

**MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF DIRECTORS OF TRABUCO CANYON WATER DISTRICT
MARCH 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

There were no Director comments.

REPORT FROM THE GENERAL MANAGER

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

**REGULAR BOARD OF DIRECTORS MEETING MINUTES
MARCH 20, 2013**

1. URS representative Mr. Joe Long was in attendance to present information concerning the Shadow Rock Detention Basin Facility project.
2. The District's untreated water supply was impacted by the Metropolitan Water District of Southern California's (MET) seven-day shutdown of the Santiago Lateral Pipeline. Mr. Ruiz commented that during the shutdown, the District purchased untreated water from Irvine Lake through Irvine Ranch Water District (IRWD) for treatment at the Dimension Water Treatment Plant.
3. Mr. Ruiz commented that on March 6, 2013, a gravity sewer spill occurred at a manhole upstream of the Via Allegre Sewer Lift Station due to grease blockage in the line. Mr. Ruiz stated that about 600 gallons were spilled and that the spill did not reach any beneficial or recreational areas. Mr. Ruiz commended the Wastewater Operations staff for quickly responding to the call from a customer and for following District Emergency Response Procedures and promptly notifying the appropriate agencies for reporting purposes. Discussion occurred concerning the grease blockage which was responsible for the spill.
4. Mr. Ruiz commented that staff has received notification from Bank of New York Mellon for the completion of an Incumbency Certificate, and that the Mr. Michael Perea, District Secretary, will collect signatures at the end of the meeting.
5. Mr. Ruiz commented that the Municipal Water District of Orange County (MWDOC) has presented its DRAFT Fiscal Year 2014/13 Budget to member agencies, and presented a copy to the Board.
6. Mr. Ruiz commented that the Notice for the Engineer Position has been posted on the District website, published in the upcoming Orange County Register, and online with multiple industry employment/recruitment-based websites.

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. The motion carried 5 – 0.

**REGULAR BOARD OF DIRECTORS MEETING MINUTES
MARCH 20, 2013**

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 prepared an interim website which meets the recommendations made in the Orange County Grand Jury Report, as an interim solution. Staff presented the proposed interim website to the Board of Directors. The Administrative Services Manager, Michael Perea commented that staff has prepared a Request for Proposal for Consulting Services for the redesign of the District's website. Discussion occurred concerning the proposed interim website solution, and the possible costs for the redesign of the District's website, and project timeline for completion.

Action: A motion was made by Director Acosta and seconded by Director Safranski for staff to proceed with the interim website as presented by staff. The motion carried 5-0.

ITEM 6: ACTIVITIES FOR WATER AWARENESS MONTH

The General Manager, Hector Ruiz commented that the month of May is Water Awareness Month, and that the District has regularly held Open House events. Mr. Ruiz added that staff recommends to hold the event at the Administrative Facility this year on Saturday, May 18th, from 10:00 AM to 2:00 PM. Discussion occurred concerning Director schedule availability, proposed event highlights, and method of public notification. Mr. Ruiz added there may be an opportunity to link certain demonstrations or event highlights with local charities or youth groups; he commented that staff will seek out representatives of local charities and youth groups.

Action: A motion was made by Director Safranski and seconded by Vice President Haselton to hold the 2013 Water Awareness Month Open House at the District Administrative Facility on Saturday, May 18th, from 10:00 AM to 2:00 PM. The motion carried 5 – 0.

ITEM 7: PUBLIC EMPLOYEES PENSION REFORM ACT OF 2013 AND OTHER BENEFITS UPDATES

The General Manager, Hector Ruiz commented that this matter would be presented by the Administrative Services Manager, Michael Perea. Mr. Perea commented that the Public Employees' Pension Reform Act of 2013 (PEPRA) is the state-mandated limit to the level of pension benefits which the District can offer to new employees hired after January 1, 2013. Mr. Perea added that the retirement formula for these new employees is 2.0% at 62, and presented a CalPERS Summary of Pension Reform Provisions. Mr. Perea commented that PEPRA does not change the level of pension benefits for current employees hired prior to January 1, 2013.

**REGULAR BOARD OF DIRECTORS MEETING MINUTES
MARCH 20, 2013**

Discussion occurred concerning the impact of PEPRA on potential new employees' pension benefits, and how local agencies are implementing the changes.

Mr. Perea commented that the benefit coverage rate for employee vision insurance through Vision Service Providers (VSP) is subject to a five percent increase at renewal in July 1, 2013, and presented a table which demonstrated the fiscal impact of the increase. Mr. Perea commented that staff has been notified by VSP that the current benefits offered to employees may be extended to retired employees at the retiree's cost. Mr. Perea added that this benefit can be made retroactive by no more than six months from the implementation date. Discussion occurred concerning the potential fiscal impact the extension of vision insurance to retirees could have on the District, and what benefits local agencies extend to retirees. The Board President, Ed Mandich directed staff to survey local agencies of retiree benefits, and to present this information at the next scheduled Regular Board Meeting.

Action: None

ENGINEERING MATTERS

ITEM 8: BAKER REGIONAL WATER TREATMENT FACILITY

The General Manager, Hector Ruiz, provided a status update on the project, and commented that the project was featured in the Orange County Register article on March 15th. Mr. Ruiz added that the project schedule has been revised, and that the final project design has been completed with Irvine Ranch Water District (IRWD) looking to bid the project in April. Mr. Ruiz commented that IRWD is currently accepting comments from participating agencies on the final design. Discussion occurred concerning project funding for the District's portion, and IRWD's bid process. Mr. Ruiz commented that IRWD has a select bid list, and that a Project Review Workshop could be scheduled in May or June. Discussion occurred concerning project management and construction.

Action: None

ITEM 9: ALTERNATE RAW WATER TRANSMISSION LINE – PW79

The General Manager, Hector Ruiz, provided a status update on the project. Mr. Ruiz commented that staff has received notification from the Federal Emergency Management Agency (FEMA) that the scope of work for Alternative No. 2 has been approved. Mr. Ruiz added that staff is waiting for confirmation from the California Emergency Management Agency of the approval. Discussion occurred concerning FEMA's project approval process, and the documentation required for completion. Mr. Ruiz presented and reviewed Tetra Tech's (Consultant) Final Preliminary Design Technical Memorandum Executive Summary and Figures

**REGULAR BOARD OF DIRECTORS MEETING MINUTES
MARCH 20, 2013**

of the Dimension Drive Alignment Alternatives. Discussion occurred concerning project costs, scope of work, and the easements required for project completion.

Action: None

ITEM 10: SHADOW ROCK DETENTION BASIN FACILITY

The General Manager, Hector Ruiz, provided a status update on the project, and commented that URS has submitted the Biological Technical Report and Jurisdictional Delineation Report for staff's review. Mr. Ruiz introduced Mr. Joe Long, URS (Consultant) to the Board. Mr. Long presented a revised draft layout of the proposed facility design. Discussion occurred concerning the facility's impact on water quality and community aesthetics. Director Safranski commented that public outreach to the Trabuco Highlands Community Association (THCA) would be beneficial for the project; Mr. Ruiz commented that a presentation of the project could be scheduled at an upcoming THCA Board Meeting. Discussion occurred concerning soil composition at the site and potential sound impacts from the facility to the surrounding homes. Mr. Long commented that the project would use submerged pumps and that the noise level would be insignificant. Mr. Ruiz commented that submerged pumps have been used at similar pump stations and the noise impacts are not of a concern.

Action: None

ITEM 11: ROBINSON RANCH TRACT 11403 SERVICE LATERAL REPLACEMENT AND VALVE AND MANHOLE COVER ADJUSTMENTS

The General Manager, Hector Ruiz, provided a status update on the project, and commented that the Doty Brothers (Contractor) has completed the project. Mr. Ruiz complimented and thanked Water Operations Department staff in their management of the Contractor throughout the project, as well as, Lead Customer Service Representative Dona Bozeman for the daily notification and project updates to the impacted customers. Mr. Ruiz presented Contract Change Order No. 1 in the amount of \$714.37 for additional copper piping for the project.

Action: A motion was made by Director Safranski and seconded by Director Haselton to approve Contract Change Order No. 1 in the amount of \$714.37 for Doty Brothers, Inc. The motion carried 5 – 0.

ITEM 12: COUNTY OF ORANGE PAVEMENT REHABILITATION IN SANTIAGO CANYON ESTATES - PROPOSED COUNTY OF ORANGE AGREEMENT D12-092 FOR VALVE AND MANHOLE COVER ADJUSTMENTS

The General Manager, Hector Ruiz, provided a status update on the project, and commented that the County of Orange (County) is preparing a Capital Improvement Project to address

**REGULAR BOARD OF DIRECTORS MEETING MINUTES
MARCH 20, 2013**

subsurface drainage issues, cross drain construction, and pavement rehabilitation in the Santiago Canyon Estates development. Mr. Ruiz commented that the District is financially responsible for the forty-two valve and twenty-five manhole cover adjustments in the affected area, and that the County requires a deposit for the proposed work through an agreement with the County. Mr. Ruiz commented that District staff and legal counsel have been working with the County in preparing an agreement for the proposed work, which includes the District's costs for the adjustments. Mr. Ruiz commented that a copy of the final Agreement was received by the County earlier today and he distributed a copy to the Board. Mr. Ruiz commented that a draft of the agreement was reviewed with the committees, which the agreement is not complex, and that recent bid costs provided by the City of Rancho Santa Margarita were used for the costs. Mr. Ruiz mentioned that the County would like to finalize the Agreement this week and that he is recommending that the Board approve the Agreement.

Action: A motion was made by Director Mandich and seconded by Director Safranski to approve the County of Orange Agreement D12-092 as presented. The motion carried 5 – 0.

ITEM 13: DIMENSION WATER TREATMENT PLANT REHABILITATION PROJECT

The General Manager, Hector Ruiz, provided a status update on the project, and commented that this project is complete.. Mr. Ruiz presented photographs of the rehabilitated filters and commented that staff had also contracted to replace the original cathodic protection system as some of the anodes are located below the filter sand media and are not accessible for typical inspections. Mr. Ruiz presented a contract change order for additional work and time at the request of the District in order to accommodate the use of a filter and avoid importing treated MET water at a higher cost to the District and to install the cathodic protection system. Mr. Ruiz commented that the approval of the Contract Change Order would result in a much lower cost to the District compared to the additional cost to import treated water for the project's duration.

Action: A motion was made by Director Safranski and seconded by Director Acosta to approve Contract Change Order No. 1 in the amount of \$3,400 for ERS, Inc. The motion carried 5 – 0.

LEGISLATIVE MATTERS

ITEM 14: LOCAL GOVERNMENTAL AND LEGISLATIVE INFORMATIONAL MATTER(S)

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

1. Mr. Ruiz commented on a letter from the California Special Districts Association (CSDA) calling for Nominations for Seat B, and added that the Board could act on this matter at a future Board Meeting through Resolution or through the Meeting Minutes.

**REGULAR BOARD OF DIRECTORS MEETING MINUTES
MARCH 20, 2013**

2. Mr. Ruiz commented that the Municipal Water District of Orange County (MWDOC) has scheduled its Elected Officials Forum for April 4, 2013, and if any Directors are interested in attending the event to please coordinate with the District Secretary, Michael Perea.

Action: None

OTHER MATTERS

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

1. Mr. Ruiz commented that the South County Agencies are scheduled to meet on March 27th. Discussion occurred regarding attendance of the meeting. Director Safranski has attended previous meetings and will be able to attend the meeting on the 27th.
2. Mr. Ruiz commented that staff has scheduled for a local photographer to take photos of the Board Members prior to the Regular Board Meeting scheduled for April 17th.

Action: None.

ADDITIONAL DIRECTORS' COMMENTS

There were no additional Director comments.

ADDITIONAL GENERAL MANAGER COMMENTS

The General Manager, Mr. Hector Ruiz had no additional comments.

END ACTION CALENDAR

ADJOURNMENT

President Mandich adjourned the March 20, 2013, Regular Board meeting at 8:43 P.M.

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