

TRIUNFO WATER & SANITATION DISTRICT

Minutes of December 19, 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 5:16 p.m. Director Janna Orkney, Director Raymond Tjulander, Director James Wall, Vice Chair Jane Nye, and Chair Leon Shapiro were present.

Staff present: General Manager Mark Norris, Legal Counsel John Mathews, Director of Finance Vickie Dragan, Engineering Program Manager Tim Doyle, Operations Manager David Rydman, and Public Information Officer Becky Haycox (virtual) were present.

2. Pledge of Allegiance: Led by Engineering Program Manager Tim Doyle.
3. Agenda Review

General Manager Norris noted that the JPA meeting should be corrected to January 9th and is not the 3rd as stated in the agenda.

Director Orkney moved to approve the Agenda, with the mentioned correction. Motion seconded by Director Wall. Motion carried unanimously by voice vote.

4. Public Comment – None.

PRESENTATION ITEM (Item 5 only)

5. Update on Response to the Current Drought Emergency

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 November 28, 2022.
7. Consider and Adopt Resolution No. TWSD 2022-033, 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 Orkney. Motion carried unanimously by voice vote.

ACTION ITEMS (Items 8 through 12)

8. Election of Chair and Vice Chair

It is recommended the Board:

- A. Elect a Chair for the subsequent year from among members of the Board of Directors; and
- B. Elect a Vice Chair for the subsequent year from among members of the Board of Directors.

General Manager Mark Norris gave the report.

No public comment was heard.

Director Tjulander moved to nominate Vice Chair Jane Nye as 2023 Chair. Motion seconded by Director Orkney.

Director Orkney moved to elect Director Nye by unanimous consent. Motion seconded by Chair Shapiro. Motion carried unanimously by voice vote.

Chair Nye presided over the remainder of the meeting.

Director Wall moved to nominate Director Orkney as 2023 Vice Chair. Motion seconded by Director Shapiro. Motion carried unanimously by voice vote.

There being no other nominations presented, Chair Nye declared Director Orkney as the new Vice Chair by unanimous consent.

9. Calendar Year 2023 Standing Committees, Ad Hoc Committees, and Other Board Appointments

It is recommended the Chair:

- A. Determine whether to continue the Finance Committee, Personnel Committee, Public Outreach / Communications Committee and New Office Opening Ad Hoc Committee.
- B. If desired, appoint two Directors to serve on the Finance Committee.
- C. If desired, appoint two Directors to serve on the Personnel Committee.
- D. If desired, appoint two Directors to serve on the Public Outreach / Communications Committee.
- E. If desired, appoint two Directors to serve on New Office Opening Ad Hoc Committee.
- F. Provide alternate direction to staff.

General Manager Mark Norris gave the report.

No public comment was heard.

A brief discussion ensued as to whether to continue all of the above-listed committees.

Director Orkney suggested that the Personnel Committee be dissolved as it did not meet all year. General Manager Norris stated the Personnel Committee could be revived later should it be needed and that participants could be appointed at that time.

Chair Nye was in agreement that the Personnel Committee was no longer needed and dissolved the Committee.

In addition, Chair Nye made the following 2023 Committee assignments.

Finance Standing Committee
Chair Nye
Director Tjulander
Public Outreach/Communications Standing Committee
Director Shapiro
Director Wall
New Office Opening Ad Hoc Committee
Vice Chair Orkney
Director Shapiro

10. ACWA Region 8 Board Vacancy - Call for Candidates

It is recommended the Board:

- A. Consider the call for nomination to the ACWA Region 8 Board; and
- B. Approve and adopt Resolution No. TWSD 2022-034 supporting a nomination; or
- C. Provide staff with alternative direction.

General Manager Mark Norris gave the report.

No public comment was heard.

A discussion was held. Being that no Board member expressed a desire to be nominated to the ACWA Region 8 vacancy, the brief discussion was closed and no action was taken.

11. Proposed “Year in Review” Letter to TWSD Customers

It is recommended that the Board consider the proposed content and estimated cost of a “Year in Review” letter to be mailed to all TWSD customers and direct staff accordingly.

General Manager Mark Norris gave the report.

Director Wall raised the question of whether it would be more cost-effective to highlight the elements of the letter on a small postcard and direct the customer to the website for accessing the full letter. General Manager Norris stated that a smaller mailer would most likely mean a lower cost. His concern would be that a good percentage of customers would probably not take that additional step of going to the website to access the full details.

Director Wall suggested including a state to communicate that the District would like to build a database of customer emails in order to push emergency information out. Chair Nye and Vice Chair Orkney agreed with the suggestion.

Vice Chair Orkney noted that the last and incoming Chair’s communication was missing from the letter. She added that she liked the combination of a press release going out to the Acorn in combination with the mailer.

General Manager Norris supported the postcard approach and the idea to direct customers to the website for more detailed information.

Public Informational Officer Haycox addressed the Board and stated that a scaled-down version of the letter on a larger postcard could be mailed to customers with directions on how to access a more expansive newsletter online. She also said that an E-news version would be mailed to about 1500 customers providing an interactive experience for them and that the website traffic generated from the E-news and year-end wrap-up letter would be measured.

No public comment was heard.

Staff was directed to move forward without any further review utilizing the feedback provided in the discussion.

12. Core Management – Administrative Program Manager

It is recommended the Board:

- A. Discuss and approve increasing the Administrative Program Manager to a full-time position; and

- B. Approve and authorize the Director of Finance to make a budget adjustment in the amount of \$60,000 to the Salaries and Employee Benefits section of the FY2022-2023 Adopted Budget; or
- C. Provide staff with alternative direction.

General Manager Mark Norris gave the report.

No public comment was heard.

Director Wall moved to approve staff recommendations 12 A & B. Motion seconded by Director Tjulander. Motion carried unanimously by voice vote.

INFORMATION ITEMS (13 Items through 19)

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

- 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. Future Meetings, Seminars and Conferences
 - January 3, 5:00 p.m. – JPA Meeting (Virtual / In-person)
 - January 23, 5:15 p.m. – TWSD Board Meeting
 - February 6, 5:00 p.m. – JPA Meeting (Virtual / In-person)
 - February 27, 5:15 p.m. – TWSD Board Meeting
 - Upcoming Conferences
 - January 25 to January 27 - CASA Winter Conference (Palm Springs)
 - February 22 to February 24 - Urban Water Institute Conference (Palm Springs)
 - February 27 to March 1 - CASA Washington DC
 - February 28 to March 2 - ACWA Washington DC
 - March 5 to March 8 - WaterReuse Symposium (Georgia)
 - May 25 to May 27 - ACWA Spring Conference (Monterey)

Vice Chair Orkney moved to receive and file with the change noted of the JPA meeting to January 9. Motion seconded by Director Wall. Motion carried unanimously by voice vote.

ORAL REPORTS (Items 20 through 23)

- 20. 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.

21. Board Member Comments: Director Shapiro reported out on a recent JPA meeting. Director Tjulander and Vice Chair Orkney spoke on the topic of the Acorn coverage of the Oak Park and Thousand Oaks community.
22. Reports on Outside Meetings/Conferences: Vice Chair Orkney and Director Shapiro reported on attending a recent ACWA conference. Vice Chair Orkney reported on the Special Districts Committee meeting.
23. General Manager, Legal Counsel Comments: General Manager Mark Norris spoke about the upcoming holidays and their impact on office hours and provided an update on the new dias furniture and audio and visual equipment for the Board room. General Manager Mark Norris joined in with Legal Counsel John Mathews in thanking past Chair Shapiro for his service and congratulating incoming Chair Nye and Vice Chair Orkney.

NEW BUSINESS (Item 24 only)

24. Future Agenda Items – None.

ADJOURNMENT

At 6:15 p.m., Chair Nye adjourned the meeting to a regular meeting to be held on Monday, January 23, 2023, at 5:15 p.m.

Prepared by:

Approved:

Fidela Garcia
Clerk of the Board

Jane Nye
Chair of the Board