

**LEUCADIA WASTEWATER DISTRICT**  
Minutes of a Regular Board Meeting  
October 14, 2020

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, October 14, 2020 at 5:00 p.m. via teleconference.

**1. Call to Order**

President Juliussen called the meeting to order at 5:01 p.m.

**2. Roll Call**

DIRECTORS PRESENT: Juliussen, Omsted, Hanson, Sullivan and Brown  
DIRECTORS ABSENT:  
OTHERS PRESENT: General Manager Paul Bushee, General Counsel Wayne Brechtel, Administrative Services Manager Richard Duffey, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, District Engineer Dexter Wilson, Field Services Supervisor Marvin Gonzalez, and District resident Paul Ecke III

**3. Pledge of Allegiance**

Director Brown led the pledge of allegiance.

**4. General Public Comment Period**

None.

**5. Approval of Agenda**

Upon a motion duly made by Director Hanson, seconded by Vice President Omsted, and unanimously carried, the Board of Directors approved the agenda by the following vote:

Director	Vote
President Juliussen	Yes
Vice President Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes
Director Brown	Yes

**6. Presentations and Awards**

**A. Certificate of Achievement for Excellence in Financial Reporting from The Government Finance Officers Association (GFOA).**

GM Bushee reported that the District received this award for its outstanding financial reporting associated with the District's Comprehensive Annual Financial Report (CAFR) for FY19. GM Bushee thanked staff for their efforts with the CAFR.

The Board congratulated staff for their efforts.

## CONSENT CALENDAR

### 7. Approval of Board and Committee Minutes

#### Minutes of the following meetings:

- September 9, 2020 Regular Board Meeting
- October 6, 2020 Human Resources Committee Meeting
- October 7, 2020 Engineering Committee Meeting
- October 8, 2020 Community Affairs Committee Meeting

### 8. Approval of Demands for September/October 2020

Payroll Checks numbered 22242-22303; General Checking Checks numbered 54591-54732

### 9. Operations Report (A copy was included in the original October 14, 2020 Agenda)

### 10. Finance Report (A copy was included in the original October 14, 2020 Agenda)

### 11. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of September 2020.

### 12. Status Update on the Fiscal Year 2021 (FY21) LWD Tactics and Action Plan

Upon a motion duly made by Director Sullivan, seconded by Director Brown, and unanimously carried, the Board of Directors approved the Consent Calendar by the following vote:

Director	Vote
President Juliussen	Yes
Vice President Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes
Director Brown	Yes

## EWA and COMMITTEE REPORTS

### 13. Encina Wastewater Authority (EWA) Reports

#### A. A regular EWA Board Meeting was held on September 23, 2020.

Director Sullivan reported on EWA's September 23, 2020 Board Meeting.

#### B. An Encina Member Agency Manager's (MAM) Meeting was held on October 6, 2020.

GM Bushee reported on EWA's MAM October 6, 2020 meeting.

### 14. Committee Reports

#### A. Human Resources Committee (HRC) Meeting was held on October 6, 2020.

Director Hanson reported that the HRC reviewed a recommendation to adopt Resolution No. 2342 – Amending the Human Resources Policy Manual.

Director Hanson stated the HRC agreed with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

**B. Engineering Committee (EC) Meeting was held on October 7, 2020.**

Vice President Omsted reported that the EC reviewed a recommendation to authorize the General Manager to execute a Purchase Order with Encinitas Ford in an amount of \$69,933.72 for the purchase of one (1) 2019 Ford F-450 1½-Ton Utility Bed Truck to replace one similarly equipped District truck.

Vice President Omsted stated the EC concurred with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

Vice President Omsted stated that the EC also received updates on the Leucadia Pump Station and the Encinitas Estates Pump Station Projects. These items were for information purposes and there was no action taken.

**C. Community Affairs Committee (CAC) Meeting was held on October 8, 2020.**

Director Sullivan reported that the CAC reviewed and commented on the draft layout of the 2020 Fall newsletter and that Rising Tide Partners will make the recommended changes.

The CAC directed staff to move forward with production of the newsletter and forward the final to the Board for their review prior to printing. There was no other action taken.

**ACTION ITEMS**

**15. Amending the Human Resources Policy Manual**

**Adopt Resolution No. 2342 amending the Human Resources Policy Manual (HRPM)**

ASsup Hill presented background information on the item noting it is a tactical goal and it was reviewed by the Human Resources Committee (HRC) at its October 6<sup>th</sup> meeting. She stated that the proposed changes to the HRPM are related to several California employment laws that became effective on January 1, 2020. She then summarized changes to the HRPM in the following areas:

- Section 3 - General Employment Policies;
- Section 9 - General Condition Work; and
- Section 11 – Lay-off and Re-employment

ASsup Hill also noted that minor changes were made to improve clarity and correct grammatical spelling and format inconsistencies.

Upon a motion duly made by Director Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors adopted Resolution No. 2342 amending the Human Resources Policy Manual by the following vote:

<b>Director</b>	<b>Vote</b>
<b>President Juliussen</b>	Yes
<b>Vice President Omsted</b>	Yes
<b>Director Hanson</b>	Yes
<b>Director Sullivan</b>	Yes
<b>Director Brown</b>	Yes

**16. Purchase of a 2019 Ford F-450 1 ½ -Ton Utility Bed Truck**

Authorize the General Manager to execute a sole source Purchase Order with Encinitas Ford in an amount of \$69,933.72 for the purchase of a new 2019 Ford F-450 1½-Ton pick-up truck to replace one similarly equipped District truck.

FSSup Gonzalez presented the item. He provided background information of the current truck and explained that the truck meets the requirements of the District's Vehicle Replacement Policy. He stated that staff solicited 17 Ford dealerships in San Diego, Riverside, Orange and Los Angeles counties for truck bids and also noted that the bid was advertised in the San Diego Union Tribune. He stated that only one bid was received at the bid price of \$55,999.49. He said that the bid indicated that the delivery period was twelve (12) months.

FSSup Gonzalez stated, because of the long delivery period, staff discovered a 2019 F-450 truck that met the District's requirements and was available through fleet sales at Encinitas Ford. He noted that this truck would be available in three (3) weeks instead of 12 months. FSSup Gonzalez said the price of the truck was \$69,933.72. He explained that the increase in price of approximately \$14,000 is justified by the significantly reduced delivery time.

Upon a motion duly made by Director Sullivan, seconded by Director Hanson, and unanimously carried, the Board of Directors authorized the General Manager to execute a sole source Purchase Order with Encinitas Ford in an amount of \$69,933.72 for the purchase of a new 2019 Ford F-450 1½-Ton pick-up truck by the following vote:

Director	Vote
President Juliussen	Yes
Vice President Omsted	Yes
Director Hanson	Yes
Director Sullivan	Yes
Director Brown	Yes

President Juliussen and Director Sullivan thanked staff for their due diligence in finding a better truck that can be delivered in a timely manner.

Director Brown stated that staff did a great job to make the current truck last four years longer than the Vehicle Replacement Policy guidelines.

**INFORMATION ITEMS**

**17. Project Status Updates and Other Informational Reports**

A. 2020 CWEA Annual Virtual Conference will be held October 19-22, 2020.

EA Baity provided information regarding the upcoming virtual conference.

**18. Directors' Meetings and Conference Reports**

A. 35<sup>th</sup> Annual WateReuse Virtual Symposium was held September 14-16, 2020 via videoconference.

Director Sullivan stated it was the best WateReuse conference yet and she was impressed with the sessions on water scarcity.

President Juliussen stated that water reuse issues are important to him and he appreciated the

guest speakers at the virtual conference.

**19. General Manager's Report**

GM Bushee reported on the following items:

- COVID-19 update regarding District staff and District protocols;
- LWD Fall 2020 Newsletter update; and
- Local Agency Formation Commission (LAFCO) – in the process of updating Rule No. 4

**20. General Counsel's Report**

GC Brechtel reported on the following item:

- Assembly Bill 685: Employer Notification of COVID-19

**21. Board of Directors' Comments**

Director Sullivan congratulated Board members running unopposed in the November Election and wished Director Hanson good luck.

Director Brown stated he enjoyed attending his first District committee meeting.

President Juliussen thanked staff and the Board for all their work. He also stated that there will be no Closed Session tonight.

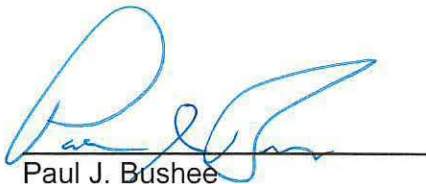
**22. Closed Session**

Closed session pursuant to California Government Code Sec. 54956.8 to confer with Real Property Negotiators regarding potential terms for acquisition of utility easement: Property Location – Diana Street, Leucadia, California; Agency Negotiators – Paul Bushee and Robin Morishita; Property Owner Negotiator – Beachwalk Condominium HOA.

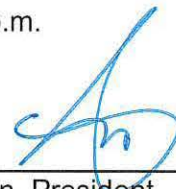
There was no Closed Session.

**23. Adjournment**

President Juliussen adjourned the meeting at approximately 5:38 p.m.



Paul J. Bushee  
Secretary/General Manager  
(SEAL)



Allan Juliussen, President