

**TRIUNFO WATER & SANITATION DISTRICT**  
Draft Minutes of March 28, 2022 Board of Directors  
Regular Meeting (in-person and virtual via Zoom)  
Oak Park Library (Film & Lecture Room 102)  
899 N. Kanan Road, Oak Park, California

1. Call to Order, Roll Call: Vice Chair Jane Nye called the meeting to order at 5:15 p.m. Director Janna Orkney, Director James Wall, Director Raymond Tjulander and Vice Chair Jane Nye were present. Chair Leon Shapiro was absent.

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 Manager David Rydman, and Consultant Sandy Warren.

2. Pledge of Allegiance: Led by Director Tjulander.
3. Agenda Review  
Director Orkney moved to approve the Agenda, as presented. Motion seconded by Director Wall. Motion carried by the following roll call vote:

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

4. Public Comment – None.

**PRESENTATION ITEM** – None.

**CONSENT ITEMS** (Items 5 through 7)

5. Approve the minutes of the Board of Directors regular meeting of February 28, 2022, and special meeting of March 3, 2022.
6. Adopt Resolution No. TWSD 2022-006 Authorizing Continued Use of Remote Teleconference Meetings of the Legislative Bodies of the Triunfo Water & Sanitation District.
7. Authorize the Chair to sign TWSD Contract No. T21-005-1 for Toro Enterprises, Inc., to retain their construction services for completing the rehabilitation of the access road and reservoir apron at Kilburn site in Oak Park with a term to June 30, 2022.

No public comment was heard.

Director Orkney moved to approve Consent Items 5 through 7, as presented. Motion seconded by Director Tjulander. Motion carried by the following roll call vote:

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

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

8. Metropolitan Water District (MWD) Student Art Calendar Contest

It is recommended that the Board evaluate MWD's 2023 Student Art Calendar Contest as a public outreach/education opportunity and provide direction accordingly.

General Manager Mark Norris introduced Consultant Sandy Warren who gave the report.

No public comment was heard.

Director Wall moved to approve staff recommendation to participate in MWD's Student Calendar Art Contest. Motion seconded by Vice-Chair Nye. Motion carried by the following roll call vote:

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

9. Public Outreach Opportunity: Nextdoor Social Media Platform

It is recommended that the Board evaluate the opportunity for Triunfo Water & Sanitation District to create and maintain a presence on the Nextdoor social media platform and provide direction accordingly.

Consultant Sandy Warren gave the report.

No public comment was heard.

Director Orkney moved to approve staff recommendation to establish space on Nextdoor social media platform. Motion seconded by Director Wall. Motion carried by the following roll call vote:

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

10. Transition Update: Office Space and Operations & Maintenance

It is recommended that the Board review this updated information and provide direction to staff regarding discussions and negotiations.

A six-page handout was distributed to the Directors containing a draft floor plan of office space and board room for the new office location of 370 N. Westlake Blvd, Westlake, and photographs of two different board room models, United Water Conservation District and Ventura Regional Sanitation District.

Mark Norris gave the report and responded to questions from the Directors throughout his report.

No public comment was heard.

The Board provided feedback regarding the design of the new dais. Director Orkney mentioned she liked the look of the United Water Conservation District's dais but would like the new dais to include a step-up feature. Director Wall said he would like to see what the costs would look like for a temporary setup, in the meantime; and then once the supply chain issue is improved, move to a more permanent setup.

Director Orkney said with regard to the purchase of vehicles from VRSD, she would like to see a photograph of them prior to their purchase.

Mr. Norris said he had received the feedback needed in order to move forward with negotiations, and that he expected the office lease negotiations to be finalized by the next Board meeting.

The Board received and filed the update.

11. Triunfo Water & Sanitation District – Ventura Regional Sanitation District Negotiations Conflict Waiver

It is recommended that the Board authorize the General Manager to execute the Conflict Waiver as presented.

General Manager Mark Norris gave the report.

No public comment was heard.

Director Wall moved to approve staff recommendation. Motion seconded by Vice-Chair Nye. Motion carried by the following roll call vote:

AYES: Orkney, Tjulander, Wall, Nye

NOES: None

ABSTAIN: None

ABSENT: Shapiro

**INFORMATION ITEMS** (Items 12 through 23)

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

12. California Department of Water Resources Reduces 2022 Water Allocation to 5%
13. Videos Produced for TWSD Social Media
14. Disbursements Report, February 2022
15. Searle Creative Activities & Marketing Analytics Reports, January & February, 2022
16. Investment Report, February 2022
17. TWSD Website Google Analytics Report
18. Water Conservation Customer Rebate Program
19. Water Supply Conditions Report, March 2022
20. Water Conservation Program, February 2022
21. Water Service Update, February 2022
22. Revenue & Expense Report, February 2022
23. Future Meetings, Seminars and Conferences:
  - April 4, 5:00 p.m. – JPA Meeting (Virtual / In-person)
  - April 5, VCSDA Meeting, (Virtual / In-person)
  - April 21, 8:00 a.m. – AWA-VC, Waterwise Program (Virtual / In-person)
  - April 25, 5:15 p.m. – TWSD Board Meeting
  - May 3-5 – ACWA Spring Conference (Sacramento)
  - May 9, 5:00 p.m. JPA Meeting (Virtual / In-person)
  - May 23, 5:15 p.m. – TWSD Board Meeting

In relation to Item 15 above, Director Orkey requested that bill inserts be distributed to all Board members, as not all reside within Oak Park. She expressed her pleasure at seeing how quickly a notification was sent by Searle Creative with her bill, informing residents of the announcement of the State's 5% water allocation.

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

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

**ORAL REPORTS** (Items 24 through 27)

24. Standing Committee Reports
  - A. Finance Committee – None.
  - B. Personnel Committee – None.
  - C. Public Outreach / Communications Committee– None.
25. Board Member Comments – None.
26. Reports on Outside Meetings/Conferences

Director Orkney reported on recently attending two meetings of the AWA-VC.

27. General Manager, Legal Counsel Comments

General Manager Mark Norris suggested a change to a couple of the monthly informaton items provided to the Board. He said he would like to 1) discontinue the Google Analytics Report because it is covered in the monthly Searle Reports and 2) change the Water Conservation Report to a quarterly one. No reservation was stated by the Board.

General Manager Mark Norris reported, he and Dave Rydman attended the Calleguas Water Purveyor meeting recently held.

Legal Counsel John Mathews commented that the Govenor's Office is serious about soon issuing a prohibition on watering grass areas in business and industrial areas with most likely residences to follow.

**NEW BUSINESS** (Item 28 only)

28. Future Agenda Items

Director Orkney requested a water conservation item for the next agenda.

**ADJOURNMENT** – Vice Chair Nye adjourned the meeting at 6:57 p.m. to a regular meeting to be held Monday, April 25, 2022 at 5:15 p.m.

Prepared by:

Approved:

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Fidela Garcia  
Clerk of the Board

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Leon Shapiro, Chair  
Triunfo Water & Sanitation District