

MINUTES OF THE REGULAR MEETING  
OF THE  
BOARD OF DIRECTORS  
OF THE  
EL TORO WATER DISTRICT  
June 26, 2025

President Gaskins called the meeting of the Board of Directors of the EL TORO WATER DISTRICT to order at 7:31 a.m.

Director Havens led the Pledge of Allegiance to the flag.

Committee Members MARK MONIN, MIKE GASKINS, KAY HAVENS, KATHRYN FRESHLEY, and WYATT McCLEAN participated.

Also participating were DENNIS P. CAFFERTY, General Manager, GILBERT J. GRANITO, General Counsel, VISHAV SHARMA, CFO, HANNAH FORD, Director of Engineering, JUDY CIMORELL, Director of Human Resources, SCOTT HOPKINS, Operations Superintendent, MIKE MIAZGA, IT Manager (Zoom), SHERRI SEITZ, Public Affairs Manager, VU CHU, Water Use Efficiency Analyst, VICKI TANIOUS, Senior Accountant (Zoom), RANDALL CRANE, MWDOC (Zoom), and MARISOL MELENDEZ, Recording Secretary.

Determination of a Quorum

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

Oral Communications/Public Comments

There were no comments.

Items Received Too Late to be Agendized

President Gaskins asked if there were any items received too late to be agendized. Mr. Cafferty replied no.

## Consent Calendar

President Gaskins asked for a Motion.

Motion: Director Monin made a Motion, seconded by Director Havens to approve the Consent Calendar.

### Roll Call Vote:

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

## Directors Reports for Meetings Attended

Director Havens stated that she attended the MWDOC P&O meeting, the MWDOC Met Directors Workshop, the South OC Watershed Management Area Executive Committee meeting, the WACO meeting, the MWDOC Admin/Finance meeting, the ICS 402 Executive Official Training, the District's Special Board meeting, USC's Landscape Plant Irrigation Trials, the MWDOC Board meeting, the Santiago Aqueduct Commission meeting, OC ReUse, the Strategic Plan Interview, the Engineering and Finance meeting, the District's regular Board meeting, and will be attending the MWDOC Policy Forum this evening.

Vice President Freshley stated that she attended both ETWD's regular Board meetings, the SOCWA Board meeting, the Pres/VP/GM meeting, the RRC meeting, the Agenda Review meeting, the WACO meeting, the Laguna Woods City Council meeting, the MWDOC P&O meeting, the MWDOC/MET Directors Workshop, the MWDOC Board meeting, will be attending the MWDOC Policy Forum, the ICS 402 Executive Official Training, and the LAFCO Commission meeting.

Director McClean stated that he attended the Proposition 218 Community Information Meeting, the WACO meeting, a CSDA Webinar on Board Member and District Liability Issues, a CSDA Webinar on Mastering Good Governance for a better

District, the MWDOC Admin/Finance meeting, the District's Special Board meeting, a CSDA Webinar on Developing and Updating Comprehensive Emergency Operations Plans for Special Districts, the Santiago Aqueduct Commission meeting, the Strategic Plan meeting, the District's Engineering and Finance meeting, the District's regular Board meeting, and will be attending the MWDOC Policy Forum.

Director Monin stated that he attended the MWDOC P&O meeting, the ISDOC Executive Committee meeting, the MWDOC Met Directors Workshop, the South OC Watershed Management Area Executive Committee meeting, the WACO meeting, the MWDOC Admin/Finance meeting, the District's Proposition 218 Special Board meeting, the Strategic Plan meeting, the MWDOC Board meeting, the District's Board meeting, the Engineering and Finance meeting, and will be attending the MWDOC Policy Forum.

President Gaskins stated that he attended the MWDOC P&O meeting, the RRC meeting, the MWDOC Met Directors Workshop, the SOCWA Board meeting, the WACO meeting, the Pres/VP/GM meeting, the MWDOC Board meeting, the District's Special Board meeting, the Strategic Planning meeting, the District's Engineering and Finance meeting, today's Board meeting, the Agenda Review meeting, and will be attending the MWDOC Policy Forum.

#### General Manager Action Items

#### California Special Districts Association (CSDA) Board of Directors, Southern Network –

#### Seat B Election

The Board unanimously agreed to direct the General Manager to cast a vote for Don Bartz.

President Gaskins asked for a Motion.

Motion: Director Monin made a Motion, seconded by Director Havens to cast a ballot for Don Bartz for the CSDA Board of Directors, Southern Network, Seat B, and to cast the ballot by the July 25, 2025 deadline.

Roll Call Vote:

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

Resolution No. 25-6-2 El Toro Water District Administrative Code Amendment – Cross Connection Control Management Plan

Ms. Ford reported that staff has been developing a Cross Connection Control Plan over the past year, as required by the State's new Cross Connection Control Policy Handbook. The plan outlines how the District will comply with updated regulations that were developed in collaboration with 28 other public agencies, State representatives, and a consultant. A key change includes mandatory surveys of all commercial sites lacking backflow devices to determine if they need a backflow prevention assembly (BPA). All commercial shared meter connections will be required to have a BPA. All residential sites will also need to be surveyed to confirm that there is no existing cross connection. Additionally, all backflow prevention assembly testers must now be certified by CA-NV AWWA. The plan will be submitted to the Division of Drinking Water for approval and is set to take effect on July 1, 2025.

President Gaskins asked for a Motion.

Motion: Director Monin made a Motion, seconded by Vice President Freshley to approve Resolution No. 25-6-2 which rescinds Ordinance No. 1988-1 and adopts the amended El Toro Water District Administrative Code.

Roll Call Vote:

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

Resolution No. 25-6-3 El Toro Water District Administrative Code Amendment –

Purchasing Policy

Mr. Cafferty stated that staff made revisions to the purchasing policy to clarify approval authority and associated limits, based on Board feedback from last month.

President Gaskins asked for a Motion.

Motion: Vice President Freshley made a Motion, seconded by Director Monin to approve Resolution No. 25-6-3 which adopts the amended El Toro Water District Administrative Code.

Roll Call Vote:

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

Resolution No. 25-6-4 El Toro Water District Administrative Code Amendment – Fats,

Oils and Grease Control Regulations Applicable to Food Service Establishments

Mr. Cafferty stated that mitigating Fats, Oils, and Grease (FOG) in the sewer collection system is a critical component of the District's sewer system collection maintenance and to ongoing efforts to avoid sewer overflows. The proposed amendment moves the existing FOG program from the District's Rules and Regulations to the Administrative Code, with minor updates reviewed by staff and General Counsel.

President Gaskins asked for a Motion.

Motion: Director Monin made a Motion, seconded by Vice President Freshley to approve Resolution No. 25-6-4 which adopts the amended El Toro Water District Administrative Code.

Roll Call Vote:

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

Resolution No. 25-6-5 Second Amendment to the El Toro Water District Retirement

Savings Plan

Mr. Cafferty stated that changes resulting from the Secure 2.0 Act of 2022 will affect both the District's Retirement Savings and Deferred Compensation Plans. Beginning January 1, 2026, employees earning over \$145,000 who utilize catch-up provisions must direct those contributions into a Roth account instead of a traditional deferred plan. Staff has coordinated with Empower to ensure Roth options are available in both plans.

President Gaskins asked for a Motion.

Motion: Director Monin made a Motion, seconded by Director Havens to approve Resolution No. 25-6-5 which adopts the Second Amendment to the El Toro Water District Retirement Savings Plan.

Roll Call Vote:

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

Resolution No. 25-6-6 Third Amendment to the El Toro Water District Deferred

Compensation Plan

President Gaskins asked for a Motion.

Motion: Director Monin made a Motion, seconded by Director Havens to approve Resolution No. 25-6-6 which adopts the Third Amendment to the El Toro Water District Deferred Compensation Plan.

Roll Call Vote:

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

General Manager Information Items

General Manager's Monthly Report

Mr. Cafferty noted that Recycled Water Sales have been up all year.

Legislative Reports

Mr. Cafferty noted that page 222 of the package includes a coalition letter, which the District has joined in support for the Delta Conveyance Project Streamlining Trailer Bill.

Public Education and Outreach Report

Ms. Seitz noted that Director Gaskins' appeared on Laguna Woods Village Television. She also stated that a draft version of the new District website will be presented at the next Board meeting.

Water Use Efficiency Report

Mr. Chu reported that total usage for both potable and recycled water continues to trend upward.

SOCWA Reports

Vice President Freshley reported that the employee union agreed on a Memorandum of Understanding for the next three years. She also noted that a Board leadership election was held, and she will continue to serve as Vice Chair. Mr. Cafferty added that there was extensive discussion on a cost allocation policy to clarify budgeting and cost distributions.

### South Orange County Watershed Management Area Executive Committee

Director Havens reported that she is no longer serving as Chair of SOCWMA, and Carol Moore is the new Chair.

### Santiago Aqueduct Commission – Quarterly Meeting

Director Havens reported that she is the new Chair of the Santiago Aqueduct Commission and noted that the Commission's budget was approved.

### MWDOC

Mr. Cafferty reported that there was discussion regarding the recruitment process and timeline for MET's new general manager.

### South Orange County Agencies Group Meeting

Mr. Cafferty stated that the requirement to switch the District's domain from a .com to a .gov was discussed. He also noted that staff continues to monitor developments related to a State low-income assistance program.

### LAFCO

Vice President Freshley reported that Mr. Penrose was reappointed as the Alternate Public Member.

### ISDOC

Director Monin reported that the Committee took action on H.R. 2766 and also reviewed the bylaws.

### WACO

Director Monin reported that the program included a discussion on wildfire impacts and lessons learned.

### COMMITTEE AND GENERAL INFORMATION

#### Dates to Remember for May/June

There were no comments.

### Comments Regarding Non-Agenda Items

Director Havens reported that during the ICS-402 Executive/Official Training hosted by WEROC, she learned about the incident command structure and the Board's role in ensuring that the District's policies and emergency plans are current.

Mr. Cafferty thanked staff and the Board for their participation in discussions with Ed Means and noted that a workshop will be scheduled soon.

### Attorney Report

Mr. Granito reported that the California Court of Appeal had not yet issued its final ruling in Patz v. City of San Diego, the Class Action Prop. 218 case that garnered much attention at ACWA's Spring Conference.


### Adjournment


There being no further business to come before the Board, the meeting was adjourned at approximately 8:45 a.m.

Respectfully submitted,

  
MARISOL MELENDEZ  
Recording Secretary

APPROVED:

  
MIKE GASKINS, 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