

TRIUNFO WATER & SANITATION DISTRICT

Minutes of November 28, 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 (virtual) 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.
2. Staff present: General Manager Mark Norris, Director of Finance Vickie Dragan, Legal Counsel John Mathews, Clerk of the Board Fidela Garcia, Engineering Program Manager Tim Doyle (virtual), Operations Manager David Rydman, and Public Information Officer Becky Haycox

3. Pledge of Allegiance: Led by Director Orkney.

4. Agenda Review

General Manager Norris noted that the JPA meeting should be corrected to December 13th and not the 5th as was stated in the agenda.

Director Wall moved to approve the Agenda, with the mentioned correction. Motion seconded by Director Tjulander. Motion carried unanimously by roll call vote.

5. Public Comment – None.

OATH OF OFFICE (Item 5 only)

5. Oath of Office to Reappoint Directors

Clerk of the Board Fidela Garcia administered the Oath of Office to the reappointed Directors Jane Nye, Janna Orkney, and Ray Tjulander.

PRESENTATION ITEM (Item 6 only)

6. Update on Response to the Current Drought Emergency

Operations Manager Dave Rydman made the presentation.

No public comment was heard.

The handout and presentation was received by the Board.

CONSENT ITEMS (Items 7 and 8)

7. Approve the minutes of the Board of Directors regular meeting of October 24, 2022.

8. Consider and Adopt Resolution No. TWSD 2022-032, Authorizing Continued Use of Remote Teleconference Meetings of the Legislative Bodies of the Triunfo Water & Sanitation District.

No public comment was heard.

Director Orkney moved to accept Consent Items 7 and 8, as presented. Motion seconded by Director Wall. Motion carried unanimously by roll call vote.

ACTION ITEMS (Items 9 through 15)

9. Public Hearing: Ordinance No. TWSD-300 – 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 a public hearing regarding proposed revisions to Ordinance No. TWSD-300, Establishing Policies and Procedures for Potable Water Service Owned and Operated by Triunfo Water & Sanitation District:
- 1) Call to order and open the public hearing.
 - 2) Receive staff report and recommendations.
 - 3) Report of written communications.
 - 4) Public comment.
 - 5) Close public hearing.
 - 6) Discussion by Board of Directors
- B. Adopt Ordinance No. TWSD-300 which shall take effect January 1, 2023, to include an address change, clarifying fee language, and shutoff notification process; and
- C. Conduct the second reading, by title only, of Ordinance No. TWSD-300 (Adopted 11/28/22), Establishing Policies and Procedures for Potable Water Service Owned and Operated by Triunfo Water & Sanitation District.

General Manager Mark Norris gave the report.

Chair Shapiro opened the public hearing at 5:36 p.m.

Clerk of the Board Fidela Garcia reported that no written communications were received and no public comment requests were made.

Chair Shapiro closed the public hearing at 5:37 p.m.

Director wall moved to A) Conduct a public hearing regarding proposed revisions to Ordinance No. TWSD-300, Establishing Policies and Procedures for Potable Water

Service Owned and Operated by Triunfo Water & Sanitation District; B) Adopt Ordinance No. TWSD-300 which shall take effect January 1, 2023, to include an address change, clarifying fee language, and shutoff notification process; and C) Conduct the second reading, by title only, of Ordinance No. TWSD-300 (Adopted 11/28/22), Establishing Policies and Procedures for Potable Water Service Owned and Operated by Triunfo Water & Sanitation District. Motion seconded by Director Orkney. Motion was carried unanimously by roll call vote.

Clerk of the Board Fidela Garcia conducted the second reading, by title only, of the following adopted Ordinance:

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

10. Public Hearing: Ordinance No. TWSD-350 – 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 a public hearing regarding proposed revisions to Ordinance No. TWSD-350, Establishing Policies and Procedures for Potable Water Service Owned and Operated by Triunfo Water & Sanitation District:
 - 1) Call to order and open the public hearing.
 - 2) Receive staff report and recommendations.
 - 3) Report of written communications.
 - 4) Public comment.
 - 5) Close public hearing.
 - 6) Discussion by Board of Directors
- B. Adopt Ordinance No. TWSD-350 which shall take effect January 1, 2023, to include a pass-through increase in water rates and detailing the associated fees and penalties for illegal water use; and
- C. Conduct the second reading, by title only, of Ordinance No. TWSD-350 (Adopted 11/28/22), Establishing Policies and Procedures for Potable Water Service Owned and Operated by Triunfo Water & Sanitation District; and
- D. Direct staff to update the District’s website to reflect the revised water rates and associated fees and penalties.

General Manager Mark Norris gave the report.

Chair Shapiro opened the public hearing at 5:40 p.m.

Clerk of the Board Fidela Garcia reported no written communications were received and no public comment requests were made.

Chair Shapiro closed the public hearing at 5:41p.m.

Director Wall moved to A) Conduct a public hearing regarding proposed revisions to Ordinance No. TWSD-350, Establishing Policies and Procedures for Potable Water Service Owned and Operated by Triunfo Water & Sanitation District, B) Adopt Ordinance No. TWSD-350 which shall take effect January 1, 2023, to include a pass-through increase in water rates and detailing the associated fees and penalties for illegal water use; C) Conduct the second reading, by title only, of Ordinance No. TWSD-350 (Adopted 11/28/22), Establishing Policies and Procedures for Potable Water Service Owned and Operated by Triunfo Water & Sanitation District; and D) Direct staff to update the District's website to reflect the revised water rates and associated fees and penalties. Motion seconded by Director Tjulander. Motion was carried unanimously by roll call vote.

Clerk of the Board Fidela Garcia conducted the second reading, by title only, of the following adopted Ordinance:

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

11. Public Hearing: Ordinance No. TWSD-450 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 a public hearing regarding proposed TWSD Ordinance No. TWSD-450 for prescribing fees and charges for recycled water:
 - 1) Call to order and open the public hearing.
 - 2) Receive staff report and recommendations.
 - 3) Report of written communications.
 - 4) Public comment.
 - 5) Close public hearing.
 - 6) Discussion by Board of Directors
- B. Adopt Ordinance No. TWSD-450 which shall take effect January 1, 2023, to include a pass-through increase in recycled water rates and codifying fees and penalties for illegal water use; and
- C. Conduct the second reading, by title only, of Ordinance No. TWSD-450 (Adopted 11/28/22), Prescribing Fees and Charges for Recycled Water Provided by Triunfo Water & Sanitation District; and

- D. Direct staff to update the District's website to reflect the revised recycled water rates and associated fees and penalties.

General Manager Mark Norris gave the report.

Chair Shapiro opened the public hearing at 5:43 p.m.

Clerk of the Board Fidela Garcia reported no written communications were received and no public comment requests were made.

Chair Shapiro closed the public hearing at 5:45 p.m.

Director Wall moved to A) Conduct a public hearing regarding proposed TWSD Ordinance No. TWSD-450 for prescribing fees and charges for recycled water; B) Adopt Ordinance No. TWSD-450 which shall take effect January 1, 2023, to include a pass-through increase in recycled water rates and codifying fees and penalties for illegal water use; C) Conduct the second reading, by title only, of Ordinance No. TWSD-450 (Adopted 11/28/22), Prescribing Fees and Charges for Recycled Water Provided by Triunfo Water & Sanitation District; and D) Direct staff to update the District's website to reflect the revised recycled water rates and associated fees and penalties. Motion seconded by Director Tjulander. Motion was carried unanimously by roll call vote.

Clerk of the Board Fidela Garcia conducted the second reading, by title only, of the adopted Ordinance:

“ORDINANCE NO. TWSD-450 (Adopted 11/28/22) PRESCRIBING FEES AND CHARGES FOR RECYCLED WATER PROVIDED BY TRIUNFO WATER & SANITATION DISTRICT.”

12. Temporary 60th Anniversary Triunfo Logo for 2023

It is recommended the Board review and select a design so that staff can make preparations to debut the logo in early 2023.

General Manager Mark Norris gave the report.

No public comment was heard.

Director Tjulander moved to approve logo #2 from among the options provided in the Staff Report. Motion seconded by Director Orkney. Motion was carried unanimously by roll call vote.

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

It is recommended the Board:

- A. Select a Board member to attend the Special District Committee annual meeting on December 5, 2022; and

- B. Discuss whether or not to approve payment for a day of service for the Board member to participate in the Special District Committee annual meeting.

General Manager Mark Norris gave the report.

No public comment was heard.

Director Orkney volunteered to represent the District at the Special District Committee meeting in response to Chair Shapiro's inquiry.

With no additional volunteers speaking up, Chair Shapiro appointed Director Orkney to represent the District and approved payment for a day of service.

14. Discussion/Approval of the 2023 TWSD Board Meeting Calendar

It is recommended the Board discuss and approve the proposed 2023 Board meeting calendar and/or provide direction to staff.

General Manager Mark Norris gave the report.

No public comment was heard.

Director Orkney moved to approve the proposed 2023 Board meeting calendar with the addition of a meeting on December 18. Motion seconded by Director Wall. Motion was carried unanimously by roll call vote.

15. Ballot for Election of Special District Regular Member and Special District Alternate Member to the Ventura County Local Agency Formation Commission (LAFCo)

It is recommended the Board:

- A. Vote for one Regular LAFCo Special District Member from the four candidates on the ballot and vote for one Alternate LAFCo Special District Member from the three candidates on the ballot; and
- B. Authorize the chair to sign the ballot on behalf of the Board and direct staff to return the ballot by email to Ventura LAFCo Executive Director by the December 9, 2022, deadline; or
- C. Provide staff with alternative direction.

General Manager Mark Norris gave the report.

No public comment was heard.

Director Orkney moved to vote for Doug Nickles as the regular Special District representative. Motion seconded by Director Wall. Motion was carried unanimously by roll call vote.

Director Orkney moved to vote for Mohammed A. Hasan as the alternate Special District representative and authorized Vice Chair Nye to sign the ballot. Motion seconded by Director Tjulander. Motion was carried unanimously by roll call vote.

INFORMATION ITEMS (Items 16 through 23)

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

16. TWSD Organizational Chart
17. Disbursements Report
18. Investment Report
19. Revenue & Expense Report
20. Water Service Update
21. Searle Creative Activities & Marketing Analytics Reports
22. Water Supply Conditions Report
23. Future Meetings, Seminars and Conferences
 - November 29, 8:00 a.m. – Channel Counties / Water Systems Lunch
 - December 5, 10:00 a.m. – Special District Committee Annual Meeting
 - December 13, 5:00 p.m. – JPA Meeting (Virtual / In-person)
 - December 6, 5:30 p.m. – VCSDA Chapter Meeting (Virtual / In-person)
 - December 19, 5:00 p.m. – TWSD Board Meeting
 - Upcoming Conferences
 - November 29 to December 1 – ACWA Fall Conference (Indian Wells, CA)
 - January 25 to January 27 – CASA Winter Conference (Palm Springs)
 - February 22 to February 24 – CASA Washington DC
 - February 28 to March 2 – ACWA Washington DC

Director Orkney moved to receive and file the information items. Motion seconded by Director Tjulander. Motion was carried unanimously by roll call vote.

ORAL REPORTS (Items 24 through 27)

24. Standing & Ad Hoc Committee Reports
 - A. Finance Committee - None
 - B. Personnel Committee - None
 - C. Public Outreach / Communications Committee

Director Wall reported on a recent meeting of the Committee. He said they discussed the growth of outreach and strategies for the 2023 year, and the Committee reviewed materials for the year-end mailer. Director Wall invited Public Information Officer Becky Haycox to add any additional comments. She responded by saying the meeting was helpful in forming the direction of the marketing efforts for the following year which included working more closely with JPA project outreach.

D. New Office Grand Opening Committee (Ad Hoc) - None

25. Board Member Comments

Director Tjulander mentioned he and Director Nye would be meeting with the JPA auditors on December 13 prior to JPA's evening meeting of the same day.

Director Orkney commented on: 1) the recycled water pump station on Conifer Street which she suggested could be spiffed up by painting the air pumps; 2) her concerns about comments made at the Oak Park Municipal Advisory Council meeting last month and on Nextdoor, by the public over their worry about water safety, and said she would like to see a public meeting on water safety where detailed information can be presented to relive public concern over water safety issues; and 3) Board elections in December.

Chair Shapiro followed up on Director Orkney's comment on her request for a public meeting on water quality/safety and asked if such a meeting could be discussed. General Manager Mark Norris stated that he would work with Operations Manager Dave Rydman to facilitate a public event where it would be easier for the public to ask questions and receive a more focused presentation.

26. Reports on Outside Meetings/Conferences

Director Orkney reported on a recent AWA-VC breakfast meeting.

27. General Manager, Legal Counsel Comments

General Manager Mark Norris gave an update on the status of the Board Room. He indicated the dais furniture was received but unacceptable and that it would require a discussion with the vendor on corrections. He said the discussed JPA meeting for February at Triunfo Water and Sanitation District would not occur at TWSD because of events beyond his control. He also mentioned a need to hire an audio/visual consultant to help put together a scope of work to get a proposal for both an approach as well as a price.

NEW BUSINESS (Item 28 only)

28. Future Agenda Items – None.

ADJOURNMENT

At 6:25 p.m., Chair Shapiro adjourned the meeting to a regular meeting to be held on Monday, December 19, 2022, at 5:15 p.m. at the Oak Park Library.

Prepared by:

Approved:

Fidela Garcia
Clerk of the Board

Leon Shapiro, Chair
Triunfo Water & Sanitation District