

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.

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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**

**May 26, 2015  
7:30 a.m.**

**CALL TO ORDER** – Director Vergara

**PLEDGE OF ALLEGIANCE** – Director Adjarian

#### **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.

### **ENGINEERING COMMITTEE**

#### **1. Approval of Minutes (Minutes included)**

The Engineering and FIC Committee will consider approving minutes for the April 21, 2015 Engineering and Finance/Insurance Committee meeting.

**Recommended Action at the May 28, 2015 Board Meeting:** Approve minutes for the April 21, 2015 Engineering and Finance/Insurance Committee meeting and place on the Engineering and Finance/Insurance Committee's approval list for the May 28, 2015 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 ACTION ITEMS**

### **2. WRP Operations Control Building (Reference Material Included)**

Staff will review and comment on the interior renovations of the Water Recycling Plant Operations Control Building. The 2014/15 CFRRP budget allocated \$45,000 for the WRP Operations Control Building remodel.

#### **Recommended Action at the May 28, 2015 Board Meeting:**

Staff recommends that the Board of Directors authorize the President and General Manager to 1) enter into a Purchase Order Agreement with California Home Renovation in the amount of \$23,970.00 for remodeling of the WRP Break Room / Kitchen and 2) enter into various purchase orders for furniture, appliances and carpet associated with the project amounting to a cumulative cost of \$20,656.97. 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.

### **3. Recycled Water SCADA Network (Reference Material Included)**

Staff will review and comment on the proposed installation of antennae at the P-1 Pump Station and Towers Booster Station to provide telemetry connectivity between the new Recycled Water Pressure Transmitters at these sites and the WRP. The total equipment purchase and installation cost is \$29,250 which is part of the overall Recycled Water Expansion Project budget.

#### **Recommended Action at the May 28, 2015 Board Meeting:**

Staff recommends that the Board of Directors authorize the President and General Manager to enter into a Purchase Order Agreement with Vislink in the amount of \$29,250.00 for the installation of antenna and radio equipment to provide a wireless SCADA network between the WRP and the P-1 Pump Station and Towers Booster Station. 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.

4. **City of Mission Viejo Resurfacing Project** (Reference Material Included)

Staff will review and comment on costs associated with adjustment to grade of District valves and manholes following a City of Mission Viejo street resurfacing project on residential streets within the District service area.

**Recommended Action at the May 28, 2015 Board Meeting:**

Staff recommends that the Board of Directors authorize the District's General Manager to pay a City of Mission Viejo invoice in the amount of \$65,450.

**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.

5. **Vehicle Replacements** (Reference Material Included)

Staff will review and comment on the proposed purchase of two Ford F-350 pickup trucks to replace existing vehicles. The total equipment purchase cost is \$78,200.42. The 2014/15 CFRRP budget allocated \$80,000 for vehicle acquisitions.

**Recommended Action at the May 28, 2015 Board Meeting:**

Staff recommends that the Board of Directors authorize the President and General Manager to 1) enter into a Purchase Order Agreement with Tuttle-Click Ford in the amount of \$30,788.75 for the purchase of one Ford F-350 pickup truck; 2) enter into a Purchase Order Agreement with Theodore Robins Ford in the amount of \$29,031.41 for the purchase of one Ford F-350 truck chassis and 3) enter into a Purchase Order Agreement with Scelzi, Inc. in the amount of \$18,380.26 to supply and install a truck work body specified by the District. 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

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

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

7. **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

### TREASURER ACTION ITEMS

8. **Financial Package - Authorization to Approve Bills for Consideration dated May 26, 2015 and Receive and File Financial Statements as of April 30, 2015** (Reference Material Included)

Staff will review and comment on the Bills for Consideration dated May 26, 2015 and Financial Statements as of April 30, 2015.

**Recommended Action at the May 28, 2015 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 May 26, 2015, and 2) receive and file the Financial Statements for the period ending April 30, 2015 and place on the Engineering and Finance/Insurance Committees approval list for the May 28, 2015 meeting of the Board of Directors.

**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. **ETWD 2015/16 Budget/COS/Ordinance/Proposition 218 Notice/State Regulations** (Reference Material Included)

Staff will review and comment on the following:

Final Draft Budget  
Final Cost of Service Study Report  
Final Draft Proposition 218 Notice  
Draft Amended Water Conservation and Water Supply Shortage Ordinance  
State Emergency Drought Regulation Outreach Program

**Recommended Action at the May 28, 2015 Board Meeting:** The Board will discuss and provide direction to Staff and General Counsel with regards to finalizing the 2015/16 Budget, Cost of Service Study Report, Amended Water Conservation and Water Supply Shortage Ordinance, Proposition 218 Notice and the State Emergency Drought Regulation Outreach Program.

**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.

## **TREASURER INFORMATION ITEMS**

### **10. Water Usage Activity Report, State Emergency Drought Regulations and Monthly Reporting (Reference Material Included)**

Staff will review and comment on Water Usage Activity, the State Emergency Drought Regulations and Monthly Reporting to the State.

## **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 54956.9 (a) to consult with legal counsel regarding Existing Litigation: Southern California Edison Company vs. Trautwein Construction, Inc, El Toro Water District et al - Orange County Superior Court - Case No. 30-2014-00744384-CL-PO-CJC.
2. In accordance with Government Code Section 54956.9 (a) to consult with legal counsel regarding Existing Litigation: Audrey-Jane Colson vs. El Toro Water District, Golden Rain Foundation, United Laguna Woods Mutual et al - Orange County Superior Court - Case No. 30-2014-00758076-CU-PO-CJC.
3. In accordance with Government Code Section 54956.9 (a) to consult with legal counsel regarding Existing Litigation: Peter Cuthbert vs. DayTripper Tours; City of Lake Forest, El Toro Water District-San Diego Superior Court - Case No. 37-2012-00099780-CU-PO-CTL.
4. In accordance with Government Code Section 54956.9 (d) (2) to consult with legal counsel on one matter of Potential Litigation.

## **REGULAR SESSION**

## REPORT ON CLOSED SESSION (Legal Counsel)

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

### ACTION ITEM

#### Claim For Consideration

At this time the Board will consider taking action on the claim filed by Professional Community Management, Inc. on 5/11/15. This claim is in relation to the litigation referenced as item 2 of today's Closed Session.

### **ADJOURNMENT TO 7:30 a.m., Tuesday, June 23, 2015.**

*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.*