

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
ENGINEERING COMMITTEE MEETING AND
FINANCE AND INSURANCE COMMITTEE MEETING

August 21, 2023

7:30 a.m.

BOARDROOM, DISTRICT OFFICE
24251 LOS ALISOS BLVD., LAKE FOREST, CA 92630

This meeting will be held in person. As a convenience for the public, the meeting may also be accessed by Zoom and will be available by either computer or telephone audio as indicated below. Because this is an in-person meeting and the virtual component is not required, but rather is being offered as a convenience, if there are any technical issues during the meeting, this meeting will continue and will not be suspended.

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/82364095325> (Meeting ID: 823 6409 5325).

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

ROLL CALL (Determination of a Quorum)

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. **Consider Board Member’s Request for Remote Participation (AB 2449)**
2. **SCWD Presentation on SOCWA and the Doheny Ocean Desalination Project** (Reference Material Included)

Representatives from South Coast Water District will present to the Board status updates on the Doheny Ocean Desalination Project and the on-going discussions regarding the future of the South Orange County Wastewater Authority.

FINANCE AND INSURANCE COMMITTEE MEETING

CALL MEETING TO ORDER – Director Gaskins

3. **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 24, 2023 Finance and Insurance Committee meeting (Minutes included)

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

4. **Quarterly Review of the District's 401(k) Retirement Savings Plan**
(Reference Material Included)

Keith Stribling (Highmark Capital Management) will review and comment on the investment performance of the District's 401(k) Retirement Savings Plan.

FINANCIAL ACTION ITEMS

5. **Financial Package - Authorization to Approve Payment of Bills for the Month Ending August 21, 2023 and Receive and File Financial Statements as of July 31, 2023** (Reference Material Included)

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

Recommended Action: Staff recommends that the Board 1) approve, ratify and confirm payment of those bills as set forth in the Payment Summary for the month ending August 21, 2023, and 2) receive and file the Financial Statements for the month ending July 31, 2023.

6. **Resolution No. 23-8-1 Amending El Toro Water District Policy Statement 1985-3 (IV) Investment Policy** (Reference Material Included)

Staff will review and comment on Resolution No. 23-8-1 amending Policy Statement 1985-3 (IV) Investment Policy.

Recommended Action: Staff recommends the Board approve Resolution No. 23-8-1 amending El Toro Water District Policy Statement 1985-3 (IV) Investment Policy.

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
AMENDING EL TORO WATER DISTRICT POLICY STATEMENT 1985-3 (IV)
INVESTMENT POLICY

7. **Resolution No. 23-8-2 Adopting Policy Statement 2023-24 (IV) Electronic Funds Transfer Policy** (Reference Material Included)

Staff will review and comment on Resolution No. 23-8-2 adopting Policy Statement 2023-24 (IV) Electronic Funds Transfer Policy.

Recommended Action: Staff recommends the Board approved Resolution No. 23-8-2 adopting Policy Statement 2023-24 (IV) Electronic Funds Transfer Policy.

RESOLUTION NO. 23-8-2

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
ADOPTING POLICY STATEMENT 2023-24 (IV)

ELECTRONIC FUNDS TRANSFER POLICY

8. **Revisions to the Employee Handbook** (Reference Material Included)

Staff will review and comment on proposed revisions to the Employee Handbook.

Recommended Action: Staff recommends that the Board adopt Resolution No. 23-8-3 which amends the Districts Employee Handbook, Section II of the Policy Statement Manual.

RESOLUTION NO. 23-8-3

RESOLUTION OF THE BOARD OF DIRECTORS OF THE EL TORO WATER DISTRICT AMENDING THE DISTRICT'S POLICY SECTION II EMPLOYEE HANDBOOK

FINANCIAL INFORMATION ITEMS

9. **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.

10. **Empower – Secure 2.0 Act Implementation** (Oral Report)

Staff will provide an update on the Secure 2.0 Act and the implications for the District's Retirement Plans.

COMMENTS REGARDING NON-AGENDA FIC ITEMS

CLOSE FINANCE AND INSURANCE COMMITTEE MEETING

ENGINEERING COMMITTEE

CALL MEETING TO ORDER – Director Freshley

11. **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 24, 2023 Engineering Committee meeting. (Minutes Included).

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

ENGINEERING ACTION ITEMS

12. **System Wide Arc Flash and Coordination Study** (Reference Material Included)

Staff will review and comment on the review of proposals submitted for the District's System Wide Arc Flash and Coordination Study.

Recommended Action: Staff recommends that the Board of Directors authorize the General Manager to issue a contract to Hazen and Sawyer in the amount of \$179,550.00 for engineering services to develop the System Wide Arc Flash and Coordination Study. 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.

13. **Freeway Lift Station Electrical Equipment Replacement** (Reference Material Included)

Staff will review and comment on the review of quotes submitted for the acquisition of new electrical equipment for the Freeway Lift Station.

Recommended Action: Staff recommends that the Board of Directors authorize the District's General Manager to issue a purchase order contract to OneSource Distributors in the amount of \$251,793.83 for purchase of a new service entrance switchboard, motor control center, and safety switch. 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.

14. **Grit Chamber Rehabilitation Project VFD Prepurchase** (Reference Material Included)

Staff will review and comment on the review of the quote submitted for the acquisition of a new variable frequency drive (VFD) for the grit blower.

Recommended Action: Staff recommends that the Board of Directors authorize the District's General Manager to issue a purchase order contract to Aerzen USA Corp in the amount of \$62,350 for purchase of a new VFD, refurbishing the existing grit blower, and associated parts, warranty, and field support services. 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.

15. **P-4 Pump Replacement** (Reference Material Included)

Staff will review and comment on the review of the quote submitted for the acquisition of two pumps for the P-4 Pump Station.

Recommended Action:

Staff recommends that the Board of Directors authorize the District's General Manager to issue a purchase order contract to John Lisee Pumps, Inc. in the amount of \$73,701.00 for purchase of two 40 HP pumps. Staff also 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

16. **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.

17. **Lead and Copper Rule Revisions – Lead Service Line Inventory** (Oral Report)

Staff will provide an update on revisions to the Lead and Copper Rule and the associated requirements for agencies to conduct an inventory of lead service lines in their service area.

18. **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

REGULAR SESSION

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) and (d)(2) to consult with legal counsel and staff re: (1) *Plaintiff, Marlene Jean v. Defendants,*

Dollar Tree Stores, Inc. et al., Superior Court of Los Angeles Case No. 19STCV25234 and (2) to consider and take action on the Request For Leave to Present Late Claim filed on behalf of Park Aliso Commercial Center, LTD., Dollar Tree Stores, Inc., and Coreland Companies Commercial Real Estate Services.

2. Pursuant to Government Code Section 564956.9(d)(2) to consult with legal counsel and staff - Potential Litigation (two matters).

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.