

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.



DENNIS P. CAFFERTY, 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 FINANCE/INSURANCE COMMITTEE MEETING AND ENGINEERING COMMITTEE MEETING

November 25, 2019

7:30 a.m.

CALL TO ORDER – President Vergara

PLEDGE OF ALLEGIANCE – Director Havens

ORAL COMMUNICATIONS/PUBLIC COMMENTS

Members of the public may address the Board at this time or they may reserve this opportunity with regard to an item on the agenda until said item is discussed by the Board. Comments on other items will be heard at the times set aside for “COMMENTS REGARDING NON-AGENDA ENGINEERING COMMITTEE ITEMS” or for “COMMENTS REGARDING NON-AGENDA FIC 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.)

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)

1. **Approval of Minutes** (Minutes Included)
 - a. Consider approving the minutes of the October 22, 2019 Finance Committee meeting
 - b. Consider renewing the District's membership in California Association of Sanitation Agencies (CASA) in the amount of \$13,370 for calendar year 2020. The membership dues for 2019 were \$13,370.
 - c. Consider renewing the District's membership in American Water Works Association (AWWA) in the amount of \$2,223 for calendar year 2020. The membership dues for 2019 were \$2,158.
 - d. Consider renewing the District's membership in WaterReuse in the amount of \$1,070 for calendar year 2020. The membership dues for 2019 were \$1,016.50.
 - e. Consider renewing the District's membership in CSDA in the amount of \$7,615 for calendar year 2020. The membership dues for 2019 were \$7,252.
 - f. Consider approving the 2018/19 fiscal year reconciliation of the District's restricted Capital Facility Fee Reserve.

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 Finance Committee Consent Calendar.

FINANCIAL ACTION ITEMS

2. **ETWD Comprehensive Annual Financial Report/Audit – Fiscal Year Ended June 30, 2019** (Reference Material Included)

Staff and the District's independent Auditor, The PUN Group, will review and comment on the District's Comprehensive Annual Financial Report (CAFR) – Audit for fiscal year ended June 30, 2019.

Recommended Action: Staff recommends that the Board of Directors receive and file the District's Comprehensive Annual Financial Report (CAFR) – Audit for fiscal year ended June 30, 2019.

3. **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.

Recommended Action: Staff recommends that the Board Receive and File the Quarterly review of the District's 401(k) Retirement Savings Plan.

4. **2019 Strategic Plan Update** (Reference Material Included)

Staff and the District's Consultant, Means Consulting, will review and comment on the draft Vision, Mission, Goals, and Values to be included in the update of the El Toro Water District's Strategic Plan.

Recommended Action: Staff recommends that the Board approve the Vision, Mission, Goals, and Values statements for inclusion in the 2019 Strategic Plan update.

5. **Dam Failure Liability Insurance** (Reference Material Included)

Staff will review and comment on the renewal invoice from ACWA JPIA for Dam Failure Liability Insurance.

Recommended Action: Staff recommends that the Board of Directors authorize the District's General Manager to pay the ACWA JPIA renewal invoice for Dam Failure Liability Insurance in the amount of \$59,415.

6. **Financial Package - Authorization to Approve Bills for Consideration dated November 25, 2019 and Receive and File Financial Statements as of October 31, 2019** (Reference Material Included)

The Board will consider approving the Bills for Consideration dated November 25, 2019 and Receive and File Financial Statements as of October 31, 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 November 25, 2019, and 2) receive and file the Financial Statements for the period ending October 31, 2019.

FINANCIAL INFORMATION ITEMS

7. 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

ENGINEERING COMMITTEE

CALL MEETING TO ORDER – Director Freshley

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. Approval of Minutes (Minutes Included)

- a. Consider approving the minutes of the October 22, 2019 Engineering Committee.

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 Engineering Committee Consent Calendar.

ENGINEERING ACTION ITEMS

There are no action items.

ENGINEERING GENERAL INFORMATION ITEMS

9. **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.

10. **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

ATTORNEY REPORT

CLOSED SESSION

At this time the Board will go into Closed Session as follows:

1. At this time the Board will go into Closed Session pursuant to Government Code Section 54956.9 (d) (2) to consult with legal counsel and staff –Potential Litigation (one matter).
2. To conduct the General Manager's annual performance evaluation pursuant to Government Code Section 54957 (b) (1).

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.

12. General Session Membership Meeting at ACWA 2019 Fall Conference
(Reference Material Included)

Staff will review and comment on the General Session Membership Meeting. The purpose of the meeting is to formally nominate and elect ACWA's President and Vice President for the 2020-2021 term.

Recommended Action: Staff recommends that the Board of Directors 1) approve a Proxy Designation Form designating President Vergara as the District's Voting Delegate, and 2) to cast a vote approving the ACWA Nominating Committee recommended slate for President (Steven LaMar) and Vice Chair (Sarah Palmer).

ADJOURNMENT TO 7:30 a.m., Tuesday, December 17, 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.