

MINUTES OF THE REGULAR MEETING  
OF THE  
BOARD OF DIRECTORS  
OF THE  
EL TORO WATER DISTRICT  
May 26, 2022

President Freshley called the meeting of the Board of Directors of the ELTORO WATER DISTRICT to order at 7:30 a.m.

Director Gaskins led in the Pledge of Allegiance to the flag.

Directors KATHRYN FRESHLEY, KAY HAVENS, MIKE GASKINS, MARK MONIN and JOSE VERGARA participated.

Also present were DENNIS P. CAFFERTY, General Manager, JASON HAYDEN, CFO, SCOTT HOPKINS, Operations Superintendent, HANNAH FORD, Engineering Manager, SHERRI SEITZ, Public Relations/Emergency Preparedness Administrator, GILBERT J. GRANITO, General Counsel, MARK PADE, Chief Plant Operator, CAROL MOORE, Laguna Woods Mayor (zoom), and POLLY WELSCH, Recording Secretary.

Oral Communications/Public Comments

Ms. Moore mentioned the Carson Plant project and suggested that ETWD consider participating in the project.

Items Received Too Late to be Agendized

President Freshley asked if there were any items received too late to be agendized. Mr. Cafferty replied no.

Presentation of Awards, Recognitions, Certifications, and Introductions

Mr. Cafferty recognized and congratulated Mark Pade, Chief Plant Operator, for 15 years of service.

At approximately 7:40 a.m. Mr. Pade left the meeting.

Consent Calendar

President Freshley asked for a Motion.

Motion: Vice President Havens made a Motion, seconded by Director Monin and unanimously carried across the Board to approve the Consent Calendar.

Roll Call Vote:

|                       |     |
|-----------------------|-----|
| Director Vergara      | aye |
| Director Monin        | aye |
| Director Gaskins      | aye |
| Vice President Havens | aye |
| President Freshley    | aye |

Director Reports for Meetings Attended

Director Vergara stated that he attended the MWDOC/MET Directors workshop, the ACWA conference, the WACO Planning Committee meeting, the WACO meeting, the MWDOC Board meeting, the regular Board meetings, the Special Board Budget Workshop meeting, and he will be appearing on TV-6, and will be attending the South County Agencies meeting today.

Director Monin stated that he attended the ACWA conference, the ISDOC Executive Committee meeting, the MWDOC Admin/Finance Committee meeting, the WACO Planning Committee meeting, the regular Board meetings, the

Special Board Budget Workshop meeting, the Laguna Woods City Council meeting, and he will be attending the OCCOG meeting.

Director Gaskins stated that he attended the ACWA conference, the two Budget Committee meetings, the RRC meeting, the SOCWA Board meeting, the MWDOC P&O meeting, the MWDOC Board meeting, the WACO meeting, the regular Board meetings, the Special Board Budget Workshop meeting, and will be attending the South County Agencies meeting.

Vice President Havens stated that she attended the Special Board Budget Workshop meeting, the MWDOC P&O, the 2 Budget Committee meetings, the ISDOC Executive Committee meeting, the MWDOC Admin/Finance meeting, the WACO meeting, the Agenda Review meeting, the MWDOC Board meeting, the OCWA meeting, a meeting on Aliso Creek, the South Orange County Watershed Management meeting, the regular Board meetings, the Laguna Woods City Council meeting, and will be helping with the Watershed Management meeting.

President Freshley stated that she attended the Special Board Budget Workshop meeting, the ACWA conference, the JPIA meeting, the WACO meeting, the RRC meeting, the SOCWA Board meeting, the SOCWA Finance Committee meeting, the MWDOC Board meeting, the MWDOC/MET Directors workshop, the Agenda Review meeting, two Laguna Woods City Council meetings, the OCWA meeting, and the regular Board meetings.

## General Manager Action Items

### COVID-19 Update

Mr. Cafferty stated that the pandemic is still with us, and staff recommends continuing the Emergency Administrative Leave.

Ms. Cimorell stated that JPIA has a Summer Circle Series for Modern Health that she will forward to staff and the Board to review the 3-part series at their discretion. She further stated that the dates are June 22<sup>nd</sup>, August 17<sup>th</sup>, and September 14<sup>th</sup>.

President Freshley asked for a Motion.

Motion: Director Monin made a Motion, seconded by Director Gaskins and unanimously carried across the Board to grant the General Manager discretion to extend the use of Emergency Administrative Leave, as necessary up to 160 hours per employee per month, until the August 25, 2022 meeting of the Board of Directors.

### Roll Call Vote

|                       |     |
|-----------------------|-----|
| Director Monin        | aye |
| Director Gaskins      | aye |
| Vice President Havens | aye |
| President Freshley    | aye |
| Director Vergara      | aye |

## General Manager Information Items

### General Manager's Monthly Report

Mr. Cafferty stated that we continue to track water usage compared to the benchmark, which is challenging to try and meet a reduced number.

Vice President Havens stated that on page 30 the chlorine monitoring for Reservoir 2 shows 0.00. Mr. Cafferty replied that it was out of service. Vice President Havens suggested adding a footnote explanation.

Director Monin stated that Phone Calls have increased, and there is a line item for Trim Bushes/Meter Obstruction. Mr. Cafferty stated that staff does not trim the bushes for the customers but instead reminds customers to do so to enable access for meters reading.

Mr. Hayden stated that phone calls will increase as we resume the shut-off for non-payment. He further stated that the District received the second payment on the Arrearages Program on the wastewater side of approximately \$27,000.

President Freshley asked if customers will have to pay their full delinquent accounts. Mr. Cafferty replied that the customers were credited what the Arrearages Program allowed, and Customer Service is working with customers who have past due accounts on a payment plan.

#### Legislative Reports

There were no comments.

#### Public Education and Outreach & Water Use Efficiency Reports

Ms. Seitz stated that the newsletter will be going out this month regarding the R-6 Reservoir cover and liner replacement, the Water Quality Report, rebates, fixing leaks, plant ideas, community events, new employee spotlight, past Director Jerry Werner, and the OC Register Top Workplace and AA Credit rating.

Ms. Seitz stated that the CAG meeting will be on June 2<sup>nd</sup> and topics will include the ETWD Level 2 Water Shortage and the 2022/23 Budget. She further stated that as of date we have 19 outside RSVP's.

Ms. Seitz stated that Director Vergara will be on TV-6 to discuss ETWD moving into Level 2 Water Shortage and Water Conservation.

Ms. Seitz stated that the Stella has been placed in the Laguna Woods Community Center lobby for a month and then will be brought to ETWD for a month and then back to the Laguna Woods Art Association.

Ms. Seitz included in her report some photos from the Concerned Citizens Earth Day Celebration and the City of Mission Viejo Earth Day & Arbor Day Green Expo.

Ms. Seitz stated that ETWD is co-sponsoring with SMWD and MNWD the drought tolerant table centerpieces for the event on June 9<sup>th</sup>. Director Monin suggested asking IRWD to co-sponsor the table centerpieces for the next Lake Forest event.

Ms. Seitz stated that, regarding the Adopt a Channel, she is waiting on the County to schedule a walk-through.

#### SOCWA Reports

Mr. Cafferty stated that there was discussion at the Finance Committee meeting on their budget which was approved.

Ms. Ford stated that they had action items for their Project Committee and had to pay a portion of the Regional Asset Management work they are doing since the consequence of failure analysis wasn't part of the original

scope, and our portion was approximately \$6,000. She further stated that there is a microbial analyzer which will be added to the Outfall to reduce analytical time, and our portion will be approximately \$13,000.

President Freshley stated that in the Board meeting they accepted the withdrawal letter from SMWD that adequate notice had been provided by the City of San Juan Capistrano to withdraw from SOCWA and that SMWD would accept all responsibilities of the City of San Juan Capistrano.

#### MWDOC Reports

Director Monin stated that at the Planning and Operations meeting they discussed AB 2639, SB 1044, and master agreements for shared programs and services with Anaheim, Santa Ana, and Fullerton. Vice President Havens stated that they also discussed an economic analysis of a proposed water use efficiency standard.

Director Monin stated that at the Admin/Finance meeting they discussed the annual approval of Direct Salary Schedules, authorized the purchase of a new copier, approved changes to their Records Retention schedule, discussed the annual review of district investment policy and guidelines, and candidate statements for the election.

President Freshley asked if they provided an update on the Reserves issue. Mr. Cafferty replied no there was no discussion on the Reserves issue.

#### SOCWMA Reports

Vice President Havens stated that AB 361 was discussed, and a collaborative workgroup meeting was held regarding the Aliso Creek Wildlife

Habitat Enhancement Project which involves putting a bridge over Aliso Creek and changing the hydrology of the creek to be more conducive of the fish flow.

#### LAFCO

President Freshley stated that she was not able to attend.

#### ISDOC

Director Monin stated that they discussed the budget and Reserves. President Freshley questioned what their Reserves are used for. Director Monin stated that the funds are to be used for the quarterly luncheons which haven't been held since the pandemic.

#### WACO

Director Monin stated that there was a program called Living in the Dash: Managing and Communicating through the 2020 – Drought. He further stated that the speakers were Brad Coffey, Debra Sass, and Teresa Robertson.

Director Vergara stated that they will be reviewing how the changes at MET will affect us.

#### COMMITTEE AND GENERAL INFORMATION

##### Dates to Remember for May/June

There were no comments.

##### Comments Regarding Non-Agenda Items

There were no comments.

##### Attorney Report

Mr. Granito reported that there is no need for a Closed Session today, and as such regular session continued.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 8:40 a.m.

Respectfully submitted,



---

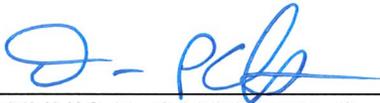
POLLY WELSCH  
Recording Secretary

APPROVED:



---

KATHRYN FRESHLEY, President of  
the El Toro Water District and the  
Board of Directors thereof



---

DENNIS P. CAFFERTY, Secretary  
of the El Toro Water District and  
the Board of Directors thereof

