

TRIUNFO WATER & SANITATION DISTRICT

Minutes of the February 24, 2020 Board of Directors Meeting
Oak Park Library (Film & Lecture Room 102)
899 N. Kanan Road, Oak Park, California

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, Vice Chair Raymond Tjulander, and Chair Wall were present. Director Leon Shapiro arrived at 5:19 p.m.

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: The Pledge was conducted by Chair Wall.

3. Agenda Review:

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

AYES: Nye, Orkney, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: Shapiro

4. Public Comments:

No comments.

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: January 27, 2020, Regular Meeting, February 5, 2020 Special Meeting, February 11, 2020 Special Meeting, and February 18, 2020 Special Meeting.

Director Orkney moved to approve all Consent Items as presented. Motion seconded by Vice Chair Tjulander. Motion carried by the following vote:

AYES: Nye, Orkney, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: Shapiro

ACTION ITEMS (Items 6 through 10)

6. Public Hearing - Ordinance No. TWSD-300 (Adopted 2/24/20) – Establishing Policies and Procedures for Potable Water Services

Mr. Norris, General Manager, gave the report.

Vice Chair Tjulander moved to A) Conduct a public hearing regarding proposed revisions to Ordinance No. TWSD-300, Establishing Policies and Procedures for Potable Water Service Owned and Operated by Triunfo Water & Sanitation District; B) Adopt Ordinance No. TWSD-300 which shall take effect March 1, 2020, with the discontinuance of the Drop-Box effective May 1, 2020; C) Conduct the second reading, by title only, of Ordinance No. TWSD-300, Establishing Policies and Procedures for Potable Water Service Owned and Operated by Triunfo Water & Sanitation District; and D) Direct staff to include notification of the water bill payment drop-box being discontinued within the monthly water billing statement and post notification at the UPS Store where the drop-box is located, noticing an effective date of May 1, 2020. Motion seconded by Director Orkney. Motion carried by the following vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

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

TRIUNFO WATER & SANITATION DISTRICT ORDINANCE NO. TWSD-300 (Adopted 2/24/20) ESTABLISHING POLICIES AND PROCEDURES FOR POTABLE WATER SERVICE OWNED AND OPERATED BY TRIUNFO WATER & SANITATION DISTRICT

7. Approval of Human Resources Consulting Firm Contract for Classification and Compensation Study

Mr. Norris gave the report. A copies of the PowerPoint presentation and the background information were distributed to the Board.

Director Orkney moved to approve the eight classifications study with Koff & Associates, Inc. and approve the Chair to sign a contract with the HR consulting firm in the amount of \$24,450; and authorize the Director of Finance to fund this Contract with the \$35,000 encumbered for the Benchmarking Study within the Adopted FY 2019-2020 Fiscal Budget. Motion seconded by Director Shapiro. Motion carried by the following vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

8. Proposed Schedule for Rate Study Public Hearings for Potable Water, Recycled Water, and Wastewater Enterprises

Mr. Norris gave the report.

Director Shapiro moved to review the preferred rate increases and tentative schedule and direct staff to move the Proposition 218 process forward with a first reading of the three enterprise Ordinances [TWSD-250 (WW), 350 (PW), and 450 (RW)] at the March 23, 2020, Board Meeting and confirm a public hearing date of May 18, 2020. Motion seconded by Director Nye. Motion carried by the following vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

9. CSDA Board of Directors Vacancy – Call for Nominations: Seat B – Coastal Network

No action was taken by the Board.

10. CSDA Board of Directors Call for Nominations, Seat C

No action was taken by the Board.

INFORMATION AGENDA (Items 11 through 21)

11. Update on New TWSD Website

12. Update on Woolsey Fire FEMA Financial Assistance Application

13. Disbursements: January 2020

14. Investment Report: January 2020

15. TSD Website – Google Analytics Report

16. Water Conservation Customer Rebate Program

17. Water Service Update: January 2020

18. Water Conservation Report: January 2020

19. Statewide Water Supply Conditions Report: February 9, 2020

20. Revenue & Expense Report: January 2020

21. Future Meetings, Seminars and Conferences:

- Feb. 26, 11:30 a.m. – AWA-VC Channel Counties/Water Systems Lunch, Camarillo

- Mar. 2, 5:00 p.m. – JPA Meeting, (at Oak Park Library)
- Mar. 19, 7:15 a.m. – AWA-VC WaterWise Breakfast, Thousand Oaks
- Mar. 21, 10:00 a.m. – ACWA Recycled Water Facility Tour, El Segundo
- Mar. 23, 5:15 p.m. – TWSD Board Meeting, Oak Park Library
- Mar. 31- Apr. 2 – JPA Washington D.C. Lobby Trip
- Apr. 6, 5:00 p.m. – JPA Meeting, (at LVMWD)
- Apr. 16, 7:00 a.m. – AWA-VC Annual Water Symposium and Exposition
- Apr. 19-22 – CSDA 2020 Special District Leadership Academy, San Diego
- Apr. 27, 5:15 p.m. – TWSD Board Meeting, Oak Park Library

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

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

ORAL REPORTS – (Items 22 through 25)

22. Standing Committee Reports:

- A. Finance Committee – No report.
- B. Personnel Committee – No report.
- C. Public Outreach/Communications Committee – No report.

23. Board Member Comments

None.

24. Reports on Outside Meetings/Conferences

Directors Nye, Tjulander, and Shapiro reported on attending the OPUSD Super Saturday Sustainability Fair on February 22, 2020.

Director Shapiro reported on attending the Association of Water Agencies of Ventura County (AWA-VC) WaterWise Breakfast meeting on February 20, 2020.

25. General Manager, Legal Counsel Comments

Legal Counsel John Mathews commented on attending the AWA-VC meeting on February 20, 2020.

NEW BUSINESS – (Item 26 only)

26. Future Agenda Items

Director Orkney requested to see the Capital Improvement Project (CIP) for Recycled Water soon.

ADJOURNMENT: There being no further business, and without objection, Chair Wall adjourned the meeting at 6:32 p.m. to a Regular Meeting to be held Monday, March 23, 2020, at 5:15 p.m. at the Oak Park Library

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

James Wall, Chair
Triunfo Water & Sanitation District

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