

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

August 22, 2022

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, may 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/85856112222> (Meeting ID: 858 5611 2222).

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 Freshley

PLEDGE OF ALLEGIANCE – Vice President Havens

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 Monin

1. Consent Calendar (Reference Material Included)

(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 July 25, 2022 Finance and Insurance Committee meeting (Minutes included)

Recommended Action: The Board will be requested to approve the above Consent Calendar.

2. Quarterly Review of the District's 401(k) Retirement Savings Plan

A HighMark representative will review and comment on the investment performance of the District's 401(k) Retirement Savings Plan.

FINANCIAL INFORMATION ITEMS

3. Update on the Implementation of the Springbrook Software System (Reference Material Included)

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

FINANCIAL ACTION ITEMS

4. Authorization to Approve Bills for Consideration dated August 22, 2022 (Reference Material Included)

The Board will consider approving Bills for Consideration dated August 22, 2022.

Recommended Action: Staff recommends that the Board approve, ratify and confirm payment of those bills as set forth in the schedule of bills for consideration dated August 22, 2022.

COMMENTS REGARDING NON-AGENDA FIC ITEMS

CLOSE FINANCE AND INSURANCE COMMITTEE MEETING

ENGINEERING COMMITTEE

CALL MEETING TO ORDER – Director Vergara

5. 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 July 25, 2022 Engineering Committee meeting. (Minutes Included)

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

ENGINEERING ACTION ITEMS

6. Main Office HVAC Replacement Project (Reference Material Included)

Staff will review and comment on the bids submitted for the construction of the Main Office HVAC Replacement Project.

Recommended Action: Staff recommends that the Board of Directors authorize the General Manager to 1) enter into a contract with Empire Design & Build LLC in the amount of \$230,000 for the construction of the Main Office HVAC Improvement Project; 2) enter into a contract with RPM Engineers Inc. in the amount of \$4,000 and 3) enter into a contract with Scott Wallace Structural Engineers in the amount of \$2,500 both for Engineering Services during Construction. Staff further recommends that the Board authorize the General Manager to fund the project costs from District's Bond Covenant Reserves in accordance with the District's adopted Cash Reserve Policy.

7. Board Room Audio Visual Technology Improvements (Reference Material Included)

Staff will review and comment on the proposals submitted for the installation of audio visual technology improvements in the District Board Room.

Recommended Action: Staff recommends that the Board of Directors authorize the General Manager to issue a purchase order to Western Audio Visual in the amount of \$89,763.22 for the purchase and installation of audio visual technology improvements in the District Board Room. Staff further recommends that the Board authorize the General Manager to fund the project costs from District's Bond Covenant Reserves in accordance with the District's adopted Cash Reserve Policy.

GENERAL INFORMATION ITEMS

8. **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.

9. **Engineering Items Discussed at Various Conferences and Meetings**

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 54956.8 to consult with it's negotiator (General Manager) with respect to the terms and conditions pertaining to the potential acquisition of capacity interest in wastewater transmission pipes and facilities (appurtenant to real property) from the Irvine Ranch Water District, which property is located within the Service Area of the South Orange County Wastewater Authority.
2. Pursuant to Government Code Section 54956.9 (d) (2) to consult with legal counsel and staff – Anticipated Litigation (one matter).

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.