

## TRIUNFO SANITATION DISTRICT

Minutes of the June 25, 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 Paule called the meeting to order at 5:15 p.m. Directors Susan Pan, Raymond Tjulander, James Wall, Vice Chair Janna Orkney, and Chair Michael Paule were present.

Staff present: General Manager Mark Norris; Legal Counsel John Mathews; Interim Director of Finance Regina Williams; Water/Waste Water Operations Superintendent Richard Jones; Senior Analyst Sandy Warren; Clerk of the Board Juliet Rodriguez; and Consultant Tim Doyle.

2. Pledge of Allegiance: The Pledge was led by Chair Paule.

3. Agenda Review:

Vice Chair Orkney requested that Agenda Item 14, Discussion of the TSD Name and Consideration to Change it to Triunfo Municipal Water District, be continued to the next meeting.

Director Wall moved to accept the agenda as revised. Motion seconded by Vice Chair Orkney. Motion carried by the following vote.

AYES: Pan, Paule, Orkney, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

4. Public Comments:

Kim Kroft addressed the Board on the subject of Accessory Dwelling Units (ADU's) and asked the Board to include ADU discussion on a future agenda.

### **CONSENT ITEM** (Items 5 through 7)

5. Approval of Minutes: May 21, 2018 Regular Meeting; May 23, 2018 Special Meeting; June 11, 2018 Special Meeting
6. Adoption of the Fiscal Year 2018-2019 Budget
7. Approval of a Budget Adjustment for Fiscal Year 2017-2018 Transfer of Funds from Operating to CIP Budget

Vice Chair Orkney moved to approve the May 21, 2018 Regular Meeting; May 23, 2018 Special Meeting; and June 11, 2018 Special Meeting; adopt the Fiscal Year 2018-2019 budget; approve the replacement of the two (2) pumps at the Polo Lift

Station; and authorize the Director of Finance to make a reappropriation of \$25,909.71 in the Fiscal Year 2017-2018 Adopted Operating Budget from Project #221200 to the FY2018 CIP Budget for the Wastewater Enterprise. Motion seconded by Director Wall. Motion carried by the following vote.

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

**ACTION ITEMS** (Items 8 through 17)

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

General Manager Mark Norris gave the presentation.

Chair Paule opened the public hearing at 5:28 p.m, and with no one wishing to speak, closed the public hearing at 5:29 p.m. No written communication was received.

Director Tjulander moved to adopt the reports which have the assessor's parcel numbers and amount of charges proposed for collection on the tax rolls, and adopt TSD Resolution No. TSD2018-003 Regarding Collection of Sewer Service Charges by the County of Ventura; direct staff to file a certified copy of the adopted reports and resolution with the Ventura County Auditor-Controller; and 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. Motion seconded by Director Pan. Motion carried by the following vote.

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

9. 2018-2019 Water Conservation Rebate Program – TSD Participation

Management Analyst Sandy Warren presented the report.

Vice-Chair Orkney moved to continue individual dollar amount allocations for specific water conservation devices at the same level as funded this past year. Motion seconded by Director Wall. Motion carried by the following vote.

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

10. Oak Park Water Service Customer Water Conservation Class

Management Analyst Sandy Warren gave the report

Vice Chair Orkney moved to schedule a Residential California Friendly Landscape Training class for Oak Park Water Service customers in September or October. Motion seconded by Director Tjulander. Motion carried by the following vote.

AYES: Pan, Paule, Orkney, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

11. California Association of Sanitation Agencies Designation of Agency Representatives and Electronic Transmission Consent Form

Mr. Norris presented the report.

Director Tjulander moved to designate Janna Orkney as the TSD Agency Representative; Ray Tjulander as the First Alternate; and Susan Pan as the Second Alternate; complete and return the Consent to Electronic Transmission and designate the Clerk of the Board to send and receive official communication to and from CASA. Motion seconded by Director Wall. Motion carried by the following vote.

AYES: Pan, Paule, Orkney, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

12. Grand Jury Report on Independent Special Districts

Mr. Norris presented the report and sought Board input in preparation of a response letter that will be brought to the Board at the July Board meeting.

13. Discussion of TSD Email and Combined Agency Signature Line

Mr. Norris presented the report.

Vice Chair Orkney moved to use a Triunfo Sanitation District signature block and not use a combined signature block with Ventura Regional Sanitation District. Motion seconded by Director Pan. The motion was withdrawn.

While General Manager Chris Theisen would not reverse his stated position, he agreed to return to the TSD Board with additional clarification on why the Board's request would not be met.

14. Discussion of the TSD Name and Consideration to Change it to Triunfo Municipal Water District *At the request of Staff, this agenda item was continued to July 23, 2018*

15. Discussion: Ventura Regional Sanitation District Cost Allocation Methodology  
Due to the cancellation of the June VRSD P&F Committee meeting there was no discussion.

Chair Paule called for a recess at 6:24 p.m. and reconvened the meeting at 6:30 p.m.

16. Discussion and Action Regarding Extension of Agreement for Consulting Services Between Ventura Regional Sanitation District and Mark S. Norris Consulting, LLC and General Manager Services for Triunfo Sanitation District

Chair Paule introduced Rich Battles, Special Counsel to Triunfo Sanitation District, who participated in the meeting by teleconference.

Vice Chair Orkney moved to request a three-month extension of Mark Norris' existing contract with VRSD. Motion seconded by Director Pan. Motion carried by the following vote.

AYES: Pan, Paule, Orkney, Tjulander, Wall

NOES: None

ABSTAIN: None

ABSENT: None

Vice Chair Orkney moved to authorize a purchase order in the amount of three months of Mark's average pay. Motion failed for lack of a second.

Vice Chair Orkney acknowledged and thanked VRSD Board Director Bert Perello for attending the meeting.

The Board discussed its options for holding a Special meeting, if necessary.

At the conclusion of this agenda item, the teleconference call was ended.

After hearing Item 16, it was determined that Items 17 and 18 were not necessary.

**CLOSED SESSION** (Item 17 only)

17. PERSONNEL

**ACTION ITEM** (Item 18 only)

18. Discussion and Action Regarding Compensation Payable to District General Manager

**INFORMATION AGENDA** (Items 19 through 27)

19. Disbursements: May 2018
20. Investment Report: May 2018
21. TSD Website – Google Analytics Report
22. Water Conservation Customer Rebate Program
23. Oak Park Water Service Update
24. Water Conservation Report: May 2018
25. Statewide Water Supply Conditions Report: June 4, 2018
26. Revenue & Expense Report: May 2018
27. Future Meetings, Seminars and Conferences:
- July 3, 8:30 a.m. – VRSD P&F Committee Meeting (at VRSD)
  - July 11, 5:00 p.m. – JPA Meeting (at LVMWD)
  - July 23, 5:15 p.m. – TSD Regular Board Meeting (Oak Park Library)
  - August 1-3 – ACWA Western Waters Seminar 2018, Park City, Utah
  - August 6, 5:00 p.m. – JPA Meeting (at LVMWD)
  - August 7, 8:30 a.m. – VRSD P&F Committee Meeting (at VRSD)
  - August 8-10 – CASA Annual Conference (Monterey)
  - August 27, 5:15 p.m. – 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: Pan, Paule, Orkney, 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. Website Oversight Committee – No report.
- d. Ad Hoc Committee – No report.

29. Board Member Comments

Vice Chair Orkney commented on the TSD website and asked that staff consider updating the website.

Chair Paule submitted a letter of retirement and announced that he would be retiring from the Board after ten years of service and moving to Austin, Texas, effective August 31, 2018.

Vice Chair Orkney shared appreciation for Chair Paule's service and wished

30. Reports on Outside Meetings/Conferences

Chair Paule reported that he and other Directors attended the VCSDA meeting on June 5, 2018.

Director Pan reported on attending the AWA WaterWise Breakfast on June 21, 2018

Vice Chair Orkney announced that the Oak Park MAP meeting will take place on June 26, 2018 and encouraged attendance.

31. General Manager, Legal Counsel Comments

Mr. Mathews wished Mr. Paule the best in his future endeavors.

**NEW BUSINESS** – (Item 32 only)

32. Future Agenda Items

Vice Chair Orkney asked Staff to look at and consider advertising in The Acorn.

**CLOSED SESSION** – (Items 33 only)

At 7:20 p.m., Legal Counsel John Mathews announced that there would be a closed session on the following item:

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 7:27 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 Paule adjourned the meeting at 7:28 p.m. to next Regular Meeting to be held Monday, July 23, 2018, at 5:15 p.m. at the Oak Park Library

Prepared by:

Approved:

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Juliet Rodriguez  
Clerk of the Board

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Michael Paule, Chair  
Triunfo Sanitation District

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