

## TRIUNFO SANITATION DISTRICT

Minutes of the May 20, 2019 Board of Directors Special Meeting  
Oak Park Library (Film & Lecture Room 102)  
899 N. Kanan Road, Oak Park, California

1. Call to Order and Roll Call: Chair Janna Orkney called the meeting to order at 5:15 p.m. Directors Susan Pan, Leon Shapiro, Raymond Tjulander, James Wall, and Chair Orkney were present.

Staff present: General Manager Mark Norris; Legal Counsel John Mathews; Director of Finance Tina Rivera; Clerk of the Board Juliet Rodriguez; Water/Wastewater Operations Superintendent Richard Jones; Management Analyst Sandy Warren;, and Consultant Tim Doyle.

2. Pledge of Allegiance: The Pledge was recited by General Manager Mark Norris.

Chair Orkney called a recess at 5:16 p.m. and reconvened the meeting at 5:20 p.m.

3. Agenda Review:

General Manager Mark Norris stated that there is a Ventura County Special Districts Association (VCSDA) dinner meeting on June 4, 2019 that was inadvertently not included in the calendar items on Agenda Item No. 22.

Director Wall moved to accept the agenda as corrected. Motion seconded by Director Shapiro. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

4. Public Comments:

Clerk of the Board Juliet Rodriguez announced that no public comments were received.

**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 any 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. Approval of Minutes: April 22, 2019 Regular Meeting

6. Las Virgenes/Triunfo JPA FY 2018-19 Additional Budget Appropriations

Approved a supplemental appropriation of \$16,246.44 and directed staff to increase the TSD FY18-19 Adopted Budget for JPA CIP appropriations by the same amount.

7. Amendment No. 1 to TSD Contract No. T18-001: Stephen's Video & Photography  
Approved the proposed Amendment No. 1 to TSD Contract No. T18-001.

Director Tjulander moved to approve the Consent Agenda and recommendations as presented. Motion seconded by Director Wall. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

**ACTION ITEMS** (Items 8 through 12)

8. Revisions to Ordinance No. TSD-250 – Fees and Charges for Sewer Service

General Manager Norris gave the report.

Director Wall moved to conduct the first reading by title only, of proposed Ordinance No. TSD-250 (adopted 6/24/19), prescribing fees and charges for sewer service that increases the current sewer service rates by 9% and the connection fee by 1.5%; and schedule a public hearing and Board action on June 24, 2019, at the Oak Park Library, 899 N. Kanan Road, Oak Park to conduct the second reading, by title only, and consider adoption of Ordinance No. TSD-250 (adopted 6/24/19); and direct staff to publish on June 10, 2019, a notice in the Ventura County Star, a newspaper of general circulation published and circulated in the District, providing a summary of this Ordinance and noticing a June 24, 2019, public hearing to consider adoption of this Ordinance. Motion seconded by Chair Orkney. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Wall, Tjulander

NOES: None

ABSTAIN: None

ABSENT: None

Ms. Rodriguez conducted the first reading by title only:

ORDINANCE NO. TSD-250 (Adopted 6/24/19) PRESCRIBING FEES AND CHARGES FOR SEWER SERVICE OWNED AND OPERATED BY TRIUNFO SANITATION DISTRICT

9. Sewer Service Charges for Collection on Tax Rolls for Fiscal Year 2019-20

Mr. Norris gave the report.

Director Wall moved to A) Accept the reports listing parcels to be placed on the tax rolls for collection in FY 2019-20 (Exhibits A & B); and B) Set 5:15 p.m. on June 24, 2019, at the Oak Park Library, 899 N. Kanan Road, Oak Park, as the time and place for a hearing to be held on said reports; and C) Direct staff to notify by mail each person to whom any parcel listed on Exhibit B is assessed: 1) the District's proposal to have service charges for FY 2019-20 collected on the tax rolls; 2) the time and place of the hearing for the proposed assessment report; and Direct staff to publish on June 10 and June 17, 2019, notices in the Ventura County Star, a newspaper of general circulation published and circulated in the District, noticing a June 24, 2019, public hearing. Motion seconded by Director Tjulander. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

10. TSD Property Insurance: Added Coverage for Standard Policy and Options for Earthquake Coverage

Management Analyst Sandy Warren gave the report.

Director Tjulander moved to add \$9,475.528 in coverage for the District's above-ground infrastructure at an additional annual premium of \$19,940. Motion seconded by Director Shapiro. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

Chair Orkney moved to adjust the FY 2019-20 budget to include the additional annual premium of \$19,940. Motion seconded by Director Tjulander. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

The Board opted not to pursue earthquake insurance at this time.

11. TSD Name Change – Board Member Business Card Design

Mr. Warren gave the report.

The Board directed staff to use the color logo design with Board Member names in black, as seen in example provided in the staff report.

12. 2019-2020 Water Conservation Customer Rebate Program – TSD Participation

Mr. Warren gave the report.

Director Tjulander moved to continue supplemental water conservation rebates in 2019-2020 at the same level as the current year. Motion seconded by Director Wall. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

**INFORMATION AGENDA** (Items 13 through 22)

13. Westlake Village Street Festival

14. Disbursements: April 2019

15. Investment Report: April 2019

16. TSD Website – Google Analytics Report

17. Water Conservation Customer Rebate Program

18. Oak Park Water Service Update: April 2019

19. Water Conservation Report: April 2019

20. Statewide Water Supply Conditions Report: May 9, 2019

21. Revenue & Expense Report: April 2019

22. Future Meetings, Seminars and Conferences:

- June 3, 5:00 p.m. – JPA Meeting (at LVMWD)
- June 4, 5:45 p.m. – VCSDA Dinner Meeting, Camarillo
- June 20, 7:30 a.m. – AWA WaterWise Breakfast Meeting, Oxnard
- June 24, 5:15 p.m. – TSD Regular Board Meeting, Oak Park Library
- July 1, 5:00 p.m. – JPA Meeting (at LVMWD)
- July 7-10 – CSDA 2019 Special District Leadership Academy, Napa
- July 22, 5:15 p.m. – TSD Regular Board Meeting, Oak Park Library
- Aug. 5, 5:00 p.m. – JPA Meeting (at LVMWD)
- Aug. 21-23 - CASA Annual Conference, San Diego
- Aug. 26, 5:15 p.m. – TSD Regular Board Meeting, Oak Park Librar

Director Wall moved to receive and file the information item reports. Motion seconded by Vice Chair Pan. Motion carried by the following vote.

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

**ORAL REPORTS** – (Items 23 through 27)

23. Standing Committee Reports:

A. Finance Committee – No report.

B. Recycled Water Committee – No report.

C. Public Outreach/Communications Committee – No report.

24. Ad Hoc Committee Report:

Director Wall reported on a May 2, 2019 meeting held to review additional staffing needs for Triunfo Water & Sanitation District.

25. Board Member Comments

Chair Orkney is updating her District website picture and asked for photography recommendations.

Chair Orkney reported that the Las Virgenes Municipal Water District's is now live-streaming its meetings and include the ability for the public to provide comments electronically during the meeting.

26. Reports on Outside Meetings/Conferences

Director Wall reported on attending the Metropolitan Water District tours organized on April 24, 2019.

Director Tjulander and Vice Chair Pan reported on attending the Association of California Water Agencies (ACWA) Annual Conference in Monterey May 7 to 10, 2019.

Chair Orkney, Vice Chair Pan, and Director Tjulander reported on attending the Association of Water Agencies Ventura County (AWA) WaterWise Breakfast on May 16, 2019.

27. General Manager, Legal Counsel Comments

Mr. Norris distributed some photographs and gave an update on Verizon's excavation activity at the Kilburn Water Reservoir. Chair Orkney requested an Agenda item be placed on the June 24, 2019, Board Meeting to discuss reservoir access and contractor activities.

Legal Counsel John Mathews reported that at a previous ACWA conference, Districts were asked to consider SB-998 Discontinuation of Residential Water Service: Urban and Community Water Systems.

**NEW BUSINESS – (Item 28 only)**

28. Future Agenda Items

None.

**CLOSED SESSION – (Item 29 only)**

At 7:09 p.m., Legal Counsel John Mathews announced that there would be a Closed Session on the following item:

29. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code § 54956.9, subdivision (a) – *Triunfo Sanitation District v. New Mission, LLC*, Superior Court of the State of California, County of Ventura, Case No. 56-2017-00499222-CU-OR-VTA

At 7:29 p.m., the meeting reconvened into Open Session, with no reportable action on the Closed Session matter.

**ADJOURNMENT:** There being no further business, and without objection, Chair Orkney adjourned the meeting at 7:31 p.m. to a Regular Meeting to be held Monday, June 24, 2019, at 5:15 p.m. at the Oak Park Library

Prepared by:

Approved:

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Juliet Rodriguez  
Clerk of the Board

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Janna Orkney, Chair  
Triunfo Sanitation District