

TRIUNFO WATER & SANITATION DISTRICT

Draft Minutes of January 24, 2022 Board of Directors Regular Meeting (Virtual)

1. Call to Order, Roll Call: Chair Leon Shapiro called the meeting to order at 5:19 p.m. Director James Wall, Director Janna Orkney, Director Raymond Tjulander, Vice Chair Jane Nye and Chair Leon Shapiro were present.
Staff present: General Manager Mark Norris, Legal Counsel John Mathews, Director of Finance Vickie Dragan, Clerk of the Board Fidela Garcia, Engineering Program Manager Tim Doyle, Administrative Program Manager Chi Hermann, Operations Managers David Rydman and Richard Jones, and Consultant Sandy Warren.
2. Pledge of Allegiance: Led by Director Orkney.
3. Agenda Review
Director Orkney requested Consent Item 8 be moved and heard under Action Items section of the Agenda. Chair Shapiro stated the item would be moved as requested.
4. Public Comment – None.

PRESENTATION ITEM (Item 5 only)

5. Metropolitan Water District State Water Project Reliant Area Solutions Briefing by Dan Drugan, Manager of Resources, Calleguas Municipal Water District.

Mr. Drugan gave a PowerPoint presentation.

No public comment was made.

The informational presentation was received.

CONSENT ITEMS (Items 6 through 9)

6. Approve the minutes of the Board of Directors regular meeting of December 20, 2021, and of the special meetings of January 10 and 11, 2022.
7. Adopt Resolution No. TWSD 2022-002 Authorizing Continued Use of Remote Teleconference Meetings of the Legislative Bodies of the Triunfo Water & Sanitation District.
8. Approve the Time Extension Contract amendments for Engineering Services: Contract No. T20-005 for KEH Group, Inc, and Contract No. T20-006 for MV Engineering, LLC. to retain their professional services for as-needed engineering services with a term to June 20, 2023.

Item 8 above was moved and heard under the Action Items section of the Agenda.

9. Adopt Resolution No. TWSD 2022-003 approving the Investment Policy.

Director Orkney moved to approve Consent Items 6, 7 & 9, as presented. Motion seconded by Director Wall. Motion carried by the following roll call vote:

AYES: Orkney, Wall, Tjulander, Nye, Shapiro

NOES: None

ABSTAIN: None

ABSENT: None

ACTION ITEMS (Items 8, 10 through 16)

8. Approve the Time Extension Contract amendments for Engineering Services: Contract No. T20-005 for KEH Group, Inc, and Contract No. T20-006 for MV Engineering, LLC. to retain their professional services for as-needed engineering services with a term to June 20, 2023.

This item was moved from the Consent Agenda and heard and acted on as follows.

General Manager Mark Norris gave the report.

No public comment was heard.

Director Tjulander moved to approve the Time Extension Contract amendments for Engineering Services: Contract No. T20-005 for KEH Group, Inc, and Contract No. T20-006 for MV Engineering, LLC. as recommended by staff. Motion seconded by Director Wall. Motion carried by the following roll call vote:

AYES: Orkney, Wall, Tjulander, Nye, Shapiro

NOES: None

ABSTAIN: None

ABSENT: None

10. Fiscal Year 2021 Annual Comprehensive Financial Report (ACFR)

It is recommended the Board receive and file the Fiscal Year 2021 Annual Comprehensive Financial Report.

Finance Director Vickie Dragan gave the report.

No public comment was heard.

Director Tjulander moved to approve staff's recommendation. Motion seconded by Director Wall. Motion carried by the following roll call vote:

AYES: Orkney, Wall, Tjulander, Nye, Shapiro

NOES: None

ABSTAIN: None
ABSENT: None

11. Calendar Year 2022 Standing Committees, Ad Hoc Committees, and Other Board Appointments (Continued from 12/20/21)

It is recommended the Board:

- A. Determine whether to continue the Finance Committee, Personnel Committee, and Public Outreach / Communications Committee.
- B. If desired, appoint two Directors to serve on the Finance Committee.
- C. If desired, appoint two Directors to serve on the Personnel Committee.
- D. If desired, appoint two Directors to serve on the Public Outreach/ Communications Committee.
- E. Determine whether to create any ad hoc committees and appointments.
- F. If desired, appoint one Director to perform financial oversight and bimonthly billing review of TWSD invoices.
- G. Provide alternate direction to staff.

General Manager Mark Norris gave the report.

No public comment was heard.

A brief discussion was held as to whether the Financial Oversight/Billing Review Committee should remain. Chair Shapiro was in agreement that the Committee was no longer needed and dissolved the Committee. In addition, Chair Shapiro made the following 2022 Committee assignments.

Finance Committee	Public Outreach/Comms. Committee
Director Tjulander	Chair Shapiro
Vice Chair Nye	Director Wall
Personnel Committee	Ad Hoc Committee: New Office Opening
Director Orkney	Chair Shapiro
Director Wall	Director Orkney

12. Revision to 2020 Urban Water Management Plan (UWMP)

It is recommended the Board:

- A. Review and approve the revised sections for Chapter 8 of the 2020 UWMP; and
- B. Direct staff to post the revised 2020 UWMP to the State's website for review and approval; or
- C. Provide staff with alternative direction.

General Manager Mark Norris gave the report.

No public comment was heard.

Director Wall moved to approve staff's recommendation and directed staff to post the 2020 UWMP on the District's website along with highlighting areas of most interest to the public. Motion seconded by Director Tjulander. Motion carried by the following roll call vote:

AYES: Orkney, Wall, Tjulander, Nye, Shapiro

NOES: None

ABSTAIN: None

ABSENT: None

13. Revisions to Ordinance No. TWSD-350 Fees and Charges for Potable Water Service

It is recommended the Board:

- A. Conduct the first reading, by title only, of proposed Ordinance No. TWSD-350; and
- B. Schedule a public hearing and Board action on February 28, 2022, to conduct the second reading, by title only, and consider adoption of Ordinance No. TWSD-350 (Adopted 2/28/22); and
- C. Direct staff to publish on February 14 and February 21, 2022, a notice in the Ventura County Star, a newspaper of general circulation published and circulated in the District, providing a summary of these Ordinances and noticing a February 28, 2022, public hearing to consider adoption of this Ordinance; or
- D. Provide staff with direction.

General Manager Mark Norris gave the report.

No public comment was heard.

Director Wall moved to approve staff's recommendation. Motion seconded by Director Orkney. Motion carried by the following roll call vote:

AYES: Orkney, Wall, Tjulander, Nye, Shapiro

NOES: None

ABSTAIN: None

ABSENT: None

The first reading was conducted, by title only, of the proposed ordinance:

ORDINANCE NO. TWSD-350 (adopted 2/28/22) PRESCRIBING FEES AND CHARGES FOR POTABLE WATER PROVIDED BY THE TRIUNFO WATER & SANITATION DISTRICT

14. Contract for State Water Budget-Allocation Design Services Contract No. T22-001 with DCSE, Inc.

It is recommended the Board:

- A. Authorize the Chair to sign Contract No. T22-001 with DCSE, Inc., to provide geospatial analysis and support of the water budget project for a not-to-exceed amount of \$41,320 with a term to June 30, 2023; and
- B. Authorize the Director of Finance to increase the FY2021-2022 Adopted Budget, professional services (45-310-52080) by \$41,320; or
- C. Provide staff with alternative direction.

Engineering Program Manager Tim Doyle gave the report.

No public comment was heard.

Director Wall moved to approve staff's recommendation. Motion seconded by Director Orkney. Motion carried by the following roll call vote:

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

15. Goals and Objectives for FY 23

It is recommended the Board review, discuss, and modify the list of potential goals for FY 2023 stated in the board letter and direct staff accordingly for implementation and task assignments.

General Manager Mark Norris gave a presentation.

No public comment was heard.

Director Tjulander moved to approve staff's recommendation. Motion seconded by Director Nye. Motion carried by the following roll call vote:

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

16. Denial of Claim: Incident July 3, 2021

It is recommended the Board review the findings and deny the claim.

General Manager Mark Norris gave the report.

No public comment was heard.

Director Wall moved to deny the claim. Motion seconded by Director Tjulander. Motion carried by the following roll call vote:

AYES: Orkney, Wall, Tjulander, Nye, Shapiro

NOES: None

ABSTAIN: None

ABSENT: None

INFORMATION ITEMS (Items 17 through 26)

It is recommended the Board receive and file the following items:

17. Searle Creative Outreach, December 2021
18. Investment Report, January 2022
19. Disbursements Report, January 2022
20. TWSD Website Google Analytics Report
21. Water Conservation Customer Rebate Program
22. Statewide Water Supply Conditions Report, January 2022
23. Water Service Update, January 2022
24. Water Conservation Report, January 2022
25. Revenue & Expense Report, January 2022
26. Future Meetings, Seminars and Conferences:
 - Feb. 1, 5:30 p.m. – VCSDA Chapter Meeting (Virtual / In-Person)
 - Feb. 7, 5:00 p.m. – JPA Meeting (Virtual / In-person)
 - Feb. 16 – 18 – Urban Water Institute Spring Conference, Palm Springs
 - Feb. 24, 5:15 p.m. – TWSD Board Meeting, Oak Park Library
 - Feb. 28 – Mar. 1 – CASA Washington DC Policy Forum
 - March 6 – 9 – WaterReuse Symposium, San Antonio TX

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

AYES: Orkney, Wall, Tjulander, Nye, Shapiro

NOES: None

ABSTAIN: None

ABSENT: None

ORAL REPORTS (Items 27 through 30)

27. Standing Committee Reports

- A. Finance Committee – Director Tjulander reported on a recently attended meeting during Item 10.
- B. Personnel Committee – None
- C. Public Outreach / Communications Committee – None

28. Board Member Comments

Chair Shapiro mentioned that the Oak Park Municipal Advisory Council would be meeting on January 27 at 7:00 p.m. via Zoom and would hear a presentation on the Pure Water Project.

29. Reports on Outside Meetings/Conferences

Director Orkney reported on a AWA-VC Water Issues Committee meeting and AWA-VC Breakfast Series event, “Drought Buster During a La Nina.”

30. General Manager, Legal Counsel Comments

General Manager Mark Norris introduced newly hired Dave Rydman, Operations Manager, formerly of LA County Public Works Department. Dave stated that he resides in Oak Park and looks forward to serving his community and he thanked the Board for the opportunity to work with the TWSD team.

General Manager Mark Norris provided an update on the recruitment of office/field staff. He said that seven additional positions had been filled, that the new staff would be on the job by July 1, and that introductions would be made to the Board at the earliest opportunity.

General Manager Mark Norris provided an update on the new office space negotiations. He inquired about the possibility of a special board meeting for this purpose.

NEW BUSINESS (Item 31 only)

31. Future Agenda Items – None.

ADJOURNMENT – Chair Shapiro adjourned the meeting at 7:10 p.m. to a regular meeting to be held Monday, February 28, 2022 at 5:15 p.m.

Prepared by:

Approved:

Fidela Garcia
Clerk of the Board

Leon Shapiro, Chair

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