

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
AND PUBLIC MEETING
December 19, 2024

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/88975993726> (Meeting ID: [889 7599 3726](https://us02web.zoom.us/j/88975993726)).

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 MEETING TO ORDER – President Monin

PLEDGE OF ALLEGIANCE – Director McClean

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 time set aside for "COMMENTS REGARDING NON-AGENDA 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 items 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. Presentation of Awards, Recognitions, Certifications and Introductions

a. Service Awards

Mr. Cafferty will recognize and congratulate Steve Wingen, Cross Connection Control Supervisor for 35 years of service with the District

3. 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 21, 2024 Special Board meeting
- b. Consider approving the minutes of the November 26, 2024 Board Meeting
- c. Consider approving the minutes of the December 6, 2024 Special Board Meeting

Recommended Action: The Board will consider approving the above Consent Calendar.

4. Director Reports for Meetings Attended (Oral Report)

GENERAL MANAGER ACTION ITEMS

5. Resolution No. 24-12-3 Amending Schedules Nos. 4-S and 5-S of the ETWD Rules & Regulations – Wastewater Capital Facilities Fees
(Reference Materials Included)

Staff will review and comment on proposed amendments to Schedules Nos. 4-S, and 5-S of the District’s Rules and Regulations as they relate to proposed increases to the Wastewater Capital Facilities Fees consistent with recommendations contained in the December 2024 Raftelis Water and Wastewater Facilities & Water Supply Capacity Fee Report.

Recommended Action: The Board of Directors will consider adopting Resolution No. 24-12-3 which adopts the increased wastewater capital facilities fees.

RESOLUTION NO. 24-12-3

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
AMENDING THE DISTRICT’S RULES AND REGULATIONS
TO INCREASE WASTEWATER CAPITAL FACILITY FEE AMOUNTS
FOR SCHEDULES NOS. 4-S AND 5-S

6. Resolution No. 24-12-4 El Toro Water District Administrative Code
(Reference Materials Included)

The Board of Directors will be requested to consider taking action to incorporate the provisions of Schedules Nos. 4-S and 5-S of the District’s Rules and Regulations into the District’s Administrative Code.

Recommended Action: The Board of Directors will consider adopting Resolution No. 24-12-4 which adopts the amended El Toro Water District Administrative Code.

RESOLUTION NO. 24-12-4
RESOLUTION OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
ADOPTING THE AMENDED EL TORO WATER DISTRICT
ADMINISTRATIVE CODE

7. Resolution No. 24-12-5 El Toro Water District Administrative Code
(Reference Materials Included)

Staff will review and comment on proposed updates to the Employee Handbook and amendment of the Administrative Code to incorporate the associated revisions to the Employee Handbook.

Recommended Action: The Board of Directors will consider adopting Resolution No. 24-12-5 which amends the District's Employee Handbook.

RESOLUTION NO. 24-12-5

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE EL TORO WATER DISTRICT
AMENDING THE EL TORO WATER DISTRICT
EMPLOYEE HANDBOOK
(SECTION 8000 OF THE ADMINISTRATIVE CODE)

8. **City of Laguna Woods Easement – Fire Station** (Reference Material Included)

Staff will review and comment on the proposed granting of a non-exclusive conditional easement to the City of Laguna Woods for access across District property related to the operation and maintenance of a fire station and public safety/municipal services building.

Recommended Action: Staff recommends the Board approve the final terms and conditions of a non-exclusive conditional easement, to be granted to the City of Laguna Woods across the P-1 Pump Station access road, related to the operation and maintenance of a fire station and public safety/municipal services building and further authorize the President to execute the easement on behalf of the District.

GENERAL MANAGER INFORMATION ITEMS

9. **General Manager's Monthly Report** (Reference Material Included)

Staff will review and comment on the General Manager's Monthly Report.

10. **Public Education and Outreach Report** (Reference Material Included)

Staff will review and comment on the Public Education and Outreach report.

11. **Water Loss Annual Report** (Reference Material Included)

Staff will provide a presentation describing the requirements, terminology and results of the annual Water Loss Report.

12. **Water Use Efficiency Report** (Reference Material Included)

Staff will review and comment on the Water Use Efficiency Report.

13. **SOCWA Report** (Reference Material Included)
 - a. SOCWA Board Meeting – December 12, 2024
 - b. SOCWA Finance Committee Meeting – December 17, 2024 - Cancelled
 - c. SOCWA Engineering Committee Meeting – December 19, 2024 - Cancelled

14. **Municipal Water District of Orange County (MWDOC) Report** (Reference Material Included)
 - a. MWDOC Planning/Operations Meeting – December 2, 2024
 - b. MWDOC/MET Directors Workshop – December 4, 2024 - Cancelled
 - c. MWDOC Admin/Finance Meeting – December 11, 2024
 - d. MWDOC Board Meeting – December 18, 2024
 - e. MWDOC Executive Committee Meeting – December 19, 2024

15. **South Orange County Agencies Group Meeting** (Reference Material Included)

Report on the November 26, 2024 South Orange County Agencies Group Meeting.

16. **Local Agency Formation Commission Report** (Reference Material Included)

Report on the December 11, 2024 LAFCO meeting - Cancelled

17. **ISDOC Meetings Report** (Reference Material Included)

Report on the December 10, 2024 ISDOC Executive Committee meeting

18. **WACO Meetings Report** (Reference Material Included)
 - a. Report on the December 13, 2024 WACO meeting
 - b. Report on the December 17, 2024 WACO Planning meeting

ELECTION OF OFFICERS

19. ELECTION OF OFFICERS (Oral)

a. Office of President

Section V-4 of the Bylaws and Section 3030 of the Administrative Code of the El Toro Water District provides that the office of Vice President shall automatically succeed to the office of President when the office of President or the current President's term of office has expired. Vice President Gaskins will therefore succeed to the office of President on January 1, 2025. The term of office of the President shall be for one year.

b. Election of Vice President

Section V-5 of the Bylaws and Section 3040 of the Administrative Code of the El Toro Water District provides that the Board shall elect a Vice President at the Board's organizational meeting in December of each year. At this time the Board members will accept nominations for the office of Vice President of the El Toro Water District and the Board of Directors thereof. The term of office of the Vice President shall be for one year and shall commence on January 1, 2025.

Recommended Action: The Board will elect a Vice President for the Board of Directors of the El Toro Water District to serve for one year.

c. Ratification of Existing Officer Appointments

Section V-6 of the Bylaws and Section 3050 of the Administrative Code of the El Toro Water District provides the Board of Directors the authority to appoint officers for the offices of Secretary and Assistant Secretary. Section V-7 of the Bylaws and Section 3060 of the Administrative Code of the El Toro Water District provides the Board of Directors the authority to appoint an officer for the office of Treasurer. The existing appointments are:

Secretary – Dennis Cafferty
Assistant Secretary – Judy Cimorell
Treasurer – Vishav Sharma

Recommended Action: Staff recommends that the Board ratify the existing appointments for the offices of Secretary, Assistant Secretary and Treasurer.

COMMITTEE AND GENERAL INFORMATION

20. **Dates to Remember for December 2024/January 2025** (Reference Material Included)

COMMENTS REGARDING NON-AGENDA ITEMS

ATTORNEY REPORT

CLOSED SESSION

At this time the Board will go into Closed Session as follows:

1. 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.

21. **General Manager Compensation**

Recommended 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, Marisol Melendez 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: Marisol Melendez.