

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

December 8, 2021

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, December 8, 2021 at 5:00 p.m. via teleconference.

1. Call to Order

President Omsted called the meeting to order at 5:03 p.m.

2. Roll Call

DIRECTORS PRESENT: Omsted, Hanson, Brown, and Roesink
 DIRECTORS ABSENT: Sullivan
 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, Field Services Specialist Ian Riffel, District Engineer Dexter Wilson, and Lauren Hoodenpyle of Clifton Larson Allen, LLP

3. Pledge of Allegiance

President Omsted led the pledge of allegiance.

4. Adopt Resolution No. 2361 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic

GM Bushee presented the item and provided background information on AB 361. GM Bushee noted that last month, the Board reviewed various options to hold meetings virtually and chose to adopt a resolution at the beginning of each meeting in accordance with AB 361. Therefore, staff is recommending the Board adopt Resolution No. 2361 in order to hold its December 8th meeting virtually.

Upon a motion duly made by Director Roesink, seconded by Director Brown, and unanimously carried, the Board of Directors adopted Resolution No. 2361 - 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	Absent
Director Brown	Yes
Director Roesink	Yes

5. General Public Comment Period

None.

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	Absent
Director Brown	Yes
Director Roesink	Yes

7. Presentations and Awards

Achieve of Organizational Performance Objective – Two Years No Spills.

GM Bushee presented the item stating that on November 28, 2021 staff completed two years without a spill, which meets an organizational objective under the incentive program. He noted each employee is eligible for a \$1,000 compensation award.

The Board congratulated staff for their efforts.

CONSENT CALENDAR

8. Approval of Board and Committee Minutes

Minutes of the following meetings:

- November 10, 2021 Regular Board Meeting
- November 30, 2021 Human Resources Committee Meeting
- December 1, 2021 Engineering Committee Meeting

9. Approval of Demands for November/December 2021

Payroll Checks numbered 23003-23070; General Checking Checks numbered 56263-56352

10. Operations Report (A copy was included in the original December 8, 2021 Agenda)

11. Finance Report (A copy was included in the original December 8, 2021 Agenda)

12. Disclosure of Reimbursements

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

13. Board-General Manager/Staff Relations Policy

Receive and file the annual review of the Board-General Manager/Staff Relations Policy.

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	Absent
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 November 17, 2021.

GM Bushee reported on EWA's November 17, 2021 Board Meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on December 7, 2021.

GM Bushee reported on EWA's December 7, 2021 MAM meeting.

15. Committee Reports

A. Human Resources Committee (HRC) Meeting was held on November 30, 2021.

President Omsted reported that the HRC reviewed the Board-General Manager/Staff Relations Policy. There were no changes to the policy and the HRC concurred with staff to place this item on the December Board Agenda Consent Calendar.

President Omsted also reported that the HRC reviewed the following recommendations:

- Adopt Resolution No. 2360 – Amending LWD's Substance Abuse Policy; and
- Board Performance Evaluation Survey

The HRC concurred with staff to present these recommendations to the Board of Directors and they will be discussed later in the agenda.

B. Engineering Committee (EC) Meeting was held on December 1, 2021.

Director Roesink reported that the EC reviewed the following recommendation:

- Authorize the General Manager to execute an Agreement with Burtech Pipeline, Incorporated for construction services to complete the Fiscal Year 2022 Gravity Sewer Repairs Project in an amount not to exceed \$268,000 as the lowest responsive and responsible bidder.

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

This EC also received updates on the following:

- Development Projects Summary; and
- Encinitas Estates Pump Station Replacement Project.

These items were for information purposes and there was no action taken.

Director Roesink stated that the EC was very impressed with staff's work on the Encinitas Estates Pump Station Project and he thanked FSSpec Riffel and TSM Morishita for their work on the project.

ACTION ITEMS

16. Fiscal Year 2022 Gravity Sewer Repairs Project

Authorize the General Manager to execute an Agreement with Burtech Pipeline, Incorporated for construction services to complete the Fiscal Year 2022 Gravity Sewer Repairs Project in an amount not to exceed \$268,000 as the lowest responsive and responsible bidder.

FSSpec Riffel presented the item and provided background information. He reviewed the bid schedule, the engineer's estimate of \$334,000, and the 4 bids that were received. FSSpec Riffel indicated that Burtech Pipeline, Inc. (Burtech) not only submitted the lowest bid at \$268,000, which is \$66,000 less than the engineer's estimate, but also met all the bid requirements. FSSpec Riffel also stated that Infrastructure Engineering Corporation (IEC), project design engineer, performed a bid analysis and recommended awarding the contract to Burtech Pipeline, Inc.

FSSpec Riffel explained the disparity in the bid results. He stated that Burtech has recently completed several projects for the District, reducing their risk and likely resulted in their lower bid.

Director Brown asked how the work would be completed to abandon the two pipelines. FSSpec Riffel explained the process. Director Brown asked if the District maintains information on the abandoned pipelines. FSSpec Riffel answered affirmatively. Director Brown asked under what circumstances would the District bring in two engineering contractors to complete a project within the year. FSSpec stated that as long as the type of construction is consistent a second firm shouldn't be needed and Burtech is a large company that shouldn't require assistance to complete the project. TSM Morishita added that the projects come off a priority list and LWD typically budgets \$500,000 per year for this type of work.

Following discussion, upon a motion duly made by Vice President Hanson, seconded by Director Roesink, and unanimously carried, the Board of Directors authorized the General Manager to execute an Agreement with Burtech Pipeline, Incorporated for construction services to complete the Fiscal Year 2022 Gravity Sewer Repairs Project in an amount not to exceed \$268,000 as the lowest responsive and responsible bidder by the following vote:

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

17. Adopt Resolution No. 2360 - Amending the LWD Substance Abuse Policy.

ASsup Hill presented the item and provided background information stating it is a FY 2022 Tactical Goal. She noted that policy was last updated in 2006 and since that time, regulatory requirements, as well as District procedures have changed rendering the existing policy obsolete. ASsup Hill then summarized the following revised policy sections:

- o Sections I and II – Purpose and Policy Statements;
- o Section III – Applicability;
- o Section IV – Definitions;
- o Section V – Prohibited Substances;
- o Sections IX and X – Testing for Prohibited Substances for All Employees vs.

- Safety-Sensitive Employees; and
- o Appendix A – Procedures for Complying with FMCSA and Clearinghouse Requirements and Conducting Substance Abuse Testing

She stated that throughout the policy, various minor changes were made to improve clarity, correct grammatical spelling, and format inconsistencies. She noted that one section of the policy referenced the wrong section of another part of the policy and that will be corrected.

Director Brown asked how many employees are Safety Sensitive Employees. ASsup Hill answered a total of 10 employees, all of the Field Services Technicians and the Field Services Supervisor. GM Bushee noted that Safety Sensitive Employees have Class B licenses.

Following discussion, upon a motion duly made by Vice President Hanson, seconded by Director Brown, and unanimously carried, the Board of Directors adopted Resolution No. 2360 – Amending LWD’s Substance Abuse Policy by the following vote:

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

18. Board of Directors Election of Officers

ASsup Hill presented the item stating that LWD’s current policy calls for the Board to elect a President and Vice President.

Upon a motion duly made by President Omsted, seconded by Director Brown, and carried, the Board of Directors elected Vice President Hanson as the Board President for Calendar Year 2022 by the following vote:

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

Upon a motion duly made by President Omsted, seconded by Director Roesink, and carried, the Board of Directors elected Director Sullivan as the Board Vice President for Calendar Year 2022 by the following vote:

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

19. Approve the Board Performance Evaluation Survey

GM Bushee provided background information on the item. He stated that at the November 30th HRC meeting, staff and the HRC reviewed the survey and agreed to present it to the full Board for approval at the December Board Meeting. GM Bushee stated that should the Board approve the Performance Evaluation Survey, the Survey would be sent to the Board to complete in early January and the results would be reported back at the February Board Meeting. Follow up items could be agendized at future Board Meetings or Strategic Planning sessions.

Director Roesink stated it might be beneficial to include these questions in all future Board packets. President Omsted agreed with Director Brown. GM Bushee stated that staff can add them.

Following discussion, upon a motion duly made by Director Brown, seconded by Vice President Hanson, and unanimously carried, the Board of Directors agreed to approve the Board Performance Evaluation Survey by the following vote:

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

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

A. 2022 CASA Winter Conference is scheduled for January 19 - 21, 2022 at the Hilton Palm Springs in Palm Springs, CA.

GM Bushee announced the date and location of the 2022 CASA Winter Conference. Director Brown stated he would like to attend. GM Bushee stated that he would forward this information to EA Baity.

21. Directors' Meetings and Conference Reports

A. CSDA Quarterly Dinner Meeting was held on Thursday, November 18, 2021 at the 94th Aero Squadron in San Diego, CA.

GM Bushee stated that Director Sullivan was elected 2nd Vice President of the CSDA San Diego Section.

22. General Manager's Report

GM Bushee reported on the following:

- Update on the Director of Administration and Finance recruitment;
- Staff Employee Satisfaction Survey will be conducted tomorrow with Mr. Jeff Bills;
- Update on the Administrative Services Specialist position;
- He will be out of the office December 16-17;
- Thanked President Omsted for a great job as Board President this year; and
- Wished everyone a happy holidays.

23. General Counsel's Report

GC Brechtel reported on the following:

- Update on Governor Newsom Executive Order N-21-21;
- Department of Water Resources - Home Water Usage Report; and
- Wished everyone a happy holiday season.

24. Board of Directors' Comments

Director Roesink stated he enjoys being a part of the Engineering Committee. He also stated that being on the LWD Board has been fun and rewarding and he wished everyone a happy holiday season.

Director Brown wished everyone a Merry Christmas and he thanked staff for their work at tonight's meeting. He stated he is proud to be part of this Board and LWD.

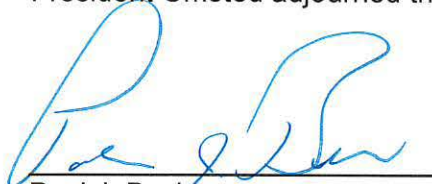
Vice President Hanson wished everyone a Merry Christmas and Happy New Year.

President Omsted stated he is very happy with our two new Board members and how the year has progressed and he wished everyone a Merry Christmas.

Directors Brown, Roesink, and Hanson thanked President Omsted for his leadership this year.

25. Adjournment

President Omsted adjourned the meeting at 6:05 p.m.



Paul J. Bushee
Secretary/General Manager
(SEAL)



Judy Hanson, President