

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

March 20, 2023

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/85431516471> (Meeting ID: 854 3151 6471).

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 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 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 February 21, 2023 Finance and Insurance Committee meeting (Minutes included)

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

FINANCIAL INFORMATION ITEMS

2. 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.

3. 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

4. Cox Business Services Contract Renewal (Reference Material Included)

Staff will review and comment on the contract renewal for internet, phone television and firewall services to support operations at the District offices.

Recommended Action: Staff recommends that the Board of Directors authorize the General Manager to enter into a three-year contract with Cox Business and RapidScale for hosted firewall, hosted FortiEMS, SD-WAN services, PRI phone circuit and services, TV service in all buildings, analog phone circuits at the WRP and broadband internet access circuits at both WRP and Main Administration Office campus locations at a total cost of \$171,474 billed at a monthly amount of \$4,598.

5. **Financial Package - Authorization to Approve Bills for Consideration dated March 20, 2023 and Receive and File Financial Statements as of February 28, 2023** (Reference Material Included)

The Board will consider approving Bills for Consideration dated, March 20, 2023 and Receive and File Financial Statements as of February 28, 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 March 20, 2023, and 2) receive and file the Financial Statements for the period ending February 28, 2023.

COMMENTS REGARDING NON-AGENDA FIC ITEMS

CLOSE FINANCE AND INSURANCE COMMITTEE MEETING

ENGINEERING COMMITTEE

CALL MEETING TO ORDER – Director Freshley

6. **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 February 23, 2023 Engineering Committee meeting. (Minutes Included).

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

ENGINEERING ACTION ITEMS

7. **Effluent Transmission Main Backflow Prevention Project**
(Reference Material Included)

Staff will review and comment on bids received for the construction of the Effluent Transmission Main Backflow Prevention Project.

Recommended Action: Staff recommends that the Board of Directors authorize the General Manager to issue a contract to Don Peterson Construction in the amount of \$208,920 for the construction of the Effluent Transmission Main Backflow Prevention 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.

8. **R-6 Reservoir Floating Cover and Liner Replacement Project Change Order Policy** (Reference Material Included)

Staff will review and comment on the proposed R-6 Reservoir Floating Cover and Liner Project Change Order Policy (Policy). The Policy will provide a change order approval mechanism that maintains adequate control while minimizing project delays and their associated costs.

Recommended Action: Staff recommends that the Board of Directors approve the R-6 Reservoir Floating Cover and Liner Replacement Project Change Order Policy.

9. **Joint Regional Water Supply System Meter Replacement** (Reference Material Included)

Staff will review and comment on an invoice from the South Coast Water District for the replacement of the meter serving the JTM Pump Station from the Joint Regional Water Supply System.

Recommended Action: Staff recommends that the Board of Directors authorize the General Manager to pay an invoice issued by the South Coast Water District in the amount of \$67,479.15 for the replacement of the meter serving the JTM Pump Station. 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 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**

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 (one matter).
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.