

TRIUNFO SANITATION DISTRICT
Minutes of the meeting of October 26, 2009
Oak Park Library, 899 N Kanan Road, Oak Park, CA

1. Chair Orkney called the meeting to order at 5:15 p.m. Roll call (5 present).

Member-at-Large	Janna Orkney
Member-at-Large	Michael Paule
Ventura Regional Sanitation District	Dennis Gillette
County of Ventura	Linda Parks
City of Thousand Oaks	Tom Glancy
2. Pledge of Allegiance
3. Amendments to the Agenda – Director Paule requested Item 6 heard as an action item.
4. Approval of Minutes – It was moved by Director Gillette, seconded by Director Glancy, and duly carried that the Board approve the September 30, 2009 meeting minutes.
5. Public Comments – none.

CONSENT ITEMS – (Items 6 through 7)

6. Water Conservation Program – Water Shortage Contingency Plan (heard as an action item) – It was moved by Director Paule, seconded by Director Parks, and duly carried that the Board adopt the updated Water Shortage Contingency Plan including the following changes: remove water usage allotments for lot sizes removed from the Stage 1 table and on page 6 change the word repaired to remedied.
7. December 2009 Meeting Schedule – It was moved by Director Parks, seconded by Director Glancy, and duly carried that the Board cancel the December 28, 2009 regular meeting and set an adjourned regular meeting on December 14.

REPORTS – (Item 8 only)

8. Oak Canyon Reservoir – Water/Waste Division Manager Grieger updated the Board on the timeline for construction of the new tank and demolition of the old tank. He reported that construction is estimated to begin May 2010 with completion anticipated June 2011. Mr. Grieger said he will continue to provide project updates throughout the process as the schedule is preliminary and timelines may change. Legal Counsel Mathews reported Rancho Simi Parks & Recreation District has new legal counsel and once up to speed will move forward to develop agreements to finalize the easements for the new tank site that has been approved by the RSPR Board.

ACTION ITEMS – (Items 9 through 11)

9. Budget Adjustment – Conservation Program – It was moved by Director Paule, seconded by Director Parks, and duly carried that the Board approve a budget adjustment in the amount of \$40,000 for the software program and direct staff to return with cost effective alternatives to implement services related to the conservation program.
10. TSD Resolution T09-03 to Enact a Stage 1 Water Shortage Condition – The Board directed staff to place this item on the November agenda for additional discussion to include the October usage report.
11. Triunfo Sanitation District Potable Water Rates – It was moved by Director Paule, seconded by Director Parks, and duly carried that the Board direct staff to develop a rate ordinance that includes the “pass-through” charge adjustment for wholesale water of \$0.39 per 100 cubic feet for a first reading at the regularly scheduled November 23, 2009 Triunfo Sanitation District Board meeting; and direct staff to prepare required notifications as well as public information related to the “pass-through” charge, including direct mailers, a bill insert, newspaper ads and TSD website updates.

Item 4

INFORMATION ITEMS – (Items 12 through 15)


It was moved by Director Paule, seconded by Director Parks and duly carried that the Board receive and file the following items:

12. Investment Report – September 2009
13. Disbursements – September 2009
14. RFP VRSD - Contract Review
15. Future Meetings, Seminars and Conferences:
 - Joint Powers Authority November 2, 2009, 5 p.m., Oak Park Library
 - TSD Board November 23, 2009, 5:15 p.m., Oak Park Library

NEW BUSINESS – (Item 16 only)

16. Discussion
 - a. Board Members – Director Paule asked if there is a formal process in place to engage legal counsel outside of meetings, noting that requests made outside of meetings is resulting in large legal fees. He believes it would be wise to review or develop a process. Mr. Paule suggested the Audit Committee meet with the General Manager and staff to discuss the overhead charges and related items regarding labor billing and rates charge to TSD and place on a future agenda for full Board discussion.

Chair Orkney reported the VCSDA Committee to elect the VRSD representative has developed and approved an agreement for the selection process. Ms. Orkney requested this item placed on the November agenda for action. Ms. Orkney requested a discussion if a policy should be developed to evaluate the District Manager. Legal Counsel will investigate the associated legalities and potential evaluation methods and report back to the Board.
 - b. District Manager – Mr. Lawler noted the VRSD Biosolids Drying and Electric Generation Facility grand opening on November 18, inviting all to attend.
 - c. Legal Counsel – Mr. Mathews said in response to Director Paule’s review of TSD expenses and concerns related to legal fees, he will be sensitive to future requests for legal review and responses outside of meetings. He thanked Director Paule and the Board for their comments related to this issue. Mr. Mathews noted the November 4 AWA event, saying it is an all-day event.
17. Future Agenda Items – Hold Regular Meeting in Thousand Oaks; Emergency Disaster Plan Review; Review of OPWS Policies & Procedures Ordinances; Website Redesign (including Board bios and photos); Investigate New Meeting Location; VRSD Billing Rates; VRSD Overhead Review; Oak Canyon Reservoir Update (completed, remove); Letter to VCSDA regarding representative on VRSD Board (completed, remove).
18. Reports on Outside Meetings/Conferences – none.
19. Adjournment – the meeting was adjourned at 6:47 p.m.


Rhonda Catron, Clerk of the Board


Janna Orkney, Chair