

TRIUNFO WATER & SANITATION DISTRICT
Minutes of January 23, 2023, 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 Jane Nye called the meeting to order at 5:15 p.m. Director Leon Shapiro, Director Raymond Tjulander, Director James Wall, Vice Chair Janna Orkney, and Chair Jane Nye were present.

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

2. Pledge of Allegiance: Led by Director Wall.

3. Agenda Review

Director Wall moved to approve the Agenda with the noted changes to future meetings and conferences as stated by both Ms. Garcia and Director Tjulander. Motion seconded by Vice Chair Orkney.

4. Public Comment: None.

PRESENTATION ITEM (Item 5 only)

5. Update on Response to the Current Drought Emergency

Operations Manager Dave Rydman gave the report.

No public comment was heard.

The report was received and filed.

CONSENT ITEMS (Items 6 through 10)

6. Approve the minutes of the Board of Directors regular meeting of December 19, 2022.
7. Reaffirm the current District Investment Policy.
8. Approve Amendment No. 1 for TWSD Contract No. T21-006 with Phoenix Civil Engineering, Inc. for the 2023 Bell Canyon Sewer Rehabilitation Project extending the contract time to December 31, 2023.
9. Approve the Admin Program Manager Contract with Michael Castro and authorize the chair to sign and execute the Contract.
10. Update on California Assembly Bill 2449: Teleconferencing by members of the legislative bodies.

Vice Chair Orkney requested Consent Items 7 & 10 be pulled and heard as Action Items. Chair Nye noted the change.

Vice Chair Orkney moved to approve Consent Items 6, 8, and 9, as presented. Motion seconded by Director Wall. Motion carried by unanimous voice vote.

ACTION ITEMS (Items 7, 10, 11 and 12)

7. Reaffirm the current District Investment Policy.

Vice Chair Orkney asked why the District's investments do not include Treasury Bills (T-bills). Finance Director Vickie Dragan responded by saying that in years past the District had different investment options including T-bills but that at some point the Board decided to only approve Ventura County Pool and LAIF. General Manager Mark Norris commented that investments in T-bills can be volatile and are locked in for a period of time so moving funds out would come with a penalty. The volatility of T-bills, he said, is most likely why the Board moved away from them. Finance Director Vickie Dragan stated that LAIF and Ventura County Pool both have investments in their portfolios that are very safe and that the funds can be withdrawn at any time. She also said she would next month bring back a report on investing in Treasury Bills.

No public comment was heard.

Director Shapiro moved to reaffirm the current District Investment Policy. Motion seconded by Director Tjulander. Motion carried by unanimous voice vote.

10. Update on California Assembly Bill 2449: Teleconferencing by members of the legislative bodies.

General Manager Mark Norris gave the report.

No public comment was heard.

The report was received and filed.

11. TWSD FY 2022 Annual Comprehensive Financial Report (ACFR)

It is recommended the Board receive and file the Fiscal Year 2022 Annual Comprehensive Financial Report.

General Manager Mark Norris gave the report.

Auditor Evelyn Morentin-Barcena provided a brief presentation explaining the audit objectives and standards implemented. She said the conclusion of the audit was

an unmodified opinion meaning that the information in the financial statements was free from material misstatements.

Vice Chair Orkney moved to receive and file the Fiscal Year 2022 Annual Comprehensive Financial Report. Motion seconded by Director Wall. Motion carried unanimously by voice vote.

12. Discussion: Water Customer Assistance Program

It is recommended the Board discuss the continuation of the wastewater assistance program and provide direction to staff.

General Manager Mark Norris gave the report.

Directors Wall and Shapiro were of the opinion that the assistance program should be kept since it does not cost anything to run and should be well advertised and prominently displayed on the District website.

Vice Chair Orkney inquired about the process for enrolling in the program. General Manager Norris explained that in order to be factored into a reduced assessment that goes to the County to be placed on the tax rolls, the District would need to be notified prior to May when the District transmits its data to the County for the following tax year. He added that there is no other option to add at any other time of the year.

Finance Director Vickie Dragan responded to Vice Chair Orkney's question stating that she would add that staff could expand on the statement appearing on the District's website to state the deadline. General Manager Norris agreed that staff could provide a statement on the District's website that states the wastewater assistance program occurs once a year and when the sign-ups begin and close for the following tax year.

The Board directed staff to continue with the program and return next month with a resolution to extend the term. In addition, staff should enhance the website making it more user-friendly by including the framework of the program, the qualifying time frame for the applicable tax year, and the deadline.

INFORMATION ITEMS (Items 13 through 21)

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. Water Conservation Rebates

20. Fiscal Year 2022-23 Contracts & Purchase Orders for \$35,000 or less
21. Future Meetings, Seminars and Conferences
- ~~January 17, 8:00 a.m.~~ – AWA-VC Water Issues Committee Meeting (Hybrid)
Corrected to February 21.
 - ~~January 19, AWA-VC, WaterWise Program (Hybrid)~~
Corrected to February 16.
 - January 23, 5:15 p.m. – TWSD Board Meeting
 - February 6, 5:00 p.m. – JPA Meeting
 - 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 (Atlanta)
 - March 23 – ACWA 2023 Legislative Symposium
 - ~~May 25 to May 27 - ACWA Spring Conference (Monterey)~~
Corrected to May 9-11.

Director Wall moved to receive and file the corrections as noted. Motion seconded by Director Shapiro. Motion carried unanimously by voice vote.

ORAL REPORTS (Items 22 through 25)

22. Standing & Ad Hoc Committee Reports

- A. Public Outreach / Communications Committee – None.
- B. Finance Committee – Director Tjuander reported on a recently held meeting.
- C. New Office Grand Opening Committee (Ad Hoc) – None.

23. Board Member Comments

Director Tjulander commented on the topic of meals reimbursed while on travel for District business. He asked that some consideration be given to the idea of a daily flat rate such as a per diem like that used by the federal government for meals. He said he believed advancing a flat daily rate would make accounting easy for both the individual and the District because little paperwork work would be required. It would allow the individual the option to apply the daily rate received to the meal of choice. Any overage or underage would be covered by the individual. General Manager Norris said he would look into the suggestion and report back but that he believed that in the per diem case accounting would still require receipts for meals purchased.

Director Orkney commented she would be attending the Casa Winter Conference.

24. Reports on Outside Meetings/Conferences

Director Orkney reported on recently attending two meetings, AWA-Ventura County Water Issues Committee and WaterWise Program.

25. General Manager, Legal Counsel Comments

General Manager Norris provided an update on the new Board Room and said that a settlement had been made with the manufacturer, a design is ready for the improvements to be made, one proposal for the work has been received and a second proposal would be sought, and that the final design for the audio-visual improvements for the board room and other areas is in its final stages. He mentioned Chi Herman, Administrative Program Manager, was retiring at the end of the month and that her replacement, Michael Castro, had been hired.

NEW BUSINESS (Item 26 only)

26. Future Agenda Items – None.

ADJOURNMENT

At 6:23 p.m., Chair Nye adjourned the meeting.

Prepared by:

Approved:

Fidela Garcia
Clerk of the Board

Jane Nye
Chair of the Board

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