

TRIUNFO SANITATION DISTRICT

Minutes of the October 22, 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; Management 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 Chair Orkney.

3. Agenda Review:

Chair Orkney asked that Item 6. TSD Contract No. T18-005 Padre Associates, Inc. for Environmental Services for the Lake Sherwood Variable Grade Gravity Sewer System be moved from Consent to Action Items.

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

CONSENT ITEM (Item 5 only)

5. Approval of Minutes: September 24, 2018 Regular Meeting

Director Wall moved to approve the September 24, 2018 Regular Meeting minutes. Motion seconded by Director Pan. Motion carried by the following vote:

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

ACTION ITEMS (Items 6 through 13)

6. TSD Contract No. T18-005 – Padre Associates, Inc. for Environmental Services for the Lake Sherwood Variable Grade Gravity Sewer System Project

General Manager Mark Norris gave the presentation.

Director Wall moved to approve and authorize the Chair to sign Contract T18-005 with Padre Associates, Inc. to provide environmental services for the Lake Sherwood Variable Grade Gravity Sewer System Project in the amount of \$39,659 and a contract term ending June 30, 2019. Motion seconded by Director Tjulander. Motion carried by the following vote:

AYES: Orkney, Pan, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

7. Discussion on TSD Email and Combined Agency Signature Line

Chris Theisen, Ventura Regional Sanitation District General Manager, provided alternatives based on input received from the Board.

Chair Orkney moved to approve Option #2 with changes: 1. Remove the VRSD link; 2. Remove the LinkedIn link; and 3. Add TSD's Facebook and Twitter links. Motion seconded by Director Tjulander. Motion carried by the following vote:

AYES: Orkney, Pan, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

8. Request by Chair Orkney: Discussion for Establishing a Contract with Outside Legal Counsel to Review Employment Options for Contracting with the General Manager

General Manager Mark Norris gave the presentation.

Chair Orkney moved to approve and appoint an Ad Hoc Committee to find attorneys, within the next year, to review employment options for contracting services with the General Manager and Triunfo Sanitation District. Motion seconded by Director Wall. Motion carried by the following vote:

AYES: Orkney, Tjulander, Wall

NOES: Pan

ABSTAIN: None

ABSENT: None

Chair Orkney appointed herself and Director Wall to be on the Ad Hoc Committee.

9. Westlake Village Street Festival – Potential TSD Participation

Management Analyst Sandy Warren gave the presentation.

Director Tjulander moved to approve participation in the Westlake Village Street Festival on April 28, 2019 at the same Bronze level as last year and for the same location. Motion seconded by Director Wall. Motion carried by the following vote:

AYES: Orkney, Pan, Tjulander

NOES: Wall

ABSTAIN: None

ABSENT: None

10. District Ordinances – Revisions for Policy and Fee Ordinances

General Manager Mark Norris gave the presentation.

VOTE:

Director Wall moved to conduct the first reading, by title only of proposed revisions to TSD Ordinance Nos. TSD-101, TSD 102, TSD-150, TSD-200, TSD-201, TSD-250, TSD-300, TSD-301, TSD-350, TSD-400, and TSD-450; and schedule a public hearing and Board action on November 26, 2018, to conduct the second reading, by title only, and consider adoption of revised TSD Ordinance Nos. TSD-101, TSD-102, TSD-150, TSD-200, TSD-201, TSD-250, TSD-300, TSD-301, TSD-350, TSD-400, and TSD-450; and direct staff to mail notice of the public hearing to the addresses that the District customarily mails parcel owner sewer service bills to so that said notice is received at those addresses no later than 10 days before the November 26, 2018, hearing date; and direct staff to publish on November 12, 2018, a notice in the Ventura County Star, a newspaper of general circulation published and circulated in the District, providing a summary of the ordinances and noticing a November 26, 2018, public hearing to consider adoption of the ordinances. Motion seconded by Director Pan. Motion carried by the following vote:

AYES: Orkney, Pan, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

Ms. Rodriguez conducted the first reading by title only:

ORDINANCE NO. TSD-101 (Adopted 11/26/18) ESTABLISHING POLICIES AND PROCEDURES FOR BOARD MEMBER COMPENSATION AND EXPENSE REIMBURSEMENT

ORDINANCE NO. TSD-102 (Adopted 11/26/18) ESTABLISHING POLICIES AND PROCEDURES FOR FILING CLAIMS AGAINST THE TRIUNFO SANITATION DISTRICT

ORDINANCE NO. TSD-150 (Adopted 11/26/18) PRESCRIBING MISCELLANEOUS FEES AND CHARGES

ORDINANCE NO. TSD-200 (Adopted 11/26/18) ESTABLISHING POLICIES AND PROCEDURES FOR SEWER SERVICE OWNED AND OPERATED BY TRIUNFO SANITATION DISTRICT

ORDINANCE NO. TSD-201 (Adopted 11/26/18) ESTABLISHING POLICIES AND PROCEDURES FOR BELL CANYON SEWER EXTENSION

ORDINANCE NO. TSD-250 (Adopted 11/26/18) PRESCRIBING FEES AND CHARGES FOR SEWER SERVICE OWNED AND OPERATED BY TRIUNFO SANITATION DISTRICT

ORDINANCE NO. TSD-300 (Adopted 11/26/18) ESTABLISHING POLICIES AND PROCEDURES FOR OAK PARK WATER SERVICE OWNED AND OPERATED BY TRIUNFO SANITATION DISTRICT

ORDINANCE NO. TSD-301 (Adopted 11/26/18) ESTABLISHING POLICIES AND PROCEDURES FOR WATER CONSERVATION

ORDINANCE NO. TSD-350 (Adopted 11/26/18) PRESCRIBING FEES AND CHARGES FOR POTABLE WATER FOR OAK PARK WATER SERVICE OWNED AND OPERATED BY TRIUNFO SANITATION DISTRICT

ORDINANCE NO. TSD-400 (Adopted 11/26/18) ESTABLISHING POLICIES AND PROCEDURES FOR RECYCLED WATER SERVICE OWNED AND OPERATED BY TRIUNFO SANITATION DISTRICT

ORDINANCE NO. TSD-450 (Adopted 11/26/18) PRESCRIBING FEES AND CHARGES FOR RECYCLED WATER SUPPLIED BY TRIUNFO SANITATION DISTRICT

11. Selection of Board Member to Attend Special District Committee Annual Meeting

General Manager Mark Norris gave the report.

Chair Orkney moved to approve Director James Wall to attend the Special District Committee annual meeting on December 3, 2018 and be compensated for a day of service. Motion seconded by Director Tjulander. Motion carried by the following vote:

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

12. Budget Adjustment to Change the District Name to Triunfo Water and Sanitation District

Mr. Norris gave the presentation.

Director Tjulander moved to delay adoption of Resolution pending staff's development of a revised implementation schedule, and authorize a budget increase to the FY 2018-19 Adopted Fiscal Budget in the amount of \$23,000 to fund the expenses associated with the name change. Motion seconded by Director Pan. Motion carried by the following vote:

AYES: Orkney, Pan, Tjulander

NOES: Wall

ABSTAIN: None

ABSENT: None

INFORMATION AGENDA (Items 13 through 22)

13. Design-Build Project Update for Lake Sherwood Variable Grade Gravity Sewer System Replacement

14. Disbursements: September 2018

15. Investment Report: September 2018

16. TSD Website – Google Analytics Report

17. Water Conservation Customer Rebate Program

18. Oak Park Water Service Update

19. Water Conservation Report: September 2018

20. Statewide Water Supply Conditions Report: October 8, 2018

21. Revenue & Expense Report: September 2018

22. Future Meetings, Seminars and Conferences:

- October 25, 6:00 p.m. – TSD Special Meeting (Oak Park Library)
- Nov. 5, 5:00 p.m. – JPA Meeting (at LVMWD)
- Nov. 15, 7:15 a.m. – AWA WaterWise Breakfast Program, TBD
- Nov. 26, 5:15 p.m. – TSD Regular Board Meeting (Oak Park Library)
- Nov 27-30 – ACWA Fall Conference, San Diego

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.

24. Board Member Comments

Chair Orkney observed that the Clerk of the Board was pictured in California Special Districts magazine.

25. Reports on Outside Meetings/Conferences

Directors Pan and Chair Orkney reported on attending the AWA Waterwise Breakfast on October 18, 2018.

Chair Orkney reported on the value of attending the California Special District Association Conference in Indian Wells, September 24-27, 2018.

Chair Orkney and Director Pan reported on the success of the California Friendly Landscape Training class held in Oak Park on October 20, 2018. Mr. Warren added comments on a potential future offering.

26. General Manager, Legal Counsel Comments

Mr. Norris reminded the Board that there will be a Special Meeting of the Board on October 25, 2018, at 6:00 p.m. in the Oak Park Library to interview and select a new board member.

NEW BUSINESS – (Item 27 only)

27. Future Agenda Items

Chair Orkney requested an agenda item for a new class (Turf Replacement).to be offered in the Spring.

CLOSED SESSION – (Items 28 only)

At 7:03 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

At 7:13 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 Orkney adjourned the meeting at 7:14 p.m. to a Special Meeting to be held Thursday, October 25, 2018, at 6:00 p.m. at the Oak Park Library

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

Janna Orkney, Chair
Triunfo Sanitation District