

# TRIUNFO WATER & SANITATION DISTRICT

## Minutes of the March 23, 2020 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 teleconference. A copy of the conference call recording was posted on the District's website within 24 hours after the meeting.

1. Call to Order and Roll Call: Chair James Wall called the meeting to order at 5:19 p.m. Directors Jane Nye, Janna Orkney, Leon Shapiro, Vice Chair Raymond Tjulander, and Chair James 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: None.

3. Agenda Review:

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

A/YES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

4. Public Comments:

No comments.

**CONSENT ITEMS** (Item 5 through 7) – 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 24, 2020, Regular Meeting
6. Reimbursement Agreement Between TWSD and the City of Thousand Oaks for Utility Manhole Raising
7. AT&T Request for Transfer of Lease to Octagon Towers, LLC, at the Kilburn

Vice Chair Tjulander moved to approve all staff recommendations for Consent Items 5-7 as presented and move Agenda Item 8, as requested by Director Orkney, to Action Items. Motion seconded by Director Orkney. Motion carried by the following roll call vote:

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

**ACTION ITEMS** (Items 8 through 11)

8. TWSD Audit Service Contract No. T20-003 – Rogers, Anderson, Malody & Scott, LLP

Tina Rivera, Director of Finance, responded to the Board's questions regarding staff's recommendation to approve the auditor's contract.

Director Orkney moved Agenda Item No. 8 be continued to the next Board meeting and allow the Finance Committee to review the top three auditor proposals and report back to the Board. Motion seconded by Director Shapiro. Motion carried by the following roll call vote:

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

9. Schedule Public Hearing for Proposed Increases to Sewer Service Fees for Ordinance No. TWSD-250 (Adopted 5/18/20)

Mark Norris, General Manager, gave the report.

Director Orkney moved to A) Conduct the first reading, by title only, of proposed Ordinance No. TWSD-250, that will increase the sewer service fee within the TWSD Service Area by 15% for FYs 2021-2024 and 7% for FY2025, and adjusts the sewer connection fee by the prescribed 0.72% Consumer Confidence Index (CCI) increase; and B) Schedule a public hearing and Board action on May 18, 2020, to conduct the second reading, by title only, and consider adoption of Ordinance No. TWSD-250; and C) Direct staff to mail notice of the public hearing to the addresses to which the District customarily mails parcel owner sewer service bills so that said notice is mailed to those addresses no later than 45 days before the May 18, 2020, hearing date (by April 2, 2020); and D) Direct staff to publish on May 4 and May 11, 2020, notices in the Ventura County Star, a newspaper of general circulation published and circulated in the District, providing a summary of this Ordinance and noticing a May 18, 2020, public hearing to consider adoption

of this Ordinance. Motion seconded by Director Shapiro. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

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

ORDINANCE NO. TWSD-250 (Adopted 5/18/20) PRESCRIBING FEES AND CHARGES FOR SEWER SERVICE OWNED AND OPERATED BY TRIUNFO WATER & SANITATION DISTRICT

10. Schedule Pubic Hearing for Proposed Increases to Potable Water Rates for Ordinance No. TWSD-350 Adopted 5/18/20)

Mr. Norris gave the report.

Vice Chair Tjulander moved to A) Conduct the first reading, by title only, of proposed Ordinance No. TWSD-350, that will increase the potable water charges within the TWSD Service Area by 6% for FYs 2021-2023 and 4% for FYs 2024-2025, and adjust the service connection fee by the prescribed 0.72% CCI increase; and B) Schedule a public hearing and Board action on May 18, 2020, to conduct the second reading, by title only, and consider adoption of Ordinance No. TWSD-350; and C) Direct staff to mail notice of the public hearing to the addresses to which the District customarily mails the potable water service bills so that said notice is mailed to those addresses no later than 45 days before the May 18, 2020, hearing date (by April 2, 2020); and D) Direct staff to publish on May 4 and May 11, 2020, notices in the Ventura County Star, a newspaper of general circulation published and circulated in the District, providing a summary of this Ordinance and noticing a May 18, 2020, public hearing to consider adoption of this Ordinance. Motion seconded by Director Nye. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

Ms. Rodriguez conducted the first reading, by title only.

ORDINANCE NO. TWSD-350 (Adopted 5/18/20) PRESCRIBING FEES AND CHARGES FOR POTABLE WATER PROVIDED BY TRIUNFO WATER & SANITATION DISTRICT

11. Schedule Public Hearing for Proposed Increases to Recycled Water Rates for Ordinance No. TWSD-450 (Adopted 5/18/20)

Mr. Norris gave the report.

Director Orkney moved to A) Conduct the first reading, by title only, of proposed Ordinance No. TWSD-450, that will increase the recycled water charges within the TWSD Service Area by 2% for FYs 2021-2025; and B) Schedule a public hearing and Board action on May 18, 2020, to conduct the second reading, by title only, and consider adoption of Ordinance No. TWSD-450; and C) Direct staff to mail notice of the public hearing to the addresses to which the District customarily mails recycled water service bills so that said notice is mailed to those addresses no later than 45 days before the May 18, 2020, hearing date (by April 2, 2020); and D) Direct staff to publish on May 4 and May 11, 2020, notices in the Ventura County Star, a newspaper of general circulation published and circulated in the District, providing a summary of this Ordinance and noticing a May 18, 2020, public hearing to consider adoption of this Ordinance. Motion seconded by Vice Chair Tjulander. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

Ms. Rodriguez conducted the first reading, by title only.

ORDINANCE NO. TWSD-450 (Adopted 5/18/20) PRESCRIBING FEES AND CHARGES FOR RECYCLED WATER PROVIDED BY TRIUNFO WATER & SANITATION DISTRICT

12. Discussion of Advance for Stephen's Video & Photography (TWSD Contract No. T18-001-1)

Mr. Norris gave the report.

Director Orkney moved to advance \$2,000 to Stephen's Video & Photography for the remainder of Contract T-18-001-1 that expires June 30, 2020 with the understanding that it is a prepaid expense. Motion seconded by Director Nye. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

**INFORMATION AGENDA** (Items 13 through 22)

13. Update on Woolsey Fire FEMA Financial Assistance Application
14. Disbursements: February 2020
15. Investment Report: February 2020
16. TWSD Website – Google Analytics Report
17. Water Conservation Customer Rebate Program

18. Water Service Update – February 2020
19. Water Conservation Report: February 2020
20. Statewide Water Supply Conditions Report: March 8, 2020
21. Revenue & Expense Report: February 2020
22. Future Meetings, Seminars and Conferences:
  - Apr. 6, 5:00 p.m. – JPA Meeting, (at LVMWD)
  - Apr. 16, 7:00 a.m. – AWA-VC Annual Water Symposium POSTPONED
  - Apr. 19-22 – CSDA 2020 Special District Leadership Academy, San Diego RESCHEDULED to Nov. 15-18, San Diego
  - Apr. 27, 5:15 p.m. – TWSD Board Meeting, Oak Park Library
  - May 5-8 – ACWA Spring Conference, Monterey RESCHEDULED to July 28-31, Monterey,
  - May 11, 5:00 p.m. – JPA Meeting, (at LVMWD)
  - May 18, 5:15 p.m. – TWSD Board Meeting, Oak Park Library

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

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

**ORAL REPORTS –** (Items 23 through 26)

23. Standing Committee Reports:
  - A. Finance Committee – No report.
  - B. Personnel Committee – No report.
  - C. Public Outreach/Communications Committee – Reported on meeting of March 3, 2020.
24. Board Member Comments

Director Orkney was pleased to hear that the District is going to waive shut off fees and late fees during the COVID-19 pandemic and asked that the information be posted on the District's website.
25. Reports on Outside Meetings/Conferences

Director Nye reported on attending the Las Virgenes Municipal Water District's International Women's Day Luncheon on March 11, 2020.

Chair Wall reported on attending the Ventura Regional Sanitation District Board Meeting on April 2, 2020.

26. General Manager, Legal Counsel Comments

No comments.

**NEW BUSINESS –** (Item 27 only)

27. Future Agenda Items

None.

**ADJOURNMENT:** There being no further business, and without objection, Chair Wall adjourned the meeting at 6:18 p.m. to a Regular Meeting to be held Monday, April 27, 2020, by teleconference.

Prepared by:

Approved:

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Juliet Rodriguez  
Clerk of the Board

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James Wall, Chair  
Triunfo Water & Sanitation District

# TRIUNFO WATER & SANITATION DISTRICT

## Minutes of the April 7, 2020 Board of Directors Special 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 teleconference. A copy of the conference call recording was posted on the District's website within 24 hours after the meeting.

1. Call to Order and Roll Call: Chair James Wall called the meeting to order at 4:01 p.m. Directors Jane, Nye, Janna Orkney, Leon Shapiro, Vice Chair Raymond Tjulander, and Chair James Wall were present.

Staff Present: General Manager Mark Norris; Legal Counsel John Mathews; Director of Finance Tina Rivera; Management Analyst Sandy Warren; Consultants Tim Doyle, Vickie Dragan, and Chi Herman; and Clerk of the Board Juliet Rodriguez

2. Pledge of Allegiance: None.

3. Agenda Review:

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

A/YES: Nye, Orkney, Shapiro, Tjulander, Wall  
NOES: None  
ABSTAIN: None  
ABSENT: None

4. Public Comments:

No comments received.

### **ACTION ITEM** (Item 5 only)

5. Discussion on the COVID-19 Pandemic Shut-Down and Its Impact on the Triunfo Water & Sanitation District Rate Study Process

Public comment emails received were read into the record from:

1. Linda Susman Swiller, Westlake Village
2. Steve and Sue Bowerman, Westlake Village

3. Anne Nadel, Oak Park

General Manager Mark Norris presented the Board with three options for discussion and the impact of each to the District:

1. Continue with the current Wastewater, Potable Water, and Recycled Water rate increase schedule.
2. Keep the current schedule for Wastewater rates, but delay the increase of Potable Water and Recycled Water rates until January 1, 2021.
3. Delay the Potable Water and Recycled Water rate increases until January 1, 2021 and delay the Wastewater rate increases until July 1, 2021.

Director Shapiro made a motion to keep the Wastewater rate increases outlined in the rate study and approved by the Board to be effective July 1, 2020, and to delay implementation of the Potable Water rate and Recycle Water rate until January 1, 2021. The motion was seconded by Vice Chair Tjulander.

The Board ensued in discussion and the motion was tabled. The Board's consensus was to stay the course of the current proposed rate schedule and revisit the discussion at the next Board meeting.

Regarding the public's inquiry on Prop 218 protest requirements and consideration for submitting protest comments for the Prop 218 hearing via email, it was the Board's consensus to continue accepting protest letters via U.S.P.S. only.

**ORAL REPORTS** – *(Items 6 and 7)*

6. Board Member Comments

Director Orkney inquired on whether the District was on NextDoor. Management Analyst Sandy Warren responded that the District is not on NextDoor and will look into whether Las Virgines Municipal Water District is on NextDoor.

Director Orkney requested that staff follow up with the Greater Conejo Valley Chamber of Commerce to have the District's listing changed to a Water Utility listing. Ms. Rodriguez reported that the request had been made of the Chamber and will be updated in the next Chamber publication.

7. General Manager, Legal Counsel Comments

None.

**ADJOURNMENT:** The meeting was adjourned at 4:58 p.m. to the Regular Meeting to be held via teleconference on Monday, **April 27, 2020** at 5:15 p.m.



**TRIUNFO WATER & SANITATION DISTRICT  
SPECIAL MEETING MINUTES**

**APRIL 7, 2020**

Prepared by:

Approved:

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Juliet Rodriguez  
Clerk of the Board

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James Wall, Chair  
Triunfo Water & Sanitation District

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