

TRIUNFO SANITATION DISTRICT

Minutes of the regular meeting of February 28, 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 Director Orkney.
3. Amendments to the Agenda – It was moved by Director Iceland, seconded by Director McReynolds, and duly carried by Board to approve the agenda as presented.
4. Approval of Minutes – It was moved by Director McReynolds, seconded by Director Wall, and duly carried by the Board, with Director Orkney abstaining, to approve the January 24, 2011, meeting minutes.
5. Public Comments – None.

PRESENTATION (Item 6 only)

6. Potable Water Rate Study Update – Doug Anders, Acting District Manager, introduced Sudhir Pardiwala and Rebecca Sou from Raffelis Financial Consultants. Mr. Pardiwala provided a PowerPoint presentation. It was the consensus of the Board for staff to bring back at the March 14, 2011 special meeting options for a rate increase on meter charges at 4 ½ percent across board, information regarding Proposition 218 hearing, information regarding borrowing internally for a loan of \$1.7 million to replenish reserves, options for 14 percent increase over one, two, or three years, and options for a rate adjustment at low water usage level.

CONSENT ITEMS – (Item 7 only)

7. District Investment Policy – (Heard as an Action Item) It was moved by Director Orkney, seconded Director Iceland, to remove Exhibit A from the Investment Policy. Director Orkney amended her motion, seconded Director Iceland, and duly carried by the Board to delete the reference to Exhibit A in Section 9 of the Investment Policy.

REPORTS – (Item 8 only)

8. Oak Canyon Update – Matt Grieger, Water/Wastewater Division Manager, presented a copy of the project schedule. Chair Paule requested having the project schedule and milestones posted on the website similar to the Calleguas model. The Board discussed the options for construction management whether it be contracted to an outside firm or to Ventura Regional Sanitation District. It was

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the consensus of the Board for staff to bring back options for construction management and public relations and a revised project schedule at the March 14, 2011 special meeting.

John Mathews, Legal Counsel, reported that all of the agreements were sent to the various entities and that they would be presented to the Board for execution as soon as they are received.

ACTION ITEMS – (Items 9 through 16)

9. Cell Sites Overview – The Board discussed having staff include expiration dates, name changes, five-year options, height limitation options, and escalation costs in the matrix. It was moved by Director Orkney, seconded by Director Iceland, and duly carried by the Board to direct staff to come back with an updated matrix.
10. Authorization for Cell Phone Companies at Conifer Tank Site to Initiate County Permitting Process for Cell Tower Relocation – It was moved by Director Orkney, seconded by Director Wall, and duly carried by the Board to approve the Letters of Authorization to allow the cell companies (T-Mobile, Sprint, and AT&T) to initiate the permit and plan check process with the County of Ventura.
11. Correction to Verizon Lease Agreement at Kilburn Water Tank – Keli Kaye, Oak Park resident, distributed a copy of a newspaper article entitled “A World Without Cell Phone Towers” that included information regarding new technology of smaller antennas that could be placed the tops of lampposts, utility poles, and buildings.

It was moved by Director Orkney, seconded by Director McReynolds, and duly carried by the Board, with Director Iceland dissenting, to approve the revised and corrected lease agreement for additional lease space for Verizon at Kilburn Water Tank.

12. Transfer Agreement with Calleguas Municipal Water District for Lindero Feeder – It was moved by Director Iceland, seconded by Director Orkney, and duly carried the Board to authorize the Chairman of the Board to execute the Calleguas Municipal Water District/Triunfo Sanitation District Transfer Agreement and submit it to Calleguas Municipal Water District for execution.
13. Funding Approval for TSD Contract No. T08-006 - Calleguas Municipal Water District for Design of Falling Star Turnout – It was moved by Director Orkney, seconded by Director Paule, and duly carried by the Board to approve the funding of \$65,000 to Contract T08-006 with Calleguas Municipal Water District for the design of the Falling Star Meter Station.
14. Amendment for TSD Contract No. T09-003-5 - The PRD Group, Inc. (Oak Canyon Reservoir) – It was moved by Director Iceland, seconded by Director Wall, and duly carried by the Board to authorize the contract amendment for The PRD Group, Inc., for project management assistance of the Conifer Tank Replacement Project (Oak Canyon Reservoir), in the amount of \$27,500, for a total contract amount of \$126,600.

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15. Formation of a Triunfo Sanitation District Facilities Committee – No action was taken by the Board.
16. Triunfo Sanitation District Fiscal Year 2011-2012 (FY12) Budget Schedule – It was moved by Director Iceland, seconded by Director McReynolds, and duly carried by the Board, to receive the budget schedule.
17. Announcement of Oak Park Community Events on Bill Stuffer – It was moved by Director Paule, seconded by Director Wall, and duly carried by the Board to approve inclusion of the requested community announcements in the April 2011 Oak Park Water Service water bill stuffer.

INFORMATION ITEMS – (Items 18 through 22)

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

18. Investment Report – January 2011
19. Disbursements – January 2011 – Director Orkney noted that without prior Board approval Board Members are not paid for a day of service when meeting with staff. Director McReynolds indicated that he would refund the District for meeting with staff on January 7, 2011.
20. Revenue & Expense Report – January 2011
21. Water Conservation Report
22. Future Meetings, Seminars and Conferences:
 - Joint Powers Authority meeting March 7, 2011, 5 p.m., Oak Park Library
 - ~~TSD Goal Setting Session~~ Special Meeting March 14, 2011, 5:15 p.m., Oak Park Library
 - TSD Board meeting March 28, 2011, 5:15 p.m., Oak Park Library
 - TSD Goal Setting Session – Date and time to be determined
 - CASA Spring Conference April 27 – 30, 2011, Sacramento
 - CASA 56th Annual Conference August 10 – 13, 2011, San Diego

NEW BUSINESS – (Item 23 only)

23. Discussion
 - a. Board Members – Director Iceland noted that he received correspondence inviting the District to become members of the California Sanitation District Association. No interest was expressed by the Board. Director Wall requested a future agenda item regarding the Joint Powers Authority's proposal to extend water service to the City of Los Angeles. Director Orkney requested a future agenda item regarding consideration of new tables for the Board meeting room and consideration of formation of a Recycled Water

Committee. Director McReynolds requested a future agenda item for discussion regarding the Board sending a letter to the County of Ventura regarding cell towers at Kilburn Tank. Director Orkney inquired regarding the District's membership status on the Ventura County Special Districts Association (VCSDA). Mr. Mathews responded that Kelli Pistone from VCSDA was still researching and that he would follow-up.

b. District Manager – Mr. Anders stated that he was working on finalizing the comments to the Consolidated Annual Financial Report (CAFR).

c. Legal Counsel – None.

24. Future Agenda Items – Emergency Disaster Plan Review; Review of OPWS Policies & Procedures Ordinances; Website Redesign (including Board bios and photos); TSD FY 2010 CAFR; Reclaimed Water System Revenue & Expense History and JPA Projects.

25. Reports on Outside Meetings/Conferences

Director McReynolds departed from the meeting at 8:47 p.m. Chair Paule reported that he attended the American Water Association's breakfast meeting where there was discussion regarding the State's proposed toxicity testing policy. Director Iceland thanked Mr. Mathews for his efforts in negotiating with the Hillcrest Homeowners Association.

26. Adjournment – The meeting was adjourned at 8:50 p.m.

Michael Paule, Chair

Josie Guzmán, Clerk of the Board

TRIUNFO SANITATION DISTRICT
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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 Rafftelis 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 and a 4.5 percent increase in meter services charges across the board.
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.