

TRIUNFO SANITATION DISTRICT

Minutes of the regular meeting of September 26, 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 Mark Lawler, District Manager.
3. Amendments to the Agenda – Mr. Lawler noted that a corrected attachment was distributed for Item 17. He also noted that he was sitting in for Acting District Manager Doug Anders.
4. Approval of Minutes – Chair Paule noted a correction on Page 3, Item 11 which should read, "Chair Paule suggested writing a letter to *Calleguas Municipal Water District* acknowledging...". It was moved by Director Orkney, seconded by Director Iceland, and unanimously carried by the Board to approve the August 29, 2011 special meeting minutes as amended.
5. Public Comments – None.

CONSENT ITEMS (Items 6 and 7)

Item 7 was pulled and moved to the first item under Action Items.

6. TSD Contract No. T11-009 – The PRD Group (Conifer Tank Replacement Project)
It was moved by Director Orkney, seconded by Director Wall, and unanimously carried by the Board to authorize the Chair to sign the modified Contract No. T11-009 for The PRD Group, Inc., for project management assistance of the Conifer Tank Replacement Project, which omits the insurance requirement of Errors and Omissions coverage.

REPORTS – (Items 8 and 9)

8. Oak Canyon Update
 - a. Project Update – Sally Coleman, Director of Operations, provided a handout and presented an oral update. She invited the Board Members to contact staff to schedule a visit of the project site. Director Orkney requested an agenda item for the next meeting regarding an update and full report regarding the inter-tie with Las Virgenes Municipal Water District and Cal Water.

- b. Project Outreach Program Update – Ms. Coleman presented the report.
9. Report from Standing Subcommittees – Director Iceland reported that the Finance Committee held the entrance audit with the auditors from Macias Gini O’Connell. He stated that the auditor would report back to the Board in December. Chair Paule noted that the Finance Committee would meet on October 10 to discuss the Oak Park Water Service Ordinance.

ACTION ITEMS – (Items 10 through 17)

7. Resolution No. 11-05, Board Member Compensation and Expense Reimbursement
Chair Paule requested that the reverse side of the expense reimbursement form be changed to match the resolution in that receipts are required and reimbursement is up to the per diem amount listed *plus gratuity up to 15%*. The Board discussed allowing for lodging expenses when travel is more than 50 miles from the starting point and reasonably requires an overnight stay.

It was moved by Chair Paule, seconded by Director Iceland, and unanimously carried by the Board to adopt Resolution No. T11-05 Concerning Board Member Compensation and Expense Reimbursement to include the Association of California Water Agencies (ACWA) to the list of authorized activities and to amend the language regarding gratuity on the reverse side of the expense reimbursement form to match the resolution and to allow for lodging expenses when travel is more than 50 miles.

10. Website Development Contract No. T11-010 – theAgency – Director McReynolds presented the staff report. The Board discussed concerns with the contract language, progress payment billing, definition of the scope of services, exclusion of identity makeover from the contract, payment schedule, website development timeline, and removal of the requirement for professional liability coverage.

It was the consensus of the Board to ask the Website Development Committee work on the contract for clarification on the payment terms, payment retention provisions, and removal of the requirement for professional liability insurance, and that staff bring back the contract at the October 24, 2011 meeting.

11. Disaster Preparedness Plan – Workplan – Mr. Hovey presented the staff report. He noted that the cost to develop a standardized emergency management system (SEMS) Plan could be from \$7,000 to \$15,000. He stated that a SEMS plan would integrate with other State agencies and would make the District eligible for reimbursement of personnel related costs associated with responding to a disaster.

The Board discussed updating the contacts list, exploring the types of disaster preparedness plans implemented by other agencies and cities, and having contractors and engineering firms on call for whenever an emergency arises.

It was moved by Director Orkney to go forward with a SEMS Plan. Motion died for lack of a second.

It was the consensus of the Board that staff survey what other agencies and cities are using as disaster preparedness plans and bring back a recommendation at the next meeting. The Board also asked that staff update the contact lists and notification process and provide contact information to all of the Board Members.

The Board recessed to a break at 6:41 p.m., and reconvened at 6:50 p.m.

12. Manhole Cover and Water Valve Box Raising – Andy Hovey, Technical Services Supervisor, presented the staff report. It was moved by Director Orkney, seconded by Director McReynolds, and unanimously carried by the Board to: a) authorize a budget transfer from Project Number 221200 (Operating Services Account) in the amount of \$74,905 to Project Number 221200 (VRSD Contract Services); b) authorize a budget transfer from Project Number 222200 (Operating Services Account) in the amount of \$99,000 to Project Number 222200 (VRSD Contract Services); and c) authorize a budget adjustment to Project Number 222200 (Operating Supplies) in the amount of \$12,830 for the purchase of valve boxes.
13. Triunfo Sanitation District Potable Water Rates – Mr. Lawler presented the staff report. The Board discussed concerns with the Notice of Adjustment in Water Rates and whether the table should exclude the columns for the proposed rates in Fiscal Years 13 and 14 in order to avoid confusion. Mr. Mathews suggested that a revised notice could be brought back at the October 24 meeting.

It was moved by Director Iceland to conduct the first reading of Ordinance No. TSD-72 as written. Motion died for lack of a second.

Keli Kaye expressed concern with the headings in the tables in Section 4 of the draft ordinance and whether the headings were showing the wrong fiscal year.

The Board discussed the draft ordinance and column headings and determined that the heading in Table B, Column Three, should read FY 2012 Existing Quantity Rate. Mr. Lawler suggested including the actual effective date of rate increases for clarification.

It was the consensus of the Board to continue this item and bring it back for first reading at the October 24 regular meeting, that the Board provide any additional comments to Acting District Manager Doug Anders, and that staff bring back options for the Notice of Adjustment in Water Rates.

14. Consideration of Membership on the Association of California Water Agencies (ACWA) – Mr. Lawler presented the staff report. Director Iceland inquired whether Oak Park Water could join as a member of ACWA rather than the Triunfo Sanitation District. Mr. Lawler responded that Oak Park Water was not a legal

entity; however, he would ask Acting District Manager Doug Anders to explore this possibility.

No formal action taken.

15. VRSD Representation – Mr. Lawler presented the staff report. He noted that the VRSD Executive Committee recommended receiving input from all of the Special Districts and the County and that a change in legislation could take one to two years.

It was moved by Director McReynolds, seconded by Director Iceland, and unanimously carried by the Board to receive the report.

16. October 24, 2011 TSD Board Meeting – Mr. Lawler presented the staff report. He suggested that staff could ask the Thousand Oaks City Council to make an announcement at one of its Council meetings regarding the October 24 meeting. Director Orkney suggested that one of the Board Members could make an announcement at the upcoming Westlake Village Joint Homeowners Association Meeting. She also suggested posting an announcement on westlakejointboard.com, westlakerevelations.com, Oak Park Now, and Oak Park Update. Mr. Lawler indicated that Management Analyst Sandy Warren would prepare public service announcements and flyers and would provide copies to the Board. He stated that staff would proceed with publishing press releases in The Acorn and Ventura County Star.
17. Las Virgenes Municipal Water District Service Boundary Request – Mr. Lawler presented the staff report. The Board discussed which recycled water rate applied to Pepperdine University

It was moved by Director Iceland, seconded by Director Orkney, and unanimously approved by the Board to approve the Las Virgenes Municipal Water District's request to accept up to 100,000 gallons a day from Pepperdine University, and directed staff to write a letter to Las Virgenes Municipal Water District indicating that Triunfo Sanitation District had no objection to memorializing this as a permanent arrangement as long as the reclaimed water involved is sold to Pepperdine University at the regular wholesale rate.

INFORMATION ITEMS – (Items 18 through 25)

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

18. Investment Report – August 2011
19. Disbursements – August 2011 – Director Orkney commented regarding the description on the disbursement made to VCSDA Annual Members Dues – Orkney

and indicated that she was not a representative on VCSDA. She stated that the disbursement made to AWA Annual Membership Dues should be clarified to read AWA Ventura County Annual Membership Dues. She inquired regarding disbursements made to VRSD for Potable Water Customer Service Field, Potable Water Operations Meter Replacement, and Potable Water Environmental Programs Group Operation Water Conservation. Mr. Hovey responded that these disbursements included payment for the consultant for the Urban Water Management Plan Update, water meter and fire hydrant purchases, and labor costs.


20. Revenue & Expense Report – August 2011 – Director McReynolds inquired regarding the reason that the actual expenses were greater than the budgeted expenses and the revenue was greater than the projected budget revenue on the Revenue and Expense Report for Recycled Water. Ms. Dragan responded that the projection was based on one-twelfth of the projected revenue and expenses.
21. Water Conservation Report – Chair Paule inquired regarding the monthly purchases versus the budgeted purchase projections and monthly conservation targets. Mr. Hovey responded that the projections were based on how much water would be purchased versus how much water was actually purchased. He noted that the amounts are divided and prorated a certain percentage each year in order to slowly move towards the 2020 goal.
22. Water Conservation Rebate Update
23. Letter to Calleguas Regarding Reclaimed Water Pricing
24. Future Meetings, Seminars and Conferences:
 - Joint Powers Authority meeting October 3, 2011, 5 p.m., Las Virgenes MWD
 - TSD Finance Committee meeting October 10, 2011, 4 p.m., Oak Park Library
 - TSD Board meeting October 24, 2011, 5:15 p.m., Janet Levett Chamber Conference Center, 600 Hampshire Road, Suite 200, Westlake Village
 - 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 – None.
 - b. District Manager – None.
 - c. Legal Counsel – None.
26. Future Agenda Items – Review of OPWS Policies & Procedures Ordinances. Director Orkney requested a future agenda item to discuss the language on the

agendas regarding Public Comments and to compare it to agendas from Las Virgenes Municipal Water District or Camrosa Water District.

- 27. Reports on Outside Meetings/Conferences – Director Orkney reported that she attended the September 1, 2011 Ventura Regional Sanitation District Board Meeting.
- 28. Adjournment – The meeting was adjourned at 8:13 p.m.



Josie Guzman, CMC, Clerk of the Board



Michael Paule, Chair