

TRIUNFO SANITATION DISTRICT

Minutes of the September 24, 2018 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 Orkney called the meeting to order at 5:15 p.m. Directors Susan Pan, Raymond Tjulander, James Wall, and Chair Janna Orkney, were present.

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

2. Pledge of Allegiance: The Pledge was led by Director Pan.

3. Agenda Review:

General Manager Mark Norris announced that Item 8, Biennial Review of Triunfo Sanitation District's Conflict of Interest Code, recommendation B, should read TSD, not VRSD.

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

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

4. Public Comments:

Clerk of the Board Juliet Rodriguez announced that no public comments were received.

Mr. Norris announced that Ventura Regional Sanitation District's (VRSD's) new Director of Finance Tina Rivera was present, and asked that VRSD General Manager Chris Theisen give her introduction.

Tina Rivera acknowledged the introduction and welcomed the opportunity to serve the Board.

CONSENT ITEM (Item 5 only)

5. Approval of Minutes: August 27, 2018 Regular Meeting

Director Tjulander moved to approve the August 27, 2018 Regular Meeting minutes. Motion seconded by Director Wall. Motion carried by the following vote.

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

ACTION ITEMS (Items 6 through 13)

6. Indirect Cost Allocation Plan Proposal From Ventura Regional Sanitation District for TSD Contract No. T15-003

Mr. Norris introduced VRSD General Manager Chris Theisen who gave the presentation and responded to the Board's questions. Senior Accountant Regina Williams also provided clarification to the Board's questions.

7. Discussion on TSD Email and Combined Agency Signature Line

Mr. Theisen provided further details regarding the reasons that VRSD staff would need to continue to use VRSD email addresses and then provided several signature blocks for the Board's review. Several Board members suggested improvements and asked Mr. Theisen to revise the alternatives and return at a future meeting for further review by the Board.

8. Biennial Review of Triunfo Sanitation District's Conflict of Interest Code: Proposed Minor Amendments

General Manager Mark Norris gave the presentation.

Director Wall moved to approve and adopt TSD Resolution No 20018-004, establishing the 2018 Conflict of Interest Code; directed District staff to file the TSD 2018 Conflict of Interest Code proposed amendments with the Ventura County Board of Supervisors for approval; and directed District staff, upon approval of Ventura County Board of Supervisors, to promulgate the 2018 Conflict of Interest Code and ensure that Form 700 Statements of Economic Interests are filed appropriately by the designated staff persons. Motion seconded by Director Tjulander. Motion carried by the following vote.

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

9. Resolution No. TSD 2018-005 to Change the District Name

General Manager Mark Norris gave the presentation.

Director Tjulander moved to reconsider the Board's previous motion made at the August 27, 2018 meeting to move forward with changing the name to the Triunfo Water District. Motion seconded by Director Pan. Motion carried by the following vote.

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

Director Pan moved to change the name from Triunfo Sanitation District to Triunfo Water and Sanitation District. Motion seconded by Director Tjulander. Motion carried by the following vote.

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

Director Wall could not support a District name change as a necessary expense.

The Board directed staff to return with a revised cost estimate and implementation schedule and a request for samples for a new logo.

10. Adopt Resolution No. TSD 2018-006 Records Retention Policy

General Manager Mark Norris gave the presentation.

Director Wall moved to approve TSD Resolution No. TSD 2018-006 establishing a Records Retention Policy. Motion seconded by Director Tjulander. Motion carried by the following vote.

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

11. Update Director Vacancy Timeline for Future Appointments

General Manager Mark Norris reported that we have received one submitted application with an application deadline of October 15, 2018.

12. Selection of Vice Chair to Triunfo Board of Directors

Chair Orkney opened the discussion for a nomination. In the absences of a nomination, Chair Orkney appointed Director Susan Pan as Vice Chair.

13. California Friendly Landscape Training

Senior Analyst Sandy Warren reported that all combined marketing activity has yielded 39 sign-ups in the Landscape Training class, with a capacity for 75 enrollments.

Chair Orkney encouraged all Board Members to attend.

INFORMATION AGENDA (Items 14 through 22)

14. Disbursements: August 2018

15. Investment Report: August 2018

16. TSD Website – Google Analytics Report

17. Water Conservation Customer Rebate Program

18. Oak Park Water Service Update

19. Water Conservation Report: August 2018

20. Statewide Water Supply Conditions Report: September 5, 2018

21. Revenue & Expense Report: August 2018

22. Future Meetings, Seminars and Conferences:

- Oct. 1, 5:00 p.m. – JPA Meeting (at LVMWD)
- Oct 2, 5:30 p.m. – VCSDA Bi-Monthly Meeting, TBD
- Oct. 18, 7:15 a.m. – AWA WaterWise Breakfast Program, Thousand Oaks
- Oct. 20, 9:00 a.m. – California Friendly Landscape Training, Oak Park
- Oct. 22, 5:15 p.m. –TSD Regular Board Meeting (Oak Park Library)
- Oct. 25, 6:00 p.m. – TSD Special Meeting (Oak Park Library)

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

AYES: Orkney, Pan, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

ORAL REPORTS – (Items 23 through 26)

23. Standing Committee Reports:

- a. Finance Committee – No report.
- b. Recycled Water Committee – No report.
- c. Public Outreach/Communications Committee – No report.
- d. Ad Hoc Committee – No report.

Chair Orkney appointed Director Tjulander to the Public Outreach/Communications Committee.

24. Board Member Comments

Chair Orkney stated that she will be attending the ACWA Annual Conference in November and encouraged all Board Members to attend. Chair Orkney included the General Manager and Legal Counsel, as well as requested a reservation for the incoming Board Member.

25. Reports on Outside Meetings/Conferences

Directors Pan and Tjulander reported on attended the AWA Reception for Elected Officials on September 20, 2018.

Director Pan reported on attending the State Water Project Tour on September 21, 2018.

26. General Manager, Legal Counsel Comments

John Mathews welcomed Director of Finance Tina Rivera and acknowledged having worked with Ms. Rivera.

NEW BUSINESS – (Item 27 only)

27. Future Agenda Items (none)

CLOSED SESSION – (Items 28 and 29 only)

At 7:40 p.m., Legal Counsel John Mathews announced that there would be a closed session on the following items:

28. 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

29. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL / ANTICIPATED LITIGATION

Pursuant to Government Code § 54956.9, subdivision (d) (One case).

At 8:05 p.m., the meeting reconvened into Open Session, with no reportable action on the closed session matters.

ADJOURNMENT: There being no further business, and without objection, Chair Paule adjourned the meeting at 8:07 p.m. to next Regular Meeting to be held Monday, October 22, 2018, at 5:15 p.m. at the Oak Park Library

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

Janna Orkney, Chair
Triunfo Sanitation District