

TRIUNFO SANITATION DISTRICT

Minutes of the August 28, 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 Janna Orkney, Susan Pan, Ray Tjulander, Vice Chair Michael Paule, and Chair James Wall were present.

Staff present: General Manager Mark Norris; Deputy Legal Counsel Andreas Booher; Finance Director Vickie Dragan; Water/Wastewater Operations Superintendent Richard Jones; Clerk of the Board Juliet Rodriguez; and Administrative Assistant Lisa McKinley.

2. Pledge of Allegiance: The Pledge was led by Chair Wall.
3. Agenda Review: *It was moved by Director Paule, seconded by Director Orkney, to accept the agenda as presented. VOTE: Directors Orkney, Pan, Tjulander, 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 of Finance Vickie Dragan for Ten Years of Service to the Triunfo Sanitation District.

Mr. Norris, acknowledged Director of Finance Vickie Dragan for her years of service with refreshments for all present after the meeting. Chair Wall presented a proclamation and plaque of recognition to Ms. Dragan on behalf of the Triunfo Sanitation Board of Directors. The Board individually expressed appreciation and well wishes. Ms. Dragan shared her gratitude for all accomplishments achieved in working with the Board.

Mr. Norris also took the opportunity to introduce new Clerk of the Board Juliet Rodriguez. The Board welcomed Ms. Rodriguez and Ms. Rodriguez thanked the Board for the opportunity to serve the District.

CONSENT ITEM (Item 6 only)

6. Approval of Minutes: July 27, 2017 Regular Meeting

It was moved by Vice Chair Paule, seconded by Director Tjulander, to approve the consent item as presented. VOTE: Directors Orkney, Pan, Tjulander, Vice Chair Paule, and Chair Wall were in favor. The motion carried 5-0.

ACTION ITEMS (Items 7 through 10)

7. Board Request: Discussion of the Current Committee Assignments:

At the request of the Board of Directors, staff was directed to have this item included in the Board Meeting Agenda to allow the TSD Board to discuss the current committee assignments and possible reorganization to accommodate the newer Directors.

Mr. Norris reviewed current committee assignments:

- Finance Committee – Director Pan and Vice Chair Paule
- Recycled Water/Pure Water Project Committee – Chair Wall and Director Orkney
- Public Outreach/Communications Committee – Director Pan and Vice Chair Paule

Discussion ensued. The Board will keep current assignments for a minimum of one year with the opportunity to change committee assignments. Director Tjulander will retain the assignment of performing financial oversight and billing review of the TSD invoices. Director Orkney suggested the formation of a new committee to look into ways the District can be restructured.

8. T-Mobile (Crown Castle) Request for Equipment Modifications at the Kilburn Site:

It was moved by Director Orkney, seconded by Director Pan, to authorize the General Manager to sign the Letter of Authorization and provide T-Mobile-Crown Castle with the approval to move this process forward to County Planning. VOTE: Directors Orkney, Pan, Tjulander, Vice Chair Paule, and Chair Wall were in favor. The motion carried 5-0.

9. Request for Reappropriation of Funds in the FY2018 Adopted Budget for Projects That Were Initiated in FY2017 But Not Completed:

Mr. Norris provided a summary and clarification of the request.

It was moved by Director Tjulander, seconded by Vice Chair Paule, to approve the reappropriation of funds for FY2018 in the amount of \$253,723.63 for the continued funding of the recycled water system extension evaluation to serve a potential customer in Hidden Valley, emergency response plan update, and engineering services for projects associated with the District's five-year Capital Improvement Program including design of a Vacuum/Grinder Pump System to replace the Lake Sherwood Variable Grade Gravity Sewer System Project. VOTE: Directors Orkney, Pan, Tjulander, Vice Chair Paule, and Chair Wall were in favor. The motion carried 5-0.

10. Vandalism Caused Damage at the District's Reclaimed Water Reservoir:

Mr. Norris summarized damages to the District's Reclaimed Water Reservoir. Water/Wastewater Operations Superintendent Richard Jones was available to respond to any questions.

It was moved by Director Orkney, seconded by Director Tjulander, to 1) to approve the request by staff to provide an estimate for the installation of new, enhanced security features; and 2) authorize staff to assemble an estimate to perform maintenance on the RW reservoir and include it in the FY 2019 Fiscal Budget. VOTE: Directors Orkney, Pan, Tjulander, Vice Chair Paule, and Chair Wall were in favor. The motion carried 5-0.

INFORMATION AGENDA (Items 11 through 19)

11. Disbursements: July 2017

12. Investment Report: July 2017

13. Revenue & Expense Report: July 2017

14. Oak Park Water Service Update

15. Water Conservation Report: July 2017

16. Water Supply Report

17. Water Conservation Customer Rebate Program

18. TSD Website – Google Analytics Report

19. Future Meetings, Seminars and Conferences:

- Sep 12-13 – ACWA SCE 2017 Annual Water Conference (Irwindale)
- Sept 18, 5:15 p.m. – TSD Board Special Meeting (Oak Park Library)
- Sept 25, 5:15 p.m. – TSD Board Meeting (Oak Park Library – CANCELLED)
- Sept 24-28 – CSDA Annual Conference (Monterey)

A discussion ensued among the Board concerning the September 18th Special Meeting. *It was moved by Director Orkney, seconded by Director Tjulander, to receive and file the Information and to cancel the September 18th Special Meeting. VOTE: Directors Orkney, Pan, Tjulander, Vice Chair Paule, and Chair Wall were in favor; the motion carried 5-0.*

The Board requested that staff provide an overview of professional memberships, including the cost of becoming an ACWA member and associated benefits.

ORAL REPORTS – (Items 20 through 23)

20. Standing Committee Reports:

- a. Finance Committee – Vice Chair Paule informed the Board that he will be meeting with the auditors the next day and encouraged all directors to respond to a July letter sent from the auditors to each Director.
- b. Recycled Water Committee – No report.
- c. Website Oversight Committee – No report.

21. Board Member Comments

Director Orkney recapped a recent rafting experience at the head waters of the Colorado River. Director Pan revealed an upcoming promotional event in Oxnard related to the Pure Water Project and asked that sponsorship be considered from the Las Virgenes – Triunfo Joint Powers Authority, rather than Las Virgenes Municipal Water District alone. Vice Chair Paule announced that the Conejo/Las Virgenes Future Foundation will hold an event on October 10, 2017, at 6:30 p.m. at the Thousand Oaks Library, on the future of the region; both Las Virgenes Municipal Water District and Triunfo Sanitation District are sponsors. Director Tjulander reported on taking a tour of the Tapia Rancho Facility and plans to present a review in the near future.

22. Reports on Outside Meetings/Conferences

Directors Tjulander and Pan briefed the Board on presentations heard at the CASA Conference in San Diego. Vice Chair Paule gave a summary of the Ventura County Special District Association meeting of August 1, 2017.

23. General Manager, Legal Counsel Comments

Mr. Norris stated that he will be away the week of September 11, 2017, and Chris Theisen will be the contact in his absence. Mr. Theisen will also be speaking to the Board at the next meeting.

ADJOURNMENT: There being no further business, and without objection, Chair Wall adjourned the meeting at 6:58 p.m. to the Regular Meeting to be held Monday, October 23, 2017, at 5:15 p.m. at the Oak Park Library.

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

James Wall, Chair
Triunfo Sanitation District