

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

SPECIAL MEETING OF THE BOARD OF DIRECTORS

SEPTEMBER 10, 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://us02web.zoom.us/j/82770583607> (Meeting ID: 827 7058 3607). 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. Please be advised the Meeting is being recorded.

CALL TO ORDER – President Monin

PLEDGE OF ALLEGIANCE – Director Vergara

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. At Will Policy

Staff and legal counsel will review with the Board and lead a discussion regarding and associated with the Employee Handbook language defining the current “At Will” policy defined therein.

2. Employee Handbook (Reference Material Included)

Staff will review amendments to the Employee Handbook for approval and adoption.

Recommended Action:

Staff recommends that the Board of Directors approve the ETWD Employee Handbook dated September 2020 which Handbook replaces the existing ETWD Employee Handbook in its entirety.

3. Oso Lift Station Improvement Project – Change Order No. 1 (Reference Material Included)

Staff will review and comment on a change order request for the Oso Lift Station Improvement Project.

Recommended Action:

Staff recommends that the Board of Directors authorize the District’s General Manager to execute Change Order No. 1 with J.R. Filanc Construction Company, Inc. in the amount of \$71,857.69 for electrical improvements of the Oso Lift Station Improvement Project. Staff 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.

ADJOURNMENT

The agenda material for this meeting is available to the public on the District's website at <https://etwd.com/>. 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 on the District's website.