone)

PUBLIC PRESENT

There were members of the public present

PLEDGE OF ALLEGIANCE

President Ed Mandich led the Board and staff in the pledge of allegiance

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

No comments were received.

DIRECTOR'S COMMENTS

Director Dopudja provided an update concerning information from the most recent Independent Special Districts of Orange County (ISDOC) Meeting.

Vice President Haselton had no comment.

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Director Acosta had no comment.

Director Safranski commented on a Mesa Water District invitation concerning an upcoming event which planned to discuss their infrastructure expansion, upgrades, and rates.

President Mandich commented that he had received the same invitation from Mesa Water District.

REPORT FROM THE GENERAL MANAGER

The General Manager, Hector Ruiz, commented on the following items:

1. Staff has accepted delivery of the new Slide Rail/Roll Off truck and one of the two Utility Vehicles, as approved for purchase by the Board. Mr. Ruiz presented photographs of the new vehicles to the Board.
2. A service line break occurred in the Canyon Creek community the prior week which affected five customers. Mr. Ruiz commented that District operations staff repaired the break on Friday, February 15th, which included the removal of a non-native tree that originally comprised the pipeline.
3. On Thursday, February 14th, staff conducted a tour of the Robinson Ranch Wastewater Treatment Plant for the local Daisy Troop 2706.
4. Mr. Ruiz commented that there were additional news articles in the Blue Folder for Director review.

ITEMS TOO LATE TO BE AGENDIZED

There were no items too late to be agendized.

CONSENT CALENDAR

The Board President 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 Acosta and seconded by Director Safranski to approve the Consent Calendar, Item Nos. 1 through 4, as amended. The motion carried 5 – 0.

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ACTION CALENDAR
ADMINISTRATIVE MATTERS

ITEM 5: DISTRICT WEBSITE UPGRADE PROJECT

The General Manager, Hector Ruiz, commented that the District website is functional in its purpose, but is limited and cumbersome, and that website management is performed by District staff. Mr. Ruiz commented that staff has received sample language for the development of a Request for Proposal of Service (RFP) from local agencies for website development, design, and management. Mr. Ruiz commented that staff will present an RFP and list of prospective consultants at the next Regular Board Meeting. Discussion occurred concerning possible costs for the redesign of the District's website, and project timeline for completion.

Action: None

ENGINEERING MATTERS

ITEM 6: BAKER REGIONAL WATER TREATMENT FACILITY

The General Manager, Hector Ruiz, provided a status update on the project, and commented that the recent Project Committee Meeting had been rescheduled for February 21st. Mr. Ruiz commented that Irvine Ranch Water District (IRWD) has reviewed the project design work and provided comments to the project engineers. Mr. Ruiz commented that once the comments have been approved and implemented, IRWD would advertise the project for competitive bidding. Mr. Ruiz commented that more information concerning this project will be presented at the next Regular Board Meeting.

Action: None

ITEM 7: ALTERNATE RAW WATER TRANSMISSION LINE – PW79

The General Manager, Hector Ruiz, provided a status update on the project. Mr. Ruiz commented that he expects a formal response from the Federal Emergency Management Agency (FEMA) concerning this project in the next month. Mr. Ruiz commented that Tetra Tech (Consultant) has completed and submitted the final Pre-Design Technical Memorandum (Pre-Design) for his review and comment; he commented that he expects to present an overview of the Pre-Design at the next scheduled Regular Board Meeting. Discussion occurred concerning project costs and permitting process.

Action: None

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ITEM 8: SHADOW ROCK DETENTION BASIN FACILITY

The General Manager, Hector Ruiz, provided a status update on the project. Mr. Ruiz commented that staff has met with URS (Consultant) at a Project Kickoff Meeting to begin preliminary design work. Mr. Ruiz commented that the Consultant has conducted the Biological Site Survey, and will begin preparing the Environmental Documentation for the project. Discussion occurred concerning project design and costs. Mr. Ruiz commented that the project would be phased-in order to meet Proposition 84 funding requirements. Discussion occurred concerning the project's basin design, the impact of urban runoff, and community coordination and notification. Mr. Ruiz commented that he will present an update on the project at the upcoming WaterReuse Chapter Meeting and the upcoming Community Associations of Rancho (CAR) Meeting. Discussion occurred concerning potential project start dates; Mr. Ruiz commented that construction may begin post-nesting season to meet environmental permit requirements.

Action: None

ITEM 9: ROBINSON RANCH TRACT 11403 SERVICE LATERAL REPLACEMENT AND VALVE AND MANHOLE COVER ADJUSTMENTS

The General Manager, Hector Ruiz, presented the Board with a project bid summary from prospective bidders and a map of the proposed service lateral replacement locations. Mr. Ruiz commented that staff normally replaces two to three service laterals annually as emergency repairs due to deterioration and failure. Mr. Ruiz commented that the City of Rancho Santa Margarita has awarded the resurfacing project of the affected area of Robinson Ranch. Discussion occurred concerning the project bid summary, contractor qualifications, and project timeline.

Action: A motion was made by Director Acosta and seconded by Director Safranski to (1) Authorize the General Manager to contract with Doty Brothers for the replacement of the service laterals within Tract No. 11403 in Robinson Ranch for \$52, 716, and (2) Authorize the General Manager to issue change orders to Doty Brothers on a time and material basis and a 15% markup allowance, not to exceed \$10,000, and to bring the change orders for ratification by the Board at the March, 2013, Regular Board of Director Meeting. The motion carried 5 – 0.

LEGISLATIVE MATTERS

ITEM 10: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

The General Manager, Hector Ruiz, commented on the following matters:

1. The Orange County Local Agency Formation Commission (LAFCO) has completed the second

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cycle of the 2013 – 2018 Municipal Service Review and Sphere of Influence Updates for Orange County’s Cities and Special District Report (MSR). Mr. Ruiz commented that LAFCO’s MSR Executive Summary identified no significant issues, and LAFCO will be proceeding with the Third Cycle of the MSR.

Action: None

OTHER MATTERS

The General Manager, Hector Ruiz, commented there were no other matters for discussion.

Action: None.

ADDITIONAL DIRECTORS’ COMMENTS

There were no additional Director comments.

ADDITIONAL GENERAL MANAGER COMMENTS

The General Manager, Mr. Hector Ruiz commented that staff is requesting costs for Director photographs from local vendors, and will have an update at the next Regular Board Meeting. Mr. Ruiz mentioned that Directors interested in updating their photographs to please coordinate their schedules with the District Secretary for this matter.

CLOSED SESSION

The Board, through President Mandich, recessed the Open Session portion of the Meeting at 7:37 P.M. The Board met in Closed Session with District General Legal Counsel, as set forth in the Meeting Agenda.

CLOSED SESSION #1

The Board, through President Mandich reconvened the Open Session of the Meeting at 7:57 P.M.

ITEM 11: DISCUSSION AND POSSIBLE ACTION CONCERNING TORT CLAIM SUBMITTED TO THE DISTRICT (CLAIM OF TEICHMAN – 2013)

Action: A Motion was made by President Mandich and seconded by Director Safranski to authorize and direct District General Legal Counsel to provide written notice to Claimant, on behalf of the District, on CLAIM OF TEICHMAN – 2013 (Claim) as proposed by General Legal Counsel consistent with the proposed notice letter reviewed by the Board, to include that bases nos. 1 through 3 of the Claim have been acted upon by the Board previously, bases no. 4 (Slander) is untimely under State law

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and that bases no. 5 (Wrongful Termination) be rejected and notice of such rejection be provided as required by State law.
The motion passed 5 – 0.

END ACTION CALENDAR

ADJOURNMENT

President Mandich adjourned the February 20, 2013, Regular Board meeting at 7:59 P.M.

M:\BOARD Minutes\2013 MINUTES\Regular Board Minutes February 20, 2013 **APPROVED**