

TRIUNFO WATER & SANITATION DISTRICT

Minutes of the November 25, 2019 Board of Directors Regular Meeting

Oak Park Library (Film & Lecture Room 102)

899 N. Kanan Road, Oak Park, California

Prior to roll call, Chair Orkney made clear for the record that the Triunfo Water & Sanitation District Regular meeting was being conducted pursuant to California Government Code Section 54953(b), in that Director Susan Pan was at the City of Santa Clara City Hall, Water Utility Conference Room, 1500 Warburton Avenue, Santa Clara, CA 95050, and was participating by cell phone. In accordance with the Brown Act, the teleconference location had been identified in the notice and agenda for this meeting.

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, Vice Chair Susan Pan (via teleconference), and Chair Orkney were present.

Absent: Director James Wall

Staff present: General Manager Mark Norris; Legal Counsel John Mathews; Director of Finance Tina Rivera; Management Analyst Sandy Warren; Clerk of the Board Juliet Rodriguez; Operations Manager Richard Jones; and Consultants Tim Doyle, The PRD Group; Chi Hermann; and Vickie Dragan.

Chair Orkney asked Vice Chair Pan if she could hear everyone well; if she had a copy of the agenda; was the agenda posted at the location where Vice Chair Pan was present; and if there was any member of the public present that wished to comment or address any item on the agenda. Vice Chair Pan responded affirmatively to all questions, except public presence, which there was none.

Chair Orkney informed the Board and public that all votes taken during the meeting would be taken by roll call vote.

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

3. Agenda Review:

No changes.

Director Shapiro moved to accept the agenda as presented. Motion seconded by Director Tjulander. Motion carried by the following roll call vote:

AYES: Orkney, Pan, Shapiro, Tjulander

NOES: None

ABSTAIN: None

ABSENT: Wall

4. Public Comments:

No comments.

CONSENT ITEMS (Items 5 and 6) – 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. Approved Minutes: October 28, 2019 Regular Meeting; November 12, 2019 Special Meeting

6. Las Virgenes/Triunfo JPA FY2019-19 Additional Budget Appropriations – Chlorine Study

Director Tjulander moved to approve the minutes of October 28, 2019 Regular Meeting; the November 12, 2019 Special Meeting; the supplemental appropriation of \$11,760 to the Las Virgenes/Triunfo JPA FY2019-20 Chlorine Study, and increase the TWSD FY18-19 Adopted Budget for JPA appropriations by the same amount. Motion seconded by Director Shapiro. Motion carried by the following roll call vote:

AYES: Orkney, Pan, Shapiro, Tjulander

NOES: None

ABSTAIN: None

ABSENT: Wall

ACTION ITEMS (Items 7 through 15)

7. Public Hearing for District Ordinance No. TWSD 350 (Adopted 11/25/19) Prescribing fees and Charges for Potable Water

Mr. Norris, General Manager, gave the report.

Public Hearing for District Ordinance No. TWSD-350 (Adopted 11/25/19) – Director Shapiro moved to A) Conduct a public hearing regarding proposed revisions to the potable water rates in TWSD Ordinance No. TWSD-350; and B) Adopt Ordinance No. TWSD-350 which shall take effect with the January 2020 billing period; and C) Conduct the second reading, by title only, of Ordinance No. TWSD-350, Prescribing Fees and Charges for Potable Water Provided by Triunfo Water & Sanitation District; and D) Direct staff to: (1) Mail notices of the potable water rate increase to the addresses to which TWSD customarily mails parcel owner billing statements so that said notice is received at those addresses no later than December 7, 2019, and (2) Place rate increase information on the Triunfo Water

& Sanitation District Website, and (3) Publish an ordinance summary following passage in the Ventura County Star, a newspaper of general circulation published and circulated in the District. Motion seconded by Director Tjulander. Motion carried by the following roll call vote:

AYES: Orkney, Pan, Shapiro, Tjulander

NOES: None

ABSTAIN: None

ABSENT: Wall

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

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

8. Public Hearing for District Ordinance No. TWSD 450 (Adopted 11/25/19) Prescribing fees and Charges for Recycled Water

Mr. Norris, General Manager, gave the discussion.

Director Tjulander moved to A) Conduct a public hearing regarding proposed revisions to the recycled water rates in TWSD Ordinance No. TWSD-450; and B) Adopt Ordinance No. TWSD-450 which shall take effect with the January 2020 billing period; and C) Conduct the second reading, by title only, of Ordinance No. TWSD-450, Prescribing Fees and Charges for Recycled Water Provided by Triunfo Water & Sanitation District; and D) Direct staff to: (1) Mail notices of the recycled water rate increase to the addresses to which TWSD customarily mails parcel owner billing statements so that said notice is received at those addresses no later than December 7, 2019, and (2) Place rate increase information on the Triunfo Water & Sanitation District Website, and (3) Publish an ordinance summary following passage in the Ventura County Star, a newspaper of general circulation published and circulated in the District. Motion seconded by Director Pan. Motion carried by the following roll call vote:

AYES: Orkney, Pan, Shapiro, Tjulander

NOES: None

ABSTAIN: None

ABSENT: Wall

Juliet Rodriguez, Clerk of the Board, conducted the second 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

9. Revisions to Ordinance No. TWSD-101 – Regarding Policy on Board Member Teleconferencing

Mr. Norris gave the report.

Director Tjulander moved to A) Conduct the first reading, by title only, of proposed revisions to Ordinance No. TWSD-101, prescribing the policies and provisions for Board Member compensation and Reimbursement procedures; and B) Schedule a public hearing and Board action on December 16, 2019, to conduct the second reading, by title only, and consider adoption of Ordinance No. TWSD-101; and C) direct staff to publish December 9, 2019, a notice in the Ventura County Star, a newspaper of general circulation published and circulated in the District, providing a summary of this Ordinance and noticing a December 16, 2019, public hearing to consider adoption of this Ordinance. Motion seconded by Director Shapiro. Motion carried by the following roll call vote:

AYES: Orkney, Pan, Shapiro, Tjulander

NOES: None

ABSTAIN: None

ABSENT: Wall

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

ORDINANCE NO. TWSD-101 (Adopted 12/16/19) ESTABLISHING POLICIES AND PROCEDURES FOR BOARD MEMBER COMPENSATION AND EXPENSE REIMBURSEMENT

10. District Ordinances (TWSD-200, TWSD-202, TWSD-250) – Revisions for Policies and Procedures and Rules and Regulations for the District’s Sewer System

Mr. Norris gave the report.

Director Tjulander moved to A) Conduct the first reading, by title only, proposed revisions to Ordinance Nos. TWSD-200 and TWSD-250, and the implementation of TWSD-202 (Pretreatment), prescribing the policies, fees, and provisions for sewer service and the pretreatment program for the sewer system; and B) Schedule a public hearing and Board action on December 16, 2019, at the Oak Park Library, 899 N. Kanan Road, Oak Park, to conduct the second reading, by title only, and consider adoption of Ordinance Nos. TWSD-200, TWSD-202, and TWSD-250; and C) Direct staff to publish on December 9, 2019, a notice in the Ventura County Star, a newspaper of general circulation published and circulated in the District, providing a summary of this Ordinance and noticing a December 16, 2019, public hearing to consider adoption of these Ordinances. Motion seconded by Chair Orkney. Motion carried by the following roll call vote:

AYES: Orkney, Pan, Shapiro, Tjulander

NOES: None

ABSTAIN: None

ABSENT: Wall

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

ORDINANCE NO. TWSD-200 (Adopted 12/16/19) ESTABLISHING POLICIES AND PROCEDURES FOR SEWER SERVICE OWNED AND OPERATED BY TRIUNFO WATER & SANITATION DISTRICT

ORDINANCE NO. TWSD-202 (Adopted 12/16/19) PRETREATMENT PROGRAM FOR THE SEWER SYSTEM OWNED AND OPERATED BY TRIUNFO WATER & SANITATION DISTRICT

ORDINANCE NO. TWSD-250 (Adopted 12/16/19) PRESCRIBING FEES AND CHARGES FOR SEWER SERVICE OWNED AND OPERATED BY TRIUNFO WATER & SANITATION DISTRICT

11. Development of Lake Sherwood VGGSS Project – Historical Overview and Cost Analysis

Mr. Norris gave the report.

Director Shapiro moved to approve A) Approve the Lakeside Lift Station Upgrade Project as a maintenance project and direct VRSD to complete the planned work; and B) Authorize a transfer of \$131,000 from the WW CIP Fund and a budget increase for the VRSD services contract. Motion seconded by Director Tjulander. Motion carried by the following roll call vote:

AYES: Orkney, Pan, Shapiro, Tjulander

NOES: None

ABSTAIN: None

ABSENT: Wall

12. AT&T Request for Equipment Modifications at the Kilburn Site

Mr. Norris gave the report.

Director Tjulander moved to approve the General Manager sign the Letter of Authorization and provide AT&T Wireless Services of California, LLC, with the approval to move this process forward to County Planning. Motion seconded by Director Shapiro. Motion carried by the following roll call vote:

AYES: Orkney, Pan, Shapiro, Tjulander

NOES: None

ABSTAIN: None

ABSENT: Wall

13. Discussion of District Standing Committees

Mr. Norris opened the discussion for the Board to discuss the proposed formation of the standing Personnel Committee and provide direction to staff.

Director Shapiro moved to dissolve the Core Management Ad Hoc Committee and form a standing Personnel Committee, to meet as needed, with Director James Wall and Chair Janna Orkney to represent the Board. Motion seconded by Chair Orkney. Motion carried by the following roll call vote:

AYES: Orkney, Pan, Shapiro, Tjulander

NOES: None

ABSTAIN: None

ABSENT: Wall

14. Selection of Board Member to attend Special District Committee Annual Meeting

Mr. Norris gave the report.

Director Shapiro moved to select Chair Janna Orkney to attend the Special District Committee annual meeting on December 2, 2019; and approve payment for a day of service for attending the meeting. Motion seconded by Director Tjulander. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander

NOES: None

ABSTAIN: None

ABSENT: Wall

Director Shapiro moved to select Director James Wall as an alternate to attend the Special District Committee annual meeting on December 2, 2019; and approve payment for a day of service for attending the meeting. Motion seconded by Director Tjulander. Motion carried by the following roll call vote:

AYES: Orkney, Pan, Shapiro, Tjulander

NOES: None

ABSTAIN: None

ABSENT: Wall

15. Discussion/Approval of 2020 TWSD Board Meeting Calendar

Mr. Norris gave the report.

Director Tjulander moved to approve the proposed 2020 Board meeting calendar. Motion seconded by Chair Orkney. Motion carried by the following roll call vote:

AYES: Orkney, Pan, Shapiro, Tjulander

NOES: None

ABSTAIN: None

ABSENT: Wall

INFORMATION AGENDA (Items 16 through 29)

16. Update on New TWSD website

17. Update on Woolsey Fire FEMA Financial Assistance Application
18. TWSD Educational Outreach – Program Update
19. Disbursements: October 2019
20. Investment Report: October 2019
21. TSD Website – Google Analytics Report
22. Water Conservation Customer Rebate Program
23. Water Service Update: October 2019
24. Water Conservation Report: October 2019
25. Statewide Water Supply Conditions Report: November 3, 2019
26. Revenue & Expense Report: October 2019
27. Future Meetings, Seminars and Conferences:
 - 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. 10, 5:30 p.m. - VCSDA Dinner Meeting, Oxnard
 - Dec. 12, 5:30 p.m. – AWA-VC Holiday Mixer
 - Dec 16, 5:15 p.m. – TWSD Special Board Meeting, Oak Park Library

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

AYES: Orkney, Pan, Shapiro, Tjulander

NOES: None

ABSTAIN: None

ABSENT: Wall

ORAL REPORTS – (Items 28 through 32)

28. Standing Committee Reports:
 - A. Finance Committee – No report.
 - B. Recycled Water Committee – No report.
 - C. Public Outreach/Communications Committee – No report.
29. Management Ad Hoc Committee Report – No report.
30. Board Member Comments

Director Shapiro requested that staff include of red-line versions of ordinance revisions in future staff reports.

31. Reports on Outside Meetings/Conferences

Directors Tjulander, Shaprio, and Chair Orkney reported on attending the Association of Water Agencies (AWA) Breakfast meeting of November 21, 2019.

32. General Manager, Legal Counsel Comments

Mr. Norris and Legal Counsel John Mathews wished everyone a Happy Thanksgiving.

NEW BUSINESS – (Item 33 only)

33. Future Agenda Items

None were presented.

ADJOURNMENT: There being no further business, and without objection, Chair Orkney adjourned the meeting at 6:41 p.m. to a Special Meeting to be held Monday, December 16, 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