



TRIUNFO SANITATION DISTRICT

A PUBLIC AGENCY

Board of Directors

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Leon Shapiro, Director

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James Wall, Director

Providing Outstanding Service Since 1963

January 28, 2019

Board of Directors
Triunfo Sanitation District
Ventura County, California

BOARD MEMBER ATTENDANCE AT THE URBAN WATER INSTITUTE'S SPRING WATER CONFERENCE

Summary

Director Tjulander has requested that the Board discuss and approve his attendance at the Urban Water Institute's Spring Water Conference, in Palm Springs, February 27-March 1, 2019. This conference is not listed in the approved FY 2019 budget, Supplemental Information: Membership Dues, Conferences & Seminars, page 216, or in the authorized activities listed in Section 3.A.1. of the Board adopted Ordinance No. TSD-101 (Adopted 11/26/18). Both documents are attached.

Budget Impact

The estimated cost of attending the Urban Water Institute's Spring Water Conference is \$1842.00 which has not been budgeted in the FY2019 budget. This amount includes the conference fee, lodging, mileage, and meal per diem.

Recommendation

It is recommended that the Board discuss Director Tjulander's request and direct staff accordingly.

Please contact me at 805-658-4621 or email marknorris@vrsd.com if you have any questions or need additional information.

REVIEWED AND APPROVED:



Mark Norris - General Manager

Attachment: Ordinance No. TSD-101 (Adopted 11/26/18)
FY2019 Supplemental Information: Membership Dues, Conferences, & Seminars
Urban Water Institute's Spring Water Conference Agenda

Supplemental Information

Membership Dues, Conferences & Seminars..... 216
Debt Service..... 217
Reserve Analysis 218
Budget Glossary..... 219

TRIUNFO SANITATION DISTRICT
FISCAL YEAR 2019 BUDGET SUMMARY
MEMBERSHIP DUES, CONFERENCES & SEMINARS

Description	Unit (s)	Cost per Unit	Total Cost
California Special Districts Association (CSDA) Membership Dues	1	6,900	6,900
Ventura County Special Districts Association (VCSDA) Membership Dues	1	150	150
Miscellaneous Membership Dues	12	90	1,080
Total Central Administration Membership Dues Expense:			<u>\$8,130</u>
CSDA Conference Registration: 2 Members x 1 Event @ \$750/Event	2	750	1,500
CSDA Lodging: 2 Members x 1 Event x 3 Nights @ \$220/Night	6	220	1,320
CSDA Mileage: 2 Members x 1 Event	2	350	700
CSDA Per Diem: 2 Members x 1 Event x 4 Days @ \$80/Day	8	80	640
Total CSDA Conference Expense:			<u>\$4,160</u>
TBD: Conference Registration: 5 Events @ \$1,000/Event	5	1,000	5,000
Total TBD Conferences & Seminars Expense:			<u>\$5,000</u>
Total Central Administration Membership Dues, Conferences & Seminars Expense:			<u>\$17,290</u>
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California Association of Sanitation Agencies (CASA) Membership Dues	1	13,498	13,498
Total Wastewater Membership Dues:			<u>\$13,498</u>
CASA Conference Registration: 3 Members x 3 Events @ \$475/Event	9	475	4,275
CASA Lodging: 3 Members x 3 Events x 3 Nights @ \$220/Night	27	220	5,940
CASA Mileage: 3 Members x 3 Events	9	122	1,098
CASA Per Diem: 3 Members x 3 Events x 4 Days @ \$80/Day	36	80	2,880
Total CASA Conference Expense:			<u>\$14,193</u>
Total Wastewater Membership Dues, Conferences & Seminars Expense:			<u>27,691</u>
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Association of California Water Agencies (ACWA) Membership Dues	1	20,000	20,000
Association of Water Agencies (AWA) - Ventura County Membership Dues	1	3,300	3,300
California Rural Water Association (CRWA) Membership Dues	1	1,200	1,200
California Urban Water Conservation Council (CUWCC) Membership Dues	1	2,645	2,645
Total Potable Water Membership Dues:			<u>27,145</u>
ACWA Conference Registration: 3 Members x 2 Events @ \$695/Event	6	695	4,170
ACWA Extra Event: 3 Members x 1 Event @ \$200/Event	3	200	600
ACWA Lodging: 3 Members x 2 Events x 3 Nights @ \$220/Night	18	220	3,960
ACWA Mileage: 3 Members x 2 Events	6	70	420
ACWA Per Diem: 3 Members x 2 Events x 4 Days @ \$80/Day	24	80	1,920
Total ACWA Conference Expense:			<u>\$11,070</u>
Total Potable Water Membership Dues, Conferences & Seminars Expense:			<u>38,215</u>
<hr/>			
Water Re-use Membership Dues	1	1,000	1,000
Total Recycled Water Membership Dues:			<u>1,000</u>
Total Recycled Water Membership Dues, Conferences & Seminars Expense:			<u>\$1,000</u>
<hr/>			
Total District Membership Dues, Conferences & Seminars Expense:			<u>\$84,196</u>

TRIUNFO SANITATION DISTRICT

**ORDINANCE NO. TSD-101 (Adopted 11/26/18)
ESTABLISHING POLICIES AND PROCEDURES FOR
BOARD MEMBER COMPENSATION AND EXPENSE REIMBURSEMENT**

WHEREAS, California Health & Safety Code Section 4733 provides for the establishment of compensation for members of a County Sanitation District's Board of Directors; and

WHEREAS, Subject to the provisions of California Government Code Sections 53232 through 53232.4, it is the policy of the Triunfo Sanitation District ("District") to compensate and reimburse each member ("Director" or "Board Member") of the District's Board of Directors ("Board"), including, where applicable, alternate Board Members, based upon that Board Member's attendance or performance of certain official duties; and

WHEREAS, The Board appoints certain members to serve on the Board's advisory bodies including, without limitation standing and ad hoc committees, and to perform certain Board-related tasks; and

WHEREAS, The Board desires to establish policies and guidelines for the compensation and expense reimbursement of its members for (i) attending meetings of the Board or its advisory bodies, (ii) engaging in certain authorized activities (including attendance at Board meetings, seminars, conferences, etc., as well as reimbursement for expenses incident thereto); and

WHEREAS, The Board has complied with all requirements under applicable law for the adoption of this Ordinance No. TSD-101 ("Ordinance") including, without limitation, those set forth in Health and Safety Code Section 4766.

NOW, THEREFORE, the Board hereby ordains as follows:

SECTION 1. DIRECTOR'S COMPENSATION

In accordance with California Health & Safety Code Section 4733, Directors shall be paid the sum of \$218 for each Board or Board advisory body meeting (collectively, "Meetings") attended by the Director or each "Day of Service" performed by the Director. The term "Day of Service" shall mean a day, or any portion of a day, where a Board Member is engaged in those Authorized Activities set forth in Section 3 (Expense Payment and Reimbursement) of this Ordinance, including travel to and from those Authorized Activities. The total compensation a Director may be paid in a month attending Meetings and performing Authorized Activities shall not exceed six times the per meeting compensation. Payment for services in one month shall not be delayed to another month to avoid this limitation. Directors shall not be compensated for more than one meeting and/or any Day of Service occurring on the same day. Where the Board has appointed a Director ("Appointee") and an alternate Director ("Alternate Appointee") to attend Meetings or perform a Day of Service, the Alternate Appointee shall not receive compensation for attending a Meeting or performing a Day of Service that the Appointee attends or performs; however, the Alternate Appointee may receive compensation for attending a Meeting or performing a Day of Service that the Appointee does not attend or perform.

A. Appointments

1. Any Board Member or alternate(s) who serves as a member (or alternate member) of an advisory body of the District (including, without limitation, standing and ad hoc committees) shall be appointed by either the Board or the Board's chairperson.
2. A single Board Member and alternate shall be appointed by the Board or the Board's chairperson to perform the Authorized Activity set forth in Section 3(a)(4).
3. A single Board Member and alternate shall be appointed by the Board or the Board's chairperson to perform the Authorized Activity set forth in Section 3(a)(5).

B. Board Approval

1. Notwithstanding any other provision of this Ordinance, a Board Member must obtain the prior authorization of the Board for attending any meeting or performing any activity that conflicts with a District or Las Virgenes –Triunfo JPA regularly scheduled or special board meeting for which the Board Member will be seeking compensation and/or expense reimbursement.
2. Notwithstanding any other provision of this Ordinance, a Board Member must obtain the prior authorization of the Board for out-of-state travel for which the Board Member will be seeking compensation and/or expense reimbursement.
3. A Board Member shall not receive compensation or seek reimbursement for expenditures related to attending any meeting or performing any activity that is not set forth in Section 1 (Director's Compensation) or Section 3 (Expense Payment and Reimbursement) of this Ordinance, unless the Board Member obtained prior authorization of the Board or Board chairperson to attend that meeting or perform the activity.
4. Notwithstanding any other provision of this Ordinance, prior approval of the Board shall be required before any Board Member may perform any of the Authorized Activities set forth in Section 3(a)(3).

SECTION 2. POLICY FOR REIMBURSEMENT OF EXPENSES

In accordance with the provisions of California Government Code Sections 53232 through 53232.4, it is the policy of the District to reimburse each Board Member, (including alternate Members when required) for actual and necessary expenses ("Authorized Expenses") incurred as a result of the Member's performance of official duties and Authorized Activities. Authorized Expenses, as further described in Section 3 (Expense Payment and Reimbursement), are for Board Members only, and shall not include expenses incurred by any unauthorized individual, such as family members. Authorized Expenses shall not include personal expenses, such as entertainment, alcoholic beverages, or personal care expenses.

SECTION 3. EXPENSE PAYMENT AND REIMBURSEMENT

In accordance with this Ordinance, and other applicable law, Board Members shall be entitled to have actual and necessary expenses that are incident to the performance of official duties, Authorized Activities or other Board-authorized District business reimbursed by the District as follows:

A. Authorized Activities

Expenses incurred while engaging in the following activities are considered Authorized Expenses if all requirements of this Ordinance are fulfilled:

1. Attending meetings of the following organizations designed to improve Board Members skill and information levels: (a) California Association of Sanitation Agencies (CASA); (b) Association of Water Agencies of Ventura County (AWA-VC); (c) Ventura County Special Districts Association (VCSDA); (d) California Special Districts Association (CSDA); (e) WaterReuse; and (f) Association of California Water Agencies (ACWA). To the extent such organizations also provide reimbursement of expenses, the Board Member shall first utilize those reimbursement provisions;
2. Attending District scheduled events;
3. Attending meetings with organizations, or representatives of regional, state and national government on District adopted policy positions;
4. Attending meetings of the Ventura Regional Sanitation District as an interested Board Member of the Triunfo Sanitation Board and not as a Board Member of the Ventura Regional Sanitation District only after the Chair has reviewed the Ventura Regional Sanitation District Board agenda and believes there are issues on the agenda that requires attendance by a District Board Member; or
5. Conducting a once per month review of the District's expense statements.

B. Transportation

Generally, Board Members must use the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, using the most direct and time-efficient route.

1. **Airfare:** Airfares that are generally the most economical and reasonable for reimbursement under this Ordinance.
2. **Automobile:** Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.
3. **Car Rental:** Rental rates that are generally the most economical and reasonable for purposes of reimbursement under this Ordinance.
4. **Taxis/Shuttles:** Taxis or shuttles fares may be reimbursed, including a 15% gratuity per fare when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.
5. **Parking:** Parking rates that are generally the most economical and reasonable for reimbursement under this Ordinance.
6. **Other:** Baggage handling fees of up to \$1 per bag and gratuities of up to 15% will be reimbursed.

C. Lodging

1. General

- a. Lodging expenses will be reimbursed only at the single occupancy rate for rooms.
 - b. Lodging expenses will be reimbursed when travel is required for authorized activities and is more than 50 miles from the starting point and reasonably requires an overnight stay.
- 2. Conferences/Meetings:** If lodging is associated with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.
- 3. Other Lodging:** Lodging rates that are generally the most economical and reasonable for reimbursement under this Ordinance.

D. Meals and Incidental Expenses

For meals associated with District business reimbursement for the actual and reasonable cost shall not exceed:

Breakfast	\$20
Lunch	\$20
Dinner	\$40
Gratuity	Up to 15%

E. Expense Reports

- 1. All reimbursement requests must be submitted on an expense report form provided by District.
- 2. Expense reports must document that the expense in question met the requirements of this policy.
- 3. Board Members must submit their expense reports (except mileage expense) within thirty (30) days after an expense is incurred, accompanied by receipts documenting each expense. Restaurant and lodging receipts, in addition to any credit card receipts, are also part of the necessary documentation. Mileage expense reports may be submitted quarterly.
- 4. Inability to provide such documentation in a timely fashion may result in the expense being borne by the Board Member.
- 5. All expenses are subject to verification that they comply with this policy.

SECTION 4. REPORTS TO BOARD

At the Board meeting following an activity, Board Members must briefly report on meetings attended at District expense. If multiple Board Members attended a joint report may be made.

SECTION 5. COMPLIANCE WITH LAWS

Some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the California Public Records Act.

SECTION 6. SEVERABILITY

If any section, subsection, sentence, clause or phrase in this ordinance or the application thereof to any person or circumstance is for any reason held invalid, the validity of the remainder of the ordinance or the application of such provision to other persons or circumstances shall be adopted thereby. The Board of Directors hereby declares it would have passed this ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases or the application thereof to any person or circumstance be held invalid.

SECTION 7. REPEAL OF PRIOR INCONSISTENT ORDINANCES

Any prior ordinances or portions of ordinances previously adopted by the District Board of Directors that are in conflict with this Ordinance, are repealed as of the Effective Date of this Ordinance. This includes TSD-101 (adopted 5/21/18).

SECTION 8. EFFECTIVE DATE

This Ordinance shall become effective January 1, 2019.

PASSED, APPROVED AND ADOPTED this 26th day of November 2018 by the following vote:

AYES: J. Orkney, S. Pan, L. Shapiro, R. Tulander, J. Wall

NOES: None

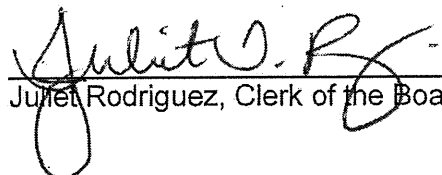
ABSENT: None

TRIUNFO SANITATION DISTRICT



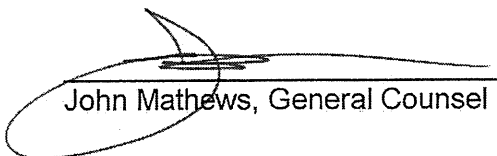
Janna Orkney, Chair

ATTESTED:



Juliet Rodriguez, Clerk of the Board

APPROVED AS TO FORM:



John Mathews, General Counsel



**Urban Water Institute's Spring Water Conference
February 27- March 1, 2019
Palm Springs Hilton**

Changing Times – Tools to Balance in the Wild Water World

Wednesday, February 27, 2019

10:00 a.m. – Board of Directors' Meeting and Brunch (room TBD)

Conference Program

12:00 p.m. - Registration, Networking & Exhibits (Sorrento Ballroom)

1:00 p.m. - Opening Remarks & Introduction

Greg Quist, Chairman, Urban Water Institute

1:15 p.m. - Welcome to Palm Springs

Palm Springs Mayor, Robert Moon (*Invited*)

1:30 p.m. - Bay Delta – Where are we, NOW?

Larry Dick, Board Member, Metropolitan Water District, Moderator

Karla Nemeth, Director, Department of Water Resources

Joaquin Esquivel, Board member, State Water Resources Control Board

Jennifer Pierre, General Manager, State Water Contractors

Steve Rothert, California Regional Director, American Rivers

2:15 p.m. – The Unintended Consequences of Water Conservation and How to Fix Them

Lisa Ohlund, General Manager, East Orange County Water District, Moderator

Bhavani Yerrapotu, Deputy Operating Office, Santa Clara Valley Water District

Kurt Schwabe, Professor, UC Riverside

3:00 p.m. - Networking Break – Sponsored by Upper San Gabriel Valley Metropolitan Water District

3:15 p.m. – Myth Busting the Water Myths

Rich Nagel, Vice President, Jacobs Engineering

Ken Weinberg, Delta Stewardship Council

Charlie Wilson, Executive Director, Southern California Water Coalition

4:45 p.m. – Adjourn

5:00 p.m. to 6:30 p.m. - Welcome Reception – Sponsored by Carollo Engineers, Inc.

Thursday, February 28, 2019

7:45 a.m. - Registration, Networking, Exhibits & Continental Breakfast – Sponsored by Santa Clarita Valley Water Agency

8:15 a.m. - Opening Remarks/Getting to Know your Exhibitors

Ane Deister, Executive Director, Urban Water Institute

8:30 a.m. – To Flow or Not to Flow - How Sanitation Water should be Allocated: Ecosystems vs. Recycling

Jennifer West, Managing Director, CA WaterReuse, Moderator

Erinn Wilson, Program Manager, California Fish and Wildlife

Paul Prestia, Division Engineer, Sanitation District of Los Angeles County

Aaron Ferguson, Attorney, Somach Simmons & Dunn

Patricia Fernandez, State Water Resources Control Board (*Invited*)

9:15 a.m. – Tapping into the World of Possibilities for the Largest Potable Reuse Project in the World

Paul Brown, Consultant, Moderator

Deven Upadhyay, Assistant General Manager, Metropolitan Water District

Tom Love, General Manager, Upper San Gabriel Valley Municipal Water District

Ray Tremblay, Facilities Planning Director, Los Angeles County Sanitation District

10:15 a.m. – Proposition 1 - Storage Project Grants - Success Stories

Paul Weghorst, Executive Director for Water Policy, Irvine Ranch Water District

Prabhakar Somavarapu, District Engineer, Sac Regional Sanitation District

Jim Watson, General Manager, SITES Project

11:15 a.m. - Networking Break – Sponsored by Irvine Ranch Water District

11:30 a.m. – The Story Behind Passage of the Future Water Measure in Los Angeles County - Measure W

Mark Pestrella, Director, Los Angeles County Public Works

12:30 p.m. - Conference Luncheon – Sponsored by Meyers Nave

1:30 p.m. – Living with the Colorado River Shortage: Drought Contingency Plan

Chris Harris, Executive Director, Colorado River Board, Moderator

Chuck Cullom, Manager, Colorado River Programs for the Central Arizona Project

Bill Hasencamp, Manager, Colorado River Resources for Metropolitan Water District

Tina Shields, Water Department Manager, Imperial Irrigation District

Jack Simes, Planning Officer, US Bureau of Reclamation

2:45 p.m. – Troubled Waters: Tribal Challenges and Solutions to Allocation in the 21st Century

Malissa Hathaway McKeith, Esq., President, CURE, Moderator

Heather Welles, Legal Counsel, Coachella Valley Water District, O'Melveny & Myers

Catherine Munson, Legal Counsel, Agua Caliente, Kilpatrick Townsend

3:30 p.m. - Networking Break – Sponsored by Coachella Valley Water District

3:45 p.m. – Now What? Post Elections Update

Ane Deister, Executive Director, Urban Water Institute, Moderator
Eric Sapirstein, President ENS Resources
Michael Boccadoro, President, West Coast Advisors
John Withers, Partner, California Strategies, LLC

4:45 pm - Adjourn

5:00 – 6:30 p.m. - Chairman’s Reception – Sponsored by DUDEK

Friday, March 1, 2019

7:45 a.m. - Registration, Networking, Exhibits & Buffet Breakfast – Sponsored by Western Municipal Water District

8:30 a.m. - Opening Remarks

Ane Deister, Executive Director, Urban Water Institute

8:45 a.m. – Keynote Speaker: George Hawkins (former CEO, DC Water)

The Bumpy Road to the Utility of the Future: The Water Industry's Moonshot

9:45 a.m. – SGMA – Is the Dream Still Alive?

John Thornton, Partner, Hunt Thornton Resource Strategies, Moderator
Taryn Ravazzini, Deputy Director, California Department of Water Resources
Trevor Joseph, Consultant, Stantec

10:45 a.m. – Communicating with the Public: What to Do; What NOT to Do

Beth Beeman, Director Public Affairs, Irvine Ranch Water District, Moderator
Janet Yamaguchi, Vice President, Education, Discovery Cube (Ret.)
Phil Rostentrater, General Manager/Executive Director, Salton Sea Authority
Ron Wildermuth, (Ret.)

11:45 a.m. - Chairman’s Raffle

Conference Adjourns

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