

TRIUNFO WATER & SANITATION DISTRICT

Minutes of the April 27, 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 video conference. A copy of the video conference 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 5:15 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; Operations Manager Richard Jones; Management Analyst Sandy Warren; Clerk of the Board Juliet Rodriguez; and Consultants Tim Doyle, Chi Hermann, and Vickie Dragan.

2. Pledge of Allegiance: led by Chair Wall.

3. Agenda Review:

Director Orkney moved to accept the agenda as presented. 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

4. Public Comments:

No comments.

CONSENT ITEM (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: March 23, 2020, Regular Meeting; April 7, 2020, Special Meeting

Vice Chair Tjulander moved to accept the agenda as presented. 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

ACTION ITEMS (Items 6 through 12)

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

Mark Norris, General Manager gave the report.

Vice Chair Tjulander reported that the Finance Committee met on April 27th and reviewed all submitted proposals. The Finance Committee was in support of staff's recommendation.

Vice Chair Tjulander moved to authorize the Chair to sign Contract No. T20-003 with Rogers, Anderson, Malody & Scott, LLP in the amount of \$64,875 to provide auditing services for FY2020, FY2021, and FY2022 with the option to extend the contract for two additional years for an additional \$43,950. 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

7. Comparators List for Class & Comp Study

Mark Norris, General Manager, made introductory remarks. Georg Krammer, Koff & Associates gave the presentation.

Director Shapiro moved to approve the 12 comparative agencies listed in staff's report and approve their organizational information be used as the basis for the District's classification and compensation study. 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

8. Update of Proposition 218 Cost of Service Analysis for Potable Water Proposed Changes in the Rate Structure

Mr. Norris made introductory remarks. Sudhir Pardiwala, Raftelis, gave the report.

Vice Chair Tjulander moved to approve the revised proposed rate structure from Raftelis and direct staff to include the rate structure at the Proposition 218 public hearing on May 18th. 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. Update on New TWSD Website

Management Analyst Sandy Warren gave the report.

Director Orkney moved to A) authorize staff to proceed to the “go-live” stage of the website project as soon as possible, and B) use the services of Rob Campbell, Thinking 2, to transition to the new email server as soon as possible. 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

10. Livestreaming of TWSD Board Meetings During Covid-19 Health Emergency

Mr. Warren gave the report.

Director Orkney moved to go forward with livestreaming for the next meeting and authorize a promotional budget not to exceed \$1,000. Motion seconded by Director Shapiro. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: Shapiro

Director Shapiro lost the Zoom connection prior to the roll call vote and regained his connection during the next agenda item.

11. Electronic Board Meeting Agenda Packets and Purchase of Tablets for Board Members

Mr. Norris gave the report.

The Board directed staff to put together a cost proposal of actual cost for tablets, security, and technical support.

12. Westlake Village Street Festival Rescheduled to September 20, 2020

Mr. Warren gave the report.

The Board directed staff to move forward with the rescheduled date of September 20, 2020.

INFORMATION AGENDA (Items 13 through 24)

13. Proposition 218 Correspondence for Proposed Rate Increases for District Enterprises (WW, PW, RW)
14. Woolsey Fire Financial Assistance Application – Payments Received from Cal OES and FEMA
15. Ventura Regional Sanitation District Hourly Rates FY2020-21
16. Disbursements: March 2020
17. Investment Report: March 2020
18. TWSD Website – Google Analytics Report
19. Water Conservation Customer Rebate Program
20. Water Service Update – March 2020
21. Water Conservation Report: March 2020
22. Statewide Water Supply Conditions Report: April 14, 2020
23. Revenue & Expense Report: March 2020
24. Future Meetings, Seminars and Conferences:
 - May 4, 5:00 p.m. – JPA Meeting, via teleconference
 - May 5-8 – ACWA Spring Conference, Monterey RESCHEDULED to July 28-31, Monterey
 - May 18, 5:15 p.m. – TWSD Board Meeting, Oak Park Library*
 - June 1, 5:00 p.m. – JPA Meeting, (at LVMWD) *
 - June 22, 5:15 p.m. – TWSD Board Meeting, Oak Park Library*

* Indicates location based on current County of Ventura stay-at-home orders in effect until May 15, 2020 and subject to any changes made by State and local regulatory agencies.

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

ORAL REPORTS – (Items 25 through 28)

25. Standing Committee Reports:

- A. Finance Committee – Vice Chair Tjulander gave the report during Agenda Item No 6.
- B. Personnel Committee – No report.
- C. Public Outreach/Communications Committee – No report.

26. Board Member Comments

No comments.

27. Reports on Outside Meetings/Conferences

No comments.

28. General Manager, Legal Counsel Comments

No comments.

NEW BUSINESS – (Item 27 only)

29. Future Agenda Items

Director Orkney would like to see a review of institutional issues on the Pure Water Project discussed on the next agenda.

Director Orkney recommended that all Directors watch the Las Virges Municipal Water District May 20 video conference update on the Pure Water Project and that the viewing be considered as a day of service to be ratified at the next meeting.

ADJOURNMENT: There being no further business, and without objection, Chair Wall adjourned the meeting at 7:24 p.m. to a Regular Meeting to be held Monday, May 18, 2020, by video conference.

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

James Wall, Chair
Triunfo Water & Sanitation District

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TRIUNFO WATER & SANITATION DISTRICT

Minutes of the May 13, 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 video conference. A copy of the video conference recording was posted on the District's website within 24 hours after the meeting.

1. Call to Order and Roll Call: Chair Wall called the meeting to order at 5:20 p.m. Directors Jane Nye, Janna Orkney, Leon Shapiro, Raymond Tjulander, and Chair James Wall were present.

Staff present: General Manager Mark Norris; Legal Counsel John Matthews; Director of Tina Rivera; Operations Manager Richard Jones; Senior Management Analyst Michael Castro; Consultants Tim Doyle, Chi Hermann, and Vickie Dragan; and Clerk of the Board Juliet Rodriguez.

2. Pledge of Allegiance: The pledge was led by Chair Wall

3. Public Comments: There were no public comments.

4. Workshop Regarding the Proposed Fiscal Years 2020-21 & 2021-22 Budget

General Manager Mark Norris gave introductory remarks. Director of Finance Tina Rivera, and Senior Management Analyst Michael Castro, gave the presentation and 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 May 18, 2020 Regular meeting with minor modifications to the budget format.

5. Board Member Comments

Vice Chair Tjulander and Director Shapiro acknowledged staff on the thorough and impressive job done on the budget process.

6. General Manager Comments

None.

ADJOURNMENT: There being no further business, and without objection, Chair Wall adjourned the meeting at 6:08 p.m. to the next Regular Meeting to be held Monday May 18, 2020, at 5:15 p.m. via video conference.

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

James Wall, Chair
Triunfo Water & Sanitation District