



TRABUCO CANYON WATER DISTRICT ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | SEPTEMBER 7, 2016

DIRECTORS PRESENT

Edward Mandich, Committee Chair
Stephen Dopudja, Committee Member

STAFF PRESENT

Hector Ruiz, General Manager
Michael Perea, District Secretary
Lorrie Lausten, Engineer
Lisa Sangi, Administrative Assistant
Kris Hanberg, Wastewater Department Superintendent
Gary Kessler, Water Department Chief Plant Operator
Jason Stroud, Lead Mechanical Technologist

PUBLIC PRESENT

Mr. Robert Meyer, Zadeh-Meyer Developers
Mr. Jay Rutter, Saddle Crest Developer

CALL MEETING TO ORDER

Director Mandich called the September 7, 2016, Engineering/Operational Committee Meeting to order at 7:00 AM.

VISITOR PARTICIPATION

No comments were received.

ORAL COMMUNICATION

No comments were received.

COMMITTEE MEMBER COMMENTS

Director Dopudja had no comments.

Director Mandich had no comments.

REPORT FROM THE GENERAL MANAGER

Mr. Ruiz reported on the following matters:

- District staff will be participating in two County of Orange events on Saturday, October 1, 2016; the Water Expo 2016 at the Norman P. Murray Center in Mission Viejo, and Acorn Day at O'Neill Park. Mr. Ruiz added that both events will be held from 10:00 a.m. to 2:00 p.m.
- The District is currently advertising an open employment position in the Water Operations Department for a Water Treatment II/Distribution II Operator.
- Mr. Ruiz requested that the Committee move agenda items eight and nine up for discussion.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | SEPTEMBER 7, 2016**

ITEM 1: ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP

The August 3, 2016, Engineering/Operational Committee Meeting Recap was presented to the Committee.

RECOMMENDED ACTION

Director Mandich and Mr. Perea approved the meeting recap and recommended that the Board receive and file the August 3, 2016, Engineering/Operational Committee Meeting Recap (Consent Calendar).

ITEM 8: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING TRACT 12365 OFF-SITE SEWER FACILITIES REIMBURSEMENT AGREEMENT AND SUPPLY OF IRRIGATION WATER MEMORANDUM OF UNDERSTANDING

Mr. Ruiz presented this matter for Committee review, and said that the discussion was divided into two parts which required review and recommendation from the Committee.

Santiago Canyon Road Gravity Sewer

Mr. Ruiz said that he has been working with the developers of Tract No. 12365 and Saddle Crest concerning the matter of the connection to the gravity sewer main on Santiago Canyon Road. Mr. Ruiz introduced Mr. Robert Meyer with Zadeh-Meyer Developers (Zadeh) and Mr. Jay Rutter with Saddle Crest Developers to the Committee, and reviewed a powerpoint presentation with the Committee which highlighted the location of the Zadeh development and the gravity sewer and trunk line reaches in which Zadeh funded the construction in the mid-1990s. Mr. Ruiz reviewed the District's Master Plan Future Plan Use (Figure 2-2) which demonstrated the equivalent dwelling units (EDUs) per Development and the District's Land Use Plan by Development EDU. Discussion occurred concerning sewer access challenges and opportunities and developments that have been dedicated as open space. Mr. Ruiz reviewed the difference in costs for the construction of the gravity sewer as presented in the original agreement with the District as opposed to the invoice records provided by the Zadeh. Mr. Ruiz reviewed a chronology of the events, which included the following:

- 1989 Off Site Tract 12365 Agreement
- 1995 Completion of Sewer Construction
- 2003 Mutual Settlement Agreement between Zadeh and the District
- 2004 Sewer Reimbursement Agreement between Zadeh and the District

Mr. Ruiz added that the 2004 Sewer Reimbursement Agreement was drafted by District staff with the assistance of Legal Counsel, but was never executed by the Developer. Mr. Ruiz reviewed the District staff proposed methodologies for capacity analysis, which included (1) Hydraulic Capacity or (2) Capacity Use by Dwelling Unit/Reach Used. Mr. Ruiz said that the Hydraulic Capacity methodology cannot fully reimburse the Developer for the costs associated with the gravity sewer construction because the sewer has excess hydraulic capacity due to the steep slope and the sewer main size of eight-inches is the minimum size required by the District regardless of the number of connection, and therefore, he recommends the Capacity Use methodology at cost per reach that is used. Mr. Ruiz reviewed two proposed reimbursement options based on the Capacity Use methodology, which included a first option based on EDUs needed and a secondary option based on EDUs by parcel capacity. Mr. Ruiz summarized his presentation and expressed his desire to further review the gravity sewer construction costs, as well as, the impacts of developments dedicated as open space on the total reimbursement costs. Discussion occurred concerning the current state of negotiations concerning the matter of the sewer reimbursement methodology determination; Director Dopudja expressed his appreciation for both parties' attendance at the Committee Meeting, and asked them to address their concerns regarding the matter.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | SEPTEMBER 7, 2016**

Mr. Rutter addressed the Committee concerning the matter, and said that his primary concern for his development is obtaining a Will Serve Letter (WSL) from the District. Mr. Rutter added that the sewer reimbursement costs are a key component to the WSL, and that he is aware of the flexibility for his development to connect to the existing Gravity Sewer or work with the District to construct a new connection to the existing sewer. Mr. Rutter said that he is in agreement with the proposed sewer reimbursement methodology, and that he ultimately wants to resolve this matter for the benefit of his development. Mr. Ruiz said that District staff would like to verify the actual costs associated with the construction of the gravity sewer to ensure the accuracy of the sewer reimbursement, and that this would require further review of this matter with Zadeh; Mr. Rutter requested that the matter be resolved as quickly as possible.

Mr. Meyer addressed the Committee, and provided a brief historical background on the matter concerning the construction of the gravity sewer. Mr. Meyer said that Agreement is silent on the escalation of costs and that there is no sunset clause in the language. Discussion occurred concerning the gravity sewer costs; Mr. Meyer commented that the costs listed in Mr. Ruiz presentation reflect the costs at the time of construction in 1995, and do not fully represent the value of the gravity sewer to the District in 2016. Mr. Meyer mentioned that the matter concerning the sewer reimbursement costs was discussed with Mr. Ruiz in late-2015, and that ultimately, the eight-inch gravity sewer line is an overall benefit to the District. Director Mandich recommended that the parties arrive at a mutual agreement and the matter be forwarded to the Board for review at the following Regular Board Meeting.

Supply of Irrigation Water to Tract No. 12365

Mr. Ruiz presented this matter for Committee review, and highlighted the location of easements in the Memorandum of Understanding (MOU) between the District and Zadeh, Exhibit A. Mr. Ruiz added that Zadeh has a private onsite non-potable water well which has been used for irrigation purposes. Mr. Ruiz added that this MOU was extended for a five year period in 2011, and is set to expire on October 1, 2016. Discussion occurred concerning the location of the District's pipeline easement in relation to the cinder block wall that surrounds the onsite well and the current well capacity and usage. Director Dopudja expressed concern regarding the location of the wall to the District's pipeline, as well as, the close proximity of a non-potable well to the District's domestic water pipeline. Mr. Ruiz said that District staff recommends the extension of the MOU for a defined period which would allow for the further review of its terms, an updated file of the location of the pipeline and easement in relation to the onsite well, and further investigate to eliminate the possibility of a cross-connection. Mr. Meyer provided a brief historical background on the MOU and compliance with past District inspections of the onsite facility. Mr. Meyer expressed an interest in extending the MOU, and offered to present any developer records related to the onsite well facility water usage and demands.

RECOMMENDED ACTION

The Committee received the information, and recommended that the matters be forwarded to the Board (Action Calendar).

ITEM 9: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING SADDLE CREST DEVELOPMENT (65 DUs)

Mr. Ruiz provided a status update on this development, and said that he is currently working with the developer on the Will Serve Letter (WSL). Mr. Ruiz said that the WSL for this development is comprised of three significant components: (1) sewer reimbursement costs as required per the agreement with Zadeh; (2) completion of a pre-design technical memorandum for the onsite potable water reservoir; and (3) the planned upgrades to the District's Ridgeline Booster Pump Station to accommodate the development's water demands. Mr. Ruiz said that the developer is in agreement with the District concerning the layout of the planned onsite potable water reservoir. Mr. Ruiz added that he is working with the developer of Saddleback Meadows to acquire previously

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | SEPTEMBER 7, 2016**

prepared plans for the Ridgeline Booster Pump Station in an effort to save time and engineering costs to all parties, including the District. Mr. Ruiz added that he would like to bring a DRAFT WSL in concept without specifics for Committee review in October. Mr. Rutter addressed the Committee by thanking the Mr. Ruiz and District staff for all of their assistance related to the development, and said that the WSL is imperative to the development funding.

RECOMMENDED ACTION

The Committee received the status update and directed the General Manager to bring back a DRAFT Will Serve Letter to the Committee for review.

ITEM 2: ALTERNATE RAW WATER TRANSMISSION LINE - PW79

Mr. Ruiz provided a status update on this project, and said that District staff has acquired all of the project required easements except for the County of Orange easement. Mr. Ruiz added that the matter has been agendized for the Consent Calendar at the September 27, 2016 Board of Supervisors Meeting. Mr. Ruiz presented an updated schedule of events for Committee review, and highlighted the permitting progress by mentioning that the District has received the approval letter from the State Water Board for the design of the pipeline. Mr. Ruiz added that the District has received the project required permits from Irvine Ranch Water District and the City of Lake Forest. Discussion occurred concerning the bid phase of the project and timeline for completion; Mr. Ruiz reviewed the updated schedule, and mentioned that District staff is planning for awarding the project at a Special Board Meeting in early-November.

RECOMMENDED ACTION

The Committee received the status update, no action taken.

ITEM 3: BAKER WATER TREATMENT FACILITY

Mr. Ruiz provided a status update on this project, and said that the Project Committee is scheduled to meet the following day. Mr. Ruiz added that the project partners are scheduling a meeting to determine the billing methodology, and added that Irvine Ranch Water District has scheduled a Project Celebration event for October 25, 2016.

RECOMMENDED ACTION

The Committee received the status update, no action taken.

ITEM 4: OTHER ENGINEERING AND OPERATIONS PROJECTS

1. Other Projects

Mr. Ruiz reported that there were no other District engineering and operations projects. Discussion occurred concerning the County of Orange Live Oak Road Traffic Improvement Project in the canyon areas; Mr. Ruiz mentioned that the County is working with the District to pothole on the road and located the District's water mains in order to avoid conflicts with the proposed new barriers, guard posts, and paving improvements.

RECOMMENDED ACTION

The Committee received the status update, no action taken.

ITEM 5: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING THE PLANO SEWAGE LIFT STATION AND PLANO WATER BOOSTER PUMP STATION FACILITY SITE SECURITY IMPROVEMENTS

Mr. Ruiz presented this matter for Committee review, and said that this proposed project is budgeted in the Fiscal Year 2016/2017 Capital Improvement Program (CIP) and can be tied to the construction of the Dahlia

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | SEPTEMBER 7, 2016**

Court development. Mr. Ruiz mentioned that William Lyon Homes (developer) has replaced an existing fence with a more secure block wall at one end of the pump station site, but that the other sides are vulnerable and allow for easy access into the site. Mr. Ruiz reviewed photographs of the existing facility fence, block walls, and entry gate. Mr. Ruiz said that the proposed design includes the replacement of the existing chain link fence with an anti-climb fence with an increased height for additional security, and that the District has been approached by the developer to perform the work. Director Mandich recommended adding grout fill to fill in the hole after the existing fence posts are cut at the floor. Mr. Ruiz reviewed the project scope of work, and commented that the developer has submitted a proposal for the work and that they are prepared to absorb costs that exceed the District's budget. Discussion occurred concerning the scope of work conditions and requirements. Mr. Ruiz mentioned that he is also securing another bid proposal to compare costs with the developer's proposal.

RECOMMENDED ACTION

The Committee received the information, and recommended that the matter be forwarded to the Board (Action Calendar).

ITEM 6: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING FACILITY ELECTRICAL AND INSTRUMENTATION CONTRACTED SERVICES FOR EMERGENCY AND PREVENTATIVE MAINTENANCE

Mr. Ruiz presented this matter for Committee review, and said that the District's Maintenance Department has undergone staffing changes due to retiring employees and internal employee professional growth and promotion. Mr. Ruiz added that the Maintenance Department has benefited from augmentation from third-party electrical contractors in the past. However, some of these electrical contractors are no longer available or require a contractual commitment because of recent regulatory requirements due to regulatory and workers' compensation updates with the Department of Industrial Relations and the District's insurance provider Association of California Water Agencies/Joint Powers Insurance Authority (ACWA/JPIA). Mr. Ruiz reviewed the proposed three electrical contractors, including two that the District typically works with on facility electrical and instrumentation-based work. The three contractors presented were TESCO, Hunter Electric, and Hydrotech. Mr. Ruiz added that these vendors provide the skill set to meet the electrical needs for the District, and in particular, during emergencies and for preventative maintenance work. Mr. Ruiz proposed the following contract scenarios with each vendor:

- Contract with TESCO for preventative maintenance work and emergency response and services.
- Issue a purchase order for a set amount to Hunter Electric, which will include costs associated with meeting insurance requirements for providing electric services, including emergency response.
- Work with Hydrotech, on an as needed basis.

RECOMMENDED ACTION

The Committee received the information, and recommended that the matter be forwarded to the Board (Action Calendar).

ITEM 7: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) SYSTEM – PHASE 1

Mr. Ruiz presented this matter for Committee review, and said that this matter is a Capital Improvement Program (CIP) project budgeted for Fiscal Year 2016/17. Mr. Ruiz added that the District's current SCADA System is an antiquated legacy software system that is no longer supported by the software developer, and that District staff is scheduled to meet with TESCO and Beavens Automation (District SCADA Manager) later in the day to review Phase 1 of the proposed system upgrades and management. Mr. Ruiz commented that TESCO and Beavens Automation provide programming and instrumentation and controls troubleshooting and repairs to the

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | SEPTEMBER 7, 2016**

District's SCADA system and both would serve the District well by working jointly in creating a plan for replacing and updating the current outdated SCADA system in a cost effective manner.

RECOMMENDED ACTION

The Committee received the information, and recommended that the Board of Directors authorize the General Manager to contract with TESCO Controls, Inc. to perform the SCADA System Phase 1 for a not to exceed amount of \$44,777.the matter be forwarded to the Board (Action Calendar).

ITEM 10: DISCUSSION AND POSSIBLE ACTION(S) CONCERNING DAHLIA COURT DEVELOPMENT (36 DUs)

Mr. Ruiz provided a status update on this matter to the Committee, and said that the developer has worked with the adjacent shopping center to acquire the project-related easements. Mr. Ruiz reviewed the Grants of Easement (Exhibits) related to the shopping center, and highlighted the easement legal descriptions and locations. Mr. Ruiz added that District Special Legal Counsel has worked with the developer to revise and clean up certain language in the legal description, and to ensure that the Grants of Easement are legally satisfactory to the District.

RECOMMENDED ACTION

The Committee received the status update, and recommended that the Board of Directors receive the Grant of Easement to the Trabuco Canyon Water District by A.J.U. Family Partnership, a California Limited Partnership, for Water, Sewer, and Reclaimed Pipelines, and authorize the District Secretary to execute said Grant of Easement; and recommend that the Board of Directors receive the Grant of Easement to the Trabuco Canyon Water District by The Carmela H. Leavitt 2015 Trust for Sewer and Reclaimed Pipelines, and authorize the District Secretary to executed said Grant of Easement (Action Calendar).

ITEM 11: ACTIVE DEVELOPMENTS

1. Skyridge Development (84 DUs | WSL)

Ms. Lausten provided a status updates on this development, and mentioned that the developer has completed the final potable water pipeline connection for the system loop in the development.

2. Summerfield Homes, County of Orange – Tract 15800 (5 DUs | WSL)

Ms. Lausten provided a status update on this development, and reported that the developer has completed the punch list of outstanding items.

3. Oaks at Trabuco, County of Orange (9 DUs | WSL)

Ms. Lausten had no updates on this development.

4. Other Active Developments

None

RECOMMENDED ACTION

The Committee received the status update, no action taken.

ITEM 12: WATER SYSTEM STATUS

Mr. Kessler presented the Water System Status Update through August, 2016, and reported on the following matters:

1. Water Department staff repaired a leaking blow off valve on Silent Spring Lane.

**TRABUCO CANYON WATER DISTRICT
ENGINEERING/OPERATIONAL COMMITTEE MEETING RECAP | SEPTEMBER 7, 2016**

2. Water Department staff replaced an old Air-Vac, including the concrete pad, on Wood Canyon Road.
3. Water Department staff replaced a leaking angle stop at 32 Golfridge.
4. Water Department staff performed maintenance on Rosemount Drive, Heritage Drive, and Rose Canyon Booster Pump Station Pressure Reducing Valves.

Mr. Kessler provided an updated Monthly Water System Operations Summary report for August, 2016, for Committee review. Discussion occurred concerning the current conservation efforts of District customers; Mr. Kessler commented that the District's customers demand reduced by 9% in month of August, 2016, in comparison to August, 2013. Mr. Kessler added that the Water Operations Department provided approximately twenty-nine acre feet of potable water to supplement the Recycled Water Reservoir at the Robinson Ranch Wastewater Treatment Plant (WWTP).

RECOMMENDED ACTION

The Committee received the status update, no action taken.

ITEM 13: WASTEWATER SYSTEM STATUS

Mr. Hanberg presented the Wastewater System Status update through August, 2016, and reported on the following matters:

1. Wastewater Department staff re-installed the Robinson Ranch WWTP Influent Equalization Basin covers after the re-coating of the basin.
2. Wastewater Department staff installed a new pump at the Barneburg Sewer Lift Station.
3. Wastewater Department staff replaced a four-inch decant line gate valve at the WWTP.
4. Wastewater Department staff removed and replaced the pump at Tick Creek Pump Station.
5. Wastewater Department staff staged all District heavy equipment vehicles at the Administration Facility during the Holy Fire Incident in accordance with the District's Emergency Preparedness Plan.

Mr. Hanberg provided an updated Monthly Recycled Water System Operations Summary for August, 2016, for Committee review, and reported that the Dove Lake freeboard is currently at 13.4 feet. Mr. Hanberg reviewed the additional recycled water demands for the Dove Canyon Golf Course, Sakaida Nursery, and T-Y Nursery in the Operations Summary, and mentioned that he will continue to pump Dove Lake water and add potable water to supplement the recycled water reservoir to help the District to meet recycled water demands through the summer months. Mr. Hanberg reported that Wastewater Department staff is scheduled to complete an onsite recycled water system inspection for the Dahlia Court development, which includes the required installation of recycled water signage.

RECOMMENDED ACTION

The Committee received the status update, no action taken.

ITEM 14: OTHER MATTERS/REPORTS

There were no other matters to report.

RECOMMENDED ACTION

The Committee received the information, no action taken.

ADJOURNMENT

Director Mandich adjourned the September 7, 2016, Engineering/Operational Committee Meeting at 8:55 AM.