

TRIUNFO SANITATION DISTRICT

Minutes of the special meeting of March 14, 2011
Oak Park Library, 899 N Kanan Road, Oak Park, CA

1. Roll Call (5 present). Chair Paule called the meeting to order at 5:15 p.m.
Steven Iceland
Michael McReynolds
Janna Orkney
Michael Paule
James Wall
2. Pledge of Allegiance – Led by Doug Anders, Acting District Manager.
3. Amendments to the Agenda – Director Orkney requested that Item 10 be moved to Action Items. Legal Counsel John Mathews noted that Information Items could not be moved to Action Items. Director Orkney expressed her objection to having Item 10 as an Information Item. It was moved by Director McReynolds, seconded by Director Iceland, and duly carried by the Board to approve the agenda as presented.
4. Approval of Minutes – It was moved by Director Iceland, seconded by Director Wall, and duly carried by the Board, with Director Orkney abstaining, to approve the February 14, 2011 meeting minutes
5. Public Comments – None.

ACTION ITEMS – (Items 6 through 10)

6. Potable Water Rate Study Update – Doug Anders, Acting District Manager, introduced Sudhir Pardiwala from Raffelis Financial Consultants. Mr. Pardiwala provided a PowerPoint presentation. It was moved by Director Iceland, seconded by Chair Paule, and duly carried by the Board, with Directors Orkney and Wall dissenting, to approve Scenario 2B to borrow \$1.2 million from wastewater reserves with payment of interest and principal for five years; a 4.5 percent increase in meter services charges across the board; and increase the rates for three consecutive years with a 5.5 percent rate adjustment in FY 12, a 5.5 percent rate adjustment in FY 13, and a 5.0 percent rate adjustment in FY 14.
7. Public Relations Campaign for Oak Canyon Reservoir Project – It was moved by Director Orkney, seconded by Director McReynolds, and duly carried by the Board to allocate up to \$10,000 for a public relations campaign for the Oak Canyon Reservoir Project as recommended by staff.
8. Discussion of Construction Management Options for Oak Canyon Reservoir Project – It was moved by Director McReynolds, seconded by Director Iceland, and duly carried by the Board to direct staff to continue the selection process for the

construction management firms that responded to the Requests for Proposals and select the most qualified firm for these services, and to authorize the District Manager to select, negotiate, and execute an agreement for an amount not to exceed \$600,000.

9. EarthFest 2011 Participation – It was moved by Director Iceland, seconded by Director Orkney, and duly carried by the Board to authorize the Chairman to coordinate the Triunfo Sanitation District's presence at the EarthFest 2011 event.

INFORMATION ITEM – (Item 10 only)

10. Oak Canyon Reservoir Project Estimated Schedule – Mr. Anders reported that the District obtained an encroachment permit to enter upon property owned by Rancho Simi Parks & Recreation District. He noted that the landscape contractor had begun weed abatement and hand grubbing to prevent bird nesting. He also noted that the easement agreement was sent to the Hillcrest Homeowners Association and that he hoped to present it to the Board at its March 28 meeting. Mr. Mathews mentioned that he was working on the land transfer agreement with Rancho Simi Parks & Recreation District. Director Orkney suggested the Board hold a special meeting on April 11 to consider award of the construction contract, review archaeology/paleontology consultants, and review the transfer agreement with Calleguas Municipal Water District for the Lindero Feeder.

NEW BUSINESS – (Item 11 only)

11. Discussion

- a. Board Members – Director Orkney mentioned that she and Director McReynolds met to discuss the redesign of the District's website. She requested that the goal setting session be scheduled for April 11. Mr. Mathews noted that he would be out of town that day; however, Robert Krimmer would be available.

Chair Paule and Director Iceland noted that they would be out of town on April 4 and would not be attending the Joint Powers Authority (JPA) meeting.

Director Orkney requested an item on the agenda to reconsider the format for the minutes and to consider that they be prepared with a summary and recommendation similar to the minutes prepared by the Camrosa Water District.

Director Orkney requested an agenda item for alternatives for new tables for the board meeting room and that the tables be similar to those used by the Oak Park Municipal Advisory Commission and the school district.

Director McReynolds reported that he met with Director Orkney to discuss the District's website and noted that they would suggest to the full Board the functions desired for the website and setting up individual websites for Triunfo Sanitation District and Oak Park Water Service. He inquired whether a Request for Proposals (RFP) would need to be sent. Mr. Anders responded that for projects under \$25,000 the District would need to conduct an informal bid process. Director McReynolds stated that the Website Redesign Committee would put together the functions they would like to see, bring it to the Board for consideration, provide names of vendors and websites that they believe would be appropriate to staff, and send out for an informal RFP process. Director Orkney asked that staff bring back information at the next meeting regarding other websites such as Las Virgenes Municipal Water District and Camrosa Water District, find out the cost, and find out the name of the vendor that they use.

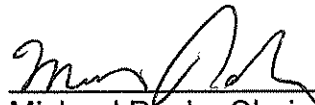
Director McReynolds inquired whether the issue regarding the cell towers would be placed on the next agenda and whether the County would be acting before that. Mr. Anders responded that staff was planning on bringing this issue on the next agenda.

- b. District Manager – Mark Lawler, District Manager, distributed information from the Las Virgenes – Triunfo JPA's budget summary and the Biosolids Alternative Study. He reviewed the cost of composting, the cost of overhead, and the study. He suggested that the Board consider the study when discussing this year's budget. Director Orkney suggested that the Finance Committee meet to discuss this issue. Chair Paule suggested scheduling a Finance Committee meeting on April 11 to discuss the budget. Mr. Lawler stated that he and staff would research previous staff reports for information regarding detailed staffing levels. Director Orkney asked that staff research the percentage level of costs in the contract and requested that the JPA budget be placed on the next agenda.
- c. Legal Counsel – Mr. Mathews spoke regarding a discussion held at the previous JPA meeting regarding issues with developing a demand for recycled water. He stated that he was not certain whether it was clear that the District had an obligation to use 30 percent of recycled water, and if the District were to only use 20 percent and Las Virgenes had used all of its recycled water then Las Virgenes could take the District's ten percent surplus and sell it. Director McReynolds stated that he was under the impression that it was the opposite, and that regardless of how much surplus there was that the District would receive revenue from the entire 30 percent.

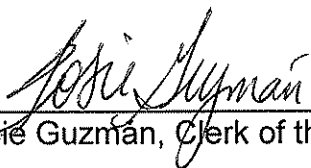
Mr. Mathews suggested that the Board hold a dedicated workshop with no other business besides goal setting and the budget in order to educate the Board and become more effective Board members.

Director McReynolds noted that he asked Mr. Anders for information to help him understand how the revenues work and showing how much money goes to sanitation, how much goes to reserves, how much goes to operating expenses, and how much goes to capital. Mr. Anders stated that he would put together a graph and submit a copy to all of the Board members.

12. Adjournment - The meeting was adjourned at 8:02 p.m.



Michael Paule, Chair



Josie Guzman, Clerk of the Board