

## TRIUNFO WATER & SANITATION DISTRICT

Minutes of the August 26, 2019 Board of Directors Regular Meeting  
Oak Park Library (Film & Lecture Room 102)  
899 N. Kanan Road, Oak Park, California

1. Call to Order and Roll Call: Chair Janna Orkney called the meeting to order at 5:15 p.m. Directors Leon Shapiro, Raymond Tjulander, James Wall, Vice Chair Pan, and Chair Orkney were present.

Staff present: General Manager Mark Norris; Legal Counsel John Mathews; Director of Finance Tina Rivera; Clerk of the Board Juliet Rodriguez; Management Analyst Sandy Warren; and Consultant Tim Doyle.

2. Pledge of Allegiance: The Pledge was led by David Ross, resident.

3. Agenda Review:

General Manager Mark Norris suggested the Board consider hearing Agenda Items 6 and 7 together.

Director Tjulander requested to delete Item No. 7 from the Agenda.

Director Wall moved to accept the agenda as amended. Motion seconded by Director Pan. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

4. Public Comments:

The following people addressed the Board:

- David Ross, resident, suggested TWSD look into participation in the automatic clearing house system.
- J.L. Diaz, Oak Park MAC, introduced himself as the MAC liaison to the TWSD Board.

**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 any 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. Approval of Minutes: July 22, 2019 Regular Meeting

Director Shapiro moved to approve the Consent Agenda as presented. Motion seconded by Director Tjulander. Motion carried by the following vote:

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

**ACTION ITEMS** (Items 6 through 14)

6. Discussion of Ordinance No. TSD-101 (Adopted 4/22/19) – Establishing Policies and Procedures for Board Member Compensation and Expense Reimbursement

Discussion ensued on situations that could be considered for a day of service. Director Wall suggested Board Members qualify an event by asking if it brings value to the District and would a rate-payer want to pay for a Board Member to attend. The Board agreed that the Ordinance did address qualifying events and also allowed for non-listed events to be brought before the Board for approval. Legal Counsel John Mathews suggested that Board Members seek approval before attending an event.

Clarification was provided by Legal Counsel Mathews on requirements for teleconferencing.

7. Board Member Request for Board Consideration of Day of Service Compensation  
*This item was removed from the agenda during Agenda Item No. 3 - Agenda Review.*

8. Triunfo Water & Sanitation District Pending Pure Water Project Institutional Issues

Mr. Norris provided issues that the Board should be aware of and consider prior to the proposed JPA Board Workshop. There also needs to be a discussion with Calleguas Municipal Water District and their new General Manager.

Discussion ensued on TWSD's contributions paid into the recycled water pipeline.

9. Discussion: Security Protection for Data Website SCADA Systems

Mr. Norris introduced consultant Tim Doyle who gave the report.

Director Wall moved to approve upgrading the current software and protocols for the SCADA system for a cost of approximately \$3,000 and a penetration test for an approximate cost of \$2,000. Motion seconded by Director Pan. Motion carried by the following vote:

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

Director Orkney opened public comment to allow J.L. Diaz, Oak Park MAC, to comment on recommending the Board consider looking into cyber liability insurance.

10. Contract No. T19-003 with Raftelis Financial Consultants, Inc. for Sewer, Water, and Recycled Water Rate Studies

Mr. Norris gave the report.

Director Tjulander moved to approve TWSD Contract No. T19-003 for Raftelis Financial Consultants, Inc. to complete the three rate studies for an amount not to exceed \$68,138. Motion seconded by Director Pan. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

11. TWSD Core Management Service Contracts No. T19-004 – the PRD Group, Inc., T19-005 – Chi Hermann Consulting, T19-006 – Vickie Dragan Consulting

Mr. Norris gave the report.

Director Wall reported on the Management Ad Hoc Committee meeting of August 22, 2019.

Director Wall moved to authorize the Chair to sign TWSD Contract No. T19-004 for The PRD Group, Inc., as amended, to provide management, engineering, and analytical services for the District's projects and operations with a term to December 31, 2019. Motion seconded by Director Tjulander. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

Director Wall moved to authorize the Chair to sign TWSD Contract No. T19-006 for Vickie Dragan Consulting, as amended, to provide financial oversight services for the District's projects with a term to June 30, 2020. Motion seconded by Director Shapiro. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

Director Pan requested that a résumé of qualifications be included with the contract. Chair Orkney asked if the Board would like to amend the motion to include the request. Lacking support of the Board, the request was not included.

Director Wall moved to authorize the Chair to sign TWSD Contract No. T19-005 for Chi Hermann Consulting, as amended, to provide management and analytical services for the District's projects with a term to June 30, 2020. Motion seconded by Director Shapiro. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

Chair Orkney called for a break at 7:14 p.m. and reconvened the meeting at 7:19 p.m.

12. Lake Sherwood Variable Grade Gravity Sewer System Improvements Project Update

Mr. Norris gave the report.

Director Pan moved that the Board vacate the current design-build proposal process, due to lack of funding, and approve an alternative to revert to a conventional design, bid, build process for the Lakeside lift station improvements associated with the vacuum system project, recognizing that the pipeline and the vacuum system may be done in the future. Motion seconded by Director Tjulander. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

13. New Website for Triunfo Water & Sanitation District

Management Analyst Sandy Warren gave the report.

Director Tjulander moved to approve, and authorize the Chair to sign, Contract T19-007 with Thinking2 to design and build a new TWSD website, using WordPress, for an initial cost not to exceed \$13,650 (quoted estimate of \$11,870 plus approximately 15% for unforeseen changes desired by TWSD), and to provide SSL security, site hosting, site maintenance (basic and expanded), and email hosting (10 accounts) for a monthly cost not to exceed \$190. Motion seconded by Director Pan. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

14. TWSD-Sponsored Water Class Alternatives

Mr. Warren gave the report.

Director Orkney moved to hold a “Landscaping for Fire” class through the Master Gardeners of Ventura County on a Saturday in October. Motion seconded by Director Tjulander. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

Chair Orkney suggested that the Mae Boyer location be used.

Director Orkney amended her motion to approve an expenditure of \$500 to \$1000 for advertising and rental of the venue. Motion seconded by Director Shapiro. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

**INFORMATION AGENDA** (Items 15 through 26)

15. Update on Woolsey Fire FEMA Claim

16. JPA Educational Outreach to Oak Park Schools

17. SB998 Update

18. Disbursements: July 2019

19. Investment Report: July 2019

20. TSD Website – Google Analytics Report

21. Water Conservation Customer Rebate Program

22. Oak Park Water Service Update: July 2019

23. Water Conservation Report: July 2019

24. Statewide Water Supply Conditions Report: August 20, 2019

25. Revenue & Expense Report: July 2019

26. Future Meetings, Seminars and Conferences:

- Aug 27-29, 1 p.m. – 6:30 p.m. – ACWA Edge of Drought Tour, Southern California
- Sep. 3, 5:00 p.m. – JPA Special Meeting (at Oak Park Library)

- Sep. 5, 5:30 p.m. – ACWA Water Policy Forum & Dinner, Costa Mesa
- Sep. 8-11 – WaterReuse Annual Symposium, San Diego
- Sep. 19, 4:30 p.m. – AWA-VC Reception for Members/Elected Officials, Simi Valley
- Sep. 23, 5:15 p.m. – TWSD Regular Board Meeting, Oak Park Library
- Sep. 25-28 – CSDA Annual Conference, Anaheim
- Oct 1, 5:45 p.m. – VCSDA dinner meeting, TBD
- Oct. 7, 5:00 p.m. – JPA Meeting, (at LVMWD)
- Oct. 17, 7:15 a.m. – AWA-VC WaterWise Breakfast Program, Oxnard
- Oct. 23 11:30 a.m. – AWA-VC Channel Counties/Water Systems Lunch, Camarillo

Legal Counsel John Mathews stated that he distributed a memo on SB998 to the Board. Discussion was delayed to the September 23, 2019 meeting.

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

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

### **ORAL REPORTS** – (Items 27 through 31)

27. Standing Committee Reports:

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

28. Management Ad Hoc Committee Report

Director Wall provided his report during Agenda Item No. 11.

29. Board Member Comments

None.

30. Reports on Outside Meetings/Conferences

Chair Orkney, Vice Chair Pan, and Director Tjulander reported on attending the Ventura County Special Districts Association (VCSDA) Dinner meeting on August 6, 2019.

Director Pan reported on going on a Joint Powers Agreement plant tour on August 17, 2019 at Las Virgenes Municipal Water District.

31. General Manager, Legal Counsel Comments  
None.

**NEW BUSINESS – (Item 32 only)**

32. Future Agenda Items
- Participation in the Automatic Clearing House System
  - Recycled Water Usage
  - Cyber Liability Insurance
  - Budget Adjustments for FY2019-20

**CLOSED SESSION – (Items 33 and 34)**

At 8:07 p.m., Legal Counsel John Mathews announced that there would be a Closed Session on the following items:

33. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Pursuant to Government Code § 54956.9, subdivision (a) – *Triunfo Sanitation District v. New Mission, LLC*, Superior Court of the State of California, County of Ventura, Case No. 56-2017-00499222-CU-OR-VTA.
34. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Pursuant to Government Code § 54956.9, subdivision (d).

At 8:20 p.m., the meeting reconvened into Open Session. Legal Counsel Mathews reported that Agenda Item No. 33 had been settled with the judge approving the settlement. He also reported that on Agenda Item No. 34, the Board has authorized Counsel to make an offer to the HOA Board for settlement.

**ADJOURNMENT:** There being no further business, and without objection, Chair Orkney adjourned the meeting at 822 p.m. to a Regular Meeting to be held Monday, September 23, 2019, at 5:15 p.m. at the Oak Park Library

Prepared by:

Approved:

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Juliet Rodriguez  
Clerk of the Board

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Janna Orkney, Chair  
Triunfo Water & Sanitation District

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