

TRIUNFO SANITATION DISTRICT

Minutes of the regular meeting of July 25, 2011
Oak Park Library, 899 N Kanan Road, Oak Park, CA 91377
Hotel Max, 620 Stewart Street, Seattle, WA 98101

1. Roll Call (5 present). Chair Paule called the meeting to order at 5:18 p.m.
Steven Iceland
Michael McReynolds (via teleconference)
Janna Orkney
Michael Paule
James Wall
2. Pledge of Allegiance – Led by Director Iceland during the Triunfo Public Facilities Corporation meeting.
3. Amendments to the Agenda – It was moved by Director Orkney, seconded by Director Wall, and unanimously carried by the Board by a roll call vote to approve the agenda as presented.
4. Approval of Minutes – It was moved by Director Iceland, seconded by Director Orkney, and unanimously carried by the Board by a roll call vote to approve the June 20, 2011 meeting minutes. It was moved by Director Orkney, seconded by Director Iceland, and unanimously carried by the Board by a roll call vote to approve the June 27, 2011 meeting minutes.
5. Public Comments – None

CONSENT ITEMS – (Items 6 and 7)

6. Surplus Property Agreement with Calleguas Municipal Water District for Lindero Feeder – It was moved by Director Iceland, seconded by Director Wall, and unanimously carried by the Board by a roll call vote to authorize the Chairman to execute the Bill of Sale, Grant Deed, and Quit Claim Deeds, and authorize payment of \$1.00 to Calleguas Municipal Water District as the purchase price for the facilities conveyed pursuant to the Agreement for Transfer of Surplus Facilities.
7. Recycled Water Delivery to Hillcrest Homeowners Association – It was moved by Director Iceland, seconded by Director Wall, and unanimously carried by the Board by a roll call vote to authorize Sam Hill & Sons, Inc. to perform the installation of the recycled water connection at Hillcrest Homeowners Association for a not to exceed amount of \$2,903.

REPORTS – (Items 8 through 10)

8. Oak Canyon Update
 - a. Project Update – Chad Costello, Construction Project Manager representing Dudek, provided an oral update and shared photographs of the construction site. He noted that impacts to Kanan Road would be minimal and hikers have

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not posed a problem at the construction site. He also noted that no environmental issues had been encountered. He responded to a question regarding the process for disbursement of funds to the contractor and subcontractors by explaining that the contractor is required to submit certified payroll documents and liens received from subcontractors, and that after these documents are submitted they are reviewed by Dudek management and forwarded to Sally Coleman, Director of Operations, for disbursement.

- b. Project Outreach Program Update – Mr. Anders presented the report. Melanie Beck, Outdoor Recreation Planner representing the National Park Service, spoke regarding challenges experienced with managing the Palo Comado Pump Station site. She shared photographs depicting two young men trespassing on the site and a vandalism incident in which intruders broke a valve causing a water leak from the tank. She stated that the pump station was an attractive nuisance for trespassing, vandalism, and suspicious activities. She noted that the National Park Service was unable to issue citations for mischievous behavior and that they hoped that the demolition of the pump station would minimize these issues. The Board discussed posting No Trespassing signage at the site, quit claiming the easement to the National Park Service after the pump station is decommissioned, ensuring that the pump station is covered under the District's liability insurance, securing the site with barbed wire fencing, installing a sound alarm, sealing the manhole cover permanently, and including an emergency contact phone number on all signage.
9. Report from Standing Subcommittees – Director Orkney reported that the Recycled Water Committee met on July 24 with Carmelo Sorce, General Manager of Cal Water. She noted that Mr. Sorce was agreeable to extending recycled water service to Cal Water's area and that he had identified areas where recycled water could be used. She noted that his concern was whether recycled water service was reliable due to low water pressure issues in Lake Sherwood during the summer months. She suggested that Mr. Anders contact Mr. Sorce to explain measures taken to address the water pressure issue and to follow-up with Calleguas Municipal Water District and Las Virgenes Municipal Water District on this same issue. She noted that staff was working on locating a larger map with the names of the Homeowners Associations and the locations of all of the valves and preparing presentation material to help market recycled water service. She also noted that Cal Water has approximately 7,000 connections and serves 17,000 people and that they are interested in water conservation. She suggested conducting WaterWise presentations. Director Wall expressed concern whether there was enough storage to store reclaimed water. He stated that based on his research he did not see the opportunity for the needed 4,000-acre foot reservoir. Director Iceland, as a member of the Finance Committee, reported that the Triunfo Sanitation District and Joint Powers Authority budgets were approved. Mr. Anders reported that four proposals were received for the Website Redesign and that the Committee would meet on August 5 to review the proposals.
10. Cell Tower Lease Agreements Update – Mr. Anders provided an oral update. He noted that Chip Clustka, representative from AT&T, attended the previous Board

meeting where he spoke regarding AT&T's request for a second monopole at the Kilburn site. Mr. Anders noted that it was legal counsel's interpretation that the lease agreement does not envision two monopoles at this site. He stated that he sent Mr. Clustka an email indicating that staff did not believe that the agreement allowed for the additional poles and noted that it was likely that Mr. Clustka would seek advice from his legal counsel and dispute this interpretation or redesign the proposed enhanced facility with a single pole option. He noted that Verizon was moving forward with a request for enhancement to its facilities at the Kilburn tank site and that the request was submitted to the County of Ventura. He stated that it was his understanding that the Oak Park Municipal Advisory Council would consider this request at its next meeting. He also stated that the TSD Board had asked him to send a letter to the cell tower lessees with a request for them to provide their multi-year capital improvement plans. He noted that he only received one response. Chair Paule stated that he spoke with John Mundy from Las Virgenes Municipal Water District who indicated that they use their own standardized lease agreements for their cell carriers. He mentioned that he asked John Mundy to provide a sample copy of the standardized lease agreement.

ACTION ITEMS – (Items 11 through 14)

11. Verizon Wireless Microwave Panel Modification - The Board discussed Verizon's request to allow work to be performed on weekends. It was moved by Chair Paule, seconded by Director Iceland, and duly carried by the Board by a roll call vote, with Director Orkney dissenting, to authorize the Chair to sign the letter of authorization, with a transmittal letter prepared by staff that acknowledges Verizon's commitment to the additional conditions established by the Triunfo Sanitation District, to allow Verizon Wireless to make a like-for-like swap of the existing microwave antenna on the Kilburn water tank and to approve Verizon's request to perform work during the weekends.
12. Fiscal Year 2012 Goals and Objectives – The Board discussed the prioritization of the Fiscal Year 2012 Goal and Objectives and rated them as 1, 2, 3, or 4. Chair Paule requested an action item for the next agenda to revisit the assigned District Manager position. Director Orkney requested that water conservation pamphlets continue to be provided. She also requested a follow-up on the defective pipe lawsuit against Calleguas Municipal Water District. Chair Paule requested continuing to work with Calleguas Municipal Water District on establishing a fair water rate policy based on cost. Director Iceland inquired whether the Board could legally hold a meeting in Thousand Oaks. Mr. Krimmer responded that Thousand Oaks was within the boundaries of the Triunfo Sanitation District and that he would follow-up. Director Orkney requested a district-wide goal to explore having the Joint Powers Authority become a separate entity from Las Virgenes Municipal Water District and Triunfo Sanitation District.

The goals and objectives were prioritized and staff was directed to bring them back for adoption.

DISTRICTWIDE GOALS

- 1 - Develop and deploy a redesigned Triunfo Web Site.
- 1 - Develop policy/guidelines for conference participation including organizations such as CASA, CSDA, and ACWA events.
- 1 - Review and update the TSD Disaster preparedness plan.
- 1 - Consider requesting a permanent seat on VRSD Board. Continue directing TSD Board member to attend VRSD bimonthly Board meetings as an approved day of service.
- 1 - Revisit VRSD assigned District Manager position.
- 2 - Continue and expand public outreach including operations and water conservation efforts. Include information on services, rebates etc. Get MWD pamphlets (or other) preprinted materials to distribute.
- 2 - Capital Improvement Plan. Develop Districtwide capital improvement plan (including JPA capital requirements) and incorporate into the long-term financial plan.
- 2-3 - Create a Mission and Vision Statement for the District.
- 3 - Direct staff to provide consistent timelines and processes for District Budgeting and Auditing (including both JPA and VRSD components).
- 3 - Evaluate District Manager and Legal Counsel. Direct staff to develop forms/procedures for annual evaluation of both functions.
- 3 - Financial Planning. Develop a comprehensive long-term financial plan (five year planning window) that include operations, maintenance, capital, reserves etc.
- 3 - Triunfo Organization. Look at staffing, organizational structure, and alternatives for providing services. Evaluation of local office, local staffing/presence.
- 4 - Evaluate rates (Potable Water, Recycled Water, and Wastewater) to ensure District remains on sound financial footing.
- 4 - Commission a benchmarking study to evaluate current district's operations including the current VRSD outsourced staffing.
 - Explore having the Joint Powers Authority become a separate entity from Las Virgenes Municipal Water District and Triunfo Sanitation District.

POTABLE WATER SEGMENT GOALS

- 1 - Maintain monthly status reports on the construction of the Oak Canyon Reservoir project and provide Board with regular updates on budget and construction progress.
- 1 - Agency Coordination: develop and maintain relationships with MAC, CMWD, and the County of Ventura.
- 1 - Evaluate and recommend additional site security measures for TSD potable water facilities.
- 2 - Assess potable water system and develop a capital improvement plan that addresses current facilities and recommendations for replacement and financing.
- 3 - Water Wise Conservation Fair - Spring 2012

RECYCLED WATER SEGMENT GOALS

- 1 - Explore additional reclaimed water opportunities within the Triunfo Sanitation District, including Cal Water's territory.
- 2 - Evaluate recycled water storage issues and develop a TSD Board position relative JPA proposal. Direct staff to keep Board updated regarding JPA recycled water storage options.
- 2 - Evaluate purchase of Calleguas Municipal Water District recycled water assets. Follow-up on defective pipe lawsuit. Evaluate before the next pass-through.
- 2-3 - Explore additional reclaimed water opportunities through the JPA.

WASTEWATER SEGMENT GOALS

- 1 - Work with JPA to evaluate current composting facility operations to reduce operating costs. Develop analysis identifying alternatives to current composting option.
- 1-2 - Outreach to City of Thousand Oaks, Westlake, Lake Sherwood, and Bell Canyon portion of Triunfo. Communicate Triunfo issues through available outlets including billing stuffers, newsletters, etc. Issues include agency boundaries/scope etc. Hold at least one meeting in Thousand Oaks in FY12 (before December).
- 1-2 - Increase outreach to TSD customers regarding JPA available tours. Include schools, civic groups, and homeowner associations.

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- 2 - Fund Benchmarking Analysis. Evaluate JPA operations and provide comparison of JPA costs vs. similar agencies. Bring item to forward as a potential JPA funded activity. Study would include all JPA operations.
 - 2 - Develop Wastewater (TSD owned) capital improvement plan/forecast that incorporates JPA and TSD facilities. The forecast will be incorporated into long-term (five-year).
 - 4 - Implement a viable, cost effective alternative disinfection method for JPA's Tapia WRF to ensure permit compliance and provide for future flexibility. Monitor status and progress.
 - 4 - Explore alternative energy strategies for District and JPA facilities.
 - 4 - Revisit the previously offered "private sewer lateral replacement program".
13. Ventura Regional Sanitation District (VRSD) Representation – The Board discussed that Triunfo requires more VRSD employee time and work than most of the eight represented cities; that they believed Triunfo was deserving of a permanent seat due to its contribution to the revenues; that TSD could choose who performs its work; that the draft letter be revised to request that VRSD designate a permanent seat for Triunfo on the VRSD board of directors; and that the request be presented on the August 4 VRSD agenda.

It was moved by Director Iceland, seconded by Director Orkney, and unanimously carried by the Board by a roll call vote that the Chair sign the revised letter and direct staff to transmit the letter requesting that the Ventura Regional Sanitation District Board designate a permanent seat for Triunfo Sanitation District on the VRSD board of directors.

14. Turf Replacement Program – Mr. Anders provided an oral report of rebate programs to residents who replace their yard or grass with artificial turf. He noted that Metropolitan Water District previously offered a rebate program to customers who replaced live turf with artificial turf. Director Iceland suggested a program to replace grass turf with something that requires no irrigation. Chair Paule noted that the Board did not budget for this type of program and expressed concern that should the Board move forward with a rebate program that the Board must ensure there is an adequate budget or sets a cap. Mr. Anders noted that in the past the Metropolitan Water District and Calleguas Municipal Water District had rebate programs and that the Board could piggyback on their programs. Director Orkney expressed her preference for living plants, turf, or waterwise garden. She stated that she wished to postpone this type of project until the next drought is declared. Director McReynolds suggested mirroring the water conservation rebate program by offering a rebate depending on the type of turf replacement. Chair Paule suggested keeping a turf replacement program into consideration for sometime in the future

No formal action taken.

INFORMATION ITEMS – (Items 15 through 20)

It was moved by Director Iceland, seconded by Director Wall, and unanimously carried by the Board by a roll call vote to receive and file the Information Items.

15. Investment Report – June 2011 – Director Orkney noted that the Ventura County Pool was yielding twice as much as the Local Agency Investment Fund (LAIF). Ms. Dragan stated that the loan needed to be deposited in the LAIF because any

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interest earned may only be used for the Oak Canyon Reservoir project. Director McReynolds inquired whether the funds in the sweep account could be deposited in an account that would yield a higher interest rate. Ms. Dragan responded that this account is used to pay the District's obligations and the balance is kept as low as possible.

16. Disbursements – June 2011

17. Revenue & Expense Report – June 2011 – Director Iceland posed several questions regarding available budget for VRSD operations. Chair Paule asked staff to verify the amounts listed.

18. Water Conservation Report – Chair Paule asked that staff continue to track water allocation on a monthly basis and to continue to post the report on the website.

19. Water Conservation Rebate Program

20. Future Meetings, Seminars and Conferences:

- CASA 56th Annual Conference August 10 – 13, 2011, San Diego
- TSD Board Meeting August 29, 2011 (special) & September 26, 2011 (regular), 5:15 p.m., Oak Park Library
- Joint Powers Authority special meeting September 6, 2011, 5:30 p.m., Oak Park Library
- CSDA Annual Conference October 10 – 13, 2011, Monterey
- ACWA Fall Conference November 29 – December 2, 2011, Anaheim

NEW BUSINESS – (Item 21 only)

21. Discussion

- a. Board Members – Director Orkney encouraged the Board members to attend the Ventura County Special District Association's (VCSDA) bimonthly meeting on August 2, 2011, at the Camarillo Health Care District. She stated that she believed it was appropriate that Mr. Anders attend the upcoming California Association of Sanitation Agencies (CASA) conference in San Diego and she encouraged him to attend. Chair Paule noted that Verizon had submitted an application to raise their cell antennas at Kilburn. He noted that he would be attending the CASA conference in San Diego. He asked staff to ensure that all of the Board members are included on the VCSDA email list.
- b. District Manager – Mr. Anders commented that he was not certain why Verizon had not submitted any documentation to TSD regarding its plan to raise the cell antennas and stated that he would follow-up. He reported that Calleguas Municipal Water District was planning on an eight percent increase to the Tier 1 rate effective January 1, 2012. Chair Paule requested a future agenda item on whether the Board should take a position to protest the rate increase. Director Orkney noted that the VCSDA does not show that TSD is a full member and she asked Mr. Anders to follow-up on TSD's membership status.

c. Legal Counsel – None.

22. Future Agenda Items – Emergency Disaster Plan Review; Review of OPWS Policies & Procedures Ordinances,
23. Reports on Outside Meetings/Conferences – Director Orkney reported that she attended the June 21 VRSD Board Meeting and that the Board would hold a special meeting on August 4, 2011.
24. Adjournment – The meeting was adjourned at 8:19 p.m.

Michael Paule, Chair

Josie Guzmán, CMC, Clerk of the Board