



# TRIUNFO SANITATION DISTRICT

A PUBLIC AGENCY

Board of Directors  
Triunfo Sanitation District  
Ventura County, California

December 12, 2011

## REVISED MINUTES OF OCTOBER 24, 2011

### Summary

Review the revised minutes of the October 24, 2011 Triunfo Sanitation District Regular Board Meeting.

### Background

The minutes from the October 24, 2011 regular meeting were presented to the Board for adoption on November 28, 2011. The Board noted that corrections were needed for Items 10, 13, and 23.

Director McReynolds asked that Item 10, third paragraph, be revised as follows, "... and *taking* into consideration the value of salvaged metal..." This correction has been prepared.

Director Orkney asked that the action taken on Item 13, Water Storage Capacities and Tie-In Options for Oak Park Water Service, be revised and she submitted a written revision. The Board discussed their recollection of this item. Director Orkney asked the Clerk of the Board to verify the audio recording and noted that her written statement was her recollection of the outcome. One of the items that Director Orkney asked to be included was that she had mentioned January 2012 as the time goal to have the interties operational; however, upon review of the audio, there was no mention of this time goal. A revised summary has been prepared to expand upon the Board's discussion of this item.

Director Orkney asked that Item 23, Contract Staff Levels, third paragraph, be revised as follows, "*Director Orkney* expressed concern that contractors needed to be contracted..." Upon review of the audio, this paragraph was a summary of Chair Paule's comments. A revised summary of this item has been prepared to expand upon Chair Paule's comments.

The attached minutes are presented for review and approval. If you have any questions, please call me at 805-658-4642 or email [josieguzman@vrsd.com](mailto:josieguzman@vrsd.com)

*Item 6-7*

**Fiscal Impact**

There are no fiscal impacts.

**Recommendation**

It is recommended that the Board approve the revised minutes of the October 24, 2011 Regular Meeting.



JOSIE GUZMAN – CLERK OF THE BOARD

Enc.

APPROVED FOR THE DECEMBER 19, 2011 AGENDA

  
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Doug Anders –District Manager

## TRIUNFO SANITATION DISTRICT

Minutes of the regular meeting of October 24, 2011

Janet Levett Chamber Conference Center, Greater Conejo Valley Chamber of Commerce, 600 Hampshire Road, Suite 200, Westlake Village, California 91361

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 Iceland.
3. Amendments to the Agenda – Doug Anders, Acting District Manager, asked that Item 12 be moved up after Consent Items. It was moved by Director Wall, seconded by Director Iceland and unanimously carried by the Board to approve the agenda as amended.
4. Approval of Minutes – It was moved by Director Orkney, seconded by Director McReynolds, and unanimously carried by the Board to approve the September 26, 2011 regular meeting minutes as presented.
5. Public Comments – None.

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

6. Water Conservation Customer Rebate Program – 2011/2012 – It was moved by Director Orkney, seconded by Director McReynolds, and unanimously carried by the Board to increase the allocation for high-efficiency toilets for the 2011-2012 Fiscal Year from \$300 to \$800.
7. Acceptance of Executed Easement and Grant Deeds for Recordation - It was moved by Director Orkney, seconded by Director McReynolds, and unanimously carried by the Board to authorize the Chair to sign the Certificates of Acceptance for recordation of the easement and grant deeds transmitted by the Rancho Simi Recreation and Park District for the Conifer Tank Replacement Project.
8. Assignment of Mainline Extension Developer Refund Agreement - It was moved by Director Orkney, seconded by Director McReynolds, and unanimously carried by the Board to authorize the Chair to sign the Assignment of Mainline Extension Refund Agreement to transfer title and ownership from Neptune Company Asset Holdings Mainline Extension Refund Agreement to William G. Leonard.

### ACTION ITEMS – (Item 12 only)

12. Initiation of Detachment of Ahmanson Ranch Community Services District (ARCSD) – Mr. Anders introduced Kim Uhlich, Executive Director of the Local Agency Formation Commission (LAFCo). Ms. Uhlich presented the report. Mr. Anders responded to a question regarding potential plans to install sewer lines in areas adjacent to Bell Canyon by stating that this had never been discussed by the Board. Ms. Uhlich noted that the District would continue to be able to install infrastructure through that area.

It was moved by Director Iceland, seconded by Director Orkney, and unanimously carried by the Board to receive the presentation regarding initiation of detachment of ARCSD; adopt TSD Resolution No. T11-006, Resolution of Application Initiating Proceedings for the Detachment of the Territory within the ARCSD; direct staff to prepare and send a letter requesting LAFCo to consider dissolution in conjunction with the County's request to dissolve the ARCSD; and authorize payment in the amount of \$300 to the California State Board of Equalization.

#### REPORTS – (Items 9 through 11)

9. Presentation Regarding Triunfo Sanitation District – No presentation made.

10. Oak Canyon Update

- a. Project Update – Tim Doyle, The PRD Group, provided a handout and presented the report.

The Board discussed the County's repaving project for Kanan Road and the option for Lash Construction to credit Triunfo Sanitation District the paving costs for the 220 feet required for the eastbound lane

The Board discussed the decommissioning and demolition of tanks; going out to bid right away to decommission the tanks; having the contractor deal with lead paint issues; and taking into consideration the value of salvaged metal from the tanks. Mr. Anders stated that he would work with Mr. Doyle regarding the option of preparing bid documents for the tank decommissioning.

- b. Project Outreach Program Update – Received and filed.

11. Report from Standing Subcommittees – Director McReynolds reported that the Website Development Committee reviewed the scope of work and the proposed contract with the Agency and they did not feel that it was ready to come back to the Board for approval. He noted that the committee had concerns that the scope of work was not adequately described and with language regarding the payment schedule, preclusion of subcontractors, blended rate, and change orders.

Director Orkney reported that the Recycled Water Committee was continuing to explore extending service into Oak Park and that they settled on the Capri

development. She mentioned that Mr. Anders worked on a map showing potable water service and reclaimed water service, and that they still needed to work on presentation material. She noted that the committee needed to follow-up with CalWater to identify areas for extending recycled water and to discuss water pressure variations at Lake Sherwood. Mr. Anders noted that a letter was sent to Calleguas Municipal Water District requesting additional discussion regarding the pricing of recycled water, and that he would meet with General Manager Susan Mulligan and Finance Manager Dan Smith.

Director Iceland reported that the Finance Committee met to discuss water billing cycles, notices, penalties, and deposits. He stated that the committee would meet again on November 7 and the committee would bring back a recommendation to the full Board in December.

#### **ACTION ITEMS – (Items 13 through 23)**

13. Water Storage Capacities and Tie-In Options for Oak Park Water Service – Mr. Anders and Mr. Doyle presented the report.

The Board discussed the hydraulic feasibility study being conducted by AECOM and issuing a contract to add a section of piping to the Conifer and Deerhill zones based on the outcome of the study; concerns regarding disruption of water service due to lack of outside water sources; possibility of designing tie-ins to enable water to be distributed both ways between Oak Park Water and CalWater; concerns with sufficient water storage capacity; and continuing negotiating interconnections with Las Virgenes Municipal Water District and California Water Service Company.

No formal action taken.

14. Update on Site Security – Mr. Anders reported that staff was in the process of exploring options for site security for the new tank and would be providing more recommendations on different levels of security.
15. Disaster Preparedness Plan – Workplan – Andy Hovey, Technical Services Supervisor, presented the report. He noted that the plan could include desktop training or emergency drills. Chair Paule requested that staff review and identify types of emergencies that the District might experience. Director Wall inquired whether the Las Virgenes/Triunfo Joint Powers Authority had a similar plan. Mr. Anders responded that Las Virgenes Municipal Water District (LVMWD) considered the plant as part of its operation. Mr. Hovey added that it was most likely a segment of the mutual aid component. Mr. Anders stated that he would follow-up with LVMWD.

It was the consensus of the Board to direct staff to request proposals to assist in the preparation of an updated disaster/emergency response plan containing the

core elements of a plan, prepare a budget adjustment, and bring back a recommendation at the next meeting.

16. Disaster Preparedness Plan – Contact List – Mr. Hovey presented the report.

It was the consensus of the Board to direct staff to incorporate the contact list into the updated disaster operations plan, include internal phone numbers and cell numbers for staff, and include landline phone numbers for pump stations.

The Board recessed to a break at 7:16 p.m. and reconvened at 7:21 p.m.

17. Triunfo Sanitation District Potable Water Rates – Mr. Anders presented the report.

It was moved by Director Iceland, seconded by Director Wall, and unanimously carried by the Board to conduct the first reading, by title only, of proposed Ordinance No. TSD-72, Prescribing Rates and Charges for Potable Water to the Oak Park Water Service. Clerk of the Board Josie Guzmán read Ordinance No. TSD-72 in title only.

It was moved by Director Orkney, seconded by Director McReynolds, and unanimously carried by the Board to schedule a public hearing and Board action on November 28, 2011.

It was the consensus of the Board to direct staff to mail notice of the rate increase to the addresses to which TSD customarily mails parcel owner potable water billing statements so that said notice is received at those addresses no later than December 1, 2011, and place rate increase information on the Triunfo Sanitation District Website.

18. Oak Park Cell Site Committee – Mr. Anders presented the report. Chair Paule expressed his desire to serve on this committee and stated that he would waive compensation for day of service.

It was moved by Director Orkney, seconded by Director Wall, and unanimously carried by the Board to approve the appointment of Chair Paule on the Oak Park Cell Site Committee with waiver of compensation for day of service.

19. Update Regarding Membership on Association of California Water Agencies (ACWA) – Mr. Anders reported that after contacting staff from ACWA they arrived at the same calculation for dues (\$14,020.00) as presented by staff to the Board at the previous meeting. He also noted that ACWA offered a prorated 50 percent discount on the remaining 2011 dues (\$1,168.33), 50 percent discount on the 2012 dues (\$7,185.00), and 25 percent discount on the 2013 dues.

It was the consensus of the Board to direct staff to follow-up with ACWA to ask if they would offer a 50 percent discount for the 2012 and 2013 dues; follow-up with

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Las Virgenes Municipal Water District to determine whether they excluded the Joint Powers Authority in determining the amount for their annual dues; and continue this item to the November 28, 2011 Board meeting.

20. Board Agenda Language – Mr. Anders presented the report. The Board discussed removing the request for speakers' addresses and using similar language as used by Camrosa Water District regarding public comments. Director Iceland asked for a future agenda item regarding language describing Consent Items.

It was moved by Director Orkney, seconded by Director Iceland, and unanimously carried by the Board to amend the language regarding Public Comments as follows, "At this time, the public may address the Board on any item not on the agenda which is subject to the jurisdiction of the Board. Persons wishing to address the Board should fill out a comment card and submit it to the Clerk of the Board prior to the meeting. All comments are subject to a five-minute time limit. If a significant number of speaker cards are submitted, in the interest of time, the Chair can adjust the speaker time accordingly."

21. December Meeting Schedule – Mr. Anders presented the report. It was moved by Director Iceland, seconded by Director Wall, and unanimously carried by the Board to cancel the December 26, 2011 regular meeting and schedule an adjourned regular meeting on December 19, 2011.

22. 2012 Board Meeting Calendar – Josie Guzmán, Clerk of the Board, presented the report. It was moved by Director McReynolds, seconded by Director Iceland, and unanimously carried by the Board to schedule the May 2012 meeting for May 21, 2012; schedule the December 2012 meeting for December 17, 2012; and approve the 2012 Board Meeting Calendar as amended.

23. Contract Staffing Levels – Mr. Anders presented the report.

Director Orkney requested information regarding the number of hours that Mr. Anders works per month for Triunfo Sanitation District (TSD) and how many other staff members are available to assist Mr. Anders in performing his work for TSD. She noted that Ventura Regional Sanitation District (VRSD) implemented a reduction in force just as TSD was becoming proactive. She expressed concern that VRSD may not have recognized that TSD was much more aggressive in going after issues and needed to have more work done such as extending recycled water service, website development, and disaster preparedness plan. She also expressed concern with the idea of putting out for a contract every time TSD needs work done as it slows down the process. She suggested having more part-time staff available at a lower pay scale.

Director McReynolds stated that staff needed to inform the Board if more staff was needed. He also stated that he was not opposed to bringing in temporary help.

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Chair Paule stated that he agreed with the comments made and expressed concern that consultants needed to be contracted due to the lack of having an engineer on staff. He suggested that perhaps VRSD should explore whether there was somebody internally who could support Mr. Anders or Director of Finance Vickie Dragan. He stated that the TSD agendas were now lengthier and some matters were not being addressed in a timely manner.

Director Wall inquired whether there could be professional staffing services that could provide a consultant on an as-needed basis for recycled water service. Mr. Anders responded that it would be difficult to contract with a private firm for this particular project; however, there might be some temporary services that could be contracted for accounting functions and non-specialized types of work.

Director Orkney noted that TSD's contract with VRSD would expire in March 2014 and that TSD had other options available. She stated that VRSD's focus was solid waste and the sludge burner; however, TSD was a very reliable source of income. She further stated that she did not see appreciation from VRSD or the Board from what TSD contributes to the budget. She stated that this was putting on record that TSD has choices; that TSD needed some action; and that she did not want to be talking about this for six months.

Director Iceland suggested that the TSD Board consider changing Mr. Anders' position title from Acting District Manager to District Manager since he has been in this position for a length of time and for the foreseeable future.

It was moved by Director Iceland, seconded by Director Wall, to change the designation of Mr. Doug Anders from Acting District Manager to District Manager.

Director Orkney stated that she preferred having Mr. Anders work full-time for TSD. She also stated that she preferred more independence in his role and perhaps increasing the pay scale. She further stated that she wanted Mr. Anders to be able to attend California Association of Sanitation Agencies (CASA) conferences regardless of who else from VRSD attends and that she wanted TSD to have a dedicated staff.

Upon a voice vote, motion carried unanimously.

It was the consensus of the Board to direct an internal discussion at VRSD regarding time and resources and bring back thoughts and ideas at the next meeting.

#### **INFORMATION ITEMS – (Items 24 through 29)**

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

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24. Investment Report – September 2011
25. Disbursements – September 2011
26. Revenue & Expense Report – September 2011
27. Water Conservation Report
28. Update on VRSD Representation
29. Future Meetings, Seminars and Conferences:
  - Finance Committee Meeting November 7, 2011, 3:45 p.m., Oak Park Library
  - Joint Powers Authority Meeting November 7, 2011, 5 p.m., Oak Park Library
  - TSD Board meeting November 28, 2011, 5:15 p.m., Oak Park Library
  - ACWA Fall Conference November 29 – December 2, 2011, Anaheim
  - CASA 2012 Mid-year Conference, January 18 – 20, 2012, Palm Desert

**NEW BUSINESS – (Item 30 only)**

30. Discussion
  - a. Board Members – Director Iceland requested a future agenda item to consider a \$2,500 sponsorship for the local high school's Solar Cup Competition. Director Wall requested a future agenda item to clarify the reclaimed water ordinance. Director Orkney requested an item on the next agenda to authorize John Mathews to attend as legal counsel at the Annual Special Districts Committee Meeting where the committee will ratify who will serve as the Representative and Alternate on VRSD. She stated that she plans on asking the other special districts whether they wish to request a seat on the VRSD Board because the VRSD Board had asked for that feedback. Director Orkney also requested an item on the next agenda to consider appointing a Representative and an Alternate from the TSD Board to continue to observe VRSD meetings and to be compensated a day of service. Director Paule commended staff on their hard work and expressed his appreciation. He stated that he believed the new Board made great progress this year. He reported that he attended the Association of Water Agencies of Ventura County (AWA-VC) Breakfast meeting where the guest speaker was Jeff Pratt, Executive Officer of the Fox Canyon Groundwater Management Agency.
  - b. District Manager – Mr. Anders noted that he would meet with General Manager Susan Mulligan from Calleguas Municipal District this week to discuss reclaimed water costs.
  - c. Legal Counsel – None.
31. Future Agenda Items – Review of OPWS Policies & Procedures Ordinances.
32. Reports on Outside Meetings/Conferences

33. Adjournment – The meeting was adjourned at 8:38 p.m.

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Michael Paule, Chair

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Josie Guzmán, CMC, Clerk of the Board

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