

TRIUNFO WATER & SANITATION DISTRICT
Minutes of June 26, 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, 370 North Westlake Blvd., Suite 100, Westlake Village, California. Director Leon Shapiro, Director Raymond Tjulander, Director James Wall, Vice Chair Janna Orkney, and Chair Jane Nye were 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 Wall moved to approve the agenda as presented. Seconded by Director Tjulander. Motion carried unanimously.

4. Public Comment: None.

PRESENTATION ITEM (Item 5 only)

5. Community Outreach Update

Public Information Officer Becky Haycox provided a handout and presented an update on recent community outreach and reviewed the proposed outreach schedule for the Fiscal Year 2024.

CONSENT ITEMS (Items 6 and 7)

6. Approve the minutes of the Board of Directors special meeting of May 16, 2023 and May 22, 2023

7. Approve the Designation of Applicant's Agent Resolution for FEMA and CalOES Wildfire Recovery Assistance, Resolution No. TWSD 2023-008

Vice Chair Orkney moved to approve Consent Item 6 and 7. Motion seconded by Director Wall. Motion carried unanimously.

ACTION ITEMS (Items 8 through 13)

8. Public Hearing to Place Sewer Service Charges on the Ventura County Secured

Property Tax Rolls for Fiscal Year 2023-24

It is recommended the Board:

- A. Conduct a public hearing to receive written and oral comments on the proposal to collect sewer service charges via the property tax statement;
 - 1) Call to order and open the public hearing.
 - 2) Receive staff report and recommendations.
 - 3) Report of written communications by Clerk of the Board.
 - 4) Public comment.
 - 5) Close public hearing.
 - 6) Discussion by Board of Directors
- B. Unless there is a majority protest, adopt the reports (Exhibits A & B) which have the assessor's parcel numbers and amount of charges proposed for collection on the tax rolls; and
- C. Adopt TWSD Resolution No. TWSD 2023-006 Regarding Collection of Sewer Service Charges by the County of Ventura; and
- D. Direct staff to file a certified copy of the adopted reports and resolution with the Ventura County Auditor-Controller; and
- E. Direct staff to coordinate collection of sewer service charges on the General Ventura County Secured Property Tax Roll with the County Auditor-Controller, Assessor, and Tax Collector.

Chair Nye opened the public hearing at 5:34 pm.

General Manager Mark Norris gave the report.

Clerk of the Board Fidela Garcia reported that no written communication was received and there was no public comment request made to speak on this item.

With no one wishing to speak, the public hearing was closed at 5:37 pm.

Director Shapiro moved to approve staff recommendations. Motion seconded by Director Tjulander. The motion carried unanimously.

9. Public Hearing: District Ordinance No. TWSD-250 – Revision to the Fees and Charges for Sewer Service

It is recommended the Board:

- A. Conduct a public hearing regarding proposed TWSD Ordinance No. TWSD-250 for prescribing fees and charges for sewer service:

- 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. Conduct the second reading, by title only, of Ordinance No. TWSD-250 (Adopted 6/26/23), Prescribing Fees and Charges for Sewer Service Owned and Operated by Triunfo Water & Sanitation District, and adopt Ordinance No. TWSD-250 which shall take effect on July 1, 2023; and
- C. Direct staff to send a courtesy postcard reminding all parcel owners of the programmed 15% rate increase and referring them to the TWSD website for further information; or
- D. Provide staff with alternative direction.

Chair Nye opened the public hearing at 5:38 pm.

General Manager Mark Norris presented the report.

Clerk of the Board Fidela Garcia reported that no written communication was received and there was no public comment request made to speak on this item.

With no one wishing to comment, the public hearing was closed at 5:41 pm.

Director Wall moved to approve staff recommendations A through C. Motion seconded by Vice Chair Orkney. The motion carried unanimously.

Clerk of the Board Fidela Garcia conducted the second reading, by title only, of Ordinance No. TWSD-250:

“ORDINANCE NO. TWSD-250 (Adopted 6/26/23) PRESCRIBING FEES AND CHARGES FOR SEWER SERVICE OWNED AND OPERATED BY TRIUNFO WATER & SANITATION DISTRICT”

10. Public Hearing: District Ordinance No. TWSD-350 (Adopted 6/26/23) – Revisions to the Fees and Charges for Potable Water

It is recommended the Board:

- A. Conduct a public hearing regarding proposed TWSD Ordinance No. TWSD-350 for prescribing fees and charges for potable 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. Conduct the second reading, by title only, of Ordinance No. TWSD-350 (Adopted 6/26/23), Prescribing Fees and Charges for Potable Water Provided by Triunfo Water & Sanitation District, and adopt Ordinance No. TWSD-350 which shall take effect on July 1, 2023; and
- C. Direct staff to update the District's website to reflect the current charges and fees; or
- D. Provide staff with alternative direction.

Chair Nye opened the public hearing at 5:42 pm.

General Manager Mark Norris presented the report.

Clerk of the Board Fidela Garcia reported that no written communication was received and there was no public comment request made to speak on this item.

With no one wishing to speak, the public hearing was closed at 5:43 pm.

Director Tjulander moved to approve staff recommendations A through C. Motion seconded by Vice Chair Orkney. The motion carried unanimously.

Clerk of the Board Fidela Garcia conducted the second reading, by title only, of Ordinance No. TWSD-350:

“ORDINANCE NO. TWSD-350 (Adopted 6/26/23) PRESCRIBING FEES AND CHARGES FOR POTABLE WATER PROVIDED BY TRIUNFO WATER & SANITATION DISTRICT”

11. Potable Water Customer Assistance Program Resolution No. T2023-007

It is recommended the Board:

- A. Approve TWSD Resolution No. T2023-007 and authorize the Chair to sign the Resolution to continue the potable water assistance program through June 30, 2024, which provides a \$15/month credit to qualifying customers residing in Oak Park; and
- B. Direct staff to draft proposed revisions to TWSD Ordinance No. TWSD-300 to establish a policy for the potable water CARE program and bring back at a future Board Meeting; or

- C. Provide staff with alternative direction.

General Manager Mark Norris presented the report.

No public comment.

Vice-Chair Orkney moved to approve staff recommendations A and B. Motion seconded by Director Wall. The motion carried unanimously.

12. Contract with Searle Creative Group for Public Relations Services – TWSD Contract No. T23-007

It is recommended the Board:

- A. Authorize the Chair to sign TWSD Contract No. T23-007 with Searle Creative Group to provide public relations services for an amount not to exceed \$80,000 and with a term through June 30, 2025; or
- B. Provide staff with alternative direction.

General Manager Mark Norris presented the report.

No public comment.

Director Shapiro moved approval of TWSD Contract No. T23-007. Motion seconded by Director Tjulander. The motion carried unanimously.

13. Discussion of Public Outreach Policy

It is recommended the Board discuss and provide direction.

General Manager Mark Norris stated that at last month's Board meeting, there was a discussion about whether there may be a need to consider a public outreach policy. Staff was directed to place this item on the agenda to allow the Board to discuss and based on the discussion to provide direction to staff.

A discussion was held by the Board, no public comment was heard and no action or direction was provided.

INFORMATION ITEMS (Items 14 through 20)

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

- 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. Future Meetings, Seminars and Conferences
 - July 10, 5:00 p.m. – JPA Meeting
 - July 13, 9:00 a.m. - ACWA Region 8 Program & Tour at West Basin Municipal Water District (El Segundo)
 - July 15, 10:00 a.m. TWSD Water-Smart Speaker Series - Replacing your Lawn: Alternatives
 - July 18, 8:00 a.m. – AWA-VC Water Issues Committee (Hybrid)
 - July 20, 8:00 a.m. – AWA-VC WaterWise Program (Hybrid)
 - July 24, 5:15 p.m. – TWSD Board Meeting
 - August 5, 10:00 a.m. TWSD Water-Smart Speaker Series – Fire Smart and Water Wise
 - August 7, 5:00 p.m. – JPA Meeting
 - August 28, 5:00 p.m. – TWSD Board Meeting
 - Upcoming Conferences
 - August 9 to August 11 – CASA Annual Conference (San Diego)
 - August 28 to August 31 – CSDA Annual Conference (Monterey)
 - November 5 to November 7 – WaterReuse California Annual Conference (Indian Wells)
 - November 28 to November 30 - ACWA Fall Conference (Indian Wells)

Director Shapiro moved to receive and file. Motion seconded by Director Wall. Motion carried unanimously.

ORAL REPORTS (Items 21 through 24)

21. Standing & Ad Hoc Committee Reports

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

22. Board Member Comments

Chair Nye reported on attending the recent Oak Canyon Community Park Pond Re-Opening Ceremony. She commended Public Information Officer (PIO) Becky Haycox on the success of the event. PIO Becky Haycox responded to Chair Nye's question regarding possible future events with Las Virgenes Municipal Water District (LV) on the JPA Pure Water Project by stating that staff will work with LV to provide an introduction of the JPA Pure Water Project before the start of each TWSD sponsored outreach classes and a meeting is pending with the

communications staff at LV to discuss what outreach they plan on doing and how TWSD can work together with them to be a part of that outreach.

23. Reports on Outside Meetings/Conferences

Vice Chair Orkney reported on a recent AWA Water Issues meeting.

24. General Manager, Legal Counsel Comments – None.

NEW BUSINESS (Item 25 only)

25. Future Agenda Items – None.

ADJOURNMENT

There being no further business, and without objection, Chair Nye adjourned the meeting at 6:22 p.m. to the Board meeting on Monday, July 24, 2023, at 5:15 p.m.

Prepared by:

Approved:

Fidela Garcia
Clerk of the Board

Jane Nye
Chair of the Board