MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF DIRECTORS
OF THE
EL TORO WATER DISTRICT
August 26, 2021

President Gaskins called the meeting of the Board of Directors of the ELTORO WATER DISTRICT to order at 7:30 a.m. on August 26, 2021.

Director Havens led in the Pledge of Allegiance to the flag.

Committee Members MIKE GASKINS, KATHRYN FRESHLEY, MARK MONIN, JOSE VERGARA, and KAY HAVENS participated.

Also present were DENNIS P. CAFFERTY, General Manager, JUDY CIMORELL, Human Resources Manager, JASON HAYDEN, CFO, SCOTT HOPKINS, Operations Superintendent, HANNAH FORD, Engineering Manager, SHERRI SEITZ, Public Relations/Emergency Preparedness Administrator, GILBERT J. GRANITO, General Counsel, STUART KAIN, Maintenance Worker III, JAY CURRY, Wastewater Operator III, RALPH PALOMARES, Industrial Waste Inspector, and POLLY WELSCH, Recording Secretary

Oral Communications/Public Comments

There were no comments.

Items Received Too Late to be Agendized

President Gaskins asked if there were any items received too late to be agendized. Mr. Cafferty replied no.

Presentation of Awards, Recognitions, and Introductions

1. Mr. Cafferty recognized and congratulated Jay Curry, Wastewater Operator III, for 30 years of service with the District.
2. Mr. Cafferty recognized and congratulated Stuart Kain, Maintenance Worker III, for 30 years of service with the District.
3. Mr. Cafferty recognized and congratulated Ralph Palomares, Industrial Waste Inspector for 40 years of service with the District.

At approximately 7:35 a.m. Mr. Curry, Mr. Kain, and Mr. Palomares left the meeting.

Consent Calendar

President Gaskins asked for a Motion.

Motion: Director Vergara made a Motion, seconded by Vice President Freshley and unanimously carried across the Board to approve the Consent Calendar.

Roll Call Vote:

Director Havens	aye
Director Vergara	aye
Director Monin	aye
Vice President Freshley	aye
President Gaskins	aye

Director Reports for Meetings Attended

Director Havens stated that she attended the RRC meeting, the MWDOC/MET Directors workshop, the SOCWMA Executive Committee meeting, the Southern California Water Coalition webinar, the WateReuse webinar, the

TV-6 program, the MWDOC Board meeting, OCWA, LAFCO, OC WateReuse, and our regular Board meetings.

Director Vergara stated that he attended the MWDOC Planning/Operations meeting, the MWDOC/MET Directors workshop, the MWDOC Admin/Finance meeting, the MWDOC Board meeting, WACO, WACO Planning Committee meeting, the WateReuse meeting, the SOCEC meeting, and the regular Board meetings.

Director Monin stated that he attended the ISDOC Executive Committee meeting, the MWDOC/MET Directors workshop, WACO, the CASA conference where they discussed disposable wipes, regulatory topics, gender diversity in the workplace, drought on the horizon, state and federal affairs, and the Paradise fire. He further stated that he also attended the WACO Planning meeting, the MWDOC Admin/Finance meeting, the OCWA meeting, the Orange County Emergency Action Committee, the OCCOG meeting, and the regular Board meetings.

Vice President Freshley stated that she attended the CASA conference where they discussed legislation and using bio gas to be more usable by wastewater agencies, and the amount of money passed in the Senate, PFAS designated funds and research, and flushable wipes. She further stated that she also attended the WACO meeting, the MWDOC/MET Directors workshop, the MWDOC Board meeting, the MWDOC Planning/Operations meeting, the RRC meeting, the SOCWA Board meeting, the SOCWA Finance meeting, the SOCWA Taskforce meeting, LAFCO, the Pres/VP/GM meeting, the Agenda

Review meeting, a meeting with the Auditors, the OCWA meeting, the Laguna Woods City Council meeting, and the regular Board meetings.

President Gaskins stated that he attended the MWDOC Planning/Operations meeting, the MWDOC/MET Directors workshop, the Pres/VP/GM meeting, the WACO meeting, the Agenda review meeting, and the regular Board meetings.

General Manager Action Items

ACWA Region 10 Board Election for the 2022-23 Term

Mr. Cafferty stated that the ACWA Region 10 Board Ballot is included in the Board package. He further stated that Mr. Chuck Gilson, Director at SMWD is here today to speak in support of his candidacy.

Mr. Gibson stated that he would like to be re-elected for the position of ACWA Board member, and asked for ETWD's support.

President Gaskins asked for a Motion.

Motion: Vice President Freshley made a Motion, seconded by Director Havens and unanimously carried across the Board to authorize the General Manager to cast the vote for the ACWA Region 10 Board Ballot to accept the ACWA Region 10 Slate as recommended by the Nominating Committee.

Roll Call Vote:

Director Havens	aye
Director Vergara	aye
Director Monin	aye
Vice President Freshley	aye
President Gaskins	aye

COVID-19 Update

Mr. Cafferty stated that COVID cases continue, and staff continues to provide self-checks every day, and abiding by the masking rules for unvaccinated staff.

President Gaskins asked for a Motion.

Motion: Director Vergara made a Motion, seconded by Vice President Freshley and unanimously carried across the Board to grant the General Manager discretion to extend the use of Emergency Administrative Leave, as necessary up to 160 hours per employee per month, until the November 23, 2021 meeting of the Board of Directors.

Roll Call Vote:

Director Havens	aye
Director Vergara	aye
Director Monin	aye
Vice President Freshley	aye
President Gaskins	aye

Revisions to Employee Handbook

President Gaskins and Mr. Cafferty gave kudos to Ms. Cimorell for her hard work on the Employee Handbook.

Vice President Freshley asked on page 46, a section was added called "Diversity, Equity and Inclusion", and she stated that our reputation as an agency is really good, so why do we need this in the handbook. Mr. Cimorell replied that Cal Chambers updated the policy due to a lot of issues coming into the Courts and they recommend adding it to our policies as a preventative measure.

President Gaskins asked for a Motion.

Motion: Vice President Freshley made a Motion, seconded by Director Monin, and unanimously carried across the Board to approve the updates to the existing ETWD Employee Handbook dated August 2021.

Roll Call Vote:

Director Havens	aye
Director Vergara	aye
Director Monin	aye
Vice President Freshley	aye
President Gaskins	aye

Adjourned Finance and Insurance Committee Meeting

At approximately 8:20 a.m. President Gaskins recessed today's Regular Board meeting and called to order the adjourned Finance and Insurance Committee meeting of August 23, 2021.

Regular Session Resumed

At approximately 8:30 a.m. the adjourned Finance and Insurance Committee meeting was adjourned and the Board returned to Regular Session of today's Board meeting.

General Manager Information Items

General Manager's Monthly Report

Mr. Cafferty stated that the Battery report is included, which had not been included for several months due to SCE changing their billing system, and not having access to the data. He further stated that the performance has significantly improved.

Vice President Freshley asked for an understanding of what causes the Peak Reduction and the Peak Incurred with the differences from month to month. Mr. Cafferty replied that Plant operation doesn't change dramatically, and some seasonal impact could have an effect.

Mr. Cafferty stated that we could ask the vendor to come to a Board meeting to review this report with staff and the Board to get a better understanding.

Director Monin stated that on the Customer Service report Total Telephone Calls went from 970 to 691, so we are doing better.

Vice President Freshley stated that the Aged Receivables are quite small, yet on Monday's meeting we were showing them well overdue because Uncollectible Accounts for the month are approximately $1,200 and the budget was $1,600. Mr. Cafferty replied that the Aged Receivables are debt that the District has determined may still be collectible and therefore has not been written off as uncollectible.

Legislative Reports

President Gaskins stated that he appreciates seeing all of the legislative reports in the Board package. Vice President Freshley stated that the Lewis Consulting report is not current for us, so perhaps we should leave it out of the package. Director Monin replied that he feels we should leave it in the package, as he would rather have too much information than not enough.

Public Education and Outreach & Water Conservation Reports

Ms. Seitz stated that the most recent Bill Message we are asking our customers to voluntarily reduce water use by 15%.

Ms. Seitz stated that Director Havens did an interview on drought conditions and water conservation with Lisa Hart in August, and Vice President Freshly will be presenting the Budget in September.

Ms. Seitz stated that staff completed a CAFR press release which will be going out this week.

Ms. Seitz stated that the H2O for HOAs event, we have Director Havens as a guest speaker to present on the state's water supply, landscape irrigation and plant choices.

Ms. Seitz stated that the newsletter is in development and will be distributed in September. She further stated that we are working with a new developer called RockSpark Communications, and are working on creating a new design.

Ms. Seitz stated that the bill insert will be going out in October.

Director Havens complimented what Ms. Seitz puts on the Water Use Efficiency Plan update.

SOCWA

Mr. Cafferty stated that at the SOCWA Board meeting they got through their year-end Capital projects, and they have been sending out invoices based on their budget. He further stated that SOCWA has gone to great lengths to rectify their cash reserve issue.

Mr. Cafferty stated that at the SOCWA Engineering Committee meeting they discussed how SOCWA allocates solids costs.

Mr. Cafferty stated that at the SOCWA Finance Committee meeting, they discussed the SOCWA Finance reports, and Actuarial Valuation report. He further stated that they also discussed the Joint Powers Authority (JPA) Agreement and the project agreements, and concerns about liability.

Mr. Cafferty stated that the Ad Hoc Committee consists of himself, Dan Ferons, SMWD, Matt Collings, MNWD, and Mark Sternum, SCWD. He further stated that yesterday they made sure the agencies Board members who sit on the SOCWA Board were aware of what the discussion was and what the presentation is likely to look like at the upcoming SOCWA Board meeting.

MWDOC

President Gaskins stated that they discussed the interview process.

Mr. Cafferty stated that at the MWDOC Managers meeting, they discussed IRWD's Strand Ranch project which is a water banking program. He further stated that they have facilities in Kern County called Strand Ranch and Stockdale Ranch and they have a partnership with Rosedale Storage District where they can store water and bring it back under certain conditions.

Mr. Cafferty stated that one of the challenges is that they can convey it using MET facilities, and using the Aqueduct which is available for emergency use in the case of allocations. He further stated that there is a cost associated with storing water there.

Mr. Cafferty stated that MWDOC is going to be evaluating and seeking input from the agencies about MWDOC's role. He further stated that MWDOC has resisted providing the interview questions, but did provide a list of topics they want to discuss.

Director Vergara stated that at the MWDOC Planning/Operations meeting, there was a presentation from SMWD on conservation water efficiency.

Director Monin stated that at the MWDOC/MET Directors workshop, the new GM at MET discussed speaking at the OC Water Summit, and other topics. He further stated that at the MWDOC Admin/Finance meeting they discussed Strategic Digital Communications Services.

LAFCO

Vice President Freshley stated that they discussed the approval for SMWD's annexation of the City of San Juan Capistrano's Water and Wastewater Utilities.

South Orange County Agencies Group Meeting Report

Director Vergara stated that he is now the Chair person for this group.

SOCWMA Management and/or Executive Committee Report

Director Havens stated that she is now the Vice Chair of this group. She further stated that the San Juan Working Group provided an overview of what they are hoping to establish.

Director Havens stated that Charles Busslinger provided a report, and Emily Fudge from the US Forest Service, provided a brief update on the San

Juan Aquatic Passage and Habitat Restoration.

ISDOC

Director Monin stated that they discussed the Orange County Fire Authority, and they also discussed the Great Park, and Yorba Linda's Heli-hydrant. He further stated that they are waiving the dues for the coming year.

WACO

Director Monin stated that Tim Quinn will be speaking at the September WACO meeting, and at the October meeting will be Water Storage in California.

Committee and General Information

Dates to Remember for August/September 2021

There were no comments.

Comments Regarding Non-Agenda Items

There were no comments.

Attorney Report

Mr. Granito reported that there is no need for a Closed Session today, and as such the Regular Session continued.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 9:30 a.m.

Respectfully submitted,

Polly Welsch

POLLY WELSCH
Recording Secretary

APPROVED:

MIKE GASKINS, President of
the El Toro Water District and the
Board of Directors thereof

DENNIS P. CAFFERTY, Secretary
of the El Toro Water District and
the Board of Directors thereof