

LEUCADIA WASTEWATER DISTRICT

Minutes of a Regular Board Meeting

February 9, 2022

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, February 9, 2022 at 5:00 p.m. via teleconference.

1. Call to Order

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

2. Roll Call

DIRECTORS PRESENT:

Hanson, Sullivan, Brown, and Omsted,

DIRECTORS ABSENT:

Roesink

OTHERS PRESENT:

General Manager Paul Bushee, General Counsel Wayne Brechtel, Director of Finance and Administration Ryan Green, Director of Technical Services Robin Morishita, Field Services Superintendent Jeff Stecker, Administrative Services Supervisor Trisha Hill, Executive Assistant Tianne Baity, Field Services Technician Curney Russell, District Engineer Dexter Wilson, Jeff Bills with Confidence Consulting, Neal Bloom of Rising Tide Partners, and Kay Vinson with National Demographics Corporation

3. Pledge of Allegiance

Vice President Sullivan led the pledge of allegiance.

4. Adopt Resolution No. 2364 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic

Upon a motion duly made by Director Omsted, seconded by Director Brown, and unanimously carried, the Board of Directors adopted Resolution No. 2364 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic by the following vote:

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

5. General Public Comment Period

None.

6. Approval of Agenda

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

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

7. Presentations and Awards

A. 2021 CWEA San Diego Section Awards.

GM Bushee stated that the District received three awards at the CWEA San Diego Section Awards Banquet on Saturday, January 29th. He noted that the awards were for: Engineering Achievement Award – Leucadia Pump Station Rehabilitation Project, Collection System of the Year (0-249 miles), and Collection System Person of the Year – Curney Russell. GM Bushee stated that the local section winners will move on to the State level.

GM Bushee stated that The Engineering Achievement Award recognized the District for the rehabilitation of the Leucadia Pump Station. GM Bushee stated that The Engineering Achievement Award qualifies as a local award under the organization objectives of the LWD's Incentive Program; therefore, staff is eligible for a \$100 incentive award. The Board congratulated staff for their efforts.

GM Bushee stated the District received the San Diego Section Collection System of the Year Award (0-249 miles). GM Bushee stated that The Collection System of the Year Award qualifies as a local award under the organization objectives of the LWD's Incentive Program; therefore, staff is eligible for a \$100 incentive award. The Board congratulated staff for their efforts.

GM Bushee also stated that Curney Russell, Field Services Technician II, received the Collection System Person of the Year Award. He provided background information on Curney and a brief summary of Curney's accomplishments. The Board congratulated Curney for his efforts and wished him luck on the State level.

CONSENT CALENDAR

8. Approval of Board and Committee Minutes

Minutes of the following meetings:

January 12, 2022 Regular Board Meeting

January 31, 2022 Investment and Finance Committee Meeting

February 1, 2022 Community Affairs Committee Meeting

9. Approval of Demands for January/February 2022

Payroll Checks numbered 23126-23166; General Checking Checks numbered 56488-56604

10. Operations Report (A copy was included in the original February 9, 2022 Agenda)

11. Finance Report (A copy was included in the original February 9, 2022 Agenda)

12. Quarterly Treasurer's Report

This report discloses investments for the quarter ending December 31, 2021.

13. Disclosure of Reimbursements

This report discloses travel expense reimbursements for the month of January 2022.

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

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

INFORMATION ITEMS

14. Employee Satisfaction Survey Results

Mr. Jeff Bills of Confidence Consulting presented the results of the Employee Satisfaction Survey.

The Board thanked Mr. Bills for his presentation.

EWA and COMMITTEE REPORTS

15. Encina Wastewater Authority (EWA) Reports

A. A regular EWA Board Meeting was held on January 26, 2022.

Director Omsted reported on EWA's Board Meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on February 1, 2022.

GM Bushee reported on EWA's MAM Meeting.

16. Committee Reports

A. Investment and Finance Committee (IFC) Meeting was held on January 31, 2022.

Director Brown reported that the IFC reviewed the Reserve Fund Policy. The IFC concurred with staff to recommend that the Board of Directors adopt a revised Reserve Fund Policy. This item will be discussed later in the agenda.

B. Community Affairs Committee (CAC) Meeting was held on February 1, 2022.

Vice President Sullivan reported that the CAC reviewed the proposed newsletter topics, along with the production schedule. The CAC made several suggested edits. Staff agreed to make those edits and the CAC then directed staff to move forward with the newsletter and proposed production schedule.

Vice President Sullivan also reported that the CAC reviewed the following recommendation:

- Authorize the General Manager to execute a one-year contract amendment with Rising Tide Partners (RTP) for Public Information Services in an amount not to exceed \$49,764.00

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

PUBLIC HEARING

17. Public Hearing to Consider and Receive Public Input on Draft Redistricting Maps

Vice President Sullivan opened the public hearing for comments. There were no public comments.

Ms. Kay Vinson of National Demographics Corporation (NDC) presented the item and summarized the 2020 census data. She concluded that adjustments to the voting divisions are required and she noted that draft maps must comply with Federal laws and traditional redistricting principles. She then reviewed the following maps:

- Existing Map with Updated Census Data;
- Updated Divisions with Minimal Boundary Changes; and
- Option 2 – More Contiguous Boundaries

Vice President Sullivan stated Option 2 looks much cleaner. Director Omsted agreed with Vice President Sullivan. Director Brown concurred with Directors Sullivan and Omsted and stated Option 2 is also easier to explain to the public.

Following discussion, the Board of Directors reached consensus to Bring Option 2 as the preferred map for adoption at the March 9th Board Meeting.

The Board of Directors thanked Ms. Vinson for her presentation.

Vice President Sullivan closed the public hearing.

ACTION ITEMS

18. Contract Amendment No. 1 to Rising Tide Partners for Public Information Services

Authorize the General Manager to execute a one-year contract amendment with Rising Tide Partners (RTP) for Public Information Services in an amount not to exceed \$49,764.

ASsup Hill introduced the item noting that the CAC reviewed this item at its February 1st meeting. ASsup Hill stated RTP has provided public information services to the District since March 2016. LWD entered into a new professional services agreement with RTP on March 8, 2021. This agreement will expire on March 8, 2022, however, it includes language to extend the agreement for an additional year.

ASsup Hill stated that staff has negotiated a one-year contract amendment with a scope of work and fees. She then reviewed the specific tasks included in the agreement.

Following discussion, upon a motion duly made by President Hanson, seconded by Director Omsted and unanimously carried, the Board of Directors authorized the General Manager to execute a one-year contract Amendment with Rising Tide Partners (RTP) for Public Information Services in an amount not to exceed \$49,764 by the following vote:

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

19. Annual Review of LWD Reserve Fund Policy

Adopt Resolution No. 2365 approving the revised Reserve Fund Policy and File the Annual Review of the LWD Reserve Fund Review Report.

DFA Green introduced the item noting that the IFC reviewed this item at its January 31st meeting. DFA indicated the purpose of the policy and noted that it was last reviewed in February 2021 and last revised in February 2020. He noted that the policy calls for annual review by the Board of Directors.

DFA Green noted that staff and the IFC have reviewed the Reserve Policy and are recommending a few minor changes. He then reviewed those changes and provided an overview of the FY 2021 reserve balances.

Following discussion, upon a motion duly made by Director Brown, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2365 approving the revised Reserve Fund Policy and Filed the Annual Review of the LWD Reserve Fund Review Report by the following vote:

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

INFORMATION ITEMS

20. Project Status Updates and Other Informational Reports

A. CSDA Quarterly Meeting is scheduled for February 17, 2022 at 6:00 p.m. via Zoom.

EA Baity announced the date and time of the CSDA Quarterly Meeting.

B. CWEA Annual Conference is scheduled for April 11-14, 2022 in Sacramento, CA.

EA Baity announced the date and time of the CWEA Annual Conference.

21. Directors' Meetings and Conference Reports

None.

22. General Manager's Report

GM Bushee reported on the following:

- State Water Resources Control Board (SWRCB) – Updated draft discharge

requirements released;

- Six Request for Proposals for District Auditor received by deadline; and
- Administrative Specialist Job Opening Update

23. General Counsel's Report

GC Brechtel reported on the following:

- Kaanaana v. Barrett Business Services - Prevailing Wage Law;
- Plantier v. Ramona Municipal Water District – Collection of Wastewater Fees; and
- Extension of COVID-19 paid sick leave

24. Board of Directors' Comments

Director Omsted stated he was impressed by the number of applications received at the District for the Administrative Specialist job opening. He stated that reflects that the District is a great place to work.

Director Brown thanked everyone for a great meeting.

President Hanson thanked Vice President Sullivan for leading the meeting.

25. Adjournment

Vice President Sullivan adjourned the meeting at 6:37 p.m.



Paul J. Bushee
Secretary/General Manager
(SEAL)

