

TRIUNFO WATER & SANITATION DISTRICT

Minutes of December 28, 2020 Board of Directors Meeting

Due to the threat of COVID-19, this meeting was conducted pursuant to Governor Gavin Newsom's Executive Orders N-25-20 and N-29-20, which suspend certain requirements of the Ralph M. Brown Act to support social distancing guidelines and limit the spread of the virus. The District's Board of Directors attended the meeting and conducted the District's business via video conference. A copy of the video conference recording was posted on the District's website after the meeting.

1. Call to Order and Roll Call: Chair James Wall called the meeting to order at 5:23 p.m. Directors Jane Nye, Janna Orkney, Leon Shapiro, Vice Chair Raymond Tjulander, and Chair James Wall were present.

Staff present: General Manager Mark Norris; Legal Counsel John Mathews; Senior Accountant Regina Williams; Management Analyst Sandy Warren; Clerk of the Board Juliet Rodriguez; and TWSD Staff Tim Doyle, Chi Hermann, and Vickie Dragan.

2. Pledge of Allegiance: led by Chair Wall.

3. Agenda Review:
No changes made.

4. Public Comments:
None.

CONSENT ITEMS (Item 5 only) – Matters listed under Consent Items are considered to be routine, non-controversial, and are normally approved by one motion. If discussion is requested by a member of the Board on any Consent Item, or if a member of the public wishes to comment on an item, that item may be removed from Consent Agenda for separate action.

5. Approved Minutes: November 23, 2020 Regular Meeting

Vice Chair Tjulander moved to accept the Consent Agenda. Motion seconded by Director Shapiro. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

ACTION ITEMS (Items 6 through 10)

6. Election of Calendar Year 2021 Chair and Vice Chair

Director Orkney moved to nominate Director Ray Tjulander as 2021 Chair. Motion seconded by Director Shapiro Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

Director Orkney moved to nominate Director Leon Shapiro as 2021 Vice Chair. Motion seconded by Director Wall. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

Chair Tjulander continued the remainder of the meeting.

7. Calendar Year 2021 Standing Committees, Ad Hoc Committees, and Other Board Appointments

Chair Tjulander moved to A) Continue the Finance Committee, Personnel Committee, and the Public Outreach and Communications Committee; and B) Appoint Chair Tjulander and Director Nye to serve on the Finance Committee; and C) Appoint Chair Wall and Director Shapiro to serve on the Personnel Committee; and D) Appoint Chair Wall and Director Orkney to serve on the Public Outreach and Communications Committee; and E) Appoint Director Shapiro to perform financial oversight and bimonthly review of TWSD invoices. Motion seconded by Director Shapiro. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

Chair Tjulander nominated Director Shapiro as the TWSD representative to serve as the Special District Alternate to the Ventura Regional Sanitation District (VRSD) Board. Motion seconded by Director Wall. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None
ABSTAIN: None
ABSENT: None

8. Online Classes for TWSD Customers

Management Analyst Sandy Warren gave the presentation.

Director Orkney moved to schedule a Ventura County Master Gardners session on Water-Wise Landscaping in March; a Green Gardens Group Turf Replacement session in April; and a Resource Conservation District of the Santa Monica Mountains Fire-Wise Landscaping class in May. Motion seconded by Director Wall. Motion carried by the following roll call vote:

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

9. Amendment No. 1 to TWSD Contract No. T20-004 with Debra West for Administrative Training Support Services

General Manager Norris gave the presentation.

Director Wall moved authorize the Chair to sign TWSD Contract No. T20-004-1 for Debra West to continue to provide training and administrative support for the District's Will Serve and Tax Roll processes with total compensation not-to-exceed \$31,250. Motion seconded by Chair Tjulander. Motion carried by the following roll call vote:

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

10. Budget transfer for TWSD Core Management Contracts

General Manager Norris gave the presentation.

Director Orkney moved to approve the budget transfer for the remaining funds of \$556,519 from the core management consultant contracts to the Salaries & Benefits budget for FY 2020-2021. Motion seconded by Director Wall. Motion carried by the following roll call vote:

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

INFORMATION AGENDA (Items 11 through 19)

11. Disbursements: November 2020
12. Investment Report: November 2020
13. TWSD Website – Google Analytics Report
14. Water Conservation Customer Rebate Program
15. Water Service Update – November 2020
16. Water Conservation Report: November 2020
17. Statewide Water Supply Conditions Report: December 13, 2020
18. Revenue & Expense Report: November 2020
19. Future Meetings, Seminars and Conferences:
 - Jan 4, 5:00 p.m. – JPA Meeting, via video conference
 - Jan 21, 8:00 a.m. – AWA-VC WaterWise Breakfast meeting, via video conference
 - Jan 26, 10: 00 a.m. – CSDA Sexual Harassment Prevention Training, via video conference
 - Jan 25, 5:15 p.m. – TWSD Board Meeting, via video conference
 - Jan 27-28 – CASA Winter Conference, via video conference
 - Feb 1, 5:00 p.m. – JPA Meeting, via video conference

Director Orkney moved to receive and file the information item reports. Motion seconded by Director Wall. Motion carried by the following roll call vote:

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

ORAL REPORTS – (Items 20 through 23)

20. Standing Committee Reports:
 - A. Finance Committee – No report.
 - B. Personnel Committee – No report.
 - C. Public Outreach/Communications Committee – No report.
21. Board Member Comments

None.

22. Reports on Outside Meetings/Conferences

Directors Orkney and Shapiro reported on attending the ACWA Conference on December 1-3, 2020.

Director Orkney reported on attending the Region 8 ACWA meeting on December 9, 2020.

23. General Manager, Legal Counsel Comments

Mr. Norris checked to see if the Board had seen the bill stuffer in the last water bill regarding the upcoming water pipeline shutdown in February.

Mr. Norris and Mr. Mathews congratulated the new Chair Tjulander and Vice Chair Shapiro and thanked outgoing Chair Wall. Both wished the Board a safe and Happy New Year.

NEW BUSINESS – (Item 26 only)

24. Future Agenda Items

Director Orkney would like to see a Special Meeting held in January or February for Agency Goals for 2021.

Mr. Norris said that he is considering a Special Meeting in January to update the Board on an Amendment to the TWSD/VRSD Contract. A Goals Discussion could be held with that meeting. Directors were encouraged to submit goals to Mr. Norris in January.

ADJOURNMENT: There being no further business, and without objection, Chair Tjulander adjourned the meeting at 6:13 p.m. to a Regular Meeting to be held Monday, January 25, 2021, by video conference.

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

Ray Tjulander, Chair
Triunfo Water & Sanitation District

TRIUNFO WATER & SANITATION DISTRICT

Minutes of January 19, 2021 Board of Directors Special Meeting

Due to the threat of COVID-19, this meeting was conducted pursuant to Governor Gavin Newsom's Executive Orders N-25-20 and N-29-20, which suspend certain requirements of the Ralph M. Brown Act to support social distancing guidelines and limit the spread of the virus. The District's Board of Directors attended the meeting and conducted the District's business via video conference. A copy of the video conference recording was posted on the District's website after the meeting.

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

Staff present: General Manager Mark Norris; Legal Counsel John Mathews; Director of Finance Tina Rivera; Director of Operations Richard Jones; Management Analyst Sandy Warren; Clerk of the Board Juliet Rodriguez; and TWSD Staff Tim Doyle, Chi Hermann, and Vickie Dragan.

2. Pledge of Allegiance: led by Director Nye.

3. Agenda Review:
No changes made.

4. Public Comments:
None.

ACTION ITEMS (Items 5 and 6)

5. Amendment No. 2 for Services Contract with VRSD, TSD Contract No. T15-003

General Manager Mark Norris gave the presentation.

Vice Chair Shapiro moved authorize the Chair to sign Amendment No. 2 for the T15-003 Contract to transition administrative and financial services from VRSD to TWSD and modify the Contract to reflect other aforementioned provisions. Motion seconded by Director Nye Motion carried by the following roll call vote:

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

6. Goals and Objectives for 2021

Mr. Norris opened the review and shared goals that were set for the FY19-20 and the accomplishments made. He also reviewed the potential goals for FY21-22.

The Board directed staff to accept Board input for additional goal suggestions by January 21, 2021 for discussion at the January 25, 2021 Board Meeting.

ORAL REPORTS – (Items 7 and 8)

7. Board Member Comments

None.

8. General Manager, Legal Counsel Comments

Mr. Norris checked to see if the Board had seen the bill stuffer in the last water bill regarding the upcoming shutdown in February.

Mr. Norris and Mr. Mathews congratulated Chair Tjulander and Vice Chair Shapiro and thanked outgoing Chair Wall. Both wished the Board a safe and Happy New Year.

ADJOURNMENT: There being no further business, and without objection, Chair Tjulander adjourned the meeting at 6:13 p.m. to a Regular Meeting to be held Monday, January 25, 2021, by video conference.

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

Ray Tjulander, Chair
Triunfo Water & Sanitation District

TRIUNFO WATER & SANITATION DISTRICT

Minutes of January 25, 2021 Board of Directors Meeting

Due to the threat of COVID-19, this meeting was conducted pursuant to Governor Gavin Newsom's Executive Orders N-25-20 and N-29-20, which suspend certain requirements of the Ralph M. Brown Act to support social distancing guidelines and limit the spread of the virus. The District's Board of Directors attended the meeting and conducted the District's business via video conference. A copy of the video conference recording was posted on the District's website after the meeting.

1. Call to Order and Roll Call: Chair Ray Tjulander called the meeting to order at 5:17 p.m. Directors Jane Nye, Janna Orkney, James Wall, Vice Chair Leon Shapiro, and Chair Raymond Tjulander were present.

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 TWSD Staff Tim Doyle, Chi Hermann, and Vickie Dragan.

2. Pledge of Allegiance: led by Director Wall.

3. Agenda Review:
No changes made.

Director Wall moved to accept the agenda as presented. Motion seconded by Director Orkney. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

4. Public Comments:

None.

CONSENT ITEMS (Item 5 only) – Matters listed under Consent Items are considered to be routine, non-controversial, and are normally approved by one motion. If discussion is requested by a member of the Board on any Consent Item, or if a member of the public wishes to comment on an item, that item may be removed from Consent Agenda for separate action.

5. Approved Minutes: December 28, 2020 Regular Meeting, January 19, 2021 Special Meeting *Due to technical difficulties, these minutes were postponed to the Regular Board Meeting on February 22, 2021*

ACTION ITEMS (Items 6 through 8)

6. Goals and Objectives for FY2022

General Manager Norris presented the list of potential goals for FY2022.

Vice Chair Shapiro moved to approve the list of potential goals for FY2022 as presented by staff with the addition of a study of the JPA contract and ownership of real estate. Motion seconded by Director Nye. Motion carried by the following roll call vote:

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

7. TWSD Transition: Funding for New District Bank Account

Mr. Norris gave the report.

Chair Tjulander opened public comment at 5:52 p.m. and with no one wishing to speak, closed the public comment period.

Director Wall moved to approve the funding of the pending new bank account in the amount of \$100,000 for procurement of various transitional related expenses for FY 2021. Motion seconded by Chair Tjulander. Motion carried by the following roll call vote:

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

8. Ordinance No. TWSD-300 (Adopted 2/22/21) – Establishing Policies and Procedures for Potable Water Service

Mr. Norris gave the report.

Chair Tjulander opened the public comment at 5:58 p.m. and with no one wishing to speak, closed the public comment period.

Director Wall moved to conduct the first reading, by title only, of proposed Ordinance No. TWSD-300, Establishing Policies and Procedures for Potable Water Service Owned and Operated by Triunfo Water & Sanitation District; and schedule staff to publish a notice in the Ventura County Star on February 8, 2021, providing a summary and noticing the public hearing for the February 22, 2021, Board meeting Ordinance No. TWSD-300; and direct staff to publish a notice in the Ventura County

Star on February 8, 2021, providing a summary and noticing the public hearing for the February 22, 2021, Board meeting. Motion seconded by Director Orkney. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

Clerk of the Board Juliet Rodriguez gave the first reading, by title only, of proposed Ordinance No. TWSD-300:

ORDINANCE NO. TWSD-300 (Adopted 2/22/21) – ESTABLISHING POLICIES AND PROCEDURES FOR POTABLE WATER SERVICE OWNED AND OPERATED BY TRIUNFO WATER & SANITATION DISTRICT

INFORMATION AGENDA (Items 9 through 18)

9. Online Classes for TWSD Customers
10. Disbursements: December 2020
11. Investment Report: December 2020
12. TWSD Website – Google Analytics Report
13. Water Conservation Customer Rebate Program
14. Water Service Update – December 2020
15. Water Conservation Report: December 2020
16. Statewide Water Supply Conditions Report: January 14, 2020
17. Revenue & Expense Report: December 2020
18. Future Meetings, Seminars and Conferences:
 - Jan. 26, 10: 00 a.m. – CSDA Sexual Harassment Prevention Training, via video conference
 - Jan. 27-28 – CASA Winter Conference, via video conference
 - Feb. 1, 5:00 p.m. – JPA Meeting, via video conference
 - Feb.22, 5:15 p.m. – TWSD Board Meeting, via video conference
 - Feb. 24, 9:00 a.m. – ACWA DC 2021 Washington D.C. Virtual Conference
 - Mar. 1, 5:00 p.m. – JPA Meeting, via video conference
 - Mar. 15-25 – 36th Annual WaterReuse Symposium
 - Mar. 22, 5:15 p.m. – TWSD Board Meeting, via video conference

Chair Tjulander moved to receive and file the information item reports. Motion seconded by Director Wall. Motion carried by the following roll call vote:

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

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 – No report.

20. Board Member Comments

None.

21. Reports on Outside Meetings/Conferences

Directors Orkney reported on attending the AWA-VC Breakfast meeting on January 21, 2021.

Director Shapiro reported on having attended the Ventura Regional Sanitation District meeting of January 19, 2021.

22. General Manager, Legal Counsel Comments

Mr. Norris asked Director of Finance Tina Rivera for an update on the CAFR, which she responded will be presented at the February 22, 2021 meeting.

NEW BUSINESS – (Item 23 only)

23. Future Agenda Items

Director Nye would like to hear an update on the Cajuegas Interconnect Project. Mr. Norris responded that the District was informed that project construction is 12-24 months out.

Director Orkney would like to see the JPA contract come before the Board at the February or March Board meeting.

ADJOURNMENT: There being no further business, and without objection, Chair Tjulander adjourned the meeting at 6:15 p.m. to a Regular Meeting to be held Monday, February 22, 2021, by video conference.

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

Ray Tjulander, Chair
Triunfo Water & Sanitation District