

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP
MAY 7, 2013**

DIRECTORS PRESENT

Mike Safranski, Committee Chair
Ed Mandich, Committee Member

STAFF PRESENT

Hector Ruiz, General Manager
Kris Hanberg, Wastewater Department Superintendent
Bob Beck, Maintenance Department Superintendent

STAFF ABSENT

Michael Perea, District Secretary
Neil McKenna, Water Department Superintendent

PUBLIC PRESENT

No members of the public were present.

CALL MEETING TO ORDER

Committee Chair Safranski called the May 7, 2013, Engineering/Operational Committee Meeting to order at 7:01 A.M.

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

No comments were received.

COMMITTEE MEMBER COMMENTS

Committee Member Ed Mandich presented the City of Rancho Santa Margarita's Proclamation for Water Awareness Month received at the City of Rancho Santa Margarita Council Meeting on April 24, 2013.

Committee Chair Safranski displayed and commented on his receipt of Santa Margarita's On Tap Newsletter announcing water awareness and irrigation calendar for the month. Committee Chair Safranski commented on the Monday, May 6, 2013, Local Section of the Orange County Register Newspaper which discussed the scaling back of Mesa Water District's public relations budget and campaign.

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REPORT FROM THE GENERAL MANAGER

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

- The Metropolitan Water District is undergoing maintenance at the Diemer Water Treatment Plant and there is limited flow through the treated water system. Maintenance began May 6, 2013, and is expected to last approximately 10 days.
- The District is applying for a new FCC license to replace its former secondary license for the SCADA system's radio operation. The new license being applied for would be a primary license, and utilizes a similar, but different, frequency with improved operation.
- The District has made an offer of permanent employment to fill the advertised engineer position.
- The District Secretary, Mr. Michael Perea, is on vacation. The minutes for the Committee Meeting will be taken by Mr. Ruiz.

ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

Committee Member Mandich noted that the minutes needed to reflect his attendance at the April Finance/Audit Committee Meeting, and the designation of Alternate Committee Member Dopudja as Committee Chair, including the correction of the adjournment and comments as appropriate. No other changes were made to the April 9, 2013, Engineering/ Operational Committee Meeting Recap.

RECOMMENDED ACTION

The Engineering/Operational Committee recommended that the Board receive and file the April 9, 2013, Engineering/Operational Committee Meeting Recap, as amended on May 7, 2013 (Consent Calendar).

ITEM 2: BAKER REGIONAL WATER TREATMENT FACILITY

The General Manager, Mr. Hector Ruiz provided a status update on the project, and commented that the Baker Water Treatment Plant (BWTP) Committee meeting scheduled for April 11, 2013 was cancelled. Mr. Ruiz mentioned that the committee members would continue to review Irvine Ranch Water District's (IRWD) DRAFT Agreement regarding the Baker Pipeline Capacity Transfers. Mr. Ruiz distributed a one page copy of a DRAFT plan for staffing of the project prepared by IRWD. Discussion ensued regarding the need to complete the design and bid the project to take advantage of the remaining favorable bid environment.

RECOMMENDED ACTION

Received status update, no action taken.

ITEM 3: ALTERNATE RAW WATER TRANSMISSION LINE - PW79

The General Manager, Mr. Hector Ruiz provided a status update on the project, and presented the recently received letter from Cal EMA granting the District a time extension for completion of the project. Mr. Ruiz stated that the letter included a schedule prepared by Tetra Tech, (Consultant),

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showing revised dates for the completion of several project components. Based on the letter and schedule, Mr. Ruiz mentioned that he revised the schedule on the project's staff report and noted that completion of several components are beyond the control of the District and may result in further changes to the schedule.

RECOMMENDED ACTION

Received status update, no action taken.

ITEM 4: SHADOW ROCK DETENTION BASIN FACILITY PROJECT

The General Manager, Mr. Hector Ruiz provided a status update on the project and commented that URS is proceeding with coordinating the environmental permitting and the design of the project.

RECOMMENDED ACTION

Received status update, no action taken.

ITEM 5: GOLF CLUB SEWER LIFT STATION UPGRADES AND REHABILITATION

The General Manager, Mr. Hector Ruiz provided a status update on this project, and commented that the surge tank has been formally re-rated, and an authorized company has replaced the name plate on the tank. Mr. Ruiz stated the he is waiting for the District's new Engineer to begin work on this project, and as such, has revised the project schedule to indicate the preparation of the bid documents to end in June.

RECOMMENDED ACTION

Received status update, no action taken.

ITEM 6: DOVE CANYON MASTER ASSOCIATION (DCMA) LANDSCAPE STORAGE AREA

The General Manager, Mr. Hector Ruiz provided a status update on this matter, and commented that legal counsel and staff have completed their review and comments of DCMA's proposed Limited Use License Agreement (Agreement). Mr. Ruiz commented that the attached exhibit of the Agreement is included for the Committee's review and comment. Discussion occurred concerning the changes to the Agreement regarding the continued use of antennas for the District's SCADA system and operation. Mr. Ruiz noted that the Agreement allows for the continued use of the District's antennas and any future modifications. However, Mr. Ruiz added that the Agreement includes restrictions, by DCMA, for the use of power for cellular telephone towers and cell phone antennas.

RECOMMENDED ACTION

The Committee received status update and recommended that the Limited Use License Agreement be presented to the Board (Action Calendar).

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ITEM 7: ACTIVITIES FOR WATER AWARENESS MONTH

The General Manager, Mr. Hector Ruiz, provided a status update on this matter and commented that staff has been working on the new exhibit for the river boat race, and will also be reusing some of the more popular past exhibits. Mr. Ruiz mentioned that Open House invitation letters were sent last week to the nonprofit organizations that regularly meet at the District's office. Staff is also inviting the Orange County Sheriff's Department and Orange County Fire Authority to participate at the Open House.

RECOMMENDED ACTION

Received status update, no action taken

ITEM 8: ON-GOING ENGINEERING PROJECTS

1. Major Electrical Switch Gear Infra-Red Analysis

Mr. Ruiz commented that District Maintenance Staff is coordinating an infra-red analysis of the District's major electrical switch gear. The analysis is being coordinated with the District's insurer ACWA/JPIA, and is a service that will be provided to the District by ACWA/JPIA at no cost. Mr. Ruiz mentioned that this has been an item previously recommended by Committee Chair Safranski. Committee Chair Safranski shared his experience with performing infra-red analyses and the beneficial aspects of preventive maintenance and avoidance of potential electrical issues including electrical safety and system operation. Committee Chair Safranski commented that performing the analysis should be an annual preventive maintenance measure that would greatly benefit the District's operations.

RECOMMENDED ACTION

Received status update, no action taken

ITEM 9: TRACT 16677 HIGHLAND ESTATES DEVELOPMENT BY FIELDSTONE- PROJECT ACCEPTANCE

The General Manager, Mr. Hector Ruiz, provided a status update on this matter and commented that RSM 8 (Developer) has contacted the District requesting the acceptance of the project. The acceptance of the project would require the adoption of a Resolution by the Board of Directors. Staff is working on the attached DRAFT Resolution No. 2013-1184, which requires the completion of cost of construction statements and bills of sale for the water, sewer, and the recycled water systems. Committee Member Mandich inquired if the new development was part of a homeowner's association. Committee Chair Safranski commented that he is aware that the new development is part of the Trabuco Highlands Community Association, and that it had to be approved by a minimum of sixty-six percent of the homeowners.

Mr. Ruiz mentioned that he is meeting with the Developer tomorrow, May 8, 2013, to receive the completed Bills of Sale and Cost of Construction forms, and that the DRAFT Resolution would also be completed this week. Mr. Ruiz commented that he would have the forms and final Resolution

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prepared for the May 15, 2013, Regular Board Meeting, and recommended bringing the project forth for acceptance by the District.

RECOMMENDED ACTION

The Committee Members received the staff report with exhibits, and recommended staff to bring the project for acceptance to the Board (Action Calendar).

ITEM 10: ACTIVE DEVELOPMENTS

1. Saddle Crest Homes (65 DUs)

Mr. Ruiz commented that there are no updates at this time.

2. Skyridge Development (84 DUs)

Mr. Ruiz commented that he met with Santa Margarita Water District (SMWD) to discuss the project and items related to an agreement for conveying TCWD's water to the development utilizing a portion of SMWD's system. Mr. Ruiz commented that he also provided a water and sewer service letter to the developer confirming TCWD's ability to provide service to the development. The service letter was requested of the developer by the Local Agency Formation Commission (LAFCO).

3. Oaks at Trabuco (9 DUs)

Mr. Ruiz commented that there are no updates at this time.

4. Other Active Developments

Mr. Ruiz commented that there are no other updates at this time.

RECOMMENDED ACTION

Received status update. No actions taken.

ITEM 11: WATER SYSTEM STATUS

The General Manager, Mr. Ruiz, presented the April, 2013, Water System Status Update for Water System Superintendent Mr. Neil McKenna. Mr. Ruiz commented that there were no anomalies to report, however compared to prior years this month's water demand has been higher. Mr. Ruiz mentioned that the Trabuco Creek Wells Facility was shut-down at the end of April after having produced about 30 acre-feet. Mr. Ruiz commented on the Water Department's projects and mentioned that staff will be performing preventive maintenance to the large 3 cubic feet per second (cfs) pump.

RECOMMENDED ACTION

Received status update. No actions taken.

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ITEM 12: WASTEWATER SYSTEM STATUS

The Wastewater Department Superintendent Mr. Kris Hanberg presented the April, 2013, Wastewater System Status Update. Mr. Hanberg reported on the department's projects as noted in the staff report. Mr. Hanberg reviewed a handout of a table showing the recycled water production, storage, and user information on a monthly basis. The General Manager, Mr. Ruiz, commented that staff could prepare this table for the Committee's monthly review and comment as it provides an overview of the recycled water system operation and trend.

RECOMMENDED ACTION

The Committee received the status update and recommended staff to include the proposed table of the recycled water system in future staff reports.

ITEM 13: OTHER MATTERS/REPORTS

The General Manager, Mr. Hector Ruiz commented that there were no other matters to report.

ADJOURNMENT

Committee Chair Safranski adjourned the May 7, 2013 Engineering/Operational Committee Meeting at 7:53 A.M.

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