

# TRIUNFO WATER & SANITATION DISTRICT

## Minutes of the June 22, 2020 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 James Wall called the meeting to order at 5:17 p.m. Directors Jane Nye, Janna Orkney, Leon Shapiro, Vice Chair Raymond Tjulander, and Chair James Wall were present.

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

2. Pledge of Allegiance: led by Chair Wall.

3. Agenda Review:

Director Orkney requested to move Agenda Item No. 6 off of the Consent Agenda to Action Items.

Director Orkney moved to accept the agenda as amended. Motion seconded by Director Shapiro. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

4. Public Comments:

No comments.

**CONSENT ITEM** (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 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: May 18, 2020, Regular Meeting; May 20, 2020, Special Meeting

6. TWSD Core Management Service Contract Amendments for TWSD Contract Nos. T19-001-1, T19-005-1, T19-006-1 and T19-008-1 *This item was heard after Agenda Item No. 7 under Action Items.*

General Manager Mark Norris responded to any of the Board's questions regarding this item.

Director Orkney moved to A) Authorize the Chair to sign TWSD Contract No. T19-001-1 for Mark S. Norris Consulting, LLC. with a 0.9% increase to match the May CPI level, to provide General Manager services for the District with a term to December 31, 2020; and B) Authorize the Chair to sign TWSD Contract No. T19-006-1 for Vickie Dragan Consulting with a 0.9% increase to match the May CPI level, to provide financial oversight services for the District's projects with a term to December 31, 2020; and C) Authorize the Chair to sign TWSD Contract No. T19-005-1 for Chi Hermann Consulting with a 0.9% increase to match the May CPI level, to provide management and analytical services for the District's projects with a term to December 31, 2020; and D) Authorize the Chair to sign TWSD Contract No. T19-008-1 for Doyle Consulting Services with a 0.9% increase to match the May CPI level, to provide management, engineering, and analytical services for the District's projects with a term to December 31, 2020. Motion seconded by Vice Chair Tjulander. Motion carried by the following roll call vote:

AYES: Orkney, Shapiro, Tjulander

NOES: Nye, Wall

ABSTAIN: None

ABSENT: None

7. TWSD Administrative Training Support Services Contract No. T20-004 with Debra West

Vice Chair Tjulander moved to accept the consent agenda. Items No. 5 and No. 7 as presented with staff's recommendations. Motion seconded by Director Shapiro. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

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

8. Public Hearing to Place Sewer Service Charges on the Ventura County Secured Property Tax Rolls for Fiscal Year 2020-21

General Manager Norris gave the report.

Chair Wall opened the public hearing for this item at 5:50 p.m.

Clerk of the Board Rodriguez reported that no written communication was received and there was no public comment request made to speak on this item

With no one wishing to speak, the public hearing was closed at 5:51 p.m.

Vice Chair Tjulander moved to conduct a public hearing; receive written and oral comments on the proposal to collect sewer service charges via the property tax statement; and adopt the reports (Exhibits A & B) which have the Assessor's parcel numbers and amount of charges proposed for collection on the tax roll, and adopt TWSD Resolution No. TWSD 2020-003 Regarding Collection of Sewer Service Charges by the County of Ventura; and direct staff to file a certified copy of the adopted reports and resolution with the Ventura County Auditor-Controller; and direct staff to coordinate collection of sewer service charges on the General Ventura County Secured Property Tax Roll with the County Auditor-Controller, Assessor, and Tax Collector. Motion seconded by Director Shapiro. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

9. Contracts for As-Needed Engineering Services: Contract No. T20-005 – KEH Group, Inc. and Contract No. T20-006 – MV Engineering, LLC.

General Manager Norris gave the report.

Director Orkney moved to authorize the Chair to sign TWSD Contract Nos. T20-005 for KEH Group, Inc, and T20-006 for MV Engineering, LLC., to retain their professional services for as-needed engineering services in the amount of \$25,000 each with a term to June 30, 2021. Motion seconded by Vice Chair Tjulander. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

10. Consolidation of District Election – November 3, 2020

General Manager Norris gave the report.

Vice Chair Tjulander moved adopt Resolution No. TWSD 20-005 requesting consolidation of the Triunfo Water & Sanitation District General District Election with the November 3, 2020 General Election, and providing for the resolution of a tie vote by Lot; and direct staff to transmit approved documents to the County Clerk and Recorder for inclusion on the November 3, 2020 General Election. Motion seconded by Director Shapiro. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

11. District Support for State of California SB1099 – Regulations on Emergency Backup Generators

General Manager Norris gave the report.

Director Shapiro moved to approve support of SB 1099 and direct staff to provide the District's logo to the pending multi-agency letter. Motion seconded by Vice Chair Tjulander. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

12. 2020-2021 Conservation Rebate Program – TWSD Supplements

Management Analyst Sandy Warren gave the report.

Director Orkney moved to continue supplemental water conservation rebates for fiscal year 2020-2021 at the same level as last year. Motion seconded by Director Shapiro. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

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

13. Update on New TWSD Website and Email Server

Mr. Warren provided the Board with an update.

14. Disbursements: May 2020

15. Investment Report: May 2020

16. TWSD Website – Google Analytics Report

17. Water Conservation Customer Rebate Program
18. Water Service Update – May 2020
19. Water Conservation Report: May 2020
20. Statewide Water Supply Conditions Report: June 16, 2020
21. Revenue & Expense Report: May 2020
22. Future Meetings, Seminars and Conferences:
  - June 24-25 – WateReuse California Virtual Conference
  - June 25, 8 a.m. – AWA-VC WaterWise Breakfast Meeting
  - July 6, 5:00 p.m. – JPA Meeting, via video conference
  - July 27, 5:15 p.m. – TWSD Board Meeting, Oak Park Library\*
  - July 29-30 – ACWA 2020 Summer Virtual Conference
  - Aug. 3, 5:00 p.m. – JPA Meeting, via video conference
  - Aug. 24, 5:15 p.m. – TWSD Board Meeting, Oak Park Library

\* Indicates location based on current County of Ventura stay-at-home orders in effect and subject to any changes made by State and local regulatory agencies.

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

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

#### **ORAL REPORTS** – (Items 23 through 26)

23. Standing Committee Reports:
  - A. Finance Committee – No report.
  - B. Personnel Committee – No report.
  - C. Public Outreach/Communications Committee – No report.
24. Board Member Comments

Director Orkney asked that a press release be sent out with the November Election filing period and the number of Board Member positions available.

Director Orkney shared a recently published article with the Board on the Las Virgenes Municipal Water District compost plant reopening that overlooked mentioning Triunfo Water & Sanitation District.
25. Reports on Outside Meetings/Conferences

Director Shapiro encouraged Board Members to participate in the upcoming WateReuse Virtual Conference, June 24-25.

Director Orkney mentioned that she would be attending the ACWA 2020 Summer Virtual Conference coming up on July 29-30.

26. General Manager, Legal Counsel Comments

None.

**NEW BUSINESS** – (Item 27 only)

27. Future Agenda Items

None.

**ADJOURNMENT:** There being no further business, and without objection, Chair Wall adjourned the meeting at 6:30 p.m. to a Regular Meeting to be held Monday, July 27, 2020, by video conference.

Prepared by:

Approved:

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Juliet Rodriguez  
Clerk of the Board

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James Wall, Chair  
Triunfo Water & Sanitation District