

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 ENGINEERING COMMITTEE MEETING AND FINANCE AND INSURANCE COMMITTEE MEETING

March 23, 2020

7:30 a.m.

This Meeting is being conducted in accordance with Governor Newsom's Executive Order N-29-20 (Paragraph 3) and the conditions specified therein which waive certain provisions of the Brown Act.

In an effort to protect public health and prevent the spread of COVID-19 (Coronavirus), and in accordance with the Governor's Executive Order N-29-20, **there will be no public location for attending in person.**

The Order allows all Board Members to participate telephonically in the Meeting from remote locations. As such, Directors Monin, Gaskins, Vergara, Freshley and Havens will be participating telephonically.

Members of the public who wish to comment on any item within the jurisdiction of the District or on any item on the agenda, may observe and address the Meeting by joining at this link: <https://zoom.us/j/760692058>. (Meeting ID: 760 692 058). Members of the public who wish only to listen to the telephonic meeting may dial in at the following numbers (669) 900-6833 or (346) 248-7799 with the same Meeting ID noted above.

CALL TO ORDER – President Monin

PLEDGE OF ALLEGIANCE – Director Freshley

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 may 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 item(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. **Coronavirus COVID-19 – El Toro Water District Response Update**
(Reference Material Included)

2. **Resolution No. 20-3-1 Amending the El Toro Water District Employee Handbook** (Reference Material Included)

Staff will review and comment on Resolution No. 20-3-1 which amends Sections II and III of the El Toro Water District Employee Handbook to provide for modifications of work schedules, overtime calculations and employee leave categories made necessary during emergencies.

Recommended Action: Staff recommends that the Board of Directors approve Resolution No. 20-3-1 which amends the El Toro Water District Employee Handbook.

RESOLUTION NO. 20-3-1
OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
AMENDING THE EL TORO WATER DISTRICT
EMPLOYEE HANDBOOK

3. Delegation of Authority

The General Manager and Board President will lead a discussion regarding the spending authority of the General Manager in response to Coronavirus COVID-19 crisis.

Recommended Action: Staff recommends that the Board of Directors increase the General Manager's spending authority for items related to the Coronavirus COVID-19 emergency to \$250,000.

ENGINEERING COMMITTEE

CALL MEETING TO ORDER – Director Freshley

4. 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)

- a. Consider approving the minutes of the February 24, 2020 Engineering Committee meeting. (Minutes Included)

Recommended Action: The Board will be requested to approve the subject 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 Engineering Committee Consent Calendar.

ENGINEERING ACTION ITEMS

There are no action items.

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 AND INSURANCE COMMITTEE MEETING

CALL MEETING TO ORDER – Director Vergara

7. **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)

- a. Consider approving the minutes of the February 24, 2020 Finance and Insurance Committee meeting. (Minutes Included)

Recommended Action: The Board will be requested to approve the subject minutes.

- b. Consider approving a change to the previously approved Financial Statements as of January, 30 2020. (Reference Material Included)

Recommended Action: The Board will be requested to approve the modified Financial Statements as of January, 30 2020.

- c. Consider Receiving and Filing the District's 1st Quarter report and 2nd Quarter report of the District's Financials from the Auditors, White Nelson Diehl Evans LLP (Reference Material Included)

Recommended Action: The Board will be requested to received and file the subject Audit Reports.

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

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

Recommended Action: The Board will be requested to approve the items removed from today's Finance and Insurance Committee Consent Calendar.

FINANCIAL ACTION ITEMS

8. **Financial Package - Authorization to Approve Bills for Consideration dated March 23, 2020 and Receive and File Financial Statements as of February 29, 2020** (Reference Material Included)

The Board will consider approving the Bills for Consideration dated March 23, 2020 and Receive and File Financial Statements as of February 29, 2020.

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 March 23, 2020, and 2) receive and file the Financial Statements for the period ending February 29, 2020.

FINANCIAL INFORMATION ITEMS

9. **2020/21 Fiscal Year Budget/Cost of Service Evaluation/Preparation and Tentative Schedule Status Report** (Reference Material Included)

Staff will review and comment on the 2020/21 fiscal year Budget/Cost of Service Evaluation/Preparation and Tentative Schedule.

10. **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. At this time the Board will go into Closed Session pursuant to Government Code Section 54956.9 (d) (1) to consult with legal counsel and staff on a matter of pending litigation. *The People of the State of California, acting by and through the Department of Transportation. Plaintiff, vs. County of Orange; Pacific and Telegraph Co.; Santa Margarita Water District; Laguna Hills Sanitation, Inc., California Corporation; and Does 1 through 50, inclusive. Defendants- Orange County Superior Court- Case No. 30-2020-01122114-CU-EI-CXC.*
2. At this time, the Board will go in to Closed Session pursuant to Government Code Section 54956.9 (d) (1) to consult with legal counsel and staff on a matter of pending litigation. [Class Action] *Kessner et al. v. City of Santa Clara, et al. (Santa Clara County Superior Court - Case No. 20 CV 364054.*
3. At this time, the Board will go into Closed session pursuant to Government Code Section 54956.9 (d) (4) to consult with legal counsel and staff and decide whether to initiate litigation (one matter)

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., Monday, April 20, 2020.

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.