

3I 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**

May 21, 2019

7:30 a.m.

CALL TO ORDER – Director Freshley

PLEDGE OF ALLEGIANCE – Director Gaskins

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. Quarterly Review of the District’s 401(k) Retirement Savings Plan**
(Reference Material Included)

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

2. **Resolution No. 19-5-1 Adopting the Eighth Amendment to the District's Bylaws** (Reference Material Included)

Staff will review and comment on the Eighth Amendment to the District's Bylaws.

Recommended Action: Staff recommends that the Board of Directors 1) adopt Resolution No. 19-5-1 effective May 21, 2019, and 2) authorize and direct the Secretary or his delegate to record the Eighth Amendment to the District's Bylaws with the Orange County Recorder's Office.

RESOLUTION NO. 19-5-1

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
ADOPTING THE EIGHTH AMENDMENT TO
THE DISTRICT'S BYLAWS

3. **Resolution No. 19-5-2 adding a Standing Water Quality (WQ) Committee and Modifying Standing Committee and External Organization Board/Staff Assignments** (Reference Material Included)

The Board President will review and comment on Resolution No. 19-5-2 adding a Standing Water Quality (WQ) Committee and Modifying Standing Committee and External Organization Board/Staff Assignments for the balance of Calendar Year 2019, effective May 21, 2019.

Recommended Action: The Board of Directors will consider adopting Resolution No. 19-5-2, effective May 21, 2019.

RESOLUTION NO. 19-5-2

RESOLUTION OF THE BOARD OF DIRECTORS OF THE
EL TORO WATER DISTRICT
ADDING A STANDING WATER QUALITY COMMITTEE AND
MODIFYING STANDING AND EXTERNAL ORGANIZATION
BOARD AND STAFF ASSIGNMENTS FOR THE BALANCE OF 2019
EFFECTIVE MAY 21, 2019

4. **Appointment Process and timeline for OC LAFCO Regular and Alternate Special District Member Seats** (Reference Material Included)

One of two OC LAFCO Regular Special District Member seats was vacated on April 10, 2019. The expiration date of this term is June 30, 2020. If the incumbent Alternate Special District member decides to run and is elected to

the regular Special District Seat, the alternate seat will also be open. The OC LAFCO Executive Officer will accept nominations for both the regular and alternate seats. Nominations and the Declaration of Qualification to Vote for designating the authorized regular and alternate voting member of ETWD must be received by OC LAFCO no later than 3 PM on Friday, June 7, 2019. Ballots will be emailed to all Special District presiding officers/designees on June 17, 2019. Ballots due to OC LAFCO on July 19, 2019.

Recommended Action: Staff recommends that the Board of Directors 1) consider submitting a candidate's name for the Regular and Alternate Seats and 2) complete and submit the Declaration of Qualification to Vote for designating the authorized regular voting member and the alternate voting member for ETWD, for this appointment process.

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)

5. Consider approving the April 23, 2019 Engineering Committee meeting minutes.

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.

Recommended Action: The Board will be requested to approve the items removed from today's consent Calendar.

ENGINEERING ACTION ITEMS

There are no action items.

ENGINEERING GENERAL INFORMATION ITEMS

6. **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.

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

CALL MEETING TO ORDER – Vice President 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)

8. Consider approving the April 11, 2019 Board Budget Workshop meeting minutes

Consider approving the April 23, 2019 Finance Committee meeting minutes

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.

Recommended Action: The Board will be requested to approve the items removed from today's consent Calendar.

FINANCIAL ACTION ITEMS

9. **Financial Package - Authorization to Approve Bills for Consideration dated May 21, 2019 and Receive and File Financial Statements as of April 30, 2019** (Reference Material Included)

The Board will consider approving the Bills for Consideration dated May 21, 2019 and Receive and File Financial Statements as of April 30, 2019.

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 May 21, 2019, and 2) receive and file the Financial Statements for the period ending April 30, 2019.

FINANCIAL INFORMATION ITEMS

10. Internship Program (Oral Report)

Staff will review and comment on the District's practices with regards to periodic utilization of Interns to meet and/or assist in carrying out certain District projects and programs. Currently the District has no written Internship Policy. Discussion will include determining whether a written Policy memorializing current and future Internship practices should be developed for Board review/consideration and possibly added to the District's Employee Handbook.

11. 2019/20 Proposition 218 Notice Distribution/Qualified Protest Communications (Oral Report)

Staff will provide a status report on the 2019/20 Proposition 218 Notice distribution and any Qualified Protest Communications received.

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 54956.96 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.
2. Pursuant to Government Code Section 54957 (b) (1), to discuss and/or consider the appointment/employment of an Acting General Manager effective following Mr. Hill's scheduled retirement.

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, June 25, 2019.

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.