

TRIUNFO WATER & SANITATION DISTRICT

Minutes of the July 27, 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; Interim Director of Operations 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 moved to accept the agenda as presented. 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:

Oak Park residents Johnny Castellano and John Reale addressed the Board regarding sewer capping after the Woolsey Fire.

CONSENT ITEM (Items 5 and 6) – 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: June 22, 2020, Regular Meeting

6. Sewer System Easement Realignment for Lake Sherwood Development

Vice Chair Tjulander moved to approve the Consent Agenda and accept staff's recommendations. Motion seconded by Director Orkney. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

ACTION ITEMS (Items 7 and 8)

7. Approval of the District's Classification and Compensation Study

General Manager Norris provided introductory remarks and introduced Georg Krammer from Koff and Associates, Inc., who presented their findings and recommendations..

Director Orkney moved to approve the findings and recommendations in the Triunfo WSD Total Compensation Study Final Report, dated July 20, 2020, from Koff & Associates, Inc.; and directed staff to proceed with developing an implementation schedule for the Board to discuss and approve a comprehensive wage and benefits policy. 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

8. Potable Potable Water Customer Assistance Program

General Manager Norris gave the report.

Director Orkney moved to A) Approve implementation of a potable water assistance program to qualifying customers residing in Oak Park; and B) Base the potable water assistance program on participation in the CARE program, verified via electric or gas utility providers; and C) Offer a \$15.00 per month discount to qualified potable water customers; and D) Direct staff and District Legal Counsel to draft a resolution to present to the Board at the next Board Meeting for adoption. 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 9 through 18)

9. Update on Woolsey Fire Financial Assistance
Mr. Warren provided the Board with an update.
10. Disbursements: June 2020
11. Investment Report: June 2020
12. TWSD Website – Google Analytics Report
13. Water Conservation Customer Rebate Program
14. Water Service Update – June 2020
15. Water Conservation Report: June 2020
16. Statewide Water Supply Conditions Report: July 20, 2020
17. Revenue & Expense Report: June 2020
18. Future Meetings, Seminars and Conferences:
 - July 29-30 – ACWA 2020 Summer Virtual Conference
 - Aug. 3, 5:00 p.m. – JPA Meeting, via video conference
 - Aug. 12-13 – 65th CASA Annual Conference Virtual
 - Aug. 24, 5:15 p.m. – TWSD Board Meeting, via video conference
 - Sept. 8, 5:00 p.m. – JPA Meeting, via video conference
 - Sept. 14-16 – 35th Annual WateReuse Virtual Symposium
 - Sept. 17, 4:30 p.m. – AWA-VC Reception for Members/Elected Officials
 - Sept. 28, 5:15 p.m. – TWSD Board Meeting, Oak Park Library*

* Indicates location based on current County of Ventura health 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 19 through 22)

19. Standing Committee Reports:
 - A. Finance Committee – No report.
 - B. Personnel Committee
Directors Wall and Orkney reported on the Personnell Committee meeting of July 14, 2020.
 - C. Public Outreach/Communications Committee – No report.

20. Board Member Comments

None.

21. Reports on Outside Meetings/Conferences

Directors Orkney and Shapiro reported on attending the Association of Water Agencies – Ventura County (AWA-VC) virtual tour of the Las Virgenes-Triunfo Joint Powers Authority Pure Water Demonstration Facility on July 23rd.

Director Orkney also reported on having listened to the white paper presentation given by Las Virgenes Municipal Water District at the Los Angeles Water Quality Control Board meeting on July 9th.

Directors Orkney and Shapiro mentioned that they will be attending the ACWA 2020 Summer Virtual Conference coming up on July 29-30.

Shapiro reported on attending the WateReuse Virtual Conference, June 24-25.

22. General Manager, Legal Counsel Comments

None.

NEW BUSINESS – (Item 27 only)

23. Future Agenda Items

None.

ADJOURNMENT: There being no further business, and without objection, Chair Wall adjourned the meeting at 6:24 p.m. to a Regular Meeting to be held Monday, August 24, 2020, by video conference.

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

James Wall, Chair
Triunfo Water & Sanitation District

TRIUNFO WATER & SANITATION DISTRICT

Minutes of the August 17, 2020 Board of Directors Special 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 Special 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 3:02 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; Associate Legal Counsel Joshua Smith; Director of Finance Tina Rivera; 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:

Vice Chair Tjulander moved to accept the agenda as presented. Motion seconded by Director Orkney. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

4. Public Comments:

None.

ACTION ITEM (Item 5 only)

5. Revised Business Plan Update

General Manager Norris gave the report.

Director Orkney moved to A. Reaffirm and approve moving forward with the transition process based on the updated business plan; and B. Approve moving forward with the lease sharing option with Ventura Regional Sanitation District (VRSD): 1) Maintain offices at the VRSD main office location; and 2) 50/50 cost

share of the annual lease after the transition period for one year. 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

ORAL REPORTS – (Items 6 through 8)

6. Standing Committee Reports:

- A. Finance Committee – No report.
- B. Personnel Committee – 8/6/20 covered in Agenda Item No. 5
- C. Public Outreach/Communications Committee – No report.

7. Board Member Comments

Directors Orkney and Shapiro requested that the Board consider lifting the limitation of three conferences per year due to the Covid pandemic and the conference offerings being offered virtually.

Director Orkney requested the Board received copies of the Annual Budget.

Director Orkney commented that the Board's action was momentous in moving the District towards independence.

8. General Manager, Legal Counsel Comments

Counsel acknowledged the District's progress towards moving to an independent District and thanked the Board for its support.

Mr. Norris stated that Governor Newsom declared a state of emergency due to extreme heat and requested all utilities that have the ability to self-generate power to do so between 3 p.m. and 10 p.m. The District initiated a program today to run emergency generators during that time period in compliance of the Governor's request until August 20th.

NEW BUSINESS – (Item 27 only)

9. Future Agenda Items

None.

ADJOURNMENT: There being no further business, and without objection, Chair Wall adjourned the meeting at 4:07 p.m. to a Regular Meeting to be held Monday, August 24, 2020, by video conference.

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

James Wall, Chair
Triunfo Water & Sanitation District