



*Providing Outstanding Service Since 1963*

**Board of Directors**

Janna Orkney, Chair

Susan Pan, Vice Chair

Leon Shapiro, Director

Raymond Tjulander, Director

James Wall, Director

December 16, 2019

Board of Directors  
Triunfo Water & Sanitation District  
Ventura County, California

**DISCUSSION: DIRECTOR VACANCY PROCESS FOR FUTURE APPOINTMENT**

**Summary**

In accordance with the California Government Code §1780, the Triunfo Water & Sanitation District (District) Board of Directors has previously adopted utilizing an interview based process to appoint a replacement for a Director vacancy. With Vice Chair Susan Pan's planned December 17, 2019, resignation, staff is requesting Board direction on how to proceed to fill the vacancy. This process must be completed within 60 days to avoid potential County of Ventura Board of Supervisors involvement. Based on the previous interview/appointment process, staff is presenting a rough outline and schedule of upcoming events:

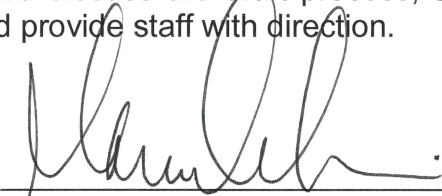
- 1) December 23 – Press Release of resignation and interview process; application placed on the TWSD website
- 2) December 23 – Notification sent to County election officials announcing the effective date of the vacancy
- 3) December 23-30 – Posting of Board vacancy notice at 4 locations (Oak Park Library, Westlake HS, Oak Park USD, and District office)
- 4) December 31 – Announcement and notification in local media outlets (VC Star and Acorn) on the process to make an appointment and access to the application
- 5) January 28 – Applications due back to the District for review, release of interview questions
- 6) February 3 – Interview questions due back to the District for those who met the January 28 deadline
- 7) Week of February 10th – Special Board Meeting to interview and possibly appoint a new Director
- 8) February 14 – Appointment required by District to satisfy the 60-day window prescribed by Code

Please contact me at (805) 658-4621 or marknorris@triumfowsd.com if you have any questions.

**Recommendation**

It is recommended that the Board discuss the draft process, schedule of events, and sample packet of information and provide staff with direction.

REVIEWED AND APPROVED:

  
\_\_\_\_\_

Mark Norris - General Manager

Attachments: Sample packet of information for appointment process



# TRIUNFO SANITATION DISTRICT

A PUBLIC AGENCY

## Board of Directors

Janna Orkney, Chair

Susan Pan, Director

Raymond Tjulander, Director

James Wall, Director

Vacant, Director

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September 13, 2018

### **Candidate for TSD Board of Directors Vacancy:**

Notice is hereby given that at the Special Board Meeting being convened on October 25, 2018, the Triunfo Sanitation District Board of Directors will appoint a resident of the District from the group of submitted applications to fill the vacancy created by Director Michael Paule. The meeting will take place at 6:00 p.m. in the Oak Park Library.

The Board has decided to interview all verified applicants whose completed packet was received by October 15, 2018. Each applicant will be given 5 minutes to state their reasons for desiring to become a Board member and how he or she feels the District will benefit from their directorship. The Board may ask questions related to their application or answers to the two questions listed below. The Candidate will have 3 minutes to answer a question with similar time allowed for any subsequent follow-up questions or comments. The order of the interviews will be by a lottery with each applicant's name being placed in a container and drawn by the Chair of the Board. Following the completed interview process of all applicants, the Board members will retire for a brief moment to rank their selections and then reconvene to discuss and select the new Director. The decision of the Board will be final. The new Director will be sworn in at the October 25, 2018, Special Board Meeting and the Oath of Office will be administered.

Please complete the following information and answer the questions attached and return this form no later than 5:00 p.m. on October 19, 2018, to be included in the final selection process. Your form may be emailed or mailed to the District office. Please be sure it arrives by 5:00 p.m. on October 19, 2018, or you will be removed from the list of candidates. The District is not responsible for lost or delayed mailings. The District will confirm receipt of the form via email and by telephone.

Thank you for your interest to serve on the TSD Board.

Juliet Rodriguez, Clerk of the Board  
805.658.4642



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## QUESTIONS FOR APPOINTMENT TO THE TSD BOARD

**Instructions:** Please answer each question as completely as possible either typed or using black ink and limit your responses to the space provided. Please contact the Clerk of the Board for further information.

1. Your name:  Ms.  Mrs.  Mr.

\_\_\_\_\_  
(FIRST) (MIDDLE) (LAST)

2. Please briefly explain what key issues and/or challenges are faced by the District for its potable water supply:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please briefly explain what key issues and/or challenges are faced by the District for its wastewater treatment facilities and recycled water program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Signature

Date

*Please return completed questions to:*  
Triunfo Sanitation District  
c/o Clerk of the Board  
1001 Partridge Drive, Suite 150  
Ventura, CA 93003-0704  
(805) 658-4642

*Or email to:*  
JulietRodriguez@vrsd.com

SAMPLE



# TRIUNFO SANITATION DISTRICT

A PUBLIC AGENCY

## FOR COMMENT

### Board of Directors

Janna Orkney, Chair

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James Wall, Director

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## NEWS RELEASE

**Contact: Sandy Warren, Public Affairs**  
**805-658-4608**  
**sandywarren@vrsd.com**

### TRIUNFO SANITATION DISTRICT SEEKS TO FILL BOARD VACANCY

VENTURA, Calif., September 6, 2018 – The Triunfo Sanitation District (TSD) Board of Directors seeks to appoint an eligible member of the public to fill the vacancy created by the August 31 resignation of Director Michael Paule who relocated from the area.

“I encourage residents interested in water issues or service to the community to apply to help ensure a continued reliable potable water supply and high-quality wastewater service in east Ventura County,” said TSD Director and Board Chair Janna Orkney. With an operating budget in excess of \$15 million, the agency’s service area covers approximately 50 square miles and serves a population of approximately 33,000. TSD receives no tax revenue and relies on customer fees and charges for services provided, including wastewater collection and treatment, potable water distribution and recycled water treatment and distribution.

To be eligible to serve on the Board, a person must be registered to vote and must reside within the boundaries of the Triunfo Sanitation District. The TSD service area includes the communities of Bell Canyon, Lake Sherwood, Oak Park, and the Westlake Village and North Ranch portions of Thousand Oaks. The duties of a Director include attendance at TSD Board meetings which are held on the fourth Monday of the month at 5:15 p.m. in Oak Park, and the Las Virgenes-Triunfo Joint Powers Authority meetings, held on the first Monday of the month at 5:00 p.m. in Calabasas. The successful appointee will serve the duration of former Director Paule’s term, which expires in December 2020, and will have to stand for election at that time if he or she desires to continue serving on the Board.

Interested candidates can find the application on the TSD website at [trunfosanitation.com](http://trunfosanitation.com) or may request a copy by calling the Clerk of the Board at (805) 658-4642. The deadline to submit an application for consideration is 5:00 p.m. on October 15. The TSD Board will hold a special meeting at 6:00 p.m. on October 25 at the Oak Park Library to interview candidates and potentially appoint a new director. In addition to Chair Orkney, current Board members include Susan Pan, Raymond Tjulander, and James Wall.

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