

TRIUNFO WATER & SANITATION DISTRICT
Draft Minutes of February 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: Chair Leon Shapiro called the meeting to order at 5:16 p.m. Director Janna Orkney (virtual), Director James Wall, 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, and Operations Manager David Rydman.

2. Pledge of Allegiance: Led by Director Wall.

3. Agenda Review

Director Wall moved to approve the Agenda, as presented. Motion seconded by Vice Chair Nye. Motion carried by the following roll call vote:

AYES: Orkney, Tjulander, Wall, Nye, Shapiro

NOES: None

ABSTAIN: None

ABSENT: None

4. Public Comment – None.

PRESENTATION ITEM – None.

CONSENT ITEMS (Items 5 & 6)

5. Approve the minutes of the Board of Directors regular meeting of January 24, 2022.
6. Adopt Resolution No. TWSD 2022-004 Authorizing Continued Use of Remote Teleconference Meetings of the Legislative Bodies of the Triunfo Water & Sanitation District.

Director Orkney moved to approve Consent Items 5 & 6, as presented. Motion seconded by Director Wall. Motion carried by the following roll call vote:

AYES: Orkney, Tjulander, Wall, Nye, Shapiro

NOES: None

ABSTAIN: None

ABSENT: None

ACTION ITEMS (Items 7 through 9)

7. TWSD Purchasing Policy – Resolution No. TWSD 2022-005

It is recommended the Board adopt Resolution No. TWSD 2022-005, TWSD Purchasing Policy and hereby rescind TSD Resolution No. T01-05.

General Manager Mark Norris gave the report.

No public comment was heard.

Director Wall moved adoption of Resolution No. TWSD 2022-005, TWSD Purchasing Policy and hereby rescind TSD Resolution No. T01-05. Motion seconded by Director Tjulander. Motion carried by the following vote:

AYES: Tjulander, Wall, Nye, Shapiro

NOES: Orkney

ABSTAIN: None

ABSENT: None

8. Public Hearing: District Ordinance No. TWSD-350 – Revisions to the Fees and Charges for Potable Water

It is recommended the Board:

A. Conduct a public hearing regarding proposed TWSD Ordinance No. TWSD-350 for prescribing fees and charges for potable water:

- 1) Call to order and open the public hearing.
- 2) Receive staff report and recommendations.
- 3) Report of written communications.
- 4) Public comment.
- 5) Close public hearing.
- 6) Discussion by Board of Directors

B. Conduct the second reading, by title only, of Ordinance No. TWSD-350 (Adopted 2/28/22), Prescribing Fees and Charges for Potable Water Provided by Triunfo Water & Sanitation District, and adopt Ordinance No. TWSD-350 which shall take effect on March 1, 2022; and

C. Direct staff to update the District's website to reflect the current charges and fees; or

D. Provide staff with alternative direction.

Chair Shapiro opened the public hearing at 5:29 p.m.

General Manager Mark Norris gave the report.

No public comment was heard.

Chair Shapiro closed the public hearing at 5:31 p.m.

Director Wall moved to A) Conduct a public hearing regarding proposed TWSD Ordinance No. TWSD-350 for prescribing fees and charges for potable water; and B) Conduct the second reading, by title only, of Ordinance No. TWSD-350 (Adopted 2/28/22), Prescribing Fees and Charges for Potable Water Provided by Triunfo Water & Sanitation District and adopt Ordinance No. TWSD-350 which shall take effect on March 1, 2022; and C) Direct staff to update the District's website to reflect the current charges and fees. Motion seconded by Director Tjulander. Motion carried by the following roll call vote:

AYES: Orkney, Tjulander, Wall, Nye, Shapiro

NOES: None

ABSTAIN: None

ABSENT: None

Clerk of the Board Fidela Garcia conducted the second reading, 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

9. TWSD Core Management - Operations Manager Contract

It is recommended the Board discuss the core management contract for the Operations Manager and authorize the Chair to sign and execute the Contract.

General Manager Mark Norris gave the report.

No public comment was heard.

Director Wall moved to authorize the Chair to sign and execute the Operations Manager contract. Motion seconded by Vice Chair Nye. Motion carried by the following roll call vote:

AYES: Orkney, Tjulander, Wall, Nye, Shapiro

NOES: None

ABSTAIN: None

ABSENT: None

INFORMATION ITEMS (Items 10 through 18)

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

10. Investment Report, January 2022

11. Disbursements Report, January 2022

12. TWSD Website Google Analytics Report
13. Water Conservation Customer Rebate Program
14. Statewide Water Supply Conditions Report, February 2022
15. Water Conservation Program, January 2022
16. Water Service Update, January 2022
17. Revenue & Expense Report, January 2022
18. Future Meetings, Seminars and Conferences:
 - March 6 – 9 – WaterReuse Symposium, San Antonio TX
 - March 7, 5:00 p.m. – JPA Meeting (Virtual / In-person)
 - March 10, 9:00 a.m. – ACWA 2022 Virtual Legislative Symposium
 - March 28, 5:15 p.m. – TWSD Board Meeting (TBD)
 - April 4, 5:00 p.m. – JPA Meeting (Virtual / In-person)

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

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

ORAL REPORTS (Item 19 through 22)

19. Standing Committee Reports
 - A. Finance Committee
 - Report on meeting of February 25, 2022 - Director Tjulander provided a report of the meeting.
 - B. Personnel Committee – None.
 - C. Public Outreach / Communications Committee – None.
20. Board Member Comments – None.
21. Reports on Outside Meetings/Conferences – Chair Shapiro reported on a recently attended meeting of the Ventura County Special Districts Association.
22. General Manager, Legal Counsel Comments – General Manager Mark Norris updated the Board on the Kilburn Reservoir repaving work off of Kilburn Court and new office space site tour scheduled for March 1.

NEW BUSINESS (Item 23 only)

23. Future Agenda Items – None.

ADJOURNMENT - Chair Shapiro adjourned the meeting at 6:00 p.m. to a regular meeting to be held Monday, March 28, 2022 at 5:15 p.m.

Prepared by:

Approved:

Fidela Garcia
Clerk of the Board

Leon Shapiro, Chair
Triunfo Water & Sanitation District

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