

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**

#### **FINANCE AND INSURANCE COMMITTEE MEETING AND ENGINEERING COMMITTEE MEETING**

**February 21, 2023**

**1:00 p.m.**

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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, 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/81118127104> (Meeting ID: 811 1812 7104).

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 Havens**

**PLEDGE OF ALLEGIANCE – Director Freshley**

#### **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 Gaskins**

#### **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 January 23, 2023 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 (Reference Material Included)**

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.

#### **4. 2023-24 Fiscal Year Budget Status Update**

Staff will provide an update on the preparation of the 2023-24 Fiscal Year Budget.

## FINANCIAL ACTION ITEMS

5. **Comprehensive Financial Statement – Audit - Fiscal Year Ended June 30, 2022** (Reference Material Included)

Staff and the District's Independent Auditor, Clifton Larson Allen, will review and comment on the District's Comprehensive Financial Statements for the Fiscal Year ended June 30, 2022.

**Recommended Action:** Staff recommends that the Board of Directors receive and file the District's Comprehensive Financial Statements for the Fiscal Year ended June 30, 2022.

6. **Financial Package - Authorization to Approve Bills for Consideration dated February 21, 2023 and Receive and File Financial Statements as of January 31, 2023** (Reference Material Included)

The Board will consider approving Bills for Consideration dated, February 21, 2023 and Receive and File Financial Statements as of January 31, 2023.

**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 February 21, 2023, and 2) receive and file the Financial Statements for the period ending January 31, 2023.

## COMMENTS REGARDING NON-AGENDA FIC ITEMS

## CLOSE FINANCE AND INSURANCE COMMITTEE MEETING

## ENGINEERING COMMITTEE

### CALL MEETING TO ORDER – Director Freshley

#### 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 January 23, 2023 Engineering Committee meeting. (Minutes Included)

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

### ENGINEERING ACTION ITEMS

#### 8. **Boom Truck Replacement** (Reference Material Included)

Staff will review and comment on the proposed replacement of the District's Boom Truck.

**Recommended Action:** Staff recommends that the Board of Directors authorize the General Manager to issue a purchase order contract with Alt Sales Corp. in the amount of \$360,633.00 for the purchase of a replacement Boom Truck. Staff further recommends that the Board authorize the General Manager to fund the purchase cost from the designated Capital Reserves in accordance with the District's adopted Capital Reserve Policy.

#### 9. **Main Office HVAC Improvement Project Duct Replacement** (Reference Material Included)

Staff will review and comment on a proposal from Alicia Air to completely replace the existing ductwork in the Main Office building.

**Recommended Action:** Staff recommends that the Board of Directors authorize the General Manager to issue a contract to Alicia Air in the amount of \$75,000 for the replacement of the HVAC ductwork in the Main Office Building. 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.

## GENERAL INFORMATION ITEMS

### 10. Arc Flash Requirements

Staff will provide an update regarding Arc Flash requirements relative to the District's electrical panels and facilities.

### 11. 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.

### 12. 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. Pursuant to Government Code Section 54956.9 (d) (2) to consult with legal counsel and staff – Potential Litigation (two matters).
2. Pursuant to Government Code Section 54956.9(a) to consult with legal counsel and staff. *Plaintiff, Marlene Jean v. Defendants, Dollar Tree Stores, et al./Cross-Complainant, Park Aliso Commercial Center, Ltd, et al. v. Cross-Defendant, El Toro Water District, et al.*, Superior Court of Los Angeles Case No. 19STCV25234. [Government Code Section 54956.9(a)] – Pending 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.*