

TRIUNFO SANITATION DISTRICT
Minutes of the regular meeting of May 23, 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 Andy Hovey, Technical Services Supervisor.
3. Amendments to the Agenda – Director McReynolds asked that Item 6 be heard as an Action Item and moved following Item 22. It was moved by Director Iceland, seconded by Director McReynolds, and unanimously carried by Board to approve the agenda as amended.
4. Approval of Minutes – Director McReynolds noted a correction to Item 14 to reflect that the last name of the speaker should be *Wolverton*. It was moved by Director Orkney, seconded by Director Wall, and unanimously carried by the Board to approve the April 25, 2011 meeting minutes as amended.
5. Public Comments – None.

CONSENT ITEMS – (Item 6 heard as Action Item following Item 22)

REPORTS – (Item 7 only)

7. Oak Canyon Update
 - a. Project Update – Sally Coleman, Director of Operations, presented the report.
 - b. Project Outreach Program Update – Doug Anders, Acting District Manager, presented the report. Director Orkney noted that the emailed invitations for the project launch did not identify that they were from Triunfo Sanitation District and asked that the invitations be resent to those who have not responded. She expressed concern with the number of staff attending the event due to cost. Mr. Anders responded that attendance could be limited to three staff members.

Chair Paule asked for an update regarding the recent security breach at the Savoy Reservoir site. Mr. Hovey reported that a vandalism incident occurred on March 17, 2011, where someone cut through the fencing and the ladder guard to the reservoir and that the reservoir was not compromised. He stated that staff repaired the fence and installed a lock on the ladder guard and that staff was seeking proposals for signage, surveillance cameras, and motion sensor lights. Chair Paule requested a future agenda item regarding security

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measures for the District's facilities. Director Orkney requested that any item such as this be automatically placed on the agenda as an information item.

ACTION ITEMS – (Items 8 through 25)

8. TSD Contract No. 11-005, ArchaeoPaleo Resource Management, Inc. – Ms. Coleman presented the report. She responded to a question regarding whether the \$7,000 for lab services would be charged if no cultural artifacts are found on site by stating that this was the estimate for time and materials and that there would be no charge if no cultural artifacts are found.

It was moved by Director McReynolds, seconded by Director Wall, and unanimously carried by the Board to 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 – Director Orkney stated that next year she wanted to explore the possibility of changing to direct billing in order to increase income flow to the District. Director Iceland stated that he believed it was better to place the charges for collection on the tax rolls because there would be less delinquent accounts and it was likely more expensive to bill directly.

It was moved by Director Iceland, seconded by Director McReynolds, and unanimously carried by the Board to: 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 – Chair Paule opened the Public Hearing at 5:44 p.m. Mr. Anders provided the staff report and PowerPoint presentation. Josie Guzmán, Clerk of the Board, received one written communication which was included in the agenda packet.

Craig Kronfeld provided a handout and expressed concern with increased rates charged by Calleguas Municipal Water District (CMWD) and Metropolitan Water District (MWD). He suggested that the Board seek legal avenues to have the federal judge's ruling overturned regarding the Delta Smelt and to have the District's water returned directly. He noted that recently Moorpark rejected water rate increases. He suggested that CMWD and MWD be asked to cut their expenses before asking the District to pay increased water rates and that the District explore purchasing water from other sources. He expressed concern with the extra cost associated with the placement of the new tank and with costs to replace water pipes. He referred to his chart showing the water rates charged by

several municipalities and inquired why the water rates in Oak Park were higher than those charged by Simi Valley, Moorpark, and Calabasas.

Miriam Wolverton expressed concern with the frequency of water rate increases. She suggested that the District explore CMWD's expenditures to determine the reason the District must pay rate increases and explore whether the District may obtain water at a lesser rate from a different supplier.

Chair Paule closed the Public Hearing at 6:02 p.m.

Director Orkney noted that the Triunfo Sanitation District was bound by Ventura County laws and must purchase wholesale water from CMWD. She also noted that anyone could monitor CMWD's expenses. She stated that the new water tank was adding to the District's expenses and that the District was paying off a loan to obtain funding for the water tank.

Director Wall noted that his campaign position was to make an impact on water rates; however, he realized that he does not have that ability.

Director Iceland stated that he believed it was best to raise rates at the present time in order to keep rates from skyrocketing in the long-term. He expressed concern with the protest requirements. John Mathews, Legal Counsel, responded that detailed Proposition 218 notices were sent to affected customers as required by law.

Director McReynolds noted that previous rate increases were pass-through increases from CMWD and that the proposed increased rates were necessary in order to build a new tank.

Chair Paule noted that the District was required by law to obtain water from CMWD. He stated that the rate increases were necessary to build the new tank and that the increases would be done in multiyear periods.

It was moved by Director Iceland, seconded by Director McReynolds, and unanimously carried by the Board by roll call vote to 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. Ms. Guzmán read Ordinance No. TSD-71 in title only.

11. Draft Urban Water Management Plan (UWMP) – Mr. Hovey and Kristen Norton from Risk Management Professionals, Inc. provided the staff report and a PowerPoint presentation.

The Board discussed the water use reduction plan, placing the draft UWMP and the PowerPoint presentation on the District's website for public review and comment, including information in the monthly mailer, issuing a press release, and making an announcement during the Conifer Tank project launch event. The Board also discussed the need to approve the UWMP by July 1, 2011, and the

ability to amend the report anytime as needed.

It was moved by Chair Paule, seconded by Director Orkney, and unanimously carried by the Board to direct staff to post the draft Urban Water Management Plan and the PowerPoint presentation on the Oak Park Water website for public review and comment.

12. Water Conservation Program – Mr. Hovey provided a PowerPoint presentation. The Board discussed continuing with water conservation measures, issuing a press release that water conservation ordinances were still in effect, continuing public outreach, and reducing the amount of staff time for the Water Watch Program.

It was moved by Director Orkney, seconded by Director Iceland, and unanimously carried by the Board to decrease the Water Watch Program to one hour per week effective June 1, 2011.

13. Verizon Wireless Microwave Panel Modification – Mr. Anders provided the staff report. The Board discussed requesting that Verizon provide public outreach and notification, that a condition be placed that Verizon is to provide a phone number for residents to call in the event of a disturbance, and that a condition be placed that Verizon is to conduct this work during daytime hours.

It was moved by Director Iceland that staff contact Jenny Biniasz, Project Manager from Core Development Services that the Board would have no problem with the work being done in the middle of the night if they notify the residents of Kilburn Court and they provide a 24/7 phone number in case it becomes a burden. Director Orkney inquired whether Director Iceland would amend his motion to omit that the Board had no problem with the work being done in the middle of the night. Director Iceland amended his motion. Director Wall requested that the motion include that Verizon is to notify the residents three days in advance.

Miriam Wolverton stated that it was unacceptable for work to take place at night. She suggested that the work be done between 8:00 a.m. to 4:00 p.m., preferably during the morning hours. She noted that Verizon had promised to camouflage this tower. Chair Paule responded that this was not a part of this item.

Yvette Macaluso stated that Verizon was in the process of analyzing the height of towers and suggested that Verizon be asked to coordinate the two projects. Chair Paule responded that these were two separate projects.

The Board discussed asking Verizon to come before the Board to provide the reason that the microwave panel needed to be replaced and asking that they conduct the work during the daytime.

It was moved by Director Iceland, seconded by Director McReynolds, and unanimously carried by the Board to amend the motion to take out any reference to approval of the request, and that the Board would allow the request if the work is to be done between 8:00 a.m. and 5:00 p.m. and if Verizon notifies the residents

on Kilburn Court three days in advance and provides a contact information phone number to reach a live person during the installation.

14. AT&T Wireless Communication Facility Modification – Kilburn – Mr. Anders presented the staff report and slide show presentation. The Board discussed the lack of a response regarding the proposed merger of AT&T and T-Mobile; the rendering of the proposed modification provided by AT&T; and the plans to camouflage the antenna. The Board also expressed concern that a representative from AT&T was not present to explain the reason for the facility modification.

Jamie King asked that the Board request all cell carriers to provide a five-year plan and to ask when they plan the next alteration to cell towers.

Miriam Wolverton spoke in opposition to an additional tower. She requested that AT&T come to the meeting to explain the need to install another tower and that the Board request that the tower be camouflaged.

Chair Paule stated that he sent letters to the cell carriers regarding concerns with cellular transmission site leases and mentioned that he received only one response from AT&T. He presented a copy of an access and utility easement that was signed in February 2010 between Morrison Estates Homeowners Association and T-Mobile for access to property at 4997 Kilburn Court. He stated that issues raised concerning cell towers were beyond the Board's scope as the cell towers were permitted through the County of Ventura. He also stated that issues concerning camouflaging towers needed to be mitigated before a tower is erected. He commented that a representative from AT&T must come before the Board before any new equipment is installed and to answer questions on how they will mitigate obstruction to views. Director McReynolds suggested asking legal counsel to review and renegotiate the site lease agreements, request more annual rental payment, and inquire how the extra tower would impact the operation of the water tank.

Yvette Macaluso noted that she was previously advised to express her concerns regarding the cell towers to the County Supervisors. She inquired whether TSD as the landlord could assist the residents of Kilburn Court with their concerns or whether there was a different entity that could assist them. Chair Paule responded that the process for permitting the cell towers was done through the County and she could also express her concerns to the Oak Park Municipal Advisory Council.

It was moved by Chair Paule, seconded by Director Iceland, and unanimously carried by the Board that before taking any action that a representative from AT&T be asked to appear at the next regular Board meeting to answer specific questions regarding the project including such matters as what options are available for camouflaging the antenna facility at the Kilburn water tank site.

15. Crown Castle Lease Agreement Modification – Kilburn – The Board discussed the cost for legal review, out-of-pocket expenses, revising the language in the lease, and placing restrictions on the number of antennas and antenna height in the next lease agreement. It was moved by Director Orkney, seconded by Director Wall,

and unanimously carried by the Board to continue this item to the July 25 Board meeting.

The Board recessed to a break at 7:57 p.m. and reconvened at 8:06 p.m.

16. FY 2012 Proposed Budget – Mr. Anders provided the staff report and PowerPoint presentation. The Board commented on VRSD staffing levels with the potential reduction in force; whether to defer Potable Water Maintenance - SCADA/electrical; sufficient budget for the website redesign; breakdown of expenses for staffing, supplies, services, and equipment use for Potable Water Division; sufficient budget for securing the District's facilities; changing the name of the category under Contract Services to separate Professional Services and Outside Contract Services; budget for VRSD contract services for preventative maintenance; the estimated amount of potable and recycled water to be purchased from CMWD; and changing the name of the category under Capital Expenditures – Professional Services to make it more clear that it is for the Conifer Tank project.

Chair Paule asked the Board members to email their comments to Mr. Anders in order for him to incorporate any modifications into a final document for consideration at the June 27, 2011 regularly scheduled meeting.

17. Schedule Goal Setting Session - It was the consensus of the Board to schedule the goal setting and strategic planning session on June 20, 2011, at 5:15 p.m., at the Oak Park Library.
18. Recycled Water Committee Update – Director Orkney reported on efforts to extend recycled water service. She noted that legal counsel would provide an opinion on whether it was permissible for the District to sell recycled water in the Cal Water area. Director Wall stated that he also wanted to explore participation in the extension to the Los Angeles City area. No formal action taken.
19. JPA Wholesale Water Rate – Mr. Anders presented the staff report and reviewed the recycled water wholesale rate options from the current budget developed by the Las Virgenes-Triunfo JPA. No formal action taken.
20. Agency Benchmarking - It was the consensus of the Board to discuss this item at the Goal Setting Session.
21. Minutes Format – The Board discussed the preparation of action minutes versus summary minutes and eliminating the posting of the audio on the website. It was moved by Director Orkney, seconded by Chair Paule, and unanimously carried by the Board to direct staff to prepare summary-type minutes without posting the audio on the website.
22. Discussion of Frequency of Monthly Board Meetings - The Board discussed the possibility of calling special meetings when needed rather than setting additional permanent meetings and then having to cancel them; the current length of the meetings and agendas; the additional expense for meeting more than once a month; holding additional special meetings during the summer and then

reevaluating the need for holding more frequent meetings; the possibility of not discussing new items after a certain time; whether or not go dark in August; and possibly meeting on August 15 or 29, 2011 rather than August 22, 2011.

It was moved by Director Orkney that that the Board meet twice in July on July 11 and 25, 2011. Motion died for lack of a second.

It was moved by Director Iceland, seconded by Director Orkney, and unanimously carried by the Board that the Board meet on July 25, 2011, as well as another date in July on a date to be determined.

6. Board of Directors Summer Meeting Schedule – Continued to the June 27, 2011 regular meeting.
23. Identification Badges for TSD Board Members – After a brief discussion, it was moved by Director McReynolds, seconded by Director Wall, and unanimously carried by the Board to direct staff to order five identification badges as follows: Badge B with dark blue letters and two-colored logo and with magnet backing.
24. Website Redesign – Request for Proposals – Mr. Anders noted that a revised introduction was provided to the Board. Director McReynolds presented the draft Request for Proposal (RFP). The Board discussed the use of Google Analytics for tracking hits per District function; whether to include that the consultant provide a sample of what is envisioned as the home page; and having the Committee finalize the date for the proposal to be submitted. It was moved by Director McReynolds, seconded by Director Iceland, and unanimously carried by the Board to release the circulation of the Request for Proposals as amended with schedule to be determined by the Ad Hoc Committee
25. Update Loan Payoff – Vickie Dragan, Director of Finance, reported that the 2003 Refunding Loan was paid in full and that there would be no need to borrow from the sewer service segment reserves to augment the potable water segment reserves at this time. Update received.

INFORMATION ITEMS – (Items 26 through 31)

It was moved by Chair Paule, seconded by Director McReynolds, and unanimously carried by the Board to receive and file the Information Items.

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 Goal Setting June 20, 2011, 5:15 p.m., Oak Park Library
- TSD Board meeting June 27, 2011, 5:15 p.m., Oak Park Library
- CASA 56th Annual Conference August 10 – 13, 2011, San Diego

NEW BUSINESS – (Item 32 only)32. Discussion

- a. Board Members – Director McReynolds requested the following future agenda items: requesting cell carriers to provide their five-year plan; discussion regarding taking biosolids to Toland Landfill; asking the County to change the repaving on Kanan Road to another street.
- b. District Manager – None.
- c. Legal Counsel – None.

33. Future Agenda Items – Emergency Disaster Plan Review; Review of OPWS Policies & Procedures Ordinances.34. Reports on Outside Meetings/Conferences – Director Orkney reported that she attended the American Water Association's Water Wise Breakfast where the topic was the Las Posas aquifer. She mentioned that Susan Mulligan, General Manager from Calleguas Municipal Water District (CMWD) indicated that CMWD wanted to stop drawing out of the Las Posas aquifer because it was harming their agricultural neighbors and lowering the aquifer level more than they anticipated; however, CMWD's agreement with Metropolitan Water District (MWD) was that as long as there was a drought CMWD was required draw from the Las Posas aquifer. Subsequently, the CMWD Board decided to buy out of its contract with MWD in the amount of \$53 million. She encouraged the Board members to attend these breakfast meetings.

Chair Paule reported that she attended the Heal the Bay fundraising event.

35. Adjournment – The meeting was adjourned at 10:09 p.m.

Michael Paule, Chair

Josie Guzmán, CMC, Clerk of the Board

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