

TRIUNFO SANITATION DISTRICT

Minutes of the December 17, 2018 Board of Directors Special Meeting
Oak Park Library (Film & Lecture Room 102)
899 N. Kanan Road, Oak Park, California

1. Call to Order and Roll Call: Chair Orkney called the meeting to order at 5:15 p.m. Directors Susan Pan, Leon Shapiro, Raymond Tjulander, and Chair Janna Orkney were present. Director James Wall was absent.

Staff present: General Manager Mark Norris; Legal Counsel John Mathews; Director of Finance Tina Rivera; Management Analyst Sandy Warren; Clerk of the Board Juliet Rodriguez; and Consultant Tim Doyle.

2. Pledge of Allegiance: None. The Pledge was recited at the Emergency Meeting preceding this meeting.

3. Agenda Review:

None.

Director Shapiro moved to accept the agenda as presented. Motion seconded by Director Pan. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander

NOES: None

ABSTAIN: None

ABSENT: Wall

4. Public Comments:

Clerk of the Board Juliet Rodriguez announced that no public comments were received.

BOARD OF DIRECTORS REORGANIZATION (Items 5 and 6)

5. Election of Calendar Year 2019 Chair and Vice Chair

Director Tjulander nominated Janna Orkney as Chair. The nomination was voted unanimously by acclamation.

Director Tjulander nominated Susan Pan as Vice Chair. The nomination was voted unanimously by acclamation.

6. Calendar Year 2019 Standing Committees, Ad Hoc Committees, and Other Board Appointments

At the discretion of the Chair, the following committee assignments and appointments were made:

- Finance Committee: Directors Pan and Shapiro
- Public Outreach/Communications Committee: Chair Orkney and Director Wall.
- Recycled Water/Pure Water Project Committee: Directors Shapiro and Tjulander
- Financial Oversight/Billing Review: Director Shapiro
- Ad Hoc Committee: Chair Orkney and Director Wall

CONSENT ITEM (Item 7 only)

7. Approval of Minutes: November 26, 2018 Regular Meeting,

Director Shapiro moved to accept the November 26, 2018 minutes as presented. Motion seconded by Director Tjulander. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander
NOES: None
ABSTAIN: None
ABSENT: Wall

ACTION ITEMS (Items 8 through 16)

8. New Logo for Triunfo Water and Sanitation District

Management Analyst Sandy Warren gave the presentation.

The Board deliberated on the options presented and asked to see a logo brought back in January that uses the font layout from Comp 2, in black, and incorporates the three colors shown in the Comps presented of purple, light blue, and green with a 3-shape design similar to one found by Director of Finance Tina Rivera.

9. Options for TSD-Sponsored Turf Removal Class

Mr. Warren gave the presentation.

Director Tjulander moved to schedule a TSD-sponsored Turf Removal Class for March 30, 2019 at the Mae Boyar Recreation Center in Oak Park. Motion seconded by Director Shapiro. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander
NOES: None
ABSTAIN: None
ABSENT: Wall

Chair Orkney moved to have staff look into a vendor's fair that could be held during the TSD-sponsored Turf Removal Class for March 30, 2019 at the Mae Boyar Recreation Center in Oak Park. Motion seconded by Director Tjulander. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander
NOES: None
ABSTAIN: None
ABSENT: Wall

10. TSD Property Insurance

Mr. Warren gave the presentation.

Director Shapiro moved to have staff investigate what the District needs to have insured and the cost to insure. Motion seconded by Director Tjulander. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander
NOES: None
ABSTAIN: None
ABSENT: Wall

11. TSD Board of Directors Email Storage

Mr. Warren gave the presentation.

Board discussion included options for optimizing storage space on Board Members' devices. Staff offered to assist individual Board Members with reviewing their email accounts and device configuration to optimize email storage

12. AT&T Request for Notice of Land Use Entitlement at the Kilburn Site

Mr. Norris gave the presentation.

Director Tjulander moved to approve the General Manager to sign the Notice of Land Use Entitlement for AT&T Wireless Services of California, LLC, site Conditional Use Permit as requested by County Planning. Motion seconded by Director Shapiro. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander
NOES: None
ABSTAIN: None
ABSENT: Wall

13. Cost Impact for Capping Sewer Laterals for Homes Damaged Due to the Woolsey Fire Event

Director Tjulander moved to approve the District paying the cost of sewer service lateral capping and increase the budget up to \$200,000. Motion seconded by Director Pan. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander
NOES: None
ABSTAIN: None
ABSENT: Wall

14. Request for Pool Refilling Cost Consideration for Oak Park Residents Due to the Woolsey Fire Event

Director Shapiro moved to authorize a rate reduction to Tier 1 pricing for pool refilling due to fire related repairs with application requests made by February 1, 2019. Motion seconded by Director Tjulander. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander
NOES: None
ABSTAIN: None
ABSENT: Wall

15. Bridgeway Debris Basin Easement Transfer for Hidden Valley Maintenance Corporation and Ventura County Watershed Protection District

Director Tjulander moved to approve the requested easement change for the sewer line traversing through the Bridgeway Debris Basin and adjacent private-party parcels in Westlake Village and authorize the General Manager to sign the easement transfer documents. Motion seconded by Director Pan. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander
NOES: None
ABSTAIN: None
ABSENT: Wall

16. Woolsey Fire Update

Mr. Norris reported that the hydroseeding effort is almost complete. Perimeter barricade materials have been ordered. The District has continued work with the cell sites that were damaged in the fire.

INFORMATION AGENDA (Items 17 through 27)

17. FY2019-20 Budget Schedule

18. Pure Water Project Grants

19. Disbursements: November 2018 To be distributed at meeting

20. Investment Report: November 2018

21. TSD Website – Google Analytics Report

22. Water Conservation Customer Rebate Program
23. Oak Park Water Service Update: November 2018
24. Water Conservation Report: Distributed at meeting
25. Statewide Water Supply Conditions Report: December 9, 2018
26. Revenue & Expense Report: None
27. Future Meetings, Seminars and Conferences:
 - Jan 7, 5:00 p.m. – JPA Meeting (at LVMWD)
 - Jan 23-25 - CASA Winter Conference, Palm Springs
 - Jan 28, 5:15 p. – TSD Regular Board Meeting (Oak Park Library)
 - Feb 4, 5:00 p.m. - JPA Meeting (at LVMWD)
 - Feb 25, 5:15 p.m. – TSD Regular Board Meeting, Oak Park Library
 - Feb 26-28 – ACWA Washington DC Conference
 - Feb 27-Mar 1 – Urban Water Institute Spring Conference, Palm Springs

Director of Operations Tina Rivera informed the board of upcoming enhancements that are being made to improve efficiency in financial reports given to the Board.

Mr. Norris and Ms. Rivera provided clarification to the Board on the budget process and timeline.

Director Tjulander moved to receive and file the information item reports. Motion seconded by Director Pan. Motion carried by the following vote.

AYES: Orkney, Pan, Shapiro, Tjulander

NOES: None

ABSTAIN: None

ABSENT: Wall

ORAL REPORTS – (Items 28 through 31)

28. Standing Committee Reports:
 - A. Finance Committee
Chair Orkney reported that the Finance Committee and JPA had met with the JPA auditors in December.
 - B. Recycled Water Committee – No report.
 - C. Public Outreach/Communications Committee – No report.
 - D. Ad Hoc Committee
Chair Orkney reported that the Committee has reviewed a list of employment law attorneys provided by Counsel and will be working with Jonathan Light for providing a written opinion on hiring Mark Norris as an independent contractor or employee by the District. The cost for the legal opinion is estimated to be \$900.

29. Board Member Comments

Director Shapiro will not be attending the CASA Winter Conference in January. He will be in Washington, D.C. meeting with elected officials and offered to meet on the District's behalf if desired.

Chair Orkney reminded the Board that TSD participates in an annual joint TSD/JPA trip to Washington, D.C. in the Spring to meet with elected officials and lobby in support of the Las Virgenes-Triunfo Pure Water Project.

30. Reports on Outside Meetings/Conferences

Chair Orkney and Directors Tjulander, Pan, and Shapiro gave a debriefing on the full Board having attended the Association of California Water Agencies (ACWA) Annual Fall Conference in San Diego in November 27-30, 2018 and reported on some of the sessions attended.

Director Pan reported on touring the Carlsbad Desalination Plant on November 30, 2018.

31. General Manager, Legal Counsel Comments

None.

NEW BUSINESS – (Item 32 only)

32. Future Agenda Items

Chair Orkney and Director Shapiro would like to invite Dave Pedersen, Las Virgenes Municipal Water District General Manager, to speak to the Board on the Pure Water Project and storm water diversion to the treatment plant.

Chair Orkney requested that a Goal Setting Workshop be set up for 2019 and requested that a discussion item be put on the next agenda.

Chair Orkney requested a discussion on Board Procedures/Code of Conduct and a review of Resolution No. T14-011 be added to the next agenda.

CLOSED SESSION – (Item 33 only)

At 8:05 p.m., Legal Counsel John Mathews gave, and the Board accepted, the option of providing an update during open session the following item:

33. CONFERENCE 4ITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code § 54956.9, subdivision (a) – *Triunfo Sanitation District v. New Mission, LLC*, Superior Court of the State of California, County of Ventura, Case No. 56-2017-00499222-CU-OR-VTA

ADJOURNMENT: There being no further business, and without objection, Chair Orkney adjourned the meeting at 8:05 p.m. to the next Regular Meeting to be held Monday, January 28, 2019, at 5:15 p.m. at the Oak Park Library

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

Janna Orkney, Chair
Triunfo Sanitation District

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