

TRIUNFO WATER & SANITATION DISTRICT

Minutes of the October 28, 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; Operations Manager Richard Jones; Management Analyst Sandy Warren; Clerk of the Board Juliet Rodriguez; and Consultants Tim Doyle, The PRD Group; Chi Hermann; and Vickie Dragan.

2. Pledge of Allegiance: The Pledge was led by Legal Counsel John Mathews.

3. Agenda Review:

A request was made by Vice Chair Pan to move Agenda item No. 9 before Item Agenda Item No. 8. Chair Orkney declined to change the agenda order.

General Manager Mark Norris stated that grammatical errors had been corrected in the revised agenda.

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

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

Mr. Norris introduced the newest members of the Triunfo Water & Sanitation District Core Management Team: Vickie Dragan, Finance Consultant; and Chi Hermann, Analyst Consultant.

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: September 23, 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 and 7)

6. Overview of TWSD Recycled Water Service Area

Tim Doyle, The PRD Group, gave the presentation. Mr. Doyle was joined by Mr. Norris in providing clarification to the Board's questions on recycled water and the differences between wholesale and retail rates.

7. Update on the new TWSD Website

Sandy Warren, Management Analyst, provided the update. The Board commented favorably and provided some additional suggestions. The Board asked staff to give the designer approval to move forward with a live web-based format. Chair Orkney would like to see one more Public Outreach Committee meeting held for a final review.

ACTION ITEMS (Items 8 through 17)

8. Discussion & Review of District Policy Development Regarding Board Meeting Attendance

Mr. Norris, General Manager, opened the discussion.

John Mathews, Legal Counsel, provided clarification of Board member legal requirements, specifically regarding residency.

Vice Chair Pan disclosed her situation of having accepted a promotional job opportunity in Northern California that will keep her away from the District during the week. She would like to serve her term to completion.

While the Board acknowledged the expertise that Vice Chair Pan brings to the Board, Board members could not support teleconferencing with any frequency beyond a pre-approved absence, such as a vacation or illness, and commented on the disruption factor inherent with teleconferencing. Discussion continued over drafting a policy on telecommuting since one does not currently exist.

When queried, Vice Chair Pan said she would give her decision regarding a resignation within a week.

Chair Orkney called for a recess at 6:29 p.m. and reconvened the meeting at 6:34 p.m.

9. Live-Streaming TWSD Board Meeting Video

Sandy Warren, Management Analyst, gave the report.

Board Members did not see the value for adding live-streaming when the current viewer statistics do not support it.

10. Ordinance No. TWSD-350 (Adopted 11/25/19) – Prescribing Fees and Charges for Potable Water

Mr. Norris gave the report.

Director Tjulander moved to A) Conduct the first reading, by title only, of proposed Ordinance No. TWSD-350, Prescribing Fees and Charges for Potable Water for Triunfo Water & Sanitation District; and B) Schedule a public hearing and Board action on November 25, 2019, to conduct the second reading, by title only, and consider adoption of Ordinance No. TWSD-350; and C) direct staff to publish a notice in the Ventura County Star on November 11, 2019, providing a summary and noticing the public hearing for the November 25, 2019, Board meeting. Motion seconded by Director Wall. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

Juliet Rodriguez, Clerk of the Board, conducted the first reading, by title only:

ORDINANCE NO. TWSD-350 (Adopted 11/25/19) PRESCRIBING FEES AND CHARGES FOR POTABLE WATER FOR TRIUNFO WATER & SANITATION DISTRICT

11. Ordinance No. TWSD-450 (Adopted 11/25/19) Prescribing Fees and Charges for Recycled Water

Mr. Norris gave the report.

Director Tjulander moved to A) Conduct the first reading, by title only, of proposed Ordinance No. TWSD-450, Prescribing Fees and Charges for Recycled Water Provided by Triunfo Water & Sanitation District; and B) Schedule a public hearing and Board action on November 25, 2019, to conduct the second reading, by title only, and consider adoption of Ordinance No. TWSD-450; and C) Direct staff to publish a notice in the Ventura County Star on November 11, 2019, providing a summary and noticing the public hearing for the November 25, 2019, Board meeting. Motion seconded by Director Wall. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

Ms. Rodriguez conducted the first reading, by title only:

ORDINANCE NO. TWSD-450 (Adopted 11/25/19) PRESCRIBING FEES AND CHARGES FOR RECYCLED WATER PROVIDED BY TRIUNFO WATER & SANITATION DISTRICT

12. Discussion of ORCA Food Digester ad Media Creek Middle School

Mr. Norris gave the report.

13. Budget Adjustments for FY 2019-20

Tina Rivera, Director of Finance gave the report.

Chair Orkney requested a cost analysis of the Lake Sherwood VGGSS Project for the next Board meeting.

Director Wall moved to approve A) The transfer of \$46,641 from the Rate Study allocation to cover \$16,297 the Website redesign and \$30,344 core management team contract costs; and B) An additional allocation of \$50,000 for legal fees in the Wastewater fund. Motion seconded by Director Shapiro. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

14. Discussion of Ordinance Not. TSD-301 – Repeated Violations of the Water Conservation Ordinance

Mr. Norris gave the report and corrected the reference in the Board letter to read:

A key component of the Ordinance is related to repairs for leaks or malfunctions within ~~72 hours~~ five days of being detected and the fines and penalties for repeat violations.

Richard Jones, Operations Manager, contributed to the report and responded to Board questions.

Staff was directed to review legal liabilities with Legal Counsel and provide egregious customers with final notification that they will have so much time before the District takes the next step to install a flow restrictor.

15. Consider Two-Year Budget

Mr. Norris gave the report.

Chair Orkney left the room at 8:17 p.m. and returned at 8:20 p.m.

Director Tjulander moved to direct staff to prepare a two-year budget. Motion seconded by Director Wall. Motion carried by the following vote:

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

16. TWSD Educational Outreach – Oak Park Middle and High Schools

Mr. Warren gave the report.

Director Tjulander moved to continue contacting the high school principals and science teachers regarding the water/wastewater educational program. Motion seconded by Director Shapiro. Motion carried by the following vote:

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

Director Shapiro moved to have the Board send a letter to the Oak Park Unified District notifying them of what Triunfo Water & Sanitation District has been doing at the school level with educational presentations. Motion seconded by Director Tjulander. Motion carried by the following vote:

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

17. Shirts for TWSD Community Events

Mr. Warren gave the report.

The Board directed staff to order polo shirts within the \$300 budget allotment for select staff and Directors Orkney, Shapiro, and Tjulander.

18. Ordinance No. TSD-101- Board Compensation and Expense Reimbursement – Day of Service Requested

Mr. Norris gave the report.

Director Tjulander moved to approve a Day of Service for attending the Las Virgenes-Conejo Valley Tap-In 2019 Water Business Summit on November 7, 2019 and for the Tour of the Padre Dam event on December 2, 2019. 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 19 through 30)

19. Update on Participation in Automatic Clearing House System
20. Update on Landscaping for Fire Class
21. Update on FEMA Claim
22. Disbursements: September 2019
23. Investment Report: September 2019
24. TSD Website – Google Analytics Report
25. Water Conservation Customer Rebate Program
26. Oak Park Water Service Update: September 2019
27. Water Conservation Report: September 2019
28. Statewide Water Supply Conditions Report: September 30, 2019
29. Revenue & Expense Report: September 2019
30. Future Meetings, Seminars and Conferences:
 - Nov. 2, 10 a.m. – Landscaping for Fire, Mae Boyer Recreation Center
 - Nov. 4, 5:00 p.m. – JPA meeting, (at LVMWD)
 - Nov. 7, 10:00 a.m. – Las Virgenes/Conejo Valley Water Business Summit, Agoura Hills
 - 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
 - Nov. 27, 11:30 a.m. – AWA-VC Channel Counties/Water Systems Lunch, Camarillo
 - Dec. 2, 10:00 a.m. – Tour of Padre Dam Advanced Water Purification Demonstration Facility & Roy Stoyer Water Recycling Facility, Santee
 - Dec. 3-6 – ACWA Fall Conference, San Diego, CA
 - Dec. 9, 5:00 p.m. – JPA Special Meeting, (at LVMWD)
 - Dec. 12, 5:30 p.m. – AWA-VC Holiday Mixer
 - Dec 16, 5:15 p.m. – TWSD Special Board Meeting, Oak Park Library

Tina Rivera, Director Finance, reported that TWSD has registered for participation in the Automatic Clearing House System (ACH) and it is now up to participating banks to determine if they want to use the ACH system or paper checks for remitting payment.

Mr. Warren reported that 58 people have signed up for the Landscaping for Fire Class, with continuous calls coming in. Directors Orkney, Pan, Shapiro and Tjulander will be in attendance.

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, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

ORAL REPORTS – (Items 31 through 35)

31. Standing Committee Reports:

A. Finance Committee – No report.

B. Recycled Water Committee – No report.

C. Public Outreach/Communications Committee – No report.

32. Management Ad Hoc Committee Report

Chair Orkney reported on the Committee's meeting of October 18, 2019. Chair Orkney would like to call for a Special Board meeting during the second week of November to review TWSD's organizational structure.

33. Board Member Comments

Chair Orkney reported that TWSD was mentioned in the current Acorn issue about the Pure Water Project and asked that the link for the article be placed on the District's website.

34. Reports on Outside Meetings/Conferences

Directors Tjulander and Pan reported on attending the Ventura County Special District Association meeting of October 1, 2019.

Director Pan reported on the Association of Water Agencies (AWA) Annual Member & Policymakers Reception at the Reagan Library on September 19, 2019.

Director Pan reported on the AWA Issues Committee meeting of October 15, 2019

Director Pan reported on the AWA Breakfast meeting of October 17, 2019.

Directors Shapiro and Pan reported on the AWA Lunch meeting of October 23, 2019.

35. General Manager, Legal Counsel Comments

Mr. Norris showed photos of the repairs made to the Savoy water reservoir to repair damage caused by the Woolsey Fire.

John Mathews, Legal Counsel, updated the Board that the name change documentation with the Secretary of State was submitted in early October. He also

reported that intertie with Calleguas and Las Virgenes has been sued challenging the Final Environmental Impact Report.

Vice Chair Pan reported that she has made a decision to resign from the Board and will determine an effective date within the next month, taking into account meetings that have been scheduled in December.

NEW BUSINESS – (Item 36 only)

36. Future Agenda Items

None were presented.

ADJOURNMENT: There being no further business, and without objection, Chair Orkney adjourned the meeting at 9:00 p.m. to a Regular Meeting to be held Monday, November 25, 2019, at 5:15 p.m. at the Oak Park Library

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

Janna Orkney, Chair
Triunfo Water & Sanitation District