

TRIUNFO SANITATION DISTRICT

Minutes of the March 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 Congelli; Management Analyst Sandy Warren, and Consultant Tim Doyle.

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

3. Agenda Review:

General Manager Mark Norris suggested the Board consider removing the date of the April 1, JPA meeting, from Agenda Item 24, Future Meetings, on page four. The meeting was moved to March 28, 2019 and is also listed on the meeting calendar.

Director Pan moved to accept the agenda as amended. Motion seconded by Director Wall. 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.

CONSENT ITEMS (Item 5 through 6) – 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.

5. Approval of Minutes: February 25, 2019 Regular Meeting; March 16, 2019 Special Meeting

6. Crown Castle/T-Mobile Request for Telecommunications Facility CUP Renewal at the Kilburn Site

It is recommended that the Board approve the General Manager to sign the Letter of Authorization and the Discretionary Permit Application, where applicable, for the Conditional Use Permit as requested by County Planning.

Director Wall moved to approve the Consent Agenda as presented. Motion seconded by Director Tjulander. Motion carried by the following vote:

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

ACTION ITEMS (Items 7 through 11)

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

General Manager Norris gave the report.

Director Shapiro moved to conduct the first reading by title only, of proposed revisions to Ordinance No. TSD-101 with a revision to include ‘and workshops’ in Section 3.A.1 Authorized Activities; schedule a public hearing and Board action on April 22, 2019, to conduct the second reading, by title only, and consider adoption of Ordinance No. TSD-101; and direct staff to publish on April 15, 2019, a notice in the Ventura County Star, providing a summary of this ordinance and noticing a April 22, 2019 public hearing to consider adoption of this Ordinance. Motion seconded by Director Pan. Motion carried by the following vote:

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

Ms. Rodriguez conducted the first reading by title only:

ORDINANCE NO. TSD-101 (Adopted 4/22/19) ESTABLISHING POLICIES AND PROCEDURES FOR BOARD MEMBER COMPENSATION AND EXPENSE REIMBURSEMENT

8. Goals and Objectives for Fiscal Year 2019-2020

General Manager Norris gave the report.

Director Tjulander moved to adopt the 12 Fiscal Year 2019-2020 goals as listed in the Board Letter. Motion seconded by Director Pan. Motion carried by the following vote:

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

9. Website related Issues for Triunfo Water and Sanitation District

Management Analyst Sandy Warren gave the report.

Chair Orkney moved to approve domain names triunfowd.com and triunfowaterandsanitation.com with the former being used as the official domain name. Motion seconded by Director Shapiro. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Wall, Tjulander

NOES: None

ABSTAIN: None

ABSENT: None

10. CSDA Board of Directors Call for Nominations, Seat B District

General Manager Norris gave the report.

The board directed staff to inform CSDA that no nominations were made.

11. FY2018-19 Additional Budget Appropriations Related to the Triunfo/Las Virgenes JPA and Direction on a Process for Future Budget Adjustments Related to the JPA

General Manager Norris gave the presentation.

Director Tjulander moved to approve a supplemental appropriation of \$230,000; and direct staff to implement a process that allows the Triunfo Board to adjust the Triunfo budget soon after JPA makes adjustments; approve a supplemental appropriation of \$943,674; and direct staff to revisit the current rate analysis. Motion seconded by Director Pan. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, and Wall

NOES: None

ABSTAIN: None

ABSENT: None

INFORMATION AGENDA (Items 12 through 24)

12. Update on TSD Property Insurance

13. Update on Woolsey Fire FEMA Claim

14. Task Timeline for Triunfo Sanitation District Name Change

15. TSD Organization Charts

16. Disbursements: February 2019

17. Investment Report: February 2019

18. TSD Website – Google Analytics Report

19. Water Conservation Customer Rebate Program
20. Oak Park Water Service Update
21. Water Conservation Report: February 2019
22. Statewide Water Supply Conditions Report: March 19, 2019
23. Revenue & Expense Report: February 2019
24. Future Meetings, Seminars and Conferences:
 - Mar 27, 12 p.m. – AWA/CCWUC Educational Luncheon Program, Camarillo
 - 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
 - Mar 31-Apr 4 – JPA/TSD Pure Water Project Lobby Trip, D.C.
 - Apr 2, 5:00 p.m. – VCSDA Dinner Meeting, *TBD*
 - Apr 7-10 – 2019 Special District Leadership Academy, San Diego
 - Apr 19, 7:00 a.m.- 1:00 p.m. – AWA Annual Water Symposium, Oxnard
 - Apr 22, 5:15 p.m. – TSD Regular Board Meeting, Oak Park Library
 - Apr 24, 8:30 a.m – 4 p.m. – Human Resrouces Boot Camp Class, Simi Valley
 - Apr 25, 8:30 a.m – 4 p.m. – Financial Management Class, Simi Valley
 - Apr 28, 10:00 a.m. – 4 p.m. - Westlake Village Community Street Festival
 - Apr 29, 5:00 p.m. – JPA Meeting (at LVMWD)
 - May 7-10 – ACWA 2019 Spring Conference, Monterey
 - May 16, 7:30 a.m. – AWA WaterWise Breakfast Meeting, *TBD*

Chair Orkney asked staff for information on the number of video hits that are made on the TSD website. Staff will include them in the Google Analytics Report in April.

Chair Orkney encouraged Board Members to attend the AWA Annual Water Symposium on April 19, 2019, and the March 30, 2019 Turf Removal Class in Oak Park.

Director Wall moved to receive and file the information item reports, as amended in agenda review to remove the April 1st JPA meeting. Motion seconded by Director Tjulander. Motion carried by the following vote.

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

ORAL REPORTS – (Items 25 through 28)

25. Standing Committee Reports:
 - A. Finance Committee – No report.
 - B. Recycled Water Committee – No report.
 - C. Public Outreach/Communications Committee – No report.

26. Board Member Comments

Chair Orkney asked if anyone would be attending the ACWA 2019 Spring Conference, May 7-10, 2019, in Monterey, CA. Director Tjulander replied that he would be attending

27. Reports on Outside Meetings/Conferences

Vice Chair Pan reported on the AWA WaterWiseBreakfast she attended on March 21, 2019 in Oxnard.

Director Shapiro reported on attending the CSDA Board Member Best Practices Workshop in Goleta, CA, on March 7, 2019.

Chair Orkney reported that she might attend Human Resources Boot Camp for Special Districts workshop on April 24, 2019.

Director Tjulander reported he and Chair Orkney had attended a briefing meeting on April 19, 2019 for the JPA/TSD Pure Water Project Lobby Trip, to Washington, D.C.

28. General Manager, Legal Counsel Comments

Mr. Norris reported that Susan Mulligan would be retiring as General Manager of the Calleguas Municipal Water District. The Board directed Staff to write a letter of acknowledgment to Ms. Mulligan.

NEW BUSINESS – (Item 29 only)

29. Future Agenda Items

None.

Chair Orkney called for a five minutes recess at 6:22 p.m. before the closed session was held.

CLOSED SESSION – (Item 30 only)

At 6:22 p.m., Legal Counsel John Mathews announced that there would be a Closed Session on the following items:

30. 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

At 6:36 p.m., the meeting reconvened into Open Session, with no reportable action on the Closed Session matters.

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 April 22, 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

TRIUNFO SANITATION DISTRICT

Minutes of the April 11, 2019 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 Orkney called the meeting to order at 5:15 p.m. Directors Leon Shapiro Raymond Tjulander, James Wall, and Chair Janna Orkney were present. Vice Chair Pan arrived at 5:16 p.m.

Staff present: General Manager Mark Norris; Legal Counsel John Matthews; Director of Tina Rivera; Director of Operations Matt Baumgardner; Water/Waste Water Operations Superintendent Richard Jones; Senior Management Analyst Michael Castro; Management Analyst Chi Hermann; Assistant Legal Counsel Robert Congelliere; and Clerk of the Board Juliet Rodriguez.

2. Pledge of Allegiance: The pledge was led by Director Tjulander

3. Public Comments: There were no public comments.

4. Workshop Regarding the Proposed Fiscal Year 2019-2020 Budget

General Manager Mark Norris gave the presentation and responded to the Board's questions. Director of Finance Tina Rivera, and Senior Management Analyst Michael Castro also responded to the Board's questions.

After review and discussion, the Board directed staff to move forward with a final budget presentation at the April 22, 2019 Regular meeting with minor modifications to the budget format.

5. Board Member Comments

Director Tjulander and Chair Orkney reported on the JPA/TSD Pure Water Project Lobby Trip that they participated in March 31-April 4, 2019 in Washington, D.C.

Chair Orkney reported that she, Vice Chair Pan, and Director Tjulander will be attending the April 19, 2019 AWA Water Symposium. The District will be sponsoring three students to attend the Symposium.

Chair Orkney and the Board expressed appreciation and acknowledged Staff for the comprehensive work and detail that went into this year's fiscal budget.

6. General Manager Comments

None.

ADJOURNMENT: There being no further business, and without objection, Chair Orkney adjourned the meeting at 7:18 p.m. to the next Regular Meeting to be held Monday April 22, 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