TRIUNFO SANITATION DISTRICT

A PUBLIC AGENCY

Board of Directors

Janna Orkney, Chair
Susan Pan, Vice Chair
Leon Shapiro, Director
Raymond Tjulander, Director
James Wall, Director

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the Triunfo Sanitation District Board of Directors will hold its Regular Meeting on Monday, February 25, 2019, 5:15 p.m. at the Oak Park Library (Film & Lecture Room 102), 899 N. Kanan Road, Oak Park, California. The business to be transacted is as follows:

A G E N D A

The Board 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 Government Code Section 54956.5) exists or as otherwise allowed under Government Code Section 54954.2(b). In compliance with the Americans with Disabilities Act, if you need special accommodation/assistance to participate in a District event, please call the California Relay Service TDD line at (800) 735-2929 or the Clerk of the Board at (805) 658-4642 at least 48 hours prior. Notification prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to participate. Copies of individual reports may be requested from the Clerk of the Board or viewed on the District's website, www.triunfosanitation.com.

1. Call to Order, Roll Call

2. Pledge of Allegiance

3. Agenda Review (General Manager/Board of Directors)
   Consider and approve, by majority vote, minor revisions to the Board agenda items or related attachments and any item added to, removed from, or continued from the Board agenda.

4. Public Comment (Items not on the agenda – 5 minute limit)
   In accordance with Government Code Section 54953(a), this is an opportunity for members of the public to briefly address the Board on items NOT on the agenda. Persons wishing to comment on agenda items should complete a speaker card 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 and address for the record, and address the item being considered in as brief, clear, and concise a manner as possible.

PRESENTATIONS (Item 5 only)

5. Property Insurance Options for Triunfo Sanitation District

   It is recommended that the Board consider the summary information presented in the staff report and the information that Gregory Stephens, Tolman Wilker, will present and direct staff accordingly.

CONSENT ITEMS (Item 6 only) – Matters listed under Consent Items are considered to be routine, non-controversial, and are normally approved by one motion. If discussion is requested by a member of any of the Board on any Consent Item, or if a member of the public wishes to comment on an item, that item may be removed from Consent Agenda for separate action.

6. Approval of Minutes: January 28, 2019 Regular Meeting

ACTION ITEMS (Items 7 through 11)

7. District Code of Conduct Policy (Resolution No. T14-011)

   It is recommended the Board include the Code of Conduct Policy in the pending TSD Ordinance No. TSD-100, which outlines the formation of the District and covers its role and authority.

8. Goals and Objectives Workshop

   It is recommended the Board review the staff report list and determine if a Workshop is required and authorize staff to coordinate a time and place to hold the event.

9. Revisions to Ordinance No. TSD-101 – Board Compensation and Expense Reimbursement

   It is recommended the Board review the redlined edits in the draft Ordinance No. TSD-101 and provide staff with direction for scheduling a public hearing to adopt any changes.

10. New Logo for Triunfo Water and Sanitation District

    It is recommended that the Board review the revised logo design and direct staff accordingly.

11. Budget Adjustment for TSD Contract No. T14-002 – Gannett Fleming/KEH & Associates, Inc.

    It is recommended the Board authorize the Director of Finance to modify the encumbrances for the KEH Contract, TSD Contract No. T14-002:

    A. Approve a $10,716 decrease in the Potable Water CIP budgeted portion of contract; and

    B. Approve a $56,981 decrease in the Recycled Water CIP budgeted portion of contract; and

    C. Approve a $67,697 increase in the Wastewater CIP budgeted portion of contract; and

    D. Direct staff to change the name on the contract to Gannett Fleming, Inc. and send the appropriate correspondence to Gannett Fleming/KEH, Inc. to reflect the modification; or

    E. Provide alternative directions to staff.

INFORMATION AGENDA (Items 12 through 21) – It is recommended the Board receive and file the following items:

12. Ventura Regional Sanitation District (VRSD) Hourly Rates FY2019-20
13. Disbursements: January 2019
14. Investment Report: January 2019
15. TSD Website – Google Analytics Report
16. Water Conservation Customer Rebate Program
17. Oak Park Water Service Update
18. Water Conservation Report: January 2019
19. Statewide Water Supply Conditions Report: February 14, 2019
20. Revenue & Expense Report: January 2019
21. Future Meetings, Seminars and Conferences:
    - Mar 4, 5:00 p.m. - JPA Meeting (at LVMWD)
    - Mar 7, 9 a.m.-1 p.m. – Board Member Best Practices class, Goleta
    - Mar 25, 5:15 p.m. – TSD Regular Board Meeting, Oak Park Library
    - Mar 28, 5:00 p.m. – Special JPA Meeting, Oak Park Library
    - Mar 30, 9:00 a.m. – Residential Turf Removal Class/Fair, Oak Park
    - Apr 1, 5:00 p.m. – JPA Meeting (at LVMWD)
    - Apr 2, 5:00 p.m. – VCSDA Dinner Meeting, *TBD*
    - Apr 7-10 – 2019 Special District Leadership Academy, San Diego
    - Apr 22, 5:15 p.m. – TSD Regular Board Meeting, Oak Park Library
    - Apr 24, 8:30 a.m – 4 p.m. – Human Resrouces Boot Camp Class, Simi Valley
    - Apr 25, 8:30 a.m – 4 p.m. – Financial Management Class, Simi Valley

ORAL REPORTS – (Items 22 through 25)

22. Standing Committee Reports:
    A. Finance Committee
    B. Recycled Water / Pure Water Project Committee
    C. Public Outreach / Communications Committee
    D. Ad Hoc Committee
23. Board Member Comments
    This is an opportunity for Board members to briefly comment on matters they deem appropriate to the business of TSD. A Board member may ask a question of staff for clarification, make a brief announcement, or make a brief report on his or her own activities related to the TSD. A Board member may also provide a reference to staff or other resources for factual information, or request staff to report back to the Board at a subsequent meeting concerning a matter related to TSD business. The Board may also direct staff to place a matter of business on a future TSD Board agenda.
24. Reports on Outside Meetings/Conferences
25. General Manager, Legal Counsel Comments

NEW BUSINESS – (Item 26 only)

26. Future Agenda Items

CLOSED SESSION – (Items 27 and 28)

27. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code § 54956.9, subdivision (a) – *Triunfo Sanitation District v. New Mission, LLC,* Superior Court of the State of California, County of Ventura, Case No. 56-2017-00499222-CU-OR-VTA.

28. PUBLIC EMPLOYMENT - Government Code § 54957(b)(1)

Title: General Manager

ACTION ITEM – (Item 29 only)

29. General Manager

Consider status of General Manager and discussion of terms and conditions of employment.

ADJOURNMENT: Adjourn to the next Regular Meeting to be held on Monday, **March 25, 2019** at 5:15 p.m. at the Oak Park Library.

TRIUNFO SANITATION DISTRICT
A PUBLIC AGENCY

Board of Directors
Janna Orkney, Chair
Susan Pan, Vice Chair
Leon Shapiro, Director
Raymond Tjulander, Director
James Wall, Director

Providing Outstanding Service Since 1963

February 25, 2019

Board of Directors
Triunfo Sanitation District
Ventura County, California

PROPERTY INSURANCE OPTIONS FOR TRIUNFO SANITATION DISTRICT

Summary

Triunfo Sanitation District, with two noted exceptions, only carries general liability insurance. In response to direction from the Triunfo Sanitation District (TSD) Board of Directors at the December 17, 2018 Board meeting, staff initiated research into options and costs for obtaining property damage insurance coverage for all or portions of the District's property. Currently, the District is self-insured, except for insurance that covers the automated meter reading (AMR) system and the recycled water facilities purchased from Calleguas Municipal Water District. These coverages (approximately $2.5 million for the AMR system and approximately $3 million for the recycled water facilities) were obtained as a requirement of their respective financing. TSD's most recent premium for this combined coverage was $32,774 for the period from May 19, 2018 to May 19, 2019. The coverage is provided by Hanover Insurance Company through Tolman Wiker Insurance services, the broker that serves both TSD and Ventura Regional Sanitation District (VRSD).

To obtain the information for additional property insurance coverage requested by the Board, a valuation of the potential assets to insure was required. Staff used the database of TSD's fixed assets maintained by VRSD's finance department (approximately 625 line items). Staff reviewed each item on the list and assigned them to categories of insurance advisability. Broadly speaking, this included above-ground assets subject to typical perils of fire and flood (structures, pump stations, etc.) and below-ground assets (water mains, sewer pipelines, etc.) that are likely subject only to perils such as earth movement. Certain assets (e.g., land and easements) were excluded entirely, as they were not subject to any insurable peril.

The next step was to assign a valuation to the potential assets to be insured. VRSD's records included original acquisition cost and depreciated value of each item, but to obtain a proper valuation, a suitable replacement cost was needed. VRSD's list included a calculation of a 1% annual increase subsequent to acquisition for each item as a potential means of establishing that replacement cost. Additionally, TSD's account managers at Tolman Wiker have access to specialists who can assist with such valuation, specifically in the water/wastewater industry.

As the next step in the process, staff has asked Mr. Gregory Stephens of Tolman Wiker to attend the February 25 TSD Board meeting to explain to the Board the various options for a) accurately

valuing the District's insurable assets, and b) determining which of those assets would be advisable to insure. He will also be prepared to present alternative models and cost scenarios. Mr. Stephens will also review Tolman Wiker's proposed process for obtaining quotes from various potential carriers to ensure that TSD receives competitive cost information in accordance with the District's purchasing ordinance.

It is also important to note that TSD has access to industry-specific insurance coverage through the California Sanitation Risk Management Authority (CSRMA) and the Special District Risk Management Agency (SDRMA). Staff's research into coverage options will include these entities. (The District's general liability insurance coverage is currently provided by CSRMA.)

Recommendation

It is recommended that the Board consider the summary information presented above and the information that Mr. Stephens will present on February 25 and direct staff accordingly.

If you have questions, please call me at (805) 658-4621 or email marknorris@vrsd.com.

REVIEWED AND APPROVED: _____
Mark Norris - General Manager

TRIUNFO SANITATION DISTRICT

Minutes of the January 28, 2019 Board of Directors Regular Meeting
Oak Park Library (Film & Lecture Room 102)
899 N. Kanan Road, Oak Park, California

1. Call to Order and Roll Call: Chair Orkney called the meeting to order at 5:15 p.m. Directors Susan Pan, Leon Shapiro, Raymond Tjulander, James Wall, and Chair Janna Orkney were present.

   Staff present: General Manager Mark Norris; Legal Counsel John Mathews; Director of Finance Tina Rivera; Management Analyst Sandy Warren; Clerk of the Board Juliet Rodriguez; Assistant Legal Counsel Robert Congelliere; and Consultant Tim Doyle.

2. Pledge of Allegiance: None. The Pledge was recited by Director Shapiro.

3. Agenda Review:

   None.

   Director Wall moved to accept the agenda as presented. Motion seconded by Director Tjulander. Motion carried by the following vote:

   AYES: Orkney, Pan, Shapiro, Wall, Tjulander
   NOES: None
   ABSTAIN: None
   ABSENT: None

4. Public Comments:

   Clerk of the Board Juliet Rodriguez announced that no public comments were received.

PRESENTATIONS (Items 5 and 6)

5. Triunfo Sanitation District FY2018 Comprehensive Annual Financial Report (CAFR)

   Director of Finance Tina Rivera introduced Hadley Hui, Moss, Levy & Hartzeim, LLP., who gave the presentation.

   Director Wall moved to receive and file the CAFR. Motion seconded by Director Pan. Motion carried by the following vote:

   AYES: Orkney, Pan, Shapiro, Wall, Tjulander
   NOES: None
   ABSTAIN: None
   ABSENT: None

6. Pure Water Project and Storm Water Diversion

David Petersen, Las Virgenes Municipal Water District General Manager, gave the presentation.

CONSENT ITEMS (Item 7 only) – Matters listed under Consent Items are considered to be routine, non-controversial, and are normally approved by one motion. If discussion is requested by a member of any of the Board on any Consent Item, or if a member of the public wishes to comment on an item, that item may be removed from Consent Agenda for separate action.

7. Approval of Minutes: December 17, 2018 Emergency Meeting; December 17, 2018 Special Meeting

Director Tjulander moved to accept the consent agenda as presented. Motion seconded by Director Shapiro. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander
NOES: None
ABSTAIN: Wall
ABSENT: None

ACTION ITEMS (Items 8 through 15)

8. Goals and Objectives Workshop

General Manager Norris gave the report.

Discussion ensued and staff was directed to develop a list of goals for the Board's review at the next meeting before setting up a goals workshop.

9. District Code of Conduct Policy (Resolution No. T14-011)

General Manager Norris gave the report.

The Board asked that the item be continued to the next meeting to allow for review of documents that were distributed at the meeting. Legal Counsel was asked to provide samples of other District's policies.

10. Reaffirmation of the Current District Investment Policy

Director of Finance Tina Rivera gave the report.

Director Wall moved to reaffirm the current investment policy. Motion seconded by Director Tjulander. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Wall, Tjulander
NOES: None
ABSTAIN: None
ABSENT: None

11. Implementation of Triunfo Sanitation District Name Change

Mr. Norris gave the report.

Director Tjulander moved to select July 1, 2019 as the effective date of the Triunfo Sanitation District name change and execute Resolution TSD2019-001. Motion seconded by Director Shapiro. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander
NOES: Wall
ABSTAIN: None
ABSENT: None

12. New Logo for Triunfo Water and Sanitation District

Mr. Warren gave the presentation.

Director Tjulander moved to approve the logo presented with the blue being a deeper blue color on the color version and the blue as the dominant color on the gray scale version. Motion seconded by Chair Orkney. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Tjulander
NOES: Wall
ABSTAIN: None
ABSENT: None

13. Discuss Participation in the JPA Legislative Lobbying Efforts in Support of the Las Virgenes-Triunfo Pure Water Project in Washington, D.C.

Mr. Norris gave the presentation.

Chair Orkney moved to designate Chair Janna Orkney and Director Ray Tjulander to represent the TSD Board with the JPA lobbying efforts in support of the Pure Water Project in Washington, D.C. Motion seconded by Director Pan. Motion carried by the following vote:

AYES: Orkney, Pan, Shapiro, Wall, Tjulander
NOES: None
ABSTAIN: None
ABSENT: None

14. Board Member Attendance at the Urban Water Institute's Spring Water Conference

Director Tjulander moved to approve his attendance at the Urban Water Institute's Spring Water Conference, February 27-March 1, 2019, in Palm Springs. Motion seconded by Director Shapiro. Motion failed by the following vote:

AYES: Shapiro, Tjulander
NOES: Orkney, Wall
ABSTAIN: Pan
ABSENT: None

15. Woolsey Fire Update

Mr. Norris reported that necessary fire-related repairs have been made to the reservoir site, except for some perimeter fencing. The Board acknowledged that this standing item had met its purpose and could now be removed from future agendas.

INFORMATION AGENDA (Items 16 through 27)

16. Triunfo Sanitation District Property Insurance - Update
17. Training Opportunities for New Board Members – Update
18. Records Management – Email Update
19. Disbursements: December 2018
20. Investment Report: December 2018
21. TSD Website – Google Analytics Report
22. Water Conservation Customer Rebate Program
23. Oak Park Water Service Update
24. Water Conservation Report: December 2018
25. Statewide Water Supply Conditions Report: January 21, 2019
26. Revenue & Expense Report: November 2018, December 2018
27. Future Meetings, Seminars and Conferences:

- Feb 4, 5:00 p.m. - JPA Meeting (at LVMWD)
- Feb 5, 5:00 p.m. – VCSDA Annual Dinner, Oxnard
- Feb 25, 5:15 p.m. – TSD Regular Board Meeting, Oak Park Library
- Feb 26-28 – ACWA Washington DC Conference
- Mar 4, 5:00 p.m. - JPA Meeting (at LVMWD)
- Mar 17-19 – WateReuse California Annual Conference, Garden Grove
- Mar 25, 5:15 p.m. – TSD Regular Board Meeting, Oak Park Library

Chair Orkney added that there are two additional California Special Districts Association (CSDA) offerings to be aware of on the calendar: 1) April 24: Human Resources, and 2)

April 25: Financial Management, both held at Rancho Simi Recreation and Park District Headquarters.

Director Wall moved to receive and file the information item reports. Motion seconded by Chair Orkney. Motion carried by the following vote.

AYES: Orkney, Pan, Shapiro, Wall, Tjulander
NOES: None
ABSTAIN: None
ABSENT: None

ORAL REPORTS – (Items 28 through 31)

28. Standing Committee Reports:
    A. Finance Committee
       Committee Chair Pan reported that the Finance Committee had met prior to the Regular Meeting, at 4 p.m., to review the CAFR. Director Pan was named Chair of the Committee.
    B. Recycled Water Committee – No report.
    C. Public Outreach/Communications Committee – No report.
    D. Ad Hoc Committee
       Chair Orkney reported that a Committee report would follow.

29. Board Member Comments

    None.

30. Reports on Outside Meetings/Conferences

    Director Tjulander reported on attending the California Association of Sanitation Agencies (CASA) Winter Conference in Indian Wells, January 23-25, 2019.

    Director Pan reported on attending the WaterWise Breakfast meeting on January 15, 2019.

    Director Shapiro reported on having watched a January 14, 2019 WateReuse Association webinar on Federal legislation affecting recycled water and offered to distribute the presentation to the Board.

    Chair Orkney reported on the January 9, 2019 BBQ lunch held at the Deerhill Pump Station facility to acknowledge employees that participated with District activities during the Woolsey Fire event.

31. General Manager, Legal Counsel Comments

    None.

NEW BUSINESS – (Item 32 only)

32. Future Agenda Items

Director Pan requested that Board Member conference attendance and limitations be discussed at the next meeting.

Chair Orkney asked staff to provide an update on the Turf Removal Class and Vendors Fair on March 30, 2019 at the Mae Boyar Recreation Center. Mr. responded with a briefing.

CLOSED SESSION – (Item 33 only)

At 7:18 p.m., Legal Counsel John Mathews announced that there would be a Closed Session on the following items:

33. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code § 54956.9, subdivision (a) – *Triunfo Sanitation District v. New Mission, LLC,* Superior Court of the State of California, County of Ventura, Case No. 56-2017-00499222-CU-OR-VTA

34. PUBLIC EMPLOYMENT - Government Code § 54957(b)(1)
Title: General Manager

At 8:12 p.m., the meeting reconvened into Open Session, with no reportable action on the Closed Session matters.

ACTION ITEM – (Item 35 only)

35. General Manager
Consider status of General Manager and discussion of terms and conditions of employment.

Director Tjulander moved to accept the position, as presented, to retain General Manager Mark Norris as an independent contractor directly with Triunfo with the same terms and conditions and direct Legal Counsel to draft the contract. Motion seconded by Director Wall. Motion carried by the following vote.

AYES: Orkney, Pan, Shapiro, Wall, Tjulander
NOES: None
ABSTAIN: None
ABSENT: None

ADJOURNMENT: There being no further business, and without objection, Chair Orkney adjourned the meeting at 8:15 p.m. to the next Regular Meeting to be held Monday, February 25, 2019, at 5:15 p.m. at the Oak Park Library

Prepared by:

_____
Juliet Rodriguez
Clerk of the Board

Approved:

_____
Janna Orkney, Chair
Triunfo Sanitation District

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A PUBLIC AGENCY

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Providing Outstanding Service Since 1963

February 25, 2019

Board of Directors
Triunfo Sanitation District
Ventura County, California

DISTRICT CODE OF CONDUCT POLICY (RESOLUTION NO. T14-011)

Recommendation

At the January 28, 2019, Triunfo Sanitation District (TSD) Board Meeting, your Board continued the request that staff provide the Board with the opportunity to review the District's Code of Conduct Policy. Staff has included Resolution No. T14-011 for your Board to discuss and provide direction. Looking forward, staff recommends that the Code of Conduct Policy be included in the pending TSD Ordinance No. TSD-100, which outlines the formation of the District and covers its role and authority.

Please contact me at 805-658-4621 or email marknorris@vrsd.com if you have any questions or need additional information.

REVIEWED AND APPROVED: _____
Mark Norris - General Manager

Attachment: TSD Resolution No. T14-011

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TRIUNFO SANITATION DISTRICT

RESOLUTION NO. T14-011

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TRIUNFO SANITATION DISTRICT ADOPTING A POLICY RELATED TO A CODE OF CONDUCT

WHEREAS, the Board of Directors of Triunfo Sanitation District is committed to operating in accordance with the highest ethical standards; and

WHEREAS, the Mission Statement of Triunfo Sanitation District includes a commitment to "maintain the public trust and confidence"; and

WHEREAS, on June 23, 2014, the Board of Directors adopted Resolution No. T14-006 adopting a policy related to a Code of Conduct and serving as public notice of a commitment to ethical behavior on the part of the Board of Directors of the Triunfo Sanitation District; and

WHEREAS, the Board of Directors has requested amending the Code of Conduct to include a provision regarding Directors requesting items to be placed on the Board agenda.

NOW, THEREFORE, BE IT RESOLVED, that the Triunfo Sanitation District Board of Directors hereby adopts a revised policy related to a Code of Conduct.

BE IT FURTHER RESOLVED that TSD Resolution No. 14-006 is hereby repealed and replaced by the adoption of this Resolution No. T14-011.

PASSED, APPROVED, AND ADOPTED this 27th day of October, 2014.

TRIUNFO SANITATION DISTRICT

STEVEN ICELAND, CHAIR

ATTEST:

Josie Guzman, CMC, Clerk of the Board

TRIUNFO SANITATION DISTRICT
CODE OF ETHICS POLICY

The Board of Directors of Triunfo Sanitation District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. The following rules should be observed in order to assist in the governance of the behavior between and among members of the Board of Directors:

a) Directors shall thoroughly prepare themselves to discuss agenda items. Information may be requested through the District Manager or other designated District staff, or exchanged between Directors before meetings in a manner consistent with the Ralph M. Brown Act.

b) The dignity, style, values, and opinions of each Director should be respected.

c) Responsiveness and attentive listening in communication is encouraged.

d) The needs of the District's constituents should be the priority of the Board of Directors.

e) When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and route their questions through appropriate channels and to responsible management personnel.

f) The primary responsibility of the Board of Directors is the formulation and evaluation of policy and strategy to give direction and guidance to District staff. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

g) Directors should commit themselves to emphasizing the positive, avoiding double-talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

h) Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

i) Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not to create barriers to the implementation of said action.

j) The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

k) Directors should develop a working relationship with the District Manager wherein current issues, concerns, and District projects can be discussed comfortably and openly.

l) Directors should practice the following procedures while working with the District Manager, District staff, and District constituents:
   (1) In seeking clarification on informational items, Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making.
   (2) In handling complaints from residents and property owners of the District, said complaints should be referred directly to the District Manager or delegated District staff.
   (3) In handling items related to safety, concerns for safety or hazards should be reported to the District Manager or to the District office. Emergency situations should be dealt with immediately by seeking appropriate assistance.
   (4) When approached by District personnel concerning specific District policy, Directors should direct inquiries to the appropriate staff supervisor. The chain of command should be followed.

(m) Directors shall avoid conflicts of interest and disclose potential conflicts of interest as consistent with California law.

(n) Directors shall not solicit or participate in soliciting an assessment, subscription, or contribution to a political party during working hours on property owned by the District and shall conform to Government Code Sections 3202 and 3203.

(o) Agenda items requested by any Director at a regularly scheduled Board meeting will be placed on the next Board meeting agenda, and any items requested by any Director between Board meetings will be conveyed from the Director through the Chair to staff to place the item on the agenda at the Chair's discretion.

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February 25, 2019

Board of Directors
Triunfo Sanitation District
Ventura County, California

GOALS AND OBJECTIVES WORKSHOP

Recommendation

At the January 28, 2019, Triunfo Sanitation District (TSD) Board Meeting, your Board requested that staff provide the Board with the opportunity to discuss the District's Goals and Objectives and the possible need for a Workshop. Your Board directed staff to assemble a preliminary list of goals to be presented tonight. Staff recommends the TSD Board review the following list and determine if a Workshop is required and authorize staff to coordinate a time and place to hold the event.

Goals for 2019-2020:

1. Update rate studies for District's three (3) enterprises
2. Continued implementation and update of TSD CIP
3. Continue in the development of the Pure Water Project
4. Implement enhanced VRSD budget management tracking plan
5. Develop ongoing enhanced Public Outreach Program
6. Continue to evaluate opportunities for enhanced TSD organizational structure
7. Implementation of the District name change
8. Initiate Benchmarking Study
9. Evaluate future website improvements
10. Maintain compliance with all regulatory requirements

Please contact me at 805-658-4621 or email marknorris@vrsd.com if you have any questions or need additional information.

REVIEWED AND APPROVED: _____
Mark Norris - General Manager

Attachment: None

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Board of Directors
Triunfo Sanitation District
Ventura County, California

REVISIONS TO ORDINANCE NO. TSD-101 – BOARD COMPENSATION AND EXPENSE REIMBURSEMENT

Recommendation

The Triunfo Sanitation District (District) Board adopted Ordinance No.TSD-101 effective November 28, 2018, prescribing the policies and provisions for Board member compensation and reimbursement procedures. At the January 28, 2019, Board Meeting, Vice Chair Susan Pan requested the Board discuss the conference attendance policy and directed staff to provide this item for tonight.

Staff completed a review of the Ordinance and has drafted suggested language that would limit Director attendance to only three (3) conferences before the Board would have to approve additional participation. In addition, the Director of Finance has requested other changes to clarify and enhance the reimbursement policies for District travel expenses. These include the mileage calculation, baggage handling fees, meals and incidental expenses, expense reporting, and non-refundable cancellation fees. Staff recommends reviewing the redlined edits in the attached draft Ordinance No. TSD-101 and provide staff with direction for scheduling a public hearing to adopt any changes.

Please contact me at 805-658-4621 or email marknorris@vrsd.com if you have any questions or need additional information.

REVIEWED AND APPROVED: _____
Mark Norris - General Manager

Attachment: Draft TSD Ordinance No. TSD-101

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TRIUNFO SANITATION DISTRICT

ORDINANCE NO. TSD-101 (Adopted ~~11/26/18~~4/22/19)
ESTABLISHING POLICIES AND PROCEDURES FOR
BOARD MEMBER COMPENSATION AND EXPENSE REIMBURSEMENT

WHEREAS, California Health & Safety Code Section 4733 provides for the establishment of compensation for members of a County Sanitation District's Board of Directors; and

WHEREAS, Subject to the provisions of California Government Code Sections 53232 through 53232.4, it is the policy of the Triunfo Sanitation District ("District") to compensate and reimburse each member ("Director" or "Board Member") of the District's Board of Directors ("Board"), including, where applicable, alternate Board Members, based upon that Board Member's attendance or performance of certain official duties; and

WHEREAS, The Board appoints certain members to serve on the Board's advisory bodies including, without limitation standing and ad hoc committees, and to perform certain Board-related tasks; and

WHEREAS, The Board desires to establish policies and guidelines for the compensation and expense reimbursement of its members for (i) attending meetings of the Board or its advisory bodies, (ii) engaging in certain authorized activities (including attendance at Board meetings, seminars, conferences, etc., as well as reimbursement for expenses incident thereto); and

WHEREAS, The Board has complied with all requirements under applicable law for the adoption of this Ordinance No. TSD-101 ("Ordinance") including, without limitation, those set forth in Health and Safety Code Section 4766.

NOW, THEREFORE, the Board hereby ordains as follows:

SECTION 1. DIRECTOR'S COMPENSATION

In accordance with California Health & Safety Code Section 4733, Directors shall be paid the sum of $218 for each Board or Board advisory body meeting (collectively, "Meetings") attended by the Director or each "Day of Service" performed by the Director. The term "Day of Service" shall mean a day, or any portion of a day, where a Board Member is engaged in those Authorized Activities set forth in Section 3 (Expense Payment and Reimbursement) of this Ordinance, including travel to and from those Authorized Activities. The total compensation a Director may be paid in a month attending Meetings and performing Authorized Activities shall not exceed six times the per meeting compensation. Payment for services in one month shall not be delayed to another month to avoid this limitation. Directors shall not be compensated for more than one meeting and/or any Day of Service occurring on the same day. Where the Board has appointed a Director ("Appointee") and an alternate Director ("Alternate Appointee") to attend Meetings or perform a Day of Service, the Alternate Appointee shall not receive compensation for attending a Meeting or performing a Day of Service that the Appointee attends or performs; however, the Alternate Appointee may receive compensation for attending a Meeting or performing a Day of Service that the Appointee does not attend or perform.

A. Appointments

1. Any Board Member or alternate(s) who serves as a member (or alternate member) of an advisory body of the District (including, without limitation, standing and ad hoc committees) shall be appointed by either the Board or the Board's chairperson.

2. A single Board Member and alternate shall be appointed by the Board or the Board's chairperson to perform the Authorized Activity set forth in Section 3(a)(4).

3. A single Board Member and alternate shall be appointed by the Board or the Board's chairperson to perform the Authorized Activity set forth in Section 3(a)(5).

B. Board Approval

1. Notwithstanding any other provision of this Ordinance, a Board Member must obtain the prior authorization of the Board for attending any meeting or performing any activity that conflicts with a District or Las Virgenes –Triunfo JPA regularly scheduled or special board meeting for which the Board Member will be seeking compensation and/or expense reimbursement.

2. Notwithstanding any other provision of this Ordinance, a Board Member must obtain the prior authorization of the Board for out-of-state travel for which the Board Member will be seeking compensation and/or expense reimbursement.

3. A Board Member shall not receive compensation or seek reimbursement for expenditures related to attending any meeting or performing any activity that is not set forth in Section 1 (Director's Compensation) or Section 3 (Expense Payment and Reimbursement) of this Ordinance, unless the Board Member obtained prior authorization of the Board or Board chairperson to attend that meeting or perform the activity.

4. Notwithstanding any other provision of this Ordinance, prior approval of the Board shall be required before any Board Member may perform any of the Authorized Activities set forth in Section 3(a)(3).

SECTION 2. POLICY FOR REIMBURSEMENT OF EXPENSES

In accordance with the provisions of California Government Code Sections 53232 through 53232.4, it is the policy of the District to reimburse each Board Member, (including alternate Members when required) for actual and necessary expenses ("Authorized Expenses") incurred as a result of the Member's performance of official duties and Authorized Activities. Authorized Expenses, a further described in Section 3 (Expense Payment and Reimbursement), are for Board Members only, and shall not include expenses incurred by any unauthorized individual, such as family members. Authorized Expenses shall not include personal expenses, such as entertainment, alcoholic beverages, or personal care expenses.

SECTION 3. EXPENSE PAYMENT AND REIMBURSEMENT

In accordance with this Ordinance, and other applicable law, Board Members shall be entitled to have actual and necessary expenses that are incident to the performance of official duties, Authorized Activities or other Board-authorized District business reimbursed by the District as follows:

A. Authorized Activities

Expenses incurred while engaging in the following activities are considered Authorized Expenses if all requirements of this Ordinance are fulfilled:

1. Attending meetings of the following organizations designed to improve Board Members skill and information levels: (a) California Association of Sanitation Agencies (CASA); (b) Association of Water Agencies of Ventura County (AWA-VC); (c) Ventura County Special Districts Association (VCSDA); (d) California Special Districts Association (CSDA); (e) WateReuse; and (f) Association of California Water Agencies (ACWA). To the extent such organizations also provide reimbursement of expenses, the Board Member shall first utilize those reimbursement provisions;

2. Attending District scheduled events including TSD and JPA Board meetings;

3. Attending meetings with organizations, or representatives of regional, state and national government on District adopted policy positions;

4. Attending meetings of the Ventura Regional Sanitation District as an interested Board Member of the Triunfo Sanitation Board and not as a Board Member of the Ventura Regional Sanitation District only after the Chair has reviewed the Ventura Regional Sanitation District Board agenda and believes there are issues on the agenda that requires attendance by a District Board Member; or

5. Conducting a once per month review of the District's expense statements.

6. Board Members are limited to X conferences per year prior to Board approval.

B. Transportation

Generally, Board Members must use the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, using the most direct and time-efficient route.

1. **Airfare:** Airfares that are generally the most economical and reasonable for reimbursement under this Ordinance.

2. **Automobile:** Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. Mileage claim is limited to 5% above the most direct and/or time-efficient route or justifiable mileage.

3. **Car Rental:** Rental rates that are generally the most economical and reasonable for purposes of reimbursement under this Ordinance.

4. **Taxis/Shuttles:** Taxis or shuttles fares may be reimbursed, including a 15% gratuity per fare when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

5. **Parking:** Parking rates that are generally the most economical and reasonable for reimbursement under this Ordinance.

6. **Other:** Baggage handling fees ~~of up to $1 per bag~~ per individual airline baggage fee policy ~~and gratuities of up to 15% will be reimbursed~~.

C. Lodging

1. General

a. Lodging expenses will be reimbursed only at the single occupancy rate for rooms.

b. Lodging expenses will be reimbursed when travel is required for authorized activities and is more than 50 miles from the starting point and reasonably requires an overnight stay.

2. **Conferences/Meetings:** If lodging is associated with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.

3. **Other Lodging:** Lodging rates that are generally the most economical and reasonable for reimbursement under this Ordinance.

D. Meals and Incidental Expenses

For meals associated with District ~~business~~ travel reimbursement for the actual ~~and reasonable~~ cost shall not exceed:

Meal	Amount	Depart for Travel	Return from Travel
Breakfast	$20	By 7:00 a.m.	After 7:00 a.m.
Lunch	$20	By 11:00 a.m.	After 11:00 a.m.
Dinner	$40	By 5:00 p.m.	After 5:00 p.m.
Gratuity	Up to 15%		

The meal allowance above does not apply to meals included in the cost of the conferences and seminars. As it is not the intent for the District to pay twice for the same meal, should a Board Member choose to not participate in the meal provided as part of the conference (and previously paid for by the District in the registration fee), the expense for the discretionary meal will not be eligible for reimbursement. If the meal was not included as part of the registration fee, then the expense for the discretionary meal will be eligible for reimbursement. Exceptions may be made by the Board when the Board Member is unable to partake in the meal provided.

E. Expense Reports

1. All reimbursement requests must be submitted on an expense report form provided by District.

2. Expense reports must document that the expense in question met the requirements of this policy.

3. Board Members must submit their expense reports (except mileage expense) within thirty (30) days after an expense is incurred, accompanied by receipts documenting

each expense. Receipts shall be itemized, dated and sufficiently describe the nature of the expense, as well as, identifying the vendor. Restaurant and lodging receipts, in addition to any credit card receipts, are also part of the necessary documentation. ~~Mileage expense reports may be submitted quarterly.~~

4. Inability to provide such documentation in a timely fashion may result in the expense being borne by the Board Member.

5. All expenses are subject to verification that they comply with this policy.

SECTION 4. NON-REFUNDABLE CANCELLATION COSTS

All reasonable efforts will be made to attend travel engagements booked or to cancel as soon as possible to avoid incurring cancellation fees. When cancellation fees are incurred, the District will cover all cancellation costs as a result of illness of the Board Member or other serious emergency. Cancellation fees incurred for all other reasons shall be the responsibility of the Board Member.

SECTION ~~4~~5. REPORTS TO BOARD

At the Board meeting following an activity, Board Members must briefly report on meetings attended at District expense. If multiple Board Members attended, a joint report may be made.

SECTION ~~5~~6. COMPLIANCE WITH LAWS

Some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the California Public Records Act.

SECTION ~~6~~7. SEVERABILITY

If any section, subsection, sentence, clause or phrase in this ordinance or the application thereof to any person or circumstance is for any reason held invalid, the validity of the remainder of the ordinance or the application of such provision to other persons or circumstances shall be adopted thereby. The Board of Directors hereby declares it would have passed this ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses, or phrases or the application thereof to any person or circumstance be held invalid.

SECTION ~~7~~8. REPEAL OF PRIOR INCONSISTENT ORDINANCES

Any prior ordinances or portions of ordinances previously adopted by the District Board of Directors that are in conflict with this Ordinance, are repealed as of the Effective Date of this Ordinance. This includes TSD-101 (adopted ~~5/21/18~~11/26/18).

SECTION ~~8~~9. EFFECTIVE DATE

This Ordinance shall become effective ~~January 1, 2019~~ on the date of adoption.

PASSED, APPROVED AND ADOPTED this ~~26th day of November 2018~~ 22th day of April 2019 by the following vote:

AYES:

NOES:

ABSENT:

TRIUNFO SANITATION DISTRICT

_____
Janna Orkney, Chair

ATTESTED:

_____
Juliet Rodriguez, Clerk of the Board

APPROVED AS TO FORM:

_____
John Mathews, General Counsel

TRIUNFO SANITATION DISTRICT
A PUBLIC AGENCY

Board of Directors
Janna Orkney, Chair
Susan Pan, Vice Chair
Leon Shapiro, Director
Raymond Tjulander, Director
James Wall, Director

Providing Outstanding Service Since 1963

February 25, 2019

Board of Directors
Triunfo Sanitation District
Ventura County, California

NEW LOGO FOR TRIUNFO WATER AND SANITATION DISTRICT

Summary

At the January 28, 2019 Triunfo Sanitation District (TSD) Board meeting, the Board reviewed the most recent version of the new District logo, designed by Searle Creative for Triunfo Water and Sanitation District (TSD's new name). The Board voted to make two additional changes to the design:

1. Make the blue droplet more vibrant on the color version;
2. Rearrange the grays on the black and white version so that the darkest gray corresponds with the blue droplet on the color version, the lightest gray corresponds with the green droplet, and the medium gray corresponds with the purple droplet.

Staff conveyed these changes to Searle Creative, and they are reflected on the attached page. Searle provided three shades of blue for the Board's consideration. (A press proof will be available at the February 25 meeting to provide a more accurate rendition of all colors.) Note: with this change, the Board has requested the third of three revisions provided under the current design quote ($3,000). Any further revisions would be at additional cost.

Recommendation

It is recommended that the Board review the revised logo design and direct staff accordingly.

If you have questions, please call me at (805) 658-4621 or email marknorris@vrsd.com.

REVIEWED AND APPROVED: _____
Mark Norris - General Manager

Attachment

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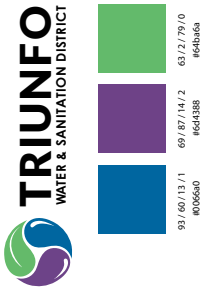
FULL COLOR

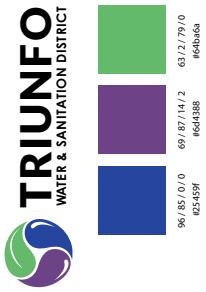
1)

TRIUNFO
WATER & SANITATION DISTRICT



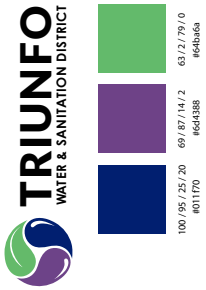
2)

TRIUNFO
WATER & SANITATION DISTRICT



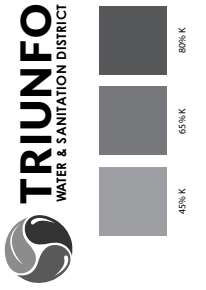
3)

TRIUNFO
WATER & SANITATION DISTRICT



BW #2

TRIUNFO
WATER & SANITATION DISTRICT



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TRIUNFO SANITATION DISTRICT
A PUBLIC AGENCY

Board of Directors
Janna Orkney, Chair
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Raymond Tjulander, Director
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Providing Outstanding Service Since 1963

February 25, 2019

Board of Directors
Triunfo Sanitation District
Ventura County, California

BUDGET ADJUSTMENT FOR TSD CONTRACT NO. T14-002 – GANNETT FLEMING/KEH & ASSOCIATES, INC.

Summary

On January 25, 2016, the Triunfo Sanitation District (District) Board approved a contract amendment with Gannet Fleming/KEH & Associates (KEH) for Engineering Services for projects associated with the District's 5-year Capital Improvement Program (CIP). Scope of these services was limited to preliminary design efforts and included Capri Tract, Lakeside, Oak Park North, Regency Hills, Westlake, and the Variable Grade Gravity Sewer System. On May 22, 2017, your Board approved a contract amendment for $158,550 to authorize the design work for the Variable Grade Gravity Sewer System (VGGSS) Project, which includes the Lakeside Lift Station improvements.

At the January 22, 2018, Board Meeting, the Board approved the Design-Build (DB) concept for the Lake Sherwood sewer project with the acknowledgment that the previous budget allocation of $158,500 may not fund all the work needed. As the work nears submission of the RFP, KEH has submitted a proposal requesting an additional $85,404 (which includes a $3,000 contingency) to complete the DB procurement process and contract support effort. This change increases the total cost of the VGGSS design work to $243,954.

KEH has completed all other contract work except for the VGGSS Project. As a result of the PW and RW CIP projects being completed under budget, funding in the amount of $67,697 remains. In addition, there is $17,707 in unspent Wastewater CIP funds from the previous wastewater studies that was included in the contract. As such, there are enough funds remaining within the contract to offset the $85,404 increase, therefore not requiring a contract increase. Although no change in the contract funding amount is required for the recommended adjustment, to ensure that funding is allocated from the appropriate enterprise funds, an additional $67,697 will need to be allocated from the WW

CIP fund. Conversely, the PW and RW funds will be credited said amount. The not-to-exceed contract total for KEH will remain unchanged at $633,026.

In addition, KEH, Inc. was acquired by Gannett Fleming, Inc. on September 1, 2018. This change in ownership requires contract documents to be updated to reflect the name change to Gannett Fleming, Inc.

Please contact me at 805-658-4621 or email marknorris@vrsd.com if you have any questions or need additional information.

Fiscal Impact

Funding for the additional $67,697 in Design-Build services for the Lake Sherwood Project is included in the FY 2018-2019 Wastewater Capital Project Budget.

Recommendation

It is recommended the Board authorize the Director of Finance to modify the encumbrances for the KEH Contract, TSD Contract No. T14-002:

A. Approve a $10,716 decrease in the Potable Water CIP budgeted portion of contract; and

B. Approve a $56,981 decrease in the Recycled Water CIP budgeted portion of contract; and

C. Approve a $67,697 increase in the Wastewater CIP budgeted portion of contract; and

D. Direct staff to change the name on the contract to Gannett Fleming, Inc. and send the appropriate correspondence to Gannett Fleming/KEH, Inc. to reflect the modification; or

E. Provide alternative directions to staff.

REVIEWED AND APPROVED: _____
Mark Norris - General Manager

Attachment: GF/KEH VGGSS Proposal

1001 Partridge Drive, Suite 150 • Ventura, CA 93003-0704 • www.triunfosanitation.com

SCOPE OF WORK
FOR
LAKESIDE LIFT STATION AND NORTH SHORE VARIABLE GRADE GRAVITY SEWER
DESIGN BUILD PROCUREMENT SUPPORT
FEBRUARY 1, 2019

OVERVIEW / BACKGROUND

Gannett Fleming Inc (GF) s preparing this scope of work to combine two existing Capital Improvement projects, the Lakeside Lift Station Improvements and the North Shore Variable Grade Gravity Sewer (NSVGGS) Improvements, into a single Design-Build package. This scope of work outlines the methods and support for the design-build procurement. The two existing projects were issued as amendments to the original Contract T-14-002 dated July 7, 2014 and are briefly described below.

1) **Lakeside Lift Station Improvements** – Amendment 1 dated January 25, 2016
   a) Design and construction support to replace / upsize existing pumps, reline the existing wet well, modify the electrical and control systems, and replace valves to optimize the reliability of the station and standardize the control system.
   b) Work completed to date: Completion of the 75% design, which was submitted to the District for review in July 2017.

2) **NSVGGS Improvements** – Amendment 3 dated May 22, 2017
   a) Design and construction support to upgrade/replace approximately 2000 linear feet of 4-inch sewer main to install 1-foot lifts to accommodate the vacuum system, including demolition of existing sewer collection tanks and laterals, new vacuum laterals and vacuum valves at 16 parcels, and a skid mounded central vacuum tank system within the Lakeside Lift Station enclosure. Possible use of grinder pumps at four parcels, including electrical and reconnection to the existing 8-inch gravity sewer in Trentham Road.
   b) Work completed to date: GF prepared alternative site layouts of the vacuum system and presented to the District in August 2017. Additional site layouts were prepared based on an alternate manufacturer and presented to the District in October 2017. Site visits were performed to identify the existing pipe alignment and evaluate laterals routing around the existing properties landscaping and hardscaping. Alternatives and cost evaluation for replacing the existing 4-inch sewer main was also performed and reviewed with the District. Based on the above preliminary design efforts and discussions with the District regarding the potential construction issues that could be encountered, GF recommended Design-Build approach for both the Lakeside Lift Station and the NSVGGS Improvements projects.
   c) Design-Build Approach: GF presented the Design-Build concept to the Board on January 22, 2018. Upon District and Board approval, GF researched design-build entities to solicit interest in the project and prepared the Request for Expressions of Interest (REOI). Based on the responses to the REOI, a detailed Request for Qualifications (RFQ) package was prepared and submitted to the District on May 25, 2018.

Due to the change in scope, GF has prepared the below revised Scope of Work for the Design-Build procurement of the Lakeside Lift Station and the NSVGGS Improvements. The budget reallocation based on the revised tasks in the below scope of work is presented in the attached Table 1.

SCOPE OF WORK for DESIGN-BUILD PROCUREMENT PACKAGE

The following scope of work is for procurement and development of the Request for Qualifications (RFQ), Request for Proposals (RFP), and Design-Build contract support up to beginning of construction for the project outlined above.

Task 0 – Pre-Design *(Task Complete in January 2018*)

Prepare alternative site layouts, research alternate vacuum system vendors, site visits, meetings with the District, evaluation of sewer pipe materials, easement documents research, and presentation to the District Board.

Task completed in January 2018. Based on these preliminary design efforts and discussions with the District regarding the potential construction issues that could be encountered, GF recommended Design-Build approach for both the Lakeside Lift Station and the NSVGGS Improvements projects.

Task 1 – Project Management / Meetings / QA / QC

Manage the project consisting of record keeping, correspondence, meetings, and presentations. Conduct coordination and review meetings or conference calls with District staff. Perform Quality Assurance (QA) and Quality Control (QC) on each deliverable to the District.

Task 2 – RFQ Preparation, Issuance, and Evaluation of SOQs *(Task Complete in December 2018*)

Support will consist of draft RFQ and final RFQ, evaluation of the SOQs, responding to the District's comments and recommendation of shortlisted entities. Undertake outreach to potential DBEs through issuance of a Request for Expression of Interest (REOI). Document responses from potential DBEs and prepare outreach database for RFQ solicitation.

2.1 Draft RFQ and Review

Preparation of RFQ and project summary including selection criteria, communications framework, and project definition in support of receiving Statements of Qualifications (SOQs) from interested DBEs. A Communications Protocol shall also be developed under this task to be utilized by the District to control interaction between the District and DBEs during the solicitation period.

2.2 Respond to District Comments and Issue Final RFQ

Respond to any District questions and comments regarding RFQ outline and incorporate comments into final draft of RFQ. Issuance of RFQ will be to pre-selected and interested DBEs. It is noted that DBEs have been identified prior to the development of this scope as part of the outreach undertaken under this task.

2.3 Evaluation of SOQs

Assist in evaluation of SOQs received from DBEs. The evaluation will be based upon the selection criteria identified in the District approved RFQ.

2.4 Finalize Selection of Shortlisted DB Entities

Coordinate with the District to finalize selection and notify shortlisted DBE's.

Task 3 – Preparation and Issuance of RFP

Prepare and issue the RFP to shortlisted DBEs. This task will include baseline and background documentation, supplemental design documents, operational parameters and criteria, starting site layouts, and related site documentation pertaining to the project description. The documentation will be completed to a level that allows the DBE to progress their design within the design parameters and standards set in the baseline design documents attached as an appendix to the RFP.

3.1 Prepare Baseline Design Documents

Prepare baseline design documentation, including sufficient information to properly identify the design build scope and relay the intent of the design and the minimum requirements for the project. The deliverables for the RFP Submittal are as follows:

- Supplemental Design criteria documents to be included as an appendix to the RFP (1 copy to each shortlisted DBE and 2 copies to District).
- RFP (1 copy to each shortlisted DBE and 2 copies to District)

3.2 Prepare Draft RFP

Prepare a draft RFP for review by the District. In general, the RFP will include the following:

- Project Background and description
- Detailed Scope of Work
- Bid/Construction Phase Outlines
- Tentative Project Schedule and Selection Process Outline
- Evaluation/Selection Attachments
- District Requirements
- Legal Requirements/Special Provisions/Budget
- Technical Documents/Information Appendix

3.3 Respond to District Comments and Issue Final RFP

Incorporate any questions or comments received by the District into a final version of the RFP and submit to the shortlisted DBEs.

3.4 Support District Counsel for Design-Build Agreement Development

Support the District's Legal Counsel in developing the agreement between the District and the DBE ultimately selected. Prepare and provide a draft agreement for District counsel review. Up to two meetings with the District Counsel and District staff is included in this task. GF will not be responsible for providing any legal services related to the Project.

Task 4 – Proposal Evaluation, Selection Criteria, and Contract Support

Provide support in reviewing proposals submitted by the DBEs. An evaluation memorandum will be prepared by GF summarizing the results of the submittal reviews and the District's Selection Criteria. The evaluations will be based on the selection criteria identified in the RFP. Contract support will involve assisting the District's Legal Counsel in addressing questions and comments to the Draft Design Build Agreement, which would be attached as an appendix to the RFP.

4.1 Assistance with Proposer Inquiries

Assist with responses to questions issued by the DBEs during the solicitation period.

4.2 Reviewing and Commenting on Proposals/Evaluation Support

Assist the District in communicating the results of the RFP evaluation and the selection of a respondent based on the criteria outlined in the RFP. The selected DBE will be recommended to the District Board for final approval.

4.3 Board Presentation

Prepare up to 5 slides and attend one Board Presentation for the selection of proposal and DBE for this project prior to Contract Award/Negotiations.

4.4 Contract Negotiations

Support the District and their Legal counsel during the negotiation of the final contract to be awarded to the selected DBE. It is understood that all negotiations will be led by District Legal Counsel and GF will not be responsible for providing any legal services to the District.

The attached **Table 1** provides the budget and projects completion status as of January 2019, except for the North Shore Gravity Sewer Design project which provides the status as of January 2018 when the Design Build Procurement approach was authorized by the District Board.

The attached **Table 2** provides the anticipated effort for the remaining tasks described herein for the Design-Build effort up to the Contract Negotiations phase. The budget provided in Table 2 does not include the scope for any support services for design review and construction phase oversight. A scope and budget for post procurement support services for design review and construction phase services can be provided upon District request.

Attachments:

Table 1 – Budget Status of Existing Tasks and Amendments
Table 2 – Fee Estimate for Design-Build Procurement of Lakeside Lift Station and NSVGGS Improvements

Triunfo Sanitation District

Lakeside Lift Station/North Shore Variable Grade Gravity Sewer (NSVGGS)
Design-Build Procurement Support
TABLE 1

Tasks Budget Summary

Triunfo Sanitation District - Projects Budget Status as of January 2019			
	Authorized budget	**Budget Remaining (Jan 2019)**	**Project Status**
Hydraulic Model	**$149,631**	$10,716	Task Complete.
Task 1 - Lakeside Lift Station	**$59,755**	$14,069	75% Design Complete & submitted. Combine with NSVGGS D/B Project.
Task 2 - Capris Track RW Pipe	**$65,582**	$18,484	75% Design Complete & submitted.
Task 3 - Oak Park RW Pipe	**$59,998**	$14,924	75% Design Complete & submitted.
Task 4 - Westlake Lift Station Study	**$24,750**	$3,638	Task Complete, Draft Study submitted.
Task 5 - Regency RW Pump Station Study	**$24,760**	$131	Study completed and submitted.
Task 6 - North Shore Variable Grade Gravity Sewer (NSVGGS) Design *	**$158,550**	$85,773	**Amend 3** - PreDesign complete Jan-2018. Budget Remaining **as of Jan 2018**
Task 7 - Regency RW Pump Station Improvements Design	**$90,000**	$23,442	Amend 4 - 75% Design Complete & submitted.
Total Budget Remaining of Above Tasks:	**$633,026**	**$171,177**	
AMENDMENT # 3 ISSUED MAY 2017:		**$158,550**	
TOTAL REMAINING BUDGET AVAILABLE FOR DESIGN BUILD:		**$243,954**	**Not Including Budget Remaining in "Task 6 - North Shore" since it is part of Amend #3**

Triunfo Sanitation District
Fee Estimate
Lakeside Lift Station/North Shore Variable Grade Gravity Sewer (NSVGGS)
Design-Build Procurement Support
TABLE 2

February 4, 2019

LABOR HOUR BREAKDOWN

Task Description *Hourly Rates*	Principal $205	Project Manager $175	Project Engineer $155	Associate Engineer $145	Designer $135	Admin Project Coordinator $95	Labor Hours	Labor Cost	Sub-Consultant	Total Cost Original 8/21/2018
Task 0 - Pre-Design of North Shore VGGS *(Complete Jan 2018)*										
0.1 - Review Design Layout Alternatives	8	16	24		70	5	123	$18,077		**$18,077**
0.2 - Evaluate alternate vacuum systems and Easement Documents	8	16	24		44	4	96	$14,480	$21,500	**$35,980**
0.3 - Meetings and Site Visits	8	16	24			4	52	$8,540		**$8,540**
0.4 - Evaluate Design build concept and Present to Board	16	16	24			4	60	$10,180		**$10,180**
Subtotal Task 1	**40**	**64**	**96**	**0**	**114**	**17**	**331**	**$51,277**		**$72,777**
Task 1 - Procurement Management / Meetings / QA/QC										
1.1 - Procurement Management	8	12	16			4	40	$6,600		**$6,600**
1.2 - Meetings	12	12	16				40	$7,040		**$7,040**
1.3 - QA/QC	12	4					16	$3,160		**$3,160**
Subtotal Task 1	**32**	**28**	**32**	**0**	**0**	**4**	**96**	**$16,800**		**$16,800**
Task 2 - RFQ Preparation, Issuance, and Evaluation of SOQs *(Complete Dec 2018)*										
2.1 - Draft RFQ and Review	45	16	58			0	119	$21,015		**$21,015**
2.2 - Respond to District Comments and Issue Final RFQ	16	6	16			2	40	$7,000		**$7,000**
2.3 - Evaluation of SOQs	20	6		24			50	$8,630		**$8,630**
2.4 - Finalize selection of Proposed Shortlisted Entities	2	6				4	12	$1,840		**$1,840**
Subtotal Task 2	**83**	**34**	**74**	**24**	**0**	**6**	**221**	**$38,485**		**$38,485**
Task 3 - Preparation and Issuance of RFP										
3.1 - Prepare Baseline Design Documents		12	60		80	4	156	$22,580	$7,000	**$29,580**
3.2 - Prepare Draft RFP	40	30	4	40		4	118	$20,250		**$20,250**
3.3 - Respond to District Comments and Issue Final RFP	24	32	16		30	4	106	$17,430		**$17,430**
3.4 - Prepare Draft Legal Documents & Two Meetings	66	8		12		4	90	$17,050		**$17,050**
Subtotal Task 3	**130**	**82**	**80**	**52**	**110**	**16**	**470**	**$77,310**	**$7,000**	**$84,310**
Task 4 - Proposal Evaluation, Selection Criteria, and Contract Support										
4.1 - Assistance with Proposer Inquiries and Project Agreement Support	8	4	20	4		1	37	$6,115		**$6,115**
4.2 - Reviewing and Commenting on Proposals/Evaluation Support	20	4		18		3	45	$7,695		**$7,695**
4.3 - Board Presentation	14	10		4		3	31	$5,485		**$5,485**
4.4 - Contract Negotiations	24	24		8		3	59.02	$10,567		**$10,567**
Subtotal Task 4	**66**	**42**	**20**	**34**	**0**	**10**	**172.02**	**$29,862**		**$29,862**
Subtotal Tasks 1 to 4	**311**	**186**	**206**	**110**	**110**	**36**	**959**	**$162,457**	**$7,000**	**$242,234**
Direct Costs:										**$1,720**
*** TOTAL COSTS:**										**$243,954**
Amendment #3 Approved Budget (May 2017):										**$158,550**
Additional Budget Request for Design Build Effort:										**$85,404**
*** TOTAL COST for DESIGN-BUILD PROCUREMENT:**										**$243,954**

*** Note: Post award support services are not included in this scope.**

EXHIBIT A
2019 RATE SCHEDULE

Classification / Billing Title	Hourly Billing Rates
Principal	$205.00
Managing Engineer	$205.00
Senior Project Manager	$200.00
Project Manager	$175.00
Senior Engineer	$175.00
Senior Operator	$175.00
Project Engineer	$155.00
Engineer	$155.00
Associate Engineer	$145.00
CADD Designer	$135.00
Senior Drafter	$135.00
Drafter	$130.00
Field Inspector	$120.00
Project Accountant	$108.00
Project Coordinator	$95.00

Professional Reimbursement

The hourly billing rates include the cost of salaries of the KEH employees, plus sick leave, vacation, holiday and other fringe benefits. The percentage added to salary costs includes indirect overhead costs and fee. All employees classified as "non-exempt" by the U.S. Department of Labor will be compensated at 1½ times salary, as per State and Federal wage and hour laws. Billing rates will be calculated according for these overtime hours.

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus five percent for items such as:

a. Maps, photographs, reproductions, printing, equipment rental and special supplies related to the work.
b. Consultants, soils engineers, surveyors, contractors, and other outside services.
c. Rented vehicles, local public transportation and taxis, travel and subsistence.
d. Specific telecommunications and delivery charges.
e. Special fees, insurance, permits, and licenses applicable to the work.
f. Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for employee-owned vehicles used in connection with the work will be at the rate per mile equal to the Privately Owned Vehicle (POV) Mileage Reimbursement Rate as established by the United States General Services Administration for the dates the POV is in use.

The foregoing Schedule of Charges is effective through December 31, 2019.

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TRIUNFO SANITATION DISTRICT
A PUBLIC AGENCY

Board of Directors
Janna Orkney, Chair
Susan Pan, Vice Chair
Leon Shapiro, Director
Raymond Tjulander, Director
James Wall, Director

Providing Outstanding Service Since 1963

February 25, 2019

Board of Directors
Triunfo Sanitation District
Ventura County, California

VENTURA REGIONAL SANITATION DISTRICT HOURLY RATES FY2019-20

Recommendation

It is recommended that the Board receive and file the Ventura Regional Sanitation District (VRSD) Hourly Rates FY2019-20 provided as per TSD Contract No. T15-003 / VRSD Contract No.15-014-1 between Triunfo Sanitation District and Ventura Regional Sanitation District.

In compliance with, ARTICLE 1: RETENTION OF VRSD, Section 1.4 (applicable excerpt):

1.4 On or before March 15 of each year, VRSD shall make its best efforts to furnish TSD with preliminary estimates relating to the cost of VRSD's performance of Services for the next fiscal year (beginning July 1).

Ventura Regional Sanitation District is providing Triunfo Sanitation District with the VRSD Hourly Rates FY2019-20 adopted by the Ventura Regional Sanitation District Board on February 7, 2019.

Please contact me at 805-658-4621 or email marknorris@vrsd.com if you have any questions or need additional information.

REVIEWED AND APPROVED: _____
Mark Norris - General Manager

Attachment: VRSD Hourly Rates 2019-20

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VENTURA REGIONAL SANITATION DISTRICT
HOURLY RATES
JULY 1, 2019 THROUGH JUNE 30, 2020

			FY 2019		FY 2020	
CENTRAL ADMINISTRATION						
Div.	**Pos.**	**Title**	**Hourly**	**OT**	**Hourly**	**OT**
CA	110	Human Resources Technician	$59	$88	$86	$129
CA	207	Administrative Assistant	$59	$88	$86	$129
CA	209	Office Assistant	$59	$88	NA	NA
CA	601	Fiscal Assistant	$70	$106	$88	$132
CA	605	Senior Fiscal Assistant	$70	$106	$88	$132
CA	208	Executive Assistant/Clerk of the Board	$82	$123	$104	$156
CA	103	Management Analyst	$102	NA	$119	NA
CA	109	Senior Management Analyst	$102	NA	$119	NA
CA	112	Safety Officer	NA	NA	$119	NA
CA	607	Accountant	$102	NA	$119	NA
CA	608	Senior Accountant	$102	NA	$119	NA
CA	111	Human Resources Manager	$94	NA	$132	NA
CA	502	Director of Finance	$162	NA	$175	NA
CA	501	General Manager	$198	NA	$194	NA
OPERATIONS						
Div.	**Pos.**	**Title**	**Hourly**	**OT**	**Hourly**	**OT**
WWW	209	Office Assistant	$59	$88	$86	$129
WWW	207	Administrative Assistant	$59	$88	$86	$129
WWW	909	W/WW Helper	$58	$87	$69	$103
WWW	908	W/WW Worker	$85	$128	$92	$138
WWW	911	Electrical/Mechanical Worker	$109	$164	$105	$158
WWW	916	W/WW Operator in Training	$109	$164	$105	$158
WWW	905	W/WW Treatment Operator I	$109	$164	$105	$158
WWW	906	W/WW Treatment Operator II	$109	$164	$105	$158
WWW	910	W/WW Treatment Operator III	$109	$164	$105	$158
WWW	913	W/WW Treatment Operator IV	$109	$164	$105	$158
WWW	914	W/WW Treatment Operator V	$109	$164	$105	$158
WWW	450	Environmental Resource Analyst	$117	$176	$112	$168
WWW	901	Instrumentation Technician	$119	$179	$106	$159
WWW	915	Electrical & Instrumentation Control Supervisor	$122	NA	$130	NA
WWW	720	W/WW Operations Supervisor	$122	NA	$130	NA
WWW	723	W/WW Operations Superintendent	$138	NA	$162	NA
WWW	950	Operations Manager	NA	NA	$173	NA
SW	820	Solid Waste Equipment Operator	$109	$164	$105	$158
SW	314	Engineering Technician	$112	$169	$106	$159
SW	320	Engineer	$122	NA	$130	NA
SW	315	Senior Engineer	$122	NA	$130	NA
SW	319	Senior Engineering Technician	$122	$183	$130	$195
SW	506	Director of Operations	$162	NA	$175	NA

- EMERGENCY CALL OUTS ARE PER PERSON, PORTAL TO PORTAL (3 HOUR MINIMUM).
- OBSERVED VRSD HOLIDAYS WILL BE CHARGED AT DOUBLE TIME (3 HOUR MINIMUM).
- OVERHEAD RATES APPLIED, AS FOLLOWS:

All Other Services: 15%

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TRIUNFO SANITATION DISTRICT
DISBURSEMENTS
1/1/19-1/31/19

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
009133	$77.79	1/11/2019	AT&T
	$56.31		DEC 18 - OAK CYN PROJECT HL
	$21.48		DEC 18 - 63 BUCKSKIN RD LD
009134	$94.25	1/11/2019	AT&T
			JAN 19 - U VERSE TSD PW OPS
009135	$2,395.00	1/11/2019	COUNTY OF VENTURA
	$1,400.00		EXCAVATION PERMIT PA-0028
	$680.00		ENCROACHMENT PERMIT PE18-0894
	$315.00		ENCROACHMENT PERMIT PE18-0895
009136	$68.20	1/11/2019	COUNTY OF VENTURA
	$26.64		11/20-12/18-WW LIFT STATION 3
	$26.64		11/20-12/18-WW LIFT STATION 3A
	$14.92		11/20-12/18-62 BUCKSKIN RD
009137	$165.69	1/11/2019	GI INDUSTRIES
			JAN 19 - WASTE MGMT SERVICES
009138	$4,213.00	1/11/2019	MOSS, LEVY & HARTZHEIM, LLP
			FISCAL YEAR END 6/30/18 AUDIT
009139	$63,200.00	1/11/2019	CITY OF THOUSAND OAKS
			MANHOLE REHAB #11735-2018
009140	$12.68	1/11/2019	JAVIER MACIAS
			REFUND OPWS CREDIT BALANCE
009141	$46.79	1/11/2019	JEFFREY WHITTINGTON
			REFUND OPWS CREDIT BALANCE
009142	$50,563.00	1/17/2019	CSRMA
			12/31/18-12/31/19 RENEWAL PREM
009143	$22,601.00	1/17/2019	CITY OF LOS ANGELES
	$11,941.00		JAN 19 - O&M PORTION OF ASSSC.
	$10,660.00		JAN 19 - CAP PORTION OF ASSSC.
009144	$102.23	1/17/2019	WESTCLIFF REALTY
			REFUND OPWS CREDIT BALANCE
009145	$26.15	1/17/2019	JUDY MARKOS
			REFUND OPWS CREDIT BALANCE

TRIUNFO SANITATION DISTRICT
DISBURSEMENTS
1/1/19-1/31/19

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
009146	$47.90	1/17/2019	LISA MACAULEY
			REFUND OPWS CREDIT BALANCE
009147	$18.61	1/17/2019	CHRISTINE THOMPSON
			REFUND OPWS CREDIT BALANCE
009148	$106.47	1/24/2019	AT&T
			DEC 18 - MASTER BILL
009149	$4.64	1/24/2019	AT&T
			JAN 19 - OPWS DIRECTORY AD
009150	$434.58	1/24/2019	FRONTIER COMMUNICATIONS
	$52.62		JAN 19 - 654 LAKE SHERWOOD DR
	$52.92		JAN 19-LAKE SHERWOOD STAFFORD
	$60.91		JAN 19-THOUSAND OAKS TELE/MAIN
	$212.42		JAN 19 - 56K NETWORK SCADA OP
	$55.71		JAN 19 - N RANCH PUMP STATION
009151	$12,107.40	1/24/2019	LAS VIRGENES MUNICIPAL WATER DISTRICT
			DEC 18 - RW
009152	$135.09	1/24/2019	MCI
			DEC 18-800# FOR OPWS CUSTOMERS
009153	$55.00	1/24/2019	VCSDA
			2019 VCSDA ANNUAL MEETING FEE
ACH TXF	$1,165.73	1/31/2019	LINCOLN NATIONAL
			1/31/19 - DEFERRED COMP
EFT00000000000000752	$28,622.80	1/11/2019	ARNOLD BLEUEL LAROCHELLE MATHEWS & ZIRBEL LLP.
	$2,508.00		11/18 - GENERAL COUNSEL
	$26,114.80		11/18 - LEVAN PROPERTY DAMAGE
EFT00000000000000753	$786.67	1/11/2019	JAMES WALL
	$743.07		NOV 18 - ACWA CONF. EXPENSES
	$43.60		2018 - 4TH QUARTER MILEAGE
EFT00000000000000754	$49.05	1/11/2019	JANNA ORKNEY
			2018 - 4TH QUARTER MILEAGE

TRIUNFO SANITATION DISTRICT
DISBURSEMENTS
1/1/19-1/31/19

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
EFT00000000000000755	$952.50	1/11/2019	PADRE ASSOCIATES INC
	$577.50		LAKE SHERWOOD SWR IMPRV PRJ
	$375.00		LAKE SHERWOOD SWR IMPRV PRJ
EFT00000000000000756	$11,122.10	1/11/2019	SOUTHERN CALIFORNIA EDISON
			DEC 18 - MASTER BILL
EFT00000000000000757	$1,093.51	1/11/2019	LEON SHAPIRO
	$1,055.37		NOV 18 - ACWA CONF EXPENSES
	$38.14		2018 - 4TH QUARTER MILEAGE
EFT00000000000000758	$198.93	1/11/2019	SUSAN PAN
	$132.44		2018-ADD'L 3RD QUARTER MILEAGE
	$66.49		2018 - 4TH QUARTER MILEAGE
EFT00000000000000759	$94.83	1/11/2019	RAYMOND TJULANDER
			2018 - 4TH QUARTER MILEAGE
EFT00000000000000760	$378,563.12	1/11/2019	VENTURA REGIONAL SANITATION DISTRICT
	$378,369.14		VRSD CONTRACT SVCS NOV - 18
	$193.98		CASA CONF. HOTEL DEPOSIT
EFT00000000000000761	$900.00	1/17/2019	LIGHTGABLER
			GNL EMPLOYMENT CONSULTING
EFT00000000000000762	$158.46	1/25/2019	REBECCA LIU
	$11.28		REFUND OPWS CREDIT BALANCE
	$147.18		
EFT00000000000000763	$219,339.05	1/29/2019	CALLEGUAS MUNICIPAL WATER DISTRICT
			DEC 18 - POTABLE WATER

TOTAL **$799,522.22**

VENTURA REGIONAL SANITATION DISTRICT
1001 PARTRIDGE DRIVE, SUITE 150 ▪ VENTURA, CA 93003-0704

A Public Waste Management Agency

Water & Wastewater Monthly Report

Triunfo Sanitation District

For the month of: November 2018

The billing period for this invoice is 10/28 through 11/24/2018 for labor and equipment. This report is arranged in the order of the invoice: Collection System, General Administration, Potable Water System, Reclaimed/Recycled Water System, and Wastewater Operations.

BELL CANYON

TSD-BCN01 (221207) – MAIN-BCYN COLLECTION SYSTEM

- Staff filled the emergency generator.
- Staff surveyed houses that were burned down.

TSD-BCN02 (221302) –BELL CYN – OPERATIONS

- Staff checked the Bell Canyon lift station multiple times.
- Staff performed site maintenance.
- Staff sampled using the ISCO Composite sampling machine and brought the samples to the laboratory.

TSD-BCN03 (221401) – BCYN-ENGINEERING

- Will serve letter confirmation for 18 Stallion Rd.

TSD-BCN04 (221208) – BCYN – MAINT – PREVENTATIVE

- Staff filled the emergency generator with diesel fuel.
- Staff counted homes that had burned down during the Woolsey Fire.
- Staff checked the main line (customer called with a lateral draining issue).

TSD-BCN05 (221303) – BCYN – OPERATIONS - ADMIN

- Staff worked on Bell Canyon Flow Letter.

TSD-BCN07 (221209) – 2107 TRENTHAM

- Staff met with the district attorney.

COLLECTION SYSTEM

TSD-COL01 (221201) – WASTEWATER – COLLECTION SYSTEM MAINTENANCE

A variety of activities were performed throughout the collection system this period, including:

- Staff used the CCTV in TSD areas. Staff set up traffic control as needed.
- Staff marked dig alerts.
- Staff worked on line cleaning / hot spots throughout TSD.
- Staff worked on line cleaning reports. Staff scanned and saved reports.
- Staff created will serve work orders.
- Staff checked lateral connections.
- Staff scanned and saved confined space reports.

TSD-COL02 (221400) – ENGINEERING – PROJECTS

- Staff reviewed the ERP and sent comments to Ryan Bray.
- Staff checked to see if there were any easement conflicts for a construction project.

TSD-COL03 (221202) – N. SHORE TANK MAINT

- Staff dropped enzymes in the tanks at Lake Sherwood.
- Maintenance on an alarm box at 844 Lake Sherwood Dr.

TSD-COL04 (221203) – MANHOLE REHAB

- Staff worked on manhole inspections/rehab throughout TSD. Staff set up traffic control as needed.
- Staff scanned and saved confined space permits.
- Staff completed work orders in Oasis.

TSD-COL06 (221501) – WW-EPG SOURCE CONTROL

- Database management.
- Grease interceptor inspections (FOG)
- Source control documentation updates.

TSD-COL09 (221206) – WW MAINTENANCE SCADA

- Polo Lift Station communication failure troubleshooting, reset PLC clock.
- Flowmeter troubleshooting. PLC repair procurement.
- Kepware update.

GENERAL ADMINISTRATION

TSD-GEN01 (121100) – CENTRAL ADMINISTRATION

- The Finance Department staff provides general accounting services including processing of accounts payables, accounts receivables, bank reconciliation, fixed asset management and depreciation calculation, purchasing processing, deposit preparation, cash receipts, and daily cash management of the District's funds.

TSD-GEN04 (121101) – CENTRAL ADMINISTRATION – WW ADMIN

- Questions about costs billed to this project should be directed to the Director of Finance.

TSD-GEN07 (121104) – JPA-IPR PROJECT

- See General Manager for information on this project.

TSD-GEN08 (121105) – ADMIN – 2107 TRENTHAM

- See General Manager for information on this project.

POTABLE WATER SYSTEM

TSD-POT01 (222300) – POTABLE WATER – OPERATIONS

- 128 samples were analyzed from the tank sites and sample stations. These samples include total chlorine, coliform bacteria, HPC, Nitrite-N, Monochloramines and Free Ammonia.
- Routine facility rounds were conducted on Monday and Friday of each week at all the pump stations and tank sites. This includes maintenance at all the sites and fire extinguisher inspections.
- USA Dig Alerts, marking our lines for utility digging.
- Monthly generator checks and runs.
- Set up the library for the TSD board meeting.
- Worked on the TSD monthly report.
- Staff made changes to the SCADA system, adjusted tank levels.
- Sample station flushing/ran cl2 residuals.
- Staff worked on SEMS work orders.
- Staff worked on notifying customers whose meters were showing continuous flow. Staff met with these customers and helped them identify where their leaks may be.
- Monitored meter communication issues. Cleared alarms, fixed any issues such as replacing MXU'S and or bad cords.
- Staff was called out to multiple leaks and notified appropriate customers.
- Staff created/dispatched SEMS work orders.
- Staff worked on water loss reports.
- Staff flushed the airvac at OCR for sampling.
- Staff worked on updating the HOA contact list.
- Staff raised the tank levels for the fires.
- Staff prepped for the rains (erosion control plan) installed straw waddle / sandbags.
- Staff cleaned up mud and debris after the rains.

Potable Water Use:

Falling Star Turn out 55,402,864 Gallons = Monthly Flow Total

*All water coming into the distribution system is now being metered through the Falling Star turnout.

Emergency Generator Use:

Lindero Generator Run Hours – Routine Maintenance: 0.0 hrs
Lindero Generator Run Hours – Emergency Use: 2.2 hrs
Deerhill Generator Run Hours – Routine Maintenance: 0.0 hrs
Deerhill Generator Run Hours – Emergency Use: 3.5 hrs

TSD-POT03 (222400) – PW-ENGINEERING PROJECTS

- Staff worked on the Emergency Response Plan.

TSD-POT04 (222301) – OPERATIONS – PW SYS REPAIRS

- Staff marked dig alerts.
- Staff investigated a leak in front of fire station 36. Staff located the leak on a 2" poly service line in the fire station driveway approach. Staff worked with a contractor to put a clamp on the leak.
- Staff tried to locate old telephone poles to cut and replace the fence posts that burned in the Woolsey fire.
- Staff worked with a contractor to install straw waddle at the Oak Canyon Reservoir.
- Staff started hydro seeding the hills at the Oak Canyon Reservoir.
- Staff replaced air vac canisters that had melted in the Woolsey fire.
- Fire related BMP's / took pictures of sites.

TSD-POT05 (222501) – WATER CONSERVATION PROGRAM

- Staff worked on the OPWS Drought report and submitted information to the state "Drinc" website.
- Drought preparedness training.

TSD-POT06 (222500) – POTABLE WATER – ENVIRONMENTAL PROGRAMS

- Staff worked on the monthly report and submittal to DDW.
- Staff entered the lab results into the database.
- Sanitary Survey follow up.
- Drought preparedness training.
- Staff sent a letter to Jeff Densmore regarding the fire activities in Oak Park.
- Staff worked with a contractor to get the straw waddle project started at OCR.

TSD-POT07 (122100) – CUSTOMER SERVICE – ADMINISTRATION

- Administrative staff assists Oak Park Water Service customers by mail or by telephone; processes payments and generates monthly water billings, and performs payment follow-up for non-paying accounts.

TSD-POT08 (222302) – CUSTOMER SERVICE – FIELD

- A total of 70 service calls were completed this month. These consisted of move in and move outs. High bill calls, off notices, verified reads, shut offs for residents not applying for service and services being reconnected for new residents that have moved in.
- 122 Delinquent notices were posted for residents that were past due in paying their bill. Notices were sorted in posting order. Pictures were taken of all posted door hangers. Notices were posted on 11/05/18.
- 10 services were shut off for nonpayment on 11/08/18 – staff restored service to customers that made payments.
- Multiple high bill/check for leak investigations were conducted.
- Assisted customers with isolating/finding leaks.
- Shut off angle stops for plumbers that needed to make repairs on customer's homes / apartment buildings.
- Assisted customers with pressure related questions.

- Shut off angle stops for plumbers that needed to make repairs on customer's homes / apartment buildings.
- Staff updated the leak spreadsheet.
- Staff created and dispatched work orders.
- Staff went thru payments at the ups store to take paying customers off of the shut off list.
- Staff notified customers whose meters were showing continuous usage (SEMS work orders).
- Staff updated the HOA / Property Management contact list.
- Staff assisted customers in signing up on the customer portal.

TSD-POT09 (222303) – PW-OPERATIONS-FIRE HYDRANT

- Staff worked on fire hydrant maintenance in the Kilburn and Lindero Zones.

TSD-POT10 (222305) – POTABLE WATER-OPS-METER REPLACEMENT

- Staff worked on a list of meters that were not communicating and cleared alarms using a hand held computer, replaced mxu's, cords to resolve the communication issues.
- Staff changed out meters that were defective.
- Staff updated the meter change out list.
- Staff created work orders for meter events (communication issues, magnetic alarms, change outs etc.)
- Staff sent defective meters to Aquametric for warranty replacements.

TSD-POT12 (222200) – PW MAINTENANCE

- Staff performed the yearly maintenance on the Lindero Pump Station generator (oil change, filter change etc.)
- Staff reconfigured the radio network passwords.
- Staff finished the VFD installation at Lindero Pump Station.
- Staff delivered waddles from Bailard to Oak Canyon Reservoir.

TSD-POT14 (122501) – PW-ADMIN-OP WATER CONSERVATION

- See General Manager for information on this project.

TSD-POT17 (222300E) – PW- OPERATIONS CALL-OUT

- 11/21/18 – Staff laid out straw waddles and sand bags at the tank sites.
- 11/22/18 – Staff checked all tank sites for mudslides after rain.

TSD-POT18 (222302E) – PW – CUST SVC – EMERG CALL-OUTS

- 10/28/18 – Staff assisted customer at 1229 Hidden Springs in shutting off stuck sprinklers.
- 11/07/18 – Staff responded to a broken mainline at 1185 Heatherview. Staff found ¾" S IPerl and along with the customer supply side also broken. Staff removed and replaced broken IPerl with a new meter. Staff programed meter and put back into service.
- 11/16/18 – Staff turned water back on at 5565 Webley (turned off during fires).

- 11/17/18 – Staff responded to 172 Conifer Circle for water turn on (customer cancelled once he found out about fee).
- 11/24/18 – Staff responded to a water turn on at 104 Conifer Circle.

TSD-POT21 (222307) – PW-OPERATIONS – METER READINGS

- Staff updated SEMS work orders.

TSD-POT22 (222202) – POTABLE WATER – MAINTENANCE – SCADA

- Staff removed a bad VFD and replaced it with a new VFD at Lindero Pump Station P3.
- Staff worked on the radios at the Lindero PRV.
- Radio security update and SCADA update.
- Kepware update and troubleshooting.
- Staff troubleshot alarms at the Lindero PS coming from the Kilburn tank.

TSD-POT23 (222201) – PW-MAINTENANCE PREVENTATIVE

- Staff worked on valve maintenance in the Kilburn and Lindero Zones.

TSD-POT27 (222308) – AUTOMATED METER READING

- Staff worked on new AMI information and training for reports.

TSD-POT29 (222710) – WOOLSEY FIRE RESPONSE

- Staff shut off water services to homes that had burned down.
- Staff filled the OPWS tanks to full and kept them full (two foot turnover).
- Staff checked sites / generators to ensure everything was functioning correctly.
- Staff refueled generators.
- Staff made a list of all the homes affected by the fire.
- Staff cleaned up sites / debris.
- Staff responded to alarms.
- Staff met with cell phone site contractors (sites damaged).
- Staff worked on the erosion control plan.

TSD-POT31 (222710) – PW-WOOLSEY FIRE HOLIDAY CO

- 11/12/18 – Staff responded to water turn ons and water turn offs for customers returning to Oak Park after evacuation order was lifted.

TSD-POT30 (222710E) – WOOLSEY FIRE RESPONSE-EMRG

- 11/08/18 – Staff responded to water turn ons for all the meters that were turned off earlier during fire.
- 11/08/18 – Staff responded to helping with SCADA system during the fire.
- 11/09/18 – Staff checked and locked up the pump sites before leaving for the night.

TSD-POT32 (122710) – WOOLSEY FIRE RESPONSE

- See Mark Norris for information related to this line item

RECLAIMED/RECYCLED WATER SYSTEM

TSD-RCL01 (223300) – RECLAIMED WATER - OPERATIONS

Staff performed reclaimed water meter reads on 10/31/18 for Oak Park and Lake Sherwood. Staff submitted the reclaimed water meter reads to Finance for billing. Rounds at the Reclaimed Booster Station were performed three times a week.

Other (non-routine) activities included:

- Reclaimed system rounds.
- Staff grabbed the Lake Sherwood meter reads.
- Staff notified landscapers of leaks and assisted with shutting off services.
- Staff worked on reclaimed water audits.
- Reclaimed dig alerts.
- Staff turned the portable generator on / off for Regency Hills.
- Staff recharged the reclaimed system. Las Virgenes was using their reclaimed tank for fire suppression and asked us not to pull water from them during this time.
- Staff fixed leaking airvacs.
- Staff shut off services that were leaking due to the fire.

TOTAL RECLAIMED WATER USE:

Oak Park System 18,789,236 Gallons

Lake Sherwood usage: 5,495,631 Gallons

TSD-RCL03 (123100) – RW – ADMIN – CUSTOMER SERVICE

- Administrative staff assists the users of the reclaimed water system by mail or by telephone; processes payments and generates monthly billings, and other reporting duties.

TSD-RCL04 (223300E) – RW-OPER EMERGENCY CALL-OUT

- 10/29/18 – Staff shut off generator at reclaim pump station.
- 11/17/18 – Staff shut off stuck sprinklers at Deerhill Park.

TSD-RCL05 (223200) – RW – MAINTENANCE

- Staff worked with Edison to get temporary power hooked up at the reclaimed booster station.
- Staff worked on installing rebuilt mechanical seals for P4 and P2 at the reclaimed pump station.
- Staff installed a new 3" meter on Lake Sherwood Dr. – Fire station / Hidden Valley.
- Staff transported the portable generator from Westlake to Bailard.
- Staff fixed leaking airvacs.
- Site maintenance at the reclaimed sites.

TSD-RCL08 (123101) – RW-ADMIN CIP RW SYSTEM PURCH

- See Mark Norris for information related to this line item

WASTEWATER SYSTEM

TSD-WWW01 (221301) – WASTEWATER OPERATIONS

Bell Canyon Pump Station and flow meter

The lift station and flow meter were checked each week. The generator was tested under load. Weed abatement was performed in and around the station. A safety inspection was conducted, and the level probe was cleaned.

Carlisle Pump Station

The lift station was checked each week. Weed abatement was performed in and around the station and the station's fire extinguishers were checked. The generator was tested under load.

Lake Sherwood Pump Station

The lift station was checked each week. Weed abatement was performed in and around the station, the level transducer was cleaned, and the station's fire extinguishers were checked.

The generator was tested under load.

Lake Sherwood Polo Field Station

The lift station was checked each week. Weed abatement was performed in and around the station, the level transducer was cleaned, and the station's fire extinguishers were checked. The generator was tested under load. The wet well was cleaned.

North Ranch Pump Station

The lift station was checked each week. Weed abatement was performed in and around the station, the level transducer was cleaned, and the station's fire extinguishers were checked. The generator was tested under load.

Westlake Pump Station

The lift station was checked each week. Weed abatement was performed in and around the station.

Monthly

TSD Lift Stations – Flow Calculator **Month of:** November 2018

	Total Gallons
Lake Station	5,088,309
Polo Fields	2,464,600
Carlisle	261,490
Bell Cyn/TSD	2,587,768
Bell Cyn L/S	236,040

- Staff checked the TSD lift stations multiple times per week.
- Staff did site maintenance.
- Staff met to discuss SCADA and projects.
- Staff watched a webinar about Wastewater Utility Security and Vulnerability Assessment.
- Staff transferred Bioxide.
- Staff entered and saved lab results into the server and database.

TSD-WWW02 (221200) – WW MAINTENANCE

- Staff removed pump #3 at Carlisle Lift Station for repairs.
- Staff troubleshot electrical, switches on the North Ranch generator.
- Staff worked on hot spots in Oak Park.
- Staff fixed the irrigation system at Polo Lift Station.
- Staff relocated the emergency pump to the Lakeside Lift Station.
- Staff loaded and delivered a chemical vat to Carlisle Lift Station.

TSD – WWW04 (221300) – OPERATIONS – ADMINISTRATION FIELD

- Staff entered monthly data, scanned and saved logs.

TSD-WWW13 (221210) – FIXTURE COUNTS

- Staff worked on database management.
- Staff updated the fixture count audit database.

If you have other questions or concerns, please contact me at (805) 658-4648.

RICHARD JONES – W&WW OPERATIONS SUPERINTENDENT

TRIUNFO SANITATION DISTRICT
Costs by Type - Monthly

INVOICE NO: **TSD- Nov-18**
DESCRIPTION: **VRSD CONTRACT SVCS Nov-18**

Company TSD

Row Labels	Labor	Equipment	Material	Subcontractor	Other	Supply	Total
11/30/2018							
ADMIN	44,636.50	-	1,896.33	21,261.78	461.14	23,619.25	68,255.75
POTABLE	130,741.00	5,796.00	9,414.88	575.00	1,920.32	11,910.20	148,447.20
PW ADMIN	16,362.50	-	-	8,321.98	9,024.67	17,346.65	33,709.15
RECYCLED	12,906.50	1,352.00	2,012.75	-	1,892.12	3,904.87	18,163.37
RW ADMIN	542.50	-	-	491.05	131.10	622.15	1,164.65
WASTEWATER	79,184.75	12,148.00	8,699.18	575.00	1,892.59	11,166.77	102,499.52
WW ADMIN	-	-	-	6,129.50	-	6,129.50	6,129.50
11/30/2018 Total	**284,373.75**	**19,296.00**	**22,023.14**	**37,354.31**	**15,321.94**	**74,699.39**	**378,369.14**
Grand Total	**284,373.75**	**19,296.00**	**22,023.14**	**37,354.31**	**15,321.94**	**74,699.39**	**378,369.14**

ACCOUNTS PAYABLE SUMMARY

45-100-20000	(68,255.75)
45-270-20000	(108,629.02)
45-370-20000	(182,156.35)
45-470-20000	(19,328.02)
45-100-52067	44,636.50
45-100-52068	-
45-100-52069	23,619.25
45-210-52067	79,184.75
45-210-52068	12,148.00
45-210-52069	11,166.77
45-270-52067	-
45-270-52068	-
45-270-52069	6,129.50
45-310-52067	130,741.00
45-310-52068	5,796.00
45-310-52069	11,910.20
45-370-52067	16,362.50
45-370-52068	-
45-370-52069	17,346.65
45-410-52067	12,906.50
45-410-52068	1,352.00
45-410-52069	3,904.87
45-470-52067	542.50
45-470-52068	-
45-470-52069	622.15
Total	378,369.14
Monthly Total	378,369.14
Crosscheck	-

APPROVED FOR PAYMENT

FUND	DEPT	EXPENSE	WORK ORDER

EXPENSE CODE VERIFICATION — ACCT USE ONLY

SIGNATURE & DATE

AUTHORIZATION FOR PAYMENT

SIGNATURE & DATE

TRIUNFO SANITATION DISTRICT
Budget vs. Actual Analysis by Work Order
Year-to-Date as of November 30, 2018

TSD	TRIUNFO SANITATION DISTRICT

Work Order	Description	Budget	Actual Expense	Budget Remaining
121100	TSD-VRSD CA	$ 949,327	$ 370,564	$ 578,763
121101	TSD-WW Administration	$ 183,230	$ 48,875	$ 134,355
121103	TSD-FACEBOOK/TWITTER	$ 13,452	$ -	$ 13,452
121104	TSD-JPA-IPR Project	$ 23,909	$ 345	$ 23,564
121105	TSD-Admin-2107 Trentham	0	1,971	(1,971)
121108	TSD-N.S. Gravity System	$ -	$ 3,830	$ (3,830)
122100	TSD-PW Customer Service	$ 341,727	$ 130,939	$ 210,788
122501	TSD-PW-Admin-OP Water Conservation	$ 18,755	$ 8,147	$ 10,608
122710	TSD-PW Woolsey Fire	$ -	$ 8,410	$ (8,410)
123100	TSD-RW-Admin-Customer Service	$ 90,073	$ 15,537	$ 74,536
123101	TSD-RW-Admin CIP RW System Purch	0	421	(421)
123103	TSD-Regency RW Pump Station CIP	$ -	$ 421	$ (421)
221200	TSD-WW Maintenance	$ 143,730	$ 104,323	$ 39,407
221201	TSD-WW-Maintenance Collection Sys	$ 430,355	$ 180,808	$ 249,547
221202	TSD-N. Shore Tank Maint	$ 61,773	$ 18,606	$ 43,167
221203	TSD-Manhole Rehab	$ 311,026	$ 118,936	$ 192,090
221204	TSD-WW Maintenance-Preventative	$ 85,008	$ 28,513	$ 56,495
221206	TSD-WW-Maintenance SCADA	$ 105,814	$ 15,068	$ 90,746
221207	TSD-Main - BCYN Collection System	$ 99,805	$ 13,926	$ 85,879
221208	TSD-BCYN- Maint - Preventative	$ 27,501	$ 5,720	$ 21,781
221209	TSD-2107 Trentham	0	366	(366)
221210	TSD – WW Maintenance – Fixture Counts	$ -	$ 4,868	$ (4,868)
221300	TSD-Administration - Wastewater	$ 29,800	$ 11,136	$ 18,664
221301	TSD-Operations - Wastewater	$ 104,380	$ 56,951	$ 47,429
221302	TSD-BCYN-Operations	$ 13,881	$ 11,230	$ 2,652
221303	TSD-BCYN-Operations-Admin	$ 5,082	$ 1,306	$ 3,776
221400	TSD-Engineering - Projects	$ 183,476	$ 6,246	$ 177,230
221401	TSD-BCYN - Engineering	$ -	$ 1,441	$ (1,441)
221500	TSD-WW - EPG - SSMP	$ 22,160	$ -	$ 22,160
221501	TSD-WW-EPG-Source Control	$ 118,520	$ 18,142	$ 100,378
222200	TSD-PW - Maintenance	$ 107,960	$ 31,667	$ 76,293
222201	TSD-PW-Maintenance Preventative	$ 147,558	$ 22,982	$ 124,577
222202	TSD-PW-Maintenance SCADA/Elect	$ 124,855	$ 62,476	$ 62,379
222203	TSD-PW-Main-Coatings & Linings	$ 25,648	$ 168	$ 25,480
222300	TSD-Operations - Potable Water	$ 338,682	$ 203,343	$ 135,339
222301	TSD-Operations - PW Sys Repairs	$ 229,536	$ 66,873	$ 162,663
222302	TSD-PW Customer Service-Field	$ 91,696	$ 88,718	$ 2,978
222303	TSD-PW - Operations-Fire Hydrant	$ 77,346	$ 22,953	$ 54,393
222304	TSD-PW-Oper-Anode Checks/Leak Det	$ 12,385	$ 122	$ 12,263
222305	TSD-PW-Operations Meter Replacemnt	$ 11,871	$ 24,874	$ (13,003)
222307	TSD-PW-Operations - Meter Readings	$ 52,560	$ 1,832	$ 50,728
222308	TSD-Automated Meter Reading	$ -	$ 4,014	$ (4,014)
222400	TSD-PW-Engineering Projects '	$ 88,125	$ 4,094	$ 84,031
222500	TSD-PW-Environmental Programs	$ 108,389	$ 32,582	$ 75,807
222501	TSD-PW-EPG-OP Water Conservation	$ 74,700	$ 8,499	$ 66,201
222710	TSD-PW Woolsey Fire	$ -	$ 24,282	$ (24,281)
222710E	TSD-PW Woolsey Fire - Callout	$ -	$ 20,644	$ (20,642)
222710H	TSD-PW Woolsey Fire - Holiday	$ -	$ 1,700	$ (1,697)
223200	TSD-RW-Maintenance	$ 81,594	$ 110,284	$ (28,690)
223300	TSD-Operations - Recycled Water	$ 75,980	$ 30,798	$ 45,182
221200E	TSD-WW-Maint Emergency	$ 6,560	$ -	$ 6,560
221201E	TSD-WW-Collection Sys Call-out Emr	$ 13,170	$ -	$ 13,170
221202E	TSD-N. Shore Tank Maint-Emergency	$ 1,968	$ -	$ 1,968
221301E	TSD-WW-Ops Emergency Call-Outs	$ 2,460	$ 492	$ 1,968
222300E	TSD-PW-Operations Call-out	$ 13,170	$ 768	$ 12,402
222300H	TSD HOLIDAY	0	732	(732)
222301E	TSD-PW-Oper Sys Rpr Emer Call-Out	$ -	$ 2,174	$ (2,174)
222302E	TSD-PW-Cust Srv Emerg Call-outs	$ 9,219	$ 10,688	$ (1,469)
223200E	TSD - RW - Maint-Emergency	0	537	(537)
223300E	TSD-RW-Oper Emergency Call-out	$ 3,841	$ 4,600	$ (759)
	TOTALS	$ 5,062,057	$ 1,969,939	$ 3,092,129

TRIUNFO SANITATION DISTRICT
Costs by Type - Monthly
Year-to-Date as of November 30, 2018

Company TSD

Row Labels	Labor	Equipment	Material	Subcontractor	Other	Total
7/31/2018						
ADMIN	$ 35,766	$ -	$ -	$ 26,667	$ 407	$ 62,840
BELL CYN	$ 9,439	$ 2,868	$ 35	$ -	$ -	$ 12,342
POTABLE	$ 97,069	$ 3,086	$ 1,450	$ 4,559	$ 6,487	$ 112,651
RECYCLED	$ 28,227	$ 1,222	$ 2,718	$ 3,710	$ 0	$ 35,878
WASTEWATER	$ 79,980	$ 10,602	$ 3,933	$ 8,063	$ 10	$ 102,588
7/31/2018 Total	**$ 250,480**	**$ 17,778**	**$ 8,137**	**$ 42,999**	**$ 6,904**	**$ 326,298**
8/31/2018						
ADMIN	$ 58,778	$ -	$ 37	$ 30,002	$ 1,974	$ 90,791
BELL CYN	$ 3,272	$ 527	$ 35	$ -	$ 0	$ 3,834
POTABLE	$ 153,592	$ 3,865	$ 36,514	$ 8,847	$ 3,709	$ 206,526
RECYCLED	$ 49,359	$ 2,261	$ 785	$ 3,510	$ 131	$ 56,046
WASTEWATER	$ 143,756	$ 22,813	$ 5,856	$ 16,258	$ -	$ 188,682
8/31/2018 Total	**$ 408,757**	**$ 29,466**	**$ 43,227**	**$ 58,616**	**$ 5,814**	**$ 545,880**
9/30/2018						
ADMIN	$ 39,466	$ -	$ 17,836	$ 14,377	$ 581	$ 72,260
BELL CYN	$ 4,783	$ 1,162	$ 35	$ -	$ 7	$ 5,986
POTABLE	$ 112,692	$ 4,139	$ 26,349	$ 5,168	$ 4,091	$ 152,440
RECYCLED	$ 19,300	$ 840	$ 4,635	$ 2,581	$ 131	$ 27,487
WASTEWATER	$ 72,215	$ 12,857	$ 3,974	$ 11,153	$ 36	$ 100,235
9/30/2018 Total	**$ 248,455**	**$ 18,998**	**$ 52,829**	**$ 33,279**	**$ 4,848**	**$ 358,409**
10/31/2018						
ADMIN	$ 47,572	$ -	$ 1,065	$ 26,996	$ 784	$ 76,417
BELL CYN	$ 3,356	$ 532	$ 35	$ -	$ 0	$ 3,922

TRIUNFO SANITATION DISTRICT
Costs by Type - Monthly
Year-to-Date as of November 30, 2018

POTABLE	$ 105,484	$ 4,297	$ 11,828	$ 4,239	$ 4,058	$ 129,906
RECYCLED	$ 14,846	$ 4,830	$ 2,339	$ 1,711	$ 132	$ 23,858
WASTEWATER	$ 94,516	$ 16,957	$ 4,059	$ 11,348	$ -	$ 126,880
10/31/2018 Total	**$ 265,773**	**$ 26,616**	**$ 19,325**	**$ 44,295**	**$ 4,975**	**$ 360,983**
11/30/2018						
ADMIN	$ 44,637	$ -	$ 1,896	$ 21,262	$ 461	$ 68,256
BELL CYN	$ 7,058	$ 812	$ 35	$ -	$ -	$ 7,905
POTABLE	$ 147,104	$ 5,796	$ 9,415	$ 8,897	$ 10,945	$ 182,156
RECYCLED	$ 13,449	$ 1,352	$ 2,013	$ 491	$ 2,023	$ 19,328
WASTEWATER	$ 72,127	$ 11,336	$ 8,665	$ 6,705	$ 1,893	$ 100,724
11/30/2018 Total	**$ 284,374**	**$ 19,296**	**$ 22,023**	**$ 37,354**	**$ 15,322**	**$ 378,369**
Grand Total	**$ 1,457,839**	**$ 112,154**	**$ 145,540**	**$ 216,543**	**$ 37,863**	**$ 1,969,939**

Mark S Norris Consulting
LLC
5572 Lafayette St
Ventura, Ca 93003

Invoice

DATE	INVOICE #
11/30/2018	343

BILL TO
Ventura Regional Sanitation District Finance & Administration 1001 Partridge Drive , Suite 150 Ventura, CA 93003-0704

DUE DATE
12/30/2018

DESCRIPTION	QTY	RATE	AMOUNT
Triunfo Sanitation District General Manager Services			0.00
11/01/18 Various TSD Projects Meeting w/Tim Doyle regarding several projects Review JPA Board Meeting Agenda Packet TSD Agenda Prep Review CASA Legislative Update Report Meeting w/Chi Hermann regarding several projects Review/Respond to customer concerns	8.5	122.00	1,037.00
11/02/18 Various TSD Projects TSD Agenda Prep Review Sensus Zero Billing Report Phone conference w/KEH regarding CIP	8	122.00	976.00
11/05/18 Various TSD Projects Review Draft EIR for Las Virgenes/Calleguas Intertie Project Phone conference w/John Mathews regarding several matters Review TSD Budget Report Phone conference w/Janna Orkney Phone conference w/Dave Pedersen regarding TSD/JPA Legal Fees Travel to and attend meeting w/Dave Pedersen and Leon Shapiro and JPA BM	13	122.00	1,586.00
11/06/18 Various TSD Projects Phone conference w/John Mathews regarding several TSD Matters Phone conference w/Janna Orkney to provide JPA Meeting debrief Meeting w/Tim Doyle and Chi Hermann to discuss several Projects Phone conference w/Ralph Arnold regarding R/W Project Review several documents associated w/Hidden Valley Basin	9.5	122.00	1,159.00

Mark S Norris Consulting
LLC
5572 Lafayette St
Ventura, Ca 93003

Invoice

DATE	INVOICE #
11/30/2018	343

BILL TO
Ventura Regional Sanitation District Finance & Administration 1001 Partridge Drive , Suite 150 Ventura, CA 93003-0704

DUE DATE
12/30/2018

DESCRIPTION	QTY	RATE	AMOUNT
11/07/18 Various TSD Projects TSD Weekly Staff Meeting Phone conference w/John Mathews and Susan McCarthy regarding LeVan Lawsuit Review TSD/JPA Legal Fee payment issues	8.75	122.00	1,067.50
11/08/18 Various TSD Projects TSD Agenda Prep Review/Respond to customer concerns Continue review of Calleguas/Las Virgenes Intertie Project Draft EIR Meeting w/Tim Doyle to review Hidden Valley Basin easement issues Review Draft TSD ERP Fire related activities	14	122.00	1,708.00
11/09/18 Various TSD Projects Continue review of Draft TSD ERP Fire related activities	9	122.00	1,098.00
11/10/18 Various TSD Projects Prep for pre-trial meeting w/Susan McCarthy Site Visit-Oak Park Fire related activities	8	122.00	976.00
11/11/18 Various TSD Projects Fire related activities Site Visit-Oak Park	7	122.00	854.00
11/12/18 Various TSD Projects Review documents associated with Levan Lawsuit Fire related activities	5	122.00	610.00
11/13/18 Various TSD Projects TSD Agenda Prep Phone conference with John Mathews regarding several matters Meeting with Tim Doyle and Chi Hermann regarding several projects Fire event debrief w/Staff	10	122.00	1,220.00

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Ventura, Ca 93003

Invoice

DATE	INVOICE #
11/30/2018	343

BILL TO
Ventura Regional Sanitation District Finance & Administration 1001 Partridge Drive , Suite 150 Ventura, CA 93003-0704

DUE DATE
12/30/2018

DESCRIPTION	QTY	RATE	AMOUNT
11/14/18 Various TSD Projects Phone conference w/Thousand Oaks P/W regarding TSD fire impact relief plan TSD Agenda Prep Phone conference w/Richard Jones regarding several Projects Travel to and attend TSD Special Board Meeting	12	122.00	1,464.00
11/15/18 Various TSD Projects Phone conference w/Susan McCarthy regarding New Mission Lawsuit TSD Agenda Prep Review TSD Budget Report Develop fire impact relief plan	9	122.00	1,098.00
11/16/18 Various TSD Projects TSD Agenda Prep Meeting w/Sandy Warren to discuss several projects Meeting w/Chi Hermann to review VRSD labor expenditure report Phone conference w/Tim Doyle regarding several issues Phone conference w/Susan McCarthy and John Mathews regarding New Mission Lawsuit	9	122.00	1,098.00
11/19/18 Various TSD Projects Phone conference w/John Mathews regarding several matters Phone conference(s) w/Janna Orkney regarding several topics Meeting w/Tim Doyle regarding Agenda Reports Meeting w/Sandy Warren regarding TSD Insurance Coverage TSD Agenda Prep Meeting w/TSD Customer Billing Staff to review water usage related to the Fire	10	122.00	1,220.00

Mark S Norris Consulting
LLC
5572 Lafayette St
Ventura, Ca 93003

Invoice

DATE	INVOICE #
11/30/2018	343

BILL TO
Ventura Regional Sanitation District Finance & Administration 1001 Partridge Drive , Suite 150 Ventura, CA 93003-0704

DUE DATE
12/30/2018

DESCRIPTION	QTY	RATE	AMOUNT
11/20/18 Various TSD Projects TSD Agenda Prep Meeting w/Tim Doyle and Chi Hermann regarding several Projects Review JPA Fire Damage Assessment review TSD Board Meeting Minutes Review/Respond to customer concerns	9	122.00	1,098.00
11/21/18 Various TSD Projects TSD Weekly Staff Meeting TSD Agenda Packet review Review VRSD/TSD Labor Distribution Report Review updated CIP Schedule Phone conference w/KEH regarding CIP	8.5	122.00	1,037.00
11/23/18 Various TSD Projects TSD Board Meeting Prep Review various documents regarding New Mission Lawsuit	7	122.00	854.00
11/26/18 Various TSD Projects Review TSD Board Meeting Agenda Packet Phone conference w/John Mathews regarding several Matters Meeting w/Tim Doyle and Chi Hermann regarding several projects Meeting w/Chris Theisen to discuss several issues Travel to and attend TSD Board Meeting	13	122.00	1,586.00
11/27/18 Various TSD Projects TSD Board Meeting debrief Travel to San Diego for ACWA Conference	10	122.00	1,220.00
11/28/18 ACWA Conference	8	122.00	976.00
11/29/18 ACWA Conference	8	122.00	976.00
11/30/18 ACWA Conference Travel from San Diego to Ventura	8	122.00	976.00

Please remit to above address.

Total 25,894.50

TRIUNFO SANITATION DISTRICT
A PUBLIC AGENCY

Board of Directors
Janna Orkney, Chair
Susan Pan, Vice Chair
Leon Shapiro, Director
Raymond Tjulander, Director
James Wall, Director

Providing Outstanding Service Since 1963

February 25, 2019

Board of Directors
Triunfo Sanitation District
Ventura County, California

INVESTMENT REPORT – JANUARY 2019

Summary

The attached report shows cash and investment holdings of the District at January 31, 2019. The District's policy is that the report be provided within 30 days of the close of the month. The balance of the portfolio, at cost, was $16,545,731 on January 31, a $34,549 decrease compared to December 2018. This net decrease is a result of funding operations. Interest earnings for the month were accrued at $25,897 and fiscal year to date at $159,140.

The Treasurer manages all District investments. All District investment holdings are in compliance with the investment policy approved by the Board of Directors in January 2018. The investments of the District provide sufficient cash flow liquidity to meet the next six month's estimated expenses.

If you have any questions or need additional information, please contact me at (805) 658-4646 or via email at tinarivera@vrsd.com.

Fiscal Impact

None.

Recommendation

Receive and file.

Alvertina Rivera
ALVERTINA RIVERA – DIRECTOR OF FINANCE

REVIEWED AND APPROVED: _____
Mark Norris – General Manager

Attachment: October 2018 Investment Report

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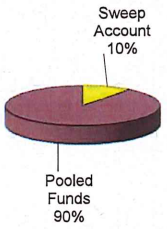
TRIUNFO SANITATION DISTRICT
INVESTMENT REPORT
FOR THE MONTH ENDED JANUARY 31, 2019

Distribution of Funds at Cost



SUMMARY	Value at Cost: Balance 12/31/18	Change in Value	Balance 01/31/19	Interest Earned**: Jan-19	Fiscal Year-to-Date
A. Sweep Account	$ 814,378	$ 902,079	$ 1,716,456	$ -	$ -
B. Pooled Funds	15,765,902	(936,627)	14,829,274	25,897	159,140
	$ 16,580,279	$ (34,549)	$ 16,545,731	$ 25,897	$ 159,140

A. SWEEP ACCOUNT	Balance 12/31/18	Net Deposits/ (Withdrawals)	Interest Received	Balance 01/31/19	Yield	Market Value
City National Bank	$ 814,377.73	$ 902,078.71		$ 1,716,456.44	0.30%	$ 1,716,456.44

B. POOLED FUNDS	Balance 12/31/18	Net Deposits/ (Withdrawals)	Interest Received	Balance 01/31/19	Yield	Market Value*
Local Agency Investment Fund	14,733,707.11	(1,000,000.00)	35,152.87	13,768,859.98	2.355%	13,768,859.98
Ventura County Pool	1,032,194.39		28,219.89	1,060,414.28	2.575%	* 1,060,414.28
	$ 15,765,901.50	$ (1,000,000.00)	$ 63,372.76	$ 14,829,274.26		$ 14,829,274.26
TOTAL				$ 16,545,730.70		$ 16,545,730.70

INTEREST EARNED ON A MONTHLY BASIS	Jul-Dec	Jan	Feb	Mar	Apr	May	Jun
	$133,244	$ 25,897	$ -	$ -	$ -	$ -	$ -

* Published rate does not represent net yield rate earned on District investment.
** Estimated for current reporting month.

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TRIUNFO SANITATION DISTRICT
A PUBLIC AGENCY

Board of Directors
Janna Orkney, Chair
Susan Pan, Vice Chair
Leon Shapiro, Director
Raymond Tjulander, Director
James Wall, Director

Providing Outstanding Service Since 1963

February 25, 2019

Board of Directors
Triunfo Sanitation District
Ventura County, California

TSD WEBSITE – GOOGLE ANALYTICS REPORT

Following are the latest statistics from Google Analytics showing visitor activity on the Triunfo Sanitation District (TSD) website:

December 2018	Prior Period	Inception to date
(01/01/19 – 01/31/19)	(12/01/18 – 12/31/18)	(10/4/12 –02/19/19)
Website sessions: 116	Website sessions: 155	Website sessions: 51,887
Users: 103	Users: 130	Users: 29,821
Pageviews: 161	Pageviews: 250	Pageviews: 135,344
Pages per session: 1.39	Pages per session: 1.61	Pages per session: 2.61
Avg. duration: 00:28	Avg. duration: 00:56	Avg. duration: 02:19
New visitors: 76.9%	New visitors: 76.1%	New visitors: 88%
Returning visitors: 23.1%	Returning visitors: 23.9%	Returning visitors: 12%
Bounce rate: 80.17%*	Bounce rate: 73.55%*	Bounce rate: 43.16%*

* Percentage of single-page visits (visitor left the site from the entrance page)

If you have questions, please contact me at (805) 658-4618 or lisamckinley@vrsd.com.

LISA MCKINLEY – ADMINISTRATIVE ASSISTANT

REVIEWED AND APPROVED _____
Mark Norris, General Manager

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TRIUNFO SANITATION DISTRICT
A PUBLIC AGENCY

Board of Directors
Janna Orkney, Chair
Susan Pan, Vice Chair
Leon Shapiro, Director
Raymond Tjulander, Director
James Wall, Director

Providing Outstanding Service Since 1963

February 25, 2019

Board of Directors
Triunfo Sanitation District
Ventura County, California

WATER CONSERVATION CUSTOMER REBATE PROGRAM

The FY 2019 budget allocated $3,200 for Triunfo Sanitation District's (TSD's) participation in the Metropolitan Water District (MWD) conservation rebate program for fiscal year 2018-2019. This allocation funds supplemental customer rebates for high-efficiency clothes washers, high-efficiency toilets, weather-based irrigation controllers, and rain barrels.

From July 1, 2018 through February 19, 2019, MWD reported OPWS customer rebate payments for nine high-efficiency clothes washers and sixteen weather-based irrigation controllers.

TSD's allocation status at February 19, 2019 was:

Conservation Appliances/Devices	Allocated Funds	Amount Committed to Date	Amount of Initial Allocation Remaining
High-efficiency clothes washers, high-efficiency toilets, weather-based irrigation controllers and rain barrels.	$3,200	$1,053.19	$2,146.81

Please contact me at (805) 658-4618 or lisamckinley@vrsd.com if you have any questions.

LISA MCKINLEY – ADMINISTRATIVE ASSISTANT

REVIEWED AND APPROVED
Mark Norris - General Manager

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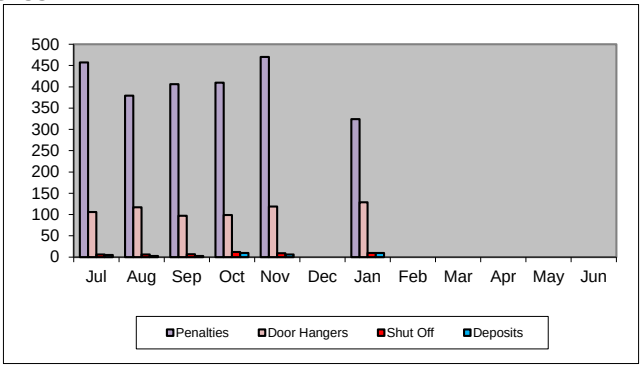
OAK PARK WATER SERVICE STATISTICS
FY 18-19
PENALTIES AND FEES ASSESSED

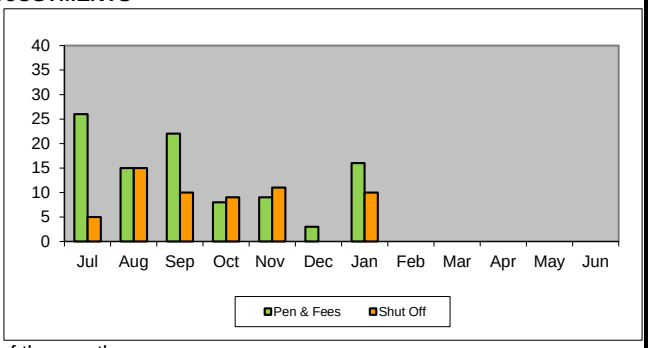
Month	Penalties	Door Hangers	Shut Off	Deposits		
Jul	457	106	6	5		
Aug	379	117	6	3		
Sep	406	97	7	3		
Oct	410	99	12	10		
Nov	470	119	9	6		
Dec	0	0	0	0		
Jan	324	129	10	10		
Feb						
Mar						
Apr						
May						
Jun						



**Doorhangers include payment arrangement defaults

REQUESTS FOR BILLING ADJUSTMENTS

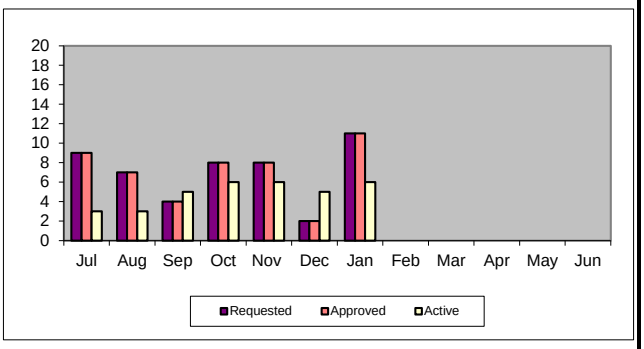
Month	Pen & Fees	Shut Off	Approved	Disapproved		
Jul	26	5	31	0		
Aug	15	15	30	0		
Sep	22	10	32	0		
Oct	8	9	17	2		
Nov	9	11	20	1		
Dec	3	0	3	1		
Jan	16	10	26	2		
Feb			0	0		
Mar			0	0		
Apr			0	0		
May			0	0		
Jun			0	0		



**Pen & Fees includes credit for doorhanger-Adjmt will not show post until the last day of the month
**Does not include Consumption or Write off

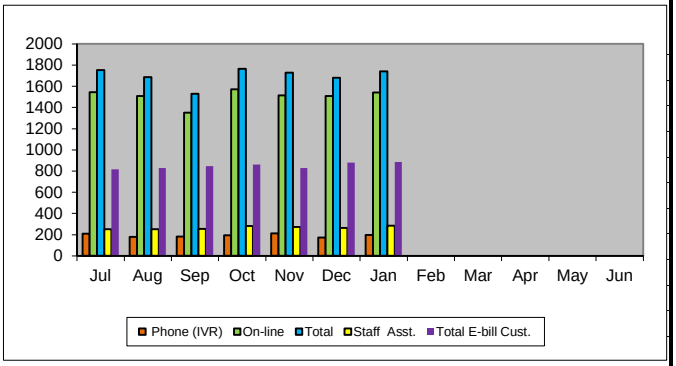
REQUESTS FOR PAYMENT EXTENSION

Month	Requested	Approved	Active			
Jul	9	9	3			
Aug	7	7	3			
Sep	4	4	5			
Oct	8	8	6			
Nov	8	8	6			
Dec	2	2	5			
Jan	11	11	6			
Feb						
Mar						
Apr						
May						
Jun						



PAYMENTUS ON-LINE PAYMENT

Month	Phone (IVR)	On-line	Total	Staff Asst.	Total E-bill Cust.
Jul	209	1545	1,754	251	816
Aug	178	1509	1,687	252	828
Sep	181	1350	1,531	256	848
Oct	193	1573	1,766	282	863
Nov	214	1514	1,728	272	828
Dec	174	1508	1,682	265	879
Jan	198	1543	1,741	286	887
Feb			-		
Mar			-		
Apr			-		
May			-		
Jun			-		



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TRIUNFO SANITATION DISTRICT
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February 25, 2019

Board of Directors
Triunfo Sanitation District
Ventura County, California

CONSERVATION PROGRAM

The Triunfo Sanitation District/Oak Park Water 2010 Urban Water Management Plan requires urban water retailers to meet a goal of reducing water usage 20% by 2020 with an interim goal of 10% by 2015. Attached is a monthly report to compare Oak Park's water usage each month with this year's goal. The chart also contains the projected annual water purchase from Calleguas prorated by month. Staff has included on the chart the FY 18 data as a comparison of the monthly usage for last year.

As a part of the State Water Quality Control Board recent Drought Emergency Regulations activated on July 28, 2014, staff has begun the required monthly reporting. The confirmation for the January reporting is attached. Based on the qualifications reported in the Urban Water Management Plan requirement, staff is calculating the GPCD figures using an 89% residential factor. This factor assumes that 89% of all water consumed in Oak Park is by residential customers. This GPCD data will not match the GPCD data reported as part of the California Urban Water Conservation Council (CUWCC) reporting requirements under the Urban Water Management Planning Act due to the 89% residential factor.

In January 2019 Staff received 34 water conservation calls, 0 violation letters were sent to homeowners, no violations were reported by Oak Park residents, and conducted 0 water audits. A total of 1 resident was notified of a leak on their property.

Recycled water consumption for January 2019 was 20 acre feet compared to 42 acre feet in January 2018.

RICHARD JONES – WATER/WASTEWATER SUPERINTENDENT

REVIEWED AND APPROVED

Mark Norris - General Manager

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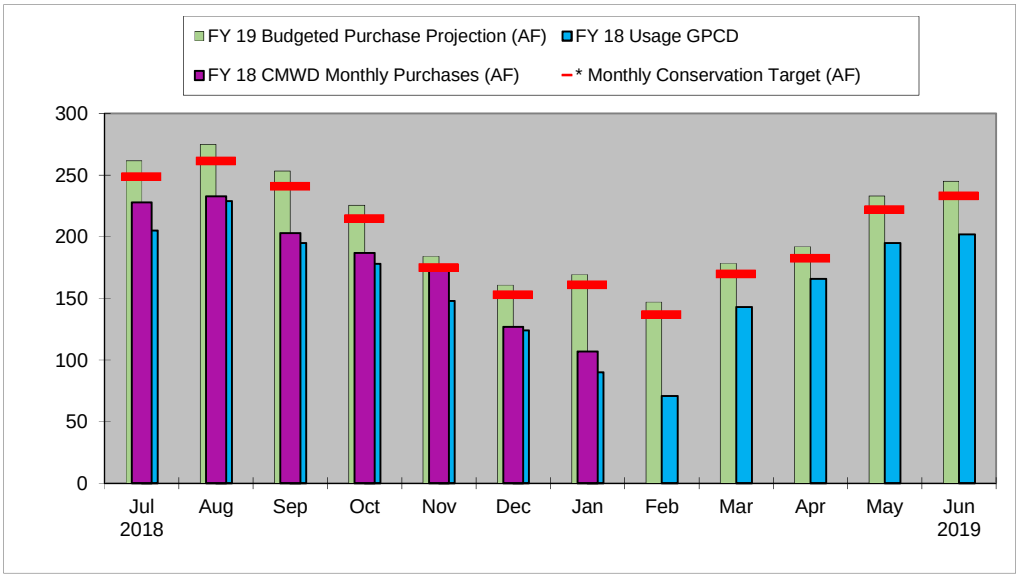
Oak Park Water Service
Water Conservation Target Report
Fiscal Year 2019

	Gallons Per Capita Day (GPCD)	Acre-Feet per Year (AFY)
2019 Targets	**186**	**2525**
2020 Targets	**183**	**2500**

Calleguas MWD Monthly Purchases (Acre-Feet, AF) and FY 2018 Targets

	CMWD Monthly Purchases (AF) (Actual)	FY 19 Budgeted Purchase Projection (AF)	* Monthly Conservation Target (AF)	Monthly Usage, GPCD	Monthly Target, GPCD
Jul 2018	228	262	249	**196**	**214**
Aug	233	275	262	**201**	**225**
Sep	203	253	241	**181**	**214**
Oct	187	226	215	**161**	**185**
Nov	175	184	175	**156**	**156**
Dec	127	161	153	**109**	**132**
Jan	107	169	161	**92**	**139**
Feb		147	137		**130**
Mar		178	170		**146**
Apr		192	183		**162**
May		233	222		**191**
Jun 2019		245	233		**208**
Totals FY 18-19	**1260**	2525	**Monthly Avg. to date (GPCD)**	157	
FY Targets:		Total (AFY) =	**2398**		**175**

FY 18 Usage GPCD	
Jul 2016	205
Aug	229
Sep	195
Oct	178
Nov	148
Dec	124
Jan	90
Feb	71
Mar	143
Apr	166
May	195
Jun 2017	202
Usage Avg	**162**



* - Monthly Conservation Targets (AF) are based on equal interval decreases towards the 2020 GPCD goal.
GPCD values are uncorrected for Commercial and Instituional useage (not residential only)

Recycled Water Use	July, 2018	July, 2017	June, 2018
AF	120.0	138.0	89.0

Home (Home.aspx) > Applications > Monitoring Report (MonitoringReport.aspx) > Monitoring Report Detail: 28545 (MonitoringReportEditDetail.aspx?ID=28545)

Details

ID	28545
UserID	8922
ResponseDateTime	2/14/2019 11:42:34 AM
SupplierInfo	Triunfo Sanitation District / Oak Park Water Service(519)
Month	0119
Stage	
Mandatory	No
Outdoor	7
Production	107
Production2013	171
Units	AF
CII	2.41
Ag	
AG2013	
RecycledWater	20
NonRevWater	
Percentage	.89
Population	12200
GPCD	81.98
Complaints	0
Followups	0
Warnings	0
RatePenalties	0
Penalties	0
Enforcement	
Implementation	
Qualification	
Email	arikbaharouzi@vrsd.com
Reporter	Arik Baharouzi
Telephone	(805)658-4658
Actions	Raised rates,Instituted surcharges,Reduced allocations,Instituted use of SmartMeters for data tracking and enforcement,Increased leak detection and repair actions

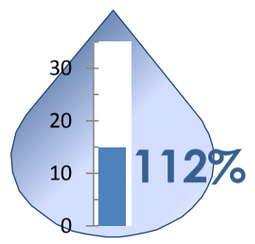
Water Supply Conditions Report

As of: 02/14/2019

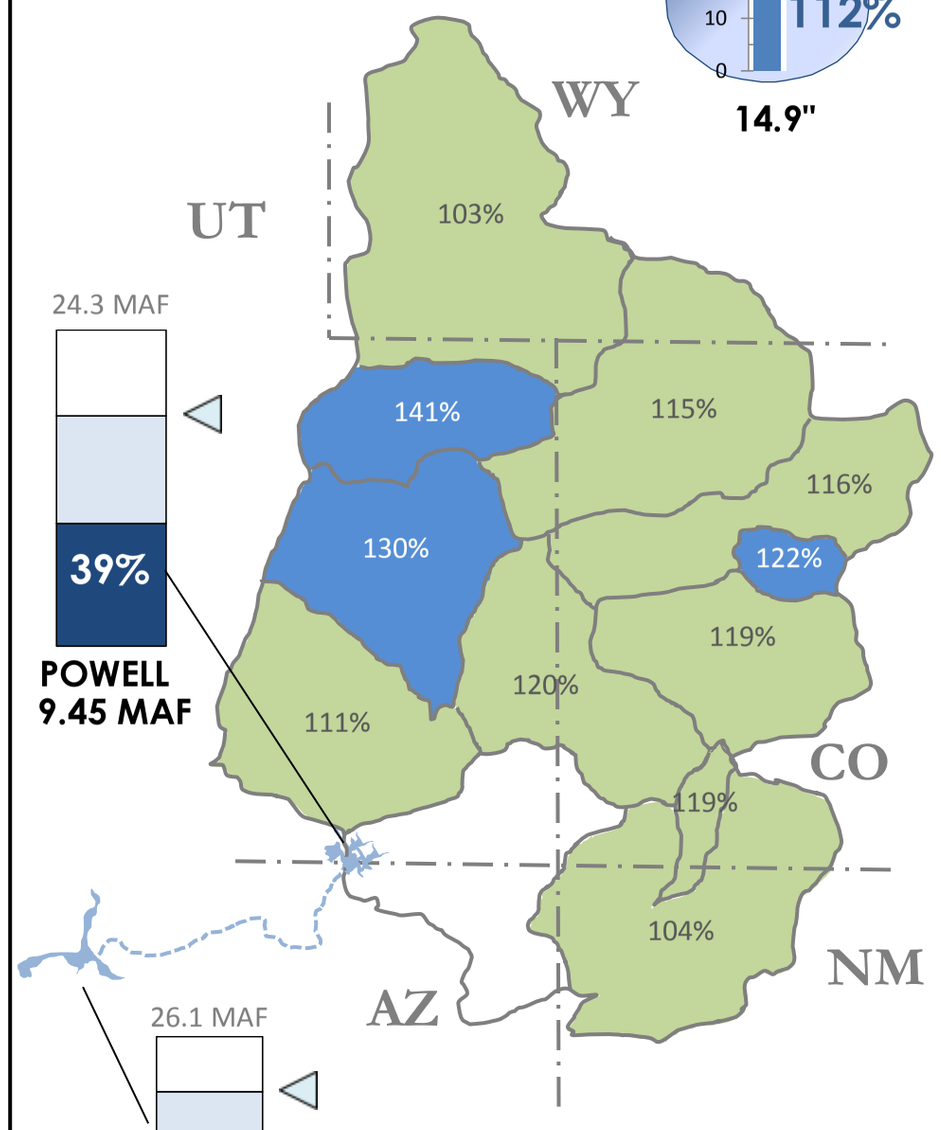
2019 Colorado River

889,231 AF
71% of full CRA
Does not include storage withdrawals

Upper Colorado River Basin **116%**



14.9"



Snowpack % of Normal

Snow Water Equivalent (% of Normal)

- No Data
- Less than 50
- 50 - 80
- 81 - 120
- 121 - 150
- Greater than 150

Turn page for more CRA Data

Flip Over for SWP Data

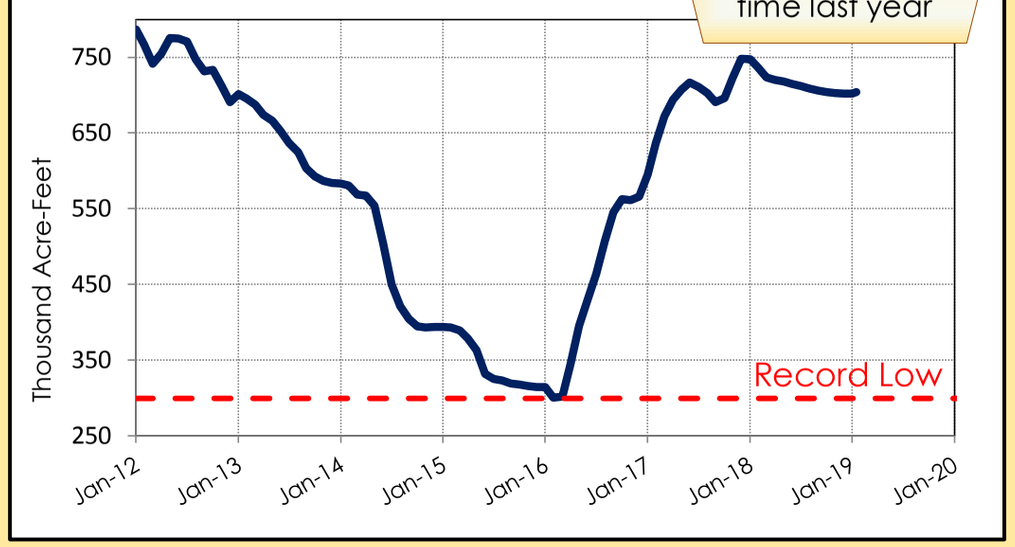
Highlights

- Northern Sierra snowpack is at 125% of normal
- Upper Colorado River Basin snowpack is at 116% of normal
- Southern California precipitation above normal - Los Angeles (185% of normal) and San Diego (168% of normal)

Diamond Valley Lake Storage

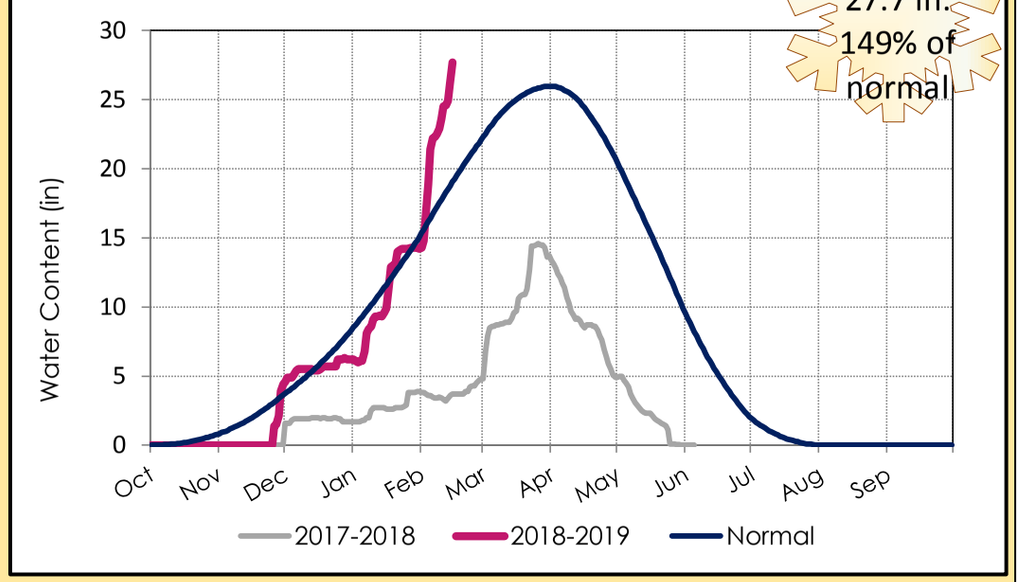
Capacity: 810 TAF

42 TAF less in storage than this time last year

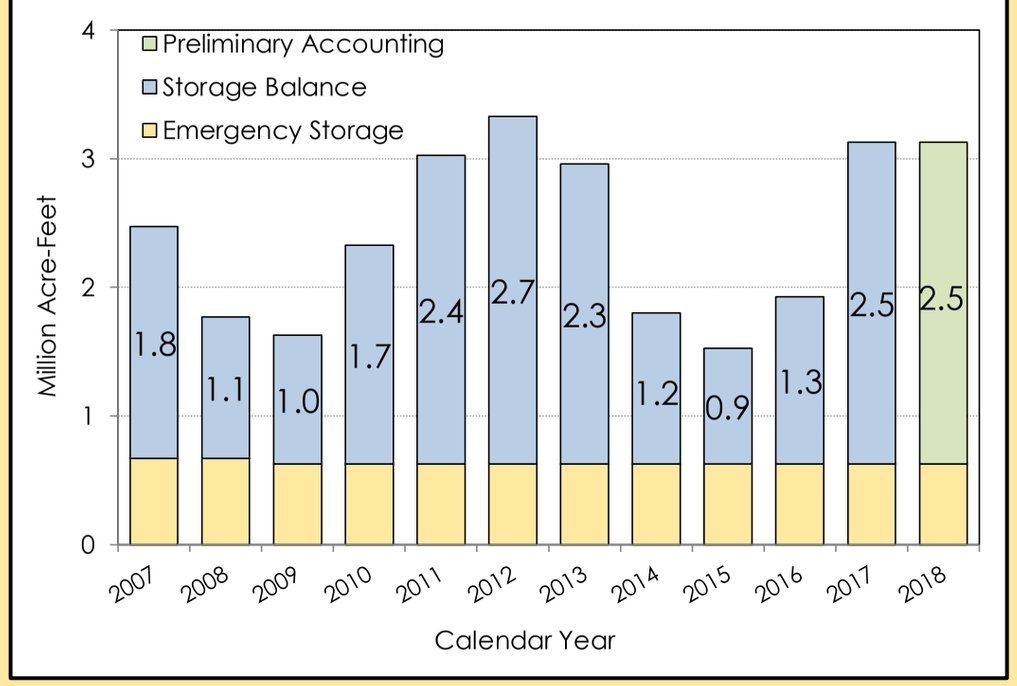


Southern Sierra Snowpack

27.7 in.
149% of normal



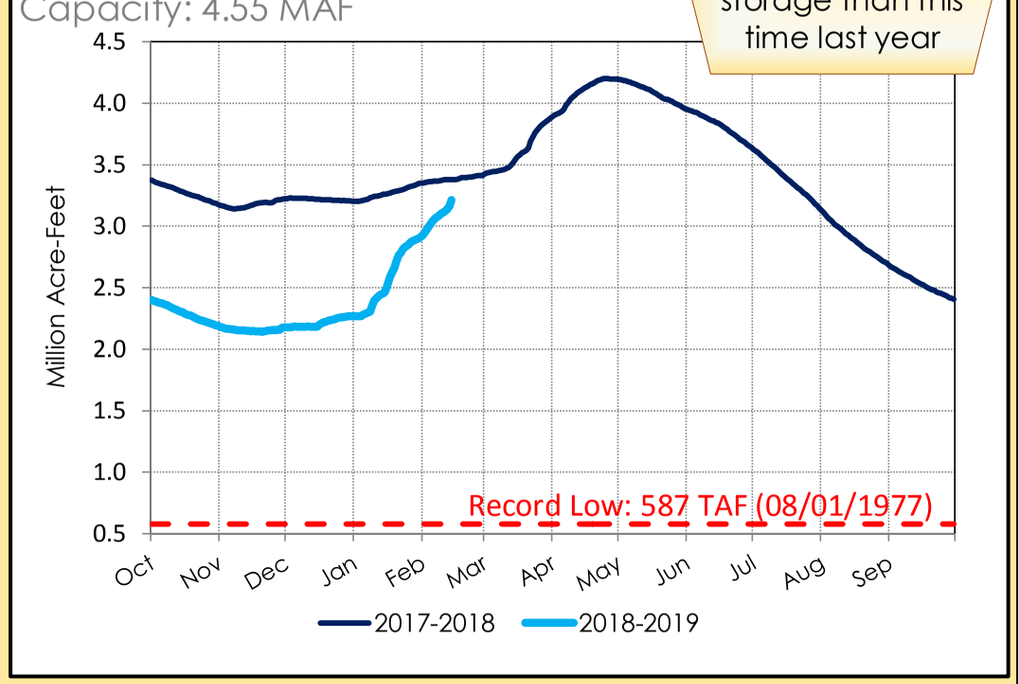
MWD Storage Reserve Levels



Lake Shasta Reservoir Storage

Capacity: 4.55 MAF

164 TAF less in storage than this time last year



This report is produced by the Water Resource Management Group and contains information from various federal, state, and local agencies.
The Metropolitan Water District of Southern California cannot guarantee the accuracy or completeness of this information.
Readers should refer to the relevant state, federal, and local agencies for additional or for the most up to date water supply information.
Reservoirs, lakes, aqueducts, maps, watersheds, and all other visual representations on this report are not drawn to scale.

http://www.mwdh2o.com/WSCR

This report is best printed double sided on legal size paper (8.5" x 14") and folded in quarters

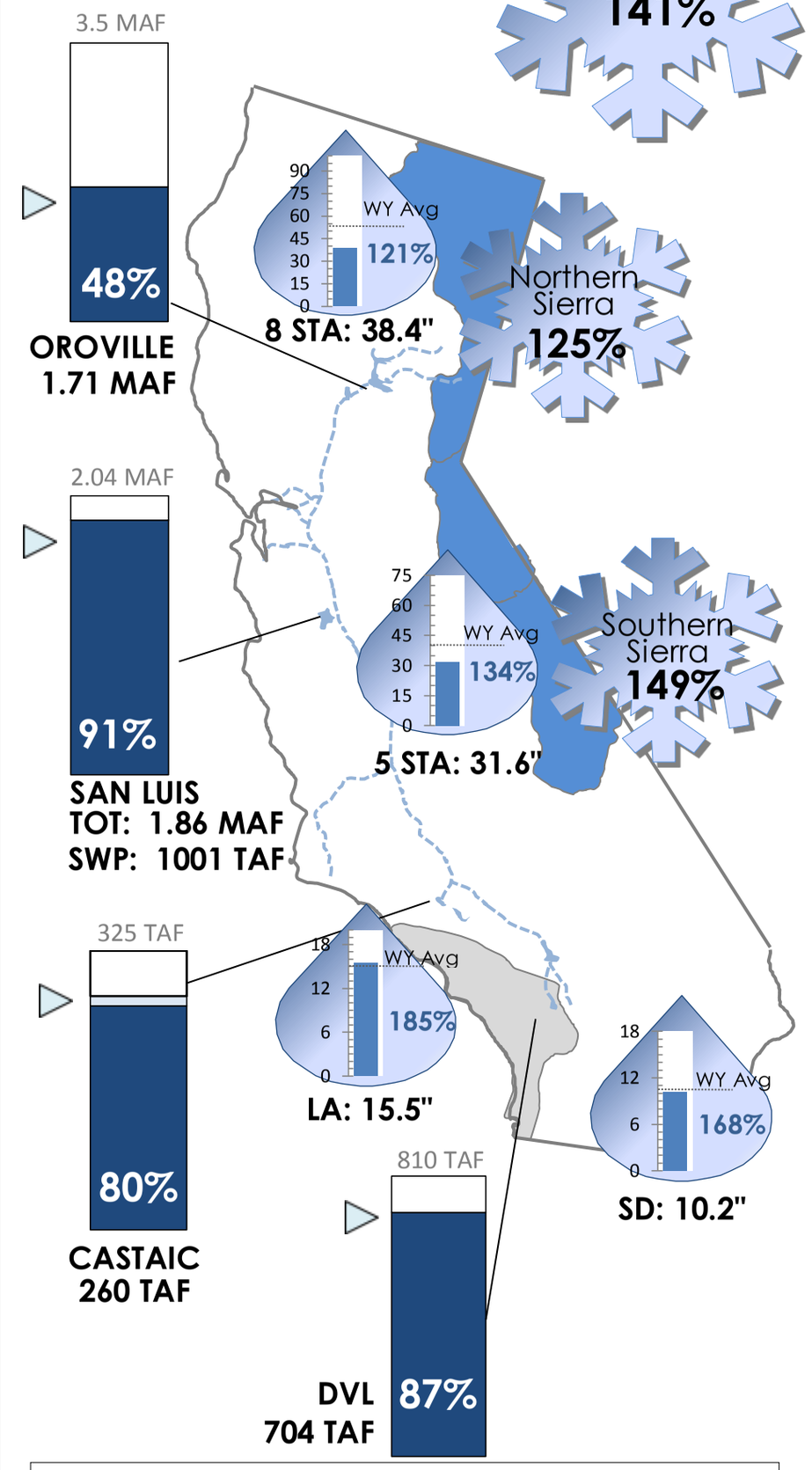
Water Supply Conditions Report

As of: 02/14/2019

2019 SWP Allocation

286,725 AF
15% of Table A

Statewide **141%**



WY Avg
% Normal WY to Date
Rainfall to Date (in)

Capacity
Average EOM
Current Storage (% Capacity)

Flip Over for CRA Data

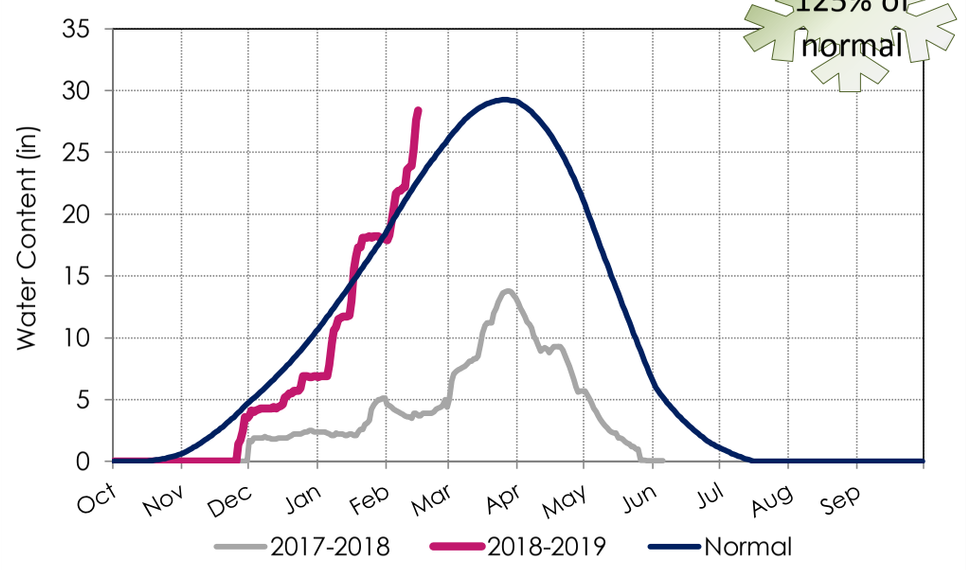
Turn page for more SWP Data

State Water Project Resources

As of: 02/14/2019

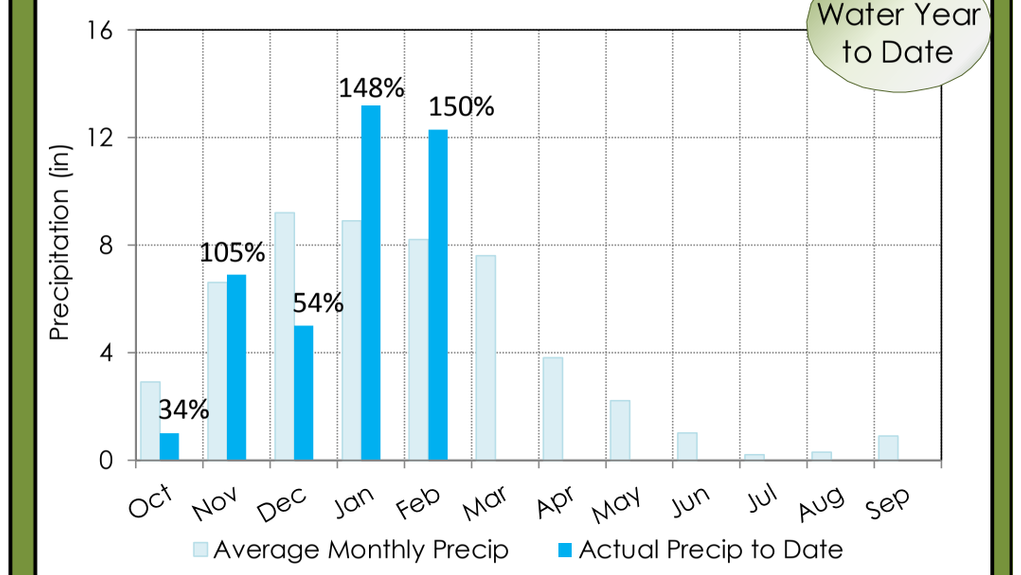
Northern Sierra Snowpack

28.4 in. 125% of normal



8 Station Index Precip

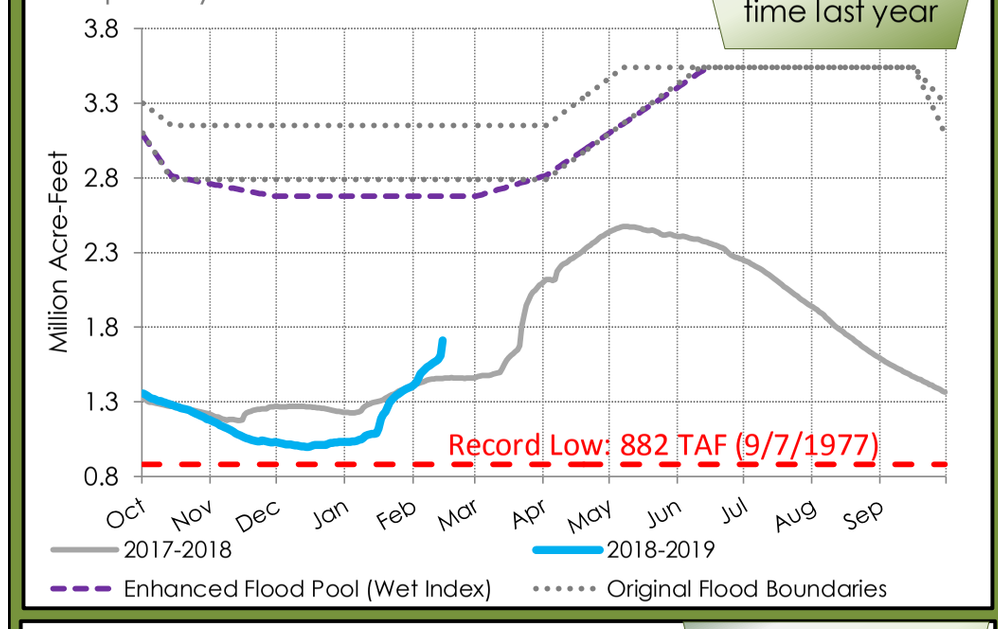
38.4 in. Water Year to Date



Oroville Reservoir Storage

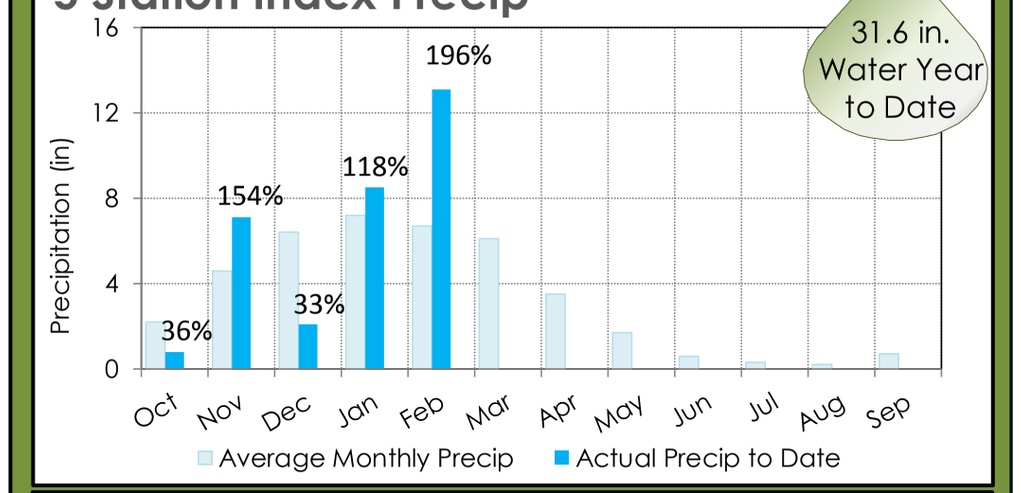
Capacity: 3.5 MAF

254 TAF more in storage than this time last year



5 Station Index Precip

31.6 in. Water Year to Date



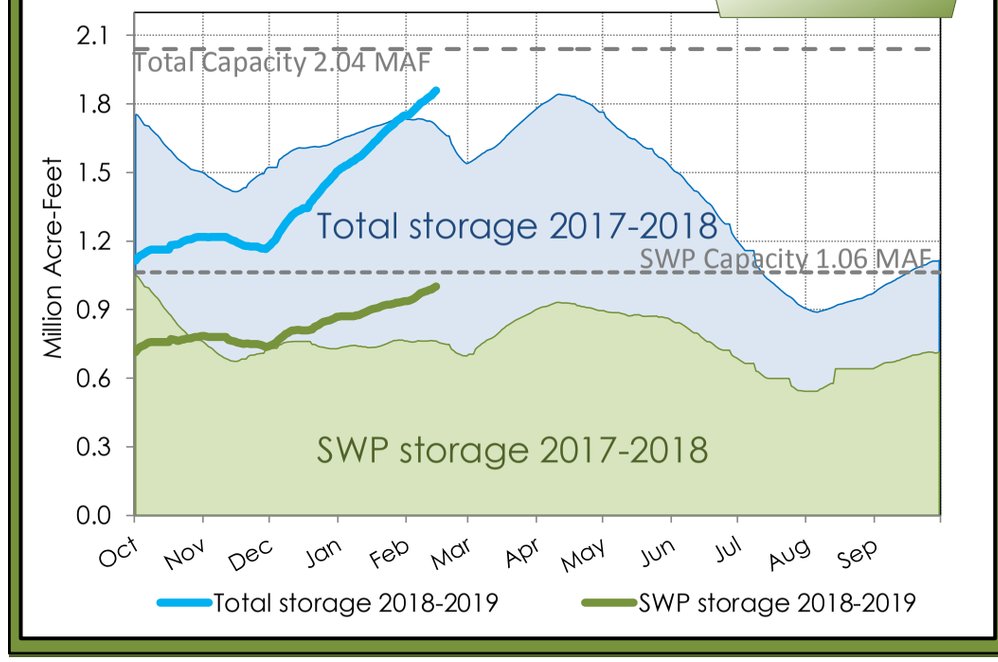
Other SWP Contract Supplies for 2019 (AF)

Transfer/Exchanges	TBD
Pool A/B (Purchased)	TBD
Carryover Supplies	256,000

San Luis Reservoir Storage

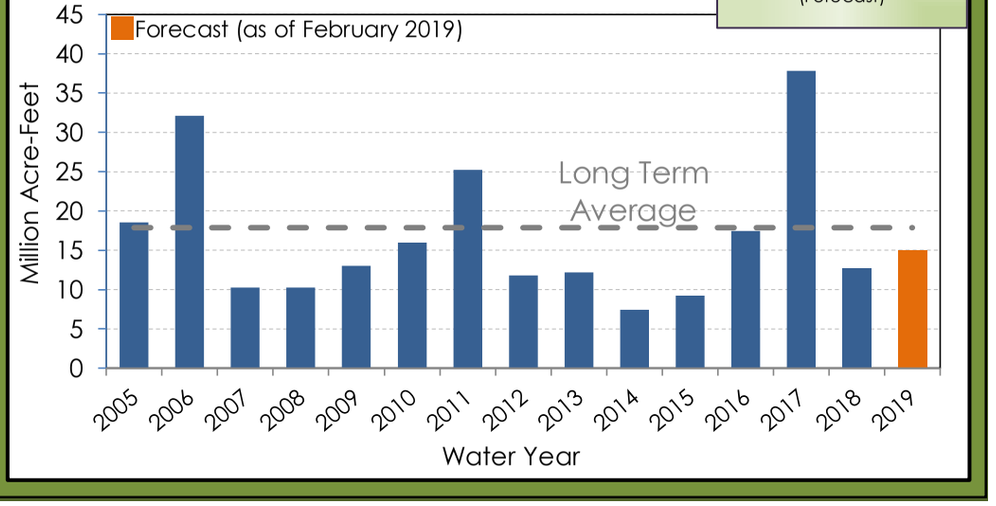
Capacity: 2.04 MAF

238 TAF more in SWP storage than this time last year



Sacramento River Runoff

WY 2019 84% of normal (Forecast)

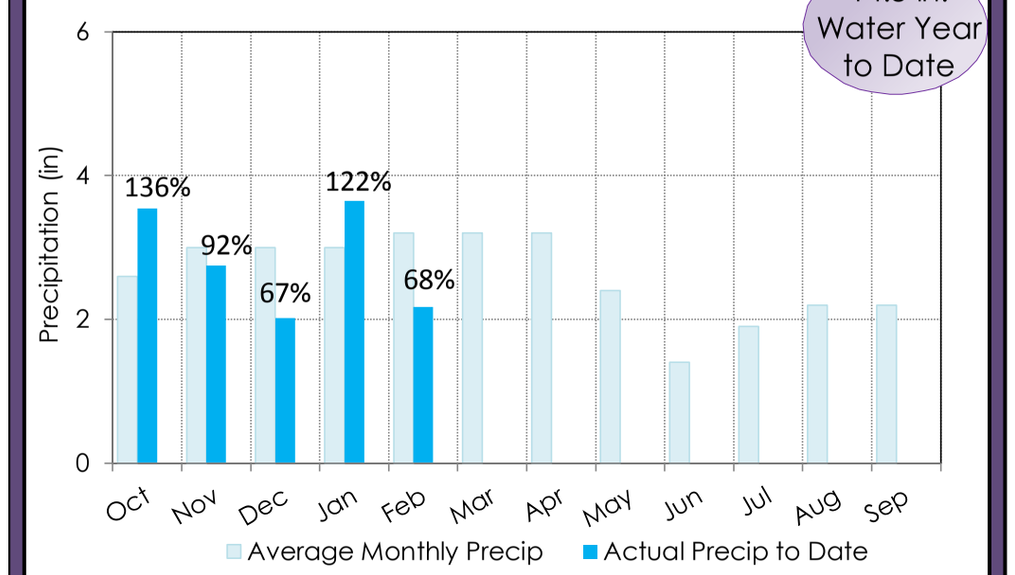


Colorado River Resources

As of: 02/14/2019

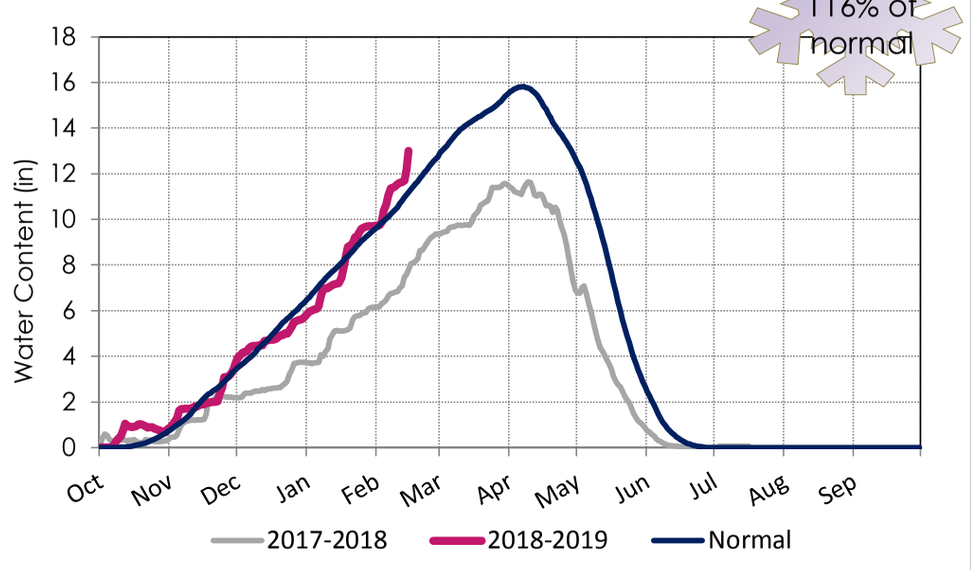
Upper Colorado Basin Precip

14.8 in. Water Year to Date

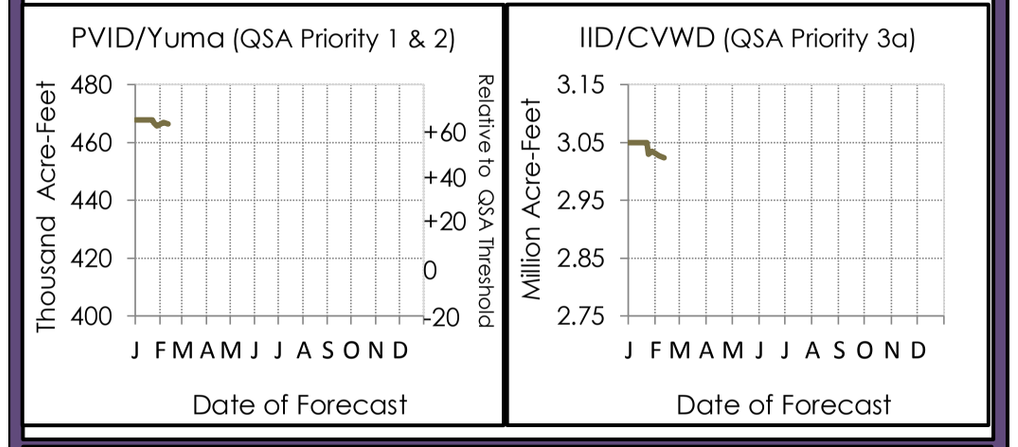


Upper Colorado Basin Snowpack

13.0 in 116% of normal



2019 Colorado River Ag Use



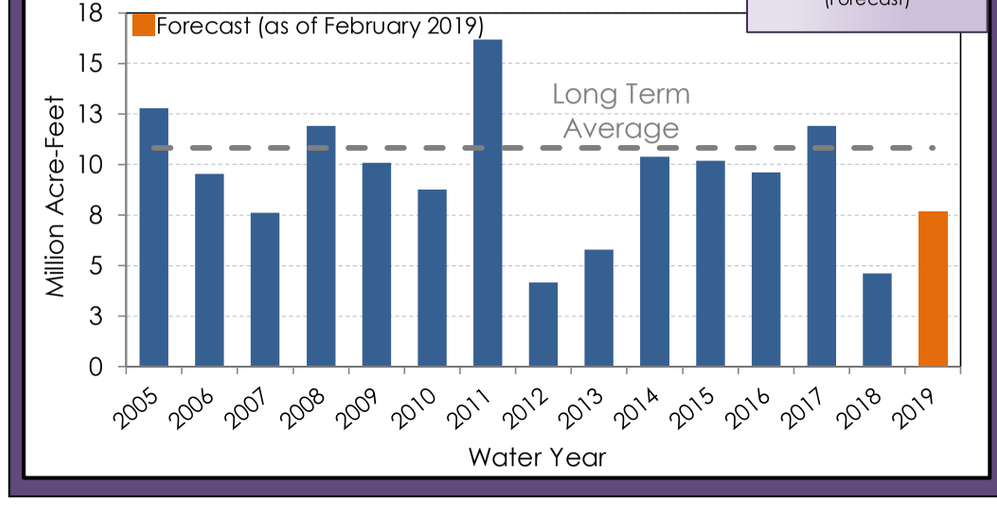
Lake Mead Shortage/Surplus Outlook

	2019	2020	2021	2022	2023
Shortage	0%	69%	82%	81%	79%
Surplus	0%	0%	0%	1%	4%

Likelihood based on results from the January 2019 MTOM/CRSS model run.

Powell Unregulated Inflow

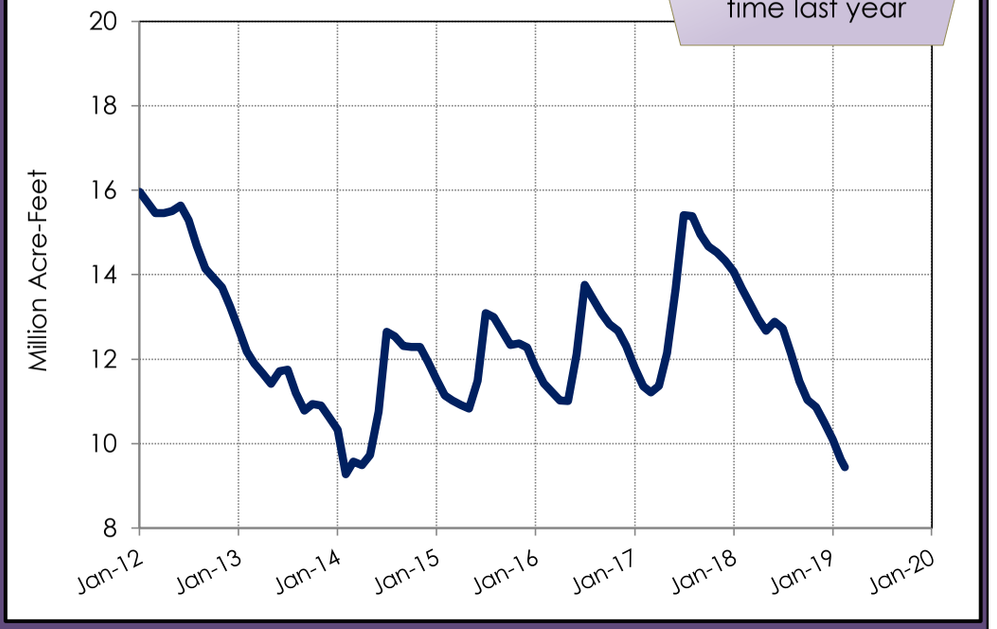
WY 2019 71% of normal (Forecast)



Lake Powell Storage

Capacity: 24.3 MAF

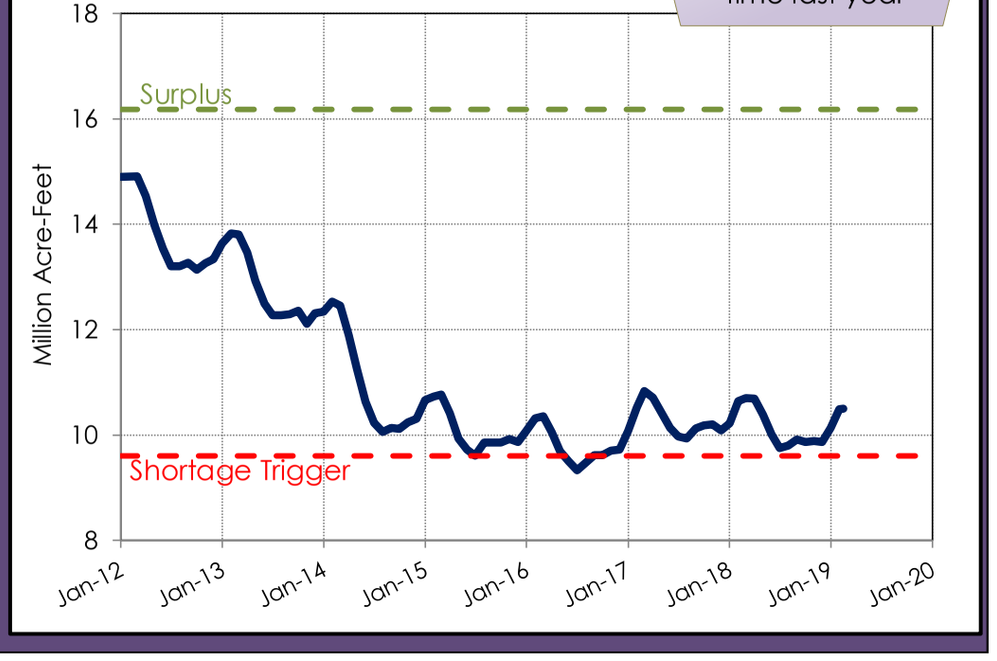
4.07 MAF less in storage than this time last year



Lake Mead Storage

Capacity: 26.1 MAF

170 TAF less in storage than this time last year



TRIUNFO SANITATION DISTRICT

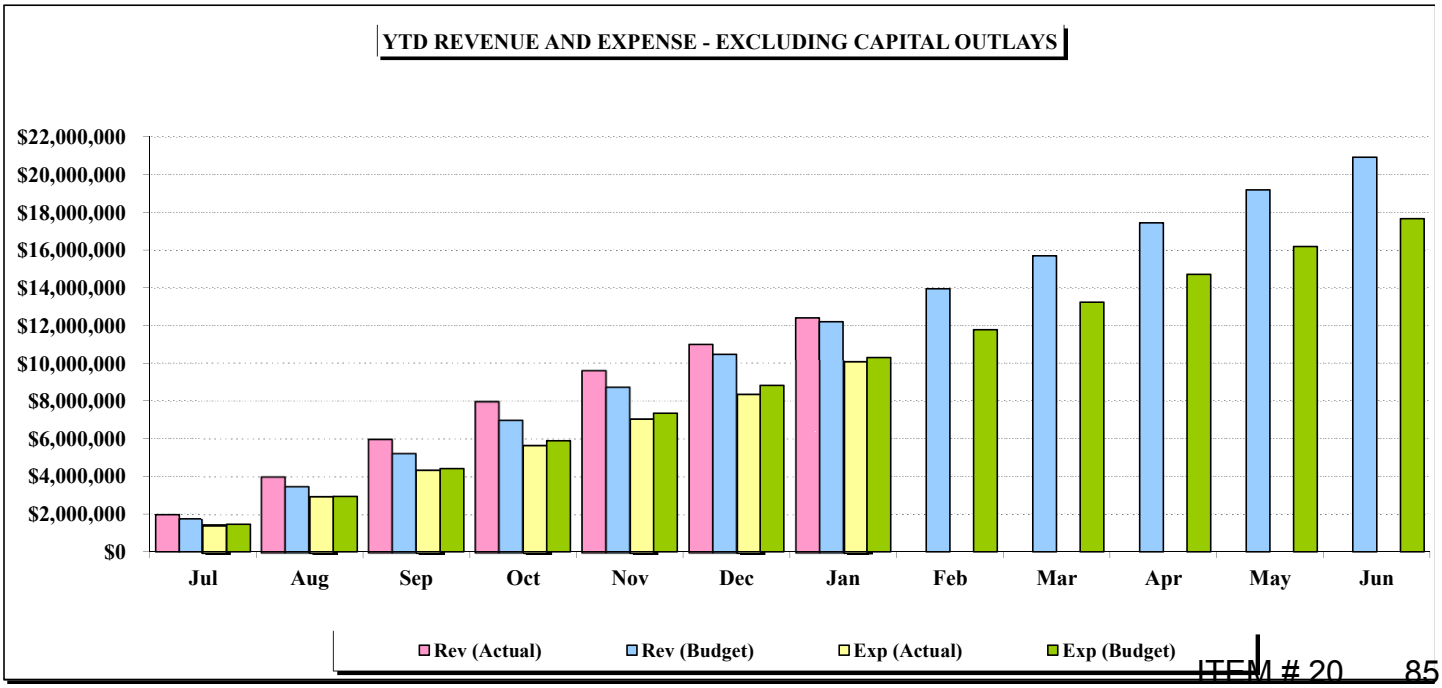
January 31, 2019

58.3%

REVENUE AND EXPENSE REPORT

Revenue:	**Adjusted Budget**	**Curent Period**	**Fiscal Year to Date**	**Unrealized Revenue**	**% Realized**
Sanitation Fees	$ 9,006,272	$ 736,046	$ 5,326,491	$ 3,679,781	59.1%
Connection Fees Triunfo	50,000	39,767	66,470	(16,470)	132.9%
Recycled Water	2,876,447	43,952	1,564,396	1,312,051	54.4%
Potable Water	6,638,993	379,350	3,884,661	2,754,332	58.5%
Water Meter Services	2,045,445	175,857	1,232,299	813,146	60.2%
Interest Income	60,000	25,897	159,140	(99,140)	265.2%
Revenue - Surcharges	-	-	-	-	-
Revenue - Violations	-	-	-	-	-
Other Services & Fees	243,289	11,453	167,541	75,748	68.9%
Total Revenue	$ 20,920,445	$ 1,412,322	$ 12,400,998	$ 8,519,447	59.3%

Expenses:	**Adjusted Budget**	**Curent Period**	**Fiscal Year to Date**	**Available Budget**	**% Committed**
Wastewater Treatment	$ 4,750,243	$ 374,732	$ 2,736,813	2,013,430	57.6%
Potable Water Purch.	3,634,804	196,062	2,042,158	1,592,647	56.2%
Recycled Water Purch.	776,792	7,834	387,342	389,450	49.9%
VRSD (Administration)	1,620,469	150,867	870,156	750,313	53.7%
VRSD (Operations)	3,441,584	395,504	2,037,439	1,404,144	59.2%
Professional Services	223,720	96,936	165,427	58,293	73.9%
Depreciation/Amortization	1,611,873	124,791	873,539	738,334	54.2%
Overhead cost allocation	-	-	-	-	-
Joint Venture spending	-	-	-	-	-
Tillman plant	-	-	-	-	-
Debt service	659,764	294,192	385,837	273,927	58.5%
Permits, fees, & other	454,345	54,065	206,356	247,989	45.4%
Board member fees	69,950	5,864	34,443	35,507	49.2%
General & Administrative	420,793	20,821	302,503	118,290	71.9%
Outside Contractor Services	-	-	-	-	-
Total Expenses	$ 17,664,337	$ 1,721,668	$ 10,042,013	$ 7,622,324	56.8%
Net Income/(Loss) before Capital	$ 3,256,108	$ (309,346)	$ 2,358,985	$ 897,123	72.4%
Capital Outlays	(5,951,165)	(953)	(83,294)	(5,867,871)	1.4%
Reverse Depreciation Exp	1,611,873	124,791	873,539	738,334	54.2%
Less: Principal Payments	(1,134,068)	(495,365)	(1,057,459)	(76,609)	93.2%
Increase/(Decrease) to Reserves	$ (2,217,252)	$ (680,872)	$ 2,091,771	$ (4,309,024)	-94.3%

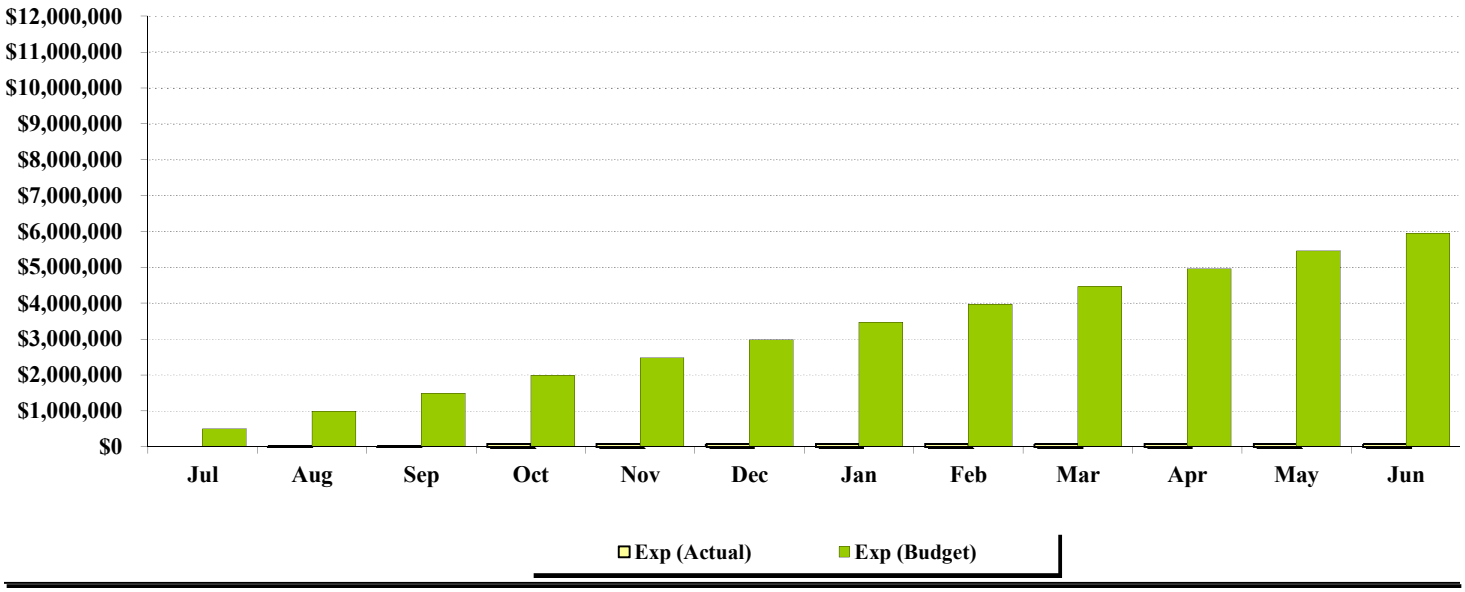


TRIUNFO SANITATION DISTRICT
January 31, 2019
58.3%
REVENUE AND EXPENSE REPORT - CAPITAL OUTLAYS

Revenue:	**Adjusted Budget**	**Curent Period**	**Fiscal Year to Date**	**Unrealized Revenue**	**% Realized**
Sanitation Fees	$ -	$ -	$ -	$ -	-
Connection Fees Triunfo	-	-	-	-	-
Recycled Water	-	-	-	-	-
Potable Water	-	-	-	-	-
Water Meter Services	-	-	-	-	-
Interest Income	-	-	-	-	-
Revenue - Surcharges	-	-	-	-	-
Revenue - Violations	-	-	-	-	-
Other Services & Fees	-	-	-	-	-
Total Revenue	$ -	$ -	$ -	$ -	-

Expenses:	**Adjusted Budget**	**Curent Period**	**Fiscal Year to Date**	**Available Budget**	**% Committed**
Wastewater Treatment	$ -	$ -	$ -	$ -	-
Potable Water Purch.	-	-	-	-	-
Recycled Water Purch.	-	-	-	-	-
VRSD (Administration)	-	-	-	-	-
VRSD (Operations)	-	-	-	-	-
Professional Services	-	953	69,523	(69,523)	-
Depreciation/Amortization	-	-	-	-	-
Overhead cost allocation	-	-	-	-	-
Joint Venture spending	3,311,165	-	-	3,311,165	0.0%
Tillman plant	-	-	-	-	-
Debt service	-	-	-	-	-
Permits, fees, & other	-	-	-	-	-
Board member fees	-	-	-	-	-
General & Administrative	-	-	-	-	-
Outside Contractor Services	2,640,000	-	13,771	2,626,229	0.5%
Total Expenses	$ 5,951,165	$ 953	$ 83,294	$ 5,867,871	1.4%
Increase/(Decrease) to Reserves	$ (5,951,165)	$ (953)	$ (83,294)	$ (5,867,871)	1.4%

YTD REVENUE AND EXPENSE - CAPITAL OUTLAYS



TRIUNFO SANITATION DISTRICT

January 31, 2019

58.3%

REVENUE AND EXPENSE REPORT - CENTRAL ADMINISTRATION

Revenue:	**Adjusted Budget**	**Curent Period**	**Fiscal Year to Date**	**Unrealized Revenue**	**% Realized**
Sanitation Fees	$ -	$ -	$ -	$ -	-
Connection Fees Triunfo	-	-	-	-	-
Recycled Water	-	-	-	-	-
Potable Water	-	-	-	-	-
Water Meter Services	-	-	-	-	-
Interest Income	-	-	-	-	-
Revenue - Surcharges	-	-	-	-	-
Revenue - Violations	-	-	-	-	-
Other Services & Fees	-	-	-	-	-
Total Revenue	$ -	$ -	$ -	$ -	-

Expenses:	**Adjusted Budget**	**Curent Period**	**Fiscal Year to Date**	**Available Budget**	**% Committed**
Wastewater Treatment	$ -	$ -	$ -	$ -	-
Potable Water Purch.	-	-	-	-	-
Recycled Water Purch.	-	-	-	-	-
VRSD (Administration)	962,776	97,438	551,279	411,497	57.3%
VRSD (Operations)	-	-	-	-	-
Professional Services	104,200	7,621	50,897	53,303	48.8%
Depreciation/Amortization	-	-	-	-	-
Overhead cost allocation	(1,209,525)	(100,794)	(705,556)	(503,969)	58.3%
Joint Venture spending	-	-	-	-	-
Tillman plant	-	-	-	-	-
Debt service	-	-	-	-	-
Permits, fees, & other	12,971	-	10,028	2,943	77.3%
Board member fees	59,300	5,121	33,700	25,600	56.8%
General & Administrative	83,730	4,269	36,950	46,780	44.1%
Outside Contractor Services	-	-	-	-	-
Total Expenses	$ 13,452	$ 13,655	$ (22,702)	$ 36,154	-168.8%
Net Income/(Loss) before Capital	$ (13,452)	$ (13,655)	$ 22,702	$ (36,154)	-168.8%
Capital Outlays	-	-	-	-	-
Reverse Depreciation Exp	-	-	-	-	-
Less: Principal Payments	-	-	-	-	-
Increase/(Decrease) to Reserves	$ (13,452)	$ (13,655)	$ 22,702	$ (36,154)	-168.8%

TRIUNFO SANITATION DISTRICT

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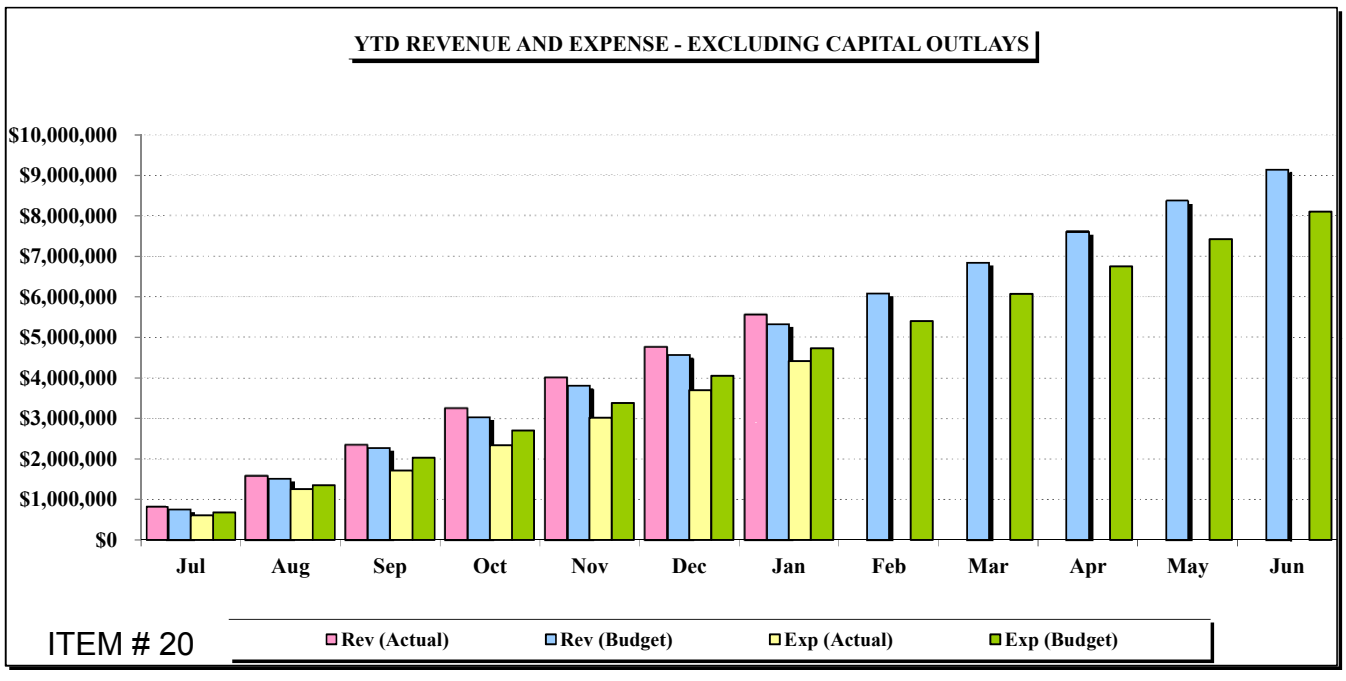
REVENUE AND EXPENSE REPORT - WASTEWATER

Revenue:	**Adjusted Budget**	**Curent Period**	**Fiscal Year to Date**	**Unrealized Revenue**	**% Realized**
Sanitation Fees	$ 9,006,272	$ 736,046	$ 5,326,491	$ 3,679,781	59.1%
Connection Fees Triunfo	50,000	39,767	66,470	(16,470)	132.9%
Recycled Water	-	-	-	-	-
Potable Water	-	-	-	-	-
Water Meter Services	-	-	-	-	-
Interest Income	60,000	23,521	150,107	(90,107)	250.2%
Revenue - Surcharges	-	-	-	-	-
Revenue - Violations	-	-	-	-	-
Other Services & Fees	15,000	(5,298)	15,909	(909)	106.1%
Total Revenue	$ 9,131,272	$ 794,036	$ 5,558,977	$ 3,572,295	60.9%

Expenses:	**Adjusted Budget**	**Curent Period**	**Fiscal Year to Date**	**Available Budget**	**% Committed**
Wastewater Treatment	$ 4,750,243	$ 374,732	$ 2,736,813	$ 2,013,430	57.6%
Potable Water Purch.	-	-	-	-	-
Recycled Water Purch.	-	-	-	-	-
VRSD (Administration)	207,138	19,305	88,783	118,356	42.9%
VRSD (Operations)	1,766,469	139,850	846,923	919,546	47.9%
Professional Services	94,520	89,315	109,229	(14,709)	115.6%
Depreciation/Amortization	431,777	28,992	202,944	228,833	47.0%
Overhead cost allocation	525,968	42,022	294,156	231,812	55.9%
Joint Venture spending	-	-	-	-	-
Tillman plant	-	-	-	-	-
Debt service	-	-	-	-	-
Permits, fees, & other	216,752	22,601	95,101	121,651	43.9%
Board member fees	8,688	-	-	8,688	0.0%
General & Administrative	103,191	3,101	43,560	59,631	42.2%
Outside Contractor Services	-	-	-	-	-
Total Expenses	$ 8,104,746	$ 719,918	$ 4,417,508	$ 3,687,238	54.5%
Net Income/(Loss) before Capital	$ 1,026,526	$ 74,119	$ 1,141,469	$ (114,944)	111.2%
Capital Outlays	(5,118,913)	(953)	(35,727)	(5,083,186)	0.7%
Reverse Depreciation Exp	431,777	28,992	202,944	228,833	47.0%
Less: Principal Payments	-	-	-	-	-
Increase/(Decrease) to Reserves	$ (3,660,610)	$ 102,158	$ 1,308,686	$ (4,969,296)	-35.8%



TRIUNFO SANITATION DISTRICT

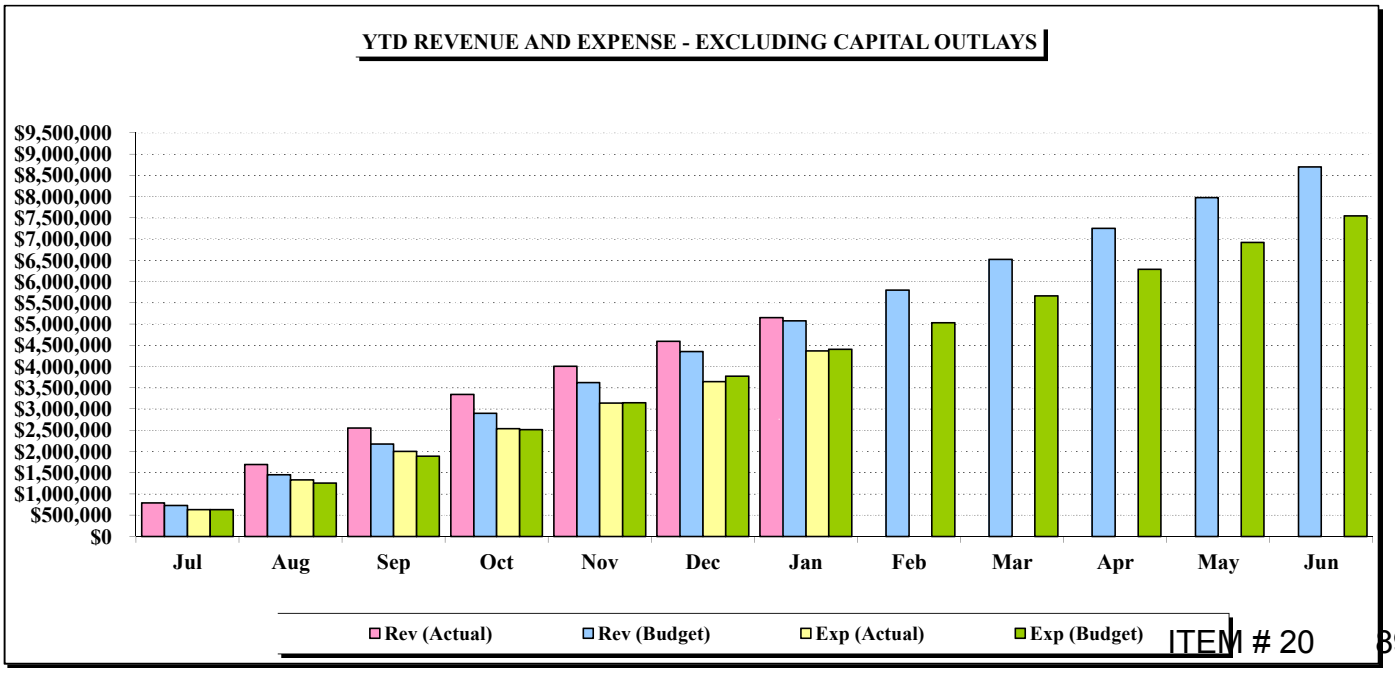
January 31, 2019

58.3%

REVENUE AND EXPENSE REPORT - POTABLE WATER

Revenue:	**Adjusted Budget**	**Curent Period**	**Fiscal Year to Date**	**Unrealized Revenue**	**% Realized**
Sanitation Fees	$ -	$ -	$ -	$ -	-
Connection Fees Triunfo	-	-	-	-	-
Recycled Water	-	-	-	-	-
Potable Water	6,638,993	379,350	3,884,661	2,754,332	58.5%
Water Meter Services	1,829,721	157,880	1,106,460	723,261	60.5%
Interest Income	-	2,376	9,033	(9,033)	-
Revenue - Surcharges	-	-	-	-	-
Revenue - Violations	-	-	-	-	-
Other Services & Fees	228,289	17,803	150,819	77,470	66.1%
Total Revenue	$ 8,697,002	$ 557,409	$ 5,150,973	$ 3,546,029	59.2%

Expenses:	**Adjusted Budget**	**Curent Period**	**Fiscal Year to Date**	**Available Budget**	**% Committed**
Wastewater Treatment	$ -	$ -	$ -	$ -	-
Potable Water Purch.	3,634,804	196,062	2,042,158	1,592,647	56.2%
Recycled Water Purch.	-	-	-	-	-
VRSD (Administration)	360,482	29,024	204,964	155,518	56.9%
VRSD (Operations)	1,513,700	222,887	988,666	525,034	65.3%
Professional Services	25,000	-	784	24,216	3.1%
Depreciation/Amortization	788,188	63,140	441,977	346,212	56.1%
Overhead cost allocation	504,267	43,831	306,815	197,452	60.8%
Joint Venture spending	-	-	-	-	-
Tillman plant	-	-	-	-	-
Debt service	329,387	132,115	180,778	148,609	54.9%
Permits, fees, & other	222,979	31,327	100,268	122,711	45.0%
Board member fees	1,962	743	743	1,219	37.9%
General & Administrative	164,745	8,544	101,929	62,816	61.9%
Outside Contractor Services	-	-	-	-	-
Total Expenses	$ 7,545,515	$ 727,671	$ 4,369,081	$ 3,176,433	57.9%
Net Income/(Loss) before Capital	$ 1,151,488	$ (170,261)	$ 781,891	$ 369,596	67.9%
Capital Outlays	-	-	-	-	-
Reverse Depreciation Exp	788,188	63,140	441,977	346,212	56.1%
Less: Principal Payments	(482,174)	(168,743)	(407,304)	(74,870)	84.5%
Increase/(Decrease) to Reserves	$ 1,457,503	$ (275,865)	$ 816,564	$ 640,938	56.0%

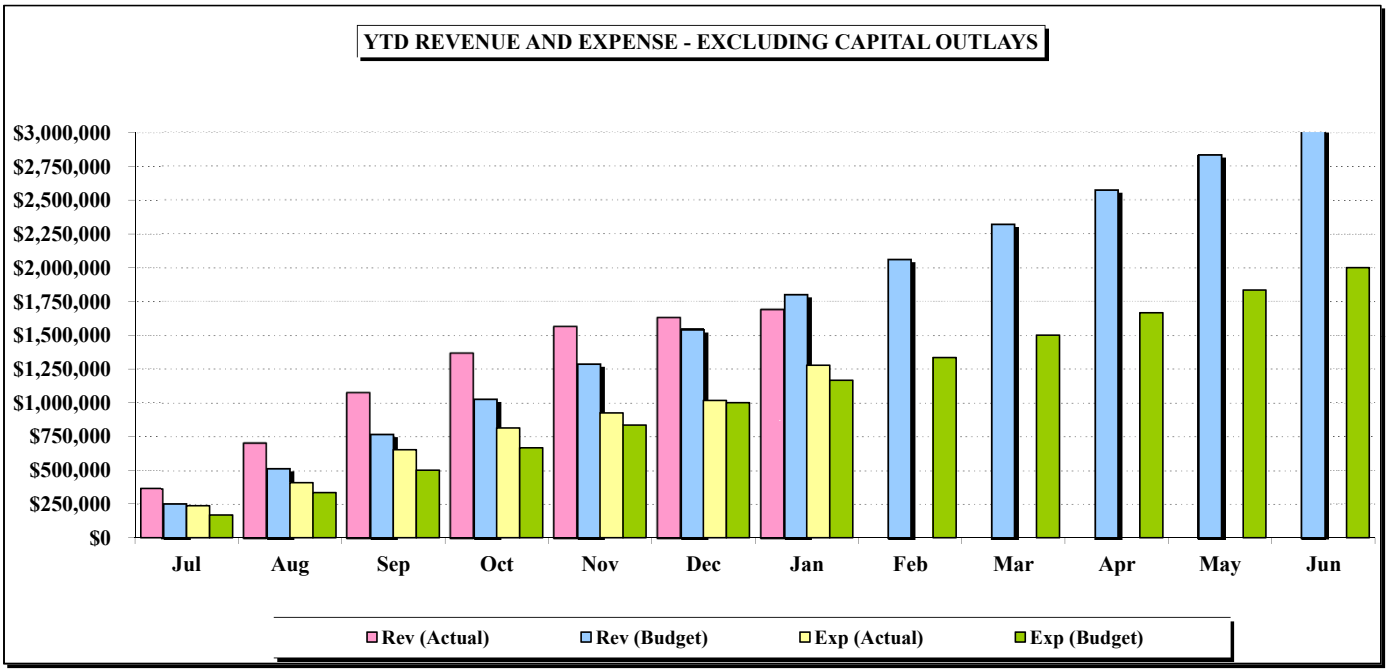


TRIUNFO SANITATION DISTRICT

January 31, 2019

58.3%

REVENUE AND EXPENSE REPORT - RECYCLED WATER

Revenue:	**Adjusted Budget**	**Curent Period**	**Fiscal Year to Date**	**Unrealized Revenue**	**% Realized**
Sanitation Fees	$ -	$ -	$ -	$ -	-
Connection Fees Triunfo	-	-	-	-	-
Recycled Water	2,876,447	43,952	1,564,396	1,312,051	54.4%
Potable Water	-	-	-	-	-
Water Meter Services	215,724	17,977	125,839	89,885	58.3%
Interest Income	-	-	-	-	-
Revenue - Surcharges	-	-	-	-	-
Revenue - Violations	-	-	-	-	-
Other Services & Fees	-	(1,053)	813	(813)	-
Total Revenue	$ 3,092,171	$ 60,876	$ 1,691,048	$ 1,401,123	54.7%

Expenses:	**Adjusted Budget**	**Curent Period**	**Fiscal Year to Date**	**Available Budget**	**% Committed**
Wastewater Treatment	$ -	$ -	$ -	$ -	-
Potable Water Purch.	-	-	-	-	-
Recycled Water Purch.	776,792	7,834	387,342	389,450	49.9%
VRSD (Administration)	90,073	5,101	25,131	64,942	27.9%
VRSD (Operations)	161,415	32,768	201,851	(40,436)	125.1%
Professional Services	-	-	4,517	(4,517)	-
Depreciation/Amortization	391,907	32,660	228,619	163,288	58.3%
Overhead cost allocation	179,290	14,941	104,586	74,704	58.3%
Joint Venture spending	-	-	-	-	-
Tillman plant	-	-	-	-	-
Debt service	330,377	162,077	205,059	125,318	62.1%
Permits, fees, & other	1,643	137	958	685	58.3%
Board member fees	-	-	-	-	-
General & Administrative	69,127	4,908	120,064	(50,937)	173.7%
Outside Contractor Services	-	-	-	-	-
Total Expenses	$ 2,000,624	$ 260,424	$ 1,278,126	$ 722,498	63.9%
Net Income/(Loss) before Capital	$ 1,091,547	$ (199,549)	$ 412,922	$ 678,625	37.8%
Capital Outlays	(832,253)	-	(47,567)	(784,686)	5.7%
Reverse Depreciation Exp	391,907	32,660	228,619	163,288	58.3%
Less: Principal Payments	(651,895)	(326,622)	(650,155)	(1,739)	99.7%
Increase/(Decrease) to Reserves	$ (693)	$ (493,511)	$ (56,181)	$ 55,488	8105.9%