

# TRIUNFO WATER & SANITATION DISTRICT

## Minutes of March 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 5:17 p.m. Directors Jane Nye, Janna Orkney, James Wall, and Chair Raymond Tjulander were present. Vice Chair Leon Shapiro joined the meeting at 5:27 p.m.

Staff present: General Manager Mark Norris; Legal Counsel John Mathews; Director of Finance Tina Rivera; Interim Director of Operations Richard Jones, 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 Orkney.

3. Agenda Review:  
No changes made.

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

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

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: February 22, 2021 Regular Meeting
6. TWSD Section 218 (Social Security) Resolution TWSD 2021-002

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

AYES: Nye, Orkney, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: Shapiro

**ACTION ITEMS** (Items 7 through 9)

7. VRSD FY21-22 Labor Rates

Richard Jones, Interim Director of Operations, and Tina Rivera, Director of Finance, gave the report.

Director Orkney made a motion to have staff get comparisons of VRSD's rates and others and bring them to the next meeting. The Motion was seconded by Director Nye. After deliberation, Director Orkney withdrew the motion.

Director Wall moved to receive and file the Ventura Regional Sanitation District (VRSD) Hourly Rates FY2021-22 provided as per TSD Contract No.T15-003 / VRSD Contract No.15-014-1 between Triunfo Water & Sanitation District and Ventura Regional Sanitation District. Motion seconded by Vice Chair Shapiro. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

8. CSDA Board of Directors Call for Nominations, Seat A

General Manager Norris gave a brief presentation.

Board Members did not wish to fill the vacancy and directed staff not to submit a recommendation.

9. Advanced Purchase Authorization Request

General Manager Norris gave a brief presentation.

Director Orkney moved to approve staff's request to approve advance authorization for staff to purchase and implement the District's computer/network system and financial software from FTI Services and Microsoft Diamond, respectively, with an

estimated total expense of \$94,000. 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 10 through 19)

10. Online Classes for TWSD Customers
11. Disbursements: February 2021
12. Investment Report: February 2021
13. TWSD Website – Google Analytics Report
14. Water Conservation Customer Rebate Program
15. Water Service Update – February 2021
16. Water Conservation Report: February 2021
17. Statewide Water Supply Conditions Report: March 15, 2021
18. Revenue & Expense Report: February 2021
19. Future Meetings, Seminars and Conferences:
  - Mar. 30, 10:00 a.m. – JPA Special Workshop
  - Apr. 5, 5:00 p.m. – JPA Meeting, via video conference
  - Apr. 6, 5:30 p.m. – VCSDA Meeting, via video conference
  - Apr. 14, 7:00 p.m. – Turf Removal and Garden Transformation Class
  - Apr. 15, 8:00 a.m. – AWA-VC WaterWise Program
  - Apr. 26, 5:15 p.m. – TWSD Board Meeting, via video conference
  - Apr. 28, 9:00 a.m. – JPA Special Workshop
  - May 3, 5:00 p.m. – JPA Meeting, via video conference
  - May 12, 7:00 p.m. – Fire-Wise Landscaping Class
  - May 20, 8:00 a.m. - AWA-VC WaterWise Program
  - May 24, 5:15 p.m. – TWSD Board Meeting, via video conference

Director Orkney added the ACWA Conference is taking place May 12-13, 2021. Chair Tjulander added that the JPA was offering Ethics and Sexual Harassment training the next day.

Director Wall moved to receive and file the information item reports. 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

**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

Director Orkney reported on attending the AWA-VC Breakfast meeting on March 18, 2021.

Director Shapiro has started attending the virtual WaterReuse Conference, which is being spread over a number of days, and will give a more detailed report at the next meeting.

Director Shapiro and Chair Tjulander reported attending the WaterWise Class offered on March 14, 2021.

23. General Manager, Legal Counsel Comments

Mr. Norris stated that the Las Virgenes Water District/Triunfo Water & Sanitation District JPA has a provision that every ten years there is an opportunity to have a committee review the JPA agreement for any suggestions. Mr. Norris reported that the current agreement is working well.

Legal Counsel John Mathews responded to prior Board questions on how property is owned and how is it disposed of. He stated the basic agreement was drawn up in 1982 for the collection of wastewater and provided a brief overview of the history of the JPA agreement and two subsequent amendments in 1987 and 2009.

**NEW BUSINESS** – (Item 24 only)

24. Future Agenda Items

None.

**ADJOURNMENT:** There being no further business, and without objection, Chair Tjulander adjourned the meeting at 6:28 p.m. to a Regular Meeting to be held Monday, April 26, 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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