

LEUCADIA WASTEWATER DISTRICT
Minutes of a Regular Board Meeting
October 13, 2021

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, October 13, 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, Technical Services Manager Robin Morishita, Field Services Superintendent Jeff Stecker, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Field Services Technician III Gabriel Mendez, District Engineer Dexter Wilson, and Lauren Hoodenpyle of Clifton Larson, Allen LLP

3. Pledge of Allegiance

President Omsted led the pledge of allegiance.

4. General Public Comment Period

None.

5. Adopt Resolution No. 2357 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic

GC Brechtel presented the item and provided background information. He stated that the Board of Directors has authority to adopt an AB 361 resolution extending virtual meetings but Board authorizations for virtual meetings must be renewed every 30-days since authorizations adopted by the Board will expire before the next scheduled meeting. GC Brechtel stated that AB 361 allows a virtual meeting to determine if an extension should be granted, but otherwise does not permit virtual meetings until a renewed authorization is approved. He noted that this leaves the Board with two options:

1. Hold a special virtual meeting at the beginning of each month to determine if the regular meeting later in the month should be virtual; or
2. Start each regularly scheduled meeting as a virtual meeting and have adoption of a new AB 361 resolution as the first item of business. If the resolution is approved, the virtual meeting would continue. If the resolution is not approved, the Board would set a new date for an in-person meeting and adjourn.

GC Brechtel noted that staff believes Option 2 is the most practical because of the logistical difficulty of scheduling special meetings each month in light of the already busy schedules of all Board members. GC Brechtel stated staff recommends that the Board of Directors adopt Resolution No. 2357 and start each regularly scheduled meeting as a virtual meeting and have adoption of a new AB 361 resolution as the first item of business.

Upon a motion duly made by Director Sullivan, seconded by Vice President Hanson, and unanimously carried, the Board of Directors adopted Resolution No. 2357 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic by the following vote:

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

6. Approval of Agenda

Upon a motion duly made by Vice President Hanson, seconded by Director Roesink, 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

7. Presentations and Awards

10 Year Service Award – Gabriel Mendez

GM Bushee introduced Field Services Technician III, Gabriel (Gabe) Mendez stating that he recently passed his 10th year anniversary at the District on September 12th. He provided background information about Gabe and noted that under LWD’s incentive program Gabe is eligible for a \$200 incentive award.

The Board congratulated Gabe for his excellent service.

CONSENT CALENDAR

8. Approval of Board and Committee Minutes

Minutes of the following meetings:

- September 8, 2021 Regular Board Meeting
- September 15, 2021 Community Affairs Committee Meeting

9. Approval of Demands for September/October 2021

Payroll Checks numbered 22896-22957; General Checking Checks numbered 56015-56156

10. Operations Report (A copy was included in the original October 13, 2021 Agenda)

11. Finance Report (A copy was included in the original October 13, 2021 Agenda)

12. Disclosure of Reimbursements

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

13. Status Update on the Fiscal Year 2022 (FY22) LWD Tactics and Action Plan

Upon a motion duly made by Director Brown, seconded by Vice President Hanson, 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 September 22, 2021.

Director Sullivan reported on EWA’s September 22, 2021 Board Meeting.

B. An Encina Member Agency Manager’s (MAM) Meeting was held on October 5, 2021.

GM Bushee reported on EWA’s October 5, 2021 MAM meeting.

15. Committee Reports

A. Community Affairs Committee (CAC) Meeting was held on August 15, 2021.

Director Brown reported that the CAC reviewed and commented on the draft text of the 2021 Fall newsletter. He stated that the CAC made some suggested edits and staff stated they would make the changes. The CAC then directed staff to move forward with the layout of the newsletter with the suggested changes.

ACTION ITEMS

16. Board of Directors Self Evaluation Form

President Omsted presented the item noting that at the Strategic Planning Workshop he had requested that a sample Board performance evaluation survey be provided to the Board. President Omsted noted that Mr. Jeff Bills provided the Board with the Board performance evaluation survey and it has been included in the agenda packet.

Director Sullivan stated that there were too many questions and she suggested that the questions be modified and shortened. Vice President Hanson and President Omsted agreed with Director Sullivan.

Director Brown stated the he believes the best Boards review themselves. He stated that he agreed with Director Sullivan that the survey is too long and the questions can be improved and shortened.

He noted that there is value in having a Board Self Evaluation survey but meeting annually to review it is too often.

GM Bushee stated that another option is to bring in a facilitator to assist with a Board satisfaction survey, similar to the employee satisfaction survey staff does every other year with Mr. Bills.

President Omsted stated he liked the idea of written questions with a facilitator but agreed with Director Brown that meeting every year was too often.

GM Bushee suggested referring the survey to the Human Resources Committee (HRC) to review and refine the survey with staff.

Director Roesink stated that he thinks that a Board self evaluation has value and he thought it was a good idea to have the HRC simplify the process of reviewing the survey.

Following discussion, the Board of Directors reached consensus to refer the Self Evaluation Survey to the HRC to refine the survey and forward it back to the full Board for review by the following vote:

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

INFORMATION ITEMS

17. Project Status Updates and Other Informational Reports

None.

18. Directors' Meetings and Conference Reports

None.

19. General Manager's Report

GM Bushee reported on the following:

- LWD COVID-19 status update; and
- He will be on vacation October 18th – 21st and TSM Morishita will be the acting GM.

20. General Counsel's Report

GC Brechtel reported on the following:

- SB 323 – Local government: Water or Sewer Service Legal Actions

21. Board of Directors' Comments

Director Roesink thanked staff for Richard Duffey's retirement luncheon. He stated he enjoyed meeting everyone in person.

Director Brown asked for a future agenda item on SB 9 – Housing Development Approvals and the impact on LWD.

Director Sullivan agreed with Director Roesink that it was great to see all the employees at the luncheon.

President Omsted stated he enjoyed Richard Duffey's retirement luncheon and stated it was one of the best retirement lunches organized by LWD.

22. Adjournment

President Omsted adjourned the meeting at approximately 5:53 p.m.



Paul J. Bushee
Secretary/General Manager
(SEAL)



Donald F. Omsted, President