

## TRIUNFO SANITATION DISTRICT

Minutes of the regular meeting of November 28, 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 students from Oak Park High School.
3. Amendments to the Agenda – Director Iceland asked that Item 12 be moved up after Consent Items. Chair Paule asked that Item 7 be moved to Action Items and considered as the first item under Action Items. It was moved by Director Iceland, seconded by Director Wall, to approve the agenda as amended.
4. Approval of Minutes – Director Orkney noted a change to the minutes of October 24, 2011, Item 13 regarding intertie scheduling. She read a prepared statement to add to the minutes, "It was the consensus of the Board to authorize staff to complete two potable water supply interties, one with LVMWD, and one with California Water Service, and that they be completed as soon as possible. This is so there would be an alternate source of potable water for Oak Park Water Service customers, in case of emergency disruption. Janna Orkney mentioned January 2012 as the time goal to have the interties operational. For clarification, the consideration of connecting the above potable water interties because of Calleguas Municipal Water District supply requirements for service disruption, due to construction of the Oak Canyon Water Tank, is a separate issue." Chair Paule mentioned that his recollection was that the Board was waiting to receive a report. Director Iceland mentioned that he recalled discussion regarding the need for emergency tie-ins; however, he did not recall that it should be two separate items. Legal Counsel John Mathews stated these were the Board's minutes and any changes to the draft minutes would not change the action or vote. Director McReynolds mentioned that one of the issues discussed was whether there was enough water pressure from the Calleguas or the CalWater side. Chair Paule stated that the desire of the Board was to have the interties done as soon as possible and that he had no problem with adding this to the minutes. Director Orkney asked the Clerk of the Board to verify the audio recording and noted that this was her recollection of the outcome of this item.

Director Orkney noted a correction to Item 23 and stated that she had expressed concern regarding the consultants rather than Chair Paule. Chair Paule stated that he may have been repeating Director Orkney's comments; however, he did not recall.

Item 4-1

Director McReynolds noted a correction on Item 10a, third paragraph, that should be changed as follows, "...and *taking* into consideration the value of salvaged metal..."

It was moved by Director Wall, seconded by Director Iceland, and unanimously carried by the Board to approve the October 24, 2011 meeting minutes as amended.

5. Public Comments – None.

**CONSENT ITEMS** – (Items 6 through 8)

6. Board Agenda - Consent Items – It was moved by Director Orkney, seconded by Director Iceland, and unanimously carried by the Board to approve adding language to the Board agenda regarding matters listed under Consent Items.
8. CASA Conference – Palm Desert, California – It was moved by Director Orkney, seconded by Director Iceland, and unanimously carried by the Board to authorize the District Manager to attend the CASA Mid-Year Conference and approve a budget adjustment in the amount of \$1,503.
9. Lindero Feeder Decommissioning Agreement with Rancho Simi Parks and Recreation District (RSPRD) – It was moved by Director Orkney, seconded by Director Iceland, and unanimously carried by the Board to execute Contract No. TSD 11-011 requiring Triunfo to: (1) decommission certain improvements and property related to portions of the Lindero Feeder located on RSRPD property, which improvements and property Triunfo does not require for future water delivery service; and, (2) quitclaim certain access easements related to the decommissioned improvements and property to RSRPD.

**ACTION ITEM** – (Item 12)

12. Sponsorship of Solar Cup Competition – Director Iceland presented background information regarding the Solar Cup competition and provided copies of the team's yearbook depicting the previous year's competition and activities. He noted that each team must be sponsored by a water company. He also noted that last year the team was sponsored by Calleguas Municipal Water District; however, Calleguas was unable to provide sponsorship this year. He spoke in support of sponsoring Oak Park High School in the Solar Cup Competition.

Matt Kracht, school advisor, introduced students David Xie, Catherine Shi, Kathy Sun, and Kristen Bendes. They spoke regarding the activities involved in building a 16-foot boat powered by solar batteries and the development of an educational public service announcement. They provided a hand-out explaining their objective for the competition where students learn the basics of physics, mechanical, electrical engineering, leadership, teamwork, and sportsmanship.

4-2

Director Orkney stated that she was impressed with the presentation; however, she did not see the nexus with Oak Park Water Service or Triunfo Sanitation District. She expressed concern that the Board would be making a special appropriation to one part of the District. She stated that she was aware that the school needed sponsorship from a water company and that although she supported their effort she wanted support from the Oak Park Unified School District on taking advantage of field trips to Triunfo Sanitation District wastewater treatment plant and facilities.

Director Iceland stated that he agreed that the sponsorship would benefit Oak Park Water Service as it would build water conscious citizens.

It was moved by Director Iceland, seconded by Director Wall, to approve the request from students from Oak Park High School for sponsorship for the Solar Cup competition in the amount of \$2,500 and direct staff to transfer the funds from the potable water segment.

The Board discussed the positive aspects of the public service announcement which could raise the District's profile and outreach.

Upon voice vote, motion carried unanimously.

Mr. Kracht thanked the Board and noted that he was unaware of the educational opportunities provided by the District. He stated that he would follow-up on the possibility of scheduling field trips to the District's facilities.

## REPORTS – (Items 10 and 11)

### 10. Oak Canyon Update

- a. Project Update – Tim Doyle, The PRD Group, provided a handout and presented the report. Director Orkney asked that fencing be installed to shield the view of the equipment yard at Deerhill and Kanan. Mr. Doyle indicated that he would follow-up at the biweekly construction meeting.
- b. Project Outreach Program Update – Mr. Anders distributed a copy of a thank-you note that was given to Lash Construction following a tour of the construction site. Received and filed.

11. Report from Standing Subcommittees – Director Iceland reported that the Finance Committee met with District Manager Doug Anders and Director of Finance Vickie Dragan to provide direction regarding billing procedures, timetables, and forgiveness of billing to customers who have water leaks. Ms. Dragan noted that the Committee would meet again on December 12 and a recommendation would be presented to the Board on December 19. Director Orkney reported that the Recycled Water Committee did not meet.

**ACTION ITEMS – (Item 7, and Items 13 through 18)**

7. Legal Counsel Representation - Special Districts Committee Annual Meeting – Mr. Anders presented the report. Director Orkney mentioned that previously the Montalvo Municipal Improvement District provided legal counsel to the Special Districts Committee. She suggested that the Special Districts should alternate having legal counsel attend meetings.

It was moved by Director Orkney, seconded by Director Iceland, and unanimously carried by the Board to authorize Triunfo Sanitation District legal counsel to attend meeting(s) of the Special District committee related to VRSD representation, oversee the selection process, and document the proceedings for the Committee.

13. Public Hearing Ordinance No. TSD-72 – Prescribing Rates and Charges for Potable Water – Chair Paule opened the Public Hearing at 6:26 p.m. Mr. Anders presented the report. Josie Guzmán, Clerk of the Board, received no written communication. There was no public comment. Chair Paule closed the Public Hearing at 6:30 p.m.

Director Orkney inquired whether a press release would be sent to the newspapers. Ms. Guzmán responded that she would publish notices in the Ventura County Star and The Acorn.

It was moved by Director Iceland, seconded by Director McReynolds, and unanimously carried by the Board to conduct the second reading, by title only, of Ordinance No. TSD-72, Prescribing Rates and Charges for Potable Water to the Oak Park Water Service Area, and adopt Ordinance No. TSD-72 effective January 1, 2012. Ms. Guzmán read Ordinance No. TSD-72 in title only.

14. Cellular Site Lease Extension Request – Kilburn – Mr. Anders presented the report. The Board discussed concerns with the amount of staff and legal time spent on cell tower issues; negotiating with the lessee to pay for staff and legal time spent on lease extensions; increasing the lease amount; considering fair market value for the lease; preparing a standard lease agreement; and exploring ways to escalate the lease amounts.

Mr. Mathews stated that he could provide a memorandum on what he believes are the important issues regarding a cellular site lease agreement. He noted that another important aspect would be to have one focal person on staff that is familiar with all lease agreements.

Chair Paule encouraged the Board to review Las Virgenes Municipal Water District's standard lease. He suggested that staff inform the cellular carrier that the request for lease extension was still under Board discussion. He also suggested that the Board form an ad hoc committee to come up guidelines and that staff

contact other agencies to find out what they receive in lease payments from cellular carriers.

No formal action taken.

15. Website Development Contract No. T11-010, theAgency – Mr. Anders presented the report. The Board discussed the contract, development of the scope of work, payment schedule, timeline, and asking theAgency to make a presentation to the Board.

It was moved by Director McReynolds, seconded by Director Iceland, and unanimously carried by the Board to authorize the Chair to sign Contract No. T11-010 with theAgency for website development services, in an amount not to exceed \$25,000, with a contract term ending May 30, 2012.

The Board recessed to a break at 7:02 p.m. and reconvened at 7:08 p.m.

16. Consideration of Membership on the Association of California Water Agencies (ACWA) - Mr. Anders presented the report and noted that ACWA would offer a 50 percent discount on dues for 2012 and a 25 percent discount for 2013; however, ACWA would not consider the District's water budget solely in determining membership dues. Chair Paule expressed that he believed a benefit of membership would be that ACWA is an advocate for water agencies while the California Association of Sanitation Agencies is an advocate for wastewater treatment issues. He stated that he wanted Triunfo Sanitation District to be more active in helping creating water policies locally and statewide. He noted that Las Virgenes Municipal Water District and Calleguas Municipal Water District were active ACWA members and suggested that their input be sought to determine whether there was a benefit to being a member. He stated that he and Director Orkney would be attending the ACWA conference and that he might have additional information to bring back to the full Board following the conference. He asked that this item be deferred and brought back to the next meeting in December.

No formal action taken.

17. Contract Staffing Levels – Mr. Anders presented the report and stated that he would bring back a project schedule of the Board's goals and objectives.

Director Orkney stated that she had requested information on the number of hours Mr. Anders worked per month and how many other staff members were available to assist Mr. Anders in performing his work. She noted that at the Ventura Regional Sanitation District (VRSD) Board meeting General Manager Mark Lawler informed the Board on what had been done in the past year for reduction in force by eliminating mid-manager level positions, including two engineers. She expressed her concern that it appeared that The PRD Group was stepping into the

engineering role. She stated that she wanted information on a month of billing, where the billing originates, which divisions, staff level, and rate sheet. Mr. Anders noted that he currently works half of the week for TSD, approximately five hours per month for Saticoy Sanitary District, and the balance for VRSD. He stated that he would provide a more detailed breakdown. Director Orkney requested that he also provide information on all staffing, hours, and duties.

Director McReynolds requested information regarding Mr. Anders' areas of need, how much help he needs, costs and options, temporary help or consultants, and a recommendation on what Mr. Anders believes would work best for VRSD to give TSD the service it needs and the best way to address shortfalls. Mr. Anders stated that he could bring back a report in December.

No formal action taken.

18. Ventura Regional Sanitation District (VRSD) Board Meeting Attendance, Triunfo Sanitation District Goal #12 – Mr. Anders presented the report. Director Orkney noted that she held the position as the Alternate and the Representative from the Special Districts Committee to the VRSD Board. She suggested that the Board members take a poll as to who may attend the VRSD meetings so that the Board may choose a Representative and an Alternate.

Chair Paule noted that Triunfo Sanitation District (TSD) would not have representation on VRSD for another five years and that VRSD had asked for consensus from the Special Districts on seeking permanent seats on the VRSD Board. He mentioned that Ojai Valley Sanitary District expressed opposition to TSD's request for a permanent seat.

Director Orkney stated that the feeling she was receiving from the VRSD Board was that they were thinking of putting all the Special Districts on the Board. She noted that she was not hearing push back from the Board; however, she was hearing push back from the other Special Districts. She mentioned that Ojai Valley Sanitary District and Montalvo Municipal Improvement District were against TSD being seated permanently, and Saticoy Sanitary District wanted to serve on the Board. She noted that VRSD had not heard from Camrosa Water District or Channel Islands Beach Community Services District. She stated that she would be happy to serve as the designee. Chair Paule stated that he would be willing to serve as the alternate.

It was moved by Chair Paule, seconded by Director Iceland, and unanimously carried by the Board to designate Director Janna Orkney as the primary designee TSD Board member and Chair Paule as the alternate to attend VRSD meetings, approve compensation for day of service, and provide ability for other Board members to attend VRSD Board meetings.

**INFORMATION ITEMS** – (Items 19 through 26)

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

19. Investment Report – October 2011
20. Disbursements – October 2011
21. Revenue & Expense Report – October 2011 – Director McReynolds inquired regarding the Capital Outlays section of the report and whether the amounts were cumulative for the entire year. Mr. Anders responded that he would need to follow-up. Director McReynolds inquired regarding the Recycled Water section of the report and noted that each month since the beginning of the year expenses had been higher than budgeted. He suggested that the Board to go back and look at the budget. He stated that he recognized that revenue was higher than budgeted and that he was trying to determine what was different from what was budgeted. Mr. Anders responded that it depended on the amount of water being sold and noted that more water is sold during the summer months. Director Orkney inquired regarding Capital Outlays – Professional Services in the amount of \$736,651. Ms. Dragan responded that this was for the Conifer Tank Replacement Project which was the only capital project for TSD. She explained that a few months ago the Board approved a contract with The PRD Group to take over engineering services and that staff was moving the budgeted hours from VRSD into professional services. Chair Paule pointed out the Potable Water section of the report, General & Administrative, and inquired regarding the amounts of \$157,540 and current period of \$17,728, cumulative to date \$21,756. Mr. Anders responded that he included the cost of the valve cover lid raising when the budget was developed. He noted that the Board approved a budget adjustment in September to move General & Administrative into the VRSD contract, and that the change would reflect the following next month when the budget adjustment is made.
22. Water Conservation Report
23. Water Conservation Rebate Update
24. Disaster Preparedness Plan – Update
25. LAFCo Public Notice
26. Future Meetings, Seminars and Conferences:
  - ACWA Fall Conference November 29 – December 2, 2011, Anaheim
  - Joint Powers Authority meeting December 5, 2011, 5 p.m., Las Virgenes MWD
  - ~~Recycled Water Committee December 9, 2011, Time TBA, Oak Park Library~~
  - ~~Website Redesign Committee December 9, 2011, Time TBA, Oak Park Library~~
  - Finance Committee December 12, 2011, 3:45 p.m., Oak Park Library

- TSD Board adjourned regular meeting December 19, 2011, 5:15 p.m., Oak Park Library
- CASA 2012 Mid-year Conference, January 18 – 20, 2012, Palm Desert

### **NEW BUSINESS – (Item 27 only)**

#### 27. Discussion

- a. Board Members – Director McReynolds requested an update on the goals and objectives, update on the discussion with Calleguas Municipal Water District, and a tour of the construction site during the foundation pour. He mentioned that he recently underpaid his water bill by one cent and he was sent a notification that his water would be shut off. He requested a discussion regarding setting a grace amount when a water bill is underpaid. Chair Paule noted that this was an item that would be discussed at the Finance Committee Meeting. Director Iceland inquired whether the District is given the same pass through from Metropolitan Water District as given to Las Virgenes Municipal Water District because their pass through was seven cents per 100 cubic feet compared to 13 cents per 100 cubic feet. Mr. Anders responded that the pass through did not include anything that Calleguas Water District adds on and that he would follow-up with Calleguas. Chair Paule inquired regarding odor issues at Lake Sherwood. Mr. Anders responded that over the last several years there had been odor issues from the Carlisle Lift Station. He noted that staff worked with the residents to address their concerns regarding noxious odors that occur intermittently, primarily in the evening, and that staff worked on developing an odor reduction process at the lift station which includes the addition of bioxide. He explained that the force main accumulates the raw sewage and pumps it twice a day and that staff believed there was a potential that when the bioxide pump is not working properly too much waste accumulates and potentially creates odors. He noted that staff installed an odor logger which detects small concentrations of H<sub>2</sub>S. He stated that odors could also be caused by mulch, fertilizer, greenwaste, activities generated by the golf course, issues with swamp gas and old debris, storm drains, or dead animals. He noted that the lift station was designed for full build out of that part of Lake Sherwood and it was operating under capacity. Director Orkney reported that she noticed a large hole on Buttonwood where the petroleum line is being repaired or upgraded and a water line was cut. She inquired whether additional work was being done on the petroleum line and whether the Oak Park Municipal Advisory Council was notified. Director Iceland noted that there is a company that locates all the utility lines whenever someone goes to dig. Director Orkney expressed concern with locating the District's water lines.
- b. District Manager – None.
- c. Legal Counsel – Mr. Mathews noted that the Association of Water Agencies of Ventura County (AWA-VC) would hold its holiday mixer on December 8, 2011, at the Museum of Ventura County. He asked the Directors to let him

know if they had any thoughts for the symposium to be held in April. He noted that the AWA-VC would be focusing on rates the coming year. Director Orkney requested information on what goes into determining Calleguas and United Water's rates.

28. Future Agenda Items – Review Reclaimed Water Ordinance and OPWS Policies & Procedures Ordinances. Director Orkney requested a discussion in either December or January on going out to bid for wastewater and water services. She stated that she believed that the contract with Ventura Regional Sanitation District would be up in 2013 and that she believed the Board should look at other suppliers. Director McReynolds requested an update on the goals and objectives and the discussions with Calleguas Municipal Water District.
29. Reports on Outside Meetings/Conferences – Director Orkney reported that the Ventura Regional Sanitation District (VRSD) Board would be considering Special District representation at their goals meeting in February. She distributed a copy of the VRSD goals and objectives and asked the Board to see whether there was anything that remotely appeared that VRSD was concerned with keeping TSD as a client. She stated that she asked the VRSD Board to break down their income by agency and city so that they could see where their money is coming from and then break it down by division such as wastewater, solid waste, and water services. She also stated that VRSD could go further and break it down by agency, city, and the services that they perform. She noted that in her view the VRSD goals and objects were about public image and new services and not about existing services. Chair Paule reported that he attended the Ventura County Special Districts Association meeting where there was a presentation by Ed Hayduk from Rancho Simi Recreation and Parks District regarding the Sinaloa Golf Course project and financing. He encouraged the Board members to attend these meetings.

Mr. Anders announced the passing of John Johnston, Construction Inspector for Ventura Regional Sanitation District since 1999. He noted that Mr. Johnson conducted water and wastewater work for the Triunfo Sanitation District, and he asked that the meeting be adjourned in his memory.

30. Adjournment – The meeting was adjourned at 8:14 p.m., in memory of John Johnston.

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Michael Paule, Chair

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Josie Guzmán, CMC, Clerk of the Board

4-9