

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**

**December 18, 2023**

**7:30 a.m.**

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

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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/83249171381> (Meeting ID: 832 4917 1381).

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**

**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)**

**FINANCE AND INSURANCE COMMITTEE MEETING**

**CALL MEETING TO ORDER – Director Gaskins**

**2. 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 November 20, 2023 Finance and Insurance Committee meeting (Minutes included)
- b. Consider approving the Directors to attend the CASA Annual Conference on January 24- 26, 2024 in San Diego, CA

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

## FINANCIAL INFORMATION ITEMS

3. **El Toro Water District Deferred Compensation Plan (457 Plan) Quarterly Performance Report** (Reference Material Included)

Staff will provide an update on the performance of the investment options in the District's Deferred Compensation Plan (457 Plan) for the third quarter of the 2023 calendar year.

4. **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

5. **Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting** (Reference Material Included)

Staff will review and comment on receipt of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the District's annual comprehensive financial report for the fiscal year ended June 30, 2022.

## FINANCIAL ACTION ITEMS

6. **Financial Package - Authorization to Approve Payment of Bills for the Month Ending December 18, 2023 and Receive and File Financial Statements as of November 30, 2023** (Reference Material Included)

The Board will consider approving Bills for Consideration dated December 18, 2023 and Receive and File Financial Statements as of November 30, 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 December 18, 2023, and 2) receive and file the Financial Statements for the month ending November 30, 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 November 20, 2023 Engineering Committee meeting. (Minutes Included).

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

### ENGINEERING ACTION ITEMS

#### 8. **R-6 Reservoir Perimeter Road Repair Project Change Order** (Reference Material Included)

Staff will review and comment on a change order to the R-6 Reservoir Perimeter Road Repair Project to provide seal coat, crack repair of existing asphalt, berm installation, and drainage channel repair.

**Recommended Action:** Staff recommends that the Board of Directors authorize the General Manager to issue a change order to the existing contract with PaveWest, Inc. in the amount of \$54,547.84 for the R-6 Reservoir Perimeter Road Repair Project. 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.

#### 9. **R-6 Reservoir Floating Cover and Liner Replacement Project Change Orders** (Reference Material Included)

Staff will review and comment on change orders issued to the construction contract for the R-6 Reservoir Floating Cover and Liner Replacement Project.

**Recommended Action:** Staff recommends that the Board of Directors ratify the issuance of Change Order No.1 and Change Order No. 2 to the existing contract with Layfield USA Corp for the construction of the R-6 Reservoir Floating Cover and Liner Replacement Project. 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.

**10. Northline Lift Station Coating Project (Reference Material Included)**

Staff will review and comment on the proposals submitted for coating repairs and rehabilitation of concrete structures at the Northline Lift Station.

**Recommended Action:** Staff recommends that the Board of Directors authorize the General Manager to issue a contract to MC Painting, Inc. in the amount of \$52,640.00 for replacement of damaged PVC liner and repair of corroded concrete in the Northline Lift Station wet well. 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.

**11. Administrative Office Campus Security Camera Project (Reference Material Included)**

Staff will review and comment on the proposed installation of a security camera system at the Administrative Office Campus.

**Recommended Action:** Staff recommends that the Board of Directors consider authorizing the General Manager to issue a contract to Convergent in the amount of \$45,395.93 for the installation of a security camera system at the Administrative Office Campus. 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**

**12. El Toro Water District Operations Report (Reference Material Included)**

Staff will review and comment on the El Toro Water District Operations Report.

**13. 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.

**14. ACWA Fall Conference**

The Committee will discuss relevant issues from the ACWA Fall Conference.

**15. 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) to consult with legal counsel and staff regarding the following existing litigation: *Plaintiff, Marlene Jean v. Defendants, Dollar Tree Stores, Inc. et al.*, Superior Court of Los Angeles Case No. 19STCV25234.
2. Pursuant to Government Code Section 564956.9(d)(2) to consult with legal counsel and staff - Potential Litigation (one matter).
3. Pursuant to Government Code Section 54957(b)(1) to conduct the General Manager's annual performance evaluation.

#### REGULAR SESSION

#### REPORT ON CLOSED SESSION (Legal Counsel)

Mr. Granito will provide an oral report on the Closed Session.

#### 16. General Manager Compensation

**Board Action:** The District's Board of Directors will discuss and consider granting the District's General Manager a compensation increase in the amount and form as determined by the Board.

#### 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.*