

TRIUNFO SANITATION DISTRICT

Minutes of the regular meeting of March 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 5:24 p.m.
Steven Iceland
Michael McReynolds
Janna Orkney
Michael Paule
James Wall
2. Pledge of Allegiance – Led by Vickie Dragan, Director of Finance.
3. Amendments to the Agenda – Director Orkney asked that Item 16 be continued to the April 25 meeting and that Item 15 be continued to the June 27 meeting. It was moved by Director Iceland, seconded by Director Wall, and duly carried by the Board to continue Item 16 to the April 25 meeting and continue Item 15 to the June 27 meeting. It was moved by Director Iceland, seconded by Director Orkney, and duly carried by the Board to approve the agenda as amended.
4. Approval of Minutes – Director Orkney noted a correction on Page 3, Item 23 of the February 28 Minutes which should read California Special Districts Association. Director Iceland noted a correction on Page 4, Item 23 of the February 28 Minutes which should read *Association of Water Agencies Ventura County (AWAVC)* rather than Ventura County Special Districts Association (VCSDA). Chair Paule noted a correction on Page 3 of the February 28 Minutes and asked that the discussion on Item 19 be stricken from the minutes. It was moved by Director Orkney, seconded by Director Wall, and duly carried by the Board to approve the February 28, 2011 Meeting Minutes as amended.

Director Orkney noted a correction on Page 1, Item 6 of the March 14 Minutes to change the motion regarding Scenario 2B as follows: "...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." It was moved by Director McReynolds, seconded by Director Orkney, and duly carried by the Board to approve the March 14, 2011 Meeting Minutes as amended.

5. Public Comments – Bob Harris commented on ways that he believed the Board could save money. He stated that the Board had no leverage as far as lowering water rates other than auditing and renegotiating with Calleguas Municipal Water District. He also stated that the Board had no leverage as far as capital expenditures other than monitoring the cost for the new tank and monitoring the amount that the District pays to the Ventura Regional Sanitation District. He questioned how much input or auditing capabilities the Board had to monitor water rates and labor charges.

Item 4-1

Keli Kaye inquired where she could locate the meeting agenda on the website. Chair Paule responded that the agenda was posted on the District's website under the Directors tab.

CONSENT ITEMS – (Items 6 and 7)

6. District Investment Policy – It was moved by Director Iceland, seconded by Director Orkney, and duly carried by the Board to adopt Resolution No. T11-02, Stating District Investment Policy.
7. Budget Adjustment for Pump Replacement – It was moved by Director Iceland, seconded by Director Orkney, and duly carried by the Board to approve a budget adjustment in the amount of \$26,000 for expenses related to the purchase of the pumps for the Westlake and Lakeside lift station pump facilities.

REPORTS – (Items 8 and 9)

8. Sewage Spill from March 19, 2011 – Doug Anders, Acting District Manager, presented the report.
9. Oak Canyon Update
 - a. Project Update – Mr. Anders and John Mathews, Legal Counsel, provided an update regarding the land transfer agreement with Rancho Simi Parks and Recreation District. Sally Coleman, Director of Operations, stated that Dudek was awarded the Construction Management contract.
 - b. Public Outreach Program Update – Sandy Warren, Management Analyst, presented the report. The Board asked staff to include newspaper advertisements and to make construction updates more prominent in the Water Conservation Update flyer.

ACTION ITEMS – (Items 10 through 19)

10. Amendment for TSD Contract No. T04-005-4 – AECOM Technical Services, Inc. (Conifer Tank Replacement Project) – Margot Moss inquired how this item would affect the wastewater billing charged against property taxes. Director Iceland responded that this item would not affect the wastewater billing as it would only affect the water billing. It was moved by Director Orkney, seconded by Director McReynolds, and duly carried by the Board to authorize the contract amendment for AECOM Technical Services, Inc. to provide construction phase services the Conifer Replacement Project in the amount of \$154,045 for a total contract amount not to exceed \$1,205,745, and to extend the current contract to December 31, 2012 to complete these tasks
11. Cell Tower Update – Miriam Wolverton requested that the Board not approve new cell towers as requested by Verizon and T-Mobile. She also requested that the Board seek ways to camouflage cell towers to make them less prominent. Chair

4-2

Paule responded that the District grants leases to cell carriers and that the District could not dictate anything regarding the site as the permitting was done through the County. A discussion ensued regarding staff drafting a letter to all carriers regarding camouflaging antennas. It was moved by Director McReynolds, seconded by Director Iceland, and duly carried by the Board to direct Mr. Anders to draft a letter for the Chair's signature asking AT&T, T-Mobile, and Verizon to make their best efforts to camouflage their cell towers.

12. Resolution of the Triunfo Sanitation District Board of Directors Authorizing a Transfer and Loan of Funds from the Sewer Service Segment Reserves to the Potable Water Service Segment Reserves (TSD Resolution No. 11-03) – The Board discussed implementing the resolution should the potable water service segment reserves falls below \$150,000, repaying any loan within a total five-year period, confirming the interest rate, and inserting language that in case of emergency work needed to the water system that there would be no need for staff to wait for the Board's approval to transfer funds to the Water Service Segment. Staff was directed to bring back a revised resolution at the April 25, 2011 meeting.
13. Proposed Potable Water Rate Increase Proposition 218 Notice – It was moved by Director Iceland, seconded by Chair Paule, to direct staff to initiate the Proposition 218 process for the proposed potable water rate increase. Upon roll call vote, Directors Wall, McReynolds, and Iceland, and Chair Paule were in favor. Director Orkney was opposed. Motion was duly carried.
14. Triunfo Sanitation District Fiscal Year 2011-2012 (FY 12) Budget Update – Mr. Anders presented the staff report and a PowerPoint presentation. Staff was directed to schedule a Finance Committee Meeting.
15. New Conference Tables for Board Meeting Room – Continued to June 27, 2011 meeting.
16. Minutes Format – Continued to April 25, 2011 meeting.
17. Formation of a Triunfo Sanitation District Recycled Water Committee – It was moved by Director Orkney, seconded by Director Iceland, and duly carried by the Board to form a Recycled Water Committee. It was the consensus of the Board to approve Chair Paule's appointments of Directors Orkney and Wall to the Triunfo Sanitation District Recycled Water Committee for calendar year 2011.
18. Joint Powers Authority's Proposal to Extend Recycled Water Service – Mr. Anders provided an update. A discussion ensued regarding having the newly formed Recycled Water Committee monitor this issue. No formal action taken.
19. Web Page Update – Mr. Anders stated that he would draft a Request for Proposals to be reviewed by the Website Redesign Committee.

INFORMATION ITEMS – (Items 20 through 25)

The Information Items were received and filed.

4-3

20. Investment Report – February 2011
21. Disbursements – February 2011
22. Revenue & Expense Report – February 2011
23. Water Conservation Report
24. Letter from Delta Groups Engineering Regarding Verizon Wireless Project at Conifer Water Tank Site
25. Future Meetings, Seminars and Conferences:
 - Joint Powers Authority meeting April 4, 2011, 5 p.m., Las Virgenes MWD
 - TSD Board meeting April 25, 2011, 5:15 p.m., Oak Park Library
 - CASA Spring Conference April 27 – 30, 2011, Sacramento
 - CASA 56th Annual Conference August 10 – 13, 2011, San Diego

NEW BUSINESS – (Item 26 only)

26. Discussion

- a. Board Members – Director Wall inquired whether the District would be responsible for paying the cost of the cell tower relocation at the Conifer Tank site. Mr. Anders responded that the District's agreement with Sprint indicated that the District would have some involvement with the relocation; however, staff had not been in communication with Sprint.

Director Orkney inquired regarding rerouting the trail during the water tank construction. Mr. Anders responded that a mitigation measure from the original Environmental Impact Report (EIR) identified that the trail would be disrupted and that a temporary trail would be constructed. He distributed a copy of the Addendum to the EIR that indicated the removal of the availability of the trail during construction hours between 7:00 a.m. to 7:00 p.m. He noted that Mr. Warren would include this information in the project fact sheet.

Director McReynolds mentioned that he had asked Mr. Anders for a pie chart showing how much revenue goes into reserves. Mr. Anders noted that he would provide the pie chart to the entire Board. Director McReynolds requested a future agenda item on comparable administration cost in order to present them to Las Virgenes Municipal Water District during the budget discussion.

Chair Paule requested an explanation on the monthly and quarterly financial reports when the tax rolls are allocated. He noted that the Association of Water Agencies (AWA) Water Symposium would be held on April 21 at 7:30 a.m.

- b. District Manager – None.

4-4

- c. Legal Counsel - Mr. Mathews stated that he spoke with Kelli Pistone from the AWA and noted that the District could become a full member if desired; however, the dues would be costly.
27. Future Agenda Items – Emergency Disaster Plan Review; Review of OPWS Policies & Procedures Ordinances; Website Redesign (including Board bios and photos); Reclaimed Water System Revenue & Expense History and JPA Projects (bring back from 01/24/11 Meeting); FY 2010 CAFR Revenue and Expense Follow-up
28. Reports on Outside Meetings/Conferences – Chair Paule reported that he attended the AWA Waterwise Breakfast meeting on March 17 where they conducted the installation of officers and directors and presented the Upper Santa Clara River Chloride Total Maximum Daily Loads (TMDL).
29. Adjournment – The meeting was adjourned at 8:44 p.m.

Michael Paule, Chair

Josie Guzmán, Clerk of the Board