

**TRIUNFO WATER & SANITATION DISTRICT**  
Minutes of April 24, 2023, Board of Directors Regular Meeting  
(In-person and virtual via Zoom)

1. Call to Order, Roll Call

Chair Jane Nye called the meeting to order at 5:15 p.m. in the Board Room at District headquarters at 370 North Westlake Blvd., Suite 100, Westlake Village, California. Director Leon Shapiro, Director Raymond Tjulander, Vice Chair Janna Orkney, and Chair Jane Nye were present. Director James Wall was absent.

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, Operations Manager Dave Rydman, Administrative Program Manager Michael Castro, and Public Information Officer Becky Haycox were present.

2. Pledge of Allegiance: Led by Director Tjulander.

3. Agenda Review

Director Shapiro moved to approve the Agenda as presented. Motion seconded by Director Tjulander. Motion carried unanimously with Director Wall absent.

4. Public Comment: None.

**PRESENTATION ITEMS** (Items 5 through 8)

5. Interconnection Project Update - Dan Drugan, Manager of Resources, Calleguas Municipal Water District

Calleguas Municipal Water District Resources Manager Dan Drugan made the presentation which included a PowerPoint and YouTube Video.

No public comment was heard.

The report was received and filed.

6. Community Outreach Update

Public Information Officer Becky Haycox presented an update on the 2024 Metropolitan Student Art Calendar contest, Water Smart classes, outreach for the wastewater customer discount program, and other communications used to reach the community on District events. She handed out an updated flyer for the Water Smart Classes and Student Art Calendar contest.

A discussion was heard on what role, if any, the Board should take in the selection process for future Water Smart Classes.

Public comment by virtual attendance was heard from Steven Kozel on the Student Art Calendar contest.

The report was received and filed.

7. Results of TWSD's Supervisory Control and Data Acquisition (SCADA) Vulnerability Assessment

Operations Manager Dave Rydman presented an update.

No public comment was heard.

The report was received and filed.

8. Results of the Water Loss Audit for Fiscal Year 2022

Operations Manager Dave Rydman presented an update.

No public comment was heard.

The report was received and filed.

**CONSENT ITEM** (Item 9 only)

9. Approve the minutes of the Board of Directors regular meeting of March 27, 2023

Director Shapiro moved to approve consent item 9. Motion seconded by Director Tjulander. Motion carried with Vice Chair Orkney abstaining and Director Wall absent.

**ACTION ITEMS** (Items 10 through 12)

10. Contract with AV System Contractor (TBD) for Design and Installation of the District Office AV System

It is recommended the Board:

- A. Authorize the Chair to sign TWSD Contract No. T23-005 with TBD Contractor to provide Audio Vision System design and installation for the District Boardroom and offices in Westlake Village for an amount not to exceed staff's recommendation and with a term to be determined; and
- B. Approve the Director of Finance to increase the FY2022-2023 Adopted Budget to fund the contract; or
- C. Provide staff with alternative direction.

Staff provided a handout updating the selection process and award recommendations.

General Manager Mark Norris presented the report.

No public comment was heard.

Vice Chair Orkney moved to authorize the Chair to sign the TWSD Contract No. T23-005 with Western Audio Visual & Security for an amount not to exceed \$189,889.54 with a term ending December 31, 2024. Motion seconded by Director Shapiro. Motion carried unanimously with Director Wall absent.

11. Rescinding Stage 1 Water Shortage Conditions

It is recommended the Board:

- A. Rescind the Stage 1 Water Shortage Condition within Triunfo Water & Sanitation District's service area, or
- B. Provide staff with alternative direction.

General Manager Mark Norris presented the report.

No public comment was heard.

Director Shapiro moved to rescind the Stage 1 Water Shortage Conditions that were previously entered into on August 23, 2021. Motion seconded by Vice Chair Orkney. Motion carried unanimously with Director Wall absent.

12. Consider Policy on How a Board Member May Request an Item to be Placed on an Agenda

It is recommended the Board discuss and direct staff as appropriate.

General Manager Mark Norris presented the report. He noted up to this point in time, the historic way in which a Board member would request an item on an agenda was to make a request at a Board meeting. If no Board member took exception, staff would take that request as direction to place that item on the following Board meeting agenda. A discussion ensued on whether the Board desired to make any changes to the current process of requesting an item on a subsequent agenda.

No public comment was heard.

It was the consensus of the Board that no changes should be made to the current manner in which a Director requests an item added to a subsequent agenda.

## **INFORMATION ITEMS** (Items 13 through 21)

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

13. Social Security Coverage Approval
14. Disbursements Report
15. Investment Report
16. Revenue & Expense Report
17. Water Service Update
18. Searle Creative Activities & Marketing Analytics Reports
19. Water Supply Conditions Report
20. Conservation Customer Rebate Program
21. Future Meetings, Seminars and Conferences
  - May 1, 5:00 p.m. – JPA Meeting
  - May 16, 8:00 a.m. – Water Issues Committee (Hybrid)
  - May 18, 8:00 a.m. – WaterWise Program (Hybrid)
  - May 22, 5:15 p.m. – TWSD Board Meeting
  - June 5, 5:00 p.m. – JPA Meeting
  - June 15, 8:00 a.m. – WaterWise Program (Hybrid)
  - June 20, 8:00 a.m. – Water Issues Committee (Hybrid)
  - June 26, 5:15 p.m. – TWSD Board Meeting
  - Upcoming Conferences
    - May 9 to May 11 – ACWA Spring Conference (Monterey)
    - May 16 & 17 – CSDA Special Districts Legislative Days (Sacramento)
    - August 9 to August 11 – CASA Annual Conference (San Diego)
    - August 28 to August 31 – CSDA Annual Conference (Monterey)

Director Shapiro moved to receive and file. Motion seconded by Chair Nye.  
Motion carried unanimously with Director Wall absent.

## **ORAL REPORTS** (Items 22 through 25)

22. Standing & Ad Hoc Committee Reports
  - A. Finance Committee – None.
  - B. Public Outreach / Communications Committee – A Committee meeting is scheduled for May 17 at 10:00 am.
  - C. New Office Grand Opening Committee (Ad Hoc) – None.
23. Board Member Comments

Director Tjulander spoke about a letter that he and his neighbors received from SoCal Gas dealing with the sewer service laterals and possible interference. General Manager Norris responded to his inquiry by stating the District had not been contacted with regard to that letter.

Vice Chair Orkney commented on the Las Virgines sponsored tour of the Metropolitan Water District facilities.

24. Reports on Outside Meetings/Conferences

Vice Chair Orkney reported on recently attending a tour of the Salton Sea, VC Special Districts Association Dinner, and AWA-VC Water Symposium.

25. General Manager, Legal Counsel Comments

General Manager Norris reminded the Board members of the upcoming special meeting for the budget workshop set for May 15, 2023, at 4 pm in the Board room.

**NEW BUSINESS** (Item 26 only)

26. Future Agenda Items: None.

**ADJOURNMENT**

There being no further business, and without objection, Chair Nye adjourned the meeting at 6:53 p.m. to the special Board meeting on Monday, May 15, 2023, at 4:00 p.m. in the Board room.

Prepared by:

Approved:

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Fidela Garcia  
Clerk of the Board

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Jane Nye  
Chair of the Board

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