

**LEUCADIA WASTEWATER DISTRICT**  
 Minutes of a Regular Board Meeting  
 April 20, 2022

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, April 20, 2022 at 5:00 p.m. via teleconference.

**1. Call to Order**

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

**2. Roll Call**

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

**DIRECTORS ABSENT:**

**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 Specialist Ian Riffel, District Engineer Dexter Wilson, Kathleen Heitt from Dexter Wilson Engineering, Field Services Technician III Curney Russell, Neal Bloom and Iris Grootenhuis from Rising Tide Partners, June Honsberger from La Costa Canyon High School, Kelly Cole from Flora Vista Elementary, Julie Anguiano from Park Dale Lane Elementary, Jennifer Smith from El Camino Creek Elementary, Nancy Jois from Capri Elementary, school students, and Mike Fisher and Tim Lewis from Waterworks Engineers

**3. Pledge of Allegiance**

Vice President Sullivan led the pledge of allegiance.

**4. Adopt Resolution No. 2367 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting From the COVID-19 Pandemic**

Upon a motion duly made by Vice President Sullivan, seconded by Director Roesink, and unanimously carried, the Board of Directors adopted Resolution No. 2367 - Authorizing Remote Teleconference Meetings Due to the Declared State Emergency Resulting from the COVID-19 Pandemic by the following vote:

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

**5. General Public Comment Period**

None.

**6. Approval of Agenda**

Upon a motion duly made by Director Omsted, seconded by Vice President Sullivan, 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	Yes
Director Omsted	Yes

**7. Presentations and Awards**

**A. Teacher Grant Recipients**

ASsup Hill provided background information on the Teacher Grant Program noting that in January 2022 the Board approved five teacher grants.

ASsup Hill introduced Ms. Kelly Cole of Flora Vista Elementary to provide a brief update on her school's project funded by the District's teacher grant program. Ms. Cole shared an update on her school's Garden Signs/Native and Drought Tolerant Garden project.

ASsup Hill introduced students from Ms. Jennifer Smith's class at El Camino Creek Elementary to provide a brief update on their school's project funded by the District's teacher grant program. El Camino Creek students Stella and Sammy shared a video update on their school's Water Conservation Strategy project.

ASsup Hill introduced Ms. Camille Sowinski and Ms. Julie Anguiano of Park Dale Lane Elementary to provide a brief update on their school's project funded by the District's teacher grant program. Duke, a student from Ms. Anguiano's class, introduced a video the class created regarding their Water Management Internship program.

ASsup Hill introduced Ms. June Honsberger of La Costa Canyon High School to provide a brief update on her school's project funded by the District's teacher grant program. Ms. Honsberger shared a video update on her school's Monarch Butterfly and Native Plant Garden project.

ASsup Hill introduced Ms. Nancy Jois of Capri Elementary to provide a brief update on her school's project funded by the District's teacher grant program. Ms. Jois shared a video update on her school's No Wipes Down the Pipes project.

Vice President Sullivan stated she would like to see the school videos shared across the State and with other organizations.

The Board was very impressed by the student videos and they thanked the teachers and the students for attending the meeting.

**B. Achievement of Individual Award – Curney Russell**

GM Bushee introduced Field Services Technician III Curney Russell stating that Curney recently received his Collection System Grade 3 certification from the California Water Environment Association. GM Bushee presented background information about Curney and noted that Curney is eligible for a \$500 incentive award under the District's incentive program.

The Board congratulated Curney for his efforts.

### C. CWEA State Awards

GM Bushee stated that the Leucadia Wastewater District (LWD) was honored to receive the following awards at the 2022 CWEA Annual Conference held April 11-14, 2022 in Sacramento, CA.

#### 2021 Collection System of the Year (0-249 miles)

GM Bushee stated LWD received the State Collection System of the Year Award. He stated that this is the 5<sup>th</sup> time since 2004 that LWD has received this award. GM Bushee noted that the Collection System of the Year Award qualifies as a State award under the organizational objectives of the LWD's Incentive Program, therefore, staff is eligible for a \$300 incentive award.

The Board congratulated staff for their efforts.

#### 2021 Collection System Person of the Year Award

GM Bushee stated that Field Services Technician III Curney Russell won the CWEA San Diego Section Collection System Person of the Year Award and received 2<sup>nd</sup> place at the State level.

The Board congratulated Curney for his efforts.

## CONSENT CALENDAR

### 8. **Approval of Board and Committee Minutes**

Minutes of the following meetings:

March 9, 2022 Regular Board Meeting  
April 5, 2022 Engineering Committee Meeting  
April 7, 2022 Community Affairs Committee Meeting

### 9. **Approval of Demands for March / April 2022**

Payroll Checks numbered 220309-1 to 220406-17; General Checking Checks numbered 56722-56886

### 10. **Operations Report** (A copy was included in the original April 20, 2022 Agenda)

### 11. **Finance Report** (A copy was included in the original April 20, 2022 Agenda)

### 12. **Disclosure of Reimbursements**

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

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

Director Brown pulled Board Agenda item 11, Finance Report, from the Consent Calendar.

Upon a motion duly made by Director Brown, seconded by Director Omsted, and unanimously carried, the Board of Directors approved the Consent Calendar, excluding item 11, by the following vote:

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

Director Brown asked how the rising interest rates and changes in the economy are affecting the District's finances. DFA Green answered that in March 2022 the Federal Reserve Bank raised interest rates a quarter point and they are expected to go up another half point. He noted that the District will continue to assess the market as free cash flow becomes available and look to prudently invest LWD's money to take advantage of higher interest rates.

Upon a motion duly made by Director Brown, seconded by Vice President Sullivan, and unanimously carried, the Board of Directors approved Consent Calendar item 11, by the following vote:

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

## EWA and COMMITTEE REPORTS

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

A. A regular EWA Board Meeting was held on March 23, 2022.

Director Omsted reported on EWA's Board Meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on April 5, 2022.

GM Bushee reported on EWA's MAM Meeting.

### 15. Committee Reports

A. Engineering Committee (EC) Meeting was held on April 5, 2022.

Director Roesink reported that the EC reviewed the following recommendations:

- Adopt Resolution No. 2368 revising the Leucadia Wastewater District Standard Specifications and Procedures for Wastewater Facility Projects; and
- Award of District As-Needed Engineering Design Services;

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

The EC also received updates on the Development Projects Summary and the Encinitas Estates Pump Station Replacement Project. These items were for informational purposes only and no action was taken.

**B. Community Affairs Committee (CAC) Meeting was held on April 7, 2022.**

Director Roesink reported that the CAC reviewed and commented on the draft layout of the 2022 Spring newsletter. The CAC suggested some minor edits to the text. Staff and Rising Tide Partners (RTP) stated that they would make the changes.

Following discussion, the CAC directed staff to move forward with the production of the newsletter and forward the final to the Board for their review prior to printing.

The CAC also reviewed the draft Communication Plan Update. The CAC concurred with staff to present this recommendation to the Board of Directors and it will be discussed later in the agenda.

**ACTION ITEMS**

**16. Authorize the General Manager to execute a contract with Rogers, Anderson, Malody & Scott, LLP for Financial Auditing Services for Fiscal Year 2022 (FY22), FY23, and FY24 in an amount not to exceed \$84,150.**

DFA Green introduced the item and provided background information noting that this item was reviewed by the Investment and Finance Committee (IFC) at their February 22, 2022 and March 1, 2022 meetings.

Following discussion and upon a motion duly made by Director Brown, seconded by Director Omsted, and carried, the Board of Directors authorized the General Manager to execute a contract with Rogers, Anderson, Malody & Scott, LLP for Financial Auditing Services in an amount not to exceed \$84,150 by the following vote:

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

**17. Award of District As-Needed Engineering Design Services**

Authorize the General Manager to execute an as-needed Engineering Design Services contract with Waterworks Engineers, LLC.

DTS Morishita introduced the item and provided background information. DTS Morishita stated that the Request for Proposals (RFP) was distributed in November 2021 and produced an inadequate response of two proposals. Due to receiving only two proposals the RFP was reissued in January 2022. He stated that in February 2022, six proposals were received.

DTS Morishita said that the proposals were evaluated by a five person selection panel. As a result of the evaluation, two firms were invited to interview. He said that based on the interviews, the panel selected Waterworks Engineers, LLC.

Following discussion and upon a motion duly made by Director Roesink, seconded by Director Brown, and carried, the Board of Directors authorized the General Manager to execute a contract with Waterworks Engineers, LLC for As-Needed Engineering Design Services by the following vote:

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

**18. Revision of the Leucadia Wastewater District Standard Specifications and Procedures for Wastewater Facility Projects**

Adopt Resolution No. 2368 revising the Leucadia Wastewater District Standard Specifications and Procedures for Wastewater Facility Projects

Ms. Kathleen Heitt from Dexter Wilson Engineering presented the item and provided background information. She explained that the Standard Spec update is needed since there are new industry standards in the 2021 “Greenbook”. Ms. Heitt also stated that the other updates included private pump station capacity, manhole lining, Micro Enterprise Home Kitchen Operations, and updated Standard Notes and Standard Drawings.

Upon a motion duly made by Director Brown, seconded by Director Roesink, and unanimously carried, the Board of Directors adopted Resolution No. 2368 revising Leucadia Wastewater District’s Standard Specifications and Procedures for Wastewater Facility Projects by the following vote:

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

**19. Approve the Communication Plan Update**

ASsup Hill introduced the item and provided background information noting that this item was reviewed by the Community Affairs Committee (CAC) at their April 7, 2022 meeting. ASsup Hill stated that RTP and staff made several updates to the plan to illustrate the effectiveness of improvements made to current outreach tools used to increase public awareness about LWD’s services. In addition, the plan update validated several outreach tools that the District has used for many years. She then introduced Mr. Neal Bloom of Rising Tide Partners.

Mr. Bloom provided an overview of the Communication Plan highlighting the following areas:

- Audience Demographics;
- Social Media Analysis;
- Website;
- Newsletter;
- Teacher Grant Program;
- Videos; and
- Events and Giveaways

Director Brown asked how the District could further promote the videos from the Teacher Grant Program. GM Bushee stated that staff would look into possible options. Director Brown also made

several suggestions regarding a District Instagram account and requested that staff develop a Board talking points summary sheet.

Upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors approved the updated Communication Plan by the following vote:

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

The Board thanked Mr. Bloom for his presentation.

## **20. Board of Directors Compensation Adjustment**

DFA Green presented the item indicating the date of the last Board stipend increase was August 2019 and at that time the stipend was increased from \$190 to \$200 per day. He stated that government code allows for a 5% adjustment per calendar year following the last adjustment and the Board is eligible to receive an increase between \$0 and \$30. DFA Green explained that this item is for the Board to consider whether to direct staff to prepare and notice for a public hearing at the May Board Meeting, after which it could take action on a proposed a Board compensation adjustment.

He then provided some board per diem analytics on 24 local wastewater and water agencies.

Vice President Sullivan stated that she would like to see a 5% increase.

Director Omsted stated he understood Vice President Sullivan's reasons for an increase but felt the \$200 per diem is sufficient.

Director Brown stated he was comfortable with the current per diem of \$200. Directors Roesink and Hanson agreed with Director Brown.

Following discussion, Vice President Sullivan made a motion to increase the Board of Directors compensation by 5%. There was no second. The motion did not pass and there was no action taken.

## **INFORMATION ITEMS**

### **21. Project Status Updates and Other Informational Reports**

A. 2022 CSDA Legislative Days is scheduled for May 17-18, 2022 in Sacramento, CA.

EA Baity noted the date and the location for the CSDA Legislative Days.

### **22. Directors' Meetings and Conference Reports**

A. 2022 CWEA Annual Conference was held April 11-14, 2022 in Sacramento, CA.

President Hanson stated it was a good conference with a lot of new faces.

Director Omsted stated he enjoyed the session on wastewater co-digestion with food waste.

**23. General Manager's Report**

GM Bushee reported on the following:

- New Administrative Specialist;
- Board Budget Workshop is scheduled for May 9, 2022 at 1:00 p.m.; and
- Continuation of District meetings virtually for May 2022

**24. General Counsel's Report**

GC Brechtel reported on the following:


- Assembly Bill 1944 – is still going through legislation

**25. Board of Directors' Comments**

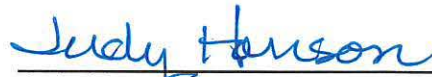
Director Brown stated he would like the Board to host a lunch for staff in recognition of receiving the CWEA State Award. GM Bushee agreed.

**26. Adjournment**

President Hanson adjourned the meeting at 7:29 p.m.



Paul J. Bushee  
Secretary/General Manager  
(SEAL)



Judy Hanson, President