

# TRIUNFO WATER & SANITATION DISTRICT

Minutes of April 26, 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 5:16 p.m. Directors Jane Nye, Janna Orkney, James Wall, Vice Chair Leon Shapiro, and Chair Raymond Tjulander were present.

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 Wall.

3. Agenda Review:  
No changes made.

Director Wall 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

4. Public Comments:  
None.

**CONSENT ITEMS** (Items 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: March 22, 2021 Regular Meeting
6. T-Mobile Request for Equipment Modification at the Savoy Site

7. Las Virgenes/Triunfo JPA FY 2020-2022 Additional Budget Appropriations for Repairs to Tapia Treatment Facilities

Director Orkney moved to approve the Consent Agenda as presented. 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

**ACTION ITEMS** (Items 8 and 9)

8. Contract with Searle Creative Group for Public Relations Services - TWSD Contract No. T21-001

General Manager Mark Norris gave the introduction. Kellie Meehan, and Diane Rumbaugh, Searle Creative, gave a presentation.

Director Wall moved authorize the Chair to sign TWSD Contract No. T21-001 with Searle Creative Group to provide public relations services for an amount not to exceed \$50,000 and with a term through June 30, 2022; and approve the Director of Finance to increase the FY2020-2021 Adopted Budget to fund the contract. 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

9. VRSD Labor Rate Comparison

General Manager Norris gave a brief presentation.

Opportunity was given for public input. An unidentified caller requested to speak, but due to technical issues, left the meeting.

Director Nye moved to approve Hybrid Model 3b, with multiple contractors, and direct staff to notify VRSD of TWSD's intent to terminate its contract on June 30, 2022. 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

**INFORMATION AGENDA** (Items 10 through 19)

10. Online Classes for TWSD Customers
11. Disbursements: March 2021
12. Investment Report: March 2021
13. TWSD Website – Google Analytics Report
14. Water Conservation Customer Rebate Program
15. Water Service Update – March 2021
16. Water Conservation Report: March 2021
17. Statewide Water Supply Conditions Report: April 18, 2021
18. Revenue & Expense Report: March 2021
19. Future Meetings, Seminars and Conferences:
  - May.3, 5:00 p.m. – JPA Meeting, via video conference
  - May 12, 7:00 p.m. – Fire-Wise Landscaping Class
  - May 12-13 – ACWA Spring Conference
  - May 20, 8:00 a.m. – AWA-VC WaterWise Program
  - May 24, 5:15 p.m. – TWSD Board Meeting, via video conference
  - June 1, 5:30 p.m. – VCSDA Meeting, via video conference
  - June 5, 5:00 p.m. – JPA Meeting, via video conference
  - June 28, 5:15 p.m. – TWSD Board Meeting, via video conference

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

**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

Director Orkney asked that Board consideration be given to approve a Day of Service on April 16<sup>th</sup> for her participation and preparation for Public Relations firm interviews on April 19<sup>th</sup>.

Directors were individually polled and collectively approved of a Day of Service for Director Orkney on April 16, 2021. Director Orkney abstained from responding to the poll.

Chair Tjulander reported that the Las Virgenes – Triunfo Joint Powers Authority (JPA) announced that the demonstration facility would be reopening starting in May, offering virtual tours.

22. Reports on Outside Meetings/Conferences

Director Orkney reported on attending the Ventura County Special Districts Association Dinner on April 6, 2021.

Director Orkney reported on attending the Association of Water Agencies – Ventura County Breakfast meeting on April 15, 2021.

Director Orkney reported that the JPA had delivered a load of compost to the Oak Park Community Garden.

23. General Manager, Legal Counsel Comments

None.

**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 6:42 p.m. to a Regular Meeting to be held Monday, May 24, 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