

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 AND INSURANCE COMMITTEE MEETING AND ENGINEERING COMMITTEE MEETING

July 19, 2021

7:30 a.m.

Members of the public who wish to comment on any item within the jurisdiction of the District or on any item on the agenda, attend the meeting in person at the District's office or may observe and address the Meeting by joining at this link:

<https://us02web.zoom.us/j/82027538774>. (Meeting ID: 820 2753 8774).

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 Gaskins

**PLEDGE OF ALLEGIANCE** – Director Monin

#### **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.)

## **FINANCE AND INSURANCE COMMITTEE MEETING**

### **CALL MEETING TO ORDER – Director Havens**

#### **1. 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 June 21, 2021 Finance and Insurance Committee meeting (Minutes Included)

**Recommended Action:** The Board will be requested to approve the subject minutes listed above in the Consent Calendar.

### **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.

#### **2. California Asset Management Program (CAMP) (Reference Material Included)**

A CAMP Representative will update the Board on the District's investment holdings and philosophy based on the economic outlook. CAMP assists the District with short-term and long-term investment alternatives.

## **FINANCIAL INFORMATION ITEMS**

#### **3. Certificate of Achievement for Excellence in Financial Reporting (Reference Material Included)**

Staff will review and comment on the award of the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the District's Comprehensive Annual Financial Report for the fiscal year that ended June 30, 2020. Staff will also provide an update on the quarterly audits for the first three quarters of the 2020-2021 fiscal year.

**4. 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.

**FINANCIAL ACTION ITEMS**

**5. Quarterly Insurance Report (Reference Material Included)**

Staff will review and comment on the Quarterly Insurance Report for the period April 1, 2021 through June 30, 2021.

**Recommended Action:** Staff recommends that the Board Receive and File the Quarterly Insurance Report for the period of April 1, 2021 through June 30, 2021.

**6. Financial Package - Authorization to Approve Bills for Consideration dated July 19, 2021 and Receive and File Financial Statements as of June 30, 2021 (Reference Material Included)**

The Board will consider approving the Bills for Consideration dated July 19, 2021 and Receive and File Financial Statements as of June 30, 2021.

**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 July 19, 2021, and 2) receive and file the Financial Statements for the period ending June 30, 2021.

**COMMENTS REGARDING NON-AGENDA FIC ITEMS**

**CLOSE FINANCE AND INSURANCE COMMITTEE MEETING**

**ENGINEERING COMMITTEE**

**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 June 21, 2021 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**

8. **WRP Main Electrical Power Breakers Replacement Project**  
(Reference Material Included)

Staff will review and comment on the removal and replacement of one existing 3000 amp circuit breaker and two existing 1600 amp circuit breakers at the Water Recycling Plant.

### **Recommended Action:**

Staff recommends that the Board of Directors authorize the District's General Manager to enter into a contract with Royal Wholesale Electric in the amount of \$134,491.40 for the WRP Main Electrical Power Breakers Replacement Project. Staff further 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.

9. **Oso Lift Station Improvement Project Change Orders**  
(Reference Material Included)

Staff will review and comment on Change Order #4 to the Oso Lift Station Improvement Project Construction Contract that brings an accumulated change order value of Change Orders Nos. 2 – 4 to \$61,435.67.

### **Recommended Action:**

Staff recommends that the Board of Directors authorize the District's General Manager to issue Construction Change Order No. 4 to the existing contract with Filanc Construction in the amount of \$19,070.65 for the construction of the Oso Lift Station Improvement Project and ratify the approval of Change Order No. 2 in the amount of \$15,289.00 and Change Order No. 3 in the amount of \$27,075.86. Staff further 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.

## **ENGINEERING GENERAL INFORMATION ITEMS**

**10. 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.

**11. 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) (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)*.

## **REGULAR SESSION**

### **REPORT ON CLOSED SESSION (Legal Counsel)**

Mr. Granito will provide an oral report on the Closed Session.

## ADJOURNMENT

*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.*