

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

October 25, 2021

7:30 a.m.

Vice President Freshley will be attending via Zoom from:  
The Inn at Opryland  
2401 Music Valley Drive  
Nashville, Tennessee 37214

And

Director Vergara will be attending via Zoom from:  
The Blue Sky Lodge  
10 Flight Road  
Carmel Valley, CA 93924

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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/86068066695> (Meeting ID: 860 6806 6695).

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 – President Gaskins**

**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. AB 361 & Remote Meeting Requirements (Reference Material Included)**

Staff will provide an update on the requirements for remote meetings pursuant to AB 361.

**FINANCE AND INSURANCE COMMITTEE MEETING**

**CALL MEETING TO ORDER – Director Havens**

**2. 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 September 20, 2021 Finance and Insurance Committee meeting (Minutes Included)

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

## **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 INFORMATION ITEMS**

3. **Other Post Employment Benefits (OPEB) Update**  
(Reference Material Included)

Staff will review and comment on the updated analysis of the District's OPEB liability for the fiscal year ended June 30, 2021.

4. **Update on Financing Plan for Near-term Future Capital Projects**  
(Reference Material Included)

Staff will provide an update on the status of the financing plan for upcoming large capital projects.

5. **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.

6. **Update on the Implementation of the Springbrook Software System**

Staff will provide an update on the status of the implementation of the Springbrook Software System.

### **FINANCIAL ACTION ITEMS**

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

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

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

8. **Resolution No. 21-10-1 Capitalization Policy for Capital Assets** (Reference Material Included)

Staff will review and comment on proposed changes to the District's Capitalization Policy for Capital Assets.

**Recommended Action:**

Staff recommends that the Board adopt Resolution No. 21-10-1 approving the Capitalization Policy for Capital Assets.

RESOLUTION NO. 21-10-1

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE EL TORO WATER DISTRICT  
ADOPTING A CAPITALIZATION POLICY FOR  
CAPITAL ASSETS

9. **Financial Package - Authorization to Approve Bills for Consideration dated October 25, 2021 and Receive and File Financial Statements as of September 30, 2021** (Reference Material Included)

The Board will consider approving the Bills for Consideration dated October 25, 2021 and Receive and File Financial Statements as of September 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 October 25, 2021, and 2) receive and file the Financial Statements for the period ending September 30, 2021.

**COMMENTS REGARDING NON-AGENDA FIC ITEMS**

**CLOSE FINANCE AND INSURANCE COMMITTEE MEETING**

# ENGINEERING COMMITTEE

## CALL MEETING TO ORDER – Director Vergara

### 10. 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 September 20, 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

### 11. ETWD Filter Plant Site Use Investigation and Design Project (Reference Material Included)

Staff will review and comment on the proposal received from Richard Brady & Associates for the ETWD Filter Plant Site Use Investigation and Design Project to facilitate the demolition of the existing Filter Plant Building and the construction of an ETWD warehouse facility and the WEROC EOC building. Staff will further review and comment on the cost share agreement between ETWD and the Municipal Water District of Orange County to allocate the costs of the consulting services between the two agencies.

**Recommended Action:** Staff recommends that the Board of Directors authorize the General Manager to 1) enter into a contract with Richard Brady & Associates in the amount of \$475,633 for engineering design services for the ETWD Filter Plant Site Use Investigation and Design Project, and 2) enter into a cost share agreement with the Municipal Water District of Orange County (MWDOC) to allocate the proportional share of consultant service costs between ETWD and MWDOC.

## GENERAL INFORMATION ITEMS

12. **Joint Transmission Main (JTM) Pump Station Project**  
(Reference Material Included)

Staff will review and comment on the benefits as well as preliminary cost estimate for the JTM Pump Station Project.

13. **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.

14. **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. Pursuant to Government Code Section 54956.9 (d) (1) to consult with legal counsel and staff on a matter of pending litigation. *Kessner et al. v. City of Santa Clara, et al. (Santa Clara County Superior Court - Case No. 20 CV 364054).*
2. 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.

## 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.*