



# TRIUNFO SANITATION DISTRICT

A PUBLIC AGENCY

Board of Directors  
Triunfo Sanitation District  
Ventura County, California

October 5, 2011

## BOARD AGENDA LANGUAGE

### Summary

Director Orkney requested an agenda item to discuss the language regarding Public Comments on the Board's agenda.

### Background

The Board's agenda contains introductory language regarding the posting of the agenda pursuant to Government Code Section 54954.2 and language providing for an opportunity for members of the public to briefly address the Board. Staff reviewed the agendas dating back to 2000. Samples are attached. The language was modified in 2008 and no further modifications have occurred since that time.

Also attached are samples from several different agencies and copies of Government Code Sections 54954.2 and 54954.3.

If you have any questions please call me at 805-658-4642 or email [josieguzman@vrsd.com](mailto:josieguzman@vrsd.com).

### Fiscal Impacts

There are no fiscal impacts.

### Recommendation

It is recommended the Board:

- a. Discuss the language regarding Public Comments on the Board's agenda and direct staff as appropriate.

JOSIE GUZMAN, CMC – CLERK OF THE BOARD

Enc.

APPROVED FOR OCTOBER 24, 2011 AGENDA

  
Doug Anders – Acting District Manager

Item 20-1

Sample

## NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the Triunfo Sanitation District Board of Directors will hold an adjourned regular meeting at 5:45 p.m. on Monday, December 18, 2000, at the Oak Park Unified School District Offices, 5801 East Conifer Street, Oak Park, CA 91377.

### 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 and end of each meeting. Persons wishing to comment on agenda items should advise the Manager or Clerk prior to start of the meeting. They will then be recognized at the appropriate time. Once recognized, a person should 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. Amendments to the Agenda
3. Approval of Minutes – November 27, 2000.
4. Public Concerns (Items not on agenda - five-minute limit) \*

### CONSENT ITEMS (Items 5 through 12)

5. Trunk Sewer and Manhole Rehabilitation – Schedule 1 Final Acceptance
  - a. Authorize payment in the amount of \$29,493 to Timothy J. Ferrie, per the Final Pay Estimate;
  - b. Authorize and record a Notice of Completion; and
  - c. In the absence of claims from subcontractors and others, release retention in the amount of \$17,390 to Timothy J. Ferrie thirty-five days after filing the Notice of Completion.
6. F-1 Trunk Sewer Pier Support Rehabilitation Final Acceptance
  - a. Authorize and have recorded a Notice of Completion; and
  - b. In the absence of claims from subcontractors and others, release retention in the amount of \$14,490 to Denboer Construction thirty-five days after filing the Notice of Completion.
7. Tapia Water Reclamation Facility – Phase I & II
  - a. Ratify close out Change Orders Nos. 10 through 12 with a total amount of \$41,954 (Triunfo share of \$12,334);
  - b. Approve the execution of a Notice of Completion by the Las Virgenes Municipal Water District for and on behalf of the District and have the same recorded;

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Sample

## 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, **July 28, 2008**, in the Film & Lecture Room, Oak Park Library, **899 N Kanan Road**, Oak Park, California:

### AGENDA

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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 – June 23, 2008
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.

### REPORTS – (Items 6 and 7)

6. Conifer Tank Replacement Project Update
7. Water Conservation Program

### CONSENT ITEMS – (Item 8 only)

8. TSD Contract No. T-04-006-4 Padre Associates – Conifer Tank Replacement Project
  - a. Authorize the Chairman to sign TSD Contract No. T-04-006-4 with Padre Associates for the Conifer Tank Replacement Project increasing the contract by \$36,500 from \$144,476 to \$180,976 for a Mitigated Negative Declaration to comply with the California Environmental Quality Act (CEQA) and approve a time extension to June 30, 2010.

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Sample

## NOTICE OF MEETING

**NOTICE IS HEREBY GIVEN** that the Ventura Regional Sanitation District Board of Directors will hold a regular meeting on **Thursday, October 6, 2011, at 8:30 a.m.**, at the Ventura Regional Sanitation District office, 1001 Partridge Drive, Ventura, California. The business to be transacted is as follows:

### 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 and end of each meeting. Persons wishing to comment on agenda items should complete one of the yellow speaker cards in the Boardroom and submit it (preferably before the meeting) to the Clerk. The Chairman 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 – General Manager/Board of Directors
4. Approval of Minutes – September 1, 2011
5. Public Comments – (Items not on the agenda – 5-minute limit) ✱

### **CONSENT ITEMS** – (Items 6 and 7)

6. VRSD Contract No. 11-025, SCEC/Montrose Environmental Corporation
  - a. Authorize the Chairman to sign VRSD Contract No. 11-025 with SCEC / Montrose Environmental Corporation in the amount of \$50,000 for a term to end December 31, 2014.
7. VRSD Contract No. 10-013-1, Ventura County Watershed Protection District
  - a. Authorize the Chairman to sign VRSD Contract No. 10-013-1 (Amendment No. 1 to Contract No. 10-013) for Monitoring Station Construction Assistance with the Ventura County Watershed protection District in the amount of \$15,000 for a new contract total amount of \$81,740 and extending the term to June 30, 2012.

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Sample



**LAS VIRGENES MUNICIPAL WATER DISTRICT**  
4232 Las Virgenes Road, Calabasas, CA 91302

**AGENDA**  
**REGULAR MEETING**

Members of the public wishing to address the Board of Directors are advised that a statement of Public Comment Protocols is available from the Clerk of the Board. Prior to speaking, each speaker is asked to review these protocols and MUST complete a speakers' card and hand it to the Clerk of the Board. Speakers will be recognized in the order cards are received.

The Public Comments agenda item is presented to allow the public to address the Board on matters not on the agenda. The public may present comments on any agenda item at the time the item is called upon for discussion.

Materials prepared by the District in connection with subject matter on the agenda are available for public inspection at 4232 Las Virgenes Road, Calabasas, CA 91302. Materials prepared by the District and distributed to the Board during this meeting are available for public inspection at the meeting or as soon thereafter as possible. Materials presented to the Board by the public will be maintained as part of the records of these proceedings and are available upon written request to the Clerk of the Board.

5:00 PM.

September 27, 2011

PLEDGE OF ALLEGIANCE

1. CALL TO ORDER AND ROLL CALL

A The meeting was called to order at \_\_\_\_\_ p.m. by \_\_\_\_\_ in the District offices, and the Secretary called the roll.

<u>Board of Directors</u>	<u>Present</u>	<u>Left</u>	<u>Absent</u>
Lee Renger, President	_____	_____	_____
Joseph Bowman, Vice President	_____	_____	_____
Charles Caspary, Secretary	_____	_____	_____
Barry Steinhardt, Treasurer	_____	_____	_____
Glen Peterson, MWD Rep.	_____	_____	_____

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2. **APPROVAL OF AGENDA**

A Moved by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and \_\_\_\_\_, that the agenda for the Regular Meeting of September 27, 2011, be approved as presented/amended.

3. **PUBLIC COMMENTS**

Members of the public may now address the Board of Directors **ON MATTERS NOT APPEARING ON THE AGENDA**, but within the jurisdiction of the Board. No action shall be taken on any matter not appearing on the agenda unless authorized by Subdivision (b) of Government Code Section 54954.2

4. **ILLUSTRATIVE AND/OR VERBAL PRESENTATION AGENDA ITEMS**

**A General Liability and Property Insurance Renewal**

Approve coverage with Affiliate FM for property coverage for Rancho Composting Facility, quoted at \$28,039; approve equipment breakdown coverage with Chubb Insurance Group, quoted at \$23,339; approve crime coverage with Zurich Insurance, quoted at \$11,806; approve the earthquake insurance with Empire Indemnity and Princeton Insurance, quoted at \$198,407.25; approve the second level of excess liability insurance with RUSI Indemnity for \$105,000; approve the third level of excess liability insurance with Arch Insurance Co. for \$43,563; and approve all other general liability and property coverage with Glatfelters, quoted at \$637,991.

**B Legislative and Regulatory Updates**

5. **CONSENT CALENDAR**

**A Minutes: Regular Meeting of August 23, 2011. Approve**

**B List of Demands: September 27, 2011. Approve**

**C Investment Report for the Month of August 2011. Approve**

6. **TREASURER**

7. **FACILITIES AND OPERATIONS**

**A Award of Bid for Ferric Chloride**

The Board of Directors authorize the General Manager to issue a one-year contract with two one-year renewal options to Kemira Water Solutions for the purchase of ferric chloride.

**B Reyes Adobe Freeway Crossing Pipeline Installation: Approval of Final Invoices**

Authorize the General Manager to issue a purchase order in the amount of \$8,522.38 to the City of Agoura Hills to cover the difference between the final construction invoice amount of \$336,550.58 from the City of Agoura Hills and the total purchase order previously authorized in the amount of \$328,075.84; authorize the General Manager to issue a purchase order in the amount of \$32,508.65 to City of Agoura Hills for the third party construction management and inspection cost for the pipeline construction.

**C Tapia Influent Pipeline Rehabilitation Project: Reject All Bids and Approve Revised Plans and Specifications and Call for Bids**

Authorize a rejection of all bids for the Tapia Influent Rehabilitation Project; approve the revised plans and specifications for the Tapia Influent Force Mains Rehabilitation or

20-6

Sample



Board of Directors  
Al E. Fox  
Division 1  
Jeffrey C. Brown  
Division 2  
Timothy H. Hoag  
Division 3  
Eugene F. West  
Division 4  
Terry L. Foreman  
Division 5  
General Manager  
Frank E. Royer

# Board Agenda

## Regular Meeting

Wednesday, July 13, 2011

Camrosa Board Room  
7385 Santa Rosa Road  
5:00 PM

### Call to Order

Approve Minutes of the Board Meeting of June 22, 2011.

### Public Comments

At this time, the public may address the Board on any item not appearing on the agenda which is subject to the jurisdiction of the Board. Persons wishing to address the Board should fill out a white comment card and submit it to the Board Chairman prior to the meeting. All comments are subject to a 5 minute time limit.

### Special Presentations and Announcements

None

Matters appearing on the Consent Agenda are expected to be non-controversial and will be acted upon by the Board at one time, without discussion, unless a member of Board or the Staff requests an opportunity to address any given item. Items removed from the Consent Agenda will be discussed at the beginning of the Administrative Items. Approval by the Board of Consent Items means that the recommendation of the Staff is approved along with the terms and conditions described in the Board Memorandum.

### Consent Agenda

#### 1. \*\*Approval of Vendor Payments

**Recommendation:** Approve the payments as presented by staff.

**Summary:** A summary of accounts payable in the amount of \$409,391.73 is provided for Board information and approval.

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Sample

CALLEGUAS MUNICIPAL WATER DISTRICT  
2100 Olsen Road  
Thousand Oaks, California 91360  
www.calleguas.com

BOARD OF DIRECTORS MEETING  
October 5, 2011  
5:00 p.m.

AGENDA

**WRITTEN COMMUNICATIONS FROM THE PUBLIC MUST BE RECEIVED BY 8:30 A.M. ON THE THURSDAY PRECEDING A REGULAR BOARD MEETING IN ORDER TO BE INCLUDED ON THE AGENDA AND REVIEWED BY THE BOARD AT THAT MEETING. GOVERNMENT CODE SECTION 54954.2 PROHIBITS THE BOARD FROM TAKING ACTION ON ITEMS NOT POSTED ON THE AGENDA EXCEPT AS PROVIDED IN SUBSECTION 54954.2(b).**

A. CALL TO ORDER AND ROLL CALL

BOARD OF DIRECTORS

Ted Grandsen, President  
William R. Seaver, Vice-President  
Donald G. Hauser, Secretary  
Gail L. Pringle, Treasurer  
Scott H. Quady, Director

B. MINUTES (September 21, 2011)

*Action: It is recommended that the Board approve the September 21, 2011 minutes.*

C. WRITTEN COMMUNICATION

D. ORAL COMMUNICATION

**MEMBERS OF THE PUBLIC MAY ADDRESS THE BOARD ON ITEMS THAT DO NOT APPEAR ON THE AGENDA, AND ON ITEMS WITHIN THE JURISDICTION OF THE BOARD. PLEASE LIMIT YOUR REMARKS TO THREE MINUTES.**

E. GENERAL MANAGER'S REPORT

1. Update on matters of interest to the Board  
(Information only)
2. Monthly Status Report  
(Information only)

54954.2. (a) (1) At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

(2) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

(b) Notwithstanding subdivision (a), the legislative body may take action on items of business not appearing on the posted agenda under any of the conditions stated below. Prior to discussing any item pursuant to this subdivision, the legislative body shall publicly identify the item.

(1) Upon a determination by a majority vote of the legislative body that an emergency situation exists, as defined in Section 54956.5.

(2) Upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a).

(3) The item was posted pursuant to subdivision (a) for a prior meeting of the legislative body occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

(c) This section is necessary to implement and reasonably within the scope of paragraph (1) of subdivision (b) of Section 3 of Article I of the California Constitution.

54954.3. (a) Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the

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legislative body on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2. However, the agenda need not provide an opportunity for members of the public to address the legislative body on any item that has already been considered by a committee, composed exclusively of members of the legislative body, at a public meeting wherein all interested members of the public were afforded the opportunity to address the committee on the item, before or during the committee's consideration of the item, unless the item has been substantially changed since the committee heard the item, as determined by the legislative body. Every notice for a special meeting shall provide an opportunity for members of the public to directly address the legislative body concerning any item that has been described in the notice for the meeting before or during consideration of that item.

(b) The legislative body of a local agency may adopt reasonable regulations to ensure that the intent of subdivision (a) is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker.

(c) The legislative body of a local agency shall not prohibit public criticism of the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body. Nothing in this subdivision shall confer any privilege or protection for expression beyond that otherwise provided by law.

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