

TRIUNFO SANITATION DISTRICT

Minutes of Regular Meeting of March 28, 2016

Oak Park Library (Film & Lecture Room), 899 N. Kanan Road, Oak Park, California

1. Call to Order and Roll Call: Vice Chair Orkney called the meeting to order at 5:15 p.m. Directors Steven Iceland, Michael McReynolds, Janna Orkney, and James Wall were present. (Chair Michael Paule was absent.)

Staff present: TSD General Manager Mark Norris, VRSD General Manager Mark Lawler, Agency Counsel John Mathews, Deputy Agency Counsel Andreas Booher, Finance Director Vickie Dragan, Consultant Tim Doyle, and Clerk of the Board Michelle Ascencion.

2. Pledge of Allegiance: The Pledge was led by Mr. Norris.
3. Amendments to the Agenda: It was moved by Director Iceland, seconded by Director Wall, to approve the agenda as presented. VOTE: Directors Iceland, McReynolds, Orkney, and Wall were in favor; the motion carried 4-0.
4. Public Comments: The following persons spoke:
 1. Shekar Panchapakesan, Oak Park
Mr. Panchapakesan expressed concern about the water allocation notice letters and asked the Board to reconsider its November 5, 2015 action to establish the residential allotment categories, stating that his family was trying hard to conserve water as much as possible.
 2. Jon Henningsen, Oak Park
Mr. Henningsen related that after receiving a notice, he checked out his usage online and discovered a slow leak in his home. He urged the Board to publicize the availability of online monitoring so other customers can utilize it in their homes.

CONSENT ITEMS (Item 5 through 7)

5. Approval of Minutes: February 22, 2016
6. AT&T Request for Equipment Modifications at the Kilburn Site: Authorize the General Manager to sign the Letter of Authorization and provide AT&T with the approval to move this process forward to County Planning.
7. Verizon Rental Charges for Cell Site Agreement for Kilburn Site: Authorize the General Manager to sign the Letter of Acceptance confirming the agreement start date of June 14, 2012, and provide to Verizon to complete the process.

Discussion on the equipment modifications ensued among the Board and staff. It was moved by Director Iceland, seconded by Director Wall, to approve the Consent Items as presented. VOTE: Directors Iceland, McReynolds, Orkney, and Wall were in favor; the motion carried 4-0.

REPORTS (Items 8 through 10)

8. Report from Standing Subcommittees

No subcommittee meetings took place. Director McReynolds reported on reviewing the invoices and said everything looks to be in order.

9. Emergency Water Conservation Update Report

Mr. Norris reported that approximately 15% of customers are showing exceedances. A few HOAs have recently requested to connect to the TSD recycled water system, but there is a significant cost for an HOA to retrofit its infrastructure for recycled water. He recommended the Board explore implementing a connection fee in the future. February's water usage was over the allocation, as predicted. Staff reported on the success of the recent graywater workshop. Discussion ensued among the Board and staff; the Board requested an agenda item to discuss allocation levels and revisit the current allocation plan, especially for RES-A, and an update on recapture of costs from the AMR and leak reduction programs.

10. VRSD Annual Report

Mr. Lawler gave a presentation. He reported on the VRSD Board's February 10, 2016 annual Goal Review/Setting retreat. The General Manager recruitment is underway, and six qualified candidates are to be interviewed at the next VRSD Board meeting. VRSD is doing well financially, with water/wastewater breaking even, and solid waste doing well with healthy reserves/post-closure funds and some big projects coming up. Discussion ensued among the Board and Mr. Lawler.

ACTION ITEMS (Items 11 through 20)

11. Flow Restrictor Letter for TSD Ordinance No. TSD-92: Provide comment and direction to the General Manager for the flow restrictor exceedance letter for the highest category violators.

Mr. Norris explained that the letter was designed to go to the most egregious offenders – those exceeding their allocation by more than 100%, and detailed a flow restrictor's impact on daily household water use. The Board discussed some of the wording and provided direction to staff.

It was moved by Director McReynolds, seconded by Director Iceland, to approve the letter with the mentioned edits and to issue it to accounts with 100% or more exceedance in categories RES-B and up. VOTE: Directors Iceland, McReynolds, Orkney, and Wall were in favor; the motion carried 4-0.

12. Water Distribution System Leak Detection Pilot Program:

- a. Approve the pilot program and authorize the General Manager to sign the agreement with Utiliuse, and
- b. Approve funds from the FY 16 Leak Detection Budget for the pilot program.

Mr. Norris outlined Utiliuse's pilot program. Though only staff time is needed to place and monitor the equipment, funds would need to be diverted to fund the project beyond the 45-day pilot period. The equipment would be placed on approximately one-fourth of the system, on the main pipelines only. Discussion ensued among the Board and staff.

It was moved by Director Wall, seconded by Director McReynolds, to approve staff's recommendation as presented. VOTE: Directors Iceland, McReynolds, Orkney, and Wall were in favor; the motion carried 4-0.

13. Westlake Village Street Festival – Potential TSD Participation:

- a. Determine if participation in the April 10th Westlake Village Street Festival is desired and, if so, at what level, and
- b. Direct staff accordingly, noting the deadline for booth reservation is March 29, 2016.

Mr. Norris explained that the District participated in last year's event at the Bronze level, and requested direction on whether the Board was interested in continuing its participation for this year's event. Discussion ensued among the Board and staff.

It was moved by Director McReynolds, seconded by Director Iceland, to participate at the Bronze level. VOTE: Directors Iceland, McReynolds, Orkney, and Wall were in favor; the motion carried 4-0.

14. Association of Water Agencies - Ventura County: Water Education Sponsorship Program: Provide direction to staff on funding the Water Education Program offered by the AWA.

Discussion ensued among the Board and staff.

It was moved by Director Iceland, seconded by Director Wall, to allocate \$300 to fund four student sponsorships for the AWA Water Education Program. VOTE: Directors Iceland, McReynolds, Orkney, and Wall were in favor; the motion carried 4-0.

15. Water Reservoir Cell Facility Policy Review & Discussion: Provide direction and comment for negotiating with wireless telecommunication providers when use of the District's water reservoirs are involved 4-0.

Mr. Norris reported that many of the District's current agreements with various wireless providers have been in place for many years and will soon be up for renewal. In anticipation, the Board had directed staff and Legal Counsel to create a template for future contract negotiations. In a recent negotiation the new contract template was met with resistance from the wireless company. Discussion ensued among the Board and staff.

It was moved by Director Iceland, seconded by Director Wall, to direct staff to adhere to the approved contract template as closely as possible in negotiations with the wireless companies. VOTE: Directors Iceland, McReynolds, Orkney, and Wall were in favor; the motion carried.

(Vice Chair Orkney called for a five-minute break at 6:52 p.m. The meeting resumed at 6:57 p.m.)

16. Public Outreach for Water Conservation – Promote Oak Park Water Service Customer Connect Web Portal: Determine if public outreach in the use of the Customer Connect Web Portal is desired, and direct staff accordingly.

Discussion ensued among the Board and staff. One person requested to speak on this item:

1. Jon Henningsen, Oak Park
Mr. Henningsen suggested that posting a tutorial video on the website would be helpful. Mr. Norris responded that we do have one and it will be posted soon.

It was moved by Director Iceland, seconded by Director McReynolds, to schedule 1 or 2 two-hour weekend workshops to assist customers in creating a portal account and navigating the site, with 2 or 3 staff members providing one-on-one assistance to customers, and to launch a public relations campaign to advertise the unique features of the AMR system. VOTE: Directors Iceland, McReynolds, Orkney, and Wall were in favor; the motion carried 4-0.

17. TSD Board Meeting Agenda Format: Discuss proposed changes to standardize TSD agendas with VRSD & other client districts with minor formatting changes to streamline and simplify meeting flow, based on best practices and legal

requirements.

Mr. Norris and Ms. Ascencion gave a report. The Board and staff discussed the proposed new format and the Board provided direction to staff.

18. Discussion: Proposed JPA Recycled Water Storage Project: Vice Chair Orkney requests the Board discuss the JPA Recycled Water Storage Project, and provide direction to staff accordingly.

Discussion ensued among the Board and staff on various options with the recycled water storage project and the involved agencies' roles. The Board requested a presentation by the Las Virgenes Municipal Water District General Manager at a future meeting.

19. Water Allotment Status: Standing action item to monitor water conservation target status and direct staff accordingly. (None)
20. Hardship Waiver Requests: Standing action item to consider hardship requests and direct staff accordingly. (None)

INFORMATION ITEMS (Items 21 through 28)

21. Investment Report: February 2016
22. Disbursements: February 2016
23. Revenue & Expense Report: February 2016
24. Oak Park Water Service Update
25. Water & Wastewater Monthly Report: December 2015
26. Water Conservation Report
27. Water Supply Conditions Report
28. Future Meetings, Seminars and Conferences:
 - April 4, 5:00 p.m. – Joint Powers Authority meeting (Las Virgenes MWD)
 - April 5, 5:30 p.m. – VCSDA meeting (Pleasant Valley Rec & Park District)
 - April 21, 7:00 a.m. – AWA-VC Water Symposium (Oxnard Courtyard Marriott)
 - April 25, 5:15 p.m. – TSD Board meeting (Oak Park Library)

It was moved by Director Wall, seconded by Director Iceland, to receive and file the Information Items as presented. VOTE: Directors Iceland, McReynolds, Orkney, and Wall were in favor; the motion carried 4-0.

NEW BUSINESS (Item 29 through 31)29. Discussion

- a. Board Members: Director Wall reported on recently traveling to Shasta Lake, which was full and some water was being released. Director Orkney reported on other agencies putting money aside for savings, to which Mr. Norris responded that those agencies likely have long-term capital improvement projects factored into their rates. Director McReynolds requested that collected penalties be reflected in the monthly financials.
- b. District Manager: Mr. Norris gave an update regarding the District's potential purchase of the Calleguas recycled water system.
- c. Legal Counsel (None)

30. Future Agenda Items: Mr. Norris stated that the potable water rate study will be on the Board's April or May agenda.

31. Reports on Outside Meetings/Conferences: Vice Chair Orkney attended the recent AWA breakfast where Mr. Mathews was one of the featured speakers. She also said that she hasn't been able to attend the VRSD Board meetings as they are sometimes cancelled or often conflict with the AWA breakfasts.

ADJOURNMENT: The meeting adjourned at 8:27 p.m. to the next meeting to be held Monday, April 25, 2016 at the Oak Park Library.

Michael Paule, Chair

Michelle Ascencion, Clerk of the Board