

TRIUNFO WATER & SANITATION DISTRICT

Minutes of the August 24, 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 5:16 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; 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 Shapiro moved to accept the agenda as corrected with the correction of the October meeting date as October 26, 2020 and the addition of the Pure Water Demonstration Facility opening of September 11, 2020. 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.

CONSENT ITEM (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: July 27, 2020 Regular Meeting; August 17, 2020 Special Meeting

Director Orkney moved to approve the Consent Agenda as presented. 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

ACTION ITEMS (Items 6 through 14)

6. Discussion of Ordinance No. TWSD-101 – Board Compensation and Expense Reimbursement

General Manager Norris gave the presentation.

Chair Wall opened the meeting for Public Comment, and hearing no one present, closed the comment period.

Director Orkney moved to direct staff to return with a Resolution to the Board temporarily increasing Board Member attendance at up to six conferences during FY20-21. 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

7. Discussion of HR Firm and Benefits Coordination

Mr. Norris provided introductory remarks and introduced Consultant Vickie Dragan who presented the Board with HR service options.

Chair Wall opened the meeting for Public Comment, and hearing no one present, closed the comment period.

Mr. Norris added that the District intends to schedule a Special Meeting in early September for the Board to approve the Paychex, Inc. contract and to review an employee benefits outline.

Director Shapiro moved to direct staff to return with a contract with Paychex, Inc. 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. TWSD Core Management Employee Contracts

Mr. Norris gave the presentation.

Chair Wall opened the meeting for Public Comment, and hearing no one present, closed the comment period.

Director Shapiro moved to approve the Core Management contracts with direction to Legal Counsel to finalize the contracts. 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

9. TWSD-VRSD Conflict Waiver

Mr. Norris provided introductory remarks and introduced Legal Counsel John Mathews who explained the Conflict Waiver presented.

Chair Wall opened the meeting for Public Comment, and hearing no one present, closed the comment period.

Director Orkney moved to authorize the General Manager to execute a Conflict Waiver as presented at the Board Meeting of August 24, 2020. 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

10. Potable Water Customer Assistance Program Resolution No. T2020-006

Mr. Norris gave the report, joined by Mr. Mathews.

Chair Wall opened the meeting for Public Comment, and hearing no one present, closed the comment period.

Vice Chair Tjulander moved to approve TWSD Resolution No. T2020-006 and authorize the Chair to sign to implement a temporary potable water assistance program through June 30, 2021, to provide a \$15/month credit to qualifying customers residing in Oak Park. 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

11. Discussion of Woolsey Fire Lateral Uncapping Reimbursements

Mr. Norris gave the report.

Chair Wall opened the meeting for Public Comment.

Oak Park residents Johnny Castellano and John Reale addressed the Board. With no additional comments, Chair Wall closed Public Comment.

After deliberation, the consensus of the Board was to deny providing financial assistance to affected residents through the use of public monies.

12. Biennial Review of Triunfo Water & Sanitation District Conflict of Interest Code

Mr. Norris provided introductory remarks and introduced Clerk of the Board Juliet Rodriguez who presented the Board with recommendations.

Vice Chair Tjulander moved to approve the 2020 Local Agency Biennial Notice, which states that no amendments are needed to the Triunfo Water & Sanitation District Conflict of Interest Code, authorize the Chair to sign the notice, and direct staff to submit the notice to the Ventura County Board of Supervisors for approval. 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

13. Call for Nominations – Ventura LAFCO Independent Special District Regular Member

Mr. Norris gave the report.

After discussion, the Board took no action on making a nomination.

14. Westlake Village Street Festival Rescheduled to April 25, 2021

Management Analyst Sandy Warren gave the report.

Vice Chair Tjulander moved to continue participation in the rescheduled Westlake Village Street Festival date of Sunday, April 25, 2021, at the Bronze level of \$1,000. 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

INFORMATION AGENDA (Items 15 through 24)

15. Update: Delinquent Potable Water Accounts Due to Pandemic

16. Disbursements: July 2020

17. Investment Report: July 2020

18. TWSD Website – Google Analytics Report

19. Water Conservation Customer Rebate Program
20. Water Service Update – July 2020
21. Water Conservation Report: July 2020 *distributed separately*
22. Statewide Water Supply Conditions Report: August 9, 2020
23. Revenue & Expense Report: July 2020
24. Future Meetings, Seminars and Conferences:
 - Sept. 8, 5:00 p.m. – JPA Meeting, via video conference
 - Sept. 11 – Virtual Grand Opening of Pure Water Demonstration Facility
 - Sept. 14-16 – 35th Annual WaterReuse Virtual Symposium
 - Sept. 17, 4:30 p.m. – AWA-VC Reception for Members/Elected Officials
 - Sept. 21*, 5:15 p.m. – TWSD Board Meeting, via video conference
 - Oct. 5, 5:00 p.m. – JPA Meeting, via video conference
 - Oct. 26, 5:15 p.m. – TWSD Board Meeting, via video conference

* Indicates meeting date change in observance of Yom Kippur.

Director Orkney 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 25 through 28)

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

Director Orkney welcomed Vickie Dragan to the Core Management group.

Director Shapiro indicated he was pleased with the Core Management group and moving closer to becoming an independent District.
27. Reports on Outside Meetings/Conferences

Director Orkney reported on virtually attending the CASA Annual Conference on August 12-13, 2020.
28. General Manager, Legal Counsel Comments

Mr. Norris had no comments.

Mr. Mathews asked the Clerk to poll the Board for availability for a Special Meeting during the week of August 31-September 4th.

NEW BUSINESS – (Item 29 only)

29. Future Agenda Items

None.

ADJOURNMENT: There being no further business, and without objection, Chair Wall adjourned the meeting at 7:13 p.m. to a Regular Meeting to be held Monday, September 21, 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 September 1, 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 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; 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 Shapiro moved to accept the agenda as presented. 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.

ACTION ITEMS (Items 5 through 7)

5. TWSD Employee Resolution No. TWSD 2020-007

General Manager Norris gave the report.

Director Shapiro moved to approve TWSD Employee Resolution No. TWSD 2020-007 with the \$400/month car allowance for the General Manager, Director of Finance, and Engineering Programs Manager positions and later withdrew his motion replacing it with a new motion.

Director Shapiro moved to approve a \$400/month car allowance for the General Manager, Director of Finance and Engineering Programs Manager positions. Motion seconded by Chair Wall. Motion carried by the following roll call vote:

AYES: Nye, Shapiro, Tjulander, Wall

NOES: Orkney

ABSTAIN: None

ABSENT: None

Director Shapiro moved to A) Approve TWSD Employee Resolution No. TWSD 2020-007 with the \$400/month car allowance for the General Manager, Director of Finance, and Engineering Programs Manager positions; and B) Direct Legal Counsel to reference the Resolution in the Core Management Contracts. 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

6. Transfer of of Board Member Compensation Processing from Ventura Regional Sanitation District to Paychex

General Manager Norris gave the report.

Director Shapiro moved to approve the transfer of responsibilities from Ventura Regional Sanitation District to Paychex for the processing and reporting of the District's Board Member's compensation. 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

7. Approval of Service Agreement with Paychex, Inc. for HR and Payroll Services

General Manager Norris gave the report.

Director Orkney moved to A) Approve the Service Agreement with Paychex, Inc. and authorize the Chair of the Board to sign the electronic version with an initial contract price of \$16,800; and B) Authorize the Director of Finance to increase the Fiscal Year 2021 Adopted Budget in the amount of \$16,800 for this Service Agreement with Paychex, Inc. 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

ORAL REPORTS – (Items 8 through 10)

8. Standing Committee Reports:

A. Finance Committee – No report.

B. Personnel Committee – No report.

C. Public Outreach/Communications Committee – No report.

9. Board Member Comments

Director Orkney commented on the absence of Ventura County public officials on the program of the September 11, 2020 Pure Water Project Demonstration Facility ribbon cutting ceremony and her efforts to have more Ventura County inclusivity in the program.

Director Nye inquired if any additional comments were received from members of the public that addressed the Board at the August 24, 2020 meeting on the Woolsey Fire Lateral Uncapping Reimbursement request, and Mr. Norris replied that no additional comments were received.

10. General Manager, Legal Counsel Comments

No comments were made.

ADJOURNMENT: There being no further business, and without objection, Chair Wall adjourned the meeting at 5:54 p.m. to a Regular Meeting to be held Monday, September 21, 2020, by video conference.

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

James Wall, Chair
Triunfo Water & Sanitation District

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