

TRIUNFO WATER & SANITATION DISTRICT

Minutes of November 23, 2020 Board of Directors Meeting

Due to the threat of COVID-19, this meeting was conducted pursuant to Governor Gavin Newsom's Executive Orders N-25-20 and N-29-20, which suspend certain requirements of the Ralph M. Brown Act to support social distancing guidelines and limit the spread of the virus. The District's Board of Directors attended the meeting and conducted the District's business via video conference. A copy of the video conference recording was posted on the District's website after the meeting.

1. Call to Order and Roll Call: Chair James Wall called the meeting to order at 5:16 p.m. Directors Jane Nye, Janna Orkney, Leon Shapiro, Vice Chair Raymond Tjulander, and Chair James Wall were present.

Staff present: General Manager Mark Norris; Legal Counsel John Mathews; Senior Accountant Regina Williams; Management Analyst Sandy Warren; Clerk of the Board Juliet Rodriguez; and TWSD Staff Tim Doyle, Chi Hermann, and Vickie Dragan.

2. Pledge of Allegiance: led by Chair Wall.

3. Agenda Review:

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

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

4. Public Comments:

Clerk Juliet Rodriguez read a public comment letter received from Dr. Janice Smets to the Board regarding sewer charges and related budget questions. Staff was directed to review and respond to the letter within 10 days.

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. Approved Minutes: October 26, 2020 Regular Meeting

Director Orkney moved to accept the Consent Agenda. Motion seconded by Vice President Tjulander. Motion carried by the following roll call vote:

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

ACTION ITEMS (Items 6 through 12)

6. Public Hearing for District Ordinance No. TWSD-350 (Adopted 11/23/20) Prescribing Fees and Charges for Potable Water

Chair Wall opened the public hearing at 5:30 p.m.

General Manager Norris gave the presentation.

Clerk Rodriguez reported that there were no public comments received, nor request to speak from any member of the public.

With no member of the public wishing to speak, Chair Wall closed the public hearing at 5:32 p.m.

Vice Chair Tjulander 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 2021 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 9, 2020, 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 Shapiro Motion carried by the following roll call vote:

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

Clerk of the Board Juliet Rodriguez gave the second reading:

ORDINANCE NO. TWSD-350 (ADOPTED 11/23/20) PRESCRIBING FEES AND CHARGES FOR POTABLE WATER PROVIDED BY TRIUNFO WATER & SANITATION DISTRICT

7. Public Hearing for District Ordinance No. TWSD-450 (Adopted 11/23/20) Prescribing Fees and Charges for Recycled Water

Chair Wall opened the public hearing at 5:35 p.m.

General Manager Norris gave the presentation.

Clerk Rodriguez reported that there were no public comments received, nor request to speak from any member of the public.

With no member of the public wishing to speak, Chair Wall closed the public hearing at 5:37 p.m.

Director Shapiro moved to A) Conduct a public hearing regarding proposed revisions to the recycled water rates in TWSD Ordinance No. TWSD-450; and B) Schedule a public hearing and Board action on November 23, 2020, to conduct Adopt Ordinance No. TWSD-450 which shall take effect with the January 2021 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 9, 2020, 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 Orkney. Motion carried by the following roll call vote:

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

Clerk of the Board Juliet Rodriguez gave the second reading:

ORDINANCE NO. TWSD-450 (Adopted 11/23/20) PRESCRIBING FEES AND CHARGES FOR RECYCLED WATER PROVIDED BY TRIUNFO WATER & SANITATION DISTRICT

8. Discussion: Delinquent Potable Water Accounts Due to Pandemic

General Manager Norris gave the report joined by Tim Doyle.

The Board directed Staff to move forward with a Resolution that enables the District to use flow restrictors when appropriate and to send a letter in the next bill cycle to all delinquent customers making them aware of payments due.

The Board also agreed to move the December 28th meeting to a Special Meeting on December 14th to review the Amendment to the VRSD/TWSD Agreement.

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

General Manager Norris gave the presentation.

The Board chose to send a representative to the Special District Annual Meeting and make a selection on naming the TWSD Alternate to the VRSD Board of Directors at the next Board Meeting

Director Orkney moved to send Director Leon Shapiro to the Special District Committee Annual Meeting as the TWSD representative, and compensate him with a day of service. Motion seconded by Vice Chair Tjulander. Motion carried by the following roll call vote:

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

10. Online Classes for TWSD customers

Management Analyst Sandy Warren gave the presentation.

The Board directed Staff to look into other economically feasible options for presenting live and or on-demand classes.

11. Discussion/Approval of 2021 Board Meeting Calendar

Clerk Rodriguez gave the presentation.

Vice Chair Tjulander moved to approve the proposed 2021 Board meeting calendar with the exception of moving the December Board meeting to December 20, 2021. Motion seconded by Director Shapiro. Motion carried by the following roll call vote:

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

12. TWSD Transition: Signature Authority for Financial Transactions Resolution No. TWSD 2020-10

Vickie Dragan gave the presentation.

Director Orkney moved to approve the Resolution No. TWSD 2020-10 and approve updating the signature authority requirements. Motion seconded by Vice Chair Tjulander. Motion carried by the following roll call vote:

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

INFORMATION AGENDA (Items 13 through 21)

13. Disbursements: October 2020
14. Investment Report: October 2020
15. TWSD Website – Google Analytics Report
16. Water Conservation Customer Rebate Program
17. Water Service Update – October 2020
18. Water Conservation Report: October 2020
19. Statewide Water Supply Conditions Report: November 2, 2020
20. Revenue & Expense Report: October 2020
21. Future Meetings, Seminars and Conferences:
 - Dec 1, 5:30 p.m – VCSDA meeting, via video conference
 - Dec. 1-3 – ACWA Fall Virtual Conference
 - Dec. 2 – ACWA 2020 Fall Virtual Conference
 - Dec. 7, 5:00 p.m. – JPA Meeting, via video conference
 - Dec 28, 5:15 p.m. – TWSD Board Meeting, via video conference
 - Jan 4, 5:00 p.m. – JPA Meeting, via video conference
 - Jan 21, 8 a.m. – AWA-VC WaterWise Breakfast meeting, via video conference
 - Jan 26, 10: 00 a.m. – CSDA Sexual Harassment Prevention Training, via video conference
 - Jan 26, 5:15 p.m. – TWSD Board Meeting, via video conference
 - Jan 27-28 – CASA Winter Conference, via video conference

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

AYES: Nye, Orkney, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

ORAL REPORTS – (Items 22 through 25)

22. Standing Committee Reports:
 - A. Finance Committee – No report.
 - B. Personnel Committee – No report.
 - C. Public Outreach/Communications Committee – No report.
23. Board Member Comments

Vice President Tjulander inquired on when the Board would be receiving their iPads and was informed that they would be distributed within a week.

24. Reports on Outside Meetings/Conferences

Director Orkney reported on attending the AWA-VC symposium on November 19, 2020.

Director Orkney reported on attending a Las Virgenes Municipal Water District meeting on November 17, 2020.

25. General Manager, Legal Counsel Comments

None.

NEW BUSINESS – (Item 26 only)

26. Future Agenda Items

Director Orkney asked for a review at the December or January meeting of the JPA Contract with Las Virgenes Municipal Water District

ADJOURNMENT: There being no further business, and without objection, Chair Wall adjourned the meeting at 6:37 p.m. to a Special Meeting to be held Monday, December 14, 2020, by video conference.

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

James Wall, Chair
Triunfo Water & Sanitation District