

TRIUNFO SANITATION DISTRICT

Minutes of the special meeting of December 16, 2010
Oak Park Library, 899 N Kanan Road, Oak Park, CA

1. Roll call (5 present). Chair Paule called the meeting to order at 5:21 p.m.
 - Steven Iceland (arrived at 5:28 p.m.)
 - Michael McReynolds
 - Janna Orkney
 - Michael Paule
 - James Wall
2. Pledge of Allegiance – Led by Director Wall.
3. Amendments to the Agenda – It was moved by Director Wall, seconded by Director McReynolds, and duly carried by the Board, with Director Iceland absent, that the Board approve the agenda as presented.
4. Public Comments – None.

ACTION ITEMS – (Item 5 only) – Director Iceland arrived at 5:28 p.m.

5. New Board of Directors Orientation – The Board received an orientation session regarding the following topics:
 - Welcome and introduction from Chair Paule
 - Overview of Triunfo Sanitation District
 - Brown Act
 - Board meeting protocol
 - Discussion of communication protocol
 - Requirements of AB 1234 Ethics Training
 - Board packet mailings and meeting preparation
 - How to request items on the agenda
 - Calleguas Municipal Water District
 - Las Virgenes - Triunfo Joint Powers Authority (JPA)
 - Triunfo Sanitation District Budget
 - Capital Improvement Projects – current projects
 - Projects with the JPA
 - Rate structure for wastewater, potable water, recycled water
 - Compensation and reimbursements
 - Association of California Water Agencies (ACWA), Association of Water Agencies (AWA), California Association of Sanitation Agencies (CASA), California Special Districts Association (CSDA), Ventura County Special Districts Association (VCSDA)
 - Conference/seminar registration
 - Conference attendance
 - Meetings schedules
 - Reorganization – January 24, 2011 meeting
 - Process to select Chair
 - Process to select standing committee members
 - Questions/Wrap-up

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NEW BUSINESS – (Item 6 only)

6. Discussion

- a. Board Members – None.
- b. District Manager – None.
- c. Legal Counsel – None.

7. Adjournment – The meeting was adjourned at 7:24 p.m.

Michael Paule, Chair

Josie Guzmán, Clerk of the Board

TRIUNFO SANITATION DISTRICT

Minutes of the regular meeting of December 20, 2010
Oak Park Library, 899 N Kanan Road, Oak Park, CA

1. Roll call (5 present). Chair Paule called the meeting to order at 5:18 p.m.
Steven Iceland
Michael McReynolds (arrived at 5:28 p.m.)
Janna Orkney
Michael Paule
James Wall
2. Pledge of Allegiance – Led by Susan Mulligan.
3. Amendments to the Agenda – It was moved by Director Iceland, seconded by Director Orkney, and duly carried by the Board, with Director McReynolds absent, that the Board approve the agenda as presented.
4. Approval of Minutes – Director Orkney noted that at the bottom of Page 2 of the minutes the last sentence was repeated at the top of Page 3 and that this sentence should be deleted. It was moved by Director Orkney, seconded by Chair Paule, and duly carried by the Board, with Director McReynolds absent and Directors Iceland and Wall abstaining, that the Board approve the November 22, 2010 meeting minutes as amended.
5. Public Comments – None.

PRESENTATION

6. Presentation by Susan Mulligan, General Manager, Calleguas Municipal Water District – Susan Mulligan provided a PowerPoint Presentation. Director McReynolds arrived at 5:28 p.m.

REPORTS – (Item 7 only)

7. Oak Canyon Update
 - a. Project Update – Sally Coleman, Director of Operations, presented the staff report. She noted that two of the four contractors had requested an extension of the bid opening date due to difficulties in seeking subcontractors. It was the consensus of the Board to extend the bid opening date to January 5, 2011, and to possibly schedule a Special Meeting on January 10, 2011, to review the bids received.
 - b. Financing Update – Vickie Dragan, Director of Finance and Operations, provided a financing update and noted that a financial packet was sent to George Smith Partners.
 - c. Bid Update – Covered under Project Update.

ACTION ITEMS – (Items 8 through 11)

8. Conifer Tank Replacement Project – Lindero Feeder Mitigated Negative Declaration (MND) – It was moved by Director McReynolds, seconded by Director Wall, and duly carried by the Board to adopt the Final MND for the Lindero Feeder/Cheseboro Tank Decommissioning project and accompanying documents and direct staff to submit the Notice of Determination (NOD) for approval with the State of California.
9. Request from Verizon for a Lease Expansion – Kilburn Tank – Jamie King, 4984 Kilburn Court, stated that she and her neighbors were collecting signatures on a petition from residents concerned with generators, cell phone towers, negative impacts on the aesthetics of the neighborhood, and decreased property values.

It was moved by Director Iceland, seconded by Director McReynolds, and duly carried by the Board to approve Verizon's request for additional lease space near their existing lease location at Kilburn Tank.

10. Resolution Adopting a Policy for Mainline Extension and Reimbursement Agreements – Virender Jain, 338 Bell Canyon Road, stated that he was in the process of obtaining a will serve letter for his sewer mainline extension, and he spoke in support of the policy.

A discussion ensued regarding adding language to the resolution that it would be up to the homeowner who entered into a reimbursement agreement to notify the District of any change of address.

It was moved by Director Iceland, seconded by Director Orkney, and duly carried by the Board to approve TSD Resolution No. T10-04 of the Triunfo Sanitation District Board of Directors Adopting a Policy for Mainline Extension and Reimbursement Agreements as amended to include language that the property owner subject to reimbursement shall notify the District of any change of address up to the ten year provision.

11. Triunfo Sanitation District Reclaimed Water Rates – Director Orkney requested a future agenda item for an analysis of how much more the District should raise the rates for recycled water, revisit the rate study to see where the rates should be, consider going with Tier 1 in order to have a graduated rate to encourage conservation, consider doing an average of the rates, or consider Tier 3 and raise the rate up to 90% of that tier.

It was moved by Director Orkney, seconded by Director Iceland, and duly carried by the Board to conduct the first reading, by title only, of Ordinance No. TSD-70, Prescribing Fees and Charges for Reclaimed Water Supplied by the Triunfo Sanitation District, and schedule a public hearing and Board action on January 24, 2011.

INFORMATION ITEMS – (Items 12 through 17)

It was moved by Director Orkney, seconded by Director Wall, and duly carried by the Board to receive and file the Information Items.

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12. Investment Report – November 2010
13. Disbursements – November 2010 – Director Orkney requested that the amounts paid to the Directors be listed separately on the Disbursement Report. Ms. Dragan stated that she would prepare a separate report that would itemize the amount paid to each Director.
14. Water Conservation Report
15. Membership on the Association of Water Agencies – Ventura County (AWAVC)
16. Appointment of Board Member to Serve on Ventura Regional Sanitation District Board of Directors
17. Future Meetings, Seminars and Conferences:
 - TSD Board Meetings January 3 & 24, 2011, 5:15 p.m., Oak Park Library
 - Joint Powers Authority Special Meeting January 24, 2011, 4 p.m., Oak Park Library
 - CASA Mid-Year Conference January 12 – 14, 2011, Palm Desert
 - CASA Washington, D.C. Conference March 14 -16, 2011
 - CASA Spring Conference April 27 – 30, 2011, Sacramento
 - CASA 56th Annual Conference August 10 – 13, 2011, San Diego

NEW BUSINESS – (Item 18 only)

18. Discussion
 - a. Board Members – The Board discussed calling a Special Meeting at the Chair's discretion on January 10, 2011.

Director McReynolds expressed a desire for an overall strategic planning session in February. It was the consensus of the Board to schedule a session on February 14, 2011, at 5:15 p.m., at the Oak Park Library.

Director Iceland thanked the voters for electing him to the Board. He stated that he would do his best and that he would not micromanage staff to implement what the Board wants accomplished. He expressed interest in serving on any Board Standing Committees.

Chair Paule congratulated the three new Directors on their election. He announced that Director Orkney would be serving as the Special District Committee's Representative on the Ventura Regional Sanitation District.
 - b. District Manager – None.
 - c. Legal Counsel – Mr. Mathews wished everyone happy and safe holidays.

19. Future Agenda Items – Emergency Disaster Plan Review; Review of OPWS Policies & Procedures Ordinances; Website Redesign (including Board bios and photos; Recycled Water Rate Analysis.
20. Reports on Outside Meetings/Conferences – Director Orkney reported that she attended the December 16, 2010 Ventura Regional Sanitation District Board Meeting. She stated that it was extremely valuable to serve as the Special District Committee's Alternate and suggested that when her term expires as Representative that the TSD Board should consider continuing to send a TSD Director to these meetings. She noted that the Ventura Regional Sanitation District was working with The PRD Group on making financial reporting more clear to the agencies they serve, and she requested a future agenda item for information on how this task is being accomplished.
21. Adjournment – The meeting was adjourned at 8:15 p.m.

Michael Paule, Chair

Josie Guzmán, Clerk of the Board

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