

TRIUNFO SANITATION DISTRICT

Minutes of the February 25, 2019 Board of Directors Regular 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 Leon Shapiro, Raymond Tjulander, James Wall, and Chair Janna Orkney were present. Director Pan arrived at the conclusion of the Roll Call.

Staff present: General Manager Mark Norris; Legal Counsel John Mathews; Director of Finance Tina Rivera; Clerk of the Board Juliet Rodriguez; Assistant Legal Counsel Robert Congelliere; Ventura Regional Sanitation District General Manager Chris Theisen, and Consultant Tim Doyle.

2. Pledge of Allegiance: None. The Pledge was recited by Director Tjulander.

3. Agenda Review:

General Manager Mark Norris suggested the Board consider having Agenda Item 12. Ventura Regional Sanitation District (VRSD) Hourly Rates FY2019-20, moved up before Presentations on the agenda to allow for the Board to ask any questions of Ventura Regional Sanitation District General Manager Chris Theisen, who was present.

Director Wall moved to accept the agenda as amended. Motion seconded by Director Tjulander. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Wall, Tjulander

NOES: None

ABSTAIN: None

ABSENT: None

4. Public Comments:

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

INFORMATION ITEM *Item 12 on the Agenda was heard out of order.*

12. Ventura Regional Sanitation District (VRSD) Hourly Rates FY2019-20

Chris Theisen, Ventura Regional Sanitation District General Manager, provided a summary of the VRSD Hourly Rates FY 2019-20 and responded to the Board's questions.

The Board acknowledged Mr. Theisen and Tina Rivera, Director of Finance, for bringing the hourly rates to the board timely in the year.

PRESENTATIONS (Item 5 only)

5. Property Insurance Options for Triunfo Sanitation District

General Manager Mark Norris introduced Gregory Stephens, Tolman Wilker, who gave the presentation.

The Board directed Staff to pursue Forecast Model #1 (already insured and OK to insure) and also look into earthquake insurance.

CONSENT ITEMS (Item 6 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 any 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.

6. Approval of Minutes: January 28, 2019 Regular Meeting

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

AYES: Orkney, Pan, Shapiro, Tjulander

NOES: None

ABSTAIN: Wall

ABSENT: None

ACTION ITEMS (Items 7 through 11)

7. District Code of Conduct Policy (Resolution No. T14-011)

General Manager Norris gave the report.

Director Tjulander moved to include the Code of Conduct Policy in the pending TSD Ordinance No. TSD-100. Motion seconded by Director Wall. Motion carried by the following vote:

AYES: Pan, Shapiro, Wall, Tjulander

NOES: Orkney

ABSTAIN: None

ABSENT: None

8. Goals and Objectives Workshop

General Manager Norris gave the report.

Director Orkney moved to hold a future goal-setting workshop, separate from a Regular Board meeting, with a time and date to be determined. Motion seconded by Director Tjulander. Motion carried by the following vote:

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

The Board directed staff to look into options in April that also included Saturday mornings, with the exception of Saturday, April 6, 2019.

9. Revisions to Ordinance No. TSD-101 – Board Compensation and Expense Reimbursement

General Manager Norris gave the report and asked the Board for feedback on the proposed changes to the Ordinance.

Board Members provided staff with the following comments and requested changes:

Chair Orkney requested that the word “will” be changed to “shall” in the first sentence of Section 4. Non Refundable Cancellation Costs that reads: “All reasonable efforts will be made to attend travel engagements booked or to cancel as soon as possible to avoid incurring cancellation fees”.

Directors Tjulander and Orkney asked that the activities of the Greater Conejo Valley Chamber of Commerce be added to approved organizations and authorized activities. Chair Orkney stated that the mixers would be good public relations.

Vice Chair Pan suggested that the number of conferences, per director, per year, be limited to three conferences. The majority consensus of the Board supported a limit to three conferences. Discussion ensued with Board consensus agreeing to consider using the fiscal year to coincide with the annual budget.

Directors commented on Section 3.B. Transportation with regard to personal use of automobile and use of taxis/shuttles. It was agreed upon that the first sentence of Section 3.B. answered the Board’s inquiries in keeping with the most economical mode and class of transportation.

Chair Orkney requested that Section 1. Director’s Compensation be revised from \$218 for each Board meeting to \$225.00. Board member’s weighed in and agreed upon a revision of \$220.

10. New Logo for Triunfo Water and Sanitation District

General Manager Norris gave the report.

Chair Orkney moved to select logo number 1 as the TSD logo. Motion seconded by Director Tjulander. Motion carried by the following vote:

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

11. Budget Adjustment for TSD Contract No. T14-002 – Gannett Fleming/KEH & Associates, Inc.

General Manager Norris gave the presentation.

Director Wall moved to approve a \$10,716 decrease in the Potable Water CIP budgeted portion of contract; and approve a \$56,981 decrease in the Recycled Water CIP budgeted portion of contract; and approve a \$67,697 increase in the Wastewater CIP budgeted portion of contract and direct staff to change the name on the contract to Gannett Fleming/KEH, Inc. to reflect the modification. Motion seconded by Director Tjulander. Motion carried by the following vote:

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

INFORMATION AGENDA (Items 12 through 21)

12. Ventura Regional Sanitation District (VRSD) Hourly Rates FY2019-20
13. Disbursements: January 2019
14. Investment Report: January 2019
15. TSD Website – Google Analytics Report
16. Water Conservation Customer Rebate Program
17. Oak Park Water Service Update
18. Water Conservation Report: January 2019
19. Statewide Water Supply Conditions Report: February 14, 2019
20. Revenue & Expense Report: January 2019
21. Future Meetings, Seminars and Conferences:
 - Mar 4, 5:00 p.m. - JPA Meeting (at LVMWD)
 - Mar 7, 9 a.m.-1 p.m. – CSDA Board Member Best Practices class, Goleta
 - Mar 25, 5:15 p.m. – TSD Regular Board Meeting, Oak Park Library
 - Mar 28, 5:00 p.m. – Special JPA Meeting, Oak Park Library
 - Mar 30, 9:00 a.m. – Residential Turf Removal Class/Fair, Oak Park
 - Apr 1, 5:00 p.m. – JPA Meeting (at LVMWD)
 - Apr 2, 5:00 p.m. – VCSDA Dinner Meeting, *TBD*
 - Apr 7-10 – 2019 Special District Leadership Academy, San Diego

- Apr 22, 5:15 p.m. – TSD Regular Board Meeting, Oak Park Library
- Apr 24, 8:30 a.m – 4 p.m. – Human Resources Boot Camp Class, Simi Valley
- Apr 25, 8:30 a.m – 4 p.m. – Financial Management Class, Simi Valley

Chair Orkney recommended the California Special Districts Association (CSDA) classes being offered in Goleta on March 7, 2019, and in Simi Valley on April 24-25, 2019, for their content and their close geographic proximity.

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

AYES: Orkney, Pan, Shapiro, Wall, Tjulander

NOES: None

ABSTAIN: None

ABSENT: None

ORAL REPORTS – (Items 22 through 25)

22. **Standing Committee Reports:**

- A. Finance Committee – No report.
- B. Recycled Water Committee – No report.
- C. Public Outreach/Communications Committee – No report.
- D. Ad Hoc Committee

Chair Orkney reported that the Committee had met and would report to the Board in Close Session.

23. **Board Member Comments**

Director Tjulander suggested that the Recycled Water Committee meet once or twice a month with staff at Las Virgenes Water District to review milestones on the demonstration plant. Director Shapiro and General Counsel John Mathews reminded the Board that any standing committee must provide public notice of a committee meeting and meet within the District.

Mr. Norris suggested that the perhaps a joint meeting could be held with members of the JPA. Chair Orkney stated that the full TSD Board should be involved and that the the regular JPA meetings should cover the Pure Water Project updates in the JPA's standing agenda item.

Mr. Mathews and Mr. Norris provided clarification and examples of the purview of standing committees and ad hoc committees.

Chair Orkney reminded the Board that the Turf Removal Class will be held on March 30, 2019, at Mae Boyer Park.

Chair Orkney stated that recycled water production has fallen to 8,000 acre feet of effluent water per year, down from 10,000 acre feet. She is looking forward to storm water capture diversion to provide more water to treat.

Chair Orkney commented that she was dissapointed to hear that Governor Newsom has announced that there will only be one tunnel, and not twin tunnels, for the Deltal Tunnel Water Project along the California water fix.

Vice Chair Pan inquired about the Green Energy options for the District by Southern California Edison. General Manager Norris indicated that when the District recieves the update it would be presented to the Board.

24. Reports on Outside Meetings/Conferences

Director Tjulander reported that he had participated on a Quarterly Tour of the Tapia Water Reclamation Facility and Rancho Las Virgenes Composting Facility on February 9, 2019.

Vice Chair Pan commented that at a Calleguas Member Purveyor's meeting she attended it was stated that the Governor's single-tunnel decision would extend the amount of time needed to complete the tunnel, possibly 3-5 years, due to having to go through the CEQA process. She was also surprised to hear of the comparison between California levees and Louisiana levees.

Vice Chair Pan reported on atttending the AWA Water Issues Committee meeting on February 19, 2019.

Vice Chair Pan and Chair Orkney reported on attending the AWA Breakfast meeting on February 21, 2019.

25. General Manager, Legal Counsel Comments

Mr. Norris reinforced support for the Board's decision to move forward with the Pure Water Project. He also stated that the Turf Removal class is scheduled for March 30, 2019 and includes a vendor function. Flyers have been inserted in outgoing customer bills.

Mr. Mathews announced that the AWA luncheon will be held on February 27, 2019 at the Sterling Hills Golf Course and encouraged Board members to attend. The topic matter is the Salinity Management Pipeline (SMP).

NEW BUSINESS – (Item 26 only)

26. Future Agenda Items

None.

CLOSED SESSION – (Items 27 and 28)

At 7:27 p.m., Legal Counsel John Mathews announced that there would be a Closed Session on the following items:

27. CONFERENCE WITH 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

28. PUBLIC EMPLOYMENT - Government Code § 54957(b)(1)

Title: General Manager

At 7:46 p.m., the meeting reconvened into Open Session, with no reportable action on the Closed Session matters.

ACTION ITEM – (Item 29 only)

29. General Manager

Consider status of General Manager and discussion of terms and conditions of employment.

Director Tjulander moved to approve the contract drawn by Legal Counsel to retain General Manager Mark Norris, Mark Norris Consulting, LLC, as an independent contractor directly with Triunfo Sanitation District with the following changes to the contract: 1) On page 3, paragraph 5, Section D, change the date of the adjustment to June 1, 2019; 2) On, page 4, Article 7, add “or wrongful acts in performance” 3) On page 4, Article 8, change the limit coverage to \$500,000. Motion seconded by Director Shapiro. Motion carried by the following vote.

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

ADJOURNMENT: There being no further business, and without objection, Chair Orkney adjourned the meeting at 7:49 p.m. to the next Regular Meeting to be held Monday, March 25, 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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TRIUNFO SANITATION DISTRICT

Minutes of the March 16, 2019 Board of Directors Special Meeting
Oak Park Library (Small Conference Room)
899 N. Kanan Road, Oak Park, California

1. Call to Order and Roll Call: Chair Orkney called the meeting to order at 9:00 a.m. Directors Leon Shapiro, Raymond Tjulander, James Wall, and Chair Janna Orkney were present. Director Pan arrived at 9:10 a.m.

Staff present: General Manager Mark Norris; and Legal Counsel Robert Congelli.

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

3. Public Comment:

None.

4. Triunfo Sanitation District Goals and Objectives Workshop

Chair Orkney commenced the discussion and requested that General Manager Mark Norris lead the discussion regarding the ten (10) goals and objectives developed by TSD staff as attached to the information packet. Mr. Norris explained each of these goals. Various comments and questions were posed by board members to which Mr. Norris replied or discussion ensued.

At the completion of the discussion regarding the ten goals and objectives developed by TSD staff, Chair Orkney suggested three additional goals, namely: (A) Sending out bills by mail; (B) a General Manager evaluation by the Board; (C) forming the agency into a water district as opposed to a sanitation district. Discussion ensued among the board members and General Manager Norris regarding each of these suggested goals. No action was taken by the Board on any of the goals or objectives.

5. Board Member Comments.

None.

6. General Manager Comments.

None.

ADJOURNMENT: There being no further business, and without objection, Chair Orkney adjourned the meeting at 11:50 a.m. to the next Regular Meeting to be held Monday, March 25, 2019, at 5:15 p.m. at the Oak Park Library

Prepared by:

Approved:

Mark Norris
General Manager

Janna Orkney, Chair
Triunfo Sanitation District

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