

MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF DIRECTORS
OF THE
EL TORO WATER DISTRICT
April 25, 2024

President Monin called the meeting of the Board of Directors of the ELTORO WATER DISTRICT to order at 7:30 a.m.

Director Freshley led the Pledge of Allegiance to the flag.

Directors KAY HAVENS, MIKE GASKINS, MARK MONIN, FRED ADJARIAN, and KATHRYN FRESHLEY participated.

Also present were DENNIS P. CAFFERTY, General Manager, HANNAH FORD, Director of Engineering, VISHAV SHARMA, CFO, SCOTT HOPKINS, Operations Superintendent, JUDY CIMORELL, Director of Human Resources, SHERRI SEITZ, Public Affairs Manager, VU CHU, Water Use Efficiency Analyst, GILBERT J. GRANITO, General Counsel, MIKE MIAZGA, IT Manager (Zoom), JOE MULLER, SCWD Board Member, and POLLY WELSCH, Recording Secretary.

Determination of a Quorum

Five Board members were present for the meeting, therefore a quorum was determined.

Oral Communications/Public Comments

Mr. Joe Muller, South Coast Water District Board member introduced himself, and stated that he is interested in the Special District Seat at OC LAFCO, and would appreciate the El Toro Water District Board members support.

Items Received Too Late to be Agendized

President Monin asked if there were any items received too late to be agendized.

Mr. Cafferty replied yes.

Mr. Granito reported that there is a need to take action on a matter that was not on the agenda that was distributed prior to today's meeting that is for Closed Session.

Mr. Granito reported that at this time the Board will consider adding the following Closed Session item #3 to today's Closed Session agenda:

3. In accordance with Government Code Section 54956.96 in order to receive, discuss, and/or take action concerning information obtained by the District's representative, Director Freshley, pertaining to a closed session of the South Orange County Wastewater Authority ("SOCWA"), a joint powers agency.

President Monin asked for a Motion:

Motion: Director Freshley made a Motion, seconded by Director Adjarian to have the aforementioned item #3 added to today's Closed Session agenda.

Roll Call Vote

Director Adjarian	aye
Director Freshley	aye
Director Havens	aye
Vice President Gaskins	aye
President Monin	aye

Consent Calendar

President Monin asked for a Motion.

Motion: Director Adjarian made a Motion, seconded by Director Freshley to approve the Consent Calendar.

Roll Call Vote:

Director Adjarian	aye
Director Freshley	aye
Director Havens	aye
Vice President Gaskins	aye
President Monin	aye

Directors Reports for Meetings Attended

Vice President Gaskins stated that he attended the MWDOC Planning/Operations meeting, the ISDOC Executive Committee meeting, the RRC meeting, the MWDOC/MET Directors workshop, the SOCWA Board meeting, the WACO meeting, the ETWD Special Board Budget Workshop, the Agenda Review meeting, the MWDOC Board meeting, the MWDOC/OCWD meeting, the Earth Day event, and the regular ETWD Board meetings. He further stated that he will be attending the ISDOC Quarterly meeting today, and the Pres/VP/GM meeting this week.

President Monin stated that he attended the MWDOC Planning/Operations meeting, the ISDOC Executive Committee meeting, the MWDOC/MET Directors workshop, the WACO meeting, the MWDOC Admin/Finance meeting, the MWDOC Elected Officials Forum, the ETWD Special Board Budget Workshop, the Pres/VP/GM meeting, the Agenda Review meeting, the OCWA luncheon, the WACO Planning Committee meeting, and the regular ETWD Board meetings. He further stated that he will be attending the ACWA Spring Conference, OCCOG, and the ISDOC Quarterly luncheon.

Director Adjarian stated that he attended the MWDOC/MET Directors workshop, the WACO meeting, the MWDOC Elected Officials Forum, the ETWD Special Board Budget workshop, the CSDA Governance training, the Southern California Water Committee, and the ETWD regular Board meetings. He further stated that he will be

attending the ACWA Leaders reception, the ACWA Business Development meeting, and the ISDOC Quarterly luncheon.

Director Freshley stated that she attended the MWDOC Planning/Operations meeting, the MWDOC/MET Directors workshop, the MWDOC Board meeting, the WACO meeting, LAFCO, the ETWD Special Board Budget workshop, three SOCWA Board meetings, the RRC meeting, the SOCWA Finance meeting, OCWA luncheon, the Laguna Woods City Council meeting, the Laguna Woods Earth Day, the and the regular ETWD Board meetings. She further stated that she plans to attend the ISDOC luncheon.

Director Havens stated that she attended the MWDOC Planning/Operations meeting, the MWDOC/MET Directors workshop, the Laguna Woods Village Landscape Committee meeting, the ETWD Special Board Budget workshop, WACO, the MWDOC Admin/Finance meeting, the MWDOC Elected Officials Forum, the Earth Day event, and the regular ETWD Board meetings. She further stated that she will be attending the Aliso Creek Collaborative workshop for the South Orange County Watershed Management Committee.

General Manager Action Items

Resolution No. 24-4-2 El Toro Water District Administrative Code

Mr. Cafferty stated that both policies have minor suggested revisions.

Director Freshley suggested a revision to the Fraud Policy, which staff will incorporate into the policy, and bring back to the Board for further evaluation and consideration for approval.

Director Havens asked what kind of security is provided when outside agencies use the District's meeting rooms. Mr. Cafferty replied that District staff are on-site the entire time the meeting rooms are in use.

President Monin asked for a Motion.

Motion: Director Adjarian made a Motion, seconded by Director Freshley to adopt Resolution No. 24-4-2 which adopts the amended El Toro Water District Administrative Code.

Roll Call Vote

Director Adjarian	aye
Director Freshley	aye
Director Havens	aye
Vice President Gaskins	aye
President Monin	aye

Empower Administrative Services Agreement – Retirement Savings Plan

Mr. Cafferty stated that Empower has taken over the Prudential accounts, and new agreements are required to continue the administrative services provided by Empower. He further stated that staff engaged the services of our ERISA Counsel for additional language and comments in the agreements.

President Monin asked for a Motion.

Motion: Vice President Gaskins made a Motion, seconded by Director Havens to authorize the General Manager to execute the Empower Administrative Services Agreement for the El Toro Water District Retirement Savings Plan.

Roll Call Vote

Director Adjarian	aye
Director Freshley	aye
Director Havens	aye
Vice President Gaskins	aye
President Monin	aye

Empower Administrative Services Agreement – Deferred Compensation Plan

President Monin asked for a Motion.

Motion: Director Havens made a Motion, seconded by Vice President Gaskins to authorize the General Manager to execute the Empower Administrative Services Agreement for the El Toro Water District Deferred Compensation Plan.

Roll Call Vote

Director Adjarian	aye
Director Freshley	aye
Director Havens	aye
Vice President Gaskins	aye
President Monin	aye

General Manager Information Items

General Manager’s Monthly Report

Director Freshley asked on the Customer Service Report, what are the numbers at the bottom of the page. Mr. Cafferty replied that these are from the Arrearage Program that the State created during COVID when customers could not pay their water bills. He further stated that the State satisfied outstanding balances on customers’ accounts, and we have to show what the District used the money for.

Mr. Cafferty stated that staff will report back to the Board next month on this program and agendize it as a separate item.

Legislative Reports

There were no comments.

Public Education and Outreach Report

Ms. Seitz stated that she, Mr. Chu, and President Monin attended MWDOC/MET’s State Water Tour last weekend. She further stated that she will

provide photos in next month's report.

Ms. Seitz stated that staff is working on a new Prop 218 Notice. She further stated that the next CAG meeting is May 16th due to the ACWA Spring Conference being the first week of May.

Ms. Seitz stated that Director Havens gave a presentation on TV-6, and Vice President Gaskins will give the next presentation on budget.

Ms. Seitz stated that staff is working with the OC Conservation Corp regarding the cleanup around the Adopt-a-Channel sign and will schedule a board/staff photo shoot at the site.

Ms. Seitz stated that staff is working on developing a construction alert for the residents around the R-4 Exterior Repairs Project, and the Notice for the Lead and Copper Rule Revisions.

Ms. Seitz stated that staff hosted a booth at the Children's Water Education Festival March 27-28, and introduced a new hands-on activity that allow students to participate in groups to follow water through a water meter.

Ms. Seitz stated that staff hosted a booth at the Concerned Citizens Earth Day event in Laguna Woods Village on April 18th. She further stated that staff will host a booth at the City of Mission Viejo Earth Day/Arbor Day on April 20th.

Water Use Efficiency Report

Mr. Chu stated that water usage was down 2% lower in March from February due to the rainy weather. He further stated that dedicated irrigation and recycled water sales were also lower.

SOCWA Reports

Director Freshley stated that there was discussion on the organization and a meeting being set up at the end of the month for conclusion on issues and budget.

Mr. Cafferty stated that the SOCWA Finance Committee is working on the budget and administrative cost allocation.

MWDOC Reports

Vice President Gaskins stated that there was discussion on the MET budget.

SOCAG

Mr. Cafferty stated that there was a presentation on the MWD budget made by MWDOC staff and discussion on legislative matters.

LAFCO

Director Freshley stated that there was discussion on a transfer from the unreserved cash balance to the post-employment benefits trust account. She further stated that they also discussed adopting the Commissioner Handbook.

Mr. Cafferty stated that the LAFCO Vote will be on the next agenda.

ISDOC

President Monin stated that there is a quarterly luncheon today.

WACO

President Monin stated that there was a program on The Nine Lives of Delta Conveyance – Is There Any Hope.

COMMITTEE AND GENERAL INFORMATION

Dates to Remember for April/May

Mr. Cafferty stated that April 30th there is an event featuring the ACWA leaders. He further stated that staff will be scheduling a Special Board meeting late May to discuss the Strategic Plan.

Comments Regarding Non-Agenda Items

There were no comments.

Attorney Report

Mr. Granito reported that there is a need for a Closed Session today to discuss Item #3 which was added to today's Closed Session agenda.

Closed Session

At approximately 8:57 a.m. the Board went into Closed Session to discuss Item #3 of today's Closed Session agenda. Also at this time everyone left the meeting except the Board members, General Counsel, and the General Manager.

Open Session Report

At approximately 9:19 a.m. to Board returned to Regular Session. Also at this time, Ms. Welsch returned to the meeting.

Mr. Granito reported that the Board did go into Closed Session to discuss Item #3 of today's Closed Session agenda. No reportable action was taken.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 9:23 a.m.

Respectfully submitted,



POLLY WELSCH
Recording Secretary

APPROVED:



MARK MONIN, President of
the El Toro Water District and the
Board of Directors thereof



DENNIS P. CAFFERTY, Secretary
of the El Toro Water District and
the Board of Directors thereof