

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**

February 20, 2018

7:30 a.m.

CALL TO ORDER – Director 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.)

ENGINEERING COMMITTEE

CONSENT CALENDAR

(All matters under the Consent Calendar will be approved by one motion unless a Board member or a member of the public requests separate action or discussion on a specific item)

1. **Approval of the January 22, 2018 Engineering Committee Minutes**
(Reference Material Included)

Consider approving the minutes for the January 22, 2018 Engineering Committee meeting.

Recommended Action: Approve minutes for the January 22, 2018 Engineering Committee meeting.

2. **A/C Pavement Repair and Maintenance at Main Office** (Reference Material Included)

Staff will review and comment on the selection of a contractor for the Asphalt Pavement Repair and Maintenance Project at the Main Office. The proposed project will repair the deteriorated asphalt surface of the District Main Office campus both in the front parking lot as well as the large area in the District's maintenance yard. The 2017-18 fiscal year capital budget allocated \$100,000 for the Asphalt Pavement Repair and Maintenance Project.

Recommended Action:

Staff recommends that the Board of Directors authorize the District's General Manager to enter into a contract with Sander's Paving in the amount of \$62,340.58 for the Asphalt Pavement Repair and Maintenance Project at the Main Office. Staff further recommends that the Board authorize the General Manager to fund the project costs from the designated Capital Construction Reserves in accordance with the District's adopted Capital Reserve Policy.

3. **Backhoe Replacement** (Reference Material Included)

Staff will review and comment the purchase of a backhoe to replace one of the District's existing sludge tanker tractor. The 2017/18 Capital Budget allocated \$168,000 for the acquisition of the new backhoe.

Recommended Action:

Staff recommends that the Board of Directors authorize General Manager to enter into a purchase order with Quinn Company in the amount of \$130,923.25 for the purchase of a replacement backhoe. Staff further recommends that the Board authorize the General Manager to fund the purchase cost from the designated Capital Reserves in accordance with the District's adopted Capital Reserve Policy.

**APPROVAL OF ITEMS REMOVED FROM TODAY'S ENGINEERING
COMMITTEE CONSENT CALENDAR**

The Board will discuss items removed from today's Engineering Committee Consent Calendar requiring further discussion.

ENGINEERING GENERAL INFORMATION ITEMS

4. **EI Toro Water District Capital Project Status Report**
(Reference Material Included)

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

5. **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 – Director Monin

CONSENT CALENDAR

(All matters under the Consent Calendar will be approved by one motion unless a Board member or a member of the public requests separate action or discussion on a specific item)

6. **Approval of the January 22, 2018 Finance Committee Minutes**
(Reference Material Included)

Consider approving the minutes for the January 22, 2018 Finance Committee meeting.

Recommended Action: Approve minutes for the January 22, 2018 Finance Committee meeting.

7. **Financial Package - Authorization to Approve Bills for Consideration dated February 20, 2018 and Receive and File Financial Statements as of January 31, 2018** (Reference Material Included)

Staff will review and comment on the Bills for Consideration dated February 20, 2018 and Receive and File Financial Statements as of January 31, 2018.

Recommended Action: 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 February 20, 2018, and 2) receive and file the Financial Statements for the period ending January 31, 2018.

8. 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 2018 in the amount of \$1,200.00.

Recommended Action: Staff recommends that the Board approve renewal of the District's membership in the Lake Forest Chamber of Commerce for calendar year 2018 in the amount of \$1,200.00.

APPROVAL OF ITEMS REMOVED FROM TODAY'S FINANCE COMMITTEE
CONSENT CALENDAR

The Board will discuss items removed from today's Finance Committee Consent Calendar requiring further discussion.

FINANCIAL INFORMATION ITEMS

9. Status Report on Responses to the SageView Report (Oral Report)

Staff will review and comment on the status of discussions with HighMark and Prudential relative to the findings and recommendations outlined in the SageView Report.

10. Director Benefit Survey (Oral Report)

Staff will provide an update on the Director Benefit Survey which is in process.

11. 2018/19 Fiscal Year Budget/Cost of Service Evaluation/Preparation and Tentative Schedule Status Report (Reference Material Included)

Staff will review and comment on the 2018/19 fiscal year Budget/Cost of Service Evaluation/Preparation and Tentative Schedule.

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 Negotiator (Dennis Cafferty, Assistant General Manager) regarding the terms and conditions concerning the potential sale/disposition of the following property: Property and Easements within Assessor Parcel Number 613-011-01 (District's existing Pump Station site).
2. In accordance with Government Code Section 54956.96 in order to receive, discuss, and/or take action concerning information obtained by the District's representative pertaining to a closed session of the South Orange County Wastewater Authority ("SOCWA"), a joint powers agency.
3. To consult with General Counsel – in accordance with Government Code Section 54956.9 (potential litigation-one matter).
4. In accordance with Government Code Section 54957 to review the General Manager's Employment Agreement.

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, March 20, 2018.

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.