

TRIUNFO WATER & SANITATION DISTRICT
Minutes of August 23, 2021 Board of Directors Meeting
Oak Park Library (Film & Lecture Room 102)
899 N. Kanan Road, Oak Park, California

1. Call to Order, Roll Call: Chair Ray Tjulander called the meeting to order at 5:15 p.m. Director Jane Nye, Director Janna Orkney, Director James Wall, Vice Chair Leon Shapiro and Chair Raymond Tjulander were present.

Staff present: General Manager Mark Norris, Legal Counsel John Mathews, Clerk of the Board Fidela Garcia, Finance Director Vickie Dragan, Engineering Program Manager Tim Doyle, and Administrative Program Manager Chi Hermann.

2. Pledge of Allegiance: led by Director Orkney.

3. Agenda Review

Director Wall moved to accept the agenda with a correction to Information Item 18, JPA Meeting to be held September 13 and not September 7. Motion seconded by Director Orkney. Motion carried unanimously.

4. Public Comment – None.

PRESENTATION ITEM – None.

CONSENT ITEMS (Items 5 & 6)

5. Approve the minutes of the Board of Directors regular meeting of July 26, 2021 and special meeting of August 2, 2021. (Page 5)
6. Amendment to Triunfo Water & Sanitation District Contract No. T18-001 with Stephen's Video & Photography extending the term of contract to June 30, 2022 for an amount not to exceed \$40,000. (Page 11)

Director Orkney moved to accept Consent Items 5 and 6, as presented. Motion seconded by Director Wall. Motion carried unanimously.

ACTION ITEMS (Items 7 through 10)

7. Approval of Year-End Budget Adjustments for Fiscal Year 2020-21 (Page 23)

It is recommended the Board: Authorize and approve the Director of Finance to make the budget adjustments for Fiscal Year 2020-21 to properly account for changes in revenues and expenses.

Mark Norris, General Manager presented the report.

Director Orkney moved to approve that the Director of Finance make budget adjustments for Fiscal Year 2020-21 to properly account for changes in revenues and expenses. Motion seconded by Director Wall. Motion carried unanimously.

8. Revised Drought Conditions and Supply Update for Fiscal Year 2022 (Page 25)

It is recommended the Board: Discuss whether the District should implement the Stage 1 restrictions in response to the alert from the MET and declaration by CMWD.

Mark Norris, General Manager presented the report.

Vice Chair Shapiro moved to approve effective immediately Stage 1 Water Conservation Measures and issuance of a news release and mailing of a bill stuffer to all rate payers. Motion seconded by Director Wall. Motion carried unanimously.

9. Notification of Sewer Service Rates and Public Relations Expenses (Page 51)

It is recommended the Board:

- A. Review the request for a full page sewer service rate sheet mailer to the District's wastewater customers and provide direction to staff; and
- B. Discuss the current level of public relations information being provided to the District's customers and provide direction to staff related to these expenses; or
- C. Provide alternatives to staff.

Mark Norris, General Manager presented the report. No action was taken.

10. Westlake Village Street Festival – Redesigned and Rescheduled to December 12, 2021 (Page 53)

It is recommended the Board: Consider the restructuring and rescheduling of the Westlake Village Street Festival to December 12, 2021, and direct staff accordingly.

Mark Norris, General Manager presented the report.

Director Orkney moved to withdraw from the Holidays in the Village Rotary Street Festival scheduled for December 12 and request the fee paid to be refunded. Motion seconded by Director Wall. Motion carried unanimously.

INFORMATION ITEMS (Items 11 through 18)

It is recommended the Board receive and file the following items:

11. Disbursements, July 2021 (Page 57)
12. Investment Report, July 2021 (Page 63)
13. TWSD Website Google Analytics Report (Page 67)
14. Water Conservation Customer Rebate Program (Page 69)
15. Water Service Update, July 2021 (Page 71)
16. Water Conservation Report July 2021 (Page 73)
17. Revenue & Expense Report, July 2021 (Page 75)
18. Future Meetings, Seminars and Conferences:
 - Aug. 30 - Sept. 2 – CSDA Annual Conference, Monterey
 - Sept. 7, 5:00 p.m. – JPA Meeting (Virtual/Live) - *Correction JPA Meeting to be held September 13 and not September 7
 - Sept. 8 -9 – Urban Water Institute, Costa Mesa
 - Sept. 19-21 – WaterReuse Annual Conference, Los Angeles (Virtual/Live)
 - Sept. 27, 5:15 p.m. – TWSD Board Meeting, Oak Park Library
 - Oct. 5, 5:30 p.m. – VCSDA Meeting (Virtual/Live)
 - Nov. 30 – Dec 3 – ACWA Annual Conference, Pasadena

Director Orkney moved to receive and file the information items. Motion seconded by Director Shapiro. Motion carried unanimously.

ORAL REPORTS (Items 19 through 22)

19. Standing Committee Reports
 - A. Finance Committee – No report.
 - B. Personnel Committee – No report.
 - C. Public Outreach / Communications Committee
Director Orkney reported on the Committee meeting held with Searle Creative on August 18, 2021.
20. Board Member Comments

Director Nye inquired about an update on the Interconnection Project.

Director Orkney asked staff look into reconnecting with Conejo Valley Chamber of Commerce for notifications of news and events and suggested using the message board for Oak Park to post initiating Stage 1 Water Conservation Measures.

Chair Tjulander noted that Board members' business cards are in need of an update.
21. Reports on Outside Meetings/Conferences

Director Orkney reported on attending a recent Webinar: Strategic approach to Intergrated Storm Water and Sewar Systems.

Vice-Chair Shapiro reported on attending a VCSDA meeting on August 3, 2021.

22. General Manager, Legal Counsel Comments

Mr. Norris, General Manager, mentioned he would be on vacation from September 19 through October 4 and that Finance Direcotor Vickie Dragan would be in charge in his absence.

Mr. Mathews, Legal Council, said that the U.S. Bureau of Reclamation for the first time in its history has announced it will limit the amount of water from Lake Mead to Nevada and Arizona in response to current drought condidtions.

NEW BUSINESS (Item 23 only)

23. Future Agenda Items – None.

CLOSED SESSION – None.

ADJOURNMENT

There being no further business, and without objection, Chair Tjulander adjourned the meeting at 6:32 p.m. to a Regular Meeting to be held Monday, September 27, 2021, at the Oak Park Library.

Prepared by:

Approved:

Fidela Garcia
Clerk of the Board

Ray Tjulander, Chair
Triunfo Water & Sanitation District