



TRIUNFO SANITATION DISTRICT

A PUBLIC AGENCY

Board of Directors
Triunfo Sanitation District
Ventura County, California

December 15, 2011

GOALS & OBJECTIVES – FISCAL YEAR 2012

SUMMARY


The attached matrix of the Board's Goals & Objectives for Fiscal Year 2012 is provided for discussion during the Board meeting

RECOMMENDATION

Receive update on Board's goals and objectives and direct staff as appropriate.

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APPROVED FOR DECEMBER 19, 2011 AGENDA



Doug Anders - District Manager

Item 15-1

Triunfo Sanitation District

FY12 Goals and Objectives - Update 12/19/2011

Goal No.	Goal Title	Priority	Status	Staffing Requirements:	Staffing/Support Recommendation(s):
1	Triunfo Sanitation District Website	1	The Triunfo Board approved Contract No. T11-010 with the Agency for website development services. Project is scheduled to be completed by <i>April, 2012</i> .	While the Agency will develop the website, staff time will be required to review and format content, to provide direction, and facilitate the process through the Website Redesign Committee and the Board.	Existing resources are available to handle the intermittent workload for this project.
2	Budget Timelines	3	Budget timelines are in development. It is anticipated that the timeline will be provided in the <i>January, 23rd</i> Board Packet. The Triunfo annual budget includes inputs from a number of outside agencies including the Calleguas Municipal Water District, Las Virgenes – Triunfo JPA, Ventura Regional Sanitation District.	The timeline is being developed by the District Manager.	FY11 and FY12 budgets were developed by the Interim District Manager. <i>The overall budget assignment is under evaluation for transfer/cross training with an internal incumbent.</i>
3	Mission and Vision Statement	3	Staff surveyed local agencies and developed a list of "Mission and Vision" statements from comparable agencies. A staff report will be developed for the _____ board meeting. [Board to suggest scheduling]	Administrative and management staff.	No additional support is identified this time.
4	Public Outreach	2	Current efforts include the use of the OPWS bill staffers and the Triunfo website (see Goal No. 1). An outreach plan will be developed for this goal.	Contract staff (VRSD) will utilize in-house Public Information Officer to develop the outreach plan.	No additional support is identified this time.
5	Evaluate District Manager and Legal Counsel	3	The forms and procedures will be developed for the _____ board meeting. [Board to suggest scheduling]	District Manager and Clerk of the Board will develop for Board review/approval.	Assigned to District Manager and Clerk of the Board.

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Goal No.	Goal Title	Priority	Status	Staffing Requirements:	Staffing/Support Recommendation(s):
6	Conference Participation Policy	1	Directors have expanded the range of potential conference attendance through board discussion and action. The Board's policy regarding conference participation will be updated by staff.	This is a routine staffing function.	Assigned to District Manager and Clerk of the Board. This is item that can be handled using existing resources.
7	TSD Disaster Preparedness Plan	1	Scheduled for discussion and/or approval of contract on December 19, 2011 .	Consultant development with oversight from staff.	Water and Wastewater Technical Services Supervisor will manage this project.
8	Long Term Financial Planning	3	This goal partially relies on inputs that are being developed under other goals including Goal #9, Goal #18 and Goal #28. This goal has significant budget and rate implications and should be completed for incorporation in the FY13 Budget process.	VRSD Finance staff.	Director of Finance and Finance Department staff to develop the overall plan. Operations staff and contract support will develop appropriate sections of the plan (Capital Improvement planning).
9	Capital Improvement Plan	2	Staff with assistance from outside engineering firm has initiated the development of a CIP for TSD owned assets (Goal Nos. 18 & 28). The TSD portion will be dovetailed with the Las Virgenes – Triunfo JPA CIP. This goal must be substantially completed for incorporation into Goal No. 8.	VRSD Staff: Water & Wastewater Technical Supervisor & Water & Wastewater Maintenance Supervisor in conjunction with contract engineering services.	Continue assistance of the development of the Capital Improvement plan utilizing VRSD staff with <i>assistance from contract engineer</i> .
10	Evaluate Rates	4	Potable water rates were adjusted to reflect 1/1/2012 pass through costs. Reclaimed Water rates will be evaluated in January, 2012. All rates will be reviewed in light of Goal No. 8.	District Manager and Director of Finance.	No additional support is identified this time.
11	Triunfo Organization	3	Future agenda items include review of VRSD contract. Item is scheduled for the _____ board meeting. [Board to suggest scheduling]	District Manager	Sufficient level of staffing is available; however, the Triunfo Board should consider <i>third party evaluation of services where appropriate</i> .

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Goal No.	Goal Title	Priority	Status	Staffing Requirements:	Staffing/Support Recommendation(s):
12	VRSD Representation	1	Permanent status on the VRSD Board has been requested. VRSD is scheduled to consider this issue at their goal setting session in February, 2012. On November 28, 2011 the Triunfo Board a Triunfo Board member for ongoing attendance at VRSD's meetings.	None identified at this time.	None identified at this time.
13	District Benchmarking (of VRSD outsourced Staffing)	4	No Activity to date.		An outside firm (consultant) should be utilized to provide benchmarking services.
14	Evaluation of JPA Identity	-	A number of identity issues have been identified and documented that can be documented for JPA consideration.	If directed by the TSD Board, District Manager to write request for JPA consideration.	None identified at this time.
15	Oak Canyon Reservoir	1	Monthly status reports are provided to the Triunfo Board.	Current combination of VRSD and contracted staff.	None identified at this time.
16	Agency Coordination	1	Staff has attended meetings at the Oak Park MAC, Ventura LAFCO, CMWD and the JPA. Future meetings will include the County of Ventura to discuss potable and reclaimed water issues.	District Manager and appropriate staff, as appropriate.	None identified at this time.
17	Site Security	1	Staff implemented a number of security measures at the beginning of FY12. Staff is also developing a "Vulnerability Assessment" that will identify additional recommendations related to site security.	VRSD Staff: Water & Wastewater Technical Supervisor & Water & Wastewater Maintenance Supervisor.	In addition to identified staffings, there will be some overlap with the "Disaster Preparedness Plan" that will be performed under a consultant contract (Goal No. 7).

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Goal No.	Goal Title	Priority	Status	Staffing Requirements:	Staffing/Support Recommendation(s):
18	Potable Water Capital Improvement Plan	2	A Contract engineering firm is currently evaluating assets and developing a plan. It is anticipated that a draft plan will be available for review in early 2012.	VRSD Staff: Water & Wastewater Technical Supervisor & Water & Wastewater Maintenance Supervisor.	Continue assistance of the development of the Potable Water Capital Improvement with assistance from contract engineering firm.
19	Water Conservation Fair	3	Staff will survey local agencies to determine if partnering opportunities are available.	District Manager, Public Information Officer.	Additional help may be required depending on the size/scope of fair, if any.
20	Recycled Water System Expansion	1	Recycled Water Committee is evaluating cost/benefit alternatives for system expansion.	District Manager, Water and Wastewater Division staff.	Depending on proposed expansion opportunities, a hydraulic study (consultant) may be necessary to determine supply capability of JPA system to Ventura County.
21	Recycled Water Storage	2	To date, there has been no action other than updates of possible storage solutions developed by the JPA		A comprehensive recycled water storage cost/benefit analysis would be completed most efficiently with the assistance of a consultant.
22	CMWD Portion of RW System	2	Staff will present an update on the possible	District Manager	Will be determined by direction of the Board. Focused financial analysis for the purchase of assets may be suited to the use of an outside consultant.
23	JPA Reclaimed Water Opportunities	2/3	No activity to date.	District Manager	No recommendation at this time.
24	Composting Operations	1	Analysis/discussion regarding composting operations has been limited to JPA meeting presentations.	District Manager	Will be determined by direction of the Board.

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Goal No.	Goal Title	Priority	Status	Staffing Requirements:	Staffing/Support Recommendation(s):
25	TSD Outreach	1	Meeting was held at the Greater Conejo Valley Chamber of Commerce in October, 2011. Additional methods of outreach to this segment will be included Goal No. 4	District Manager, Clerk of the Board, Public Information Officer	No recommendation at this time.
26	Communicate JPA Tours to TSD Customers	1/2	The next JPA Wastewater Treatment Tour on February 4, 2012 is full. Staff will advertise for the August 4, 2012 Tour in the first or second quarter of 2012.	Public Information Officer	No additional support is identified necessary this time.
27	District Benchmarking (JPA)	4	Discussion regarding the potential benchmarking study was initiated at the December 5, 2012 Las Virgenes - Triunfo Joint Powers Authority meeting.	If directed by the TSD Board, District Manager to develop RFP and manage the contract of an outside firm to provide benchmarking services.	If directed by Board, outside assistance - <i>consultant</i> - would be required to complete this goal.
28	Wastewater Capital Improvement Plan	2	A Contract engineering firm is currently evaluating assets and developing a plan. It is anticipated that a draft plan will be available for review in early 2012.	VRSD Staff: Water & Wastewater Technical Supervisor & Water & Wastewater Maintenance Supervisor.	Continue assistance of the development of the Potable Water Capital Improvement with assistance from contract engineering firm.
29	Disinfection Alternatives Status/Progress	4	Staff will work with JPA and prepare an update for the Triunfo Board for the _____ board meeting. [Board to suggest scheduling]	District Manager	No recommendation at this time.
30	Alternative Energy Strategies	4	Staff will use the USEPA Energy Management Guidebook for Wastewater and Water Utilities to evaluate and implement energy consumption and energy cost savings.	VRSD Staff: Water & Wastewater Technical Supervisor & Water & Wastewater Maintenance Supervisor.	No additional support is identified necessary this time.
31	Private Sewer Lateral Replacement Prg.	4	No activity to date.	District Manager/Finance Director	No recommendation at this time.

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