

TRIUNFO SANITATION DISTRICT

Minutes of the May 22, 2017 Board of Directors Regular Meeting
Oak Park Library (Film & Lecture Room 102)
899 N. Kanan Road, Oak Park, California

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

Staff present: General Manager Mark Norris; Legal Counsel John Mathews; Finance Director Vickie Dragan; W&WW Operations Superintendent Richard Jones; Interim Clerk of the Board Lisa McKinley.

2. Pledge of Allegiance: The Pledge was led by Chair Wall.
3. Agenda Review: *It was moved by Vice Chair Paule, seconded by Director Iceland,* to accept the agenda as presented. VOTE: Directors Iceland, Orkney, Pan, Vice Chair Paule, and Chair Wall were in favor; the motion carried 5-0.
4. Public Comments: There were no public comments.

PRESENTATION (Item 5 only)

5. Recognition of Director Steven Iceland for Seven Years of Service to the Triunfo Sanitation District.
The Board lauded Director Iceland for his years of service on the Board, particularly his commitment to fiscal transparency and responsibility and Chair Wall presented him with his proclamation and service plaque. Director Iceland expressed thanks to the Board and staff.

CONSENT ITEMS (Item 6 only)

It was moved by Director Orkney, seconded by Director Pan, to approve the Consent Items as presented. VOTE: Directors Orkney, Pan, Vice Chair Paule, and Chair Wall were in favor; Director Iceland abstained. The motion carried 4-0-1.

6. Approval of Minutes: April 24, 2017 Regular Meeting

ACTION ITEMS (Items 7 through 14)

7. Sewer Service Charges for Collection on Tax Rolls

Mr. Norris presented the report. Director Orkney stated she would prefer a monthly sewer billing, so the customers would know they are in the Triunfo Sanitation District. *It was moved by Director Iceland, seconded by Vice Chair Paule,* to authorize the Chair to accept the reports listing parcels to be placed on the tax rolls for collection in FY 2017-18 (Exhibits A & B); set 5:15 p.m. on June 26, 2017, at the Oak Park Library, 899 N. Kanan Road, Oak Park, as the time and place for a hearing to be held on said reports;

and direct staff to notify by mail each person to whom any parcel listed on Exhibit B is assessed: 1) the District's proposal to have service charges for FY 2017-18 collected on the tax rolls; 2) the time and place of the hearing for the proposed assessment report; and 3) publish a notice of the report filing and the time and place of the hearing. VOTE: Directors Iceland, Pan, Vice Chair Paule, and Chair Wall were in favor; Director Orkney dissented. The motion carried 4-1.

8. Sewer Connection Fee Adjustment

Mr. Norris presented the report. Discussion ensued among the Board. *It was moved by Vice Chair Paule, seconded by Director Pan*, to adopt Resolution No. TSD 2017-005 authorizing the automatic sewer connection fee increase for the TSD area in the amount of \$13,200 and \$2,875 for the Bell Canyon Assessment area effective July 1, 2017. VOTE: Directors Iceland, Orkney, Pan, Vice Chair Paule, and Chair Wall were in favor; the motion carried 5-0.

9. Notification of Sewer Rate Increase to Property Owners

Mr. Norris presented the report. Discussion ensued among the Board, and several suggestions for wording of the notification were received. Vice Chair Paule expressed that he was not in support of sending the notification. *It was moved by Director Orkney, seconded by Director Iceland*, to direct staff for public notification of the upcoming sewer rate increases for FY 2018. VOTE: Directors Iceland, Orkney, Pan, and Chair Wall were in favor; Vice Chair Paule dissented. The motion carried 4-1.

10. Amendment No. 3 to TSD Contract No. T14-002 – KEH & Associates, Inc.

Mr. Norris presented the report. Discussion ensued among the Board. *It was moved by Vice Chair Paule, seconded by Director Orkney*, to authorize the Chair to sign Contract T14-002-3 amending contract T14-002 with KEH & Associates to approve a contract budget increase of \$158,550 and a revised not to exceed amount of \$543,026; and extend the contract term to June 30, 2018, to facilitate continued work on the development of the Capital Improvement design projects and design of the vacuum and grinder pump systems for the Variable Grade Gravity Sewer System; and approve a budget adjustment in the amount of \$158,550 to the WW CIP budget for FY2016-2017. VOTE: Directors Iceland, Orkney, Pan, Vice Chair Paule, and Chair Wall were in favor; the motion carried 5-0.

11. Review of Director Vacancy Packet and Timeline for Future Appointment to District Board:

Mr. Norris presented the report. Discussion ensued among the Board. *It was moved by Vice Chair Paule, seconded by Director Orkney*, to direct staff to use the same process as the previous vacancy. VOTE: Directors Iceland, Orkney, Pan, Vice Chair Paule, and Chair Wall were in favor; the motion carried 5-0.

12. Ballot for 2nd Runoff Election of a Special District Alternate Member to the Ventura Local Agency Formation Commission (LAFCo)

Mr. Norris presented the report. Discussion ensued among the Board. *It was moved by Vice Chair Paule, seconded by Director Iceland, to cast the ballot for Andy Waters to the Ventura Local Agency Formation Commission (LAFCo) for runoff election of a Special District Alternate Member; authorize the Chair to sign the ballot; and direct staff to email the ballot to the Ventura LAFCo Executive Director before the June 2, 2017 deadline.* VOTE: Directors Iceland, Orkney, Pan, Vice Chair Paule, and Chair Wall were in favor; the motion carried 5-0.

13. Request by Director Orkney – Discussion of Board Involvement with AWA-VC

Mr. Norris introduced the issue. Director Orkney stated that she would like to see more participation from TSD Board members on the AWA-VC Committees. No action taken.

14. Request by Director Orkney – Discussion of the Conflict of Interest Policy

Mr. Norris introduced the issue. Discussion ensued among the Board. Mr. Mathews offered to do some additional research and bring it back to the next meeting. No action taken.

INFORMATION AGENDA (Items 15 through 24)

15. Revised Wastewater Five-Year Capital Improvement Plan

16. Disbursements: April 2017

17. Investment Report: April 2017

18. Revenue & Expense Report: April 2017

19. Oak Park Water Service Update

20. Water Conservation Report: April 2017

21. Statewide Water Supply Conditions Report: May 11, 2017

22. Water Conservation Customer Rebate Program

23. TSD Website – Google Analytics Report

24. Future Meetings, Seminars and Conferences:

- ♦ May 24, 4:30 p.m. – Finance Committee (Oak Park Library)
- ♦ June 5, 5:00 p.m. – JPA Meeting (LVMWD, Calabasas)
- ♦ June 6, 5:30 p.m. – VCSDA Bi-Monthly Meeting (PVRPD's Freedom Center)
- ♦ June 15, 7:15 a.m. – AWA-VC WaterWise Breakfast (Courtyard, Oxnard)
- ♦ June 15, 5:30 p.m. – Special Meeting/Budget Workshop (TBD)
- ♦ June 26, 5:15 p.m. – TSD Board Meeting (Oak Park Library)

- ♦ Aug 22 - 24 – CASA Annual Conference (San Diego)
- ♦ Sep 24 - 28 – VCSDA Annual Conference (Monterey)

It was moved by Director Iceland, seconded by Director Orkney, to receive and file the Information Agenda. VOTE: Directors Iceland, Orkney, Pan, Vice Chair Paule, and Chair Wall were in favor; the motion carried 5-0.

ORAL REPORTS (Items 25 through 28)

25. Standing Committee Reports:

- a. Finance Committee – Vice Chair Paule reported that the Finance Committee met and reviewed the Proposed FY2017-2018 Budget.
- b. Recycled Water/Pure Water Project Committee – None
- c. Public Outreach/Communications Committee – Director Pan reported that the committee met and discussed areas of the website which needed updating.

26. Board Member Comments

Director Orkney requested that staffing levels be placed on the next agenda for discussion. Director Iceland commented on the Board's accomplishments during his term, such as the water tank, the Cal-Water/LV tie-in, AMR metering, and the CIP. He also thanked staff, including contractor Tim Doyle, for all their hard work. He expressed heartfelt thanks for Vice Chair Paule's and Director Orkney's leadership when the Board transitioned to an all-elected board.

27. Reports on Outside Meetings/Conferences

Vice Chair Paule reported on his attendance at CSDA's Legislative Days in Sacramento. Directors Orkney and Pan reported on the AWA-VC Breakfast meeting where Susan Mulligan spoke about desalination, financial feasibility, and groundwater quality. Chair Wall reported on the Heal the Bay event at the Santa Monica Pier.

28. General Manager, Legal Counsel Comments

Mr. Norris reported that Hidden Valley property owners have approached the District for access to recycled water.

CLOSED SESSION – (Item 29 only)

At 7:35 p.m., Legal Counsel John Mathews made the following Closed Session announcement, and the Board convened into a Closed Session:

29. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Government Code § 54956.9(d)(4)

The Board will meet with Legal Counsel to discuss the possible initiation of litigation pursuant subdivision (d) paragraph (4) of Section 54956.9. One case.

At 8:27 p.m., the meeting reconvened into open session and Legal Counsel made a Closed Session report that the Board had voted 4-1 to initiate legal action.

ADJOURNMENT: There being no further business, and without objection, Chair Wall adjourned the meeting at 8:27 p.m. to the Special Meeting to be held Thursday, June 15, 2017, at 5:30 p.m. at a location to be determined.

Prepared by:

Approved:

Lisa McKinley
Interim Clerk of the Board

James Wall, Chair
Triunfo Sanitation District

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