

TRIUNFO WATER & SANITATION DISTRICT
Minutes of October 24, 2022 Board of Directors Regular Meeting
(In-person and virtual via Zoom)
Oak Park Library (Film & Lecture Room 102)
899 N. Kanan Road, Oak Park, California

1. Call to Order, Roll Call: Chair Leon Shapiro called the meeting to order at 5:43 p.m. Director Janna Orkney, Director Raymond Tjulander, Director James Wall, Vice Chair Jane Nye, and Chair Leon Shapiro were present. The meeting began late due to technical difficulties connecting to the Zoom platform.

Staff present: General Manager Mark Norris, Director of Finance Vickie Dragan, Legal Counsel Dennis McNulty, Clerk of the Board Fidela Garcia, Engineering Program Manager Tim Doyle, Operations Manager David Rydman, and Public Information Officer Becky Haycox.

2. Pledge of Allegiance: Led by Clerk of the Board Fidela Garcia.

3. Agenda Review

Director Orkney moved to approve the Agenda, as presented. Motion seconded by Director Wall. Motion carried unanimously by voice vote.

4. Public Comment: None.

PRESENTATION ITEM (Item 5 only)

5. Drought Restrictions Update.

Operations Manager Dave Rydman made the presentation.

No public comment was heard.

The presentation was received by the Board.

CONSENT ITEMS (Items 6 and 7)

6. Approve the minutes of the Board of Directors regular meeting of September 19, 2022.
7. Consider and Adopt Resolution No. TWSD 2022-031, Authorizing Continued Use of Remote Teleconference Meetings of the Legislative Bodies of the Triunfo Water & Sanitation District.

Director Tjulander moved to accept Consent Items 6 and 7, as presented. Motion seconded by Director Wall. Motion carried unanimously by voice call vote.

ACTION ITEMS (Items 8 through 11)

8. Ordinance No. TWSD-300 (Adopted 6/27/22) – Establishing Policy and Procedures for Potable Water Service – Proposing Additions to the Potable Water Policy to Clarify Fee Language and Update to District Office Address

It is recommended the Board:

- A. Conduct the first reading, by title only, of proposed Ordinance No. TWSD-300 (adopted 11/28/22); and
- B. Schedule a public hearing and Board action on November 28, 2022 to conduct the second reading, by title only, and consider adoption of Ordinance No. TWSD-300 (adopted 11/28/22); and
- C. Direct staff to publish on November 21, 2022, 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 November 28, 2022, a public hearing to consider adoption of said Ordinance; or
- D. Provide staff with direction.

General Manager Mark Norris made the presentation.

No public comment was heard.

Director Wall moved to approve staff recommendations. Motion seconded by Director Orkney. Motion carried unanimously by voice vote.

Clerk of the Board Fidela Garcia gave the first reading, by title only, of proposed Ordinance No. TWSD-300:

ORDINANCE NO. TWSD-300 (Adopted 11/28/22) – ESTABLISHING POLICIES AND PROCEDURES FOR POTABLE WATER SERVICE OWNED AND OPERATED BY TRIUNFO WATER & SANITATION DISTRICT.

9. Ordinance No. TWSD-350 (Adopted 6/27/22) – Prescribing Fees and Charges for Potable Water – Proposing Adoption of Wholesalers Pass-through Rate Increase and Fees and Penalties for Illegal Consumption

It is recommended the Board:

- 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 28, 2022, to conduct the second reading, by title only, and consider adoption of Ordinance No. TWSD-350; and
- C. Direct staff to publish a notice on November 21, 2022, in the Ventura County Star, a newspaper of general circulation published and circulated in the District, providing a summary of this Ordinance and noticing the public hearing for the November 28, 2022, Board meeting.

General Manager Mark Norris made the presentation.

No public comment was heard.

Director Tjulander moved to approve staff recommendations A, B & C above. Motion seconded by Director Wall. Motion carried unanimously by voice vote.

Clerk of the Board Fidela Garcia gave the first reading, by title only, of proposed Ordinance No. TWSD-350:

ORDINANCE NO. TWSD-350 (Adopted 11/28/22) PRESCRIBING FEES AND CHARGES FOR POTABLE WATER PROVIDED BY TRIUNFO WATER & SANITATION DISTRICT.

- 10. Ordinance No. TWSD-450 (Adopted 6/28/21; Updated 11/22/21) Prescribing Fees & Charges for Recycled Water – Proposing Adoption of Wholesalers Pass-through Rate Increase and to Identify and Codify Miscellaneous Recycled Water Fees and Penalties

It is recommended the Board:

- 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 28, 2022, to conduct the second reading, by title only, and consider adoption of Ordinance No. TWSD-450; and
- C. Direct staff to publish a notice on November 21, 2022, in the Ventura County Star, a newspaper of general circulation published and circulated in the District, providing a summary of this Ordinance and noticing the public hearing for the November 28, 2022, Board meeting.

General Manager Mark Norris made the presentation.

No public comment was heard.

Director Orkney moved to approve staff recommendations A, B & C above. Motion seconded by Director Wall. Motion carried unanimously by voice vote.

Clerk of the Board Fidela Garcia gave the first reading, by title only, of proposed Ordinance No. TWSD-450:

ORDINANCE NO. TWSD-450 (Adopted 11/28/22) PRESCRIBING FEES AND CHARGES FOR RECYCLED WATER.

11. TWSD Core Management Contract Amendments

It is recommended the Board:

- A. Discuss and approve the core management contract amendments; and
- B. Approve and authorize the Director of Finance to make a budget adjustment in the amount of \$15,600 to the Salaries and Employee Benefits section of the FY 2022-2023 Adopted Budget; and
- C. Authorize the Chair to sign and execute the Amendments; or
- D. Provide direction to staff.

General Manager Mark Norris made the presentation.

No public comment was heard.

At approximately 6:32 p.m. Director Orkney exited the meeting room.

Director Tjulander moved to approve staff recommendations A, B & C above. Motion seconded by Director Wall. Motion carried unanimously by voice vote, Director Orkney was absent.

INFORMATION ITEMS (Items 12 through 20)

It is recommended the Board receive and file the following items:

- 12. ACWA Notice of General Session Membership Meeting & Request to Designate Delegates for the November 30, 2022 Meeting
- 13. Disbursements Report
- 14. Investment Report
- 15. Revenue & Expense Report
- 16. Water Service Update
- 17. Searle Creative Activities & Marketing Analytics Reports
- 18. Water Supply Conditions Report
- 19. Water Conservation Rebates 3rd Quarter
- 20. Future Meetings, Seminars and Conferences

- November 7, 5:00 p.m. – JPA Meeting (Virtual / In-person)
- November 15, 7:00 a.m. – AWA-VC Water Issues Committee Meeting
- November 17, 8:00 a.m. – WaterWise Breakfast Program
- November 28, 5:15 p.m. – TWSD Board Meeting
- November 29, 8:00 a.m. – Channel Counties / Water Systems Lunch
- December 5, 10:00 a.m. – Special District Committee Annual Meeting
- December 5, 5:00 p.m. – JPA Meeting (Virtual / In-person)
- December 19, 5:00 p.m. – TWSD Board Meeting
- Upcoming Conferences
 - November 29-December 1 – ACWA Fall Conference (Indian Wells, CA)

Director Orkney returned to the meeting at approximately 6:40 p.m.

General Manager Mark Norris commented on item 12 above and requested that the Board designate if desired, a delegate and an alternate to the ACWA General Session meeting. By consensus, the Board designated Chair Shapiro as the primary and Director Orkney as the alternate.

No public comment was heard.

Director Wall moved to receive and file the Information Items 12 through 20. Motion seconded by Director Wall. Motion carried unanimously by voice vote.

ORAL REPORTS (Items 21 through 24)

21. Standing & Ad Hoc Committee Reports

- A. Finance Committee - None
- B. Personnel Committee – None.
- C. Public Outreach / Communications Committee – None.
- D. New Office Grand Opening Committee (Ad Hoc) – None.

22. Board Member Comments

Public Information Officer Becky Haycox responded to Director Orkney's inquiry on whether postings to social media and LinkedIn had been made about the District's change of address. Ms. Haycox stated that posts had been made last week to both.

General Manager Norris and Finance Director Dragan reported on the District's first walk-in customers.

Director Tjulandor requested that in next month's agenda packet that a current organizational chart be included. General Manager Norris reported he would provide an organizational chart showing the structure of all position roles and relationships.

23. Reports on Outside Meetings/Conferences

Director Orkney reported attending a recent meeting of the AWA-VC Water Issues Committee meeting on Zoom.

24. General Manager, Legal Counsel Comments

A brief discussion was held on the possibility of changing next month's meeting date, after discussion no change was made.

General Mr. Norris reported on the District's move to its new location in Westlake Village and provided an update on the Board Room's anticipated completion date; he complimented staff on the incredible job of making things go smoothly and as hassle-free as possible.

Chair Shapiro and Director Orkney expressed how impressed they were with the move and how well-organized it was executed.

NEW BUSINESS (Item 25 only)

25. Future Agenda Items – None.

ADJOURNMENT

At 7:02 p.m., Chair Shapiro adjourned the meeting to a regular meeting to be held on November 28, 2022, at 5:15 p.m.

Prepared by:

Approved:

Fidela Garcia
Clerk of the Board

Leon Shapiro, Chair
Triunfo Water & Sanitation District