



TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | MAY 24, 2018

DIRECTORS PRESENT

Vice President Mike Safranski, Committee Chair
President Glenn Acosta, Committee Member

STAFF PRESENT

Michael Perea, Acting General Manager

CONSULTANTS PRESENT

Robert Anslow, Atkinson, Andelson, Loya, Ruud & Romo, District General Legal Counsel/Assistant District Secretary

PUBLIC PRESENT

There were no members of the public present

CALL MEETING TO ORDER

Committee Chair/Vice President Safranski called the May 24, 2018 Executive Committee Meeting to order at 6:07 PM.

VISITOR PARTICIPATION

No visitor participation was received.

ORAL COMMUNICATION

No oral communication was received.

COMMITTEE MEMBER COMMENTS

President Acosta had no comments.

Director Safranski noted that with respect to some of the salary information that had been provided to the Executive Committee Members during the day of May 24, 2018, he had not had an opportunity to print that information out prior to the Committee meeting. Director Safranski asked Acting General Manager Michael Perea how things at the District were proceeding. Acting General Manager Michael Perea provided a quick recap of highlights of activities at the District during the week. He stated that employee morale seems to be good and that the District is receiving positive feedback from other agencies relative to TCWD's management status.

REPORT FROM THE ACTING GENERAL MANAGER

Mr. Perea provided the Executive Committee an update relative to the current CIP office renovations including renovations to the District Engineer's office and to the administrative facility kitchen area. He noted that the work is currently on pace and under budget.

Mr. Perea reported that he had attended the South County Agencies meeting and provided a brief recap to the Executive Committee Members present.

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BOARD AGENDA MATTERS

ITEM 1: EXECUTIVE COMMITTEE MEETING RECAP

The April 27, 2018, Executive Committee Meeting Recap was presented to the Committee. No comments or changes were presented or made.

RECOMMENDED ACTION:

The Committee recommended that the April 27, 2018, Executive Committee Meeting Recap be received and filed by the Board (Consent Calendar).

DISCUSSION MATTERS

ITEM 2: DISCUSSION AND POSSIBLE ACTION(S) RELATING TO THE GENERAL MANAGER POSITION

Mr. Perea presented various updates and information relating to job descriptions for a county water district General Manager position and sample salary information relative to both such a General Manager position and Assistant General Manager Position.

During a portion of the Executive Committee Meeting Mr. Perea voluntarily absented himself from the room while the Executive Committee Members discussed certain matters relating to the General Manager position and compensation considerations. General Legal Counsel remained with the Executive Committee Members during these discussions.

With respect to the General Manager position, the Executive Committee Members discussed a variety of skills and attributes and steps to be taken relative to beginning to formulate a potentially revised job description and listing of desired skills, qualities and attributes for the position of Trabuco Canyon Water District General Manager.

The Executive Committee members expressed a desire to meet with District staff and employees in an informal setting relative to getting input from District staff and employees relative to their thoughts concerning key qualifications, attributes and skills which the next TCWD General Manager would possess. The Executive Committee requested Mr. Perea to review times relative to such a proposed informal meeting with a goal of meeting with TCWD staff and employees early on a Friday morning between 45 minutes and 1 hour to conduct this meeting.

RECOMMENDED ACTION

The Committee received the provided information. Direction was provided to the Acting General Manager to set up a date and time for the meeting with District staff and employees in line with the discussion set out above. The Committee Members requested General Legal Counsel begin to assemble samples for listing of desired skills, qualities and attributes for the position of Trabuco Canyon Water District General Manager. No other action was taken.

ITEM 3: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF

Mr. Perea provided an update on the proposed formulation of rates and charges for District Reclaimed Water and Recycled Water noting that an initial meeting for that rate study, as well as a potential rate study for the Portola Hills area would be held with District staff, District General Legal Counsel, a representative of the District Treasurer's office and Raftellis Consulting the following week to begin formulation of the study parameters.

Mr. Perea provided an update regarding Reclaimed Water availability through summer of 2018 noting that some supplemental budget actions relative to available non-potable water may be required.

RECOMMENDED ACTION

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No action taken.

ADJOURNMENT

Vice President Safranski adjourned the May 24, 2018, Executive Committee Meeting at 7:20 PM.