

TRIUNFO WATER & SANITATION DISTRICT

Minutes of the January 27, 2020 Board of Directors Meeting
Oak Park Library (Film & Lecture Room 102)
899 N. Kanan Road, Oak Park, California

1. Call to Order and Roll Call: Chair James Wall called the meeting to order at 5:15 p.m. Directors Janna Orkney, Leon Shapiro, Vice Chair Raymond Tjulander, and Chair Wall 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 Consultants Tim Doyle, Chi Hermann, and Vickie Dragan.

2. Pledge of Allegiance: The Pledge was conducted previously at the Triunfo Public Facilities Corporation Meeting that preceded the Triunfo Water & Sanitation District Regular meeting.

3. Agenda Review:

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

AYES: Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

4. Public Comments:

No comments.

CONSENT ITEMS (Items 5 through 10) – 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 16, 2019 Special Meeting
6. Las Virgenes/Triunfo JPA Additional Budget Appropriations for Repairs to Tapia Treatment Facilities
7. Agreement for Transfer of a Portion of Lindero Feeder No. 2 and Relocation of Falling Star Turnout for Calleguas-LVMWD Interconnection

8. Schedule for TWSD Special Board Meetings – Rate Analysis Workshop and Board Director Appointment
9. Triunfo Water & Sanitation District Fiscal Year 2020-2021 and 2021-2022 Budget Development Schedule (this item was moved out of the Consent Agenda).
10. Mainline Extension Agreement – Highgate Estates, LLC., Thousand Oaks, California

Director Orkney moved to approve all Consent Item staff recommendations as presented. Motion seconded by Director Tjulander. Motion carried by the following vote:

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

Director Shapiro asked if the motion could be reconsidered to move Agenda Item 9 to Action Items.

Director Orkney moved to reconsider her motion and to move Agenda Item No. 9 to Action Items and approve all Consent Item staff recommendations as presented. Motion seconded by Director Tjulander. Motion carried by the following vote:

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

ACTION ITEMS (Items 11 through 14)

Agenda Item 9 was heard before Agenda Item 11, per Consent Agenda motion.

9. Triunfo Water & Sanitation District Fiscal Year 2020-2021 and 2021-2022 Budget Development Schedule

Mr. Norris, General Manager, gave the report.

By acclamation, the Board received the budget development schedule and directed staff to move forward with the schedule.

11. Financial Analysis for Transitioning Administrative and Finance Functions In-House

Mr. Norris gave the report. A copy of the PowerPoint presentation and the

background information were distributed to the Board.

Director Orkney moved to explore, based on staff's report, taking the Admin & Financial functions in-house and as soon as possible to meet with VRSD to see how that can be worked out between the agencies. Motion seconded by Director Shapiro. Motion carried by the following vote:

AYES: Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

12. Ordinance No. TWSD-300 (Adopted 2/24/20) – Establishing Policies and Procedures for Potable Water Services

Mr. Norris gave the report.

Vice Chair Tjulander moved to A) 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 a Public hearing and Board Action for February 24, 2020 to conduct the second reading; by title only, and consider adoption of Ordinance No. TWSD-300; and Direct Staff to publish a notice in the Ventura County Star on February 10, 2020, providing a summary and noticing the public hearing for the February 24, 2020, Board meeting. Motion seconded by Director Shapiro. Motion carried by the following vote:

AYES: Shapiro, Tjulander, Wall

NOES: Orkney

ABSTAIN: None

ABSENT: None

Juliet Rodriguez, Clerk of the Board, conducted the first reading, by title only:

ORDINANCE NO. TWSD-300 (Adopted 2/24/20 – ESTABLISHING POLICIES AND PROCEDURES FOR POTABLE WATER SERVICE OWNED AND OPERATED BY TRIUNFO WATER & SANITATION DISTRICT.

13. Approval of Reserve Level Policy

Mr. Norris gave the report.

Director Tjulander moved to approve the proposed changes to the District's Reserve Level Policy. Motion seconded by Director Orkney. Motion carried by the following vote:

AYES: Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

14. Westlake Village Street Festival – Potential TWSD Participation

Sandy Warren, Management Analyst, gave the report.

Director Orkney moved to participate in the April 26, 2020 Westlake Village Street Festival at the Bronze level. Motion seconded by Director Shapiro. Motion carried by the following vote:

AYES: Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

INFORMATION AGENDA (Items 15 through 25)

15. Update on New TWSD website

16. Update on Woolsey Fire FEMA Financial Assistance Application

17. Disbursements: December 2019

18. Investment Report: December 2019

19. TSD Website – Google Analytics Report

20. Water Conservation Customer Rebate Program

21. Water Service Update: December 2019

22. Water Conservation Report: December 2019

23. Statewide Water Supply Conditions Report: January 21, 2020

24. Revenue & Expense Report: December 2019

25. Future Meetings, Seminars and Conferences:

- Jan 29, 1:00 p.m – TWSD Public Outreach/Communications Committee Meeting/ Oak Park Library
- Feb. 3, 5:00 p.m. – JPA Meeting, (at LVMWD)
- Feb 4, 5:00 p.m. – VCSDA Annual Banquet, Camarillo
- Feb. 5, 5:15 p.m. – TWSD Rate Study Workshop, Oak Park Library
- Feb. 8, 8:30 a.m. - Las Virgenes Municipal Water District Quarterly Tour
- Feb.11, 6:00 p.m. – TWSD Board Vacancy Applicant Interviews, Oak Park Library
- Feb. 20, 7:15 a.m. – AWA-VC WaterWise Breakfast, Thousand Oaks
- Feb. 22, 10:00 a.m. – OPUSD Super Saturday, Oak Park High School
- Feb. 24, 5:15 p.m. – TWSD Board Meeting, Oak Park Library
- Feb. 26, 11:30 a.m. – AWA-VC Channel Counties/Water Systems Lunch, Camarillo
- Mar. 2, 5:00 p.m. – JPA Meeting, (at LVMWD)

- Mar. 19, 7:15 a.m. – AWA-VC WaterWise Breakfast, Thousand Oaks
- Mar. 23, 5:15 p.m. – TWSD Board Meeting, Oak Park Library

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

AYES: Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

ORAL REPORTS – (Items 26 through 29)

26. Standing Committee Reports:

- A. Finance Committee – No report.
- B. Recycled Water Committee – No report.
- C. Personnel Committee

Director Orkney and Chair Wall reported earlier on the meeting they attended on January 16, 2020.

- D. Public Outreach/Communications Committee – No report.

27. Board Member Comments

Director Orkney commented on the helicopter crash that took place over Las Virgenes Municipal Water District's (LVMWD's) land and inquired whether that would impact the upcoming JPA meeting. She asked if LVMWD could be contacted to keep the garage open for parking at the upcoming JPA meeting.

28. Reports on Outside Meetings/Conferences

Vice Chair Tjulander reported on attending the California Association of Sanitation Agencies Conference in Indian Wells, CA, January 21-23, 2020.

Director Shapiro reported on attending the Association of Water Agencies of Ventura County WaterWise Breakfast meeting on January 16, 2020.

29. General Manager, Legal Counsel Comments

None.

NEW BUSINESS – (Item 30 only)

30. Future Agenda Items

None.

ADJOURNMENT: There being no further business, and without objection, Chair Wall adjourned the meeting at 6:55 p.m. to a Special Meeting to be held Wednesday, February 05, 2020, at 5:15 p.m. at the Oak Park Library

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

James Wall, Chair
Triunfo Water & Sanitation District

TRIUNFO WATER & SANITATION DISTRICT

Minutes of the February 5, 2020 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 James Wall called the meeting to order at 5:15 p.m. Directors Janna Orkney, Leon Shapiro, Vice Chair Raymond Tjulander, and Chair Wall were present.

Staff present: General Manager Mark Norris; Legal Counsel John Mathews; Director of Finance Tina Rivera; Clerk of the Board Juliet Rodriguez; and Consultants Tim Doyle, Chi Hermann, and Vickie Dragan.

2. Pledge of Allegiance: The Pledge was led by Chair Wall.

3. Agenda Review:

None.

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

AYES: Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

4. Public Comments:

No comments.

ACTION ITEMS (Item 5 only)

5. Potable Water, Recycled Water, and Wastewater Rate Study Workshop

Mr. Norris, General Manager, introduced rate consultants Kevin Kostiuk and Nancy Phan with Raftelis, who presented draft rate plans for potable water, recycled water, and wastewater. Handouts of the PowerPoint presentation were distributed to the Board. Tina Rivera, Director of Finance assisted with the presentation and answering the Board's questions.

David Lelie, local resident, addressed the Board.

The Board requested that the consultants provide a ten-year rate model of proposed wastewater rate increases to include the Joint Powers Agreement (JPA) Capital Improvement Plan (CIP) updated estimates at a future Special Board Meeting, potentially February 18, so the Board can direct staff on which option to move forward. The consultants will continue their analysis on the cost of service for potable and recycled water enterprises and present at a later date.

ORAL REPORTS – (Items 6 through 7)

6. Board Member Comments

Director Orkney suggested that staff come up with a bill stuffer for the next mailing that answers frequently asked questions to help with public confusion in Oak Park over metered water rates.

7. General Manager, Legal Counsel Comments

None.

ADJOURNMENT: There being no further business, and without objection, Chair Wall adjourned the meeting at 6:43 p.m. to a Special Meeting to be held Tuesday, February 11, 2020, at 6:00 p.m. at the Oak Park Library

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

James Wall, Chair
Triunfo Water & Sanitation District

TRIUNFO WATER & SANITATION DISTRICT

Minutes of the February 11, 2020 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 Wall called the meeting to order at 6:00 p.m. Directors Janna Orkney, Leon Shapiro, Vice Chair Tjulander, and Chair James Wall were present.

Staff present: General Manager Mark Norris; Legal Counsel John Mathews; Director of Finance Tina Rivera; Clerk of the Board Juliet Rodriguez; and Consultants Tim Doyle, Chi Hermann, and Vickie Dragan.

2. Pledge of Allegiance: The pledge was led by Chair James Wall.

3. Agenda Review

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

AYES: Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

4. Public Comments: There were no public comments.

5. Appointment of New Director for TWSD Board

Chair Wall thanked and welcomed the three applicants and explained that the meeting would not be videotaped.

Each candidate was to have five minutes to speak on why they would like to serve on the Board, followed by five minutes of questions asked by the Board.

Legal Counsel John Mathews explained that all candidates were allowed to be present in the room. However, as a courtesy to each other, candidates may choose to wait outside of the room during each interview.

Clerk of the Board Juliet Rodriguez wrote the names of all three candidates and placed them in an envelope. General Manager Mark Norris drew individual names from the envelope to determine the order of interviews as follows:

First interview: Jane Nye

Second interview: David Lelie

Third interview: Ron Stark

Ms. Rodriguez was the time keeper for the interviews.

After interviewing each candidate and deliberation, the board submitted individual ballots with the order of first, second, and third desired choice for Board appointment.

The ballots were reviewed by the Chair and Ms. Rodriguez. Jane Nye had the highest number of first place votes and was to be appointed to the Triunfo Water & Sanitation District Board to fill the position vacated by Susan Pan in December 2019.

All three candidates were invited back into the room and thanked by the Board for applying and for interviewing. Chair Wall announced Jan Nye would be the incoming Board Member and extended the Board's congratulations.

Ms. Nye was given the Oath of Office by Ms. Rodriguez and given a round of applause by all in attendance.

6. Board Member Comments

Director Shapiro reported on the quarterly tour he assisted with at the Tapia Water Reclamation Facility on February 8, 2020.

7. General Manager Comments

Mr. Norris reported that he had spoken with Dave Pedersen, Las Virgenes Municipal Water District General Manager, and learned that the Washington D.C. Lobby trip was being planned for March 31, 2020 through April 2, 2020. In order of rotation, the Directors next to go would be James Wall and Leon Shapiro. Both Directors will check their schedules for availability.

John Mathews, General Counsel, reported on the upcoming Association of Water Agencies Monthly Breakfast on February 20, 2020 and encouraged Board Members to attend.

ADJOURNMENT: There being no further business, and without objection, Chair Wall adjourned the meeting at 7:22 p.m. to a Special Meeting to be held on Tuesday, February 18, 2020, at 6:00 p.m. at the Oak Park Library.

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

James Wall, Chair
Triunfo Water & Sanitation District

TRIUNFO WATER & SANITATION DISTRICT

Minutes of the February 18, 2020 Board of Directors Special Meeting
Oak Park Library (Film & Lecture Room 102)
899 N. Kanan Road, Oak Park, California

Due to technical issues, the start of the 6:00 p.m. meeting was delayed.

1. Call to Order and Roll Call: Chair James Wall called the meeting to order at 6:18 p.m. Directors Jane, Nye, Janna Orkney, Vice Chair Raymond Tjulander, and Chair Wall were present. Director Shapiro arrived at 6:30 p.m.

Staff present: General Manager Mark Norris; Legal Counsel John Mathews; Director of Finance Tina Rivera; Clerk of the Board Juliet Rodriguez; and Consultants Tim Doyle, Chi Hermann, and Vickie Dragan.

2. Pledge of Allegiance: The pledge was led by Chair Wall.

3. Agenda Review:

None.

Director Orkney moved to adopt the agenda as presented. Motion seconded by Vice Chair Tjulander. Motion carried by the following vote:

AYES: Nye, Orkney, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

4. Public Comments:

No comments.

ACTION ITEMS (Item 5 only)

5. Potable Water, Recycled Water, and Wastewater Rate Study Workshop

Mark Norris, General Manager gave introductory remarks. Tina Rivera, Director of Finance, introduced Nany Phan with Raftelis Consulting, who gave the interactive presentation to the Board remotely via teleconference and the use of video conferencing.

The Board reviewed four scenarios for wastewater rate increases and after deliberation directed staff to move forward with the 15% rate increase scenario.

ORAL REPORTS – (Items 6 through 7)

6. Board Member Comments

Director Orkney requested that staff provide copies of the billing cost fact sheet at the OPUSD Super Saturday event on February 22, 2020, at the Oak Park High School.

Board members welcomed Director Jane Nye to her first meeting.

7. General Manager, Legal Counsel Comments
None.

ADJOURNMENT: There being no further business, and without objection, Chair Wall adjourned the meeting at 7:37 p.m. to a Regular Meeting to be held Monday, February 24, 2020, at 5:15 p.m. at the Oak Park Library

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

James Wall, Chair
Triunfo Water & Sanitation District