I hereby certify that the following agenda was posted at least 72 hours prior to the time of the meeting so noticed below at 24251 Los Alisos Boulevard, Lake Forest, California.

Robert R. Hill, Secretary of the
El Toro Water District and the Board of
Directors thereof

AGENDA

EL TORO WATER DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS ENGINEERING COMMITTEE MEETING AND FINANCE/INSURANCE COMMITTEE MEETING

March 22, 2016

7:30 a.m.

CALL TO ORDER – Chairman Vergara

PLEDGE OF ALLEGIANCE – Director Monin

ORAL COMMUNICATION – PUBLIC COMMENT

Members of the public may address the Committee at this time or they may reserve this opportunity with regard to an item on the agenda until said item is discussed by the Committee. Comments on other items will be heard at the time set aside for "COMMENTS REGARDING NON-AGENDA ITEMS." The public will identify themselves when called on and limit their comments to three minutes.

ITEMS RECEIVED TOO LATE TO BE AGENDIZED

Determine need and take action to agendize items(s) which arose subsequent to the posting of the Agenda. (ROLL CALL VOTE: Adoption of this recommendation requires a two-thirds vote of the Board members present, or, if less than two-thirds of the Board members are present, a unanimous vote of those members present.)

1. **Approval of Minutes**

   The Engineering and FIC Committee will consider approving minutes for the February 23, 2016 Engineering and Finance/Insurance Committee meeting.

Recommended Action at the March 24, 2016 Board Meeting: Approve minutes for the February 23, 2016 Engineering and Finance/Insurance Committee meeting and place on the Engineering and Finance/Insurance Committee's approval list for the March 24, 2016 meeting of the Board of Directors.

Committee Recommendation: The Committee will consider placing this item on the Engineering and Finance/Insurance Committee approval list for the regular meeting of the Board of Directors.

ENGINEERING COMMITTEE

ENGINEERING ACTION ITEMS

2. **WRP Aeration System Turbo Blower** (Reference Material Included)

Staff will review and comment on purchase and installation of a Turbo Blower for the Water Recycling Plant Aeration System to replace an existing aged and inefficient 300 hp centrifugal blower. The 2015/16 Capital Budget allocated $300,000 for the WRP Aeration System Turbo Blower Project.

Recommended Action at the March 24, 2016 Board Meeting:

Staff recommends that the Board of Directors authorize the General Manager to 1) enter into a Purchase Order Agreement with Sulzer Pumps Solutions, Inc. in the amount of $209,287.60 for the purchase of one Sulzer ABS Turbocompressor HST; 2) enter into construction contract with Don Peterson Contracting, Inc. in the amount of $68,400 for the mechanical installation of the blower and 3) enter into a construction contract with Halcyon Electric in the amount of $16,006.27 for the electrical services necessary for the blower installation. Staff further recommends that the Board authorize the General Manager to fund the costs from the designated Capital Reserve in accordance with the District's adopted Capital Reserve Policy.

Committee Recommendation: The Committee will consider placing this item on the Engineering and Finance/Insurance approval list for the regular meeting of the Board of Directors.

ENGINEERING GENERAL INFORMATION ITEMS

3. **El Toro Water District Capital Project Status Report**
(Reference Material Included)

Staff will review and comment on the El Toro Water District Capital Project Status Report.

4. **Engineering Items Discussed at Various Conferences and Meetings** (Oral Report)

The Committee will discuss any pertinent Engineering items discussed at Conferences.

COMMENTS REGARDING NON-AGENDA ENGINEERING COMMITTEE ITEMS

CLOSE ENGINEERING COMMITTEE MEETING

FINANCE/INSURANCE COMMITTEE MEETING

CALL MEETING TO ORDER

FINANCIAL ACTION ITEMS

5. **Financial Package - Authorization to Approve Bills for Consideration dated March 22, 2016 and Receive and File Financial Statements as of February 29, 2016** (Reference Material Included)

   Staff will review and comment on the Bills for Consideration dated March 22, 2016 and Receive and File Financial Statements as of February 29, 2016.

   Recommended Action at the March 22, 2016 Board Meeting: Staff recommends that the Board: 1) Approve, ratify and confirm payment of those bills as set forth in the schedule of Bills for Consideration dated March 22, 2016, and 2) receive and file the Financial Statements for the period ending February 29, 2016 and place on the Engineering and Finance/Insurance Committees approval list for the March 24, 2016 meeting of the Board of Directors.

   Committee Recommendation: The Committee will consider placing this matter on the Engineering and Finance/Insurance Committee recommended approval list for the regular meeting of the Board of Directors.

6. **Resolution No. 16-3-1 amending the District's Travel and Expense Reimbursement Policy Statement** (Reference Material Included)

   Staff will review and comment on Resolution No. 16-3-1 amending the District's Travel and Expense Reimbursement Policy Statement 1985-5 (IV).

   Recommended Action at the March 24, 2016 Board Meeting: Staff recommends that the Board adopt Resolution No. 16-3-1 which amends the District's Travel and Expense Reimbursement Policy.

RESOLUTION NO. 16-3-1
OF THE BOARD OF DIRECTORS
OF EL TORO WATER DISTRICT
AMENDING THE DISTRICT'S
TRAVEL AND EXPENSE REIMBURSEMENT

Committee Recommendation: The Committee will consider placing this item on the Engineering and Finance/Insurance approval list for the regular meeting of the Board of Directors.

7. **Annual Review of the District's Cash Reserve Policy Statement 1994-12 (IV)** (Reference Material Included)

Staff will review and comment on the District's Cash Reserve Policy Statement 1994-12 (IV).

Recommended Action at the March 24, 2016 Board Meeting: Staff recommends that the Board review and comment on the District's Cash Reserve Policy 1994-12 (IV). Any agreed upon changes to the policy will be brought back to the Board in April 2016.

Committee Recommendation: The Committee will consider placing this item on the Engineering and Finance/Insurance approval list for the regular meeting of the Board of Directors.

8. **Annual Review of the District's Identity Theft Prevention Program Policy Statement 2008-23 (IV)** (Reference Material Included)

Staff will review and comment on the District's Identity Theft Prevention Program Policy Statement 2008-23 (IV).

Recommended Action at the March 24, 2016 Board Meeting: Staff recommends no modifications to the District's Identify Theft Prevention Program Policy Statement 2008-23 (IV). Any agreed upon changes to the policy will be brought back to the Board in April 2016.

Committee Recommendation: The Committee will consider placing this matter on the Engineering and Finance/Insurance Committee's recommended approval list for the regular meeting of the Board of Directors.

9. **Review of the District's 2002-18 (IV) Elected & Executive Credit Card Issuance/Usage Policy** (Reference Material Included)

Staff will review and comment on amending the District's 2002-18 (IV) Elected & Executive Credit Card Issuance/Usage Policy.

Recommended Action at the March 24, 2016 Board Meeting: Staff recommends amending the District's Elected & Executive Credit Card Issuance/Usage Policy Statement 2002-18 (IV). Any agreed upon changes to the policy will be brought back to the Board in April 2016.

Committee Recommendation: The Committee will consider placing this matter on the Engineering and Finance/Insurance Committee's recommended approval list for the regular meeting of the Board of Directors.

10. **Lake Forest Chamber of Commerce Membership Renewal** (Reference Material Included)

    Staff will review and comment on renewing the District's membership in the Lake Forest Chamber of Commerce for calendar year 2016 in the amount of $1,200.00.

    Recommended Action at the March 24, 2016 Board Meeting: Staff recommends that the Board approve renewal of the District's membership in the Lake Forest Chamber of Commerce for calendar year 2016 in the amount of $1,200.00.

    Committee Recommendation: The Committee will consider placing this matter on the Engineering and Finance/Insurance Committee's recommended approval list for the regular meeting of the Board of Directors.

FINANCIAL INFORMATION ITEMS

11. **2016/17 Budget Preparation Schedule and Status** (Reference Material Included)

    Staff will review and comment on the 2016/17 Budget preparation schedule and status of same.

12. **Tiered Water Usage and Revenue Tracking** (Reference Material Included)

    Staff will review and comment on monthly and year to date Tiered Water Usage and Revenue tracking.

COMMENTS REGARDING NON-AGENDA FIC ITEMS

CLOSE FINANCE AND INSURANCE COMMITTEE MEETING

ATTORNEY REPORT

CLOSED SESSION

At this time the Board will go into Closed Session as follows:

1. In accordance with Government Code Section 54956.8 to consult with the District's designated Negotiator (Dennis Cafferty, Assistant General Manager) regarding the terms and conditions concerning the potential acquisition of the following property: Property and Easements within Assessor Parcel Number 613-011-01 to facilitate construction of the Baker

Pump Station Expansion Project. Owner: Carefree El Toro Owners Association.

REGULAR SESSION

REPORT ON CLOSED SESSION (Legal Counsel)

Mr. Granito will provide an oral report on the Closed Session.

ADJOURNMENT TO 7:30 a.m., Tuesday, April 26, 2016.

The agenda material for this meeting is available to the public at the District's Administrative Office, which is located at 24251 Los Alisos Blvd., Lake Forest, Ca. 92630. If any additional material related to an open session agenda item is distributed to all or a majority of the board of directors after this agenda is posted, such material will be made available for immediate public inspection at the same location.

Request for Disability-Related Modifications or Accommodations

If you require any disability-related accommodation, including auxiliary aids or services, in order to participate in this public meeting, please telephone the District's Recording Secretary, Polly Welsch at (949) 837-7050, extension 225 at least forty-eight (48) hours prior to said meeting. If you prefer, your request may be submitted in writing to El Toro Water District, P.O. Box 4000, Laguna Hills, California 92654, Attention: Polly Welsch.