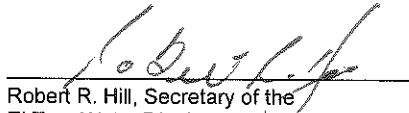


I hereby certify that the following agenda was posted at least 72 hours prior to the time of the meeting so noticed below at 24251 Los Alisos Boulevard, Lake Forest, California.


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**

**PLAN ADMINISTRATOR MEETING
AND**

**ENGINEERING COMMITTEE MEETING
AND**

FINANCE/INSURANCE COMMITTEE MEETING

November 23, 2015

7:30 a.m.

CALL TO ORDER – Chairman 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.)

1. **Approval of Minutes**

The Engineering and FIC Committee will consider approving minutes for the October 20, 2015 Engineering and Finance/Insurance Committee meeting.

Recommended Action at the November 24, 2015 Board Meeting: Approve minutes for the October 20, 2015 Engineering and Finance/Insurance Committee meeting and place on the Engineering and Finance/Insurance Committee's approval list for the November 24, 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.

PLAN ADMINISTRATOR MEETING

At this time Director Vergara will call the meeting of the Plan Administrator of the El Toro Water District's 401(k) Retirement Savings Plan and Trust Agreement to order.

2. **Quarterly Review of Pension Plan Performance** (Reference Material Included)

A representative from HighMark will review and comment on the investment performance of the District's 401(k) Retirement Plan.

CLOSE PLAN ADMINISTRATOR MEETING

REGULAR SESSION

3. **Annual Audit** (Reference Material Included)

Staff will review and comment on the 2014/15 annual audit of the District's financials as presented by the PUN Group.

Recommended Action at the November 24, 2015 Board Meeting: Staff recommends that the Board accept and file the 2014/15 annual audit report presented by the PUN Group.

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.

ENGINEERING COMMITTEE

ENGINEERING ACTION ITEMS

4. **Recycled Water Retrofit Change Order** (Reference Material Included)

Staff will review and comment on a change order to the existing Trautwein Construction contract to construct on-site recycled water retrofits. The on-site retrofits are included in the overall Recycled Water Expansion Project budget.

Recommended Action at the November 24, 2015 Board Meeting:

Staff recommends that the Board of Directors authorize the District's General Manager to issue a change order to the existing construction contract with Trautwein Construction in the amount of \$400,000 for construction of recycled water retrofits at identified recycled water use sites. Staff also recommends that the Board authorize the General Manager to fund the project costs from the District's Capital Reserves 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

5. **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.

6. **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

Engineering/FIC Committee

November 23, 2015

7. **Financial Package - Authorization to Approve Bills for Consideration dated November 23, 2015 and Receive and File Financial Statements as of October 31, 2015** (Reference Material Included)

Staff will review and comment on the Bills for Consideration dated November 23, 2015 and Receive and File Financial Statements as of October 31, 2015.

Recommended Action at the November 24, 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 November 23, 2015, and 2) receive and file the Financial Statements for the period ending October 31, 2015 and place on the Engineering and Finance/Insurance Committees approval list for the November 24, 2015 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.

8. **Operations Department Staffing Adjustment** (Reference Material Included)

Staff will review and comment on the purpose, justification and budget implications of increasing the Transmission and Distribution Crew by one full time position, effective January 1, 2016.

Recommended Action at the November 24, 2015 Board Meeting: Staff recommends that the Board approve increasing the Transmission and Distribution Crew by one full time position, effective January 1, 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.

FINANCIAL INFORMATION ITEMS

9. **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.

10. **Commercial, Institutional and Industrial CII) Rate Structure Modifications** (Oral Report)

Staff will review and comment on their evaluation of converting CII Customers from a Uniform Rate to a Water Budget Based Tiered Rate Structure.

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: 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.
2. To conduct the General Manager's annual performance evaluation pursuant to Government Code Section 54957 (b) (1).

OPEN/REGULAR SESSION

REPORT ON CLOSED SESSION (Legal Counsel)

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

11. GENERAL MANAGER COMPENSATION

Board Action: The District's Board of Directors will discuss and consider granting the District's General Manager a compensation increase in the amount and form as determined by the Board.

ADJOURNMENT TO 7:30 a.m., Tuesday, December 15, 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.