



**Board of Directors**

Jane Nye, Chair

Janna Orkney, Vice Chair

Leon Shapiro, Director

Raymond Tjulander, Director

James Wall, Director

*Providing Outstanding Service Since 1963*

**NOTICE OF REGULAR MEETING**

**NOTICE IS HEREBY GIVEN** that the Triunfo Water & Sanitation District Board of Directors will hold a Regular Meeting on **Monday, June 26, 2023, at 5:15 p.m. Triunfo Water & Sanitation District Office, Board Room, located at 370 N. Westlake Blvd., Suite 100, Westlake Village, California.**

**This meeting will be held in person and available by teleconference via Zoom or by telephone. All attendees are muted by default. To join via computer, click the following link:**

**<https://zoom.us/j/95735216590?pwd=WVI0U3BwTkRPMUZoS1o0eUtqUzRMQT09>**

If you do not have a computer or if you do not have speakers or a microphone on your computer, you can dial in for audio. Call (669) 900-6833 or (346) 248-7799 and enter ID: 957 3521 6590.

If you would like to speak via teleconference during the public comment portion of the meeting:

**ONLINE:** Press “Raise Hand” to indicate you wish to speak.

**PHONE:** Press \*9 to “Raise Hand” \*6 to send a request to be unmuted to submit verbal comments.

Public comment on any agenda item will be accepted by mail to Clerk of the Board, 370 N. Westlake Blvd., Suite 100, Westlake Village, CA 91362 or email to Clerk of the Board at [FidelaGarcia@TriunfoWSD.com](mailto:FidelaGarcia@TriunfoWSD.com). To ensure public comments are received and distributed to the members of the Triunfo Water & Sanitation District Board of Directors prior to consideration of the agenda, please submit no later than the day before the meeting and state in the subject line (1) “Public Comment” and (2) the agenda item number that corresponds. All public comments received will be made a part of the official record of the meeting.

The business to be transacted is as follows:

## AGENDA

The Board agenda is posted at least 72 hours preceding the Board Regular meeting and contains all items on which Board action will be allowed under 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) 658-4602 at least 48 hours prior. Notification before 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.triunfowsd.com](http://www.triunfowsd.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, five-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 Chair 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. Attendees participating by phone may dial \*9 or if by Zoom may use the 'raise hand' function to be recognized.

### **PRESENTATION ITEM** (Item 5 only)

5. Community Outreach Update (Page 9)

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

Matters listed under Consent Items are considered routine, non-controversial, and are normally approved by one motion. If discussion is requested by any member 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. Approve the minutes of the Board of Directors special meeting of May 16, 2023 and May 22, 2023 (Page 11)
7. Approve the Designation of Applicant's Agent Resolution for FEMA and CalOES Wildfire Recovery Assistance, Resolution No. TWSD 2023-008 (Page 21)

**ACTION ITEMS** (Items 8 through 13)

8. Public Hearing to Place Sewer Service Charges on the Ventura County Secured Property Tax Rolls for Fiscal Year 2023-24 (Page 29)

It is recommended the Board:

- A. Conduct a public hearing to receive written and oral comments on the proposal to collect sewer service charges via the property tax statement;
    - 1) Call to order and open the public hearing.
    - 2) Receive staff report and recommendations.
    - 3) Report of written communications by Clerk of the Board.
    - 4) Public comment.
    - 5) Close public hearing.
    - 6) Discussion by Board of Directors
  - B. Unless there is a majority protest, adopt the reports (Exhibits A & B) which have the assessor's parcel numbers and amount of charges proposed for collection on the tax rolls; and
  - C. Adopt TWSD Resolution No. TWSD 2023-006 Regarding Collection of Sewer Service Charges by the County of Ventura; and
  - D. Direct staff to file a certified copy of the adopted reports and resolution with the Ventura County Auditor-Controller; and
  - E. Direct staff to coordinate collection of sewer service charges on the General Ventura County Secured Property Tax Roll with the County Auditor-Controller, Assessor, and Tax Collector.
9. Public Hearing: District Ordinance No. TWSD-250 – Revision to the Fees and Charges for Sewer Service (Page 35)

It is recommended the Board:

- A. Conduct a public hearing regarding proposed TWSD Ordinance No. TWSD-250 for prescribing fees and charges for sewer service:

- 1) Call to order and open the public hearing.
  - 2) Receive staff report and recommendations.
  - 3) Report of written communications.
  - 4) Public comment.
  - 5) Close public hearing.
  - 6) Discussion by Board of Directors
- B. Conduct the second reading, by title only, of Ordinance No. TWSD-250 (Adopted 6/26/23), Prescribing Fees and Charges for Sewer Service Owned and Operated by Triunfo Water & Sanitation District, and adopt Ordinance No. TWSD-250 which shall take effect on July 1, 2023; and
- C. Direct staff to send a courtesy postcard reminding all parcel owners of the programmed 15% rate increase and referring them to the TWSD website for further information; or
- D. Provide staff with alternative direction.

“ORDINANCE NO. TWSD-250 (Adopted 6/26/23) PRESCRIBING FEES AND CHARGES FOR SEWER SERVICE OWNED AND OPERATED BY TRIUNFO WATER & SANITATION DISTRICT”

10. Public Hearing: District Ordinance No. TWSD-350 (Adopted 6/26/23) – Revisions to the Fees and Charges for Potable Water (Page 45)

It is recommended the Board:

- A. Conduct a public hearing regarding proposed TWSD Ordinance No. TWSD-350 for prescribing fees and charges for potable water:
- 1) Call to order and open the public hearing.
  - 2) Receive staff report and recommendations.
  - 3) Report of written communications.
  - 4) Public comment.
  - 5) Close public hearing.
  - 6) Discussion by Board of Directors
- B. Conduct the second reading, by title only, of Ordinance No. TWSD-350 (Adopted 6/26/23), Prescribing Fees and Charges for Potable Water Provided by Triunfo Water & Sanitation District, and adopt Ordinance No. TWSD-350 which shall take effect on July 1, 2023; and
- C. Direct staff to update the District’s website to reflect the current charges and fees; or

D. Provide staff with alternative direction.

“ORDINANCE NO. TWSD-350 (Adopted 6/26/23) PRESCRIBING FEES AND CHARGES FOR POTABLE WATER PROVIDED BY TRIUNFO WATER & SANITATION DISTRICT”

11. Potable Water Customer Assistance Program Resolution No. T2023-007 (Page 55)

It is recommended the Board:

A. Approve TWSD Resolution No. T2023-007 and authorize the Chair to sign the Resolution to continue the potable water assistance program through June 30, 2024, which provides a \$15/month credit to qualifying customers residing in Oak Park; and

B. Direct staff to draft proposed revisions to TWSD Ordinance No. TWSD-300 to establish a policy for the potable water CARE program and bring back at a future Board Meeting; or

C. Provide staff with alternative direction.

12. Contract with Searle Creative Group for Public Relations Services – TWSD Contract No. T23-007 (Page 59)

It is recommended the Board:

A. Authorize the Chair to sign TWSD Contract No. T23-007 with Searle Creative Group to provide public relations services for an amount not to exceed \$80,000 and with a term through June 30, 2025; or

B. Provide staff with alternative direction.

13. Discussion of Public Outreach Policy (Page 69)

It is recommended the Board discuss and provide direction.

**INFORMATION ITEMS** (Items 14 through 20)

It is recommended the Board receive and file the following items:

14. Disbursements Report (Page 71)

15. Investment Report (Page 83)

16. Revenue & Expense Report (Page 87)

17. Water Service Update (Page 93)

18. Searle Creative Activities & Marketing Analytics Reports (Page 95)

19. Water Supply Conditions Report (Page 101)

20. Future Meetings, Seminars and Conferences

- July 10, 5:00 p.m. – JPA Meeting
- July 13, 9:00 a.m. - ACWA Region 8 Program & Tour at West Basin Municipal Water District (El Segundo)
- July 15, 10:00 a.m. TWSD Water-Smart Speaker Series - Replacing your Lawn: Alternatives
- July 18, 8:00 a.m. – AWA Water Issues Committee (Hybrid)
- July 20, 8:00 a.m. – AWA WaterWise Program (Hybrid)
- July 24, 5:15 p.m. – TWSD Board Meeting
- August 5, 10:00 a.m. TWSD Water-Smart Speaker Series – Fire Smart and Water Wise
- August 7, 5:00 p.m. – JPA Meeting
- August 28, 5:00 p.m. – TWSD Board Meeting
- Upcoming Conferences
  - August 9 to August 11 – CASA Annual Conference (San Diego)
  - August 28 to August 31 – CSDA Annual Conference (Monterey)
  - November 5 to November 7 – WateReuse California Annual Conference (Indian Wells)
  - November 28 to November 30 - ACWA Fall Conference (Indian Wells)

**ORAL REPORTS** (Items 21 through 24)

21. Standing & Ad Hoc Committee Reports

- A. Finance Committee
- B. Public Outreach / Communications Committee
- C. New Office Grand Opening Committee (Ad Hoc)

22. Board Member Comments

This is an opportunity for Board members to briefly comment on matters they deem appropriate to the business of TWSD. A Board member may ask a question of staff for clarification, make a brief announcement, or make a brief report on his or her activities related to the TWSD. 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 TWSD business. The Board may also direct staff to place a matter of business on a future TWSD Board agenda.

23. Reports on Outside Meetings/Conferences

24. General Manager, Legal Counsel Comments

**NEW BUSINESS** (Item 25 only)

25. Future Agenda Items

**ADJOURNMENT** - Adjourn to Regular Meeting to be held on Monday, July 24, 2023, at 5:15 p.m. at Triunfo Water & Sanitation District Office located at 370 N. Westlake Blvd., Suite 100, Westlake Village, CA.

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## OUTREACH – JUNE 2023

### 1. Tree People Native Garden Kits

#### Background:

- Flyer on next page
- TreePeople have been working with Calleguas, growers, and other districts and partners to develop and sell Native Garden Kits (<https://www.treepeople.org/native-garden-kit/>)
- Last spring was a pilot program, and kits are now in pre-sale for fall
- Kits will be available to pick up in late October-early November (location TBD)
- About TreePeople: “TreePeople’s mission is to inspire, engage and support people to take personal responsibility for the urban environment, making it safe, healthy, fun and sustainable and to share our process as a model for the world. Born in 1973 from the hopes and dreams of a teenager, TreePeople is now the largest environmental movement headquartered in Southern California.”

#### Cost:

- Calleguas offers \$50 “instant rebate” per kit for customers within their service area (there is a cap)
- Pre-order until July 31: \$100 - Calleguas offers a \$50 instant rebate. Total cost/kit: \$50
- Effective August 1: \$120/kit - Calleguas offers a \$50 instant rebate. Total cost/kit: \$70
- No limit on kits; open to residential and commercial

#### How It Works:

- Access <https://www.treepeople.org/native-garden-kit/>
- Input contact information and address
- Website will respond verifying if that address is eligible for the instant rebate
- Tree People staff arranges payment, user chooses what kit and quantity
- User notified when and where kit pickup will be

#### Planned Outreach:

- E-news: June and July issues
- Social: posting scheduled for late June, July, August
- Website: to be posted on website
- Flyers distributed at Triunfo Garden and Landscape Classes (7/15, 8/15, 9/16, 9/30, 10/7 (if applicable) as well as resource table in waiting room at Triunfo
- More outreach will be planned depending on how well sales are going

### 2. Events Recap

### 3. Website Growth Report

# Native Garden Kit

TreePeople has partnered with the Las Virgenes Municipal Water District, Growing Works Nursery in Camarillo, and Dashboard.Earth to offer a self-contained kit designed to make native landscape transformation accessible, affordable, and hassle-free.

This program will help residents reduce water usage, beautify the urban environment, and support native plant nurseries across Southern California.

## Program Details

During the months of June and July we will offer four different themed kits for a reduced price of \$100 per kit. On August 1st the kits will increase to their regular price of \$120 per kit. We are offering a limited number of kits, so pre-order yours starting June 1st. Visit our website ([treepeople.org/native-garden-kit](http://treepeople.org/native-garden-kit)) to learn more. Additional rebates are available for Oak Park Water customers through Calleguas, the water wholesaler. Determine your eligibility at our website.

All kits will be available for pick up only this fall, just in time for planting. Dates and locations to be announced. We will host pick up events at various partner locations throughout Los Angeles and Ventura counties. Emails will be sent from [nativegarden@treepeople.org](mailto:nativegarden@treepeople.org) confirming the dates and locations.



## What's Inside Your Kit

- 10, one-gallon native plants pre-designed for 10'x10,' or any 100 square foot garden space
- A 'plant-by-number' site map
- A native plant installation guide and educational materials



Item #5

10

**TRIUNFO WATER & SANITATION DISTRICT**  
Minutes of May 16, 2023, Board of Directors Special Meeting  
(In-person and virtual via Zoom)

1. Call to Order, Roll Call

Chair Jane Nye called the meeting to order at 3:01 p.m. in the Board Room at District headquarters at 370 North Westlake Blvd., Suite 100, Westlake Village, California. Director Leon Shapiro, Director Raymond Tjulander, Director James Wall, Vice Chair Janna Orkney, and Chair Jane Nye were present.

Staff present: General Manager Mark Norris, Legal Counsel Dennis McNulty, Director of Finance Vickie Dragan, Clerk of the Board Fidela Garcia, Engineering Program Manager Tim Doyle (Virtual), Operations Manager Dave Rydman, Administrative Program Manager Michael Castro, and Public Information Officer Becky Haycox were present.

2. Pledge of Allegiance: Led by Director Wall.

3. Agenda Review

It was the consensus of the Board to approve the agenda as presented.

4. Public Comment: None.

**WORKSHOP ITEM** (Item 5 only)

5. Workshop Regarding Proposed Fiscal Year 2023-24 Budget

It is recommended the Board:

- A. Discuss the Proposed Fiscal Year 2023-2024 Budget; and
- B. Direct staff to incorporate any modifications into the final document and bring it back for approval and adoption at the May 22, 2023, regular Board meeting.

General Manager Mark Norris gave a PowerPoint presentation. General Manager Mark Norris and Finance Director Vickie Dragan responded to Board questions regarding the presentation.

Director Orkney moved to approve staff recommendations. Motion seconded by Director Wall. Motion carried unanimously.

**ORAL REPORTS** – (Items 6 and 7)

6. Board Member Comments:

Director Orkney spoke about a drip irrigation class to be held on Saturday, May 20, 2023. Public Information Officer Becky Haycox addressed questions regarding class registrations.

7. General Manager, Legal Counsel Comments: None

**ADJOURNMENT**

At 4:16 p.m., Chair Nye adjourned the meeting to a regular Board meeting to be held on Monday, May 22, 2023

Prepared by:

Approved:

\_\_\_\_\_  
Fidela Garcia  
Clerk of the Board

\_\_\_\_\_  
Jane Nye  
Chair of the Board

**TRIUNFO WATER & SANITATION DISTRICT**  
Minutes of May 22, 2023, Board of Directors Regular Meeting  
(In-person and virtual via Zoom)

1. Call to Order, Roll Call

Chair Jane Nye called the meeting to order at 5:15 p.m. in the Board Room at District headquarters at 370 North Westlake Blvd., Suite 100, Westlake Village, California. Director Leon Shapiro, Director Raymond Tjulander, Director James Wall, Vice Chair Janna Orkney, and Chair Jane Nye were present.

Staff present: General Manager Mark Norris, Legal Counsel Dennis McNulty, Director of Finance Vickie Dragan, Clerk of the Board Fidela Garcia, Engineering Program Manager Tim Doyle (virtual), Operations Manager Dave Rydman, Administrative Program Manager Michael Castro, and Public Information Officer Becky Haycox were present.

2. Pledge of Allegiance: Led by Director Tjulander.

3. Agenda Review

Vice Chair Orkney moved to remove Item 7 from the Consent Items and place it under Action Items with the remainder of the agenda approved as presented. Motion seconded by Director Shapiro. Motion carried unanimously.

4. Public Comment: None.

**PRESENTATION ITEM** (Item 5 only)

5. Community Outreach Update

Public Information Officer Becky Haycox presented an update on community outreach.

A discussion was held on the role that TWSD should take regarding the JPA Pure Water Project outreach at TWSD-sponsored events. Vice Chair Orkney requested a policy item be brought back to the board on how outreach shall be conducted for the JPA Pure Water Project at TWSD-sponsored events.

Public comment in support of the District's social media presence and customer education on rate increases was heard from Steven Kozen.

**CONSENT ITEMS** (Items 6 and 7\*)

\*Item 7 was pulled and moved to Action Items per action taken under Agenda Review.

6. Approve the minutes of the Board of Directors regular meeting of April 24, 2023

Director Tjulander moved to approve Consent Item 6. Motion seconded by Vice Chair Orkney. Motion carried unanimously.

**ACTION ITEMS** (Items 8 through 14)

7. Adoption of the Fiscal Year 2023-2024 Budget

It is recommended that the Board approve and adopt Resolution No. 2023-005 adopting the Fiscal Year 2023-24 Budget.

No public comment was heard.

Vice Chair Orkney moved to approve and adopt Resolution No. 2023-005 adopting the Fiscal Year 2023-24 Budget. Motion seconded by Director Wall. Motion carried unanimously.

8. Purchase of a New Sewer Cleaning Truck

It is recommended the Board:

- A. Authorize staff to proceed with the purchase of a Vactor 2110 Plus Jet Rodder including accessories through Haaker Equipment Company for an amount not-to-exceed \$650,000; or
- B. Provide staff with alternative direction.

General Manager Mark Norris presented the report.

No public comment was heard.

Director Wall moved to approve staff recommendation A. Motion seconded by Director Tjulander. Motion carried unanimously.

9. ACWA Region 8 Board Call for Candidates

It is recommended the Board:

- A. Consider the call for nomination to the ACWA Region 8 Board; and
- B. Approve and adopt Resolution No. TWSD 2023-004 supporting a nomination; or
- C. Provide staff with alternative direction.

General Manager Mark Norris presented the report.

No public comment was heard.

No Board action was taken.

10. Sewer Service Charges for Collection on Tax Roll for Fiscal Year 2023-24

It is recommended the Board:

- A. Accept the reports listing parcels to be placed on the tax rolls for collection in FY 2023-24 (Exhibits A & B); and
- B. Set 5:15 p.m. on June 26, 2023, at the District Board Room, 370 N. Westlake Blvd, Suite 100, Westlake Village, CA 91362, as the time and place for a public hearing to be held on said reports; and
- C. Direct staff to notify by mail each person to whom any parcel listed on Exhibit B is assessed: 1) the District's proposal to have service charges for FY 2023-24 collected on the tax rolls; 2) the time and place of the public hearing for the proposed assessment report; and
- D. Direct staff to publish on June 12 and June 19, 2023, notices in the Ventura County Star, a newspaper of general circulation published and circulated in the District, noticing a June 26, 2023, public hearing.

General Manager Mark Norris presented the report.

No public comment was heard.

Vice Chair Orkney moved to approve staff recommendations A through D. Motion seconded by Director Wall. Motion carried unanimously.

11. Revisions to Ordinance No. TWSD-250 Prescribing Fees and Charges for Sewer Service

It is recommended the Board:

- A. Conduct the first reading, by title only, of proposed Ordinance No. TWSD-250; and
- B. Schedule a public hearing and Board action on June 26, 2023 to conduct the second reading, by title only, and consider adoption of Ordinance No. TWSD-250 (adopted 6/26/23); and
- C. Direct staff to publish on June 19, 2023, a notice in the Ventura County Star, a newspaper of general circulation published and circulated in the District, providing a summary of this Ordinance and noticing a June 26, 2023, public hearing to consider adoption of said Ordinance; or

D. Provide staff with direction.

General Manager Mark Norris presented the report.

No public comment was heard.

Director Shapiro moved to approve staff recommendations A, B, & C. Motion seconded by Director Tjulander. Motion carried unanimously.

Clerk of the Board Fidela Garcia gave the first reading, by title only, of proposed Ordinance No. TWSD-250:

“ORDINANCE NO. TWSD-250 (Adopted 6/26/23) PRESCRIBING FEES AND CHARGES FOR SEWER SERVICE OWNED AND OPERATED BY TRIUNFO WATER & SANITATION DISTRICT”

12. Revision to Ordinance No. TWSD-350 Prescribing Fees and Charges for Potable Water

It is recommended the Board:

- A. Conduct the first reading, by title only, of proposed Ordinance No. TWSD-350; and
- B. Schedule a public hearing and Board action on June 26, 2023 to conduct the second reading, by title only, and consider adoption of Ordinance No. TWSD-350 (adopted 6/26/23); and
- C. Direct staff to publish on June 19, 2023, a notice in the Ventura County Star, a newspaper of general circulation published and circulated in the District, providing a summary of this Ordinance and noticing a June 26, 2023, public hearing to consider adoption of said Ordinance; or
- D. Provide staff with direction.

General Manager Mark Norris presented the report.

No public comment was heard.

Director Shapiro moved to approve staff recommendations A, B, & C. Motion seconded by Director Wall. Motion carried unanimously.

Clerk of the Board Fidela Garcia gave the first reading, by title only, of proposed Ordinance No. TWSD-350:



“ORDINANCE NO. TWSD-250 (Adopted 6/26/23) PRESCRIBING FEES AND CHARGES FOR SEWER SERVICE OWNED AND OPERATED BY TRIUNFO WATER & SANITATION DISTRICT”

13. Contract with Insituform Technologies, LLC, for the 2023 Bell Canyon Sewer Mainline Rehabilitation Project, TWSD Contract No T23-004

It is recommended the Board authorize the Chair to sign TWSD Contract No. T23-004 for Insituform Technologies, LLC, for the 2023 Bell Canyon Mainline Sewer Rehabilitation Project in the amount of \$89,136 with the terms indicated in the Contract.

General Manager Mark Norris presented the report.

No public comment was heard.

Vice Chair Orkney moved to approve the staff recommendation to sign a contract with Insituform Technologies, LLC, for the sewer repair in Bell Canyon. Motion seconded by Director Wall. Motion carried unanimously.

14. Property Insurance Coverage

It is recommended the Board:

1. Ratify staff decision to move forward with securing the District’s property insurance with JPRIMA; and
2. Approve the Director of Finance to increase the FY2022-2023 Adopted Budget in the amount of \$200,000.

General Manager Mark Norris presented the report.

No public comment was heard.

Director Shapiro moved to approve staff recommendations 1 and 2. Motion seconded by Director Tjulander. Motion carried unanimously.

**INFORMATION ITEMS** (Items 15 through 21)

It is recommended the Board receive and file the following items:

15. Disbursements Report
16. Investment Report
17. Revenue & Expense Report
18. Water Service Update
19. Searle Creative Activities & Marketing Analytics Reports
20. Water Supply Conditions Report

21. Future Meetings, Seminars and Conferences

- May 24, 8:00 a.m. – AWA/CCWUC “VenturaWaterPure” (Virtual)
- June 5, 5:00 p.m. – JPA Meeting
- June 6, 5:30 p.m. – VCSDA Meeting
- June 15, 8:00 a.m. – WaterWise Program (Hybrid)
- June 20, 8:00 a.m. – Water Issues Committee (Hybrid)
- June 26, 5:15 p.m. – TWSD Board Meeting
- July 3, 5:00 p.m. – JPA Meeting
- July 13, 9:00 a.m. - ACWA Region 8 Program & Tour at West Basin Municipal Water District (El Segundo)
- July 18, 8:00 a.m. – Water Issues Committee (Hybrid)
- July 20, 8:00 a.m. – WaterWise Program (Hybrid)
- July 24, 5:15 p.m. – TWSD Board Meeting
- Upcoming Conferences
  - August 9 to August 11 – CASA Annual Conference (San Diego)
  - August 28 to August 31 – CSDA Annual Conference (Monterey)
  - November 5 to November 7 – WaterReuse California Annual Conference (Indian Wells)
  - November 28 to November 30 - ACWA Fall Conference (Indian Wells)

Vice Chair Orkney moved to receive and file. Motion seconded by Director Wall. Motion carried unanimously.

**ORAL REPORTS** (Items 22 through 25)

22. Standing & Ad Hoc Committee Reports

- A. Finance Committee – None.
- B. Public Outreach / Communications Committee – None.
- C. New Office Grand Opening Committee (Ad Hoc) – Director Shapiro reported on a recently held meeting.

23. Board Member Comments

Director Shapiro commented on attending a recent drip irrigation class and was surprised to learn that only one attendee had heard of the Pure Water Demonstration Project and none had taken a tour. He suggested that staff should think about specifically reaching out to the ratepayer for a specific date to tour the demonstration facility. He expressed that nothing sells the project like somebody personally seeing the demonstration facility. Chair Nye mentioned she gave information about the tours to a scout troop and said they would be touring the facility. General Manager Norris suggested that the District could hold a “Triunfo Day” and reach out specifically to TWSD customers encouraging signups for tours

of the JPA Pure Water Demonstration Project just like what is being done to promote other JPA Pure Water Project events in the community.

24. Reports on Outside Meetings/Conferences

Director Tjulander reported on a recently attended ACWA Conference. Director Shapiro reported on a recently attended WaterWise event on Innovations and Advancements in Ocean Water Desalination and a recent Heal the Bay function.

25. General Manager, Legal Counsel Comments – None.

**NEW BUSINESS** (Item 26 only)

26. Future Agenda Items

Chair Nye noted for staff the request made earlier in the meeting by Vice Chair Orkney to have an item on the next agenda concerning TWSD's outreach policy and priorities.

**ADJOURNMENT**

There being no further business, and without objection, Chair Nye adjourned the meeting at 6:22 p.m. to the Board meeting on Monday, June 26, 2023, at 5:15 p.m.

Prepared by:

Approved:

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Fidela Garcia  
Clerk of the Board

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Jane Nye  
Chair of the Board

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**Board of Directors**

Jane Nye, Chair  
Janna Orkney, Vice Chair  
Leon Shapiro, Director  
Raymond Tjulander, Director  
James Wall, Director

*Providing Outstanding Service Since 1963*

June 26, 2023

Board of Directors  
Triunfo Water & Sanitation District  
Ventura County, California

**DESIGNATION OF APPLICANT’S AGENT RESOLUTION FOR FEMA AND CALOES WILDFIRE RECOVERY ASSISTANCE**

**Summary**

Subsequent to the November 2018 Woolsey Fire, which burned in and around the District’s service area and caused damage to some of the District’s facilities and property, staff pursued financial assistance from the Federal Emergency Management Agency (FEMA) through the State of California Governor’s Office of Emergency Services (CalOES). As part of that process, adoption of Resolution No. TWSD 2023-008 is required from the District’s Board of Directors, to authorize specific staff to act on behalf of the District and submit documents to FEMA and CalOES.

**Discussion**

During December of 2018, the District’s Board of Directors approved the State of California Governor’s Office of Emergency Services’ *Designation of Applicant’s Agent Resolution for Non-State Agencies* (CalOES Form 130), authorizing the General Manager (Mark Norris), Director of Finance (Tina Rivera, VRSD employee), and Management Analyst (Sandy Warren, VRSD employee at that time), to act on behalf of the District.

Over the course of the four years following approval of the District’s current CalOES Form 130, the District received six checks totaling \$376,150 from both FEMA and CalOES, with only one reimbursement remaining, in the amount of \$19,144.50, for claim management costs.

During October of 2022, a letter was sent from CalOES to the District to inform the District that the reimbursement was authorized, however, the check was not issued because the

District's office had moved from Ventura to Westlake Village and the District's new address did not match the Federal System for Award Management's website's (SAM.gov) record. Additionally, an update to the Federal Service Desk's website's (FSD.gov) database reassigned the District's Unique Entity Identification (UEI) number to the County of Minnehaha in South Dakota, so the District's SAM.gov registration was deactivated and new registration, including the District's new address, needed to be submitted to SAM.gov. Sandy Warren completed the Westlake Village office's registration process, but a new regulation restricting submission from contractors acting on behalf of entities was enacted, preventing finalization of registration.

During April and May of this year, Sandy worked with the District's new Administrative Program Manager, Michael Castro, to update SAM.gov and FSD.gov records and add him as an Entity Administrator, as well as submit the District's registration for the Westlake Village office.

The District must now submit the updated State of California Governor's Office of Emergency Services' *Federal Funding Accountability and Transparency Act Financial Disclosure* and *List of Authorized Agents* forms before CalOES will issue their final check to the District. In order for that to be completed, the *List of Authorized Agents* must match CalOES Form 130. With new staff and positions in place since the District's CalOES Form 130 was last submitted, a new form (Resolution No. TWSD 2023-008) would update the District's agents to its current General Manager (Mark Norris), Director of Finance (Vickie Dragan), and Administrative Program Manager (Michael Castro).

Additionally, adoption of Resolution No. TWSD 2023-008 would authorize District employees working in the three included positions to act on behalf of the District for any open and future disasters or grants declared for up to three years following its adoption.

If you have any questions, please call me at (805) 658-4614, or email me at [MichaelCastro@triumfowsd.com](mailto:MichaelCastro@triumfowsd.com).

### **Fiscal Impact**

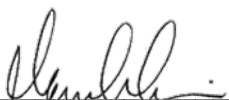
The one-time \$19,144.50 reimbursement from CalOES to the District is not included in the FY2023 or FY2024 budgets, however, staff is not recommending a budget adjustment at this time due to uncertainty regarding which fiscal year the District will receive the payment from CalOES.

### **Recommendation:**

It is recommended that the Board adopt Resolution No. TWSD 2023-008, designating the District's General Manager, Director of Finance, and Administrative Program Manager, to act on behalf of the District in accordance with the State of California Governor's Office of Emergency Services' *Designation of Applicant's Agent Resolution for Non-State Agencies* (CalOES Form 130).

MICHAEL CASTRO, ADMINISTRATIVE PROGRAM MANAGER

REVIEWED FOR FISCAL IMPACT:   
Vickie Dragan, Director of Finance

REVIEWED AND APPROVED:   
Mark Norris, General Manager

Attachment: Resolution No. TWSD 2023-008

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Cal OES ID No: \_\_\_\_\_

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_,  
(Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM),** under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA),** under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the \_\_\_\_\_, a public entity established under the  
(Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



**Please check the appropriate box below**

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): \_\_\_\_\_

Passed and approved this \_\_\_ day of \_\_\_\_\_, 20\_\_\_

\_\_\_\_\_  
 (Name and Title of Governing Body Representative)

\_\_\_\_\_  
 (Name and Title of Governing Body Representative)

\_\_\_\_\_  
 (Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
 (Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and  
 (Name of Applicant)

correct copy of a resolution passed and approved by the \_\_\_\_\_  
 (Governing Body)

of the \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_.  
 (Name of Applicant)

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Title)



### Cal OES Form 130 Instructions

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

#### Resolution Section:

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.



**Checking Universal or Disaster-Specific Box:** A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

**Certification Section:**

**Name and Title:** This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."



*Providing Outstanding Service Since 1963*

**Board of Directors**

Jane Nye, Chair

Janna Orkney, Vice Chair

Leon Shapiro, Director

Raymond Tjulander, Director

James Wall, Director

June 26, 2023

Board of Directors  
Triunfo Water & Sanitation District  
Ventura County, California

**PUBLIC HEARING TO PLACE SEWER SERVICE CHARGES ON THE VENTURA COUNTY SECURED PROPERTY TAX ROLLS FOR FISCAL YEAR 2023-24**

**Summary**

On May 22, 2023, the Triunfo Water & Sanitation District (District) Board directed staff to schedule a public hearing on June 26, 2023, regarding collection of sewer service charges via the tax rolls. The District has collected sewer service charges via the General Ventura County Secured Property Tax Roll for many years. This is a very economical method when compared to monthly billing, costing only one-quarter of one percent (0.25%) of the amount billed.

Procedures required for the proposed collection of sewer service charges on the tax rolls are set forth in California Health & Safety Code Section 5473.1. The law requires the Board to conduct a public hearing and approve a complete listing of the parcels for which fees are to be collected prior to being placed on the Fiscal Year (FY) 2023-24 tax rolls (Exhibit A). Exhibit B is also submitted for your approval and this lists the new parcels with the charge amounts to be placed on the tax roll for the first time for collection. The public hearing required for placing sewer service charges on the tax rolls was scheduled for June 26, 2023, and legal notices were published in the Ventura County Star. Additionally, the notice was mailed to property owners listed on Exhibit B. The approved lists must be submitted to the County of Ventura by July 1, 2023, to be included in the FY2023-24 secured tax rolls.

The District has traditionally done a small amount of manual billing in addition to those parcels on the tax rolls. In the past, this has included service to residences connected after the cutoff date for tax roll inclusion, commercial/industrial facilities, non-tax parcels, etcetera. The commercial/industrial parcels have been adjusted based on actual flows and placed on the tax rolls. This practice is within TWSD Ordinance procedures. The following Tables are a summary of the Equivalent Residential Units (ERUs) charged by the District on the tax rolls for the previous two years and proposed for FY2023-2024 (there are an additional 261 ERUs collected through manual billing), and the programmed sewer service rates.

Table 1. Summary of ERUs Collected via Tax Rolls

TAX ROLL YEAR	SINGLE FAMILY	MULTIPLE FAMILY	APTS	COMM	SHOPPING CENTERS	RESTAURANTS/ MARKETS	WATER FLOW COMMERCIAL	WATER FLOW RESTAURANTS	TOTAL ERUs
FY21-22	8196	2425	1217	615	100	209	272	7	13083
FY22-23	8205	2425	1217	616	101	207	206	8	12986
FY23-24	8208	2425	1217	657	101	206	224	8	13046

Table 2. Sewer Service Rates for FY2024

TWSD FY2024 Sewer Service	Current Rate (per ERU per year)	July 1, 2023 (per ERU per year)
Category		
Single Residential, Multiple Residential, and Commercial	\$1,094.64	\$1,258.92
Apartment Units	\$875.52	\$1,006.80
Shopping Centers	\$1,943.88	\$2,235.48
Restaurants, Markets, and Mortuaries	\$2,518.20	\$2,895.96

Please contact me at 805-658-4621 or email [marknorris@trunfowsd.com](mailto:marknorris@trunfowsd.com) if you have any questions or need additional information.

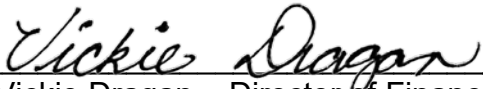
**Fiscal Impact**


Collecting sewer service fees in this manner is extremely efficient and economical compared to direct mailing. There are also significant savings that result from not having to prepare and mail statements, process receipts, track payments, and handle late and delinquent payments. The estimated revenue for FY2024 sewer service charges is \$16.8M, an increase of \$2.2M from FY2023.

**Recommendation**

- A. Conduct a public hearing to receive written and oral comments on the proposal to collect sewer service charges via the property tax statement;
  - 1) Call to order and open the public hearing.
  - 2) Receive staff report and recommendations.
  - 3) Report of written communications by Clerk of the Board.
  - 4) Public comment.
  - 5) Close public hearing.
  - 6) Discussion by Board of Directors
  
- B. Unless there is a majority protest, adopt the reports (Exhibits A & B) which have the assessor's parcel numbers and amount of charges proposed for collection on the tax rolls; and
  
- C. Adopt TWSD Resolution No. TWSD 2023-006 Regarding Collection of Sewer Service Charges by the County of Ventura; and

- D. Direct staff to file a certified copy of the adopted reports and resolution with the Ventura County Auditor-Controller; and
- E. Direct staff to coordinate collection of sewer service charges on the General Ventura County Secured Property Tax Roll with the County Auditor-Controller, Assessor, and Tax Collector.

REVIEWED FOR FISCAL IMPACT:   
Vickie Dragan – Director of Finance

REVIEWED AND APPROVED   
Mark Norris - General Manager

- Attachments:
- 1. TWSD Resolution No. TWSD 2023-006
  - 2. Exhibits “A” & “B” Parcel Listings are available with the Clerk of the Board

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**RESOLUTION NO. TWSD 2023-006**

**A RESOLUTION OF THE TRIUNFO WATER & SANITATION DISTRICT BOARD OF DIRECTORS REGARDING COLLECTION OF SEWER SERVICE CHARGES BY THE COUNTY OF VENTURA**

**WHEREAS**, the Triunfo Water & Sanitation District (TWSD) has duly adopted Ordinance No. TWSD-200 which provides for the establishment of sewer service charges; and

**WHEREAS**, California Health & Safety Code Section 5473 provides that TWSD may elect to have such sewer service charges collected on the County property tax roll; and

**WHEREAS**, a written report entitled “Sewer Service Charges for Collection on Tax Rolls for Fiscal Year 2023-24” was presented to the TWSD Board of Directors at its regular meeting of May 22, 2023; and

**WHEREAS**, assessments are in conformance with Proposition 218 which affects fee assessments placed on or added to the fiscal year 2023-24 secured tax bills; and

**WHEREAS**, pursuant to Health & Safety Code Section 5473.1, on May 22, 2023, the TWSD Board of Directors set a public hearing on said report at its regular meeting of June 26, 2023; and

**WHEREAS**, a hearing on said report has been held, and at said hearing the TWSD Board of Directors heard and considered all objections or protests to said report, and protests from a majority of owners of separate parcels (as construed in accordance with Health & Safety Code Section 5473.2) was not received; and

**WHEREAS**, the Auditor-Controller for the County of Ventura (County) has established procedures which require TWSD to defend, indemnify and hold harmless the County from any challenge to TWSD’s utilization of the procedure established in Health & Safety Code Section 5473 for the collection of sewer service charges on the County tax roll.

**NOW, THEREFORE, BE IT RESOLVED AND DETERMINED, THAT:**

1. All recitals contained above are true and incorporated by reference herein.
2. The written report described above is hereby adopted and it is determined that each charge as set forth in the report is proper.
3. The Clerk of the TWSD Board of Directors shall timely file or cause to be filed with the County Auditor-Controller a certified copy of said report stating that the report has been adopted by the TWSD Board of Directors.

4. The collection of TWSD sewer service charges for Fiscal Year 2023-24, as specified in Section 6 of Ordinance No. TWSD-200, shall be made on the assessor's tax roll for the County of Ventura pursuant to the provisions of California Health & Safety Code Section 5473 et. seq., and pursuant to Section 5473.4 the Auditor-Controller shall enter the amounts of charges against the respective parcels or lots of land as they appear on the current assessment roll.
5. The amount of the charges shall constitute a lien against the parcel or lot of land against which the charge has been imposed as of noon on the first Monday in March immediately preceding the date of levy.
6. The Triunfo Water & Sanitation District shall defend, indemnify and hold harmless the County of Ventura and the Ventura County Auditor-Controller from any action arising from the use by TWSD of the procedure established in the California Health & Safety Code Section 5473 to collect sewer service charges.

**PASSED, APPROVED, AND ADOPTED** this 26<sup>th</sup> day of June, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Jane Nye, Chair  
Triunfo Water & Sanitation District  
Board of Directors

Attest:

---

Fidela Garcia, Clerk of the Board

Approved As To Form:

---

John Mathews, District Counsel



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**Board of Directors**

Jane Nye, Chair

Janna Orkney, Vice Chair

Leon Shapiro, Director

Raymond Tjulander, Director

James Wall, Director

June 26, 2023

Board of Directors  
Triunfo Water & Sanitation District  
Ventura County, California

**PUBLIC HEARING: DISTRICT ORDINANCE NO. TWSD-250 - REVISIONS TO THE FEES AND CHARGES FOR SEWER SERVICE**

**Summary**

At the May 22, 2023, Triunfo Water & Sanitation District (District) Board Meeting, in compliance with the provisions set forth in Government Code Section 25131, your Board conducted the first reading of Ordinance No. TWSD-250 (Adopted 6/26/23), prescribing fees and charges for sewer service. In addition to the programmed 15% sewer service fee increase as part of the approved rate plan, the proposed revisions also include a 4% increase for both the Joint Venture Area (JVA) and Bell Canyon (BC) Original Assessment Area connection fees based on the 2022-2023 Construction Cost Index (CCI).

Ordinance No. TWSD-250 further provides that the Board may waive the CPI adjustment, or approve a lesser increase if desired. Proposition 218 does not apply to this automatic annual adjustment. Staff recommends the Board review and discuss the proposed changes to TWSD Ordinance No. TWSD-250 and conduct a public hearing to approve and execute the Ordinance to adjust the sewer connection fees.

Please contact me by e-mail at [marknorris@trunfowsd.com](mailto:marknorris@trunfowsd.com) or by phone at 805-658-4621 if you have any questions.

**Fiscal Impact**

The additional revenue generated from the connection fee increase is not known at this time due to unknown planned connections. The cost to mail a postcard to the District's wastewater customers to notify them of the programmed 15% rate increase for FY24 is approximately \$3,000.

**Recommendation**

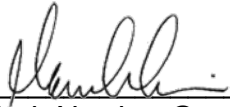
It is recommended the Board:

- A. Conduct a public hearing regarding proposed TWSD Ordinance No. TWSD-250 for prescribing fees and charges for sewer service:

- 1) Call to order and open the public hearing.
  - 2) Receive staff report and recommendations.
  - 3) Report of written communications.
  - 4) Public comment.
  - 5) Close public hearing.
  - 6) Discussion by Board of Directors
- b. Conduct the second reading, by title only, of Ordinance No. TWSD-250 (Adopted 6/26/23), Prescribing Fees and Charges for Sewer Service Owned and Operated by Triunfo Water & Sanitation District, and adopt Ordinance No. TWSD-250 which shall take effect on July 1, 2023; and
- c. Direct staff to send a courtesy postcard reminding all parcel owners of the programmed 15% rate increase and referring them to the TWSD website for further information; or
- d. Provide staff with alternative direction.

“ORDINANCE NO. TWSD-250 (Adopted 6/26/23) PRESCRIBING FEES AND CHARGES FOR SEWER SERVICE OWNED AND OPERATED BY TRIUNFO WATER & SANITATION DISTRICT”

REVIEWED AND APPROVED

  
\_\_\_\_\_  
Mark Norris - General Manager

Attachments: 1) TWSD Ordinance No. TWSD-250 (Adopted 6/26/23)  
2) Sample postcard

**TRIUNFO WATER & SANITATION DISTRICT**

**ORDINANCE NO. TWSD-250 (Adopted 6/26/23)  
PRESCRIBING FEES AND CHARGES FOR SEWER SERVICE  
OWNED AND OPERATED BY TRIUNFO WATER & SANITATION DISTRICT**

**WHEREAS**, the Triunfo Water & Sanitation District (“District”) is duly organized and established under the laws of the State of California, and as such is empowered to impose fees and charges relative to the District’s provision of services to its service area; and

**WHEREAS**, the District provides wastewater service to its customers within the District’s service area and charges these customers appropriate service fees designed to cover capital and operating and maintenance expenses associated with the provision of the services; and

**WHEREAS**, the District has estimated the costs of providing wastewater service to its customers based on financial information for the current year and the entire operating history of the enterprise; and

**WHEREAS**, this Ordinance No. TWSD-250 (“Ordinance”) prescribes fees and charges pertaining to the provision of wastewater service to the District’s customers within the service area; and

**WHEREAS**, the District has complied with all applicable requirements set forth in Article XIII D of the California Constitution (enacted by Proposition 218, November 5, 1996 Statewide election); and

**WHEREAS**, a notice was published in the Ventura County Star, a newspaper of general circulation published and circulated in the District, providing a summary of this Ordinance and noticing a public hearing to consider adoption of this Ordinance; and

**WHEREAS**, all persons present at said hearing and interested in the matter were heard and given the opportunity to be heard on the enactment of the proposed fees and charges prescribed in this Ordinance; and

**WHEREAS**, after considering the financial information, hearing a staff presentation, considering the testimony received at the public hearing and discussion of the issues, the District’s Board of Directors concludes that the proposed fees and charges prescribed in this Ordinance are necessary for the District’s provision of services and do not exceed the cost of those services; and

**WHEREAS**, the adoption of this Ordinance is statutorily exempt under the California Environmental Quality Act pursuant to the provisions of Public Resources Code Section 21080(b)(8) and California Code of regulations Section 15273(a).

**NOW, THEREFORE**, the Board hereby ordains as follows:

**SECTION 1. SHORT TITLE**

This Ordinance shall be known as the TWSD Sewer Service Fee and Charge Ordinance.

## **SECTION 2. DEFINITIONS**

The following words as used in this Ordinance shall have the meanings set forth below unless otherwise apparent in the context in which they are used:

- a. "Apartment" means a suite or set of rooms outfitted with housekeeping facilities and intended for occupancy as a dwelling unit.
- b. "Board of Directors" or "Board" means the TWSD Board of Directors.
- c. "Commercial" means a site or building used for the exchange or buying and selling of material goods or services and shall also mean a hotel or motel.
- d. "District" or "TWSD" means the Triunfo Water & Sanitation District.
- e. "Equivalent Residential Unit" means a unit of measurement for the quantity and quality of sewage which is equivalent to domestic sewage originating in a single residential unit. One ERU is less than or equal to an average of 250 gallons per day per year of domestic sewage discharge. One ERU is also equal to 25 fixture units or less based on the number of fixture units as assigned to various plumbing fixtures in the Uniform Plumbing Code as published by the International Association of Plumbing and Mechanical Officials (IAPMO). Should a conflict arise between the flow and fixture unit definitions, the most restrictive definition shall apply.
- f. "Industrial" means any site, structure, building or works which is, or which is designed to be, used for the manufacture, processing, or distribution of materials, equipment, supplies, food or commodities of any description; or which is used or designed to be used as a sanitarium, hospital, penal institution, or charitable institution; together with all appurtenances thereto and the surrounding premises under the same ownership or control.
- g. "Institutional" means any educational institution supported by state or local taxes.
- h. "Mobile Dwelling Unit" means a dwelling unit intended to be moved from site to site on wheels that are part of the unit and having dimensions longer than forty (40) feet and wider than eight and one-half (8.5) feet.
- i. "Multiple Residential" means a sewer to serve more than one single family residence.
- j. "Sewer Connection Fee" means a fee to obtain permission to connect to the District sewer, to have flow capacity rights, and to use the trunk sewer, sewage treatment facilities and appurtenances, provided that the District's prevailing service charges have been paid.

## **SECTION 3. FEES AND CHARGES**

The following fees and charges are hereby prescribed:

**A. Monthly Service Charge**

Category	Use	FY 2022 (per ERU per month)	FY 2023 (per ERU per month)	FY 2024 (per ERU per month)	FY 2025 (per ERU per month)
I	Single Residential, per each residential lot, or separate billing address, whichever is greater.	\$79.32	\$91.22	\$104.91	\$112.25
I	Multiple Residential, per each ERU or fraction thereof. <sup>(1)</sup>	\$79.32	\$91.22	\$104.91	\$112.25
I	Apartment, per each apartment unit where each apartment unit shall be charged 80 percent of one (1) ERU. <sup>(1)</sup>	\$63.44	\$72.96	\$83.90	\$89.78
I	Mobile Dwelling Unit, per each mobile dwelling unit where each mobile dwelling unit shall be charged 80 percent of one (1) ERU. <sup>(1)</sup>	\$63.44	\$72.96	\$83.90	\$89.78
I	Trailer, per each trailer where each trailer shall be charged 50 percent of one (1) ERU.	\$39.66	\$45.61	\$52.45	\$56.12
I	Commercial, hotels, and institutional, when computed per Method B (see following table) per ERU or fraction thereof.	\$79.32	\$91.22	\$104.91	\$112.25
II	Shopping centers, when computed per Method B (see following table), per ERU or fraction thereof.	\$140.86	\$161.99	\$186.29	\$199.33
III	Restaurants, markets and mortuaries, when computed per Method B (see following table), per ERU or fraction thereof.	\$182.48	\$209.85	\$241.33	\$258.22
IV	Special Cases, service charges shall be based on equivalent factors of flow, loading and cost of service (including an increment for costs of extraordinary service, if required) and implemented by a separate sewer use agreement between the user and District.  Examples of Special Case service include, but are not limited to, the following: (1) Service not defined in one of the preceding categories which are unique or require extraordinary service; (2) Service outside District boundaries; (3) Service to areas requiring special maintenance; (4) Service to areas requiring pumping with a lift greater than 200 feet; or, (5) Service to dischargers of wastewater of unusual strengths; (6) Service to areas where the ERU method per following table results in an inequity.	Individual Case	Individual Case	Individual Case	Individual Case
V	Industrial Waste Charge Permits. Any industrial waste discharge permit may provide special discharge requirements and charges, as determined by the District including, but not limited to, charges for constituents of the sewage discharge, special metering arrangements, including irrigation usage by industrial dischargers, and charges for excess flows or peak seasonal discharges by industrial users.	Individual Case	Individual Case	Individual Case	Individual Case

(1) The number of ERUs for recreational and/or other miscellaneous facilities within a multiple residential complex shall be computed per Method A or Method B (see following table). No monthly service charge shall be charged for laundry room facilities within a multiple residential complex, open to use only by residents of the complex.

<b>Method For Fee Computation</b>
-----------------------------------

<p>Method A - Based on water meter size</p> <p>Each ¾ inch meter shall equal (1) ERU.  Each 1 inch meter shall equal two (2) ERU.  Each 1-¼ inch or 1-½ inch meter shall equal four (4) ERU  Each 2 inch meter shall equal (7) ERU  Each 3 inch meter shall equal (15) ERU  Each 4 inch meter shall equal (30) ERU  Each 6 inch meter shall equal (60) ERU</p>
<p>Method B - Based on number of plumbing fixtures</p> <p>Each twenty-five (25) plumbing fixture units as defined in the Uniform Plumbing Code shall be considered equal to one (1) ERU.</p>
<p>Method C – Based on flow and waste characteristics</p> <p>Where flow and waste characteristics are of an unusual nature, the sewer connection and service fee shall be determined on the basis of strength of the five (5) day Biochemical Oxygen Demand (BOD), suspended solids, quantity of flow, and other factors of the waste discharge that affect the sewer collection, treatment and disposal systems. Determination of the strength of waste shall be conducted in accordance with the latest edition of “Standard Methods for the Examination of Water and Wastewater,” as published by the American Public Health Association, except where wastes of unusual character make other procedures necessary.</p>
<p>Method D – Based on estimated fixture units</p> <p>A developer may want to construct a shell of a building before determining the final fixture unit count. A developer may obtain a Will Serve letter based upon the District’s estimate of the buildings fixture units or estimated flow. Once the building has been completed and all fixture units installed, the District shall then recalculate the sewer connection and service fee. If the fixture unit count is greater than the original estimate, additional connection fees will be assessed accordingly. If the original estimate for sewer connection fees is greater than the actual As-Built fixture unit count, a refund of excess connection fees will be made to the developer.</p>
<p>Method E – Based on estimated flow</p> <p>Any commercial or industrial building which creates fifteen percent (15) or greater sewage discharge than the original sewer connection fee paid for may be subject to an increased sewer connection fee. For example, an office building may have paid connection fees for 10 ERUs when a Will Serve letter was first issued. At a rate of 250 gallons per day allowed per ERU, the building may be subject to an increased sewer connection fee if its wastewater discharge as determined either by direct metering of the discharge or if the water consumption records indicate that the building is discharging in excess of 10 ERU x 250 gpd x 365 days/year x 1.15 or 1.049 million gallons per year.</p>



**B. Sewer Fees**

Item	Fee
Application Fee	<ol style="list-style-type: none"> <li>1. Projects that require only administrative review: \$0</li> <li>2. All other projects: \$150</li> </ol>
Project Completion Deposit	Projects that require a final audit or inspection: \$1,000
Sewer Plan Check Fee	<ol style="list-style-type: none"> <li>1. Plan check fee: \$100/sheet</li> <li>2. Plans resubmitted after change orders: \$100/sheet</li> <li>3. Subdivision Final Map or Parcel Map Sewer Improvement Plan: \$100/sheet</li> </ol>
Sewer Construction Inspection Fee	<ol style="list-style-type: none"> <li>1. Inspection Fee: \$125/hour (\$350 minimum)</li> <li>2. Overtime Inspection Fee: \$200/hour</li> <li>3. Closed Circuit Television Inspection: \$300/hour (\$1,000 minimum)</li> </ol>
Sewer Connection Fee (per ERU)	<ol style="list-style-type: none"> <li>1. Joint Venture Area: \$16,100</li> <li>2. Bell Canyon Original Assessment Area: \$3,500</li> </ol>
Bell Canyon Sewer Extension Fee	<ol style="list-style-type: none"> <li>1. Gravity Sewer Main: To Be Determined</li> <li>2. Grinder Pump System: \$12,000</li> </ol>
Sewer Availability Fee	\$300 (includes Application Fee)
Industrial Waste Permit Fee	<ol style="list-style-type: none"> <li>1. Annual Fee: \$1,000/year</li> <li>2. Supplemental Fee for work beyond basic level of services: \$100/hour</li> <li>3. Violations: \$300 (1<sup>st</sup>), \$500 (2<sup>nd</sup>), \$1000 (3<sup>rd</sup> or more)</li> <li>4. Re-inspection/Compliance Fee: \$0 (1<sup>st</sup>), \$125/hour (\$350 min) [2<sup>nd</sup> or more]</li> </ol>
FOG Permit Fee	<ol style="list-style-type: none"> <li>1. Annual Fee: \$600/year</li> <li>2. Violations: \$0 (1<sup>st</sup>), \$300 (2<sup>nd</sup>), \$500 (3<sup>rd</sup> or more)</li> <li>3. Non-Response Fee: <ul style="list-style-type: none"> <li>• 1<sup>st</sup> - \$300 after 30 days</li> <li>• 2<sup>nd</sup> - \$500 after 60 days, plus notification to VCEHD</li> <li>• 3<sup>rd</sup> - \$1000 after 75 days, plus possible disconnection</li> </ul> </li> <li>4. Re-inspection/Compliance Fee: \$0 (1<sup>st</sup>), \$125/hour (\$350 min) [2<sup>nd</sup> or more]</li> </ol>

Commencing on July 1, 1990 and continuing thereafter on each July 1, the sewer connection fee set forth above shall be adjusted by an increment based on the March to March average percentage change in the Construction Cost Index for the Los Angeles area published in the McGraw-Hill construction weekly magazine titled "ENR," and rounded to the nearest twenty-five dollars (\$25). However, the Board may at its sole option determine, by resolution adopted prior thereto, that such adjustment shall not be effective for the next succeeding years, or may determine other amounts as appropriate based upon the capital expenditure needs of the District.

**SECTION 4. FINDINGS**

The TWSD Board of Directors finds the foregoing fees and charges are for the purpose of: (1) meeting operating expenses, including but not limited to the District's operations, maintenance and management contract; (2) purchasing or leasing supplies, equipment and materials; (3) meeting financial reserve needs and requirements; (4) obtaining funds for constructing and maintaining sewer facilities necessary to maintain service within existing service areas; (5) improvements and repairs; and (6) debt service and refunds.

The TWSD Board of Directors further finds that the foregoing fees and charges: (1) do not exceed the funds required to provide the service; (2) are not used for any purpose other than that for which they are imposed; (3) as imposed upon any parcel or person as an incident of property ownership, do not exceed the proportional cost of the service attributable to the parcel; and, (4) are imposed only for service that is actually used by, or immediately available to, the owner of the property in question.

**SECTION 5. FEE REVIEW PERIOD**

On or about January 1 of each year, the General Manager is hereby empowered and shall review the estimated cost of providing the services described and the impact of any pending or anticipated changes in the service level. The General Manager shall report these findings to the Board of Directors at a duly noticed public hearing and recommend any adjustment to the fees and charges or other action that may be required.

**SECTION 6. SEVERABILITY**

This Ordinance, except for those portions that are found to be invalid, would remain in full force and effect and continue to be valid. 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. 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 TWSD-250 (adopted 6/27/22).

**SECTION 8. EFFECTIVE DATE**

This Ordinance shall become effective July 1, 2023.

[THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

**PASSED, APPROVED AND ADOPTED** this 26<sup>th</sup> day of June 2023 by the following vote:

AYES:

NOES:

ABSENT:

**TRIUNFO WATER & SANITATION DISTRICT**

\_\_\_\_\_  
Jane Nye, Chair

**ATTESTED:**

\_\_\_\_\_  
Fidela Garcia, Clerk of the Board

**APPROVED AS TO FORM:**

\_\_\_\_\_  
John Mathews, General Counsel



**INFORMATION ON SEWER SERVICE RATE CHANGES  
FOR 2023-2024**

On the upcoming County of Ventura Property Tax Bill, there will be a charge under Special Assessments labeled TRIUNFO SEWER SVC FEE. This assessment is your annual service charge for the District to provide wastewater services to your parcel. The fee this year reflects a programmed 15% increase from Fiscal Year 2023 as part of the approved 2020 Rate Study. This charge is to ensure that the District has sufficient funds to develop, construct, operate, maintain and manage its wastewater system on a continuing basis, in full compliance with Federal, State and local requirements.

**[www.triunfowsd.com/sewer-service](http://www.triunfowsd.com/sewer-service)**



*Providing Outstanding Service Since 1963*

**Board of Directors**

Jane Nye, Chair  
Janna Orkney, Vice Chair  
Leon Shapiro, Director  
Raymond Tjulander, Director  
James Wall, Director

June 26, 2023

Board of Directors  
Triunfo Water & Sanitation District  
Ventura County, California

**PUBLIC HEARING: DISTRICT ORDINANCE NO. TWSD-350 - REVISIONS TO THE FEES AND CHARGES FOR POTABLE WATER**

**Summary**

At the May 22, 2023, Triunfo Water & Sanitation District (District) Board Meeting, in compliance with the provisions set forth in Government Code Section 25131, your Board conducted the first reading of Ordinance No. TWSD-350 (Adopted 6/26/23), prescribing fees and charges for potable water service. In addition to the 4% programmed potable water rate increase, as part of the approved rate plan, the proposed revisions also include a 4% increase in the service connection fees.

Ordinance TWSD-350 has provisions for an automatic annual adjustment of the connection fees based on the 2022-2023 Construction Cost Index. For FY2024 that increase is 4%. However, Ordinance No. TWSD-350 further provides that the Board may waive the CPI adjustment, or approve a lesser increase if desired. Proposition 218 does not apply to this automatic annual adjustment of the connection fees.

Staff recommends the Board review and discuss the proposed changes to TWSD Ordinance No. TWSD-350 and conduct a public hearing to approve and execute the Ordinance to codify the implementation of emergency water rate increases and adjust the connection fees.

Please contact me by e-mail at [marknorris@trunfowsd.com](mailto:marknorris@trunfowsd.com) or by phone at 805-658-4621 if you have any questions.

**Fiscal Impact**

The potential revenue generated from the connection fee increase is not known at this time due to unknown planned connections.

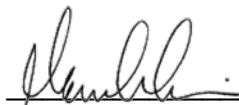
**Recommendation**

It is recommended the Board:

- A. Conduct a public hearing regarding proposed TWSD Ordinance No. TWSD-350 for prescribing fees and charges for potable water:
  - 1) Call to order and open the public hearing.
  - 2) Receive staff report and recommendations.
  - 3) Report of written communications.
  - 4) Public comment.
  - 5) Close public hearing.
  - 6) Discussion by Board of Directors
  
- B. Conduct the second reading, by title only, of Ordinance No. TWSD-350 (Adopted 6/26/23), Prescribing Fees and Charges for Potable Water Provided by Triunfo Water & Sanitation District, and adopt Ordinance No. TWSD-350 which shall take effect on July 1, 2023; and
  
- C. Direct staff to update the District's website to reflect the current charges and fees; or
  
- D. Provide staff with alternative direction.

“ORDINANCE NO. TWSD-350 (Adopted 6/26/23) PRESCRIBING FEES AND CHARGES FOR POTABLE WATER PROVIDED BY TRIUNFO WATER & SANITATION DISTRICT”

REVIEWED AND APPROVED



Mark Norris - General Manager

Attachment: TWSD Ordinance No. TWSD-350 (Adopted 6/26/23)

**TRIUNFO WATER & SANITATION DISTRICT**

**ORDINANCE NO. TWSD-350 (Adopted 6/26/23)  
PRESCRIBING FEES AND CHARGES FOR POTABLE WATER  
PROVIDED BY TRIUNFO WATER & SANITATION DISTRICT**

**WHEREAS**, the Triunfo Water & Sanitation District (“District”) is duly organized and established under the laws of the State of California and, as such, is empowered to impose fees and charges relative to the District’s provision of services to its service area; and

**WHEREAS**, the District provides retail potable water service to its customers and charges these customers appropriate service fees and charges designed to cover operating and maintenance expenses associated with the provision of the services; and

**WHEREAS**, the District has estimated the costs of providing retail potable water service to its customers based on financial information for the current year and the entire operating history of the enterprise; and

**WHEREAS**, this Ordinance No. TWSD-350 (“Ordinance”) prescribes fees and charges pertaining to the provision of retail potable water service to the District’s customers; and

**WHEREAS**, in accordance with the Proposition 218 Omnibus Implementation Act (Government Code Section 53750 through 53756) the District has adopted a schedule of potable water rates that authorizes automatic adjustments that pass-through increase in the wholesale cost of potable water, as calculated per hundred cubic feet of water (HCF); and

**WHEREAS**, in accordance with Government Code Section 53756(d), the District will provide written notice to all affected property owners prior to imposing the automatic adjustments set forth in this Ordinance that pass-through increases in wholesale cost of potable water charged by Calleguas, as calculated per hundred cubic feet of water (HCF). Said written notice shall be not less than thirty (30) days before the effective date of said adjustments; and,

**WHEREAS**, the District has complied with all applicable requirements set forth in Article XIII D of the California Constitution (enacted by Proposition 218, November 5, 1996 Statewide election); and

**WHEREAS**, a notice was published in the Ventura County Star, a newspaper of general circulation published and circulated in the District, providing a summary of this Ordinance and noticing a public hearing to consider adoption of this Ordinance; and

**WHEREAS**, all persons present at said hearing and interested in the matter were heard and given the opportunity to be heard on the enactment of the proposed fees and charges prescribed in this Ordinance; and

**WHEREAS**, after considering the financial information, hearing a staff presentation, considering the testimony received at the public hearing and discussion of the issues, the Board of Directors concludes that the proposed fees and charges prescribed in this Ordinance are necessary for the District’s provision of services and do not exceed the cost of those services; and

**WHEREAS**, the adoption of this Ordinance is statutorily exempt under the California Environmental Quality Act pursuant to the provisions of Public Resources Code Section

21080(b)(8) and California Code of regulations Section 15273(a).

**NOW, THEREFORE,** the Board hereby ordains as follows:

**SECTION 1. SHORT TITLE**

This Ordinance shall be known as the TWSD Potable Water Fee and Charge Ordinance.

**SECTION 2. DEFINITIONS**

The following words as used in this Ordinance shall have the meanings set forth below unless otherwise apparent in the context in which they are used:

- a. "Board of Directors" or "Board" means the TWSD Board of Directors.
- b. "Customer" means any person, association, corporation, governmental agency, firm, or company of record receiving water service from the District.
- c. "District" or "TWSD" means the Triunfo Water & Sanitation District.
- d. "Hundred Cubic Feet" or HCF" or "Unit of Water" means 100 cubic feet or 748 gallons of water.

**SECTION 3. FEES AND CHARGES**

The following fees and charges are hereby prescribed:

**A. Monthly Service Charge**

Meter Size	FY 2022	FY 2023	FY 2024	FY 2025
3/4"	\$33.43	\$35.44	\$36.86	\$38.34
1"	\$52.75	\$55.92	\$58.16	\$60.49
1-1/2"	\$100.41	\$106.44	\$110.70	\$115.13
2"	\$156.91	\$166.33	\$172.99	\$179.91
3"	\$335.79	\$355.94	\$370.18	\$384.99
4"	\$599.42	\$635.39	\$660.81	\$687.25
6"	\$1,324.41	\$1,403.88	\$1,460.04	\$1,518.45

**B. Quantity Rate for Potable Water**

Tier	Monthly Use	Rate FY 2022 (per HCF)	Current Rate FY 2023 (per HCF)	Rate Effective 1/1/23 (per HCF)	Rate FY 2024 (per HCF)	Rate FY 2025 (per HCF)
1	0-7 HCF	\$7.46	\$7.90	\$8.07	\$8.38	\$8.71
2	>7-28 HCF	\$8.42	\$8.92	\$9.09	\$9.44	\$9.81
3	>28 HCF	\$10.25	\$10.86	\$11.03	\$11.46	\$11.91

Any of the quantity rates specified above are, in accordance with applicable law, subject to adjustment by the District should Calleguas adopt further increases or decreases in its potable water wholesale rate.



**C. Automatic Fire Sprinkler Monthly Service Charge**

Meter Size	FY 2022	FY 2023	FY 2024	FY2025
3/4"	\$33.43	\$35.44	\$36.86	\$38.34

Water used through an automatic fire sprinkler system for purposes other than for extinguishing fires or a related purpose, shall be charged the Tier 3 metered water rate for all water used through such service connection.

**D. Service Connection Fee**

Meter Size	FY2024
3/4"	\$5,625
1"	\$9,350
1-1/2"	\$18,675
2"	\$29,825
3"	\$65,375
4"	\$117,600
6"	\$261,350

Commencing on July 1, 1990 and continuing thereafter on each July 1, the water connection fee set forth above shall be adjusted by an increment based on the March to March average percentage change in the Construction Cost Index for the Los Angeles area published in the McGraw-Hill construction weekly magazine titled "ENR," and rounded to the nearest twenty-five dollars (\$25). However, the Board may at its sole option determine, by resolution adopted prior thereto, that such adjustment shall not be effective for the next succeeding years, or may determine other amounts as appropriate based upon the capital expenditure needs of the District.

**E. Processing, Planning and Inspection Fees**

Item	Fee
Application Fee	1. Projects that require only administrative review: \$0 2. All other Projects: \$150
Project Completion Deposit	Projects that require a final audit or inspection: \$1,000
Water Line Plan Check Fee	1. Plan check fee: \$100/sheet 2. Plans resubmitted after change orders: \$100/sheet 3. Subdivision Final Map or Parcel Map Sewer Improvement Plan: \$100/sheet
Water Line Construction Inspection Fee	1. Inspection Fee: \$125/hour (\$350 minimum) 2. Overtime Inspection Fee: \$200/hour
Fire flow Testing Fee	Project that require a fire flow test: \$125/hour (\$350 min)

**F. Miscellaneous Fees**

Item	Fee
Account Set Up Fee	\$15.00
Construction Connection (Per Month)	\$8.50
New Customer Deposit –3/4” Meter	\$75.00
New Customer Deposit - 1” Meter	\$80.00
New Customer Deposit – 1 ½” Meter	\$100.00
New Customer Deposit - 2” Meter	\$150.00
New Customer Deposit over 2” Meter	\$200.00
Shut off Notice/Shut off/Turn on/etc. - Regular Business Hours	\$30.00 each
Shut off Notice/Shut off/Turn on/etc. - After Hours/Weekends	\$325.00 each
Fire Service (Per Inch of Meter Diameter)	\$6.75
Security Deposit – Metered Hydrant Service	\$1,200.00
Security Deposit – Reinstatement after shut off for customers with history of delinquent payment and will escalate based on the amount of the billing (returned after one year if no late fees are applied during the entire period)	\$150.00
Unauthorized Turn on by customer	\$ 75.00
Unauthorized Fire Hydrant Use Penalty (per incident) (Assessment in addition to the cost for repairs plus cost for water lost)	\$ 250.00
Illegal Water Consumption Penalty/Meter Tampering (Note: This fine is not eligible for a payment plan)	\$2,500 (1 <sup>st</sup> ) \$10,000 (2 <sup>nd</sup> or more)

In addition, the District shall collect charges for work performed or for damages incurred (i.e., damaged meter box, meter box replacement covers, damaged fire hydrants, etc.). The charges shall be based on the costs incurred including an amount for overhead as set by the District.

**G. Water Conservation Fines and Penalties**

**1) Misdemeanor**

Any violation of District ordinances may be prosecuted as a misdemeanor punishable by imprisonment in the county jail for not more than thirty (30) days, or by a fine not exceeding one thousand dollars (\$1,000), or by both.

**2) Fines**

Fines for failure to comply with the water conservation measures in the ordinance shall be as follows:

Violation	Permanent (Level 1) & Stage 1 (Level 2) Fines	Stage 2 (Level 3) and Stage 3 (Levels 4-6) Fines
First Violation	Written Warning	Fine not greater than \$100
Second Violation within a 12 Month Period	Fine not greater than \$100	Fine not greater than \$200

Third Violation within a 12 Month Period	Fine not greater than \$150	Fine not greater than \$250
Fourth Violation within a 12 Month Period	Fine not greater than \$200	Fine not greater than \$350
Fifth and Subsequent Violations within a 12 Month Period	Fine not greater than \$250	Fine not greater than \$500

A fifth and subsequent violation is punishable not only with a fine, but also the following:

1. Water Flow Restrictor (Applies to Permanent (Level 1) and Stages 1-3 (Levels 2-6): The District may install a water flow restrictor device of approximately one gallon per minute capacity for services up to one and one-half inch size and competitively sized restrictors for larger services after written notice of intent from the General Manager to install a restrictor for a minimum of forty-eight (48) hours.
2. Termination of Service (Applies to Stage 2 (Level 3) - Stage 3 (Levels 4-6): The District may disconnect and/or terminate a customer's water service.

**3) Penalties for Excessive Consumption**

Excessive water use penalties will be charged in addition to the regular fee structure based on total consumption. If an Account uses more water during any Monthly Billing Cycle than has been allocated to that Account, such excess use shall constitute a violation of this Ordinance, and the penalty rates for excessive consumption is as follows:

Excess Water Charge 1	Excess Water Charge 2	Excess Water Charge 3
0 - <7 HCF	7 - <12 HCF	12+ HCF
Penalty based on 1X Tier 1 water rate	Penalty based on 2X Tier 2 water rate	Penalty based on 3X Tier 3 water rate

Hundred Cubic Feet (HCF) = 100 cubic feet of water = 748 gallons

In addition to the penalty rates, any Account exceeding their allocation four times in any twelve month period may result in the District installing a water flow restrictor device. An Account can request removal of the flow restrictor device following three months of water allocation compliance. Removal requests must be made in writing and addressed to the General Manager.

**4) Cost of Flow Restrictor and Disconnecting Service**

A person or entity that violates this ordinance is responsible for payment of the District charges for installing and/or removing any flow restricting device and for disconnecting and/or reconnecting service per the District's schedule of charges, then in effect as a charge for installing and/or removing any flow restricting device shall be paid to the District before the device is removed. Nonpayment shall be subject to the same schedules as nonpayment of basic water rates.

**5) Separate Offenses**

The District provides a 10-day period from the date on the notice of violation in which a violation may be appealed. No further notice of violation for the same offense will be issued during this time. If the appeal is received within this 10-day period, no further action will be taken pending

notification of the District's final determination. If the appeal is not received within this 10-day period then the violation stands.

#### **6) Appeals to the Board**

An applicant can appeal a decision of the General Manager on a violation to the TWSD Board within 10 days of the decision upon written request to the Clerk of the Board for a hearing. The request shall state the grounds for the appeal. At a public meeting, the TWSD Board shall act as the approval authority and review the appeal following the regular appeal procedure. The decision of the TWSD Board is final.

#### **7) Rate Increase Structure During Shortage**

Recognizing that a time of severe water shortage will have fiscal and social impacts to the Oak Park Community, the District has established measures to alleviate these impacts to the District's potable water customers.

To address the potential fiscal impact locally, the District has adopted a mechanism designed to increase rates as the supply drops and water costs to the District from its supplier begin to rise. This has the dual effect of 1) mitigating the fiscal impact to the District of a water shortage and 2) serving as an incentive to customers to work at conservation efforts.

### **SECTION 4. FINDINGS**

The TWSD Board of Directors finds the foregoing fees and charges are for the purpose of: (1) meeting operating expenses, including but not limited to the District's operations, maintenance and management contract; (2) purchasing or leasing supplies, equipment and materials; (3) meeting financial reserve needs and requirements; (4) obtaining funds for constructing and maintaining water facilities necessary to maintain service within existing service areas; (5) improvements and repairs; and (6) debt service and refunds.

The TWSD Board of Directors further finds that the foregoing fees and charges: (1) do not exceed the funds required to provide the service; (2) are not used for any purpose other than that for which they are imposed; (3) as imposed upon any parcel or person as an incident of property ownership, do not exceed the proportional cost of the service attributable to the parcel; and, (4) are imposed only for service that is actually used by, or immediately available to, the owner of the property in question.

### **SECTION 5. FEE REVIEW PERIOD**

On or about January 1 of each year, the General Manager is hereby empowered and shall review the estimated cost of providing the services described and the impact of any pending or anticipated changes in the service level. The General Manager shall report these findings to the Board of Directors at a duly noticed public hearing and recommend any adjustment to the fees and charges or other action that may be required.

### **SECTION 6. SEVERABILITY**

This Ordinance, except for those portions that are found to be invalid, would remain in full force and effect and continue to be valid. 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. 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 TWSD-350 (Adopted 6/27/22).

**SECTION 8. EFFECTIVE DATE**

This Ordinance shall become effective July 1, 2023.

**PASSED, APPROVED AND ADOPTED** this 26th day of June 2023 by the following vote:

AYES:

NOES:

ABSENT:

**TRIUNFO WATER & SANITATION DISTRICT**

\_\_\_\_\_  
Jan Nye, Chair

**ATTESTED:**

\_\_\_\_\_  
Fidela Garcia, Clerk of the Board

**APPROVED AS TO FORM:**

\_\_\_\_\_  
John Mathews, General Counsel

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*Providing Outstanding Service Since 1963*

**Board of Directors**

Jane Nye, Chair

Janna Orkney, Vice Chair

Leon Shapiro, Director

Raymond Tjulander, Director

James Wall, Director

June 26, 2023

Board of Directors  
Triunfo Water & Sanitation District  
Ventura County, California

**PW CUSTOMER ASSISTANCE PROGRAM RESOLUTION NO. T2023-007**

**Summary**

At the August 24, 2020, Triunfo Water & Sanitation District's (District) Board Meeting, your Board approved on a trial basis a \$15.00 per month cost reduction for qualified potable water customers. Customers qualify by providing documentation that they are currently enrolled in the CARE program via an electric or gas utility providers, or by supplying the first page of their 1040 tax return to verify qualifying income. This financial assistance program currently has 68 participants at a cost of \$12,240 annually. Given the success of this program, staff recommends the Board discuss making it permanent and direct staff to update TWSD Ordinance No. TWSD-300 to reflect changes as necessary. In order to provide the necessary time to complete the Ordinance update, staff further recommends that the Board review and approve Resolution No. T2023-007 as a temporary measure to allow the program to continue without a lapse. The current Resolution expires on June 30, 2023.

Please contact me at 805-658-4621 or email [marknorris@triunfowsd.com](mailto:marknorris@triunfowsd.com) if you have any questions or need additional information.

**Fiscal Impact**

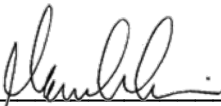
The fiscal impact is anticipated to continue to be minimal. The funding source for this program is from unanticipated cell site revenues.

**Recommendation**

It is recommended the Board:

- A. Approve TWSD Resolution No. T2023-007 and authorize the Chair to sign the Resolution to continue the potable water assistance program through June 30, 2024, which provides a \$15/month credit to qualifying customers residing in Oak Park; and

- B. Direct staff to draft proposed revisions to TWSD Ordinance No. TWSD-300 to establish a policy for the potable water CARE program and bring back at a future Board Meeting; or
- C. Provide staff with alternative direction.

REVIEWED AND APPROVED:   
Mark Norris - General Manager

Attachment: TWSD Resolution No. T2023-007



**RESOLUTION NO. TWSD 2023-007**

**A RESOLUTION OF THE TRIUNFO WATER & SANITATION DISTRICT  
BOARD OF DIRECTORS ESTABLISHING A POTABLE WATER  
CUSTOMER ASSISTANCE PROGRAM FOR OAK PARK, CA  
RESIDENTS**

**WHEREAS**, the Triunfo Water & Sanitation District (“District”) is duly organized and established under California Health and Safety Code Section 4700 et seq., known and cited as the “County Sanitation District Act” (“Act”); and

**WHEREAS**, Section 4767 of the Act authorizes the District to acquire, distribute and retail water supplies to its Customers for domestic and other uses; and

**WHEREAS**, the District provides retail water services to certain Customers and, in accordance with applicable law, charges those Customers certain fees designed to cover the District’s wholesale purchase of potable water from Calleguas Municipal Water District, as well as operating and maintenance expenses associated with the District’s provision of water service; and

**WHEREAS**, Health and Safety Code Section 4766 authorizes the District to adopt ordinances for the purpose of exercise and effect of any to its powers, or for the purposes for which it is formed, including, without limitation, an ordinance establishing policies and procedures for the District’s retail sale of water; and

**WHEREAS**, the District has duly adopted Ordinance No. TWSD-300 which provides for the establishment of policies and procedures for potable water service; and

**WHEREAS**, in accordance with the California Alternative Rates for Energy (CARE) program under the CPUC, the District wants to establish an interim potable water customer assistance program for income qualifying residents of Oak Park, CA.

**NOW, THEREFORE, BE IT RESOLVED AND DETERMINED, THAT:**

1. All recitals contained above are true and incorporated by reference herein.
2. The District adopts the requirements of the CARE program for income thresholds with the maximum amount for 1-2 people being \$39,440.
3. Acceptance into the District’s program will be confirmed by participation in the CARE program, verified via electric or gas utility providers, or by supplying the first page of their 1040 tax return to validate compliance with the income thresholds established by the CARE program.
4. Qualified customers will receive assistance in the form of a \$15/month discount for potable water service reflected on their monthly billing statement.

5. This interim assistance program will remain in force until June 30, 2024, wherein the Board of Directors will either choose to extend it via a continuing resolution or adopt it as policy under TWSD Ordinance No. TWSD-300.

**PASSED, APPROVED, AND ADOPTED** this 26<sup>th</sup> day of June, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Jane Nye, Chair  
Triunfo Water & Sanitation District  
Board of Directors

Attest:

---

Fidela Garcia  
Clerk of the Board



*Providing Outstanding Service Since 1963*

**Board of Directors**

Jane Nye, Chair  
Janna Orkney, Vice Chair  
Leon Shapiro, Director  
Raymond Tjulander, Director  
James Wall, Director

June 26, 2023

Board of Directors  
Triunfo Water & Sanitation District  
Ventura County, California

**CONTRACT WITH SEARLE CREATIVE GROUP  
FOR PUBLIC RELATIONS SERVICES – TWSD CONTRACT NO. T23-007**

**Summary**

Within an organization such as Triunfo Water & Sanitation District (TWSD), public relations (PR) are typically provided by a Public Information Officer (PIO). In addition to the public outreach services provided by TWSD's PIO, the District utilizes outside professional public relation services to enhance and support in-house outreach efforts. At the April 26, 2021, Board Meeting, the Board approved a contract with Searle Creative Group (Searle) to provide professional PR support to the District. Over the past 2 years, Searle has been instrumental in providing assistance with website management, media relations, customer communication, public education, and social media management. With their contract ending June 30, 2023, staff recommends the Board approve a new 2-year contract in the amount of \$80,000 and a term to June 30, 2025, to continue the excellent PR services that have been provided.

District Legal Counsel has drafted the respective contract and has approved it as to form and content.

Please contact me at 805-658-4621 or email [marknorris@triunfowsd.com](mailto:marknorris@triunfowsd.com) if you have any questions or need additional information.

**Fiscal Impact**

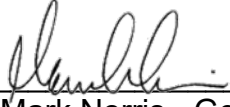
The funding in the amount of \$80,000 for the Searle Creative Group is included in the Adopted Budget for FY2023-2024.

**Recommendation**

It is recommended that the Board:

- A. Authorize the Chair to sign TWSD Contract No. T23-007 with Searle Creative Group to provide public relations services for an amount not to exceed \$80,000 and with a term through June 30, 2025; or

B. Provide staff with alternative direction.

REVIEWED AND APPROVED:   
Mark Norris - General Manager

Attachments: TWSD Contract No. T23-007

**CONTRACT NO. T23-007**

**AGREEMENT FOR CONSULTING SERVICES  
BETWEEN  
TRIUNFO WATER & SANITATION DISTRICT  
AND  
SEARLE CREATIVE GROUP LLC  
FOR PUBLIC RELATONS SERVICES**

THIS AGREEMENT is made and entered into this 26th day of June 2023, by and between the TRIUNFO WATER & SANITATION DISTRICT, a public agency formed pursuant to California Health & Safety Code Section 4700 et seq., hereinafter “DISTRICT,” and Searle Creative Group LLC, a California company, hereinafter “CONSULTANT.” Together, DISTRICT and CONSULTANT shall be referred to herein as Parties.

**RECITALS**

A. DISTRICT has the need to engage the specialized services of a consultant to provide public relations services.

B. DISTRICT has selected CONSULTANT, as most qualified, based on CONSULTANT’S previous response to the DISTRICT’S Request for Qualifications and experiences with the District in providing said services.

C. CONSULTANT represents it possesses the necessary skills and experience to perform the required services and is willing to contract with DISTRICT.

D. The parties enter into this Agreement to set forth their respective rights and obligations.

**AGREEMENT**

**ARTICLE 1: WORK STATEMENT**

A. CONSULTANT shall complete DISTRICT public relations services as requested during the term of this Agreement.

B. CONSULTANT representative shall be Kellie Meehan, Owner and CEO. In the event Ms. Meehan becomes unavailable, CONSULTANT shall immediately designate another representative satisfactory to DISTRICT. CONSULTANT shall use its best efforts in providing services to DISTRICT and shall cooperate with DISTRICT and provide DISTRICT with all available information and assistance in relation to the projects.

C. The Scope of Services to be provided by CONSULTANT is included in Attachment A. DISTRICT and CONSULTANT shall discuss projects and tasks prior to commencing work under this Agreement.

**ARTICLE 2: TERM OF CONTRACT**

The term of this Agreement shall be from July 1, 2023 to June 30, 2025. This Agreement may be

extended for up to two additional one-year terms at the District's sole option and upon acceptance of the current terms, conditions, and price.

**ARTICLE 3: INDEPENDENT CONTRACTOR RELATIONSHIP**

A. It is expressly understood between the parties that no employee/employer relationship is intended, the relationship of CONSULTANT to DISTRICT being that of an independent contractor. DISTRICT shall not be required to make any payroll deductions or provide Workers' Compensation Insurance coverage or health benefits to CONSULTANT.

B. CONSULTANT is solely responsible for selecting the means, methods, and procedures for performing its services hereunder as assigned by DISTRICT and for coordinating all portions of the work so the results will be satisfactory to DISTRICT, but shall not be responsible for the means, methods, and procedures of other consultants. CONSULTANT will supply all tools and instrumentalities required to perform its services under this Agreement.

C. CONSULTANT, pursuant to this Agreement, is rendering professional services only and any payments made to it are compensation solely for such services as it may render and recommendations it may make in the performance of services.

**ARTICLE 4: COMPLIANCE WITH LAWS**

CONSULTANT shall be solely responsible for giving all notices and complying with all applicable laws, ordinances, rules, regulations, and lawful orders of any public authority relating to CONSULTANT's work, the safety of the persons or property involved, and their protection from damage or injury. CONSULTANT shall defend, indemnify, and hold DISTRICT harmless from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description, including attorneys' fees and costs, brought or recovered against DISTRICT, for or on account of any grossly negligent violation of said laws, ordinances, rules, regulations, and orders in connection with work performed by CONSULTANT under this Agreement.

**ARTICLE 5: CONFIDENTIAL RELATIONSHIP/TITLE TO DOCUMENTS**

CONSULTANT agrees that all dealings of the parties under this Agreement shall be confidential and no report, data, information, or communication developed, prepared, or assembled by CONSULTANT under this Agreement, or any information made available to CONSULTANT by DISTRICT, shall be revealed, disseminated, or made available by CONSULTANT to any person or entity other than DISTRICT without the prior written consent of DISTRICT. All data, calculations, drawings, and other documents developed, prepared, completed, or acquired by CONSULTANT during the performance of its services hereunder shall be turned over to DISTRICT upon termination of this Agreement.

**ARTICLE 6: PAYMENT TO CONSULTANT**

A. In consideration of CONSULTANT's performance of services as described herein, DISTRICT shall pay CONSULTANT fees for its services at the rates specified in Attachment B plus any reasonable expenses. On or prior to the tenth (10<sup>th</sup>) day of each calendar month after actual work is started, CONSULTANT shall submit an invoice in sufficient detail to show the total amount of work done and materials furnished by CONSULTANT and incorporated into the work to the last day of the month preceding the one in which the invoice is submitted. Such invoice shall include the name and title of each person performing work, date and brief description of the work performed, number and type of hours worked, and labor rate. DISTRICT shall review and approve CONSULTANT's invoice for accuracy and

agree with CONSULTANT on any adjustments that may be appropriate. Such approvals shall not be unreasonably withheld. DISTRICT shall pay CONSULTANT for all approved work and materials within thirty (30) days of agreement on the amount of the invoice. In the event of disagreement with CONSULTANT on adjustments or disallowances, said amounts and disputes shall be withheld until resolved. Upon resolution of the disagreements, payment of the approved amount shall be made within thirty (30) days after deducting therefrom all previous payments and all sums to be retained under the terms of the agreement.

B. Total fees to be paid by DISTRICT to CONSULTANT for CONSULTANT's services described herein shall not exceed \$80,000. Additional services requested outside the scope of this Agreement would require written amendment hereto.

C. No payment made under this Agreement, except the final payment, shall be conclusive evidence of CONSULTANT's performance of the Agreement, either wholly or in part, and no payment shall be construed to be an acceptance of CONSULTANT's services performed. DISTRICT shall provide CONSULTANT with written documentation of completion of work along with final payment.

#### **ARTICLE 7: MODIFICATION**

No change to CONSULTANT billing rate or the contract amount, or to any other provision of this Agreement, may be made except by a written amendment signed by CONSULTANT and DISTRICT. DISTRICT General Manager or his designee shall be authorized to approve changes to this Agreement in a manner consistent with the provisions of District Purchasing Policy. Each amendment for additional services shall not exceed \$10,000, and the aggregate total of the original contract and all amendments shall not exceed \$100,000 without Board approval.

#### **ARTICLE 8: SUSPENSION OR TERMINATION OF CONTRACT**

All work shall be done in a diligent and professional manner to DISTRICT's satisfaction. CONSULTANT specifically acknowledges and agrees that DISTRICT may suspend or terminate CONSULTANT's services at any time with or without cause, regardless of whether Consultant's services are completed. Any termination or any special instructions hereunder from DISTRICT shall be made in writing.

In the event suspension of services exceeds twelve (12) months in duration, CONSULTANT may, by not less than thirty (30) days' written notice, terminate the services as they apply to the suspended portion of the project. In the event this Agreement is terminated by either DISTRICT or CONSULTANT, all reports, specifications and appurtenant data shall be delivered by CONSULTANT to DISTRICT and may be used by DISTRICT.

#### **ARTICLE 9: INDEMNIFICATION AND HOLD HARMLESS**

CONSULTANT agrees to defend, indemnify, and hold harmless DISTRICT and its officers, agents, and employees, from and against any and all liability, damages, costs, losses, claims, and expenses, however caused, resulting directly or indirectly from or connected with CONSULTANT's negligent performance of this Agreement (including, but not limited to, such liability, cost, damage, loss, claim, or expense arising from the death of or injury to, or damage to property of CONSULTANT, DISTRICT, or their respective employees or agents), except to the extent that such liability, damages, costs, losses, claims, or expenses are caused by the negligent or wrongful acts or omissions of DISTRICT or any of its agents or employees.

**ARTICLE 10: INSURANCE**

CONSULTANT shall provide and keep in effect during the term of this Agreement insurance as follows:

- A. Workers' Compensation and Employer's Liability in accordance with applicable laws.
- B. Comprehensive Commercial Liability policies with combined single limit coverage of not less than \$1,000,000 for any personal injury, death, or property damage.
- C. Comprehensive Automobile Liability policies with combined single limit coverage of not less than \$1,000,000 for personal injury, death, or property damage.
- D. Errors and Omissions coverage with minimum limits of \$1,000,000 in full force and effect during the life of this contract.

CONSULTANT shall provide certificates of such insurance to DISTRICT prior to the start of work. Said certificates shall specifically provide that: (1) DISTRICT is an additional insured for the coverage in Items B and C above; (2) any other insurance coverage applicable to the loss shall be deemed excess coverage and CONSULTANT's insurance shall be primary for the coverage in Items B and C above; (3) in the event of CONSULTANT's error or omission, CONSULTANT's insurance shall respond for the coverage in Item D above; and (4) such insurance shall not be terminated or canceled without thirty (30) days' prior written notice having been given DISTRICT at its address set forth in this Agreement, except that ten (10) days' written notice shall be acceptable in the case of cancellation for nonpayment.

**ARTICLE 11: SUBCONTRACTORS**

This Agreement is a personal service contract, and the consulting work hereunder shall not be delegated or assigned by CONSULTANT to any person or entity without the consent of DISTRICT. Breach of this provision shall be grounds for immediate termination of this Agreement.

**ARTICLE 12: AUTHORITY TO EXECUTE CONTRACT**

Both DISTRICT and CONSULTANT do covenant that each individual executing this Agreement is a person duly authorized and empowered to execute Agreements for such party.

**ARTICLE 13: DISPUTE RESOLUTION**

In the event that CONSULTANT and DISTRICT have a dispute concerning the payment of sums pursuant to their Contract, the parties agree to be governed by Public Contracts Code Section 20104 et seq. In the event of such dispute, CONSULTANT shall file a written claim with DISTRICT. DISTRICT shall respond in writing within forty-five (45) days, or, within thirty (30) days request additional documentation and respond within fifteen (15) days after said request.

**ARTICLE 14: NOTICES**

All notices or other official correspondence relating to contractual matters between the parties shall be made by depositing the same as first-class, postage-paid mail addressed as follows:

To CONSULTANT: KELLIE MEEHAN, Owner & CEO  
Searle Creative Group LLC



1802 Eastman Avenue, Suite 111  
Ventura, CA 93003

To DISTRICT: FINANCE & ADMINISTRATION  
Triunfo Water & Sanitation District  
370 N. Westlake Blvd, Suite 100  
Westlake Village, CA 91362

With a copy to: ARNOLD LAROCHELLE MATHEWS VANCONAS & ZIRBEL LLP  
300 E. Esplanade Drive, Suite 2100  
Oxnard, CA 93036

or to such other address as either party may designate hereinafter in writing delivered to the other party. All notices shall be deemed to have been received three (3) days after mailing.

**ARTICLE 15: NO WAIVER**

No failure or delay by DISTRICT in asserting any of DISTRICT's rights and remedies as to any default of CONSULTANT shall operate as a waiver of the default, of any subsequent or other default by CONSULTANT, or of any of DISTRICT's rights or remedies. No such delay shall deprive DISTRICT of its right to institute and maintain any action or proceeding which may be necessary to protect, assert, or enforce any rights or remedies arising out of this Agreement or the performance of this Agreement.

**ARTICLE 16: PARTIAL INVALIDITY**

If any term, covenant, condition, or provision of this Agreement is found by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated thereby.

**ARTICLE 17: TERMS**

No alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties. No oral understanding or agreement not incorporated herein shall be binding on any of the parties.

**ARTICLE 18: INCORPORATION OF RECITALS**

The foregoing recitals are incorporated herein as though fully set forth.

**ARTICLE 19: CALIFORNIA LAW**

This Agreement shall be interpreted and construed pursuant to the laws of the State of California. The parties agree that should litigation arising from this Agreement be commenced within California, such litigation shall occur within a court of competent jurisdiction within the County of Ventura.

**ARTICLE 20: EXECUTION IN COUNTERPARTS**

This Agreement and any amendments hereto may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed to be an original, but all such counterparts shall constitute one and the same Agreement, as may be amended from time to time. Delivery of an executed

counterpart of a signature page to this Agreement by facsimile, PDF or other electronic means shall have the same impact and effect as original counterparts and shall be valid, enforceable and binding.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement the day and year first above written.

TRIUNFO WATER & SANITATION DISTRICT

SEARLE CREATIVE GROUP LLC

By \_\_\_\_\_  
JANE NYE  
Chair, Board of Directors

By \_\_\_\_\_  
KELLIE MEEHAN  
Owner & CEO

APPROVED AS TO FORM:  
ARNOLD, LaROCHELLE, MATHEWS,  
VANCONAS & ZIRBEL, LLP

By \_\_\_\_\_  
JOHN M. MATHEWS  
Legal Counsel for DISTRICT

ATTEST:

By \_\_\_\_\_  
FIDELA GARCIA  
Clerk of the Board

## EXHIBIT A

### **Scope of Work for Public Outreach Program**

#### **Overview**

Public outreach services for Triunfo Water & Sanitation District (TWSD) are primarily performed on a project basis. These projects include routine tasks such as regular website updates, water bill inserts, social media postings, and attendance at TWSD Board meetings, as well as a variety of “as-needed” projects. Such work includes customer education events, media relations, school outreach programs, photography, and the writing and design of a variety of materials including newsletters, display advertisements, brochures, forms, and correspondence. Details are provided below.

#### **Routine Tasks**

The bulk of routine outreach involves updates to the District website (trunfowsd.com):

- Posting of Board, committee, and Joint Powers Authority agendas and calendar listings;
- Indexing and posting of Board meeting videos;
- Updating the “urgent message” button on the home page;
- Updating public information documents (e.g., ordinances, reports) as necessary;
- Regular scanning of the site for outdated information, bad links, etc.

Another routine task involves design and writing of monthly water bill inserts (either “buck-slips” or full-page newsletters, depending on messaging needs).

TWSD maintains a Facebook page, and staff routinely posts at least once a week (or more frequently, depending on need).

#### **“As-Needed” Projects**

- Website – Creation of new content as directed by Board or management.
- Customer Education Events – these include public events such as the annual Westlake Village Street Festival and the Oak Park Unified School District “Super Saturday” event, as well as District-sponsored educational seminars and workshops. Prior to the pandemic, these were conducted in public meeting spaces in TWSD’s service area; most recently, they have been held online.

- Media Relations – Activity to date primarily includes issuance of news releases to highlight District activities or developments, as well as responding to media inquiries as needed, primarily with news outlets within the TWSD service area.
- School Outreach Programs – Working in collaboration with public outreach staff from Las Virgenes Municipal Water District, staff visits elementary, middle, and high school classrooms within the service area to instruct students on local and regional water supply issues, wastewater treatment, conservation, and the Pure Water Project.
- Photography – Staff serves as the District photographer, creating images for a variety of needs, from the website to PowerPoint presentations to collateral material.
- Writing and Design – Depending upon the circumstances, public outreach staff is responsible for the creation of a variety of written materials, including:
  - Customer communications
  - News releases
  - Display advertisements
  - Brochures
  - PowerPoint presentations
  - Forms
  - Correspondence
  - Special projects as directed by the General Manager or the Board

### **Time Requirements**

Time required for routine and “as-needed” projects varies based on circumstances, but the average split between the two in a given month is approximately 50-50.



*Providing Outstanding Service Since 1963*

**Board of Directors**

Jane Nye, Chair  
Janna Orkney, Vice Chair  
Leon Shapiro, Director  
Raymond Tjulander, Director  
James Wall, Director

June 26, 2023

Board of Directors  
Triunfo Water & Sanitation District  
Ventura County, California

**DISCUSSION OF PUBLIC OUTREACH POLICY**

At the May 22, 2023, Triunfo Water & Sanitation District (District) Board Meeting, Vice-Chair Orkney requested that an item be placed on the June 26, 2023, Board Meeting Agenda to provide an opportunity for the Board to discuss the need for a Public Outreach Policy. Staff recommends the Board discuss and provide direction.

REVIEWED AND APPROVED:

\_\_\_\_\_  
Mark Norris - General Manager

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**TRIUNFO WATER & SANITATION DISTRICT****DISBURSEMENTS****5/1/23-5/31/23**

<b>CHECK #</b>	<b>CHECK AMT</b>	<b>CHECK DATE</b>	<b>VENDOR NAME</b>
	<b>DIST AMT</b>		<b>DESCRIPTION</b>
10837	\$86.37	5/3/2023	ACCURATE FIRST AID SERVICES
			FIRST AID CABINET - OP & WLW
10838	\$192.60	5/3/2023	AT&T
			MAY 23 - SCADA NETWORK
10839	\$83.78	5/3/2023	COUNTY OF VENTURA
	\$29.77		3/14-4/18 - WW LIFT STATION 3
	\$24.24		3/14-4/18 - 62 BUCKSKIN RD
	\$29.77		3/14-4/18 - WW LIFT STATION 3A
10840	\$1,195.00	5/3/2023	FGL ENVIRONMENTAL
			OAK PARK DBP MONITORING - LAB ANALYSIS
10841	\$100.00	5/3/2023	FISERV, INC.
			APR 23 - SERVICE FEES
10842	\$561.00	5/3/2023	HANOVER INSURANCE GROUP
			ADDITIONAL COMMERCIAL POLICY 5/19/22-5/19/23
10843	\$134,791.00	5/3/2023	CITY OF LOS ANGELES
	\$92,275.00		O&M PORTION OF ASSSC
	\$42,516.00		CAP PORTION OF ASSSC
10844	\$155.83	5/3/2023	READY REFRESH
			APR 23 - DRINKING WATER FOR WLW OFFICE
10845	\$173.91	5/3/2023	WM CORPORATE SERVICES, INC.
			MAY 23 - WASTE MANAGEMENT SERVICES
10846	\$72.43	5/3/2023	MARY KRAMER
			REFUND WATER CUSTOMER CREDIT BALANCE
10847	\$22.74	5/3/2023	GERI NAFSHUN
			REFUND WATER CUSTOMER CREDIT BALANCE
10848	\$3,230.00	5/3/2023	JOHN H-SUSAN G MCALPINE TR
			SEWER SERVICE FEE REFUND - WOOLSEY FIRE
10849	\$3,230.00	5/3/2023	VINOD K-NANDINI SODHI TR
			SEWER SERVICE FEE REFUND - WOOLSEY FIRE

**TRIUNFO WATER & SANITATION DISTRICT****DISBURSEMENTS****5/1/23-5/31/23**

<b>CHECK #</b>	<b>CHECK AMT</b>	<b>CHECK DATE</b>	<b>VENDOR NAME</b>
	<b>DIST AMT</b>		<b>DESCRIPTION</b>
10850	\$3,230.00	5/3/2023	BACKROWS 1139 LLC
			SEWER SERVICE FEE REFUND - WOOLSEY FIRE
10851	\$3,230.00	5/3/2023	FIVE CROWN HOMES LLC
			SEWER SERVICE FEE REFUND - WOOLSEY FIRE
10852	\$3,230.00	5/3/2023	ZHAN H LIU
			SEWER SERVICE FEE REFUND - WOOLSEY FIRE
10853	\$3,230.00	5/3/2023	RICHARD C ROBERTSON TR
			SEWER SERVICE FEE REFUND - WOOLSEY FIRE
10854	\$3,230.00	5/3/2023	STEVEN F MERSHON
			SEWER SERVICE FEE REFUND - WOOLSEY FIRE
10855	\$3,230.00	5/3/2023	BEVERLY CASHIO PROPERTY LLC
			SEWER SERVICE FEE REFUND - WOOLSEY FIRE
10856	\$15.00	5/3/2023	NICHOLAS CERONE
			REFUND WATER CUSTOMER CREDIT BALANCE
10857	\$15.16	5/3/2023	PATRICK BRINKERHOFF
			REFUND WATER CUSTOMER CREDIT BALANCE
10858	\$199.12	5/11/2023	AT&T
	\$103.52		MAY 23 - U-VERSE TWSD PW OPS
	\$95.60		MAY 23 - BELL CANYON INTERNET
10859	\$306.00	5/11/2023	FGL ENVIRONMENTAL
			OAK PARK DBP MONITORING - LAB ANALYSIS
10860	\$200.00	5/11/2023	FISERV, INC.
			PAYMENT PROCESSING FEES
10861	\$3,477.48	5/11/2023	STATE COMPENSATION INSURANCE FUND
			7/1/22-7/1/23 - PREMIUM CHARGE
10862	\$521.45	5/11/2023	W.W. GRAINGER, INC.
			MATERIALS & SUPPLIES - OAK PARK
10863	\$47.17	5/11/2023	PROPERTY MANAGEMENT REALTY
			REFUND WATER CUSTOMER CREDIT BALANCE



**TRIUNFO WATER & SANITATION DISTRICT****DISBURSEMENTS****5/1/23-5/31/23**

<b>CHECK #</b>	<b>CHECK AMT</b>	<b>CHECK DATE</b>	<b>VENDOR NAME</b>
	<b>DIST AMT</b>		<b>DESCRIPTION</b>
10864	\$60.78	5/11/2023	JAY AND LINDA KAPITZ REFUND WATER CUSTOMER CREDIT BALANCE
10865	\$1,000.00	5/11/2023	SAFADI RAMI-BAWWAB SAMIA TR PROJECT COMPLETION DEPOSIT REFUND
10866	\$361.46	5/11/2023	WEST HILLS HOLDING LLC PROJECT COMPLETION DEPOSIT REFUND
10867	\$1,241.25	5/18/2023	AT&T MOBILITY APR 23 - WIRELESS SERVICE
10868	\$60.00	5/18/2023	ASSOCIATION OF WATER AGENCIES OF VENTURA COUNTY 5/18/23 MEETING - J. ORKNEY & L. SHAPRIO
10870	\$450.00	5/18/2023	COUNTY OF VENTURA 11/8/22 - GENERAL ELECTION COSTS
10871	\$97.18	5/18/2023	MCI APR 23 - 800# FOR TWSD CUSTOMERS
10872	\$1,289.48	5/18/2023	VENTURA COUNTY STAR 4/7 - 4/17 PUBLIC NOTICE - BIDS
10873	\$1,000.00	5/18/2023	MATI NILKOTE PROJECT COMPLETION DEPOSIT REFUND
10874	\$3,230.00	5/18/2023	JULIE LEAVELLE SEWER SERVICE FEE REFUND - WOOLSEY FIRE
10875	\$17.90	5/18/2023	CL3032, LLC REFUND WATER CUSTOMER CREDIT BALANCE
10876	\$24.71	5/18/2023	ANDREA CIONGOLI REFUND WATER CUSTOMER CREDIT BALANCE
10877	\$7.85	5/18/2023	SHELLY WOLFE REFUND WATER CUSTOMER CREDIT BALANCE
10878	\$41.71	5/18/2023	FRANCES CHUI KAN SO REFUND WATER CUSTOMER CREDIT BALANCE

**TRIUNFO WATER & SANITATION DISTRICT****DISBURSEMENTS****5/1/23-5/31/23**

<b>CHECK #</b>	<b>CHECK AMT</b>	<b>CHECK DATE</b>	<b>VENDOR NAME</b>
	<b>DIST AMT</b>		<b>DESCRIPTION</b>
10879	\$93.98	5/18/2023	CATHERINE CRAVEN
			REFUND WATER CUSTOMER CREDIT BALANCE
10880	\$44.62	5/18/2023	TIM CULLEN
			REFUND WATER CUSTOMER CREDIT BALANCE
10881	\$49.10	5/18/2023	PAUL UBHI
			REFUND WATER CUSTOMER CREDIT BALANCE
10882	\$2,955.46	5/18/2023	DILIPKUMAR PATEL
			SEWER SERVICE FEE REFUND - WOOLSEY FIRE
10883	\$1,869.78	5/31/2023	CED ROYAL INDUSTRIES
			SMALL TOOLS & EQUIPMENT
10884	\$882.46	5/31/2023	FAMCON PIPE & SUPPLY INC.
	\$604.44		MATERIALS & SUPPLIES - SAVOY REPAIR
	\$278.02		MATERIALS & SUPPLIES - OAK PARK
10885	\$771.00	5/31/2023	FGL ENVIRONMENTAL
			OP DBP MONITORING - LAB ANALYSIS
10886	\$25.00	5/31/2023	VCSDA
			6/6/23 - VCSDA MEETING - J.ORKNEY
10887	\$134.16	5/31/2023	W.W. GRAINGER, INC.
			MATERIALS & SUPPLIES - OAK PARK
10888	\$330.15	5/31/2023	LARRY WILSON
			REFUND WATER CUSTOMER CREDIT BALANCE
10889	\$2,023.44	5/31/2023	MAL B KIM TR
			SEWER SERVICE FEE REFUND - WOOLSEY FIRE
10890	\$22.77	5/31/2023	ROBIN HABIF RIEGER
			REFUND WATER CUSTOMER CREDIT BALANCE
ACH TXF	\$162.14	5/2/2023	LINCOLN FINANCIAL GROUP
			DEFERRED COMP BOARD
ACH TXF	\$3,022.80	5/3/2023	US BANK CORPORATE PAYMENT SYSTEMS
			PURCHASE CARD PAYMENT

**TRIUNFO WATER & SANITATION DISTRICT****DISBURSEMENTS****5/1/23-5/31/23**

<b>CHECK #</b>	<b>CHECK AMT</b>	<b>CHECK DATE</b>	<b>VENDOR NAME</b>
	<b>DIST AMT</b>		<b>DESCRIPTION</b>
ACH TXF	\$178.64	5/4/2023	LINCOLN FINANCIAL GROUP
			DEFERRED COMP BOARD
ACH TXF	\$190.96	5/4/2023	INTERNAL REVENUE SERVICE
			APR 23 - FEDERAL & MEDICARE TAX
ACH TXF	\$39.09	5/4/2023	EMPLOYMENT DEVELOPMENT DEPARTMENT
			APR 23 - STATE INCOME TAX
ACH TXF	\$1,007.42	5/5/2023	PAYCHEX
			ADMINISTRATION FEES
ACH TXF	\$26,483.13	5/10/2023	INTERNAL REVENUE SERVICE
			PAYROLL TAXES - FED, MED & SS
ACH TXF	\$6,109.92	5/11/2023	EMPLOYMENT DEVELOPMENT DEPARTMENT
			PAYROLL TAXES - STATE
ACH TXF	\$6,415.00	5/11/2023	LINCOLN FINANCIAL GROUP
			457B PLAN
ACH TXF	\$13,425.90	5/11/2023	LINCOLN FINANCIAL GROUP
			401A PLAN
ACH TXF	\$480.38	5/12/2023	US BANK ACCOUNT ANALYSIS & BILLING
			APR 23 - ANALYSIS SERVICE CHARGE
ACH TXF	\$4,962.52	5/19/2023	PAYMENTUS
			APR 23 - ON-LINE PAYMENT PROCESSING FEES
ACH TXF	\$1,007.42	5/19/2023	PAYCHEX
			ADMINISTRATION FEES
ACH TXF	\$6,415.00	5/23/2023	LINCOLN FINANCIAL GROUP
			457B PLAN
ACH TXF	\$13,425.90	5/23/2023	LINCOLN FINANCIAL GROUP
			401A PLAN
ACH TXF	\$15,376.40	5/23/2023	CALIFORNIA CHOICE
			JUN 23 - MEDICAL BENEFITS

**TRIUNFO WATER & SANITATION DISTRICT****DISBURSEMENTS****5/1/23-5/31/23**

<b>CHECK #</b>	<b>CHECK AMT</b>	<b>CHECK DATE</b>	<b>VENDOR NAME</b>
	<b>DIST AMT</b>		<b>DESCRIPTION</b>
ACH TXF	\$6,137.61	5/24/2023	EMPLOYMENT DEVELOPMENT DEPARTMENT
			PAYROLL TAXES - STATE
ACH TXF	\$26,586.67	5/24/2023	INTERNAL REVENUE SERVICE
			PAYROLL TAXES - FED, MED, & SS
EFT00000000000001489	\$215.00	5/3/2023	BRANDON ROTH
			REIMBURSE - MECH TECH GRADE 3
EFT00000000000001490	\$2,405.00	5/3/2023	DEBRA WEST
			APR 23 - CONSULTING SERVICES
EFT00000000000001491	\$373.05	5/3/2023	COPIER HEADQUARTERS, INC
			MAY 23 - BILLING PERIOD/OVERAGE
EFT00000000000001492	\$2,597.60	5/3/2023	MAIL MANAGER,INC.
			APR 23 - PRINTING & MAILING
EFT00000000000001493	\$57.07	5/3/2023	MCMASTER-CARR
			MATERIALS & SUPPLIES
EFT00000000000001494	\$3,461.25	5/3/2023	PHOENIX CIVIL ENGINEERING, INC
			TWSD BELL CANYON SEWER MAINLINE
EFT00000000000001495	\$113.25	5/3/2023	UNDERGROUND SVC ALERT OF S. CAL
			APR 23 - DATABASE MAINT FEE
EFT00000000000001496	\$719.41	5/11/2023	ACCESS INFORMATION MANAGEMENT CORPORATION
			MAY 23 - STORAGE, RETRIEVE, SHRED
EFT00000000000001497	\$61.13	5/11/2023	AUTOMATION DIRECT
			MATERIAL & SUPPLIES
EFT00000000000001498	\$370,919.60	5/11/2023	BANC OF AMERICA PUBLIC CAPITAL
			LOAN PAYMENT - KILBURN TANK & AMI
EFT00000000000001499	\$155.16	5/11/2023	CINTAS CORP
			EMPLOYEE UNIFORMS/SUPPLIES
EFT00000000000001500	\$1,778.00	5/11/2023	FTI SERVICES
			MAR 23 - IT SERVICES

**TRIUNFO WATER & SANITATION DISTRICT****DISBURSEMENTS****5/1/23-5/31/23**

<b>CHECK #</b>	<b>CHECK AMT</b>	<b>CHECK DATE</b>	<b>VENDOR NAME</b>
	<b>DIST AMT</b>		<b>DESCRIPTION</b>
EFT000000000000001501	\$1,200.00	5/11/2023	STEPHEN'S VIDEO & PHOTOGRAPHY
			APR 23 - VIDEO MEETINGS
EFT000000000000001502	\$2,803.22	5/11/2023	SUPERIOR ELECTRIC MOTOR SERVICE INC.
			SAVOY REBUILT GE MOTOR
EFT000000000000001503	\$141.00	5/18/2023	ALLIANT INSURANCE SERVICES, INC
			POLICY MXI 93058679
EFT000000000000001504	\$259,522.00	5/18/2023	ASSURED PARTNERS
			TERM PREM & ADMIN FEES
EFT000000000000001506	\$4,984.42	5/18/2023	SAM HILL & SONS, INC.
			REPAIR - 1248 HEATHERVIEW DR.
EFT000000000000001507	\$2,857.36	5/18/2023	SDRMA
			JUN 23 - ANCILLARY HEALTH INS
EFT000000000000001508	\$5,462.43	5/18/2023	SEARLE CREATIVE GROUP LLC
			APR 23 - PUBLIC OUTREACH SVCS
EFT000000000000001509	\$234,120.66	5/30/2023	CALLEGUAS MUNICIPAL WATER DISTRICT
			APR 23 - POTABLE WATER
EFT000000000000001510	\$250.56	5/30/2023	CINTAS CORP
			EMPLOYEE UNIFORMS/SUPPLIES
EFT000000000000001511	\$552.76	5/30/2023	FRONTIER COMMUNICATIONS
	\$114.99		MAY 23 - BUSINESS FIBER INTERNET
	\$57.31		MAY 23 - LK SHERWOOD STAFFORD
	\$56.12		MAY 23 - 654 LAKE SHERWOOD DR
	\$61.24		MAY 23 - N RANCH PUMP STATION
	\$63.59		MAY 23 - THOUSAND OAKS TELE/MAINT
	\$199.51		MAY 23 - 56K NETWORK SCADA
EFT000000000000001512	\$5,500.00	5/30/2023	iWATER INC
			INFRAMAP CLOUD SOFTWARE
EFT000000000000001513	\$1,044.88	5/30/2023	MCMMASTER-CARR
	\$876.54		MATERIALS & SUPPLIES - OAK PARK
	\$168.34		MATERIALS & SUPPLIES - LINDERO PROJECT

**TRIUNFO WATER & SANITATION DISTRICT  
DISBURSEMENTS  
5/1/23-5/31/23**

CHECK #	CHECK AMT	CHECK DATE	VENDOR NAME
	DIST AMT		DESCRIPTION
EFT000000000000001514	\$14,770.70	5/30/2023	SOUTHERN CALIFORNIA EDISON MAY 23 - MASTER BILL
EFT000000000000001515	\$41,208.89	5/30/2023	VENTURA REGIONAL SANITATION DISTRICT VRSD CONTRACT SVCS - APR 23
EFT000000000000001516	\$15,754.00	5/30/2023	WESTLAKE OFFICE PARK/DOLPHIN PTRS AGENT JUN 23 - OFFICE RENT
EFT000000000000001517	\$2,023.44	5/30/2023	WENBIN ZHAO SEWER SERVICE FEE REFUND - WOOLSEY FIRE
EFT000000000000001518	\$434.09	5/31/2023	MICHAEL CASTRO REIMBURSE - BOARD ROOM ITEMS
EFT000000000000001519	\$283.00	5/31/2023	DIAL SECURITY JUN 23 - MONTHLY MONITORING
EFT000000000000001520	\$1,500.48	5/31/2023	RAYMOND TJULANDER REIMBURSE - ACWA CONFERENCE 5/9/23 - 5/11/23
<b>TOTAL</b>	<b>\$1,294,836.59</b>		

**TRIUNFO WATER & SANITATION DISTRICT  
VOIDED PAYMENT REPORT  
5/1/23-5/31/23**

10869	\$0.00	5/18/2023	ARIK BAHAROUZI - VOIDED REIMBURSEMENT FOR BOOTS TWSD TO BE BILLED
EFT000000000000001505	\$0.00	5/18/2023	DAVID RYDMAN - VOIDED REIMBURSEMENT FOR BOOTS TWSD TO BE BILLED



## Water & Wastewater Monthly Report

### Triunfo Water & Sanitation District

For the month of: April 2023

The billing period for this invoice is April 1 through April 30, 2023 for labor and equipment. This report is arranged in the order of the invoice: Collection System, General Administration, Potable Water, and Reclaim Water Systems.

#### 124100 – CENTRAL ADMINISTRATION

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

#### 221201 – WASTEWATER – COLLECTION SYSTEM MAINTENANCE

- Staff vacuumed and cleaned Lakeside Lift Station and Carlisle Pump Station
- Zoom Meeting
- CA Water charge
- Tetra Tech charge

#### 221206 – WW MAINT – SCADA

- HMI update
- Document cell modem locations, IP address, and phone numbers at WW lift stations

#### 222202 - POTABLE WATER – MAINTENANCE – SCADA

- Staff investigated communication failure at Lindero Pump Station and Kilburn Tank
- Staff investigated cellular router data usage and locations
- HMI updates
- Lindero upgrade parts and ordering, pick up and deliver parts from different vendors

#### 223200 – RW MAINTENANCE

- HMI updates

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

RICHARD JONES – DIRECTOR OF OPERATIONS



# Ventura Regional Sanitation District

4105 Gonzales Road  
 Oxnard CA 93036-2748  
 (805) 658-4656  
 billing-ar@vrds.com

INVOICE DATE
4/30/2023

This invoice is due upon receipt

## INVOICE - SUMMARY

Triunfo Sanitation District  
 370 N Westlake Blvd, Suite 100  
 Westlake Village, CA 91362

Customer Number	1018
-----------------	------

Invoice #	Project Name	Fee Code	Extended Total
221201-04/30/23	TWSD - WW MAINT COL SYSTEM	1 - Labor	3,914.50
221201-04/30/23	TWSD - WW MAINT COL SYSTEM	2 - Equipment	1,123.30
221201-04/30/23	TWSD - WW MAINT COL SYSTEM	3 - Mat&Supp	1,156.57
<b>221201-04/30/23 Total</b>			<b>6,194.37</b>
221206-04/30/23	TWSD - WW MAINT SCADA	1 - Labor	1,312.00
221206-04/30/23	TWSD - WW MAINT SCADA	2 - Equipment	301.75
<b>221206-04/30/23 Total</b>			<b>1,613.75</b>
221300-04/30/23	TWSD - WW OPERATIONS ADMIN FIELD	1 - Labor	0.00
<b>221300-04/30/23 Total</b>			<b>0.00</b>
222202-04/30/23	TWSD - PW-MAINT SCADA/ELECTRIC	1 - Labor	14,555.00
222202-04/30/23	TWSD - PW-MAINT SCADA/ELECTRIC	2 - Equipment	1,733.25
222202-04/30/23	TWSD - PW-MAINT SCADA/ELECTRIC	3 - Mat&Supp	16,620.52
<b>222202-04/30/23 Total</b>			<b>32,908.77</b>
223200-04/30/23	TWSD - RW MAINTENANCE	1 - Labor	492.00
<b>223200-04/30/23 Total</b>			<b>492.00</b>
<b>Grand Total</b>			<b>\$41,208.89</b>

APPROVED FOR PAYMENT			
<b>FUND</b>	<b>DEPT</b>	<b>EXPENSE</b>	<b>AMOUNT</b>
ACCOUNTING		AP	OPS/ADMIN
<i>5/19/23</i>		<i>[Signature]</i>	<i>[Signature]</i>
AUTHORIZATION FOR PAYMENT			
<i>[Signature]</i>		<i>[Signature]</i>	



DEBRA WEST  
 30463 KINGS VALLEY DRIVE  
 CONIFER, COLORADO 80433

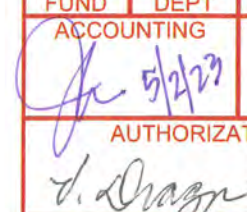


# Invoice

DATE	INVOICE #
4/30/2023	3923

BILL TO
Triunfo Water & Sanitation District 370 N Westlake Blvd. Suite 100 Westlake Village, CA 91362

DESCRIPTION	HOURS	AMOUNT
Provide training, support, and assistance on sewer related customer service, recordkeeping, and accounting.  Tasks worked on during the month of April 2023 include: Tax roll meeting, County to GP updates and providing assistance as requested by Yag and management.	37	2,405.00

PO 128

APPROVED FOR PAYMENT			
45	210	52080	
FUND	DEPT	EXPENSE	AMOUNT
ACCOUNTING	5/2/23	AP	OPS/ADMIN
			
AUTHORIZATION FOR PAYMENT			

<b>Total</b>	\$2,405.00
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**Board of Directors**

Jane Nye, Chair  
Janna Orkney, Vice Chair  
Raymond Tjulander, Director  
James Wall, Director  
Leon Shapiro, Director

*Providing Outstanding Service Since 1963*

June 26, 2023

Board of Directors  
Triunfo Water & Sanitation District  
Ventura County, California

**INVESTMENT REPORT – MAY 2023**

**Summary**

The attached report shows cash and investment holdings of the District on May 31, 2023. 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 \$31,513,899 on May 31, a \$729,676 decrease compared to the prior month. This net decrease is mainly due to funding operations. Interest earnings of \$67,905 for the month were accrued and the fiscal year to date at \$532,814.

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 2023. 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) 658-4649 or via email at [VickieDragan@TriunfoWSD.com](mailto:VickieDragan@TriunfoWSD.com).

**Fiscal Impact**

None.

**Recommendation**

Receive and file.

VICKIE DRAGAN – DIRECTOR OF FINANCE

REVIEWED AND APPROVED: \_\_\_\_\_

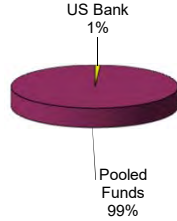
Mark Norris – General Manager

Attachment: May 2023 Investment Report

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**TRIUNFO SANITATION DISTRICT  
INVESTMENT REPORT  
FOR THE MONTH ENDED MAY 31, 2023**

Distribution of Funds at Cost



SUMMARY	Value at Cost			Interest Earned**	
	Balance 04/30/23	Change in Value	Balance 05/31/23	May-23	Fiscal Year-to-Date
<b>A. US Bank</b>	\$ 142,883	\$ 170,324	\$ 313,207	\$ -	\$ -
<b>B. Pooled Funds</b>	32,100,692	(900,000)	31,200,692	67,905	532,814
	<b>\$ 32,243,575</b>	<b>\$ (729,676)</b>	<b>\$ 31,513,899</b>	<b>\$ 67,905</b>	<b>\$ 532,814</b>

A. US BANK	Balance 04/30/23	Net Deposits/ (Withdrawals)	Interest Received	Balance 05/31/23	Yield	Market Value
US Bank Checking Account	142,882.94	\$ 170,323.75		313,206.69	0.75%	313,206.69
	142,882.94	170,323.75	-	313,206.69		313,206.69
<b>B. POOLED FUNDS</b>	<b>Balance 04/30/23</b>	<b>Net Deposits/ (Withdrawals)</b>	<b>Interest Received</b>	<b>Balance 05/31/23</b>	<b>Yield*</b>	<b>Market Value*</b>
Local Agency Investment Fund	30,915,578.95	(10,900,000.00)		20,015,578.95	2.993%	20,015,578.95
Ventura County Pool	1,185,113.45	10,000,000.00		11,185,113.45	3.490%	11,185,113.45
	<b>\$ 32,100,692.40</b>	<b>\$ (900,000.00)</b>	<b>\$ -</b>	<b>\$ 31,200,692.40</b>		<b>\$ 31,200,692.40</b>
<b>TOTAL</b>				<b>\$ 31,513,899.09</b>		<b>\$ 31,513,899.09</b>

INTEREST EARNED ON A MONTHLY BASIS	Jul-Dec	Jan	Feb	Mar	Apr	May	Jun
	\$201,440 \$	54,790 \$	60,610 \$	63,934 \$	84,135 \$	67,905 \$	-

\* Published rate does not represent net yield rate earned on District investment.

\*\* Estimated for current reporting month.

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# TRIUNFO WATER & SANITATION DISTRICT

May 31, 2023

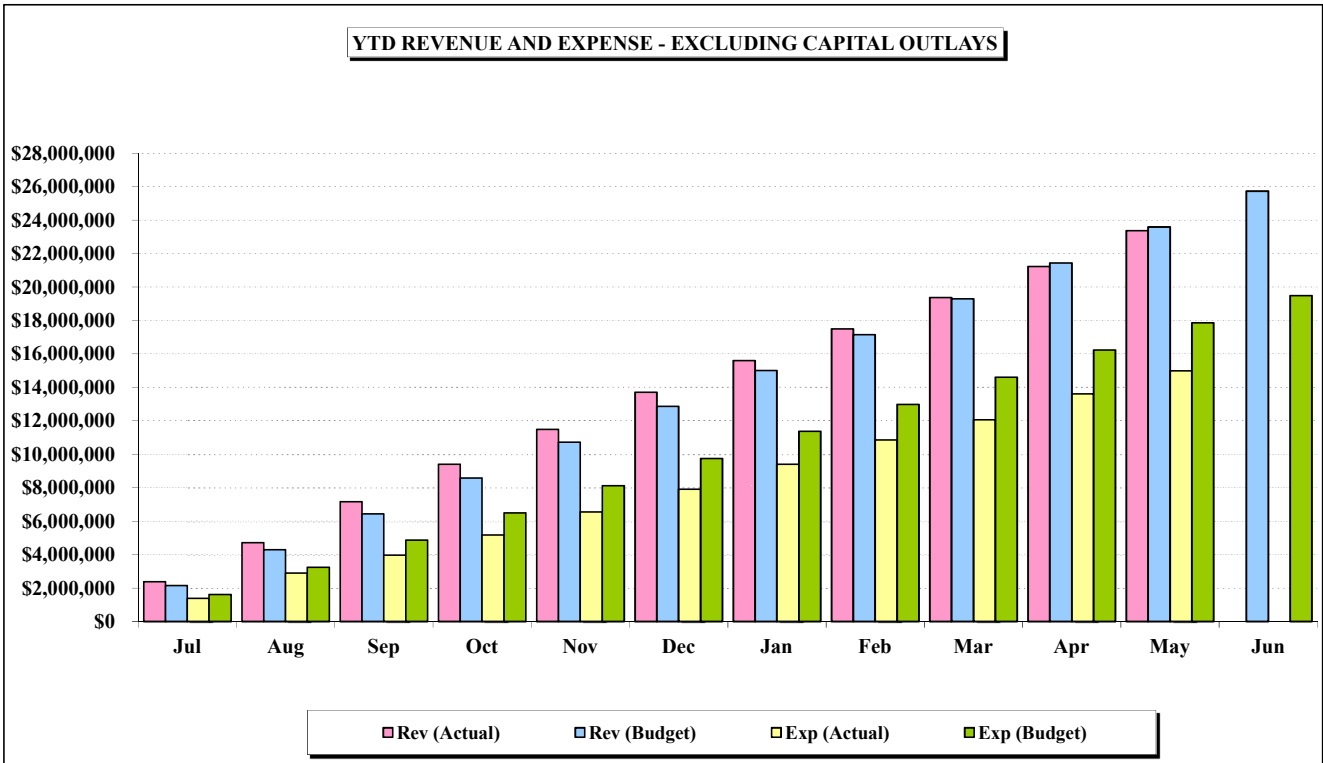
91.7%

## REVENUE AND EXPENSE REPORT

<b>Revenue:</b>	<b>Adjusted Budget</b>	<b>Curent Period</b>	<b>Fiscal Year to Date</b>	<b>Unrealized Revenue</b>	<b>% Realized</b>
Sanitation Fees	\$ 14,645,488	\$ 1,186,508	\$ 13,362,669	\$ 1,282,820	91.2%
Connection Fees Triunfo	84,300	-	101,373	(17,073)	120.3%
Recycled Water	3,173,244	180,255	2,053,806	1,119,438	64.7%
Potable Water	4,863,001	474,680	4,524,352	338,649	93.0%
Water Meter Services	2,525,973	215,759	2,374,437	151,537	94.0%
Interest Income	49,600	72,934	586,772	(537,172)	1183.0%
Revenue - Violations	-	-	24,128	(24,128)	-
Other Services & Fees	378,517	10,831	344,496	34,021	91.0%
<b>Total Revenue</b>	<b>\$ 25,720,123</b>	<b>\$ 2,140,968</b>	<b>\$ 23,372,033</b>	<b>\$ 2,348,090</b>	<b>90.9%</b>

<b>Expenses:</b>	<b>Adjusted Budget</b>	<b>Curent Period</b>	<b>Fiscal Year to Date</b>	<b>Available Budget</b>	<b>% Committed</b>
Wastewater Treatment	\$ 6,564,000	\$ 479,905	\$ 5,104,679	1,459,321	77.8%
Potable Water Purch.	2,387,975	266,039	2,509,264	(121,289)	105.1%
Recycled Water Purch.	848,157	53,985	620,410	227,747	73.1%
VRSD Contract Services	950,000	34,124	511,311	438,689	53.8%
Professional Services	1,608,556	41,075	394,990	1,213,565	24.6%
Depreciation/Amortization	1,408,510	161,463	1,483,724	(75,214)	105.3%
Overhead cost allocation	-	-	-	-	-
Joint Venture spending	-	-	-	-	-
Debt service	337,446	-	236,321	101,125	70.0%
Permits, fees, & other	296,648	5,263	432,979	(136,331)	146.0%
Employee salaries & benefits	2,884,985	249,348	2,687,102	197,883	93.1%
Board member fees	66,335	4,978	35,373	30,962	53.3%
General & Administrative	1,905,903	76,429	844,603	1,061,300	44.3%
Outside Contractor Services	-	-	-	-	-
<b>Total Expenses</b>	<b>\$ 19,258,514</b>	<b>\$ 1,372,607</b>	<b>\$ 14,860,757</b>	<b>\$ 4,397,757</b>	<b>77.2%</b>
<b>Net Income/(Loss) before Capital</b>	<b>\$ 6,461,609</b>	<b>\$ 768,360</b>	<b>\$ 8,511,276</b>	<b>\$ (2,049,667)</b>	<b>131.7%</b>
<b>Capital Outlays</b>	<b>(6,525,061)</b>	<b>(5,216)</b>	<b>(116,197)</b>	<b>(6,408,863)</b>	<b>1.8%</b>
Reverse Depreciation Exp	1,408,510	161,463	1,483,724	(75,214)	105.3%
Less: Principal Payments	(1,373,000)	-	(1,373,000)	-	100.0%
<b>Increase/(Decrease) to Reserves</b>	<b>\$ (27,942)</b>	<b>\$ 924,608</b>	<b>\$ 8,505,803</b>	<b>\$ (8,533,745)</b>	<b>-30440.7%</b>



**TRIUNFO WATER & SANITATION DISTRICT**

May 31, 2023

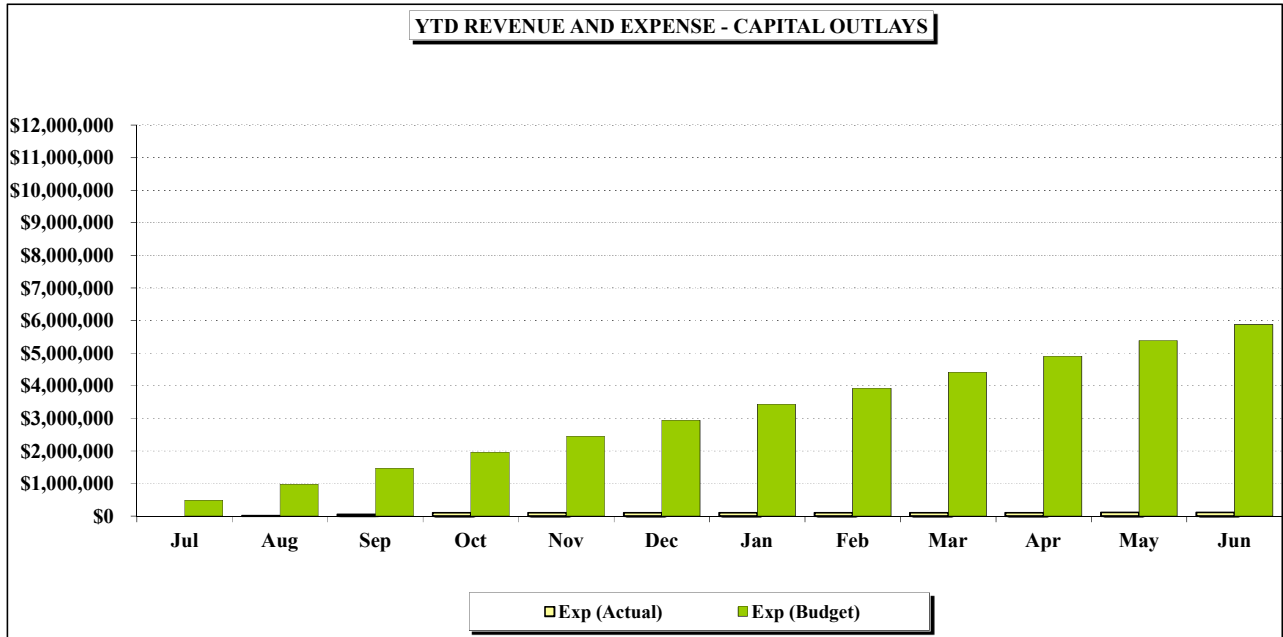
91.7%

**REVENUE AND EXPENSE REPORT - CAPITAL OUTLAYS**

<u>Revenue:</u>	<u>Adjusted Budget</u>	<u>Curent Period</u>	<u>Fiscal Year to Date</u>	<u>Unrealized Revenue</u>	<u>% Realized</u>
Sanitation Fees	\$ -	\$ -	\$ -	\$ -	-
Connection Fees Triunfo	-	-	-	-	-
Recycled Water	-	-	-	-	-
Potable Water	-	-	-	-	-
Water Meter Services	-	-	-	-	-
Interest Income	-	-	-	-	-
Revenue - Violations	-	-	-	-	-
Other Services & Fees	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

<u>Expenses:</u>	<u>Adjusted Budget</u>	<u>Curent Period</u>	<u>Fiscal Year to Date</u>	<u>Available Budget</u>	<u>% Committed</u>
Wastewater Treatment	\$ -	\$ -	\$ -	\$ -	-
Potable Water Purch.	-	-	-	-	-
Recycled Water Purch.	-	-	-	-	-
VRSD Contract Services	-	-	-	-	-
Professional Services	-	-	46,689	(46,689)	-
Depreciation/Amortization	-	-	-	-	-
Overhead cost allocation	-	-	-	-	-
Joint Venture spending	3,918,576	-	-	3,918,576	0.0%
Debt service	-	-	-	-	-
Permits, fees, & other	-	-	-	-	-
Employee salaries & benefits	-	-	-	-	-
Board member fees	-	-	-	-	-
General & Administrative	50,000	-	5,181	44,819	10.4%
Outside Contractor Services	2,556,485	5,216	64,328	2,492,157	2.5%
<b>Total Expenses</b>	<b>\$ 6,525,061</b>	<b>\$ 5,216</b>	<b>\$ 116,197</b>	<b>\$ 6,408,863</b>	<b>1.8%</b>
<b>Increase/(Decrease) to Reserves</b>	<b>\$ (6,525,061)</b>	<b>\$ (5,216)</b>	<b>\$ (116,197)</b>	<b>\$ (6,408,863)</b>	<b>1.8%</b>





**TRIUNFO WATER & SANITATION DISTRICT**

**May 31, 2023**

91.7%

**REVENUE AND EXPENSE REPORT - CENTRAL ADMINISTRATION**

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

<b>Expenses:</b>	<b>Adjusted Budget</b>	<b>Curent Period</b>	<b>Fiscal Year to Date</b>	<b>Available Budget</b>	<b>% Committed</b>
Wastewater Treatment	\$ -	\$ -	\$ -	\$ -	-
Potable Water Purch.	-	-	-	-	-
Recycled Water Purch.	-	-	-	-	-
VRSD Contract Services	-	-	-	-	-
Professional Services	248,282	13,047	200,220	48,062	80.6%
Depreciation/Amortization	-	14,655	131,899	(131,899)	-
Overhead cost allocation	(2,681,085)	(223,424)	(2,523,676)	(157,409)	94.1%
Joint Venture spending	-	-	-	-	-
Debt service	-	-	-	-	-
Permits, fees, & other	14,448	-	15,542	(1,094)	107.6%
Employee salaries & benefits	1,839,844	163,219	1,747,020	92,824	95.0%
Board member fees	51,404	4,978	35,192	16,212	68.5%
General & Administrative	300,207	17,934	264,487	35,720	88.1%
Outside Contractor Services	-	-	-	-	-
<b>Total Expenses</b>	<b>\$ (226,900)</b>	<b>\$ (9,591)</b>	<b>\$ (129,317)</b>	<b>\$ (97,583)</b>	<b>0.0%</b>
<b>Net Income/(Loss) before Capital</b>	<b>\$ 226,900</b>	<b>\$ 9,591</b>	<b>\$ 129,317</b>	<b>\$ 97,583</b>	<b>0.0%</b>
<b>Capital Outlays</b>	<b>(641,752)</b>	<b>-</b>	<b>(5,181)</b>	<b>(636,571)</b>	<b>0.8%</b>
Reverse Depreciation Exp	-	14,655	131,899	(131,899)	-
Less: Principal Payments	-	-	-	-	-
<b>Increase/(Decrease) to Reserves</b>	<b>\$ (414,852)</b>	<b>\$ 24,247</b>	<b>\$ 256,034</b>	<b>\$ (670,887)</b>	<b>0.0%</b>

**TRIUNFO WATER & SANITATION DISTRICT**

May 31, 2023

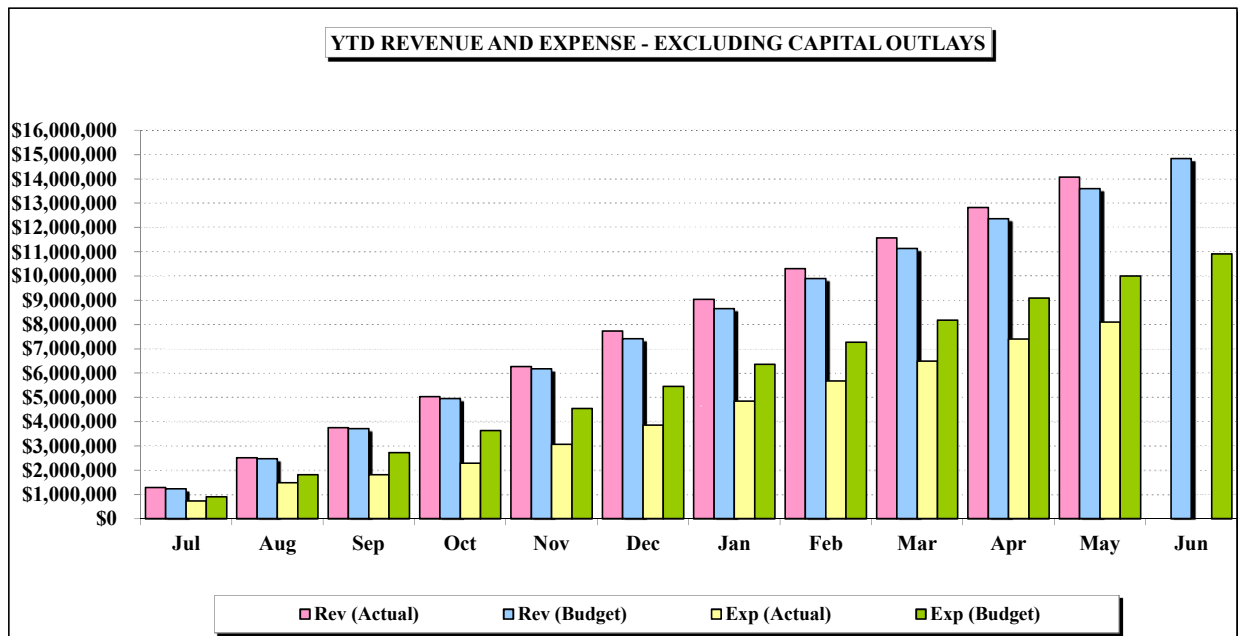
91.7%

**REVENUE AND EXPENSE REPORT - WASTEWATER**

<u>Revenue:</u>	<u>Adjusted Budget</u>	<u>Curent Period</u>	<u>Fiscal Year to Date</u>	<u>Unrealized Revenue</u>	<u>% Realized</u>
Sanitation Fees	\$ 14,645,488	\$ 1,186,508	\$ 13,362,669	\$ 1,282,820	91.2%
Connection Fees Triunfo	84,300	-	101,373	(17,073)	120.3%
Recycled Water	-	-	-	-	-
Potable Water	-	-	-	-	-
Water Meter Services	-	-	-	-	-
Interest Income	49,600	66,218	523,352	(473,752)	1055.1%
Revenue - Violations	-	-	-	-	-
Other Services & Fees	58,225	5,894	87,706	(29,481)	150.6%
<b>Total Revenue</b>	<b>\$ 14,837,613</b>	<b>\$ 1,258,620</b>	<b>\$ 14,075,100</b>	<b>\$ 762,514</b>	<b>94.9%</b>

<u>Expenses:</u>	<u>Adjusted Budget</u>	<u>Curent Period</u>	<u>Fiscal Year to Date</u>	<u>Available Budget</u>	<u>% Committed</u>
Wastewater Treatment	\$ 6,564,000	\$ 479,905	\$ 5,104,679	\$ 1,459,321	77.8%
Potable Water Purch.	-	-	-	-	-
Recycled Water Purch.	-	-	-	-	-
VRSD Contract Services	736,907	3,654	403,111	333,796	54.7%
Professional Services	562,109	5,723	45,928	516,181	8.2%
Depreciation/Amortization	328,089	54,578	344,832	(16,743)	105.1%
Overhead cost allocation	1,510,409	125,867	1,346,753	163,656	89.2%
Joint Venture spending	-	-	-	-	-
Debt service	-	-	-	-	-
Permits, fees, & other	165,200	-	298,354	(133,154)	180.6%
Employee salaries & benefits	418,057	20,889	372,036	46,020	89.0%
Board member fees	12,798	-	166	12,632	1.3%
General & Administrative	608,943	11,569	188,842	420,101	31.0%
Outside Contractor Services	-	-	-	-	-
<b>Total Expenses</b>	<b>\$ 10,906,511</b>	<b>\$ 702,186</b>	<b>\$ 8,104,702</b>	<b>\$ 2,801,810</b>	<b>74.3%</b>
<b>Net Income/(Loss) before Capital</b>	<b>\$ 3,931,102</b>	<b>\$ 556,434</b>	<b>\$ 5,970,398</b>	<b>\$ (2,039,296)</b>	<b>151.9%</b>
<b>Capital Outlays</b>	<b>(5,761,125)</b>	<b>(5,216)</b>	<b>(111,016)</b>	<b>(5,650,109)</b>	<b>1.9%</b>
Reverse Depreciation Exp	328,089	54,578	344,832	(16,743)	105.1%
Less: Principal Payments	-	-	-	-	-
<b>Increase/(Decrease) to Reserves</b>	<b>\$ (1,501,935)</b>	<b>\$ 605,795</b>	<b>\$ 6,204,213</b>	<b>\$ (7,706,148)</b>	<b>-413.1%</b>



**TRIUNFO WATER & SANITATION DISTRICT**

May 31, 2023

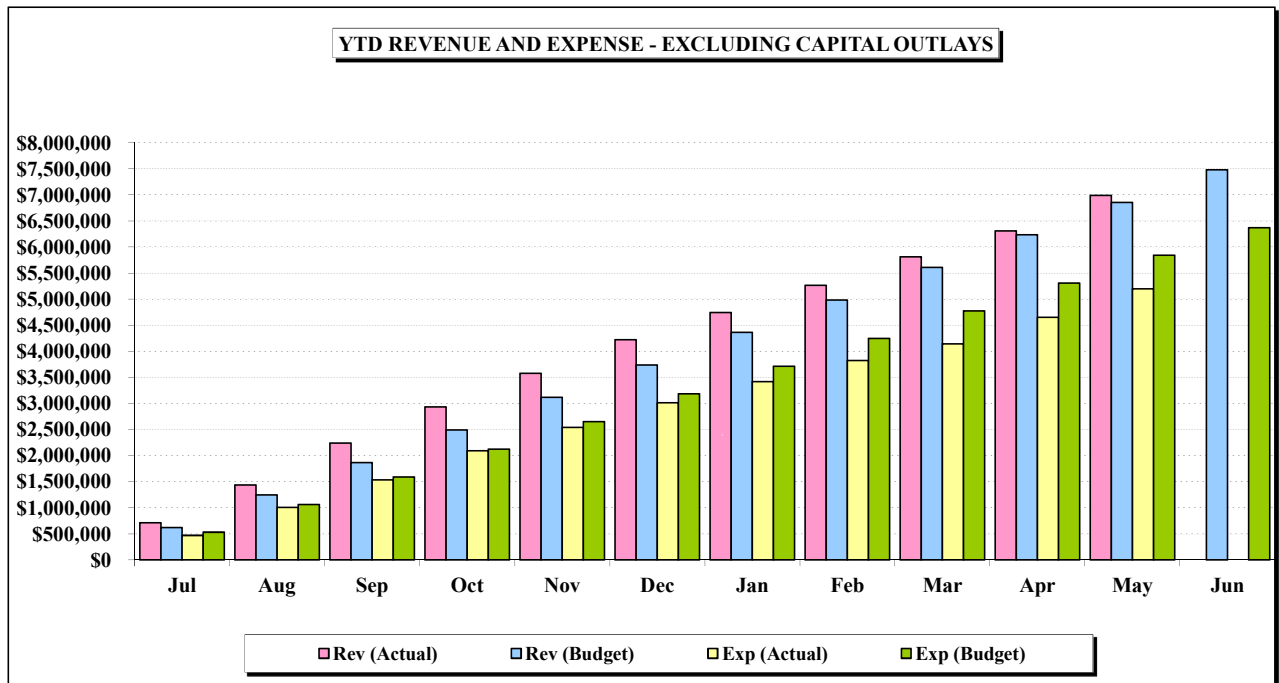
91.7%

**REVENUE AND EXPENSE REPORT - POTABLE WATER**

<b>Revenue:</b>	<b>Adjusted Budget</b>	<b>Curent Period</b>	<b>Fiscal Year to Date</b>	<b>Unrealized Revenue</b>	<b>% Realized</b>
Sanitation Fees	\$ -	\$ -	\$ -	\$ -	-
Connection Fees Triunfo	-	-	-	-	-
Recycled Water	-	-	-	-	-
Potable Water	4,863,001	474,680	4,524,352	338,649	93.0%
Water Meter Services	2,307,226	193,613	2,130,827	176,400	92.4%
Interest Income	-	6,716	63,420	(63,420)	-
Revenue - Violations	-	-	24,128	(24,128)	-
Other Services & Fees	308,140	4,938	244,358	63,782	79.3%
<b>Total Revenue</b>	<b>\$ 7,478,367</b>	<b>\$ 679,947</b>	<b>\$ 6,987,086</b>	<b>\$ 491,281</b>	<b>93.4%</b>

<b>Expenses:</b>	<b>Adjusted Budget</b>	<b>Curent Period</b>	<b>Fiscal Year to Date</b>	<b>Available Budget</b>	<b>% Committed</b>
Wastewater Treatment	\$ -	\$ -	\$ -	\$ -	-
Potable Water Purch.	2,387,975	266,039	2,509,264	(121,289)	105.1%
Recycled Water Purch.	-	-	-	-	-
VRSD Contract Services	150,122	29,782	97,691	52,431	65.1%
Professional Services	750,966	21,427	143,677	607,289	19.1%
Depreciation/Amortization	686,222	58,811	641,609	44,613	93.5%
Overhead cost allocation	823,969	68,664	843,760	(19,791)	102.4%
Joint Venture spending	-	-	-	-	-
Debt service	100,619	-	88,285	12,334	87.7%
Permits, fees, & other	117,000	5,263	118,811	(1,811)	101.5%
Employee salaries & benefits	522,571	58,048	455,263	67,307	87.1%
Board member fees	2,133	-	15	2,118	0.7%
General & Administrative	827,916	39,231	298,721	529,195	36.1%
Outside Contractor Services	-	-	-	-	-
<b>Total Expenses</b>	<b>\$ 6,369,493</b>	<b>\$ 547,264</b>	<b>\$ 5,197,095</b>	<b>\$ 1,172,398</b>	<b>81.6%</b>
<b>Net Income/(Loss) before Capital</b>	<b>\$ 1,108,874</b>	<b>\$ 132,683</b>	<b>\$ 1,789,991</b>	<b>\$ (681,117)</b>	<b>161.4%</b>
<b>Capital Outlays</b>	<b>(57,445)</b>	<b>-</b>	<b>-</b>	<b>(57,445)</b>	<b>0.0%</b>
Reverse Depreciation Exp	686,222	58,811	641,609	44,613	93.5%
Less: Principal Payments	(633,869)	-	(633,869)	-	100.0%
<b>Increase/(Decrease) to Reserves</b>	<b>\$ 1,103,782</b>	<b>\$ 191,494</b>	<b>\$ 1,797,731</b>	<b>\$ (693,949)</b>	<b>162.9%</b>



**TRIUNFO WATER & SANITATION DISTRICT**

May 31, 2023

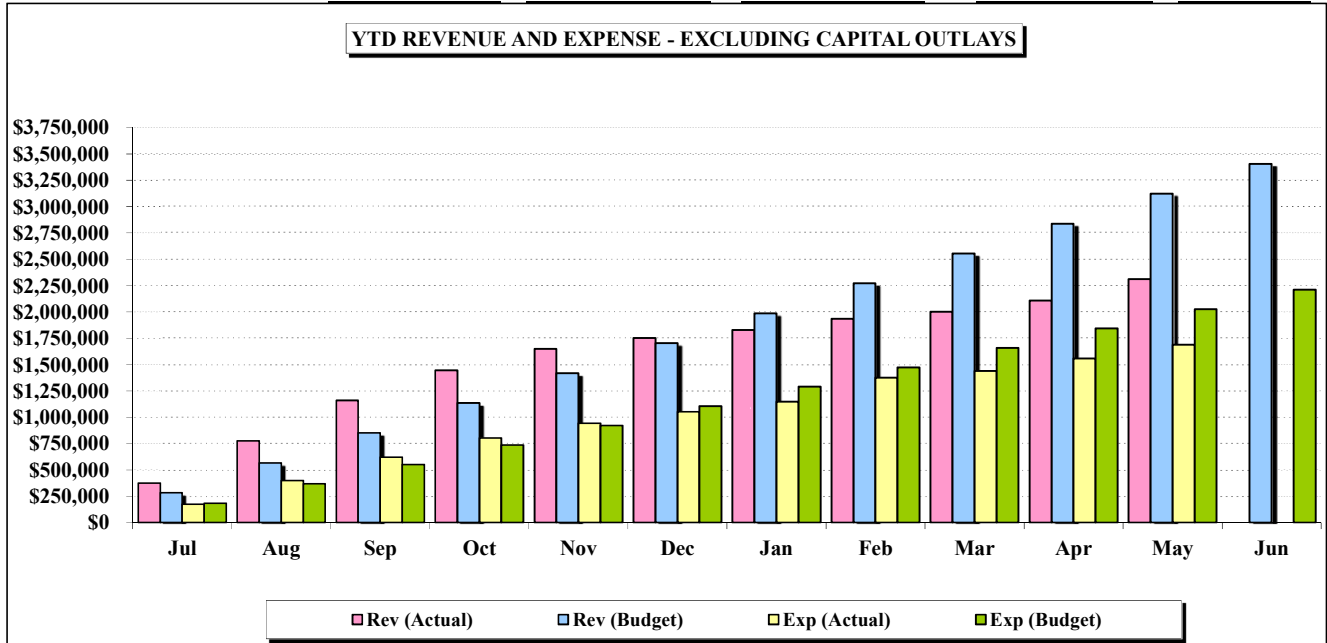
91.7%

**REVENUE AND EXPENSE REPORT - RECYCLED WATER**

<b>Revenue:</b>	<b>Adjusted Budget</b>	<b>Curent Period</b>	<b>Fiscal Year to Date</b>	<b>Unrealized Revenue</b>	<b>% Realized</b>
Sanitation Fees	\$ -	\$ -	\$ -	\$ -	-
Connection Fees Triunfo	-	-	-	-	-
Recycled Water	3,173,244	180,255	2,053,806	1,119,438	64.7%
Potable Water	-	-	-	-	-
Water Meter Services	218,747	22,146	243,610	(24,863)	111.4%
Interest Income	-	-	-	-	-
Revenue - Violations	-	-	-	-	-
Other Services & Fees	12,152	-	12,432	(280)	102.3%
<b>Total Revenue</b>	<b>\$ 3,404,143</b>	<b>\$ 202,401</b>	<b>\$ 2,309,848</b>	<b>\$ 1,094,295</b>	<b>67.9%</b>

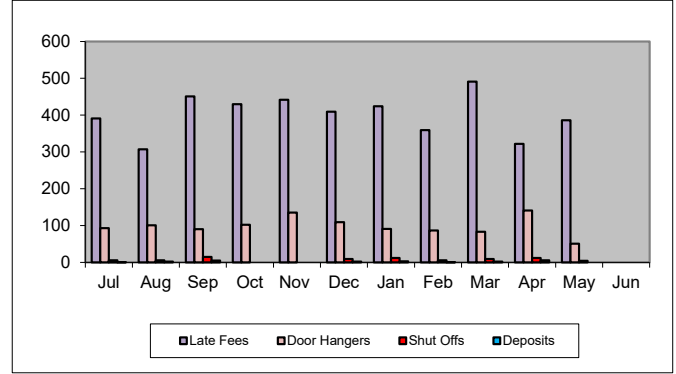
<b>Expenses:</b>	<b>Adjusted Budget</b>	<b>Curent Period</b>	<b>Fiscal Year to Date</b>	<b>Available Budget</b>	<b>% Committed</b>
Wastewater Treatment	\$ -	\$ -	\$ -	\$ -	-
Potable Water Purch.	-	-	-	-	-
Recycled Water Purch.	848,157	53,985	620,410	227,747	73.1%
VRSD Contract Services	62,971	687	10,509	52,462	16.7%
Professional Services	47,199	878	5,165	42,034	10.9%
Depreciation/Amortization	394,199	33,419	365,385	28,814	92.7%
Overhead cost allocation	346,706	28,892	333,164	13,543	96.1%
Joint Venture spending	-	-	-	-	-
Debt service	236,827	-	148,037	88,790	62.5%
Permits, fees, & other	-	-	272	(272)	-
Employee salaries & benefits	104,514	7,192	112,783	(8,269)	107.9%
Board member fees	-	-	-	-	-
General & Administrative	168,836	7,695	92,554	76,283	54.8%
Outside Contractor Services	-	-	-	-	-
<b>Total Expenses</b>	<b>\$ 2,209,410</b>	<b>\$ 132,749</b>	<b>\$ 1,688,278</b>	<b>\$ 521,132</b>	<b>76.4%</b>
<b>Net Income/(Loss) before Capital</b>	<b>\$ 1,194,733</b>	<b>\$ 69,652</b>	<b>\$ 621,571</b>	<b>\$ 573,162</b>	<b>52.0%</b>
<b>Capital Outlays</b>	<b>(64,738)</b>	<b>-</b>	<b>-</b>	<b>(64,738)</b>	<b>0.0%</b>
Reverse Depreciation Exp	394,199	33,419	365,385	28,814	92.7%
Less: Principal Payments	(739,131)	-	(739,131)	(0)	100.0%
<b>Increase/(Decrease) to Reserves</b>	<b>\$ 785,063</b>	<b>\$ 103,072</b>	<b>\$ 247,824</b>	<b>\$ 537,239</b>	<b>31.6%</b>



**TRIUNFO WATER & SANITATION DISTRICT STATISTICS**  
FY 22-23

**PENALTIES AND FEES ASSESSED**

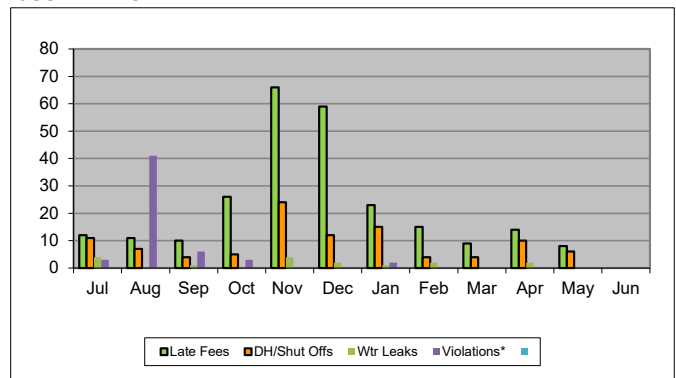
Month	Late Fees	Door Hangers	Shut Offs	Deposits	Violations*
Jul	391	93	6	1	118
Aug	307	101	6	2	30
Sep	451	90	15	5	12
Oct	430	102	0	0	6
Nov	442	135	0	0	14
Dec	409	109	9	2	15
Jan	424	91	12	3	7
Feb	359	87	6	1	0
Mar	491	83	9	2	0
Apr	322	141	12	6	0
May	386	51	4	0	0
Jun					



\*Violations include unfixed leaks and drought restrictions.

**REQUESTS FOR BILLING ADJUSTMENTS**

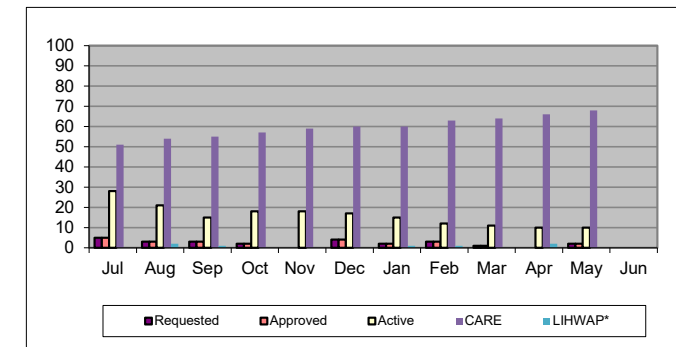
Month	Late Fees	DH/Shut Offs	Wtr Leaks	Violations*
Jul	12	11	4	3
Aug	11	7	0	41
Sep	10	4	1	6
Oct	26	5	0	3
Nov	66	24	4	0
Dec	59	12	2	0
Jan	23	15	1	2
Feb	15	4	2	0
Mar	9	4	0	0
Apr	14	10	2	0
May	8	6	0	0
Jun				



\*Violations include unfixed leaks and drought restrictions.

**REQUESTS FOR PAYMENT EXTENSION and CUSTOMER ASSISTANCE PROGRAM**

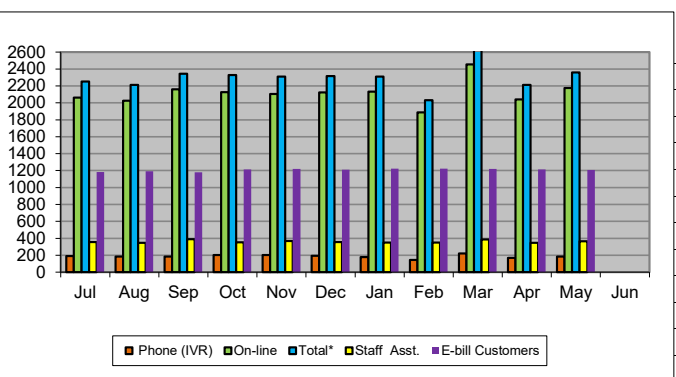
Month	Requested	Approved	Active	CARE	LIHWAP*
Jul	5	5	28	51	0
Aug	3	3	21	54	2
Sep	3	3	15	55	1
Oct	2	2	18	57	0
Nov	0	0	18	59	0
Dec	4	4	17	60	0
Jan	2	2	15	60	1
Feb	3	3	12	63	1
Mar	1	1	11	64	0
Apr	0	0	10	66	2
May	2	2	10	68	0
Jun					



\*Low Income Household Water Assistance Program (federal-funded).

**PAYMENTUS ACTIVITY**

Month	Phone (IVR)	On-line	Total*	Staff Asst.	E-bill Customers
Jul	190	2061	2,251	357	1183
Aug	185	2026	2,211	348	1191
Sep	184	2160	2,344	389	1181
Oct	201	2127	2,328	354	1215
Nov	204	2105	2,309	367	1221
Dec	194	2123	2,317	356	1211
Jan	178	2133	2,311	350	1224
Feb	144	1887	2,031	349	1222
Mar	220	2453	2,673	387	1220
Apr	169	2042	2,211	346	1213
May	183	2175	2,358	366	1206
Jun					



\*Staff Assist and some E-bill Customers are included in this total.

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**Triunfo Water & Sanitation District  
May 2023 Outreach Update**

**Project Meetings / Project Management**

Weekly project meetings and email communications with PIO  
Coordinate foyer signage installation

**News Releases/Media Relations**

***Triunfo Water & Sanitation District Lifts Stage 1 Water Shortage Conditions*** – prepared news release and sent May 3. Posted to local Facebook pages.

***Triunfo Water & Sanitation District Offers Free Drip Irrigation Workshop*** – Saturday, May 20 at Mae Boyar Park – prepared news release and sent May 11. Posted to local Facebook pages.

OakParkNow.com – sent graphic to go along with site’s TWSD news update.

**Website**

- Home page updates – stage, CSS, revisions, go live
- News release posts
- Added 5/20 Workshop post w/event flyer graphic
- Weekly maintenance check

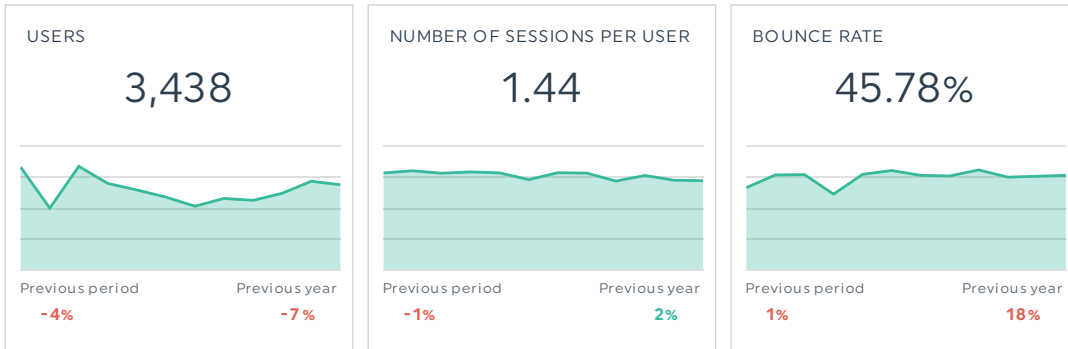
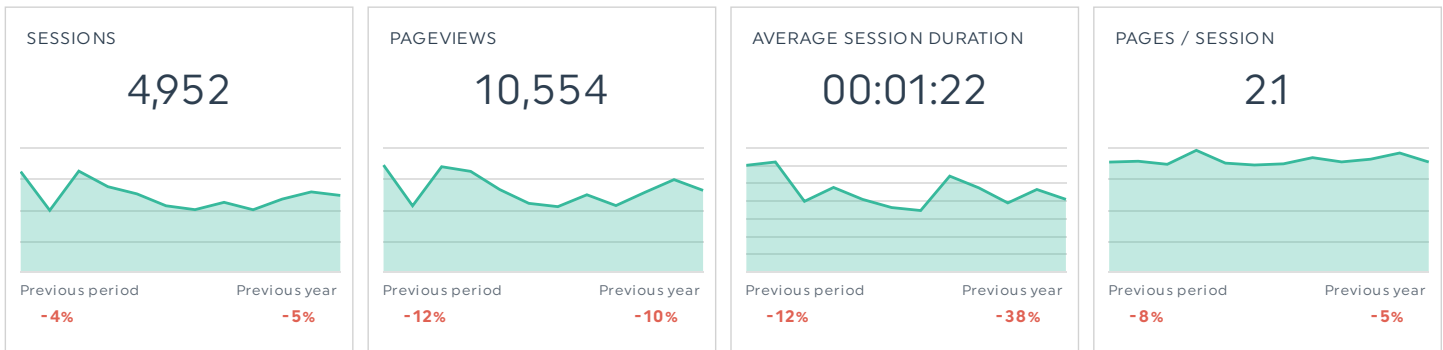
**Social Media**

- Social posts & graphics – World Drought Day, Drinking Water Day, Board Room, Interconnection, vintage images series, etc.
- Social media geotargeted advertising (Facebook)
- May Water E-News
- Online marketing reporting

**Print**

- May Utility bill insert – illustration, layout & file preparation

ANALYTICS TRAFFIC OVERVIEW



SESSIONS

Source	Sessions
(direct)	2,315
google	1,531
my-tdca.sensus-analytics.com	291
ipn.paymentus.com	252
bing	134
l.facebook.com	84
facebook.com	80
yahoo	63
conejochamber.chambermaster.com	26
duckduckgo	20

SESSIONS COMPARED TO PREVIOUS YEAR

Channel Grouping	Sessions	Change
Direct	2,315	+558
Organic Search	1,748	-456
Referral	673	-393
Social	199	+2
Email	17	+17

TOP SESSIONS BY CITY

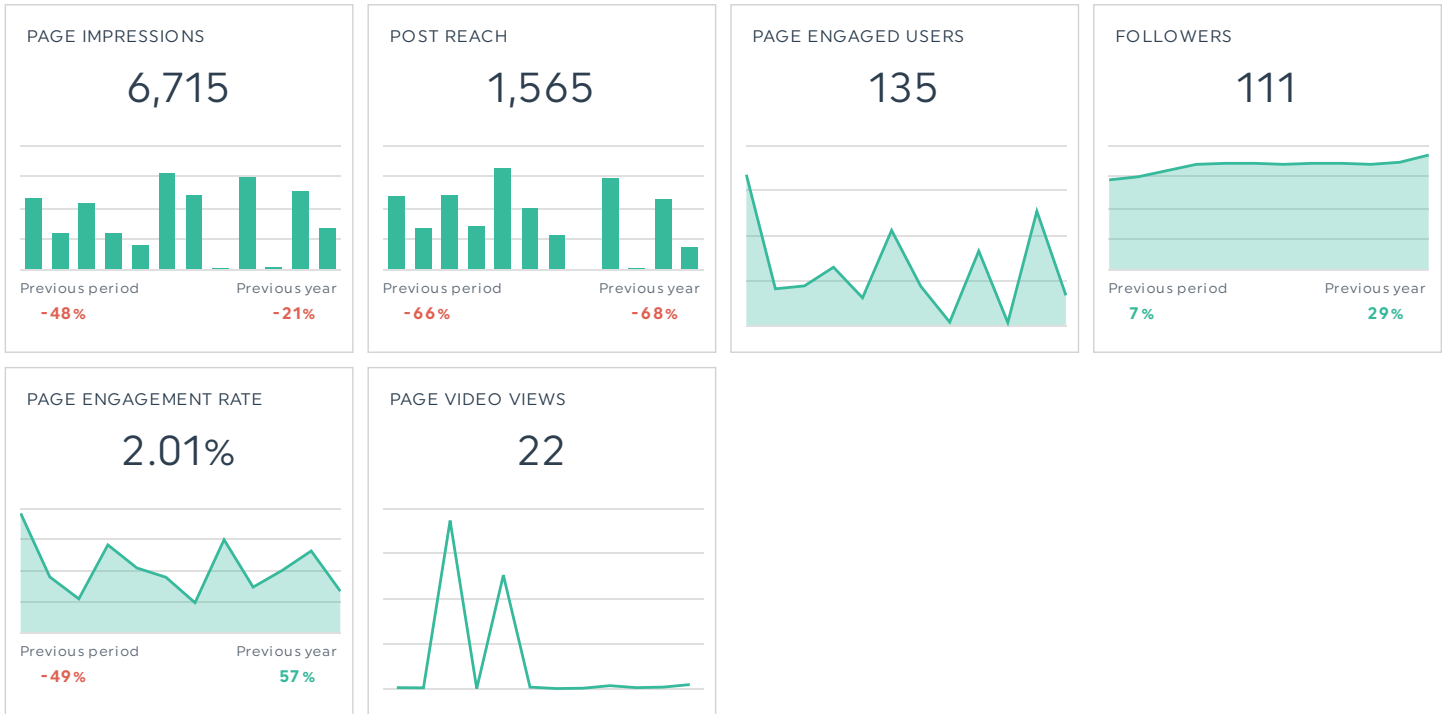
City	Sessions
Agoura Hills	571
Thousand Oaks	522
Los Angeles	375
(not set)	144
Westlake Village	130
Ventura	96
San Jose	73
Ashburn	39
Calabasas	33
Simi Valley	23





TOP SESSIONS BY LANDING PAGE

Landing page	Sessions
/	1,677
/water-service/	376
(not set)	280
/student-art-calendar-contest/	237
/water-smart-summer/	48
/contact/	39
/conservation-and-education/	37
/water-supply/	32
/public-information/	28
/board-agendas/	19

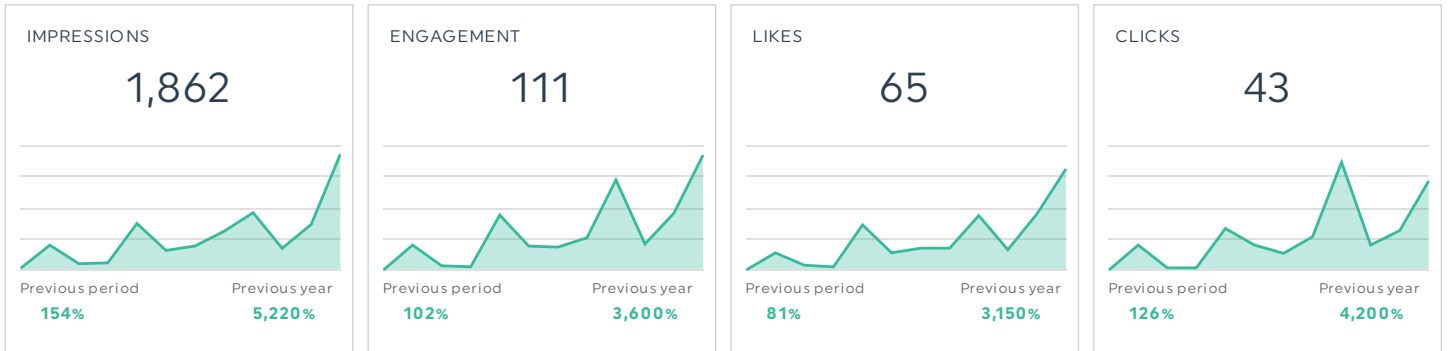


# FACEBOOK

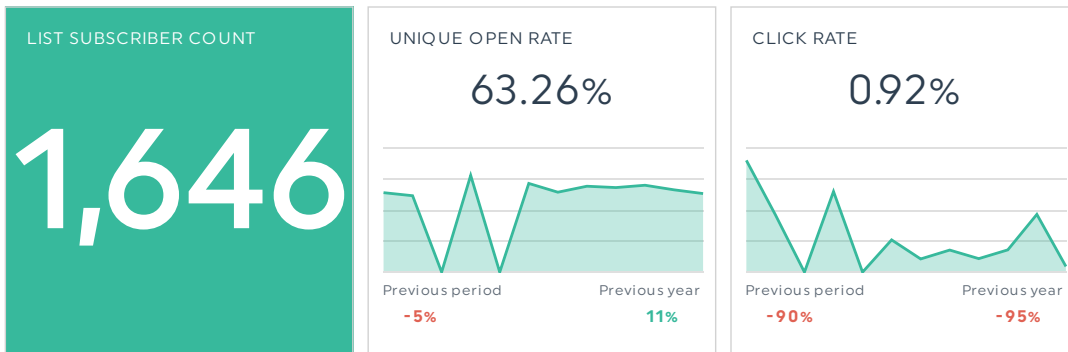


TOP POSTS BY ENGAGEMENT RATE (WITH IMAGE)				
Post With Image	Engagement Rate	Post Comments	Post Shares	Post Reach
 Did You Know – one of the communities in our service area was named after a Hollywood movie? Lake Sherwood, one of the areas in Triunfo's sanitation and recycled water service area, was named after Sherwood,	2.49%	0	0	1,326
 NOTE NEW LOCATION! Triunfo's regular board meeting takes place from 5:15-7:15pm on Monday, May 22, 2023 at the Triunfo Board Room, 370 North Westlake Boulevard, Suite 100, Westlake Village. For those who	25.71%	0	0	35
 Thank you for your patience while the Calleguas - Las Virgenes Interconnection Project is in progress! Pipeline construction is underway tonight (05/30) to Saturday (06/03), between the hours of 7 pm – 3 am. Traffic	9.38%	0	1	32
 The Las Virgenes-Triunfo Joint Powers Authority's Pure Water Project will go online in 2030. This system will provide highly purified drinking water from recycled water through an advanced treatment process that	26.32%	0	0	19

## LINKEDIN






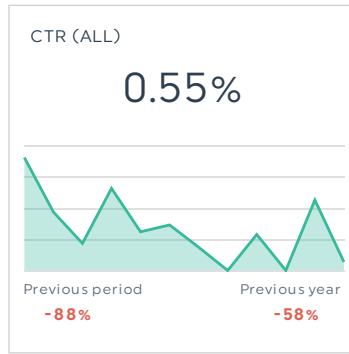
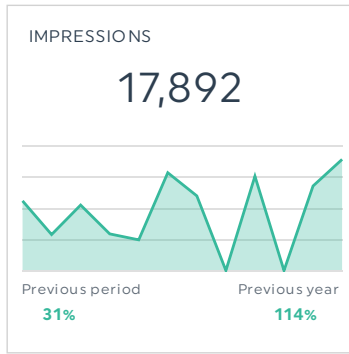
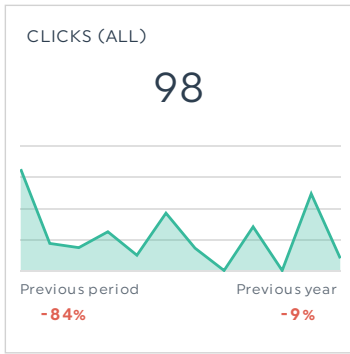
## MAILCHIMP



## FACEBOOK ADS

ENGAGEMENT BY AD (WITH IMAGE)

Ads with Image	Link clicks	CTR	CPC	Amount Spent
 Triunfo - Page Likes - May 2023 (id: 6324236497865)	24	0.83%	\$2.08	\$50.00
 Post: "Attention, Potable AND Wastewater Customers! ☑☑" (id: 6315806784465)	9	0.53%	\$1.23	\$11.09
 Triunfo - Monthly Fact - May 2023 (id: 6324234085665)	0	0.00%	\$0.00	\$50.00



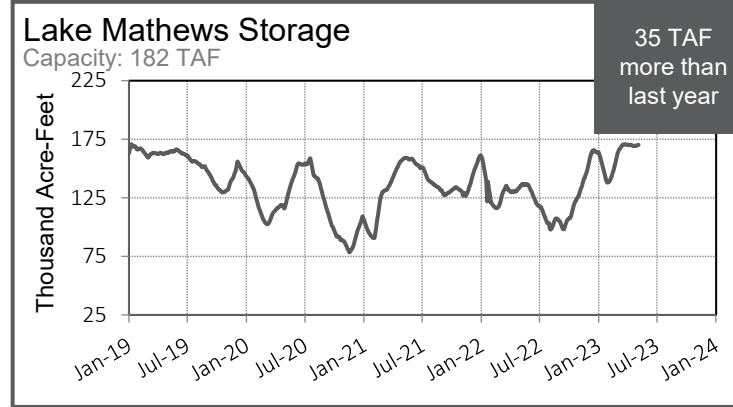
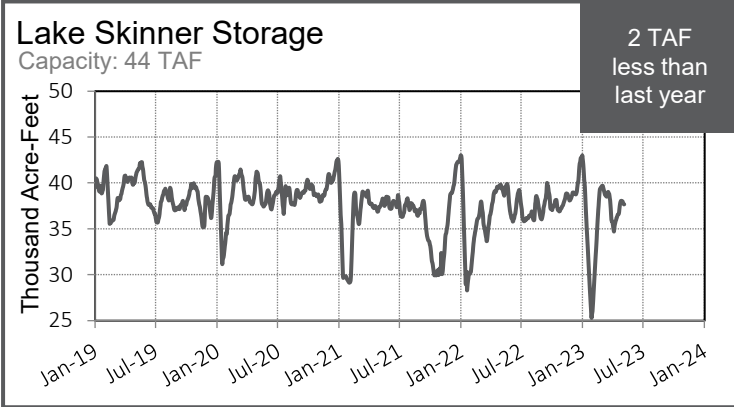
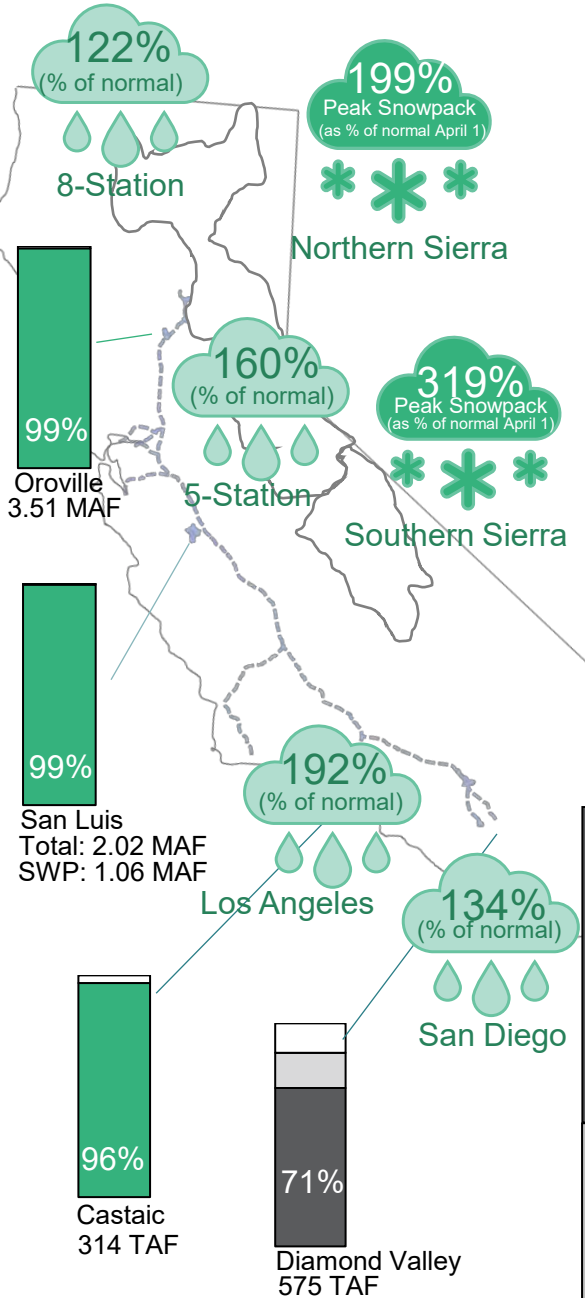
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SWP Table A – 100% - 1,911,500 AF

Projected CRA Diversions – 832,000 AF

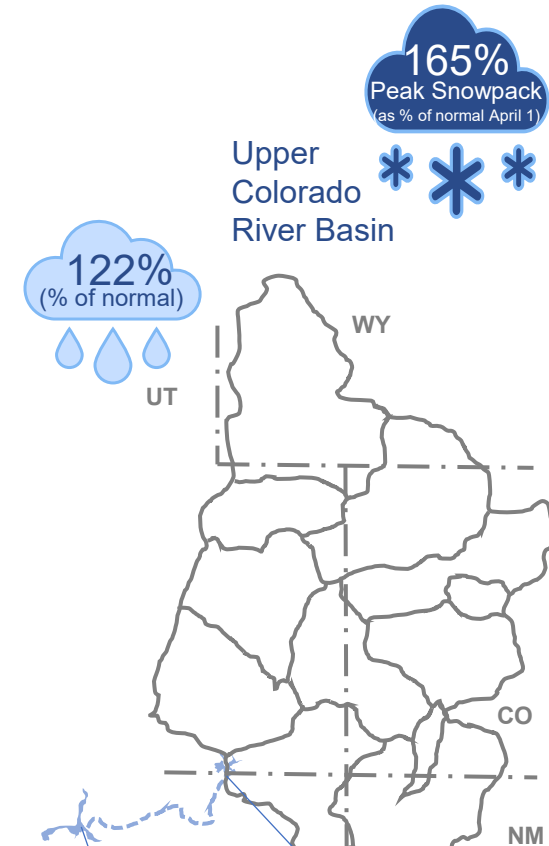
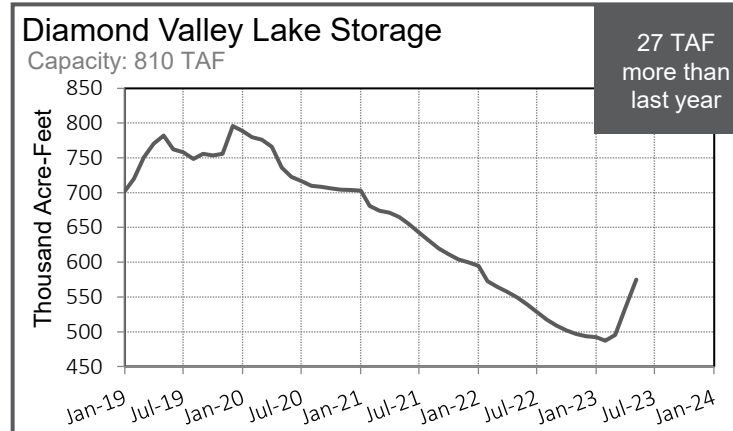
## Metropolitan Resources



### MWD WSDM Storage

Calendar Year 2023

	2023 Put Capacity
Colorado River Aqueduct Delivery System	400 TAF
State Water Project System	621 TAF
In-Region Supplies and WSDM Actions	392 TAF
Other Programs	171 TAF
<b>Total WSDM Storage Put Capacity</b>	<b>1,584 TAF</b>



## Highlights

- SWP allocation is 100% of contractual amounts (Table A)
- Lake Oroville and San Luis Reservoir are both at capacity
- Lake Powell gained 2.5 MAF in the past month



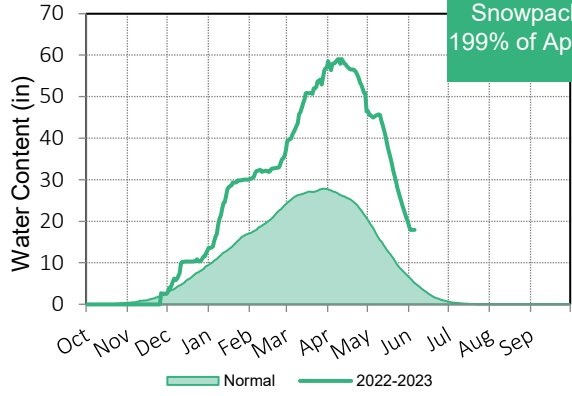
This report is produced by the Water Resource Management Group and contains information from various federal, state, and local agencies. The Metropolitan Water District of Southern California cannot guarantee the accuracy or completeness of this information. Readers should refer to the relevant state, 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. Questions? Email [mferreira@mwdh2o.com](mailto:mferreira@mwdh2o.com)

# State Water Project Resources

As of: 06/04/2023

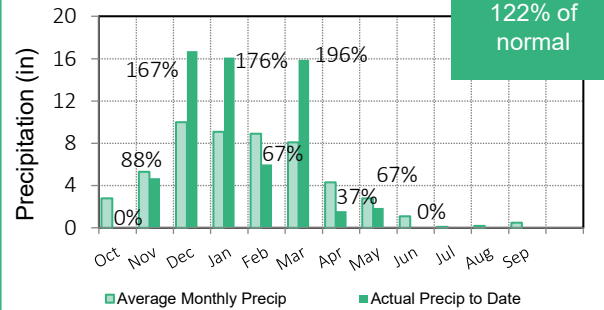
## Northern Sierra Snowpack

Peak Snowpack: 199% of April 1



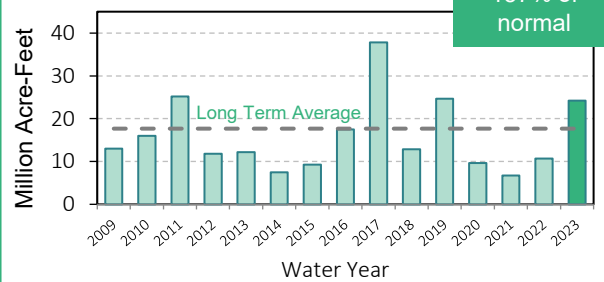
## 8 Station Index Precipitation

62.9 in 122% of normal



## Sacramento River Runoff

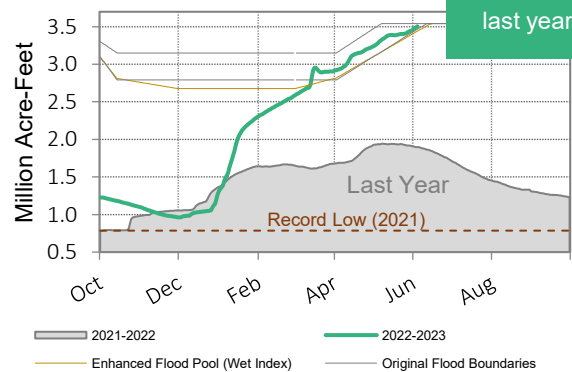
Forecast: 137% of normal



## Oroville Reservoir Storage

Capacity: 3.54 MAF

1.61 MAF more than last year



## Other SWP Supplies

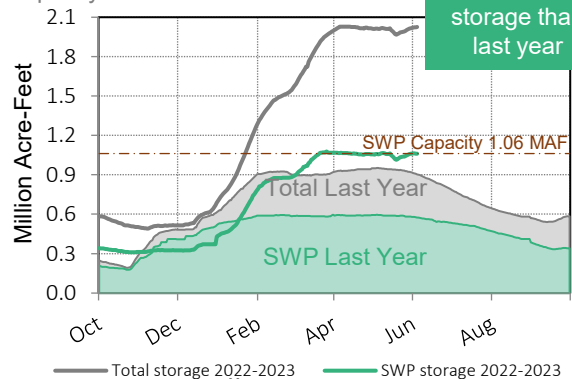
Calendar Year 2023

Carryover 39,000 acre-feet  
Article 21 134,000 acre-feet

## San Luis Reservoir Storage

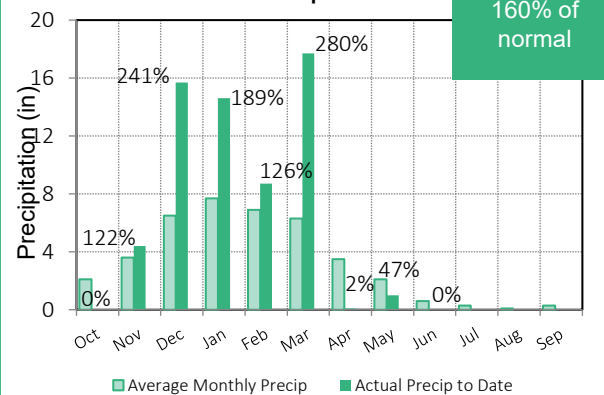
Capacity: 2.04 MAF

488 TAF more SWP storage than last year



## 5 Station Index Precipitation

62.2 in 160% of normal

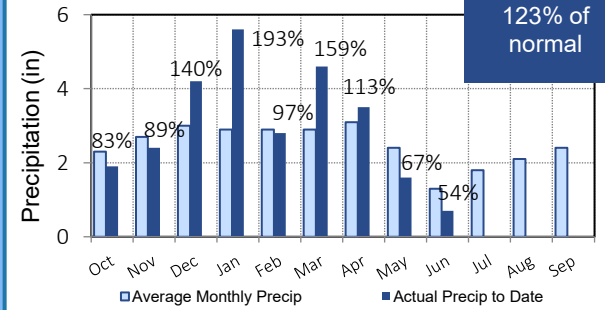


# Colorado River Resources

As of: 06/04/2023

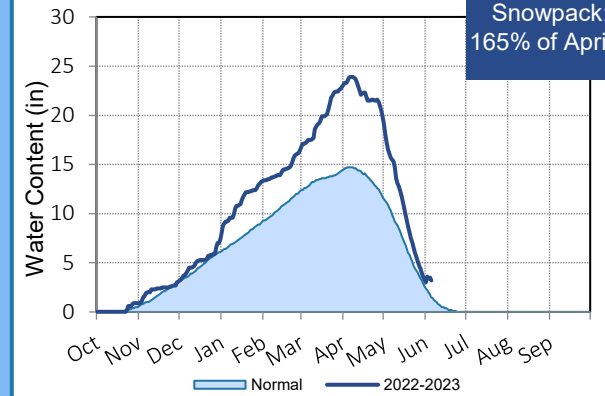
## Upper Colorado Precipitation

25.9 in 123% of normal



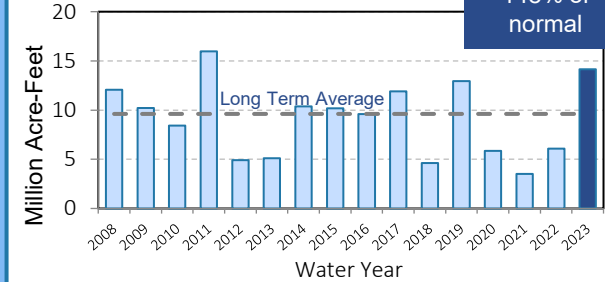
## Upper Colorado Snowpack

Peak Snowpack: 165% of April 1



## Powell Unregulated Inflow

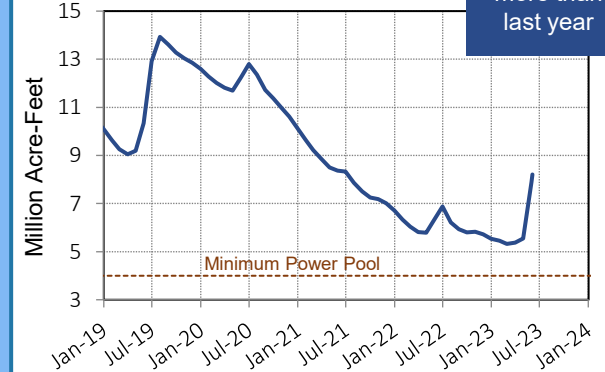
Forecast: 148% of normal



## Lake Powell Storage

Capacity: 24.3 MAF

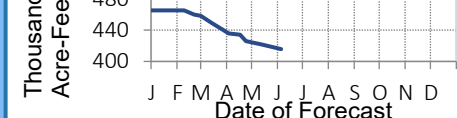
1.74 MAF more than last year



## PVID/Yuma Agricultural Use

Annual Forecasted for 2023

Forecasted Use for 2023: 415 TAF



## Projected Lake Mead ICS

Calendar Year 2023

Put (+) / Take (-)  
TBD

## Lake Mead Surplus/Shortage Outlook

	2023	2024	2025	2026
Surplus	0%	0%	0%	0%
Shortage	100%	93%	57%	47%
Metropolitan DCP*			3% 180 TAF	16% 252 TAF

Likelihood based on results from the April 2023 CRMMs in Ensemble Model/CRSS model run. Includes DCP Contributions.

\* Chance of required DCP contribution by Metropolitan. Volume is average contribution when needed.

## Lake Mead Storage

Capacity: 26.1 MAF

549 TAF more than last year

