

## TRIUNFO WATER & SANITATION DISTRICT

Minutes of the September 23, 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 Susan 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, The PRD Group.

2. Pledge of Allegiance: The Pledge was led by Tim Doyle, The PRD Group.

3. Agenda Review:

No changes.

Director Wall moved to accept the 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

4. Public Comments:

No comments.

**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 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: August 26, 2019 Regular Meeting

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

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

**PRESENTATION ITEMS** (Items 6 through 9)

6. TWSD-Sponsored Landscaping for Fire Class – November 2, 2019
7. Update on Woolsey Fire FEMA Claim

8. Update on TWSD Educational Outreach
9. Update on New TWSD Website

Sandy Warren, Management Analyst, provided updates on all four presentation items.

Director Pan offered to speak before the Oak Park Unified School District (OPUSD) at a future OPUSD Board meeting about increasing student awareness of Triunfo Water & Sanitation District.

The Board requested the website to be expedited and a revision presented at the next Board meeting.

**ACTION ITEMS** (Items 10 through 13)

10. TWSD Mission Statement

Mark Norris, General Manager, gave the report.

Chair Orkney provided a revision to the Mission Statement that was also revised by Vice Chair Pan:

The mission of Triunfo Water & Sanitation District is to meet current and future needs of our customers by providing potable water, recycled water, and wastewater services. We are committed to providing services that are reliable, high quality, cost efficient, and delivered in a customer-friendly manner. The District will judiciously manage its assets and finances, effectively plan for future needs, protect the environment, and work to maintain public trust and confidence.

Director Tjulander moved to adopt the mission as revised by Chair Orkney and Vice Chair Pan. Motion seconded by Director Pan. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

11. Polo Shirts for TWSD Community Events

Mr. Warren gave the report.

Discussion ensued with the Board directing staff to look into the costs of baby blue polo and dress shirts for the next Board meeting.

12. Cyber Liability Insurance Coverage for Triunfo Water & Sanitation District

Mr. Warren gave the report.

Discussion ensued with the consensus of the Board indicating to staff that the

insurance coverage was not necessary at this time.

13. Association of California Water Districts Ballot for Region 8 Board Election for the 2020-2021 Term

Mr. Norris gave the report.

Director Tjulander moved to approve the ACWA ballot as recommended by the ACWA Region 8 Nominating Committee and direct the Clerk of the Board to submit the Board's response by September 30, 2019. Motion seconded by Director Wall. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

**INFORMATION AGENDA** (Items 14 through 24)

14. Update on Participation in Automatic Clearing House System
15. SB998 Update
16. Disbursements: August 2019
17. Investment Report: August 2019
18. TSD Website – Google Analytics Report
19. Water Conservation Customer Rebate Program
20. Oak Park Water Service Update: August 2019
21. Water Conservation Report: August 2019
22. Statewide Water Supply Conditions Report: September 12, 2019
23. Revenue & Expense Report: August 2019
24. Future Meetings, Seminars and Conferences:
- 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
  - Nov. 2, 10 a.m. – Landscaping for Fire, Mae Boyer Recreation Center
  - Nov. 4, 5:00 p.m. –JPA meeting, (at LVMWD)
  - Nov. 14, 7:00 a.m. – Annual VC Water Supply Bus Tour, Ventura
  - Nov. 21, 7:15 a.m. – AWA-VC WaterWise Breakfast Program, Oxnard
  - Nov. 25, 5:15 p.m. – TWSD Regular Board Meeting, Oak Park Library

Tina Rivera, Director Finance, gave an update on TWSD's participation in the Automatic Clearing House System and reported that she is looking into registering TWSD for receipt of electronic payments to provide customers with a more efficient means of making payments.

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

AYES: Orkney, Pan, 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. Recycled Water Committee – No report.

C. Public Outreach/Communications Committee – No report.

26. Board Member Comments

Director Shapiro commented on observing legal fees over recent years and having the Board consider increasing the budget for legal fees in future years.

Staff agreed to include legal fee analysis in the upcoming report to the Board on Budget Adjustments for FY2019-20.

Vice Chair Pan commented that Las Virgenes Municipal Water District is now live-streaming their Board Meetings and would like staff to study the possibility of having TWSD Board meetings live-streamed.

27. Reports on Outside Meetings/Conferences

Director Tjulander reported on attending the WateReuse Annual Symposium, September 8-11, 2019, in San Diego.

Director Shapiro reported on attending a Las Virgenes Municipal Water District (LVMWD) Special Meeting hosting a visiting Israeli Technology Delegation on September 9, 2019.

Director Pan reported on attending a pilot testing of Reverse Osmosis (RO) technologies at the City of Thousand Oaks

28. General Manager, Legal Counsel Comments

Mr. Norris reported that revised Board of Directors Reference Binders had been distributed to each Board Member. The Board expressed appreciation for the updated reference binders.

Mr. Norris updated the Board of lessee Verizon's activity at the Kilburn Reservoir site and the impact to the District's operations. A temporary cell facility (COLT) has been erected at the Oak Canyon Reservoir site causing concern to a local resident who has lodged a formal complaint on an impaired view. Staff is preparing a response to the resident.

John Mathews, Legal Counsel, updated the Board on recent Accessory Dwelling Unit legislation and how this legislation could impact connection fees and service fees.

**NEW BUSINESS – (Item 29 only)**

29. Future Agenda Items

- Live-Streaming of TWSD meetings
- Budget Adjustments for FY2019-20
- Recycled Water Use and Infrastructure

**ADJOURNMENT:** There being no further business, and without objection, Chair Orkney adjourned the meeting at 6:40 p.m. to a Regular Meeting to be held Monday, October 28, 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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