

TRIUNFO SANITATION DISTRICT

Minutes of the November 26, 2018 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 Orkney called the meeting to order at 5:15 p.m. Directors Susan Pan, Raymond Tjulander, James Wall, and Chair Janna Orkney were present. Director Leon Shapiro came in after the roll call at 5:15 p.m.

Staff present: General Manager Mark Norris; Legal Counsel John Mathews; Director of Finance Tina Rivera; Director of Operations Matt Baumgardner; Water/Wastewater Operations Supervisor Richard Jones; Management Analyst Sandy Warren; Management Analyst Chi Hermann, Clerk of the Board Juliet Rodriguez; and Consultant Tim Doyle.

2. Pledge of Allegiance: The Pledge was led by Management Analyst Sandy Warren.

3. Agenda Review:

None.

Director Wall moved to accept the agenda as presented. Motion seconded by Director Tjulander. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

4. Public Comments:

Clerk of the Board Juliet Rodriguez announced that no public comments were received.

OATH OF OFFICE (Item 5 only)

5. Oath of Office to Reappointed Directors

Ms. Rodriguez administered the Oath of Office to reappointed Directors Janna Orkney, Susan Pan, and Ray Tjulander.

CONSENT ITEM (Item 6 only)

6. Approval of Minutes: October 22, 2018 Regular Meeting, October 25, 2018 Special Meeting, November 14, 2018 Special Meeting

Director Tjulander moved to approve the October 22, 2018 Regular Meeting, October 25, 2018 Special Meeting, and November 14, 2018 Special Meeting minutes. Motion seconded by Director Wall. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall
NOES: None
ABSTAIN: None
ABSENT: None

PRESENTATION (Items 7 and 8)

7. Emergency Power Capabilities for District Facilities – Update

Water/Wastewater Operations Superintendent Richard Jones gave the update. The Board was appreciative of how well prepared the District is with Emergency Power Capabilities.

8. Capital Improvement Plan Update

General Manager Mark Norris provided the update.

ACTION ITEMS (Items 9 through 15)

9. Public Hearing for District Policy and Fee Ordinances (TSD-101, TSD-102, TSD-150, TSD-200, TSD-201, TSD-250, TSD-300, TSD-301, TSD-350, TSD-400, TSD-450)

Mr. Norris gave the presentation.

Chair Orkney requested that page 3 of Ordinance TSD-150 remove the inadvertent inclusion of “approved item for person use of district staff”.

Director Wall moved to conduct a public hearing regarding proposed revisions to TSD Ordinance Nos. TSD-101, TSD-102, TSD-150, TSD-200, TSD-201, TSD-250, TSD-300, TSD-301, TSD-350, TSD-400, and TSD-450; adopt Ordinance Nos. TSD-101, TSD-102, TSD-150, TSD-200, TSD-201, TSD-250, TSD-300, TSD-350, TSD-301, TSD-350, TSD-400, and TSD-450; conduct the second reading by title only of said ordinances; and direct staff to: (1) Mail notices of the potable and recycled water rate increases to the addresses to which TSD customarily mails parcel owner billing statements so that said notice is received at those addresses no later than December 7, 2018, and (2) Place rate increase information on the Triunfo Sanitation District Website, and (3) Publish an ordinance summary following passage in the Ventura County Star, a newspaper of general circulation published and circulated in the District. Motion seconded by Director Tjulander. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro Tjulander, Wall
NOES: None
ABSTAIN: None
ABSENT: None

Ms. Rodriguez conducted the second reading by title only:

ORDINANCE NO. TSD-101 (Adopted 11/26/18) ESTABLISHING POLICIES AND PROCEDURES FOR BOARD MEMBER COMPENSATION AND EXPENSE REIMBURSEMENT

ORDINANCE NO. TSD-102 (Adopted 11/26/18) ESTABLISHING POLICIES AND PROCEDURES FOR FILING CLAIMS AGAINST THE TRIUNFO SANITATION DISTRICT

ORDINANCE NO. TSD-150 (Adopted 11/26/18) PRESCRIBING MISCELLANEOUS FEES AND CHARGES

ORDINANCE NO. TSD-200 (Adopted 11/26/18) ESTABLISHING POLICIES AND PROCEDURES FOR SEWER SERVICE OWNED AND OPERATED BY TRIUNFO SANITATION DISTRICT

ORDINANCE NO. TSD-201 (Adopted 11/26/18) ESTABLISHING POLICIES AND PROCEDURES FOR BELL CANYON SEWER EXTENSION

ORDINANCE NO. TSD-250 (Adopted 11/26/18) PRESCRIBING FEES AND CHARGES FOR SEWER SERVICE OWNED AND OPERATED BY TRIUNFO SANITATION DISTRICT

ORDINANCE NO. TSD-300 (Adopted 11/26/18) ESTABLISHING POLICIES AND PROCEDURES FOR OAK PARK WATER SERVICE OWNED AND OPERATED BY TRIUNFO SANITATION DISTRICT

ORDINANCE NO. TSD-301 (Adopted 11/26/18) ESTABLISHING POLICIES AND PROCEDURES FOR WATER CONSERVATION

ORDINANCE NO. TSD-350 (Adopted 11/26/18) PRESCRIBING FEES AND CHARGES FOR POTABLE WATER FOR OAK PARK WATER SERVICE OWNED AND OPERATED BY TRIUNFO SANITATION DISTRICT

ORDINANCE NO. TSD-400 (Adopted 11/26/18) ESTABLISHING POLICIES AND PROCEDURES FOR RECYCLED WATER SERVICE OWNED AND OPERATED BY TRIUNFO SANITATION DISTRICT

ORDINANCE NO. TSD-450 (Adopted 11/26/18) PRESCRIBING FEES AND CHARGES FOR RECYCLED WATER SUPPLIED BY TRIUNFO SANITATION DISTRICT

10. Oak Park Recycled Water Wholesale Meter Purchase

Mr. Norris gave the presentation.

Director Tjulander moved to approve a budget increase of \$36,795.45 to project number 223200, and authorize staff to make the recommended meter replacement. Motion seconded by Director Shapiro. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall
NOES: None
ABSTAIN: None
ABSENT: None

11. TSD Name Change – Proposals for Design of New Logo

Management Analyst Sandy Warren gave the presentation.

Chair Orkney moved to approve Searle Creative for logo development not to exceed \$3,000. Motion seconded by Director Pan. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander
NOES: Wall
ABSTAIN: None
ABSENT: None

12. Ballot for Election of a Special District Regular Member and an Alternate Member to the Ventura LAFCo

Mr. Norris gave the presentation.

Chair Orkney moved to receive the Ventura Local Agency Formation Commission (LAFCo) letter of October 23, 2018, and vote for Elaine Freeman as Regular Member and Neal Dixon as Special District Alternate Member to the LAFCo board for a new, four year term, beginning January 1, 2019 and ending January 1, 2023; and authorize the Chair to sign and return the signed ballot to LAFCo. Motion seconded by Director Tjulander. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall
NOES: None
ABSTAIN: None
ABSENT: None

13. Greater Conejo Valley Chamber of Commerce Membership

Mr. Norris gave the presentation.

Director Shapiro moved to authorize a budget increase of \$337 and apply for Greater Conejo Valley Chamber of Commerce Membership. Motion seconded by Director Tjulander. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall
NOES: None
ABSTAIN: None
ABSENT: None

14. Discussion/Approval of 2019 Board Meeting Calendar

Ms. Rodriguez presented the proposed 2019 Board Meeting Calendar.

Director Tjulander moved to approve the proposed 2019 Meeting Calendar with the change of the December 23, 2019 meeting to December 16, 2019. Motion seconded by Director Wall. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

15. Woolsey Fire Update

Mr. Norris gave the update that included the need for replacement of wooden posts and ground cover lost in the fire at the Oak Canyon Reservoir site. Estimates of water usage during the fire were provided to the Board. In addition the Board was made aware of lost revenue due to the water usage credits the District gave its customers during the 5-day period from November 8-12.

Mr. Norris also provided an update on losses to the JPA and that those should be covered by insurance and the deductible for those losses should be covered by FEMA/OES. The District should not incur any costs associated with the JPA losses. The District is also looking into reviewing its own insurance coverages and options for consideration at a future Board Meeting.

The Board asked that staff return with an Action Item on relief for customers with pool drainage and refilling issues at a reduced Tier 1 rate. In addition, the Board requested more detailed information regarding the cost to cap service laterals and options for who would be responsible for those costs.

The District's proactive response to the fire was included on the District website and on social media. Sandy Warren was encouraged by the Board to attend the County meeting and share news of the District's 5-day water usage credit for all residential customers and prorated water and sewer fees for customers who lost their homes.

Director Pan left the meeting at 6:38 p.m. and returned at 6:40 p.m.

INFORMATION AGENDA (Items 16 through 27)

16. Emergency Response Plan Update

17. Training Opportunities for New Board Members

18. TSD Email Storage

19. Disbursements: October 2018
20. Investment Report: October 2018
21. TSD Website – Google Analytics Report
22. Water Conservation Customer Rebate Program
23. Oak Park Water Service Update
24. Water Conservation Report: October 2018
25. Statewide Water Supply Conditions Report: November 4, 2018
26. Revenue & Expense Report: October 2018
27. Future Meetings, Seminars and Conferences:
 - Nov 27-30 – ACWA Fall Conference, San Diego
 - Dec 3, 10:00 a.m. – Special Districts Committee (at Camrosa WD)
 - Dec 3, 5:00 p.m. - JPA Meeting (at LVMWD)
 - Dec 4, 5:30 p.m. – VCSDA Dinner and Meeting, Camarillo
 - Dec 13, 5:30 p.m. – AWA-VC – Annual Year-End Corporate Night Barn Party, Camarillo
 - Dec 17, 5:15 p.m. – TSD Special Board Meeting, Oak Park Library
 - Jan 7, 5:00 p.m. – JPA Meeting (at LVMWD)
 - Jan 23-25 - CASA Winter Conference, Palm Springs
 - Jan 28, 5:15 p. – TSD Regular Board Meeting (Oak Park Library)

Director Wall moved to receive and file the information item reports. Motion seconded by Director Tjulander. Motion carried by the following vote.

AYES: Orkney, Pan, Shapiro, Shapiro, Tjulander, Wall
NOES: None
ABSTAIN: None
ABSENT: None

ORAL REPORTS – (Items 28 through 31)

28. Standing Committee Reports:
 - A. Finance Committee – No report.
 - B. Recycled Water Committee – No report.
 - C. Public Outreach/Communications Committee – No report.
 - D. Ad Hoc Committee – No report.

29. Board Member Comments

Director Orkney is looking forward to having the Triunfo Sanitation Board attend the Association of California Water Agencies Conference in San Diego this week.

30. Reports on Outside Meetings/Conferences

None.

31. General Manager, Legal Counsel Comments

Mr. Norris informed the Board that the Director of Finance had identified an opportunity for the District to increase its rate of return on District investments. Director of Finance Tina Rivera elaborated on reviewing the current Ventura County Investment Pool and on finding a way to increase the rate of return by investing in the Local Investment Fund run by the State. The Board was appreciative of the new information and thanked Ms. Rivera for the update.

NEW BUSINESS – (Item 32 only)

32. Future Agenda Items

Chair Orkney reminded the Board that any additions to the next meeting's Agenda should be disclosed at the meeting prior to said Agenda. If any item surfaces between meetings, then it must be cleared by the Chair. Chair Orkney called for any new agenda items and none were voiced

CLOSED SESSION – (Item 33 only)

At 7:23 p.m., Legal Counsel John Mathews announced that there would be a closed session on the following items:

33. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code § 54956.9, subdivision (a) – *Triunfo Sanitation District v. New Mission, LLC*, Superior Court of the State of California, County of Ventura, Case No. 56-2017-00499222-CU-OR-VTA

At 7:33 p.m., the meeting reconvened into Open Session, with no reportable action on the closed session matters.

ADJOURNMENT: There being no further business, and without objection, Chair Orkney adjourned the meeting at 7:33 p.m. to a Special Meeting to be held Thursday, December 17, 2018 at 5:15 p.m. at the Oak Park Library

Prepared by:

Approved:

Juliet Rodriguez
Clerk of the Board

Janna Orkney, Chair
Triunfo Sanitation District

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