



# TRIUNFO SANITATION DISTRICT

A PUBLIC AGENCY

## NOTICE OF MEETING

**NOTICE IS HEREBY GIVEN** that the Triunfo Sanitation District Board of Directors will hold a regular meeting at **5:15 p.m. on Monday, May 23, 2011**, in the Film & Lecture Room, Oak Park Library, 899 N Kanan Road, Oak Park, CA.

### AGENDA

The agenda is posted at least 72 hours preceding the Board meeting, and contains all items on which Board action will be allowed pursuant to Government Code Section 54954.2. Action will be taken on unanticipated items only when an emergency (as defined in Section 54956.5) exists or as otherwise allowed under Section 54954.2(b).

An opportunity for members of the public to briefly address the Board on items not on the agenda is provided at the beginning of each meeting. Persons wishing to comment on agenda items should complete a blue speaker card and submit it (preferably before the meeting) to the Clerk. The Chair will then recognize them at the appropriate time. Once recognized, persons should step to the podium, clearly state their name & address for the record, and address the item being considered in as brief, clear and concise a manner as possible.

1. Roll Call
2. Pledge of Allegiance
3. Amendments to the Agenda
4. Approval of Minutes – April 25, 2011.
5. Public Comments – (Items not on agenda – 5-minute limit). Each speaker has five minutes to address the Board. If a significant number of speaker cards are submitted, in the interest of time, the Chair can adjust the speaker time accordingly. Please direct your comments to the Board and refrain from interacting with the audience during your comment period. The audience is requested to please remain quiet while the speaker is addressing the Board. The Board cannot take action on items not on the agenda. Items identified during public comment may be referred to staff or placed on a future agenda for consideration.

### **CONSENT ITEMS** – (Item 6 only)

6. Board of Directors Summer Meeting Schedule
  - a. Cancel the August 22, 2011, Regular Meeting.

### **REPORTS** – (Item 7 only)

7. Oak Canyon Update
  - a. Project Update
  - b. Project Outreach Program Update

**ACTION ITEMS – (Items 8 through 25)**

8. TSD Contract No. 11-005, ArchaeoPaleo Resource Management, Inc.
  - a. Authorize the Chair to sign Contract No. 11-005 with ArchaeoPaleo Resource Management, Inc., to perform the archaeological and paleontological services for the Oak Canyon Reservoir Project in the amount of \$24,902 and for the terms specified in the contract.
  
9. Sewer Service Charges for Collection on Tax Rolls
  - a. Accept the reports listing parcels to be placed on the tax rolls for collection in FY 2011/12 (Exhibits A & B);
  - b. Set 5:15 p.m. on June 27, 2011, at the Oak Park Library, 899 N. Kanan Road, Oak Park, as the time and place for a hearing to be held on said reports; and
  - c. Direct staff to notify by mail each person to whom any parcel listed on Exhibit B is assessed: 1) the District's proposal to have service charges for FY 2011/12 collected on the tax rolls; 2) the time and place of the hearing for the proposed assessment report; and 3) publish a notice of the report filing and the time and place of the hearing.
  
10. Ordinance No. TSD-71 – Prescribing Fees and Charges for Potable Water
  - a. Conduct a public hearing regarding proposed Ordinance No. TSD-71 potable water rate increase:
    - 1) Call to order and open the public hearing.
    - 2) Receive staff report and recommendations.
    - 3) Report of written communications.
    - 4) Public comment.
    - 5) Close public hearing.
    - 6) Discussion by Board of Directors
  - b. Conduct the second reading, by title only, of Ordinance No. TSD-71, Prescribing Fees and Charges for Potable Water to the Oak Park Water Service, and adopt Ordinance No. TSD-71 which shall take effect with the first full billing cycle after its adoption.
  
11. Draft Urban Water Management Plan (UWMP)
  - a. Provide comments to staff on the draft UWMP and direct staff to post the UWMP on the Oak Park Water website for public review.

12. Water Conservation Program

- a. Discuss the implementation of the water conservation program following a staff report and provide staff with recommendations.

13. Verizon Wireless Microwave Panel Modification

- a. Authorize the Chair to sign the letter of authorization to allow Verizon Wireless to make a like-for-like swap of the existing microwave antenna on the Kilburn water tank.

14. AT&T Wireless Communication Facility Modification - Kilburn

- a. Discuss AT&T's proposed modification of its antenna facility at the Kilburn water tank site and direct staff as appropriate.

15. Crown Castle Lease Agreement Modification - Kilburn

- a. Receive the request for lease modification and direct staff as appropriate.

16. FY 2012 Proposed Budget

- a. Discuss budget assumptions and issues and direct staff to incorporate any modifications into a final document for consideration at the June 27, 2011 regularly scheduled meeting.

17. Schedule Goal Setting Session

- a. Discuss potential times and set a special meeting of the Triunfo Sanitation District Board for a goal setting and strategic planning session.

18. Recycled Water Committee Update

- a. Provide the Recycled Water Committee an opportunity to update the Board on its activities if desired.

19. JPA Wholesale Water Rate

- a. Receive an update from staff and direct as appropriate.

20. Agency Benchmarking

- a. Discuss and direct staff to develop a priority list and a plan for accomplishing the requested benchmark studies.

21. Minutes Format

- a. Discuss the format of the Triunfo Sanitation District's Minutes and direct staff as appropriate.

22. Discussion of Frequency of Monthly Board Meetings

- a. Discuss Board meeting frequency and direct staff as appropriate.

23. Identification Badges for TSD Board Members

- a. Determine if identification badges are to be prepared, and, if so, provide direction to staff with regard to the desired size, layout, and design.

24. Website Redesign – Request for Proposals

- a. Discuss and provide comments, if any, on the web site redesign request for proposal and direct the ad hoc committee to finalize the document for circulation.

25. Update Loan Payoff

- a. Receive oral update.

**INFORMATION ITEMS – (Items 26 through 31)**

26. Investment Report – April 2011

27. Disbursements – April 2011

28. Revenue & Expense Report – April 2011

29. Oak Park Water Monthly Allocation Target Report – April 2011

30. Comment Letter – Sanitary Sewer Systems Waste Discharge Requirements (SSS WDR's) Review & Update

31. Future Meetings, Seminars and Conferences:

- Joint Powers Authority meeting June 6, 2011, 5 p.m., Las Virgenes MWD
- TSD Board meeting June 27, 2011, 5:15 p.m., Oak Park Library
- CASA 56<sup>th</sup> Annual Conference August 10 – 13, 2011, San Diego

**NEW BUSINESS – (Item 32 only)**

32. Discussion

- a. Board Members  
b. District Manager  
c. Legal Counsel

33. Future Agenda Items – Emergency Disaster Plan Review; Review of OPWS Policies & Procedures Ordinances; Reclaimed Water System Revenue & Expense History and JPA projects; CAFR; Website Redesign (including Board bios and photos).
34. Reports on Outside Meetings/Conferences
35. Adjournment

In Compliance with the Americans with Disabilities Act, if you need special accommodation/assistance to participate in a District event, please call the CA Relay Service TDD line at 1-800-735-2929 or the Clerk of the Board at 805-658-4642. Notification prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to participate. Copies of individual reports may be requested from the Clerk of the Board at 805-658-4642.