

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

January 20, 2025

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/88676999277> (Meeting ID: 886 7699 9277).

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 Gaskins

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)**

FINANCE AND INSURANCE COMMITTEE MEETING

CALL MEETING TO ORDER – Director Havens

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 December 16, 2024 Finance and Insurance Committee meeting (Minutes included).

Recommended Action: Staff recommend that the Board of Directors approve the above Consent Calendar.

FINANCIAL INFORMATION ITEMS

3. **Financial Statements and Report** (Reference Material Included)

Staff will review and comment on the Financial Statements and Report for the month ending December 31, 2024.

4. **Fiscal Year 2025-26 Budget Process Update** (Reference Material Included)

Staff will provide and update on the 2025-26 fiscal year budget schedule and process.

5. **Reverse Cyclic Program** (Reference Material Included)

Staff will provide an update on the Reverse Cyclic Program.

FINANCIAL ACTION ITEMS

6. **Directors' Compensation** (Reference Material Included)

The Board will discuss and consider whether an increase to the ETWD Director compensation is warranted and appropriate. Staff will provide an update on the statutory process to adopt an ordinance to increase Director compensation if the Directors determine an increase is warranted and appropriate.

Recommended Action: The Board will consider directing staff to publish a legal notice of a public hearing for consideration of adopting an Ordinance increasing the Directors Compensation by an amount to be determined by the Board.

7. **Quarterly Insurance Report** (Reference Material Included)

Staff will review and comment on the Quarterly Insurance Report for the period October 1, 2024 through December 31, 2024.

Recommended Action: Staff recommends that the Board Receive and File the Quarterly Insurance Report for the period of October 1, 2024 through December 31, 2024.

8. **Financial Package - Authorization to Approve Payment of Bills for the Month Ending January 20, 2025**(Reference Material Included)

The Board will consider approving Bills for Consideration dated January 20, 2025

Recommended Action: Staff recommend that the Board approve, ratify and confirm payment of those bills as set forth in the Payment Summary for the month ending January 20, 2025.

9. **Professional Auditing Service Contract** (Reference Material Included)

Staff will review and comment on proposals received in response to a Request for Proposals for Professional Auditing Services.

Recommended Action: Staff recommend that the Board of Directors authorize the District's General Manager to enter into a consulting contract with LSL, LLP in the amount of \$127,680.00 for Professional Auditing Services for the 2024-25, 2025-26 and 2026-27 fiscal years.

COMMENTS REGARDING NON-AGENDA FIC ITEMS

CLOSE FINANCE AND INSURANCE COMMITTEE MEETING

ENGINEERING COMMITTEE

CALL MEETING TO ORDER – Director Freshley

10. **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 December 16, 2024 Engineering Committee meeting. (Minutes Included).

Recommended Action: Staff recommends that the Board of Directors approve the above consent calendar.

ENGINEERING ACTION ITEMS

11. **Main Office Warehouse Improvements Project**
(Reference Material Included)

Staff will review and comment on proposals received for the Main Office Warehouse Improvements Project.

Recommended Action: Staff recommend that the Board of Directors authorize the District's General Manager to enter into a contract with GCI Construction, Inc. in the amount of \$225,000 for the construction of the Main Office Warehouse Improvements Project. Staff further recommend 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.

12. New Turbo Blower Installation Project (Reference Material Included)

Staff will review and comment on proposals received for the installation of the new Turbo Blower at the Water Recycling Plant.

Recommended Action: Staff recommend that the Board of Directors authorize the District's General Manager to 1) enter into a contract with Don Peterson Contracting, Inc. in the amount of \$150,000 for the mechanical installation of the new Turbo Blower at the Water Recycling Plant and 2) enter into a contract with Halcyon Electric, Inc. in the amount of \$46,448.81 for the electrical portion of the blower installation. Staff further recommend 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

13. Wildfire Emergency Preparedness

Staff will provide an update on the District's facilities and emergency preparedness posture with specific emphasis on potential wildfire incidents.

14. EI Toro Water District Operations Report (Reference Material Included)

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

**15. EI Toro Water District Capital Project Status Report
(Reference Material Included)**

Staff will review and comment on the EI Toro Water District Capital Project Status Report.

16. 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

REGULAR SESSION REPORT

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.