



TRIUNFO SANITATION DISTRICT

A PUBLIC AGENCY

March 16, 2011

Board of Directors
Triunfo Sanitation District
Ventura County, California

MINUTES FORMAT

Summary

Director Orkney requested an item to discuss the format of the Triunfo Sanitation District's Minutes.

Staff Report/Background

Director Orkney requested an item to discuss the format of the minutes and suggested that the format used by the Camrosa Water District be considered. Attached are samples of their minutes.

The Triunfo Sanitation District (TSD) Clerk of the Board prepares action minutes of the meetings that include action taken by the Board and a brief summary of discussion under New Business. This format was implemented several years ago. Action minutes are common with many Boards. They significantly reduce staff time in transcribing minutes and eliminate misinterpretations during transcription. The audio of the meeting, Board packets, and adopted minutes are posted on the TSD website.

Previously, the Clerk of the Board prepared summary minutes. Preparing minutes in this format requires listening to the discussion and condensing into essential highlights and key discussion points.

Staff is capable of preparing either format. It should be noted that the time it takes to prepare summary minutes is much longer than the original meeting. For every hour of a Board meeting it takes staff approximately two hours or more to transcribe. In comparison, action minutes might take approximately one-third of the time to prepare compared to summary minutes.

If you have any questions please call me at 805-658-4602 or e-mail me at DougAnders@vrsd.com.

Item 16-1

Fiscal Impact

For a three-hour meeting Board meeting, action minutes could take up to two hours to prepare. Summary minutes could take up to six hours to prepare. The VRSD hourly rate for staff to prepare minutes is \$70 per hour for Fiscal Year 2011-2012.

Recommendation

It is recommended that the Board discuss the format of the Triunfo Sanitation District's Minutes and direct staff as appropriate.

Enc.

April 25
APPROVED FOR ~~MARCH 28~~, 2011 AGENDA



Doug Anders – Acting District Manager

Board Minutes

Regular Meeting

Wednesday, January 5, 2011

Camrosa Board Room

5:00 PM

Call to Order The meeting was convened at 5:00 P.M.

Present: President Al E. Fox
Director Jeffrey C. Brown
Director Timothy H. Hoag
Director Eugene F. West
Director Terry L. Foreman

Absent: None

Staff: Frank E. Royer - General Manager
Tony Stafford - Deputy General Manager - Operations
Tamara Sexton – Business Services Manager
Joe Willingham – Planning & Data Systems Manager
Terry Curson – Project Engineer
Michael Perrett – Legal Counsel

Guests: None.

Approve Minutes of the Board Meeting of December 8, 2010.

Amendments: None

M/S/C (/Brown/Hoag/) to approve the Minutes of the Board Meeting of December 8, 2010.

Approve Minutes of the Special Meeting of December 15, 2010.

Amendments: None

M/S/C (/Brown/Hoag/) to approve the Minutes of the Special Meeting of December 15, 2010.

Public Comments

None

Special Presentations and Announcements

None

Consent Agenda

1. **Approval of Vendor Payments

Summary: A summary of accounts payable in the amount of \$677,125.13 was provided for Board information and approval.

M/S/C (/Hoag/Brown) to approve the payments to vendors as presented by staff in the amount of \$677,125.13.

Primary Agenda

2. Nomination of Board of Directors

Summary: Bi-annually, the Board elects officers to take office at the first meeting in January. President Al Fox agreed to continue as President of the Board of Directors and suggest the Board to consider nominating Gene West to the position of Vice-President.

M/S/C (/Foreman/Brown) to re-elect Al Fox as President

M/S/C (/Brown/Hoag) to re-elect Gene West as Vice-President

M/S/C (/Foreman/Brown) to reappoint Frank Royer as the Secretary of the Board of Directors.

3. **Report on the University Well Pumping Test (Raw Water Supply to the Round Mountain Water Treatment Plant)

Summary: The Board received an overview from Norman Brown, Ph.D. of the analysis conducted on the University Well pump test. In November 2010, Aquifer pumping tests for the University Well to determine yield capacity and supply to the Round Mountain Water Treatment Plant (RMWTP) and a Draft Evaluation of Test Results Report (Report) has been completed and it was determined that the well and aquifer are fully capable of supplying the proposed RMWTP. Director Forman requested staff submit a formal request to Calleguas to determine the connection and commodity disposal costs that will incurred for brine discharge into the SMP. *For information only; no action taken.*

4. ****SCADA Upgrade**

Summary: The SCADA upgrade project will convert the existing WinView software package that was initially installed in the mid 90's to the new WonderWare software package.

M/S/C (/Foreman/West/) to authorize the General Manager to enter into an agreement with PLCs Plus, for an amount not to exceed \$48,479.98, to upgrade the existing SCADA system.

5. ****Review of the Final-Draft Facilities Master Plan – Section 6, Non-Potable Water Facilities**

Summary: The General Manager presented an overview of the revised draft of Section 6 of the Facilities Master Plan (FMP). Section 6 outlines the existing non-potable water facilities and identifies the improvements necessary to expand the system to further reduce demand on the District's potable water system and achieve greater self reliance using local water resources.

Director Foreman acknowledged that the FMP has evolved since the first draft and is quite different and more complete. Because the FMP has been presented in sections over the past 9 months, he asked that staff develop a method to bring the plan together as a whole and provide a forum to address further Board questions and comments. He indicated that there may be some additional options that are not analyzed in the plan that the Board may wish to see addressed and there are some policy issues that need to be discussed by the Board of Directors before the FMP can be finalized. Director Foreman also requested a cost-benefit analysis be conducted on the projects in the FMP to determine whether they are economically viable. In addition, he would like to see proposed phasing or sequencing of projects over time and how the related costs would affect non-potable and potable water rates.

The General Manager responded that much of the economic analysis was forthcoming in the Capital Financing Plan which is now under development. However, completion of that plan, too, requires that some policy issues be addressed. During discussion it was determined that a workshop, separate from a regular board meeting, would be helpful to further understand the FMP as a whole, to develop a better understanding of how the projects might be financed, and to discuss any policy issues need to be addressed. *No action taken; for information only.*

Administrative Matters

6. **Safety Awards Dinner**

Summary: As of December 31, 2010, the Camrosa Water District employees completed a fifteenth year without a lost-time accident. Funds are being requested to recognize this achievement with a Safety Awards Dinner for all District employees.

M/S/C (/Brown/Hoag/) to approve authorization in the amount of \$5,000 for the Camrosa Employee Safety Awards Dinner in recognition of fifteen full years without a lost-time accident.

Information Items

None

Closed Session

None

Comments by General Manager

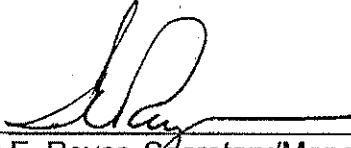
- General Manager reported pond pumps went down at the end of the prior week that two pumps should be back online by the end of the week.
- Next Board meeting to ring back the filter pilot report.
- General Manager to schedule Facility Master Plan workshops for the Board in the upcoming weeks.
- Received notice from DWR of acceptance of the District's AB1420 self-certification. Acknowledged Tamara Sexton's efforts in the certification.
- The UWMP is on the fast track and have retained outside assistance to complete and bring to the Board on April 20th.

Comments by Directors

None

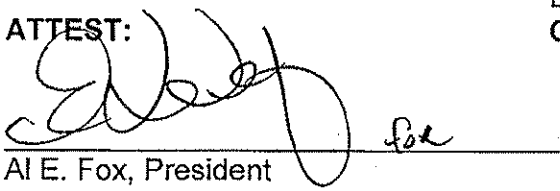
Adjournment

There being no further business to be brought before the Board, the meeting was adjourned at 7:07 P.M.



Frank E. Royer, Secretary/Manager
Board of Directors
Camrosa Water District

ATTEST:



Al E. Fox, President
Board of Directors
Camrosa Water District

Board Minutes

Regular Meeting

Wednesday, February 9, 2011

Camrosa Board Room

5:00 PM

Call to Order The meeting was convened at 5:02 P.M.

Present: President Al E. Fox
Director Jeffrey C. Brown
Director Timothy H. Hoag
Director Eugene F. West
Director Terry L. Foreman

Absent: None

Staff: Frank E. Royer - General Manager
Tony Stafford - Deputy General Manager - Operations
Tamara Sexton - Business Services Manager
Joe Willingham - Planning & Data Systems Manager
Terry Curson - Project Engineer
Michael Perrett - Legal Counsel

Guests: Don Hauser, Calleguas

Approve Minutes of the Board Meeting of January 26, 2011.

Amendments: None

M/S/C (/Brown/West/) to approve the Minutes of the Board Meeting of January 26, 2011.

Public Comments

None

Special Presentations and Announcements

None

Consent Agenda

1. ****Approval of Vendor Payments**

Summary: A summary of accounts payable in the amount of \$149,214.30 was provided for Board information and approval.

M/S/C (West/Brown) to approve the payments to vendors as presented by staff in the amount of \$149,214.30.

Primary Agenda

2. ****Capital Financing Model Overview**

Summary: Staff presented an overview of the capital financing model and cash flow analysis to address the cost and phasing of the projects identified in the Integrated Facilities Master Plan. The model builds on the previously presented matrix that outlines cost and phasing of the projects. The model has been expanded to include a cash flow analysis, reserves analysis and an analysis of key financial ratios. Director Foreman requested a more detailed analysis be included, either in the model or as a separate analysis, to individually identify potable and non-potable system costs and how those costs and capital financing decisions affect the respective rates of both potable and non-potable customers. *No action taken; for information only.*

3. ****Proposals for Underwriter and Bond Counsel Services**

Summary: The Integrated Facilities Master Plan serves as the roadmap for implementing major capital improvements needed by the District to serve both potable and non-potable water and sanitary service demands. Release of the RFP's will allow selection of key members of the District's financing team.

M/S/C (Foreman/Brown) to authorize the General Manager to release a request for proposals to solicit services of an Underwriter and a Bond Counsel in connection with a negotiated issuance of water and wastewater revenue bonds.

4. ****Authorization to Solicit Bids for Preparation of a Tier-1, Program Environmental Impact Report for the CWD Integrated Facilities Master Plan**

Summary: Pursuant to the California Environmental Quality Act, Public Resource Code, Section 21000 et seq. as well as the State CEQA Guidelines, Title 14 Code of Regulations, Section 15000 et seq., state and local agencies should prepare a Tier-1, Program EIR to evaluate the broad-scale impacts of an entire plan, program, or policy.

M/S/C (/Foreman/Brown) to authorize the General Manager to release the RFP for a Tier-1, Program Environmental Impact Report for the Camrosa Water District, Integrated Facilities Master Plan.

5. ****Discussion of Agenda for the Board Workshop to consider the Draft Integrated Facilities Master Plan**

Summary: All 7 sections of the Facilities Master Plan have been presented to the board and final work is being done to provide a Final Draft to the Board for approval. As an option in the approval process, a peer review could be conducted prior to final adoption. The Board of Directors entered into extensive discussion of the pros and cons of conducting a peer review of the Integrated Facilities Master Plan. Pros consisted of the value in obtaining independent evaluation of analyses contained in the plan, validation of such things as pipe sizing, demand peaking factors and cost estimates, confirmation of assumptions and project recommendations and identification of any "red flags" brought up by the analysis. Cons included the resulting additional expense that will be incurred, the additional delay in completing the plan, the impact on parallel activities such as CEQA analysis and bond financing and the additional demand upon staff time to conduct the review and perform the inevitable additional analysis that would likely be recommended.

M/S (/Foreman/Brown) to authorize the General Manager to issue an RFP to conduct a peer review of the Integrated Facilities Master Plan. Ayes: Director Foreman; Director Brown; Noes- Director Fox; Director West; Director Hoag. Motion Failed to Carry.

6. ****Discussion of Agenda for the Board Workshop to consider the Draft Integrated Facilities Master Plan**

Summary: Staff presented the proposed agenda for discussion and input to finalize plans for the upcoming Board Workshop to review the Draft Integrated Facilities Master Plan. *No action taken; for information only.*

Administrative Matters

None

Information Items

7. **Report on CASA Conference**

Summary: Received a report from Director Fox on the proceedings of the California Association of Sanitation Agencies (CASA) held in Desert Springs. The CASA Conference provides information on pending legislation and a forum to discuss important issues of mutual interest to the sanitation agencies of California. *No action taken; for information only.*

Closed Session

None

Comments by General Manager

- Included in the Director's Reading file is the letter of response from Calleguas regarding the SMP cost of disposal.
- Today's Ventura County Star included an article regarding Moorpark Waterworks District to raise water rates.
- Reported General Manager will be out of the office on Friday, returning to work on Monday.

Comments by Directors

None

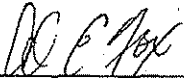
Adjournment

There being no further business to be brought before the Board, the meeting was adjourned at 6:45 P.M.



Frank E. Royer, Secretary/Manager
Board of Directors
Camrosa Water District

ATTEST:



Al E. Fox, President
Board of Directors
Camrosa Water District