

TRIUNFO SANITATION DISTRICT

Minutes of the special meeting of August 29, 2011
Oak Park Library, 899 N Kanan Road, Oak Park, CA 91377

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 Director McReynolds.
3. Amendments to the Agenda – None
4. Approval of Minutes – It was moved by Director Iceland, seconded by Director Orkney, and unanimously carried by the Board to approve the July 25, 2011 meeting minutes as presented.
5. Public Comments – Keli Kaye inquired whether committee meetings were noticed and opened to the public. John Mathews, Legal Counsel, responded that standing committee meetings, such as the Finance Committee and the Recycled Water Committee, were noticed and opened to the public, and that ad hoc committee meetings were not required to be noticed under the Brown Act.

CONSENT ITEMS – (None)

REPORTS – (Items 6 and 7)

6. Oak Canyon Update
 - a. Project Update – Sally Coleman, Director of Operations, provided a handout and presented an oral update.
 - b. Project Outreach Program Update – Doug Anders, Acting District Manager, presented the report.
7. Report from Standing Subcommittees – Director Orkney reported that the Recycled Water Committee did not meet in August and that staff was continuing to work on the map and marketing materials to promote recycled water. Director Wall mentioned that he read an article in the newspaper regarding the City of Simi Valley's plan to purchase recycled water from Calleguas Municipal Water District. Mr. Anders stated that he would follow-up. Director McReynolds reported that the Website Redesign Committee met and reviewed three proposals. He noted that interviews would be held on September 2 and the Committee would bring back a recommendation for selection of a consultant to the full Board. Director Iceland reported that the Finance Committee would meet on September 12 at 4:00 p.m.

Item 4-1

ACTION ITEMS – (Items 8 through 14)

8. Amendment to TSD Contract No. 11-005. ArchaeoPaleo Resource Management, Inc. (Conifer Tank Replacement Project) – Ms. Coleman presented the report. She noted that no Native American artifacts had been found at the project site. Chair Paule expressed his concern with this expenditure; however, he stated that he was aware that the District was bound by environmental regulations. It was moved by Director Iceland, seconded by Director Orkney, and unanimously carried by the Board to authorize an increase of \$20,300 for contract amendment 11-005-1 for ArchaeoPaleo Resource Management, Inc., for paleontological monitoring of the Oak Canyon Reservoir component of the Conifer Tank Replacement Project, and contract not-to-exceed \$45,202.
9. Contract No. T-11-009, The PRD Group, Inc. (Conifer Tank Replacement Project) Ms. Coleman presented the report. She introduced Tim Doyle from The PRD Group. Director Orkney expressed concern that The PRD Group lacked a street address and stated that she would not vote for a contract that did not list a street address. Tim Doyle responded that The PRD Group's office was located at 3500 Camino, Suite 250, Oxnard, California and that their website was updated to include this information.

It was moved by Director McReynolds, seconded by Director Iceland, and unanimously carried by the Board to authorize Contract No. T11-009 for the PRD Group, Inc., for project management assistance of the Conifer Tank Replacement Project, in the amount of \$99,120 with a contract term ending June 30, 2012; to adjust the VRSD budget line item in the TSD budget to reduce VRSD staff time of the Capital Budget by \$41,400 and transfer this amount into Contract Services; and to amend Article 12 of the contract to include The PRD Group's physical address.

10. Fiscal Year 2011 - 2012 Goals and Objectives – Mr. Anders presented the report. The Board discussed several changes, priorities, and timelines:
 1. TSD Website. Implement rollout of redesigned website more quickly.
 3. Mission and Vision Statement. Shift timeline to the first of the year in 2012.
 5. Evaluate District Manager and Legal Counsel. Conduct evaluations in March. Include a Board-initiated internal evaluation of Ventura Regional Sanitation District.
 8. Long Term Finance Planning. Develop Capital Improvement Plan first, identify all capital improvement projects, push all scoping meetings one month, and conduct maintenance plans for potable water and recycled water.
 10. Evaluate Rates. Schedule first and second reading of ordinance for pass-through water rate increase.
 11. TSD Organization. Shift timeline to January.
 17. Site Security. Staff to provide milestones and security updates and recommend awarding a contract to a contractor.

19. Water Conservation Fair. Consider postponing until December or January. Staff to follow-up on what CalWater has planned so that the Board may consider conducting a joint event.
21. Recycled Water Storage. Staff will provide initial presentation in October.
22. CMWD Portion of Recycled Water System. Staff will develop pro forma to evaluate cash flow and future revenues.

Chair Paule asked that a goal be added for advanced planning of year long celebrations for TSD's 50th anniversary in November 2013 and JPA's 50th anniversary in 2014.

It was moved by Chair Paule, seconded by Director Wall, and unanimously carried by the Board to adopt the FY 12 Goals and Objectives as amended.

11. Calleguas Municipal Water District Rates – 2012 – Mr. Anders presented the report. Director Wall expressed concern with the connection between setting the wholesale price of recycled water at 80 percent to the Tier 1 potable water rate. Chair Paule suggested writing a letter acknowledging that Calleguas was passing through the Metropolitan Water District's increased water rates and questioning the requirement to pass along an increase to the recycled water rate. Mr. Anders indicated that he would draft the letter.

After much discussion regarding the scheduling of the first and second reading of the ordinance, it was the consensus of the Board to move forward with the pass-through rate increase.

Director Orkney noted that the recycled water rates were often compared to the Tier 1 rate. She expressed her desire for an analysis of the total potable water use in order to give TSD justification to raise the recycled water rate.

Keli Kaye requested an estimate of the pass through amount so that she could inform her homeowners association in order for them to finalize their budget in October.

Mr. Anders stated that he would bring back a recommendation for the pass-through in September.

12. Alternate Meeting Location – Fiscal Year 2012 Goal #25 – Mr. Anders presented the report. It was moved by Director Orkney, seconded by Director Wall, and unanimously carried by the Board to hold a regular meeting at the Greater Conejo Valley Chamber of Commerce on Monday, October 24, 2011, at 5:15 p.m.

Director Orkney departed from the meeting at 7:15 p.m.

13. Letter of Intent to Prosecute (Site Security Palo Comado Pump Station) – Mr. Anders presented the report. It was moved by Director McReynolds, seconded by Director Wall, and duly carried by the Board, with Director Orkney absent, to authorize the Chairman to sign the "letter of intent to prosecute" and direct staff to deliver the letter to the Ventura County Sheriff's Office.

INFORMATION ITEMS – (Items 14 through 24)

It was moved by Director Iceland, seconded by Director Wall, and duly carried by the Board, with Director Orkney absent, to receive and file the Information Items.

14. Investment Report – July 2011
15. Disbursements – July 2011
16. Revenue & Expense Report – July 2011
17. Water Conservation Report – Chair Paule asked staff to ensure that the updated report is placed on the website. Director McReynolds asked that the report include the budgeted water sales forecast.
18. Water Conservation Rebate Update
19. Water System Maintenance Report
20. Cell Site Lease Agreement – Chair Paule mentioned that it was his understanding that AT&T wanted to build a second antenna and there was a question whether or not AT&T would be able to do so according to its lease agreement. Mr. Anders noted that this topic would be on the Board's next meeting agenda. Chair Paule suggested that the Board consider Las Virgenes lease agreement provisions for lessee access and approval of work plans, and stated that he believed Las Virgenes was more engaged in terms of having plans submitted and having more control on what is installed while TSD defers this process to the County. Mr. Mathews noted that some of TSD's lease agreements contained the same provisions. He stated that he agreed with the provision regarding 24/7 access and having the lessee secure easement rights at lessee's expense to access the premises and suggested that this language should be included in all TSD lease agreements.
21. Disaster Preparedness Plan – Fiscal Year 2012 Goal #7 – Chair Paule inquired whether the plan would include a communications plan. Mr. Anders responded that he believed this was included and that he would follow-up. Director McReynolds suggested having an on-call contractor in the event of a seismic incident so that the District would not need to issue a Request for Proposals. He also suggested that the plan should include all personnel and all agencies' phone numbers. He further suggested having on-call consultants to determine damage to facilities and sewage spill damage. Director Wall inquired how much fuel was available for the backup generators. Mr. Anders responded that he would follow-up. Director McReynolds inquired whether a risk assessment study was done for possible sewage spills into Lake Sherwood and Chair Paule inquired whether a risk assessment was done for the pump stations close to lakes. Mr. Anders responded that he would follow-up. Chair Paule inquired whether VRSD conducted any emergency drills. Mr. Anders responded that he would inquire and follow-up. Director McReynolds suggested participating in a drill during the Great California Shake-up.

4-4

22. Sewer System Overflow Near 1603 Aspenwall Road, Westlake Village – Chair Paule requested that staff provide more timely notification to the Board of any sewage spills.
23. Thank-you Letter from Rancho Simi Recreation and Park District
24. Future Meetings, Seminars and Conferences:
 - Web Site Redesign Committee meeting September 2, 2011, 1:00 p.m., Oak Park Library
 - Joint Powers Authority special meeting September 6, 2011, 5:30 p.m., Oak Park Library
 - TSD Board Meeting September 26, 2011, 5:15 p.m., Oak Park Library
 - CSDA Annual Conference October 10 – 13, 2011, Monterey
 - ACWA Fall Conference November 29 – December 2, 2011, Anaheim
 - CASA 2012 Mid-year Conference, January 18 – 20, 2012, Palm Desert

NEW BUSINESS – (Item 25 only)

25. Discussion
 - a. Board Members – Director Iceland mentioned that there were water companies that roll all of their infrastructure charges, debt service, and etcetera into their reserve service charge. He provided an example from his bill from the Big Bear City Department of Water and Power.
 - b. District Manager – None
 - c. Legal Counsel – None
26. Future Agenda Items – Disaster Operations Plan Review; Review of OPWS Policies & Procedures Ordinances, California Water Service Company & LVMWD Inter-Ties.
27. Reports on Outside Meetings/Conferences – Director Iceland reported that he, Chair Paule, and Director Orkney attended the CASA Conference in San Diego. He noted that a citizen lawsuit reform was taking place at the federal level against frivolous lawsuits. He also noted that local regulations for NPDES permit fees would increase 40 to 60 percent. Chair Paule mentioned that many districts were celebrating anniversaries and suggested that staff begin planning for TSD and JPA anniversaries. He noted that Sandy Warren, Management Analyst, served on a successful event planning panel and that information was provided regarding CASA's new website and Orange County's injection into aquifers for water re-use. He commented that the most interesting session dealt with ethics laws.

28. Adjournment – The meeting was adjourned at 7:51 p.m.

Michael Paule, Chair

Josie Guzmán, CMC, Clerk of the Board