

LEUCADIA WASTEWATER DISTRICT
 Minutes of a Regular Board Meeting
 August 18, 2021

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, August 18, 2021 at 5:00 p.m. via teleconference.

1. Call to Order

President Omsted called the meeting to order at 5:00 p.m.

2. Roll Call

DIRECTORS PRESENT: Omsted, Hanson, Sullivan, Brown, and Roesink

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, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Natalie Frascchetti of Dexter Wilson Engineering, and Joey Randall of Olivenhain Municipal Water District

3. Pledge of Allegiance

President Omsted led the pledge of allegiance.

4. General Public Comment Period

Mr. Joey Randall, Assistant General Manager of Olivenhain Municipal Water District (OMWD), introduced himself. He stated that he was joining the meeting to comment on Agenda Item 17, Mutual Maintenance Services and Equipment Agreement between OMWD and LWD. Mr. Randall thanked FSS Stecker, TSM Morishita, and GM Bushee for collaborating on the Agreement. He noted that OMWD approved the Agreement at their July 14, 2021 Board Meeting.

The Board thanked Mr. Randall for attending the meeting.

5. Approval of Agenda

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

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

6. Presentations and Awards

A. 20 Year Service Award – Trisha Hill

GM Bushee introduced Administrative Services Supervisor Trisha Hill, stating that she recently passed her 20th year anniversary at the District. He provided background information about Trisha and noted that under LWD's incentive program Trisha is eligible for a \$400 incentive award.

The Board congratulated Trisha for her excellent service.

B. CASA Award of Excellence Public Outreach/Education

GM Bushee stated LWD received the CASA Award of Excellence in Public Outreach/Education. He noted that with the help of Rising Tide Partners (RTP), LWD created a virtual tour to continue educating District customers, even during the pandemic. He acknowledged Neal Bloom of RTP and ASsup Hill for their work on the video. GM Bushee noted staff is eligible for a \$300 incentive award under the District's incentive program.

The Board congratulated staff and ASsup Hill for their efforts.

C. Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2020

GM Bushee stated that LWD received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ended June 30, 2020. GM Bushee acknowledged ASM Duffey for his work on the Comprehensive Annual Financial Report (CAFR).

The Board congratulated staff and ASM Duffey for their efforts.

D. Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence and District of Distinction accreditation

GM Bushee stated that LWD received the SDLF District Transparency Certificate of Excellence and District of Distinction accreditation.

The Board congratulated staff for their efforts.

CONSENT CALENDAR

7. Approval of Board and Committee Minutes

Minutes of the following meetings:

July 14, 2021 Regular Board Meeting

August 4, 2021 Special Board Meeting

August 5, 2021 Investment and Finance Committee Meeting

8. Approval of Demands for July/August 2021

Payroll Checks numbered 22794-22853; General Checking Checks numbered 55798-55929

9. Operations Report (A copy was included in the original August 18, 2021 Agenda)

10. Finance Report (A copy was included in the original August 18, 2021 Agenda)

11. Quarterly Treasurer's Investment Report

This report discloses investments for the quarter ending June 30, 2021.

12. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of July 2021.

13. Fiscal Year 2022 (FY22) Pay Schedules

Adopt Resolution No. 2352 - Approving the FY22 pay schedules.

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

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

EWA and COMMITTEE REPORTS

14. Encina Wastewater Authority (EWA) Reports

A. A regular EWA Board Meeting was held on July 28, 2021.

Director Sullivan reported on EWA's July 28, 2021 Board Meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on August 3, 2021.

GM Bushee reported on EWA's August 3, 2021 MAM meeting.

15. Committee Reports

A. Investment and Finance Committee Meeting was held on August 5, 2021.

Vice President Hanson reported that the IFC conducted its annual review of the LWD Procurement Policy and made some recommended changes to the Policy. Staff stated they would make the changes and the IFC concurred with staff to present the revised Procurement Policy to the Board at the August Board Meeting for approval. Vice President Hanson stated this item will be discussed later in the agenda.

B. Community Affairs Committee Meeting was held on August 16, 2021.

Director Brown reported that the CAC reviewed the proposed newsletter topics, along with the production schedule. The CAC suggested that the lead article be How the Drought Affects LWD. Director Brown stated the CAC also narrowed down the list of main articles and made several other suggestions regarding content. The CAC then directed staff to move forward with drafting the newsletter articles.

C. Engineering Committee Meeting was held on August 16, 2021.

Director Roesink reported that the EC reviewed a recommendation to authorize the General Manager to execute an agreement for mutual maintenance services and equipment between Olivenhain Municipal Water District (OMWD) and Leucadia Wastewater District (LWD). The EC concurred with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

The EC also received updates on the Development Projects Summary, the Leucadia Pump Station Rehabilitation Project, and the FY21 Cured-In-Place Lining Project. These items were for information purposes and there was no action taken.

President Omsted stated he would like the Board to tour the Leucadia Pump Station.

ACTION ITEMS

16. Annual Review of LWD's Procurement Policy

Adopt Resolution No. 2354 - Approving LWD's Revised Procurement Policy.

ASM Duffey presented the item noting it was reviewed by the Investment and Finance Committee (IFC) at their August 5th meeting. ASM Duffey provided background information and gave a presentation on the Procurement Policy. He stated that the IFC recently met to conduct its annual review of the policy. Based on this review, staff and the IFC are recommending the following updates to streamline and clarify the policy:

- Eliminate Section 3.8 "Discrimination Language" because it is not legally required.
- Updated references to "telephone" services in the Policy to "telecommunications".
- Moved language relating to "continuing services" from Section 12 to Section 11.1 – Sole Source Procurement.
- Clarified language under Section 11.1B regarding justifications for sole source procurements.
- Other minor edits.

Upon a motion duly made by Director Brown, seconded by Vice President Hanson, and unanimously carried, the Board of Directors adopted Resolution No. 2354 - Approving LWD's Revised Procurement Policy by the following vote:

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

17. Mutual Maintenance Services and Equipment Agreement

Authorize the General Manager to execute an agreement for mutual maintenance services and equipment between Olivenhain Municipal Water District (OMWD) and Leucadia Wastewater District (LWD).

FSS Stecker presented the item noting it was reviewed by the Engineering Committee (EC) at their August 16th meeting. He provided background information stating that OMWD owns and operates hydraulic valve turning equipment used to exercise valves. FSS Stecker stated that during the Leucadia Pump Station Rehabilitation Project, LWD contacted OMWD to open a large valve that staff could not manually open. As a result, LWD staff reached out to OMWD and asked about future assistance to exercise two large valves at Batiquitos Pump Station and one at Leucadia Pump Station on a biannual basis. In return, OMWD asked if LWD could provide services to clean two of OMWD's pump station wet wells using our combination hydro-cleaning / vacuum trucks.

FSS Stecker stated that the hydraulic valve turning equipment costs \$40,000. He continued that an

additional truck would need to be purchased for the equipment to be mounted on, staff would require training, and there would be additional cost for maintenance and repair of the hydraulic equipment.

The Board thanked FSS Stecker for his efforts in the collaboration between OMWD and LWD.

Director Brown asked if LWD is tracking the hours used between the agencies. GM Bushee answered that the exchange of services is estimated to be about twice a year and there is no anticipated transfer of cash between the agencies. GM Bushee stated he would keep the Board informed if the agreement didn't seem equitable or fair and there is language in the agreement that allows it to be terminated at any time.

Following discussion, upon a motion duly made by Vice President Hanson, seconded by Director Sullivan, and unanimously carried, the Board of Directors authorized the General Manager to execute an agreement for mutual maintenance services and equipment between Olivenhain Municipal Water District (OMWD) and Leucadia Wastewater District (LWD) by the following vote:

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

18. Board of Directors Committee Assignments

GM Bushee presented the item and provided background information noting that this item is a follow-up to the Board Strategic Planning Workshop. He stated there are three options listed for the Board to consider regarding the appointment of standing committee members. GM Bushee then reviewed the three options.

President Omsted stated he would like to see the committee members rotate. He then asked the Board for comments.

Vice President Hanson stated she preferred Option 2.

Director Sullivan stated she preferred Option 3 since continuity with the Encina Board is very important.

Director Roesink stated he preferred Option 3. He stated that it is a good hybrid option that allows the current LWD Board President discretion to select members for the Encina Board.

Director Brown stated he preferred Option 3. However, he noted that future Board Presidents should consider opportunities for other Board members to be on the Encina Board.

President Omsted stated he preferred Option 2 but there is value to option 3 since some Board members may not be able to attend the Encina Board Meetings. President Omsted agreed with Director Brown that there should be opportunities for other Board members to be on the Encina Board.

Following discussion, upon a motion duly made by Director Sullivan, seconded by Director Roesink, and unanimously carried, the Board of Directors selected Option 3: 2-Year Rotating and Alternating

Committees for LWD Committees Only (not Encina) and approved Resolution No. 2355 Revising the Policy for the Election of Board Officers, Establishment of Committees and Selection of Board Committee Members by the following vote:

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

INFORMATION ITEMS

19. Project Status Updates and Other Informational Reports

CSDA Quarterly Dinner Meeting is scheduled for Thursday, August 19, 2021 at the 94th Aero Squadron in Kearny Mesa, CA

EA Baity announced the time and location of the CSDA Quarterly Dinner Meeting. She noted that this will be an in-person meeting at a new location. GM Bushee stated there would be a carpool leaving at 5:45 p.m.

20. Directors' Meetings and Conference Reports

2021 CASA Annual Conference was held August 11 - 13, 2021 in San Diego, CA.

Director Sullivan stated it was great to see everyone in person and she really enjoyed the discussion on the rebuilding of Paradise after the 2018 fire. Directors Hanson and Omsted agreed with Director Sullivan.

Director Roesink stated it was his first conference as a Board member. He stated the conference was well done and he was very proud to represent the District.

21. General Manager's Report

GM Bushee reported on the following:

- North San Diego County Regional Recycled Water Project (NSDCRRWP) approved for \$6.2M in WIIN Title XVI federal funding; and
- Employee COVID Status Update

GM Bushee stated the September Board Meeting is scheduled to be an in-person meeting. He asked the Board if they would like to keep the September Board Meeting in-person or go virtual. The Board reached consensus to change the September Board Meeting to a virtual meeting.

22. General Counsel's Report

GC Brechtel reported on the following:

- CASA Conference Updates – AB 818: Wipe Legislation and Governor's Executive Order regarding the Brown Act; and
- SB 594: Elections and Local Redistricting

Director Sullivan asked if the District boundaries will change now that the Census Bureau results have been released. GM Bushee answered the outside boundaries will not change but the shape of

the electoral districts within those boundaries could change.

Director Sullivan asked when will the new electoral districts be established. GM Bushee answered that normally Census data is released in February and new electoral districts need to be established by November. GM Bushee noted it will be difficult to meet that deadline since the Census information was just released. However, if SB 594 is passed the District will have until April 17, 2022 to adopt adjusted District boundaries.

23. Board of Directors' Comments

Director Sullivan stated she is looking forward to the CSDA Conference and the CSDA Quarterly Dinner.

Director Brown stated it was good to see everyone in-person at the Strategic Planning Workshop. He also stated he would like to get a tour of the Leucadia Pump Station. GM Bushee stated he would provide a tour to the Board at their convenience and EA Baity will assist with scheduling the tour.

24. Adjournment

President Omsted adjourned the meeting at approximately 6:12 p.m.



Paul J. Bushee
Secretary/General Manager
(SEAL)



Donald F. Omsted, President