

TRIUNFO WATER & SANITATION DISTRICT

Minutes of May 24, 2021 Board of Directors Meeting

Due to the threat of COVID-19, this meeting was conducted pursuant to Governor Gavin Newsom's Executive Orders N-25-20 and N-29-20, which suspend certain requirements of the Ralph M. Brown Act to support social distancing guidelines and limit the spread of the virus. The District's Board of Directors attended the meeting and conducted the District's business via video conference. A copy of the video conference recording was posted on the District's website after the meeting.

1. Call to Order and Roll Call: Chair Ray Tjulander called the meeting to order at 5:16 p.m. Directors Jane Nye, Janna Orkney, James Wall, Vice Chair Leon Shapiro, and Chair Raymond Tjulander were present.

Staff present: General Manager Mark Norris; Legal Counsel John Mathews; Director of Finance Tina Rivera; Interim Director of Operations Richard Jones, Management Analyst Sandy Warren; Clerk of the Board Juliet Rodriguez; and TWSD Staff Vickie Dragan, Tim Doyle, and Chi Hermann.

2. Pledge of Allegiance: led by Director Nye.

3. Agenda Review:

Under Agenda 19, the JPA meeting was corrected from June 5, 2021 to June 7, 2021.

Vice Chair Shapiro moved to accept the agenda as corrected. Motion seconded by Director Nye. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

4. Public Comments:

None.

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: April 26, 2021 Regular Meeting

Director Orkney moved to approve the Consent Agenda as presented. Motion seconded by Director Wall. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

ACTION ITEMS (Items 6 through 10)

6. Revisions to Ordinance Nos. TWSD-202, TWSD-250, and TWSD-350 Pretreatment Program and Fees and Charges for Sewer Service and Potable Water Service

General Manager Mark Norris gave the presentation.

Director Wall moved to A) Conduct the first reading, by title only, of proposed Ordinance Nos. TWSD-202, TWSD-250, and TWSD-350; and B) Schedule a public hearing and Board action on June 28, 2021 to conduct the second reading, by title only, and consider adoption of Ordinance Nos. TWSD-202, TWSD-250, and TWSD-350 (adopted 6/28/21); and C) Direct staff to publish on June 14 and June 21, 2021, 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 June 28, 2021, public hearing to consider adoption of these Ordinances. Motion seconded by Vice Chair Shapiro. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

Clerk of the Board Juliet Rodriguez conducted the first reading, but title only, of the proposed Ordinances:

ORDINANCE NO. TWSD-202 (Adopted 6/28/21) PRETREATMENT PROGRAM FOR THE SEWER SYSTEM OWNED AND OPERATED BY TRIUNFO WATER & SANITATION DISTRICT

ORDINANCE NO. TWSD-250 (Adopted 6/28/21) PRESCRIBING FEES AND CHARGES FOR SEWER SERVICE OWNED AND OPERATED BY TRIUNFO WATER & SANITATION DISTRICT

ORDINANCE NO. TWSD-350 (Adopted 6/28/21) PRESCRIBING FEES AND CHARGES FOR POTABLE WATER PROVIDED BY TRIUNFO WATER & SANITATION DISTRICT

7. Ordinance No. TWSD-450 (adopted 6/28/21) – Prescribing Fees and Charges for Recycled Water

General Manager Norris gave a brief presentation.

Opportunity was given for public input. An unidentified caller requested to speak, but due to technical issues, left the meeting.

Director Wall moved to A) Conduct the first reading, by title only, of proposed Ordinance No. TWSD-450, Prescribing Fees and Charges for Recycled Water Provided by Triunfo Water & Sanitation District; and B) Schedule a public hearing and Board action on June 28, 2021, to conduct the second reading, by title only, and consider adoption of Ordinance No. TWSD-450; and C) Direct staff to publish a notice in the Ventura County Star on June 14 and June 21, 2021 providing a summary and noticing the public hearing for the June 28, 2021 Board meeting. Motion seconded by Vice Chair Shapiro. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

Clerk of the Board Rodriguez conducted the first reading, but title only, of the proposed Ordinance:

NO. TWSD-450 (ADOPTED 6/28/21) – PRESCRIBING FEES AND CHARGES FOR RECYCLED WATER

8. Discussion: Reinstating Late Fees and Penalties for Delinquent Potable Water Accounts

General Manager Mark Norris gave the introduction.

Director Wall moved approve reinstating the penalties and late fees for delinquent accounts. Motion seconded by Vice Chair Shapiro. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

9. Amendment No. 2 to TWSD Contract No. T20-004 with Debra West for Administrative Training Support Services

General Manager Norris gave a brief presentation.

Opportunity was given for public input. An unidentified caller requested to speak, but due to technical issues, left the meeting.

Director Nye moved to authorize the Chair to sign TWSD Contract No. T20-004-2 for Debra West to continue to provide training and administrative support for the District's Will Serve and Tax Roll processes with total compensation not-to-exceed \$56,250, and extend the contract to June 30, 2022. Motion seconded by Director Wall. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

10. Sewer Service Charges for Collection on Tax Rolls for Fiscal Year 2021-22

General Manager Mark Norris gave the introduction.

Director Wall moved to A) Accept the reports listing parcels to be placed on the tax rolls for collection in FY 2021-22 (Exhibits A & B); and B) Set 5:15 p.m. on June 28, 2021, at the Board Meeting held via teleconference, as the time and place for a public 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 2021-22 collected on the tax rolls; 2) the time and place of the public hearing for the proposed assessment report; and D) Direct staff to publish on June 14 and June 21, 2021, notices in the Ventura County Star, a newspaper of general circulation published and circulated in the District, noticing a June 28, 2021, public hearing. Motion seconded by Chair Tjulander. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

INFORMATION AGENDA (Items 11 through 19)

11. Disbursements: April 2021
12. Investment Report: April 2021
13. TWSD Website – Google Analytics Report
14. Water Conservation Customer Rebate Program
15. Water Service Update – April 2021
16. Water Conservation Report: April 2021
17. Statewide Water Supply Conditions Report: May 4, 2021

18. Revenue & Expense Report: April 2021

19. Future Meetings, Seminars and Conferences:

- June 1, 5:30 p.m. – VCSDA Meeting, via video conference
- June 5, 5:00 p.m. – JPA Meeting, via video conference
- June 16, 9:00 a.m. – JPA Special Meeting, via video conference
- June 17, 8:00 a.m. – AWA-VC WaterWise Program
- June 28, 5:15 p.m. – TWSD Board Meeting, via video conference
- July 6, 5:00 p.m. – JPA Meeting, via video conference
- July 15, 8:00 a.m. – AWA-VC WaterWise Program
- July 26, 5:15 p.m. – TWSD Board Meeting, via video conference

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

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

ORAL REPORTS – (Items 20 through 23)

20. Standing Committee Reports:

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

Director Orkney reported on the Committee meeting held with Searle Creative on May 6, 2021, and will meet again on May 26, 2021.

21. Board Member Comments

Director Orkney asked for people to 'like' the Triunfo Water & Sanitation District FaceBook page.

Director Orkney may be submitting her name as a candidate for Region 8 of the Association of California Water Agencies (ACWA).

Vice Chair Shapiro requested that the Board Members Shapiro and Orkney be given two days of service for time spent with elected officials during JPA lobbying activity with Congressional Representatives, May 17-18, 2021. At the request of Legal Counsel, this approval will be included on the Consent Agenda for the June 28, 2021 Board Meeting.

22. Reports on Outside Meetings/Conferences

Director Orkney and Vice Chair Shapiro reported on Congressional lobbying activity organized by the JPA, May 17-18, 2021.

Director Orkney reported on attending the Association of Water Agencies – Ventura County Breakfast meeting on May 20, 2021.

23. General Manager, Legal Counsel Comments

General Manager Norris announced that the Clerk of the Board position was offered to Fidela Garcia, who will start on June 14, 2021. Mr. Norris also said that the TWSD Finance Team will be in place effective July 1st. The District has hired a Public Relations firm to replace Sandy Warren, who will be retiring on June 30, 2021.

Legal Counsel John Mathews said that it is rumored the Governor may extend public agencies holding hybrid Zoom meetings and live meetings through December 2022.

NEW BUSINESS – (Item 24 only)

24. Future Agenda Items

Director Orkney would like to add Drought Conditions as a future Information Item.

ADJOURNMENT: There being no further business, and without objection, Chair Tjulander adjourned the meeting at 6:30 p.m. to a Regular Meeting to be held Monday, June 28, 2021, by video conference.

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

Ray Tjulander, Chair
Triunfo Water & Sanitation District