

# LEUCADIA WASTEWATER DISTRICT

## Minutes of a Regular Board Meeting

June 8, 2022

A regular meeting of the Board of Directors of the Leucadia Wastewater District was held Wednesday, June 8, 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, Executive Assistant Tianne Baity, Administrative Services Supervisor Trisha Hill, Field Services Specialist Ian Riffel, and District Engineer Dexter Wilson

### 3. Pledge of Allegiance

Vice President Sullivan led the pledge of allegiance.

### 4. Adopt Resolution No. 2372 - 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. Staff is recommending the Board adopt Resolution No. 2372 in order to hold its June 8<sup>th</sup> meeting virtually.

Upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted Resolution No. 2372 - 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	Yes
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	Yes
Director Omsted	Yes

**7. Presentations and Awards**

None.

**CONSENT CALENDAR**

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

Minutes of the following meetings:

May 9, 2022 Special Board Meeting

May 11, 2022 Regular Board Meeting

June 1, 2022 Engineering Committee Meeting

**9. Approval of Demands for May/June 2022**

Payroll Checks numbered 220504-1 to 220601-23; General Checking Checks numbered 56979-57085

**10. Operations Report** (A copy was included in the original June 8, 2022 Agenda)

**11. Finance Report** (A copy was included in the original June 8, 2022 Agenda)

**12. Disclosure of Reimbursements**

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

**13. Establishing an Appropriations Limit of the LWD for Fiscal Year 2023 (FY23)**

Adopt Resolution No. 2370 Establishing an Appropriations Limit of the Leucadia Wastewater District (LWD) for the Fiscal Year 2023 (July 1, 2022 to June 30, 2023) Pursuant to Article XIII (B) of the California Constitution.

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

**EWA and COMMITTEE REPORTS**

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

A. A regular EWA Board Meeting was held on May 25, 2022.

Director Omsted reported on EWA's May 25, 2022 Board Meeting.

B. An Encina Member Agency Manager's (MAM) Meeting was held on June 7, 2022.

GM Bushee reported on EWA's June 7, 2022 MAM meeting.

**15. Committee Reports**

Engineering Committee (EC) Meeting was held on June 1, 2022.

Director Roesink reported that the EC reviewed the following recommendations:

- Adopt Ordinance No. 145 approving a Reimbursement Agreement for sewer between the District and Peter Lagasse; and
- Approve Resolution No. 2374 adopting the 2019 Integrated Regional Water Management Plan

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

Director Roesink reported that the EC also received updates on the Development Projects Summary and the Encinitas Estates Pump Station Replacement Project. These items were for information purposes and there was no action taken.

**PUBLIC HEARING**

**16. Public Hearings to consider the following:**

A. A Proposal to Consider Collecting the District's Wastewater Service Charge for Fiscal Year 2023 (FY23) on the San Diego County Tax Roll.

President Hanson opened the public hearing for comments. No public comments were provided. President Hanson closed the public hearing.

B. A Proposal to Consider Adoption of an Ordinance Approving a Reimbursement Agreement for Sewer between Leucadia Wastewater District and Peter Lagasse.

President Hanson opened the public hearing for comments. No public comments were provided. President Hanson closed the public hearing.

**ACTION ITEMS**

**17. Collection of Wastewater Service Charges on the County Tax Roll for Fiscal Year 2023 (FY23)**

Adopt Resolution No. 2373 Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2022 – June 30, 2023.

ASsup Hill presented the item and provided background information on the item.

Upon a motion duly made by Director Omsted, seconded by Director Brown, and unanimously carried, the Board of Directors adopted Resolution No. 2373– Adopting and Approving the Report for the Collection of Wastewater Service Charges on the County Tax Roll for the Fiscal Year July 1, 2022 – June 30, 2023 by the following vote:

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

**18. Adopt Ordinance No. 145 - Approving A Reimbursement Agreement for Sewer between Leucadia Wastewater District and Peter Lagasse**

FSSpec Riffel presented the item and provided background information on the item. He stated that Ordinance No. 145 establishes a Reimbursement Agreement (Agreement) between the District and Peter Lagasse (Developer). He continued that the Agreement was developed by the District Engineer and has been reviewed by District staff, including District Counsel, and now requires Board approval to take effect.

FSSpec Riffel stated that the Agreement provides for cost reimbursement by adjacent properties to the Developer for the actual cost to design, permit, and construct new sewer facilities, less the portion servicing the Developer's property and noted that the Agreement is for a 10-year term. He stated that the District administers the Agreement and will charge an administrative fee of five percent (5%) of the reimbursement fee when property owners connect to the collection system.

Vice President Sullivan asked if there has been any interest in connecting to the collection system with this agreement. FSSpec Riffel answered that that there has been one interested party.

Director Brown asked how many reimbursements agreements does LWD have. FSSpec Riffel answered that LWD has had eight total reimbursement agreements but only three are currently active. FSSpec Riffel noted that only one property has ever connected using a reimbursement agreement.

Following discussion, upon a motion duly made by Vice President Sullivan, seconded by Director Roesink, and unanimously carried, the Board of Directors adopted Ordinance No. 145 establishing a Reimbursement Agreement for Sewer between the District and Peter Lagasse by the following vote:

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

**19. Adopt the Fiscal Year 2023 (FY23) Budget**

DFA Green presented the item stating that the Board reviewed the recommended FY23 Budget at the May 9<sup>th</sup> Special Board Meeting and during the meeting the Board directed staff to finalize the budget. He stated that staff recommends that the Board adopt the FY23 Budget.

Upon a motion duly made by Vice President Sullivan, seconded by Director Omsted, and unanimously carried, the Board of Directors adopted the FY 23 Budget by the following vote:

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

**20. Unrepresented Employees Salary and Benefits Resolution**

Adopt Resolution No. 2371 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2022 to June 30, 2023.

ASsup Hill presented the recommendation and provided background information on the item. She stated that the Salary and Benefits Resolution was developed consistent with the Board's direction at the May 9<sup>th</sup> Special Board Meeting and has been reviewed by GC Brechtel.

Vice President Sullivan congratulated staff for a great year. Directors Roesink and Hanson agreed with Vice President Sullivan.

Following discussion, upon a motion duly made by Director Omsted, seconded by Director Roesink, and unanimously carried, the Board of Directors adopted Resolution No. 2371 setting forth salaries, benefits and other working conditions for unrepresented employees for the period July 1, 2022 to June 30, 2023 by the following vote:

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

**21. Contract Amendment No. 1 to MSC Janitorial Services, Inc. (MSC) for Janitorial Services**

Authorize the General Manager to execute contract Amendment No. 1 with MSC Janitorial Services, Inc. (MSC) for Janitorial Services for an additional two years in an amount not to exceed \$60,400.

ASsup Hill presented the item and provided background information on the item. She noted that MSC has been providing above average janitorial services to the District since 2015. She stated that MSC submitted a proposal for janitorial services for the next two fiscal years and the proposal includes a six percent increase for the first year, then the cost will remain flat for the second year. ASsup Hill stated the proposal is acceptable per the initial agreement's terms, and the increase is reasonable based on current inflation percentages listed by the consumer price index as well as increases in California's minimum wage.

Following discussion, upon a motion duly made by Vice President Sullivan, seconded by Director Brown, and unanimously carried, the Board of Directors authorized the General Manager to execute a contract Amendment No. 1 with MSC Janitorial Services, Inc. (MSC) for Janitorial Services for an additional two years in an amount not to exceed \$60,400 by the following vote:

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

## 22. Adoption of the 2019 Integrated Regional Water Management Plan.

Approve Resolution No. 2374 - Adopting the 2019 Integrated Regional Water Management (IRWM) Plan.

DTS Morishita presented the item and provided background information on the item. He stated that the IRWM is supported by Propositions 1, 50 and 84 which provide bond funding to the California Department of Water Resources (DWR). DTS Morishita said that the funding is for grants for projects that improve integration and management of water resources. He stated in order to maintain grant eligibility, the District must adopt the 2019 San Diego IRWM Plan to fulfill new requirements established by the DWR.

DTS Morishita stated that the District is applying for a Proposition 1 (Prop 1) grant through the North San Diego Water Reuse Coalition (NSDWRC) for the Secondary Effluent (B1) Force Main North Section Replacement Project (Project). He explained that the grant could provide funding for up to fifty percent (50%) of the project's construction cost, estimated at \$565K. DTS Morishita noted that the Project has been approved to receive a twenty five percent (25%) Water Infrastructure for Improvements to the Nation (WIIN) 2021 federal grant for project construction which is currently waiting for appropriation. He stated that approval of the Prop 1 Grant would provide additional funding for Project construction.

Following discussion, upon a motion duly made by Director Brown, seconded by Director Roesink, and unanimously carried, the Board of Directors adopted Resolution No. 2374 - Adopting the 2019 Integrated Regional Water Management (IRWM) Plan by the following vote:

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

## 23. CSDA Board of Directors 2022 Elections – Seat B

EA Baity presented the item stating that CSDA is requesting its members to vote for a candidate for Seat B for the southern network region. The deadline for the receipt of ballots is July 8, 2022 and staff has no recommendation on this matter.

Following discussion, the Board of Directors reached consensus to vote for Don Bartz of Phelan Pinon Hills Community Services District for the CSDA Southern Network - Seat B.

## INFORMATION ITEMS

### 24. Project Status Updates and Other Informational Reports

- A. Support Letter for Don Bartz, General Manager of the Phelan Pinon Hills Community Services District, for CSDA Board of Directors – Seat B.

A support letter was received for Don Bartz, General Manager of the Phelan Pinon Hills Community Services District.

- B. CASA 67th Annual Conference will be held August 10 - 12, 2022 at the Resort at Squaw Creek in Lake Tahoe, CA.

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

- C. 2022 CSDA Annual Conference will be held August 22 - August 25, 2022 at the J.W. Marriott in Palm Desert, CA.

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

### 25. Directors' Meetings and Conference Reports

2022 CSDA Legislative Days Conference was held May 17 - 18, 2022.

Director Omsted stated the conference was good and they changed how the State legislators meet with local officials due to COVID.

### 26. General Manager's Report

GM Bushee reported on the following:

- He will be out of the office June 10<sup>th</sup> - 21<sup>st</sup> and DFA Green will be the acting GM.

### 27. General Counsel's Report


None.

### 28. Board of Directors' Comments

Director Brown stated DTS Morishita had a great report on the Encinitas Estates Pump Station Replacement Project at the EC Meeting.

### 29. Adjournment

President Hanson adjourned the meeting at approximately 5:55 p.m.



Paul J. Bushee  
Secretary/General Manager  
(SEAL)

  
Judy Hanson, President