

# TRIUNFO WATER & SANITATION DISTRICT

## Minutes of February 22, 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 5:15 p.m. Directors Jane Nye, James Wall, Vice Chair Leon Shapiro, and Chair Raymond Tjulander were present. Director Janna Orkney 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 TWSD Staff Vickie Dragan, Tim Doyle, and Chi Hermann.

2. Pledge of Allegiance: led by Director Shapiro.

3. Agenda Review:  
No changes made.

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

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

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, January 25, 2021 Regular Meeting
6. Amendment of Triunfo Water & Sanitation District's Conflict of Interest Code

Vice Chair Shapiro moved to approve the Consent Agenda as presented. Motion seconded by Chair Tjulander. Motion carried by the following roll call vote:

AYES: Nye, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: Orkney

**ACTION ITEMS** (Items 7 and 8)

7. TWSD FY2020 Comprehensive Annual Financial Report (CAFR)

Tina Rivera, Director of Finance, introduced Auditors Evelyn Morentin-Barcena and Gardenya Duran, from Rogers, Anderson, Malody & Scott, LLP, (RAMS) who gave the presentation.

Director Nye reported that the TWSD Finance Committee had met prior to the Regular Board Meeting and reviewed the RAMS Auditor's report with the auditing team. The Finance Committee found no issues with the presentation.

Director Nye moved to receive and file the Fiscal Year 2020 Comprehensive Annual Financial Report. Motion seconded by Vice Chair Shapiro. Motion carried by the following roll call vote:

AYES: Nye, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: Orkney

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

General Manager Norris gave a brief presentation.

Chair Tjulander opened the public hearing at 5:29 p.m. Clerk of the Board Juliet Rodriguez reported that no correspondence had been received and there was no member of the public present wishing to speak. Chair Tjulander then closed the public hearing.

Director Wall moved to adopt Ordinance No. TWSD-300, which shall take effect March 1, 2021, to include the use of flow restrictors for the most egregious delinquent accounts; and conduct the second 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. Motion seconded by Vice Chair Shapiro. Motion carried by the following roll call vote:

AYES: Nye, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: Orkney

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

**TRIUNFO WATER & SANITATION DISTRICT 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: January 2021
11. Investment Report: January 2021
12. TWSD Website – Google Analytics Report
13. Water Conservation Customer Rebate Program
14. Water Service Update – January 2021
15. Water Conservation Report: January 2021
16. Statewide Water Supply Conditions Report: February 11, 2021
17. Revenue & Expense Report: January 2021
18. Future Meetings, Seminars and Conferences:
  - Feb. 24, 9:00 a.m. – ACWA DC 2021 Washington D.C. Virtual Conference
  - Feb. 25, 1:00 p.m. – ACWA Leadership to Leadership Listening Session
  - Mar. 1, 5:00 p.m. – JPA Meeting, via video conference
  - Mar. 15-25 – 36<sup>th</sup> Annual WaterReuse Symposium
  - Mar. 18, 8:00 a.m. - AWA-VC WaterWise Breakfast
  - Mar. 22, 5:15 p.m. – TWSD Board Meeting, via video conference
  - Mar. 30, 10:00 a.m. – JPA Special Workshop
  - Apr. 5, 5:00 p.m. – JPA Meeting, via video conference
  - Apr. 26, 5:15 p.m. – TWSD Board Meeting, via video conference
  - Apr. 28, 9:00 a.m. – JPA Special Workshop

Mr. Norris provided clarification on a line item in the Revenue & Expense Report that was questioned by Director Wall at the prior Board meeting.

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

AYES: Nye, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: Orkney

**ORAL REPORTS** – (Items 19 through 22)

19. Standing Committee Reports:

- A. Finance Committee – Director Nye provided the Finance Committee report for the meeting of February 22, 2021 during Agenda Item No. 7.
- B. Personnel Committee – No report.
- C. Public Outreach/Communications Committee – No report.

20. Board Member Comments

Director Wall wondered if Sherwood Country Club might be interested in using less recycled water in the future.

21. Reports on Outside Meetings/Conferences

None.

22. General Manager, Legal Counsel Comments

Mr. Norris stated that Las Virgenes Water District has requested the District send an email questionnaire out to District customers polling how customers feel about the Pure Water Project as a source of drinking water. It was the consensus of the Board to send out the questionnaire.

**NEW BUSINESS** – (Item 23 only)

23. Future Agenda Items

None.

**ADJOURNMENT:** There being no further business, and without objection, Chair Tjulander adjourned the meeting at 5:41 p.m. to a Regular Meeting to be held Monday, March 22, 2021, by video conference.

Prepared by:

Approved:

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Juliet Rodriguez  
Clerk of the Board

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Ray Tjulander, Chair  
Triunfo Water & Sanitation District

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