

TRIUNFO WATER & SANITATION DISTRICT

Draft Minutes of December 20, 2021 Board of Directors Regular Meeting (Hybrid)
Oak Park Library (Film & Lecture Room 102)
899 N. Kanan Road, Oak Park, California

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

2. Pledge of Allegiance: Led by Director Wall.

3. Agenda Review

General Manager Mark Norris requested Action Item 10 be carried over to the next Board meeting so that all Directors could be present to participate in the discussions for appointments to the various board committees and other appointments. Director Orkney requested Consent Items 7 and 8 be moved and heard under the Action portion of the Agenda.

Director Orkney moved to accept the agenda with the modifications as presented above. Motion seconded by Director Wall. Motion carried by the following roll call vote:

AYES: Wall, Orkney, Shapiro, Tjulander

NOES: None

ABSTAIN: None

ABSENT: Nye

4. Public Comment – None.

PRESENTATION ITEM – None.

CONSENT ITEMS (Item 5 & 6)

5. Approve the minutes of the Board of Directors regular meeting of November 22, 2021.
6. Adopt TWSD Resolution No. 2021-010 Authorizing Continued Use of Remote Teleconference Meetings of the Legislative Bodies of the Triunfo Water & Sanitation District for the Period of December 26, 2021 to January 25, 2022.

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

ACTION ITEM (Items 7 through 13)

7. Review and Approve the TWSD Contract No. T21-007 for Legal Services with Arnold Larochelle Mathews Vanconas & Zirbel LLP

General Manager Mark Norris gave the report.

No public comment was heard.

Director Orkney moved to approve TWSD Contract No. T21-007 for Legal Services and to change the legal assistant rate from \$85 to \$185 to reflect the correct amount as noted by legal counsel. Motion seconded by Director Wall. Motion carried by the following vote:

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

8. Approve the Triunfo Water & Sanitation District (TWSD) Employee Benefits Plan Section 125 Cafeteria Plan Document

General Manager Mark Norris gave the report.

No public comment was heard.

Director Shapiro moved to approve the TWSD Employee Benefits Plan Section 125 Cafeteria Plan. Motion seconded by Director Wall. Motion carried by the following vote:

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

9. Election of Calendar Year 2022 Chair and Vice Chair

It is recommended the Board:

- A. Elect a Chair for Calendar Year 2022 from among members of the Board of Directors; and
- B. Elect a Vice Chair for Calendar Year 2022 from among members of the Board of Directors.

General Manager Mark Norris gave the report.

No public comment was heard.

Chair Tjulander moved to nominate Vice Chair Leon Shapiro as 2022 Chair. Motion seconded by Director Orkney. Motion carried by the following vote:

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

Chair Tjulander provided outgoing remarks.

Newly appointed Chair Shapiro and Director Orkney thanked outgoing Chair Tjulander for his excellent service as Chair over the last year.

Chair Shapiro presided over the remainder of the meeting.

Director Wall nominated Director Jane Nye as Vice Chair for 2022. There being no further nominees or comments from the public, the nomination period was closed.

Director Wall moved to nominate Director Jane Nye as 2022 Vice Chair. Motion seconded by Director Tjulander. Motion carried by the following vote:

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

10. Calendar Year 2022 Standing Committees, Ad Hoc Committees, and Other Board Appointments

It is recommended the Board:

- A. Determine whether to continue the Finance Committee, Personnel Committee, and Public Outreach / Communications Committee.
- B. If desired, appoint two Directors to serve on the Finance Committee.
- C. If desired, appoint two Directors to serve on the Personnel Committee.

- D. If desired, appoint two Directors to serve on the Public Outreach/ Communications Committee.
- E. Determine whether to create any ad hoc committees and appointments.
- F. If desired, appoint one Director to perform financial oversight and bimonthly billing review of TWSD invoices.
- G. Provide alternate direction to staff.

Item 10 above was deferred to January 24, 2022.

11. Revisions to Ordinance No. TWSD-301 Establishing Policies and Procedures for Water Conservation

It is recommended the Board:

- A. Conduct the first reading, by title only, of revised TWSD Ordinance No. TWSD-301 (Adopted 1/24/22) Establishing Policies and Procedures for Water Conservation; and
- B. Schedule a public hearing and Board action on January 24, 2022, to conduct the second reading, by title only, and consider adoption of Ordinance No. TWSD-301 (Adopted 1/24/22); and
- C. Direct staff to publish on January 10 and 17, 2022, 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 January 24, 2022, public hearing to consider adoption of this Ordinance; or
- D. Provide staff with alternative direction.

General Manager Mark Norris gave the report.

No public comment was heard.

A discussion was heard regarding the proposed changes to Ordinance No. TWSD-301. The consensus among the board members was to direct staff to include the acronyms WSCP (Water Shortage Contingency Plan) and UWMP (Urban Water Management Plan) used in the ordinance to Section 2, Definitions, for added clarity of their meaning.

Director Tjulander moved to approve staff's recommendation. Motion seconded by Director Wall. Motion carried by the following vote:

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

ABSENT: Nye

Clerk of the Board Fidela Garcia conducted the first reading, by title only, of the proposed Ordinance:

“ORDINANCE NO. TWSD-301 (ADOPTED 1/24/22) ESTABLISHING POLICIES AND PROCEDURES FOR WATER CONSERVATION”

12. Discussion: Request by Oak Park Unified School District for a Wastewater Service Fee Reduction

It is recommended the Board discuss the request from Oak Park Unified School District and provide staff with direction.

General Manager Mark Norris gave the report.

No public comment was heard.

Director Orkney moved to deny the request. Motion seconded by Director Wall. Motion carried by the following vote:

AYES: Wall, Orkney, Tjulander, Shapiro

NOES: None

ABSTAIN: None

ABSENT: Nye

13. Proposed “Year in Review” Letter to Triunfo Water & Sanitation District Customers

It is recommended the Board consider the proposed content and estimated cost of a “Year in Review” letter to be mailed to all TWSD customers and direct staff.

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

No public comment was heard.

Director Orkney moved to proceed with the letter to all customers emphasizing wastewater, leaving in water references, mailing in January, and approve a budget up to \$8,300. Motion was seconded by Director Wall. Motion carried by the following roll call vote:

AYES: Wall, Orkney, Shapiro, Tjulander

NOES: None

ABSTAIN: None

ABSENT: Nye

Consultant Sandy Warren provided an update on Information Item 22 below.

INFORMATION ITEMS (Items 14 through 23)

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

14. Investment Report, December 2021
15. Disbursements Report, December 2021
16. TWSD Website Google Analytics Report
17. Water Conservation Customer Rebate Program
18. Statewide Water Supply Conditions Report, December 2021
19. Water Service Update, December 2021
20. Water Conservation Report, December 2021
21. Revenue & Expense Report, December 2021
22. TWSD Joint Drought Public Outreach Activities with Calleguas and Las Virgenes Municipal Water Districts
23. Future Meetings, Seminars and Conferences:
 - Jan. 3, 5:00 p.m. – JPA Meeting (Virtual/Live)
 - Jan. 18, 10:00 a.m. – CSDA Webinar: Brown Act Refresher and Updates
 - Jan. 19 – 21 – CASA 2022 Winter Conference, Palm Springs
 - Jan. 24, 5:15 p.m. – TWSD Board Meeting, Oak Park Library
 - Feb. 7, 5:00 p.m. – JPA Meeting (Virtual/Live)
 - Feb. 16 – 18 – Urban Water Institute Spring Conference, Palm Springs
 - Feb. 24, 5:15 p.m. – TWSD Board Meeting, Oak Park Library
 - Feb. 28 – Mar. 1 – CASA Washington DC Policy Forum
 - March 6 – 9 – WaterReuse Symposium, San Antonio TX

Director Tjulander moved to receive and file the Information Item reports. Motion seconded by Director Wall. Motion carried by the following roll call vote:

AYES: Wall, Orkney, Tjulander, Shapiro

NOES: None

ABSTAIN: None

ABSENT: Nye

ORAL REPORTS (Items 24 through 27)

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

Directors Tjulander and Orkney reported on recently attending the Fall ACWA conference.

26. Reports on Outside Meetings/Conferences

Director Orkney reported on attending a recent VCSDA meeting.

Chair Shapiro reported that his nomination to represent Special Districts on the VRSD Board for the 2022 calendar year was confirmed at the recently held annual meeting of the Special District Committee. He also provided an update on his first VRSD meeting.

27. General Manager, Legal Counsel Comments

General Manager Mark Norris announced the position for Operations Manager had been filled. He said the position was offered to David Rydman who is expected to start by mid-January.

NEW BUSINESS (Item 28 only)

28. Future Agenda Items – None.

ADJOURNMENT - There being no further business, and without objection, Chair Shapiro adjourned the meeting at 7:13 p.m. to a Regular Meeting to be held Monday, January 24, 2022, at the Oak Park Library.

Prepared by:

Approved:

Fidela Garcia
Clerk of the Board

Leon Shapiro, Chair
Triunfo Water & Sanitation District

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TRIUNFO WATER & SANITATION DISTRICT

Draft Minutes of January 10, 2022
Board of Directors Special Meeting (Virtual)

1. Call to Order, Roll Call: Chair Leon Shapiro called the meeting to order at 3:01 p.m. Director James Wall, Director Janna Orkney, 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 (virtual portion only) and CBRE Representative Bill Clark.

2. Pledge of Allegiance: Led by Vice Chair Jane Nye.
3. Public Comment – None.

CONSENT ITEM (Item 4 only)

4. Adopt TWSD Resolution No. 2022-001 Authorizing Continued Use of Remote Teleconference Meetings of the Legislative Bodies of the Triunfo Water & Sanitation District.

Director Orkney moved to approve Consent Item 4, as presented. Motion seconded by Director Tjulander. Motion carried by the following roll call vote:

AYES: Orkney, Wall, Tjulander, Nye, Shapiro

NOES: None

ABSTAIN: None

ABSENT: None

ACTION ITEM (Item 5 only)

5. Discussion and Tour: Office Space for New District Location

Recommendation: Receive the presentation and discuss the two locations prior to reconvening at the sites for a tour of each facility.

A presentation was made by General Manager Mark Norris. A PowerPoint presentation was made by CBRE Representative Bill Clark.

No public comment was heard.

Presentation and discussion were received.

At 4:00 p.m., the meeting was adjourned to allow for travel to the following location.

6. Travel by personal vehicle to 2625 Townsgate Road, Westlake Village, CA 91362.

At 5:00 p.m. the meeting was reconvened. All Board Directors and staff were present. A tour of the site was conducted.

At 5:25 p.m., the meeting was adjourned to allow for travel to the following location.

7. Travel by personal vehicle to 2801 Townsgate Road, Westlake Village, CA 91361.

At 5:28 p.m., the meeting was reconvened. All Board Directors and staff were present. A tour of the site was conducted.

8. Adjournment – At 6:10 p.m., Chair Shapiro adjourned the meeting to a Special Meeting to be held virtually on Tuesday, January 11, 2022 at 3:00 p.m.

Prepared by:

Approved:

Fidela Garcia
Clerk of the Board

Leon Shapiro, Chair
Triunfo Water & Sanitation District

TRIUNFO WATER & SANITATION DISTRICT

Draft Minutes of January 11, 2022

Board of Directors Special Meeting (Virtual)

1. Call to Order, Roll Call: Chair Leon Shapiro called the meeting to order at 3:01 p.m. Director James Wall, Director Janna Orkney, 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 CBRE representative Bill Clark.

2. Pledge of Allegiance: Led by Vice Chair James Wall.
3. Public Comment – None.

ACTION ITEMS

4. Discuss office options toured and determine District interest in pursuing further negotiations.

General Manager Mark Norris made a brief oral presentation. A brief discussion was held.

No public comment was heard. No action was taken.

5. Appointment of district real property negotiator on rental price and terms for 2625 Townsgate Road, Westlake Village, CA 91362 and 2801 Townsgate Road, Westlake Village, CA 91361.

Recommendation: Appoint General Manager Norris as District Real Property Negotiator.

General Manager Mark Norris made a brief presentation.

No public comment was heard.

Director Tjulander moved to appoint General Manager Mark Norris as District Real Property Negotiator. Motion seconded by Director Wall. Motion carried by the following roll call vote:

AYES: Orkney, Wall, Tjulander, Nye, Shapiro

NOES: None

ABSTAIN: None

ABSENT: None

CLOSED SESSION

No public comment was heard.

At 3:13 p.m., Legal Counsel John Mathews announced that there would be a Closed Session on the following item:

6. Closed Session - Conference with Real Property Negotiators – General Manager Norris Per Government Code Section 54956.8

The meeting adjourned to Closed Session and reconvened at 4:02 p.m. into Open Session.

8. Closed Session Report

Legal Counsel John Mathews announced that there was no reportable action during the Closes Session.

9. Adjournment

Chair Shapiro adjourned the meeting at 4:08 p.m. to a Regular Meeting to Monday, January 24, 2022 at 5:15 p.m. via video conference.